ORIENTATION
Fall 2022

Orientation Package

NORTH SOUTH UNIVERSITY
The First Private University in Bangladesh

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- North South University (NSU) was established by the NSU Foundation under the Private University Act 1992. The university was formally inaugurated by the then Prime Minister of Bangladesh on 10 February1993.

- The university held its first convocation on 18 December 1996. The President of the People's Republic of Bangladesh and Chancellor of NSU, Mr. Justice Shahab uddin Ahmed, presided over the convocation ceremony and conferred degrees on the first batch of NSU graduates.

- The university held its 23rd Convocation on 8 April 2021. Dr. Dipu Moni, MP, The Hon'ble Minister, Ministry of Education, Government of the People's Republic of Bangladesh, as delegated by the Hon'ble President of the People's Republic of Bangladesh and Chancellor of North South University, presided over the 23rd Convocation ceremony and conferred degrees to 4014 degree candidates.

NSU has so far produced a total of 28211graduates till the 23rd Convocation, of which 20869 in Undergraduate and 7342 in Graduate Programs.

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Message from the Vice-Chancellor

Honorable Chief Guest, Pro-Vice-Chancellor, Treasurer, Deans, Directors, academic faculty members and colleagues from administration, and most importantly, our youngest members of the NSU family, the newly enrolled students of Fall 2022, I welcome you all to our Orientation Program for Fall 2022.

First of all, let me congratulate the students on their excellent results in HSC or equivalent, high enough to qualify for admission into NSU. I also congratulate the new entrants to our graduate programs. I welcome you all to North South University, the first and the best Private University in Bangladesh. Congratulations to the parents as well on their wise decision to send their children to NSU, a center of excellence in higher education.

Dear Students, after a long time, to be precise, after six consecutive semesters we are conducting the orientation program in person. After 2 strenuous years of the Covid-19 pandemic, the world is picking up its pace. The post-pandemic world has been producing a lot of new challenges and we at NSU are striving our best to face them so that you can continue your journey -uninterrupted. And as a result of the undivided dedication, this is the second semester we are organizing the orientation program and classes on campus.
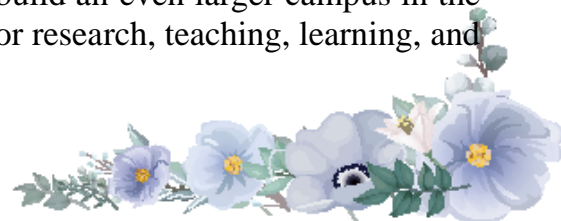
It seems Covid-19 is at the exit door. Infection cases are at their lowest. As you know Bangladesh is 5th in the world and 1st in South Asia in Covid Recovery Index. This has been possible because of the government and people working in concert to face the common enemy. For us, the important thing is that once again the campus is abuzz with activities.

To reassure the Fall 2022 intake and the parents, I will mention some facts about NSU. We are the first private university in the country. In the QS Asia University Rankings 2022, once again we emerged as the #1 Private University in Bangladesh. Currently, we are currently at 215th position but we have the goal to be in the top 100 in Asia. NSU has the highest-ranked business school in the country. Our computer science and engineering schools are also ranked very highly by the QS world. In the recently unveiled QS World University Rankings 2022 by Subject, we have been globally ranked 298 in Social Science and Management for the first time. Also, we have retained our very high subject rankings in Business and Management (351- 400) and Computer Science & Information Systems (601 – 650).

We are the first and only private university in Bangladesh to qualify to apply for the prestigious Times Higher Education Ranking. The threshold for qualifying for THE was high. But due to the hard work and dedication of our talented and meritorious academic faculties, we were able to qualify.

We have the best qualified and most caring academic faculties in this country, Department by Department, School by School. We have the safest campus in the country. Because of the coronavirus, we follow all the necessary health and safety measures to keep our campus disinfected all the time and to this day follow proper health protocols to keep everyone safe.

We have the most modern library, and classroom facilities, as well as a fully functional gymnasium. We also have indoor sports facilities and a playfield. We have the largest campus of all the private universities in Bangladesh and are planning to build an even larger campus in the near future. We are the best private university in Bangladesh for research, teaching, learning, and graduate employment.

Our four Schools have received multi-million dollars in funding commitments from national and international sources over the last twelve months. We have joint research arrangements with NASA, the University of Maryland, Johns Hopkins in the US, Cambridge University in the UK, and many Australian Universities including, Macquarie, Monash, University of Western Australia, and Curtin University.

We have student and staff exchange agreements with a large number of universities in North America, Australia, and Europe. We have set up an IELTS Center in our Bashundhara campus in partnership with the British Council. We have established a Modern Pathology Laboratory adjacent to NSU Medical Center to perform common pathological tests including biochemical tests, microbiological tests, serological tests, and other routine examinations for the students, teachers, and staff. We are effectively engaged with the Government and industries. Our programs are accredited nationally and internationally. We have recently added another 45,000 square feet of office rooms and student classrooms.

We have built a Bangabandhu and Liberation War Centre in our Library. Honorable Minister for Science and Technology Architect Yeafesh Osman did the honor of inaugurating the corner. We have also published a high-quality book on Bangabandhu in Bangabandhu's birth centenary year.

We have twenty-one highly active student clubs providing ample opportunity to develop leadership qualities among students as they pursue their hobbies and interests. Our clubs have been regularly winning national and international competitions. We do extremely well in inter-university competitions in sports, debate, and innovation at the national level.

We have acquired the best learning management system in the world for the benefit of our students and staff. For the last couple of semesters, NSU has been using CANVAS to supplement their classes with quizzes, modules, and courses, and going forward we will be embedding this in our teaching process to ensure quality education for our students. To our knowledge, NSU is the first university in South Asia to adopt CANVAS LMS.

North South University played a big role in fighting COVID-19. We helped the relevant government agencies with volunteer doctors and student workers. We distributed relief materials through various government agencies such as Bangladesh Army and Police. NSU staff donated two days of their salary amounting to 50 lacs taka to the Honorable Prime Minister's Relief and Welfare Fund. We gave a special COVID waiver of 20% to our students for six consecutive semesters.

We helped the Directorate General of Health Services with 5 volunteer students. We helped IEDCR information services- helping with data processing and analysis with 2 volunteers.

We assure the parents, we will do our very best to develop your most valuable asset– your children, into ethical professionals with a global outlook. NSU is a non-political, non-racial, entirely secular institution. We strongly believe in diversity and tolerance. We have students from all ethnic and religious groups; we treat them the same. In short, your children are in capable hands.

To the Fall 2022 cohort, you will have the best teachers, best facilities, best ambiance, best campus, and culture in the country. Only you can make the best use of it all.

Welcome Note from the Registrar

Welcome to North South University, fondly known as NSU. We are pleased to see you joining our community. We have a lot to offer at the university: outstanding faculty and staff whose priority is student learning and wellbeing, year-round campus programs and activities giving you a chance to learn outside the classroom, and of course, world-class logistic support needed for a well- rounded learning experience. We are large enough to offer programs catering your needs, and small enough to personally know you and care for you.

At NSU, we treat you as an adult. You will be given ample freedom to make your own choices, but as an adult you will be responsible for your choices. There is no easy sailing at NSU. We are committed to academic excellence, and we make sure that our graduates receive the highest quality education by working hard for it. From the very first day, you will be expected to keep up with your studies. Every quiz, every assignment, and every exam that you take will contribute towards your final grade. Your final grade will be a permanent record in your transcript, and will stay with you for the rest of your life.

No, we are not as grumpy as we may sound. We have fun at NSU too. We have twenty two student clubs that contribute to the extra-curricular life at NSU: Computer Club, Debating Club, Social Services Club, and so on. However, everything comes after your studies. You should make the best use of the opportunities that are provided to you, and best use of time as well.

"The choices we make dictate the life we lead". You have made the right choice by selecting NSU, and we hope you will be making the right choice throughout your academic years so that you can lead the life the way you deserve.

You are advised to visit NSU website regularly to keep yourself up to date about NSU activities.

List of Things to Do

1. The course advising/registration of newly admitted students will be done in respective departments on **25 September 2022.**

2. After getting the advising/registration slip, go to the NSU authorized banks for paying your tuition fees. Check the Academic Calendar Fall 2022 for important deadlines.

3. After the payment of tuition and other fees, the bank will return the 'student's part' of your advising slip. Please preserve this for future reference.

Follow the class starting date in the Academic Calendar. Your class will start on **Tuesday, 27th September 2022**. Note your class timing, room number and days (ST=Sunday, Tuesday or MW= Monday, Wednesday or RA=Thursday, Saturday) from your registration slip.

Academic Rules

1. Students admitted to NSU must complete graduation within 6 (six) years for undergraduate and 4 (four) years for graduate programs from the date of first enrolment as per NSU rule.

2. To be eligible for a degree, a student must maintain a CGPA of 2.00 or higher for Undergraduate Programs and CGPA of 2.75 or higher for Graduate Programs in all courses required for a degree.

3. Academic probation:
    Undergraduate Programs:
    A student with a CGPA of less than 2.00 will be placed on probation, and allowed a maximum of three semesters to raise CGPA to 2.00. A student who fails to achieve a CGPA of 2.00 within three semesters will be dismissed from the University.
    Graduate Programs:
    A student with a CGPA of less than 2.50 will be placed on probation, and allowed a maximum of three semesters to raise CGPA to 2.50. A student who fails to achieve a CGPA of 2.50 within three semesters will be dismissed from the University.
    N.B: A student's academic status will be determined by the CGPA mentioned at the end of each semester. The parents are requested to act as per the academic status of their wards accordingly.

4. Only the grades earned in courses that are required for a degree will be included in the CGPA calculation. Grades earned in other courses will be reported on the transcript but will not be counted in calculating the CGPA.

5. ENG102 is a mandatory credit course w.e.f. Spring 2010 for those students scoring below 60% marks in English part in the Admission Test. MAT112 is also a mandatory credit course w.e.f. Fall 2011 for those students scoring below 60% marks in Math part in the Admission Test.

6. A student who fails to pass a required 100 level course in two attempts will not be registered into any other course, except English, until the student passes in the failed course.

7. A student who fails to pass an English course in two attempts will not be registered into any other course until he/she fulfils the English requirement.

8. To comply with the instruction of Ministry of Education, NSU sends the report to the concerned government offices on students who remain absent for more than two weeks by the 7th day of every month.

Students Code of Conduct: The NSU Code of Conduct for students is now enforced and students are advised to make themselves familiar with this document. Copy of the same is uploaded on the web.

Academic Calendar: Fall 2022

Date	Day	Event
12-Sep-22	Monday	**Last day of grade submission (Summer 2022)**
17-Sep-22	Saturday	Online course registration for regular and probation students of Fall 2022: BEGINS Online course add / drop / section change : BEGINS
22-Sep-22	Thursday	Online course registration for regular and probation students of Fall 2022: ENDS Online course add / drop / section change : ENDS **Orientation program for newly admitted undergraduate students of Fall 2022**
24-Sep-22	Saturday	Course registration for newly admitted students of Fall 2022: BEGINS
25-Sep-22	Sunday	Course registration for newly admitted students of Fall 2022: ENDS
26-Sep-22	Monday	Last day of section cancellation and merging
27-Sep-22	Tuesday	**Classes begin** **Payment of tuition fee : BEGINS**
3-Oct-22	Monday	No Classes
4-Oct-22	Tuesday	No Classes
5-Oct-22	Wednesday	*Holiday- Durgapuja*
6-Oct-22	Thursday	**Last day of online drop of courses with 100% refund**
9-Oct-22	Sunday	*Holiday- Eid-E-Miladunnabi*
10-Oct-22	Monday	**Last day of payment of tuition without late fee**
11-Oct-22	Tuesday	Payment of tuition with late fee of Tk.2,000/- : BEGINS
17-Oct-22	Monday	**Last day of online drop of courses with 50% refund**
24-Oct-22	Monday	Last day of payment of tuition with late fee of Tk.2,000/-
25-Oct-22	Tuesday	Payment of tuition fee with late fee of Tk. 2,000/- +Tk. 100/- per day: BEGINS
6-Nov-22	Sunday	Last day of payment of tuition for financial aid recipients without late fee
7-Nov-22	Monday	**Last day of online drop of courses with 0% refund with "W" grade**
6-Dec-22	Tuesday	**Online Teaching Evaluation : BEGINS**
16-Dec-22	Friday	*Holiday- Victory Day*
17-Dec-22	Saturday	Last day of RA classes
19-Dec-22	Monday	**Online Teaching Evaluation : ENDS**
22-Dec-22	Thursday	Last day of ST classes
24-Dec-22	Saturday	Last day of MW classes
25-Dec-22	Sunday	*Holiday- Christmas Day*
26-Dec-22	Monday	**No Classes-Reading / Makeup**
27-Dec-22	Tuesday	**Final Exam : BEGINS**
2-Jan-23	Monday	**Final Exam : ENDS**
7-Jan-23	Saturday	**Last day of grade submission**

ST=Sunday-Tuesday, MW=Monday-Wednesday, RA=Thursday-Saturday

Registrar's Office

The Registrar's Office serves as the hub of all academic activities of the university, and promotes integrity through service. It is the first contact point for the enrolled students with all their queries and issues. Their problems are resolved either directly by this office, or by forwarding to the concerned offices after consultation with the students. All admitted students' records are regularly maintained, updated and verified at this office. Scheduling classes and updating academic calendar fall under the purview of this office. The Registrar's Office is actively involved in organizing orientation and convocation programs of the university. It provides support in organizing other programs of interest as required. It arranges various important meetings of the university such as syndicate meeting and academic council meeting, and keeps records of those meetings. The office is responsible for channeling major university notifications to the students and faculty members. It works as the first contact point for the external stakeholders and does everything necessary to fulfill their requirements. The office is run by a team headed by the Registrar and supported by an Assistant Registrar, 3 Officers, 10 Assistant Officers, 2 Record Assistants and 3 Office Support Staff.

Students, please note the following points.

1. Collect your **ID card** from the Registrar's Office on any working day when you are directed to do so.

2. A copy of **Academic Calendar** of this semester is provided in this Orientation Package. Please check it carefully for various deadlines and closely follow them.

3. For your awareness from the very beginning, a copy of NSU's major **Academic Rules** is given in the Orientation Package. You are requested to go through it carefully.

4. The academic certificates you have provided during admission have been verified for authenticity, and you are advised to provide the remaining pending documents *(if any)* at the earliest as directed.

5. For the acknowledgment of the parents and guardians, student's academic achievements (grades and transcripts) will be sent to your parents/guardians each semester. You are therefore advised to update your mailing address.

6. You get the under mentioned services from the Registrar's Office:

a. Updating student's information, such as name correction, changing of address, changing of phone number etc.

b. Course Waiver/Course exclusion

c. Credit Transfer

d. Semester Drop (General/Medical ground)

e. Department Change

f. Re-Admission

g. Board Scholarship

h. ID Unblock (Payment due, degree analysis, semester drop, readmission, probation, time extension)

The Registrar's Office is located on the 3rd level of the NSU Admin Building. Students and guardians are welcome to contact the Registrar's Office for any academic support through the Front Desk on 3rd level and the Information Desk at ground level.

Library

NSU Library Vision

The NSU library will support the research, teaching, and learning needs of the North South University community by providing wide-ranging scholarly resources, facilities, and services to faculty members, staff, and students in the discovery, use, creation, and management of information.

Library Resources & Services

The NSU Library has grown over the years since 1992. It is one of the best university libraries in Bangladesh due to the rich collection, welcoming space and quality services provided to the library users. This is the first Radio Frequency Identification (RFID) based automated university library in the country. The library users themselves can borrow and return books using Self-Check and Book-Drop machines. The library consists of six floors with over 70,000 sq.ft. area on the south-east side of the NSU campus at Bashundhara, Dhaka. It can accommodate over 1,400 students at a time in its well-furbished study areas of several floors.

The library provides borrowing, reference, readers' guidance, freshmen orientation, computer, internet and Wi-Fi, reading/study space, information literacy, news clipping, database searching, audio-visual, research carrels, current awareness, remote access, research support services and facilities to its users. The NSU Library website is accessible through the following URL: https://library.northsouth.edu/. The NSU library's learning resources are mostly related to all departments' courses and syllabi that are searchable through the Library Online Public Access Catalogue (OPAC), URL: https://opac.northsouth.edu/. All registered library members can borrow open shelf collection according to the library circulation policy.

At present, the library maintains several different sections, namely, arts & social sciences, applied sciences & engineering, biomedical sciences, reference, periodicals, cyber & audio-visuals, newspaper archive, study hall, faculty corner, Chinese corner, IELTS corner, acquisition & processing, and library administration to provide better services to its users. NSU Library established a "Bangabandhu & Liberation War Corner" at the 3rd level of the library to support researchers and general readers through an extensive collection of such nature.

The NSU Library is playing an active role of supporting young researchers, faculty members and students by providing information literacy and research related problem-solving approaches, critical thinking competencies, identifying and evaluating sources, creating information based on context, inquire about research, making the decision, interpreting, organizing, and utilizing information ethically, subject-wise research trends, metric measures of authors' productivity, workshop and training etc. For detail information relevant to library research & support, please visit, https://library.northsouth.edu/research-support/.

Information Technology (IT) Office

Information Technology office of NSU is responsible for planning and implementing the strategies and policies to bring efficiency, transparency, accountability by automating business processes across the campus.

This office is spearheading the effort to introduce new hardware, software and network infrastructure to take NSU to the global standards. Here are some brief systems and services being handled by the IT office:

➢ **Software Systems and Management**

o **Student Online Advising System and Management:** NSU advising system is online since summer 2015 and it is now matured to handle all 25000 student advising in just two days. This system is still evolving to satisfy the growing demands of each and every academic department during the advising season.

o **NSU Bank Gateway (NBG):** This is a critical system for NSU to communicate with the banks and other financial institutions. An authorized bank can easily connect to NSU information system through this gateway. Student account information gets reflected instantly when payment is made in any branches anywhere in the country.

o **Student Online Portal (RDS)**: Students can check and manage their almost all information online such as payment, grades, SMS history, class attendance, class routine, course registration, faculty evaluation, degree analysis, personal information, requesting important documents, all most all student services online.

o **Faculty Online Portal:** This online faculty portal facilitates every faculty to submit their grades online securely and to reaching out to their students individually or collectively instantly with ease. Interaction between the students and the faculties are now online and available to every faculty member finger tips. Faculty can manage their mentees/advisee online with this system.

o **Parent Portal:** This online application has been designed to provide sufficient information about their child in the campus. The parent has the option to check payment status, advising status, attendance status, grade history etc. Parents can get access to the system without requiring any username or password. A registered mobile is just what is needed to get them started with this intuitive system.

o **Graduate Student Portal**: Already graduated students can continue to interact and access student information system in a limited scale after completing their graduation with this system. Important academic documents can be requested from anywhere in the world.

o **Alumni Database:** NSU has a robust centralized alumni management system providing work flows both for the students and for the officers to manage alumni information centrally.

o **Car Parking & Vehicle Requisition:** Students/Faculty/Officers can book for a car parking spot, faculty and officers can request for a ride. Payment and coordination are automatic.

o **Academic Document Request Management**: A student can ask for an academic document and pay the dues online. Application, payment and coordination among the student, academic departments and the supporting offices are done automatically.

o **Online Degree Analysis:** Student can complete their degree analysis by themselves online. Coordination between the students, academic department, and exam controller are handled online transparently. Student can view the degree application status and progress accordingly.

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o **NSU HR and Salary System:** This system is responsible for maintaining and managing faculty and employee profile, generating salary automatically and keeping salary history. It keeps track of faculty leave of absence and its integration with their salary. It generates various reports for the stake holders.

o **Student Online Admission System (**Undergrad, Graduate, and MPPG): NSU online admission system is operational since summer 2016. A candidate can fill up their online form, pay their dues and can generate admit card with exam room being assigned on it in one seating. The candidate never has to set their feet in NSU campus before the admission test. The system is also capable of managing admission activities real-time for the administrator.

o **Canvas LMS:** Canvas is a Learning Management System. It is used by the students and by the faculty members to access and manage online course learning materials in a uniform way. It includes a variety of other features such as an internal communication tools, online student attendance, online exams, quizzes, assignments, speed grader, document marker and grad submission and so on.

o **Business Process Management - BPM:** The purpose of this new system is to achieve the ultimate goal of being paperless in the Campus. NSU is the first private university in Bangladesh and it is on track to become the first university to be completely paperless in this region. From online Leave Request to Car Requisition – all business processes are brought in the fold of BPM. Paper based memo are being eliminated by 95% or more when all business flows are on-boarded with this system.

o **RFID System:** NSU is using RFID based class attendance and monitoring system. Entrance to the campus gets recorded and can be tracked anytime if needed. The student and the parent have the flexibility to check their class attendance taken by RFID by using the student portal or parent portal online.

o **Online Enrollment System:** New students need to navigate this system right after their successful admission test. This is self-driven online system through which an accepted candidate can enroll and can become an NSU student securely. This is an end to end process consisting of three steps: document verification, program selection and online payment process.

o **Google Online Education Platform**: Google Education platform is a world class learning management tool. Hundreds of Universities have adopted this very intuitive tool. NSU IT office is pleased to take the lead by adopting this system since spring 2015.

o **Student E-mail Service:** NSU email platform is based on the Google Gmail. Every NSU student has email address created during their admission process by default. The student needs to complete a form before being eligible for using NSU provided email address. This email address is a prerequisite for a student to participate in the Virtual classrooms, Canvas etc.

o **NSU Web Infrastructure:** NSU website is one of the largest around. It has more than 2000 pages and counting. NSU web infrastructure is completely decentralized and its content and look & feel are completely owned by the relevant department. This policy has energized the stakeholders to create the sense of ownership and responsibility for their site and content.

o **Connected and Integrated:** As the largest university in this region, NSU has many systems and processes distributed in many platforms. These systems and processes are all connected and integrated keeping the need for manual intervention to a bare minimum.

o **NSU Instant Messaging:** SMS is playing a crucial role in reaching and communicating students as and when required. This system is integrated with many business flows where the confirmation messages are being sent implicitly. Academic leaders, faculty members can use this system to reach out to any student or any group of students.

o **NSU Online Archiving**: NSU IT office is poised to introduce state of the art world class digital archiving system in NSU. This archiving is being integrated with the other existing systems to have a seamless archiving facility of the data and other digital artifacts in a non-invasive way.

➢ Network Infrastructure Management

o **Network Backbone:** It's a 5000 meter 10 GB fiber optics state of the art network backbone system consisting of around two hundred cisco switches. It is being converted to 40 GB backbone to handle the growing demand across the campus.

o **Network infrastructure:** The current network consists of a structural cabling with 3200 points, 75,000 meters Cat6 UTP cable supporting multi-layer switching, IP Multicasting where data, voice and video traffic can be carried out concurrently over the same convergent network.

o **New Wi-Fi System (Wi-Fi 6):** It's a new standard in Wi-Fi technology and is designed to improve the reliability and speed of wireless network. NSU implemented world class Wi-Fi infrastructure to support 30 thousand concurrent users across the campus. It is installed to ensure maximum signal strength and connection in every location in the campus.

o **IP Telephony Systems:** The entire campus is equipped with IP telephony systems that is run with a CISCO Call Manager 7835 system, CISCO IP telephones.

o **Internet infrastructure system**: NSU internet service infrastructure is world class consisting of state of the art Firewall, Radius Server, Controller, Bandwidth Manager, Core switch, Distribution Switches, hundreds of Wi-Fi-6 enabled access points. This new infrastructure is implemented to run in parallel to the regular LAN based infrastructure achieving maximum security and flexibility.

o **Internet Bandwidth:** NSU internet bandwidth is one of the highest in the nation. NSU students and faculty members can access high speed internet from any place across the campus. Total bandwidth in NSU campus is: 2.5 GBPS.

➢ Computer Hardware and Lab support

o **Hardware and Lab Support:** IT team is responsible for maintaining thousands of computers, hundreds of printers & photocopiers, dozens of laptops & notebooks, many hardware accessories across the campus in various classrooms and in the computer labs

o **Digital Smart Board**: These devices are installed (in some selected rooms) to facilitate world class interactive teaching and learning environment in the campus. The productivity inside the classroom and the student engagement is expected to increase many folds. However, the traditional mode of teaching and learning will continue to coexist.

Multimedia System and Support: All NSU classrooms are equipped with multimedia video projector, computer, sound system, camera, microphone to facilitate hybrid mode of teaching and learning environment. A faculty has the option to take class in-person or hybrid depending on the existing circumstances.

Controller of Examinations Office

1. Office of the Controller of Examinations maintains records relating to students results, grades, transcripts, all forms of academic and non-academic certificates and deals, among others, with issues related to examinations, convocations, processing of graduation applications, examination schedule, class room allocation for examinations. This office also prepares reports and returns for the University Grants Commission (UGC), various authorities and committees of NSU, makes interdepartmental correspondences and issues notices to all concerned in respect of affairs of this office.

2. Controller's office provides services to the students through preparation, printing and issuing of the following documents:
    a. Main academic certificate
    b. Provisional certificate
    c. Studentship certificate
    d. Migration certificate
    e. Certificate on Medium of Instruction
    f. Program duration certificate
    g. Character certificate/ Testimonial
    h. Certificate for Leave of Absence
    i. Unofficial grade report
    j. Official Transcripts
    k. Certificate on date of completion of Degree
    l. Authentication of Certificates and Transcripts after checking with records

3. In order to get any of the above documents, students are to apply to the Controller of Examinations in prescribed Form available in the Controller's office or in the **NSU website: www.northsouth.edu/nsuforms.html** (shown as   COE Form-1, COE Form-2, COE Form-3, COE Form-4, COE Form-5, COE Form-6, COE Form-7 & COE Form-9), after paying required fee in the nominated Bank.

4. An application for any of the above documents must be accompanied with an photocopy of applicant's SSC/ 'O' level /equivalent certificate. In some special circumstances an applicant may authorize any person (**using COE Form-9)** to apply for and receive any of the aforesaid documents on behalf of the applicant. No scanned/ electronic copy or photocopy of authorization other than the copy containing the original signature of the applicant shall be acceptable to NSU. Please note that NSU does not have any provision for sending student's documents directly to any overseas address.

    It is circulated for information of and necessary action by all students and others concerned.

Finance and Accounts Office

The Office of Finance & Accounts (herein after referred as the office) plays a significant role to run the North South University (herein after referred as NSU) under the guidelines of private University Act 2010. The Board of Trustees (herein after referred as BOT) is the apex body of the university. The office assists the BOT in decision making process by providing financial data in a systematic way following the financial rules of the university. The following services responsibility and activities are performed by the office:

➢ Maintains student accounts and its reconciliation;

➢ Calculation of financial waiver, keeping records and adjustment to the students accounts;

➢ Disburse the approved fund for club activity;

➢ Guidance for depositing admission and other fees to the banks;

➢ Guidance to the students and guardian for their problems relating to the fees and registration;

➢ Co-ordination with other departments and offices regarding student related issue;

➢ Providing service for refund and withdrawal/transfer of studentship from NSU;

➢ Verification and clearance of the following documents:

• Verification for payment of tuition fees;

• Verification for payment of provisional certificate;

• Verification of advising sheet;

• Verification for payment of studentship certificate;

• Verification for payment of migration certificate;

• Verification for payment of certificate on medium of instruction;

• Verification for payment of character certificate/testimonial;

• Verification for payment of leave of absence certificate;

• Verification for payment of official and unofficial transcripts

• Payment verification for degree clearance and approval.

Financial Aid Office

Financial Aid is monetary assistance from institutional, governmental, or private source that is available to assist students in affording educational costs. This Financial aid could be in the form of academic scholarships, tuition waiver, study loan and student employment.

Financial Aid Program of NSU reflects the University's commitment to a student community that is broadly diverse in terms of race, geography, gender, special skills and talent. Applications for financial aid are invited from eligible students of NSU in every Spring and Summer semester through well-circulated notification. Students seeking financial aid should apply to the Financial Assistance Committee (FAC) in prescribed application form. In every Fall semester, academic progress and performance of the students are reviewed and evaluated.

Financial Assistance Committee of North South University administers a comprehensive program of financial aid where students are encouraged to apply if they believe that they will need monetary assistance in order to attend North South University. Under the guidelines and directions of NSU authority, Financial Aid Office (FAO) started its operation from 1993, held responsible for managing financial aid to students in the form of tuition waiver/scholarship/stipend etc. A total of **1387** students have enjoyed full/partial tuition waiver in Spring 2022 semester, out of which, **487** students granted full (100%) waiver including **190** wards of freedom fighters, **153** students 75%, **503** students 50% and **248** students received 25% tuition waiver. In the year 2021, a total of **4241** students have been granted full/partial financial aid. NSU also allowed **1424** children of freedom fighters to study under full free studentships complying with Private University Act 2010. Moreover, a total grant of **Tk. 170 crore** has been disbursed as a **COVID Special Waiver** to all students in the wake of Pandemic (Summer'20-Spring'22) excluding regular grants to students. In the way to help needy and meritorious students and for the socioeconomic development of the country, NSU has disbursed a significant amount of **Tk. 320 crore** (approximately) as financial assistance since inception Spring 1993 to Spring 2022 semester.

NSU offers Financial Aid to students under the provision of Private University Act 2010, where students of NSU can apply in the following categories:

- Financial aid for the Wards of Freedom Fighters **(Quota based waiver)**.
- Financial aid based on Admission Test Result. **(Merit based tuition waiver)**.
- Financial aid based on academic achievement at NSU **(Merit based tuition waiver)**.
- Financial aid based on financial NEED of a student **(Based on humanitarian ground)**.
- Financial aid based on Need and Merit **(Merit-Need based waiver)**.
- Financial aid based on siblings study together at NSU **(Waiver for siblings).**
- Financial aid in the form of student employment at NSU **(Work-Study based waiver)**.

Financial aid facility is subject to student's academic performance and other financial aid policies as applicable. Besides, NSU provides full scholarship to the MPPG students funded by NORAD. Special financial aid grant for Pharmacy students provided by renowned Pharmaceutical Companies. Also, to encourage the women entrepreneur, NSU grants financial aid to students funded by The City Bank Ltd.

Eligibility for Financial aid at North South University:

North South University awards financial aid/scholarship in the form of full/partial tuition waiver only to the deserving students who achieve and maintain outstanding academic track records as mentioned below:

- Undergraduate applicants securing **top 10 position** in the NSU admission test get full tuition waiver (100%).
- GPA 5.00 (excluding 4th Subject) in either SSC or HSC and at least GPA 4.80 in the other (excluding 4th Subject) with satisfactory NSU Admission Test Performance.
- Candidates who earn 7 'A's in O-level exams and 3 'A's in A-level having satisfactory NSU Admission Test Score.
- **General students of NSU seeking financial aid must fulfill the minimum criteria i.e. the undergraduate students must complete minimum 9 credits and maintain a minimum CGPA of 2.75 and graduate students 3.25 with 6 Credits.**

- **Tuition Aid for Siblings:** Financial assistance is also available for siblings i.e. if two brothers or two sisters or one brother and one sister, whatever may be the case, have been studying at NSU, they would be entitled to 25% tuition waiver each subject to eligibility and they must apply formally during usual aid process.

  Undergraduate recipients of 25%, 50%/75% and 100% tuition fee waiver will have to maintain 2.75, 3.00 and 3.25 respectively and graduate students must maintain a minimum CGPA of 3.25.

- **Freedom Fighter Quota:** Entitlement of freedom fighter quota is subject to verification from the website of the Ministry of Liberation War Affairs. FAO deals with the cases on first-come-first served basis. However, priority may be given to the children of freedom fighter who are orphan, children of deceased/wounded freedom fighter or whose parents are critically ill. Continuation of freedom fighter facility is subject to satisfactory academic performance at NSU:

  *Graduate students must maintain a minimum CGPA of 3.00 and Undergraduate students 2.75 at all time for the **wards of freedom fighter**. Applicants of freedom fighter quota can apply in every semester during admission.*

When to apply for financial aid and How?

Applications for financial aid are invited from bonafide & eligible students of NSU in every **Spring** and **Summer** semester through well-circulated notification. Students seeking financial aid should apply in prescribed **APPLICATION FORM** available at Prime Bank Bashundhara Branch, Dhaka upon payment of Tk. 1000.00 (one thousand) only. Other than freedom fighter quota and candidates of admission test, In Fall semester, no applications are invited from the student of NSU, while academic progress and performance of the students are reviewed and evaluated. Application should be filled-up properly and submitted to the FAO of the University with necessary/relevant documents within the deadline. Deadline for financial aid application is announced and notified in due time.

Financial Aid Calendar

Spring Semester (January to April)   : Applications are invited in 1st Week of January
Summer Semester (May to August)   : Applications are invited in 1st Week of May
Fall Semester (September to December) : Performance and eligibility are reviewed

(Freedom fighter quota and Admission Test based waiver are offered in all semester)

Questions regarding financial aid should be directed to the Financial Aid Office.

Contact:
Financial Aid Office
Level-3 (Admin Building)
North South University
Telephone: 01777-768095; 55668200, Ext. 6487, 6018, 2182, 2183, 2181
Email: fao@northsouth.edu
Website: http://www.northsouth.edu/resources/fao.html

Medical Center

NSU Medical Center is a well-organized Primary Healthcare Center comprising a good Medical Team of one male Senior Medical Officer, one female Senior Medical Officer, two male Nurses, one female Nurse & three Supporting Staff.

Our medical center provides excellent and accessible health services to the NSU family (students, faculties, officials and staff), seven days a week, **from 8:00 am to 10:00 pm,** with shifting duties.

The medical center is located at **level 4** of the Administration building. The extension numbers of the medical center are **1210(Senior Medical Officer), 1211(Senior Medical Officer), 6220(Medical Assistant) & 6810(Medical Assistant)**.

 Following facilities are provided by NSU Medical Center:

1. **Free Medical consultation** by two qualified [MBBS] Senior Medical Officers-one male & one female.
2. Two **Indoor observation beds** for evaluation of emergency cases, whether to refer to the hospital immediately or to observe with primary treatment.
3. **Transferring the referable emergency patients** to the nearest hospital by our own hired vehicle.
4. **Wheel Chair & Stretcher** for transportation of seriously ill patients who are not able to walk.
5. **Medicines free of cost** for acute problems like Fever, Pain, Diarrhoea, Vomiting, Hyperacidity, Hypertension, etc. as & when necessary.
6. **First aid treatment** including surgical dressing to all injured patients in a separate dressing room.
7. **Oxygen and Nebulization facility** for patients as and when required.
8. **ECG Machine** for emergency detection of any Cardiac Problem.
9. **Multi-Parameter Patient Monitor** which shows 6 Vital Signs e.g. Pulse, B.P., Respiratory Rate, Skin Temperature, Oxygen Saturation & Cardiac Condition of Serious Patients.
10. **Check and verify all Medical Documents** of the students as well as employees of NSU.
11. **Healthcare services during different events** organized by different Clubs and Departments of NSU like Convocation, Orientation, Annual Picnic, other cultural events, etc.
12. **Drawing of the blood sample** as and when required for laboratory purposes of different departments of NSU like Microbiology & Biochemistry department.
13. Our **Medical Assistants** also accompany the team which visits the National Monument on various occasions such as Victory Day [16th Dec.] or Independence Day [26th March] as well as Shahid Minar on International Mother Language Day [21st February].

 Moreover, **NSU Pathology Laboratory** which was inaugurated in March, 2021, has been functioning as 'test and trial basis' adjacent to the Medical Center, covering some of the Basic Medical Tests.

The medical team is always there to help you. Therefore, do not hesitate to visit for any kind of medical problems.

Thank You.

Student Counselling Center

The **North South University-Student Counseling Center (NSU-SCC)** is a support system of the University, and aims to function for the emotional well-being of the students. It serves as a primary mental health care unit, and as such offers free talking therapy and advice for further referrals for mental health issues.

The NSU-SCC has a Director cum Chief Counselor and 3 other Counselors, specializing in Psychosocial, Counselling, and Clinical Psychology. **The Center is open from 9am to 5pm, Sunday to Thursday, except on public holidays.**

Students experiencing anxiety and depression, panic attacks, trauma, phobia, obsessions and compulsions, excessive anger, relationship crisis, sleeplessness, lack of motivation, lack of focus and concentration, and other stress related problems are encouraged to contact the SCC. The sessions are one - on - one and confidential, and can be conducted in person or via online means.

For appointments, students can self-refer, or be referred via Faculty, family, and other NSU members by mailing requests to **counseling.center@northsouth.edu** with full name, NSU ID, NSU email, and a valid phone number of the client. Alternatively, students can come directly to the SCC which is located on the **4th Floor of the Administration building (Beside NSU Medical Center)** to book sessions**.**

Career and Placement Center (CPC)

The Career and Placement Center (CPC) of North South University is a comprehensive career management and support platform for all students and alumni. CPC works closely with the School of Business and Economics (SBE), the School of Engineering and Physical Sciences (SEPS), the School of Humanities and Social Sciences (SHSS), and the School of Health and Life Sciences (SHLS) to ensure that their students and graduates are making meaningful strides towards their professional goals. In addition to job and internship placement, CPC's services include improving students' interview skills, CV writing skills, and additional skill development training, such as using Microsoft Excel to add extra value to our students' job prospects.

In 2021-2022, CPC served around 15,849 students. Among them, 9583 students registered through CPC's website to find job opportunities, 3243 students were helped with forwarding letters for internship placement, 487 students visited the job counselor for CV guidelines, 756 students for career guidelines, 319 students for interview skill development seminars, 217 students for mock interviews, and 1244 students for basic queries regarding internship and others. In addition, CPC corresponded with more than 5000 students via email.

CPC also organized corporate meetings to build networks with corporate delegates to benefit students' career development. As a reflection of their success, different companies have approached CPC with 38 collaborative seminars, workshops, and on-campus recruitment proposals, 2251 job and internship circulars which have been posted and delivered to students through CPC's website and a dedicated social networking page (Facebook) to its 40,780 active followers.

Significant Activities and Achievements

In addition to job and internship placement, CPC's services include improving students' interview skills, CV writing skills, and additional skill development training, such as the Microsoft Excel Module training and Japanese Language Training program to add extra value to our students' job prospects.

Some of the major initiatives of the Career and Placement Center over the years are-
National Career Fair 2019
In 2019, CPC took the initiative to provide an opportunity for universities, companies, and organizations to develop collaboration among them through the 9th National Career Fair (NCF) 2019. NCF 19 served career opportunities to students coming from different public and private universities. This National Career Fair brought together all the prospective employers in Bangladesh, including the banks and financial institutions, hi-tech and telecommunication firms, and other national and multi-national corporate entities, where they got a chance to assess the potential candidates available in our country. As a result, 20% of companies received more than 1000 CVs from graduates who participated in NCF 2019 from different institutions in our country. Almost 50% of companies received a number of CVs ranging from 50 to 300 from participants. Apart from a small number of booths that did not collect CVs, almost all the booths received a tremendous response. It has also opened doors to various career choices for our fresh graduates. The outcome of NCF 2019 is anticipated to be immensely rewarding and successful. Apart from the chance to share ideas and job opportunities, CPC has also arranged workshops and seminars where corporate personalities from esteemed organizations were present to share their opinion regarding the current job market.

The Project for Skills Development of IT Engineers Targeting Japanese Market

In 2021, Through CPC, North South University signed a Memorandum of Understanding with Bangladesh

Computer Council (BCC) and The University of Miyazaki (UoM) for "The Project for Skills Development of IT Engineers Targeting Japanese Market." This MoU has initiated a program that aims to support the capacity development of Bangladeshi ICT engineers and future ICT engineers who have the potential to create business networks between Japan and Bangladesh. The main objective of this training program is to develop Bangladeshi ICT engineers with a skill set such as the Japanese language, IT skills, and Japanese business manner so that they can work with Japanese companies in Japan or Bangladesh. Furthermore, by successfully completing this training, a trainee may have the opportunity to get selected for their desired job in Japan. In short, this training program will open up enormous job opportunities for our engineering students.

Career Choice

During the pandemic, when everything came to a standstill, the CPC took the initiative to bring together all the experts in the segmented seminar "Career Choice." This series of online workshops aimed to bring together professionally experienced personnel from the corporate world to interact and share comprehensive professional knowledge and skills with our youth. Experts in these sessions will share their struggles and achievements to give an in-depth idea about career growth in the corporate and business world. One of the main goals of hosting the "Career Choice" is to enlighten the students about various internships and job opportunities in different job sectors. The CPC is hosting "Career Choice" in association with esteemed corporations and corporate personnel of our country. Students will be able to learn about career goals and potential challenges while pursuing a new career directly from different prestigious corporations.

The First Window

This year, on the occasion of celebrating the silver jubilee, CPC is publishing its first-ever official newsletter, "The First Window." This first official newsletter published by this department will demonstrate the various services the CPC offers to prepare students for their career development. It also illustrates the bridge CPC has built between academia and the corporate world with the help of corporates from Bangladesh and worldwide. Finally, it contains words of encouragement and good wishes from corporates and academicians worldwide, including the President and Prime Minister of Bangladesh.

Official Website and Global Job Portal

CPC is also launching its official website (cpc.northsouth.edu), containing a global job portal. This trendsetting website aims to familiarize the students and alumni of NSU with the current national and international job market. Multiple portals of this website will connect students and graduates with potential employers. Companies can communicate with students through their profiles and job posts. Students will also get a chance to choose their employers by opening their own profiles and submitting their CVs. The goal of CPC is to help the students and alumni to discover their greatest potential and support them to prosper in their individual career goals.

The CPC manages progressive development through the internship program, job searches, job placements, seminars, and workshops for NSU students. It is the first window for the students to take their first steps in starting their careers. In addition, CPC provides initial guidance for career choice and practical demonstration of corporate culture vital for graduating students to decide on the appropriate career goal.

The individuals working in CPC are devoted to providing initial guidance for career choice and practical demonstration of corporate culture vital for students. Students and graduates need proper guidance and grooming to establish themselves in the corporate world. CPC works as an essential window to make the strongest first impression on students and highly considered employers from various organizations.

NSU has a Career and Placement Center (CPC) under the supervision of the Vice Chancellor. CPC is recognized as a comprehensive career management support platform for NSU students with the mission to provide highly skilled interns/ graduates, visionary leaders, and well-groomed professionals. The CPC

arranges different training programs and individual counseling sessions on CV Writing, Interview Skills, and Networking Skills throughout the year. Professional career counselors or Industry experts conduct these programs.

The functions of CPC are:
- Internship placement
- Help with the Job application process
- Arrange student development training program
- Maintain relationship with corporate world
- Arrange workshops & seminars
- Arrange job fair & career fair
- Internship database
- Industry contact database
- Linkage with job portals
- Company visits and networking
- Individual counseling
- Career development classes
- On campus interviewing

The following are some of the most prominent events organized with the support of team CPC in 2021-2022:

	Event Details of CPC (2021 to 2022)			
SL.	Event Title Date & Time Venue	Organizer	Purpose	Guest List
1	MoU Signing for the Post-Bangladesh Japan ICT Engineers' Training (BJET) Implementation Agreement February 24, 2021 ICT Tower, Agargaon, Dhaka.	Bangladesh Computer Council (BCC), North South University (NSU), and The University of Miyazaki (UoM), Japan	MoU Signing Ceremony	• Prof. Atiqul Islam, Vice-Chancellor of North South University • Mr. Parthapratim Deb, Executive Director of BCC and • Prof. Keisuke Murakami, Vice President (International Relations) of the University of Miyazaki
2	Virtual Internship Fair by Singer July 12, 2021 (6.00 PM) Zoom	Singer Bangladesh Limited & CPC	Webinar	• Syed Zahidul Islam, General Manager, Human Resource, Singer Bangladesh Limited
3	Workshop on CV Writing and Interview Tips! July 17, 2021 (7.30 PM) Zoom	The City Bank Limited & CPC	Webinar	• Mrs. Nishat Anwar, Head of HR, The City Bank Limited
4	Career Choice (Episode-1) September 4, 2021 (8.00 PM) Zoom	Performax Inc. USA, X & CPC	Webinar	• Md Mahbubur Rahman, Global Business Partner, Performax Inc. USA • Shahriar Rohmotullah, HR Head, X

5	Career Choice (Episode-2) September 11, 2021 (7.30 PM) Zoom	Japan Tobacco International & CPC	Webinar	• S M Mehedi Hasan, Talent Acquisition and Recruitment Manager, Japan Tobacco International.
6	Career Choice (Episode-3) September 25, 2021 (7.00 PM) Zoom	Square Pharmaceuticals Limited, Eskayef Pharmaceuticals Limited, SHLS & CPC	Webinar	• Mohammad Sorwar Alam, Group Product Manager, SQUARE Pharmaceuticals Limited • Syed Wahid Ally, Deputy Manager Training, Eskayef Pharmaceuticals Limited
7	Career Choice- Episode 4 October 18, 2021 Zoom	Asia HRM & Asia HR Woman Club, Human Capital & Administration Honda Malaysia & CPC	Webinar	• Ms. Rita Tsui, the president of AsiaHRM & Asia HR Woman Club • Mr. Che Zulhaimee Bin Abdullah, Vice president of Human Capital & Administration Honda Malaysia. • Professor Mohammad Khasro Miah
8	Career Choice (Episode-5) 19th December 2021 Time: 7 PM to 8.30 PM Zoom	Team HRPSB and CPC	Webinar	• Capt Shaikh Ehsan Reza (Retd) Chief Human Resources Officer (CHRO) Sector A, Bashundhara Group & Governing Body Member of HRPSB • Shahriar Rohmotullah Chief Operating Officer (COO) DBI Research Private Limited & General Secretary of HRPSB • Md. Mahbubur Rahman Global Business Partner, Performax360 Ex HR Head of DHL Bangladesh & Governing Body Member of HRPSB • Professor Mohammad Khasro Miah, Director of CPC
9	MoU Signing for the Bangladesh-Miyazaki ICT Engineers Educational Training Project (B-MEET Project 23rd January, 2022	University of Miyazak, Japan, Bangladesh Computer Council (BCC), North South University (NSU)	MoU Signing Ceremony	• Prof. Atiqul Islam, Vice-Chancellor of North South University • Professor Mohammad Khasro Miah, Director of North South University • Mr. Yuho HAYAKAWA, Chief Representative JICA Bangladesh Office
1	The Silver Jubilee Celebration Program 23rd February, 2022	CPC	Silver Jubilee Ceremony	• Mr. Muhammad Abdul Mannan, M.P., Hon'ble Minister, Ministry of Planning • H.E. Mr. ITO Naoki, Honorable Ambassador, Embassy of Japan in Bangladesh • Mr. Yuho Hayakawa, Chief Representative, Japan International Cooperation Agency (JICA), Bangladesh

				• Mr. Syed Ershad Ahmed, President, American Chamber of Commerce in Bangladesh (AmCham) • Mr. Azim Uddin Ahmed, Chairman of the Board of Trustees (BOT) • Mr. Benajir Ahmed and Mr. M. A. Kashem, Member of Board of Trustees, North South University • Professor Atiqul Islam, Vice-Chancellor of NSU • Professor Mohammad Khasro Miah, Director of CPC
1	Launched an exclusive official website 23rd February, 2022	CPC	Website	• Professor Mohammad Khasro Miah, Director of CPC • Mahmudur Rashid Aurko
1	Published official newsletter **"**The First Window" 23rd February, 2022	CPC	Newsletter	• Honorable President, the Prime Minister, Ambassadors from foreign embassies, and CEOs of several Global MNCs and local conglomerates have sent good wishes for CPC.
1	Talk Show on Jamuna TV -"Sokaler Bangladesh" 26th February, 2022	Jamuna TV	TV Program	• Dr. M. Ismail Hossain, Pro Vice-Chancellor of North South University • Professor Mohammad Khasro Miah, Director of CPC
1	Live on Radio Foorti 23rd February,2022 11 AM	Radio Foorti and CPC	Live	• Professor Mohammad Khasro Miah, Director of CPC • Mahmudur Rashid Aurko, Coordination Officer of CPC • Mr. Shayar from Radio Foorti
1	The Japan Foundation Award March, 2022 Japan	Japan Foundation	Award Ceremony	• Japan Foundation • Professor Mohammad Khasro Miah, Director of CPC
1	Discussion Meeting with Linkstaff Co., Ltd. 15th March, 2022 Japan	Linkstaff Co., Ltd. & CPC	Seminar	• Higher authorities from Linkstaff Co., Ltd. • Professor Mohammad Khasro Miah, Director of CPC
1	Discussion Meeting with ECC (Education through Communication for the Community)	ECC & CPC	Webinar	• Higher authorities from ECC • Professor Mohammad Khasro Miah, Director of CPC

	Foreign Language Institute, Tokyo Japan March, 2022			
1	Discussion Meeting with Fukuyama University, Japan March, 2022 Japan	Fukuyama University & CPC	Discussion Meeting	• Higher Authorities from Fukuyama University, Japan • Professor Mohammad Khasro Miah
1	Discussion Meeting with Tokyo University, Japan March, 2022 Japan	Tokyo University, Japan & CPC	Discussion Meeting	• Higher Authorities from Tokyo University, Japan • Professor Mohammad Khasro Miah
2	Discussion Meeting with Hiroshima University, Japan March, 2022 Japan	Hiroshima University, Japan & CPC	Discussion Meeting	• Higher Authorities from Hiroshima University • Professor Mohammad Khasro Miah
2	Discussion Meeting with Kansai University, Japan March, 2022 Japan	Kansai University, Japan & CPC	Discussion Meeting	• Higher Authorities from Kansai University, Japan • Professor Mohammad Khasro Miah
2	Discussion Meeting with Ritsumeikan University, Japan March, 2022 Japan	Ritsumeikan University, Japan & CPC	Discussion Meeting	• Higher Authorities from Ritsumeikan University, Japan, • Professor Mohammad Khasro Miah
2	Discussion Meeting with Kindai University, Japan March, 2022 Japan	Kindai University, Japan & CPC	Discussion Meeting	• Higher Authorities from Kindai University, Japan • Professor Mohammad Khasro Miah
2	Discussion Meeting with Meiji University, Japan March, 2022 Japan	Meiji University, Japan & CPC	Discussion Meeting	• Higher Authorities from Meiji University, Japan • Professor Mohammad Khasro Miah
2	Seminar on B-JET (Bangladesh-Japan ICT Engineers' Training Program) 9th April, 2022 Japan	University of Miyazaki & CPC	Seminar	• Prof. Keisuke Murakami, Director, Center for international relations • Specific-Prof. Shinnosuke Tasaka, Center for international relations • Dr. Kenichi Ito, Associate Professor, Center for international relations • Professor Mohammad Khasro Miah, Director of CPC

2	Seminar on Bangladesh-Miyazaki ICT Engineers Educational training Project (B-Meet) 9th April,2022 Japan	University of Miyazaki & CPC	Seminar	- Mr.Yuho HAYAKAWA,Chief Representative JICA Bangladesh Office - Mr. Tadashi TOJIKI, Mayor, Miyazaki City - Mr. Muhammad Ashraf Ali Faruk, Joint Secretary Economic Relations Division, Ministry of Finance - Dr. Khandoker Azizul Islam, Additional Secretary, Planning & Development Wing, ICT Division Ministry of Post, Telecommunications and Information Technology - Dr. Hiroshi SAMESHIMA, President, University of Miyazaki - Dr. Md Abdul Mannan, Executive Director, Bangladesh Computer Council - Prof. Atiqul Islam, Vice-Chancellor, North South University - Professor Mohammad Khasro Miah, Director of CPC
2	Coca-Cola- Global Campaign "Coca-Cola on Campus" April 28th, 2022	Coca-Cola and CPC	Webinar	Mr. Tapas Kumar Mondal, Managing Director, Coca-Cola Beverages Bangladesh
2	Workshop on " Opportunities Career path in IT Audit and Assurance" on 9th June 2022 11.00 am to 3.00 pm AUDI 801	Deloitte Bangladesh & CPC	Workshop	- Nurul Haque, Managing partner - Ishtiaq Hossain, Director (Deloitte UK) - Azharul Haque, Director (Deloitte Bangladesh) - Nurul Haque, Managing Partner (Deloitte Bangladesh) - Professor Mohammad Khasro Miah, Director of CPC - Dr. Monir, Associate professor, from the Department of Mathematics & Physics, North-South University
2	HSBC Bangladesh Student Work Placement Programme 25 April 2022 Time : 3:00 PM to 4:00 PM	HSBC and CPC	Webinar	Nazika M Imam – Head of Human Resources and Employee Relations

3	Bnext Talkshow 27th April, 2022 12.00 PM	bKash Limited and CPC	Talk show	• Mr. Sayeed Nasir, Executive Vice President and Head of Department, Organizational Development & Employee Relations at bKash Limited
3	Training Class of B-JET (Bangladesh-Japan ICT Engineers' Training Program) 19th May, 2022 10 AM-1 PM Syndicate Hall	University of Miyazaki & CPC	Class	• Mr. Yano from the Center of International Relations, University of Miyazaki • Mr. Tasaka from University of Miyazaki • Professor Mohammad Khasro Miah, Director of CPC
3	FreshStart by SINGER -The Signature Internship Program 13th June, 2022 11.30 am AUDI801	SINGER and CPC	Roadshow	• Ms. Parsha Sanajan-Talent Acquisition,HR • Professor Mohammad Khasro Miah
3	Career in Japan-seminar on the B-JET program for SEPS students 25th July 11.30 am to 1.00 am AUDI801	University of Miyazaki & CPC	Seminar	• Dr. Mohammad Monir Uddin, Coordinator of CPC for SEPS • Dr. K. M. A. Salam, Professor, Dept of ECE, NSU • Prof. Keisuke Murakami Ph.D., Vice President (International Relations), University of Miyazaki • Yuki Morishita (B-JET Program Administrator, University of Miyazaki) • Shinnosuke Tasaka, Program-Specific Professor, University of Miyazaki • Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)
3	A knowledge-sharing session on Career Development in Enterprise Information Technology with DBL Digital Limited, dated 22nd August, 2022. AUDI 801	DBL Digital Limited & CPC	Seminar	• Zahidul Alam (COO) • Palash Mallik (Head of Projects and Customer Success) • Tanvir Anan AGM, Group HR • Tafazzal Hossain (Group HR) • Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)
3	Seminar on "bTechWhiz" on 29th August, 2022 AUDI 801 from 11.00 am to 1.00 pm	bKash Limited & CPC	Seminar	• Intekhab Sadekin, EVP & Head of Department, Solution Architecture & Planning

				• Md Mozammel Haque, EVP & Head of Department, Software Research & Engineering • Kazi Nurus Sofa, EVP & Head of Department, App & Essential Services • Al-Amin Hossain, Senior Engineer, Quality Assurance, Software Research & Engineering • Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)
3	Discussion Meeting with the University of Miyazaki (UoM), Japan on 31st August, 2022 at 11.30 am Syndicate Hall	University of Miyazaki (UoM) & CPC	Discussion Meeting	• Prof. Keisuke Murakami, Vice President • Shinnosuke Tasaka, Program Specific • Professor Yasunori Yano, Assistant Professor • Sina Agnes, Special Assistant Professor • Md Sazzadur Rahman Shawon, Training Administrator • Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)
3	Discussion Meeting with the University of Miyazaki (UoM), Japan on 4th September, 2022 at 12.00 pm	University of Miyazaki (UoM) & CPC	Discussion Meeting	• Shinnosuke Tasaka, Program Specific • Professor Yasunori Yano, Assistant Professor • Sina Agnes, Special Assistant Professor • Md Sazzadur Rahman Shawon, Training Administrator • Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)
3	An Advanced Internship Program on 8th September, 2022 at the SBE-Dean Conference Room from 12.00 pm to 3.00 pm	Banglalink Digital Communications Ltd. & CPC	Internship Program	• Nazifa Qarina, User Experience Expert (Digital Business Dept.) • Nazirul Islam Khan, Category Manager (Supply Chain Dept.) • Tasnuva Ashraf Umama, Strategic Assistant (HR & Administration Dept.) • Ahmad Al Fayad Chowdhury, Strategic Assistant (HR & Administration Dept.) • Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)

Office of External Affairs

The Office of External Affairs (OEA) was established in February 2015 at North South University (NSU). Its goal is to enhance the image and reputation of the institution both at home and abroad. Therefore, the OEA acts as a bridge between NSU and other renowned global institutions. The OEA currently has two divisions and works under the supervision of the Vice-Chancellor. The divisions are: The Office of International Affairs (OIA) and, the Office of Alumni Affairs (OAA).
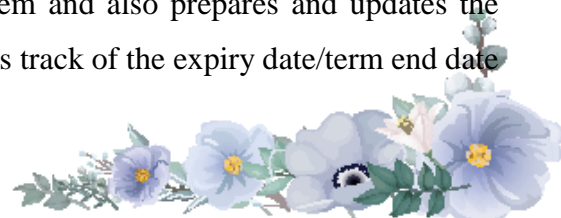
With the motto, **'Bridging Global Knowledge'**, the OEA's vision is to create mutually-rewarding relationships with a wide array of stakeholders. The OEA's mission is to facilitate collaboration and mutual exchange of students and faculty with foreign universities and provide a platform for its global alumni to stay connected. Our Services

• Act as a bridge to national and international stakeholders interested in North South University • International (faculty and student) recruitment for North South University • Process work permits and employment visas for international faculty members and student visas for international students • Create Study Abroad/Student Exchange opportunities for students • Create new partnerships with international universities and organizations and more.

The Office of International Affairs

The Office of International Affairs (OIA), under the Office of External Affairs (OEA), was established to provide information, services and support to international students currently hosted by North South University as well as local students. The office also provides support to the international students of NSU in finding suitable accommodation facilities. The OIA is committed to developing liaisons, mutual understanding and agreements with universities and organizations overseas. Currently, the OIA supports more than 280 international students and has a mutual agreement with more than hundred and fifty. The OIA's vision is to maintain fruitful relationships with foreign institutions, international students and guide the locals who are thinking of having a foreign degree from overseas to have a bright future. The OIA's mission is to increase the number of MOUs with best institutions around the globe and implement activities with those institutions. The OIA also aspires to increase the number of international students studying at NSU.

Office of External Affairs (OEA) also works on reaching out to the government-registered local and international NGOs in Bangladesh for the purpose of potential research collaboration, joint publications, resource/grants mobilization for research, training programs or workshops, and internship opportunities through possible MOUs and works for branding of NSU. As part of that outreach efforts, this office organizes various meetings, live talk shows, and follow-up meetings with them and also prepares and updates the database of those NGOs regularly. Besides, follow up the office keeps track of the expiry date/term end date

of MOUs to the contact person/designated person of NSU/Partner Institutions through email before its expiration so that MOUs may be renewed accordingly.

The Office of Alumni Affairs

The Office of Alumni Affairs (OAA) is in charge of communicating with NSU alumni around the world. The OAA reaches out to the alumni to encourage them to promote NSU in their respective fields, and to help the current students and fresh graduates of NSU in the professional fields. The OAA keeps NSU graduates informed about and interested in the development of their alma mater and its reputation. The OAA's vision is to promote and nurture mutually rewarding relationships between the university and its alumni. The OAA aspires to promote professional growth and opportunities for the current students as well as the professional and social development of the alumni. The OAA's mission is to build a strong and engaged NSU alumni community all over the world, and develop a sustainable network among the students, alumni, and the university.

NSU Student Clubs and Student Chapters

List of all NSU Club's & Chapter's

01. Art and Photography Club

02. Athletics Club

03. Cine and Drama Club

04. Communications Club

05. Computer and Engineering Club

06. Debate Club

07. Earth Club

08. Ethics and Diversity Club

09. Finance Club

10. Human Resources Club

11. Law and Mooting Society

12. Marketing and International Business Club

13. MBA Club

14. Model UN Club

15. Pharmaceutical Club

16. Public Health and Sciences Club

17. *Sangskritik Sangathan*

18. Social Services Club

19. Young Economists Forum

20. Young Entrepreneurs Society

Five different chapters at NSU

01. Association for Computing Machinery (ACM)

02. Association for Information Systems (AIS)

03. Institute of Electrical and Electronics Engineers (IEEE)

04. International City/Country Management Association (ICMA)

05. 180 Degrees Consulting Branch

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Office of Student Affairs (henceforth OSA) deals with all non-academic and non-disciplinary matters of students' life at NSU. We have four schools and sixteen Departments providing undergraduate and Master's degrees in light of the American Curriculum. From its inception in 1992, the university emphasized the extra-curricular and co-curricular activities to fulfill our programs' general education requirements. The university has created unique opportunities for developing leadership skills without being a direct member of any political party at the national level but in the liberation war spirit. This kind of training is essential to face a challenging environment in life. OSA is run by six officials led by the Director of Student Affairs, Professor Dr. Gour Gobinda Goswami, who supervises all the co- curricular and extra-curricular activities under the Pro Vice-Chancellor's direct supervision. Each club is led by a Faculty Adviser having adequate skill and passion for this job. The executive bodies and other members from enthusiastic students run the clubs as per the Faculty Adviser's direction on a fixed-term basis. The office is also in charge of celebrating all the national days and supports higher authority in any student matter other than academics and discipline. Currently, we have twenty-one students' clubs, of which thirteen are co-curricular, which have a direct link with a particular discipline, and eight other extra-curricular clubs. Among all the clubs সাংস্কৃতিক সংগঠন is the largest.

Besides, we have some professional associations affiliated with the Academic Department. Students can choose at least one among the list and develop their leadership skills to apply in their practical life. We have Basket Ball Ground, Badminton Ground, Football and Cricket Field, Table Tennis, Billiard Room, Carom and Chess, Gymnasium, Recreation Area, Well-equipped Boys' and Girls' lounge, Prayer Room, Huge Auditorium, Mini Auditorium, Open Air Theater, Plaza Area, Counselling Center, Medical Center, Career and Placement Center (CPC) for students for meeting different kind of their need relating to their happiness and wellbeing. Even though NSU is a non-residential campus, students remain engaged in various exciting and creative activities throughout the semester. Among all the programs, বসন্তউৎসব and পয়লা বৈশাখ are noteworthy. In a word, this office deals with student life related to their happiness and wellbeing so that student life becomes memorable even after graduation. We urge all the NSU students to become members of at least one club and be engaged. in different activities depending on their choice.

NSU Complaint Committee

Protection Against Harassment

North South University has a zero-tolerance policy against harassment.

Contact the **NSU Complaint Committee** if you face any harassment

On Campus or Online

Webpage: http://www.northsouth.edu/pshc/
Email: pshc@northsouth.edu, complaint.pshc@northsouth.edu

Car Parking

Preamble.

For the purpose of efficient and smooth use of present digital car parking facility, the NSU authority introduced a car parking policy for scrutinizing the applications of administrative, academic persons and students in each semester / annually to use the limited car parking space. The car parking policy of NSU is to ensure the car parking space for each and every member within their scope. This policy also seeks to clarify the regulations and restrictions for the benefits of administrative and academic members, students and visitors of NSU.

The Car Parking Policy also ensures to pay a token money by each and every allotted Faculty Member, Officer, Student, Visitor and Vendor in every semester for using of car parking space at basements. The duration of car parking at basement is 7:00 a.m. to 11:00 p.m. in every working days and weekly holidays too.

Basic Principles of NSU Car Parking Policy.

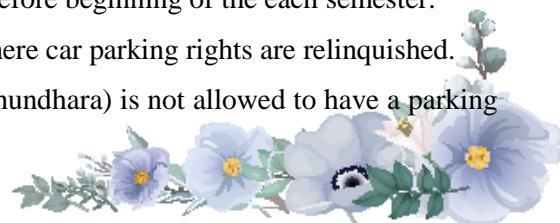The following are the basic principles of NSU car parking policy:

1. Car parking permit fees shall cover operational costs and any planned improvements to the car parks.

2. A pre-paid RFID card parking permit only gives permission to hunt for a space. It does not guarantee that a space will be available.

3. The number of issuing pre-paid RFID Card permit is limited.

Policy Statement.

Users of the University car parks (valid Pre-Paid RFID Card holders) do so at their own risk and North South University will not accept liability for accident, loss or damage to the vehicle (or to the contents of the vehicle) howsoever caused.

Student Parking.

1. Students (Undergraduate) self-driven will get the priority of car parking permit facilities in the NSU.

Students (Undergraduate, female) self-driven will also get the priority of car-parking permit facilities.

2. All Graduate Students are eligible for NSU parking permit.

3. Disabled students (Both Undergraduate and Graduate students) will be issued with a permit and will be exempted from any fee.

4. Students who are eligible for a car parking permit must apply via specific web portal of **www.northsouth.edu** before beginning of each semester (Spring, Summer and Fall Semester).

5. The number of students permit are restricted and these will be issued on the basis of first come first serve / draw from the applicants and the authority deemed fit and proper.

6. Who wish to apply for a permit i.e. pre-paid RFID card should complete the online application form available in **www.northsouth.edu** .

7. Existing students and other RFID card holders require to renew the permit before beginning of the each semester.

8. Pre-paid RFID card must be surrendered when leaving the University, or where car parking rights are relinquished.

9. Student residing within 02 (two) Kilometers of the University campus (Bashundhara) is not allowed to have a parking

space on campus.

10. Permit Type: **<u>Undergraduate Students</u>** (Violet Color RFID Card) and for **<u>Graduate Students</u>** (Blue Color RFID Card).

<u>Instructions for Preventing Crime.</u>

All vehicles are parked on University basements / sites at the owner's risk and the University accepts no liability for the safety and security of such vehicles. For preventing thieves / any other incidents, the car users are instructed to follow the simple precautions as follows:

1. The users should not leave a car door unlocked or a window/sun roof open.

2. The users should not leave any belongings on display in their cars and also are

suggested to lock them in the dashboard.

3. The users should not leave their valuable goods like Mobile phone, Camera, Video

Camera, Laptop, Watch, Ornaments, Cash money, Credit Cards or Cheque books

inside the car.

4. The users should keep their vehicle documents in their cars dash board under

 locked and key.

5. The users of car parking must Double check their vehicles that all doors and

windows are locked before leaving their cars.

6. Arrangements have been made by the University authority for ensuring Security,

patrol all areas of the University car parking basements / sites throughout the day and

night and there are an extensive CCTV Monitoring (with digital video recording) system for the safety of the car parking users.

 7. Helmet of motorcycle should not be left with the motorcycle.

 8. To help maintain a safe University car parking system the users should immediately report any

 suspicious persons or incidents to the Security Office on the *<u>hotline</u>*- **<u>0255668200; Ext: 1231,</u>**

 <u>Cell; 01720130309.</u>

<u>Car Parking Regulations.</u>

<u>General.</u>

1. These regulations apply to all Faculty Members, Students, Staff, Visitors and Vendors who will enjoy the University car parking facilities.

2. These regulations form is a part of the application for the issue of a parking permit i.e. pre-paid RFID card and as such applicants are deemed to have read and agreed to abide by the regulations.

3. Any holder of a parking permit who contravenes these regulations may have their pre-paid RFID card withdrawn at the discretion of the Security Office under the Department of Administration, NSU.

4. Any contravention of these regulations by a student may lead to disciplinary steps by the University

authority.

<u>The Following Regulations must be Followed by the Users of Car Parking Space in the NSU.</u>

1. All motor vehicles (Car, Jeep, Pick-up etc.) in University car parks must be in position of RFID card while in the campus.

2. All users must abide by traffic signs and notices, whether permanent or temporary and any instructions given by the NSU Car Park Attendants and Security Staff.

3. The speed limit around and within the University area is 15 km ph and drivers must proceed with caution. This limit must be adhered to at all times due to the movement of large number of Students, Faculty Members, Staff, and Visitors in the NSU.

4. It is prohibited to park in a car parking space in the basement for which a permit is not valid.

5. Motor vehicles (Car, Jeep, Pick-up, Motorbike etc.) must be parked in a designated parking area and in clearly marked parking spaces. No vehicle can occupy more than one space.

6. All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the pre-paid RFID card and possible disciplinary action shall be taken by the authority.

7. Permit holders must immediately inform Security Office of any changes to their motor vehicle details (for example following the purchase of a new car).

8. It is prohibited to alter, tamper, duplicate or forge a parking permit i.e. pre-paid RFID card in any way.

9. It is prohibited to cause an obstruction in the car parking basements area.

10. It is prohibited to park in a location in which a notice prohibits any parking, for example outside emergency exits / entry of the ramps.

11. It is prohibited to park in an area marked as temporary or permanently allocated for use by VIPs / Visitors (special case) or the Firms/ Companies / Consultants in connection with maintenance or construction work in the NSU.

12. Pre Paid RFID Card must be returned to the Security Office if holders cease working or studying at the University or if the permits are no longer required.

13. The University reserves the right to refuse permit access to spaces from time to time, in order to accommodate bona fide visitors (VIP) for an organized event.

14. Pre Paid RFID Card must not be altered or defaced in any way. Where permits are found to be altered or defaced, they will be treated as invalid.

15. No parking will be allowed on the driveway.

16. Smoking strictly prohibited in the basement. All driver must be is instructed accordingly.

Leaving Vehicle on University Premises.

No vehicles are permitted to remain parked in the premises of North South University overnight except NSU vehicle.

Locking of the Gates to the University Car Parking Entrance.

The gates to the University car parking entrance are locked every night from 11.00 p.m. until 7.00 a.m. Vehicles left in this car park will be locked in if not removed by 11.00 pm and will not be released until 7.00 a.m. The University reserves the right to lock these gates at any other time without notice.

Charges.

The University reserves the right to make changes in parking charges or implement charges in areas where are currently free of charge at any time with one (1) months' notice.

Vehicle Type	User		Permit Type	Charge
Car, Jeep, Pick-up	Eligible Faculty Members, Officers and self-driven (Undergraduate & Graduate Students) / Female Students subject to the availability of the car parking space.		Semester wise General	Tk.1000.00 per semester.
Motorbike	Eligible Faculty Members, Staffs, Undergraduate & Graduate Students		Semester wise General	Tk.600.00 per semester
Car, Jeep, Pick-up	Visitors and Vendors		General/Semester wise	Tk.20 minimum for first hour (Tk.10 per hour after first hour and maximum Tk.50 for three working hours)
Motorbike	Visitors and Vendors		General/Semester wise	Tk.15/= for 3 working hours

** Pre-paid RFID card is renewable in each semester by depositing prescribed charge for each category.
Income from car parking permits will cover the cost of operating and maintaining the car parking system and any planned improvements to the car parks. Fees therefore may also cover the costs of security, lighting, ground maintenance and administration of the system.

The University reserves the right to cancel the permit holders' access to spaces from time to time, in order to accommodate other vehicles (Car, Jeep, Pick-up, Motorbike etc.).