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/PGS&R/1582 / 2026 **Date: 16.11.2026**

NOTICE

The students of the university are required to apply for Condonation of Shortage of attendance in prescribed format as enclosed duly recommended and forwarded by their concerned Head of Department (HODs) as per the following dates mentioned below:

Programme	**Semester**	**Date of submission of applications to be submitted to the office of Dean, PGS& R**
PG Programme (All M.Tech./2-Yr M.Sc./ 5-Yr Int. M.Sc. & MCA Students)	3rd Sem M.Tech/M.Sc/MCA & 3rd/5th /9th Int. Msc	**18.11.2026 (Wednesday by 1:00 PM)**

Further, students are instructed to submit the hard copy of the duly completed application/report to the Office of the Dean, PGS & R, on or before **18.11.2026 (Wednesday), by 1:00 PM.**

Enclosed:

1. Application Form for Condonation of Attendance (Form No. ACADEMIC): G

Sd/-
Dean, PGS & R

Memo No. VSSUT/PGS&R/ 1583 /2026 date: 16.11.2026

Copy to:

1) Dean, F & P with a kind request to upload the notice on the University Notice Board.
2) All Deans/HODs/COE/COF/Registrar for kind information
3) PA to Vice Chancellor for kind information of Hon'ble Vice-Chancellor.

Sd/-
Dean, PGS & R

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

FORM NO. (ACADEMIC): G

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 (to be supported by necessary documents)
    (b) Illness leading to hospitalization (to be supported by the admit and discharge certificate from the hospital)
    (c) Participation in cultural / sports / conferences etc. / other official / academic assignment in the interest of University / Government (to be supported by relevant documents and duly permitted and certified by concerned authority)
    (d) Appearing the interview / written test for a job / higher study (to be supported by suitable evidences and certified by concerned Dean)
13. Details of absence from class due to the reasons mentioned in Sl. No. 12

Period of Absence		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
From	To						

Date of Submission: **(Full Signature of the Student)**

(All recommended cases should reach the office of Dean, Academic Affairs one day after the last date of Theory class, as is notified in Academic Calendar for respective semester)

Lettter No: Dated: ……/……./20…….

Forwarded & Recommended

Signature of concerned official with official stamp
(Warden of Hall of Residence for Boarder /HOD for Day Scholar)