



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ - 151001

Maharaja Ranjit Singh Punjab Technical University

DABWALI ROAD, BATHINDA-151001

[A State University Estb. by Govt. of Punjab Act No. 5(2015) u/s 2(f) & Approved u/s 12B of UGC Act, 1956]

ਡੀਨ (ਅਕਾਦਮਿਕ ਮਾਮਲੇ)

DEAN (Academic Affairs)

Ref. No.: DAA/MRSPTU/2020/ 3206

Date: 09.12.2020

OFFICE ORDER

Sub.: Regarding Seat surrender cases.


To streamline the fee refund of seat surrendered cases for the students admitted during MRSPTU admission 2020-21 in University main campus, it is decided that the concerned Deptt shall send compiled up cases in phases to the o/o DAA in a properly tagged file along with the verified summary sheet as per the attached format (Annexure-I,II). To avoid any refund related problem, **Deptts shall ensure that the information supplied is correct in all respects.**

The o/o DR(A) shall compile information of all Deptts and keep a record of these before forwarding it to the o/o PIC(F) for further necessary action as per university fee refund rules. Further, **DR(A) shall ensure that no University Roll No get issued in such cases.** The o/o PIC(F) shall ensure timely refund (not more than 15 days) of the fees to the left-out students with intimation to concerned Deptt.

The schedule as given below be followed for Admission 2020-21

Phase	Seat surrender cases	Date for submission of compiled up cases in the o/o DAA	Date for submission of cases to the o/o PIC(F)	Likely date of Fee refund by University Accounts section
I	Upto 5.12.2020	upto 14.12.2020	upto 16.12.2020	within 15 days at the most
II	from 6.12.2020-30.12.2020	upto 5.1.2021	upto 8.1.2021	within 15 days at the most

The cases of seat surrender other than that for first semester, if any, shall be independently dealt at the level of concerned deptt in the account section.


Dean Academic Affairs,
MRSPTU,BTI

Copy to:

1. PA to Vice Chancellor, MRSPTU, Bathinda for information to the Vice Chancellor please
2. Registrar, MRSPTU, Bathinda
3. Campus Director, GZSCCET, MRSPTU, Bathinda
4. Prof. I/C Finance, MRSPTU, Bathinda
5. HoDs:- Physics / Chemistry / Mathematics / Pharmaceutical Sci. / Food Sci. & Tech. / Computational Sci./ University Business School / Architecture
6. Director ITES, MRSPTU, Bathinda to upload it on University website.

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA

APPLICATION FOR SEAT SURRENDER

Session:

To

Principal/Head of Department Cum Chairman Admission,
Name of College:

Sir/Madam,

Respectfully, I submit that I want to withdraw my admission from your esteemed Institute. Please allow me to surrender my seat and refund the fee deposited amount after deductions as per University rules. My admission details are as follows:-

1. Name of the Programme: (like B.TECH./M.TECH. etc.)
2. Name of the Student (Mr./Ms.) (In Block Letters):
3. Father's Name (In Block Letters):
4. Course/Branch Allotted:
5. College Allotted:
6. Mode of Counselling: IKGPTU Centralized / MRSPTU Centralized / MRSPTU Direct Online
(Tick the appropriate) Registration ID
7. Category of Admission: Gen./SC/ST/OBC/ Others :
- (Tick the appropriate) Fee Waiver/Scholarship/PMS/CMSS/PMSS:
- Punjab State Quota 85% / Outside State 15%
8. Date of Allotment of Seat:
- (Attach copy of allotment letter)
9. ~~Date~~ of request for seat withdrawn (**Date of receipt of application in the university shall be counted as date of withdrawal**):
10. Reason for Withdrawal of Seat:

Detail of Admission Fee Deposited:

Mode of Payment (Cash/Online/Draft/Credit Card/Debit Card)

Amount of fee Deposited: Receipt Number & Date :

(Attach proof / Receipt of fee deposit)

11. Name on which refund of fee Required (by Draft/RGGS/NEFT)	:
	IFSC code
	Account No.....
	(Attach cancelled cheque / photocopy of cancelled cheque)

12. Address where Cheque / Draft to be sent:

13. Mobile Number : Telephone Number

Date: (Signature of Student) (Signature of Parents/ Guardian)

Note: The application along with fee receipt & seat allotment letter may be sent to account branch for refund of fees. One copy of the attached proforma may also be forwarded to Dean Academic, MRSPTU, Bathinda, through email (daa@mrsptu.ac.in) on the same day, mandatorily as a proof of date of applying for refund.

SEAT SURRENDER DETAILS PROFORMA

Admission 2020-21

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA

Date of Seat Surrender upto.....

Deptt.....

Sno.	MRSPTU ID	Student Name	Father's Name	Branch/ Course	Category	Date of Admission	Date of Seat Surrender	Mobile No.
1.					NA			
2.								
3.								
4.								

HOD/Chairman Admission

It is certified that seat surrender cases as detailed above have been received in the Department and recommended further for necessary action as per University seat surrender rules.

Deputy Registrar (A&R),
MRSPTU, BATHINDA

HOD/Chairman Admission

PIC (Finance), MRSPTU, BTI