

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

FORTH CONVOCATION - 14th DECEMBER, 2012

Important Information

1. The graduands willing to attend the convocation and receive the degree certificate in person must submit the **REGISTRATION FORM** and the **OPTION FORM (Part-I)** along with the required fee of Rs. 500.00. However, the graduands willing to receive the degree certificate in absentia shall submit the **OPTION FORM (Part-II)** only along with the required fee of Rs. 1500.00.
2. The University will arrange to supply the academic robe for the occasion at the Convocation after verifying your photo available at the counter.
3. Please note that for operational convenience, **the academic robes will only be issued from 9.00 a.m. to 8.00 p.m. on 13th December 2012 and from 7.00 a.m to 8.00 a.m. on 14th December only to the graduands in person.** To avoid possible embarrassment to graduands and their parents, please note that, **on no account**, requests for issue of academic robes be entertained **after 8.00 a.m. on 14th December 2012** (i.e. the day of the convocation). **Academic robes** will not be issued to proxy. Entry Pass for parents may be obtained from Registration Counter.

4. REHEARSAL (COMPULSORY FOR DEGREE RECIPIENTS)

There will be a rehearsal of the convocation process at **3.00 pm on 13.12.2012 (Thursday)** in the University Auditorium. Only a complete rehearsal shall ensure compliance by all concerned. Hence, it has been decided not to permit student to participate in the convocation if he/she misses the rehearsal.

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 graduands are requested to wear proper footwear (shoes) befitting the occasion.
7. Graduands are required to occupy the allotted seats at Sir Viswesaraya Auditorium of the University one hour before the commencement of Convocation i.e. before 11.00 a.m. on 14.12.2012.

8. Children below 12 years are not allowed into the Auditorium during the Convocation.
9. Accommodation will be provided only to the graduands on request in the Marichi Hall of Residence within the University Campus. Kindly note that accompanying persons will have to make their own arrangements off-campus.
10. The graduands are requested to confirm their participation well in advance in the email-ID: picconvovssut@gmail.com.

IMPORTANT CONTACT DETAILS

1. Prof. D.Mishra, Professor-In-Charge, Convocation :9861086999
(Regarding General Information)
2. Prof. A.N.Nayak, Dean, Academic Affairs :9861238403
(Regarding Academic Matters, Certificate, Medals etc.)
3. Dr. M.R.Kabat, Faculty, Dept. of CSE :8908940830
(Regarding Registration and Academic Robes)
4. Prof. A.K.Panda, Dean Students' Welfare :9439207001
(Regarding Accommodation and Food)