



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018

www.vssut.ac.in. e-mail: vc@vssut.ac.in

No. VSSUT/ACD/ 824 /2024

Dated: 08/11/2024

NOTICE

The students of the university are required to apply for condonation of shortage of attendance in the prescribed format as enclosed through proper channel as per the following dates mentioned below.

Programme	Semester	Date of submission of applications in the office of Dean, Academic Affairs
UG Programme (Except 1 st semester B.Tech & B.Arch Programme)	Odd Semester	11/11/2024

Memo No. VSSUT/ACD/ 825 /2024

Copy to:

1. University Notice Board.
2. Notice Board of all Hall of Residence for information.
3. All Deans / HoDs / HoPs / PICs / COE for information.
4. Dean, F&P for information with a request to facilitate in hoisting of this notice in the University website.
5. Director, IQAC for information.
6. PA to Registrar for information.
7. PA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.

Dean, Academic Affairs
Dated: 11/11/2024

Dean, Academic Affairs



No.VSSUT/ACD/

/20.....

Dated:/...../20.....

APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE

- 1. Name of the student:
2. Registration No:
3. Semester:
4. Programme:
5. Branch:
6. Section (if any):
7. Mobile No.
8. E-Mail ID:
9. Parent Mobile No.
10. Boarder / Day Scholar:
11. Name of the Hall of Residence (if Boarder):
12. Mark against the following head for condonation of shortage of attendance
(a) Death in family
(b) Illness leading to hospitalization
(c) Participation in cultural / sports / conferences etc.
(d) Appearing the interview / written test for a job / higher study

13. Details of absence from class due to the reasons mentioned in Sl. No. 12

Table with 8 columns: From, To, No. of days, Name of the Theory Subject, Name of the branch, Name of the Subject Teacher, No. of classes held during the absence of student, Signature of the subject Teacher.

N. B.: The student should submit this application in the office of Dean, Students' Welfare after getting the signature of subject teachers at respective row of last column of the Table, immediately after the student remains absent in the classes.

Date of Submission:

(Full Signature of the Student)

FOR OFFICE USE

Dairy No.VSSUT/DSW/Attend.Short./ /20.....

Dated:...../...../20.....

The attendance shortage case of the above student is recommended.

Signature & Official stamp (Dean Students' Welfare)

(The consolidated list of such applications should reach the office of Dean, Academic Affairs for necessary processing, one day after the last date for Theory class, as is notified in Academic Calendar for respective semester)