



NORTH SOUTH UNIVERSITY

The first Private University in Bangladesh

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NORTH SOUTH UNIVERSITY

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Orientation Package Summer 2020

1. Message from the Vice- Chancellor:

Honourable Chair of the Board of Trustees, Mr. Benajir Ahmed, other honourable members of the NSU Board of Trustees, Pro-Vice-Chancellor, Deans, Directors, academic faculty members and colleagues from administration, and most importantly, our youngest members of the NSU family, the new students of Summer 2020, with great pleasure I welcome you all to our Orientation Program Summer 2020.

This is an exceptionally memorable moment for us as we are conducting the orientation program online for the very first time in NSU's history. While the world has slowed down due to COVID-19 pandemic, we at NSU are striving our best so you can continue with your journey.

First of all, let me congratulate the students on their excellent results in HSC or Equivalent and success in the NSU admission test. You are the cream of the cream. I welcome you all to North South University, the first and the best Private University of Bangladesh. Congratulations to the parents as well on their wise decision to send their children to NSU, a centre of excellence in higher education.

To reassure the Summer 2020 intake and the parents, I mention some facts about NSU. Please note that we are the first private university in the country. In the QS Asian University Rankings (QS AUR) 2020, we emerged as the #1 Private University in Bangladesh. We have the goal to be in the top 100 in Asia. We have the best qualified and most caring academic faculties in this country, Department by Department, School by School. We have the safest campus in the country. Because of coronavirus, we keep our campus disinfected all the time and follow proper health protocols to keep everyone safe. We have the most modern library, classroom facilities, and a very modern gymnasium. We also have internal sports facilities and a small playfield. We have the largest campus of all the private universities in Bangladesh. We are moving to an even larger one. We are the best private university in Bangladesh for research, teaching and

learning, and graduate employment. Our four Schools have received multi-million dollars in funding commitments from national and international sources over the last twelve months. We have joint research arrangements with NASA, UMD, Johns Hopkins in the US, Cambridge University in the UK, and a number of Australian Universities including, Macquarie, and Monash. We have student and staff exchange agreements with a large number of universities in North America, Australia, and Europe. We are effectively engaged with the Govt., industry, and professions. Our programs are accredited nationally and internationally. We have recently finished construction of another floor of 45,000 square feet for faculty office rooms and student classrooms. We have set up an IELTS Center in partnership with the British Council. We have twenty one highly active student clubs providing ample opportunity to develop leadership qualities among students as they pursue their hobbies and interests. Our clubs have been regularly winning national and international competitions. We do extremely well in inter-university competitions in sports, debate, and innovation at national level.

North South University has also been playing a big role in fighting COVID-19. So far we have contributed in the following ways:

- 10 Volunteer Doctors to Shasthya Batayan.
- 5 Volunteer students working with the Directorate General of Health Services.
- 2 Volunteers at IEDCR information services - helping with data processing and analysis.
- 1 Real time PCR for Covid-19 testing to the main lab of IEDCR (on loan basis).
- Cash Contribution to the Honourable Prime Minister's Relief and Welfare Fund Tk. 50,00,000 (Taka fifty lacs only) being two day's salary sacrifice of academic and administrative staff.
- Cash contribution (commitment) to the Prime Minister's Relief and Welfare Fund Taka 50,00,000 (Taka fifty lacs only) as a member of APUB.
- 10,000 bags of relief material costing over 50,00,000 (Taka fifty lacs only) distributed through Bangladesh Police and Army.

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

Welcome Note: Summer 2020

Welcome to North South University. We are pleased to see you joining our community. You will find the University the highest seat of learners and spend your time throughout the years. We have a lot of offer at the University: outstanding academics, faculty and staff who are oriented towards the student welfare through campus programs and activities, which will give you a chance to learn outside the classroom. We are large enough to offer the programs you need and small enough to know who you are and to care about you and your needs.

At NSU we treat you as an adult, you will be given ample freedom to make your own choice but as a young adult you will be held responsible for your deeds and action. Contrary to what you may have heard, there is no easy sailing at NSU. We are committed to academic excellence and we make sure that our graduates receive the highest quality of education that we can provide. From the very first day you will be expected to keep up with your study. **Every quiz, every assignment, every exam that you undertake 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 sound. We have fun at NSU too. We have twenty one students' activities clubs that contribute to extra-curricular life at NSU: Computer Club, Debating Club, Social Services Club, Young Scholars' Club and so on. However, everything comes after your studies. That is why you are here; you should make the best 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.

All students are advised to visit NSU website regularly to make them updated about the NSU activities.

A Brief Introduction

History: North South University was established by NSU Foundation under the Private University Act 1992. The first batch of freshmen were enrolled and 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 North South University, Mr. Justice Shahabuddin Ahmed, presided over the convocation ceremony and conferred degrees on the first batch of NSU graduates. The University held its 22nd Convocation on 6th March 2019. 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 22nd Convocation ceremony and conferred degrees to the 3487 degree candidates.

NSU has so far produced a total of **24197** Graduates till the 22nd Convocation, of which **17773** in Undergraduate and **6424** in Graduate Programs.

List of things- to-do

1. The course advising of newly admitted students will be done by the chairman of the respective department on 26 and 27 June 2020.
2. After getting the registration slip go to the NSU Authorized Banks for paying your tuition fees. Check the Academic Calendar which is included in the package for other important information & 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.
4. Follow the class starting date in the Academic Calendar. Your class will start on **Wednesday, 1st July 2020**. 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 into NSU must complete graduation within 6 (six) years for undergraduate & 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 on 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: The Student 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. **The studentship of a NSU student will be cancelled for his/her unauthorized absence for one semester. This means that, a student absent in one semester without prior approval will not be able to re-enroll for the immediate next semester. A re-admission fee will be charged in that case.**
5. Only the grades earned in courses that are required for a degree will be included in the GPA calculation. Grades earned in other courses will be reported on the transcript but will not

be counted in calculating the GPA. The process is not automatic. To have courses and grades excluded from their GPA, a student must apply to his/her respective department.

- 6.** 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.
- 7.** 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.
- 8.** 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.
- 9.** 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.
- 10.** 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 enclosed in the package.

North South University

**Revised Academic Calendar
Summer 2020**

17-Jun-20	Wednesday	Online course registration for regular and probation students of Summer 2020:begins
28-Jun-20	Sunday	Online course registration for newly admitted students(admitted in Summer 2020) Payment of tuition fee: begins
29-Jun-20	Monday	Online Orientation program for newly admitted students of Summer 2020 Online course registration for regular and probation students of Summer 2020 :ends
30-Jun-20	Tuesday	Last day of section cancellation and merging
1-Jul-20	Wednesday	Classes begin (Summer 2020)
9-Jul-20	Thursday	Last day of payment of tuition without late fee
10-Jul-20	Friday	Last day of online drop of courses with 100% refund Payment of tuition with late fee of Tk.2,000/- : begins
21-Jul-20	Tuesday	Last day of online drop of courses with 50% refund Last day of payment of tuition with late fee of Tk.2,000/-
22-Jul-20	Wednesday	Online drop of courses with 0% refund with "W" grade :begins Payment of tuition with late fee of Tk. 2,000/- +Tk. 100/- per day : begins.
23-Jul-20	Thursday	Last day of payment of tuition for financial aid recipients without late fee
31July-2Aug20	Fri-Sunday	<i>Holiday- Eid Ul Adha</i>
11-Aug-20	Tuesday	<i>Holiday- Janmastami</i>
15-Aug-20	Saturday	<i>Holiday- National Mourning Day</i>
30-Aug-20	Sunday	<i>Holiday- Ashura</i>
13-Sep-20	Sunday	Last day of online drop of courses with 0% refund with "W" grade
14-Sep-20	Monday	Online Teaching Evaluation: begins
21-Sep-20	Monday	Last day of MW classes
23-Sep-20	Wednesday	Regular ST classes
26-Sep-20	Saturday	Last day of RA classes
28-Sep-20	Monday	Last day of ST classes, Teaching Evaluation ends
29-30Sep 20	Tue- Wednesday	No classes-Reading / Makeup
1-Oct-20	Thursday	Final exam : begins
6-Oct-20	Tuesday	Final exam : ends
10-Oct-20	Saturday	Last day of grade submission (Summer 2020)

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



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Brief Jobs of Registrar's Office Related to students

1. All Admission Related Works
2. All Registration Related Works
3. All Course Related Works:
 - a. Course Waiver/Course Exclusion
 - b. Credit Transfer updating
 - c. Solution of Prerequisite
 - d. Section Open/Section Editing
 - e. Updating Faculty Initial
 - f. Updating students Information
4. Department wise Room Booking and room allocation.
5. Preparation & Distribution of ID cards to all students, faculty members and also to all employees of the University
6. Preparation of Academic calendar and updating the same time to time in each semester.
7. Conducting Teaching Evaluation and preparing evaluation reports in each semester.
8. All Front desk related tasks (3rd Floor)
9. Information Desk (Ground Floor)
 - a. Providing various information to students, guardians & Visitors.
 - b. Answering different questions over phone
 - c. Issuing visiting pass to the visitors.
10. Verification & Authenticity Related Works of Ex Students
11. Admission Related Works
- 12 Board & other organizations' Scholarship Related Works of students
- 13 Orientation related all works (each semester)
- 14 Convocation related works each semester, Registration and records and keeping
- 15 Maintaining & updating Faculty database.
- 16 Issuing letters on disciplinary matters on the decision of Disciplinary Committee Meeting.
- 17 Distribution of NSU original certificates up to 17th Convocations
- 18 Sending Grades to Parents/Guardians (more than 20000) each semester.
- 19 Co-operate and supply information to law enforcing agencies and other Organizations and sending list of unauthorized absent students.

Registrar
North South University



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Office of the Registrar

Few Instructions for the Newly Admitted Students:

Office of the Registrar of North South University is engaged in rendering various types of student's related services. Apart from semester wise Admission, Course Registration related works you can get services on the following areas from the Registrar's Office:

1. Hope you already have collected your ID card, if not; you may collect it from the Registrar's Office immediately after this Orientation Program or any other working day from 9.00am to 5.00pm.
2. For your kind information a copy of Academic calendar of this semester is provided in the Orientation package. Please check it carefully for various deadlines.
3. For your awareness from the very beginning, a copy of NSU 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 will be verified for authenticity, and you are advised to provide the remaining pending documents (*if any*) at the earliest.
5. For the acknowledgment of the Parents & Guardians, student's academic achievements (Grades & Transcripts) will be sent to your Parents/Guardians in each semester. You are therefore advised to update your mailing address.
6. You may also get the under mentioned services from the Office of the Registrar:
 - a. Updating students Information, such as name correction, changing of address, changing of phone no etc.
 - b. Course Waiver/Course Exclusion
 - c. Credit Transfer
 - d. Semester Drop (General/Medical Ground)
 - e. Department Change/Re-Admission
 - f. Board Scholarship

The Office of the Registrar is located on the 3rd Floor in the NSU Admin Building. Students & guardians are advised to contact Registrar's Office for any sorts of academic supports in the Front Desk in 3rd floor & Information Desk (Ground Floor).

Thank you.

North South University 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 and now 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 fully automated university library in the country. The library has introduced state-of-the-art technology Radio Frequency Identification (RFID) based Library Management System to automate library operation and management for the first time in the country in December 2012. The library users themselves can issue and return books using Self-Check and Book-Drop machines. They can also track the books on shelves using tracking machines.

Currently, the library provides research support, information skills, bibliographic management, lending, reference, readers' guidance, internet, reading, news clipping, database searching, audio-visual, current awareness and SDI services to its users. The Wi-Fi and broadband internet connection of the library building help the library users to access online resources easily. Presently, NSU Library possesses total 476,197 printed books, 5,869 bound volume of periodicals and 1,644 audio-visual instruments. NSU Library is subscribing e-Resources from 54 e-Resources Database Providers (including 64,729 e-journal titles and 87,903 e-book titles). NSU Library is also facilitating the Citation and Abstract database 'Scopus', Research Management tool 'Mendeley', Plagiarism Checking portal 'Turnitin', Remote Access to online resources facilities 'Open Athens', and Spelling & Grammar checker tool 'Grammarly' for the faculty members and students. At present, the library maintains 14 different sections, namely, arts and social sciences, applied sciences and engineering, biomedical sciences, reference, periodicals, cyber & audio-visuals, newspaper archive, study hall, faculty corner, Chinese books, acquisition & processing, Bangabandhu & Liberation War Corner, IELTS Corner, and library administration to provide better services to its users. URLs of the NSU library Website and Online Public Access Catalog (OPAC) are <http://library.northsouth.edu> and <http://opac.northsouth.edu>, respectively.

INFORMATION TECHNOLOGY - NSU

Information Technology office of NSU is responsible for planning and the implementation of the strategies and policies to improve efficiency, transparency by automating business processes including student life cycle management in the campus. The entire student life cycle is automated in NSU from admission to convocation.

- **Online Portal (RDS):** All student information is online and just one click away to check balance, grade history, class attendance, payment, class routine, degree analysis, personal information etc.
- **Online Advising System:** NSU advising system is online since summer 2015 and it is now matured enough to complete all 22000 student advising in just two days.
- **Online Payment:** All payments can be made online by using credit card, debit card and mobile banking (bkash, Rocket) since FALL 2015.
- **Car Parking:** Students can submit their car parking application with online payment and can coordinate with the relevant office all online.
- **Parent Portal:** Parent can check payment status, advising status, attendance status, grade history etc. through this system. Parents can access the system without requiring username or password.
- **Online Degree Analysis:** Student can complete their degree analysis by themselves online. Coordination between the students, department, and exam controller are all handled online transparently.
- **Online Admission System:** Since summer 2016, NSU admission system is online which is unlike any other system around where a candidate can fill up admission form, pay their dues online and can print admit card with exam room assigned in just one seating.
- **RFID Access Control System:** NSU campus access and class attendances are monitored by using RFID system. The student and parent can check their class RFID attendances online.
- **Student Email Service** – NSU email platform is based on Google Gmail system. Every NSU student has email address created by default. Student needs to complete a form before being eligible for using NSU provided email address. This email address is a prerequisite for the students who will be following virtual class room.
- **Google Educational Platform (LMS)** – Google Educational 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 in adopting this technology since spring 2015.
- **Campus Wireless System:** NSU is implementing world class Wi-Fi infrastructure to support 30 thousand concurrent Wi-Fi user across the campus. This will ensure maximum signal strength and availability in every location of NSU campus.
- **Multimedia System and Support:**
 - Video projector support, class room computer and sound system support.
- **Computer Hardware Management and Lab support**
 - Supporting 2200+ computers across the campus.
 - Networking Lab, Database Lab, Hardware Lab, General-Purpose Lab
 - Digital Systems, Micro-processor Lab, Electronics Telecommunications, Wireless Communication Lab, Fiber Optical Systems, Sun Micro Systems, CISCO Systems.

NORTH SOUTH UNIVERSITY

Services rendered by the Office of the Controller of Examinations

1. Office of the Controller of Examinations maintains records relating to students results, grades, transcripts, all forms of academic and nonacademic certificates and deals, among others, with issues related to examinations, convocations, processing of graduation applications, examination schedule, and 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
 1. 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 attested 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.
5. It is circulated for information of and necessary action by all students and others concerned.

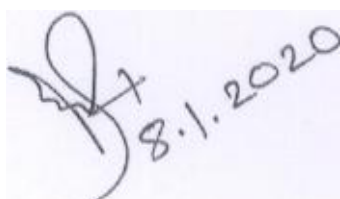
Afruz Sultana
Controller of Examinations

NORTH SOUTH UNIVERSITY

Student Services Rendered by the Finance & Accounts Office

The Office of Finance and 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, responsibilities and activities are performed by the office:

- 1 Maintains student accounts and its reconciliation;
- 2 Maintains records of financial waiver and its adjustment;
- 3 Disburse the approved fund for club activity;
- 4 Disburse the scholarship money to awardees;
- 5 Guidance for depositing admission and other fees to the banks;
- 6 Guidance to the students and guardian for their problems relating to the fees and registration;
- 7 Co-ordination with other departments and offices regarding student related issue;
- 8 Providing service for refund and withdrawal/transfer of studentship from NSU;
- 9 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 unofficial grade report;
 - > Verification for payment of official transcripts.



Handwritten signature and date: 8.1.2020

Financial Assistance for NSU Students

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, and 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 corresponding and coordinating financial aid to students in the form of tuition waiver/scholarship/stipend etc. NSU authority provides more than Tk. 15.00 crore per annum as financial assistance to the students. A total of 1579 students have enjoyed full/partial tuition waiver, equivalent to Tk. 5 crore approximately in Fall 2019 semester, out of which, 404 students granted MI (100%) waiver including 215 wards of freedom fighters, 178 students 75%, 497 students 50% and 500 students received 25% tuition waiver. In total 4780 students have been granted financial aid in the year 2019, bringing the overall total financial grant Tk. 118 crore approximately until Fall 2019 semester since its inception in Spring 1993 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.

NSU Medical Center

NSU medical team includes one male senior medical officer, one female senior medical officer, two male nurses, two female nurses & three supporting staffs.

Our medical center is now providing seven days a week health services to our students, faculties, officials and staffs, from 8:00 am to 10:00 pm with shifting duties. Our aim is to provide excellent and accessible health services to NSU family.

The medical center is located at level 4 of Administration building .The extension numbers of medical center are 1210(senior medical officer), 1211(senior medical officer) & 6220(medical assistant).

Following facilities are provided in medical center:

1. Free Medical consultation provided by two qualified [MBBSJ Senior Medical Officers-one male & one female.
2. Two Indoor observation beds for evaluation of emergency cases whether to refer to Hospital immediately or to observe with primary treatment.
3. Transferring the referable emergency patients to the nearest hospital by our own vehicle.
4. Provide wheel chair & stretcher for transportation of seriously ill patients who are not able to walk.
5. Provide 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., Respiration 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. Provide 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 blood sample as and when required for laboratory purpose of different departments of NSU like Microbiology & Biochemistry department.

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

Thank You



NORTH SOUTH
UNIVERSITY Student
Counselling Center

(We are open from Saturday to Thursday)

The Student Counselling Center (SCC) of NSU is a mental health care unit to provide psychological services for all the members of NSU family (NSU students, faculty & staff members). Psychological wellbeing is promoted here with the aim of increased performance through intensive mental health care.

Counselling/Psychotherapy sessions can assist a person in the following areas:

- > Any kind of stress (including real life crisis)
- > Low mood/Depression/suicidal thought
- > Decreased self-esteem and confidence/Lack of motivation
- > Conflict in interpersonal relationship
- > Adjustment problem
- > Problem in achieving expected CGPA (lack of concentration in study, relationship crisis, inefficiency in English, lack of confidence, unwanted repetitive thoughts etc.)
- > Fear in presentation/examination/viva
- > Excessive anger/Impulsivity
- > Problem related to addiction (illicit drug, face booldintemet etc.)
- > Concern about sexual health/identity
- > Victim of sexual harassment/eve teasing

Confidentiality:

Student Counselling Center (SCC) maintains high level of privacy and confidentiality to protect person's right. All the service providers has taken their oath to keep confidentiality as a part of their professionalism and person's information are kept fully confidential which is not disclosed to outside the counselling centre without his/her consent.

Services:

- > Individual Counselling/Psychotherapy
- > Family and Couple Therapy
- > Psychiatric Referral Service (when medication is necessary)
- > Workshops/Seminars to create awareness
- > Social Skill/Assertiveness Training
- > Dope Test for drug abuse

Contact

To make an appointment
or any kind of information,
Please visit SCC at Admin Building,
Level # 4, 88-02-55668200 Ext -1245/6021



CAREER AND PLACEMENT CENTER (CPC) YEAR 2019 - AT A GLANCE

Career and Placement Center (CPC)

The Career and Placement Center (CPC) is dedicated to the career readiness of all students whether its undergraduate or post graduate, in order to foster their intellectual, social, and personal transformations. The Career and Placement Center offers an extensive career library, free assessments of CV, job/internship search training, career advising, employer connections and an extensive program of briefings and skill sessions on interview preparation. Our team of experienced and impartial career advisers is here to support and assist students in the career development process.

9th National Career Fair-2019

The Career and Placement Center of North South University had organized the 9th National Career Fair for prospective graduates of all private and public universities on November 29th, 2019 with an earned Patent for National Career Fair. NCF 2019 offered various seminars, workshops, and panel discussions for skill enhancement and career guidance to students which would enable them to nourish their skills for job pursuit. There were 35 sessions conducted by 125 expert personnel, including CHRO, COO, CEO and CMO, television personalities, and business icons from the corporate world. The four schools of North South University organized four different conferences with professionals and academicians to establish industry and university collaboration. Students from more than 20 universities visited the NCF 2019 and added value to the event. Apart from students, Vice-Chancellors and Deans from various universities joined the NCF 2019. 86 MNCs and local companies along with 44 Chinese, Japanese and US-based companies operating in Bangladesh participated in the NCF 2019 to collect CVs, conduct job interviews, and recruit graduates.

Regular Activities of CPC

Services provided to Students

Career guidance & counselling, and Support Regarding Internship Placement.

- > CV Writing and Interview Skill Development related grooming sessions.
- > Maintaining updated database for graduating students
- > Maintaining 24/7 communication with students through our official social media page.
- Organizing and Facilitating Seminars, on campus recruitment, presentation and workshops, collaboratively with renowned organizations.
- > Maintaining regular liaison with the corporate delegates to make internship and job Opportunity more accessible to NSU students.

- > Facilitating Excel Boot Camp for Students
- > Organizing on campus recruitment session in collaboration with renowned organization.

CAREER AND PLACEMENT CENTER (CPC)

YEAR 2019 - AT A GLANCE

Information on Students Receiving Assistance from CPC

Duration: (January 2019 - December 2019)
<ul style="list-style-type: none"> • Number of Internship Placements during (January 2019 —December 2019): • (Fall 2019: 737 + Summer 2019: 612 + Spring 2019: 683) Total : 2032 • Number of students took assistance from CPC regarding offer letter, NOC and other documentation: • (Fall 2019: 610 + Summer 2019: 473 +Spring 2019: 428) Total :1511 <p>Number of students received counselling during Summer 2019 (May-August): 478, Fall 2019 (September - December): 503</p>
Signed memorandum of understanding (MOD)
<ul style="list-style-type: none"> • BSHRM & NSU : 8⁰ International HR Conference 2019 (Coordinated by CPC)
Courses Offered for Student's Professional
<ul style="list-style-type: none"> • Total number of Microsoft Excel Participants: 2122 (Year 2019) • Japanese Language Course is proceeding with its' Second batch of students, Total 51 students were • Japanese Origami Course is taking Its First batch of students in collaboration with CPC for fall 2019 Semester, Number of students enrolled till date is 17.

Major Events during Last Year

SL	Event Timetable	Program/ Event Title	Event Purpose	Organizationn
1	Date: November 29-30.	9th National Career Fair - 2019	Recruitment	CPC
2.	Date: December 19, 2019 (11.00 AM)	On-spot Recruitment for Advanced Internship Program	On-Campus Recruitment	Banglalink & CPC
3	Date: December 15.	Strategic Assistant Program 5.0	Roadshow for Trainee Recruitment	Banglalink & CPC
4'	Date: November	Origami Workshop	Workshop	Embassy of Japan & CPC
5	Date: October 29, 2019 (4.00 PM)	Gen NEXT Leader	MCQ based aptitude test for recruitment and Seminar	8Kash, NSU YESI & CPC

The 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. The OIA is committed to developing liaisons, mutual understanding and agreements with universities and organizations overseas. Currently, the OIA supports more than 250 international students. The OIA's vision is to maintain fruitful relationships with foreign institutions and international students. OIA also makes a liaison for a local student with foreign universities to get their post graduate degree from abroad. The OIA's mission is to increase the number of MOUs with institutions around the globe. The OIA also aspires to increase the number of international students studying at NSU.

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. 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.

List of the NSU Student Clubs with different Student Chapters

1. Art and Photography Club
2. Athletics Club
3. Bio Science Club
4. Cine and Drama Club
5. Communications Club
6. Computer and Engineering Club
7. Debate Club
8. Ethics and Diversity Club
9. Earth Club
10. Finance Club
11. Human Resources Club
12. Law and Mooting Society
13. Marketing and International Business Club
14. MBA Club
15. Model UN Club
16. Pharmaceutical Club
17. Public Health and Sciences Club
18. *Sanskritik Sangathan*
19. Social Services Club
20. Young Economists Forum
21. Young Entrepreneurs Society

Five different chapters at NSU

1. Association for Computing Machinery (ACM)
2. Association for Information Systems (AIS)
3. Institute of Electrical and Electronics Engineers (IEEE)
4. International City/Country Management Association (ICMA)
5. 180 Degrees Consulting Branch



SALIENT FEATURE OF NSU DIGITAL CAR PARKING

Summer Semester 2020

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 REID Card permit is limited.

Policy Statement.

Users of the University car parks (valid Pre-Paid Ft FID 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.
2. Students (Undergraduate, female) self-driven will also get the priority of car-parking permit facilities.
3. All Graduate Students are eligible for NSU parking permit.

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

5. 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).

6. 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.

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

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

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

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

11. 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, and 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. 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; Eat: 1231, Cell; 01711686716.**

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.

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		PermitAftlie	Charge
Car, Jeep, Pick-up	Eligible Faculty Members, Officers and self-driven (Undergraduate & Graduate Students) / Female Students subject to the	•	<ul style="list-style-type: none">• Semester wise• General	Tk.1000.00 per semester.
Motorbike	Eligible Faculty Members, Staffs, Undergraduate &	•	<ul style="list-style-type: none">• 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
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.).

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NSU AUTHORITY