



Shahjalal University of Science and Technology
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Establishment Teacher Branch-II
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Record Number: 37.01.9101.000.030.41.0024.22.607

Date: 11 Dec 2025

Office Order

The university authority is pleased to grant study leave with pay to **Mr. Saad Been Mosharof**, Assistant Professor, Department of Mechanical Engineering, Shahjalal University of Science & Technology, Sylhet, Bangladesh for a period of 01 (one) year with effect from **4 January 2026** along with Winter Vacation from 21 December 2025 to 3 January 2026. He is released from his duties on the same day in order to join his proposed M.Sc. course in the Tuskegee University, Alabama State, USA under the following terms and conditions:

1. that no salary or portion thereof would be paid in foreign currency during his stay abroad.
2. that this university would not bear any expenses for his proposed study.
3. that he would be bound to join the university after completion of his proposed course.
4. that he must submit his proof of admission within 03 (three) months from his supervisor or admission office of concern university.
5. that encourage him to affiliate SUST, during the period of study leave in all research publications, patents, books etc.
6. that he would be bound to informed the university authority if he needed to extension his leave as early as possible.

11-12-2025

Sayed Salim Md Abdul Quadir

Registrar

01711468636

registrar@sust.edu

Record Number: 37.01.9101.000.030.41.0024.22.607/1 (13)

Date: 11 Dec 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. Dr. Munshi M. Basit, Associate Professor, Mechanical Engineering Department, Luther H. Foster Hall, Room 334, Tuskegee University, Tuskegee Alabama 36088, USA USA;
3. Immigration Officer, U.S. Embassy, Dhaka, Bangladesh;

4. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh;
5. Dean, School of Applied Sciences & Technology, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
6. Head of Department, Department of Mechanical Engineering, Department of Mechanical Engineering, Shahjalal University of Science and Technology;
7. Additional Registrar (PS to VC), Office of the Vice Chancellor, Shahjalal University of Science and Technology;
8. Additional Registrar, Council Branch, Shahjalal University of Science and Technology (please report the matter to A.C.);
9. Mr. Saad Been Mosharof, Assistant Professor, Department of Mechanical Engineering, Shahjalal University of Science & Technology, Sylhet, Bangladesh;
10. Assistant Registrar, Office of the Pro-Vice Chancellor, Shahjalal University of Science and Technology;
11. Mr. Md. Moynul Houque, Assistant Registrar, Shahjalal University of Science & Technology, Sylhet, Bangladesh (please upload to the website).;
12. Ms. Razia Khatun, Assistant Registrar, Registrar Office, Shahjalal University of Science & Technology, Sylhet, Bangladesh (to take necessary action). and
13. Personal file (Mr. Saad Been Mosharof, Assistant Professor, Department of Mechanical Engineering, Shahjalal University of Science & Technology, Sylhet, Bangladesh).



A handwritten signature in black ink, located to the right of the QR code.

11-12-2025
Md. Nazmul Haque
Additional Registrar