



**Office of the Dean Academic**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
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No. 1971/Exam

Date: August 03, 2021

**NOTICE FOR THE STUDENTS WHO NEEDS TO AUTHORIZED SOMEONE TO COLLECT MARKSHEET/CERTIFICATE/TRANSCRIPT/RANK CERTIFICATE.**

This is to inform the students who need to authorize someone to collect marksheet/certificate/transcript/rank certificate etc that in order to receive the said documents on behalf of a student, the following procedures have to be followed:

- The concerned person needs to carry an authorization letter of the student stating that he/she is authorising this person to collect marksheet/certificate on his/her behalf.
- In that application the signature of the person who will collect the said item has to be attested by the student concerned.
- The person should carry a photocopy of any identity along with the application along with requisite fees for certificate, requisite clearance documents for final marksheet.

This is issued with the approval of the Dean (Academic).

Sd/-  
Dr.Nirmalya Kumar Bhattacharyya  
Deputy Registrar (Academic)

No. 1971/1(4) Exam

Date: August 03, 2021

Copy forwarded for information and necessary action to:

1. All Heads of the Departments/Schools/Centers
2. The Student Senate
3. The Academic Section-File
4. Institute Website

Deputy Registrar (Academic)  
IEST, Shibpur