



NORTHERN UNIVERSITY

B A N G L A D E S H
Knowledge for Innovation and Change

REGISTRATION PACKAGE

Spring-2018

**BBA
PROGRAM**

Dhanmondi Campus: House No. 54, Road No. 4/A,
Satmasjid Road, Dhanmondi, Dhaka-1209.

Phone No: 9667237-40.

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 within 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 60% 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

Registration Period:		
➤ Course Offering, Spring-2018	:	November 11, 2017—November 19, 2017
➤ Online Pre-Registration for Students	:	November 20, 2017—November 30, 2017
➤ Approval and Confirmation of Courses from Advisor	:	November 20, 2017—November 30, 2017
➤ TER Fill up by student portal (Fall-2017) Must	:	November 20, 2017—November 30, 2017
Add / Drop courses (Applicable only for Failed Students)	:	Within Two weeks after the Semester Begins
➤ Period for submission of dual exam application (Last semester students only)	:	Within Two weeks after the Semester Begins
➤ Once a student registers for the semester, s/he is liable to pay 100% tuition fees for that particular semester.		
➤ A Registered student may be entitled to get 50% refund only from tuition fees if s/he may apply for semester drop before the commencement of Mid-term Exam of this semester.		
✚ Spring-2018 Semester Begins	:	January 6, 2018
✚ Class and Exam Schedule:		
➤ Class Period (Before Mid-Term Exam)	:	January 8, 2018—February 15, 2018
➤ Mid-Term Examinations	:	February 17, 2018 (Saturday)
➤ Class Period (Before Final Exam)	:	February 26, 2018—April 5, 2018
➤ Final Examinations	:	April 9, 2018 (Monday)
➤ Period for Submission of Grades by Teachers	:	April 23, 2018
➤ Semester Break for Teachers (Proposed)	:	April 28, 2018—April 30, 2018
✚ Publication of Results	:	April 26, 2018
✚ Summer-2018 Semester Begins (Projected)	:	May 2, 2018
Tuition Payment Structure:		
Option 1	Option 2 - (Pay in Installments)	Payment Deadline
Pay 100% of the semester tuition and other fees <u>Otherwise use option 2</u> →	<u>Installment 1:</u> ♦ Pay minimum 40% of the semester tuition and other fees. ♦ Failure to pay as specified, a student will be fined Tk.1000/-	January 18, 2018
	<u>Installment 2: (Before Mid-Term Exam)</u> ♦ Pay minimum 30% of the semester tuition and other fees ♦ Failure to pay as specified, a student will be fined Tk.1000/-	February 15, 2018
	<u>Installment 3: (Before Final Exam)</u> ♦ Pay remaining balance of the semester tuition and other fees. ♦ Failure to pay as specified, a student will be barred from attending final Examinations.	April 8, 2018

List of Student Advisors (Spring-2018)

SL.	Student ID Range	Name of Advisor	TCR
1.	BBA140105298 -140205456	Mr. Md. Masud Rana	MR
2.	BBA140205457 - 140305460	Mr. Md. Lutfor Rahman	MLR
3.	BBA140305461-150105496	Mr. Abdullah Mohammed Ibrahim	AMI
4.	BBA150105497-150105537	Ms. Nurun Nahar	NN
5.	BBA150105538- 150205567	Ms. Serena Aktar	SAT
6.	BBA150205568- 150305603	Mr. Syed Mustafizur Rahman	SMR
7.	BBA150305604 - 160105643	Ms. Farhana Rob Shampa	FRS
8.	BBA160105644- 160105679	Ms. Nazma Akter	NA
9.	BBA160105680- 160105724	Mr. Md. Saheb Ali Mondal	SAM
10.	BBA160105725- 160205775	Mr. Md. Masukujjaman	MJ
11.	BBA160205776 - 160305816	Ms. Mahbuba Sultana	MBS
12.	BBA160305817- 160305844	Ms. Tasneem Tarannum	TT
13.	BBA170105845- 170105875	Ms. Farhana Afroz	FA
14.	BBA170105876- 170105916	Ms. Afrin Azhar	AAZ
15.	BBA170105917- 170205957	Ms. Fozia Rahman	FR
16.	BBA170305958- 170305979	Mr. Md. Shakhawat Hossain	MSH
17.	BBA170305980- 170306000	Mr. Md. Zahidul Hasan	ZH
18.	BBA180105961(onward) New	Mr. Md. Oly Ullah Chowdhury	OUC

Semester Wise Sequential Course Offerings with Class Schedule, Spring-2018

Sem	SL	Course Code	Sec	Course Title	Day	Time	Pre-Requisites		
1	1.	ENG 1100	1A	English Lang.-1 (Sentence & their Elem.)	Tuesday & Thursday	9:00	Re-take students must register for section A.		
	2.	CIT 1101	1A	Introduction to Computer	Tuesday & Thursday	10:40			
	3.	QNT 1105	1A	Basic Mathematics	Monday & Wednesday	10:40			
	4.	GED 2208	1A	Socio-economic Study of Bangladesh	Monday & Wednesday	9:00			
	1	5.	ENG 1100	1B	English Lang.-1 (Sentence & their Elem.)	Tuesday & Thursday	10:40	None	
		6.	CIT 1101	1B	Introduction to Computer	Tuesday & Thursday	9:00		
		7.	QNT 1105	1B	Basic Mathematics	Monday & Wednesday	9:00		
		8.	GED 2208	1B	Socio-economic Study of Bangladesh	Monday & Wednesday	10:40		
		9.	9.	ENG 1100	1C	English Lang.-1 (Sentence & their Elem.)	Tuesday & Thursday	12:20	None
			10.	QNT 1105	1C	Basic Mathematics	Tuesday & Thursday	2:20	
			11.	GED 2208	1C	Socio-economic Study of Bangladesh	Monday & Wednesday	2:20	
			12.	CIT 1101	1C	Introduction to Computer	Monday & Wednesday	12:20	
2	13.	ENG 1104	2A	English Language.-2 (Listening & Speaking)	Monday & Wednesday	10:40	None		
	14.	QNT 1302	2A	Business Mathematics	Monday & Wednesday	9:00	QNT 1105		
	15.	BBA 1204	2A	Principles of Accounting	Tuesday & Thursday	10:40	None		
	16.	GED 1205	2A	Comparative Social System	Tuesday & Thursday	9:00	None		
3	17.	BBA 2106	3A	Business Communication	Monday & Wednesday	10:40	None		
	18.	ENG 1203	3A	English Language-3	Monday & Wednesday	12:20	None		
	19.	BBA 2210	3A	Financial Accounting	Tuesday & Thursday	10:40	BBA1204		
	20.	GED 2209	3A	Principles of Psychology	Tuesday & Thursday	12:20	None		
4	21.	BBA 1203	4A	Microeconomics	Monday & Wednesday	9:00	None		
	22.	BBA 2107	4A	Principles of Marketing	Monday & Wednesday	10:40	None		
	23.	BBA 1304	4A	Principles of Management	Tuesday & Thursday	10:40	None		
	24.	BBA 1305	4A	Principles of Finance	Tuesday & Thursday	9:00	BBA 2210		
	25.	25.	BBA 1203	4B	Microeconomics	Monday & Wednesday	10:40	None	
		26.	BBA 2107	4B	Principles of Marketing	Monday & Wednesday	9:00	None	
		27.	BBA 1304	4B	Principles of Management	Tuesday & Thursday	9:00	None	
		28.	BBA 1305	4B	Principles of Finance	Tuesday & Thursday	10:40	BBA 2210	
5	29.	GED 2210	5A	Business Ethics & Social Responsibility	Tuesday & Thursday	12:20	None		
	30.	BBA 2208	5A	Macroeconomics	Tuesday & Thursday	10:40	BBA 1203		
	31.	BBA 2313	5A	Financial Management	Monday & Wednesday	10:40	BBA 1305		
	32.	BBA 2310	5A	Marketing Management	Monday & Wednesday	12:20	BBA 2107		
6	33.	GED 1307	6A	Environment Management	Tuesday & Thursday	10:40	None		
	34.	CIT 2202	6A	Computer Application in Business	Tuesday & Thursday	12:20	CIT 1101		
	35.	QNT 2103	6A	Business Statistics	Monday & Wednesday	12:20	QNT 1302		
	36.	BBA 2311	6A	Organizational Behavior	Monday & Wednesday	10:40	BBA 1304		
7	37.	QNT 2312	7A	Advanced Statistics	Tuesday & Thursday	9:00	QNT 2103		
	38.	BBA 2314	7A	Business Law	Tuesday & Thursday	10:40	BBA 1304		
	39.	BBA 3115	7A	ED & Small Business Management	Monday & Wednesday	10:40	BBA 1304		
	40.	BBA 3118	7A	Cost Accounting	Monday & Wednesday	9:00	BBA 2210		
	41.	41.	QNT 2312	7B	Advanced Statistics	Tuesday & Thursday	10:40	QNT 2103	
		42.	BBA 2314	7B	Business Law	Tuesday & Thursday	9:00	BBA 1304	
		43.	BBA 3115	7B	ED & Small Business Management	Monday & Wednesday	9:00	BBA 1304	
		44.	BBA 3118	7B	Cost Accounting	Monday & Wednesday	10:40	BBA 2210	

8	45.	BBA 3119	8A	Operations Management	Tuesday & Thursday	12:20	QNT 2312
	46.	BBA 3220	8A	Human Resource Management	Tuesday & Thursday	2:20	BBA 2311
	47.	BBA 3218	8A	International Business	Monday & Wednesday	12:20	BBA 2208
	48.	BBA 3221	8A	Management Accounting	Monday & Wednesday	2:20	BBA 2210
9	49.	CIT 3303	9A	Management Information System	Monday & Wednesday	12:20	CIT 2202
	50.	BBA 3324	9A	Strategic Management	Monday & Wednesday	2:20	All GED & Core
	51.	BBA 3322	9A	Research Methods	Tuesday & Thursday	12:20	QNT 2312

Major / Minor Courses (All Core Courses are Pre-Requisites)

Area	SL	Course Code	Sec	Course Title	Day	Time	Remarks
ACC	52.	ACC 3301	A	Taxation	Monday & Wednesday	2:20	
	53.	ACC 4205	A	Advanced Management Accounting	Monday & Wednesday	12:20	
	54.	ACC 4206	A	Advanced Cost Accounting	Tuesday & Thursday	9:00	
	55.	ACC 4102	A	Accounting Theory	Tuesday & Thursday	12:20	
	56.	ACC 4204	A	Accounting Information System	Tuesday & Thursday	2:20	
FIN	57.	FIN 4206	A	Corporate Finance	Monday & Wednesday	9:00	
	58.	FIN 4103	A	Investment & Portfolio Management	Monday & Wednesday	10:40	
	59.	FIN 3301	A	Financial Ins. & Markets	Monday & Wednesday	12:20	
	60.	FIN 4205	A	Int. Financial Management	Tuesday & Thursday	10:40	
	61.	FIN 4207	A	Bank Management	Tuesday & Thursday	12:20	
MKT	62.	MKT 4102	A	Marketing Research	Tuesday & Thursday	10:40	
	63.	MKT 4103	A	Service Marketing	Tuesday & Thursday	2:20	
	64.	MKT 4211	A	Consumer Behavior	Tuesday & Thursday	12:20	
	65.	MKT 4208	A	Integrated Marketing Communication	Monday & Wednesday	4:00	
	66.	MKT 4209	A	Brand Management	Monday & Wednesday	2:20	
HRM	67.	HRM 3301	A	Human Resource Policy and Strategy	Monday & Wednesday	9:00	
	68.	HRM 4103	A	Industrial Relations	Monday & Wednesday	10:40	
	69.	HRM 4204	A	Conflict Mgt and Negotiation	Monday & Wednesday	12:20	
	70.	HRM 4102	A	Training & Development	Tuesday & Thursday	9:00	
	71.	HRM 4207	A	Stress & Change Mgt.	Tuesday & Thursday	10:40	
MIS	72.	MIS 3301	A	System Analysis & Design	Monday & Wednesday	2:20	
	73.	MIS 4204	A	Object-Oriented Programming	Monday & Wednesday	4:00	
	74.	MIS 4102	A	Database Management System	Monday & Wednesday	12:20	
	75.	MIS 4208	A	Digital Office Automation	Tuesday & Thursday	12:20	
	76.	MIS 4207	A	E-Commerce	Tuesday & Thursday	2:20	
Any One		INT 4301	A	Internship			
		INT 4302	A	Project work			

NB: No section will be continued until minimum numbers of students (15 for each section) are requested for it.

BBA Program, Spring-2018

Mid-Term and Final Examination Schedule, BBA Program, Spring-2018

Exam Day	Starts at 10:00am-11:30am	Starts at 02:00pm-4:00pm
DAY-1	BBA 1305 (Principles of Finance) 4 BBA 3218 (International Business) 8 FIN 4207 (Bank Management) HRM 4207 (Stress & Change Management)	GED 1205 (Comparative social system) 2 BBA 2314 (Business Law) 7 MKT 4103 (Service Marketing) ACC 4204 (Accounting Information System)
DAY-2	ENG 1100 (Eng.Lang.-1Sentence & their Elms.) 1 BBA 2311 (Organizational Behavior) 6 HRM 3301 (Human Resource Policy & Strategy) MIS 3301 (System Analysis & Design)	BBA 2210 (Financial Accounting) 3 GED 2210 (Bus. Ethics & Social Responsibility) 5 MKT 4209 (Brand Management) FIN 3301 (Financial Ins. & Markets)
DAY-3	BBA 1203 (Microeconomics) 4 BBA 3220 (Human Resource Management) 8 ACC 4102 (Accounting Theory)	BBA 1204 (Principles of Accounting) 2 BBA 3115 (E.D. & Small Business Mgt) 7 BBA 3324 (Strategic Management) 9 MIS 4207 (E-Commerce)
DAY-4	CIT 1101 (Introduction to Computer) 1 CIT 2202 (Computer Application in Bus.) 6 MKT 4211 (Consumer Behavior) FIN 4205 (Int'l Financial Management)	BBA 2106 (Business Communication) 3 BBA 2208 (Macroeconomics) 5 HRM 4103 (Industrial Relations) ACC 3301(Taxation)
DAY-5	BBA 2107 (Principles of Marketing) 4 BBA 3221 (Management Accounting) 8 MIS 4208 (Digital Office Automation)	ENG 1104 English Language.-2 (Listening & Speaking)- 2 BBA 3118 (Cost Accounting) 7 BBA 3322 (Research Methods) 9
DAY-6	GED 2208 (Socio-economic Study of Bangladesh)1 GED 1307 (Environment Management) 6 HRM 4102 (Training and Development) ACC 4205 (Advanced Management Acct.)	GED 2209 (Principles of Psychology) 3 BBA 2310 (Marketing Management) 5 MKT 4208 (Integrated Marketing Communication) FIN 4103 (Investment & Portfolio Mgt.)
DAY-7	BBA 1304 (Principles of Management) 4 BBA 3119 (Operations Management) 8 MIS 4102 (Database Management System)	QNT 1302 (Business Mathematics) 2 QNT 2312 (Advanced Statistics) 7 CIT 3303 (Management Information System) 9 HRM 4204 (Conflict Mgt and Negotiation)
DAY-8	QNT 1105 (Basic Mathematics)-1 QNT 2103 (Business Statistics) 6 MKT 4102 (Marketing Research) FIN 4206 (Corporate Finance)	ENG 1203 (Eng. Lang-III Reading & Writing)3 BBA 2313 (Financial Management) 5 MIS 4204 (Object Oriented Programming) ACC 4206 (Advanced Cost Acct.)

N. B: The duration of Midterm exam will be for 1.5 hours & Final exam for 02:00 hours.

- Dual exam course registration may be allowed only for the last semester students subject to approval (within first week of the commencement of the semester) of the Head of the dept./BBA Coordinator.