



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ଟେକ୍ନୋଲୋଜି 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/465/2023

Dated: 17/11/2023

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

Programme	Semester	Date of submission of applications in the office of Dean, Academic Affairs
UG and PG Programme (Except 1 st Semester B.Tech / B.Arch / MCA)	Odd Semester	19/11/2023

Sd/-
Dean, Academic Affairs
Dated: 17/11/2023

Memo No.VSSUT/ACD/466/2023

Copy to:

1. University Notice Board.
2. Notice Board of all Hall of Residence for information.
3. All HoS/ HoDs/Deans/PICs Examination/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. Registrar for information.
7. PA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.

Sd/-
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 (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						

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**)