



SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES, INDORE

(Established by Govt. of M.P. vide Act No. 23 of 2016 & Recognized by UGC u/s 2(f) of 1956 Act)

SUAS/RO/2020/32

NOTIFICATION

20.06.2020

As per the instructions received from the university management, all the final year students are hereby informed that it is mandatory for them to **submit their Project/Internship reports in original (hardbound copy)** in the prescribed format of the university to their respective Head of Schools before applying for their Provisional Degrees /TC or Migration.

Students will be required to take a copy of their already submitted undertaking and get it endorsed by their faculty mentors and head of school that they have received the student's Project/Internship reports in original. This endorsed undertaking can then be submitted with the duly filled Provisional Degree/TC/Migration form after no dues to the Registrar Office for further processing.

Also it is informed that Final year mark sheets will be issued from office of COE. Once all the mark sheets are ready, students will be informed by their respective coordinator or faculty member about the date and timings of distribution. Please note Mark sheets will only be issued to concern student, if the parents want to receive the mark sheet on behalf of students they will need to write an application and take the approval from Hon'ble VC sir.

For provisional degree/TC or Migration student need to contact Registrar office.

If a student want to apply for transcript he needs to write an application duly forwarded by Head of school with photocopy of previous semester grade sheets along with the fee receipt to office of COE. Transcript will be issued after 7 days from the day of application.

NOTE: Please note for any above mentioned documents students are requested to first complete **No Dues Process in the Registrar office** and then only all the required documents will be provided in due course of time.

Looking forward to present scenario, students are required to contact their respective Head of Schools for an appointment for their form submission to maintain social distancing norms as laid down by district authorities.

Looking forward for your Cooperation.

Controller of Examinations

For your kind approval
Hon'ble Vice Chancellor, SUAS

Registrar

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