Sir Syed University of Engineering & Technology
EXAMINATIONS DEPARTMENT

No. SSUET/EXAM/(36)/2020   Dated: December 26th, 2020

NOTIFICATION FOR BACKLOG EXAMINATIONS 2020-21

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 **January 11th, 2021.**

3. Schedule of Backlog Examination for Batches 2014, 2015 and 2016 will be posted by January 7th**, 2021** after students' registration through google form whose link will be available on SSUET website w.e.f December 22nd, 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 at Rs 1000/subject. (Previous adjustments of submitted backlog fee are not allowed. Students can apply for refund at DSA office through an application)

5. *A student can appear in <u>maximum eight</u> 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 and courier slip copy will be sent by student at following address
   > Controller of Examinations
   > Sir Syed University of Engineering and Technology,
   > University Road, Karachi-Pakistan

7. Last date to submit the form along with voucher copy is ***<u>December 29th, 2020</u>***

8. Student must retain the Copy of the google form, copy of the voucher and copy of 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 January 5th, 2021. In case student does not find his Roll# in any subject, then he should email at tech.support@ssuet.edu.pk with attachments of copy of form, copy of voucher and copy of courier slip till Jan 6th, 2021. Students will be responded within two working days after receipt of email. Emails will not be entertained if received after Jan 6th, 2021.

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 (if not provided before). The user ID and password will be dispatched by Jan 5th, 2021. 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 by Jan 6th, 2021. No password related queries will be entertained after Jan 6th, 2020. Exam Server ID and password will be dispatched on SSUET ID of student. In case, student do not receive Exam server id and password then they should email at vle.support@ssuet.edu.pk

11. Defaulters students are not allowed to appear in the exams. Even If they fill the form and submit 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 form submitted, exam fee will not be refunded in any case i.e., student selects either wrong subjects or more subjects.

13. Since Exams are conducted online second time so non-VLE submission is highly discouraged. Students should arrange backup Internet devices and also arrange such place during exams where Internet availability and uninterrupted power supply is available during exams periods. To avoid internet connectivity issues, mobile data package may also be subscribed as standby arrangement.

14. It is the responsibility of the students to verify the correctness, readability, exact number of pages of Answer Script before uploading at the VLE Server.

15. The Duration of Online Exam is inclusive of the time for login, downloading Question Paper, Solution of paper, scanning time, uploading answer script and the resolution of issues (if any) such as power outage, Internet issues etc.

16. It is recommended to use Laptops with adequate amount of battery to offset any electricity breakdowns.

Summarized Task List for Students

S.NO	Task	Deadline
1	Backlog Exams Notification	December 18th, 2020
2	Student Registration Deadline (Form submission along with Voucher Copy at Examination Department)	December 29th, 2020
3	Display of Course wise Students registration list on SSUET website	January 5th, 2021
4	Issuance of All Department Timetables	January 7th, 2021
5	Commencement of Examinations (Expected Date)	January 11th, 2021
6	Results Announcement	End of Feb 2021 (subject to all results received by concerned teachers)

Controller of Examinations