

SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY



STUDENT QUERY/COMPLAINT FORM

Date: _____

1.Student Name: _____ 2. Roll Number: _____

3.Semester: _____ 4. Section: _____

5.Mobile No: _____ 6. Email (SSUET): _____

Students' Queries: (Tick Anyone)

S.No	Student's Queries	S.No	Student's Queries
1.	Admission Cancellation	9.	Medical/Other Leave
2.	Semester Freeze	10.	Admit Card not Issued
3.	Change of section	11.	Result Issues (Incorrect/Previous marks)
4.	Semester Fee challan not Issued	12.	Result Not Announced
5.	Fee Installment /Fee Issues	13.	Transcript /Mark sheet not issued
6.	Scholarship Issues	14.	Issuance of Unofficial Transcript
7.	Login :Outlook /VLE/CMS	15.	Hope certificate
8.	FYP Issues	16.	Any other

Briefly mention your issue: (Attached Evidence)

Student Signature

DSA
Concerned Dean/ Chairman
DF

FOR OFFICE USE:

APPROVED / NOT APPROVED

NOTE: Duly approved and not approved application is to be forwarded to Directorate of Student Affairs for updating of record and Students' Information.