NOTICE

Sub: -   Schedule and Instructions for filling examination forms for Dec-2021 end semester examination (except 2021 batch)

Regular and Reappear examination forms for Dec-2021 (all batches except 2021 batch) 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	07/12/2021	12/12/2021	13/12/2021 to 14/12/2021	Fee shall be deposited directly by the students online
2.	**Filling & locking** of examination forms with late fees of Rs. 1000/- per form	15/12/2021	18/12/2021	19/12/2021 to 20/12/2021	
3.	**Filling & locking** of examination forms with late fees of Rs. 2000/- per form	21/12/2021	23/12/2021	24/12/2021	
4.	**Filling & locking** of examination forms with late fees of Rs. 5000/- per form	From 25/12/2021 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.
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)**.

		MAHARAJA RANJIT SINGH
ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ		**PUNJAB TECHNICAL UNIVERSITY**
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ		
ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ-151001, ਪੰਜਾਬ (ਭਾਰਤ)		BADAL ROAD, BATHINDA-151001, PUNJAB (INDIA)
ਪ੍ਰੋ. ਕਰਨਵੀਰ ਸਿੰਘ		**Prof. Karanvir Singh**
ਕੰਟਰੋਲਰ (ਪ੍ਰੀਖਿਆਵਾਂ)	*(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 under section 2(f) of UGC Act)*	Controller (Examinations)

3. If the payment is a success then the form shall got 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 25/12/2021 the student can unlock the form from his ID and make the necessary correction and again lock the form. Correction fees of Rs. 700/- shall be charged every time the form is unlocked.

   ➢ After 25/12/2021, 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**

9. Schedule of form filling for 2021 admitted students (**1ˢᵗ Yr + 3ʳᵈ Sem. LEET**) shall be notified later.
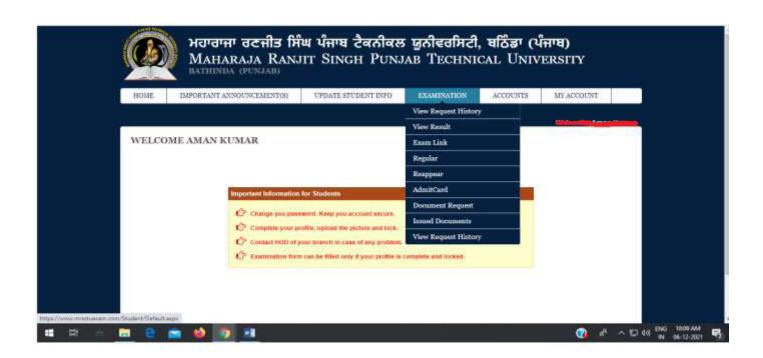
Controller of Examinations
MRSPTU, Bathinda

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

STEPS FOR FORM FILLING BY STUDENTS

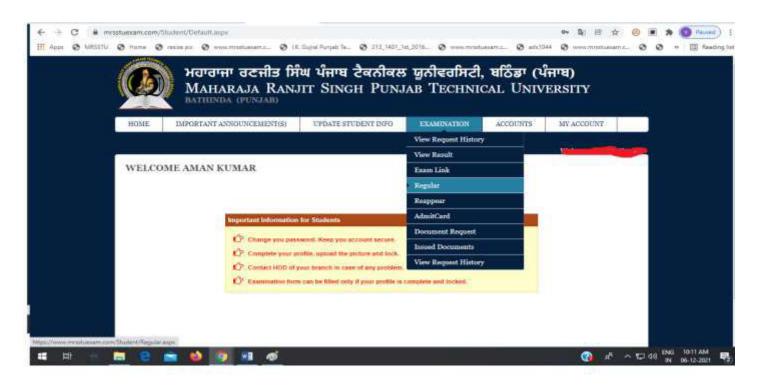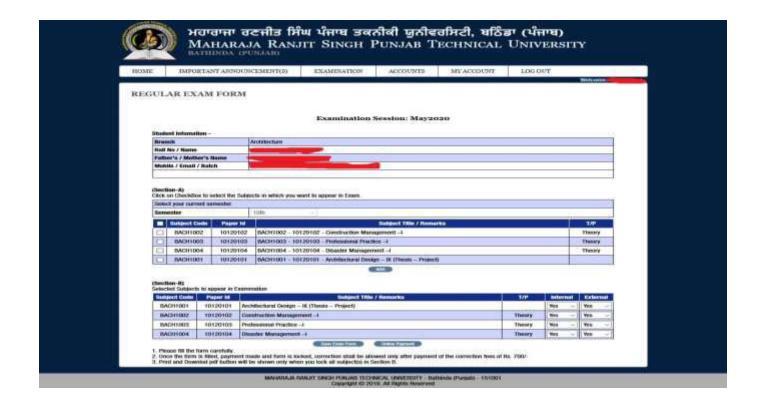• Open website www.mrsstuexam.com and login in Student id.

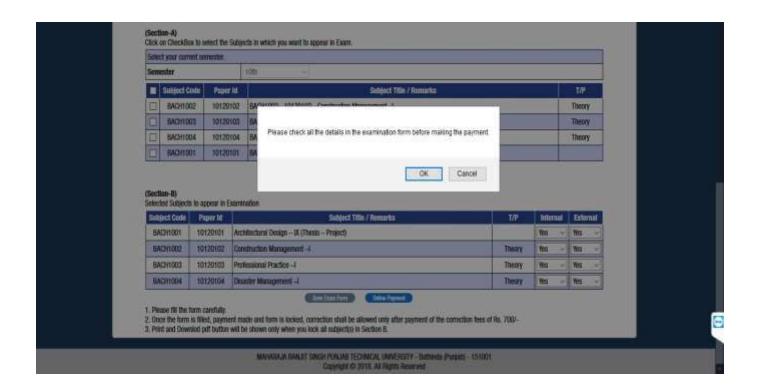- On the header menu, move your mouse pointer to Examination.

- Click on Regular or Reappear exam

- Click on save exam form.

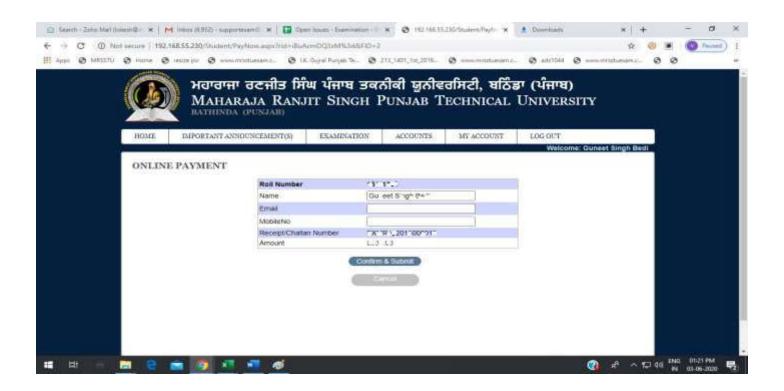- Click On Online Payment and showing payment.

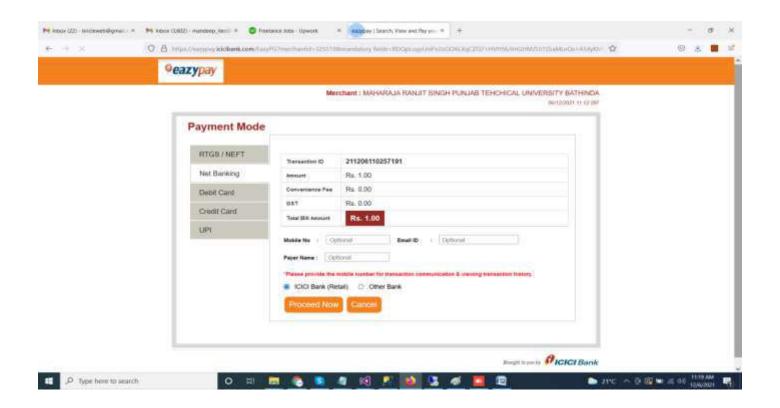- Click on ok Button and view payment receipt.

- Click on Pay.

- Fill the correct detail and click confirm & Submit button.

- Fill Correct Bank Detail and click "Pay".

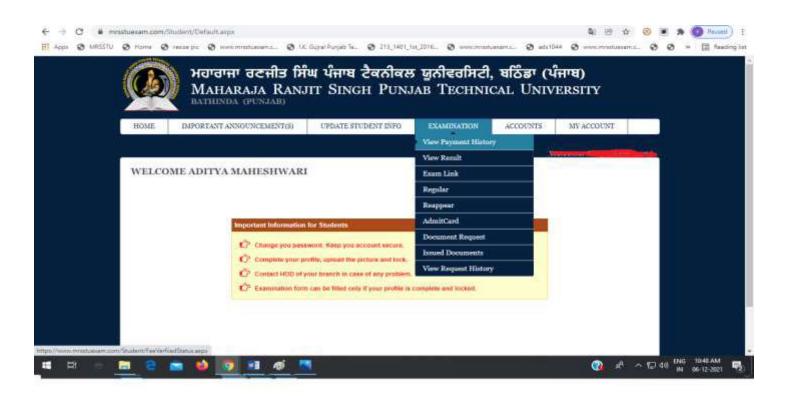- After payment, view showing message "payment is successfully paid".

Case. 1 If the payment is a success then the form shall got locked and student can take a print out.

- Print Examination form.

Case. 2 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 to Payment History.

- Click to view payment history.

• Click to verify the fees.

- **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 FormifsubjecthasbeenselectedinSubjectSelectionModulebyHODforthatparticular 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. 700/-
- **Reappear Examination Form**
- Important Instructions.
- . Please fill the form carefully.
- .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..
- **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)