OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref. No. SU/RG/Misc/2026/1046 Date : 14-11-2026

Notice:- Verification and approval of the leave applications of the students

In connection with the verification, and approval of the leave applications of the students on Medical Emergency/Need and Sports and Other Reasons, as well as the publication of the attendance status of the students for End Semester Examination form fill-up, the following processes shall be applicable to all concerned.

Sl. No.	Activity	Timeline
1	Verification and forwarding of the leave applications by the respective Head of the Departments	By 4.00 pm on 16-11-2026
2	Verification and approval of the leave applications by the respective Special Committees	By 4.00 pm on 18-11-2026
3	Publication of the Attendance Status of the students	19-11-2026
4	End Semester Examination form fill-up	19-11-2026 – 22-11-2026

14/11/2026

(Dr. Profulla Ch. Kalita)
Registrar

Office of the Registrar Sibsagar University ★ Sivasagar ★ Date.....

Copy to:-

1. The OSD to the Hon'ble Vice Chancellor for his kind apprisal
2. The Academic Registrar i/c for information and necessary action
3. All Deans & HoD(s) for information
4. The Controller of Examinations i/c for information
5. The Deputy Controller of Examinations i/c for information
6. University Notice Board and Website
7. Guard file

(Dr. Profulla Ch. Kalita)
Registrar