

Procedure for withdrawing Student's Documents

Following procedure will be followed during withdrawal of students paper:

1. A Student is required to deposit various documents as instructed in admission circular to "Admission Office" during his admission both for BBA & MBA Programs. Those deposited papers would remain in custody of AIBA authority.
2. In case of a withdrawal, an MBA student may take back those papers on publication of his/her first Trimester Final Examination. The concerned student should write an application to Director AIBA mentioning his/her needs.
3. In the event of a requirement, a BBA student should write an application to Director AIBA. In that letter the student must take consent of his/her parent/guardian for withdrawing the document . However, the student has to return those document on completion of his/her requirement at the earliest(maximum within 7 days).

Distribution:
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Mahmud
Major Md Mahbub Alam (retd)
For Director

12 Date: 12 December 2017