

**American International University-Bangladesh (AIUB)**  
**Department of EEE, CoE & IPE**

*June 10, 2026*

**Online and On-Campus Adding Dropping Procedure for Summer 25-26**

EEE, CoE & IPE students must login to AIUB Portal (<https://portal.aiub.edu>) for online adding dropping and follow the procedure given in the following notice at

<https://www.aiub.edu/adding-dropping-for-summer-2025-26>

**Only for exceptional problematic cases like a section has available seat but student is unable to add, or the course is not shown in portal despite completing pre-requisites students are advised to use the following steps maintaining the given schedule.**

1. Students must fill up the **Online Adding Dropping Form (OADF)** using the link below. OADF will be active only during the given time duration and can be submitted only once.
2. Students who have submitted **Online Adding Dropping Form (OADF)** are advised to check their AIUB portal within the mentioned **Check Time**.
3. If a student finds during check time, their problem is not solved, they can **consult respective advisors** within the **on-campus registration time** to solve their problems. **Please remember, students who have submitted the Adding Dropping Form (OADF), only they are allowed to come for on-campus registration if they find during check time their problems are not solved.**

Online Adding Dropping Link and Schedule	Check Time	On Campus Registration Time
<a href="#">Click here for Online Add Drop Form Link</a> <b>June 11 (12 AM) to June 14 (10 AM)</b>	June 11: 12:30 PM to 1:00 PM	June 11: 1:00 PM to 2:00 PM
	June 14: 12:30 PM to 1:00 PM	June 14: 1:00 PM to 2:00 PM

4. **Section change is not allowed.**
5. **Course add request will not be accepted if seat capacity of a section needs to be increased.**
6. **Course drop request will not be accepted if minimum credit load is not maintained after dropping.**

7. If issues are not resolved during a regular schedule, students are advised to contact their respective advisers (as per the list given below) through Microsoft Teams/Email during **work hours 9AM to 5PM only**. Special cases will be forwarded to Mr. Md Sajid Hossain (Room # DN0421 or [sajidh@aiub.edu](mailto:sajidh@aiub.edu)) by the Registration Advisers only.

EEE ID	Registration Advisers Name	Registration Advisers Details
ALL up to 20-*****-3	Mr. Mehedi Hasan	<a href="mailto:mehedi@aiub.edu">mehedi@aiub.edu</a> Room # DN0318
21-*****-1, 21-*****-2, 21-*****-3	Mr. Md. Shahariar Parvez	<a href="mailto:shahariar.parvez@aiub.edu">shahariar.parvez@aiub.edu</a> Room # DN0517
22-*****-1, 22-*****-2, 22-*****-3	Mr. Protik Parvez Sheikh	<a href="mailto:protik@aiub.edu">protik@aiub.edu</a> Room # DN0425
23-*****-1, 23-*****-2, 23-*****-3	Mr. Md. Alomgir Kabir	<a href="mailto:akabir@aiub.edu">akabir@aiub.edu</a> Room # DN0321
24-*****-1, 24-*****-2 24-*****-3	Mr. Md. Shaoran Sayem	<a href="mailto:shaoranmss@aiub.edu">shaoranmss@aiub.edu</a> Room # DN0524
25-*****-1, 25-*****-2	Mr. Debraj Das	<a href="mailto:debraj@aiub.edu">debraj@aiub.edu</a> Room # DS0401F
25-*****-3	Mr. Osim Kumar Pal	<a href="mailto:osim.pal@aiub.edu">osim.pal@aiub.edu</a> Room # DN0326
26-*****-1	Mr. Rubab Ahmed	<a href="mailto:rubab.ahmmed@aiub.edu">rubab.ahmmed@aiub.edu</a> Room # DN0525
All CoE Students	Mr. Mohammad Rabib Uddin	<a href="mailto:rabib@aiub.edu">rabib@aiub.edu</a> Room # DN0401D
All IPE Students	Ms. Farzana Momtaz Mithila	<a href="mailto:farzana.mithila@aiub.edu">farzana.mithila@aiub.edu</a>

In case of any difficulty, please email your concern to:

1. Dr. M. A. Mannan, Associate Dean, FE ([mdmannan@aiub.edu](mailto:mdmannan@aiub.edu))
2. Dr. Md. Saniat Rahman Zishan, Director, FE ([saniat@aiub.edu](mailto:saniat@aiub.edu))
3. Dr. Mohammad Nasir Uddin, Head, MEEE program ([drnasir@aiub.edu](mailto:drnasir@aiub.edu))
4. Mr. Nafiz Ahmed Chisty, Head, EEE ([chisty@aiub.edu](mailto:chisty@aiub.edu))
5. Dr. Chowdhury Akram Hossain, Head, CoE ([chowdhury.akram@aiub.edu](mailto:chowdhury.akram@aiub.edu))
6. Dr. Md. Ehasanul Haque, Head, IPE ([ehasanul@aiub.edu](mailto:ehasanul@aiub.edu))

**Best Wishes,**  
**Department of EEE, CoE & IPE**  
**American International University-Bangladesh (AIUB)**