



# NORTHERN UNIVERSITY

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

**REGISTRATION PACKAGE**

**Spring-2019**

**BBA  
PROGRAM**

24 Mirpur Road Opposite of Dhaka College  
Globe Campus, Dhaka.

# 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.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 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 60% 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, Spring-2019

<b><u>Registration Period:</u></b>		
➤ Course Offering, Spring-2019	:	November 24 – 29, 2018
➤ <b>Online Pre-Registration for Students</b>	:	December 1-6, 2018
➤ Approval and Confirmation of Courses from Advisor	:	December 1-6, 2018
➤ <b>TER Fill up by student portal</b>	:	December 1-14, 2018
➤ <b>Fall-2018 (Mandatory)</b>	:	
Add / Drop courses (Applicable only for Failed Students)	:	Within Two weeks after the Semester Begins
➤ Period for submission of dual exam application <b>(Last semester students only)</b>	:	Within Two weeks after the Semester Begins
➤ <b>Once a student registers for the semester, s/he is liable to pay 100% tuition fees for that particular semester.</b>		
➤ A Registered student may be entitled to <b>get 50%</b> refund only from tuition fees if s/he may apply for <b>semester drop before</b> the commencement of Mid-term Exam of this semester.		
✚ <b>Spring-2019 Semester Begins</b>	:	<b>January 12, 2019</b>
<b>✚ Class and Exam Schedule:</b>		
➤ Class Period (Before Mid-Term Exam)	:	January 14, 2019 – February 20, 2019
➤ Mid-Term Examinations	:	<b>February 25, 2019 – March 5, 2019</b>
➤ Class Period (Before Final Exam)	:	March 11, 2019 – April 18, 2019
➤ Final Examinations	:	<b>April 22, 2019 – April 30, 2019</b>
➤ Period for Submission of Grades by Teachers	:	May 5, 2019
➤ Semester Break for Teachers (Proposed)	:	May 6-8, 2019
✚ <b>Publication of Results</b>	:	<b>May 9, 2019</b>
✚ <b>Summer-2019 Semester Begins (Projected)</b>	:	May 13, 2019

## **Tuition Payment Structure:**

Option 1	Option 2 - (Pay in Installments)	Payment Deadline
<b>Pay 100% of the semester tuition and other fees <u>Otherwise use option 2</u> →</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 fined <b>Tk.1000/-</b>	<b>January 24, 2019</b>
	<b><u>Installment 2: (Before Mid-Term Exam)</u></b> ♦ Pay minimum <b>30%</b> of the semester tuition and other fees ♦ Failure to pay as specified, a student will be fined <b>Tk.1000/-</b>	<b>February 21, 2019</b>
	<b><u>Installment 3: (Before Final Exam)</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 18, 2019</b>

## List of Student Advisors (Spring-2019)

<b>SL.</b>	<b>Student ID Range</b>	<b>Name of Adviser</b>	<b>TCR</b>
1.	<b>BBA090203168 - 150370958</b>	Mr. Md. Masud Rana	<b>MR</b>
2.	BBA160105643 - 160105679	Mr. Md. Lutfur Rahman	<b>MLR</b>
3.	BBA160105680 - 160105741	Mr. Abdullah Mohammed Ibrahim	<b>AMI</b>
4.	BBA160105742 - 160205795	Ms. Serena Aktar	<b>SAT</b>
5.	BBA160205796 - 160305844	Ms. Nazma Akter	<b>NA</b>
6.	BBA170105845 - 170105900	Mr. Md. Saheb Ali Mondal	<b>SAM</b>
7.	BBA170105901 - 1701205954	Mr. M M Mofiz Uddin	<b>MU</b>
8.	BBA170205955 - 170306000	Mr. Md. Masukujjaman	<b>MJ</b>
9.	BBA180106001 - 180106057	Ms. Mahbuba Sultana	<b>MBS</b>
10.	BBA180206059 - 180206077	Ms. Farhana Afroz	<b>FA</b>
11.	BBA180306078 - 180306089	Ms. Afrin Azhar	<b>AAZ</b>
12.	BBA180306090 - 180306103	Ms. Farzana Chowdhury	<b>FC</b>
13.	BBA190106104 - <b>(On ward) New</b>	Mr. Md. Oly Ullah Chowdhury	<b>OUC</b>

## Semester Wise Sequential Course Offerings with Class Schedule, Spring-2019

Sem	SL	Course Code	Sec	Course Title	Day	Time	Pre-Requisites
1	1.	ENG 1100	1A	English Lang.–1 (Sentence & their Elem.)	Monday & Wednesday	9:00	<b>Re-take students must register for section A.</b>
	2.	CIT 1101	1A	Introduction to Computer	Monday & Wednesday	10:40	
	3.	QNT 1105	1A	Basic Mathematics	Tuesday & Thursday	10:40	
	4.	GED 2211	1A	Bangladesh studies	Tuesday & Thursday	9:00	
	5.	ENG 1100	1B	English Lang.–1 (Sentence & their Elem.)	Monday & Wednesday	10:40	None
	6.	CIT 1101	1B	Introduction to Computer	Monday & Wednesday	9:00	
	7.	QNT 1105	1B	Basic Mathematics	Tuesday & Thursday	9:00	
	8.	GED 2211	1B	Bangladesh studies	Monday & Wednesday	10:40	
	9.	ENG 1100	1C	English Lang.–1 (Sentence & their Elem.)	Tuesday & Thursday	12:20	None
	10.	QNT 1105	1C	Basic Mathematics	Tuesday & Thursday	2:20	
11.	GED 2211	1C	Bangladesh studies	Monday & Wednesday	12:20		
12.	CIT 1101	1C	Introduction to Computer	Monday & Wednesday	2:20		
2	13.	ENG 1104	2A	English Language.–2 (Listening & Speaking)	Monday & Wednesday	2:20	None
	14.	BBA 1204	2A	Principles of Accounting	Monday & Wednesday	12:20	None
	15.	QNT 1302	2A	Business Mathematics	Tuesday & Thursday	2:20	QNT 1105
	16.	GED 1205	2A	Comparative Social System	Tuesday & Thursday	12:20	None
3	17.	BBA 2106	3A	Business Communication	Tuesday & Thursday	10:40	None
	18.	ENG 1203	3A	English Language-3	Tuesday & Thursday	9:00	None
	19.	BBA 2210	3A	Financial Accounting	Monday & Wednesday	9:00	BBA1204
	20.	GED 2209	3A	Principles of Psychology	Monday & Wednesday	10:40	None
4	21.	BBA 1203	4A	Microeconomics	Tuesday & Thursday	12:20	None
	22.	BBA 2107	4A	Principles of Marketing	Tuesday & Thursday	2:20	None
	23.	BBA 1304	4A	Principles of Management	Monday & Wednesday	2:20	None
	24.	BBA 1305	4A	Principles of Finance	Monday & Wednesday	12:20	BBA 2210
5	25.	GED 2210	5A	Business Ethics & Social Responsibility	Monday & Wednesday	10:40	None
	26.	BBA 2313	5A	Financial Management	Monday & Wednesday	9:00	BBA 1305
	27.	BBA 2208	5A	Macroeconomics	Tuesday & Thursday	9:00	BBA 1203
	28.	BBA 2310	5A	Marketing Management	Tuesday & Thursday	10:40	BBA 2107
6	29.	GED 1307	6A	Environment Management	Monday & Wednesday	2:20	<b>None</b>
	30.	CIT 2202	6A	Computer Application in Business	Monday & Wednesday	12:20	CIT 1101
	31.	QNT 2103	6A	Business Statistics	Tuesday & Thursday	12:20	QNT 1302
	32.	BBA 2311	6A	Organizational Behavior	Tuesday & Thursday	2:20	BBA 1304
7	33.	QNT 2312	7A	Advanced Statistics	Tuesday & Thursday	9:00	QNT 2103
	34.	BBA 3115	7A	ED & Small Business Management	Tuesday & Thursday	10:40	BBA 1304
	35.	BBA 2314	7A	Business Law	Monday & Wednesday	9:00	BBA 1304
	36.	BBA 3118	7A	Cost Accounting	Monday & Wednesday	10:40	BBA 2210

8	37.	BBA 3119	8A	Operations Management	Tuesday & Thursday	9:00	QNT 2312
	38.	BBA 3220	8A	Human Resource Management	Tuesday & Thursday	10:40	BBA 2311
	39.	BBA 3218	8A	International Business	Monday & Wednesday	9:00	BBA 2208
	40.	BBA 3221	8A	Management Accounting	Monday & Wednesday	10:40	BBA 2210
9	41.	CIT 3303	9A	Management Information System	Tuesday & Thursday	12:20	CIT 2202
	42.	BBA 3324	9A	Strategic Management	Monday & Wednesday	12:20	All GED & Core
	43.	BBA 3322	9A	Research Methods	Monday & Wednesday	10:40	QNT 2312

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

Area	SL	Course Code	Sec	Course Title	Day	Time	Remarks
ACC	44.	ACC 4206	A	Advanced Cost Accounting	Tuesday & Thursday	10:40	
	45.	ACC 3301	A	Taxation	Tuesday & Thursday	2:20	
	46.	ACC 4205	A	Advanced Management Accounting	Monday & Wednesday	9:00	
	47.	ACC 4204	A	Accounting Information System	Tuesday & Thursday	12:20	
FIN	48.	FIN 3301	A	Fin. Institution and Markets	Monday & Wednesday	10:40	
	49.	FIN 4206	A	Corporate Finance	Monday & Wednesday	12:20	
	50.	FIN 4207	A	Bank Management	Tuesday & Thursday	10:40	
	51.	FIN 4205	A	Int'l Financial Management	Tuesday & Thursday	9:00	
MKT	52.	MKT 4103	A	Service Marketing	Monday & Wednesday	12:20	
	53.	MKT4211	A	Consumer Behavior	Monday & Wednesday	2:20	
	54.	MKT 4209	A	Brand Management	Tuesday & Thursday	12:20	
	55.	MKT 4208	A	Integrated Marketing Communication	Tuesday & Thursday	2:20	
HRM	56.	HRM 3301	A	Human Resource Policy & Strategy	Monday & Wednesday	9:00	
	57.	HRM 4102	A	Training and Development	Tuesday & Thursday	9:00	
	58.	HRM 4103	A	Industrial Relations	Monday & Wednesday	10:40	
MIS	59.	MIS 4208	A	Digital Office Automation	Monday & Wednesday	2:20	
	60.	MIS 4102	A	Database Management System	Tuesday & Thursday	9:00	
	61.	MIS 3301	A	System Analysis & Design	Tuesday & Thursday	10:40	
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.**

## BBA Program, Spring-2019

Exam Day	Starts at 10:00-11:30am	Starts at 02:00-4:00pm
DAY-1	BBA 1305 (Principles of Finance) 4 BBA 3218 (International Business) 8 FIN 4207 (Bank Management) HRM 3301 (Human Resource Policy & Strategy)	GED 1205 (Comparative social system) 2 BBA 2314 ( Business Law) 7
DAY-2	ENG 1100 (Eng.Lang.-1Sentence & their Elms.) 1 BBA 2311 (Organizational Behavior) 6 MIS 3301 (System Analysis & Design)	BBA 2210 (Financial Accounting ) 3 GED 2210 (Bus. Ethics & Social Responsibility) 5 MKT 4209 (Brand Management) ACC 4204 (Accounting Information System)
DAY-3	BBA 1203 (Microeconomics) 4 BBA 3220 (Human Resource Management) 8 FIN 3301 (Fin. Institution and Markets) HRM 4103 (Industrial Relations)	BBA 1204 ( Principles of Accounting) 2 BBA 3115 (E.D. & Small Business Mgt) 7 BBA 3324 (Strategic Management) 9
DAY-4	CIT 1101 ( Introduction to Computer) 1 CIT 2202 (Computer Application in Bus.) 6 MKT 4211 (Consumer Behavior)	QNT 1302 (Business Mathematics) 3 BBA 2208 (Macroeconomics) 5 ACC 3301(Taxation)
DAY-5	BBA 2107 (Principles of Marketing) 4 BBA 3221 (Management Accounting) 8 MIS 4208 (Digital Office Automation) FIN 4205 (Int'l Financial Management)	ENG 1104 English Language.–2 (Listening & Speaking)- 2 BBA 3118 (Cost Accounting) 7 BBA 3322 (Research Methods) 9 MKT 4208 (Integrated Marketing Comm.)
DAY-6	GED 2211 (Bangladesh Studies)1 GED 1307 (Environment Management) 6 HRM 4102 ( Training and Development)	GED 2209 (Principles of Psychology) 3 BBA 2310 (Marketing Management) 5 ACC 4205 (Advanced Management Acct.)
DAY-7	BBA 1304 (Principles of Management) 4 BBA 3119 (Operations Management) 8 MIS 4102 (Database Management System) FIN 4206 (Corporate Finance )	BBA 2106 (Business Communication) 2 QNT 2312 (Advanced Statistics) 7 CIT 3303 (Management Information System) 9
DAY-8	QNT 1105 ( Basic Mathematics)-1 QNT 2103 (Business Statistics) 6	ENG 1203 ( Eng. Lang–III Reading & Writing ) 3 BBA 2313 (Financial Management) 5 ACC 4206 (Advanced Cost Acct.) MKT 4103 (Service Marketing)

**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.