



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA

P.O.- Engineering College, Burla, Dist.- Sambalpur, Odisha, 768018

Phone: +91-663-430211, Fax: +91-663-2430204

www.vssut.ac.in

14th CONVOCATION – 28th February, 2023

IMPORTANT INFORMATION

1. The degree recipients willing to attend the convocation and receive the degree certificate in person must submit the **ANNEXURE - I** at the **Registration Counter**.
2. The University will arrange to supply the academic robe for the occasion at the Convocation site after **verifying your Identity Proof with photograph**.
3. Please note that for operational convenience, **the academic robes will only be issued on payment of REFUNDABLE amount of ₹500/- (Rupees Five Hundred Only) from 09.00 AM to 03.00 PM on 27th February, 2023 only to the degree recipients in person**. To avoid possible embarrassment to degree recipients and their parents, it is worth mentioning that the request for issue of academic robes will **not** be entertained **after 3.00 PM on 27th February, 2023**. Entry Pass for parents may be obtained from Registration Counter before the day of convocation i.e. on **27th February, 2023**.
3. **REHEARSAL (COMPULSORY FOR DEGREE RECIPIENTS):** There will be a rehearsal of the convocation process at **04.00 PM on 27th February, 2023 (MONDAY)** in the University Auditorium. Only a complete rehearsal shall ensure compliance by all concerned.

It is to inform all the graduands that those who wish to take the medals during convocation need to sign the register in the Academic Section in person on 27th February, 2023 from 09.00 AM to 03.00 PM and to participate in the rehearsal, failing which they will not be given the medals in the convocation.

5. **DRESS CODE:** The following dress code is to be strictly followed for Degree Awardees on the day of convocation.
 - UG / PG
 - **Male Students:** Full sleeve, light colour plain shirt and dark colour full pant.
 - **Female Students:** Saree of sober colour / decent design of salwar (Dark Colour) Kameez (Light Colour) with Chunni.
 - Ph.D. Scholars *
The dress code will be informed soon.
6. The degree recipients are requested to wear proper footwear (shoes) befitting the occasion.
7. Degree recipients are required to occupy the allotted seats at Sir Viswesaraya Auditorium of the University one hour before the commencement of Convocation i.e. before **10.00 AM on 28th February, 2023** positively. Children **below 12** years are **not allowed** into the auditorium during the Convocation.
8. Accommodation will be provided only to the degree recipients in various Halls of Residence, on request, within the University campus. Kindly note that accompanying persons will have to make their own arrangement.

9. The degree recipients are requested to confirm their participation well in advance in the following google form link: <https://forms.gle/SUzYM6cAJSndK2rJ9>

★ The Ph.D. Scholars are required to contact Dean, PGS & R / Prof. R.R.Das for their robes.

IMPORTANT CONTACT DETAILS (From 10.00 AM to 05.00 PM on working days only)			
Sl.No.	Name and Designation	Purpose	Mobile No.
1.	Prof. S.Agrawal Dean, Academic Affairs	UG Academic Matters, Certificate, Medals etc.	9861032190
2.	Prof. H.S.Behera Dean, PGS& R	PG Academic Matters, Certificate, Medals etc.	9437083891
3.	Prof. S.K.Patro Dean, Students' Welfare	Accommodation and Food in the Halls of Residence	9439502377
4.	Prof. R.R.Das Convener, Registration and Costume sub-committee	Registration and Academic Robes	8280122184
5.	Prof. S.S.Das Professor-In-Charge, Convocation	General Information	9437544200
6.	Mr. C.D.Patra Section Officer, VSSUT, Burla	UG / PG Academic Matters, Certificate, Medals etc.	9778190197
7.	Mr. P.C.Khadia, Sr. Assistant, Dean, Students' Welfare	Accommodation and Food in the Halls of Residence	9178307664
8.	Email ID : pic_convocation@vssut.ac.in (Prof. S.S.Das)		

Sd/-
PIC, Convocation



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ANNEXURE - I

Affix your
recent passport
size photograph
here

I shall be present at the Convocation and receive the Degree Certificate in person. I shall report to the University on Date: **27/02/2023(Monday)**.

Sl. No.	Information required	Information to be filled by the candidate
1.	Name in full (in CAPITAL LETTERS)	
2.	University Registration No.	
3.	Mother's Name	
4.	Father's Name	
5.	Period of Study at the University	
6.	Branch of Study	
7.	Degree obtained	
8.	Year of Passing the final examination	
9.	Permanent Address with PIN Code	
10.	Complete Present Postal Address (in block letters) with PIN code	
11.	Cell Phone No. & Email ID	
12.	Tick which is applicable to you	
	(A) My parent(s) / spouse will accompany me	
	(B) I need an accommodation in the students' Hall of Residence	

Date:

Signature of the applicant

N. B. A refundable amount of Rs. 500/- (Rupees Five Hundred only) towards caution money for *Academic Robes* to be deposited at Registration Counter, VSSUT, Burla on the date of Registration (**09.00 AM to 03.00 PM on 27th February, 2023**)

