

**APPLICATION FORM FOR REFRESHER COURSE/ORIENTATION  
PROGRAMME/SUMMER SCHOOL/WINTER SCHOOL/SHORT TERM COURSE**

**To**  
**The Hon'ble Vice-Chancellor**  
**Dibrugarh University**  
**Dibrugarh**

Sub: Application for Refresher Course/Orientation Programme/Summer School/Winter School/Short Term Course  
(Though the Head/Chairperson/Director of Department/Centre/Institute)

Sir,

In reference to the subject cited above, I would like to apply for the \_\_\_\_\_  
and the details of the Course are stated below:

Sl. No.	Name of the Course/Workshop/Seminar	ASC/HRDC/Institute	Duration of the programme

I humbly request your kindness to consider my application.

Thanking You,

Yours sincerely

1. Signature : \_\_\_\_\_
2. Name (in capital letters) : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Department/Centre/Institute : \_\_\_\_\_
5. Date of Appointment : \_\_\_\_\_
6. Nature of appointment : \_\_\_\_\_  
(Substantive/Regular/Contractual)

**RECOMMENDATION OF THE FORWARDING AUTHORITY**

The application of Mr./Mrs./Dr..... for the Refresher Course/Orientation Programme/Summer School/Winter School is forwarded and recommended to the Vice-Chancellor, Dibrugarh University for consideration. If selected, his/her classes/academic duties will be managed by the Department/Centre/Institute during the Course/Programme.

Signature & Seal  
Head/Chairperson/Direction  
Dept./Centre/Institute

Approved/ Not Approved

**Vice-Chancellor**  
Dibrugarh University

---

**N.B: The applicant should submit the DMC resolution wherever applicable along with the application.**