

# Sir Syed University of Engineering & Technology

## EXAMINATIONS DEPARTMENT

No. SSUET/EXAM/(34)/2020

Dated: 30<sup>th</sup> July, 2020

### NOTIFICATION FOR BACKLOG EXAMINATIONS 2020

1. Due to current pandemic situation, the Backlog Examinations for batches 2014, 2015 and 2016 (All Departments) will be held online
2. The Backlog Examinations are expected to start w.e.f August 24<sup>th</sup>, 2020.
3. Schedule of Backlog Examination for Batches 2014, 2015 and 2016 will be posted by August 19<sup>th</sup>, 2020 after students' registration through google form whose link will be available on SSUET website w.e.f July 31<sup>st</sup>, 2020.
4. For each department, Google form has been designed. Concerned student will fill his concerned department form and after filling the form, he/she will get the print through his email account and will submit the fee in only in MCB branch throughout Pakistan. ***If student has already submitted the fee as Rs 500/subject before the lockdown period, he/she has to just attach the photocopy of the Bank-slip with the printed form.***
5. ***A student can appear in maximum eight subjects only. Any Eight subjects can be selected by student on google form.***
6. The hard copy of the form along with the Original Bank Voucher will be sent by student at the following address through any courier service. (if already submitted the fee then photocopy of voucher is required). ***It is mandatory requirement for each student those who have already filled exam form or submitting new form.***

Controller of Examinations  
Sir Syed University of Engineering and Technology  
University Road, Karachi
7. Last date to submit the form along with voucher copy is August 10<sup>th</sup>, 2020 by courier, which will reach University by August 11<sup>th</sup>, 2020. Any form dispatched on or after August 10<sup>th</sup>, 2020 will not be entertained and students will not be allowed to appear in backlog exams.
8. Student must retain the Copy of the google form, copy of the voucher and copy of the courier slip for his reference, in case if there is any issue arises.
9. Course wise list of Registered students will be published on SSUET website by August 15<sup>th</sup>, 2020. In case student does not find his Roll# in any subject, then he should email at [tech.support@ssuet.edu.pk](mailto:tech.support@ssuet.edu.pk) with attachments of copy of form, copy of voucher and copy of courier slip by August 17<sup>th</sup>, 2020. Students will be responded within two working days after receipt of email. Emails will not be entertained if received after August 17<sup>th</sup>, 2020
10. As exams will be conducted online, SSUET technical support team will provide the ssuet id and password on the email address provided by student in his google form. The user ID and password will be dispatched by August 19<sup>th</sup>, 2020. Students should check their email inbox (as well as spam folder). In case of any query, they should email at [tech.support@ssuet.edu.pk](mailto:tech.support@ssuet.edu.pk) by August 21<sup>st</sup>, 2020. No password related

queries will be entertained after August 21<sup>st</sup>, 2020. Exam Server ID and password will be dispatched on SSUET ID of student.

11. Defaulters students are not allowed to appear in the exams. Even If they fill the form and send by courier then their submitted fee will be adjusted in their balance semester fee(s) and they will not be allowed to appear in the exams.
12. Students should carefully fill the form and should know which subjects to appear. Once form filled, fee submitted and send by courier, exam fee will not be refunded in any case i.e., student selects either wrong subjects or more subjects.

### **Summarized Task List for Students**

<b>S.NO</b>	<b>Task</b>	<b>Deadline</b>
<b>1</b>	<b>Backlog Exams Notification</b>	<b>July 30<sup>th</sup>, 2020</b>
<b>2</b>	<b>Student Registration Deadline (Form submission along with Voucher Copy through Courier)</b>	<b>August 10<sup>th</sup>, 2020</b>
<b>3</b>	<b>Display of Course wise Students registration list on SSUET website</b>	<b>August 15<sup>th</sup>, 2020</b>
<b>6</b>	<b>Student Complaint deadline if he has send the form but his roll# is not in list</b>	<b>August 17<sup>th</sup>, 2020</b>
<b>7</b>	<b>Issuance of All Department Timetables</b>	<b>August 19<sup>th</sup>, 2020</b>
<b>8</b>	<b>Dispatch of SSUET ID and password to all registered students</b>	<b>August 19<sup>th</sup>, 2020</b>
<b>9</b>	<b>Student Complaint deadline if his SSUET ID password not working (To be checked after login at webmail.ssu.edu.pk)</b>	<b>August 21<sup>st</sup>, 2020</b>
<b>10</b>	<b>Commencement of Examinations (Expected Date)</b>	<b>August 24<sup>th</sup>, 2020</b>
<b>13</b>	<b>Results Announcement</b>	<b>September 30<sup>th</sup>, 2020</b>



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