

VSS UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

NO.VSSUT/ACD/ /2020

Dated: /08/2020

NOTICE

All passed out students who needs to apply for University Leaving-cum-Migration Certificate for higher study / any other reason, are required to download the prescribed form available in the University website under Academic option in Form No. "A" and send to the office of Dean, Academic Affairs (For UG Programme) / Dean, PGS & R (For PG Programme) by post with the prescribed fee of Rs.150/-(Rupees One Hundred Fifty) only which includes postal charges. The amount is payable in the shape of Demand Draft drawn in favour of VSSUT, Burla, payable at Burla. Students are discouraged to come physically to the office of the undersigned till the normalisation of present pandemic situation for COVID-19.

Following documents must be enclosed along with application otherwise, University Leaving-cum-Migration Certificate can't be issued.

1. Demand Draft of Rs.150/-
2. Address Proof (Attach the supporting documents issued by Government like Electric Bill / Phone Bill etc.)
3. Original Registration Card of the University.
4. Xerox copy of Provisional Certificate.
5. Xerox copy of Conduct Certificate.
6. Xerox copy of HSC Certificate for proof of date of birth.
7. Proof of intimation letter for higher study / any other reason for University Leaving-cum-Migration

Memo No.VSSUT/ACD/ 398 /2020

Copy to:

1. University Notice Board
2. Comptroller of Finance for information.
3. Dean, Students' Welfare for information.
4. The Dean, Faculty & Planning with a request to facilitate in display of this notice in University Website.
5. PA to Registrar for information.
6. PA to VC for kind information of Hon'ble Vice-Chancellor.

sd/-
Dean, Academic Affairs
Dated: 14/08/2020


Dean, Academic Affairs
14/8/2020

FORM (ACADEMIC): A

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA, SAMBALPUR-768018
APPLICATION FORM FOR ISSUE OF UNIVERSITY LEAVING -CUM -MIGRATION CERTIFICATE

(To be filled by the student concerned)

From: _____

(Name in full with complete address in capital letters)

To

The Dean, Academic Affairs / Dean, PGS & R
VSS University of Technology,
Odisha, Burla

Sir,

I would request you to kindly issue the University Leaving-cum-Migration Certificate in my favour, as I intend to join the _____ University for my further studies.

1. I have passed/failed at the _____ Examination of the VSS University of Technology held in the month of _____ with Regn. No. _____ from the Department _____
2. I have registered my name in this University as a regular student of _____ Department of _____ bearing Regn.No. _____ Dated _____
(vide Registration Card in Original enclosed)
3. I have paid a fee of Rs. _____ (Rupees _____) only in the shape of Bank draft/Cash(vide BD/University Cash Receipt No. _____ date _____ enclosed)
4. I want to leave this University in order to pursue _____ course in _____ University/Institute at _____
5. Therefore, I request that the University Leaving-cum-Migration Certificate prayed for may kindly be issued to me at your earliest convenience.

Signature of the Applicant _____

Yours faithfully,

Signature of the HOD with office seal

Signature in full of the Applicant
Date:

N.B.: Applicants are required to go through the instructions on the reverse of this Application Form before submission

INSTRUCTIONS TO APPLICANT

1. The application for University Leaving-cum-Migration Certificate to be forwarded through the respective Head of Department.
2. The prescribed fee of Rs.100/- (Rupees one hundred) only is payable in the shape of D.D. drawn in favour of VSSUT, Burla / in cash in the University Cash counter/Bank Challan. Receipt in original must be attached with the application form.
3. Any student, who wants to obtain the University Leaving-cum-Migration Certificate by post, shall pay a Sum of Rs.50/- extra towards postal charges over and above the prescribed fee of Rs.150/-.
4. Students B.Tech./M.Tech./M.Sc/MCA applying for University Leaving-cum-Migration Certificate, Should submit a true copy of HSC, Provisional, Conduct Certificate & Original Registration Card.

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA (Information required for issue of University Leaving-cum-Migration Certificate) (To be filled in by the institution recommending the application)

1. The particulars furnished by the applicant were verified and found to be correct.
2. Date of birth as entered in the University Admission Register _____
3. Date of leaving the Department. _____
4. Remarks on conduct and character of the student during his/her studentship in this University _____

Dealing Assistant

Section Officer (Academic)

Issue/Not to be issued

Dean, Academic Affairs / Dean, PGS & R