



**NOTICE FOR REGISTRATION- FALL 2017**

1. The (Fall 2017) Semester has commenced on 10 September 2017. Students promoted to (L-3, T-II), (L-3, T-I), (L-2, T-II), (L-2, T-I) and (L-1, T-II) are hereby requested to complete their Registration formalities by 30 September 2017. Students registering after 30 September 2017, will be required to pay a fine of Tk. 100.00 per day.
2. Following is the procedure for completion of Registration formalities:
  - a. Students must pay the Semester Fees. Hostel and Transportation fees before completing the Registration formalities.
  - b. The Semester and Transportation fees are to be paid through a deposit slip available in the Treasurer's Office. The deposit Slip is attached to this letter at Annexure A.
  - c. The Semester and Transportation fees can also be paid through a Bank Draft/Pay Order addressed to VC, BAIUST, Comilla Cantonment which must be deposited to the Treasurer's Office for obtaining necessary clearance.
  - d. The Hostel dues are to be paid to the Contractor as per instruction of the Hostel Committee.
  - e. On completion of all above payments, students are requested to collect a specified form for Registration, which will be available in the Admission Office, Treasurer's Office and the respective Dept. The form is also attached to this instruction as Annexure B.
  - f. The students will complete the form for Registration and obtain necessary clearance as stated in Paragraph 5.
  - g. On completion of the above, the form is to be deposited to the Admission Office for finalizing the Registration formalities.
3. Please note that without completing the Registration formalities, no students will be allowed to appear the Mid and Term ending exams.
4. **For Treasures' Office Only.** Please prepare a monthly update of the Registration for Fall 2017 as per the following format:

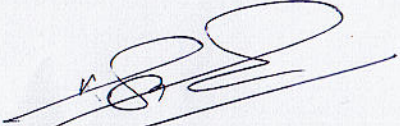
Update on Registration: Dated \_\_\_\_\_

Ser	Dept	Term	Total no of Registration	Remarks

5. This update is to be submitted on 5<sup>th</sup> of every month to the Registrar's Office till December 2017. The first report to be submitted on 05 October 2017.

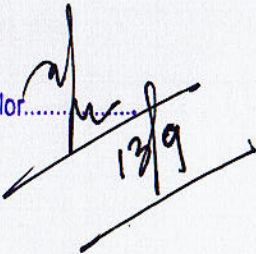
6. **For All Department Only.** Please monitor the progress and ensure compliance of the registration. Your attention is also invited to Paragraph 3 of the letter please.

7. For all queries, please contact the Registrar's Office in the following address:  
Admission, Registration and Information Wing  
BAIUST, Comilla Cantonment  
Tel: 081-73930  
Cell: 01948080467/01756436655

  
Col A H M Kamal (Retd)  
Registrar

Annexures:

- A. Registration Fees Deposit Slip.
- B. Registration Form

Vice Chancellor.....  
  
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Action:

Treasurer's Office  
School of Business (Department of Business Administration)  
Dept of CSE  
Dept of EEE  
Dept of CE  
Dept of English  
Office of the CoE  
Library  
All Notice Boards  
Admission, Registration and Information Wing

Information:

Vice Chancellor  
Dept of Sc & Hum