



ARMY INSTITUTE OF BUSINESS ADMINISTRATION

Jalalabad Cantonment, Sylhet

AIBA/SA/Spring 2024/2238

Date: 21 December 2023

Appointment of Batch Advisers for MBA and BBA Program – Spring 2024

1. It is to notify all students that following faculty members will act as the Batch Advisers for BBA and MBA programs as shown below:

a. **MBA Program (Jan 2024 – May 2024):**

Ser	Batches	Adviser	Co-Adviser
(1)	MBA for BBA	Mr. Chinmoy Das Gupta	Mr. Md. Uday Rahman

b. **BBA Programs for Spring 2024 Semester:**

Ser	Batches	Adviser	Co-Adviser
(1)	BBA 8	Mr. Md. Uday Rahman	Mr. Chinmoy Das Gupta
(2)	BBA 9	Ms. Limuza Fairuz	Mr. Mohammad Anamul Haque Laskor
(3)	BBA 10	Mr. Golam Morshed Shahriar Tanim	Mr. Md. Ali Ashraf
(4)	BBA 11 (Sec-A)	Mr. Md. Ali Ashraf	Mr. Md. Uday Rahman
(5)	BBA 11 (Sec-B)	Mr. Mohammad Anamul Haque Laskor	Ms. Limuza Fairuz

2. Students are therefore advised to remain in touch with their respective Batch Adviser on matters of their academic guidance and counseling. Class representatives are to maintain contact with their Advisors.

3. Batch Advisers' responsibilities to respective batches are as follows:

- Act as advisers to the students of respective batches on all academic matters.
- Provide required counseling (group or individual) as and when necessary.
- Assess students' on their attitude, conduct and discipline and allocate marks on these attributes.
- Act as coordinator between Army IBA administration and the respective batches.
- Supervise the students in probation (SGPA less than 2.5).
- Motivate and ensure timely class attendance of all students. (75% Attendance is required to sit for final exam).
- Representatives and assess the strength of individual student and plan to integrate them to enhance the image and reputation of Army IBA, Sylhet.
- Arrange meeting with all students and other faculty members of the batch at least once in a month.

Mohammad Kawsar Mia
Deputy Director (Academy & Program)

Distribution:

Google Class Room

Notice Board

Action:

Faculty Members (All)