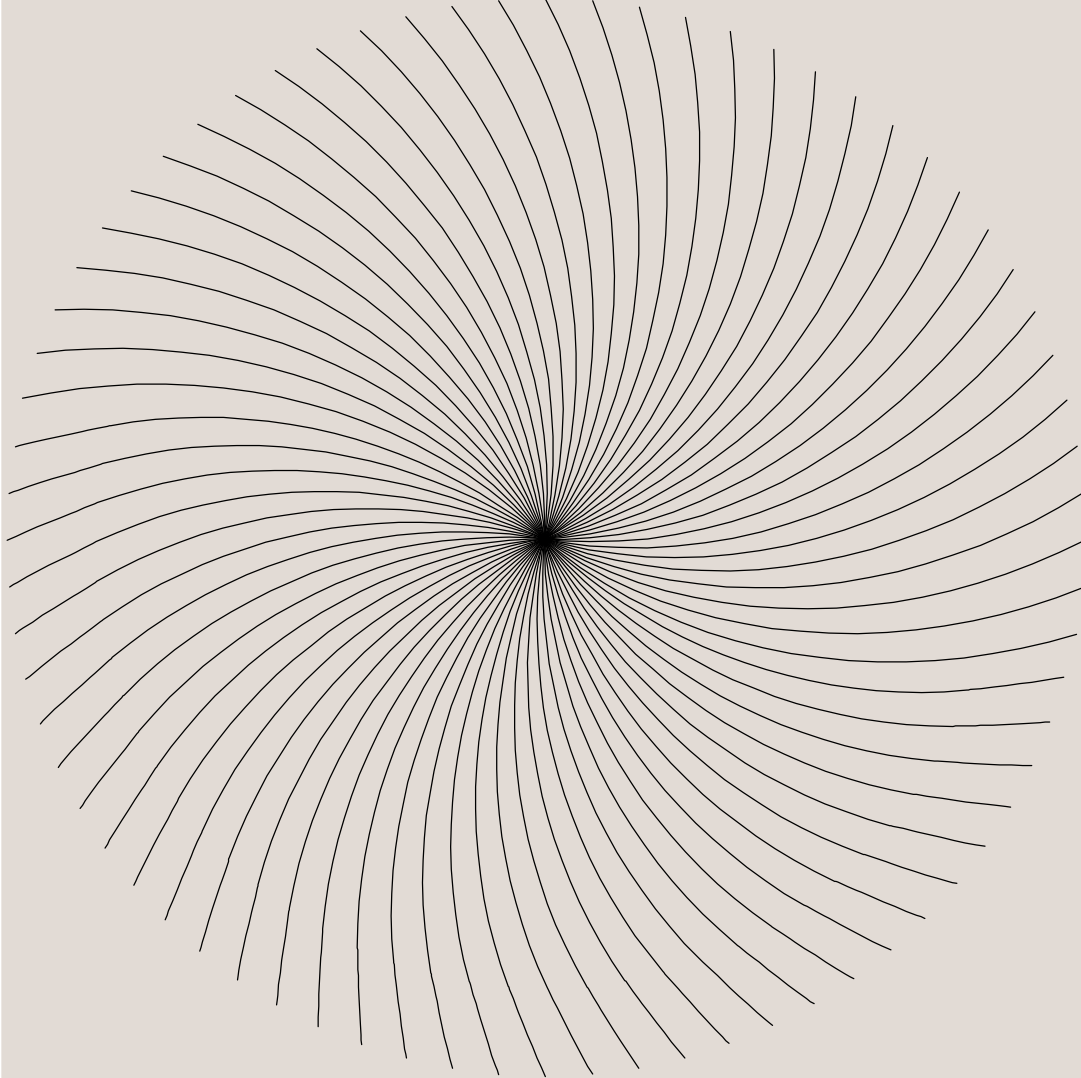




NUB PROSPECTUS 2005



NORTHERN UNIVERSITY

B A N G L A D E S H



NUB Prospectus 2005
Northern University, Bangladesh

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Northern University, Bangladesh (NUB) reserves the right to change or to revise any policy, fees, curricula or to cancel programs and courses in this publication without prior notice.

Message from the Vice-Chancellor



I am delighted that, by means of this prospectus, we at Northern University, Bangladesh have an opportunity to persuade you that you should give a serious thought to applying to study here.

We believe that we offer a very special experience to each and every one of our students. Many of our students comment favorably on the fact that, it feels like a small, friendly, and caring place, because of the supportive atmosphere. The campus contains high quality teaching and the library and computing laboratories are well equipped for the needs of our students. Above all the University staff are dedicated to ensuring the best possible experience for all our students and their professional expertise is backed up by comprehensive student support service.

We have a distinct academic ethos. There are two points in particular I would like to make in this regard. First, we are a teaching institution and our teaching strategies are designed to ensure that our students succeed. Our staff adopts an 'open door' policy and there is an emphasis on individual attention. Secondly, we have a highly developed and experienced pastoral care system, which has been one of the keys to our success—we care about all our students.

A distinct university, founded by the IBAT Trust, we continue to welcome students of all faiths and creeds. We are proud of the outstanding teaching quality assessments that our courses have regularly achieved.

We look forward to welcoming you to the Northern University, Bangladesh. If you would like to see for yourself what we have to offer, please arrange to pay us a visit.



1.1 USING THIS PROSPECTUS

The Northern University, Bangladesh (NUB) Prospectus is a handbook for prospective students interested in enrolment or re-enrolment in undergraduate and postgraduate courses. The Prospectus contains information on the courses of the six faculties of the University: Faculty of Business; Faculty of Science; Faculty of Arts & Humanities; Faculty of Law; Faculty of Health Science and Faculty of Education.

In each section course structures, admission requirements, course fees, course description and possible programs of study are provided. In addition to descriptions of courses being offered, important information is contained in the introduction to each Department. Students are advised to read all of the information related to their program of study prior to enrolment.

This Prospectus is also available on the NUB website at: www.nub.ac.bd/prospectus

1.2 DISCLAIMER

The NUB Prospectus contains important information. You should familiarize yourself with these, as the University will assume you have read this material.

While every effort is made to provide full and accurate information in this Prospectus at the time of publication, it may contain inadvertent errors. The University does not give any warranties in relation to the accuracy and completeness of the contents. No responsibility will be taken for any loss incurred as a result of reliance on information in the Prospectus.

The University authority reserves the right to change the requirements, rules, programs and fees without prior notice whenever circumstances warrant. Such changes shall take effect whenever the proper authorities so determine.

You should note that the Prospectus on the web is updated periodically.

1.3 EXCELLENCE IN NORTHERN UNIVERSITY, BANGLADESH

When you choose NUB for study, you are making a real investment in your future. You can be sure of high academic standards, international excellence

in research, excellence in library & information service and excellent teaching quality, which will enhance your future career.

You will also find a safe and friendly environment, relatively low cost of living, good transport links, an enjoyable social life, and all the amenities of a city. At the NUB we believe we can meet your aspirations. Our continuing investment program puts the interests of students at its heart, through investment in library & information services, computing facilities and additional facilities for academic departments. There are over 4,000 students at the NUB, so as a student here you join a lively community with a tradition of interdisciplinary research and collaboration.

1.4 WHY STUDY AT THE NUB ?

The Northern University, Bangladesh (NUB) has an enviable reputation for teaching and research. Whether you want to deepen your subject knowledge or develop your career, a NUB degree

Choice of three starting dates per year gives students the flexibility to join the chosen program at their convenience.

The academic programs of NUB are accelerated & comprehensive in nature, thus saving time, energy & money.

The fees are moderate and much lower than that of the similar programs run by other private universities.

Teachers are drawn from business and technical background.

The teaching incorporates all the latest developments in business and IT.

The focus of the programs is to enable students to operate in global environments.

The programs are very contemporary and forward looking in nature.

The programs include core training in transferable skills.

Students have access to excellent infrastructure facilities including a very well stocked library and a computer lab with free Internet access.

Student can enter employment ahead of their peers elsewhere and hence can start earning sooner.

1.5 THE NUB PROMISE :

As we approach the 21st century, the promise urges the NUB community to recall and renew its commitments with respect to Undergraduate Education, Research and Graduate/Graduate Professional Education, Globalization, Outreach, and Diversity and Community.

The Promise sets five goals to achieve by NUB's 3rd anniversary celebration in 2005.

- *** NUB will offer one of the best undergraduate educations available by providing the advantages of intellectual inquiry at a major university.
- *** NUB will extend its national prominence in research, and graduate/professional, through selective investment in programs of distinction and unusual promise.
- *** NUB will be a great global university serving Bangladesh and the World.
- *** NUB will be an exemplary engaged university, transforming and strengthening outreach partnerships to address key Bangladesh needs and developing broadly applicable models.
- *** NUB will be a more diverse and connected community.



2.1 VISION

The vision of Northern University, Bangladesh (NUB) is to improve lives of the people in the region in particular and the country by offering opportunities to obtain knowledge and skills essential for living in the new century. Its vision in brief could be stated as 'think globally and act locally'.

2.2 MISSION

The mission of NUB is to offer such programs of study and related functions as will be directly linked to socio-economic empowerment of the people of the country. It will try to conduct educational, research and development programs of high quality at affordable fees.

2.3 SCOPE

NUB is an independent private university with the power and authority to provide education, training and to confer degrees, diplomas and certificates in all branches of knowledge including business administration, computer and information technology, agricultural sciences, leather technology, textile engineering, entrepreneurship development, humanities, social sciences, commerce, law, pure and physical sciences, medicine and any other disciplines that may arise. The levels of education will include undergraduate (Bachelor's), postgraduate (Master's) and Ph.D. programs, and also undergraduate and postgraduate certificate and diplomas.

2.4 INSTITUTIONAL IDENTITY

Founded in 2002, Northern University, Bangladesh (NUB) is a comprehensive, partly residential, private university. It is an excellent institution in Bangladesh, serving as the premier educational and learning center for Bangladesh. In addition to offering an excellent academic program, the university continues to be an integral component of economic and social development initiatives. Northern University, Bangladesh (NUB) is distinguished by an excellent, diverse faculty and dedicated staff. Students are afforded a supportive environment in order to expand their knowledge, understanding, communication skills, and appreciation for cultural diversity. Couched within

a liberal arts tradition, undergraduate programs promote intellectual growth and equip learners with problem-solving and decision-making abilities useful in developing global understanding and effecting civic responsibility and constructive change. Graduate programs provide specialized instruction for students engaged in or preparing to enter particular professional fields. The primary program emphasis at the university is high-quality, affordable undergraduate education. NUB offers a comprehensive array of undergraduate degrees with an emphasis on arts and humanities, business, applied technologies, education, health science and natural sciences. In response to community and regional needs, high-quality masters programs are offered in such professional fields as business, education, english, law, health science, and applied technology.

The university acknowledges its responsibility to enrich the educational opportunities for students throughout the country and to provide programs and services responsive to the cultural, community service, and economic development needs of the region.

2.5 THE CAMPUS AND ITS SURROUNDINGS The university also is shaped by the unique resources available to it through its location in the posh area of Bangladesh and by a creative, future-oriented perspective on education. The registered office of Northern University, Bangladesh (NUB) is at:

*** 3/18, Iqbal Road, Asad Avenue, Mohammadpur, Dhaka-1207, Bangladesh. This is the main campus of NUB.

The NUB has two other campuses in Dhaka:

*** Faculty of Business Campus, located at House No. 54, Road No. 4A, Dhanmondi, Dhaka and

*** Faculty of Law and Arts & Humanities Campus, located at 754, Satmasjid Road, Dhanmondi, Dhaka.

The NUB has two Campuses outside Dhaka:

*** Rajshahi Campus, located at Plot # 256, Jahangir Sharani Road, Talaimari (Next to Western Side of RUET)

Khulna Campus, located at Khaleda Rahim

2.6 LEGAL STATUS OF NUB

Having fulfilled the requirements as laid down in the Private University Act of 1992, and after obtaining the necessary clearance from University Grants Commission of Bangladesh (UGC), and the permission of Government of Bangladesh (GOB) through the Ministry of Education, the NUB started functioning in October 2002. The charter of NUB as framed within the provisions of the Act and as approved by the Government empowers the University to confer degrees in various disciplines.

2.7 ACCREDITATION & COLLABORATION

Northern University, Bangladesh (NUB) has been accredited by the Government of the People's Republic of Bangladesh, and its curricula as well as programs have been approved by the University Grants Commission of Bangladesh (UGC). The President of the People's Republic of Bangladesh is the Chancellor of NUB. The Vice-Chancellor, Pro-Vice-Chancellor and the Treasurer are the appointees of the President of the country.

Northern University, Bangladesh (NUB) has been trying to enter into collaboration with some leading universities in the USA, UK, Australia and Canada. It also has a formal collaboration with the following institutions:

- v The Nottingham Law School, UK
- v Kazakhstan Institute of Management, Kazakhstan

2.8 DIVERSITY and EQUAL OPPORTUNITY

NUB affirms its commitment to a campus environment, which values human diversity and respects individuals who represent that diversity. NUB diversity and respect for

2.9 PROGRAMS OF STUDY

Currently Northern University, Bangladesh (NUB) offers the following programs of study :

o Faculty of Business :

- Department of Business Administration
 - o Bachelor of Business Administration (BBA)
 - o Master of Business Administration (MBA)
 - o Masters in Bank Management (MBM)
 - o Masters in Entrepreneurship Development (MIE)

o Faculty of Science :

- Department of Computer Science & Engineering
 - o B.Sc. in Computer Science & Engineering (CSE)

o Faculty of Arts & Humanities

- : Department of English
 - o Bachelor of Arts in English Language & Literature
 - o Master of Arts in English Language Teaching 2-year
 - o Master of Arts in English Literature 1-year
- Department of Information & Media Studies
 - o Diploma in Digital Journalism

o Faculty of Law :

- Department of Law
 - o Bachelor of Laws (LLB) Hons. 4-year
 - o Bachelor of Laws (LLB) 2-year
 - o Master of Law (LLM) 1-year
- o Faculty of Health Science :
 - Department of Pharmacy
 - o Bachelor of Pharmacy (B.Pharm) 4-year

o Faculty of Education :

- o Department of Education
 - o Bachelor of Education (B.Ed.) 1-year
 - o Master of Education (M.Ed.) 1-year

2.10 PROPOSED PROGRAMS OF STUDY

In future, degrees will be offered in the following areas :

- o Social Science, Economics & Environment
- o Engineering in EE, Telecommunication, Textile & Leather

3.1 ACADEMIC CALENDAR

An academic year is divided into three semesters. Each semester is of 16 weeks duration, which is distributed as follows: 14 weeks for instruction, 2-weeks for examination and break. The schedules for three semesters are as follows.

Semesters	Activity	Duration
Spring (Semester I)	Classes	1 January-15 April
	Examination and break	16 April-30 April
Summer (Semester II)	Classes	1 May-15 August
	Examination and break	16 August -31 August
Fall (Semester III)	Classes	1 September-15 December
	Examination and break	16 December-31 December

3.2 ACADEMIC SYSTEM

3.2.1 The Credit Hour System

The Credit Hour System is adopted in the academic programs of NUB. Courses may be of different credit hours. Each credit hour implies 14 classes hours per semester. Thus a 3 credit hour course requires 42 class hours. NUB also introduces Open Credit Hour System (OCHS) in its academic system. The Open Credit Hour System provides flexibility to the students to complete required number of credit hours for a program, in which the number of credit hours in different semesters depend on the students' choice and ability.

Who is it designed for ?

- * Students who are seeking a program of study that is highly flexible in terms of curricular content, and through which they can receive a broad educational experience at degree level.
- * Students who are not ready to commit to a particular subject at the outset and wish to explore different disciplines before making a commitment (and then transferring to the appropriate program).
- * Students who wish to study for a degree in the evening and are unable to access the range of modules necessary to satisfy the requirements of a particular degree program.
- * Students who initially embarked on a specialist or combined subject program who have found the course specific requirements too restrictive and are, therefore, seeking a program with a more open structure.

Does "Open" really mean open ?

Yes. Every Open Credit Hour System student has to achieve the same quantity and depth of learning as every other student but there are very few other restrictions. You can select modules from those available in a wide range of different subjects and program, throughout the University. Your program of study will be largely self-managed and at any time you can switch to any named degree program for which you are qualified.

3.2.2 The Evaluation System

The evaluation system practiced at NUB is based on 100 marks for each course. The process of evaluation is based on the following activities :

a) Continuous Assessment (Class test, assignment, quizzes, case studies & class participation, etc.)	30 marks
b) Mid-term Examination (Usually held in the middle of the semester)	30 marks
c) Final Examination (Held at the end of the semester)	40 marks
Total	100 marks

3.2.3 Grading System

The university follows Letter Grade System which is based on two kinds of grade point averages such as;

3.2.3.1 Grade Point Average (GPA) :

The Grade Point Average (GPA) is computed by dividing the total grade point earned by the number of credit hours attempted in the given semester.

3.2.3.2 Cumulative Grade Point Average (CGPA) :

The Cumulative Grade Point Average (CGPA) is computed by dividing the total grade points earned by the total number of credit hours attempted at the University up to that point of time. Grades obtained do not just reflect their performance in the final examination, but also in the assignments, quizzes, class tests, case study and mid term examination etc. conducted throughout the semester.

3.2.4 Grading System

The grading System of NUB is as follows :

Range of Marks	Letter Grade	Grade Point	Assessment
90-100	A+	4.00	Exceptional
85-89	A	3.75	Excellent
80-84	A-	3.50	Very Good
75-79	B+	3.25	Good
70-74	B+	3.00	
65-69	B-	2.75	Satisfactory
60-64	C+	2.50	
55-59	C	2.25	Pass
50-54	D	2.00	
00-49	F	0.00	Fail
	I	-	Incomplete
	W	-	Withdrawal
	X	0	Absent without permission
	Y	0	Barred

*** An "I" grade is given to students who have fulfilled the majority of the course requirements but have been unable to complete the rest especially the final exam due to unavoidable circumstances. The student is not required to register for the course in the next semester, but he/she has to complete the final examination before the mid-term examination in the followig semester.

*** "W" means withdrawal. A student may decide to withdraw from a course by the deadline with the consent of the instructor and the Academic Advisor and finally approved by the head of the department or the program coordinator as the case may be.

A transcript shows the completed credit, grade status of course (s) taken at NUB and those transferred from other institutions.

4.1 ADMISSION REQUIREMENTS FOR UNDERGRADUATES

The admission requirements for Undergraduate Programs differ from program to program. These are stated at each program in the next chapter. Please find out the admission requirements relating to the desired program in the Chapter-Five: Program Information.

4.2 ADMISSION REQUIREMENTS FOR POSTGRADUATES

The admission requirements for Graduate Programs differ from program to program. These are stated at each program in the next chapter. Please find out the admission requirements relating to the desired program in the Chapter-Five: Program Information.

4.3 ADMISSION FOR FOREIGN STUDENTS

Northern University, Bangladesh (NUB) welcomes international students and makes every effort to assist them to get admitted in its academic programs. Special consideration is given to the students from SAARC countries, South and South-East Asia.

Anyone satisfying the eligibility criteria for the admission requirements is welcome to apply. Foreign nationals currently living in Bangladesh may also take the opportunity to join different programs of NUB. The tuition fees and other charges of the programs at NUB are at a reasonable level for foreign students.

The cost of living in Bangladesh is one of the lowest in the region. Our campus is situated in Dhaka metropolitan Area.

4.4 PAYMENT STRUCTURE FOR FOREIGN STUDENTS

Tuition Fees for all Undergraduate Programs :

Program(4year)	Common Fees (US \$)	Tuition Fees (US \$)	Total Fees (US \$)
BBA	1,280	6,150	7,430
LLB	1,280	5,080	6,360
English	1,280	3,780	5,060
B. Pharm	1,280	8,520	9,800
CSE	1,280	8,700	9,980

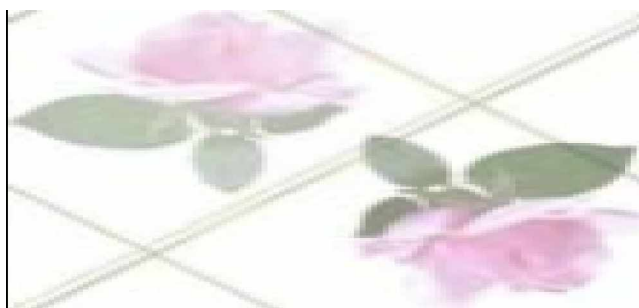
Tuition Fees for all Postgraduate Programs :

Programs (2-year)	Common Fees (US \$)	Tuition Fees (US \$)	Total Fees (US \$)
MBA (Regular 2-yr.)	1,040	2,850	3,890
MBA (Executive 16-month)	1,040	2,250	3,290
MA in English	1,040	1,704	2,744
LLB	1,040	1,326	2,366

4.5 ADMISSION SESSION :

Northern University, Bangladesh (NUB) has the following admission sessions :

Semesters	Duration	Admission Begins	Class Begins
Spring	January - April	December	January
Summer	May - August	April	May
Fall	September - December	August	September





4.6 APPLICATION PROCEDURE:

Interested candidates may collect application form and related information by contacting the admission offices mentioned below. It is to be noted that an application package cost Tk. 300/- payable to in cash or bank draft drawn in favor of Northern University, Bangladesh.

Once you have taken a decision to enroll for a program at NUB and have checked that you meet the entry requirements of that program, please complete and return the duly filled in application form to the admission offices of NUB along with :

Academic records : Certified/attested copies of statements of marks, degree certificates, professional qualification, etc.

Work experience (if any): Complete information regarding your work experience, if any (current & previous). If you are applying for MBA program one written reference is needed to confirm the date of your job and what responsibilities it entailed.

Reference forms filled by 2 (two) referees:

- One from your academic institution.
- Another from your employer (if any). If you do not have a professional background, the second referee should also be from your academic institution.

4 (four) recent stamp sized photographs

Complete the application form in as much detail as possible. A borderline case will be more likely to succeed if you have provided comprehensive information.

All complete applications will be processed by the Admissions Committee to check if you are eligible for the program. If we accept the application, you will be sent the formal offer later within 2 (two) days from the date of the admission test. The offer will consist of an offer letter and fees structure.

The staff at our admission office will do their best to assist you with any queries or provide further information about our programs. In case of specific program related query, they can also put you in touch with the appropriate faculty member to discuss the program in more detail.

4.7 METHOD OF PAYMENT:

Students can pay their tuition fees in full during admission or in installments.

The first installment of the fee has to be paid by demand draft/pay order in favor of Northern University, Bangladesh prior to or at the time of the registration and induction day.

The balance installments are to be paid two weeks before the commencement of the examinations, as per the fee payment schedule that will be given to the student at the time of registration.

4.8 LIST OF NUB ADMISSION OFFICES :

For any of your queries, please feel free to contact any of the following admission offices of NUB. All the admission offices of NUB are open seven days a week from 9:00 am to 9:00 pm.

Main Campus :

3/18, Iqbal Road, Mohammadpur

Dhaka-1207 , Tel: 8153437-39,

9136986, 9128122, 9134729

Cell : 011-076196

E-mail : admission-dhaka@nub.ac.bd

: URL : www.nub.ac.bd/admission

754, Satmasjid Road, Dhanmondi

Dhaka-1209, Tel: 8152737-8

Cell: 0189-245539

E-mail: admission-dhaka@nub.ac.bd

Website : www.nub.ac.bd/admission

House # 54, Road# 4/A, Dhanmondi,

Satmasjid Road. Dhaka-1209

Tel: 9667237-40, Cell: 0176-420071

E-mail: admission-dhaka@nub.ac.bd

Website: www.nub.ac.bd/admission

Rajshahi Campus:

256, Jahangir Sharani Road, Talaimari

Rajshahi-6204

Tel: 0721-751529

Cell: 0176-003142

E-mail: admission-rajshahi@nub.ac.bd

Website: www.nub.ac.bd/admission

Khulna Campus :

Khaleda Rahim Mansion, Mojid Sharani

Sonadanga R/A, Khulna-9100

Tel: 041-722010, 732618

Cell: 0172-505672

E-mail: admission-khulna@nub.ac.bd

4.9 FINANCIAL AID & SCHOLARSHIP

Welcome to the NUB Financial Aid and Scholarships page! We hope that you find it easy to locate all the information you are looking for, and more...

We work closely with NUB Student Affairs Division (STAD) to help you to make NUB your home institution. In order to avail financial aid or scholarships, you must be admitted into NUB and be an undergraduate degree-seeking student. If you want to apply for financial aid you must apply to the university through Student Affairs Division (STAD) under this scheme:

*** GRADED SCHOLARSHIPS :

Full tuition fee waiver	: GPA 5.00 in HSC/equivalent
50% tuition fee waiver	: GPA 4.50 in HSC/equivalent
20% tuition fee waiver	: GPA 3.10 in SSC and HSC/equivalent
15% tuition fee waiver	: GPA 3.10 in SSC or HSC/equivalent

O....50% TUITION FEE WAIVER FOR THE SIBLING

Oo....MERIT SCHOLARSHIP BASED ON SEMESTER FINAL

Ooo.....VICE-CHANCELLOR'S

Oooo.....TREASURER'S

Ooooo.....GOLD MEDAL

Oooooo.....IBAT TRUST

Ooooooo.....GENEROUS FINANCIAL ASSISTANCE FOR
MERITORIOUS & POOR STUDENTS



ACADEMIC RULES & REGULATIONS

5.1 ACADEMIC POLICIES & PROCEDURES

5.1.1 Course Registration

All students are required to register for courses by filling in the prescribed form (available at ACAD) in each semester until they have fulfilled all graduation requirements. Besides, without registration credits will not be counted. The date and time of registration are provided in the Academic Calendar issued by the Academic affairs Division. It is expected that all students should complete their registration within the scheduled period. However, those who are unable to register within the scheduled time must inform in writing to explain the reason for delay. If the competent authority approves the applications, then a special arrangement may be made. It should be noted that course registration form would not be accepted by ACAD unless the student gets clearance by the authorized signatory of the Accounts Division.

A late registration with fine may be imposed (i.e. Tk. 500/- to Tk. 1,000/-) after the prescribed schedule (but before the deadline) as decided by the authority.

If any student fails to complete the course registration within the deadline then s / he shall be considered as unregistered for that particular semester and consequently s / he shall be barred from attending any class or examination.

5.1.2 Class Attendance Requirement

Students are required to attend all lectures, tutorials, lab works etc. of the courses that they have registered for. Normally 80% attendance is required of a student to take the semester final examination.

5.1.3 Leave of Absence

A student who requires to spend a period of time away from the University may request for a leave of absence. In order to obtain for such consideration student must submit an application to the Registrar through the Advisor and the Head of the Department concerned, stating valid grounds for the purpose and length of leave desired (maximum two semesters). No fees will have to be paid by a student during such leave. His right to use University facilities, however, is suspended while the leave is in effect.

A student who is suffering from a prolonged illness may request for further period of his/ her leave of absence on medical grounds by writing to the ACAD through the Head of the Department. To qualify for such an extension a student must submit a comprehensive medical report along with the application.

If any student is found absent or unregistered without having permission for a whole semester, he/she has to pay Tk. 1,000/- as fine for each semester dropped to continue the study at NUB. However, if any student is found absent or unregistered without permission for more than two consecutive semesters, he/she will be considered as a discontinued student. If such students wish to continue the study, an appeal may be made to the authority through proper channel for re-admission. The competent authority of the University will take the decision on the appeal for re-admission.

5.1.4 Transfer of Credits

Students who have completed certain courses and earned credits for a particular program of study from other recognized universities may apply for credit transfer, provided that are similar and equivalent to the corresponding courses at NUB. The incumbent candidate may submit an application along with the following documents :

- Official Transcript from the recognized university of the completed courses.
- Detailed Syllabus/Curriculum of the completed course.
- No Objection/Migration Certificate from the previous university / institute.

The relevant committee of NUB will determine the equivalence of the courses. The maximum credit transfer may be allowed up to 50% of the total credits required for graduation of a particular program of study. Students who wish to apply for credit transfer must do so at least 2 (two) weeks before the commencement of a semester.

5.2 ACADEMIC PERFORMANCE & RESPONSIBILITIES OF STUDENTS

5.2.1 Academic Performance

All students are required to maintain a CGPA of 2.0 and above to remain on acceptable academic

5.2.2 Criteria for Semester Promotion

- * No semester fail status would exist under the open credit hour system.
- * If any student earns "D" or above grades for any course he/she should be credited

5.2.3 Policy for Course Repeat/Improvement

- * For an 'F' Grade, the course must be repeated within the next 3 consecutive semesters but pre-requisite course/s should be repeated on priority basis.
- * As for the improvement of grade of any course, the incumbent student may be allowed to repeat for improvement of that course if he/she earns up to 'B' grade. However, if any student wishes to take this privilege, he/she has to submit an application through the proper channel at least two weeks prior to the commencement of a particular semester.
- * The improved grades will be computed in the final transcript and the previous grade/s (i.e. 'F' or any grade of the improver) will be marked with 'R' grade (as retake of the course), which has no effect on GPA or CGPA.
- * For repeat purpose or improvement of grades, a student has to register the course as usual by paying the normal tuition fee (i.e. credit hour basis).

5.2.4 Special Arrangement of Conducting Course

If a graduating student has any incomplete course/s, he/she shall completed the courses according to the following rules:

If any student gets fail status in any course/s of the final semester, he/she can repeat the course/s by attending in a Special Examination provided that he/she gets permission from competent authority, For this purpose he/she has to pay Tk. 500/ for per semesters, he/ she can register the course/s in the current semester where a course/courses is/are offered by paying tuition fee on credit hour basis for the course/s after getting approval by the proper authority.

If any course remains unregistered and that course has not been offered in the last semester, a special arrangement can be made for conducting the course, any outgoing student can avail this opportunity by paying the tuition fee twice as much as that of the normal fees (based on credit hour) for the course after getting approval by the proper authority.

5.2.5 Academic Dismissal

A student shall be dismissed from the University if:

- * He/she has committed breach of any of the University regulations.
- * He/she fails course with a grade of 'F', 'X', 'Y' on the fourth attempt.

The NUB also reserves the right to suspend or dismiss any student from the University or any of its classes in the academic or University interest, if any such step is deemed necessary and advisable.

5.3 EXAMINATION SYSTEM

5.3.1 Eligibility for Entry to Examination

No student shall be eligible to take part in any Semester Final Examination unless :

- * S/he is officially registered in such a course; and
- * S/he has fulfilled the required percentage of attendance and other requirements.

5.3.2 Attendance in Semester Final Examination A registered student is required to attend in the Semester Final Examination of all courses registered for. If any student who is found absent without valid reasons acceptable to the University authorities will be deemed to have failed the course irrespective of course works (i.e. class test, assignments, Mid-term exam etc.). An 'X' grade will be recorded in the semester transcript.

5.3.3 Debarring from Examination

A student may be debarred from taking the examination if:

S/he has failed to meet any of the above requirements for eligibility for to an examination. In such a case the student may be given the chance to appeal for exoneration.

5.3.4 Consequence of Debarring from Examination

Unless otherwise reconsidered, any student debarred from any examination shall automatically receive a grade "Y" which is scholarship or financial assistance of students who are debarred from the semester final examination may be withdrawn or reduced as the University authority decides on case basis.

5.3.5 Cheating in Examination

When a student is found to have committed a breach of any provision of the examination rules and regulations or any procedure made there or any instruction made by an authority under the regulations. Such candidate shall be deemed to have committed an offence and will be liable to disciplinary punishment . Such punishment of the course in question, drop of the current semester, expulsion for an academic year or expulsion from the University,



Based on the weight and gravity of the offence. If a student receives the expulsion from the University, based on the weight and gravity of the offence. If a student receives the expulsion for the University of cheating in examination she/he cannot be readmitted. In addition the student will be deprived from enjoying any financial assistance in the following semesters as the NUB authority decides on case by case basis.

5.3.6 Special Examination

If any student cannot appear at an examination of a course/s on medical grounds or unavoidable circumstances. Which is acceptable to the NUB authority. S/he may opt to sit for the special examination for the missing course/s. An application should be submitted within 7 (Seven) days from the date of exam held through the Head of the Department with the supporting documents (medical certificate attested by the NUB penal doctor within seven days from the scheduled examination). If the application is approved by the competent authority. The Academic Affairs division will record an "I" (i.e Incomplete) grade in the semester final transcript. Normally, the special in course examination is held within two (2) weeks of the commencement of the next semester by paying , TK 500/- (or as decided by the NUB Board of examination from time to time) is to be paid by the incumbent examinee for each course.

A course instructor is not allowed to give 'I' grade or grant a special examination to any student before or after the specified period of such examination unless it is authenticated and authorized by the competent authority.

5.3.7 Appeal for Re-evaluation of Examination Results

If the awarding of grade is on order but the student wants his/her answer script to be reevaluated. Then a formal written appeal shall have to be made by the ACAD. A fee of TK 500.00 per paper (or as determined by the NUB of Examination from time to time) must accompany the said appeal the appeal fee of TK, 500.00 will be refunded if the appeal is successful in he end.

5.3.8 Grounds of Appeal

An appeal may be made on any or all of the following grounds: If a student strongly believes that s/he deserves more marks than s/he got in the course in question. If a student believes that the evaluation has been conducted improperly or her/his marks have not

been counted.

5.3.9 Application Procedure

For Appeal Application procedure for appeal may take the following forms:

The student must first consult with the Head of the Department/ Dean of the Faculty regarding the course grades he disputes.

A prescribed form has to be filled in by the applicants which is to be endorsed by the Academic Advisor and the Head of the Department as the case may be , and sent to the Director of ACAD, within 2(two) weeks of the publication of results and a fee of TK.500/- must be accompanied with the said appeal.

5.4 READMISSION & WITHDRAWAL OF STUDENTSHIP

5.4.1 Senior Students

A student who is dismissed on disciplinary grounds will not be considered for re-admission.

However, consideration may be given to cases based on medical/emergency reasons that are acceptable to NUB authorities. The student will be re-admitted into the semester where the CGPA is of good standing.

The decision on the appeals for re-admission will be subject to University rules.

5.4.2 Condition after Re-admission

A re-admitted student should achieve a CGPA of at least 2.0 in the first semester after re-admission and failure to do so will result in dismissal. No further appeal for re-admission will be considered.

A re-admitted student should normally carry a workload of not more than 12 (twelve) credit hours. She can carry a heavier workload only with approval of the Head of the Department/Advisor/Head of the Department who will closely supervise them.

5.4.3 Disciplinary Suspension/Expulsion

A student whose behavior does not conform to NUB regulations is subject to disciplinary action. As a politics free private University, NUB absolutely prohibits any political activities direct or indirect within NUB campus, totally bans any type of demonstration, procession, postering, bannering, against the University rules and regulations, and administrative decisions. It also forbids any type of organized movement against any academic or administrative staff members of NUB. Any student who is found to be involved in any of these prohibitions may face disciplinary suspension or expulsion from the university. These disciplinary actions may become a permanent part of the students

TEACHING METHODOLOGY

CHAPTER-7

7.1 TEACHING ETHOS

The teaching method of NUB is simple but effective. Our aim is to help students maximize their potential by ensuring that they are taught clearly and effectively so as to facilitate success in the course assessments and examinations leading to success in their careers.

7.2 MODES OF DELIVERY

A variety of modes including lectures, seminars, workshops and case studies of delivery are adopted by the teachers at NUB.

7.2.1 Lectures

Lectures at NUB are used primarily to identify and explain key aspects of the subject so that students can utilize their private study time more effectively. They are the students' guide and focused route through the syllabi. Our Lecture ethos is to guide, explain and teach rather than to transmit factual materials, which can be readily obtained from the recommended texts through private study.

7.2.2 Seminars

Seminars complement the lectures very well. They are designed to give students an opportunity to test their understanding of the material covered in lectures and private study by reference usually to a set of questions identified in advance. Seminars are interactive sessions, which the students conduct. They give students an opportunity to clarify any points of difficulty with the tutor and develop their oral communication skills.

7.2.3 Workshops

Workshops are an innovative form of student centered learning. They involve students working in small groups but with a difference; the students lead and the tutor acts as a facilitator. The sessions consider problems and essay questions, case studies and tackle the conceptually challenging aspects of the subject.

7.2.4 Case Studies

An important learning methodology used at NUB is the use of case studies enables the students to apply the concepts that they learn in their subjects. The students have to study the case, analyze the facts presented, and arrive at their conclusions and recommendations. The case study tests the students ability to apply to the real world the tools and techniques of analysis which they have learnt. The

case study serves as a supplement to the theoretical knowledge imparted through the course work.

7.3 ONGOING PRACTICE & ASSESSMENT OF COMMUNICATION SKILLS

Communication skills evolve through repeated practice. Each module that a student takes has been evaluated for the transferable skills that a student will gain in that particular module. These general/transferable skills are: report writing; verbal communication; presentation; information gathering; group work; self management; time management; change management; problem solving; numeracy; IT skills; creativity, etc.

7.4 ASSESSMENTS

There are varied methods of assessment depending upon the demands of each course. Courses can be assessed with the help of closed book examinations, open book examinations, assessments, course work management development portfolios, case studies, group activities and dissertation.

7.5 DISSERTATION/PROJECT WORK

It is a very unique feature of NUB that every undergraduate and postgraduate student has to undergo research work in form of dissertation or project work depending on their nature of study. This gives the student an opportunity to display research and analytical skills to apply theories, models and concepts developed and taught during the program. Many students write dissertations of value for current or future employers, or on subjects related to their own business

7.6 NETWORKING & CONTINUING EDUCATION

We are in the process of planning a newsletter and a journal, which will provide the latest in research being carried out by the students, faculty and the Research Division of NUB. This will provide continuing education for our alumni and assist students in networking with each other.

LIBRARY AND INFORMATION DIVISION (LID)

CHAPTER-8

The Library & Information Division (LID) at Northern University, Bangladesh is your gateway to information. The LID offers a very wide range of services. It facilitates research, teaching, and learning by providing :

- * easy access to superb collections, information and services
- * physical places that welcome research, study, and discourse in an environment in which people and ideas are respected.

The details about the Library & Information Division (LID) are stated below :

8.1 SERVICES

8.1.1 Circulation Service

The library has a circulation desk where staffs will assist you with checking-out library materials and help you use other services such as renewals, recalls and traces for items you cannot find in the stacks and answer questions about such topics as circulation policies and library borrowing cards.

8.1.2 Reference Service

Customized information solutions are designed for your specific needs. Sources consulted may include on-site and local collections, electronic databases, and Internet sites. Reference staffs are available at service desks in the library, or via e-mail or telephone, to help you find information and use the services, collections and resources available in the NUB Library.

8.1.3 Textbook Facility

Textbook Service provides a unique textbook rental program for the students. The textbook rental program is an economical alternative to purchasing most textbooks. In this facility each student will get all textbook until his/her study is completed. This service is free for all registered students. To pickup textbooks, students need to have a valid library card and be enrolled in the Library.

8.1.4 Current Awareness Service (CAS)

Include pro-active information, news flash, e-mail messages from library, periodicals, technical, professional, management, computer and contents page service in a range of subjects.

8.1.5 Documentation and Bibliographic Service

Documentation service is available on a wide range of subject like business, computer science, health science, legal affairs, education, literature, media & information, etc. Subject bibliographies are compiling on a regular basis. We can also provide other bibliographical information on request.

8.1.6 Research Consultation Program (RCP)

If you need to write a research or term paper; give a presentation; find information for a group project; find facts and statistics; identify journal articles on a topic or have any other research assignment, then the Library's Research Consultation Program (RCP) can help save you time and do better work. The RCP program lets you receive one-on-one, uninterrupted research help from the Library's trained reference staff. We will focus in with you on your specific assignment, help you figure out how to get started, and suggest which of the hundreds of internet and print-based library databases and resources will work best for your particular research needs.

8.1.7 Business Information Service

If you are in business or just need business information NUB Library can help you. It has a stock of collection on the information about national and international companies including addresses and registered offices; financial profiles of companies; product information; foreign company information; press information; information about starting in business, grants and finance; statistics; directories; employment and company law, etc.

8.1.8 Newspaper, Magazine and Journal Facility

Current issues of local and a few international newspapers are kept for newspaper services and back issues are kept for next one year. You can also check for online access to a specific newspaper through the e-newspaper list. There is a good collection of magazine, periodicals and journals giving most recent information. With the indexes and directories in our collection, we can help you find the right information. We also bind two national newspaper (The Daily Ittefaq and The Daily Star) for permanently preserve.



8.1.9 Audio-visual Service

The Audio Visual Services section is based in the Central Library. The main function of Audio Visual Services within the University is to provide audio-visual support for lectures, conferences, language development, reading e-book and other non-print materials.

8.1.10 Literature Search

A number of prominent databases are available via the “web library” at NUB Library. Some of these databases are business, computer, health, environment, law, education, media & information, etc. Search instruction for these databases is given on an individual or group basis. There is no charge for online searches.

8.1.11 Internet Facility

Internet and e-mail facilities are available at NUB Library. Currently we have 40 computers for internet access in the library. Library officers have attended Internet Training and are available to assist users in searching the Internet for a particular topic. It is essential to reserve to use Internet and E-mail. No charge is made for the booking or use of the Internet. A charge is only made for printing.

8.1.12 Reprographic Service

Reprographic Services provide an efficient and cost effective in-house printing and photocopying service with professional advice on other reprographic techniques in aid of teaching and research. A reasonable charge is made for these services. Some of these services include photocopying, computer printing, computer scanning, CD writing, research paper binding, etc.

8.2 INFRASTRUCTURE FACILITY

At present the Library & Information Division (LID) have total space: 8,000 sft; seating capacity: 250; computer terminal: 40; photocopy machine: 02; laser printer: 02; scanner: 01; bar code reader: 02; customized library management software. We are trying to enhance the present infrastructure facility every time.

8.3 COLLECTION STATUS

The major collection are held in the Central Library, with books : 65,000; government publications: 3,000 ; electronic book : 2000 ; journal : 875 ; magazine: 800; daily newspaper: 10; newspaper for preservation: 02; audio-visual materials: 1,800; other materials: 2,500. Regional Campus Libraries have collection relevant to the courses at those campuses. We are trying to

enrich our collections by 5,500 per semester.

8.4 COMPREHENSIVE WEBSITE

The Library's home page, <http://www.nub.ac.bd/library> is an entry to a vast range of resources. It provides access to the Library's catalogue and information about the Library, electronic publications, and a wide range of databases on the Internet. Current University staff and students from a non-university site can access electronic journals and Library databases and users anywhere can 'ask a reference question' online. Off-campus students benefit in particular from having access to a growing number of library resources and service via the home page.

8.5 USE OF LATEST INFORMATION TECHNOLOGY:

The Library makes available the latest in educational and information technology, including workstations for accessing the Internet, electronic journals and databases, and multimedia workstation. The Library also provides photocopying facility, CD writing facility, computer-scanning facility, laser-printing facility, bar code reader and customized software.

8.6 FUTURE PLAN

Creating NUB Library in serving as “gateways” to information, integrating new technologies and traditional services, presenting library as “teaching instruments”, and accommodating computer equipment, networks, and communications systems.

Contact Information

For further information about the Library & Information Division (LID) please feel free to contact :

Md. Mahafuzur Rahman Firoz
Senior Asst. Director & In-charge
Library & Information Division (LID)
Tel: +88-02-8153437-39, 8152461, 9128122,
9134729, 9136986. Ext. - 116
Fax: +88-02-9135562
Cell: +88-0188508171
E-mail: mahfuz@nub.ac.bd
URL: <http://www.nub.ac.bd/library>

LEARNING RESOURCES AND FACILITIES

CHAPTER-9

The University's library, computing and language-learning facilities are geared to providing resources and support to enhance the quality of learning and research. The Learning Resources and Facilities enable students to research, contextualize and learn about current events in the world. The University is committed to providing a helpful and comprehensive learning environment, conducive to students' growth and achievement.

Below is an overview of the range of dedicated facilities for students of NUB :

9.1 Computing & Lab Facility

NUB is dedicated to providing the most modern facilities both in terms of hardware and software and is committed to upgrading these facilities to keep pace with the changing



technology. Its computer labs are equipped with built-in multi-media connected to HP Net Server E 800 Windows NT local area network (LAN). For all lab works there is one computer for each student. Computers are connected to a host of other peripheral devices such as scanner,

printer, digital cameras etc. Internet facilities are available at all workstations through broadband connection.

9.2 Hardware Laboratory

The hardware laboratory is equipped with educational tools to promote interest and better understanding of computer hardware and peripherals among the students. 8085/86 Microprocessor Trainer kits and 8033 Micro-controller kits are used to provide hands on experience to learning students about basic hardware. These are ably supported by Color Logic Analyzer and Pattern Generator, Function Arbitrary wave generator, digital oscilloscopes, Wireless Transmitter /Receiver pairs, Data Acquisition/Switch units, TDM pulse code modulator/transmitter and demodulator/receiver and other similar essentials. Universal Robotics Trainer kits and Lego robots are actively used by students interested in robotics. Students working on various projects have developed micro-controller controlled arms and robots and other similar hardware items.

9.3 Digital Lab

The Digital Lab at the Northern University, Bangladesh (NUB) is part of the Department of Computer Science and Engineering. Our Laboratory has been at the forefront of the signal and image processing field. Specifically, research has been focused on the areas of nonlinear signal and image processing, multi-channel image processing, morphological filters, neural networks and image and video coding.

9.4 Pharmacy Lab

The Pharmacy Lab is purpose built and offers the student

the chance to carry out practical ranging from whole person pharmacology to agonist/antagonist behaviour. The Lab is one of the premier University-based analytical resources for the pharmaceutical, dietary supplement and food industries.

9.5 Language Laboratory

To cope up with demand of English Language proficiency, the University offers a separate Basic English Development Course for all the students. It is designed for the fresher for the educational and conversational purposes. It is an intensive course before entering in to the academic area, which will enable students to pursue the academic course smoothly. Besides, a foundation course runs through the year round. The language program is offered to meet the practical demand of the students to make capable of speaking and writing English for academic and communicative purposes.

9.6 OTHER FACILITIES

9.6.1 Learning Enhancement Program

Workshops dealing with essay writing, time and stress management, and examination preparation are provided to assist students with their studies. This service is available to all students regardless of their course or year of study.

9.6.2 Job Placement Service

NUB operates a placement office for the benefit of its students and their prospective employers. The placement service of the university arranges interviews for the graduates and their prospective employers to meet and discuss mutual interests. The placement office maintains records of students of the university and these records are made available to the prospective employers.

9.6.3 Student Advising Service

All students entering NUB are assigned a freshman advisor who helps them in choosing their courses for the first year. In their second year, students will have an advisor who will be responsible for guiding their choice of courses in their major areas. Students will develop the direction of their study in consultation with their advisors.

9.6.4 Internship Program

In order to acquaint the practical awareness about the office management and industrial attachment for a period arranged by the university, during the 4 years as part of B. Sc.

(Hons.) in Computer Science Program and at 8th semester as part of BBA program in the form of attachment to an industry and other companies including banks, insurance companies and NGOs.

9.6.5 Higher Study Contact

NUB provides higher study contact facilities for the benefit of its students and their prospective future life. This service of the University arranges stipends and guides them for higher study. The placement office maintains records of student of the University and these records are made available to the prospective employers.

CAMPUS LIFE & ACTIVITIES

CHAPTER-10

10.1 BUSINESS CLUB

The mission and vision of NUB Business Club is to provide opportunities, experience, and education within the business field to business club members both in their academic fields and the business world at large. The Business Club is open to all students who are interested in business. The club hosts events, including volunteer activities, events including many guest tours, speakers, and movie show, etc.

10.2 ENTREPRENEURSHIP CLUB

The NUB Entrepreneurship Club is a dynamic member-based organization dedicated to connecting students with other students, local entrepreneurs, professors and other support organizations, providing entrepreneurship and business development education, and encouraging entrepreneurship among NUB students. The purpose of the Entrepreneurship Club is to foster entrepreneurship on campus by introducing, cultivating, and enabling the fulfillment of entrepreneurial ambitions. Through the Entrepreneurship Club, students will learn about and experiment with entrepreneurship, and will become better prepared when making career choices.

10.3 ENGLISH CLUB

The NUB English Club is an academic organization whose activities are shaped by its members. It aims to promote the use of English and to provide students with opportunities of using the language. Its activities are student-centered and often involve the participation of international students, making the learning experience both fun and dynamic.

10.4 PHARMACY CLUB

The Pharmacy Club is a student organization created for any students who plan on pursuing careers in pharmacy. The mission of the club is to provide resources and opportunities to introduce students to the world of pharmacy. In addition, the club seeks to help its members become the most qualified applicants to the Pharmacy program. The club makes available to its members advising services from faculty and students in the Department of Pharmacy as well as undergraduate peer advisors. The organization also seeks to encourage community involvement and to present members with opportunities to serve the community through volunteer service.

10.5 COMPUTER CLUB

The Computer Club is a student organization. This is aggregate of individuals who enjoy computers, and like to geek-out and talk/learn about what we enjoy. It is the goal of the NUB Computer Club to strive to create an environment conducive to the study of Computer

Science. It is also the goal of the NUB Computer Club to

facilitate members/Computer Science students in obtaining materials (reference or other) that reinforce or augment materials presented in the classroom and/or assigned readings. The NUB Computer

Club shall conduct monthly meetings for the members. In addition to these meetings, seminars related to the field of computer science shall be organized if desired by the membership. It is also the NUB Computer Club's objective to provide ongoing assistance to students and faculty regarding current computer systems on campus (i.e. help sessions, correspondence, etc.). The NUB Computer Club will facilitate (through guidance, funding, etc.) special interest groups for those members of the NUB Computer Club who wish to focus on a particular topic of mutual interest.

10.6 LAW CLUB

The NUB Law Club is essential social arm of the department of law. It consists of an elected body of student who organize events for the club. Studying law is synonymous with hard work dedication; so it is the overriding objective of the Law Club to introduce balance into student's lives. The Law Club activities fall into two main categories. First and most important is the organization of social functions throughout the academic year. These events also provide an opportunity for students of socialize with members of staff and with representatives of the major law firms. Secondly, the club is responsible for the running of the school's sports calendar. Matches take place against other university Law Departments, as well as terms from legal firms.

10.7 PROGRAMMING CLUB

Would you like to do more with your computer but you don't know where to begin? Do you have a good idea for computer programs but aren't sure whether you can do it? If you want to learn without being limited by the availability of computers or software, come over and check it out! The club is setup to offer a few learning environment for beginners. These applications provide a convenient, lesson-based way to learn the ropes in a visual environment. Once you can think of a project to work on, the club has books and software packages to help you write design and write applications.

10.8 CULTURAL CLUB

Cultural Club offers students a way to meet new people with similar interests and a chance to try new experiences. They play a crucial role in campus life, organizing many events on campus. Becoming a club member will not only bring great personal satisfaction but also the chance to develop very useful organizational skills.



10.9 DEBATING CLUB

In our highly competitive world it is important to be able to present the ideas in a logical and convincing manner, and debating is exactly that. Formal debating introduces structure and rules to an exchange of opinions, giving each participant equal opportunity to present their side of the issue while attempting to prove the opposing side false. The primary commitment of the NUB Debating Club is therefore to help its members improve these skills through extensive training programs and intervarsity (including international) competitions, where we test our skills against the debaters from other institutions. We see the external competitions as both an opportunity to demonstrate our prowess, and learn from everyone else. At these debate



competitions, you will meet some of the finest speakers of our generation.

10.10 SPORTS CLUB

The club's overall objective is to train well-qualified players being

able to take part in national teams and to play in the league. Successful sports players are granted with university scholarship and they are able to use all the facilities provided by the university. In addition, we assist improving all other branches by taking active role in the sports activities held at NUB.

10.11 STUDY TOUR

Students have the opportunity to participate in study tour programs. The University places a strong emphasis on students directly experiencing works of art.



It is also crucial to experience art produced in other parts of Bangladesh, as well as overseas. For this reason the University undertakes regular study tours that aim to extend the breadth of knowledge about art and the contexts in which it is produced.

10.12 STUDENT ORIENTATION

The Office of Student Orientation is designed to help new students adjust to college life at NUB. Orientation is a program designed to introduce you to academics and student life at NUB. The Orientation staff is committed to assisting students with their personal and academic transition to the University. Orientation Programs are designed specifically for New Students beginning NUB in the each semester.

10.13 NETWORK OF NUB ALUMNI

When you graduate with a higher degree from the Northern University, Bangladesh, you will join a NUB Alumni Network who feels connected all over the world. We have groups of alumni in many countries, particularly in South East Asia and North America. The purpose of the Student Alumni League is to establish, foster and promote relationships among and between NUB students, alumni, staff, faculty, and the University community. It is a link to the future for current students as future alumni.

10.14 MODERN & AC CLASS ROOM

The classrooms are equipped with world class learning tools including air ñ coolers, overhead projectors and multimedia projectors. NUB is the only University in Bangladesh where students are taken to the Internet by teachers in the classroom through multimedia projectors.

10.15 COMMON ROOMS AND GAMES FACILITY

The Student Common Room area is for students to relax and take time out from lectures. The Games Room is next to the Common Room and includes three table tennis, snookers, carom board, darts and pinball machines for use by students wanting to take time out from study and lectures.



10.16 CANTEEN & CAFETERIA

There is an Arrangement for a students' canteen and a teachers' cafeteria for provision of food, snacks and soft drinks, so that one can eat according to one's need on cash payment.



10.17 HEALTH CARE FACILITY & FITNESS CENTRE

To improve the health and well-being of NUB community, particularly the students, teacher and staff, NUB provides health care facility. Two medical doctors (male & female) are engaged to provide a complete continuum of care for patients. NUB has also a modern well-equipped health and fitness centre, offering a variety of fitness programs including group exercise facility, athletic facility, spinning and aerobics facility, weight training, in a relaxed atmosphere.



ADMINISTRATION & MANAGEMENT

CHAPTER-11

Northern University is governed by the Bangladesh Private University Act 1992. NUB is the first of its kind in Bangladesh to be managed by a group of academics. The chief executive of NUB is the Vice-Chancellor, who is assisted by a Syndicate, Academic Council, Pro-Vice-Chancellor, Treasurer, Registrar and Officers of NUB as per statute & provisions of the University. As a founding body of NUB, the IBAT Trust has a reasonable representation in policy making body of the University namely in the

11.1 SYNDICATE

The Syndicate is the highest administrative body of Northern University, Bangladesh. The following members comprise the body :

Sl	Name	Position
1	Vice-Chancellor	Chairperson
2	Treasurer	Member
3	Pro-Vice Chancellor	Member
4	Five representative of the Trust including Chairperson & Vice-Chairperson	Member
5	One Dean by rotation in order of seniority	Member
6	One Patron nominated by the Trust	Member

The Registrar of the University will act as secretary of the syndicate.

11.2 ACADEMIC COUNCIL

The Academic Council is the highest academic body, which formulates necessary policies and rules on academic matters related to students, teachers, programs of study & examinations, etc. It is comprised of the following members:

Sl	Name	Position
1	Vice-Chancellor	Chairperson
2	Treasurer	Member
3	Pro-Vice Chancellor	Member
4	Chairperson of the IBAT Trust	Member
5	Vice-Chairperson of the IBAT Trust	Member
6	All Deans of the Faculty	Member
7	All Heads of the Department	Member
8	Registrar	Member
9	Two faculty members (not below the rank of Associate Professor) by rotation according to seniority	Member
10	Two External Academicians nominated by the Syndicate on recommendation of the Vice-Chancellor	Member
11	One Patron nominated by the Trust	Member
12	Director, Academic Affairs Divisions	Member Secretary

11.3 STANDING COMMITTEES

1. Selection Committee
2. Finance Committee
3. Purchase Committee
4. Central Board of Examination
5. Central Admission Committee

11.4 OTHER COMMITTEES

1. Curriculum Committee
2. Library Development Committee
3. Publication Committee
4. Discipline Committee
5. International Advisory Committee

11.5 EXECUTIVES OF THE UNIVERSITY

Professor Mohammad Ali : Vice Chancellor
 Mr. M. Abu Bakar Siddique : Treasurer
 Mr. Md. Solaiman Miah : Registrar

11.6 HEADS OF THE DIVISION/OFFICE

Mr. Md. Lutfor Rahman : Director, Academic Affairs Division (ACAD) and
 In-charge, Human Resources Division (HRD)
 Mr. Borhan Uddin : Director, Admissions & Information Division (AID)
 Mr. A.H.M. Abu Syeed : Deputy Director, Academic Affairs Division (ACAD) and
 In-charge, Exam Unit
 Mr. Md. Mahafuzur Rahman Firoz : Senior Asst. Director and In-charge
 Library & Information Division (LID)
 Mr. S. M. Firoz Ahmed : Asst. Director and In-charge
 Finance & Accounts Division (FAD)
 Mr. Md. Faizullah Kawshik : Senior Asst. Registrar, PRO
 Mr. Md. Ashraful Islam : PS to Vice-Chancellor
 Mr. Md. Mosharraf Hossain : Senior Asst. Director, ACAD (Khulna Campus)
 Mr. Md. Mubinul Islam : Asst. Director, ACAD (Rajshahi Campus),

11.7 DEANS OF THE FACULTY & HEADS OF THE DEPARTMENT

Prof. Dr. M. Azhar-Ud-Din : Dean, Faculty of Business
 Prof. Dr. Sadruddin Ahmed : Dean, Faculty of Arts & Humanities
 Prof. Dr. Mir Md. Akramuzzaman : Coordinator, Faculty of Science Prof. Dr.
 M. A. Mannan : Coordinator, MBM & MBA in ED Program
 Prof. Mustafa Kamal : Head, Dept. of Business Administration
 Prof. Md. Ataul Haque : Head, Dept. of English
 Barrister M. Ashrafuzzaman : Head, Dept. of Law
 Mr. Md. Mosharaf Hossain Miazzi : Head, Dept. of Pharmacy
 Prof. Dr. Idris Ahmed : Head, Dept. of English, (Rajshahi Campus)
 Prof. A. B. M. Rashiduzzaman: Head, Dept. of Business Administration
 (Khulna Campus)

LIST OF FACULTY MEMBERS

CHAPTER-12

12.1 LIST OF PERMANENT FACULTY

DEPARTMENT OF BUSINESS ADMINISTRATION

Professor Dr. M. Azhar-Ud-Din
Dean, Faculty of Business
(Former Pro-Vice-Chancellor, Darul Ihsan University
Member, Bangladesh Public Service Commission (PSC)
Pro-Vice-Chancellor, Rajshahi University)
BA (Hons.) & MA in Economics, Rajshahi University
Ph.D in Economics, Lancaster University, UK

Professor Mustafa Kamal
Head, Dept. of Business Administration
(Former Director General, Bangladesh Institute of
Management) M. Sc. Manchester, UK
BA (Hons.), Rajshahi University
MA Punjab University, Pakistan

Professor A. B. M. Rashiduzzaman
Head, Dept. of Business Administration (Khulna Campus)
(Former Dean, Faculty of Business Discipline, Khulna
University) B. Com. (Hons.) & M.Com. University of Dhaka
M.Phil, University of Rajshahi

Professor Dr. M. Shamsul Haque
(Former Vice-Chancellor, City University
Treasurer, University of Dhaka
Professor & Director, IBA, University of Dhaka
Director, MBA Program and Treasurer, North South
University) B. Com. (Hons.) & M.Com. Rajshahi University
MBA, Indiana University, USA, Ph.D. Manchester, UK

Mr. Sultan Ahmed
Assistant Professor
B.Sc. (Hons.), Algor Muslim University, India
MBA, International Islamic University Chittagong

Mr. Md. Lutfur Rahman
Senior Lecturer
B. Com. (Hons), IIU Malaysia MBA,
University Putra, Malaysia

Mr. Firoz Al Mamun
Senior Lecturer
BBA, Khulna University
M. Sc. The Robert Gordon University, UK

Ms. Rahima Begum
Senior Lecturer
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