Department of Electrical and Electronic Engineering

আন্তর্জাতিক ইসলামী বিশ্ববিদ্যালয় চট্টগ্রাম
International Islamic University Chittagong
الجامعة الإسلامية العالمية شيتاغونغ

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URGENT NOTICE

Subject: Guidelines for Student Advising and Submission of Applications.

All students of the Department of EEE are hereby informed that they must follow the guidelines below regarding academic advising and the submission of applications:

1. **Contact with Section Advisors:** Students are requested to contact their respective Section Advisors first for guidance and assistance regarding academic, administrative, and other student-related matters.
2. **Submission of Applications:** All applications relating to academic and administrative matters must be submitted through the respective Section Advisors before being forwarded to the Chairman of the Department for necessary action.
3. **Semester Drop, Withdrawal, and Readmission:** Students intending to apply for a semester drop, semester withdrawal, readmission, or any other significant academic decision must discuss the matter with their respective Section Advisors and follow the prescribed procedures. Students are also advised to keep their parents or guardians informed of such decisions, as appropriate.
4. **Following Departmental Rules and Procedures:** Students are requested to maintain proper communication with their Section Advisors and comply with the established departmental rules and procedures.

   These guidelines are intended to ensure proper academic advising, effective communication, and appropriate monitoring of students' academic progress. All students are expected to cooperate in maintaining a disciplined, supportive, and positive academic environment within the Department.

25/10/26

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