

**OFFICE ORDER**

The Jagannath University has hereby granted study leave with pay to **Fatema Amin**, Assistant Professor, Department of Film and Television, Jagannath University, Dhaka, Bangladesh, for a period of 01 (One) year, i.e. from 1st August, 2023 to 31st July, 2024 to pursue Ph.D Program under the Shanghai Jiao Tong University (Minhang Campus) under the CSC (Chinese Government Scholarship) -2022, China, according to the following terms and conditions:

1. That she shall have to enter into an agreement with the University in non-judicial stamp paper in accordance with the approved terms and conditions before she proceed on leave. She shall bear all costs in this regard;
2. That her service during the study leave shall be governed as per Jagannath University rules;
3. That returning from study leave she must at once report her return from leave to the Registrar along with a course leaving certificate through the Chairman/Head of the Department/Office. She shall not be entitled to join duties before the termination of her leave without permission of the Vice-Chancellor;
4. That the application for extension of study leave beyond the sanctioned period should be made at least six months before the expiry of the sanctioned leave through the supervisor/tutor together with the progress reports of the applicant;
5. The Jagannath University shall not bear any expenses for the said study leave.

23.5.2024

(Professor Dr. Md. Aynul Islam)

Registrar (In Charge)

Distribution:

**Fatema Amin**, Assistant Professor, Department of Film and Television, Jagannath University, Dhaka.

JnU/Admn.-1(768)/2018/2363

Date: 23 May, 2024

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

1. Secretary, Chancellor's Secretariat, Govt. of the People's Republic of Bangladesh, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, Dhaka.
3. Secretary, Ministry of Education, Government of the People's Republic of Bangladesh, Dhaka.
4. Controller, Foreign Exchange Division, Bangladesh Bank, Dhaka.
5. Director General, Immigration & Passport, Government of the People's Republic of Bangladesh, Dhaka.
6. Dean, Faculty of Law, Jagannath University, Dhaka.
7. Chairman, Department of Film and Television, Jagannath University, Dhaka.
8. Director (ICT Cell), Jagannath University, Dhaka.
9. Director (Finance & Accounts), Jagannath University, Dhaka.
10. Visa Officer, /High Commission/ Embassy of China, Dhaka, Bangladesh.
11. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka, Bangladesh.
12. Director, Public Relations, Information and Publication, Jagannath University, Dhaka.
13. PS to VC, Office of the Vice-Chancellor, Jagannath University, Dhaka (For VC's kind information).
14. Deputy Registrar, General Administration, Registrar Office, Jagannath University, Dhaka.
15. Assistant Registrar, Treasurer's Office, Jagannath University, Dhaka (For Treasurer's kind information).
16. Deputy Registrar (Establishment), Registrar Office, Jagannath University, Dhaka (for update information).
17. Office Copy/Personal File/Guard file.

23.05.24

(Md. Serazul Hoque Sharif)