Ref. No : **MRSPTU/CoE/1507** Date: **06/11/2026**

NOTICE

Sub: - Schedule and Instructions for filling examination forms for Dec-2026 end semester examination (except 2026 batch)

Regular and Reappear examination forms for end semester university examination Dec-2026 for all batches (except 2026 batch admitted students) shall be filled online at **www.mrsstuexam.com** as per the following schedule:

S. No.	Description (fees @ Rs. 2000/- per sem. from 2022 batch onwards) (fees @ Rs. 1000/- per sem. for 2019, 2020 & 2021 batch) (fee @ Rs. 700/- per sem. for other batches)	Dates		Payment reconciliation	Fee Deposition
		From	To		
1.	**Filling & locking** of examination forms without late fees	10/11/2026	17/11/2026	18/11/2026	Fee shall be deposited online directly by the students
2.	**Filling & locking** of examination forms with late fees of Rs. 1000/- per form	19/11/2026	20/11/2026	21/11/2026	
3.	**Filling & locking** of examination forms with late fees of Rs. 2000/- per form	22/11/2026	23/11/2026	24/11/2026	
4.	**Filling & locking** of examination forms with late fees of Rs. 5000/- per form	From 25/11/2026 onwards		-----	

Important Points

- **No form filling shall be accepted on the date of payment reconciliation.**
- Admit cards shall be generated through software by the concerned HOD. The Admit card can be generated as soon as the student locks the examination form. HOD must ensure the generation of admit card before the start of examination.
- No student shall be allowed to appear in examination without valid admit card.
- **STUDENTS WHOSE DURATION OF PROGRAMME HAS EXCEEDED (2N FOR 2015 BATCH/N+2 YEAR FOR 2016 BATCH ONWARDS) CANNOT FILL EXAMINATION FORMS. ALL COLLEGES DIRECTOR / PRINCIPAL's TO ENSURE THAT ADMIT CARD SHOULD NOT BE GENERATED OF SUCH STUDENTS.**

INSTRUCTION FOR FILLING OF FORMS

1. Up-gradation of students, filling of elective subjects and filling of groups are compulsory before the online filling of examination forms.

2. The examination form (Regular / Reappear) of student will be filled directly by the student in his MRSPTU login ID. The payment can be made in any mode preferably through net banking / debit card / credit card.
3. If the payment is a success then student must lock the exam form and can take a printout of the same.
4. If the payment is deducted from the student account but the form does not get locked then the student shall wait for 24 hours. He shall login again and click on tab **Examination → Payment history → Verify the fees** to lock the form.
5. If the student has filled and locked the form but he/she wants to modify the same, then the following procedure is to be adopted.
   a) For Regular forms
   - Upto 23/11/2026 the student can unlock the form from his ID and make the necessary correction and again lock the form. Correction fees of Rs. 1000/- shall be charged every time the form is unlocked.
   - After 23/11/2026, the student shall mail his request to **supportexam@mrsptu.ac.in** and the required correction shall be done after completing the required documentation online as shall be directed on the mail.

   b) For Reappear forms
   - The student can mail the request at **supportexam@mrsptu.ac.in** and the required correction shall be done after completing the necessary documentation as shall be directed in the mail.
6. Once the admit card is generated by concerned HOD, it can be downloaded by the student from his/her MRSPTU login ID.
7. Student shall take a print out of the admit card and get it signed & stamped by concerned HOD to appear in the examination.
8. In case of any clarification / problem, please contact on Mobile No. **7889146422** and/or email at **supportexam@mrsptu.ac.in**
9. **SCHEDULE OF FORM FILLING FOR 2026 ADMITTED STUDENTS (1ST SEM. + 3RD SEM. LEET) SHALL BE NOTIFIED LATER.**

Controller of Examination
MRSPTU, Bathinda

C.C: -

- **Prof. Incharge (Accounts Branch, MRSPTU)**
- **Prof. Incharge (ITES, MRSPTU)**