Ref. No : **MRSPTU/ CoE/251**   Date: **09/02/2021**

NOTICE

Sub: - <u>Schedule and Instructions for filling examination forms for Dec 2020 (Reappear exam)</u>

(FOR REAPPEAR STUDENTS ONLY)

Examination Forms for reappear students for Dec 2020 exams will be filled online for all semesters and all batches on **www.mrsstuexam.com**. The detailed schedule is as follows:

S. No.	Description (fees @ Rs. 1000/- per sem. for 2019 & 2020 batch) (fees @ Rs. 700/- per sem. for other batches)	Dates		Fee Deposition
		From	**To**	
1.	**Filling & locking** of examination forms without late fees	10/02/2021	17/02/2021	Fee shall be deposited directly by the students online
2.	**Filling & locking** of examination forms with late fees of Rs. 1000/- per form	18/02/2021	22/02/2021	
3.	**Filling & locking** of examination forms with late fees of Rs. 2000/- per form	23/02/2021	27/02/2021	
4.	**Filling & locking** of examination forms with late fees of Rs. 5000/- per form	28/02/2021 onwards		

Generation of Admit Card
Admit cards shall be generated by the college through software after 25/02/2021 in student ID.

INSTRUCTION FOR FILLING OF FORMS
1. The form filling is only for reappear students of all semesters and all batches. Separate schedule shall be notified for regular students admitted in 2020.
2. The students who have filled revaluation (June 2020 session held in Nov-Dec 2020) for a particular subject are requested **not to fill** that subject in the reappear form. The concerned subject shall be filled by the university depending on the revaluation result. The student will send a mail regarding details of the subject to the university at **arresult@mrsptu.ac.in**.
3. The examination form of student will be filled directly by the student in his ID. Use **MOZILLA FIREFOX** for filling of examination form. The student shall fill the form, save, make the payment and lock the form. Instructions are available in students ID under help/instruction menu bar.

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)

4. If the student has made the payment & the payment is a success, the student need not make the payment again. He should send the payment confirmation receipt with details at **supportexam@mrsptu.ac.in**. The university will check the record and generate the roll numbers.

5. **No correction in reappear form is allowed online, so the form should be filled very carefully. If any correction is required to be done, it will be done by paying a correction fees of Rs. 700/- after visiting the university.**

6. Roll Nos. will be generated by the concerned college (HOD) in the student ID.

7. The students must carry their admit card to the examination hall.

8. Student will retain the copy of examination form and admit card and deposit (one copy) with his/her institute.

9. Students are advised to fill the forms in time so that they do not face any problems at the last moment.

10. In case of any clarification / problem, please email at **supportexam@mrsptu.ac.in**

Controller of Examination
MRSSTU, Bathinda

<u>C.C</u>: -
Prof. In-charge (P & A)
MRSPTU, Bathinda