

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	S M Sohel Rana Sr Lecturer in Marketing 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: 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.
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.

Registration Package, MBA Program, NUB, Summer-2017

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 Summer-2017)

- ❑ **Collect and Submit RRF** (Registration Request form) : 6th April – 15th April, 2017
- ❑ **Semester Begins** : 11th May, 2017
- ❑ **Add-drop courses if needed (Section change is not allowed)** : 20th May, 2017
(Prerequisite Incomplete & Last semester students)
- ❑ **Deadline for Payment to Confirm Registration** : 20th May, 2017
(Payment should be minimum of 40% of the total tuition fees)
- ❑ **Late Registration with Tk. 1000/- fine** : 20th May, 2017
(Less than 40% payment will be treated as late registration)
- ❑ **Deadline for Semester Drop (Filled the Prescribe Form available in ACAD)** : 20th May, 2017
- ❑ **Class and Exam Schedule:**
 - I) Class Period before Mid-Term : 11th May-17th June, 2017
 - II) **Mid-Term Examinations** : 7th July-15th July, 2017
 - III) Class Period before Final : 20th July-26th August, 2017
 - IV) **Final Examinations** : 8th September-16th September, 2017
- ❑ **Publication of Results** : 20th September, 2017
- △ **Summer 2017 (Projected)** : 21th September, 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 Summer 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.	20 th May, 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/=	6 th July, 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.	7 th July, 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.

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Semester Wise Course Recommendations

Semester 1st (For 60 Credits) (Admitted at Fall 2016 & Spring 2017)

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	ENG 5001	Business English	A	Friday	03:30pm	AKZA
02	MBA 5002	Organizational Behavior	A	Friday	06:30pm	TBA
03	MBA 5003	Principles of Accounting	A	Thursday	06:30pm	TBA
04	MBA 5102	Business Communication	A	Saturday	06:30pm	MLR

Semester 1st (For 48 Credits)

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	MBA 5104	Principles of Marketing	A	Friday	06:30pm	MU
02	MBA 5105	Principles of Finance	A	Thursday	06:30pm	MLR
03	MBA 5207	Quantitative Methods for Decision Making	A	Saturday	06:30pm	SE
04	MBA 5208	Managerial Economics	A	Friday	03:30pm	FA

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

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	MBA 5103	Financial and Managerial Accounting	A	Friday	03:30pm	TBA
02	MBA 5204	Human Resource Management	A	Saturday	06:30pm	MFA
03	MBA 5206	Marketing Management	A	Thursday	06:30pm	SR
04	MBA 6313	Business Law	A	Friday	06:30pm	GM

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

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	MBA 6309	Financial Management	A	Friday	03:30pm	AP
02	MBA 6311	Strategic Management	A	Friday	06:30pm	TBA
03	MBA 6314	Management Information System	A	Thursday	06:30pm	MU
04	MBA 6501	Research Methodology	A	Saturday	06:30pm	PSH

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

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	MBA 6309	Financial Management	B	Friday	03:30pm	AAN
02	MBA 6311	Strategic Management	B	Friday	06:30pm	TBA
03	MBA 6314	Management Information System	B	Saturday	06:30pm	MU
04	MBA 6501	Research Methodology	B	Thursday	06:30pm	PSH

Registration Package, MBA Program, NUB, Summer-2017

Major: FINANCE

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	FIN 6401	Advanced Corporate Finance	A	Friday	06:30pm	DSH
02	FIN 6402	International Finance & Banking	A	Friday	03:30pm	TBA
03	FIN 6403	Financial Institutions & Markets	A	Thursday	06:30pm	TBA
04	FIN 6404	Investment Analysis & Portfolio Management	A	Saturday	06:30pm	TBA

Major: MARKETING

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	MKT 6401	Marketing Research	A	Friday	06:30pm	SR
02	MKT 6402	International Marketing	A	Saturday	06:30pm	SR
03	MKT 6403	Consumer Behavior	A	Friday	03:30pm	TBA
04	MKT 6404	Service Marketing	A	Thursday	06:30pm	TBA

Major: HUMAN RESOURCE MANAGEMENT

SL	Course Code	Course Title	Section	Day	Time	Name of Faculty
01	HRM 6401	Human Resource Policy & Strategy	A	Friday	06:30pm	TBA
02	HRM 6402	Training and Development	A	Friday	03:30pm	TBA
03	HRM 6403	Industrial Relations	A	Thursday	06:30pm	TBA
04	HRM 6404	Conflict Management and Negotiation	A	Saturday	06:30 pm	TBA

Semester 6th (For 60 Credits)

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

Note:

1. Students who are of 36 or 48 or 60 credit hours are advised to add one of the following three courses.
 - a. **Research methodology**
 - b. **Internship**
 - c. **Project work**

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**Northern University Bangladesh
Faculty of Business**

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

Program: RMBA/EMBA/MBA/MBM

Credit: 36/48/60

Mobile No:

Blood Group:

Name of the Student:ID (in full):

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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 4Courses)

(ii) You must confirm your Registration by paying at least 40% of total tuition fees by 20th May, 2017

Special Note (if any):

.....
Student's Signature & Date

.....
Advisor's Signature & Date

.....
ACAD Signature

Cut here-----

[Student Copy]

**Registration Request Form (RRF)
Semester: Summer- 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 20th May, 2017

Special Note (if any):

.....
Student's Signature & Date

.....
Advisor's Signature & Date

.....
ACAD Signature

