

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY:ODISHA,BURLA
IMPORTANT NOTICE

No. VSSUT/ACD/259

Dated: 06.02.2013

Attention: Students of all streams.

Revised regulation for appearing repeat Mid-semester Examination of all streams is as follows for information to all Departments and students concerned.

“A student remaining absent in Mid-semester examination shall forfeit the marks allotted for the examination. However, a student may be allowed to appear repeat Mid-semester examination to be conducted as per the Academic Calender under the following cases.

- a) Death in family (to be supported by necessary documents).
- b) Illness leading to hospitalization (to be supported by the Discharge Certificate from the hospital)
- c) Participation in cultural/sports/other official/academic assignment in the interest of University/Government (to be supported by relevant documents and duly permitted by Dean, Students' Welfare).
- d) Appearing the interview/written test for a job/higher study (to be supported by suitable evidences and certified by Professor-in-Charge, Training and Placement).

If such cases occur during the Mid-semester examinations then the permission of the Dean, Academic Affairs needs to be obtained by the concerned students before remaining absent in the Mid-Semester Examination.

Under such circumstances the concerned student has to submit an application to the Dean, Academic Affairs through the concerned authorised officials with necessary documents before remaining absent in the Mid-Semester Examination. The applications seeking permission for Repeat Mid-Semester Examination needs to be recommended by the following officials as specified below for different cases (a to d) cases.

SINo.	Cases	Authorised Recommending Officials
1	i) Cases (a) & (b)	Warden (for boarders); DSW (For dayscholars)
2	ii) Case (c)	DSW (For all students)
3	iii) Case (d)	Prof. Training & Placement (For all students)

The applications without recommendation of the concerned authorized officials or received in the Academic Section after the Mid-Semester Examination shall be rejected out right. All such applications, recommended by the concerned authorized officials shall be placed before a Committee consisting of Dean, Academic Affairs as Chairman with Dean, Students' Welfare, Dean, PGS & R, Controller of Examinations, Prof. I/c Examinations, Professor Training & Placement, Medical Officer of the University and all Heads of the Departments as members. The committee may consider and recommend the deserving cases to the Vice-Chancellor for approval and the Academic Section shall notify accordingly. The permitted student has to pay Rs.300/- per subject for appearing in the Repeat Mid-Semester Examination.”

Sd/-Dean, Academic Affairs

Dated :06.02.2013

Memo No. VSSUT/ACD/260(35)

Copy to :

1. Notice Board of University/ Halls of Residence/Class Rooms.
2. All HODs for information and necessary action
3. Dean, Faculty & Planning for Information. He is requested to display this notice in University Website.
4. Dean, Students Welfare for information and necessary action.
5. All Wardens of Halls of Residence for information and necessary action.
6. Controller of Examinations for information and necessary action.
7. Registrar, VSSUT, Burla for information and necessary action.
8. PA to Vice Chancellor for kind information of Hon'ble Vice-Chancellor

Dean, Academic Affairs

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA,
BURLA**

No. VSSUT/ACD/255

Dated:05.02.2013

IMPORTANT NOTICE

Attention: All B.Tech./M.Tech./M.Sc & MCA students.

It is observed that sometimes students are not attending regular classes and remaining absent in mass. They are advised not to do such type activities in future and to attend the regular class positively without fail. It is worth mentioning that the mass absent is to be reported in the attendance register and also considered for calculation of percentage of the attendance. **If any student will not attain 75% of attendance they will not be allowed for appearing the End Semester Examination as per the University rule. In that case University will not be responsible. Hence, the students are requested to attend the class positively to creat good academic environment in the University.**

Sd/-Dean,Academic Affairs

Memo No.VSSUT/ACD/256(25)

Dated :05.02.2013

Copy to :

1. University Notice Board/Concerned Halls of Residence.
2. All HODs, for information and necessary action. **They are requested to kindly advise their faculty members to include the mass absent in the attendance register and calculate the percentage of attendance accordingly. Further, it may please be reviewed periodically at least one month interval in the Department meeting in order to improve the situation at the earliest.**
3. Dean, Faculty & Planning for information and necessary action. He is requested to hoist the notice in University Website.
4. Dean, Students Welfare for information.
5. Registrar, VSSUT, Burla for information.
6. PA to Vice Chancellor for kind information of Hon'ble Vice-Chancellor.

Dean,Academic Affairs