



## **CIRCULAR**

The **Supplementary Examinations** (Theory + Object Test + Viva-Voce) of (**2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup> Semesters**) of **16, F-16, 17 & 18-Batches B.E/B.CRP/B.Arch. and (15 B.Arch.)** (Under Semester System) are scheduled to be held w.e.f **13<sup>th</sup> April, 2023**, at **MUET, Jamshoro & MUET, SZAB, Campus, Khairpur Mirs.**

**(THIS SHALL BE THE LAST CHANCE FOR THE ELIGIBLE FAILURES OF 16-BATCH B.E/B.CRP Including any re-admitted student(s) with F-16,17 & 18-Batches and the last chance for 15-Batch B.ARCH. (Including any re-admitted student(s) with 16, F-16 & 17-Batches ).**

**The Students of 15-Batch B.Arch. and 16-Batch B.E/B.CRP who are Failure & Failing in CGPA in the year and don't qualify to get their degree are allowed to appear in Supplementary Examination for passing the failures subjects as well as improving CGPA to fulfill the minimum requirements for the degree.**

| Name of Examination   | Date of Conduct of Examination | Last date with normal fee and submission of form in the Institute/Department.                  | Last date with single late fee in addition to normal fee and submission of form in the Institute/Department. |
|---|--------------------------------|--|--|
|   |                                | Including Marks Certificate & Exam. Form Fee   | Including Marks Certificate & Exam. Form Fee   |
|   |                                | Rs.2015/= for One Failure Subject (TH+PR) and +Rs.100/= per additional failure subject (TH+PR) | Rs.3015/-  |
| <b>2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup> Semesters of 16, F-16, 17 &amp; 18-Batches B.E/B.CRP/B.Arch. and 2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup> Semesters of (15-B.Arch.) (Under Semester System)</b> | <b>13-04-2023 (Thursday)</b>   | <b>07-04-2023 (Friday)</b>   | <b>10-04-2023 (Monday)</b>   |

**ALL THE ELIGIBLE STUDENTS ARE ADVISE TO SUBMIT THEIR EXAMINAITONS FORMS WITH ORIGINAL BANK CHALLAN IN THEIR RESPECTIVE INSTITUTES/DEPARTMENTS AS PER REGULAR DATES MENTIONED IN CIRCULAR.**

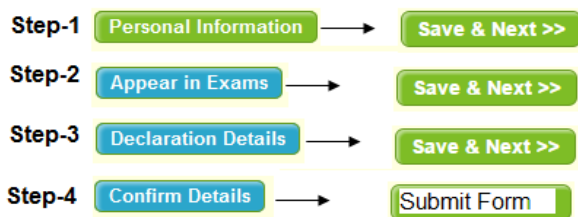
- A. No examination form will be accepted without latest Marks Certificate.**
- B. IF ANY STUDENT FAILS TO SUBMIT HIS/HER EXAMINATION FEE WITHIN DUE DATES, THE TOTAL FEE WITH PENALTY OF RS.3500/- SHALL BE CHARGED.**

The above Fees be deposited in any branch of **HABIB BANK LTD**, through the Bank Challan downloaded from <http://fees.muets.edu.pk> in **A/C NO. HBL CMD- A/C 00427991903403.**

No student shall be allowed to appear at the said Examination without filling the **Examination Form** as per instruction given on backside of this page and without **ADMIT CARD**.

**GUIDELINES TO FILL-UP THE EXAMINATION FORM ONLINE:**

- STUDENTS NEED TO RECEIVE THEIR PASSWORD FROM THEIR RESPECTIVE DEPARTMENTS ALONGWITH FEES CHALLAN FORMS.
- AFTER SUCCESSFUL LOGIN AT HTTP://EXAM.MUET.EDU.PK, THE STUDENT SHALL HAVE FOLLOWING TABS AT EXAMINATION FORM AND MAY BE FILLED-IN BY THIS MANNER:



- THE PERSONAL PHOTO FILE SIZE TO UPLOAD, SHOULD NOT BE MORE THAN 10KB
- THE SUBJECTS BY DEFAULT SHALL BE PRINTED AS THEORY/PRACTICAL, THE STUDENT SHOULD MANUALLY CROSS ON AFTER PRINTING IN WHICH NOT APPEARING.
- AFTER FILLING "PERSONAL INFORMATION", "APPEAR IN EXAMS" AND "DECLARATION DETAILS" TABS, THE STUDENT MAY CLICK ON "CONFIRM DETAILS" TO REVIEW ALL HIS INFORMATION AND FINALLY CLICK ON "SUBMIT FORM" BUTTON.

**Print Form**

- AFTER SUCCESSFUL SUBMISSION OF EXAM FORM, THE STUDENT SHOULD CLICK ON **Print Form** BUTTON. THE STUDENT MAY SEE FOLLOWING TWO TABS TO PRINT EXAMINATION FORM ON BOTH SIDES OF PAPER

**Print Page 1 Front Side**

**Print Page 2 Back Side**

(PRINTING SHOULD BE ON ONE PAPER ON BOTH SIDES, AND DO NOT USE DIRECT PRINT COMMAND WINDOW OR CTR+P COMMAND.)

- AFTER PRINTING OF EXAMINATION FORM ON BOTH SIDES OF THE PAPER, THE STUDENT SHOULD SIGN ON THE FORM AND ATTACH THE PAID BANK CHALLAN AND THEN SUBMIT IN THE RESPECTIVE DEPARTMENT.
- THE RESPECTIVE DEPARTMENTS SHALL VERIFY THE CHALLANS AND SIGNATURES OF STUDENTS ON FORMS AND SHALL SEND TO THE CONTROLLER OF EXAMINATIONS DULY SIGNED BY THE CHAIRMAN / DIRECTOR CONCERNED
- THE CONTROLLER OF EXAMINATIONS SHALL ISSUE THE SLIPS WHICH WILL BE SENT TO THE RESPECTIVE DEPARTMENTS
- THE STUDENTS SHALL RECEIVE THEIR ADMITS CARDS/SLIPS FROM THEIR RESPECTIVE DEPARTMENTS

**NOTE:- THOSE STUDENTS WHOSE ID & PASSWORD ARE NOT AVAILABLE IN DEPARTMENT THEN SUBMIT APPLICATION TO EXAMINATIONS DEPARTMENT FOR GETTING PASSWORD.**

**Note. • All Directors/Chairmen are requested to kindly submit the Examination Forms of respective Term(s) duly completed in all respects to the Examinations Department after thorough checking / verification regarding their eligibility as per rules alongwith separate Term-wise List(s) of the eligible candidates on the next day of the last date specified for Normal / Late fee, to the undersigned for proper scrutiny and issuance of Admit Slip in time as per SOP-COE-001.**

The detailed program of **Theory as well as Practical Examinations** of the said Batches is being announced separately.

**CONTROLLER OF EXAMINATIONS**

**COPY TO ALL CONCERNED**