



Shahjalal University of Science and Technology
Sylhet-3114, Bangladesh
www.sust.edu | registrar@sust.edu
Establishment Teacher Branch-II
+8802996632210

Record Number: 37.01.9101.000.030.40.0367.01.479

Date: 20 Oct 2025

Office Order

The university authority is pleased to grant **08 (eight) days duty leave from 27 October to 03 November 2025 and 11 (eleven) days earned leave from 04 to 14 November 2025** to **Professor Dr. Salma Akhter**, Department of Chemical Engineering & Polymer Science, Shahjalal University of Science & Technology, Sylhet, Bangladesh in order to attend the Annual Student Conference, Boston, MA, USA and SUST AIChE Outstanding Chapter Advisor Award Ceremony, USA under the following terms and conditions:

1. That no salary or portion thereof would be paid in foreign currency during her stay abroad.
2. That this university would not bear any expenses for her proposed training.
3. That she would be bound to join the university after attend the training.

During her absence Professor **Dr. Md. Abu Hayat Mithu**, Department of Industrial & Production Engineering and Additional Director, IQAC will hold the charge of Director, Institutional Quality Assurance Cell (IQAC).

20-10-2025
Sayed Salim Md Abdul Quadir
Registrar
01711468636
registrar@sust.edu

Record Number: 37.01.9101.000.030.40.0367.01.479/1
(11)

Date: 20 Oct 2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. The secretary, Ministry of Education, Bangladesh Secretariat, Dhaka – 1000, Bangladesh.;
2. Immigration Officer, Embassy of US, Dhaka, Bangladesh.;
3. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.;

4. Dean, School of Applied Sciences and Technology, Shahjalal University of Science and Technology;
5. Head, Chemical Engineering and Polymer Science, Shahjalal University of Science and Technology;
6. Professor Dr. Salma Akhter, Department of Chemical Engineering & Polymer Science and Director of IQAC, Shahjalal University of Science & Technology, Sylhet, Bangladesh.;
7. Professor Dr.Md. Abu Hayat Mithu, Department of Industrial & Production Engineering and Additional Director, IQAC, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
8. Director of Accounts, Accounts Office, Shahjalal University of Science and Technology;
9. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
10. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology and
11. Mr. Md. Moynul, Assistant Registrar, Office of the Registrar, Shahjalal University of Science & Technology, Sylhet. Bangladesh..



A handwritten signature in black ink, appearing to read 'Kalam Ahmad Chowdhury'.

20-10-2025

Kalam Ahmad Chowdhury
Additional Registrar