

# Office of Dean (Academics)



# PTU

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ  
Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. IKGPTU/DA/MC/07

Dated 07.01.2026

## Circular

**Subject: Registration (Including Fee Payment) for the students of University Main Campus & Constituent Campuses (for 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> & 10<sup>th</sup> Semesters).**

- A. In accordance with the notification ref. No. IKGPTU/REG/NF/Acad/116 dated 06.07.2023, all the students of the IKGPTU Main Campus & Constituent Campuses are hereby informed to Register for the semester **January-June 2026** (as per Performa attached) and deposit fee as per the following schedule:

Registration (Including Fee Submission) Schedule					
Semester	Without Fine	With Fine Rs. 500/-	With Fine Rs. 1000/-	With Fine Rs. 1000 + Rs. 50 per day till submission of fees	Remarks
For 6 <sup>th</sup> , 8 <sup>th</sup> and 10 <sup>th</sup> Semester	05.01.2026 to 03.02.2026	04.02.2026 to 18.02.2026	19.02.2026 to 05.03.2026	06.03.2026 to 20.03.2026 on recommendation of Dean (Academics) and approval of Hon'ble Vice Chancellor	No student will be allowed for registration after 20.03.2026
2 <sup>nd</sup> and 4 <sup>th</sup> Semester	05.01.2026 to 18.02.2026	19.02.2026 to 05.03.2026	06.03.2026 to 20.03.2026	21.03.2026 to 04.04.2026 on recommendation of Dean (Academics) and approval of Hon'ble Vice Chancellor	No student will be allowed for registration after 04.04.2026

**Note: No student will be allowed to appear in the semester exams without Registration.** (The above mentioned fine will not be applicable on the students admitted under Post Matric Scholarship Scheme, Punjab and students availing loan under Bihar Student Credit Card/ Other loan schemes. For these students, fine as per Point 'B' below will be applicable). **All students must note that attendance will be counted from the starting day of the semester. As per university norms, minimum 75% attendance is required to be eligible to appear in the semester exams.**

## B. For PMSS Students (SC – Low Income Punjab) – Regarding Fee Deposit

Depositing Fee without Fine	Fine Rs. 1000/-	Fine Rs. 2000/-	Remarks
Students must deposit scholarship amount within seven days after receiving from the Government.	Within next 14 days	Within next 21 days	All Students will have to get registered as per the above schedule
<b>Note: Students admitted under PMSS (SC Category Punjab with Low Income) but did not apply for PMSS will have to deposit full fee. All students must note that attendance will be counted from the starting day of the semester. As per university norms, minimum 75% attendance is required to be eligible to appear in the semester exams.</b>			

The student shall pay the fee through online mode by visiting [ptu.ac.in](http://ptu.ac.in) > Student Corner > Campus Students Fee Portal. The respective teaching departments will provide the list of students with applicable fee to the Finance & Accounts department for updating on the fee portal.

This circular is issued with the approval of Hon'ble Vice-Chancellor vide file No. IKGPTU/DA/MC/01.

Dean (Academics)

Cc:

1. I/C Secretariat O/o Vice Chancellor: for kind information of Hon'ble Vice Chancellor.
2. Registrar, IKGPTU
3. Controller of Examination, IKGPTU - for information please
4. Finance Officer, IKGPTU - For updating fee on the portal
5. Director (Constituent Campuses)/ All HoDs (Teaching-Main Campus) - For circulating the information to the students and to provide list of students with applicable fee to Finance & Accounts department.

*"Propelling Punjab to a Prosperous Knowledge Society"*

## I. K. Gujral Punjab Technical University

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**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR  
(REGISTRAR OFFICE)**

IKGPTU/REG/NF/Acad/116

Dated: 06.07.2023

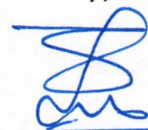
**NOTIFICATION**

**Sub.: Regarding the submission of semester fee/late fee for the students of IKGPTU Kapurthala Campus & Constituent Campuses of IKGPTU.**

The following decisions have been made regarding the submission of semester fees/late fee fine for the students of IKGPTU Kapurthala Campus & other Constituent Campuses of IKGPTU from the upcoming session:

1. No fine will be charged from the students within 30 days from the start of semester as per academic calendar of the University.
2. After last date, fine of Rs. 500/- will be charged for first 15 days and fine of Rs. 1000/- will be charged for next 15 days.
3. If the student does not submit their fees as per above mentioned period, then student has to pay fine of Rs. 1000/- plus Rs. 50/- per day till the submission of semester fees. In case a student fails to deposit fees in a semester, he/she may not be allowed to appear in the semester examination. This rule will not be applicable on students admitted under Post Matric Scholarship Scheme (Punjab) and students availing loan under Bihar Student Credit Card Scheme/Other loan schemes.

This is issued with the approval of competent authority on dated 01 July, 2023, vide e-office file no. I-27/53/2022-CSE (Computer no. 62543).



**(Dr. S.K. Misra)**

Registrar

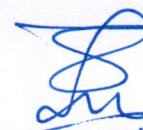
*B. Singh*

Dated: 06.07.2023

Endst. No. IKGPTU/REG/NF/Acad/117-122

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to VC: for kind information to Hon'ble Vice Chancellor.
2. Dean (Academic)
3. Finance Officer
4. Directors of all Constituent Campuses
5. All HoD (Teaching)
6. ITS Branch: for updation on university website.



**(Dr. S.K. Misra)**

Registrar



# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY MAIN CAMPUS, KAPURTHALA

VPO - IBBAN, JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA-144603

## (REGISTRATION FORM FOR SESSION\_\_\_\_\_)

1. Name of the Student: \_\_\_\_\_
2. University Roll Number: \_\_\_\_\_
3. Course Name: \_\_\_\_\_
4. Semester: \_\_\_\_\_
5. Mobile Number: \_\_\_\_\_
6. Contact Number of Parents: 1. \_\_\_\_\_ 2. \_\_\_\_\_
7. Is there any pending UMC case against you? Yes/No (Tick one). If yes, attach details.

Fix your Passport  
Size Coloured  
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### SUBJECTS TO BE REGISTERED IN THE CURRENT SEMESTER

Sr. No.	Subjects Registered	Code of Subject	L	T	P	Credits	Signature of Subject Teacher

Total Credits registered by the student in the semester: \_\_\_\_\_

### STATUS OF EARLIER EXAMINATIONS

Semester	If passed in all subjects, then year of Exam	If not fully passed, then number of Backlogs	% of Marks/ SGPA
I			
II			
III			
IV			
V			
VI			
VII			

### FEE PAYMENT STATUS

Sr. No.	Type of Fee (Academic/Hostel)	Details Of Fees Paid			Balance Fee yet to be paid in Rupees as on this Date	Remarks (Not To Be Filled By The Student)
		Date of Payment	Receipt no.	Amount Paid		

### DECLARATION BY THE STUDENT

I have checked that all the copies (Department Copy, Hostel Copy and Student Copy) of registration form are completely filled, with passport size coloured photograph pasted on each copy. All the information filled by me in registration forms is correct.

I have attached the following documents (Tick appropriate) with Department Copy of the form:

(i) Copy of Fee Voucher/Fee Receipt

(ii) Receipt of late fee, if applicable

(iii) Anti-ragging affidavits by the student and his/her parents separately in prescribed performa

(iv) Copy of receipt of payment of pending dues

(v) UMC case details, if applicable

Date:

Signature of the Student

Continue on back page>>

To be filled by Competent Official (Tick the Appropriate boxes)				Registration Date	Name of Competent Official:
All Documents attached		Yes	No		
Fee Payment Status		Paid	Pending		
Late Registration Fine Payment Status	Not Applicable	Paid	Pending		
Registration Status		Registered	Registered Provisionally	Not Registered	
Fee Category of Student	EWS	Tuition Fee Waiver	SC/ST/Post Matric	General Fee	Signature of Competent Official

Approved by:

Signature & Stamp of  
Head of Department