



NORTH SOUTH UNIVERSITY

The First Private University in Bangladesh

Orientation Package

Spring 2023



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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 February 1993.
- 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 28211 graduates 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, Mayor of South Dhaka, Barrister Sheikh Fazle Noor Taposh, distinguished board members, Pro-Vice-Chancellor, Deans, Chairs, Directors, faculty members and colleagues from administration, and most importantly, our newest members of the NSU family, the newly enrolled students of Spring 2023, I welcome you all to our Orientation Program for Spring 2023.

First of all, congratulations to the students on their excellent results in HSC or equivalent, in order to qualify for admission into NSU. Our new entrants, 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, this is a historic orientation. Since the inception of NSU, this is the first time we have moved to the bi-semester system, as instructed by the University Grants Commission (UGC). What we had before was more of a trimester system that was colloquially described as semesters. Now, we have actually moved to a semester system where the Spring session stretches from January to June and the Summer session from July to December. We also have an optional Winter semester of 6 weeks long where only a limited number of courses will be offered. This gives students some flexibility. They can skip it to enjoy a break after the two long semesters or they can utilize this opportunity to finish their degree faster, or even catch up by repeating courses failed in previous semesters. Now, one thing I would like to point out about this new system—students will not require more than four years to complete their degree. The total cost of the degree will remain the same. The total amount to be paid yearly will not increase by a taka. But, it will be easier to pay since the payment can be made in installments.

To the Spring 2023 intake and the parents, let me mention some facts about NSU. We are the first private university in the country. In the latest Times Higher Education (THE) World Rankings 2023, we have been ranked in the top position among all universities in



Bangladesh. NSU is placed in the rank of 601-800, along with another pride of our nation, the University of Dhaka. Bangladesh Agricultural University (BAU), Bangladesh University of Engineering and Technology (BUET), and Khulna University of Engineering and Technology (KUET) are the other three universities in Bangladesh to be ranked in the range of 1201-1500 worldwide. This is a historic moment for higher education in Bangladesh as a total of 5 universities have, for the first time in the country's 50-year history, been ranked by THE, with NSU being the only private university.

In the QS World University Rankings 2023, once again, we emerged as the #1 Private University in Bangladesh. We have been holding this title since 2020. In QS Asia University Rankings 2023, we are currently in the 219th 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 programs 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 298th 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 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. 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. Some of the notable ones are a project grant of CAD 1.5 million from the International Development Research Centre (IDRC, Canada), a grant from Bill & Melinda Gates Foundation over BDT 2.3 crores, and



a grant from Krishi Gobeshona Foundation (KGF) worth BDT 2 crores. We have more than 200 active MOUs with prominent universities like Johns Hopkins University, Texas A&M International University, University of California, Berkeley, New York Institute of Technology (NYIT), University of Maryland, University of Nottingham, University of Cambridge, University of Kent, University of Canberra, University of Adelaide, Curtin University, RMIT University, Macquarie University, and many more. These MOUs entail research, and student and staff exchange agreements.

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 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. To our knowledge, NSU is the first university in South Asia to adopt CANVAS LMS. 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.

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 valued children, into ethical professionals with a global view. 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 and we treat them the same. In short, your children are in capable hands.

To the Spring 2023 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. I wish you good luck on your new journey ahead.



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 three 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 **21 January 2023**.
2. After getting the advising/registration slip, go to the NSU authorized banks for paying your tuition fees. Check the Academic Calendar Spring 2023 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, 24th January 2023**. 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

Spring 2023

Date	Day	Event
7-Jan-23	Saturday	Last day of grade submission (Fall 2022)
15-Jan-23	Sunday	Online course registration for regular and probation students of Spring 2023: BEGINS Online course add / drop / section change: BEGINS
19-Jan-23	Thursday	Online course registration for regular and probation students of Spring 2023: ENDS Online course add / drop / section change: ENDS
21-Jan-23	Saturday	Online course registration for newly admitted students of Spring 2023 Last day of section cancellation and merging
23-Jan-23	Monday	Orientation program for newly admitted undergraduate students of Spring 2023
24-Jan-23	Tuesday	Classes begin (Spring 2023) Payment of tuition fee: BEGINS
2-Feb-23	Thursday	Last day of online drop of courses with 100% refund
13-Feb-23	Monday	Last day of online drop of courses with 50% refund
21-Feb-23	Tuesday	<i>Holiday-Martyrs Day & International Mother Language Day</i>
6-Mar-23	Monday	Last day of payment of 1st installment (50% of tuition fee) Last day of online drop of courses with 0% refund with "W" grade
7-Mar-23	Tuesday	Payment of tuition with late fee of Tk.2,000/-: BEGINS
8-Mar-23	Wednesday	<i>Holiday- Shab-E-Barat</i>
17-Mar-23	Friday	<i>Holiday-Birthday of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman</i>
26-Mar-23	Sunday	<i>Holiday-Independence Day</i>
14-Apr-23	Friday	<i>Holiday-Bangla New Year</i>
16-Apr-23	Sunday	Last day of payment of tuition with late fee of Tk.2000/-
17-Apr-23	Monday	Last day of payment of 2nd installment (remaining 50% of tuition fee)
18-Apr-23	Tuesday	Payment of tuition fee with late fee of Tk. 2,000/- +Tk. 100/- per day: BEGINS
19-Apr-23	Wednesday	Holiday- Laylatul Qadr
20-Apr-23	Thursday	No Classes
21-Apr-23	Friday	Holiday- Jumatul Bidah
22-Apr-23	Saturday	<i>Holiday- Eid Ul Fitr</i>
23-Apr-23	Sunday	<i>Holiday- Eid Ul Fitr</i>
1-May-23	Monday	Holiday- May Day
2-May-23	Tuesday	Online Teaching Evaluation: BEGINS
4-May-23	Thursday	Holiday- Buddha Purnima
5-Jun-23	Monday	Online Teaching Evaluation: ENDS
6-Jun-23	Tuesday	Last day of ST classes
7-Jun-23	Wednesday	Last day of MW classes,
8-Jun-23	Thursday	Last day of RA classes
10-Jun-23	Saturday	No classes-Reading / Makeup
11-Jun-23	Sunday	Final Exam: BEGINS
22-Jun-23	Thursday	Final Exam: ENDS
27-Jun-23	Tuesday	Last day of grade submission (Spring 2023)

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 can borrow and return books by themselves 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-furnished 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

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.



- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.



- **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**

- **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.
- **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.
- **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.
- **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.
- **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.
- **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**

- **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
- **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)

Career and Placement Center (CPC)

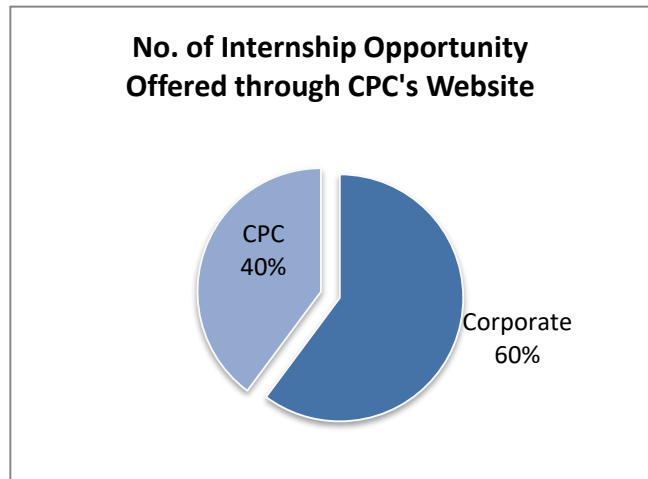
The Career and Placement Center (CPC) of North South University is a comprehensive career management and support platform for all students and alumni. CPC works closely with the School of Business and Economics (SBE), the School of Engineering and Physical Sciences (SEPS), the School of Humanities and 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 in the use of Microsoft Excel to add extra value to our students' job prospects.

Overall Internship Placement Status (2022-2023)

The intern of NSU can access CPC as an employment source to secure an internship in reputed companies in Bangladesh. Till 2023, 100% of students who signed up for internships got internship opportunities in different organizations. Out of those students, 65% students 2021 and 75% students in 2022 obtained employment in their desired companies.

From 2022 to 2023, CPC has offered 688 internship opportunities for interns. Among them, 414 different corporates offered internships willingly through CPC's website, and CPC offered 274 internships from various sources for interns.

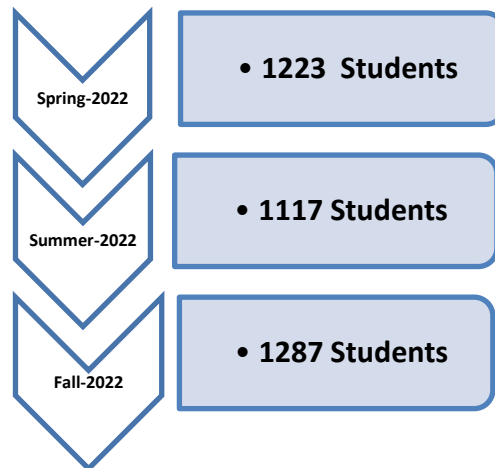
From Spring-2022 to Fall-2022, CPC has served 3540 students by issuing forwarding letters and submitting employer satisfaction survey forms and other documents. One thousand two hundred twenty-three students signed up for internship and submitted documents during the Spring-2022. One thousand one hundred seventeen students signed up for internship and submitted documents during the Summer-2022. One thousand two hundred eighty-seven students signed up for internship and submitted documents during the Fall-2022.



in

Internship Diagram (2022)

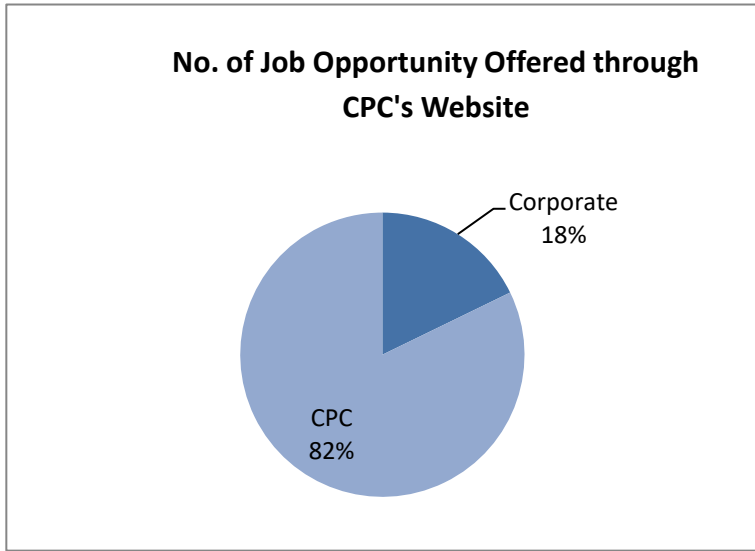
No. of students received forwarding letters and submitted the Employer satisfaction





Overall Job Placement Status (2022-2023)

In 2022-2023, CPC served around 17,006 students. Among them, 9850 students registered through CPC's website to find job opportunities, 3540 students were helped with forwarding letters for internship placement, 537 students visited the job counselor for CV guidelines, 409 students for career guidelines, 341 students for interview skill development, 276 students for mock interview, 819 students for seminars, and 1244 students for basic queries regarding internship and others. However, CPC corresponded with more than 7000 students via email throughout the year.



In 2022-2023, 2904 jobs were posted for the students throughout the year. Among them, 514 different corporates offered jobs willingly through CPC's website, and CPC offered 2390 jobs from various sources for students.

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 41 collaborative seminars, workshops, and on-campus recruitment proposals, 3,603 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 42,027 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, Japanese Language Training program to add extra value to our students' job prospects.

Some of the major initiatives of the Career and Placement Center (CPC) over the years are:

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 skill set such as Japanese language, IT skills and Japanese business manner so that they can work with the Japanese companies in Japan or Bangladesh. By successfully completing this training, a trainee may have the opportunity to get selected for his/her 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". The goal of this series of online seminars was to bring together professionally experienced personnel from the corporate world to interact and share comprehensive professional knowledge and skills with our youth. Experts speaking in these sessions will



be sharing 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. It contains words of encouragement and good wishes from corporates and academicians from all over the world 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 will be able to 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 furthermore 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. CPC provides initial guidance for career choice and practical demonstration of corporate culture vital for graduating students in making decisions about 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.

The following are some of the most prominent events organized with the support of team CPC in 2022-2023:

Event Details of CPC (January '2022 - January'2023)					
SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	MoU Signing for the Bangladesh-Miyazaki ICT Engineers Educational Training Project (B-MEET) 23 rd January, 2022		University of Miyazaki, 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, Rector of North South University Mr. Yuho HAYAKAWA, Chief Representative JICA Bangladesh Office



Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	The Silver Jubilee Celebration Program 23 rd 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) Professor Atiqul Islam, Vice-Chancellor of NSU Professor Mohammad Khasro Miah, Director of CPC
	Launched an exclusive official website 23 rd February, 2022		CPC	Website	Professor Mohammad Khasro Miah, Director of CPC Mr. Mahmudur Rashid Aurko
	Published official newsletter "The First Window" 23 rd 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.
	Talk Show on Jamuna TV -"Sokaler Bangladesh" 26 th February, 2022		Jamuna TV	TV Program	Dr. M. Ismail Hossain, Pro Vice-Chancellor of North South University Professor Mohammad Khasro Miah, Director of CPC
	Live on Radio Foorti 23 rd 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
	Discussion Meeting with Linkstaff Co., Ltd. 15 th March, 2022 Japan		Linkstaff Co., Ltd. & CPC	Seminar	Higher authorities from Linkstaff Co., Ltd. Professor Mohammad Khasro Miah, Director of CPC
	Discussion Meeting with ECC (Education through Communication for the Community) Foreign Language Institute, Tokyo Japan		ECC & CPC	Webinar	Higher authorities from ECC Professor Mohammad Khasro Miah, Director of CPC



Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	March, 2022				
	Discussion Meeting with Fukuyama University, Japan March, 2022 Japan		Fukuyama University & CPC	Discussion Meeting	Higher Authorities from Fukuyama University, Japan Professor Mohammad Khasro Miah
	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
	Discussion Meeting with Hiroshima University, Japan March, 2022 Japan		Hiroshima University, Japan & CPC	Discussion Meeting	Higher Authorities from Hiroshima University Professor Mohammad Khasro Miah
	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
	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
	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
	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
	Seminar on B-JET (Bangladesh-Japan ICT Engineers' Training Program) 9 th 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


Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	Seminar on Bangladesh-Miyazaki ICT Engineers Educational training Project (B-Meet) 9 th 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
	Coca-Cola- Global Campaign “Coca-Cola on Campus” April 28 th , 2022		Coca-Cola and CPC	Webinar	Mr. Tapas Kumar Mondal, Managing Director, Coca-Cola Beverages Bangladesh
	Workshop on “Opportunities Career path in IT Audit and Assurance” on 9 th 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
	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
	Bnext Talkshow 27 th 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



Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	Training Class of B-JET (Bangladesh-Japan ICT Engineers' Training Program) 19 th 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
	FreshStart by SINGER -The Signature Internship Program 13 th June, 2022 11.30 am AUDI801		SINGER and CPC	Roadshow	Ms. Parsha Sanajan-Talent Acquisition,HR Professor Mohammad Khasro Miah
	Career in Japan-seminar on the B-JET program for SEPS students 25 th 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)
	A knowledge-sharing session on Career Development in Enterprise Information Technology with DBL Digital Limited, dated 22 nd 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)
	Seminar on "bTechWhiz" on 29 th 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



Event Details of CPC (January '2022 - January'2023)					
SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
					Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)
	Discussion Meeting with the University of Miyazaki (UoM), Japan on 31 st 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)
	Discussion Meeting with the University of Miyazaki (UoM), Japan on 4 th 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)
	An Advanced Internship Program on 8 th 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)
	AIIESEC in Bangladesh Information seminar AUDI 801 13 th October, 2022		AIIESEC & CPC	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Samia Khan AHM Asif Rahman Tasfia Islam Tamim Forhad Tunjera Rupa Tamim Khan Niloy Al Aftahi
	On-Campus Interview Session by Dhaka Bank Ltd.		Dhaka Bank Ltd. & CPC	On-Campus Recruitment	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC)



Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	SBE-Dean Conference Room 23 rd October, 2022				Mr. Md. Mostaque Ahmed, Deputy Managing Director Mr. M Rezaur Rahman, EVP & Head, HRD Mr. Md. Shofiur Rahman, Vice President, HRD Mr. Kamrul Islam, Asst. Vice President, HRD Mr. Eiman Fergeion, Sr. Principal Officer, HRD Mr. Anwar Hossain Principal Officer, HRD
	MOU Signing Ceremony with Nagad Syndicate Hall 25 th October, 2022		Nagad ,Career & Placement Center (CPC) & Office of External Affairs (OEA)	North South University & Fukuyama University	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Dr. Hasanuzzaman, Asst. Director, Office of the External Affairs Tanvir A. Mishuk - Managing Director, Nagad Maruful Islam Jhalak - Executive Director, Nagad Md. Niaz Morshed Elite - Executive Director, Nagad Md. Shafayet Alam - Executive Director Md. Shihab Uddin Chowdhury - Chief Sales Officer Mohammad Aminul Haque - Executive Director Sheikh Aminur Rahman - Chief Business Officer Shaharear Sayeed, Director - Human Resources & Administration Md. Taufiqur Rahman - Assistant General Manager - Administration Smita Aparna, Manager - Culture & Employer Branding Zeba Mubashera - HRBP Muhammad Zahidul Islam - Head of Public Communications Shovan Samaddar - Head of Solution Implementation Solaiman Shukhon- Director Public Affairs Officer



Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
	MOU Signing Ceremony between North South University & Fukuyama University Syndicate Hall 31 st October, 2022		North South University & Fukuyama University	MOU Signing Ceremony	Prof. Atiqul Islam, Vice-Chancellor Pro Vice-Chancellor & Treasurer (in-charge) Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Otsuka Yutaka, President, Professor, Ph.D., Fukuyama University Itami Toshiaki, Vice-president, Director, International Center, Professor, Ph.D. Bisset Ian James, Deputy Director, International Center, Professor, Ph.D. Zhao Jianhong, Associate Professor, International Center, Ph.D.
	Student Work Placement program conducted by HSBC Bangladesh AUDI 801 2 nd November, 2022		HSBC Bangladesh & CPC	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Md Shariful Islam Mridha, Senior Manager, LTROD, HR Imran Uddin Ahmed, Manager, Resourcing, HR Shayka Shahid Joyee, Resourcing Officer, HR Amber Shami Mullick, Transaction Services Analyst, GTRF (NSU Alumni)
	GP Academy Campus TownHall AUDI 801 16 th November, 2022		GP, CPC, and YES Club & IEEE Club	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Mr. Mohammad Sajjad Hasib, Senior Leader, CMO Md. Khairul Bashar, Head of Communication Mr. Syed Masud Mahmood, Head of Talent & People Development Ms. Farhana Islam, Head of Social Impact Mr. Habib Ghazi, Talent & Employer Branding Expert
	SIP (Student Internship Program) With Coke AUDI 801 17 th November, 2022		Coca Cola, CPC, & YES Club	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Ms. Taslima Jaigirder, Country People Director



Event Details of CPC (January '2022 - January'2023)

SL	Event Date & Venue	Title	Organizer	Purpose	Guest List
					Mr. Md. Abdul Mukaddem, BIG RTM Projects Cluster Lead Ms. Fatema Akter, Assistant Manager, TA & EB Ms. Khalifun Nahar Moutusy, Assistant Manager, Channel Marketing
	Career Talk with BRAC Bank Limited AUDI 801 23 rd November 2022		BRAC Bank Limited, CPC, and YEF & YES Club	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Mr. Syed Abdul Momen, Deputy Managing Director & Head of SME Banking Mr. Akhteruddin Mahmood, Head of HR Mr. Rishad Hossain, Head of Talent Acquisition and Employer Branding Mr. Ahmad Intiaz Sobhan, Senior Manager, Talent Acquisition & Employer Branding
	PVM Bangladesh Future Leader Programme 29 th November 2022 AUDI-801		Perfetti Van Melle Bangladesh Pvt Ltd. & CPC	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Mr. Rifaqat Rasheed Ms. Nishat Khan Mr. Mostakim Al Taki
	Bengal Meats Campus Activation Session AUDI-801 11 th December 2022		Bengal Meats & CPC	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Mr. Ahmad Asif Md. Ferdous, CEO Asna F. Haque (Donna) NSU 991 Batch, Head of Brand & Communication Ms. Syeda Yamila Yousuf, Manager-Talent Acquisition & Trainng Md. Maruf Hasan, Asst. Manager – Brand & Communications
	Flagship Management Trainee Program by Bangalink AUDI 801 19 th December,2022		Bangalink, CPC and YEF Club	Seminar	Professor Mohammad Khasro Miah, Ph.D. , Director, Career and Placement Center (CPC) Ms. Nabila Mahbub Briste, Strategic Assistant Mr. Zarif Ahmed, Strategic Assistant



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. *Sanskritik 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. Institute of Electrical and Electronics Engineers (IEEE)
03. International City/Country Management Association (ICMA)



1.

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, বসন্ত উৎসব 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: **Undergraduate Students** (Violet Color RFID Card) and for **Graduate Students** (Blue Color RFID Card).

Instructions for Preventing Crime.

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 **hotline- 0255668200; Ext: 1231, Cell; 01720130309.**

Car Parking Regulations.

General.

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.

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

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.).