



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/COE/GC/C/01/45

Date: 23/10/2021

Authorization Process

The documents such as Transcripts, Mark-sheets and Degree etc. are issued only to the student, whom these belong to, however in case of extreme exigencies, the same can be issued to a person authorized for it. The procedure for making such a request is described as follows:

1. The student should preferably collect the documents in person, from the Department of Examinations and should sign the receiving for the same.
2. In case of extreme exigencies the student will be required to send the Letter of Authorization (LOA) to the Department of Examination by addressing Controller of Examinations.
3. The student must clearly mention the reason and need for such an authorization.
4. The Letter of Authorization must contain the complete details of the person who is being authorized, such as Name, Father's name, Mother's name, Address, Aadhar number (in case aadhar is not available then PAN or Driver's license details may be provided), relation with the applicant, phone number and email id.
5. LOA should also accompany the copy of the above mentioned valid photo Id duly attested by the applicant whose documents are to be collected.
6. The student must sign such a request and should also declare that she/he will be solely responsible for the documents and consequences of such an authorization.
7. Students, who are unable to send the signed application on paper may use the option of E-mail, however such mail must be sent by the personal email account of the applicant with the signed LOA as attachment. Mail may be sent to the COE on coe@suas.ac.in
8. All authorization requests will further be sent by the Department of examinations to the respective Dean/Director, therefore the students are advised to keep their school/faculty of study informed about such a request.
9. It should be very clear that the Department of Examinations is no way responsible for any kind of issues arising out of such an authorization such as theft/mishandling of documents by the authorized person/impersonation / tampering etc.

A. V. G.
23/10/2021
Controller of Examinations