

Office of the Registrar

Comilla University

Cumilla-3506, Bangladesh

web: www.cou.ac.bd

Tel : (+88) 02334411145

Fax : (+88) 02334411135

Cell : (+88) 01790977497

E-mail : registrarcou@gmail.com

registrar@cou.ac.bd



রেজিস্ট্রার কার্যালয়

কুমিল্লা বিশ্ববিদ্যালয়

কুমিল্লা-৩৫০৬, বাংলাদেশ

ফোন : (+৮৮) ০২৩৩৪৪১১১৪৫

ফ্যাক্স : (+৮৮) ০২৩৩৪৪১১১৩৫

মোবাইল : (+৮৮) ০১৭৯০৯৭৭৪৯৭

ই-মেইল : registrarcou@gmail.com

registrar@cou.ac.bd

Memo no: CoU/Registrar/Person-726/2017/1177

Date: 11.05.2026

Order

Sub: Extension of 'Study Leave' for higher study in USA.

The authority of Comilla University, Cumilla has granted the extension of study leave with pay to **Renaissance Ahmed Sayma**, Passport No: **B00074007** from January 18, 2026 to January 17, 2027 for the completion of her Masters Leading to PhD Program at '**University of Georgia**', USA. As per provision of leave rules of this university 'study leave' will be extended on receipt of an application for extension along with satisfactory progress report which should be sent to the Registrar of this university.

The expenses relating to this purpose will not be borne by Comilla University.

By order

(Professor Dr. Mohammad Anwar Hossen)

Registrar (Additional Charge)

Comilla University

Cumilla, Bangladesh

Mobile: 01712-509430.

Renaissance Ahmed Sayma

Assistant Professor

Department of English

Comilla University

Cumilla, Bangladesh.

Memo no: CoU/Registrar/Person-726/2017/1177

Date: 11.05.2026

Copy forwarded for information & necessary action to (Not in accordance with seniority):

1. Secretary, Ministry of Education, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
3. Dean, Faculty of Arts and Humanities, Comilla University, Cumilla.
4. Head, Department of English, Comilla University, Cumilla.
5. Director in Charge (F&A), Comilla University, Cumilla.
6. Controller of Exam (In charge), Comilla University, Cumilla.
7. Concern Immigration Officer of Bangladesh.
8. Director in Charge (ICT Cell), Comilla University, Cumilla.
9. P.S to VC, Comilla University, Cumilla (for Informing the Honorable VC).
10. P.S to Pro-VC, Comilla University, Cumilla (for Informing the Honorable Pro-VC).
11. P.A to Treasurer, Comilla University, Cumilla (for Informing the Honorable Treasurer).
12. Personal File.
13. Office Copy.

(Biplob Majumder)

Deputy Registrar

Comilla University

Cumilla, Bangladesh.