



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]

ਐਸੋ. ਡੀਨ (ਅਕਾਦਮਿਕ ਮਾਮਲੇ)

Associate Dean (Academic Affairs)

Ref. No.: DAA/MRSPTU/2024/ 214

Date: 12/09/2024

(Email only)

NOTIFICATION

Sub: Security Refund Rules of MRSPTU, Bathinda and Seats Surrender documents for New and Existing students.

Consequent upon the approval of the competent authority vide diary no. VC/472 dated 11.09.2024, please find below the Security Refund Rules of MRSPTU, Bathinda and documents to be attached with Seats Surrender Applications for New and Existing students.

I. Security Refund Rules of MRSPTU, Bathinda for MRSPTU Main Campus / GZSCCET, MRSPTU / PITs / PSAEC, Patiala.

- The refunds from the security funds would be allowed to the students after preaudit or the like manner as other payments are drawn from the college funds.
- The students can claim refunds after they finally complete a particular programme in the departments/colleges and by producing "No dues certificate" from the Librarian, the Hostel Warden, Hostel Mess and Accounts Branch.
- The securities remaining unclaimed for two semesters succeeding the end of the semesters in which the students left the college either by completing a particular course or otherwise shall lapse.
- The statement of lapsed securities would be prepared by the office of the Registrar at the close of each financial year by the 30th April of the following year stating the receipt, number, date of receipts, name of the students, admission number and date of the leaving the college. The amount of the statement after audit verification would be withdrawn from security funds and credited to Students Aid Fund.

II. Seat Surrender documents for the Newly Admitted Students (1st sem) only.

- Seat Surrender Performa (whichever applicable)
- Application form
- Bank Details (Copy of Passbook/Cancelled Cheque)
- No Dues (Only required if the classes have commenced)

III. Seat Surrender documents for the Existing Students (2nd sem. onwards).

- Seat Surrender Performa (whichever applicable)
- Application form
- Bank Details (Copy of Passbook/Cancelled Cheque)
- No Dues

Associate Dean (Academic Affairs),
MRSPTU, Bathinda

Copy to:

- PA to Vice Chancellor, MRSPTU, Bathinda for information to the Hon'ble Vice Chancellor
- Registrar, MRSPTU, Bathinda
- Prof. I/C, Finance, MRSPTU, Bathinda
- COE, MRSPTU, Bathinda
- Chairman Admissions, MRSPTU, Bathinda
- Prof. I/C, ITES, MRSPTU, Bathinda for uploading this on University website.
- Heads/Directors of University Main Campus/GZSCCET/PITs/PSAEC, Patiala.



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Ref. No. _____

Date:- _____

SEAT SURRENDER PERFORMA
(FOR University Main Campus, BATHINDA)

SESSION:- _____

Sr. No.	MRSPTU ID	University Roll No.	Student Name	Father Name	Branch/ Course	Category	Date of Admission	Date of Seat Surrender	Mobile No. And E-Mail Id	Remarks

It is certified that seat surrender cases as detailed above have been received in the department and recommended further for refund of fees as per University seat surrender rules.

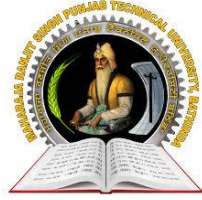
HOD/Chairman Admissions

Dean Academic Affairs

P/I Finance

Note:- 1. Before start of classes:- The document is to be signed by chairman admission committee only.

Note:-2. After start of classes:- The document shall be signed by HoD & routed through DAA.



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Ref. No. _____

Date:- _____

SEAT SURRENDER PERFORMA

(FOR GZSCCET, MRSPTU, BATHINDA)

SESSION:- _____

Sr. No.	MRSPTU ID	University Roll No.	Student Name	Father Name	Branch/ Course	Category	Date of Admission	Date of Seat Surrender	Mobile No. And E-Mail Id	Remarks

It is certified that seat surrender cases as detailed above have been received in the department and recommended further for refund of fees as per University seat surrender rules.

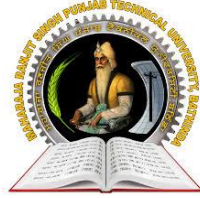
HOD/Chairman Admissions

Campus Director

P/I Finance

Note:- 1. Before start of classes:- The document is to be signed by chairman admission committee only.

Note:-2. After start of classes:- The document shall be signed by HoD & routed through Campus Director.



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Ref. No. _____

Date:- _____

SEAT SURRENDER PERFORMA

(FOR ALL PIT's/PSAEC Patiala)

SESSION:- _____

Sr. No.	MRSPTU ID	University Roll No.	Student's Name	Father's Name	Branch/ Course	Category	Date of Admission	Date of Seat Surrender	Mobile No. And E-Mail Id	Remarks

It is certified that seat surrender cases as detailed above have been received in the department and recommended further for refund of fees as per University seat surrender rules.

Head of Department

Director

P/I Finance

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA

APPLICATION FOR SEAT SURRENDER

Session:

To

Admission Cell / HoD / Director / Dean Academics,

Name of the Department/ 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. Student's Roll No..... Semester:.....
3. Name of the Student (Mr./Ms.) (In Block Letters):
4. Father's Name (In Block Letters):
5. Address of Student:.....
.....
6. Mobile Number : E-mail ID
7. Course/Branch Allotted:
8. College Allotted:
9. Mode of Counselling: IKGPTU Centralized / MRSPTU Centralized / MRSPTU Direct Online
(Tick the appropriate)
10. Registration ID
11. Category of Admission: Gen./SC/ST/OBC/ Others :
- (Tick the appropriate) Fee Waiver/Scholarship/PMS/CMSS/PMSS:.....
Punjab State Quota 85% / Outside State 15%
12. Date of Allotment of Seat:
13. Date of request for seat withdrawn (**Date of receipt of application in the university shall be counted as date of withdrawal**):
14. Reason for Withdrawal of Seat:

Detail of Admission Fee Deposited:

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

Amount of fee Deposited:

11.	Name on which refund of fee Required (by Draft/RTGS/NEFT)	Account Holder Name:..... Account No:..... IFSC code
		Name of Bank
		(Attach Copy of Passbook/ Cancelled cheque)
		Note:-Only student's bank details are to be filled and not their Parents.

12. Address where Cheque / Draft to be sent:

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.