

**CIRCULAR**

The **Supplementary Examinations** (Theory+ Object Test + Viva-Voce) of 1st, 3rd, 5th, 7th & 9th Semesters of 13, 14, 15, 16, F-16, 17 & 18-Batches (Under Semester System) are scheduled to be held from 13th, 14th, 15th & 16th January-2020, respectively at MUET, Jamshoro & SZAB, Campus, Khairpur Mirs.

**THIS SHALL BE THE LAST CHANCE FOR THE ELIGIBLE FAILURES OF 13-BATCH
B.E/B.CRP/B.ARCH (Including any re-admitted student(s) with 14, 15 & 16-Batches)**

| S.# | Name of Examination | Date of Conduct of Examination | Last date with normal fee and submission of form in the Institute/Department. Including Marks Certificate & Exam. Form Fee | 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 | Last date with double late fee with normal fee and submission of form in the Institute/Department. Including Marks Certificate & Exam. Form Fee |
|-----|--|--------------------------------|---|--|--|
| | | | Rs.1515/= for One Failure Subject (TH+PR) and + Rs.100/= per additional failure subject (TH+PR) | Rs.2515/- | Rs.3015/- |
| 01 | 7 th Semester of 13, 14, 15 & 16-Batches (Under Semester System) | 13-01-2020 Monday | 19-12-2019 Thursday | 31-12-2019 Tuesday | 06-01-2020 Monday |
| | 9 th Semester of 13, 14, 15 & 16-Batches (Under Semester System) | | | | |
| 02 | 5 th Semester of 13, 14, 15, 16 & F-16-Batches (Under Semester System) | 14-01-2020 Tuesday | 20-12-2019 Friday | 01-01-2020 Wednesday | 07-01-2020 Tuesday |
| 03 | 3 rd Semester of 13, 14, 15, 16, F-16 & 17-Batches (Under Semester System) | 15-01-2020 Wednesday | 23-12-2019 Monday | 02-01-2020 Thursday | 08-01-2020 Wednesday |
| 04 | 1 st Semester of 13, 14, 15, 16, F-16-17 & 18-Batches (Under Semester System) | 16-01-2020 Thursday | 24-12-2019 Tuesday | 03-01-2020 Friday | 09-01-2020 Thursday |

NOTE:

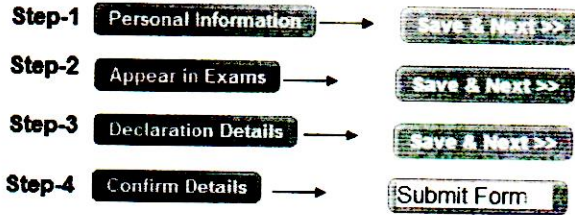
- A. No examination form will be accepted without latest Marks Certificate.
- B. IF ANY STUDENT FAILS TO SUBMIT HIS/HER EXAMINATION FORM WITHIN DUE DATES, THE TOTAL FEE WITH PENALTY OF RS.3500/- SHALL BE CHARGED.

The above Fees be deposited in HABIB BANK LTD, Mehran University Booth, through the Bank Challan downloaded from <http://fees.muuet.edu.pk> in A/C NO. HBL CMD- A/C 00427991903403 duly signed & stamped by the authorized official of the concerned Department/Institute.


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.MUETT.EDU.PK](http://exam.muett.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.

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



(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