

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 : MRSPTU/CoE/2700

Date: 04/06/2022

NOTICE Revised Schedule

Sub: - Revised Schedule and Instructions for filling examination forms for June-2022 end semester examination

Regular and Reappear examination forms for June-2022 (all batches) exams will be filled online for all batches on www.mrsstuexam.com. The detailed schedule is as follows:

S. No.	Description (fees @ Rs. 1000/- per sem. from 2019 batch onwards) (fees @ Rs. 700/- per sem. for other batches)	Dates		Payment reconciliation	Fee Deposition
		From	To		
1.	Filling & locking of examination forms without late fees	04/06/2022	12/06/2022	13/06/2022	Fee shall be deposited directly by the students online
2.	Filling & locking of examination forms with late fees of Rs. 1000/- per form	14/06/2022	16/06/2022	17/06/2022	
3.	Filling & locking of examination forms with late fees of Rs. 2000/- per form	18/06/2022	19/06/2022	20/06/2022	
4.	Filling & locking of examination forms with late fees of Rs. 5000/- per form	From 21/06/2022 onwards		-----	

Important Points

- No form filling will be done on the day 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.
- The students can appear in the exam only if admit card is generated. HOD must ensure the generation of admit card before the start of examination.

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.

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2. The examination form (Regular / Reappear) of student will be filled directly by the student in his ID. The payment can be done in any mode but preferably it should be done with net banking / debit card / credit card (**Procedure attached along**).
3. If the payment is a success then the form shall get locked and student can take a print out.
4. If the payment is deducted from the student and the form does not get locked 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 19/06/2022 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 19/06/2022, 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. Roll Nos. can be downloaded in the student ID after the same has been generated by the HOD.
7. Student will print a copy of examination form and admit card and deposit with his/her institute.
8. In case of any clarification / problem, please contact to Mobile No. **7889146422** and email at **supportexam@mrsptu.ac.in**

Controller of Examinations
MRSPTU, Bathinda

C.C: -
Prof. Incharge (Accounts Branch)
MRSPTU, Bathinda