



Ref. No : **MRSPTU/CoE/252**

Date: **29/04/2024**

## **NOTICE**

**Sub: - Schedule and Instructions for filling examination forms for Jan-May 2024 end semester examination**

Regular and Reappear examination forms for Jan-May 2024 (all batches) exams will be filled online for all batches on [www.mrsstueexam.com](http://www.mrsstueexam.com). The detailed schedule is as follows:

S. No.	Description (fees @ Rs. 2000/- per sem. from 2022 batch onwards) (fee @ Rs. 1000/- per sem. from 2019 batch onwards) (fees @ Rs. 700/- per sem. for other batches)	Dates		Payment reconciliation	Fee Deposition
		From	To		
1.	<b>Filling &amp; locking</b> of examination forms without late fees	29/04/2024	04/05/2024	05/05/2024	Fee shall be deposited online directly by the students
2.	<b>Filling &amp; locking</b> of examination forms with late fees of Rs. 1000/- per form	06/05/2024	08/05/2024	09/05/2024	
3.	<b>Filling &amp; locking</b> of examination forms with late fees of Rs. 2000/- per form	10/05/2024	12/05/2024	13/05/2024	
4.	<b>Filling &amp; locking</b> of examination forms with late fees of Rs. 5000/- per form	From 14/05/2024 onwards		-----	

### **Important Points**

- **No form filling is permitted 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. HOD must ensure the generation of admit card before the start of examination.
- Student is permitted to appear in the exam only after the generation of admit card by the concerned HOD & students must have his/her admit card for appearing in the exam.

### **INSTRUCTION FOR FILLING OF FORMS**

1. Up-gradation of students, filling of elective subjects and filling of groups are compulsory before the exam form filling.
2. The examination form (Regular / Reappear) of student will be filled directly by the student in his MRSPTU 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 print out of the same.
4. If the payment is deducted from the student and 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 12/05/2024 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 12/05/2024, the student shall mail his request to **supportexam@mrsptu.ac.in** and the required correction shall be made after completing the required documentation online as directed through mail.
  - b) **For Reappear forms**
    - The student can mail the request at **supportexam@mrsptu.ac.in** and the required correction shall be made after completing the necessary documentation as directed through mail.
6. Once the admit card is generated by concerned HOD, it can be downloaded by the student in the 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**

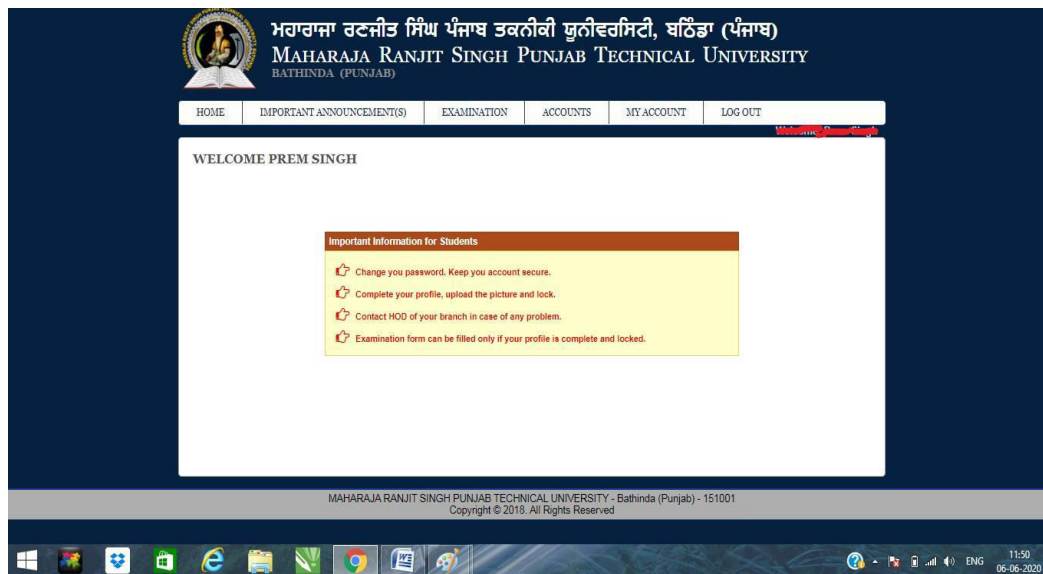
**Controller of Examinations  
MRSPTU, Bathinda**

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

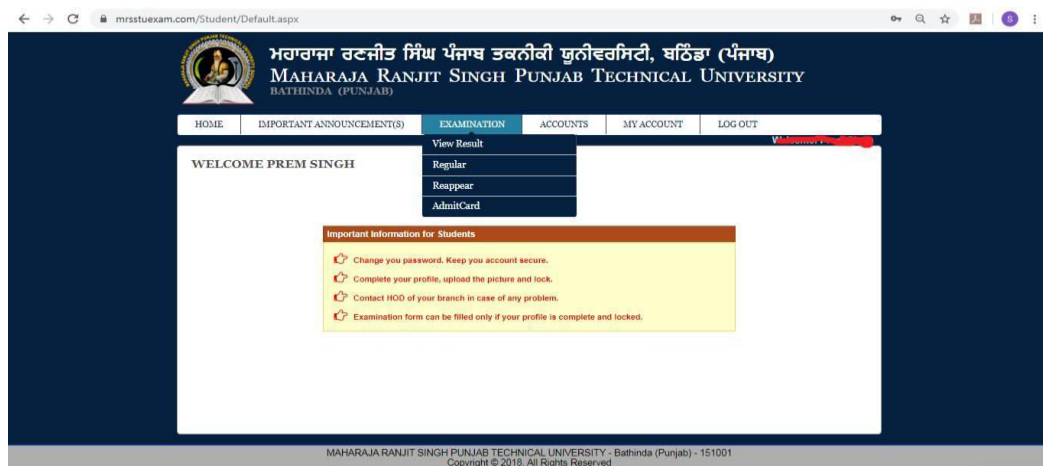
# STEPS FOR FORM FILLING BY STUDENTS

(For Correction examination form only Regular)

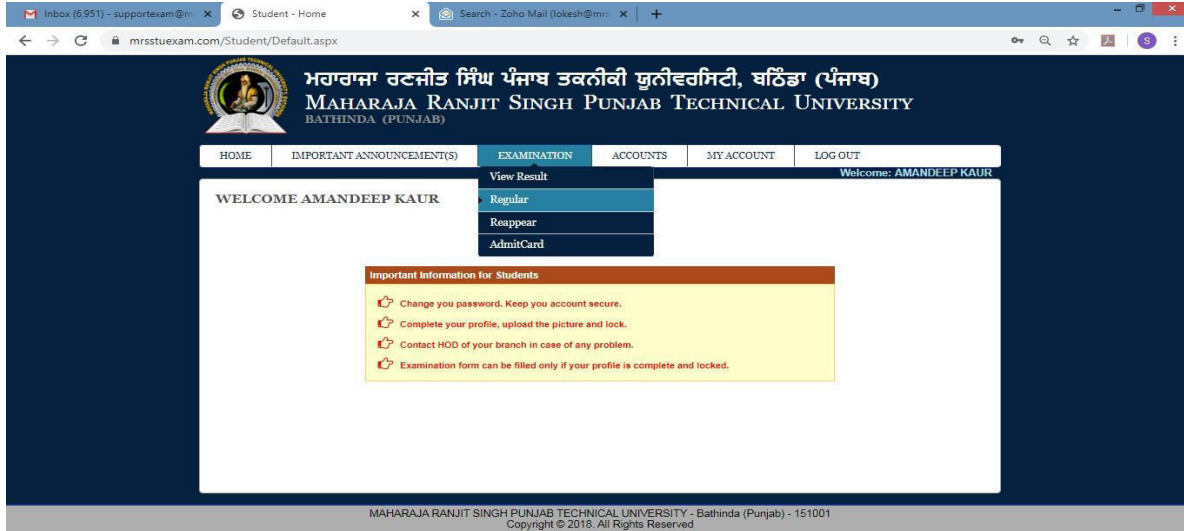
1. Open website [www.mrsstuexam.com](http://www.mrsstuexam.com) and login in Student id.



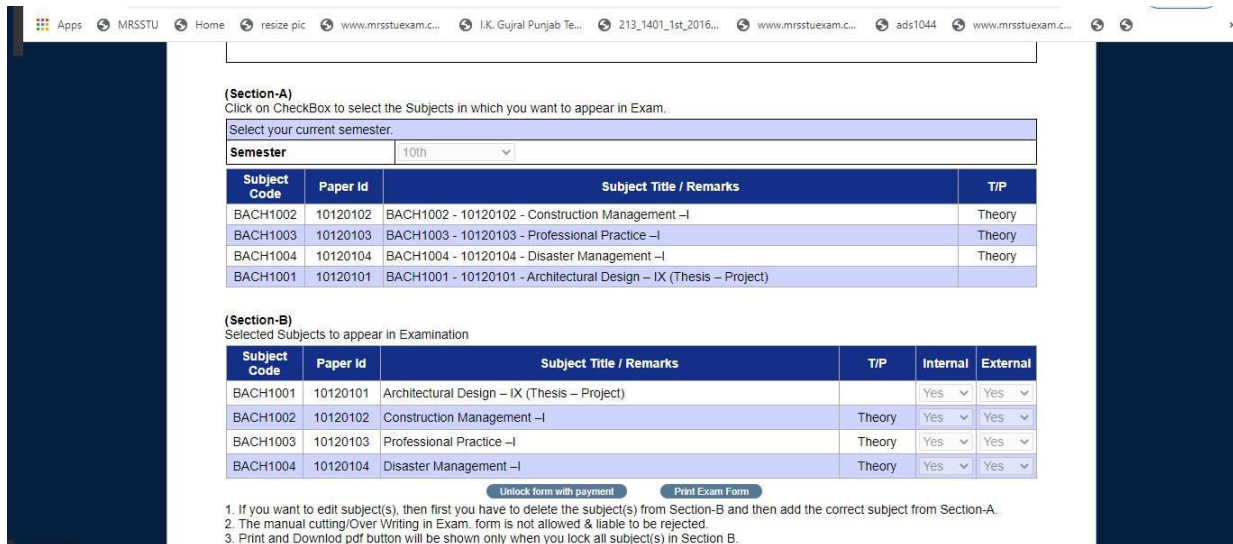
2. On the header menu, move your mouse pointer to Examination.



3. Click on Regular exam form.



4. Click on Unlock from with payment.



## 5. View Payment receipt.

The screenshot shows a web browser window with the MRSSTU website. The navigation menu includes HOME, IMPORTANT ANNOUNCEMENT(S), EXAMINATION, ACCOUNTS, MY ACCOUNT, and LOG OUT. The user is logged in as Anamika. The main content area is titled 'PAYMENT RECEIPT VIEW - 209500012'. It contains a form with the following details:

Student Name	Anamika
Roll Number	[REDACTED]
Branch	Bachelor of Architecture
Batch	Aug 2015
Session	EVEN

Account Head	Amount(Rs)
Exam Form Correction Fee	700.00

Below the table is a 'Pay Online' button. At the bottom, a yellow box contains the following notes:

Notes:  
1# Please cross check your fee.  
2# After payment please submit your form.

## 6. Click on Pay online.

This screenshot is identical to the one above, showing the 'PAYMENT RECEIPT VIEW - 209500012' page. The 'Pay Online' button is highlighted, indicating the next step in the process.

7. Fill correct detail and click on confirm & submit button.

The screenshot shows the 'ONLINE PAYMENT' form on the MRSSTU website. The form contains the following fields:

Roll Number	15120096
Name	Abhimanyu Agarwal
Email	supportexam@mrsptu.ac.in
MobileNo	8725072333
Receipt/Challan Number	EXMCFee209500015
Amount	700.00

Below the form are two buttons: 'Confirm & Submit' and 'Cancel'.

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8. Fill correct Bank Detail and click "pay now".

The screenshot shows the net banking payment page on the MRS Punjab Technical University website. The page includes the following elements:

- Reference No : EXMCFee209500011
- Amount : 700.00
- Payment Method: NET BANKING
- Pay using: VISA, MasterCard, RuPay
- For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.
- Radio buttons for Credit card (selected) and Debit card.
- Select Credit Card Option: --Select--
- PAY NOW button
- Cancel button
- Logos for Verified by VISA, MasterCard SecureCode, and HDFC BANK.
- Security notice: Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.
- IP address 117.96.235.206 and access time Fri Jun 05 11:59:05 IST 2020.
- Copyright © 2014 TechProcess Payment Services Ltd. All rights reserved.

9. After payment, view showing message “payment is successfully paid”.

The screenshot displays the website of Maharaja Ranjit Singh Punjab Technical University, Bathinda (Punjab). The page title is "ONLINE PAYMENT - SUCCESS". A yellow message box states: "Your payment is successfully paid. Please keep printout of this receipt for future reference." Below this, a table provides transaction details:

Transaction Ref Number	EXMCFee209500011
Amount	700.00
Bank Ref Number	NA
Transaction Time	05-06-2020 11:58:49
Status	0392

Below the transaction details, the "Student Info" section is shown:

Roll Number	[REDACTED]
Student Name	[REDACTED]
Branch	[REDACTED]
Batch	Aug 2015

A "Print" link is located below the student information table. The footer of the page reads: "MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY - Bathinda (Punjab) - 151001 Copyright © 2018. All Rights Reserved".

10. After that, Click to Regular exam form.

The screenshot shows the website of Maharaja Ranjit Singh Punjab Technical University, Bathinda (Punjab). The page title is "WELCOME AMANDEEP KAUR". The "EXAMINATION" menu is open, showing options: "View Result", "Regular", "Reappear", and "AdmitCard". The "Regular" option is selected. Below the menu, a yellow message box titled "Important Information for Students" contains the following instructions:

- Change you password. Keep you account secure.
- Complete your profile, upload the picture and lock.
- Contact HOD of your branch in case of any problem.
- Examination form can be filled only if your profile is complete and locked.

The footer of the page reads: "MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY - Bathinda (Punjab) - 151001 Copyright © 2018. All Rights Reserved".

11. Click on lock exam form.


<input type="checkbox"/>	BARC1643	120135	BARC1643 - 120135 - Building Sciences & Technology-VI	Theory
<input type="checkbox"/>	BARC1644	120136	BARC1644 - 120136 - Interior Design	Theory
<input type="checkbox"/>	BARC1645	120137	BARC1645 - 120137 - Estimating & Costing	Theory
<input type="checkbox"/>	BARC1646	120138	BARC1646 - 120138 - Design Philosophies-III	Theory
<input type="checkbox"/>	BARC1647	120139	BARC1647 - 120139 - Architectural Legislation	Theory
<input type="checkbox"/>	BARC1641	120133	BARC1641 - 120133 - Architectural Design-VI	

Are you sure you want to lock this Exam form?

(Section-B)  
Selected Subjects to appear in Examination

Subject Code	Paper Id		T/P	Internal	External
BARC1641	120133	Architectural Design-VI		Yes	Yes
BARC1642	120134	Building Construction-VI	Theory	Yes	Yes
BARC1643	120135	Building Sciences & Technology-VI	Theory	Yes	Yes
BARC1644	120136	Interior Design	Theory	Yes	Yes
BARC1645	120137	Estimating & Costing	Theory	Yes	Yes
BARC1646	120138	Design Philosophies-III	Theory	Yes	Yes
BARC1647	120139	Architectural Legislation	Theory	Yes	Yes

12. Print on Examination form.



**ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ (ਪੰਜਾਬ)**  
**MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY**  
 BATHINDA (PUNJAB)

HOME
IMPORTANT ANNOUNCEMENTS
EXAMINATION
ACCOUNTS
MY ACCOUNT
LOG OUT

Welcome

**REGULAR EXAM FORM**

**Examination Session: May2020**

**Student Information -**

Branch	Architecture
Roll No / Name	
Father's / Mother's Name	
Mobile / Email / Batch	

**(Section-A)**  
Click on Checkbox to select the Subjects in which you want to appear in Exam.

Select your current semester:

Semester: 6th

Subject Code	Paper Id	Subject Title / Remarks	T/P
BARC1642	120134	BARC1642 - 120134 - Building Construction-VI	Theory
BARC1643	120135	BARC1643 - 120135 - Building Sciences & Technology-VI	Theory
BARC1644	120136	BARC1644 - 120136 - Interior Design	Theory
BARC1645	120137	BARC1645 - 120137 - Estimating & Costing	Theory
BARC1646	120138	BARC1646 - 120138 - Design Philosophies-III	Theory
BARC1647	120139	BARC1647 - 120139 - Architectural Legislation	Theory
BARC1641	120133	BARC1641 - 120133 - Architectural Design-VI	

**(Section-B)**  
Selected Subjects to appear in Examination

Subject Code	Paper Id	Subject Title / Remarks	T/P	Internal	External
BARC1641	120133	Architectural Design-VI		Yes	Yes
BARC1642	120134	Building Construction-VI	Theory	Yes	Yes
BARC1643	120135	Building Sciences & Technology-VI	Theory	Yes	Yes
BARC1644	120136	Interior Design	Theory	Yes	Yes
BARC1645	120137	Estimating & Costing	Theory	Yes	Yes
BARC1646	120138	Design Philosophies-III	Theory	Yes	Yes
BARC1647	120139	Architectural Legislation	Theory	Yes	Yes

[Print Exam Form](#)

1. Please fill the form carefully.  
 2. Once the form is filled, payment made and form is locked, correction shall be allowed only after payment of the correction fees of Rs. 700/-  
 3. Print and Download pdf button will be shown only when you lock all subject(s) in Section B.

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## NOTES:

- Student's profile should be locked to generate Examination form.
- Elective Subject or Subject from Semester Groups will only be listed in Admit card/Exam Form if subject has been selected in Subject Selection Module by HOD for that particular student.
- **Regular Examination Form**  
Important Instructions.
  - . Please fill the form carefully.
  - . Once the form is filled, payment made and form is locked, correction shall be allowed only after payment of the correction fees of Rs. 1000/-
- **Reappear Examination Form**  
Important Instructions.
  - . Please fill the form carefully.
  - . Once payment is made and the exam form is locked, no correction is allowed.
- **Payment**
  - . Please check all the details in the examination form (Regular or Reappear) before making the payment.
- In case of any problem with the Examination form, send us email at [supportexam@mrsptu.ac.in](mailto:supportexam@mrsptu.ac.in).