

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

APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE AS  
PER ACADEMIC REGULATION-2016

1. Name of the Applicant:
2. (a) Registration No: (b) Semester & Year :  
(c) Programme (B.Tech/B.Arch/B.Tech & M.Tech Dual Degree/MCA/5yrs-Int.M.Sc./M.Sc./M.Phil./Ph.D):
3. (a) Branch/Department: (b) Section (if any):  
(c) Contact Tel.No. of the applicant: (d) E-Mail ID:  
(e)Contact Tel. No. of Parents:
4. (a) Boarder/Day Scholar:  
(b) Name of the Hall of Residence (if Boarder):
5. ✓ Mark against the following head for condonation of shortage of attendance as per Academic Regulation  
(a) Death in the family:  
(b) Long period of hospitalization:  
(c) Participation in sports, games NCC and NSS activities, other Academic/official assignments in the interest of the University/Government after due recommendation from Head of the Department
6. List of documents enclosed to substantiate the reason mentioned in Sl. No. 5  
(i)  
(ii)  
(iii)
7. Period of absence from Class due to the reason mentioned in Sl. No. 5

Sl. No.	Period of Absence		Total No. of Days the applicant remained absent from Class	Name of the Theory Subjects	Name of the Deptt., offering the subjects	Name of the Subject Teacher	No. of classes held in the respective subject during the absence of applicant	Signature of the subject Teacher
	From	To						
1								
2								

\* The applicant can add more rows in above Table, if required.

**N. B. :** The applicant 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 applicant remains absent in the classes.

**Date of Submission:**  
(At Office of Dean Students' Welfare)

**(Full Signature of the Student)**

Letter No./VSSUT/DSW/Attend. Short/AA/ /

Dated:

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 Calender for respective semester)