REVISED CIRCULAR

It is notified for the information of all concerned eligible students that their **Regular** Examinations of **Second Term Final Year (10th Term) 12-Batch B.Arch. (Under External Examiner System) and Final Year (8th Semester) of 13-Batch, 6th Semester of 14-Batch, 4th Semester of 15-Batch, 2nd Semester of 16-Batch of B.E./B.CRP/B.Arch. (Under Semester System)** shall be held from Monday 17th , 18th, 19th & 20th October-2016 respectively at (09:00 A.M to 12:00 Noon Monday to Friday) and (09.30 AM to 12.30 PM Saturday and Sunday) at MUET, Jamshoro and MUET, Shaheed Zulfiqar Ali Bhutto, Campus Khairpur, Mir's.
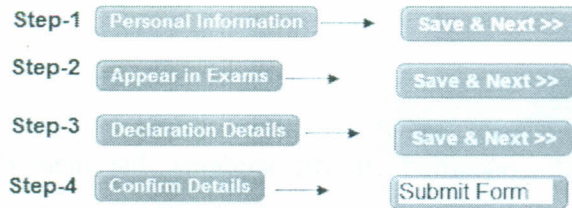
S.#	Name of Examination	Date of Conduct	Last date with normal fee and submission of form in the Institute/Department. Including Marks Certificate & Exam. Form Fee	Last date with single late fee in addition to normal fee and submission of form in the Institute/Department. Including Marks Certificate & Exam. Form Fee	REMARKS
			Rs.1115/-	Rs.2215/-	
01	2nd Semester (16-Batch) of B.E, B.CRP & B.Arch.	17-10-2016 Monday	13-10-2106 Thursday	14-10-2106 Friday	IF ANY STUDENT FAILS TO SUBMIT EXAMINATION FORM IN SINGLE LATE FEE, PENALTY OF RS.3500/- SHALL BE CHARGED.
02	4th Semester (15-Batch) of B.E, B.CRP & B.Arch.	18-10-2016 Tuesday	14-10-2106 Friday	17-10-2016 Monday	
03	6th Semester (14-Batch) of B.E, B.CRP & B.Arch.	19-10-2016 Wednesday	17-10-2016 Monday	' 18-10-2016 Tuesday	
04	8th Semester (13-Batch) of B.E, B.CRP & B.Arch.	20-10-2016 Thursday	18-10-2016 Tuesday	19-10-2016 Wednesday	
	10th Term (12-Batch) of B.Arch.	20-10-2016 Thursday	Rs.915/-	Rs.1715/-	
			18-10-2016 Tuesday	19-10-2016 Wednesday	

The above Fees be deposited in **HABIB BANK LTD**, **Mehran University Booth, through the Bank Challan in A/C NO.PLS-80030-4 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.MUET.EDU.PK, THE STUDENT SHALL HAVE FOLLOWING TABS AT EXAMINATION FORM AND MAY BE FILLED-IN BY THIS MANNER:

Step-1	Personal Information	→	Save & Next >>
Step-2	Appear in Exams	→	Save & Next >>
Step-3	Declaration Details	→	Save & Next >>
Step-4	Confirm Details	→	Submit Form

- 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 [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 <u>next day of the last date specified for Normal / Late fee</u>, 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