



Attention FBA Students!!!

Pre-registration

Flowchart for FBA (BBA, MBA, and EMBA) Students

Spring 2022-2023

Steps to be followed...

Step # 1

Complete your Pre-registration from your VUES Profile



Step # 2

If you face any difficulty in doing the Pre-registration, please visit the FBA Pre-registration Room # 2201, Annex 2



Step # 3

After following the previous steps (Step 1 and Step 2), if your problem is still unsolved, please communicate with the Faculty Members in person mentioned below

Pre-Registration Guidelines

All BBA, MBA, and EMBA program students must follow the **Pre-registration Guidelines** rigorously. For any general/ regular pre-registration issues, please visit the assigned Pre-registration Room within the allocated time and date as per the AIUB Pre-registration Notice.

| Undergraduate (BBA) and Graduate (MBA & EMBA) (Online pre-registration will be open for 24 Hours) | |
|--|------------------------|
| Date | Student I.D. Number |
| Nov 19 (4 PM) to Nov 20 (4 PM) | ALL up to 19-****-3 |
| Nov 20 (4 PM) to Nov 21 (4 PM) | 20-****-1 to 20-****-3 |
| Nov 21 (4 PM) to Nov 22 (4 PM) | 21-****-1 to 21-****-3 |
| Nov 22 (4 PM) to Nov 23 (4 PM) | 22-****-1 to 22-****-3 |
| Nov 23 (4 PM) to Nov 24 (4 PM) | Free Slot |

For any pre-registration-related difficulties, the students are advised **ONLY** to communicate with any of the following faculty members **in person**.

BBA Students

| Name of the Faculty Member | Room Number |
|---|--------------|
| Mr. Md. Joynal Abedin Assistant Professor, Department of Finance, FBA E-mail: abedin@aiub.edu | 42B02 |
| Mr. Stanley Rodrick Senior Assistant Professor, Department of Marketing, FBA E-mail: stanley@aiub.edu | 42D05 |
| Mr. Niaz Mohammad ACMA Assistant Professor, Department of Accounting, FBA E-mail: mniaz@aiub.edu | 42C03 |

MBA and EMBA Students

| Name of the Faculty Member | Room Number |
|---|--------------|
| Dr. Mohammed Kamrul Hasan Associate Professor, Department of Finance, FBA E-mail: khasan@aiub.edu | 42D01 |
| Dr. Mohammad Rashedul Hoque Senior Assistant Professor, Department of Operations and Supply Chain Management, FBA E-mail: hoque@aiub.edu | 42D04 |
| Dr. Partha Prasad Chowdhury Senior Associate Professor, Department of Marketing, FBA E-mail: partha.p@aiub.edu | 42A09 |

Note for Probation Students: The probation students are requested to meet the assigned faculty members regarding their pre-registration related matters.

☞ **For pre-registration related matters, you are requested to communicate with the assigned faculty members during their office hours.**

☞ **Please, DO NOT directly approach the Department Representatives, Heads, and Program Director's Office regarding the pre-registration process.**

☞ **DO NOT send any request regarding course pre-registration via e-mail/ MS Teams/ Cell phone.**

Prof. Dr. Farheen Hassan
Director, Undergraduate Program (BBA)
Faculty of Business Administration, AIUB

Prof. Dr. Nisar Ahmed
Director, Graduate Program (MBA and EMBA)
Faculty of Business Administration, AIUB