

Northern University Bangladesh

Banani Campus

Full-Time Faculty Members

| | | |
|--|--|--|
| Professor Dr. M. Shamsul Haque (Former Director, IBA, DU) Ph. D. (MBS, UK), MBA (IU, USA), M.Com (RU) | Prof. Dr. Khondoker Shafayet Hossain Former Professor of IU, Dept. of Fin. & ACC. | Md. Lutfor Rahman Associate Prof. of Economics & Director, CMDR |
| Afroza Parvin Asst. Professor of Finance BBA & MBA, University of Dhaka | M. M. Mofiz Uddin Sr Lecturer in MIS Program Coordinator of MBA BBA & MBA, University of Dhaka | Benazir Rahman Sr Lecturer in Finance Program Coordinator of BBA BBA & MBA, University of Dhaka |
| Sanzida Easmin Sr Lecturer in Statistics BSc. & MSc. in Statistics University of Dhaka | Shirin Akhtar Sr Lecturer in Marketing BBA & MBA, Rajshahi University | Fahmida Ahmad Lecturer in Economics BSS & MSS, University of Dhaka MBA, IBA, University of Dhaka |
| Alrafa Akter Nitu Lecturer in Finance BBA, United International University MBA, Jahangirnagar University | Shobnom Munira Lecturer in Accounting BBA & MBA, University of Dhaka | |

Administrative Officer

Md. Faruk Hossain
Sr. Admin Officer
Concern Officer, MBA, EEEE & ECSE Programs
Mobile No: 0755514681

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 6-12 credits (maximum 4 courses) in a semester.
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.

Registration Package, MBA Program, NUB, Spring-2017

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.
16. 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.

Steps to Register

- Step 1:** Collect "Registration Package" from ACAD (office of the department).
- Step 2:** Select courses of your choice from course recommendations.
- Step 3:** Fill up the Registration Request Form (RRF) and get your advisor's approval (it is mandatory).
- Step 4:** Submit the RRF to the ACAD (office of the department) within the specified dates.
- Step 5:** Collect your courses confirmation & adjust courses (if needed).
- Step 6:** Confirm your registration by paying 40% of the total charges of the semester by the specified deadline.
- Step 7:** Pre-requisite course(s) must be completed before registering the advanced courses.

Academic Calendar (Effective from Spring-2017)

- Collect and Submit RRF** (Registration Request form) : 1st December – 10th December, 2016
- Semester Begins** : 26th January, 2017
- Add-drop courses if needed (Section change is not allowed):** 11th February, 2017
(Prerequisite Incomplete & Last semester students)
- Deadline for Payment to Confirm Registration** : 11th February, 2017
(Payment should be minimum of 40% of the total tuition fees)
- Late Registration with Tk. 1000/- fine** : 11th February, 2017
(Less than 40% payment will be treated as late registration)
- Deadline for Semester Drop (Filled the Prescribe Form available in ACAD)** : 11th February, 2017
- Class and Exam Schedule:**
 - I) Class Period before Mid-Term : 26th January-4th March, 2017
 - II) **Mid-Term Examinations** : 10th March-18th March, 2017
 - III) Class Period before Final : 23rd March-29th April, 2017
 - IV) **Final Examinations** : 5th May-13th May, 2017
- Publication of Results** : 20th May, 2017
- Δ **Summer 2017 (Tentative)** : 25th May 2017
- “Students must complete Teaching Efficiency Rating (TER) before the final exams. If any student fails to fill up TER Form, his/ her results will remain withheld automatically.”**

**Tuition Fees Payment Structure
Spring Semester - 2017**

| 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 → | <u>Installment 1: (Within one week of class starts)</u> ➤ Pay minimum 40% of the semester tuition and other fees. ➤ If fails a student will be fined Tk.1000 to be paid within one week after expiry of deadline. | 11 th February, 2017 |
| | <u>Installment 2: (Before Mid Term Exam)</u> ➤ Pay minimum 30% of the rest of the semester tuition fees. ➤ Failure to pay as specified, a student will be fined Tk.1000/= | 4 th March, 2017 |
| | <u>Installment 3: (Before Final Exam)</u> ➤ Pay remaining balance of the semester tuition fees. ➤ Failure to pay as specified, a student will be barred from attending Final Examinations. | 29 th April, 2017 |

Note:

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

Registration Package, MBA Program, NUB, Spring-2017

Semester Wise Course Recommendations

Semester 1st (For 48 Credits), & 2nd (For 60 Credits)

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|--------------------------------|---------|-----|------|-----------------|
| 01 | MBA 5104 | Principles of Marketing | A | | | |
| 02 | MBA 5105 | Principles of Finance | A | | | |
| 03 | MBA 5207 | Q. Methods for Decision Making | A | | | |
| 04 | MBA 5208 | Managerial Economics | A | | | |

Semester 1st (For 36 Credits), Semester 2nd (For 48 Credits) & Semester 3rd (For 60 Credits)

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|-------------------------------|---------|-----|------|-----------------|
| 01 | MBA 5103 | Financial and Managerial Acc. | A | | | |
| 02 | MBA 5204 | Human Resource Management | A | | | |
| 03 | MBA 5206 | Marketing Management | A | | | |
| 04 | MBA 6313 | Business Law | A | | | |

Semester 1st (For 36 Credits), Semester 2nd (For 48 Credits) & Semester 3rd (For 60 Credits)

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|-------------------------------|---------|-----|------|-----------------|
| 01 | MBA 5103 | Financial and Managerial Acc. | B | | | |
| 02 | MBA 5204 | Human Resource Management | B | | | |
| 03 | MBA 5206 | Marketing Management | B | | | |
| 04 | MBA 6313 | Business Law | B | | | |

Semester 3rd (For 48 Credits), Semester 2nd (For 36 Credits) & Semester 4th (For 60 Credits)

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|-------------------------------|---------|-----|------|-----------------|
| 01 | MBA 6309 | Financial Management | A | | | |
| 02 | MBA 6311 | Strategic Management | A | | | |
| 03 | MBA 6314 | Management Information System | A | | | |
| 04 | MBA 6501 | Research Methodology | A | | | |

Semester 3rd (For 48 Credits), Semester 2nd (For 36 Credits) & Semester 4th (For 60 Credits)

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|-------------------------------|---------|-----|------|-----------------|
| 01 | MBA 6309 | Financial Management | B | | | |
| 02 | MBA 6311 | Strategic Management | B | | | |
| 03 | MBA 6314 | Management Information System | B | | | |
| 04 | MBA 6501 | Research Methodology | B | | | |

*****NB: 60 credits Students can't be allowed to take the course of MBA 6501 (Research Methodology).**

Major: FIN

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|--|---------|-----|------|-----------------|
| 01 | FIN 6401 | Advanced Corporate Finance | A | | | |
| 02 | FIN 6402 | International Finance & Banking | A | | | |
| 03 | FIN 6403 | Financial Institutions & Markets | A | | | |
| 04 | FIN 6404 | Investment Analysis & Portfolio Management | A | | | |

Major: MKT

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|-------------|-------------------------|---------|-----|------|-----------------|
| 01 | MKT 6401 | Marketing Research | A | | | |
| 02 | MKT 6402 | International Marketing | A | | | |
| 03 | MKT 6403 | Consumer Behavior | A | | | |
| 04 | MKT 6404 | Service Marketing | A | | | |

Semester Last (For 60 Credits)

| SL | Course Code | Course Title | Section | Day | Time | Name of Faculty |
|----|---------------|--------------------------|---------|-----|------|-----------------|
| 01 | MBA 6502/6503 | Internship/ Project Work | A | | | |

Note:

- Students who have completed 60 credit hours are strictly instructed to add internship or project work.
- Students who have completed at least 36 or 48 credit hours are advised to add one of the following three courses.
 - Research methodology
 - Internship
 - Project work.

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**Northern University Bangladesh
Faculty of Business**

**Registration Request Form (RRF)
Semester: Spring - 2017**

Program: RMBA/EMBA/MBA/MBM

Credit: 36/48/60

Mobile No:

Blood Group:

Name of the Student:ID (in full):

| SL | Course Code | Course Title | Credit | Section | Day & Time of Class | Registration Conformation |
|---------------------------|-------------|--------------|--------|---------|---------------------|---------------------------|
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |
| 04 | | | | | | |
| 05 | | | | | | |
| Total Credit Hours | | | | | | |

Note:

(i) A student may take minimum 6 credits & maximum 12 credits for each semester (maximum of 4 Courses)

(ii) You must confirm your Registration by paying at least 40% of total tuition fees by 11th February, 2017

Special Note (if any):

.....
Student's Signature & Date

.....
Advisor's Signature & Date

.....
ACAD Signature

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[Student Copy]

**Registration Request Form (RRF)
Semester: Spring - 2017**

Program: RMBA/EMBA/MBA/MBM

Credit: 36/48/60

Name of the Student:

ID (in full):

| SL | Course Code | Course Title | Credit | Section | Day & Time of Class | Registration Conformation |
|---------------------------|-------------|--------------|--------|---------|---------------------|---------------------------|
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |
| 04 | | | | | | |
| 05 | | | | | | |
| Total Credit Hours | | | | | | |

Note:

(i) A student may take minimum 6 credits & maximum 12 credits for each semester (maximum of 4 Courses)

(ii) You must confirm your Registration by paying at least 40% of total tuition fees by 11th February, 2017

Special Note (if any):

.....
Student's Signature & Date

.....
Advisor's Signature & Date

.....
ACAD Signature

