



অসম বিশ্ববিদ্যালয় সিলচর
ASSAM UNIVERSITY SILCHAR

Request for Forwarding of Application for Participation in Refresher Course/Orientation Programme/Equivalent Programme/ Short Term Course/Training Programme

1. Name of the applicant : _____
2. Name of the Department : _____
3. Present Designation : _____
4. Present Academic Grade Pay : _____
5. Date of joining : _____
6. Due date of promotion : _____ From : Stage _____ to : Stage _____ as per UGC Regulations 2010.
7. Details of UGC sponsored Orientation/Refresher/Equivalent course already attended

8. Details of Orientation/Refresher Course desired to attend (**Attach a copy of the tentative schedule**)
 - a) Sponsoring body : _____
 - b) Name of the Institute : _____
 - c) Duration of the Course : _____
 - d) No. of days : _____
9. Whether during your absence the classes (both theory and practical) will be attended by other faculty members – YES/NO _____
10. I shall complete all acadmic assignments like evaluation of answer scripts/ setting of questions/practical examination/ any other assignment before proceeding for participation in the course.

Declaration

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief. I have not suppressed any fact required to be considered by the University authority.

Full signature of the applicant with date

Certificate and recommendation

In the event of selection of Sri/Ms./Dr. _____ for participation in the Refrsher/Orientation/Equivalent Courses at _____ arrangement of classes (theory and practical) will be made/will not be required as it fall within vacation period. The application may be forwarded for consideration.

Signature of Dean of School
(with date and Seal)
Memo No.

Signature of the Head
(with date and Seal)
Memo No.

NB : The applicant must fill up the form and should enclose all relevant and required papers/forms etc., alongwith the application in systematic manner and submit through proper channel.