



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY:ORISSA,BURLA

ACADEMIC REGULATIONS

The University runs the academic autonomy as conferred by University Grants Commission (UGC). Academic programs of the institute are governed by the rules and regulation as approved by Academic Council, which is the highest academic body of the University. Students are responsible for being aware of the University academic regulation published as follows. They are required to go through it. Each year the University shall draw an **Academic Calendar**. The medium of instruction is English only.

REGULATIONS FOR B.TECH. PROGRAMME

(Applicable for the students admitted to 1st Year Engineering in 2009 – 2010)

1. The Veer Surendra Sai University of Technology, (VSSUT)Orissa, Burla offers instructions and conducts of Examinations for the Degree of “Bachelor of Technology (B.Tech.)” of VSSUT in the following branches of Engineering as per AICTE approval :
 - a) Civil Engineering
 - b) Mechanical Engineering
 - c) Electrical Engineering
 - d) Electronics & Telecommunication Engineering
 - e) Computer Science & Engineering
 - f) Manufacturing Science & Engineering
 - g) Information Technology
 - h) EEE

The medium of instruction shall be ENGLISH, which shall be recorded, in the Final Grade Sheet. The final degree shall be awarded by the Veer Surendra Sai University of Technology, (VSSUT) Orissa, Burla

- 1.1 The provisions made in the regulations shall be applicable to all Bachelor of Technology Courses offered by the University at present and to any new B.Tech course (s) that may be added to the list (1.0) by the appropriate authority in future.
- 1.2 The Board of Management of the University may on recommendation of the Academic Council, change any or all of these regulations at any time considered appropriate by the Board.
- 1.3 **Duration of Curriculum and Academic Calendar:**
 - 1.3.1 Each year shall be divided into two Semesters – Autumn/Odd Semester (**July to December**) and Spring/Even Semester (**January to June**). The Autumn Semester shall ordinarily begin in **July** for students already on rolls and the Spring semester shall ordinarily begin in **January**. However, the first semester (Autumn, for newly admitted students) may be held a little later

depending on completion of admission formalities. The number of teaching days in each semester shall be **ordinarily a minimum of 90 working days.**

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1.3.2 Each year the University shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the **Academic Council** on recommendation of respective **Boards of studies** with provision for modification from time to time as per the needs.

1.3.3 Duration: The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, B.Tech programme is of Four years (Eight Semesters). A student can complete a four-year programme in not more than beyond **eight years** from the date of first admission to the course. After this period the name of the student shall be struck off from the Roll and he/she shall be debarred from attending classes and registering for any examination.

However, appeal from student who could not complete graduation within eight consecutive academic years may be submitted to the Dean, Academic Affairs through the H.O.D. of the concerned Department to a committee consisting of Dean, Academic Affairs (Chairman), Dean, Students' Welfare, Controller of Examinations and the concerned Head of the Department for consideration. If the committee finds that the case is genuine, it may recommend to the **Academic Council** through the **Vice-Chancellor** to give permission for the student to continue studies beyond eight years. The case like those given below or any other important case, which appears genuine to the committee may be considered for this purpose.

- i) Death in the family (subsequently to be supported by a certificate from the administrative officer of the locality).
- ii) Illness leading to long period of hospitalization certified by a doctor not below the rank of Civil Surgeon and duly supported by Hospital discharge certificate.

2. Admission:

2.1 Admission to different courses of the University shall be based on criteria decided by the Joint Entrance Examination (JEE) ,Govt. of Orissa or as decided by the Government.

2.2 Admission shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.

2.3

- Candidates shall have to register as bonafide students with the University as per the regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester.
- A student is provisionally allowed to attend classes only for those subjects that he/she has registered in a semester.
- A student who has been promoted with a backlog (XP), in theory subject has to first register for the backlog subject(s) if the same is being offered in a semester.

2.4 Branch Change

Any student pursuing B.Tech programme, may be allowed a **change of branch** in the University after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. Students admitted under self-financing (self sustaining) schemes will continue to pay the same amount of fees and development fees in self-financing mode after change of branch till completion of the

B.Tech. Programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade

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Point Average (CGPA) at the end of the first year. The minimum CGPA requirement for branch change is 8.0. In case of tie, it will be resolved by JEE Rank.

The change of branch shall be accorded to only such students who have cleared all examination items of both the semesters in the first attempt, in examinations held during academic session of his / her first admission to the course. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the sanctioned student strength.

To award benefit of branch change the University will constitute a committee (Branch Change Committee) with the Dean, Academic Affairs as its Chairman, Dean, Students Welfare and Controller of Examinations as its members. The committee shall invite applications from the students through notification. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. The students whose branch will be changed are advised to apply in a prescribed format notified by Academic Section and must submit a no objection certificate from their parents/ guardian within the due date alongwith attested copy of the Grade Sheet of 1st and 2nd semester.

All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered after notification.

3. Subject-wise Registration, Eligibility to appear at Examinations and Attendance requirement.

3.1 All students of the University have to register personally after payment of prescribed fees for each semester of the subjects they are required to study before commencement of a semester in a prescribed format within the stipulated date. Except in the first semester, where a student is automatically registered for all subjects of the semester. A student has to register for the subjects on the date specified by the University. However, in case of failure he/she has to pay Rs.50/- or Rs.100/- as fine if registered within one month, otherwise, beyond one month his/her name will be struck off from the roll sheet.

3.2 A student who has been promoted with backlog (XP) has to register first for the backlog (failed) subjects being offered in the semester by paying necessary dues. Preference being given to lower semester; in addition to the subjects of the present semester.

3.3 A student shall be eligible to appear in an examination in a subject provided he / she registers, pursues a regular course of study in respective department and attends **at least 75% of classes in respective theory, practical and sessional subjects etc. scheduled during the semester.** The attendance shall be considered from the date of admission of the student in the University. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester.

Attendance record shall be compiled twice in a semester (i) before the Mid-semester examination and(ii) before the End-semester Examination. The students with poor attendance shall be informed through notification. The concerned guardians should also enquire about the attendance to Dean, Academic Affairs, concerned HOD and concerned subject teacher.

- 3.4 A student who has remained absent in classes for short periods due to death in the family, long period of hospitalization or participation in cultural, sports, other academic/ official assignments in the interest of the University / Government with prior written permission of the Vice-Chancellor, after due recommendation from Head of the Department shall be permitted a maximum of additional exemption of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at End semester Examination with attendance below 65% in the registered subjects.
- 3.5 A student who has remained absent in classes on medical ground may on recommendation by the Committee with Dean, Academic Affairs as the Convener, concerned HOD, Dean, Students' Welfare, Controller of Examinations and Medical Officer of the University as members, be allowed to appear at the end semester examination provided he / she has attended at least 65% of classes.
- 3.6 A student shall be provisionally admitted to any examination in a subject only if he / she has registered for that subject, paid necessary registration and examination fees in the beginning of the semester and possesses a good conduct and has cleared the Hostel/ University dues up to date and satisfies the conditions 3.3 to 3.5 above.
- 3.7 A candidate shall be provisionally allowed in an examination only after he/she is issued with an Examination/Admit Card for the relevant examination by the University.
- 3.8 A student who is promoted to the next higher class / year with backlogs shall have to register for the backlog subjects and appear at an examination provided he/she fulfills conditions 3.3 to 3.7 above. Students with shortage of attendance in the registered subjects shall not be eligible to appear at End semester examination. He/she is allowed to appear Supplementary Examination with one Grade less except students mentioned in 3.5

4. Examination

- 4.1 Each discipline consists of the following items:
1. Theory
 2. Practical
 3. Sessional
 4. Project
 5. Seminar
 6. Comprehensive Viva Voce

The schedule for these items along with their credit points for each Semester shall be as per rules approved by Academic Council from time to time. The evaluated answer scripts (Theory Papers) of all semester examinations will be shown to the students in a class by the subject teacher within stipulated time and for item nos.2 to 6, marks awarded in each item will be shown to the students before sending the marks to the Controller of Examinations.

- 4.2 At the end of each Semester, there shall be an examination herein after called **End Semester Examination** as per the programme announced at the beginning of each academic semester / year. As a part of continuous evaluation process, **Internal Assessment** of the students shall be

done (i) on the basis of **Mid-Semester Examination** (to be conducted ordinarily after 40-45 working days from the start of the semester as per the programme announced at the beginning of each academic year) and (ii) based on Attendance / Assignment.

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4.3 Back paper examinations, if any, shall be held along with the normal End Semester Examination.

4.4 Students promoted with backlogs shall clear their arrear subjects along with regular students of lower semester(s) in subsequent year or in the same year if a subject is offered in both terms. However, they shall not reappear in mid-semester Examination. Their internal assessment marks for the backlog subjects will be **carried forward**.

4.5 Supplementary Examination:

There shall be a Supplementary Examination for theory papers every year in **June / July**. Students who have failed in the theory subjects registered by them in odd and even semesters of the year, may avail this opportunity to clear these backlog subjects. The exact schedule for supplementary examination will be notified by the Controller of Examinations (COE). Students are allowed to appear the supplementary examination only after register in the back log subjects by paying necessary dues during the notified period.

5. Results and Promotions:

5.1 a) In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Project, Seminar, Sessional and Viva Voce items and maintain a minimum level of overall performance as specified in the rules formulated by the Academic Council. The result shall be passed by the concerned Conducting Board and approved by the Examination Committee before its declaration.

i) Pass in a Subject Item (Theory):

A candidate shall pass (clear) a subject if in a Theory Paper he / she has secured minimum of **25 Percentage** Points in End Semester examination and **35 percentage** points in aggregate.

(ii) Pass in a Subject Item (Practical / Sessional / Project / Seminar / Viva- Voce):

In a Practical / Sessional / Seminar / Project/ Viva-Voce Paper a candidate shall pass (clear) a subject if he / she has secured minimum of **50 Percentage** Points.

(iii) **If a candidate fails in a subject item (Practical / Sessional / Seminar / Project/ viva-voce) in a semester he/she has to take readmission in that semester in the next academic year.**

All such failure cases shall be reported to the HOD of the concerned subject by the concerned teacher (examiner) before submission of marks to the Controller of Examinations. The same is to be discussed in the departmental meeting of faculty members and the decision taken thereon with revised marks (if any) shall be forwarded to the concerned Conducting Board for consideration.

b) Unless otherwise stated in the rules governing promotion, the promotional status between two consecutive semesters and / or two consecutive levels / years shall be indicated on the semester Grade Sheet as per details given below:

i) Passed and Promoted (**denoted by P**) indicating that

> The candidate has cleared every registered course item of both odd and even semester of the academic year.

> He / She has no backlog from lower levels.

- > He / She has secured CGPA of 5.5 or 6 in **cleared subjects**.

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ii) **Eligible for Promotion with backlogs (denoted by XP) indicating that**

- > The candidate is eligible for promotion with backlog (XP) in the following situation:
- > For promotion to second year, he/she should have cleared registered course items at first year level with no more than 4 (four) backlogs with CGPA of not less than 5.5 in the cleared subjects and has cleared all Practical/Sessional items. He/she has to register for all first year backlog theory course items in second year.
- > For promotion to third year he/she should have cleared all first year course items and has no more than 4 (four) backlogs in second year level subjects (registered or not registered) with CGPA of not less than 5.5 in cleared subjects and has cleared all practical / sessional items of second year level. He/she has to first register for second year level backlog theory subjects in third year.
- > For promotion to fourth year he/she has no backlogs in second year level subjects and has no more than 4 (four) backlogs in third year level subjects with CGPA of not less than 5.5 in cleared subjects and has cleared all Practical / Sessional items of third year level. He/she has to first register for third year level backlog theory subjects in fourth year.

iii) **Ineligible for Promotion (denoted by X) indicating that**

- > If a student fails in a sessional / practical/project/viva item in a semester he / she shall have to take re-admission in that semester in the next academic year.
- > The candidate is NOT eligible for promotion to next higher level due to non-fulfillment of stipulation governing eligibility for promotion to next year / level. A student who fails to satisfy column (3) of Table - 1 shall become non-collegiate student for clearing the papers in which he/she has failed. He/she has to register for those subjects for appearing the examination in the next academic year.

5.2 A candidate shall be eligible for promotion to the next higher level/year if he / she satisfies the conditions laid down under the rules formulated by the Academic Council.

5.3 Candidates declared eligible for promotion to the next level without clearing all theory course items of earlier semesters individually shall have to apply for permission for admission to the higher level through the concerned HOD.

5.4 The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.

5.5 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

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Table No.1

Admission to a semester other than first semester shall be according to Table No.1

1	2	3	4	5
For Admission into	Should have passed Sessional/ Practical/ Project/ Seminar/ Viva-Voce items of	Should not have failed in more than four theory papers of	Should have cleared all course items of all cleared of	Should have a minimum CGPA 5.5 in subjects of
2 nd Semester	1 st Semester	-	-	-
3 rd Semester	2 nd Semester	1 st & 2 nd Semesters taken together	-	1 st & 2 nd Semesters
4 th Semester	3 rd Semester	-	-	-
5 th Semester	4 th Semester	3 rd & 4 th Semesters taken together	1 st & 2 nd Semesters	3 rd & 4 th Semesters
6 th Semester	5 th Semester	-	-	-
7 th Semester	6 th Semester	5 th & 6 th Semesters taken together	3 rd & 4 th Semesters	5 th & 6 th Semesters
8 th Semester	7 th Semester	-	-	-
For issue of Final Grade sheet	All Semesters	No backlogs in any semesters	All Semesters	6.0 or more

6. Grading System:

6.1 A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programme (except for Ph.D.) shall be as described below:

A Seven Point grading system on base of 10 shall be followed. Categorization of these grades and their correlation shall be as under:

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA -Semester Grade Point Average.

CGPA-Cumulative Grade Point Average.

6.3 Definition of Terms:

- a) POINT-Integer showing each letter grade.
- b) CREDIT -Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT- (b) x (a) for each course item.
- d) CREDIT INDEX - \sum CREDIT POINT of course items in a semester.
- e) GRADE POINT AVERAGE - $\frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}}$

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- f) SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX for a Semester}}{\sum \text{CREDITS}}$$

- g) CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all previous Semesters}}{\sum \text{CREDITS of all previous Semesters upto a semester.}}$$

6.4 The Grade secured in NCC / NSS / YOGA will be mentioned in the 8th Semester Grade Sheet along with the CGPA.

- 6.5 Conversion Formula to percentage:

The conversion from CGPA to percentage marks will be as per AICTE norm and shall be shown/ recorded in the grade sheet.

$$\text{Percentage of Marks} = (\text{CGPA} - 0.75) \times 10\%$$

Qualification	Grade	Score on 100 Percentage Points	Points
Outstanding	‘O’	90% & above upto 100%	10
Excellent	‘E’	80% & above but less than 90%	9
Very Good	‘A’	70% & above but less than 80%	8
Good	‘B’	60% & above but less than 70%	7
Fair	‘C’	50% & above but less than 60%	6
Pass	‘D’	35% & above but less than 50%	5
Failed	‘F’	Below 35%	2

N.B : Grade ‘D’ shall be the Pass Grade in Theory Papers and Grade ‘C’ shall be the Pass Grade in Practical/Sessional/Project/Seminar/Viva-Voce.

7. Degree Requirements:

- 7.1 A candidate will be eligible for award of B.Tech degree if he satisfies the following:

- a) Obtains at least satisfactory grade C in NCC / NSS / YOGA/ Music/Games/ Sports/ Drama/ Debate/ Quiz.
- b) Has not been convicted for any cognizable offence.
- c) Has secured CGPA 6.0 or more.
- d) Has cleared the credit requirements with pass grade or more in each subject.
- d) Has completed practical training of 30 days in recognized sectors/industries.
- e) Has at least a satisfactory conduct.

- f) Has cleared all the theory, practical sessional seminar, project, viva-voce items etc. of all semesters.
- 7.2 There shall be no class / division awarded to a student either at semester or degree level.
- 7.3 A student's level of competence shall be categorized by the GRADE POINT AVERAGE. It shall be the basis of judging his / her overall competence in the course.
- 7.4 Credit requirements for the Degree shall be 216.
- 7.5 NCC / NSS / YOGA shall be compulsory for all FIRST and SECOND semester students. The performance of a student shall be assessed in NCC / NSS / YOGA.. In NCC / NSS / YOGA a student will qualify only when he / she attends at least 75% of the classes and obtains at least a grade C.

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- 7.6 Names of all candidates who have passed in all the eight semester examinations and have qualified in the NSS / NCC / YOGA and have fulfilled the degree requirements as in Regulation 7.0 above shall be recommended to the University for awarding the degree.

8. Evaluation:

The University shall have continuous evaluation system for each theory, practical, sessional, Seminar, Viva Voce and project papers.

8.1 Theory papers:

- (a) A theory paper will have 100 percentage points. The weightage for the Mid- Semester and the End Semester examinations will be as follows:

Mid -semester Examination (of 2 Hours duration)	=	20 Percentage Points
Attendance and Assignments	=	10 Percentage Points
End semester Examination (of 3 Hours duration)	=	<u>70 Percentage Points</u>
Total	=	100 Percentage Points

- (b) The syllabus for each theory paper will have 4 modules. The Mid-Semester Examination will be conducted ordinarily after 40-45 days of completion of class. The End Semester examination is comprehensive and will cover all modules. The academic calendar will specify the schedule for Mid-Semester and the End Semester examination.

8.2 Practical Papers

The syllabus of a practical subject shall specify the number of practical experiments to be done in a semester. This will carry 100 Percentage points based on test/viva-voce/record and attendance. Minimum score for a pass in practical paper is 50 percentage points.

8.3 Sessional Papers:

The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. This will carry 100 Percentage points based on test/viva-voce/record and attendance. Minimum score for a pass in sessional paper is 50 percentage points.

8.4 Project:

This will carry 100 Percentage points. Minimum score for a pass in Project is 50 percentage points. The evaluation shall be done by a committee of teachers where the Project Supervisor shall be a member. The HOD shall be the Chairman of the Committee. Marks should be awarded based on the evaluation by both the Internal and External Examiners.

8.5 Seminar

Seminar carries 100 percentage points. Marks should be awarded based on the evaluation by Examiners. Minimum score for a Pass in Seminar is 50 percentage points.

8.6 Comprehensive Viva-Voce:

- a) The comprehensive viva voce shall have two components,
 - (i) Weekly Comprehensive Viva-Voce and
 - (ii) Final Comprehensive Viva-Voce.
- (b) The weekly viva voce shall be done by a Committee of teachers and it shall carry 50 % points.
- (c) The final comprehensive Viva voce shall be done by a Committee of Teachers with participation of an External Expert not below the rank of Professor/Reader from a technical Institution and/or Industry of repute (it shall carry 50 % points)
- (d) The HOD shall be the Chairman of the Committee.
- (e) Minimum score for a Pass in Viva-Voce is 50 percentage points.

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8.7 Grade sheet:

At the end of each even semester, grade sheet shall be made available to each student free of cost. However, if a student requires a duplicate grade sheet he / she should apply to the Dean, Academic Affairs along with a money receipt of Rs. 100/-.

9. Transit Regulation in case of change in regulations or Course of Studies.

9.1 When a student seeks admission/ readmission to a semester other than 1st semester at a later academic year due to various reasons he/she has to prosecute study according to the new courses of study from that semester onwards. But he/she shall be governed by regulation prevalent at the time of his/her admission to first semester and shall have to appear back papers of the previous semesters according to the old course of studies.

9.2 The degrees shall be awarded to such students by the **University** after the recommendations of the Academic Council of Veer Surendra Sai University of Technology, Orissa, Burla as per the provision made in the regulations.

10. Residence:

10.1 Veer Surendra Sai University of Technology, Odisha, Burla is ordinarily a residential University. However, upon non-availability of seat in hostels students can also make their own arrangement for boarding & lodging outside under intimation to the institution.

10.2 The boarders shall abide by the Hostel rules framed from time to time and follow the code of conduct mentioned in Regulation-11 and shall clear all dues up to date.

10.3 The University will provide reasonable accommodation to students with disabilities as per availability in order to promote academic success.

11. Conduct and Discipline:

11.1 Students shall conduct themselves within and outside the premises of the University in a manner befitting the students of a premier University.

11.2 Students shall show due respect to the teachers of the University, / Wardens / Asst Wardens of Hostels, the Physical Training Officer, and Instructors of the NCC/Professor in-charge of Yoga/NSS. Proper courtesy and consideration should be extended to the employees of the University and of the hostels. They shall also pay due attention and courtesy to the visitors.

11.3 Students are required to develop a friendly, camaraderie with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. **Ragging in any form inside and outside in campus is banned by law.** Acts of ragging will be considered as gross indiscipline and will be severely dealt with.

11.4 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to involve disciplinary measures:

- Ragging
- Lack of courtesy and decorum, indecent behavior anywhere within or outside the campus.
- Willful damage or stealthy removal of any property/ belongings of the University /Hostels or fellow students.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Adoption of unfair means in the examinations.
- Mutilation or unauthorized possession of Library books.
- Noisy and unseemly behavior, disturbing studies of fellow students. Commensurate with the gravity of offence, the punishment may be reprimand, fine/ expulsion from the hostel, debarment from examination, rustication for a specified period or even outright expulsion from the University. The Vice-Chancellor on recommendation of the Disciplinary Committee may take any disciplinary action as deemed necessary.

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12. Readmission to a Semester:

12.1 The following categories of students may seek readmission to a semester:

- ◆ Those who have discontinued study in a semester of previous academic year on valid grounds and have obtained prior permission from the Vice-Chancellor.
- ◆ Those who have been rusticated for some definite period in a semester of previous academic year provided the period of punishment is over by the time of admission. The concerned student has to submit a conduct certificate from Gazetted Officer at the time of re-admission.
- ◆ Those who have been detained due to shortage of attendance in a semester of previous academic year.
- ◆ Those who have failed in practical/sessional/project/viva examination in a semester of previous academic year.
- ◆ Those who have failed to satisfy the requirements under regulation for promotion to the next year / semester.

13. Anomaly (if any)- All differences and disputes arising in the interpretation and implementation of these regulations as above in this prospectus will be referred to the Vice-Chancellor and his decision shall be final and binding.

14. Jurisdiction for all disputes, if any relating to VSSUT is Sambalpur, Orissa, India only.

By order of Vice-Chancellor
VSS University of Technology, Odisha, Burla

