



## Notice

### **Internship (BBA/MBA) Course Registration Notice for Spring 2025-2026**

This is to notify; the students of BBA/MBA who intend to take the **Internship Course in Spring 2025-2026** must follow the procedure given below.

- **Internship pre-requisites:**
  1. Students need to attach/upload the Appointment Letter of their current "Internship placement/Job" with the given "Internship Registration Request Form" below.
  2. Students from the BBA program must complete 137 out of 140 Credits and MBA program must complete 57 out of 60 Credits.  
(Note: Students from BBA old curriculum must complete 123 out of 126 Credits)
- **Registration To-dos:**

Students need to **fill out the following "Internship Registration Request Form"**.

**Form Link:** <https://forms.office.com/r/uwJYwu5reE>

**Scan the QR Code to get the form link with detailed Registration Guidelines!!!**



**Registration Period: Pre-Registration period and Final Registration period.**

**Note:**

- Students need to follow the pre and final registration notices posted/to be posted on the University website to keep track of the official registration periods and deadlines. This form will be available from the pre-registration period to the final registration period but **if any student misses any of the official deadlines- a) the deadline for pre-registration/ final registration and/or b) the deadline for validating their registration, the Department will not be responsible.**
- If any student fills out the above registration request form but has issue(s) related to ***Probation, Document Block, Due Balance, Incomplete Grade, Readmission etc.***, their registration cannot be completed unless the student takes clearance from the designated office according to the issue they have and submits the acknowledgment form to the contact email provided below.
- **Office of Placement (OPA) collects CVs of Internship enrolled students to keep track of the internship placements.** Students should not confuse this with internship placement at university as there is no open internship opportunity at FBA.
- **After completing your internship registration, please make clearance by accounts for course validation.**
- **If you fail to validate your registration your registration will be automatically cancelled.**
- **If you fail to validate your registration with the accounts department by the start of the second week of the Spring 2025-2026 semester, your registration will be automatically canceled, and no applications will be entertained.**
- **Deadline: Register and validate the internship before the Add/Drop period for the Spring 2025-2026 semester begins.**