

## Registrar's Office Annual Report 2024-25

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The **Registrar's Office** acts as the central hub for all academic activities at the university and fosters institutional integrity through its services. It serves as the initial point of contact for enrolled students regarding their inquiries and concerns. Issues faced by students are either addressed directly by this office or referred to the appropriate departments after consulting with the students. This office consistently manages, updates, and verifies all student records. It is responsible for scheduling classes and maintaining the academic calendar. The Registrar's Office plays a key role in organizing orientation and convocation events for the university. Additionally, it assists in organizing other programs of interest as needed. The office organizes essential meetings for the university, including the syndicate meeting and academic council meeting, and maintains records of these meetings. It is responsible for disseminating significant university announcements to students and faculty members. Acting as the primary point of contact for external stakeholders (such as MOE, UGC, BANBEIS, and both local and international universities), the office takes necessary actions to meet their needs. The team, led by the Registrar, consists of an Assistant Registrar, a Senior Officer, seven Officers, four Assistant Officers, two Record Assistants, and three Office Support Staff.

**Dr. Ahmed Tazmeen** from the Department of Economics has been the full-time Registrar since January 2021. He launched an initiative to include the Registrar's Office on the NSU website under the 'Offices' section. All essential service forms can be accessed through this webpage, allowing students to complete and submit the forms without needing to visit the campus, with timely responses and processing of their requests. This system has significantly enhanced the student experience during the pandemic-related closure. The webpage also features the academic calendar, academic policies and guidelines, orientation package, and various facts and figures. Additionally, a dedicated email address [registrarsoffice@northsouth.edu](mailto:registrarsoffice@northsouth.edu) has been established to more effectively manage 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 issues
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 purposes
18. Admission cancellation
19. Graduated student information update
20. Document checking
21. Board scholarship information update

The Registrar's Office, in partnership with the IT Office, has implemented automation for several services offered to students through **Business Process Management (BPM)**. Students can now submit and resolve service requests for ID unblocking, course waivers, semester and course drops, course exclusions, and RFID entirely online. This automation has significantly improved the quality and transparency of these services.

The Registrar's Office consistently compiles a report for inclusion in the **UGC's Annual Report** by gathering information from multiple pertinent departments and offices within NSU. This extensive undertaking necessitates that staff members work during holidays to adhere to the deadline. This year was no different, and we successfully submitted the report on time. Utilizing the reports provided by all universities across the nation, the UGC generates various analytical documents that emphasize significant events, accomplishments, and opportunities for enhancement.

Between **July 2024 and April 2025**, the Registrar's Office successfully organized the following *meetings*:

Meeting Name	Number	Date
Syndicate	(91)	(30-05-2024)
	92	26-12-2024
Academic Council	(95)	(09-05-2024)
	96	03-07-2024
	97	30-10-2024
	98	16-04-2025
Academic Review Committee (ARC)	31	02-07-2024
	32	06-01-2025
Leave Committee (LC)	(87)	(28-05-2024)
	88	18-11-2024
Degree Review Committee (DRC)	--	--
Faculty Search Committee (FSC)	(101)	(20-05-2024)
	102	21-11-2024
Employee Special Assistance Committee (ESAC)	(02)	(11-06-2024)

Significant **accomplishments** during this period, in addition to those previously mentioned, include:

1. Successful implementation of the bi-semester system following UGC guidelines in 2024.
2. Shift from a bi-semester to a trimester system in 2025.
3. Approval and launch of the MS programs in applied mathematics and civil engineering by the UGC in spring 2025 and summer 2024, respectively. Additionally, the BA in Bangla, BSS in anthropology, and BS in public health are currently awaiting approval.
4. Reinstatement of document verification processes in collaboration with the British Council.
5. Effective management and timely conclusion of the summer 2024 semester, despite temporary interruptions caused by the July Uprising.
6. Review of all undergraduate curricula to address issues related to BEN 205, HIS 103, GED Science labs and Internship courses.

The Registrar's Office is guided by a strong **work ethic** rooted in the following core values: Accountability, Accuracy, Appreciation, Cooperation, Dedication, Efficiency, Honesty, Integrity, Patience, Punctuality, Respect, Sincerity, and Transparency. We are committed to embodying these values in our service.

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

Dr. Ahmed Tazmeen was appointed as the Registrar of NSU in the spring of 2021. Before this role, he served as the Chairman of the Department of Economics from the fall of 2019 to the fall of 2020. He became part of the department in the fall of 2014 as an Assistant Professor, and in the summer of 2022, he attained the position of Associate Professor. Dr. Tazmeen earned his PhD in Economics from the University of Manitoba in Canada, as well as a Master's in Applied Economics from Illinois State University in the USA. Additionally, he holds both an honors Bachelor's degree and a Master's in Economics from the University of Dhaka in Bangladesh. He possesses extensive experience as a quality assurance expert in Bangladesh. In 2016, he was appointed as the Additional Director of the Institutional Quality Assurance Cell (IQAC) at NSU. This IQAC was part of the Higher Education Quality Enhancement Project (HEQEP) initiated by the Ministry of Education of Bangladesh and supported by the World Bank. After serving there for a year and a half, Dr. Tazmeen took on the role of Quality Assurance Specialist for the Quality Assurance Unit of HEQEP at the University Grants Commission of Bangladesh (UGC). During his time there from August 2017 to December 2018, he made significant contributions as a specialist in creating the first National Qualifications Framework for higher education in Bangladesh. 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. Dr Tazmeen is now working on the *national quality assurance system* to support the BNQF that has been launched.