

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 Superannuation :
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: