

## Registrar's Office Annual Report 2023-2024

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**The Registrar's Office** serves as the hub of all academic activities of the university and promotes institutional 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 them to the concerned offices after consultation with the students. All student-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 (such as MOE, UGC, BANBEIS, local and foreign universities etc.) 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, 1 Senior Officer, 8 Officers, 4 Assistant Officers, 2 Record Assistants and 3 Office Support Staff. This year 7 team-members have been promoted to higher ranks.

**Dr. Ahmed Tazmeen** of Department of Economics has been serving as the full time Registrar since January 2021. At his initiative, the Registrar's Office has been placed on NSU website under the 'Offices' tab. All necessary service-forms are available through this webpage. Students can fill up and submit these forms without visiting the campus, and their requests are responded and processed in due time. This system has radically improved student experience during the pandemic closure. Academic calendar, academic policies and guidelines, orientation package, facts and figures etc. are available on this web page. A dedicated email account [registrarsoffice@northsouth.edu](mailto:registrarsoffice@northsouth.edu) has also been created to better streamline student requests.

The Registrar's Office continues to provide the following **student related services**:

1. Course waiver
2. Credit transfer
3. Course exclusion
4. Student information update (Removing 6 from ID#, name correction, date of birth correction, parents name include/correction, mobile no. change, email id change/correction, address change)
5. ID unblock (Payment due, degree analysis, semester drop, readmission, probation, time extension)
6. Semester-drop
7. Readmission
8. Department change
9. Time extension
10. Credit to non-credit courses
11. New RFID card issue
12. RFID card change/ replace

13. Absent student related work
14. Thesis to non-thesis
15. Grade missing issues
16. Student's curriculum information update
17. Photo change for convocation purpose
18. Admission cancellation
19. Graduated student information update
20. Document checking
21. Board scholarship information update

The Registrar's Office, in collaboration with the IT Office, has automated various services provided to students under BPM (Business Process Management). Service requests for ID unblock, waiver, semester drop, RFID etc. are placed and resolved completely online now. Such automation has enhanced quality and transparency of the services.

The Registrar's Office regularly submits a report as a part of the **UGC's Annual Report** by collating reports from various relevant departments and offices of NSU. It is a huge task requiring the staff members to work even on holidays to meet the deadline. This year was no exception, and we submitted the report in due time. Based on such reports submitted by all the universities of the country, the UGC prepares various analytical reports highlighting events, achievements, and areas of improvement.

Between **July 2023 and April 2024**, the Registrar's Office successfully organized the following *meetings*:

Meeting Name	Number	Date
Syndicate	88	19.09.2023
	89	12.12.2023
	90	13.02.2024
Academic Council	93	11.09.2023
	94	18.01.2024
Academic Review Committee (ARC)	29	10.07.2023
	30	18.01.2024
Leave Committee (LC)	84	28.08.2023
	85	28.11.2023
	86	06.03.2024
Degree Review Committee (DRC)	--	--
Faculty Search	100	21.12.2023
Employee Special Assistance Committee (ESAC)	01	11.01.2024

Some of the **major achievements** during this period apart from the above are:

1. Smooth running of *bi-semester system* as per UGC directive
2. Conduct of *Intersession* for the first time
3. Submission of *new program curricula* to the UGC for approval. MS in applied math and MS in civil engineering are about to be approved. BSS in anthropology and BS in public health are under process
4. Revision of policy on *management of excluded students and course exclusion*
5. Continuation of *document verification of graduate students* starting with 201 batch
6. *Adoption of Bangladesh National Qualifications Framework (BNQF)* in principle.

The Registrar's Office has a **work-ethic** that is comprised of these core values: Accountability, Accuracy, Appreciation, Cooperation, Dedication, Efficiency, Honesty, Integrity, Patience, Punctuality, Respect, Sincerity, and Transparency. Through our service we want to uphold these values.

### **Bio of Dr. Ahmed Tazmeen**

**Dr. Ahmed Tazmeen** has been appointed the Registrar of NSU in spring 2021. Prior to serving in this position, he served as the Chairman of the Department of Economics between fall 2019 and fall 2020. He joined the department as an Assistant Professor in fall 2014, and in summer 2022, he has been promoted to the rank of Associate Professor. Dr. Tazmeen obtained a PhD in Economics from the University of Manitoba, Canada and a Master's in Applied Economics from Illinois State University, USA, apart from a Bachelor's (honors) and a Master's in Economics from the University of Dhaka, Bangladesh. He is a highly experienced quality assurance expert of Bangladesh. He was appointed the Additional Director of the Institutional Quality Assurance Cell (IQAC) of NSU in 2016. This IQAC was a component of the Higher Education Quality Enhancement Project (HEQEP) of the Ministry of Education of Bangladesh supported by the World Bank. After serving there for one and a half year, Dr. Tazmeen was appointed the Quality Assurance Specialist of the Quality Assurance Unit of the HEQEP at the University Grants Commission of Bangladesh (UGC). During his tenure there between August 2017 and December 2018, he actively contributed as a specialist in developing the first ever *National Qualifications Framework of Bangladesh* for higher education. Currently, he has been working as the national consultant of the Skills-21 project of the ILO since 2019 and designed the first ever *Bangladesh National Qualifications Framework (BNQF)* involving all sectors of education in Bangladesh. The BNQF has been launched, and Dr Tazmeen is now working on the *national quality assurance system* to support the BNQF.