

## Registrar's Office Annual Report 2025-26

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

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

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

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

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

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

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

Between **July 2025 and April 2026**, the Registrar's Office successfully organized the following *meetings*:

Meeting Name	Number	Date
Syndicate	93 <sup>rd</sup>	21/07/2025
	94 <sup>th</sup>	01/12/2025
	95 <sup>th</sup>	04/03/2026
Academic Council	99 <sup>th</sup>	26/10/2025
	100 <sup>th</sup>	27/04/2026
Academic Review Committee (ARC)	34 <sup>th</sup>	10/09/2025
	35 <sup>th</sup>	13/01/2026
Leave Committee (LC)	90 <sup>th</sup>	03/09/2025
	91 <sup>st</sup>	11/12/2025
Faculty Search Committee (FSC)		12/08/2025
		10/12/2025
		06/04/2026

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

1. Successful approval and launching of **BSS in anthropology, BSS in history and global studies, BSS in sociology and BS in public health**. BS in math is currently awaiting approval.
2. Effective management and timely conclusion of the summer 2025, fall 2025 and spring 2026 semesters.
3. Arrangement of orientation program for fall 2025 and spring 2026 semesters for roughly 3000 and 2300 students and their parents respectively.
4. Sanad is in the last phase, awaiting positive response from MOE.

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

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

Dr. Ahmed Tazmeen is the Registrar of North South University (NSU), a position he has held since Spring 2021, and an Associate Professor of Economics, having joined the faculty in 2014. A leading expert in quality assurance, he served as a specialist for the University Grants Commission (UGC) and is currently a national consultant for the ILO, where he designed the first Bangladesh National Qualifications Framework (BNQF). His leadership experience includes roles as Chairman of the Economics Department and Additional Director of NSU's Institutional Quality Assurance Cell (IQAC). He has served in numerous university committees in different capacities. Dr. Tazmeen holds a PhD in Economics from the University of Manitoba, an MA from Illinois State University, and both Bachelor's and Master's degrees from the University of Dhaka.

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