



**NOTICE FOR REGISTRATION- SPRING 2022**

1. The class of Spring 2022 will be started from 03 April 2022.
2. **Following are the procedure of Registration Spring 2022:**
  - a. All students (Regular and Term Repeat) are hereby requested to enroll this semester from 03 April to 17 April 2022 by paying all dues.

**b. Instructions for Online Registration:**

**Step-1**

- (1) Registration Link : iumss.baiust.eud.bd
- (2) Password (default) : Password at your own
- (3) Student Login to their Dashboard.
- (4) Go to New Registration & perform Regular/Term-Repeat.
- (5) After performing the registration by the student, department will check the courses & recommend the registration.
- (6) After recommendation from the department, student will see the amount to be paid in the registration info and he/she will receive a SMS.

**Step-2**

- (1) Student will upload BAIUST payment slip/BEFTN copy (image size not more than 2 MB) in the student portal as a proof the amount he/she paid.
- (2) If payment makes through **TRUST MONEY App (details are at Annex A)** the student has to input the Transaction ID (ows\*\*\*\*\*) in the student portal to verify (in narration must input: Name, ID, Mobile no).
- (3) On successful submission student will receive another SMS.
- (4) After verifying the amount/pay slip, Treasurer Office will give the final approval and registration process will be completed.

**c. Instruction for payment (Spring 2022):**

<b>BAIUST bank deposit book:</b> The amount to be paid through BAIUST bank deposit book.	<b>BAIUST Account details:</b> Account Name : BAIUST Operation Account Number : 0005-0210033136 Bank Name : Trust Bank Ltd. Branch : Cumilla Cantonment Branch, Cumilla Routing Number : 240191216
<b>Trust Money Apps</b>	
<b>BEFTN (Bangladesh Electronic Funds Transfer Network) Form:</b> The amount may also be paid using BEFTN from any Bank to the BAIUST account	

**Note:** Students Name, ID no, Deposit date and mobile number must be mentioned on the above BEFTN Form & e-mail body.

- d. **For newly admitted students (L-1, T-I):** The admission office will help & consult with the students on the semester enrollment during the registration time line and forward the list to the Registrar Office.



3. **For the Departments only:**

- The Departments will convey this notice to their students and confirm the Registration for Spring 2022 during the time line.
- The departments will ensure the correctness of registration and approve the students' registration in the IUMSS portal accordingly during the time line.
- Till the end of registration time line the departments will take students' attendance manually. By 20 April 2022 the respective departments will send students' attendance list to the Registrar Office (Academic).

4. **For the Treasures Office Only:** The Treasurer Office will send due list, paid students list and late payment application approved list of the students to the Registrar Office and all the concern departments by 20 April 2022.

5. **For the Admission Office only:**

- Will send the SMS on the registration notice and commencement of classes.
- Will keep record on the registered list and forward the same to the Registrar Office after successful completion of registration (Spring 2022).
- Will complete the registration formalities of L-1, T-I (new admitted) in coordination with the departments.

6. **Focal Points of Respective Branch for Registration:**

Ser	Name	Designation & Office/Wing	Mobile	E-mail
1.	Md.Saiful Islam	Assistant Registrar (Academic)	01793500276	asst.registrar@baiust.edu.bd
2.	Md Ebrahim Kholil	ICT Wing and Archive, ICT Wing	01937303424	ebrahim@baiust.edu.bd
3.	Ayesha Amin	Asst. Information Officer, Admission Office	01572482331	info@baiust.edu.bd
4.	Iqbal Mahmud Chowdhury	Accountant, Treasurer Office	01731066337	to@baiust.edu.bd

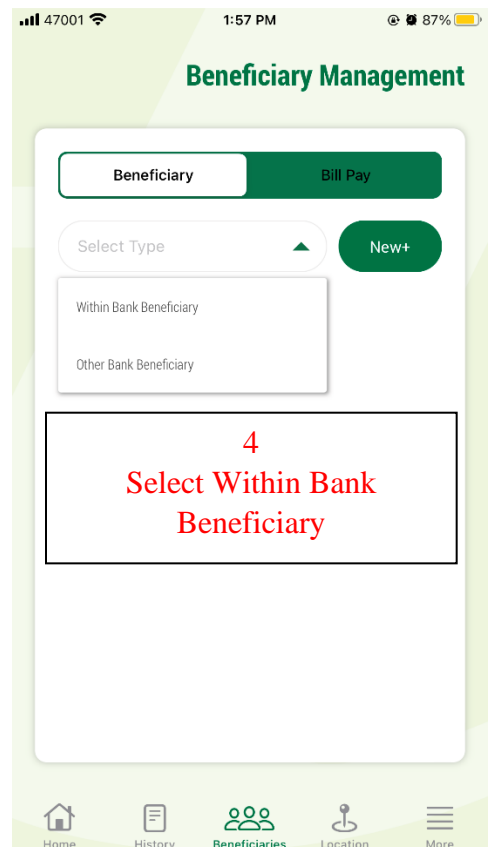
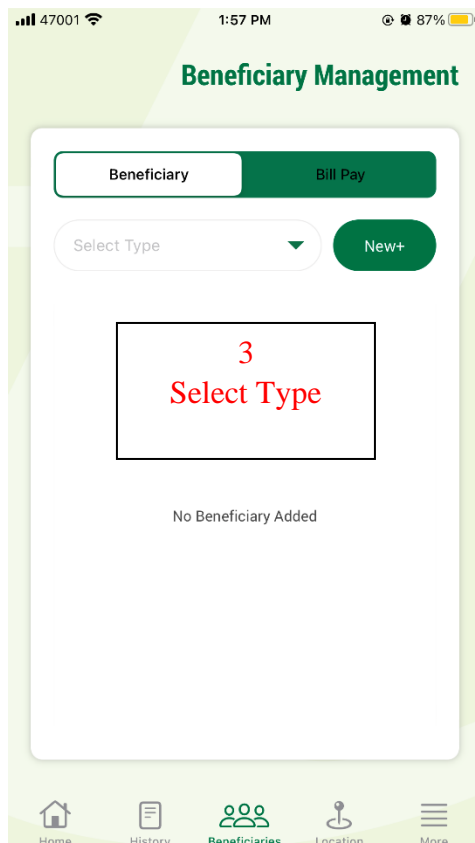
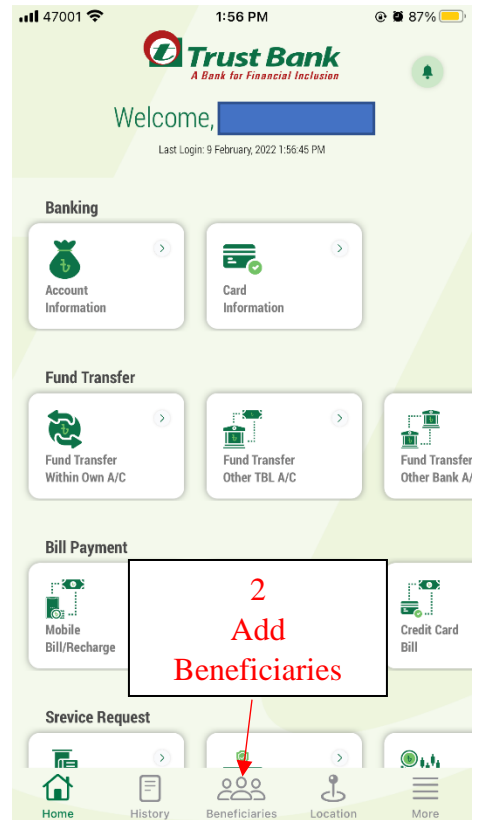
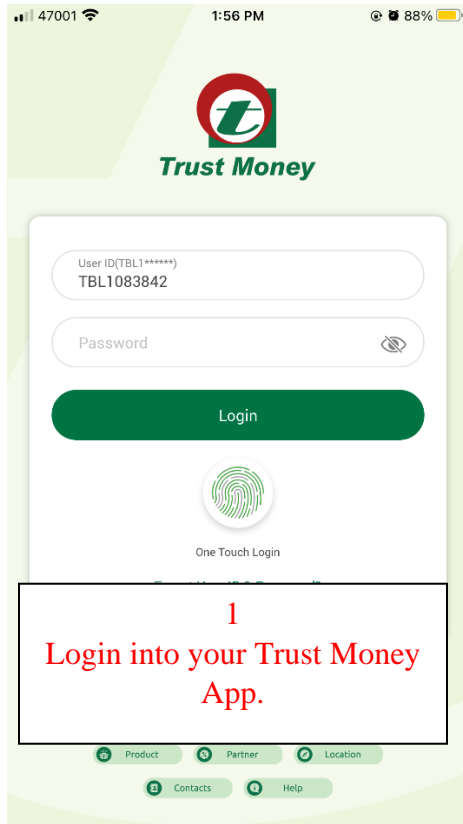
**Note: Focal points should solve the problem related to registration of respective branch.**

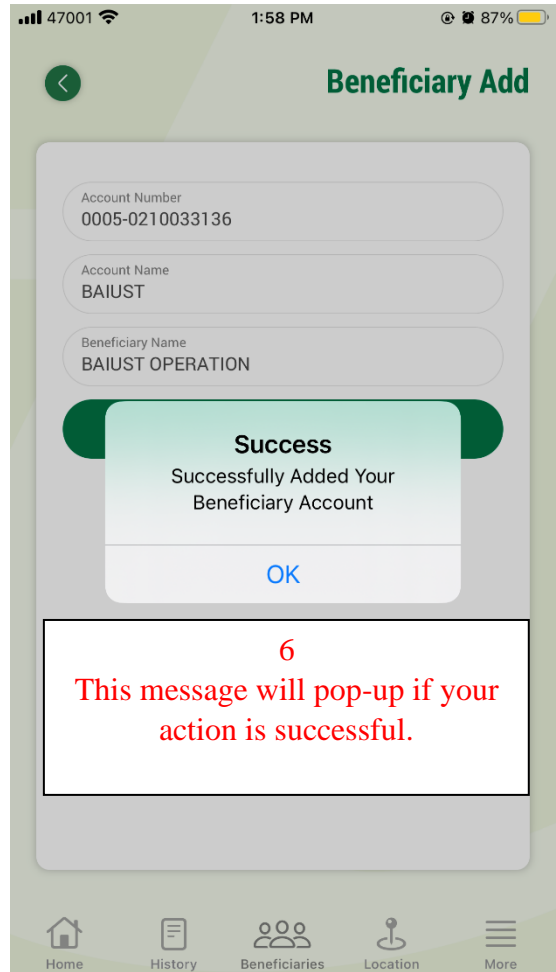
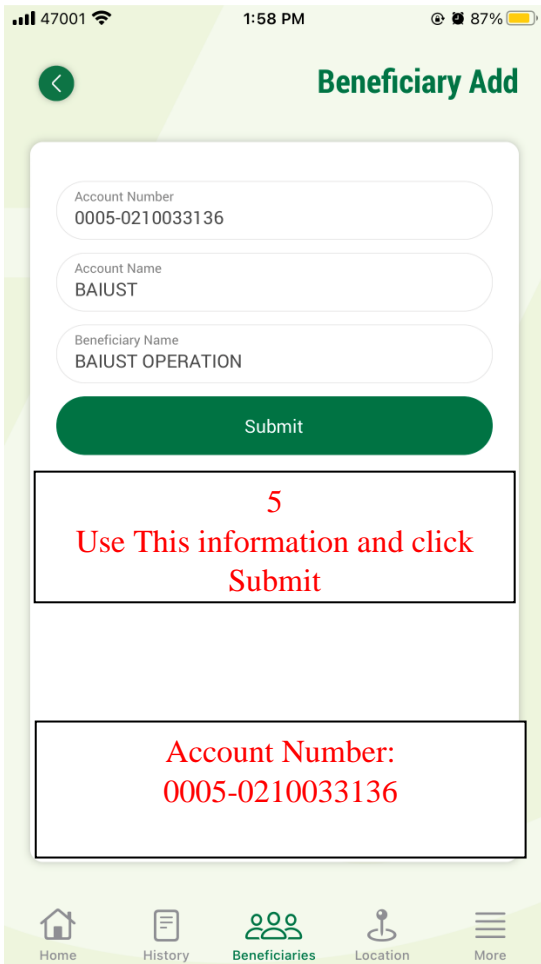
- If the students are not registered within the timeline, he/she will not be permitted to attend his/her classes.
- Forwarded for your kind information and necessary action please.

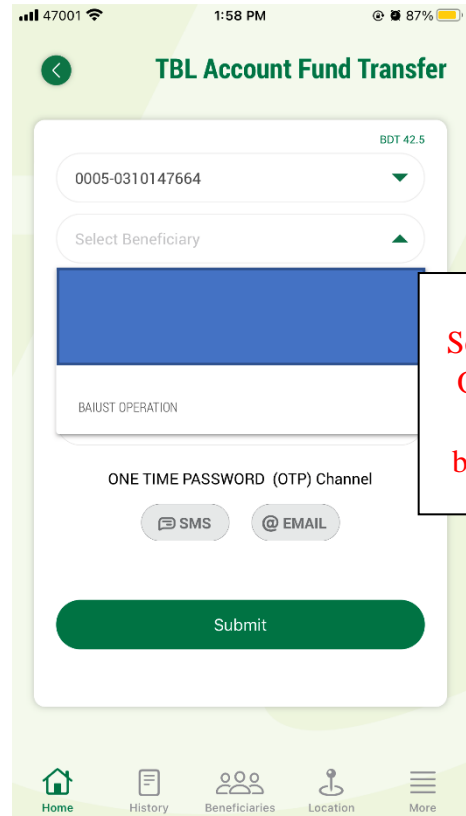
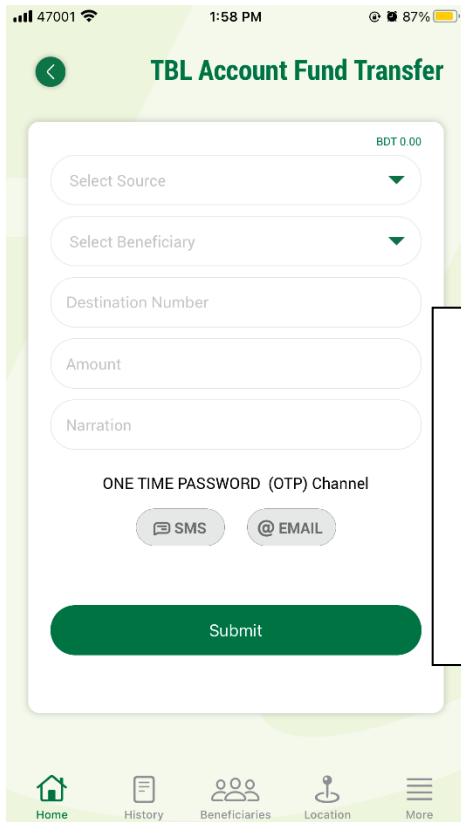
Col Suman Kumar Barua (Retd)  
Registrar

Action:

All Departments  
All Offices







47001 1:59 PM 87%

### TBL Account Fund Transfer

BDT 42.5

0005-0310147664

BAIUST OPERATION

Destination Number  
0005-0210033136

Amount  
10

Narration  
Student ID, Department, Phone Number

ONE TIME PASSWORD (OTP) Channel

SMS EMAIL

Submit

Home History Beneficiaries Location More

9

Specify Amount

\*\*\* In narration make sure to type: Student ID, Student Name, Department, Phone Number

Fund Transfer Bill Payment

TBL Account Fund Transfer

Total No of transaction : 17

From Success To

0005-0310175624 0005-0310173911

© 2022-01-03 09:15:49 1600.00

Remarks: debt;7219610 - Trn.ID: OWS100051105

On successful transfer you will receive a Trn.ID:  
OWS\*\*\*\*\*.

10. You must preserve this Trn.ID(Screenshot) for future references.