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

www.mrsstu.ac.in	Ph. 0164-2284298	daa.mrsstu@gmail.com
Ref. No.: DAA/MRSPTU/2020/ 2857		Date: 06.12.2019

NOTICE

FEE DEPOSITION & REGISTRATION SCHEDULE FOR MRSPTU (MAIN CAMPUS)

SUB: SCHEDULE FOR SEMESTER FEE DEPOSITION, SUBMISSION OF REGISTRATION & IMPROVEMENT FORMS FOR THE SESSION JAN-JULY-2020 (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 DD only	By Cash at any branch of Central Bank of India/On-line (Net Banking/ Credit Card/Debit Card)
21/12/2019 To 13/01/2020	21/12/2019 To 15/01/2020

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

Through A/c Payee DD only	By Cash at any branch of Central Bank of India/On-line (Net Banking/ Credit Card/Debit Card)
16/01/2020 To 27/01/2020	16/01/2020 To 30/01/2020

(c) From 31/01/2020 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 to university acct section.

(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 below 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 03.01.2020 to 10.01.2020.
(b) With late Fee: Rs. 250/- on 15.01.2020.
(c) With late Fee: Rs. 500/- on 22.01.2020.

Registration will be allowed after 22.01.2020 with recommendation from concerned HOD. However, the attendance count will start w.e.f. 06.01.2020.

(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 Batch adviser shell submit the student registration report in the office of concerned HOD by 14.01.2020 (in case of without late fee), 21.01.2020 (with late fee of Rs. 250/-) and by 24.01.2020 (with late fee of Rs. 500/-) in the shape of hard copy in the format given below & soft copy at daa@mrsptu.ac.in

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

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

**(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 or within 10 days from declaration of result.

Basra 6/12/19
DR (Acad),
MRSPTU, Bathinda

Dean Academic Affairs,
MRSPTU, Bathinda

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

(a) Vice Chancelor MRSPTU, Bathinda for information and concurrene please.

(b) Registrar, MRSPTU, Bathinda

(c) HOD: Physics / Chemistry / Mathematics / Pharmaceutical Sciences / University Business School/ Food Sci. & Tech. / School of Architecture & Planning / Computational Sciences / ECE / Textile Engg. / Electrical Engg.

(d) Director, IT Enabled Services for uploading on university 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.
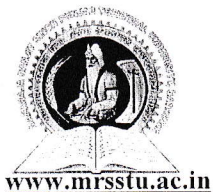
(h) Master Copy

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INSTRUCTION FOR STUDENTS
READ FOLLOWING INSTRUCTION BEFORE FILLING REGISTRATION FORM.

a) Every student has to register for minimum 15 Credits and maximum 35 Credits in a semester, in a UG Programme. However, Maximum limit to 35 Credits is allowed only in any two semesters. CoNdition of minimum credits is not applicable in final semester.

b) Every student has to register for minimum 12 Credits and maximum 35 Credits in a semester, in a PG Programme. However, maximum limit of 35 Credits is allowed only in any two semesters. Condition of minimum credits is not applicable in final semester.

c) 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 provide he/she fulfills the condition specified.

d) A student is allowed to register for reappear Examination of a Course in both odd and even Semester.

e) A student is required to earn at least 25% of the credits registered by him/her in an 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 the academic year.

f) A getting F grade student may retain his/her Internal Assessment for reappear Examination of the Course. He/she has the option to improve his/her Internal Assessment by appearing in continuous evaluation test, quizzes etc. during the Semester. If the student does not improve his/her Internal Assessment in a Course, then his/her previous Internal Asessment will be retained. He/she has to appear in End Semester University Examination to qualify this Course.

g) In a Programme of more than 2 years, a student can register for Courses of 5th semester only if, he/she has earned atleast 50% of the Credits registered by him/her for the 1st semester. A Student can register for Course 6th Semester only if, he/she has earned atleast 50% of the credit registered by him/her for 1st year.

h) Minimum 5.0 CGPA will be required to qualify the Programme.

I have read above instructions

Signature of the Student

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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 Subjects to be registered

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

Re-appear Subjects (Attendance/Sessional)

Sr.No.	Sem.	Subject Code	Subject	Pr./Th.	No. of Credits	Attendance /Sessional
(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**