Maharaja Ranjit Singh Punjab Technical University
BADAL ROAD, BATHINDA-151001
[A State University stablished by Govt. of Punjab vide Act No. 5 of 2015, UGC Act 2(f) & 12B]
DEAN ACADEMIC AFFAIRS

NOTICE

FEE DEPOSITION SCHEDULE FOR UNIVERSITY DEPARTMENTS

SUB: SCHEDULE FOR SEMESTER FEE DEPOSITION, SUBMISSION OF REGISTRATION & IMPROVEMENT FORMS FOR THE SESSION JAN-MAY-2019 (All UG & PG Courses from 2016 Batch onwards).

(1) **Schedule for semester fee deposition:**

(a) Semester fee submission without Late Fee:

Through A/c Payee Cheque only	By Cash at any branch of Central Bank of India/On-line (Net Banking/ Credit Card/Debit Card)/ Account payee DD only
26/12/2018 To 04/01/2019	26/12/2018 To 11/01/2019

(b) Semester fee submission Schedule with Late Fee: @ Rs. 50/- per day

Through A/c Payee Cheque only	By Cash at any branch of Central Bank of India/On-line (Net Banking/ Credit Card/Debit Card)/ Account payee DD only
12/01/2019 To 22/01/2019	12/01/2019 To 25/01/2019

(c) From 28/01/2019 upto 15 days before start of the end sem exam fee may be deposited with a fine @ Rs. 50/- per day with recommendation from concerned HOD and approval from Dean Academic Affairs, MRSPTU, Bathinda.

(d) For further details regarding payment, guidelines issued by account section of MRSPTU, Bathinda may be seen.

(2) **Schedule for submission of registration forms:**

Student are required to submit their registration forms in their respective department as per given schedule. The student is allowed to register according to this schedule even if he/she wants to pay the semester fee later on.

(a) Without late Fee: from 02.01.2019 to 04.01.2019.
(b) With late Fee: Rs. 250/- on 07.01.2019.
(c) With late Fee: Rs. 1000/- on 14.01.2019.

No registration will be allowed after 14.01.2019. However, the attendance count will start w.e.f. 02.01.2019.

(3) The registration of students must be done in the prescribed performa (enclosed herewith) and record for the same must be kept in a Register maintained by department HOD. The student's signatures must be obtained in the Register as a proof of submission of Registration form.

(4) All departments are required to submit the student registration report in the office of Dean Academic Section, MRSPTU by 07.01.2019 (in case of without late fee), 08.01.2019 (with late fee of Rs. 250/-) and by 15.01.2019 (with late fee of Rs. 1000/-) in the shape of hard copy in the format given below & soft copy at daa.mrsstu@gmail.com.

Contd.....2

Semester....................   Course..................   Branch/Discipline....................

Name of Student	Father's Name	University Roll No.	Permanent Address	Telephone Number	E-mail ID

(5) Schedule for submission of Improvement forms (attendance & sessional basis):

The student should submit his/her Improvement form alongwith the Registration form as per the Registration schedule given above.

Deputy Registrar (A & R),
O/o Dean Academic Affairs,
MRSPTU, Bathinda

Copy of the above is forwarded to following for information and necessary action please:

(a) PA to Vice Chancelor MRSPTU, Bathinda for information
(b) Registrar, MRSPTU, Bathinda
(c) HOD: Physics / Chemistry / Mathematics / Pharmaceutical Sciences / University Business School/ Food Sci. & Tech. / School of Architecture & Planning / Computational Sciences / CE / ECE / Textile Engg. / Electrical Engg.
(d) Director, IT Enabled Services for uploading on web-site.
(e) Finance Officer, MRSPTU, Bathinda
(f) Notice Boards of Departments
(g) Hostel No. 1, 2, 3, 4, 5, PG Hostel & Girls Hostel No:1 & 2.
(h) Master Copy

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www.mrssfu.ac.in

STUDENT REGISTRATION FORM
For Batch 2016 onwards (Session: ....)
(Instructions Overleaf)

Course/Branch_____ Batch_____ Semester of Registration_____

1. Name (In block letters)_____
2. Father's Name (In block letters)_____
3. College Roll No.& University Roll No _____
4. ContactAddress_____
   _____
5. Mobile No. & E-mail id_____

Regular Semester Courses to be registered

Sr.No.	Subject Code	Subject	Pr./Th.	No.of Credits
1				
(A)		Total no. of Credits		

Re-appear Course (Being run with current Semester)

Sr.No.	Sem.	Subject Code	Subject	Pr./Th.	No. of Credits
(B)			Total no. of Credits		

Grand Total of Credits(A+B)...........................

Previous semester Results

Semester	SGPA/CGPA	Pending Subect if any

Signature of Student

Student qualified to register in Current sem-........................Yes/No
Checked & Verified

Registration I/C   **Head of Department**

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INSTRUCTION FOR STUDENTS
READ FOLLOWING INSTRUCTION BEFORE FILLING REGISTRATION FORM.

a) Every student has to register for minimum 15 Credits and maximum 38 Credits in a semester.

b) If a student wants to drop any Course registered by him/her for a semester, he/she may do so before the start of first sessional test in that semester.

c) A student is eligible to register for reappear examination of a Course only in that semester in which that Course is being offered.

d) A student is required to maintain at least 4.0 CGPA at the end of each academic year, failing which he/she will be declared failed in that academic year. He/She will have to seek readmission to the odd semester of that academic year.

e) A student has to earn 30% marks in a Course to qualify it, failing which he/she will be declared failed in that Course. A failed student has to repeat the Course by appearing in continous evaluation tests, quizzes etc. during the semester and End Semester University Examination.

f) In a programme of more than 2 years, a student can register for Courses of 5th semester only after clearing his/her all Courses of 1st semester even if he/she maintains at least CGPA of 4.0 at end of 2nd academic year. A student can register for Courses of 6th semester only after clearing his/her all Courses of 2nd semester.

g) Minimum 4.5 CGPA will be required to qualify the Programme.

I have read above instructions.

Signature of the Student