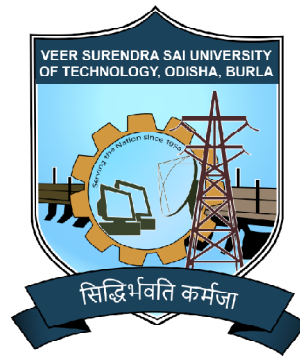


RULES AND REGULATIONS

for

BACHELOR OF TECHNOLOGY (B.Tech.)

*(Applicable for the students admitted to B. Tech. programme
and available in the University website: www.vssut.ac.in)*



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,
SIDDHI VIHAR, BURLA, SAMBALPUR,
ODISHA, INDIA – 768018
2024-25**

| Sl. No. | CONTENTS | Page No. |
|---------|--|----------|
| 1. | Preface | 1 |
| 2. | Academic Administration | 3 |
| 3. | Academic Programmes | 3 |
| 4. | Scope of the Regulations | 4 |
| 5. | Academic Calendar | 4 |
| 6. | Admission | 5 |
| 7. | Residence | 5 |
| 8. | Attendance | 7 |
| 9. | Conduct and Discipline | 8 |
| 10. | Change of Branch (At the end of First Year) | 10 |
| 11. | Course Curricula | 12 |
| 12. | Semester Registration | 18 |
| 13. | Grading System | 19 |
| 14. | Examinations | 21 |
| 15. | Backlog/Supplementary Examination | 24 |
| 16. | Transit Regulation in case of change in Regulations or Course of Studies | 25 |
| 17. | Readmission to a Semester | 25 |
| 18. | Graduation Requirement | 26 |
| 19. | Withdrawal of the Degree | 29 |
| 20. | Striking-off the name from the University Roll List | 29 |
| 21. | Medals and certificates of merit | 30 |
| 22. | Scholarships | 35 |
| 23. | Anomaly (if any) | 35 |
| 24. | General | 35 |
| 25. | Addendum | 35 |
| 26. | Application forms for Different Purposes | 37 |

Preface

The Veer Surendra Sai University of Technology (VSSUT), formerly University College of Engineering (UCE) at Burla is the first engineering institute in the state Odisha established in 1956. VSSUT was formed by Orissa Act 9 of 2009 by converting UCE to a non-affiliating Unitary University. This State Government University is also recognized by University Grants Commission (UGC), New Delhi. The University is empowered to award degrees as specified by the UGC under section 22 of the UGC Act. The University has been declared eligible to receive central assistance under Section 12B of the UGC Act.

The VSSUT, Burla is renowned for its excellence in academics and research with top class faculties. With 16 Academic Departments, the University offers 10 B.Tech. Programmes, B.Arch., M. Tech. Programme in 16 specializations, 3 Integrated M.Sc. Programmes, and 3 Two Year M.Sc. Programmes.

The B. Tech. Programmes at VSSUT, Burla are known for their learning and academic depth. The Programmes give a professional edge to the students by providing an appropriate mix of basic sciences, humanities courses, management subjects, professional core of the major discipline, project work, open electives and industrial training. Extracurricular activities are non-credit components of the curriculum. These activities help the students in developing their character, personality, awareness of the demands of society, and to effectively address the social issues.

VSSUT is a student-friendly institution. Here all possible measures are taken to make sure that the students are provided with the best possibilities to develop themselves for facing the global challenges in all domains.

The University follows a credit based semester system. There are two semesters (Odd: July - December and Even: January - June) in an academic year, during which all courses specified for various

degree Programmes are offered. In each semester, the students must adhere to some specific rules and fulfil academic criteria. This booklet provides in-depth details on the updated rules and regulations for the B.Tech Programme.

VSSUT constitutes Undergraduate Programme and Evaluation Committee (UGPEC), a statutory and decision making committee for all academic matters of the UG Programmes.

We encourage the students to take all the advantage of the resources at VSSUT, and we wish them all the best for their successful future.

Dean
(Academic Affair)

1. Academic Administration

The Board of Management (BOM) is a statutory and supreme body that governs all academic matters of the University. The rules by the BOM are final in regard to all academic issues. A definite time schedule is set by the BOM for various academic activities, through an Academic Calendar issued in the beginning of each semester. The BOM continuously assesses the Academic Programmes and approves appropriate revisions/modifications/improvements as and when suggested through Academic Council Committee. Administrative back-up and support for all academic activities is provided by the Academic Section. On joining the University, students of each discipline are assigned to a Faculty Advisor from their Department. Faculty Advisors assist the students on matters relating to their academic performance and the courses they may take in various semesters.

Dean (Academic Affairs) and Dean (Students' Welfare) are the two Chief Academic Authorities for the B. Tech. Programmes. All the B. Tech. academic matters come under the purview of Dean (Academic Affairs). The Dean (Students' Welfare) oversees the matters pertaining to conduct, discipline and welfare of the students.

2. Academic Programmes

The University offers 4-years bachelor degree courses in technology leading to the award of **B.Tech. Degree (Table I)**. The medium of instruction is **English**. The course structure and syllabus for all the Programmes is revised as per the guidelines of NEP-2020 effective from academic session 2023-24.

Table I.4-years courses in Engineering for the award of B.Tech. Degree.

| Sl. No. | Courses |
|----------------|--|
| 1 | Chemical Engineering |
| 2 | Civil Engineering |
| 3 | Computer Science and Engineering |
| 4 | Computer Science and Engineering (Artificial Intelligence and Machine Learning) |
| 5 | Electrical Engineering |
| 6 | Electrical and Electronics Engineering |
| 7 | Electronics and Telecommunication Engineering |
| 8 | Mechanical Engineering |
| 9 | Metallurgical and Materials Engineering |
| 10 | Production Engineering |

3. Scope of the Regulations

3.1 The provisions made in the regulations shall be applicable to all B. Tech. courses offered by the University at present as listed above and to any new B. Tech. course(s) that may be added in future.

3.2 The University may change any or all of these regulations at any time.

4. Academic Calendar

4.1 Each year is divided into two Semesters – Odd Semester (**July - December**) and Even Semester (**January - June**). The odd Semester shall ordinarily begin in July for students already on rolls and the even semester shall ordinarily begin in January. However, the first semester (odd, for newly admitted students) may begin a little later depending on completion of admission formalities.

4.2 Each year the University prepares a calendar in each semester for academic and associated activities inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc., which shall be adhered to. Details of curricula and syllabi shall be as decided by the **Academic Council** on recommendation of respective **Boards of Studies** with provision for modification from time to time as per the needs.

5. Admission

5.1 Admissions to all B. Tech. Programmes listed in **Table-I** are made once in an academic year at the First-Year level, based on the rank secured in Joint Entrance Examination-Main (JEE-Main) conducted in that year or any other procedure decided by the Government of ODISHA from time to time.

5.2 The University reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of indiscipline.

5.3 Candidates admitted to the courses of B.Tech. Programme will be eligible for Branch Change, the rules for which are mentioned in the subsequent sections.

6. Residence

VSSUT, Burla is essentially a residential University. However, upon non-availability of seat in Halls of Residence/ permitted students shall make their own arrangement for boarding and lodging outside the campus under intimation to the Dean, Students' Welfare of the University. The boarders shall abide by the following rules of the Halls of the Residence framed from time to time:

- 6.1** The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
- 6.2** A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the Warden.
- 6.3** Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
- 6.4** Students shall be responsible for the proper care of the furniture, fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.
- 6.5** Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the University shall accept no responsibility and shall not be liable for payment of any compensation.
- 6.6** Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerators etc. by a student in the Hall of Residence are prohibited.
- 6.7** Students should follow the conduct and discipline mentioned in Clause-8 and shall clear all dues up to date.
- 6.8** The University will provide reasonable accommodation to students with disabilities as per availability in order to promote academic success.

7. Attendance

A student is eligible to write the University examinations in a subject provided he/she registers, pursues a regular course of study in respective department and attends at least 75% of classes in respective theory, sessional subjects and project work scheduled during the semester.

The attendance of the student will be considered (subjected to a maximum of 10% taken all together), if he/she attends sports, games, NCC and NSS activities, other academic/official assignments in the interest of the University/Government and the period of journey required with **prior written permission** of the University, after due recommendation from appropriate authority.

A student must intimate his/her absence to the Warden of the Hall in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and his/her attendance will not be considered as mentioned in Clause 13.1(b).

Condonation of shortage of attendance up to 10% (65% and above and below 75%) in each subject may be granted by the Committee consisting of Medical Officer of the University, COE, Dean Students' Welfare, Dean PGS&R and Dean Academic Affairs, as Convener, for a student who has remained absent in classes for short periods due to **clause no. 13.1(b)**. The Committee will examine the case based on the documents submitted by the students, facts and circumstances. Assessment will be done by the Committee on the merit of the case and spell out their recommendations to Vice-Chancellor. Based on this recommendation, Vice-Chancellor may then give condonation of attendance, if deserving, but in any case, condonation cannot exceed 10%. The concerned students, including both boarders and day scholars, should apply for this purpose in the prescribed application form available in

University website with supporting documents in the office of Dean, Students' Welfare immediately after his/her absence.

The consolidated list of such applications will be sent by the office of the Dean, Students' Welfare to the Office of Dean, Academic Affairs before seven days of starting of End Semester Examination.

Shortage of attendance below 65% in a subject shall not be condoned. It is the responsibility of each and every student to keep track/monitor his/her percentage of attendance for each subject and ensure that he/she satisfies the attendance norms prescribed by the University. If the student finds any discrepancy/error in the attendance status, he/she should immediately bring it to the attention of the concerned faculty members and respective HOD, if required, and seek redressal.

Students whose attendance is less than 65% in any subject are not eligible to appear their end semester examination. He/she is allowed to appear Backlog/Supplementary (for final year students only) Examination with **one Grade less** except for the students securing 'C' grade.

Absence from classes without prior permission will be considered as an act of indiscipline. Such cases will be dealt with in accordance with Section 5.2.

8. Conduct and Discipline

- 8.1 Students shall conduct themselves within and outside the premises of the University in a manner befitting his association with this legendary University.
- 8.2 Students shall show due respect to the teachers of the University, Wardens/Asst. Wardens of Hostels, the Physical Training Officer, and Instructors of the NCC, Professor in-Charge of Yoga/NSS. Proper

courtesy and consideration should be extended to the employees of the University and of the Halls of Residence. They shall also pay due attention and courtesy to the visitors to the University and residents of the Campus.

- 8.3 Students are required to develop a friendly camaraderie with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. Ragging in any form inside and outside the campus is banned by law. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 8.4 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to involve disciplinary measures:
- Ragging (see UGC regulations on curbing the menace of ragging).
 - Lack of courtesy and decorum, indecent behaviour anywhere within or outside the campus.
 - Intentional damage or stealthy removal of any property/ belongings of the University / Hostels or fellow students.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Adoption of unfair means in the examinations.
 - Mutilation or unauthorized possession of library books and University property.
 - Noisy and unseemly behaviour, disturbing fellow students. Commensurate with the gravity of offence, the punishment may be reprimand, fine/expulsion from the hall of residence, debarment from examination,

withholding of grades/withdrawal of scholarship and/or placement services, rustication for a specified period or even outright expulsion from the University. The Vice-Chancellor on recommendation of the disciplinary committee may take any disciplinary action as deemed fit and deserving. The academic council may not recommend a student, who is found guilty of some major offence, to BOM for the award of a degree even if he has satisfactorily completed the entire academic requirements.

- All the boarders are advised not to keep the vehicles (two wheeler/four wheeler) in the Hall of Residence premises or University campus. If any of the boarder found keeping their vehicles shall be seized by the University authority and the vehicle will be towed to city police through the District Administration.

9. Change of Branch (At the end of First Year)

The students shall normally pursue their B.Tech. Programmes allocated to them at the time of admission. However, the University permits a limited number of academically meritorious students as assessed by their performance in the 1st year to change branch.

Any student pursuing B. Tech. Programme, may be allowed a change of branch in the University after completion of course requirements for the first and second semesters of the 1st year B.Tech. Programme as per approved guidelines. Students admitted under self-financing (self-sustaining) schemes will continue to pay the same amount of fees and development fees as self-financing mode even after change of branch till completion of the B.Tech. Programme.

Guidelines for the Change of Branch:

- 9.1** Change of branch will be considered at the end of 1st year and effected at the beginning of 3rd Semester.

No application for change of Branch will be entertained in subsequent years.

- (i) The change of branch shall be accorded to only such students who have cleared all examinations of 1st year in his/her first attempt.
- (ii) **The minimum CGPA requirement for branch change after 1st year is 8.0.**

9.2 Change of branch may be accorded subject to the condition that, because of the change of branch the consequent increase of student strength in the “gainer” branch shall not exceed by 10 % of the sanctioned student strength of the respective branch and the reduction of the student strength in the loser branch shall not be more than 10% of the sanctioned student strength of the respective branch. The allotment of new branch would be made in order of merit and in accordance with the order of preference specified by the student subject to the availability of the seat with the following conditions.

How to apply for the Change of Branch:

Students who wish to change their branch after the 1st year shall apply in a prescribed format notified by Dean, Academic Affairs in the University website and must submit a no objection certificate from their parents/guardian within the due date along with branch change application form, copy of the grade sheet/result sheet of 1st and 2nd semesters. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of (CGPA) at the end of the first year. In case of tie, it will be resolved by JEE Main Rank.

All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered after notification.

10. Course Curricula

10.1 Course Structure

The general course structure for all B.Tech. Programmes comprises of the following components:

- Common Curricula for First Year.
- Theory and Laboratory /Sessional subjects with regular class room contact.
- Three Non-Credit courses of Extra Academic Activity (EAA).
- Industrial Training.
- Comprehensive Viva Voce.
- Project in Two parts (Minor and Major).

10.2 All subjects prescribed in the curriculum except EAA have credits assigned to them. Subjects are broadly classified into two categories:

10.2.1. Theory and Laboratory/Sessional having a regular class room/laboratory contact hour. These Subjects have a lecture-tutorial-practical/experiment component (L-T-P) to indicate the contact hours per week.

10.2.2. Comprehensive Viva Voce, Project, and Industrial Training which do not have regular class room contact hour.

10.3 Teaching of subjects would be reckoned in terms of credits.

10.3.1 Credits Assigned to Courses:

(As per the approval of the 41st meeting of Board of Management)

| Items | Maximum Marks | Semester | | Pass |
|-------------|---------------|--------------|----------|-------|
| | | Periods/Week | Credits | Grade |
| Theory | 100 | 02/03/04 | 02/03/04 | C |
| Sessional | 100 | 02 | 1.5 | B |
| Seminar | 100 | 02 | 1/1.5 | B |
| Project – I | 100 | 06 | 03 | B |
| Project– II | 100 | 12 | 06 | B |

10.3.2 Distribution and Weightage of Marks:

The performance of a student in each semester shall be evaluated subject-wise for a maximum of 100 marks for each Theory, Sessional, Seminar, Project – I, and Project – II.

10.3.3 Theory Subjects:

(a) A theory paper will have 100 marks. The distribution of marks is as follows:

(Modified as per the approval of the 41st meeting of Board of Management)

| | |
|--|------------------|
| Mid Semester Examination (of 90 minutes duration) | 30 Marks |
| End Semester Examination (of 150 minutes duration) | 50 Marks |
| Teacher's Assessment (TA) (Student involvement in classes: Attendance, interaction and general attitude: 5 Marks ; Quiz and/or Test and/or Assignment: 15 Marks) | 20 Marks |
| Total | 100 Marks |

The pattern of TA should be declared by the concerned teacher in his/her lesson plan at the beginning of the semester and submit a copy to the Head of the Department.

To pass in a theory subject, the students have to secure minimum **15** marks out of **50** marks in the End Semester Examination and a total of **35** marks out of **100** marks.

Mid Semester Examination question paper format:

2 marks × 3 questions = 6 marks

8 marks × 3 questions = 24 marks

Total = 30 marks

End Semester Examination question paper format:

2 marks × 5 questions = 10 marks

8 marks × 5 questions = 40 marks

Total = 50 marks

- (b) The syllabus for each theory paper will have 5 modules. The academic calendar will specify the schedule for Mid-Semester and the End-Semester examinations.

10.3.4 Sessional:

(Modified as per approval of the 41st Board of Management meeting)

| | |
|-----------------|-----------------|
| Day-to-Day work | 80 Marks |
| Final test | 20 Marks |
| Total | 100marks |

The total marks for sessional subject is 100. Out of which 80% marks to be distributed equally for each experiment and 20% marks for final test. Final test includes Quiz or/and Experiment or/and Viva. A student has to secure minimum of 50% marks to pass with “B” Grade.

10.3.5 Seminar:

There shall be seminars in 7th and 8th Semesters. For the seminar, the student shall collect the information on a specialized topic and prepare a technical report, showing his understanding of the topic and submit it to the department. Further, student has to give a power point presentation on the seminar report. The marks for seminar are awarded as follows:

| | |
|--------------------------------|------------------|
| Report preparation | 20 Marks |
| Seminar Presentation | 50 Marks |
| Viva-Voce on the Seminar topic | 30 Marks |
| Total | 100 Marks |

10.3.6 Project:

There shall be B.Tech. Project called Project – I in 7th Semester and Project – II in 8th Semester. The student/group of students shall investigate or work on a topic in any field of Engineering related to the department. During the project work, student shall do experimental or analytical work or design work or any other type of project approved by the departmental committee to be formed by Head of the Department. The committee should adopt a rational approach in assigning project supervisor to a student or a group of students in 7th Semester for Project – I so that the interest of student/group of students in

carrying out the project work should get priority with available faculty members in the department with different specialisations. The same project supervisor to a student or a group of students will continue in 8th Semester for Project – II.

Evaluation of Project – I and Project – II:

- (i) **Project – I:** At the end of 7th semester, the internal evaluation of Project – I preferably should be done through presentations before departmental committee by student/group of students, as the case may be, and submission of the report with a weightage of marks as follows.

| | |
|--|------------------|
| Day-to-day work (awarded by the supervisor) | 50 Marks |
| Project report (awarded by the committee) | 10 Marks |
| Presentation of project seminar (awarded by the committee) | 20 Marks |
| Viva voce (awarded by the committee) | 20 Marks |
| Total | 100 Marks |

- (ii) **Project – II:** At the end of the 8th semester, the student shall submit a project report for Project – II and give a presentation before the departmental committee including an external examiner outside the University in the relevant field of engineering.

The award of marks for the Project – II are as follows.

| | |
|--|------------------|
| Day-to-day work (awarded by the supervisor) | 50 Marks |
| Project report (awarded by the committee) | 10 Marks |
| Presentation of project seminar (awarded by the committee) | 20 Marks |
| Viva voce (awarded by the committee) | 20 Marks |
| Total | 100 Marks |

10.4 Extra Academic Activity: Every student must register and complete the EAA requirements as laid down in the curriculum.

- EAA is classified into three main groups such as National Cadet Corps (NCC), National Service Scheme (NSS), and Yoga.
- EAA is a non-credit course, however the grade will be awarded.
- Clearing EAA is mandatory for the award of the degree.

10.5 Modalities for administering the open elective subjects: Four Open Elective (OE) subjects (OE-I, OE-II, OE-III, and OE-IV) are allotted to each student in the 5th, 6th, 7th, and 8th semester respectively. The modalities for allotting the OE subjects are as follows:

- A student must choose the OE subject offered by the departments other than his/her parent department and excluding those offered as core/professional elective subjects of parent branch.
- The student must consult with their department faculty advisor/academic coordinator before choosing the OE subject.
- The allotment of OE subjects in the respective semesters out of 5 different choices in order of his/her preference will be strictly based on CGPA.
- The maximum number of students for each open elective is limited to 80/90 in one section or 160/180 in two sections.

10.6 Maximum time limit: The total time to earn the degree (inclusive of the period of withdrawal, if any) is limited to 8 years, for all 4-year B.Tech. Programmes.

10.7 Industrial Training and Semester Away Internship Programme:

- The curricula for all B.Tech. Programmes would include minimum 4 weeks of compulsory Summer Course/ Training/Internship/Skill Development, to be carried out in the summer vacation at end of the 4th and 6th semesters.
- Any arrangement of training in industry or academia (within or outside the country) has to be routed through the Professor in-Charge, department of training and placement.
- The performance of the student in the Summer Training will be evaluated based on his submission of a certificate from the organization of his training.
- Students of 4-year B.Tech. Programme may opt for a Semester Away Internship Programme (SAIP) in 7th semester, wherein they can pursue internship in India or abroad. The SAIP which is for a period of one full semester can be carried out in corporate/industrial sectors or research organizations or academic institutes. To enable this, the 7th semester shall be free from core theory and laboratory courses and shall consist of only electives and project.

11. Semester Registration

From the second semester onwards only those students will be permitted to register as follows:

- Who have cleared all university and hall of residence dues of the previous semesters, paid all required prescribed fees for the current semester, and not been debarred from registering for a specified period on disciplinary or any other ground.

- Who have cleared all curricular requirements up-to the previous semesters as mentioned in the Table-IV.
- It is mandatory for the student to be present in the university and report to the concerned faculty assigned for registration on the day from which the classes commence (as notified in the Academic Calendar). The Registration by the student and approval of his/her registration by assigned Faculty should be completed within the specified date as per Academic Calendar.

12. Grading System

12.1 A letter grading system (base of 10 points) is followed in the University, as follows:

(Modified as per the approval of the 40th meeting of Board of Management)

Table – III. Details of Percentage of Points and corresponding Grade points

| Qualification | Grade | Score on 100 Percentage Points | Points |
|---------------|-------|---|--------|
| Outstanding | O | ≥ 90% | 10 |
| Excellent | A+ | ≥ 80% and < 90% | 9 |
| Very Good | A | ≥ 70% and < 80% | 8 |
| Good | B+ | ≥ 60% and < 70% | 7 |
| Above Average | B | ≥ 50% and < 60% | 6 |
| Average | C | ≥ 35% and < 50% | 5 |
| Fail | F | < 35% Failure due to insufficient marks in course. | 0 |
| Absent | Ab | Failure due to non-appearance in examination | 0 |

12.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA: Semester Grade Point Average.

CGPA: Cumulative Grade Point Average.

A subject successfully completed ('C' Grade and above) cannot be re-registered for improvement.

12.3 Definition of Terms

- (a) POINT: Integer corresponding to each letter grade. (as shown in Table- III)
- (b) CREDIT: Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus (also see Table -I).
- (c) CREDIT POINT = (b) × (a) for each course item.
- (d) CREDIT INDEX = “ CREDIT POINTS of course items in a semester.
- (e) GRADE POINT AVERAGE = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDITS in the semester}}$
- (f) SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX for the semester}}{\sum \text{CREDITS}}$$

(Note: The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts).

- (g) CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all previous semesters}}{\sum \text{CREDITS of all previous semesters up to a semester}}$$

- 12.4 The Grade secured in non-credit course NCC/NSS/ YOGA will be mentioned in the 8th Semester GradeSheet along with the CGPA.

12.5 Conversion Formula to percentage (as per UGC Guidelines): The conversion from CGPA to percentage of marks shall be as follows:

Percentage of marks = $(\text{CGPA} - 0.5) \times 10\%$. This shall be mentioned in the final grade sheet.

12.6 Grade Sheet: At the end of each even semester, grade sheet shall be made available to each student free of cost. However, if a student requires a duplicate grade sheet, he/she should apply to the Controller of Examinations along with a money receipt of necessary fee. The grade sheet of a student may be withheld if he/she has not paid his dues, or if there is a case of indiscipline pending against him/her for any other reason.

13. Examinations

Mid semester and the End semester examinations of the theory subjects are conducted on the dates specified as per academic calendar. A student will be allowed for appearing in an examination, only if he/she has:

- Paid all institute and hall of residence dues of the semester.
- Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- Not been debarred from appearing in the examination on the report of attendance shortage (i.e. below 65% as mentioned in clause no. 7) by a teacher during the semester.
- Strictly not in possession and use of mobile phones, smartwatches, or any programmable devices in the examination hall. Any student found in possession of such devices will face immediate disciplinary action, including the cancellation of their examination paper.

13.1 Repeat Mid-Semester Examination:

A student remaining absent in mid semester examination shall forfeit the marks allotted for the examination. However, a student may be allowed to appear repeat mid semester examination to be conducted as per the academic calendar under the following cases:

- (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 concern Dean).

13.2 Procedure of application for Repeat Mid-Semester Examination

- i) If due to any compelling reasons as mentioned above in point (a) to (d) a student fails to appear in the Mid-semester examination, then the student should apply in proper format of application, available in the University website or in the office of Dean, Academic Affairs for prior permission to appear in the repeat mid semester examination.
- ii) There is no need to pay any fee for appearing the repeat mid semester examination.

- iii) Any student who wants to appear the repeat mid semester examination on the ground against **point (b)** must inform the respective warden (for boarders only) and send their application with supporting documents through the warden to the office of the Dean, Academic Affairs within **five days** of his/her absence from the date of mid semester examination. The day scholars are required to inform their respective HOD/HOP and send their application with supporting documents through proper channel to the office of the Dean, Academic Affairs within **five days** of his/her absence from the date of mid semester examination.
- iv) The wardens of different halls of residence and HODs will review the repeat mid semester examination application forms and certify the genuineness of absence of the student from the mid semester examination. No application without any remarks from Wardens/HODs will be entertained.
- v) The students who want to appear the repeat mid semester examination on the ground against **point (c) and (d)** must send their application with supporting documents through the concerned Dean to the office of the Dean, Academic Affairs.
- vi) The office of the Dean, Academic Affairs will scrutinize the certified application forms for appearing the repeat mid semester examination and if required, a meeting of the Committee, comprising Dean Academic Affairs, Dean PGS&R, Dean Students' Welfare, COE, medical officer of the University, warden of respective halls of residence will be called under the chairmanship of Dean Academic Affairs for verification of genuineness of cases of application and finalize the cases of applications.

14. Backlog/Supplementary Examination

14.1 There shall be a **backlog examination** (for non-final year students) and **supplementary examination** (for final year students) for theory papers of both odd and even semesters once in an academic year after the publication of even semester results. No backlog examinations will be conducted along with the regular examinations (*modified as per the approval of the 40th meeting of Board of Management*). Students who have failed in the theory subjects registered by them in odd and even semesters of the year, may avail this opportunity to clear their backlog subjects. The exact schedule for backlog/supplementary examination for theory papers will be notified by the Controller of Examinations (COE) in University website. Students are allowed to appear the backlog/supplementary examination only after registering in the backlog subjects by paying necessary fees during the notified period as per the academic calendar. Those who have attendance shortage in theory subjects, as mentioned in clause 7, are allowed to appear backlog/supplementary examination with one grade less.

14.2 Sessional failure: If any student fails in a sessional examination, he/she need not take readmission in that semester in the next academic year. The modality for sessional failure cases *as per the approval of the 45th meeting of Board of Management* is as follows:

- A student who has faced failure in a sessional subject is granted the opportunity to attend sessional classes during the semester break(s) subsequent to the conclusion of the corresponding end semester examination. Instance of such failure are to be formally communicated to the head of the relevant

department / programme by the respective teacher (examiner).

- The concerned faculty member for the particular sessional subject will re-evaluate the unsuccessful student and submit the revised marks to the concerned Head of the department / programme within two weeks following the conclusion of the end semester examination(s). If the student faces a subsequent failure in the sessional subject, it will be treated as a backlog, allowing the student to appear the same in the corresponding semester of ensuring academic year.

15. Transit Regulation in case of change in Regulations or Course of Studies

15.1 When a student seeks admission/readmission to a semester other than 1st semester at a later academic year due to various reasons he/she has to prosecute study according to the new courses of study from that semester onwards. But he/she shall be governed by regulation prevalent at the time of his/her admission to 1st semester and shall have to appear back papers of the previous semesters according to the old course of studies.

15.2 The degrees shall be awarded to such students by the University after the recommendations of the Academic Council of the University as per the provisions made in the Statute of University.

16. Readmission to a Semester

The following categories of students may seek readmission to a semester:

- Those who have discontinued study in a semester of previous academic year on valid grounds.

- Those who have been rusticated for some definite period in a semester of previous academic year provided the period of punishment is over by the time of admission.
- Those who have been detained due to shortage of attendance in a semester of previous academic year.
- Those who have failed to satisfy the requirements under regulation for promotion to the next year / semester.

17. Graduation Requirement

17.1 Results and Promotions:

(a) In order to pass a Programme/course, a candidate must secure minimum grade as specified in the following sub-section:

(i) Pass in a Subject Item (Theory):

A candidate is declared to pass in a Theory Paper, if he/she has secured a minimum of 15 marks out of 50 marks in End Semester examination and a total of 35 marks out of 100 marks in a subject including internal examination. (C – Grade).

(Modified as per the approval of the 41st meeting of Board of Management)

(ii) Pass in a Subject Item (Sessional/Seminar/Project):

A candidate is declared to pass in a Sessional/Seminar/Project Paper, if he/she has secured a minimum of 50 % of total marks (B – Grade).

All such failure cases shall be reported to the Head of the concerned department by the concerned teacher (Examiner) before submission of marks to the Controller of Examinations. The same is to be

discussed in the departmental committee to be formed by the HOD. The departmental committee should consist of concerned teacher (Examiner) and at least three senior faculty members and HOD as chairman and the decision taken thereon with revised marks, if any, shall be forwarded to the concerned Conducting Board for consideration.

(b) Eligibility for Promotion with backlogs as shown in Table-IV

Table – IV Requirements for Promotion/Admission to Next Higher Semester

| For admission into | Should not have failed in more than four papers including theory and sessional/seminar/project of | Should have a minimum CGPA of |
|--------------------------------|--|--------------------------------------|
| 2 nd Semester | - | - |
| 3 rd Semester | 1 st and 2 nd Semesters taken together | - |
| 4 th Semester | - | - |
| 5 th Semester | 1 st , 2 nd , 3 rd and 4 th Semesters taken together | - |
| 6 th Semester | - | - |
| 7 th Semester | 1 st , 2 nd , 3 rd , 4 th , 5 th & 6 th Semesters taken together | - |
| 8 th Semester | - | - |
| For issue of final Grade sheet | No backlogs in any semesters | 6.0 or more |

28th Academic Council, Clause 28.6 para 3: A student should have secured minimum CGPA of 6.0 at the end of 8th semester otherwise he/she may apply for improvement up to maximum of 3 subjects of pre-final year and final year in supplementary examination to secure at least 6.0 CGPA within 8 years from his/her year of admission.

(c) Ineligible for Promotion indicating that

The candidate is NOT eligible for promotion to next higher semester/year if he does not satisfy the conditions in Table- IV. A student who fails to satisfy conditions in Table - IV shall become non-collegiate student for clearing the papers in which he/she has failed. He/she has to register for those subjects for appearing the examination in the next academic year subject to permission of Clause 17.3(a).

17.2 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned Programme within the stipulated period as specified in Clause 17.3(a).

17.3 Award of B. Tech Degree:

A student will be declared eligible for the award of B. Tech. degree, if he fulfills the following academic requirements:

- a) The student shall pursue a course of study for not less than four academic years and not more than eight academic years for B. Tech. students and not less than three academic years and not more than seven academic years for Lateral Entry (LE) students.
- b) The students, who fail to fulfill all the academic requirements for the award of the degree within eight academic years from the year of their admission (seven

academic years for LE students), shall forfeit their seats in B. Tech. course.

- c) The candidate shall register and secure all credits offered for the course.
- d) Obtains at least 'C' grade in all non-credit (audit) subjects/Practical trainings.
- e) Has not been convicted for any cognizable offence during the course of study.
- f) A student's level of competence shall be categorized by the GRADE POINT AVERAGE. It shall be the basis of judging his/her overall competence in the course. There shall be no class/division awarded.
- g) A student should have secured a minimum CGPA of 6.0 at the end of 8th semester examination.
- h) Has a satisfactory conduct.

18. Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Academic Council may recommend for withdrawal of degrees already awarded.

19. Striking-off the Name from the University Roll List

The name of the students who fail to pay the semester registration fee and do not register within the two slots (without and with late fee) as mentioned in the clause 11, shall be deemed to be struck off from the University Roll List without issue of any further notice. Such students shall no more be considered as the bonafide students of the University. They shall not be

allowed to attend classes, appear the examinations and stay in any of the hall of residence.

20. Medals and Certificates of Merit

List of Gold Medals, Donors Medal and Certificate of Merit that the University awards from its own fund and donations are given below:

20.1 List of University Gold Medals

| Sl. No. | Name of the University Gold Medals | To be Awarded |
|---------|--|--|
| 1 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN CHEMICAL ENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Chemical Engineering branch. |
| 2 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN CIVIL ENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Civil Engineering branch |
| 3 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN COMPUTER SCIENCE AND ENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Computer Science and Engineering branch |
| 4 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN ELECTRICAL ENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Electrical Engineering branch |
| 5 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN ELECTRICAL AND ELECTRONICS ENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Electrical and Electronics Engineering branch |
| 6 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN ELECTRONICS AND TELECOMMUNICATION ENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Electronics and Telecommunication Engineering branch |
| 7 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN INFORMATION TECHNOLOGY | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Information Technology branch |

| Sl. No. | Name of the University Gold Medals | To be Awarded |
|----------------|---|---|
| 8 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN MECHANICALENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Mechanical Engineering branch |
| 9 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN METALLURGICAL AND MATERIALSENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Metallurgical and Materials Engineering branch |
| 10 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN PRODUCTIONENGINEERING | This gold medal is awarded to the B. Tech student who is securing the highest CGPA in Production Engineering branch |
| 11 | UNIVERSITY GOLD MEDAL FOR BEST GRADUATE IN ARCHITECTURE | This gold medal is awarded to the B.Arch student who is securing the highest CGPA in Architecture branch |
| 12 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN CIVIL ENGINEERING | This gold medal is awarded to the M.Tech student who is securing the highest CGPA in Civil Engineering branch |
| 13 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN COMPUTER SCIENCE AND ENGINEERING | This gold medal is awarded to the M.Tech student who is securing the highest CGPA in Computer Science and Engineering branch |
| 14 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN ELECTRICAL ENGINEERING | This gold medal is awarded to the M.Tech student who is securing the highest CGPA in Electronics and Telecommunication Engineering branch |
| 15 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN ELECTRONICS AND TELECOMMUNICATION ENGINEERING | This gold medal is awarded to the M.Tech student who is securing the highest CGPA in Electronics and Telecommunication Engineering branch |
| 16 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN MECHANICALENGINEERING | This gold medal is awarded to the M.Tech Student who is securing the highest CGPA in Mechanical Engineering branch |

| Sl. No. | Name of the University Gold Medals | To be Awarded |
|----------------|--|---|
| 17 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN METALLURGICAL AND MATERIALS ENGINEERING | This gold medal is awarded to the M.Tech student who is securing the highest CGPA in Metallurgical & Materials Engineering branch |
| 18 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN PRODUCTION ENGINEERING | This gold medal is awarded to the M.Tech student who is securing the highest CGPA in Production Engineering branch |
| 19 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN MASTER OF SCIENCE IN CHEMISTRY | This gold medal is awarded to the M.Sc. student who is securing the highest CGPA in Chemistry branch |
| 20 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN MASTER OF SCIENCE IN MATHEMATICS | This gold medal is awarded to the M.Sc. student who is securing the highest CGPA in Mathematics branch |
| 21 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN MASTER OF SCIENCE IN PHYSICS | This gold medal is awarded to the M.Sc. student who is securing the highest CGPA in Physics branch |
| 22 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN 5YRS INTEGRATED MASTER OF SCIENCE IN CHEMISTRY | This gold medal is awarded to the Integrated M.Sc. student who is securing the highest CGPA in Chemistry branch |
| 23 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN 5YRS INTEGRATED MASTER OF SCIENCE IN MATHEMATICS | This gold medal is awarded to the Integrated M.Sc. student who is securing the highest CGPA in Mathematics branch |
| 24 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN 5YRS INTEGRATED MASTER OF SCIENCE IN PHYSICS | This gold medal is awarded to the Integrated M.Sc. student who is securing the highest CGPA in Physics branch |
| 25 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN MASTER IN COMPUTER APPLICATION | This gold medal is awarded to the MCA student who is securing the highest CGPA in Computer Applications branch |

| Sl. No. | Name of the University Gold Medals | To be Awarded |
|----------------|---|---|
| 26 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN 5YRS INTEGRATED B.TECH. & M.TECH. DUAL DEGREE IN CIVIL ENGINEERING | This gold medal is awarded to the 5yrs Integrated B.Tech & M.Tech Dual Degree Student who is securing the highest CGPA in Civil Engineering branch |
| 27 | UNIVERSITY GOLD MEDAL FOR BEST POST GRADUATE IN 5YRS INTEGRATED B.TECH. & M.TECH. DUAL DEGREE IN ELECTRICAL ENGINEERING | This gold medal is awarded to the 5yrs Integrated B.Tech & M.Tech Dual Degree student who is securing the highest CGPA in Electrical Engineering branch |
| 28 | UNIVERSITY GOLD MEDAL FOR BEST B.TECH PROJECT | This gold medal is awarded to the Best B.Tech Project among students |

20.1 List of University Donors Medals

| Sl. No. | Name of the Donors' Gold Medals | To be Awarded |
|----------------|--|--|
| 1 | LATE A.N. PUJARI GOLD MEDAL FOR BEST CIVIL ENGINEERING GRADUATE | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in Civil Engineering branch |
| 2 | BEPIN BIHARI MISHRA GOLD MEDAL FOR BEST MECHANICAL ENGINEERING GRADUATE | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in Mechanical Engineering branch |
| 3 | PRIYA BRATA PANDA MEMORIAL GOLD MEDAL FOR BEST COMPUTER SCIENCE AND ENGINEERING GRADUATE | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in Computer Science and Engineering branch |
| 4 | NARENDRA PRASAD MEMORIAL GOLD MEDAL FOR BEST GRADUATE GIRL STUDENT IN CIVIL ENGINEERING | This gold medal is awarded to the B.Tech girl student who is securing the highest CGPA in Civil Engineering branch |

| Sl. No. | Name of the Donors' Gold Medals | To be Awarded |
|---------|--|--|
| 5 | LATE PROF. J.N. PANDA & LATE MRS. R. PANDA GOLD MEDAL FOR BEST ELECTRICAL ENGINEER IN GRADUATE | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in Electrical Engineering branch |
| 6 | PROF. NILAKANTHA PATTNAIK MEMORIAL GOLD MEDAL FOR BEST GRADUATE IN ENGINEERING | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in among students |
| 7 | GURU PRASAD MEMORIAL GOLD MEDAL FOR BEST GRADUATE IN ENGINEERING | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in among students |
| 8 | LATE SWARNALATA MOHANTY MEMORIAL GOLD MEDAL FOR BEST GRADUATE GIRL STUDENT SECURING HIGHEST CGPA | This gold medal is awarded to the B.Tech student who is securing the highest CGPA in among girl students |
| 9 | DR. NITYANANDA PATNAIK GOLD MEDAL FOR BEST ALL ROUNDER GRADUATE IN ENGINEERING | This gold medal is awarded to the B.Tech all Rounder among B.Tech students |

20.1 Award of certificate of merit

In addition to the above Listed Gold Medals and Donors Medal, the University awards certificate of merit to three meritorious students in each B. Tech. Programme excluding the gold medallists of that branch based on their CGPAs. In case of tie between two or more students for the meritorious certificate, the JEE Main ranks are considered (*as per the approval of the 20th meeting of Academic council*) for selection of the three eligible students for the award of the certificate of merit.

21. Scholarships

A dedicated scholarship cell is established in the University with an Institutional Nodal Officer (INO) for handling various scholarships provided by central/state government.

22. Anomaly (if any)

All differences and disputes arising in the interpretation and implementation of these regulations as above will be referred to the Vice-Chancellor and his decision shall be final and binding. Jurisdiction for all disputes, if any, relating to VSSUT is Sambalpur, Odisha, India only.

23. General

- a. Wherever the words he/him/his occurs in the regulations, they include she/her/hers.
- b. The academic regulation should be read as a whole for the purpose of any interpretation.
- c. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.

Notwithstanding and things contained in this regulation may change or amend the academic regulations of syllabi at any time without Notice and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.

24. Addendum

24.1. Withdrawal of Repeat Mid Semester Examination:

The provision of repeat mid semester examination is withdrawn from the academic session 2024-25 *as per the approval of 34th Academic Council meeting and the 45th meeting of Board of Management.*

The repeat mid semester examination will not be conducted for any subjects unless there are exceptional circumstances include but are not limited to medical emergency leading prolong hospitalization or valid reasons as outlined in the Academic Regulations.

In case where repeat mid semester examination are permitted due to exceptional circumstances, a penalty of one grade less may be imposed in the respective subject. The specific details of the penalty will be determined by the concerned committee.

24.2. Internship and NPTEL / MOOCs Courses:

For students in the 7th semester who are undertaking internships, the following guidelines apply:

- Students must register for NPTEL or MOOCs courses that are similar to the subjects listed in their syllabus.
- If similar subjects are not available, students must choose other subjects that have not been offered in any semester.
- All selected subjects must be approved by the Head of the Department (HoD) or Head of the Programme (HoP) in consultation with the SPOC (Single Point of Contact) for NPTEL / MOOCs.
- Any sessional subjects that are part of the curriculum will be conducted in the department once the student completes their internship and re-joins the university.

**APPLICATION FORMS
FOR
DIFFERENT PURPOSES**



No.VSSUT/ / /20.....

Dated:/...../20.....

APPLICATION FORM FOR ISSUE OF BONAFIDE CERTIFICATE

1. Name of the student (in full block letters): _____
2. Registration No: _____ 3. Semester: _____ 4. Branch: _____
5. Programme : _____ 6. Father's Name: _____
7. Father's Mobile No.: _____ 8. Student Mobile No.: _____
9. Purpose for which the certificate is required: _____
10. Payment Details: Amount in **₹100/-** through University Cash Counter Receipt No. /
Canara Bank, VSSUT Branch Challan No. _____ Date _____

Date: _____

Full Signature of the Student

Enclosures: The following documents must accompany the application failing which the certificate shall not be issued.

- a) *Submit Original Money Receipt / Bank Challan of ₹100/- deposited in University Cash Counter in Accounts Section or Canara Bank, VSSUT Branch*
- b) *Photocopy of University Registration Card*
- c) *Photocopy of receipt of recent semester fee paid by the student*

FOR OFFICE USE

Certified that the documents enclosed herewith by the student are verified and found correct. He / she may be issued the above certificate.

Dealing Assistant

Section Officer

Issue / Not to be issued

Dean, Academic Affairs / Dean, PGS & R

NB: The students are required to bring original Identity Card / Registration Card at the time of receiving the certificate for verification.



No.VSSUT/ / /20.....

Dated:/...../20.....

APPLICATION FORM FOR ISSUE OF UNIVERSITY LEAVING-CUM-MIGRATION CERTIFICATE

From: _____

(Name in full with complete address in capital letters)

To

The Dean, Academic Affairs / Dean, PGS & R
At / Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I would request you to kindly issue the University Leaving-cum-Migration Certificate in my favour, as I want to pursue _____ course in _____ University / Institute at _____ for my further studies.

1. I have passed the _____ Examination of VSS University of Technology held in the month of _____ with Regd. No. _____ from the Department _____
2. I have paid a fee of ₹ _____ (Rupees _____ only) vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch Challan No. / Online Payment Acknowledged Receipt deposited in A/c No.8062220000168, IFSC Code CNRB0018062 No. _____ Date _____
3. Therefore, I request that the University Leaving-cum-Migration Certificate prayed for may kindly be issued to me at your earliest convenience.

Yours faithfully,

Signature of the HOD with office seal

Full Signature of the student with date

N.B.: Student's are required to go through the instructions on the reverse of this application form before submission

INSTRUCTIONS TO STUDENT

1. The application for University Leaving-cum-Migration Certificate to be forwarded through the respective Head of Department.
2. Any student, who wants to obtain the University Leaving-cum-Migration Certificate by post, is required to pay an additional amount of **₹50/-** towards postal charges.
3. Students of B.Tech / B.Arch / B.Tech & M.Tech Dual Degree / M.Sc. / Int. M.Sc. / M.Tech and MCA applying for University Leaving-cum-Migration Certificate, should submit photocopies of HSC, Provisional, Conduct Certificates and Original Registration Card along with proof for higher studies.
4. Any student who fails to submit the original registration card is required to submit a court affidavit for damage of the card or FIR copy for loss of the card.

FOR OFFICE USE

1. The particulars furnished by the student are 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

Issue / Not to be issued

Dean, Academic Affairs / Dean, PGS & R



No.VSSUT/ / /20.....

Dated:/...../20.....

**APPLICATION FORM FOR ISSUE OF DEGREE CERTIFICATE
(FOR STUDENTS GRADUATED UPTO 2018)**

To

The Dean, Academic Affairs / The Controller of Examination (COE)
At / Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I furnish below particulars about myself and request that my original degree certificate may kindly be issued to me.

1. Name of the student (in block letter): _____
2. Name of the Programme: _____ 3. Branch _____
4. Registration No. _____ 5. Year of pass _____
(Photocopy of Mark sheet / Provisional Certificate must be attached)
6. Mobile Phone No. _____ 7. E-mail ID _____
8. Name of the Organisation (where presently employed / self employed): _____
9. I have paid a fee of ₹ _____ (Rupees _____ only)
vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch
Challan No. / Online Payment Acknowledged Receipt deposited in A/c
No.8062220000168, IFSC Code CNRB0018062 No. _____ Date _____

Date:

Full Signature of the student

FOR OFFICE USE

Date of Issue.....No.....

Dealing Assistant

Section Officer

Issue / Not to be issued

Dean, Academic Affairs / COE

NB: Fee of ₹1500/- (Rupees One Thousand Five Hundred Only) to be deposited by the student. An additional amount of ₹100/- per year to be charged from the student, if the original degree certificate is not collected after three years from his / her year of passing.



No.VSSUT/ACD/

/20.....

Dated:/...../20.....

**APPLICATION FORM FOR ISSUE OF DEGREE CERTIFICATE
(FOR STUDENTS GRADUATED FROM 2019 TO 2023)**

To

The Controller of Examination
At/ Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I furnish below particulars about myself and request that my original degree certificate may kindly be issued to me.

1. Name of the student (in block letter): _____
2. Name of the Programme: _____ 3. Branch _____
4. Registration No. _____ 5. Year of passed _____
(Photocopy of Mark sheet / Provisional Certificate must be attached)
6. Mobile Phone No. _____ 7. E-mail ID _____
8. Name of the Organisation (where presently employed / self employed): _____
9. I have paid a fee of ₹ _____ (Rupees _____ only)
vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch
Challan No. / Online Payment Acknowledged Receipt deposited in A/c
No.80622200000168, IFSC Code CNRB0018062 No. _____ Date _____

Date:

Full Signature of the student

FOR OFFICE USE

Date of Issue.....No.....

Dealing Assistant

Section Officer

Issue / Not to be issued

Controller of Examination

NB: Fee of ₹1000/- (Rupees One Thousand Five Hundred Only) to be deposited by the student. An additional amount of ₹100/- per year to be charged from the student, if the original degree certificate is not collected after three years from his / her year of passing.



No.VSSUT/ACD/

/20.....

Dated:/...../20.....

**APPLICATION FORM FOR ISSUE OF DEGREE CERTIFICATE
(FOR STUDENTS GRADUATED AFTER 2024)**

To

The Controller of Examination
At / Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I furnish below particulars about myself and request that my original degree certificate may kindly be issued to me.

1. Name of the student (in block letter): _____
2. Name of the Programme: _____ 3. Branch _____
4. Registration No. _____ 5. Year of passed _____
(Photocopy of Mark sheet / Provisional Certificate must be attached)
6. Mobile Phone No. _____ 7. E-mail ID _____
8. Name of the Organisation (where presently employed / self employed): _____
9. I have paid a fee of ₹ _____ (Rupees _____ only)
vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch
Challan No. / Online Payment Acknowledged Receipt deposited in A/c
No.8062220000168, IFSC Code CNRB0018062 No. _____ Date _____

Date:

Full Signature of the student

FOR OFFICE USE

Date of Issue.....No.....

Dealing Assistant

Section Officer

Issue / Not to be issued

Controller of Examination

NB: An additional amount of ₹ 500/- per year to be charged from the applicant, if the original degree certificate is not collected within one year from the date of convocation, subject to a maximum amount of ₹ 5000/-.



No.VSSUT/ACD/

/20.....

Dated:/...../20.....

**APPLICATION FORM FOR ISSUE OF DUPLICATE DEGREE
CERTIFICATE**

To

The Dean, Academic Affairs
At / Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I furnish below particulars about myself and request that my duplicate degree certificate may kindly be issued to me.

1. Name of the student (in block letter): _____
2. Name of the Programme: _____ 3. Branch _____
4. Registration No. _____ 5. Year of passed _____
(Photocopy of Mark sheet / Provisional Certificate must be attached)
6. Mobile Phone No. _____ 7. E-mail ID _____
8. Name of the Organisation (where presently employed / self employed): _____
9. I have paid a fee of ₹ **5000/-** (Rupees Five Thousand only) vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch Challan No. / Online Payment Acknowledged Receipt deposited in A/c No.8062220000168, IFSC Code CNRB0018062 No. _____ Date _____
10. The following documents are submitted.
 - (i) A court affidavit from an Executive Magistrate
 - (ii) FIR from the relevant police station
 - (iii) A copy of missing notification published in any one newspaper (Odia or English)
 - (iv) Undertaking

Date:

Full Signature of the student

FOR OFFICE USE

Date of Issue.....No.....

Dealing Assistant

Section Officer

Issue / Not to be issued

Dean, Academic Affairs



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

FORM NO. (ACADEMIC): C5

No.VSSUT/ACD/ /20.....

Dated:/...../20.....

APPLICATION FORM FOR CORRECTION OF NAME IN DEGREE CERTIFICATE

To

The Dean, Academic Affairs
At / Po – Engineering College Burla,
Dist – Sambalpur
Pin – 768018 (Odisha)

Sir / Madam,

I furnish below particulars about myself and request that my corrected degree certificate may kindly be issued to me.

1. Name of the student (in block letter) (As per 10th Certificate): _____
2. Name of the Programme: _____ 3. Branch _____
4. Registration No. _____ 5. Year of passed _____
6. Mobile Phone No. _____ 7. E-mail ID _____
8. Misspelled Name: _____
Correct Name: _____
9. I have paid a fee of ₹ **1000/-** (Rupees One Thousand only) vide University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch Challan No. / Online Payment Acknowledged Receipt deposited in A/c No.80622200000168, IFSC Code CNRB0018062 No. _____ Date _____
10. The following documents are submitted.
 - (i) Photocopy of Degree Certificate
 - (ii) Photocopy of 10th Certificate

Date:

Full Signature of the student

FOR OFFICE USE

Date of Issue.....No.....

Dealing Assistant

Section Officer

Issue / Not to be issued

Dean, Academic Affairs



No.VSSUT/ / /20.....

Dated:/...../20.....

**APPLICATION FORM FOR ISSUE OF TRANSFER-CUM-MIGRATION
CERTIFICATE**

1. Name of the student (in full block letters): _____
2. Registration No.: _____ 3. Semester: _____ 4.Branch: _____
5. Programme: _____ 6. Father's Name with address & Mobile No. _____

7. Purpose for which the certificate is required (Related documents should be submitted): _____

8. Date of birth: _____ 9. Date of admission: _____

Full Signature of Father / Mother

Full Signature of the student with date

N.B: The following documents must be submitted with the application.

- a) University Cash Counter Money Receipt No. / Canara Bank, VSSUT Branch
Challan No. of ₹150/-
- b) Photocopy of HSC / 10th Pass Certificate showing father's name and date of
birth.
- c) Original Registration Card
- d) Clearance Certificate from all concerned departments
- e) Proof of allotment for study elsewhere

FOR OFFICE USE

Certified that the documents enclosed herewith by the student are verified and found correct.
He / she may be issued the above certificate.

Dealing Assistant

Section Officer

Issue / Not to be issued

Dean, Academic Affairs / Dean, PGS & R



No.VSSUT/ / /20.....

Dated:/...../20.....

APPLICATION FORM FOR RE-ADMISSION

1. Full Name (in Block Capital Letters): _____
2. Registration No _____ 3. Programme _____ 4. Semester _____
5. Branch _____ 6. Student Mobile No. _____
7. Semester to which to be admitted _____ 8. (i) Regular / Self Sustaining _____
(ii) Day Scholar: Yes / No _____
9. Notification No. & date of year drop / Admission cancellation _____
10. Reason for Year Drop/ Registration Cancellation (tick the reason)
 - a) Failure to clear theory backlog
 - b) Failure to clear Lab / Sessional papers
 - c) Failure to register for non-payment of dues
 - d) Failure due to shortage of attendance
 - e) Failure to register due to long illness
 - f) Any other (mention reason)
11. Whether paid all the arrear dues of the University up to date _____
12. Enclosures:
 - a) Copy of University Registration Card
 - b) Copy of money receipt of last semester
 - c) Copy of Grade Sheet of the semester at the time of year drop
 - d) Copy of the Grade Sheet of the examination last appeared

Date.....

Full Signature of the student

Place.....

FOR OFFICE USE

On verification of relevant records and original documents, the above student is found eligible for Re-admission to _____ Semester of B.Tech / B.Arch / B.Tech & M.Tech Dual Degree 20.....

Dealing Assistant

Section Officer

Allowed / Not to be Allowed

Dean, Academic Affairs / Dean, PGS & R

N.B: 1) A student is not allowed to take re-admission after 08 years (in case of B.Tech), 07 years (in case of B.Tech- LE), 10 years (in case of B.Arch), 04 years (in case of MCA / M.Tech / M.Sc.) and 10 years (in case of 5 yrs Int. M.Sc.) of his / her first Admission / Registration to this University.

2) After issue of notice for re-admission, student needs to deposit the readmission fee of ₹1000/- in the University Cash Counter or Canara Bank, VSSUT Branch Burla.

3) After payment of Re-admission fee and issue notice for registration, the student need to pay the semester registration dues as applicable and fill up the subject registration form duly countersigned by the concerned HOD.

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA
(DEAN, ACADEMIC AFFAIRS)



FORM NO. (ACADEMIC): F

No.VSSUT/ACD/ /20.....

Dated:/...../20.....

APPLICATION FORM FOR REPEAT MID-SEMESTER EXAMINATION

1. Name of the student: _____
2. (a) Registration No: _____ (b) Semester: _____
(c) Programme: _____
3. (a) Branch: _____ (b) Section (if any): _____
(c) Student Mobile No: _____ (d) E-Mail ID: _____
(d) Mobile No. of Parents: _____
4. (a) Boarder/Day Scholar: _____
(b) Name of the Hall of Residence (if Boarder): _____
5. Mark against the clause of Academic Regulation for not appearing Mid-Semester Examination (supporting documents are to be attached)
(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)

6. Name of the subject
(in which the student want to appear Repeat Mid-Semester Examination)

| Sl. No. | Name of the Subject | Date of Mid-Semester Examination notified for the subject |
|---------|---------------------|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

7. List of documents enclosed to substantiate the clause for Repeat Mid-Semester Examination.
(i)
(ii)
(iii)
(iv)

(Full Signature of the Student)

(All recommended cases should reach the office of Dean, Academic Affairs on or before last day of Mid-Semester Examination)

Letter No:

Dated:/...../20.....

Forwarded & Recommended

Signature of concerned official with official stamp
(Warden of Hall of Residence for Boarder /Dean
Students' Welfare for Day Scholar)



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 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Date of Submission: _____ (Full Signature of the Student)

(All recommended cases should reach the office of Dean, Academic Affairs one day after the last date of Theory class, as is notified in Academic Calendar for respective semester)

Letter No: _____

Dated:/...../20.....

Forwarded & Recommended

Signature of concerned official with official stamp
(Warden of Hall of Residence for Boarder /HOD for Day Scholar)



No.VSSUT/ / /20.....

Dated:/...../20.....

APPLICATION FORM FOR ISSUE OF MISCELLANEOUS CERTIFICATES

(CGPA to Percentage Conversion / Income Tax Rebate / Course Completion / Expenditure Certificate / Medium of Instruction)

1. Name of the student (in full block letters): _____

2. Registration No. _____ 3.Semester: _____ 4. Branch: _____

5. Father's Name with address & Mobile No. _____

6. Purpose for which the certificate is required: _____

7. Whether Boarder or Day Scholar: _____

8. Whether paid recent semester dues: Amount: _____ Money Receipt / Bank Challan
No: _____ Date of Money Receipt / Bank Challan: _____

Date.....

Full Signature of the Student

Enclosures: The following documents must accompany the application failing which the certificate shall not be issued.

- a) *Submit Original Money Receipt / Bank Challan of ₹100/- deposited in University Cash Counter in Accounts Section or Canara Bank, VSSUT Branch*
- b) *Photocopy of University Registration Card & Hostel Clearance in case of boarder*
- c) *Photocopy of money receipts of recent semester fees paid by the student*

NO DUES CLEARANCE FROM THE HOSTEL (APPLICABLE FOR BOARDERS ONLY)

Certified that the student is a boarder and residing in the _____ Hostel.
He/she has cleared all dues and there is nothing outstanding against him/her.

Date.....

Hostel Assistant

Warden (with Seal)

FOR OFFICE USE

Certified that the documents enclosed herewith by the students are verified and found correct. He / She is a Day Scholar / Boarder of the University Hostel. He/she may be issued the above certificate.

Dealing Assistant

Section Officer

Approved & Signed

Dean, Academic Affairs / Dean, PGS & R



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ 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
Website: www.vssut.ac.in

No.VSSUT/ACD/ /20..... Dated:/...../20.....

APPLICATION FORM FOR APPROVAL OF NPTEL/MOOCs COURSES FOR SIX MONTHS INTERNSHIP

- 1. Name of the student:
2. (a) Registration No: (b) Semester:
(c) Programme: B.Tech/B.Arch/M.Tech/MCA/M.Sc/Int.M.Sc/Ph.D:
3. (a) Branch: (b) Section (if any):
(c) Student Mobile No: (d) E-Mail ID:
(d) Mobile No. of Parents:
4. (a) Boarder/Day Scholar:
(b) Name of the Hall of Residence (if Boarder):
5. Name of the Company/ Organization for Six months' internship:
6.

Table with 4 columns: Sl. No., Name of the Subject mentioned in your syllabus (Name / Title with course no.), Name of the Subject (NPTEL/MOOCs), Core/PE/ OE

- 7. List of documents enclosed for six months' internship.
(i) Offer / Selection letter.

(Full Signature of the Student)

(For office use)

Verified that the above student has received six months' internship offer.

Signature,
Professor, T&P Cell, VSSUT, Burla

Verified that the subject mentioned above are being offered by NPTEL/MOOCs

Signature,
SPOC, NPTEL,VSSUT, Burla

Recommended by

Head of the Department
VSSUT, Burla

Memo No.VSSUT/ACD/ /20.....

Date:/...../20.....

Mr./Ms. is hereby allowed to take the subjects mentioned in above table and his /her application for six months' internship forSemester is approved an office order in this respect may be issued to the students from the T&P Cell.

Dean Academic Affairs.