Maharaja Ranjit Singh Punjab Technical University

Dabwali Road, Bathinda -151001

(Estb. by Govt. of Punjab vide Act No. 5 [2015] and u/s 2(f) and 12 B of UGC Act, 1956)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ।

Ref No : MRSPTU/DAA/895 Dated 09/06/2025

(E-mail only)

NOTICE

Sub.: Registration & Fee deposition schedule for session July- December 2025.

The Registration and Fee deposition in all the courses running in the University Main Campus/ GZSCCET/ PITs / PSAEC, Patiala for session July–December 2025 is given below:

All Semester	Without fine	Remarks
Fees Deposition	From 09.06.2025 to 18.07.2025	From 19.07.2025 with a late fine of Rs. 200/- for each day of delay till 01.08.2025. Fee deposition from 02.08.2025 to 18.08.2025 is permitted with recommendations of Director/HoD with a late fine of Rs. 300/- for each day of delay.
Registration	From 14.07.2025 to 18.07.2025	1. Registration after 18.07.2025 to 01.08.2025 with a late fine of Rs.100/- for each day of delay. 2. Registration after 01.08.2025 but not later than 18.08.2025 shall be permitted on genuine ground by HoD with a late registration fine of Rs. 3000/-, at the risk and responsibility of student, if minimum 75% attendance requirement can be completed by him/her within the remaining time with regular attendance. **3. Registration after 18.08.2025 is not permitted in any case.**

Improvement Cases
1. Departments/Institutes will accept improvement forms from students detained on attendance or sessional bases until August 18, 2025.
2. For courses where university results are declared late, improvement forms may be accepted up to two weeks from the date of result declaration.

Guidelines for Students:

1. All eligible students have to register in their respective Departments at the beginning of every semester.
2. Students must pay their semester fees, complete the attached registration form, and submit both the Registration form and Fee Slip to their department within the stipulated time.
3. Students enrolled under the J&K and Bihar Credit Card Scheme must submit their registration forms along with a zero-fee slip. However, these students are required to pay the actual fee as per the guidelines outlined in Notification No. Reg/196 dated 08/05/2023.
4. Students receiving the Post-Matric Scholarship (PMS) must pay their fees within one week of receiving the scholarship funds in their accounts from the Government of Punjab. A late fee of Rs. 100 per day will be charged for any delay beyond this period.
5. **Only Registered Students are allowed to attend the classes.**
6. Attendance count shall start w.e.f. the start of semester (as per Academic Calendar) in all cases.

Guidelines for Departments:

1. All departments are required to submit the '***Semester List***' for the July to December 2025 session to the PI (Finance), for the purpose of generating fees in the students' IDs.
2. Departments shall collect the registration forms along with the fee slips and maintain a complete record of each student registered for the semester.
3. **Unregistered students should not be allowed to attend classes.**
4. After 18/08/2025 departments must submit a report of the registered students to the PI (Finance) for necessary amendments in their records. The report should specifically highlight those students who were included in the Semester List but failed to complete their registration. The registration report should also be circulated to all concerned.

Note: Any requests for exceptions beyond the aforementioned deadlines shall be subject to approval by the Vice-Chancellor with recommendations of HoD/Director through DAA, with the reasons for such delays duly documented for record purposes.

Registrar

Copy to the following for information and further necessary action as applicable:

1. PA to Vice Chancellor, MRSPTU, Bathinda for information to Hon'ble Vice Chancellor
2. Dean Academic Affairs, MRSPTU, Bathinda
3. Deans: (Student Welfare / P&D / R&D)
4. CoE, MRSPTU, Bathinda
5. Prof. I/C Finance, MRSPTU, Bathinda
6. Prof. I/C ITES, MRSPTU, Bathinda for uploading on University website
7. Chairman Admission, MRSPTU
8. Heads/Principal/Directors of University Main Campus/GZSCCET, MRSPTU/PITs/PSAEC, Patiala of MRSPTU, Bathinda for compliance.
9. Chief Warden / Medical Officer
10. All concerned