

Bachelor of Business Administration *(BBA)*

Registration Package
Semester Summer-2019



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

Published By:

Department of Business Administration
Banani Campus

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. A registered student must be paid their tuition fees within the specified deadline, as indicated in the “**tuition fees 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 medical ground or unavoidable circumstances. The students must apply to the Vice-Chancellor through Head of the Department for special midterm exam. Decision to be given by honorable Vice-Chancellor. A fee of TK.2000/- 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 with supporting documents to the ACAD within 07 days of the completion of exam for the approval of Controller of Examination. A fee of TK.2000/- 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% class’s 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 week of the commencement of the semester in consent of their Guardians/Parents, after this time limit and before midterm exam, Student must pay 50% of total tuition fees and after midterm exam s/he is liable to pay 100% of total payable amount for that particular semester.

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 ‘A-’ 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-2019

<u>Registration Period:</u>		
➤ Course Offering, Summer-2019	:	April 1 – 4, 2019
➤ Online Pre-Registration for Students	:	April 3 – 10, 2019
➤ Approval and Confirmation of Courses from Advisor	:	April 3 – 10, 2019
➤ TER Fill up by students for Spring-2019 (Mandatory)	:	March 18 – 31, 2019
Add / Drop courses (Applicable only for Failed Students)	:	May 19-23, 2019
Period for submission of dual exam application (Last semester students only)	:	May 19-23, 2019
❖ 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.		
✚ Summe-2019 Semester Begins	:	May 19, 2019
✚ Class and Exam Schedule:		
➤ Class Period (Before Mid-Term Exam)	:	May 19, 2019 – June 27, 2019
➤ Mid-Term Examinations	:	June 29, 2019 – July 8, 2019
➤ Class Period (Before Final Exam)	:	July 9, 2019 – August 29, 2019
➤ Final Examinations	:	September 1 to 9, 2019
➤ Period for Submission of Grades by Teachers	:	September 14, 2019
➤ Semester Break for Teachers (Proposed)	:	September 15-17, 2019
✚ Publication of Results	:	September 14, 2019
✚ Fall-2019 Semester Begins (Projected)	:	September 18, 2019
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/-	May 23, 2019
	<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/-	June 27, 2019
	<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.	August 29, 2019

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.

Semester Wise Sequential Course Offerings with Class Schedule, Summer-2019

Sem	SL	Course Code	Sec	Course Title	Day	Time	Pre-Requisites
1	1.	CIT 1101	1A	Introduction to Computer	Sunday & Tuesday	12:20	Re-take students must register for section A.
	2.	ENG 1100	1A	Sentences & their Elements	Sunday & Tuesday	10:40	
	3.	GED 1205	1A	Comparative Social Systems	Saturday & Thursday	10:40	
	4.	ENG 1203	1A	Reading & Writing	Saturday & Thursday	12:20	
2	5.	QNT 1102	2A	Basic Mathematics	Monday & Wednesday	2:20	None
	6.	ENG 1104	2A	Listening & Speaking	Sunday & Tuesday	10:40	None
	7.	BBA 1204	2A	Principles of Accounting	Monday & Wednesday	12:20	QNT 1105
	8.	BBA 2106	2A	Business Communication	Sunday & Tuesday	12:20	None
3	9.	BBA 2210	3A	Financial Accounting	Sunday & Tuesday	12:20	None
	10.	QNT 1302	3A	Business Mathematics	Sunday & Tuesday	2:20	None
	11.	GED 2209	3A	Principles of Psychology	Sunday & Tuesday	4.00	BBA1204
	12.	GED 1306	3A	Health & Environment	Sunday & Tuesday	10:40	None
4	13.	BBA 1305	4A	Principles of Finance	Sunday & Tuesday	2:20	None
	14.	BBA 2107	4A	Principles of Marketing	Monday & Wednesday	12:20	None
	15.	GED 2208	4A	Socio-economic Study of Bangladesh	Monday & Wednesday	10.40	None
	16.	BBA 1203	4A	Microeconomics	Sunday & Tuesday	4.00	BBA 2210
5	17.	BBA 2310	5A	Marketing Management	Monday & Wednesday	12:20	None
	18.	BBA 2208	5A	Macroeconomics	Sunday & Tuesday	2:20	BBA 1305
	19.	BBA 2313	5A	Financial Management	Monday & Wednesday	10.40	BBA 1203
	20.	GED 2210	5A	Business Ethics & Social Responsibility	Sunday & Tuesday	4.00	BBA 2107
6	21.	BBA 1304	6A	Principles of Management	Sunday & Tuesday	12:20	None
	22.	CIT 2202	6A	Computer Application in Business	Monday & Wednesday	10:40	CIT 1101
	23.	QNT 2103	6A	Business Statistics	Monday & Wednesday	12:20	QNT 1302
	24.	BBA 2311	6A	Organizational Behavior	Sunday & Tuesday	2:20	BBA 1304
8	25.	BBA 3119	8A	Operations Management	Sunday & Tuesday	12:20	QNT 2312
	26.	BBA 3220	8A	Human Resource Management	Monday & Wednesday	12:20	BBA 2311
	27.	BBA 3221	8A	Management Accounting	Sunday & Tuesday	2:20	BBA 2208
	28.	BBA 3218	8A	International Business	Monday & Wednesday	2:20	BBA 2210
9	29.	BBA 3322	9A	Research Methods	Monday & Wednesday	4:00	CIT 2202
	30.	CIT 3303	9A	Management Information Systems	Monday & Wednesday	2:20	All GED & Core
10			9A	Major (2 courses)			
			10A	Major/ Minor (4 courses)			
11	31.	BBA 3324	11A	Strategic Management	Monday & Wednesday	4:00	BBA 2310, 2313& 3220
				Major/ Minor (3 courses)			

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

Area	SL	Course Code	Sec	Course Title	Day	Time	Remarks
ACC	32.	ACC 3301	A	Taxation	Sunday & Tuesday	10:40	All Core Courses
	33.	ACC 4206	A	Advanced Cost Accounting	Sunday & Tuesday	9.00	
	34.	FIN 4206		Corporate Finance	Monday & Wednesday	2:20	All Core

FIN	35.	FIN 4103		Investment and Portfolio Management	Monday & Wednesday	12:20	Courses
MKT	36.	MKT 4103	A	Service Marketing	Sunday & Tuesday	04:00	All Core Courses
	37.	MKT 4208	A	Integrated Marketing Communications	Sunday & Tuesday	2:20	
	38.	MKT 4211	A	Consumer Behavior	Monday & Wednesday	2:20	
HRM	39.	HRM 3301	A	Human Resource Policy and Strategy	Saturday & Thursday	2:20	All Core Courses
	40.	HRM 4103	A	Industrial Relations	Monday & Wednesday	10:40	
	41.	HRM 4207		Stress and Change Management	Saturday & Thursday	4.00	
Any One		INT 4301		Internship			
		INT 4302		Project work			

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

Mid-Term & Final Examination Schedule

Semester Summer -2019

Department of BBA

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

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

ii) 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.

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, Sr. Lecturer in Finance and Banking	BR	01755513144
2	BBA110370297 - BBA140370817	Afroza Parvin, Asst. Professor of Finance and Banking	AP	01911411924
3	BBA140370822 - BBA160170969	M.M. Mufizur Uddin, Asst. Professor in MIS	MU	01755514679
4	BBA160170974- BBA160371059	Sanzida Easmin, Sr. Lecturer in Statistics and Mathematics	SE	01777017672
5	BBA160371060- BBA180171133	Shirin Akhtar, Sr. Lecturer in Marketing	SA	01717928850
6	BBA180171134- BBA180371192	Fahmida Ahmad, Lecturer in Economics	FA	01731518852
7	BBA180371194- BBA 190171231	Oeshwik Ahmed, Lecturer in HRM	OA	01619136141

List of the Administrative Officer

Kazi Humayoun Kabir PAO Concern Officer, BBA, LLB & ELL Programs Mobile No: 01755513123
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