



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA

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

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ELEVENTH CONVOCATION- 30thNOVEMBER, 2019

IMPORTANT INFORMATION

1. The degree recipients willing to attend the convocation and receive the degree certificate in person must submit the **REGISTRATION FORM (Annexure – I)**
(However, the degree recipients willing to receive the degree certificate *in absentia form (Annexure-II)*, by post that after duly filled to the office of Dean, Academic Affairs along with the fee of Rs1000/- in the form of Bank Draft, in favour of "VSSUT, Burla, payable at Burla).
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 Rs.500/= (Rupees Five Hundred Only) from 09.00 AM to 03.00 PM on 29thNovember, 2019 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 of 29th November, 2019. Academic robes** will not be issued to proxy. Entry Pass for parents may be obtained from Registration Counter before the day of convocation i.e. on 29thNovember, 2019.
3. **REHEARSAL (COMPULSORY FOR DEGREE RECIPIENTS):** There will be a rehearsal of the convocation process at **04.00 PM on 29th November, 2019 (FRIDAY)** 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 degree / medals during convocation need to register in person on 29th November, 2019 from 09.00 AM to 03.00 PM and to participate in the rehearsal, failing which they will not be given the degree certificates / medals in the convocation.
5. **DRESS CODE:** The following dress code is to be strictly followed for Degree Awardees on the day of convocation.
 - **Male Students:** Full sleeve, light coloured plain shirt and dark coloured full pant.
 - **Female Students:** Saree of sober colour/decent design of salwar (Dark Colour) Kameez (Light Colour) with Chunni.
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 **30th November, 2019** 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 email-ID:

deanacd@vssut.ac.in (Prof. S.K Swain)

or

pic_convocation@vssut.ac.in (Prof. D.Mishra)

IMPORTANT CONTACT DETAILS (From 09.00 AM to 05.00 PM on working days only)			
Sl.No.	Name and Designation	Purpose	Mobile No.
1.	Prof. S.K Swain Dean, Academic Affairs	UG Academic Matters, Certificate, Medals etc.	9937082348
2.	Prof. P.C Swain Dean, PGS& R	PG Academic Matters, Certificate, Medals etc.	9437257968
3.	Prof. S.S.Das Dean, Students' Welfare	Accommodation and Food in the Halls of Residence	9437544200
4.	Dr. R.R.Das Convener, Registration and Costume sub-committee	Registration and Academic Robes	8280122184
5.	Prof. D.Mishra Professor-In-Charge, Convocation	General Information	8895140999
6.	Mr. B.Sohela, Office Superintendent, VSSUT, Burla	UG Academic Matters, Certificate, Medals etc.	9861262771
7.	Mr. P.C.Khadia, Sr. Assistant, Dean, Students' Welfare	Accommodation and Food in the Halls of Residence	9178307664

Sd/-
Dean, Academic Affairs