



INSTRUCTIONS & ADMISSION SCHEDULE SESSION 2017-18

Undergraduate Programme (17-Batch)

All candidates who qualify the Pre-Admission Entry Test of this University, are advised in their own interest to **read the following INSTRUCTIONS very carefully**. Those having their names appear in the Interview Call List / First Provisional Merit List should also note down the schedule for their personal appearances for Submission of original documents, and for the Interview & Admission.

1. All candidates should do the following after qualifying Pre-Admission Entry Test:
 - i. **Immediately enter their HSC marks/IBCC Equivalent Marks on the Admission Portal.**
 - ii. Upload their **HSC or Equivalent Mark Sheet/ IBCC Equivalency Certificate** on Admission Portal soon after receiving it from the respective board.
 - iii. **Last date for entering HSC (or equivalent) Marks and uploading **HSC or Equivalent Mark Sheet/ IBCC Equivalency Certificate** is **21st September 2017**. **All those who have not complied shall be excluded from Interview Call List / First Provisional Merit List.****
2. **Data Record** of applications will be displayed at the Admission Website (<http://www.admissions.muett.edu.pk>) on **22-09-2017**. Any applicant having his/her record needed correction may contact Admission Office on or before **25-09-2017**. After 25-09-2017, the data record will be final and no change will be accepted under any circumstances. **If the candidate on his/her interview date submits a document which is in conflict with the Data Record his/her name will be deleted from the Interview Call list / First Provisional Merit List and he/she will not be considered for admission.**
3. Candidates claiming **Additional Marks as per clause 9.11 of prospectus of Hafiz-e-Quran**, according to the order of Call list, should personally report for test of Hifz-e-Quran along with **Original Sanad** on **02-10-2017** at **09:00am**.
4. The Interview Call List / First Provisional Merit list for each category under Regular and Self Finance schemes will be notified by the University on **2nd October, 2017**. The list will be displayed on the University Website.
5. Each Candidate according to the order of Interview Call List should **personally report** for interview along with his/her **guardian/parent** with following **ORIGINAL documents** (including previous and improved mark sheets if applicable) along with **photocopies of the documents** as mentioned on the date and time according to the schedule. **No candidates in any circumstances will be entertained with short of any of the following documents.**

List of Documents:

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| a. Application for Admission/biodata (<i>complete in all respect- to be printed out from Admission Portal</i>). | <u>Original (to be retained)</u> |
| b. S.S.C or Equivalent Mark Certificate | Original and one attested photocopy |
| c. H.S.C or Equivalent Mark Certificate | <u>Original - (to be retained)</u> and one attested photocopy |
| d. IBCC Equivalent Certificate (<i>For Foreign examinations</i>) | <u>Original -(to be retained)</u> and one attested photocopy |
| e. Domicile | <u>Original - (to be retained)</u> and one attested photocopy |
| f. Undertaking Certificate* | <u>Original - (to be retained)</u> |
| g. Passport size Photographs | 02 Numbers |
| h. CNIC / B. FORM | Original and one attested photocopy |

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|---|-------------------------------------|--|
| i | PRC (Form C) | <u>Original - (to be retained)</u> and one attested photocopy |
| j | Medical Certificate* | <u>Original - (to be retained)</u> |
| k | Hafiz-e-Quran Sanad (if applicable) | Original and one attested photocopy |

6. Candidates would then be required to appear before the Admission Committee for interview on specific date and time, as per schedule to choose the discipline from the available seats in their respective category. The selection of discipline / programme is based on a **computerized interactive process**. **The choice of available seats would decrease as one goes down in the order of merit** and each candidate will have to make **"on-the-spot"** choice from the seats available. **To assist the candidate in making the decision he / she may bring his / her parents (or guardian) on the day of interview.** Candidate should come prepared to choose the discipline.

7. If the Candidate is unable to attend the interview in case of 'exceptional circumstances' he/she may authorize any person, **preferably a parent**, to come on the interview day and take decision on behalf of candidate. The person so authorized (authority letter) shall have to complete all formalities required by the University, regarding admission process. Candidates who expect to face 'exceptional circumstances' should contact the Directorate of Admission at least two days prior to his/her interview date.

8. If a Candidate reports **after his/her scheduled final reporting time i.e. 11:30 a.m,** University authority may consider him /her for admission on merit against **leftover seats** under respective category **at the end of the day.**

9. If a Candidate **does not report on his/her scheduled day,** the University authority may consider him /her for admission on merit against **leftover seats in subsequent lists of respective category.**

10. The name of candidates who **do not appear for interview/ Hafiz-e-Quran test (If applicable) / Admission** on the specified schedule dates for each category **shall not be considered for admission and his name will be deleted from the Merit List.**

11. All candidates should bring **Cash** to deposit required fees through challan on the day of interview.

Discipline	Regular Scheme	Self Finance Scheme
Fee	Rs.30,600/-	Rs. 20,600/-

Note: For the purpose of reference the printed documents related to admission (e.g. Prospectus, Merit List, and Admission Schedule etc.) shall be quoted in case of any objections / claims. No telephonic or personal statements shall be considered relevant in case any of such claims.

DIRECTOR ADMISSIONS

* To be downloaded from (<http://www.admissions.muett.edu.pk/>)

ADMISSION SCHEDULE
FIRST YEAR ADMISSION BATCH 2017

Opening of Admission Portal	08-08-2017	Final Submission Date	28-08-2017
Date of Pre-Admission Test	17-09-2017	Last Date of entering HSC or Equivalent Marks	21-09-2017
Display of Data Record	22-09-2017	Last date for Data Correction	25-09-2017
Hafiz-e-Quran Test	02-10-2017	Display of Provisional Merit/Call List	02-10-2017
Submission of documents and Interviews	05-10-2017 to 14-10-2017	First Year classes start on	23-10-2017

Only those candidates who are having their names appeared in the Call List displayed on University website www.admissions.muett.edu.pk should report according to the following schedule:

INTERVIEW SCHEDULE FOR SESSION 2017-18

- A. Schedule for Submission of ORIGINAL Documents and Interviews as per First Provisional Merit List / Call List on Regular as well as on Self Finance Scheme.

Sr. #	District	Date	Documents Submission	Interview
			Reporting time	Reporting time
1	Sukkur	05-10-2017	0900 hrs	0945 hrs sharp
	Ghotki		0900 hrs	1030 hrs sharp
	Khairpur		0900 hrs	1130 hrs sharp
2	Shaheed Benazirabad	06-10-2017	0900 hrs	0945 hrs sharp
	Naushehro Feroze		0900 hrs	1030 hrs sharp
	Larkana		0900 hrs	1130 hrs sharp
3	Kambar Shahdadkot	07-10-2017	0900 hrs	0945 hrs sharp
	Shikarpur		0900 hrs	1030 hrs sharp
	Jacobabad		0900 hrs	1130 hrs sharp
	Tando Allahyar		0900 hrs	1130 hrs sharp
4	Hyderabad	08-10-2017	0900 hrs	0945 hrs sharp
	Sujawal		0900 hrs	1130 hrs sharp
5	Badin	09-10-2017	0900 hrs	0945 hrs sharp
	Kashmore		0900 hrs	1100 hrs sharp
	Matiari		0900 hrs	1130 hrs sharp
6	Tando Muhammad Khan	10-10-2017	0900 hrs	0945 hrs sharp
	Jamshoro		0900 hrs	1030 hrs sharp
	Umerkot		0900 hrs	1130 hrs sharp
7	Dadu	11-10-2017	0900 hrs	0945 hrs sharp
	Thatta		0900 hrs	1100 hrs sharp
	Karachi		0900 hrs	1130 hrs sharp
8	Mirpurkhas	12-10-2017	0900 hrs	0945 hrs sharp
	Tharparkar		0900 hrs	1100 hrs sharp
9	Sanghar	13-10-2017	0900 hrs	0945 hrs sharp
	Children of MUE and DAE Candidates		0900 hrs	1130 hrs sharp
10	Candidates of Self Finance Scheme	14-10-2017	0900 hrs	0945 hrs sharp

Note: Exact List of Candidates to be displayed on website under "Interview Call List"

B. Schedule of Subsequent Call Lists for Submission of Documents and Interviews

Merit / Call List	District	Date of Display	Documents Submission	Interview
2 nd Call List	All Districts (Categories A-1 to A-5)	17-10-2017	19-10-2017	19-10-2017
	All remaining Categories		20-10-2017	20-10-2017
	Self Finance Scheme			
3 rd Call List	All Categories and Self Finance Scheme	30-10-2017	02-11-2017	02-11-2017
4 th / Final Call List	All Categories and Self Finance Scheme	07-11-2017	13-11-2017	13-11-2017

- Note:
1. Subsequent Call Lists will be displayed on University Website www.admissions.mueta.edu.pk subject to the availability of unfilled seats under respective categories.
 2. The University reserves the right to make any changes in the Schedule without any prior notice.

Director Admissions