



Bachelor of Business Administration

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

Registration Package

BBA
Program



Spring Semester - 2018

Published by:
Department of Business Administration
Banani Campus

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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 3.300** 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.

Academic Calendar Spring 2018

- | | |
|--|---|
| <input type="checkbox"/> Registration Date (by student portal) | : December 03 to December 10, 2017 |
| <input type="checkbox"/> Semester Begins | : January 03, 2018 |
| <input type="checkbox"/> Add-drop courses if needed (Section change is not allowed)
<i>(Prerequisite Incomplete & Last semester students)</i> | : January 03 to 15, 2018 |
| <input type="checkbox"/> Deadline for Payment to Confirm Registration
<i>(Payment should be minimum of 40% of the total tuition fees)</i> | : January 21, 2018 |
| <input type="checkbox"/> Late Registration with Tk. 1000/- fine
<i>(Less than 40% payment will be treated as late registration)</i> | : January 22 to January 28, 2018 |
| <input type="checkbox"/> Deadline for Semester Drop
<i>(Filled the Prescribe Form available in ACAD)</i> | : January 03 to 21, 2018 (only semester fee to be paid) |
| <input type="checkbox"/> Class and Exam Schedule: | |
| I) Class Period before Mid-Term | : January 03 to February 08, 2018 |
| II) Mid-Term Examinations | : February 10 to 18, 2018 |
| III) Class Period before Final | : February 19 to April 12, 2018 |
| IV) Final Examinations | : April 15 to 23, 2018 |
| <input type="checkbox"/> Publication of Results | : April 30, 2018 |
| <input type="checkbox"/> “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 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.	January 21, 2018
	<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/=	February 08, 2018
	<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.	April 12, 2018

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.

List of Students' Advisor

SI	Students ID	Name of the Teachers (Advisors)	Acronyms	Cell No
1	All Campus Change, Credit Transfer, Interns & 1 st Semester	Benazir Rahman	BR	01755513144
2	BBA110370297-BBA130370722	Afroza Parvin	AP	01911411924
3	BBA140170728-BBA140270811	M. M. Mofiz Uddin	MU	01755514679
4	BBA140370814-BBA140370839	Sanzida Easmin	SE	01777017672
5	BBA150170846- BBA150370957	Shirin Akhtar	SA	01717928850
6	BBA160170963- BBA160271053	Fahmida Ahmad	FA	01731518852
7	BBA160371055- BBA170371124	Alrafa Akter Nitu	AAN	01619136141

Some of our distinguished 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, Dep. of Fin. & ACC.	Afroza Parvin Asst. Professor in Finance BBA & MBA, University of Dhaka
M. M. Mofiz Uddin Asst. Professor in MIS BBA & MBA, University of Dhaka	Benazir Rahman Sr. Lecturer in Finance BBA & MBA, University of Dhaka	Sanzida Easmin Sr. Lecturer in Statistics B. sc & M. sc 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		

List of the Administrative Officer

<p>Kazi Nura Alam (Titu) Sr. Assistant Director Concern Officer, BBA, LLB & ELL Programs Mobile No: 01755513123</p>

Course Offering- BBA Program, NUB, Banani Campus, Spring Semester-2018

Sem	SL	C Code	Course Title	PRC	CH	Remarks
1A	1.	CIT 1101	Introduction to Computer	None	3	
	2.	ENG 1100	Sentences & their Elements	None	0	
	3.	GED 1205	Comparative Social Systems	None	3	
	4.	ENG 1203	Reading & Writing	None	3	
2A	5.	QNT 1102	Basic Mathematics	None	3	
	6.	ENG 1104	Listening & Speaking	None	3	
	7.	BBA 1204	Principles of Accounting	None	3	
	8.	BBA 2106	Business Communication	ENG 1203	3	
3A	9.	BBA 2210	Financial Accounting	BBA 1204	3	
	10.	QNT 1302	Business Mathematics	QNT 1102	3	
	11.	GED 2209	Principles of Psychology	None	3	
	12.	GED 1306	Health & Environment	None	3	
4A	13.	BBA 1305	Principles of Finance	BBA 2210	3	
	14.	BBA 2107	Principles of Marketing	None	3	
	15.	GED 2208	Socio-economic Study of Bangladesh	None	3	
	16.	BBA 1203	Microeconomics	None	3	
5A	17.	BBA 2310	Marketing Management	BBA 2107	3	
	18.	BBA 2208	Macroeconomics	BBA 1203	3	
	19.	BBA 2313	Financial Management	BBA 1305	3	
	20.	GED 2210	Business Ethics & Social Responsibility	None	3	
6A	21.	BBA 1304	Principles of Management	None	3	
	22.	CIT 2202	Computer Application in Business	CIT 1101	3	
	23.	QNT 2103	Business Statistics	QNT 1102	3	
	24.	BBA 2311	Organizational Behavior	BBA 1304	3	
7A	25.	BBA 2314	Business Law	None	3	
	26.	BBA 3115	ED & Small Business Management	BBA 1304	3	
	27.	BBA 3118	Cost Accounting	BBA 2210	3	
	28.	QNT 2312	Advanced Statistics	QNT 2103	3	
8A	29.	BBA 3119	Operations Management	QNT 1302 & QNT 2103	3	
	30.	BBA 3220	Human Resource Management	BBA 1304	3	
	31.	BBA 3221	Management Accounting	BBA 2210	3	
	32.	BBA 3218	International Business	BBA 2208	3	
9A	33.	BBA 3322	Research Methods	QNT-1302 & QNT 2103	3	
	34.	CIT 3303	Management Information Systems	CIT-2202	3	
	35.		Major-I	All Core Courses	3	
	36.		Major-2	All Core Courses	3	
10A + 11A	37.	FIN 4206	Corporate Finance	All Core Courses	3	
	38.	FIN 4103	Investment and Portfolio Management	All Core Courses	3	
	39.	HRM 3301	Human Resource Policy and Strategy	All Core Courses	3	
	40.	HRM 4103	Industrial Relations	All Core Courses	3	
	41.	HRM 4207	Stress and Change Management	All Core Courses	3	
	42.	MKT 4103	Service Marketing	All Core Courses	3	
	43.	MKT 4208	Integrated Marketing Communications	All Core Courses	3	
	44.	MKT 4211	Consumer Behavior	All Core Courses	3	
	45.	ACC 3301	Taxation	All Core Courses	3	
46.	ACC 4103	Accounting for Government & Non-profit Organization	All Core Courses	3		
11A	47.	BBA 3324	Strategic Management	BBA 2310, 2313& 3220	3	
12A	48.	INT 4301	Internship	All Courses	3	

Northern University Bangladesh

Banani Campus

Class Schedule: Spring 2018

Program: BBA

Date: 30/11/2017

	RM	SC	09:00 - 10:30	10:40 - 12:10	12:20 - 01:50	02:20 - 03:50	04:00 - 05:30
SUN & TUE	506	30					
	702	60			BBA-1305-AAN(4A)	BBA-1203-FA(4A)	
	703	30		BBA-3218-AAN(8A)	BBA-3221-SM(8A)	ENG--1104-AK(2A)	BBA-2106-FA(2A)
	603	60	CIT-3303-MU(9A)	BBA-3322-BR(9A)	ENG-1100-AKZA(1A)	CIT-1101-MU(1A)	
	504	30	BBA-2310-SA(5A)	BBA-2313-AP(5A)	FIN-4206-BR	FIN-4103-AP	
	505	40	ACC-4103-SM	ACC-3301-PSH	CIT-2202-MU(6A)	BBA-2311-AAN(6A)	

MON & WED	701	70					
	702	60		BBA-1304-AP(6A)	QNT-2103-SE(6A)	BBA-2208-FA(5A)	GED-2210-KSK(5A)
	703	30		QNT-1102-SE(2A)	BBA-1204-AP(2A)	HRM-4207-TBA	
	603	60	BBA-3118-SM(7A)	BBA-2314-AAN(7A)	BBA-2210-SM(3A)	GED-1306-SAE(3A)	
	504	30		BBA-3220-BR(8A)	BBA-3119-FA(8A)		
	505	40		MKT-4208-SA	MKT-4103-SA		

THU & SAT	701	70					
	702	60					
	703	30		QNT-1302-SE(3A)	GED-2209-AAH(3A)		
	603	60		GED-1205-AAH(1A)	ENG-1203-FIC(1A)		
	504	30	QNT-2312-SE(7A)	BBA-3115-BR(7A)	GED-2208-AAH(4A)	BBA-2107-SA(4A)	
	505	40		MKT-4211-SA	BBA-3324-BR	HRM-4103-TBA	HRM-3301-TBA

Acronyms	Full Name	Acronyms	Full Name
PSH	Prof. Dr. Khondoker Shafayet Hossain	KSK	Dr. Kazi Shahadat Kabir
AP	Afroza Parvin	AAH	Mr. Abudullah Al Helal
BR	Benazir Rahman	SAE	Mr. Syed Ashik-E-Elahi
MU	M. M. Mofiz Uddin	FIC	Ferdous Iqbal Chowdhury
SA	Shirin Akhtar	JU	Mohammad Jashim Uddin
SE	Sanzida Easmin	AK	Anika Khan
FA	Fahmida Ahmad		
AAN	Alrafa Akter Nitu		
SM	Shobnom Munira		

Prof. Dr. Khondoker Shafayet Hossain
Associate Dean
Faculty of Business

Mid-Term & Final Examination Schedule

Spring Semester-2018

Day & Time	Starts at 10:30 a.m.	Starts at 02:30 p.m.
Day 1	CIT 1101 (Introduction to Computer) BBA 2314 (Business Law) FIN 4206 Corporate Finance	BBA 1305 (Principles of Finance) BBA 2311(Organizational Behavior) HRM 3301 Human Resource Policy and Strategy
Day 2	GED 1306 (Health & Environment) BBA 2313 (Financial Management) ACC 3301 Taxation	QNT 1102 (Basic Mathematics) BBA 3218 (International Business) MKT 4103 Service Marketing
Day 3	ENG 1100 (Sentences & Their Elements) QNT 2312 (Advanced Statistics) BBA 3322 (Research Methods)	BBA 2107 (Principles of Marketing) CIT 2202 (Computer Application in Business)
Day 4	BBA 2210 (Financial Accounting) GED 2210 (Business Ethics & Social Responsibility) FIN 4103 Investment and Portfolio Management	BBA 2106 (Business Communication) BBA 3119 (Operations Management)
Day 5	ENG 1203 (Reading & Writing) BBA 3115 (ED & Small Business Management) HRM 4207 Stress and Change Management	GED 2211 (Bangladesh Studies) QNT 2103 (Business Statistics) MKT 4208 Integrated Marketing Communications
Day 6	QNT 1302 (Business Mathematics) BBA 2208 (Macroeconomics) BBA 3324 (Strategic Management)	ENG 1104 (Listening & Speaking) BBA 3220 (Human Resource Management)
Day 7	GED 1205 (Comparative Social Systems) BBA 3118 (Cost Accounting) MKT 4211 Consumer Behavior	BBA 1203 (Microeconomics) BBA 1304 (Principles of Management) ACC 4103 Accounting for Government & Non-profit Organization
Day 8	GED 2209 (Principles of Psychology) BBA 2310 (Marketing Management) CIT 3303 (Management Information Systems)	BBA 1204 (Principles of Accounting) BBA 3221 (Management Accounting) HRM 4103 Industrial Relations

Note: The duration of midterm Examination 01:30 hours & Final Examination will be for 02:00 hours.