

# MBA Program

## Registration Information Booklet SPRING SEMESTER - 2019



**NORTHERN UNIVERSITY**  
B A N G L A D E S H

**Prepared & Designed by:**  
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## Northern University Bangladesh (NUB)

### Semester Spring – 2019

#### Program: MBA

<input type="checkbox"/> <b>Online Pre-Registration for Students</b>	: December 6, 2018 to December 15, 2018
<input type="checkbox"/> <b>Approval and Confirmation of Courses from Advisor</b>	: December 6, 2018 to December 15, 2018
<input type="checkbox"/> <b>Semester Begins</b>	: January 31, 2019 (Thursday)
<input type="checkbox"/> <b>Add-drop courses if needed (Section change is not allowed)</b> <i>(Prerequisite Incompleted &amp; Last semester students)</i>	: Within one week of starting classes
<input type="checkbox"/> <b>Deadline for Payment to Confirm Registration</b> <i>(Payment should be minimum 40% of the total tuition fees)</i>	: <b>Within one week of starting classes</b>
<input type="checkbox"/> <b>Late Registration with Tk. 1000/- fine</b> <i>(Less than 40% payment will be treated as late registration)</i>	: Within one week after expiry of deadline
<input type="checkbox"/> <b>Deadline for Semester Drop</b> Fill the Prescribed Form available in ACAD	: Within one week of starting classes (only semester fee to be paid)
<input type="checkbox"/> <b>Class and Exam Schedule:</b>	
I) Class Period before Mid-Term	: January 31, 2019 (Thu) to March 9, 2019 (Sat)
II) Mid-Term Examinations	: March 15, 2019 (Fri) to March 23, 2019 (Sat)
III) Class Period before Final	: March 28, 2019 (Thu) to May 4, 2019
IV) Final Examinations	: May 10, 2019 (Fri) to May 18, 2019 (Sat)
<input type="checkbox"/> <b>Publication of Results</b>	: May 25, 2019
<input type="checkbox"/> <b>Classes Start for Summer 2019</b>	: <b>May 30, 2019 (Thu)</b>

**“Students must complete Teaching Efficiency Rating (TER) before the final exams. If any student fails to fill in 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>(Within one week of class starts)</b> ➤ Pay minimum 40% of the semester tuition and other fees. ➤ Failure to pay as specified, a student will be fined Tk.1000 to be paid within one week after expiry of deadline.	February 16, 2019
	: <b>(Before Mid Term Exam)</b> ➤ Pay minimum 30% of the rest of the semester tuition fees. ➤ Failure to pay as specified, a student will be fined Tk.1000/=	March 14, 2019
	: <b>(Before Final Exam)</b> ➤ Pay remaining balance of the semester tuition fees. ➤ Failure to pay as specified, a student will be barred from attending Final Examinations.	May 9, 2019

**Semester wise Course Recommendation Spring Semester 2019****RMBA students for 60 credits holders**

SL	Course Code	Course Title	Prerequisite Course
Semester 01	ENG 5001	Business English	
	MBA 5002	Organization Behavior	
	MBA 5102	Business Communication	
	MBA 5003	Principles of Accounting	
Semester 02	MBA 5104	Principles of Marketing	
	MBA 5105	Principles of Finance	
	MBA 5207	Q. Methods for Decision Making	
	MBA 5208	Managerial Economics	
Semester 03	MBA 5103	Financial and Managerial Accounting	Principles of Accounting
	MBA 5204	Human Resource Management	Organization Behavior
	MBA 5206	Marketing Management	Principles of Marketing
	MBA 6313	Business Law	
Semester 04	MBA 6309	Financial Management	Principles of Finance
	MBA 6314	Management Information System	
	MBA 6311	Strategic Management	All Core Courses
Semester 05	Four courses from Major Area (Marketing/ Finance/HRM/MIS)		
Semester 06	MBA 6502	Internship/Project work	

**EMBA students for 48 credits holders**

SL	Course Code	Course Title	Prerequisite Course
Semester 01	MBA 5104	Principles of Marketing	
	MBA 5105	Principles of Finance	
	MBA 5208	Managerial Economics	
	MBA 5207	Q. Methods for Decision Making	
Semester 02	MBA 5103	Financial and Managerial Accounting	
	MBA 5204	Human Resource Management	
	MBA 5206	Marketing Management	Principles of Marketing
	MBA 6313	Business Law	
Semester 03	MBA 6309	Financial Management	Principles of Finance
	MBA 6314	Management Information System	
	MBA 6501	Research Methodology	
	MBA 6311	Strategic Management	All Core Courses
Semester 04	Four courses from Major Area (Marketing/ Finance/HRM/MIS)		

**BBA degree holders students for 36 credits**

SL	Course Code	Course Title	Prerequisite Course
Semester 01	MBA 5103	Financial and Managerial Accounting	
	MBA 5204	Human Resource Management	
	MBA 5206	Marketing Management	
	MBA 6313	Business Law	
Semester 02	MBA 6309	Financial Management	
	MBA 6314	Management Information System	
	MBA 6501	Research Methodology	
	MBA 6311	Strategic Management	All Core Courses
Semester 03	Four courses from Major Area (Marketing/ Finance/HRM/MIS)		

**Semester wise Class Schedule**  
**Spring Semester 2019**  
**MBA (Regular & Executive) Program**

[Under open credit hour system]

**Semester wise class schedule for 60 credits students**

Semester	Course Code	Course Title	Section	Day	Time
01 Not offered in this semester	ENG 5001	Business English	A		
	MBA 5002	Organization Behavior			
	MBA 5102	Business Communication			
	MBA 5003	Principles of Accounting			
02	MBA 5104	Principles of Marketing	A	Friday	03:30-6:30
	MBA 5105	Principles of Finance		Saturday	06:30- 09:30
	MBA 5207	Quantitative Methods for Decision Making		Friday	06:30- 09:30
	MBA 5208	Managerial Economics		Thursday	06:30- 09:30
03	MBA 5103	Financial and Managerial Accounting	A	Saturday	06:30- 09:30
	MBA 5204	Human Resource Management		Friday	06:30- 09:30
	MBA 5206	Marketing Management		Thursday	06:30- 09:30
	MBA 6313	Business Law		Friday	03:30-6:30
04	MBA 6309	Financial Management	A	Friday	03:30-6:30
	MBA 6311	Strategic Management		Saturday	06:30- 09:30
	MBA 6314	Management Information System		Friday	06:30- 09:30
	MBA 6501	Research Methodology		Thursday	06:30- 09:30

**Semester wise class schedule for 48 credits students**

Semester	Course Code	Course Title	Section	Day	Time
01	MBA 5104	Principles of Marketing	A	Friday	03:30-6:30
	MBA 5105	Principles of Finance		Saturday	06:30- 09:30
	MBA 5207	Quantitative Methods for Decision Making		Friday	06:30- 09:30
	MBA 5208	Managerial Economics		Thursday	06:30- 09:30
02	MBA 5103	Financial and Managerial Accounting	A	Friday	06:30- 09:30
	MBA 5204	Human Resource Management		Saturday	06:30- 09:30
	MBA 5206	Marketing Management		Thursday	06:30- 09:30
	MBA 6313	Business Law		Friday	03:30-6:30
03	MBA 6309	Financial Management	A	Friday	03:30-6:30
	MBA 6311	Strategic Management		Saturday	06:30- 09:30
	MBA 6314	Management Information System		Friday	06:30- 09:30
	MBA 6501	Research Methodology		Thursday	06:30- 09:30
04	Four Courses from Major Area				

**N. B. For full registration Package please visit: [www.nub.ac.bd](http://www.nub.ac.bd)**

**Semester wise class schedule for MBA (BBA degree holders 36 credits) students**

Semester	Course Code	Course Title	Section	Day	Time
01	MBA 5103	Financial and Managerial Accounting	A	Saturday	06:30- 09:30
	MBA 5204	Human Resource Management		Friday	06:30- 09:30
	MBA 5206	Marketing Management		Thursday	06:30- 09:30
	MBA 6313	Business Law		Friday	03:30-06:30
02	MBA 6309	Financial Management	A	Friday	03:30-06:30
	MBA 6311	Strategic Management		Saturday	06:30- 09:30
	MBA 6314	Management Information System		Friday	06:30- 09:30
	MBA 6501	Research Methodology		Thursday	06:30- 09:30
03	Four Courses from Major Area				

**Major Areas**

SL	Course Code	Course Title	Section	Day	Time
MKT	MKT 6404	Service Marketing	A	Saturday	06:30- 09:30
	MKT 6405	Marketing Communication	A	Friday	03:30- 06:00
	MKT 6407	Supply Chain & Distribution Management	A	Thursday	06:30- 09:30
	MKT 6408	Brand Management	A	Friday	06:30- 09:30
FIN	FIN 6401	Advanced Corporate Finance	A	Saturday	06:30- 09:30
	FIN 6402	International Finance & Banking	A	Thursday	06:30- 09:30
	FIN 6403	Financial Institutions and Markets	A	Friday	03:30- 06:00
	FIN 6404	Investment Analysis & Portfolio Mgt.	A	Friday	06:30- 09:30
HRM	HRM 6401	Human Resource Policy & Strategy	A	Thursday	06:30- 09:30
	HRM 6402	Training and Development	A	Saturday	06:30- 09:30
	HRM 6403	Industrial Relations	A	Friday	03:00 – 06:00
	HRM 6404	Conflict Management & Negotiation	A	Friday	06:30 – 09:30

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**List of Students' Advisor**

SI	Students ID	Name of the Teachers (Advisors)	Acronyms	Cell No
1	MBA130370354-MBA18037110	Syed Mustafizur Rahman Chowdhury	SMR	01714112257
2	MBA180371112-180371147	Benazir Rahman	BR	01755513144

## **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.*

