

MBA Program

Registration Information Booklet SPRING SEMESTER - 2017



NORTHERN UNIVERSITY
B A N G L A D E S H

Prepared & Designed by:
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Northern University Bangladesh (NUB)

Academic Calendar

Spring Semester – 2017

Program: MBA

<input type="checkbox"/> Collect and Submit RRF (Registration Request form)	: December 1, 2016 to December 9, 2016
<input type="checkbox"/> Semester Begins	: January 19, 2017 (Thursday)
<input type="checkbox"/> Add-drop courses if needed (Section change is not allowed) <i>(Prerequisite Incompleted & Last semester students)</i>	: Within one week of starting classes
<input type="checkbox"/> Deadline for Payment to Confirm Registration <i>(Payment should be minimum 40% of the total tuition fees)</i>	: Within one week of starting classes
<input type="checkbox"/> Late Registration with Tk. 1000/- fine <i>(Less than 40% payment will be treated as late registration)</i>	: Within one week after expiry of deadline
<input type="checkbox"/> Deadline for Semester Drop Fill the Prescribed Form available in ACAD	: Within one week of starting classes (only semester fee to be paid)
<input type="checkbox"/> Class and Exam Schedule:	
I) Class Period before Mid-Term	: January 19, 2017 – February 25, 2017
II) Mid-Term Examinations	: March 3, 2017 (Fri) to March 11, 2017 (Sat)
III) Class Period before Final	: March 16, 2017 to April 22, 2017
IV) Final Examinations	: April 28, 2017(Fri) to May 6, 2017 (Sat)
<input type="checkbox"/> Publication of Results	: May 11, 2017
<input type="checkbox"/> Classes Start for Spring 2017	: May 11, 2017 (Thu)

“Students must complete Teaching Efficiency Rating (TER) before the final exams. If any student fails to fill in TER Form, his/ her results will remain withheld automatically.”

Tuition Payment Structure		
Option 1	Option 2 (Pay in Installments)	Payment Date
Pay 100% of the semester tuition and other fees at the time of registration Otherwise use option 2 →	: (Within one week of class starts) ➤ Pay minimum 40% of the semester tuition and other fees. ➤ Failure to pay as specified, a student will be fined Tk.1000 to be paid within one week after expiry of deadline.	January 27,2017
	: (Before Mid Term Exam) ➤ Pay minimum 30% of the rest of the semester tuition fees. ➤ Failure to pay as specified, a student will be fined Tk.1000/=	March 2, 2017
	: (Before Final Exam) ➤ Pay remaining balance of the semester tuition fees. ➤ Failure to pay as specified, a student will be barred from attending Final Examinations.	April 27, 2017

Note:

1. Once a student registers for a Semester, s/he is liable to pay 100% tuition fees for that particular Semester.
2. Above rules supersedes all previous rules.

Semester wise Course Recommendation Spring Semester 2017**RMBA students for 60 credits holders**

SL	Course Code	Course Title	Prerequisite Course
Semester 01	ENG 5001	Business English	
	MBA 5002	Organization Behavior	
	MBA 5102	Business Communication	
	MBA 5003	Principles of Accounting	
Semester 02	MBA 5104	Principles of Marketing	
	MBA 5105	Principles of Finance	
	MBA 5207	Q. Methods for Decision Making	
	MBA 5208	Managerial Economics	
Semester 03	MBA 5103	Financial and Managerial Accounting	Principles of Accounting
	MBA 5204	Human Resource Management	Organization Behavior
	MBA 5206	Marketing Management	Principles of Marketing
	MBA 6313	Business Law	
Semester 04	MBA 6309	Financial Management	Principles of Finance
	MBA 6314	Management Information System	
	MBA 6311	Strategic Management	All Core Courses
Semester 05	Four courses from Major Area (Marketing/ Finance/HRM/MIS)		
Semester 06	MBA 6502	Internship/Project work	

EMBA students for 48 credits holders

SL	Course Code	Course Title	Prerequisite Course
Semester 01	MBA 5104	Principles of Marketing	
	MBA 5105	Principles of Finance	
	MBA 5208	Managerial Economics	
	MBA 5207	Q. Methods for Decision Making	
Semester 02	MBA 5103	Financial and Managerial Accounting	
	MBA 5204	Human Resource Management	
	MBA 5206	Marketing Management	Principles of Marketing
	MBA 6313	Business Law	
Semester 03	MBA 6309	Financial Management	Principles of Finance
	MBA 6314	Management Information System	
	MBA 6501	Research Methodology	
	MBA 6311	Strategic Management	All Core Courses
Semester 04	Four courses from Major Area (Marketing/ Finance/HRM/MIS)		

BBA degree holders students for 36 credits

SL	Course Code	Course Title	Prerequisite Course
Semester 01	MBA 5103	Financial and Managerial Accounting	
	MBA 5204	Human Resource Management	
	MBA 5206	Marketing Management	
	MBA 6313	Business Law	
Semester 02	MBA 6309	Financial Management	
	MBA 6314	Management Information System	
	MBA 6501	Research Methodology	
	MBA 6311	Strategic Management	All Core Courses
Semester 03	Four courses from Major Area (Marketing/ Finance/HRM/MIS)		

Semester wise Class Schedule
Spring Semester 2017
MBA (Regular & Executive) Program

[Under open credit hour system]

Semester wise class schedule for RMBA students

Semester	Course Code	Course Title	Section	Day	Time
01	ENG 5001	Business English	A	Saturday	06:30- 09:30
	MBA 5002	Organization Behavior	A	Thursday	06:30- 09:30
	MBA 5102	Business Communication	A	Friday	03:00- 06:00
	MBA 5003	Principles of Accounting	A	Friday	06:30- 09:30
02	MBA 5104	Principles of Marketing	A	Friday	06:30- 09:30
	MBA 5105	Principles of Finance	A	Saturday	06:30- 09:30
	MBA 5208	Managerial Economics	A	Friday	03:00- 06:00
	MBA 5207	Q. Methods for Decision Making	A	Friday	09:30 am- 12:30 pm
03	MBA 5103	Financial and Managerial Accounting	A	Friday	06:30- 09:30
	MBA 5204	Human Resource Management	A	Friday	03:00- 06:00
	MBA 5206	Marketing Management	A	Saturday	06:30- 09:30
	MBA 6313	Business Law	A	Thursday	06:30- 09:30
04	MBA 6309	Financial Management	A	Friday	03:00- 06:00
	MBA 6311	Strategic Management	A	Saturday	06:30- 09:30
	MBA 6314	Management Information System	A	Friday	06:30- 09:30
05	Four courses from Major area				
06	MBA 6502	Internship	A		

Semester wise class schedule for EMBA students

Semester	Course Code	Course Title	Section	Day	Time
01	MBA 5104	Principles of Marketing	A	Friday	06:30- 09:30
	MBA 5105	Principles of Finance	A	Saturday	06:30- 09:30
	MBA 5208	Managerial Economics	A	Friday	03:00- 06:00
	MBA 5207	Q. Methods for Decision Making	A	Friday	09:30 am- 12:30 pm
02	MBA 5103	Financial and Managerial Accounting	B	Saturday	06:30- 09:30
	MBA 5204	Human Resource Management	B	Friday	09:30 am- 12:30 pm
	MBA 5206	Marketing Management	B	Friday	03:00- 06:00
	MBA 6313	Business Law	B	Friday	06:30- 09:30
03	MBA 6309	Financial Management	B	Friday	09:30 am- 12:30 pm
	MBA 6311	Strategic Management	B	Friday	03:00- 06:00
	MBA 6314	Management Information System	B	Saturday	06:30- 09:30
	MBA 6501	Research Methodology	B	Friday	06:30- 09:30
04	Four Courses from Major Area				

N. B. For full registration Package please visit: www.nub.ac.bd

Semester wise class schedule for MBA (BBA degree holders) students

Semester	Course Code	Course Title	Set	Day	Time
01	MBA 5103	Financial and Managerial Accounting	A	Friday	06:30- 09:30
	MBA 5204	Human Resource Management		Friday	03:00- 06:00
	MBA 5206	Marketing Management		Saturday	06:30- 09:30
	MBA 6313	Business Law		Thursday	06:30- 09:30
	MBA 5103	Financial and Managerial Accounting	B	Saturday	06:30- 09:30
	MBA 5204	Human Resource Management		Friday	09:30 am- 12:30 pm
	MBA 5206	Marketing Management		Friday	03:00- 06:00
	MBA 6313	Business Law		Friday	06:30- 09:30
	MBA 5204	Human Resource Management	C	Saturday	06:30- 09:30
	MBA 5103	Financial and Managerial Acct.		Friday	03:00- 06:00
	MBA 5206	Marketing Management		Friday	06:30- 09:30
	MBA 6313	Business Law		Friday	09:30 am- 12:30 pm
02	MBA 6309	Financial Management	A	Friday	03:00- 06:00
	MBA 6311	Strategic Management		Saturday	06:30- 09:30
	MBA 6314	Management Information System		Friday	06:30- 09:30
	MBA 6501	Research Methodology		Friday	09:30 am- 12:30 pm
	MBA 6309	Financial Management	B	Friday	09:30 am- 12:30 pm
	MBA 6311	Strategic Management		Friday	03:00- 06:00
	MBA 6314	Management Information System		Saturday	06:30- 09:30
	MBA 6501	Research Methodology		Friday	06:30- 09:30
	MBA 6309	Financial Management	C	Thursday	06:30- 09:30
	MBA 6311	Strategic Management		Friday	06:30- 09:30
	MBA 6314	Management Information System		Friday	09:30 am- 12:30 pm
	MBA 6501	Research Methodology		Friday	03:00- 06:00
03	Four Courses from Major Area				

Major Areas

SL	Course Code	Course Title	Section	Day	Time
MKT	MKT 6404	Service Marketing	A	Saturday	06:30- 09:30
	MKT 6405	Marketing Communication	A	Friday	06:30- 09:30
	MKT 6407	Supply Chain & Distribution Management	A	Friday	03:00- 06:00
	MKT 6408	Brand Management	A	Thursday	06:30- 09:30
-FIN	FIN 6401	Advanced Corporate Finance	A	Thursday	06:30- 09:30
	FIN 6402	International Finance & Banking	A	Friday	03:00- 06:00
	FIN 6403	Financial Institutions and Markets	A	Saturday	06:30- 09:30
	FIN 6404	Investment Analysis & Portfolio Mgt.	A	Friday	06:30- 09:30
HRM	HRM 6401	Human Resource Policy & Strategy	A	Friday	09:30 am- 12:30 pm
	HRM 6402	Training and Development	A	Saturday	06:30- 09:30
	HRM 6403	Industrial Relations	A	Friday	03:00 – 06:00
	HRM 6404	Conflict Management & Negotiation	A	Friday	06:30 – 09:30
ACCT	ACC 6402	Business Taxation and Auditing	A	Friday	06:30- 09:30
	ACC 6403	Corporate Financial Reporting	A	Saturday	06:30 – 09:30
	ACC 6404	Strategic Management Accounting and Cases	A	Friday	09:30 am- 12:30 pm
	ACC 6405	Advanced Financial Accounting	A	Friday	03:00 – 06:00
MIS	MIS 6401	Database Management System	A	Friday	09:30 am- 12:30 pm
	MIS 6402	System Analysis and Design	A	Friday	06:30 – 09:30
	MIS 6406	E-Business	A	Saturday	06:30- 09:30
	MIS 6408	Object Oriented Programming	A	Friday	03:00 – 06:00

N. B. For full registration Package please visit: www.nub.ac.bd

MBA Advising Schedule (Spring Semester 2017)
(For Full Time Faculty Members)

SL	Name of Advisors	Room #	SAT	SUN	MON	TUES	WED	THURS	FRI
1.	Prof. Mustafa Kamal	301	5.00-6.30						9:00-12:30
2.	Dr. Ekramol Islam	402							
3.	Dr. Kh. Sazzadul Karim	402							
4.	Md. Lutfor Rahman	301							
5.	Abdullah Md. Ibrahim	402	5:00-6:30			5:00-6:30	5:00-6:30	5:00-6:30	3.00-7.00
6.	Nurun Nahar	402	5:00-6:30					5:00-6:30	
7.	Kanij Fatama	402							9:00-12:30
8.	Ms. Afia Akter	301							3:00-9:30
9.	Syed Mustafizur Rahman	301							
10.	Serena Akter	301	5:00-6:30						5:00-6:30
11.	Nazma Akter	301							
12.	Farhana Rob Shampa	301							
13.	Md. Shoriful Islam	301	5.00-6.30						3.00-6.30
14.	Md. Masud Rana	301							9:00-12:30
15.	Saheb Ali Mondal	402	5:00-6:30						3.00-6.30
16.	Ms. Farzana Chowdhury	402							3:00-9:30
17.	Mahbuba Sultana	402							9:00-12:30
18.	Tasneem Tarannum	301							
19.	Zahidul Hasan	301							
20.	Ms. Afrin Azhar	301						5.00-6.30	
21.	Fozia Rahman	301	5.00-6.30						5.00-6.30
22.		301							3.00-6.30
23.		301							5.00-6.30

Students are advised to collect signature of any one of the above mentioned advisors before submitting the Registration Request Form (RRF). Without advisor's signature, RRF will not be accepted.

Academic Rules & Instructions

Registration:

01. Students must register for the courses they wish to attend. Without registration no one is allowed to attend classes.
02. Students may register for 9-12 credits (maximum 4 courses) in a semester. However, a student may take 5 courses, if the conditions are met and the advisor approves it.
03. The optimum size of each class is 50 students. A section may not be offered if less than 15 students enroll for it.
04. Registration must be confirmed with appropriate payments by the specified deadline, as indicated in the “**tuition payment structure**”. Failure to confirm registration by the deadline will result a student to be barred from attending classes.
05. No subject will be allowed together with internship program. Students having **CGPA 3.30** and above may be allowed to take project paper instead of internship program by the respective advisor.
06. Section change within the same course is not allowed once the semester begins.

Examination:

07. The Schedule for the midterm and the final examinations is provided with the booklet (**Registration Package**). It is student’s responsibility to select courses in a way so that those match with class and examination schedule.
08. Special mid-term will be allowed only for humanitarian ground. The students must apply to the Vice-Chancellor through Controller of Examination for special midterm exam. Decision to be given by honorable Vice-Chancellor. A fee of TK.1000/- per course will be charged for special midterm examination.
09. Students may be allowed to seat for special final exam on humanitarian ground, if the Head/Coordinator feels appropriate, the application is to be submitted to the ACAD with 07 days of the completion of exam for the approval of Controller of Examination. A fee of TK.1000/- per course will be charged for special final examination.
10. A student is required to attend 70% classes to be eligible to sit for the semester final examination on a particular course. However, if a student attains 50% to less than 70% attendance, s/he can still attend final examination with a fine of Tk. 1000/- for each course after being permitted by respective Dean/Head.
11. Students attaining less than 50% attendance shall not be allowed to sit for final exam.
12. Students having zero attendance shall not be allowed to sit for mid-term examination except being permitted by the Vice Chancellor

Academic Dismissal:

13. A student will be dismissed from university if his/her GPA fall **below 2.00** for consecutive 3 semesters, or gets F,X,Y grades in fourth attempts, or breach any of the university regulations.

Semester Leave:

14. A registered student who requires semester leave on valid ground must obtain permission before the commencement of the semester. The length of leave is a maximum of two semesters .The student taking semester leave must pay TK.1000/- as semester leave fee.

Semester Drop:

15. A registered Student must pay only semester fee of the semester if s/he applies for semester drop within one weeks of the commencement of the semester in presence of their Guardians/Parents, and after this time limit, s/he is liable to pay 100% of total payable amount for that particular semester. For semester drop, Parents/Guardians must remain present while submitting application.

Course Improvement/Retake:

16. i) For an ‘F’ grade & Improvement of any grade the course must be repeated within the next 3(three) consecutive semesters but pre- requisite course/s must be repeated on priority basis.
ii) As for the improvement of grade of any course, the incumbent student may be allowed to repeat for improvement of that course only once if s/he earns up to ‘B’ grade. It must be taken within the next 3 (three) consecutive semesters.
17. Students are required to complete total credits of the program.

Disclaimer:

The authority reserves all the rights to change, add, and/or cancel anything in the registration information booklet including academic calendar, class routine, exams schedule, and course offering.

[Student Copy]
Northern University Bangladesh
Faculty of Business

Serial No: _____ [Office use only]

Registration Request Form (RRF)

Program: RMBA / EMBA/MBA (✓ mark)
 Semester: Spring/Summer/Fall (✓ mark) Year: 2017
 Name of the Student: _____ ID (in full): _____

Sl No	Course Code	Course Title	Credit	Section	Day & Time of Class	Registration Confirmation
01						
02						
03						
04						
05						
Total Credit Hours						

Note:
 (i) A student may take minimum 6 credits & maximum 15 credits for each semester (maximum of 5 Courses)

 Student's Signature & Date

 Teacher's/Advisor's Signature & Date

✂ Cut here



[Office Copy]
Northern University Bangladesh
Faculty of Business

Serial No: _____ [Office use only]

Registration Request Form (RRF)

Program: RMBA / EMBA/ MBA (✓ mark)
 Semester: Spring/Summer/Fall (✓ mark) Year: 2017 Mobile No:
 Guardian's No:
 Name of the Student: _____ ID (in full): _____

Sl No	Course Code	Course Title	Credit	Section	Day & Time of Class	Registration Confirmation
01						
02						
03						
04						
05						
Total Credit Hours						

Note:
 (i) A student may take minimum 6 credits & maximum 15 credits for each semester (maximum of 5 Courses).

 Student's Signature & Date

 Teacher's/Advisor's Signature & Date