

To,  
The Principal,  
St. Joseph's College (Autonomous), Jakhama

**Subject: Request for Ph. D study leave**

Dear father,

With due respect and request, I would like to request your kind authority to grant me Ph.D. Study leave for a period of 6 month starting from the **1<sup>st</sup> July 2023 to 31<sup>st</sup> December 2023**. I am perusing my PhD from the Department of Management, Nagaland University since the year 2018 on the topic, "*Awareness and perception of consumer rights and responsibilities in Kohima and Mokokchung districts of Nagaland.*"

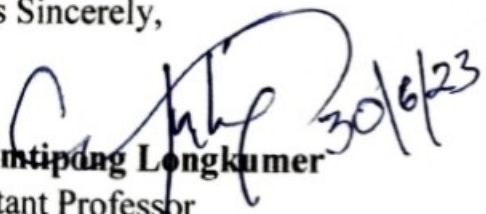
I require this study leave to complete my data collection through questionnaire. And since my area of study is Kohima and Mokokchung district, I need to travel to places in the two districts to meet people to collect necessary information to complete my study. Therefore, I would like your kind authority to grant me study leave as per **Article 26.13** of our service rule, which provides provision for a teacher who has completed 8 years of service in the college to take study leave with full pay.

Father, as per our discussion, during the period of my leave, **Miss Kevisino Sale**, who filled in on behalf Sir Moatemsu, during his period of absence in the last semester is more than capable to take my subjects for the up coming semester.


Waiting for your response with anticipation.

Thank you.

Yours Sincerely,

  
**Mr. Intipang Longkumer**  
Assistant Professor  
Department of Business Administration  
St. Joseph's College (Autonomous), Jakhama

Approved

  
01/07/2023  
**Principal**  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland



# ST. JOSEPH'S COLLEGE

## JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11<sup>th</sup> Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Mr. Imtipong Longkumer**, Assistant Professor, Department of Business Administration, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of Management Studies, Nagaland University, Kohima Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 201,582 /-** (**Rupees Two lakh, one thousand, five hundred and eighty two only**) for a period of **6 (Six) Months** from **July 2023 to December, 2023**.

Name: **MR. IMTIPONG LONGKUMER**

Signature:



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## JAKHAMA

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[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

To,  
The Administrator  
St. Joseph's College (Autonomous)  
Jakhama, Nagaland

(Through the Principal)

Date: 12<sup>th</sup> April, 2023

**Subject: Request to provide Financial Support for organising National Seminar on 14<sup>th</sup> and 15<sup>th</sup> April, 2023**

Respected Father,

With reference to the subject cited above, we would like to bring to your kind notice that the IQAC will be organising the National Seminar on "75 Years of India's Achievements: Ideas and Resolve", on 14<sup>th</sup> and 15<sup>th</sup> April, 2023. Therefore, we request your esteemed authority to kindly, grant us an amount of Rs. 130000/- (One lakh and thirty thousand only) so as to enable with the preparation and proceedings of the aforementioned seminar.

Thanking you in anticipation.

Yours Sincerely,

*Janita*  
12/4/23  
Seminar Organising Committee  
St. Joseph's College (Autonomous)  
Jakhama, Nagaland

*Joseph*  
12/4/23  
Administrator  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

To,  
The Administrator,  
Please forward Financial  
Support from the College  
Seed money.

*Alvin*  
12/4/2023  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland  
797001, India

To  
The Principal  
St. Joseph's college (A)  
Jakhama, Kohima

Date: 5<sup>th</sup> September, 2022

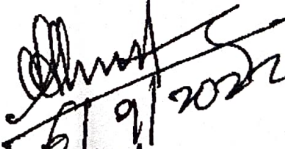
Subject: Request for Seed Money for research works

Dear father, I would like to request you to grant me financial support to carry out research work in the study of medicinal plants. I would like to send some sample for analysis namely; anti-bacterial, anti-fungal and NMR analysis, for which I will require a sum of rupees 15,000.

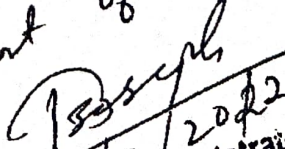
With regards

  
05/09/22

Mr. Peter solo  
Asst. Professor  
Dept. of chemistry  
St. Joseph's college (A), Jakhama

  
6/9/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

Please issue an  
amount of ₹ 15,000/-

  
6/9/2022  
Administrator  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland



To,

The Principal  
St. Joseph's College (Autonomous)  
Jakhama, Nagaland

Dated: 2nd September 2022

Subject: Request for seed money.

Respected Father,

With due respect, I would like to state that, I am working on a research paper titled 'GC-MS Analysis and In silico Docking Study of Active Antifungal Components of Entada rheedii Spreng. (Seeds)' and is required to send my plant samples for plant identification, antifungal and GC-MS analysis for which the analysis fee is amounting to ₹ 8,000/-.

Therefore, I would like to request your kind authority for the seed money which would be of great help for my work.

Thanking you in anticipation.

Sincerely,  
*R. Rukutalu*  
21/9/22

Ms. RUKUTALU  
Assistant Professor & Head  
Department of Zoology  
St. Joseph's College (Autonomous)  
Jakhama, Nagaland

forwarded  
*S.S.B.*  
Dean 02/09/22  
Joseph's College (Autonomous)  
Jakhama : Nagaland

*Shmud*  
4/9/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland  
Please issue  
an amount of ₹ 8,000/-  
*Fr. Binay*  
13/9/22  
4/9/2022  
Administrator  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

To

The Principal

St. Joseph's College (A)

Jakhama, Nagaland


Date: 2<sup>nd</sup> September, 2022

Subject: Request for seed money for Paper publication

Dear Father, I would like to request your kind authority to help me in financing my paper publication. I will be publishing a paper entitled, "Alpha Difference Operator on its finite and infinite series for Negative Variable K" in the International Journal of Research and Analytical Reviews (IJRAR). The amount required for publication is Rs. 1520.

Thanking you in anticipation

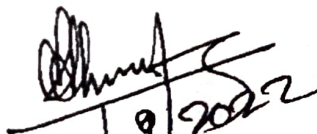
With regards

  
Mr. Vihoth 2/9/22

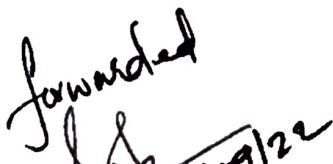
Asst. Professor

Department of Mathematics

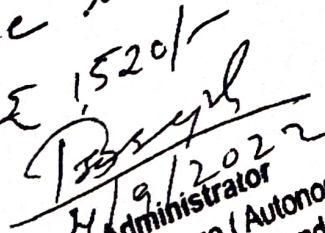
St. Joseph's college (A), Jakhama

  
4/9/2022  
Principal

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

forwarded  
  
Dean 02/09/22

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

Please issue an amount  
of ₹ 1520/-  
  
4/9/2022  
Administrator  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

To,  
THE PRINCIPAL  
ST. JOSEPH'S COLLEGE (AUTONOMOUS)  
JAKHAMA, NAGALAND

Dated : 04.07.2022

SUBJECT: Request letter for financial assistance for Hands on Training Program on RT-PCR.

Respected Father,

I am writing to request for financial assistance to attend a Hands on Training Program on RT-PCR at Guwahati Biotech Park scheduled tentatively for November, 2022 - December 2022. Therefore, I would like to request your kind authority to provide me some financial assistance in paying the registration fee of ₹ 5000+TA and DA. I would be very grateful if you can kindly grant me my request. Thank you.

Sincerely

*[Signature]*

Ms. NEETHONGNUD ANGELA BELHO  
Assistant Professor & HOD  
Department of Botany  
St. Joseph's College (Autonomous)  
Jakhamo, Nagaland

Please issue  
an amount of ₹ 5,000/-  
*[Signature]*  
5/7/2022  
Administrator

St. Joseph's College (Autonomous)  
Jakhamo : Nagaland

*[Signature]*  
5/7/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhamo : Nagaland

Forwarded  
*[Signature]*  
5/7/22  
Dean

St. Joseph's College (Autonomous)  
Jakhamo : Nagaland



To,

The Principal

St. Joseph's College (Autonomous)

Jakhama, Nagaland

Dated: 4<sup>th</sup> July 2022

Subject: Request letter for financial assistance for Hands on Training Program on RT-PCR.

Respected Father,

With humble submission, I am writing for your consideration for financial assistance to attend a hands on training program on RT-PCR at Guwahati Biotech Park scheduled tentatively for November, 2022 - December, 2022.

I therefore request your kind authority to provide me some financial aid in paying the registration fee of ₹ 5,000/-, TA and DA. I shall remain ever grateful to you for your consideration and grant of my request.

Thanking you.

Sincerely,  
*P. P. Talali*

Ms. RUKUTALU

Assistant Professor & Head

Department of Zoology

St. Joseph's College (Autonomous) Jakhama.

Forwarded

Dean

04/07/22

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

Principal

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

Please issue  
amount of ₹ 5000/-  
Administrator  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland



To

The Principal

St. Joseph's College (A)

Jakhama, Nagaland

4<sup>th</sup> March, 2022

Subject: Request for seed money for research work

Dear father, I would like to request the college for seed money to carry out research work on anti-microbial screening and phytochemical screening. We need Rs. 6000, to buy chemical and for publication charges.

Thanking you in anticipation

With regards

*Gai Juliu*  
04/03/22  
Ms. Gaijuliu

Asst. Professor

Department of Chemistry

St. Joseph's college (A), Jakhama

*Forwarded*  
*S. S.*  
Dean 04/03/22

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

*Alhmad*  
5/3/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

*Please issue an amount*  
*of ₹ 6000/-*  
*Joseph*  
5/3/2022  
Administrator  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

To,  
THE PRINCIPAL  
ST. JOSEPH'S COLLEGE (AUTONOMOUS)  
JAKHAMA, NAGALAND.

Dated : 09.02.2022  
SUBJECT : REQUEST FOR SEED MONEY.

Respected Father,

With due respect, I would like to state that, I am working on a research paper titled 'Phytochemical screening and antimicrobial activity of Erigeron karwinskianus DC', and is required to send my plant samples for antibacterial and antifungal analysis for which the analysis fee is amounting to ₹ 12,240. Therefore, I would like to request your kind authority for the seed money, so that I can complete my analysis. It would, indeed, be very helpful, if you can kindly grant me my request. Thank you.

Sincerely  
Jagd. 9/2/22.  
Ms. NEITHONGUNUD ANGELA BELHO  
Assistant Professor & HOD  
Department of Botany  
St. Joseph's College (Autonomous)  
Jakhama, Nagaland

Forwarded  
Dear  
9/2/22

St. Joseph's College (Autonomous)  
Jakhama : Nagaland

Please issue  
an amount of  
₹ 12,240/-  
10/2/2022

Admin  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland

Almit  
10/2/2022  
Principal  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland



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NAAC Grade A (CGPA: 3.12)

**Seed money provided by the institution to its teachers for research during the year (2022-2023)**

Year: 2022-2023

INR in Lakhs: 0.4895

Name of the teacher who received seed money:	<b>Ms. Angela Belho</b>
Research/Project Title:	Phytochemical screening and antimicrobial activity of <i>Erigeron Karvinskianus</i> DC
Amount of seed money:	Rs. 12240
Month and Year of receiving the grant:	February 2022
Duration of the grant:	2022-2023

Name of the teacher who received seed money:	<b>Ms. Gaujulu</b>
Research/Project Title:	Phytochemical screening and antimicrobial activity of <i>Erigeron Karvinskianus</i> DC
Amount of seed money:	Rs. 2360
Month and Year of receiving the grant:	March 2022
Duration of the grant:	2022-2023

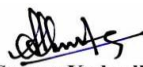
Name of the teacher who received seed money:	<b>Mr. Vinoth Kumar</b>
Research/Project Title:	Alpha Difference Operator On Its Finite And Infinite Series For Negative Variable K
Amount of seed money:	1520
Month and Year of receiving the grant:	September 2022
Duration of the grant:	2022-2023

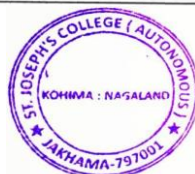
Name of the teacher who received seed money:	<b>Ms. Rukutalu</b>
Research/Project Title:	GC-MS Analysis and In Silico Docking Study of Active Antifungal Components of <i>Entada rheedii</i> Spreng. (Seeds)
Amount of seed money:	Rs. 8000
Month and Year of receiving the grant:	September 2022
Duration of the grant:	2023-2023

Name of the teacher who received seed money:	<b>Mr. Peter Solo</b>
Research/Project Title:	GC-MS Analysis and In Silico Docking Study of Active Antifungal Components of <i>Entada rheedii</i> Spreng. (Seeds)
Amount of seed money:	Rs. 14830
Month and Year of receiving the grant:	September 2022
Duration of the grant:	2023-2023

Name of the teacher who received seed money:	<b>Ms. Angela</b>
Research/Project Title:	Hands-on Training Program on RT-PCR
Amount of seed money:	Rs. 5000
Month and Year of receiving the grant:	July 2022
Duration of the grant:	2022-2023

Name of the teacher who received seed money:	<b>Ms. Rukutalu</b>
Research/Project Title:	Hands-on Training Program on RT-PCR
Amount of seed money:	Rs. 5000
Month and Year of receiving the grant:	July 2022
Duration of the grant:	2022-2023

  
**Dr. Fr. George Keduolhou Angami**  
Principal  
St. Joseph's College (Autonomous)  
Jakhama Nagaland





To,  
The Principal,  
St. Joseph's College (Autonomous), Jakhama  
Kohima,  
Nagaland.

**Subject: Request for Ph. D study leave**

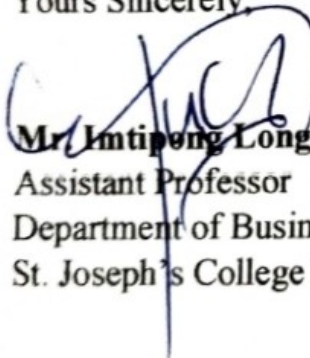
Dear Father,

With due respect and request, I would like to request your kind authority to grant me Ph.D. Study leave for a period of 6 month starting from the **1st July 2022 to 31st December 2022**. I am perusing my PhD from the Department of Management, Nagaland University since the year 2018 on the topic, "*Awareness and perception of consumer rights and responsibilities in Kohima and Mokokchung districts of Nagaland.*"

Waiting for your response with anticipation.

Thank you.

Yours Sincerely,

  
2/4/22  
**Mr. Intipong Longkumer**  
Assistant Professor  
Department of Business Administration  
St. Joseph's College (Autonomous), Jakhama

Approved.

  
2/4/2022  
**Principal**  
St. Joseph's College (Autonomous)  
Jakhama : Nagaland





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NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Mr. Imtipong Longkumer**, Assistant Professor, Department of Business Administration, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of Management Studies, Nagaland University, Kohima Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 187,404** /- (**Rupees One lakh, Eighty seven thousand, four hundred and four only**) for a period of **6 (Six) Months** from **July 2022 to December, 2022**.

Name: **MR. IMTIPONG LONGKUMER**

Signature:



# ST. JOSEPH'S COLLEGE

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P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

Email:

NAAC Grade A (CGPA: 3.12) 94029936452

Ref. No....SJC/Staff/Stu.leave/2021/01

Date: 25/03/2021

To

Mr. Renthungo C Humtsoe  
Assistant Professor  
Department of Political Science  
St. Joseph's College (Autonomous)  
Jakhama – Nagaland


## Sub: Grant of Study Leave for Higher Studies

Dear Renthungo C Humtsoe,

In reference to your application submitted to the office of the Principal on **17th March 2021**, requesting leave for Ph.D Course work, you are granted leave for **six months** with effect from **1st April to 30th September 2021** with the following benefit as per the Service Rules Article No. 25 section 2 which states, *"A study leave for Ph.D Course work for six months will be granted only to regular teachers who have served the College for minimum of three years. Such teachers will be paid for three months only during six months leave period. He/she will not be paid for the remaining three months of the leave period. The Pre-Ph.D leave will not be extended under any circumstance."*

You are required to join back the College on **1st October 2021**. If you fail to report to the College on the date mentioned and resume your service, you will have to refund all the money received from the College during the period of study leave.

The College Management Board wishes you best of luck in your Higher Studies.

  
Dr. Fr. George Keduolhou Angami  
Principal

Copy to:

1. Administrator
2. Vice Principal (Academic Affairs)
3. Vice Principal (Students Affairs)
4. Dean of Science
5. PG Co-ordinator
6. SJC FILE

  
25/3/21



# ST. JOSEPH'S COLLEGE

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NAAC Grade A (CGPA: 3.12)

### UNDERTAKING

I, **Mr. Renthungo C Humtsoe**, Assistant Professor, Department of Political Science, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of Political Science, Nagaland University, Lumami Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 77,049 /-** (**Rupees Seventy seven thousand and forty nine only**) for a period of **3 (Three) Months** from **April 2021 to June, 2021**.

Name: **MR. RENTHUNGO C HUMTSOE**

Signature:



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P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

Email:

NAAC Grade A (CGPA: 3.12) 94029936452

Ref. No. .... SJC/Staff/Stu.leave/2019/06-26

26/06/2019

To

Mr. James H.K.  
Department of English  
St. Joseph's College (Autonomous), Jakhama

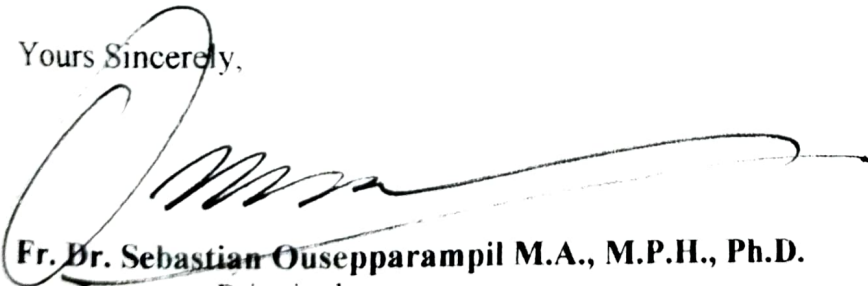
**Subject: Granted for Study Leave**

Dear James H.K.,

This has reference to your application dated 20<sup>th</sup> June 2019 for leave for Ph.D. studies, you're granted leave for a year starting from 20<sup>th</sup> June 2019 with the following benefit as per the *Service Rule Point No. 25- IX "Those who have completed eight or more years of service in the College are eligible to draw their full pay during the period of leave..."* You are required to join back on 19<sup>th</sup> June 2020.

Wishing you all the best for your studies.

Yours Sincerely,

  
Fr. Dr. Sebastian Ousepparampil M.A., M.P.H., Ph.D.

Principal

St. Joseph's College (Autonomous), Jakhama



Copy to;

1. Administrator
2. Vice Principal (Academic Affairs)
3. Vice Principal (Students' Affairs)
4. SJC File





# ST. JOSEPH'S COLLEGE

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NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Mr. James H.K**, Assistant Professor, Department of English, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of English, Nagaland University, Meriema Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 339,817 /-** (**Rupees Three lakh, thirty nine thousand, eight hundred and seventeen only**) for a period of **12 (Twelve) Months** from **July 2019 to June, 2020**.

Name: **MR. JAMES H.K**

Signature:

To

The Principal,  
St. Joseph's College (Autonomous)  
Jakhama

**Subject: Leave Application for Further study**

Respected Father,

With humble submission, I would like to bring to your kind notice that I have been working as an Assistant Professor in this prestigious institute for the past three years and three months now. With immense joy, I am informing you that I have been selected to pursue M.Phil course in Dibrugarh University, Dibrugarh Assam.

Therefore, as per our discussion and with reference to Ref. No. SJC/Staff/2019/08-21 in which No Objection Certificate has been issued, I request your kind authority to kindly grant me six months leave (Three months with pay and three months without pay), starting from 17<sup>th</sup> September 2019 till March 2020, which is specifically meant for attending the course work which is a compulsory course requirement from the UGC for all the Research Scholars. I assure you that I will not take study leave to attend course work for PhD as this coursework for M.Phil will also be applicable for PhD.

I am committed to come back and work for the college as soon as the coursework gets over.

Thanking you in anticipation.

Dated: 17<sup>th</sup> September, 2019.

Yours Sincerely,

  
DIEVILENO CHASIE

Assistant Professor  
Department of Sociology  
St. Joseph's College (Autonomous)  
Jakhama.

*OTC  
as per rules  
Chasie  
18/9/2019*



# ST. JOSEPH'S COLLEGE

## JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11<sup>th</sup> Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Ms. Dievileno**, Assistant Professor, Department of Sociology, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **M.Phil Degree** from Department of Sociology, Dibrugarh University, Dibrugarh, Assam.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 81,864** /- (**Rupees Eighty one thousand, eight hundred and sixty-four only**) for a period of **3 (three) Months** from **September 2019 to November, 2019**.

Name: **MS. DIEVILENO**

Signature: *Marie Chani*



# ST. JOSEPH'S COLLEGE

SJC file

JAKHAMA

( Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11th Oct.2018 )

P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

Email: [principal@stjcollegejakhama.org](mailto:principal@stjcollegejakhama.org)

NAAC Grade A (CGPA: 3.12) 94029936452

SJC/Staff/Stu.leave/2019/01

24/08/2019

Date: .....

Ref. No. ....

To

Mr. Reimaya Muinao  
Department of History  
St. Joseph's College (Autonomous), Jakhama

**Subject: Granted for Study Leave**

Dear Reimaya Muinao,

This has reference to your application dated 23<sup>rd</sup> August 2019 for leave for Ph.D. course work, you're granted leave for 3 months starting from 1<sup>st</sup> September 2019 with the following benefit as per the *Service Rule Point No. 25- II "A study leave for Ph.D. course work for six months will be granted only to regular teacher who have served the college for minimum of 3 years. Such teachers will be paid for 3 months only during six month leave period. He/ She will not be paid for the remaining 3 months of the leave period. The Pre-Ph.D. leave will not be extended under any circumstance."* You are required to join back on 2<sup>nd</sup> December 2019.

Wishing you all the best for your studies.

Yours Sincerely,

  
Fr. Dr. Sebastian Ousepparampil M.A., M.P.H., Ph.D.

Principal

St. Joseph's College (Autonomous), Jakhama

Principal

St. Joseph's College (Autonomous)

Jakhama Nagaland

Copy to;

1. Administrator
2. Vice Principal (Academic Affairs)
3. Vice Principal (Students' Affairs)
4. SJC File







# ST. JOSEPH'S COLLEGE

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[www.stjosephjakhama.ac.in](http://www.stjosephjakhama.ac.in) Email: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

NAAC Grade A (CGPA: 3.12)


### UNDERTAKING

I, **Mr. Reimaya Muinao**, Assistant Professor, Department of History, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of History & Archaeology, Nagaland University, Meriema Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 88,728 /-** (**Rupees Eighty eight thousand, seven hundred and twenty eight only**) for a period of **3 (three) Months** from **September 2019 to November, 2019**.

Name: **MR. REIMAYA MUINAO**

Signature:

  
10/12/2019

To  
The Principal  
St. Joseph's College (Autonomous)  
Jakhama  
Date: 13/08/2019

**Subject: Request for Study Leave with pay.**

Respected Father,

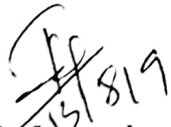
With due respect I would like to bring to your notice that I have been selected to pursue M.Phil in the Dept.of English under Nagaland University .Therefore, since I have been serving in the college for the past three years i.e from 01/06/2016, I would like to apply leave for M.Phil under your special consideration. I intend to continue Ph.D after the completion of M.Phil Course. As discussed with the Dean of Humanities, NU, I will be exempted from course work while pursuing Ph.D. Therefore, I will not take leave for Ph.D course work. I have informed Dr.Sr.Ranit (VP Academic Affairs) and Ms. Meribeni Ngullie (Co-ordinator of the Dept.) regarding the class adjustments for seven days from 14th-23<sup>rd</sup> August, 2019.

Therefore, I would like to request your esteemed authority to grant me leave for six months for course work **w.e.f 13<sup>th</sup> August, 2019.**

I have attached herewith the registration and admission slip for your kind perusal.

Thanking you in anticipation,

Yours sincerely,

  
**Tainla Longchar**  
Asst.Professor  
(Department of English)





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NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Ms. Tainla Longchar**, Assistant Professor, Department of English , St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **M.Phil Degree** from Department of English, Nagaland University, Meriema Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 83,964 /-** (**Rupees Eighty three thousand, nine hundred and sixty four only**) for a period of **3 (three) Months** from **September 2019 to November, 2019**.

Name: **MS. TAINLA LONGCHAR**

Signature:



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File

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P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022 (Principal), 9436437544 (M), Fax: 2231022

www.stjosephscollege.ac.in Email: stjosephscollege@rediffmail.com

NAAC Grade A (CGPA: 3.12) 94029936452

SJC/Staff/Stu.leave/2019/01

24/08/2019

Ref. No.....

Date: .....

To

Mr. Imtipong Longkumer.  
Department of Business Administration  
St. Joseph's College (Autonomous), Jakhama

**Subject: Granted for Study Leave**

Dear Imtipong Longkumer,

This has reference to your application dated 23<sup>rd</sup> August 2019 for leave for Ph.D. course work, you're granted leave for 3 months starting from 1<sup>st</sup> September 2019 with the following benefit as per the *Service Rule Point No. 25- II "A study leave for Ph.D. course work for six months will be granted only to regular teacher who have served the college for minimum of 3 year. Such teachers will be paid for 3 months only during six month leave period. He/ She will not be paid for the remaining 3 months of the leave period. The Pre-Ph.D. leave will not be extended under any circumstance."* You are required to join back on 2<sup>nd</sup> December 2019.

Wishing you all the best for your studies.

Yours Sincerely,

  
Fr. Dr. Sebastian Ousepparampil M.A., M.P.H., Ph.D.

Principal

St. Joseph's College (Autonomous), Jakhama

St. Joseph's College (Autonomous)

Jakhama Nagaland

Copy to;

1. Administrator
2. Vice Principal (Academic Affairs)
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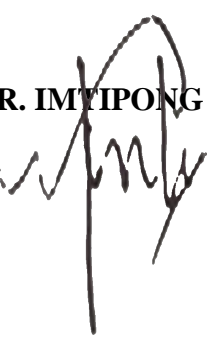
NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Mr. Imtipong Longkumer**, Assistant Professor, Department of Business Administration, St. Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of Management Studies, Nagaland University, Kohima Campus, Nagaland.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 86,826 /-** (**Rupees Eighty six thousand, eight hundred and twenty six only**) for a period of **3 (Three) Months** from **September 2019 to November, 2019**.

Name: **MR. IMTIPONG LONGKUMER**

Signature: 



# ST. JOSEPH'S COLLEGE JAKHAMA

FILE COPY

P.B. No. 39, Kohima, Nagaland - 797001  
170-2231009 (O); 2233022 (Principal) 9436437544 (M); Fax: 2231022  
www.stjosephjakhama.ac.in  
E-mail : stjosephc@gmail.com

February 6, 2015

Date .....

Ref. No. ....

Mr. Mhonthung Yanthan  
Asst. Professor  
Political Science Dept.  
St. Joseph's College  
Jakhama

## Sub: Ph.D. Study Leave

Dear Mr. Mhonthung,

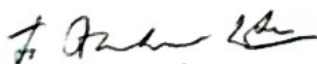
In response to your letter of 6<sup>th</sup> February, 2015, requesting for study leave in view of your doctoral studies, the Management Body, after having gone through your Ph.D. registration from NEHU, has found your request eligible as per the College Service Rules (No. 19). You are hereby granted a study leave from 6<sup>th</sup> Feb 2015 to 5<sup>th</sup> Feb. 2016.

As per the Service rule 19: viii, you are eligible to draw 50% of your normal salary during the period of leave. Your Employment Provident Fund will remain unaffected.

As per the Service Rules 19: x, you are to sign a bond to the effect that you will serve the College for a period of at least five years after completion of your study leave. If you fail to honour the bond, you will refund all the money received from the College during the period of the study leave.

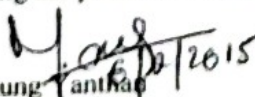
Wishing you the best in your dissertation research and writing.

Yours truly,

  
Fr. Abraham Lotha  
Principal

PRINCIPAL  
St. Joseph's College  
Jakhama : Nagaland

I hereby agree that will avail the Ph.D. study leave from 6<sup>th</sup> February 2015 to 5<sup>th</sup> February 2016. Upon completion of your study leave, I will serve the college for a period of at least five years, and failure to honour the bond, I shall pay back to the College all the money received from the College during the period of the study leave.

  
Mr. Mhonthung Yanthan  
Asst. Professor, Political Science Dept.  
St. Joseph's College, Jakhama.



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NAAC Grade A (CGPA: 3.12)

## UNDERTAKING

I, **Dr. Mhonthung Yanthan**, Assistant Professor, Department of Political Science, St, Joseph's College (Autonomous) has availed Study Leave from the college to pursue higher studies for **Ph.D Degree** from Department of Political Science, North-Eastern Hill University, Shillong, Meghalaya.

In accordance with the College Service Rule No. 26.3/ 26.12/ 26.13 (underline whichever is applicable), I have received a sum of **Rs. 1, 52,736/- (Rupees One lakh, fifty two thousand, seven hundred and thirty-six only)** for a period of **6 (six) Months** from **November 2018 to April, 2019**.

Name: DR. MHONTHUNG YANTHAN

Signature: