



# NORTHERN UNIVERSITY

## B A N G L A D E S H

### Registration Package

# BBA

## Program



### Summer Semester - 2017

Published by:  
Department of Business Administration  
Banani Campus

*Bachelor of Business Administration*

## **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.*

## Academic Calendar Summer 2017

- Collect and Submit RRF** (Registration Request form) : April 03 to April 13, 2017
- Semester Begins** : May 06, 2017
- Add-drop courses if needed (Section change is not allowed)** : May 06 to 15, 2017  
*(Prerequisite Incomplete & Last semester students)*
- Deadline for Payment to Confirm Registration** : May 18, 2017  
*(Payment should be minimum of 40% of the total tuition fees)*
- Late Registration with Tk. 1000/- fine** : May 20 to 28, 2017  
*(Less than 40% payment will be treated as late registration)*
- Deadline for Semester Drop** : May 06 to 15, 2017 (only semester fee to be paid)  
*(Filled the Prescribe Form available in ACAD)*
- Class and Exam Schedule:**
  - I) Class Period before Mid-Term : May 06 to June 08, 2017
  - II) **Mid-Term Examinations** : June 10 to 15, 2017
  - III) Class Period before Final : June 17 to August 10, 2017
  - IV) **Final Examinations** : August 12 to 21, 2017
- Publication of Results** : August 31, 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 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 <b>Otherwise use option 2</b> →	<b><u>Installment 1: (Within one week of class starts)</u></b> ➤ 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.	<b>May 18, 2017</b>
	<b><u>Installment 2: (Before Mid Term Exam)</u></b> ➤ Pay minimum 30% of the rest of the semester tuition fees. ➤ Failure to pay as specified, a student will be fined Tk.1000/=	<b>June 08, 2017</b>
	<b><u>Installment 3: (Before Final Exam)</u></b> ➤ Pay remaining balance of the semester tuition fees. ➤ Failure to pay as specified, a student will be barred from attending Final Examinations.	<b>August 10, 2017</b>

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 <sup>st</sup> Semester	Benazir Rahman	BR	01755513144
2	BBA110170191-BBA120370514	Afroza Parvin	AP	01911411924
3	BBA130170527-BBA130170634	S M Sohel Rana	SR	01762916269
4	BBA130270637-BBA130370725	M. M. Mofiz Uddin	MU	01755514679
5	BBA140170728- BBA140370842	Sanzida Easmin	SE	01777017672
6	BBA150170846- BBA150370957	Farhana Afroz	MFA	01912026168
7	BBA160170963- BBA160171031	Fahmida Ahmad	FA	01731518852
8	BBA160271035-BBA160371068	Alrafa Akter Nitu	AAN	01675311646
9	BBA170171071-BBA170171104	Shobnom Munira	SM	01916910124

## **Some of our distinguished Faculty Members**

<b>Prof. Dr. Khondoker Shafayet Hossain</b> Former Professor of IU, Dep. of Fin. & ACC.	<b>Afroza Parvin</b> Asst. Professor in Finance BBA & MBA, University of Dhaka	<b>S M Sohel Rana</b> Sr. Lecturer in Marketing BBA & MBA, University of Dhaka
<b>M. M. Mofiz Uddin</b> Sr. Lecturer in MIS BBA & MBA, University of Dhaka	<b>Benazir Rahman</b> Sr. Lecturer in Finance BBA & MBA, University of Dhaka	<b>Sanzida Easmin</b> Sr. Lecturer in Statistics B. sc & M. sc in Statistics University of Dhaka
<b>Shirin Akhtar</b> Sr. Lecturer in Marketing BBA & MBA, Rajshahi University	<b>Farhana Afroz</b> Sr. Lecturer in Management BBA, East West University MBA, North South University	<b>Fahmida Ahmad</b> Lecturer in Economics BSS & MSS, University of Dhaka MBA, IBA, University of Dhaka
<b>Alrafa Akter Nitu</b> Lecturer in Finance BBA, United International University MBA, Jahangirnagar University	<b>Shobnom Munira</b> Lecturer in Finance BBA & MBA, University of Dhaka	

## **List of the Administrative Officer**

<p><b>Kazi Nura Alam (Titu)</b> Sr. Assistant Director Concern Officer, BBA, LLB &amp; ELL Programs <b>Mobile No: 01755513123</b></p>
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*Course Offering- BBA Program, NUB, Banani Campus, Summer Semester-2017*

Sem	Enrl	SL	C Code	Course Title	Day	Time	PRC	CT	CH	Room
1A	40	1.	CIT 1101	Introduction to Computer	Sun & Tue	12:20-01:50	None	MU	3	603
		2.	ENG 1100	Sentences & their Elements	Sun & Tue	02:20-03:50	None	AKZA	0	603
		3.	GED 1205	Comparative Social Systems	Sat & Thu	10:40-12:10	None	AAH	3	603
		4.	ENG 1203	Reading & Writing	Sat & Thu	12:20-01:50	None	AK	3	603
2A	25	5.	QNT 1102	Basic Mathematics	Mon & Wed	02:20-03:50	None	SE	3	505
		6.	ENG 1104	Listening & Speaking	Sat & Thu	10:40-12:10	None	AK	3	702
		7.	BBA 1204	Principles of Accounting	Mon & Wed	04:00-05:30	None	AP	3	505
		8.	BBA 2106	Business Communication	Sat & Thu	12:20-01:50	ENG 1203	FA	3	702
3A	35	9.	BBA 2210	Financial Accounting	Sun & Tue	10:40-12:10	BBA 1204	SM	3	702
		10.	QNT 1302	Business Mathematics	Sun & Tue	12:20-01:50	QNT 1102	SE	3	702
		11.	GED 2209	Principles of Psychology	Mon & Wed	02:20-03:50	None	AAH	3	703
		12.	GED 1306	Health & Environment	Mon & Wed	04:00-05:30	None	SAE	3	703
4A	35	13.	BBA 1305	Principles of Finance	Sun & Tue	12:20-01:50	BBA 2210	AAN	3	703
		14.	BBA 2107	Principles of Marketing	Sat & Thu	12:20-01:50	None	BR	3	505
		15.	GED 2208	Socio-economic Study of Bangladesh	Sun & Tue	10:40-12:10	None	AAH	3	703
		16.	BBA 1203	Microeconomics	Sat & Thu	02:20-03:50	None	FA	3	505
5A	35	17.	BBA 2310	Marketing Management	Sun & Tue	02:20-03:50	BBA 2107	AAN	3	702
		18.	BBA 2208	Macroeconomics	Mon & Wed	04:00-05:30	BBA 1203	FA	3	603
		19.	BBA 2313	Financial Management	Mon & Wed	02:20-03:50	BBA 1305	AP	3	603
		20.	GED 2210	Business Ethics & Social Responsibility	Sun & Tue	04:00-05:30	None	KSK	3	702
6A	30	21.	BBA 1304	Principles of Management	Sun & Tue	12:20-01:50	None	AP	3	505
		22.	CIT 2202	Computer Application in Business	Sun & Tue	02:20-03:50	CIT 1101	MU	3	505
		23.	QNT 2103	Business Statistics	Mon & Wed	12:20-01:50	QNT 1102	SE	3	505
		24.	BBA 2311	Organizational Behavior	Mon & Wed	10:40-12:10	BBA 1304	BR	3	505
7A	30	25.	BBA 2314	Business Law	Mon & Wed	10:40-12:10	None	AAN	3	603
		26.	BBA 3115	ED & Small Business Management	Mon & Wed	12:20-01:50	BBA 1304	BR	3	603
		27.	BBA 3118	Cost Accounting	Sun & Tue	02:20-03:50	BBA 2210	SM	3	504
		28.	QNT 2312	Advanced Statistics	Sun & Tue	04:00-05:30	QNT 2103	SE	3	504
8A	30	29.	BBA 3119	Operations Management	Mon & Wed	12:20-01:50	QNT 1302 & QNT 2103	FA	3	702
		30.	BBA 3220	Human Resource Management	Sun & Tue	12:20-01:50	BBA 1304	MFA	3	504
		31.	BBA 3221	Management Accounting	Mon & Wed	10:40-12:10	BBA 2210	SM	3	702
		32.	BBA 3218	International Business	Sun & Tue	10:40-12:10	BBA 2208	AAN	3	504
9A	48	33.	BBA 3322	Research Methods	Sun & Tue	10:40-12:10	QNT-1302 & QNT 2103	BR	3	603
		34.	CIT 3303	Management Information Systems	Sun & Tue	09:00-10:30	CIT-2202	MU	3	603
		35.		Major-1			All Core Courses		3	
		36.		Major-2			All Core Courses		3	
10A + 11A		37.	FIN 4206	Corporate Finance	Sun & Tue	12:20-01:50	All Core Courses	BR	3	701
		38.	FIN 4103	Investment and Portfolio Management	Sun & Tue	02:20-03:50	All Core Courses	AP	3	701
		39.	HRM 3301	Human Resource Policy and Strategy	Mon & Wed	02:20-03:50	All Core Courses	MFA	3	504
		40.	HRM 4103	Industrial Relations	Mon & Wed	04:00-05:30	All Core Courses	MFA	3	504
		41.	MKT 4103	Service Marketing	Mon & Wed	09:00-10:30	All Core Courses	SR	3	504
		42.	MKT 4208	Integrated Marketing Communications	Mon & Wed	10:40-12:10	All Core Courses	SR	3	504
		43.	MKT 4211	Consumer Behavior	Sat & Thu	02:20-03:50	All Core Courses	SR	3	603
		44.	ACC 3301	Taxation	Sun & Tue	10:40-12:10	All Core Courses	PSH	3	505
11A		45.	ACC 4103	Accounting for Government & Non-profit Organization	Sun & Tue	09:00-10:30	All Core Courses	SM	3	505
		46.	ACC 4205	Advanced Management Accounting	Mon & Wed	12:20-01:50	All Core Courses	SM	3	703
12A		47.	BBA 3324	Strategic Management	Sun & Tue	02:20-03:50	BBA 2310, 2313& 3220	MFA	3	703
		48.	INT 4301	Internship			All Courses		3	

## Mid-Term & Final Examination Schedule

Summer Semester-2017

Day & Time	Starts at 10:30 a.m.	Starts at 02:30 p.m.
Day 1	CIT 1101 ( Introduction to Computer) GED 1306 (Health & Environment) FIN 4206 Corporate Finance	BBA 1305 (Principles of Finance) BBA 2311(Organizational Behavior) MKT 4103 Service Marketing
Day 2	ENG 1100 (Sentences & Their Elements) BBA 2313 (Financial Management) BBA 2314 (Business Law) ACC 4103 Accounting for Government & Non-profit Organization	QNT 1102 ( Basic Mathematics) BBA 1304 (Principles of Management) BBA 3218 (International Business) HRM 3301 Human Resource Policy and Strategy
Day 3	BBA 2210 (Financial Accounting) BBA 2310 (Marketing Management) BBA 3322 (Research Methods)	ENG 1104 (Listening & Speaking) BBA 2107 (Principles of Marketing) CIT 2202 (Computer Application in Business) FIN 4103 Investment and Portfolio Management
Day 4	ENG 1203 (Reading & Writing) GED 2210 (Business Ethics & Social Responsibility) BBA 3118 (Cost Accounting) MKT 4211 Consumer Behavior	BBA 2106 (Business Communication) BBA 3119 (Operations Management) ACC 3301 Taxation
Day 5	QNT 1302 (Business Mathematics) QNT 2312 (Advanced Statistics) CIT 3303 (Management Information Systems) BBA 3324 (Strategic Management)	GED 2208 (Socio-economic Study of Bangladesh) QNT 2103 (Business Statistics) BBA 3221 (Management Accounting) MKT 4208 Integrated Marketing Communications
Day 6	GED 1205 ( Comparative Social Systems) GED 2209 (Principles of Psychology) BBA 2208 (Macroeconomics) BBA 3115 (ED & Small Business Management) HRM 4103 Industrial Relations	BBA 1204 ( Principles of Accounting) BBA 1203 (Microeconomics) BBA 3220 (Human Resource Management) ACC 4205 Advanced Management Accounting

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

# Northern University Bangladesh

Banani Campus

Class Schedule: Summer 2017

Program: BBA

Date: 03/04/2017

	RM	SC	09:00 - 10:30	10:40 - 12:10	12:20 - 01:50	02:20 - 03:50	04:00 - 05:30
SUN & TUE	701	70			FIN-4206-BR	FIN-4103-AP	
	702	60		BBA-2210-SM(3A)	QNT-1302-SE(3A)	BBA-2310-AAN(5A)	GED-2210-KSK(5A)
	703	30		GED-2208-AAH(4A)	BBA-1305-AAN(4A)	BBA-3324-MFA	
	603	60	CIT-3303-MU(9A)	BBA-3322-BR(9A)	CIT-1101-MU(1A)	ENG-1100-AKZA(1A)	
	504	30		BBA-3218-AAN(8A)	BBA-3220-MFA(8A)	BBA-3118-SM(7A)	QNT-2312-SE(7A)
	505	45	ACC-4103-SM	ACC-3301-PSH	BBA-1304-AP(6A)	CIT-2202-MU(6A)	

MON & WED	701	70					
	702	60		BBA-3221-SM(8A)	BBA-3119-FA(8A)		
	703	30			ACC-4205-SM	GED-2209-AAH(3A)	GED-1306-SAE(3A)
	603	60		BBA-2314-AAN(7A)	BBA-3115-BR(7A)	BBA-2313-AP(5A)	BBA-2208-FA(5A)
	504	30	MKT-4103-SR	MKT-4208-SR		HRM-3301-MFA	HRM-4103-MFA
	505	45		BBA-2311-BR(6A)	QNT-2103-SE(6A)	QNT-1102-SE(2A)	BBA-1204-AP(2A)

THU & SAT	701	70					
	702	60		ENG--1104-AK(2A)	BBA-2106-FA(2A)		
	703	30					
	603	60		GED-1205-OUC(1A)	ENG-1203-AK(1A)	MKT-4211-SR	
	504	30					
	505	45			BBA-2107-BR(4A)	BBA-1203-FA(4A)	

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
SR	S M Sohel Rana	SAE	Mr. Syed Ashik-E-Elahi
BR	Benazir Rahman	FIC	Ferdous Iqbal Chowdhury
MU	M. M. Mofiz Uddin	JU	Mohammad Jashim Uddin
SE	Sanzida Easmin	AK	Anika Khan
MFA	Farhana Afroz		
FA	Fahmida Ahmad		
AAN	Alrafa Akter Nitu		
SM	Shobnom Munira		

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



**Registration Request Form (RRF)**

[Student Copy]

Name of Student: ..... Program: ..... Student ID (in full): .....

Student Contact No: ..... Name of Advisor: ..... Enroll Semester No: .....

SL	Course Code	Course Title	Credit	Section	Remarks
01					
02					
03					
04					
05					
06					
07					
08					
09					
<b>Total Credit Hours</b>					

**Deadline for Pay to Confirm Registration is May 18, 2017.**

*Once a student registers for the semester, s/he is liable to pay 100% tuition fees for that particular semester.*

Clearance of Accounts: ..... Clearance of Library : .....

Student's Signature : ..... Advisor's Signature & Date: ..... ACAD Signature: .....

✂ **Cut here** .....



**Registration Request Form (RRF)**

[Office Copy]

Name of Student: ..... Program: ..... Student ID (in full): .....

Student Contact No: ..... Blood Group: ..... Name of Advisor: ..... Enroll Semester No: .....

Guardian's Name: ..... & Contact No: .....

SL	Course Code	Course Title	Credit	Section	Remarks
01					
02					
03					
04					
05					
06					
07					
08					
09					
<b>Total Credit Hours</b>					

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Clearance of Accounts: ..... Clearance of Library : .....

Student's Signature : ..... Advisor's Signature & Date: ..... ACAD Signature: .....