



Leading University, Sylhet
Ragib Nagar, Kamal Bazar, Sylhet-3112
Phone: +880-821-720303-4. Fax: 880-821-720307

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 _____ :

Purpose of the Meeting:

Date(s): _____ to _____ 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:

Applicant Signature
Appointment:

Office Use

1. Availability: _____, VC Office:

2. Registrar:

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.