



# NORTHERN UNIVERSITY

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

**REGISTRATION PACKAGE**

Spring-2017

**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 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.

### Academic Dismissal:

12. 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:

13. 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:

14. 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:

15. 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.
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.***

## Academic Calendar, Spring-2017

<b><u>Registration Period:</u></b>		
➤ Collect and Submit RRF (Registration Request Form)	:	November 21—24, 2016
➤ Collect Copy of Course Confirmation	:	December 13—15, 2016
➤ Adjustment of Courses if needed	:	December 13—15, 2016
Add / Drop courses (Applicable only for Failed Students)	:	Within four days after the Semester Begins
<b>Late Registration with Tk. 1000/-Fine (Less than 40% payment will be treated as late Registration)</b>		
<b>Deadline for Semester Drop (Filled the Prescribe Form available in ACAD)</b>		<b>Within one week of starting classes (Only semester fee to be paid)</b>
➤ <b>Once a student registers for the semester, s/he liable to pay 100% tuition fees for that particular semester.</b>		
<b>📅 Spring-2017 Semester Begins</b>	:	<b>January 14, 2017</b>
➤ Period for submission of dual exam application (Last semester students only)	:	Within two weeks after the Semester Begins
<b>📅 Class and Exam Schedule:</b>		
➤ Class Period (Before Mid-Term Exam)	:	January 16, 2017—February 16, 2017
➤ Mid-Term Examinations	:	<b>February 20, 2017—March 2, 2017</b>
➤ Class Period (Before Final Exam)	:	March 06, 2017—April 13, 2017
➤ Final Examinations	:	<b>April 17, 2017—April 26, 2017</b>
➤ Period for Submission of Grades by Teachers	:	Within five day after the respective final exam
➤ Semester Break for Teachers (Proposed)	:	May 02, 2017—May 04, 2017
<b>📅 Publication of Results</b>	:	May 4, 2017
<b>📅 Summer-2017 Semester Begins (Projected)</b>	:	May 06, 2017
<b><u>Tuition Payment Structure:</u></b>		
Option 1	Option 2 (Pay in Installments)	Payment Deadline
<b>Pay 100% of the semester tuition and other fees Otherwise use option 2 →</b>	<b><u>Installment 1:</u></b> ♦ Pay minimum <b>40%</b> of the semester tuition and other fees. ♦ Failure to pay as specified, a student will be unregistered for the Semester and will be barred from attending classes. • Failure to pay as specified, a student will be penalized with <b>Tk.1000/-</b>	<b>January 19, 2017</b>
	<b><u>Installment 2:</u></b> ♦ Pay minimum <b>30%</b> of the semester tuition and other fees ♦ Failure to pay as specified, a student will be penalized with <b>Tk.1000/-</b>	<b>February 16, 2017</b>
	<b><u>Installment 3:</u></b> ♦ Pay <b>remaining balance</b> of the semester tuition and other fees. ♦ Failure to pay as specified, a student will be barred from attending final Examinations.	<b>April 13, 2017</b>
<b>Above rules supersedes all previous rules.</b>		

## List of Student Advisors

SL.	Student ID Range	Name of Advisor	TCR
1.	All credit transfer student	Dr. Mohammad Ekramol Islam	DEI
2.	All campus change student	Ms. Afia Akter	AA
3.	All Internship & Last semester students	Mr. Md. Masud Rana	MR
4.	<b>ID below BBA130104921</b>	<b>Mr. Md. Shoriful Islam</b>	<b>MSI</b>
5.	BBA130104922-130104991	Dr. Kh. Sazzadul Karim	KSK
6.	BBA130104992-130105059	Mr. Md. Lutfor Rahman	MLR
7.	BBA130105060-130105139	Mr. Abdullah Mohammed Ibrahim	AMI
8.	BBA130205140-130205190	Dr. Sharmin Islam	DSI
9.	BBA130205191-130205228	Ms. Kanij Fatama Zaman	KF
10.	BBA130305229-130305297	Ms. Nurun Nahar	NN
11.	BBA140105298-140105340	Ms. Serena Aktar	SAT
12.	BBA140105341-140105399	Mr. Syed Mustafizur Rahman	SMR
13.	BBA140205400-140205459	Ms. Farhana Rob Shampa	FRS
14.	BBA140305460-150105505	Ms. Shayama Akter	SA
15.	BBA150105506-150105546	Ms. Nazma Akter	NA
16.	BBA150205547-150205587	Mr. Md. Saheb Ali Mondal	SAM
17.	BBA150305588-150305638	Ms. Mahbuba Sultana	MBS
18.	BBA160105639-160105666	Ms. Tasneem Tarannum	TT
19.	BBA160105667-160105697	Ms. Afrin Azhar	AAZ
20.	BBA160105698-160105734	Ms. Fozia Rahman	FR
21.	BBA160105635-160105774	Ms. Farzana Chowdhury	FC
22.	BBA160205775-160205815	Mr. Md. Shakhawat Hossain	MSH
23.	BBA160305816-160305845	Mr. Md. Zahidul Hasan	ZH
24.	<b>BBA 160305846 (onward)</b>	<b>Mr. Md. Shoriful Islam</b>	<b>MSI</b>

## Semester Wise Sequential Course Offerings with Class Schedule, Spring-2017

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

8	45.	BBA 3119	8A	Operations Management	Monday & Wednesday	9:00	QNT 2312
	46.	BBA 3218	8A	International Business	Monday & Wednesday	10:40	BBA 2208
	47.	BBA 3220	8A	Human Resource Management	Tuesday & Thursday	10:40	BBA 2311
	48.	BBA 3221	8A	Management Accounting	Tuesday & Thursday	9:00	BBA 2210
9	49.	CIT 3303	9A	Management Information System	Tuesday & Thursday	2:20	CIT 2202
	50.	BBA 3324	9A	Strategic Management	Tuesday & Thursday	12:20	All GED & Core
	51.	BBA 3322	9A	Research Methods	Monday & Wednesday	2:20	QNT 2312
	52.	CIT 3303	9B	Management Information System	Monday & Wednesday	10:40	CIT 2202
	53.	BBA 3324	9B	Strategic Management	Monday & Wednesday	12:20	All GED & Core
	54.	BBA 3322	9B	Research Methods	Tuesday & Thursday	9:00	QNT 2312
	55.	CIT 3303	9C	Management Information System	Monday & Wednesday	12:20	CIT 2202
	56.	BBA 3324	9C	Strategic Management	Monday & Wednesday	10:40	All GED & Core
	57.	BBA 3322	9C	Research Methods	Tuesday & Thursday	10:40	QNT 2312

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

Area	SL	Course Code	Sec	Course Title	Day	Time	Remarks
ACC	58.	ACC 3301	A	Taxation	Monday & Wednesday	9:00	ACC 4102 & ACC 4204 May not offer in the summer semester 2017
	59.	ACC 4205	A	Advanced Management Accounting	Monday & Wednesday	10:40	
	60.	ACC 4206	A	Advanced Cost Accounting	Tuesday & Thursday	10:40	
	61.	ACC 4102	A	Accounting Theory	Tuesday & Thursday	12:20	
	62.	ACC 4204	A	Accounting Information System	Tuesday & Thursday	2:20	
FIN	63.	FIN 3301	A	Fin. Institution and Markets	Tuesday & Thursday	2:20	FIN 4103 & 4205 May not offer in the summer semester 2017
	64.	FIN 4205	A	Int. Financial Management	Tuesday & Thursday	10:40	
	65.	FIN 4207	A	Bank Management	Tuesday & Thursday	12:20	
	66.	FIN 4206	A	Corporate Finance	Monday & Wednesday	12:20	
	67.	FIN 4103	A	Investment & Portfolio Management	Monday & Wednesday	10:40	
MKT	68.	MKT 4102	A	Marketing Research	Tuesday & Thursday	2:20	MKT 4102 & MKT 4211 May not offer in the summer semester 2017
	69.	MKT 4205	A	Net. Rel. & Supply Change Mgt	Tuesday & Thursday	12:20	
	70.	MKT 4208	A	Integrated Marketing Communication	Tuesday & Thursday	4:00	
	71.	MKT 4209	A	Brand Management	Monday & Wednesday	4:00	
	72.	MKT 4211	A	Consumer Behavior	Monday & Wednesday	2:20	
HRM	73.	HRM 3301	A	Human Resource Policy and Strategy	Monday & Wednesday	2:20	HRM 3301 & HRM 4207 May not offer in the summer semester 2017
	74.	HRM 4103	A	Industrial Relations	Monday & Wednesday	4:00	
	75.	HRM 4102	A	Training & Development	Monday & Wednesday	12:20	
	76.	HRM 4204	A	Conflict Mgt and Negotiation	Tuesday & Thursday	9:00	
	77.	HRM 4207	A	Stress & Change Mgt.	Tuesday & Thursday	10:40	
MIS	78.	MIS 3301	A	System Analysis & Design	Monday & Wednesday	2:20	MIS 4204 & MIS 4208 May not offer in the summer semester 2017
	79.	MIS 4208	A	Digital Office Automation	Monday & Wednesday	4:00	
	80.	MIS 4102	A	Database Management Systems	Tuesday & Thursday	2:20	
	81.	MIS 4204	A	Object-Oriented Programming	Tuesday & Thursday	10:40	
	82.	MIS 4207	A	E-Commerce	Tuesday & Thursday	9:00	
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-2017**

<b>Mid-Term and Final Examination Schedule, BBA Program, Spring-2017</b>		
<b>Exam Day</b>	<b>Starts at 10:00-11:30am</b>	<b>Starts at 02:00-4:00pm</b>
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 4205 (Net. Rel. & Supply Chain Mgt.) 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 (Fin. Institution and 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)	<b>BBA 2106 (Business Communication) 3</b> 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 2208 (Socio-economic Study of Bangladesh) 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)	<b>QNT 1302 (Business Mathematics) 2</b> 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 )	<b>ENG 1203 ( Eng. Lang-III Reading &amp; Writing)3</b> 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.

NUB, Course Registration Request Form (CRRF), Student's Copy, (Spring-2017)

Name of Student: ..... Student ID (in Full): BBA.....

Student Contact No: ..... Guardians Contact No:.....

Address (Present).....:

Total earned Credit: ..... Last Semester GPA: ..... Enroll Semester No. ....

Name of Advisor: .....

SL	Course Code	Course Title	Credit	Sections	Remarks
01					
02					
03					
04					
05					
<b>Total Credit Hours →</b>					

Once a student registers for the semester, s/he liable to pay 100% tuition fees for that particular semester.  
Late Registration with Tk. 1000/-Fine, (Less than 40% payment will be treated as late Registration)

Student's Signature & Date

Advisor's Signature & Date

.....

NUB, Course Registration Request Form (CRRF), Office Copy, (Spring-2017)

Name of Student: ..... Student ID (in Full): BBA.....

Student Contact No: ..... Guardians Contact No:.....

Address (Present).....:

Total earned Credit: ..... Last Semester GPA: ..... Enroll Semester No. ....

Name of Advisor: .....

SL	Course Code	Course Title	Credit	Sections	Remarks
01					
02					
03					
04					
05					
<b>Total Credit Hours →</b>					

Once a student registers for the semester, s/he liable to pay 100% tuition fees for that particular semester.  
Late Registration with Tk. 1000/-Fine, (Less than 40% payment will be treated as late Registration)

Student's Signature & Date

Advisor's Signature & Date