



Bachelor of Business Administration

NORTHERN UNIVERSITY

B A N G L A D E S H

Registration Package

BBA

Program



Spring Semester - 2017

Published by:

Department of Business Administration

Banani Campus

House # 13, Road # 17, Banani, Dhaka-1213, Phone: 8818131-3, E-mail: info@nub.ac.bd, Web: www.nub.ac.bd

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 Examinations 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 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 if s/he applies for semester drop within one week of the commencement of the semester in presence of their Guardians/Parents. 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 semester 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 2017

- ☐ **Collect and Submit RRF** (Registration Request form) : December 05 to 08, 2016
- ☐ **Semester Begins** : January 07, 2017
- ☐ **Add-drop courses if needed** (Section change is not allowed) : January 07 to 21, 2017
(Prerequisite, Incomplete & Last semester students)
- ☐ **Deadline for Payment to Confirm Registration** : January 21, 2017
(Payment should be minimum 40% of the total tuition fees)
- ☐ **Late Registration with Tk. 1000/- fine** : January 22 to 28, 2017
(Less than 40% payment will be treated as late registration)
- ☐ **Deadline for Semester Drop** : January 07 to 21, 2017 (only semester fee to be paid)
(Fill in the prescribed form available at ACAD)
- ☐ **Class and Exam Schedule:**
- | | |
|----------------------------------|-----------------------------------|
| I) Class Period before Mid-Term | : January 07 to February 16, 2017 |
| II) Mid-Term Examinations | : February 19 to 28, 2017 |
| III) Class Period before Final | : March 01 to April 13, 2017 |
| IV) Final Examinations | : April 16 to 24, 2017 |
- ☐ **Publication of Results** : April 30, 2017
- ☐ **“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 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 Otherwise use option 2 →	<u>Installment 1: (Within two weeks of class starts)</u> <ul style="list-style-type: none"> ➤ 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. 	January 21, 2017
	<u>Installment 2: (Before Mid Term Exam)</u> <ul style="list-style-type: none"> ➤ Pay minimum 30% of the rest of the semester tuition fees. ➤ Failure to pay as specified, a student will be fined Tk.1000/= 	February 16, 2017
	<u>Installment 3: (Before Final Exam)</u> <ul style="list-style-type: none"> ➤ Pay remaining balance of the semester tuition fees. ➤ Failure to pay as specified, a student will be barred from attending Final Examinations. 	April 13, 2017

- Note:
- Once a student register for the semester, s/he is liable to pay 100% tuition fees for that particular semester.
 - Above rules supersedes all previous rules.

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	BR	01755513144
2	BBA100270109-BBA120370514	Afroza Parvin	AP	01911411924
3	BBA130170523-BBA130170634	M. M. Mofiz Uddin	MU	01755514679
4	BBA130270637-BBA130370725	Sanzida Easmin	SE	01777017672
5	BBA140170728- BBA140170769	Shirin Akhtar	SA	01717928850
6	BBA140270770- BBA140370842	Farhana Afroz	MFA	01912026168
7	BBA150170846- BBA150270916	Fahmida Ahmad	FA	01731518852
8	BBA150370921- BBA160171031	Alrafa Akter Nitu	AAN	01675311646
9	BBA160271035-BBA160371068	Shobnom Munira	SM	01916910124

Some of our distinguished Faculty Members

Prof. Dr. Khondoker Shafayet Hossain Former Professor of IU, Dep. of Fin. & ACC.	Afroza Parvin Asst. Professor in Finance BBA & MBA, University of Dhaka	S M Sohel Rana Sr. Lecturer in Marketing BBA & MBA, University of Dhaka
M. M. Mofiz Uddin Sr. Lecturer in MIS BBA & MBA, University of Dhaka	Benazir Rahman Sr. Lecturer in Finance BBA & MBA, University of Dhaka	Sanzida Easmin Sr. Lecturer in Statistics B. sc & M. sc in Statistics University of Dhaka
Shirin Akhtar Sr. Lecturer in Marketing BBA & MBA, Rajshahi University	Farhana Afroz Sr. Lecturer in Management BBA, East West University MBA, North South University	Fahmida Ahmad Lecturer in Economics BSS & MSS, University of Dhaka MBA, IBA, University of Dhaka
Alrafa Akter Nitu Lecturer in Finance BBA, United International University MBA, Jahangirnagar University	Shobnom Munira Lecturer in Finance BBA & MBA, University of Dhaka	

List of the Administrative Officer

Kazi Nura Alam (Titu) Sr. Assistant Director Concern Officer, BBA, LLB & ELL Programs Mobile No: 01755513123

Course Offering- BBA Program, NUB, Banani Campus, Spring Semester-2017

Sem	SL	C Code	Course Title	Day	Time	PRC	CT	CH	Room
1A	1.	CIT 1101	Introduction to Computer	Sun & Tue	12:20-01:50	None	MU	3	603
	2.	ENG 1100	Sentences & their Elements	Sun & Tue	02:20-03:50	None	AK	0	603
	3.	GED 1205	Comparative Social Systems	Thu & Sat	10:40-12:10	None	AAH	3	603
	4.	ENG 1203	Reading & Writing	Thu & Sat	12:20-01:50	None	AK	3	603
2A	5.	QNT 1102	Basic Mathematics	Sun & Tue	09:00-10:30	None	SE	3	504
	6.	ENG 1104	Listening & Speaking	Sun & Tue	10:40-12:10	None	AK	3	504
	7.	BBA 1204	Principles of Accounting	Mon & Wed	10:40-12:10	None	AP	3	504
	8.	BBA 2106	Business Communication	Mon & Wed	12:20-01:50	ENG 1203	SR	3	504
3A	9.	BBA 2210	Financial Accounting	Sun & Tue	10:40-12:10	BBA 1204	SM	3	702
	10.	QNT 1302	Business Mathematics	Sun & Tue	12:20-01:50	QNT 1102	SE	3	702
	11.	GED 2209	Principles of Psychology	Mon & Wed	02:20-03:50	None	AAH	3	703
	12.	GED 1306	Health & Environment	Mon & Wed	04:00-05:30	None	SAE	3	703
4A	13.	BBA 1305	Principles of Finance	Sun & Tue	10:40-12:10	BBA 2210	AAN	3	703
	14.	BBA 2107	Principles of Marketing	Sun & Tue	12:20-01:50	None	SA	3	504
	15.	GED 2208	Socio-economic Study of Bangladesh	Mon & Wed	12:20-01:50	None	AAH	3	505
	16.	BBA 1203	Microeconomics	Mon & Wed	02:20-03:50	None	FA	3	505
4B	17.	GED 2208	Socio-economic Study of Bangladesh	Sun & Tue	10:40-12:10	None	AAH	3	603
	18.	BBA 1305	Principles of Finance	Sun & Tue	12:20-01:50	BBA 2210	AAN	3	701
	19.	BBA 2107	Principles of Marketing	Mon & Wed	10:40-12:10	None	SA	3	703
	20.	BBA 1203	Microeconomics	Mon & Wed	12:20-01:50	None	FA	3	703
5A	21.	BBA 2310	Marketing Management	Sun & Tue	02:20-03:50	BBA 2107	SA	3	702
	22.	BBA 2208	Macroeconomics	Sun & Tue	04:00-05:30	BBA 1203	FA	3	702
	23.	BBA 2313	Financial Management	Mon & Wed	12:20-01:50	BBA 1305	AP	3	603
	24.	GED 2210	Business Ethics & Social Responsibility	Mon & Wed	02:20-03:50	None	KSK	3	603
6A	25.	BBA 1304	Principles of Management	Sun & Tue	12:20-01:50	None	AP	3	505
	26.	CIT 2202	Computer Application in Business	Sun & Tue	02:20-03:50	CIT 1101	MU	3	505
	27.	QNT 2103	Business Statistics	Sat & Thu	10:40-12:10	QNT 1102	SE	3	702
	28.	BBA 2311	Organizational Behavior	Sat & Thu	12:20-01:50	BBA 1304	SA	3	702
7A	29.	BBA 2314	Business Law	Mon & Wed	09:00-10:30	None	AAN	3	603
	30.	BBA 3115	ED & Small Business Management	Mon & Wed	10:40-12:10	BBA 1304	BR	3	603
	31.	BBA 3118	Cost Accounting	Sat & Thu	10:40-12:10	BBA 2210	SM	3	504
	32.	QNT 2312	Advanced Statistics	Sat & Thu	12:20-01:50	QNT 2103	SE	3	504
8A	33.	BBA 3119	Operations Management	Sun & Tue	02:20-03:50	QNT 1302 & QNT 2103	FA	3	504
	34.	BBA 3220	Human Resource Management	Sun & Tue	04:00-05:30	BBA 1304	MFA	3	504
	35.	BBA 3221	Management Accounting	Mon & Wed	09:00-10:30	BBA 2210	SM	3	702
	36.	BBA 3218	International Business	Mon & Wed	10:40-12:10	BBA 2208	AAN	3	702
9A	37.	BBA 3322	Research Methods	Sat & Thu	12:20-01:50	QNT-1302 & QNT 2103	BR	3	505
	38.	CIT 3303	Management Information Systems	Sat & Thu	02:20-03:50	CIT-2202	MU	3	505
	39.		Major-I			All Core Courses		3	
	40.		Major-2			All Core Courses		3	
10A + 11A	41.	FIN 4205	International Financial Management	Sun & Tue	12:20-01:50	All Core Courses	BR	3	703
	42.	FIN 3301	Financial Institution and Markets	Sun & Tue	02:20-03:50	All Core Courses	AP	3	703
	43.	FIN 4207	Bank Management	Sat & Thu	10:40-12:10	All Core Courses	BR	3	505
	44.	HRM 4102	Training and Development	Mon & Wed	09:00-10:30	All Core Courses	MFA	3	505
	45.	HRM 4207	Stress and Change Management	Mon & Wed	10:40-12:10	All Core Courses	MFA	3	505
	46.	HRM 4204	Conflict Management and Negotiation	Sat & Thu	09:00-10:30	All Core Courses	MFA	3	505
	47.	MKT 4209	Brand Management	Mon & Wed	02:20-03:50	All Core Courses	SA	3	702
	48.	MKT 4102	Marketing Research	Mon & Wed	04:00-05:00	All Core Courses	SR	3	702
	49.	ACC 4102	Accounting Theory	Sun & Tue	10:40-12:10	All Core Courses	PSH	3	505
	50.	ACC 4204	Accounting Information System	Sun & Tue	09:00-10:30	All Core Courses	SM	3	505
	51.	ACC 4205	Advanced Management Accounting	Sat & Thu	09:00-10:30	All Core Courses	SM	3	504
11A	52.	BBA 3324	Strategic Management	Mon & Wed	12:20-01:50	BBA 2310, 2313& 3220	BR	3	702
12A	53.	INT 4301	Internship			All Courses		3	

Mid-Term & Final Examination Schedule

Spring Semester-2017

Day & Time	Starts at 10:30 a.m.	Starts at 02:30 p.m.
Day 1	CIT 1101 (Introduction to Computer) GED 1306 (Health & Environment) HRM 4204 Conflict Management and Negotiation	BBA 1305 (Principles of Finance) BBA 2311(Organizational Behavior) FIN 4205 International Financial Management
Day 2	BBA 2313 (Financial Management) BBA 2314 (Business Law)	QNT 1102 (Basic Mathematics) BBA 3218 (International Business) ACC 4102 Accounting Theory
Day 3	GED 1205 (Comparative Social Systems) BBA 2210 (Financial Accounting) BBA 3322 (Research Methods)	BBA 2107 (Principles of Marketing) CIT 2202 (Computer Application in Business) MKT 4102 Marketing Research
Day 4	GED 2210 (Business Ethics & Social Responsibility) BBA 3118 (Cost Accounting)	BBA 2106 (Business Communication) BBA 3119 (Operations Management) FIN 3301 Financial Institution and Markets
Day 5	ENG 1100 (Sentences & Their Elements) QNT 1302 (Business Mathematics) BBA 3324 (Strategic Management)	GED 2208 (Socio-economic Study of Bangladesh) QNT 2103 (Business Statistics) ACC 4204 Accounting Information System
Day 6	BBA 2208 (Macroeconomics) BBA 3115 (ED & Small Business Management) HRM 4207 Stress and Change Management	BBA 1204 (Principles of Accounting) BBA 3220 (Human Resource Management) HRM 4102 Training and Development
Day 7	ENG 1203 (Reading & Writing) GED 2209 (Principles of Psychology) CIT 3303 (Management Information Systems)	BBA 1203 (Microeconomics) BBA 1304 (Principles of Management) MKT 4209 Brand Management
Day 8	BBA 2310 (Marketing Management) QNT 2312 (Advanced Statistics) ACC 4205 Advanced Management Accounting	ENG 1104 (Listening & Speaking) BBA 3221 (Management Accounting) FIN 4207 Bank Management

Note: The duration of midterm Examination 01:30 hours & Final Examination will be for 02:00 hours.

Northern University Bangladesh

Banani Campus

Class Schedule: Spring 2017

Program: BBA

Date: 01/12/2016

	RM	SC	09:00 - 10:30	10:40 - 12:10	12:20 - 01:50	02:20 - 03:50	04:00 - 05:30
SUN & TUE	701	70			BBA-1305-AAN(4B)		
	702	60		BBA-2210-SM(3A)	QNT-1302-SE(3A)	BBA-2310-SA(5A)	BBA-2208-FA(5A)
	703	30		BBA-1305-AAN(4A)	FIN-4205-BR	FIN-3301-AP	
	603	60		GED-2208-AAH(4B)	CIT-1101-MU(1A)	ENG-1100-AK(1A)	
	504	30	QNT-1102-SE(2A)	ENG--1104-AK(2A)	BBA-2107-SA(4A)	BBA-3119-FA(8A)	BBA-3220-MFA(8A)
	505	45	ACC-4204-SM	ACC-4102-PSH	BBA-1304-AP(6A)	CIT-2202-MU(6A)	

MON & WED	602	70					
	702	60	BBA-3221-SM(8A)	BBA-3218-AAN(8A)	BBA-3324-BR	MKT-4209-SA	MKT-4102-SR
	703	30		BBA-2107-SA(4B)	BBA-1203-FA(4B)	GED-2209-AAH(3A)	GED-1306-SAE(3A)
	603	60	BBA-2314-AAN(7A)	BBA-3115-BR(7A)	BBA-2313-AP(5A)	GED-2210-KSK(5A)	
	504	30		BBA-1204-AP(2A)	BBA-2106-SR(2A)		
	505	45	HRM-4102-MFA	HRM-4207-MFA	GED-2208-AAH(4A)	BBA-1203-FA(4A)	

THU & SAT	701	70					
	702	60		QNT-2103-SE(6A)	BBA-2311-SA(6A)		
	703	30					
	603	60		GED-1205-AAH(1A)	ENG-1203-AK(1A)		
	504	30	ACC-4205-SM	BBA-3118-SM(7A)	QNT-2312-SE(7A)		
	505	45	HRM-4204-MFA	FIN-4207-BR	BBA-3322-BR(9A)	CIT-3303-MU(9A)	

Acronyms	Full Name	Acronyms	Full Name
PSH	Prof. Dr. Khondoker Shafayet Hossain	KSK	Prof. Dr. Kazi Shahadat Kabir
AP	Afroza Parvin	AAH	Mr. Abudullah Al Helal
SR	S M Sohel Rana	SAE	Mr. Syed Ashik-E-Elahi
BR	Benazir Rahman	FIC	Ferdous Iqbal Chowdhury
MU	M. M. Mofiz Uddin	JU	Mohammad Jashim Uddin
SA	Shirin Akhtar	AK	Anika Khan
SE	Sanzida Easmin		
MFA	Farhana Afroz		
FA	Fahmida Ahmad		
AAN	Alrafa Akter Nitu		
SM	Shobnom Munira		

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



Registration Request Form (RRF)

[Student Copy]

Name of Student:Program:..... Student ID (in full):.....

Student Contact No:.....Name of Advisor: Enroll Semester No:.....

SL	Course Code	Course Title	Credit	Section	Remarks
01					
02					
03					
04					
05					
06					
07					
08					
09					
Total Credit Hours					

Deadline for Pay to Confirm Registration is January 21, 2017.

Once a student registers for the semester, s/he is liable to pay 100% tuition fees for that particular semester.

Clearance of Accounts: Clearance of Library :

Student's Signature :Advisor's Signature & Date:ACAD Signature:.....

✂ **Cut here**



Registration Request Form (RRF)

[Office Copy]

Name of Student:Program:..... Student ID (in full):.....

Student's Contact No:..... Blood Group:.....Name of Advisor:..... Enroll Semester No:.....

Guardian's Name:..... & Contact No:.....

SL	Course Code	Course Title	Credit	Section	Remarks
01					
02					
03					
04					
05					
06					
07					
08					
09					
Total Credit Hours					

Deadline for Pay to Confirm Registration is January 21, 2017.

Once a student registers for the semester, s/he is liable to pay 100% tuition fees for that particular semester.

Clearance of Accounts: Clearance of Library :

Student's Signature :Advisor's Signature & Date:ACAD Signature:.....