

TEZPUR UNIVERSITY
APPLICATION FOR STUDY LEAVE

1. Name of the Applicant :
2. Designation :
3. Department :
4. Date of joining at Tezpur University :
5. Date of Birth :
6. Date of Superanuation :
7. Duration of leave applied for :
8. University/Institute where the Proposed study will be carried out
 - a) Name & address of the University :
 - b) Department :
 - c) Supervisor/Guide :
 - d) Plan of study
(Attach separate sheet) :
9. Study leading to the Degree(if any) :
10. Whether stipend is offered, Yes/No
If yes, amount of the stipend/year :
11. Did you take University permission to apply for the said programme in the proposed place of study ?
12. How is the study going to be helpful in the present work of the applicant ?

13. Did you avail Study Leave in any earlier occasion ?
If yes, please mention in detail.

I do hereby declare that I would sign the agreement if I avail myself of the study leave.

Date:

Signature of the applicant

Comment from the HoD:

- a) Usefulness of the course of study for the Department:

- b) How the classes are going to be managed if the applicant is granted leave ?

- c) Was the matter discussed in the Departmental meeting ? Yes/No
(Please enclose a copy of the minutes of the Departmental meeting)

- d) Did other faculty members agree to granting leave to the applicant ? Yes/No
(With the condition that only 20% of the teachers can be on study leave at a time)

Recommendation of the Dean of Concerned SCHOOL

Recommendation of the Scrutinizing Committee: