

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ  
ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ-151001, ਪੰਜਾਬ (ਭਾਰਤ)



MAHARAJA RANJIT SINGH  
PUNJAB TECHNICAL UNIVERSITY  
BADAL ROAD, BATHINDA-151001, PUNJAB (INDIA)

ਪ੍ਰੋ. ਕਰਨਵੀਰ ਸਿੰਘ  
ਕੰਟਰੋਲਰ (ਪ੍ਰੀਖਿਆਵਾਂ)

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 under section 2(f) of UGC Act)

Prof. Karanvir Singh  
Controller (Examinations)

Ref. No: CoE/MRSPTU/ 98329

Date: 29-10-19

Principal / Director  
All Constituent / Affiliated Colleges

**Sub: - Schedule and Instructions for filling examination forms for Dec-2019 end semester examination**

Examination Forms for Dec-19 exams will be filled online for all batches on [www.mrsstuexam.com](http://www.mrsstuexam.com).

The detailed schedule is as follows:

S. No.	Description	Dates		Last date for the fees to be deposited to university by the institute
		From	To	
1.	Filling & locking of examination forms without late fees	05/11/2019	14/11/2019	29/11/2019
2.	Filling & locking of examination forms with late fees of Rs. 1000/- per form	15/11/2019	20/11/2019	
3.	Filling & locking of examination forms with late fee of Rs. 2000/- per form	21/11/2019	24/11/2019	
4.	<i>After 24/11/2019, the examination form can be filled with the permission of Hon'ble Vice Chancellor and by paying a fine of Rs. 5000/- at university</i>			

#### **Generation of Challan**

Challans will be generated on 25/11/2019 and the institutions are required to deposit the examination fees as specified in the above mentioned schedule otherwise late fees charges to the institutions would be applicable and will be charged as per details below.

S. No.	Challan Number	Details of fees	Due Date without fine	Fine after due date
1.	Challan-1 (Regular & Reappear examination fees)	(fees @ Rs. 700/- per sem. - for 2015,2016,2017 & 2018 batch)  (fees @ Rs. 1000/- per sem. - for 2019 batch)	29/11/2019	Rs. 2000/- per day
2.	Challan-2 (URF)	@ Rs. 1150 for students admitted in 2019 @ Rs. 550 for the rest of students	29/11/2019	Rs. 2000/- per day

#### **Generation of Admit Card**

Admit cards shall be generated through software on / after 25/11/2019 after the deposition of fees.

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BATHINDA - 151001, PUNJAB (INDIA)

Ph. No.: +91-87250-72333, Website: [www.mrsstu.ac.in](http://www.mrsstu.ac.in), E-mail id: [supportexam@mrsptu.ac.in](mailto:supportexam@mrsptu.ac.in)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ  
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ਕੰਟਰੋਲਰ (ਪ੍ਰੀਖਿਆ)

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 under section 2(f) of UGC Act)

Prof. Karanvir Singh  
Controller (Examinations)

Ref. No: CoE/MRSPTU/ 9832

Date: 29-10-19

#### INSTRUCTION FOR FILLING OF FORMS

1. Up-gradation of students, filling of elective subjects and filling of groups are compulsory before the form filling can be done.
2. The examination form (Regular / Reappear) of student will be filled through HOD ID/ Class In-charge ID.
3. Roll Nos. will be generated in the HOD/Class In-charge ID only.
4. If a student wishes to modify the form, HOD can unlock the form for correction. No correction will fee will charged up to 14/11/2019. But if the correction is done after 14/11/2019 correction fees of Rs. 700/- shall be charged. No online correction shall be allowed after 24/11/2019. If a student wishes to get his/her form corrected after 24/11/2019, the same can be done on visiting the university & paying a fees of Rs. 700/-.
5. The students should ensure that the forms are signed by the competent authority and they carry the admit card to the examination hall.
6. Detailed instructions for filling of forms are available on the website.
7. Examination fees according to challan generated by the software may be deposited at any branch of Central Bank of India.
8. The colleges who wish to deposit fee through RTGS/NEFT mode, can deposit the fee in **Central Bank A/c No.: 3463857819 IFSC Code: CBIN0283469**, in the favor of **Registrar, MRSPTU, Bathinda** and for the confirmation of amount deposited through this mode, they are require to submit UTR No., date & amount on the letter head of the college / institute.
9. Examination forms must be kept as record in the institute with signature of student & Principal/Director/HOD.
10. If any form is required to be deleted the request for the same shall be sent to the university. Forms can be deleted only before the generation of admit card i.e. upto 24/11/2019.
11. The profile of the students for 1<sup>st</sup> year & 3<sup>rd</sup> sem. LEET students has to be filled & locked before subject selection & filling of examination form.

*If there is any problem regarding deposit of exam fee, please call at 98887-92250 (Sh. Gurpreet Singh) and in case of any technical problem mail at supportexam@mrsptu.ac.in.*

Karanvir 29/10/2019  
Controller of Examination  
MRSSTU, Bathinda

**C.C.:-**  
Finance Officer (Accounts Branch)  
MRSPTU, Bathinda

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