



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ଟେକ୍ନୋଲୋଜି 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

[www.vssut.ac.in](http://www.vssut.ac.in). e-mail: [vc@vssut.ac.in](mailto:vc@vssut.ac.in)

No. VSSUT/ACD/ 01/2025

Dated: 01/01/2025

## NOTICE

The students of the university are required to apply for condonation of shortage of attendance in the prescribed format as enclosed through proper channel as per the following dates mentioned below.

Programme	Semester	Date of submission of applications in the office of Dean, Academic Affairs
1 <sup>st</sup> semester B.Tech, B.Arch & MCA Programme)	1 <sup>st</sup> Semester	02/01/2025

Memo No.VSSUT/ACD/02/2025

Copy to:

1. University Notice Board.
2. Notice Board of concerned Hall of Residence for information.
3. All Deans / HoDs / HoPs / PICs / COE for information.
4. Dean, F&P for information with a request to facilitate in hoisting of this notice in the University website.
5. Director, IQAC for information.
6. PA to Registrar for information.
7. PA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.

Sd/-

Dean, Academic Affairs

Dated: 01/01/2025

Sd/-

Dean, Academic Affairs



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)