



**Leading University, Sylhet**  
**Ragib Nagar, Kamal Bazar, Sylhet-3112**  
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ROF-16

To  
The Registrar  
Leading University, Sylhet

**Subject: Permission for using Board Room for Meeting.**

Dear Sir,

I would like to use subject Board Room and the details of the meeting is furnished below:

Name of the Department/ Office/Club: .....

Purpose of the Meeting: .....

Date(s): ..... Time: From.....To.....

(Please check the availability from VC Office)

If entertainment (Tea/Breakfast/Lunch) is necessary for the meeting; .....

Who is going to arrange it? .....

No. of Attendees: a. University: ..... b. Outside of University: .....

Verbal Approval from Hon'ble Vice Chancellor before arranging meeting: Yes/No

**Applicant Signature**  
Appointment:  
Department/Office:

**Office Use**

1. Availability: Yes/No, VC Office:
2. Registrar:

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**N.B:** Board Room can be used only for the said purpose and would have to be left free if any central program is scheduled at that time. VC Office maintains a Register for this purpose.