



Ref.No.Reg./04 (936)

### Office Order

The University authority is pleased to grant study leave with pay to Mrs. Sayma Sadia Shawon, Assistant Professor, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet, Bangladesh for a period of 01 (one) year with effect from 01-01-2025. She is released from her duties on the same day in order to join her proposed Ph.D Degree at the Shahjalal University of Science & Technology, Sylhet, Bangladesh under the following terms and conditions:

1. that this University would not bear any expenses for her proposed study.
2. that she would be bound to join the University after completion of her proposed course.
3. that encourage her to affiliate SUST, during the period of study leave, all research publications, patent, book etc.
4. that she would be bound to informed the university authority if she needed to extension her leave as early as possible.

This office order is being issued by the approval of the proper authority.

Sd/-

Mr Sayed Salim Muhammed Abdul Quadir  
Registrar (in charge)  
Phone : 02996632210  
E-mail : registrar@sust.edu

Ref.No.Reg./04 (936) / 5/287

Date: 08, 05. 25

### Copy forwarded for information and necessary action to :

01. The Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka-1000.
02. Head, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet.
03. Dr. Mohammad Mizenur Rahaman, Professor & Supervisor, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet.
04. Director of Accounts, Shahjalal University of Science & Technology, Sylhet.
05. Director, Computer and Information Center, Shahjalal University of Science & Technology, Sylhet.
06. Mrs. Sayma Sadia Shawon, Assistant Professor, Department of Business Administration, Shahjalal University of Science & Technology, Sylhet.
07. Deputy Registrar, Academic Section, Office of the Registrar, SUST, Sylhet.
08. Secretary to the Vice -Chancellor, Shahjalal University of Science & Technology, Sylhet.
09. Personal File.

  
08.05.2025  
Deputy Registrar