



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/02/46

Date: 23/10/2021

Documents Issue Procedure

The Department of Examinations is responsible and authorized to issue many documents to the students such as Detailed Marks Statement or Mark-sheet, Duplicate mark sheet, Transcript and Degree etc. Some of these are issued in the due course of time, while some are issued only on request. As Symbiosis University is student centric in nature and always tries to render the best services to all its stakeholders, therefore following procedure is proposed to issue the documents.

1. **Formal request-** The student will have to make a formal request on a plain piece of paper along with regular pro-forma, for the issuance of all such documents to the concerned faculty of study. If the original mark-sheet is lost or has been stolen then such a demand should accompany the copy of report made to the police station. Apart from this the student is required to submit an affidavit on a stamp paper of INR 100, made in front of notary/magistrate, clearly stating the reason for the demand of duplicate document with an assurance of Non-misuse of such document.
2. **Fee-** The student needs to pay 500 INR per document, which is subject to **any** revision or **amendment** made by the university from time to time.
3. **Forwarding-** The formal request along with regular application pro-forma to be duly signed and forwarded by the respective Dean/Director of the faculty for necessary action.
4. **List of Documents-** A students can make a request for following documents in this category (i) Duplicate **Mark-sheet** (ii) Transcript
A student can make a request for any **other document/s** not mentioned in the list, however such a request can only be entertained only if it is endorsed and approved by the Vice-Chancellor of the university.
5. **Receipt of Application and Usual Time of Disposal-** On receipt of such request of any such document from student's side, routed through respective Dean/Director and Student's section, shall be scrutinized and checked by the Dept. of Examinations. In case of any discrepancy the application will be sent back to respective school/faculty of study within a time of three working days (excluding the date of receiving in Exam Dept.) after the date of receipt of such request. If such application and enclosed pro-forma are found to be correct then the requested document in usual circumstances, will be issued within three (3) working days, excluding the day of receipt of such request in Exam Department. The technically correct request in all possible ways, under no circumstances, guarantee the disposal of documents in stipulated time frame and subject to the final discretion of Controller of Examination of Symbiosis University of Applied Sciences, Indore.
6. **The student will be required to submit the duplicate mark-sheet back to the office of Controller of Examinations, in case she/he finds the original one.**

The said Procedure will be applicable from the date of notification.

Avg
23/10/2021
Controller of Examinations