



ASSAM UNIVERSITY
APPLICATION FOR STUDY LEAVE
(NON-TEACHING)

1. Name of the applicant:
2. Designation:
3. Department / Section / Office:
4. Date of first joining at Assam University:
5. Date of confirmation:
6. Date of birth:
7. 7. Date of superannuation:
8. Duration of leave applied for:
9. Programme / Course of study proposed:
10. Minimum qualification required for the programme / course:
11. University / Institute where the proposed study will be carried out:
 - a) Name of the Institute/University:
 - b) Address:
 - c) Department:
 - d) Name of Supervisor / Guide (if applicable):
 - e) Plan of study [attach separate sheet(s)]:
12. (a) Whether any kind of stipend is offered (write Yes / No):
(b) If yes, amount of the stipend / year:
13. Did you take University's permission to apply for the said programme in the proposed place of study?
14. How is the study going to be helpful in the present work of the applicant?
15. (a) Did you avail study leave on any earlier occasion (Write Yes / No):
(b) If yes, please give the following details –
 - (i) Name of the programme / course:
 - (ii) Name of the University / Institution:
 - (iii) Period of study leave availed:

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

Signature of the applicant: _____

Date:

Name of the applicant: _____

Comment of the Head of the Department / Controlling Officer:

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

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

- c) Total number of non-teaching staff in the Department / Office:

- d) Number of non-teaching staff at present availing study leave with particulars:

Signature of the HoD / Controlling Officer

Recommendation of the Registrar:

Signature

Recommendation of the Study Leave Committee for Non-Teaching employees:

Recommended / No recommended.

(Signature)
Convenor

(Signature)
Member

(Signature)
Member

(Signature)
Member

(Signature)
Chairperson

Order of the Vice Chancellor:

(Signature)