NORTH SOUTH UNIVERSITY

The First Private University in Bangladesh

Orientation Package
Spring 2024

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

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

- The university held its 24th Convocation on 12 July 2023. 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 24th Convocation ceremony and conferred degrees to 72632-degree candidates.

NSU has so far produced a total of 35473 graduates till the 24th Convocation, of which 26603 in Undergraduate and 8870 in Graduate Programs

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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 **05 February 2024.**

2. After getting the advising/registration slip, go to the NSU authorized banks for paying your tuition fees. Check the Academic Calendar Spring 2024 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, 06th February 2024**. 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 in the fourth semester.
    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 in the fourth semester.
    N.B: A student's academic status will be determined by the CGPA mentioned at the end of each semester. Results below CGPA 2.00 or 2.50 are indicated by precaution 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.

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

Date	Day	Event
		Academic Calendar **Spring 2024**
23-Jan-24	Tuesday	**Last day of grade submission Intersession 2023**
28-Jan-24	Sunday	Online course registration for regular and probation students of Spring 2024: BEGINS Online course add / drop / section change: BEGINS
1-Feb-24	Thursday	Online course registration for regular and probation students of Spring 2024: ENDS Online course add / drop / section change: ENDS
3-Feb-24	Saturday	**Orientation program for newly admitted undergraduate students of Spring 2024**
5-Feb-24	Monday	Course registration for newly admitted students of Spring 2024 Last day of section cancellation and merging
6-Feb-24	Tuesday	**Classes begin (Spring 2024)** **Payment of tuition fee: BEGINS**
15-Feb-24	Thursday	**Last day of online drop of courses with 100% refund**
21-Feb-24	Wednesday	*Holiday-Martyrs Day & International Mother Language Day*
26-Feb-24	Monday	*Holiday- Shab-E-Barat*
27-Feb-24	Tuesday	**Last day of online drop of courses with 50% refund**
17-Mar-24	Sunday	*Holiday-Birthday of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman*
18-Mar-24	Monday	**Last day of payment of 1st installment (50% of tuition fee)**
19-Mar-24	Tuesday	Payment of tuition with late fee of Tk.2,000/-: BEGINS
26-Mar-24	Tuesday	*Holiday-Independence Day*
31-Mar-24	Sunday	Last day of payment of tuition for financial aid recipients without late fee
5-Apr-24	Friday	*Holiday- Jumatul Bidah*
7-Apr-24	Sunday	*Holiday- Laylatul Qadr*
8-Apr-24	Monday	*No Classes/* **Last day of online drop of courses with 0% refund with "W" grade**
9-Apr-24	Tuesday	*No Classes*
10-Apr-24	Wednesday	*Holiday- Eid Ul Fitr*
11-Apr-24	Thursday	*Holiday- Eid Ul Fitr*
12-Apr-24	Friday	*Holiday- Eid Ul Fitr*
13-Apr-24	Saturday	*No Classes*
14-Apr-24	Sunday	*Holiday-Bangla New Year*
28-Apr-24	Sunday	Last day of payment of tuition with late fee of Tk.2,000/-
29-Apr-24	Monday	**Last day of payment of 2nd installment (remaining 50% of tuition fee)**
30-Apr-24	Tuesday	Payment of tuition fee with late fee of Tk. 2,000/- +Tk. 100/- per day: BEGIN
1-May-24	Wednesday	*Holiday- May Day*
2-May-24	Thursday	**Online Teaching Evaluation: BEGINS**
22-May-24	Wednesday	*Holiday- Buddha Purnima*
23-May-24	Thursday	Last day of RA classes
25-May-24	Saturday	Regular MW classes
30-May-24	Thursday	Last day of MW classes
1-Jun-24	Saturday	Last day of ST classes, **Online Teaching Evaluation: ENDS**
2-Jun-24	Sunday	**No classes-Reading / Makeup**
3-Jun-24	Monday	**Final Exam: BEGINS**
14-Jun-24	Friday	**Final Exam: ENDS**
16-Jun-24	Sunday	*Holiday- Eid Ul Adha*
17-Jun-24	Monday	*Holiday- Eid Ul Adha*
18-Jun-24	Tuesday	*Holiday- Eid Ul Adha*
23-Jun-24	Sunday	**Last day of grade submission Spring 2024**

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 the 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) are made available on the RDS for your parents/guardians each semester.

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 and Services

Since its establishment in 1992, the NSU Library has experienced significant growth and has become one of the top university libraries in Bangladesh. It owes its reputation to its abundant collection, welcoming environment, and high-quality services provided to library users. Distinguished as the first Radio Frequency Identification (RFID) based automated university library in the country, it offers self-checkout and book-drop machines that allow users to borrow and return books independently. Located on the south-east side of the NSU campus at Bashundhara, Dhaka, the library encompasses six floors with a spacious area of over 70,000 sq.ft. It boasts well-furnished study areas spread across multiple floors, accommodating over 1,400 students simultaneously.

The library provides various services and facilities to its users, including borrowing privileges, reference assistance, readers' guidance, freshman orientation, computer access, internet and Wi-Fi connectivity, dedicated reading and study spaces, information literacy programs, news clipping services, database searching, audio-visual resources, research carrels, current awareness resources, remote access, online repository service and research support services. The library's collection aligns with the courses and syllabi of all departments and is searchable through the Library Online Public Access Catalogue (OPAC) available at https://opac.northsouth.edu/. As per the library's circulation policy, registered library members can borrow materials from the open shelves.

Presently, the library maintains several distinct sections, including arts and social sciences, applied sciences and engineering, biomedical sciences, reference, periodicals, cyber and audio-visuals, newspaper archive, study hall, faculty corner, Chinese corner, IELTS corner, acquisition and processing, and library administration. These sections aim to enhance the quality of services provided to library users. Additionally, the library has established a "Bangabandhu & Liberation War Corner" on the 3rd level, featuring an extensive collection of resources to support researchers and general readers interested in this subject matter.

The NSU Library actively supports young researchers, faculty members, and students by providing information literacy programs 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 ethical utilization of information, subject-specific research trends, metric measures of authors' productivity, workshop and training opportunities etc.

Please visit https://library.northsouth.edu/ for more information on the NSU Library.

Information Technology (IT) Office

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.

➢ **Graduate Student Portal (Alumni):** 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 authenticating officers to manage alumni information centrally.

➢ **Academic Document Manage**: A student can ask for an academic document and pay the dues online. Application, payment and coordination among all the stakeholders (students, academic departments and the supporting offices) are automatic and implicit.

➢ **Business Process Management - BPM:** Students' various application such as "Semester Drop", "ID Unblock", etc. can be performed online by using RDS. The purpose of this system is to achieve the ultimate goal of being paperless in the Campus.

- **Canvas LMS:** Canvas learning management system 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.

- **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. Currently, it is available in all student centric open spaces only: Cafeteria, Boys/Girls Lounge, Study Hall, Plaza Area, Gallery, Upper Deck, Auditorium, Audi-801, All Corridors.

- **Internet Bandwidth:** NSU internet bandwidth is one of the highest in the nation. The students and the faculty members can access high speed free internet from anyplace across the campus. Total bandwidth is 2.5 GBps.

- **Multimedia System and Support**:
o Video projector support, class room computer and sound system support.

- **Computer Hardware Management and Lab support**
o Supporting 2500+ computers across the campus.
o 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.

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.

5. 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 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 are invited from eligible students 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.

Financial Assistance Committee of North South University administers a comprehensive program of financial aid. Students are encouraged to apply, if they believe that they will need monetary assistance to attend North South University. Under the guidelines and directions of NSU authority, Financial Aid Office (FAO) operates and holds responsible for managing financial aid to the students in the form of tuition waiver/scholarship/ stipend/fellowship etc. In the year 2023, a total of **4081** students received full/partial financial aid. Out of them, 931 students granted full/100% waiver, 437 students 75%, 1039 students 50% and 1674 students received 25% tuition waiver. NSU also allowed **1562** children of freedom fighters to study with full free studentships since inception of the 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 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. 352 crore** (approximately) as financial assistance since inception Spring 1993 to Summer 2023 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 Children 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 **(Aimed at the students of the remote underdeveloped areas of Bangladesh)**.
- Financial aid based on siblings study together at NSU **(Siblings Facility).**
- Financial aid in the form of student employment at NSU **(Work-Study based financial assistance)**.

Financial aid facility is subject to student's academic performance and other financial aid policies as applicable. Besides, NSU offers Bangladesh Alumni Foundation (BdAF) Scholarship and Prothom Alo-NSU (MCJ) Merit Scholarship to meet special need of the students every year.

Criteria and Policies of Financial Aid:

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%).
- Admission Test Toppers who have:

➤ *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 12 credits and maintain a minimum CGPA of 2.75 and graduate students 3.25 with 9 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 of necessary documents 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 fighters who are orphans, 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. Applicants of freedom fighter quota can apply in every semester during admission."

- Financial Aid is also extended to the Special Children/Physically Challenged/ Handicapped Students and Students of Indigenous Community.

When to apply for financial aid and How?

Applications are invited from eligible students of NSU in every **Spring** and **Summer** semester through well-circulated notification. Students seeking financial aid should apply in the prescribed **APPLICATION FORM** available at Prime Bank Bashundhara Branch, Dhaka. Application should be filled-up properly and submitted to the FAO of the university with necessary/relevant documents within the deadline. The deadline for financial aid application is announced and notified to the students in due time.

<p align="center">Financial Aid Calendar</p>

Spring Semester (January to June):
Applications are invited in 3rd Week of the Semester (Tentative)

Summer Semester (July to December):
Applications are invited in 3rd Week of the Semester (Tentative)
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. 2182, 6487, 6018, 2183
Email: financial.aid@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(Medical Officer), 1211(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].

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 and the NSU community. It serves as a primary mental health care unit, and as such offers various therapeutic approaches and advice further referrals for mental health issues.

The NSU-SCC running with 4 Counselors, specializing in Counselling, Clinical and Educational 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 and confidence, lack of focus and concentration, and other stress related problems are encouraged to contact the SCC. SCC offers different mode of counseling such as individual, family, couple sessions maintaining confidentiality. Sessions can be conducted in-person or via online means.

SCC also organize workshops, seminars and arrange different awareness programs.

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**.**

Thanks.

Career and Placement Center (CPC)

Career and Placement Center (2022-2023)

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 and CV writing skills and additional skill development training, such as using Microsoft Excel to add extra value to our students' job prospects.

Overall Internship Placement Status (2022-2023)

Between **Spring 2022 and Spring 2023**, the Career and Placement Center (CPC) facilitated internships for a total of 2,915 students. In Spring 2022, 617 students secured internships, followed by 602 students during the Summer of 2022, and 787 students in Fall 2022.

Lastly, in **Spring 2023**, 1,209 students enrolled in internships and successfully completed their documentation. Similarly, in **Summer 2023**, 1109 students enrolled for internships and successfully submitted their documents. These numbers reflect the significant engagement and assistance provided by CPC to a large number of students throughout the year.

Overall Job Placement Status (2022-2023)

In the academic year 2022-2023, the Career and Placement Center (CPC) provided comprehensive support to a substantial number of students, reaching a total of approximately 20,288 individuals. Within this group, 12,092 students utilized CPC's website to register and explore job opportunities. Additionally, CPC assisted 2,540 students in obtaining forwarding letters for internship placements, while 587 students sought job counselors' guidance to optimize their CVs. Another 453 students received valuable career advice, 291 students focused on honing their interview skills, and 301 students engaged in mock practice interviews. Furthermore, CPC organized seminars that benefited 2,600 students, and another 1,424 students sought assistance with general queries related to internships and other matters. In addition to these interactions, CPC maintained regular email correspondence with over 3,000 students throughout the year, ensuring continuous support and guidance.

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 37 collaborative seminars, workshops, and on-campus recruitment proposals, 5,003 job and internship circulars, which have been posted for and delivered to students through CPC's website and a dedicated social networking page on Facebook named **Career and Placement Center - CPC of North South University** to its 43,050 active followers.

Significant Activities and Achievements

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

Some of the major initiatives of the Career and Placement Center over the year are-

1. **The 4ᵗʰ Industrial Revolution Skills Summit-2023**

The Career and Placement Center (CPC) organized the 4th Industrial Revolution Skills Summit in association with a2i (Aspire to Innovation) and the Thriving Skills on **15ᵗʰ & 16ᵗʰ March 2023** at the North South University premises. To honor this significant milestone, **Mr. Anisul Huq, M.P.,** Minister for Law, Justice, and Parliamentary Affairs, graciously joined as the chief guest in the celebratory event. During the Closing Ceremony, Honorable Minister **Mr. Zunaid Ahmed Palak,** ICT Division, Government of the People's Republic of Bangladesh, expressed his appreciation for arranging such a dynamic summit. This Summit aimed to bridge industry, academia, and government to incorporate 4IR skills in the curriculum, to prevail 4IR technological infrastructure in the business environment, and to enhance employment opportunities to thrive in the digital world.

2. **The Silver Jubilee Celebration of CPC**

The Career and Placement Center (CPC) celebrated its 25th anniversary on **23ʳᵈ February 2022**, marking a momentous milestone in its history. In the commemoration of this momentous occasion, **Mr. Muhammad Abdul Mannan, M.P.**, Hon'ble Minister, Ministry of Planning, joined virtually as the chief guest in the celebration. The Silver Jubilee celebration of CPC is a testament to its unwavering dedication to guiding and empowering the youth in their career journeys. With gratitude for the past and a vision for the future, CPC remains committed to fostering professional growth and facilitating opportunities that shape the lives of countless individuals.

3. **Official Website**

On **23ʳᵈ February 2022**, CPC launched its official website, **cpc.northsouth.edu**. This trendsetting website aims to familiarize the students and alums of NSU with the current national and international job market. Multiple portals of this website will connect students and graduates with potential employers. Companies can communicate with students through their profiles and job posts. Students will also get a chance to choose their employers by opening their own profiles in the CPC portal and submitting their CVs. The goal of CPC is to help the students and alums to discover their most significant potential and support them to prosper in their individual career goals.

4. **Official Newsletter- The First Window**

In 2022, on the occasion of celebrating the silver jubilee, CPC published its first-ever official newsletter, **"The First Window**." This first official newsletter published by this department will demonstrate the various services the CPC offers to prepare students for their career development. It also illustrates the bridge CPC has built between academia and the corporate world with the help of corporates from Bangladesh and worldwide. Finally, it contains words of encouragement and good wishes from

corporates and academicians worldwide, including the President and Prime Minister of Bangladesh.

5. **B-JET (Bangladesh-Japan Engineers' Training Program)**

Through CPC, North South University signed a Memorandum of Understanding with the Bangladesh Computer Council (BCC) and The University of Miyazaki (UoM) for **"The Project for Skills Development of IT Engineers Targeting the Japanese Market."** This MoU has initiated the **B-JET (Bangladesh-Japan Engineers' Training)** 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 sets such as Japanese language, IT skills, and Japanese business manner so that they can work with Japanese companies in Japan or Bangladesh. Furthermore, by completing this training, a trainee may have the opportunity to get selected for their desired job in Japan. In short, this training program will open up enormous job opportunities for our engineering students.

6. **B-MEET (Bangladesh-Miyazaki ICT Engineers' Educational Training) Program**

The B-MEET (Bangladesh-Miyazaki ICT Engineers' Educational Training) Program is a collaborative effort between North South University, the University of Miyazaki, the Japan International Cooperation Agency (JICA), and the Bangladesh Computer Council (BCC). The main objective of this program is to prepare Bangladeshi university students across all disciplines for successful careers in Bangladesh and Japan.

7. **Career Choice- Empowering Youth for Professional Growth**

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

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.

The OEA offers a range of services, including acting as a liaison for national and international stakeholders interested in NSU, recruiting international faculty and students, processing work permits and employment visas for faculty, securing student visas for international students, creating opportunities for study abroad and student exchange programs, fostering new partnerships with globally reputable 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. Furthermore, the office conducts follow-ups by keeping track of the expiry date/term end date of MOUs and communicates with the designated contacts at NSU and partner institutions via email before their expiration to facilitate timely renewal.

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 the NSU Student Clubs with different Student Chapters

01.   Art and Photography Club

02.   Athletics Club

03.   Cine and Drama Club

04.   Communications Club

05.   Computer and Engineering Club

06.   Debate Club

07.   Earth Club

08.   Ethics and Diversity Club

09.   Finance Club

10.   Human Resources Club

11.   Law and Mooting Society

12.   Marketing and International Business Club

13.   MBA Club

14.   Model UN Club

15.   Pharmaceutical Club

16.   Public Health and Sciences Club

17.   *Sangskritik Sangathan*

18.   Social Services Club

19.   Young Economists Forum

20.   Young Entrepreneurs Society

Three (3) 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, বসন্তউৎসব and পয়লা বৈশাখ are noteworthy. In a word, this office deals with student life related to their happiness and wellbeing so that student life becomes memorable even after graduation. We urge all the NSU students to become members of at least one club and be engaged. in different activities depending on their choice.

NSU Complaint Committee

Protection Against Harassment

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

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

On Campus or Online

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

Car Parking

Preamble.

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

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

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

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

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

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

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

suggested to lock them in the dashboard.

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

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

inside the car.

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

locked and key.

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

windows are locked before leaving their cars.

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

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

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

7. 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.

<u>**Car Parking Regulations.**</u>

<u>**General.**</u>

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

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

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

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

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

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

the campus.

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

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

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

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

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

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

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

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

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

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

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

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

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

15. No parking will be allowed on the driveway.

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.).