

# NORTHERN UNIVERSITY BANGLADESH BANANI CAMPUS

## Some of our distinguished Faculty Members

<b>Professor Dr. M. Shamsul Haque</b> (Former Director, IBA, DU) Ph. D. (MBS, UK), MBA (IU, USA), M.Com (RU)	<b>Prof. Dr. Musharraf M. Hussain</b> Dean, Faculty of Business BBA (IBA,DU), MBA(SJU, USA), Ph. D.(CSU, USA)	<b>Prof. Dr. Khondoker Shafayet Hossain</b> PhD (Rajshahi University) Former Dean, IU, Kustia
<b>Afroza Parvin</b> Asst. Professor in Finance BBA & MBA, University of Dhaka	<b>Syed Mustafizur Rahman Chowdhury</b> Asst. Professor of MIS M. Comp (Software Engineering) MIT (E-Business), UWS, Australia	<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>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	<b>Oeshwik Ahmed</b> Lecturer in Management BBA(HRM),NSU M Sc(HRM), UK & MBA from USA
<b>Tasnia Fatim</b> Lecturer in Marketing BBA & MBA, University of Dhaka		

## List of the Administrative Officer

**Md. Faruk Hossain**  
Sr. Admin Officer  
Concern Officer, MBA, EEEE & ECSE Programs  
**Mobile: 01755514681**

## 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.

## **Registration Package, MBA Program, NUB, Fall-2018**

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.
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 Fall-2018)

- ❑ **Collect and Submit RRF** (Registration Request form) : 6<sup>th</sup> September, 2018 –15<sup>th</sup> September, 2018
- ❑ **Semester Starts** : 4<sup>th</sup> October, 2018 (Thu)
- ❑ **1<sup>st</sup> Semester Orientation** : 11<sup>th</sup> October, 2018 (Thu)
- ❑ **Add-drop courses if needed (Section change is not allowed):** 13<sup>th</sup> October, 2018 (Sat)  
(Prerequisite Incomplete & Last semester students)
- ❑ **Deadline for Payment to Confirm Registration** : 13<sup>th</sup> October, 2018 (Sat)  
(Payment should be minimum of 40% of the total tuition fees)
- ❑ **Late Registration with Tk. 1000/- fine** : 20<sup>th</sup> October, 2018 (Sat)  
(Less than 40% payment will be treated as late registration)
- ❑ **Deadline for Semester Drop (Filled the Prescribe Form available in ACAD)** : 20<sup>th</sup> October, 2018 (Sat)
- ❑ **Class and Exam Schedule:**
  - I) Class Period before Mid-Term : 4<sup>th</sup> October, 2018 (Thu)-10<sup>th</sup> November, 2018(Sat)
  - II) **Mid-Term Examinations** : 16<sup>th</sup> November, 2018 (Fri)-24<sup>th</sup> November, 2018(Sat)
  - III) Class Period before Final : 29<sup>th</sup> November, 2018(Thu)-05 January, 2019 (Sat)
  - IV) **Final Examinations** : 11<sup>th</sup> January, 2019 (Fri)-19<sup>th</sup> January, 2019 (Sat)
- ❑ **Publication of Results** : 29<sup>th</sup> January, 2019
- △ **Spring 2019 (Projected)** : 31<sup>th</sup> January, 2018 (Thu)
- ❑ **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 Fall Semester – 2018

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>October 18, 2018</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>November 15, 2018</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>January 10,2019</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.

**Semester Wise Course Recommendations**

**Semester 1<sup>st</sup> (For 60 Credits) (Admitted at Spring 2018, Summer 2018 & Fall 2017)**

SL	Course Code	Course Title	Section	Day	Time	Teacher
01	ENG 5001	Business English	A	FRI	6.30-9.30	AKZA
02	MBA 5002	Organizational Behavior	A	SAT	6.30-9.30	DMS
03	MBA 5003	Principles of Accounting	A	THU	6.30-9.30	PHS
04	MBA 5102	Business Communication	A	FRI	3.30-6.30	MMH

**Semester 1<sup>st</sup> (For 36 Credits), & Semester 1<sup>st</sup> and 2<sup>nd</sup> (For 48 Credits)**

SL	Course Code	Course Title	Section	Day	Time	Teacher
01	MBA 5103	Financial and Managerial Accounting	A	FRI	6.30-9.30	TBA
02	MBA 5204	Human Resource Management	A	THU	6.30-9.30	BR
03	MBA 5206	Marketing Management	A	FRI	3.30-6.30	SA
04	MBA 6313	Business Law	A	SAT	6.30-9.30	FA

**Semester 2<sup>nd</sup> (For 36 Credits), Semester 3<sup>rd</sup> (For 48 Credits), & Semester 4<sup>th</sup> (For 60 Credits)**

SL	Course Code	Course Title	Section	Day	Time	Teacher
01	MBA 6309	Financial Management	A	SAT	6.30-9.30	AAN
02	MBA 6311	Strategic Management	A	FRI	3.30-6.30	TBA
03	MBA 6314	Management Information System	A	FRI	6.30-9.30	SMR
04	MBA 6501	Research Methodology	A	THU	6.30-9.30	SE

**Major: Finance**

SL	Course Code	Course Title	Section	Day	Time	Teacher
01	FIN 6401	Advanced Corporate Finance	A	THU	6.30-9.30	AP
02	FIN 6403	Financial Institutions & Markets	A	FRI	3.30-6.30	AP
03	FIN 6402	International Finance & Banking	A	SAT	6.30-9.30	BR
04	FIN 6404	Investment Analysis & Portfolio Management	A	FRI	6.30-9.30	AAN

**Major: MARKETING**

SL	Course Code	Course Title	Section	Day	Time	Teacher
01	MKT 6401	Marketing Research	A	FRI	3.30-6.30	TBA
02	MKT 6402	International Marketing	A	THU	6.30-9.30	TF
03	MKT 6403	Consumer Behavior	A	FRI	6.30-9.30	SA
04	MKT 6404	Service Marketing	A	SAT	6.30-9.30	SA

**Major: Human Resource Management**

SL	Course Code	Course Title	Section	Day	Time	Teacher
01	HRM 6401	Human Resource Policy & Strategy	A	FRI	3.30-6.30	TBA
02	HRM 6402	Training and Development	A	FRI	6.30-9.30	TBA
03	HRM 6403	Industrial Relations	A	SAT	6.30-9.30	TBA
04	HRM 6404	Conflict Management & Negotiation	A	THU	6.30-9.30	TBA

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

**List of Students' Advisor**

<b>SI</b>	<b>Students ID</b>	<b>Name of the Teachers (Advisors)</b>	<b>Acronyms</b>	<b>Cell No</b>
1	MBA130370354-MBA180171013	Syed Mustafizur Rahman Chowdhury	SMR	<b>01714112257</b>
2	MBA180171014-MBA180371113	Benazir Rahman	BR	<b>01755513144</b>