

ACADEMIC HANDBOOK

# MBA

PROGRAM

MASTER OF  
BUSINESS  
ADMINISTRATION

Quality with Morality



আন্তর্জাতিক ইসলামী বিশ্ববিদ্যালয় চট্টগ্রাম  
International Islamic University Chittagong



**Academic Handbook**  
**MBA Program**  
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Dean  
Faculty of Business Studies, IIUC

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This Handbook is prepared for students who seek admission to International Islamic University Chittagong (IIUC). It provides information relating to IIUC academic programs, admission procedures, examination & grading system, students welfare & cultural activities and various other matters related to student's stay in the University.

International Islamic University Chittagong has already obtained a distinct character in terms of its vision and mission and accordingly combined knowledge and skill with morality through its education and research. The University courses reflect the conjunction of Islam and modernism with holistic epistemology and appropriate concepts. This has been embedded in the University Requirement Courses so that it becomes meaningfully effective.

Since its inception in the 1995, the IIUC has been seriously and consistently striving for developing a non-political and student-friendly academic environment. Alongside, in prescribed courses, special emphasis is laid on developing leadership qualities and communication skills among students so that they can cope successfully in their professional life. The permanent campus at Kumira has been developed into a full-fledged university campus with all necessary academic, administrative and infrastructural facilities including the internet.

The entire thrive of IIUC is to assure our students that International Islamic University Chittagong (IIUC) is carrying out combined efforts to assist them in facing the challenges of the new era with knowledge, skill, competence and courage with morality.

**(Prof. K. M. Golam Muhiuddin)**

Vice-Chancellor



*In the name of Allah  
The most Beneficent the merciful*

All the praises and thanks be to Allah The Sustainer of the Worlds

The purpose of this handbook is to give an understanding to the MBA admission seekers regarding information, policies, procedures, and courses related to this program of International Islamic University Chittagong (IIUC).

The IIUC campus is about 20 km away from Chattogram city, situated in a beautiful natural green hilly zone at Kumira, Sitakund, Chattogram, a calm and quiet place for knowledge seekers and researchers. The present day popular term 'Blue Economy of Bangladesh', the resourceful marine water body, the Bay of Bengal is one kilometer west of IIUC campus. With luxurious main gate, the entrance of IIUC is on the Dhaka-Chittagong (Asian) Highway and the Chittagong-Dhaka-Chittagong Rail line is adjacent to IIUC campus.

IIUC is one of a few prestigious and top graded (top 10, UGC ranking 2019) government approved private universities of Bangladesh. Since its inception on 11 February, 1995, IIUC has established six renowned faculties under which 12 prominent departments provide programs to 12 undergraduate as well as to six graduate programs. For more details you may visit the IIUC website: [www.iiuc.ac.bd/graduate-programs](http://www.iiuc.ac.bd/graduate-programs). Recently, according to web-o-metrics ranking (February 2019), IIUC ranks 26 in the country ranking (out of 129 public and private universities) and 5054 in the world (out of 27479 universities). At present, IIUC campus is the largest University campus among the private universities in Bangladesh with more than 300 teachers and 10000 students from home and abroad, which makes the university exceptional. IIUC is working to reach its' cherished goal, the honored top position at home and abroad within short time for which IIUC is engaged to improve its academic structure according to the IIUC Vision 2030-a roadmap for excellence, prepared in 2017.

IIUC is not merely an academic institution or an examining body. It is primarily a "nursery of good citizens". We, therefore, emphasize the diffusion of scientific, technical and professional knowledge on one hand and building up of character in youth by making religion and ethics, an integral part of education on the other. The objective of IIUC is to create a new generation of competent youths who will be equipped with academic excellence, professional expertise and, at the same time, will be adorned with moral height.

Regardless of race, region and religion, IIUC's door is open to the admission seekers from all over the world. This university cherishes the dream of becoming one of the highest seats of learning and creates knowledge in the South East Asia as well as in the world. At present, foreign students are graduating under the Faculties of Shari'ah and Islamic Studies, Science and Engineering, Business Studies, Social Science, Arts and Humanities and Law. Presently about 200 students (both male & female) from China, Nepal, India, Sri Lanka, Maldives, Somalia, Ethiopia, and Nigeria are studying in IIUC in different undergraduate and graduate programs.

Graduates of IIUC are serving in different prominent sectors at home and abroad. After graduation, students of IIUC are also doing higher studies in USA, Australia and countries of Europe and Asia and some of them are also engaged in teaching and other different jobs at abroad.

IIUC is fully engaged to give need based higher education to develop high quality educated manpower with morality to serve the country with dignity and hard work. Students will always find a friendly face and helping hand in the IIUC campus. We assure our students a healthy congenial atmosphere for higher study at IIUC campus.

May Allah guide and bless our students to the path of grand success.

**(Professor Dr. Mohammed Ali Azadi)**  
Pro Vice - Chancellor



It's my pleasure and privilege to write few words for the valued admission seekers of MBA programs of the Department of Business Administration under the Faculty of Business Studies (FBS) of International Islamic University Chittagong (IIUC). I welcome all of the prospective candidates in advance for higher learning to a university like IIUC which is committed to 'Combine Quality with Morality'. I believe this admission handbook of MBA program will provide all sorts of information relating to the student life at IIUC.

As worldwide interdependence and interconnection continue to evolve through continuous trade, operation of companies in multiple countries, and economic impacts, it increases the need for a strong integrated sustainable business environment. The business sector needs talented, innovative, strategic managers and leaders who can guide Bangladeshi businesses through both prosperous times and under high uncertainty and instability.

At IIUC, the MBA program is devoted to developing effective leaders, with an entrepreneurial mindset, and collaborative skills necessary for pursuing a managerial career path within the private and public sector. Our curriculum is rigorous and provides the opportunity to learn the business environment while equipping you to analyze the market and meet business challenges in this global society.

The Faculty Business Studies strongly believes that its purpose is not only to prepare students with the necessary skills to achieve their career goals, but also to help them become strategic thinkers and leaders who add value to the community locally or globally. We are committed to building the business leaders of tomorrow.

The IIUC MBA program is an investment in students' future success. We provide a highly personalized experience, and each student is an important component of IIUC family. We are attentive to the individual experiences, skill sets, and aspirations of each student, and we will help you craft a challenging learning experience to optimize your professional impact throughout your career. We offer all types of learning environments as important avenues to individualized success.

The Faculty of Business Studies offers some demandable programs like BBA, MBA and MBM under the Department of Business Administration that are obviously need based, updated and highly considered in the competitive job market. In addition to these academic programs, this faculty also offers prestigious awards such as Entrepreneurship Award, Business Award, Executive Award and CSR Award to the deserving institutes and personalities to encourage them continuously.

We believe that our students will prepare themselves as a competent one with quality and morality to serve the mankind, nation and as a whole he himself. May Allah (SWA) guides all of the students to the right path in this world.

**(Prof. Dr. Muhammad Mahbubur Rahman)**

**Dean**

Faculty of Business Studies, IIUC



It is my immense pleasure to write a few words on the occasion of publication of this MBA Handbook. The MBA is a master's degree in Business Administration, which attracts people from a wide range of academic disciplines. And the Business Administration consists of the performance or management of business operations and, thus making or implementing a major decision. Administration can be defined as the universal process of organizing people and resources effectively so as to direct activities toward common goals and objectives.

After completing the MBA degree from IIUC, your skill and behavioral development will increase and the degree will also increase your social skills, teamwork orientation, ethics, analytical and problem-solving abilities which are very much required to face the challenges of new arena, i.e., the challenges of liberalization, privatization and globalization.

Keeping in mind the crying needs of the new arena, MBA Program of DBA, IIUC is ensuring all necessary academic supports for the betterment of the students. The Department of Business Administration has large number of permanent faculties, renowned adjunct and foreign faculties and thus offers facilities to create and foster a highly motivating environment for the students who will find a fully dependable seat of learning and a center for career development with harmonious development of body, mind and soul.

The department of Business Administration is providing trained manpower endowed with qualities of honesty and efficiency, capable of contributing towards the socio economic and moral uplifting of the country. We encourage students to excel not only in their academic level but also to develop their islamic characters and personalities to make them ideal and responsible citizens. We are also trying to create managerial leadership with a holistic vision as per the demand of time through this MBA Program.

Finally, I do believe that this handbook will help you to know the necessary and sufficient information about MBA program. I, on behalf of the department of Business Administration, welcome all the potential admission seekers in this excellent academic center of education and learning.

**(Dr. Mohammad Masrurul Mowla)**  
Chairman  
Department of Business Administration



It is our immense pleasure to inform our enthusiastic and valued admission seekers at IIUC that this Admission Handbook for MBA Program will provide a brief information about the services of Academic Affairs Division (ACAD), Controller of Exams, Academic Programs, Academic Systems, Courses, rules & regulations and fee structure, etc.

Due to making its slogan as " IIUC combines Quality with Morality", and for having graded as one of the top graded private universitytes of Bangladesh by the high powered UGC team, IIUC has constantly been striving to ensure quality education at international standard. The Graduates of IIUC are eligible enough for getting position in the challenging and competitive job market at home and abroad, Besides, the Degress of IIUC are accepted worldwide with reputation. the growth rate in the intake of students has turned almost double compared to that of previous Trimesters.

I, on behalf of ACAD, Welcome those students who have been slected for admission as freashers at IIUC and convey our heartfelt congratulations for getting chance to take admission at IIUC. We invite you to contact us for any assistance you need regarding your admission, registration or any academic matter.

**(Dr. Murtaza Ahmed)**

Director

Academic Affairs Division (ACAD)

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### 1.1 Background of the University

International Islamic University Chittagong (IIUC) is one of the Government approved Private Universities in Bangladesh. The Credit for the idea of establishing this University goes to Islamic University Chittagong Trust (IUCT), which is the founder organization and sponsoring authority of the University. This Trust is a non-political, non-profit oriented voluntary organization, registered with the Government of the People's Republic of Bangladesh under the Societies Act XXI of 1860. This Trust felt the need for a University under private initiative in view of absence of institutions of higher learning based on Islamic vision of life in the public sector. Based on an idea, which had its origin in 1990, the Trust discussed the concept of a Private Islamic University with a group of intellectuals, Islamic thinkers, researchers and educationists, at home and abroad. They came forward to materialize the idea of such an institution by putting together their ideas, energies and financial response. In 1992, they established and anchor organization called Islamic University Chittagong trust (IUCT). Under the aegis of this body, and by the Grace of Allah (SWT) Islamic University Chittagong got the Government's approval on February 11, 1995 and the University was founded in the same year accordingly. Thus, a long-cherished dream of the people of Bangladesh came into reality.

### 1.2 Legal Aspect

The founding of International Islamic University Chittagong was made possible by the passage of a historic Act of Parliament in 1992-'The Private University Act, 1992'. In the history of the development of the institutions of higher education in Bangladesh, this Act, for the first time created opportunity for establishing of Universities in the private sector, subject to clearance of their academic curricula and syllabi by the University Grants Commission (UGC) of Bangladesh and thereafter, final approval by the Government of Bangladesh.

Having fulfilled the requirements as laid down in the Private University act of 1992, and after obtaining the necessary clearance from University Grants Commission (UGC), and the permission of Government of Bangladesh (GOB) through the Ministry of Education, Islamic University Chittagong (IUC) started functioning in 1995 with three Faculties, e.g. Faculty of Shari'ah & Islamic Studies, Faculty of Modern Sciences and Faculty of Administrative Sciences.

IIUC framed its own Statutes, Ordinances and Regulations governing the manifold activities of IIUC-academic, administrative, financial, Student welfare, discipline etc. as per the Private University Act, 1992 and revised Act, 2010. Most statutory bodies formed under the provisions of the act have since been functioning.

The Charter of IIUC as framed within the provisions of the Act and as approved by the Government empowers the University to confer degrees in-various disciplines.

- ▶ Inculcating the Islamic values about life, nature and the universe with a view to channelizing the minds of the future generation towards better ways of thinking and living.
- ▶ Providing trained up manpower endowed with honesty and efficiency and capable of contributing to the socio-economic and moral uplift of the society and the nation.
- ▶ Following a policy of continued Islamization of academic curricula in different branches of knowledge so that its students can imbibe the true spirit of Islam as an effective guiding principle in their professional and daily life.
- ▶ Offering facilities to create and foster a congenial environment for the young learners who will find their Alma Mater a fully dependable seat of learning and a center for career building with harmonious development of body, mind and spirit.

#### **1.4 Scope of the University**

International Islamic University Chittagong (IIUC) is an independent university exercising powers and authority to provide education and confer higher degrees in the Faculties of Shari'ah, Arts & Humanities, Law, Business Studies and Science & Engineering. This will include Undergraduate programs and post-Graduate Degree programs. It has also the power and authority to award Certificates, Diplomas and other Academic Distinctions in the fields of studies as mentioned. However, IIUC presently awards four year Bachelor's Degree with Honors in Qur'anic Sciences & Islamic Studies (QIS), Da'wah & Islamic Studies (DIS), Sciences of Hadith & Islamic Studies (SHIS), Computer Science & Engineering (CSE), Electrical and Electronic Engineering (EEE), Electronic & Telecommunication Engineering (ETE), Bachelor of Pharmacy (B.Pharm.), Bachelor of Business Administration (BBA), Economics & Banking (EB), English Language & Literature (ELL), Bachelor of Laws (LL.B., Hons) and IIUC also offers Masters Programs in QIS, DIS, Business Administration, Bank Management, Economics & Banking, Computer Sciences & Engineering, English Language & Literature and Language Teaching and Law, But in course of time, In sha Allah, academic Programs will be expanded in more branches of Humanities, Social Sciences, Business Studies and Sciences & Engineering keeping in view the ever-increasing scientific and social needs of Bangladesh in particular and Muslim Ummah in general.

#### **1.5 Foreign Collaboration**

IIUC has signed Memorandum of Understanding (MOU) with a number of globally reported universities on academic collaboration and exchange of students under credit transfer. These are International Islamic University Malaysia (IIUM); Cape Breton University (UCB), Canada; Multimedia University, Malaysia (MMU); European Institute for Human Sciences, France; Islamic Foundation Leicester, U.K; Asian Institute of Technology (AIT), Bangkok; Trisakti University Indonesia; and Portland State University (PSU), USA; National University Malaysia (UKM); King Saud University, K.S.A; Acadia University, Canada; Birmingham University, U.K; Saint Mary University Canada; Universiti Sains Islam Malaysia (USIM) and Universiti Malaysia Perlis (UniMAP). IIUC has also linkage program with some other universities like International Islamic University Islamabad (IIUI) in order to further extension of its areas of academic collaboration with overseas universities.

**DIVISION (ACAD)**  
The Academic Affairs Division (ACAD) is largely responsible for and involved in planning, implementing and monitoring academic activities. ACAD specifically performs the following responsibilities:

**2.1 Counseling and Admission:** ACAD provides information to the prospective candidates of admission for offered programs of IIUC. It is mainly responsible for distribution & receiving of filled up admission forms from admission seekers, processing of admission form data, and issuance of Admission Test result, approval of the result in the meeting of central Board of Admission. Students are admitted in the different programs in order of merit. It also processes the re-admission cases of the existing students and credit transfer cases from other universities. It takes care of the admission process of foreign students specially.

**2.2 Academic Planning:** ACAD prepares Academic calendars for all Programs of IIUC Semester/Trimester (MBA) wise. It also takes initiatives for any changes in the Calendar if necessary and monitors proper implementation of the Calendar. It provides reports on comparative study of admissions, intakes and forecasting of future intakes as required by the authority.

**2.3 Promotion & Marketing:** ACAD takes different promotional steps for providing information and attracting the prospective admission seekers by advertisement in the dailies, websites and circulating brochure, leaflets, festoons & IIUC publications etc. For improving the image of IIUC, it arranges get together of students, guardians and stakeholders and makes corporate visits for building relationship.

**2.4 Enrollment of new intake:** After admission ACAD takes necessary steps for inserting data of personal information of the admitted students in the students' Database.

**2.5 Printing and Publication:** ACAD performs all related activities of printing and distribution of admission Brochures, Handbooks, prospectus, Leaflets, Banners, Festoons and digital Identity Cards as per requirements.

Besides, the above activities ACAD also provides services regarding admission cancel, re-admission, credit transfer, re-issue of ID card, notification to the students and different reports on students' intake to the authority.

The Master of Business Administration (MBA) is a professionally designed postgraduate program. It is offered in the Department of Business Admission under the Faculty of Business Studies of IIUC, The Program is highly considered in the competitive job market. The program has been designed in such a way that will make familiar the students with the changing business world and enable them to face managerial and administrative complexities of the day. The program is offered in Trimester system where each trimester is of four months duration. In a Trimester 14 weeks are scheduled for classes and 3 weeks for arranging examinations and publication of results.

### **3.1 Objectives of MBA Program**

- Producing qualified executives with strong foundation of the concepts and techniques of modern business administration.
- Creating an avenue for the executives exchange ideas and knowledge with academics, professionals, practitioners and management staff of the corporate organizations in Bangladesh.
- Developing skilled and efficient managerial resources for catering to the need of public and private organizations in the country.
- Enabling students facing modern management challenges effectively through a meaningful interaction with the business environment.
- Equipping the learners with modern knowledge, up-to-date research findings and sophisticated decision working tools, so that they are able to undertake managerial responsibilities in different organizations.
- Creating managerial leadership with a holistic vision as per the demand of time so that the continued prosperity of a firm can be ensured in the growing changes and complexities.
- Developing efficient leaders possessing up-to-date management knowledge and technical competence as well as unique personal qualities through thy integration of scientific and religious knowledge.
- Providing an avenue to full-time executives to pursue an MBA program during weekends.
- Preparing a group of talents to be sound decision-makers and troubleshooters in a highly complete environment to meet the challenges of liberalization, privatization and globalization.

- Affordable fees and charges;
- Classes during weekends;
- Following Trimester system where each Trimester comprises of 4-month duration;
- Following Academic Calendar to complete the Program in time; Evaluation of the faculty member through TER (Teaching Efficiency Rating) by the students in each Trimester;

### **3.3 Special Facilities for the MBA Students**

- Payment of fees and charges in each Trimester on installment basis;
- Providing recommended books in each Trimester;
- Corporate discount to the executives joining in a group of two or more from an organization;
- 25% waiver on Tuition fee for each of the two or more siblings studying at IIUC simultaneously in the same semester/trimester;
- 50% concession of admission fee for IIUC graduates if admission is held within 1 (one) year of Graduation;
- Well-equipped Computer Lab with free Internet browsing;
- Course exemption to the deserving students;
- Credit transfer facilities to foreign Universities;

### **3.4 Admission Requirements**

Admission into MBA program is competitive. Candidates have to face an admission test for selection. The admission test committee takes into consideration the academic results, work experience, English proficiency, individual interest and performance of interview of the candidates. However, the requirements of admission to MBA program are as follows:

- The minimum requirement to apply for admission into MBA program is a Bachelor degree from any recognized institution.
- In class system, minimum 5 points (where first class or equivalent = 3, second class or equivalent = 2 and third class or equivalent = 1 point) are required in SSC/Dakhil, HSC/Alim and graduation or Equivalent Examination. No third division is acceptable in SSC & HSC exam.
- In grading system, minimum 7.5 points (securing minimum GPA 2.5 in each exam) or 8.0 points (securing combined GPA 6 in SSC and HSC but not less than GPA 2.00 in each exam).

Category-wise minimum requirements are as follows:

| Programs                                     | Minimum Requirements                                                                       |
|----------------------------------------------|--------------------------------------------------------------------------------------------|
| MBA (for Fresh Graduates/Executives) (67 CH) | A Bachelor Degree with 5 points/ Graduation with two years working experience as executive |
| MBA (43 CH)                                  | Four years BBA Graduates, CAs & CMAs                                                       |

### 3.5 Other Requirements

Although the admission into this University at any program is always on the basis of merit, but there are some other criteria which are supposed to be fulfilled. However, sound health, good character and financial capability to carry on the entire program are also taken into consideration.

Candidates having good academic background and work experience will be given preference in selection.

### 3.6 Admission Period

Students are admitted thrice a year in MBA Program. The Period of application and admission is given below:

| Semester Period             | Application Period | Admission Test |
|-----------------------------|--------------------|----------------|
| Spring (January-April)      | November           | December       |
| Summer (May-August)         | March              | April          |
| Autumn (September-December) | July               | August         |

### 3.7 Application Procedures

A deserving candidate will have to apply through online at IIUC website : [www.iiuc.ac.bd](http://www.iiuc.ac.bd) for appearing at the Admission Test in the MBA Program. Online application fee is taka 520/- which should be sent through Bkash. All other related steps for filling up online application are available at the above mentioned IIUC website.

### 3.8 Duration of MBA Program

The normal duration of Master of Business Administration (MBA) program at any department under the Faculty of Business Studies is one academic year (i.e. 3 trimesters) for BBA graduates and two academic years (i.e. 5 trimesters) for Non-BBA graduates. A student may be allowed to complete his/her MBA degree within maximum three trimesters (for BBA graduates) or eight trimesters for Non-BBA graduates. After completion of taught courses, an exclusive dissertation program (6 CH) having 3 months duration has to be conducted by the students.

The Academic calendar of a trimester will be as follows:

|                                  |         |
|----------------------------------|---------|
| Lecture Period (For Mid-Term)    | 6 weeks |
| Mid-Term Examination             | 2 weeks |
| Lecture Period (For Final Exam.) | 9 weeks |
| Final Examination                | 2 weeks |

*Classes will be continued during the mid-term examinations.*

### **3.10 Students Identification Card (ID Card)**

Students are issued Identification Card upon admission to the University. This card allows the students to gain access to the University facilities such as Computer Lab, Internet Lab and other academic services, However, to be able to use these facilities, students must carry this card at all time on campus. This Card remains the property of the university and is not transferable. Therefore, Card must be presented at the request of any authorized official and must be returned to the Academic Affairs Division upon graduation or when enrollment in the University is discontinued.

### **3.11 Library Card**

All registered students of MBA Program are also issued Library Card for the access into the library facilities, such as borrowing books and others study materials. Students will be denied such facilities if they fail to produce Library Card on the spot. The student's ID card may also be used instead of Library Card if the authority deems fit. Furthermore, if a student's discontinues for one or more trimesters, then he/she cannot get Library facilities during that particular period of time. This card must be returned to the Library upon just after competition of graduation or when enrollment in the University is discontinued.

## **4 Academic and Examination Systems & Policies**

### **4.1 Credit & Contact Hours Systems**

IIUC follows international standard credit hour system whereby a certain numbers of credit hour are assigned to each course. Students are required to successfully complete the total number of credit hours. The number of credit hours assigned to each course denotes the academic load that a student carries while registering for that course, Therefore, a course that carries 3 credit hours normally has 3 contact hours per week. However, there are coursed, which do no tally with the contact hours or for which no credit hours have been assigned. Such courses are normally not part of the main curriculum of the program especially at the undereducated level.

### **4.2 Class System**

There is an arrangement of 15-week classes in each semester for MBA program. Normally, the duration of theory class is 90 minutes for MBA programs. For a 3 credit hour course, there shall be 30 classes in a semester for this program. If any class is missed for unavoidable circumstances, another make-up class must be taken to complete the scheduled class.

The Faculty of Business Studies follows uniform examination system for all of the programs (BBA, MBA & MBM) offered under the various departments. There shall be Assignments, Class Tests, Mid-Term & Final Exam, Thesis/Project/Internship, Presentations, Viva-voce, Industrial visits, Co-curricular and Extra-curricular activities. The Mid-term Examination is held after conducting 6 weeks classes and Final Examination is held at the end of each semester i.e. conducting 9 weeks classes after Mid-term Examination. Each 3 Credit Hours course bears 100 marks.

#### 4.4 Evaluation System

The Faculty of Business Studies follows different evaluation system of any taught course for different programs (e.g. BBA, MBA and MBM programs) offered under any department. The evaluation system is as follows.

##### a) Evaluation system of a Taught Course of MBA program

| SL           | Events              | Sub-events                | % of marks  |
|--------------|---------------------|---------------------------|-------------|
| 1            | Internal Evaluation | Attendance                | 10%         |
|              |                     | Class Test / Assignment   | 10%         |
|              |                     | Case Study / Presentation | 10%         |
| 2            | Written Exam        | Mid -Term Exam            | 30%         |
|              |                     | Final Exam                | 40%         |
| <b>Total</b> |                     |                           | <b>100%</b> |

##### b) Basis for awarding marks of attendance is generally as follows:

Table 1: Awarding marks for attendance

| Attendance           | Awarding marks |
|----------------------|----------------|
| 90% and above        | 10             |
| 85% to less than 90% | 9              |
| 80% to less than 85% | 8              |
| 75% to less than 80% | 7              |
| 70% to less than 75% | 6              |
| 65% to less than 70% | 5              |
| 60% to less than 65% | 4              |
| less than 60%        | 0              |

##### c) Evaluation System of Internship / OCP / Dissertation (Thesis) (as per UGC suggestion) is as follows:

|                                             |             |
|---------------------------------------------|-------------|
| 1) Evaluation by Supervisor-                | 40%         |
| 2) Evaluation by Second Examiner-           | 30%         |
| 3) Project/thesis presentation and defence- | 30%         |
| <b>Total =</b>                              | <b>100%</b> |

UCC follows the uniform grading system for evaluating the academic performance of an individual course as given below:

| Marks (%) | Letter Grade | Grade Point | Status       |
|-----------|--------------|-------------|--------------|
| 80-100    | A+           | 4.00        | Excellent    |
| 75-79     | A            | 3.75        | Very Good    |
| 70-74     | A-           | 3.50        |              |
| 65-69     | B+           | 3.25        | Good         |
| 60-64     | B            | 3.00        |              |
| 55-59     | B-           | 2.75        | Satisfactory |
| 50-54     | C+           | 2.50        |              |
| 45-49     | C            | 2.25        | Pass         |
| 40-44     | D            | 2.00        |              |
| 00-39     | F            | 0.00        | Fail         |

**N.B :** Achieving minimum CGPA for awarding Degree is 2.50

#### 4.6 Computations of GPA and CGPA

**GPA:** Grade point Average (GPA) is computed by dividing the total grade points earned by the number of credit hours attempted in a particular Trimester.

**CGPA:** The Cumulative Grade point a Average (CGPA) is computed by dividing the total grade points earned by the total number of credit hours attempted at the University up to that period of time.

#### 4.7 Course Registration

All students are required to register for courses through online within the period as in the Academic Calendar or notified by the office of CoE or by filling the prescribed Form (available at CoE Office) in each trimester until they have fulfilled all graduation requirements. Before registration payment must be made as per credit basis. Without registration credits will not be counted.

If any student fails to complete the course registration within the deadline, he/she shall be considered as de-registered student for that particular Trimester and consequently, he/she shall be barred from attending any class or examination.

#### 4.8 Criteria for Repeat Courses

- For 'F' Grade holder, the course **must be repeated**.  
Pre-requisite courses should be repeated on priority basis.
- The improved grade will be computed in the Final transcript and the previous grade/s (i.e.F) will be marked with 'R' grade (as retake the course) which has.

#### 4.9 Dropping Trimester/Leave of Absence

A student who requires spending a period of time away from the University may apply by filling up a prescribed form (available at CoE office) of Trimester Drop for a leave of absence stating valid ground for the purpose and length of leave desired (maximum two trimesters). The student must apply for

suspended while the leave is in effect.

A student who is suffering from a prolonged illness may request for a further period of his leave of absence on medical ground by writing to CoE through the Head of the Department. To qualify for such an extension, a student must submit a comprehensive medical report along with the application.

If any student is found absent or unregistered without having permission for a whole Trimester, he/she has to bear the Trimester fee for the respective Trimester to Continue his/her study. However, if any student found absent or unregistered without permission for more than two consecutive Trimesters, he/she will be considered as discontinued student. If such student wishes to continue the study, an appeal may be made to the authority through proper channel for re-admission. The decision on the appeal for re-admission will be taken into consideration by the competent authority.

#### **4.10 Credit Transfer**

Credit transfer or accreditation for a course in MBA program of IIUC shall only be considered where the degree has already not been obtained by the applicant. The courses, considered earlier for any degree shall not be considered for any credit accreditation in MBA Program. However, they may get exemption from the course(s) as per rules & practices of IIUC and the exempted credits shall be considered within the required credits for graduation.

The policy of equivalence for credit accreditation from non-grades institutions is as follows:

- 60% marks of non-grading system is equivalent to 80% marks of grading system of IIUC.
- 45% marks of non-grading system is equivalent to 60% marks of grading system IIUC.
- 36% marks of non-grading system is equivalent to 50% marks of grading system of IIUC.

Considering the above policy, the equivalence Committee of DBA will determine the equivalence of the course(s). Students who wish to apply for credit transfer must do so as soon as they receive offer for admission. Necessary documents like transcript, syllabus etc. to support their application must be provided.

#### **4.11 Credit Exemption**

- The Students of MBA program (64 CH) will be accorded exemption from the courses based on the following criteria:
- Students who have completed their similar course(s) at the graduation level of examination preferably in Honors and earned credits may apply for exemption from the same course (s)

- Students having Honors/Masters degree will get exemption of maximum four courses from the foundation courses throughout the MBA Program if they obtained minimum 55% marks in class system and 'B Grade' in grading system of the respective course(s). No student will get exemption from any core and specialized courses.
- The Three-year (pass) graduate will get exemption of maximum two course(s) from the foundation courses having 70% marks in the related course.
- Students having Honors/Masters degree will get exemption of maximum four courses from the foundation courses throughout the MBA Program if they obtained minimum 55% marks in class system and 'B Grade' in grading system of the respective course(s). No student will get exemption from any core and specialized courses.
- The Three-year (pass) graduate will get exemption of maximum two course(s) from the foundation courses having 70% marks in the related course.

#### **4.12 Some other common rules for Credit transfer & Exemption**

- a) That the previous program/institution of the incumbent should be recognized by the competent authority;
- b) That the nature of syllabus, course outlines and credits should be similar to the courses of IIUC
- c) That the maximum period of gap for Credit transfer after completing course should be within 2 years and for Exemption cases 5 years;
- d) Courses with previous grade will be transferred under transferee student's ID account and be shown in the transcript as per Course Title, Code and Credits of IIUC. For Exemption case, 'EX' will be shown.
- e) Maximum 50% of courses may be claimed for the credit transfer;
- f) No fee will be charged for transferring the credits up to 2 courses from the previous course. However a fee of Tk. 3,000/- (non-refundable) should be paid by each student for credit transfer along with the application in case of claiming credit transfer for more than two course;
- g) The application for Credit Transfer/Exemption should be submitted within the regular registration period.

#### **4.13 Policy for pursuing Double Major in MBA Program**

A candidate can apply for pursuing 2nd major in MBA program under the following conditions:

- The candidate must complete 1st major in MBA program.
- Without taking certificate and full-transcript (before finalization of result in CBE), a fresh application has to be submitted to the Pro Vice-Chancellor through the Coordinator of the Program and Controller of Examinations to pursue the 2nd major.

- A complete transcript of MBA program will be provided with all courses including 1st and 2nd major areas.
- On the other side, a graduate can also apply for pursuing 2nd major under the following conditions:  
The candidate must complete the MBA program.
- A fresh application has to be submitted to the Pro Vice-Chancellor through the Coordinator of the Program and Controller of Examinations to pursue the 2nd major.
- After approval, the candidate has to pay 50% admission fee, trimester fee, tuition fee credit basis, exam fee & establishment fee.
- A certificate including a transcript will be provided after completion of additional major.

#### **4.14 Policy for Improvement of Grade**

Opportunity for improvement of grade shall be available by fulfilling the following Criteria:

- i) Range of Grade for Improvement: "B-" (B minus) or below, upto pass grade.
- ii) Validity of Improvement: Within three consecutive Trimester.
- iii) Payment: Full Tuition Fee for that course/s on Credit Hour basis.
- iv) Computation of Grade: The highest grade between two Examinations will be computed in the Transcript. It will be marked as 'RI' (Retake for Improvement) indicating Retake as the purpose of Improvement grade of the course.
- v) Maximum Course/s allowed for Improvement: Two courses in a Trimester.
- vi) The course/s registered for improvement shall not be counted within the normal load (CH).
- vii) Graduating students whose result has been recommended for graduation by the Central Board of Examination (CBE) shall not be eligible for Improvement.
- viii) Improvement for a particular course will be allowed once only.

#### **4.15 Policies for Re-admission**

The revised re-admission policy will be effective from the new intake of Autumn-2018 and onward. The existing students' matter will be settled as per present re-admission policy.

##### **i. Re-admission eligibility**

- a) If a student fails to complete the required course/s of the degree within allowed period (approved duration mentioned in the table of re-admission [ii]), Or,

He/She will be required to take re-admission.

- c) The applicant should have minimum current **GPA 2.00** (having pass grade course/Trimester).
- ii. A re-admitted student will have to complete the remaining courses within maximum duration of trimester as mentioned in the following table.

Re-admission is required after passing the stipulated Trimesters as mentioned below:

| Sl. | Name of the Program | Normal duration (Trimester) | Maximum duration (Trimester) | *Number of consecutive Trimeter allowed to drop |
|-----|---------------------|-----------------------------|------------------------------|-------------------------------------------------|
| 1   | MBA (43 CH)         | 3                           | 5                            | 2                                               |
| 2   | MBA (67 CH)         | 5                           | 8                            | 2                                               |
| 3   | MBM (43 CH)         | 3                           | 5                            | 2                                               |
| 4   | MBM (49 CH)         | 4                           | 6                            | 2                                               |
| 5   | MBM (64 CH)         | 5                           | 8                            | 2                                               |

- iii. After re-admission the completed courses have to be made equivalent through the Dept. Equivalence Committee for recommendation of completing remaining courses as per current syllabus/degree requirement and fee structure.
- iv. The remaining courses will be completed through registration as per credit load policy for the respective program after re-admission.
- v. The student who requires re-admission after maximum duration (including drop trimester), will be allowed for re-admission if he/she has not exceeding 20% remaining credits of the respective program. The remaining credits must be completed within one academic year (3 trimesters) after re-admission. This clause will be applicable for the existing and new intake.
- vi. The re-admitted student must achieve at least GPA 2.00 after re-admission and failure to do so will lead to dismissal of the studentship.
- vii. A student who is dismissed on disciplinary grounds will not be eligible for re-admission;
- viii. An undertaking will be taken from the re-admitted student for completing the remaining course/s within approved period at the time of re-admission.

## Course under Special Arrangement

If a graduating/last trimester/outgoing student has an incomplete course only, he/she can complete the course/s according to the following rules.

- If any graduating student has only one course for graduation ( Scoring of grade F in current trimester) he/she can complete the course by attending special final examination. To get the approval of Special Final Exam, the incumbent has to apply with filling up of Prescribed Form through the Chairman of the concerned Department and to be submitted to the office of the Controller of Exams (CoE) as per notification. After getting approval in CBE, meeting, the incumbent has to pay TK. 2,000/- per course as Special Final Examination fee.
- Criteria for completion of the course/s under Special Arrangement
  - i) If a single course (1/2/3/4 Credit Hour/s Course/s) is outstanding after completion of outgoing trimester.
  - ii) If any course is removed from the existing syllabus, no permission will be given for special arrangement of that course with running trimester.
  - iii) If the course is not going to be offered in the next 2 (two) trimesters.
  - iv) 3 (three) offered course, but each course is carrying 1(one) Credit Hour.
  - v) 2 (two) offered course, but each course is carrying 1.5 Credit Hours.
  - vi) 2 (two) Course (one is offered and another is not offered) but each course is carrying (1/2/3/4 Credit Hour/s).
  - vii) Urgency of completion under special ground for any foreign student.
  - viii) other than the reasons stated in (i to vii) of the above, none would be allowed for special arrangement.

To get the approval of Special arrangement, the incumbent has to apply by filling up of prescribed Form through the Chairman of the concerned Department and Controller of Exams (CoE). The application period will be immediate after publication of semester result and CoE office will notify the concern student for submission of application for special arrangement. After getting approval, the incumbent has to complete the registration by paying the tuition fee as per norm (200% Tuition fee for less than 5 (Five) Students and 100% Tuition fee for 5 and above Students). The offered course will not be allowed to complete under special arrangement.

### 4.17 Disciplinary Suspension or Expulsion

A student whose behavior in violation of the University regulations is subject to disciplinary action. As a politics-free University, it absolutely prohibits any political activities direct or indirect within the University Campus. Totally bans any type of demonstration, and administrative decisions. It also forbids any type of organized movement against any academic or administrative staff member of the University.

promotions may face Disciplinary suspension or Expulsion from the University. These disciplinary actions will be an integral part of a student's personal record. A student who is expelled for disciplinary reasons cannot appeal for re-admission.

#### **4.18 Withdrawal from the University**

Any admitted student may withdraw his/her studentship from the University for Good; an application has to be submitted to the pro Vice-Chancellor through the Coordinator/Head of the Department/Dean of the Faculty stating the specific reason/s for withdrawal.

#### **4.19 Academic Performance**

All students are required to maintain a CHPA of 2.5 and above to remain on acceptable academic standing. A student who obtains a CGPA below 2.5 will be considered on probation status. A student on probation will be allowed to carry more than 12 credit hours in the subsequent trimester. A student who gets on probation status for 3 (three) consecutive trimesters and if the University authority finds him/her no hope of improving the grade in the following trimester may be dismissed the studentship.

#### **4.20 Academic Dismissal**

A student shall be dismissed from the University under the following grounds:

- i) If a student fails in all courses in 3 (three) consecutive Trimesters.
- ii) If he/she obtains CGPA less than 2,00 in three consecutive Trimesters who was amitted in Spring-2017 & before.
- iii) If he/she obtains GPA less than 2.00 in three consecutive Trimesters who was admitted in Autumn-2017 & onward.

The University reserves the right to debar, suspend or dismiss any student from the University or any of its classes for academic or institutional interest, if any such step is deemed worthy and advisable.

#### **4.21 Attendance in Trimester Final Examination**

A registered student is required to attend in the Trimester Final Examination of all courses registered for. if any student who is found absent without valid reasons acceptable to the University authority, will be deemed to have failed the course irrespective of marks obtained in his or her course works (i.e. class test, assignment) and Mid Term Exam etc.

#### **4.22 Class Attendance Requirement**

Students are required to attend all lectures, tutorials, seminars, lab works etc. of the courses that they registered for. Normally 80% attendance is required to allow a student to sit for the Trimester final examination.

No student shall be eligible to take part to any Trimester Final Examination unless:

- He/she is officially registered in such a course;
- He/she has fulfilled the required percentage of attendance in class;
- He/she must possess Admit Card;

#### **4.24 Barring from Examination**

A student may be barred from sitting the examination if:  
He/she has failed to meet any of the above requirements of eligibility for entry to an examination.

#### **4.25 Consequence of Barring from Examination**

Unless otherwise reconsidered, any student debarred from any examination shall automatically receive a grade "Y" which is equivalent to an "F" for that course irrespective of course works performance. In addition, the scholarship or financial assistance of the student who were barred from the Trimester Final Examination may be withdrawn or reduce to certain amount as the University authority decides on case-by-case basis.

#### **4.26 Cheating in Examination**

When a Student is found to have committed a breach of any provision of the examinations Rules and Regulations or any procedure made there under or any instruction made by an authority under these Regulations, such Candidate shall be deemed to have committed an offence and will be liable for disciplinary punishment. Such punishment can be cancellation of the course in question, drop of the current trimester, expulsion for an academic year or expulsion from the University for cheating in examination; he/she cannot be re-admitted. In addition, the student will be deprived of enjoying any financial assistance in the following trimester as the University authority decides on case-by-case basis.

#### **4.27 Failure in a Course**

A student, who fails in a course due to non-compliance of specific requirements of the Faculty and the curriculum of his/her program of studies, may do either of the following:

- Repeat the same course if the course is classified as "CORE" course.
- Replace the course with another one if it is classified as "ELECTIVE" OR "OPTIONAL" as determined by the Department or the faculty as the case may be.

Notwithstanding any other provisions of these Regulations, as graduation student who obtains the minimum CGPA for graduation (i.e. CGPA 2.50), but fails in any course, may be allowed to re-sit for that course subject to the examination rules and approval of the authority concerned.

If the awarding of grade is in order but the student wants his/her answer script to be re-checked/re-examined, then a formal written appeal shall have to be made by the student to the University Board of Appeals through the CoE Office. A fee of Tk. 500 per course must accompany the said appeal.

#### **4.28.1 Grounds for Appeal**

An appeal may be made on any or all of the following grounds:

- If a student strongly believes that he/she deserves more marks than he/she got in the course in question.
- If a student reasonably believes that the evaluation has been conducted improperly or a portion of his/her marks has not been counted.

#### **4.28.2 Application Procedure for Appeal**

Application procedure for appeal may take the following forms:

- The student must consult the Coordinator/Head of the Department/Dean of the Faculty first regarding the course grade he/she disputes.
- A prescribed form has to be filled in by the applicant which is to be endorsed by the Coordinator/Chairman of the Department/Dean of the Faculty as the case may be, is to be sent to the Controller of Examinations, within 2 (two) weeks of the publication of results and a fee of Tk.500/- must be accompanied with the said appeal.

## **5**

## **Graduation and other Requirements**

### **5.1 Pre-Graduation Requirements**

- One Trimester prior to graduation a student should file graduation application to the Department/Faculty/ Controller of Examinations
- Students intending for graduation should submit an application for graduation to Office of the Controller of Examinations in the terminal (Final) Trimester in the University.

### **5.2 Academic Requirements**

- All required and elective courses must be passed as per program of curriculum.
- CGPA at least 2.50 must be obtained at the end to get MBA degree.
- There should be no negative report from the University Authority in general and Academic Discipline Committee in particular against the students.
- All University requirements have to be fulfilled.

### **5.3 Transcript**

Results of each Trimester are normally distributed to every student at the beginning of the following trimester. This result is for student reference only and not to be used for any official purpose. The result produces report including the grades of all courses for that Trimester, the GPA and CGPA.

student who has paid all fees. Partial transcript may also be issued in the same manner to continuing students. However, a fee to Tk. 100/- is charged for partial transcript of each semester/Trimester.

Final Transcript and Provisional Certificate may be withdrawn on payment of tk. 1000/- (i.e.Tk. 500/- for Transcript and Tk. 500/- for PVC) Besides, Original Certificate be issued on payment of Tk. 1000/- only after confirming Degree by the Chancellor. The above Charge will also be applied for the re-issue of duplicate certificate and transcript.

#### 5.4 Release of student Records

Student records are considered highly confidential. Therefore, written consent from the student is needed before releasing information from his personal record to person outside the University. Information may be furnished to a student's grades will be given over the telephone.

## 6 Policy for Payment of Fees and Charges

### 6.1 Breakup of Fees and Charges

The following fee structure has been made effective from Spring-2019.

| MBA    | Admission Fee | Trimester Fee     | Tuition Fee (C.H Basis) & other Charges | Other Charges | Total Cost |
|--------|---------------|-------------------|-----------------------------------------|---------------|------------|
| 43 C.H | 25,000        | 5500 x 3 = 16,500 | 1400 x 43 CH = 60,200/-                 | 10,800/-      | 1,12,500/- |
| 67 C.H | 25,000        | 5500 x 5 = 27,500 | 1400 x 67 CH = 93,800/-                 | 15,200/-      | 1,61,500/- |

- N.B:**
- i. As first installment, an amount of Tk. 53,000 will have to pay at the time of admission.
  - ii. The following fees & Charges are included in other charges:
    - An amount of Tk. 100/- per credit as Examination fee.
    - An Orientation Fee of Tk. 3,000/-.
    - Library Development fee of Tk. 500/-
    - An Establishment fee of Tk. 1000/- in each Trimester for each student.
  - iii. IIUC graduates shall enjoy 50% waiver on admission fee if they get admitted within one academic year of their graduation.

### 6.2 Payment of Tuition Fees

It is the responsibility of student to be familiarized with the procedures regarding payment of fees and other charges each trimester.

- Students are charged with full fees and charges unless the University determines that a student pays the subsidized fees.
- Tuition and Trimester fee for each trimester should be paid in full amount during the course registration of the Trimester, unless he is permitted to pay it by installments.

Examination, otherwise students might be barred from sitting for the final examination. Moreover, result of their examination will be withheld until the fees are settled.

- All fees are to be paid through the Islami Bank Bangladesh Ltd. Chawk Bazar Branch, Chittagong in favor of International Islamic University.

### **6.3 Refund Policy**

#### **A. For new students**

- If the application for cancellation of Admission is received before commencement of classes, the student shall be entitled for getting refund of 100% (full) Tuition Fee, Trimester Fee, Examination fee, Establishment Fee, Library Development Fee, Orientation Fee excepting Admission Fee if his/her application for withdrawal from a program is made before Orientation program, but if the application is received after the Orientation program and before the commencement of classes, his/her Orientation Fee shall not be refunded.
- A student shall be entitled to get refund of 75% Tuition Fee paid based on the courses offered, Examination Fee & Library Development Fee, if the application is received before commencement of the Mid-term Exam. However he will not be entitled to get refund of Admission Fee, Trimester Fee, Establishment Fee and the Orientation Fee.
- A student shall be entitled to get refund of 50% Tuition fee only paid based on the courses offered if the application for cancellation of Admission /Withdrawal of the Trimester is received within two weeks of the completion of Mid-term Exam. However he/she will not be entitled to get refund of any of the Admission /Trimester Fee and all other fees and charges.
- No refund will be made if the application for cancellation of admission/withdrawal is received after two weeks of the completion of Mid-term Exam or if the Admission is treated cancelled due to providing incorrect information.

#### **B. Trimester Drop/Withdraw (For existing Student)**

- Trimester Drop: A student may be exempted from paying all charges if he/she applies for dropping a particular Trimester through the prescribed Drop Form before Mid-Term Exam. But if he/she applies for dropping a particular Trimester within two weeks after completion of Mid-Term Exam, 50% of Trimester Fee will be payable (in case of non-registered student).
- Trimester Withdrawal before Mid-Term Exam: If a student submits prescribed Trimester Withdrawal Form for withdrawing a Trimester before commencement of the Mid-Term Exam, he/she will be exempted from 75% Tuition Fee & 100% Examination Fee paid based on the courses registered. (After Registration).

Trimester Withdrawal Form for withdrawing a Trimester within two weeks of the completion of the Mid-Term Exam, he/she will be exempted from 50% tuition fee. However, the Trimester & Exam Fee will not be refunded.

- Trimester Withdrawal will not be considered after two weeks of completion of the Mid-term Exam.

### **C. Repeat Case**

If a student repeats the same course for getting 'F' (new grading system) or 'F' & 'D' (old grading system) status, he will be exempted from 50% of tuition fees on that particular course. However, if he repeats the course for improvement of grade, he has to pay full tuition fee at usual rate.

### **D. Miscellaneous matters of repeat policy**

1. For registration of less than 6 credit hours in a trimester, Trimester fee will be exempted (applicable for graduating student only or no other pending course/s for degree requirement);
2. For registration of 6 Credit hours, 50% trimester fee will be charged;
3. For registration of more than 6 Credit hours, full trimester fee will be charged.

#### **N.B:**

- i. In case of imposing trimester fee there shall be no difference due to variation in the nature of course (Fresh, Improvement or Repeat).
- ii. In case of calculation of tuition Fee, 100% tuition fee will be charged if the course is a fresh one or improvement course and 50% tuition fee will be charged if the course is repeated for obtaining 'F' grade.
- iii. There is no difference in charging the trimester fee in case a student repeat course once or more than once earlier.

International Islamic University Chittagong welcomes international students and makes every effort to assist themselves getting admitted in its academic programs. Special consideration is given to the students from SAARC, South and South-East Asian countries.

Anyone satisfying the eligibility criteria of the Admission Requirements mentioned in this Handbook is welcome to apply. Foreign nationals currently living in Bangladesh may also take the opportunity to join different academic programs of IIUC.

The tuition fees and other charges of the programs at IIUC are keeping at the reasonable limit.

### Break-up of Fees & Charges for Foreign Students (Amount in US Dollar)

| Program                    | Credit Hour | Admission Fee | Semester Fee     | Tuition Fee       | Exam Fee & Others | Orientation Fee | Total Cost |
|----------------------------|-------------|---------------|------------------|-------------------|-------------------|-----------------|------------|
| MBA (For BBA graduate)     | 43 C.H.     | \$ 500        | \$ 450 (\$150x3) | \$ 1290 (\$30x43) | \$ 150            | \$ 50           | \$ 2440    |
| MBA (For Non-BBA graduate) | 67 C.H.     | \$ 500        | \$ 750 (\$150x5) | \$ 2010 (\$30x67) | \$ 170            | \$ 50           | \$ 3480    |
| MBM (BBA/MBA holder)       | 43 C.H.     | \$ 200        | \$ 450 (\$150x3) | \$ 860 (\$20x43)  | \$ 150            | \$ 50           | \$ 1710    |
| MBM (For Bankers)          | 49 C.H.     | \$ 200        | \$ 600 (\$150x4) | \$ 980 (\$20x49)  | \$ 150            | \$ 50           | \$ 1980    |
| MBM (Regular)              | 64 C.H.     | \$ 200        | \$ 750 (\$150x5) | \$ 1280 (\$20x64) | \$ 150            | \$ 50           | \$ 2430    |

**N.B.:** The fee structure may be revised by IIUC authority for future academic programs.

## 7.1 Distribution of Credit Hours

### A. MBA Program

MBA is a 67-credit hour (CH) program having three types of courses i.e. foundation, core and specialized courses.

| SL                        | Nature of the Courses                         | Total Credit Hours |
|---------------------------|-----------------------------------------------|--------------------|
| 1                         | Foundation Courses: 08 (8×3 CH)               | 24                 |
| 2                         | Core Courses: 08 (8×3 CH)                     | 24                 |
| 3                         | Concentration Courses: 04 (4×3 CH)            | 12                 |
| 4                         | Comprehensive Viva-voce                       | 01                 |
| 5                         | Dissertation : (Report 03 CH & Defence 03 CH) | 06                 |
| <b>Total Credit Hours</b> |                                               | <b>67</b>          |

### B. MBA for BBA graduates : 43 CH

The 4-year BBA degree holders or CAs / CMAs are required to complete 43 credit hours to have MBA degree. The breakup of the distribution is as follows

| SL                        | Nature of the Courses                         | Total Credit Hours |
|---------------------------|-----------------------------------------------|--------------------|
| 1                         | Core Courses: 08 (8×3 CH)                     | 24                 |
| 2                         | Concentration Courses: 04 (4×3 CH)            | 12                 |
| 3                         | Comprehensive Viva-voce                       | 01                 |
| 4                         | Dissertation : (Report 03 CH & Defence 03 CH) | 06                 |
| <b>Total Credit Hours</b> |                                               | <b>43</b>          |

## 7.2 Courses in MBA at a Glance

### i. Foundation Courses : 08

| SL | Course Code | Course Title             | Credit Hours | Contact Hours |
|----|-------------|--------------------------|--------------|---------------|
| 1  | ACC-4101    | Principles of Accounting | 3            | 3             |
| 2  | BCOM-4101   | Managerial Communication | 3            | 3             |
| 3  | MATH-4101   | Business Mathematics     | 3            | 3             |
| 4  | MGT-4101    | Principles of Management | 3            | 3             |
| 5  | LAW-4201    | Business Law and Ethics  | 3            | 3             |
| 6  | MIS-4201    | Fundamentals of MIS      | 3            | 3             |
| 7  | MKTG-4201   | Principles of Marketing  | 3            | 3             |
| 8  | STAT-4201   | Business Statistics      | 3            | 3             |

[N.B.: 4-year BBA graduates will get exemption from all foundation courses and an executive having 2 years experience will get exemption of maximum 12 CH based on the background of graduation degree.]

**ii. Core Courses: 08**

| SL | Course Code | Course Title                     | Credit Hours | Contact Hours |
|----|-------------|----------------------------------|--------------|---------------|
| 1  | ACC-5302    | Managerial Accounting            | 3            | 3             |
| 2  | ECON-5301   | Managerial Economics             | 3            | 3             |
| 3  | FIN-5301    | Managerial Finance               | 3            | 3             |
| 4  | MGT-5302    | Human Resource Management and OB | 3            | 3             |
| 5  | FIN-5402    | Islamic Financial System         | 3            | 3             |
| 6  | MGT-5403    | Strategic Management             | 3            | 3             |
| 7  | MKTG-5402   | International Business           | 3            | 3             |
| 8  | QTM-5401    | Quantitative Business Analysis   | 3            | 3             |

**iii. Concentration Areas and Courses:****(a) Accounting and Information Systems (Any 04 courses)**

| SL | Course Code | Course Title                    | Credit Hours | Contact Hours |
|----|-------------|---------------------------------|--------------|---------------|
| 1  | ACC-5503    | Accounting Information Systems  | 3            | 3             |
| 2  | ACC-5504    | Human Resource Accounting       | 3            | 3             |
| 3  | ACC-5505    | Advanced Taxation and Auditing  | 3            | 3             |
| 4  | ACC-5506    | Corporate Financial Accounting  | 3            | 3             |
| 5  | ACC-5507    | Strategic Cost Accounting       | 3            | 3             |
| 6  | ACC-5508    | Strategic Managerial Accounting | 3            | 3             |
| 7  | ACC-5509    | Financial Statement Analysis    | 3            | 3             |

**(b) Finance and Banking (Any 04 courses)**

| SL | Course Code | Course Title                                     | Credit Hours | Contact Hours |
|----|-------------|--------------------------------------------------|--------------|---------------|
| 1  | BNKG-5501   | Bank Fund Management                             | 3            | 3             |
| 2  | BNKG-5502   | E-Banking                                        | 3            | 3             |
| 3  | FIN-5503    | Corporate Finance                                | 3            | 3             |
| 4  | FIN-5504    | International Financial Management               | 3            | 3             |
| 5  | FIN-5505    | Project Appraisal and Management                 | 3            | 3             |
| 6  | FIN-5506    | Financial Engineering and Derivatives            | 3            | 3             |
| 7  | FIN-5507    | Corporate Governance and Financial Restructuring | 3            | 3             |
| 8  | FIN-5508    | Investment & Portfolio Management                | 3            | 3             |

**(c) Human Resource Management (Any 04 courses)**

| SL | Course Code | Course Title                        | Credit Hours | Contact Hours |
|----|-------------|-------------------------------------|--------------|---------------|
| 1  | HRM-5501    | Industrial Relations                | 3            | 3             |
| 2  | HRM-5502    | Strategic Human Resource Management | 3            | 3             |
| 3  | HRM-5503    | Global Human Resource Management    | 3            | 3             |
| 4  | HRM-5504    | Performance Management              | 3            | 3             |
| 5  | HRM-5505    | Change Management                   | 3            | 3             |
| 6  | HRM-5506    | Compliance Management               | 3            | 3             |
| 7  | HRM-5507    | Conflict Management & Negotiation   | 3            | 3             |
| 8  | HRM-5508    | Corporate Governance                |              |               |

| SL | Course Code | Course Title                             | Credit Hours | Contact Hours |
|----|-------------|------------------------------------------|--------------|---------------|
| 1  | MIS-5502    | System Design & Development              | 3            | 3             |
| 2  | MIS-5503    | Advanced Database Management             | 3            | 3             |
| 3  | MIS-5504    | Data Communication & Networking          | 3            | 3             |
| 4  | MIS-5505    | Management of Technology and Innovation  | 3            | 3             |
| 5  | MIS-5506    | Global Information Technology Management | 3            | 3             |
| 6  | MIS-5507    | E-Business                               | 3            | 3             |

**(e) Marketing (Any 04 courses)**

| SL | Course Code | Course Title                                    | Credit Hours | Contact Hours |
|----|-------------|-------------------------------------------------|--------------|---------------|
| 1  | MKTG-5503   | Services Marketing                              | 3            | 3             |
| 2  | MKTG-5504   | Marketing Research                              | 3            | 3             |
| 3  | MKTG-5505   | Global Marketing Management                     | 3            | 3             |
| 4  | MKTG-5506   | Relationship Marketing                          | 3            | 3             |
| 5  | MKTG-5507   | Integrated Marketing Communication              | 3            | 3             |
| 6  | MKTG-5508   | Social Marketing and Corporate Responsibilities | 3            | 3             |
| 7  | MKTG-5509   | Brand Management                                | 3            | 3             |
| 8  | MKTG-5510   | E-Marketing                                     | 3            | 3             |

**(f) Supply Chain Management (Any 04 courses)**

| SL | Course Code | Course Title                                      | Credit Hours | Contact Hours |
|----|-------------|---------------------------------------------------|--------------|---------------|
| 1  | SCM-5501    | Supply Chain Planning, Design and Evaluation      | 3            | 3             |
| 2  | SCM-5502    | Material and Manufacturing Management             | 3            | 3             |
| 3  | SCM-5503    | Global Supply Chain and Logistics Management      | 3            | 3             |
| 4  | SCM-5504    | Supply Chain Information Systems                  | 3            | 3             |
| 5  | SCM-5505    | Supply Chain Risk Management                      | 3            | 3             |
| 6  | SCM-5506    | Product and Service Development                   | 3            | 3             |
| 7  | SCM-5507    | Sustainable Supply Chain and Logistics Management | 3            | 3             |

**7.3 The Break-up of Courses of MBA program according to Trimester:  
First Trimester**

| SL | Course Code | Course Title             | Credit Hours | Contact Hours |
|----|-------------|--------------------------|--------------|---------------|
| 1  | ACC-4101    | Principles of Accounting | 3            | 3             |
| 2  | BCOM-4101   | Managerial Communication | 3            | 3             |
| 3  | MATH-4101   | Business Mathematics     | 3            | 3             |
| 4  | MGT-4101    | Principles of Management | 3            | 3             |

| SL | Course Code | Course Title            | Credit Hours | Contact Hours |
|----|-------------|-------------------------|--------------|---------------|
| 1  | LAW-4201    | Business Law and Ethics | 3            | 3             |
| 2  | MIS-4201    | Fundamentals of MIS     | 3            | 3             |
| 3  | MKTG-4201   | Principles of Marketing | 3            | 3             |
| 4  | STAT-4201   | Business Statistics     | 3            | 3             |

### Third Trimester

| SL | Course Code | Course Title                     | Credit Hours | Contact Hours |
|----|-------------|----------------------------------|--------------|---------------|
| 1  | ACC-5302    | Managerial Accounting            | 3            | 3             |
| 2  | ECON-5301   | Managerial Economics             | 3            | 3             |
| 3  | FIN-5301    | Managerial Finance               | 3            | 3             |
| 4  | MGT-5302    | Human Resource Management and OB | 3            | 3             |

### Fourth Trimester

| SL | Course Code | Course Title                   | Credit Hours | Contact Hours |
|----|-------------|--------------------------------|--------------|---------------|
| 1  | FIN-5402    | Islamic Financial System       | 3            | 3             |
| 2  | MGT-5403    | Strategic Management           | 3            | 3             |
| 3  | MKTG-5402   | International Business         | 3            | 3             |
| 4  | QTM-5401    | Quantitative Business Analysis | 3            | 3             |

### Fifth Trimester

| SL | Course Code | Course Title                             | Credit Hours | Contact Hours |
|----|-------------|------------------------------------------|--------------|---------------|
| 1  |             | Any four courses from concentration area | 12           | 12            |
| 2  | VIVA-5500   | Comprehensive Viva-voce                  | 1            | -             |
| 3  | DISS-5500   | Dissertation                             | 6            | -             |

## 7.4 Policies for offering a specialized area

- Students will have to choose any one of the specialized areas (groups) after completion of foundation & core courses.
- Majors are offered considering the choice of the students and the minimum number of students for offering a major is 10 (ten).
- Four courses will be offered in an area of specialization based on their degree of importance and availability of teaching resource.

### **1. Principles of Accounting (ACC - 4101)**

This course provides a general understanding of basic accounting principles and concepts, financial recording system, valuation of assets, measurement of income and preparation of financial statements. The course intends to familiarize the students with the analysis of financial statements and the use of accounting information for managerial decision-making. Basic costing principles, methods and budgetary process will also be highlighted in this course.

### **2. Principles of Management (MGT-4101)**

Fundamentals of Management provide a general understanding of management process, techniques, basics of planning, organizing, controlling, motivating, directing, leadership, etc. It provides an understanding of management theory and its historical development such as transition from classical management theories to contemporary management theories i.e. total quality management, grid approach etc.

### **3. Managerial Communication (BCOM-4101)**

The course is designed to introduce the students with the techniques of formal and informal business communication. It includes the topics like classification and method of communication, communication network, notice and minutes of formal meeting, different types of business letters, preparation of Curriculum Vitae and so on as desired by the instructor.

### **4. Business Mathematics (MATH-4101)**

The main objective of this course is to build up the mathematical knowledge of the students related to the business decision-making as today's business world is competitive and the environment is changeable and uncertain. This course provides invaluable tools for analysis and perceiving new directions in various fields of business. At present, business executives face a complex situation than ever before. To clarify a complex situation and to make a proper decision, the use of mathematics is essential. In this regard, every business student should have necessary knowledge on mathematics. This course covers comprehensive understanding of mathematics related to business analysis and decision-making.

### **5. Fundamentals of MIS (MIS-4201)**

This course aims at providing basic theoretical knowledge on Management Information Systems to the students of business, accounting, and economics and helps them becoming an effective manager/executive in any contemporary business enterprise with widespread usage of information technology. Every business or non-business organization requires qualitative data and information for countless management decisions. This information is the product of information system, which is carefully developed, operated, and maintained.

This course introduces the students towards the areas of business in general and marketing in particular, in the light of real market situation. It will help students for building up their capacity of marketing operation with the aid of latest marketing approaches in connection with the internationalization and globalization of business. Marketing module will emphasize on various contemporary issues which in turn substantiate the analytical capacity of the students towards the global changing economy. Areas of study include the basic concepts of marketing as well as the impact of various environmental aspects like cultural, geographic, political and legal ramifications on business, markets and world trade; and the domestic as well as international aspects of finance, management, marketing, communication and technology.

### **7. Business Law and Ethics (LAW-4201)**

This course introduces the students to the basics of legal and ethical issues of business. It familiarizes the students with the overall aspects of the business transaction procedure. The course specially focuses on laws relating to various issues of business. Ethical issues in business will be discussed through practical case analysis. The basic objectives of this course to develop the reasoning and analytical skills needed to apply ethical concepts to business decisions. To identify the moral issues involved in the management of specific problem areas in business are also addresses in this course.

### **8. Business Statistics (STAT-4201)**

The course is designed to equip the students with knowledge of different statistical tools used in business analysis. This course provides knowledge on primary statistical measurement, analysis and their application in business. In this regard, the course will provide knowledge on data, frequency distribution, the central tendency, variability of data, correlation and regression of data and probability. After completing the course, student will be able to do the research work and to analyze data for managerial decision-making.

## **■ Core Courses**

### **1. Managerial Accounting (ACC-5302)**

This course aims at providing an understanding about the importance of the accounting information in decision-making. It highlights on how accounting information is produced and used in different types of managerial situations. The course contains analysis and interpretation of financial statements, cost centers, cost classification, break-even analysis, accounting treatment of price level changes etc.

### **2. Managerial Economics (ECON-5301)**

In today's dynamic economic environment, effective managerial decision making requires timely and efficient use of information. The purpose of this course is to integrate the basic concepts of economics with the tools of mathematics and statistics in order to analyze and make optimal business

applications. The course will sharpen their analytical skills through integrating their knowledge of the economic theory with decision-making techniques. Students will learn to use economic models to isolate the relevant elements of a managerial problem, identify their relationships, and formulate them into a managerial model to which decision-making tools can be applied.

### **3. Managerial Finance (FIN-5301)**

Managerial finance has an important place in the business organization. The main purpose of this course is to generate the fundamental knowledge of finance to the business graduates. This course provides the determination of funds, identification of sources, selection of sources, collection of funds, efficient use of funds and dividend decision. The course also affords the business graduates to introduce with the financial resources that are traded in global financial markets and how to evaluate those financial resources for financing as well as investment decisions. The course also generates the knowledge of risk measurement, management, valuation of financial assets to the students of school of business. At the completion of course successfully, the business graduates would stand themselves as intellectuals of finance.

### **4. Human Resource Management and Organizational Behavior (MGT-5302)**

The principal objective of this course is to prepare students to gain knowledge in the field of human resource management and enabling them to understand the human resource functions and practices in organizations for improved performance and help create a transparent organizational culture. The course also provides an overall understanding of organizational behavior concepts to assist students in recognizing organizational structure, culture and development concepts so that they are better equipped to perform in the organization, make informed decisions and effectively manage supervisors and subordinates for enhanced performance. A section on business ethics is also included to ensure conceptual understanding, need and application of these concepts in daily business transactions.

### **5. Islamic Financial System (FIN-5402)**

The objective of the course is to provide the theoretical as well as practical knowledge of Conventional and Islamic Financial System practices over the world. It will help the students to identify the supremacy of Islamic Financial System over the Conventional Financial system. The course covers the principles behind Islamic finance and the relationship between Islamic and conventional financing. During the course learners explore recent history and trends in Islamic finance. Course learners are also provided with the opportunity to learn how to structure cash flows for Islamic finance.

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It focuses on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition. After studying the course, the learners would be able to utilize their knowledge to address the issues frequently faced by senior management e.g. how to respond to changing environments, how to allocate resources over the organizations various units, how to compete in each of the industries in which the organization participates, how to create a unified strategic effort throughout the business unit.

### **7. International Business (MKTG-5402)**

The goal of this course is to introduce students to the field of international business. Students should become familiar with three basic areas: underlying theories of international business, environmental factors affecting international activities, and the management of business functional operations in an international context. They would gain a broad knowledge and understanding of the structure, systems and functioning of different modes of involving international business. They would be able to draw a framework for evolving suitable international business strategies.

### **8. Quantitative Business Analysis (QTM-5401)**

This course aims at providing the scientific approaches (modeling and solution techniques) to decision-making. Through mathematical modeling, it seeks to design, improve and operate complex systems in the best possible way.. This course focuses on advanced deterministic models and methods as well as stochastic models and methods to analyze the results of a model, interpret them, and concisely present the insights obtained from their analysis. Modeling approaches and fundamental solution methodologies are both emphasized in this course. The learners will be able to understand the way of formulating practical problems into mathematical models and describe methods and software to solve them in a reasonable amount of time.

## **■ Specialized Courses**

### **A. Major in Accounting and Information System (any four course)**

#### **1. Accounting Information Systems (ACC-5507)**

The course aims at developing competence in accounting information systems (AIS) so that the learners can do the things like design business processes and represent them with documentation tools, analyze data to provide insights about business operations and performance, spreadsheet and database manager, design and implement well-structured databases to enable business processes, value internal control in information systems and design controls to mitigate risks associated with information systems, be able to apply advanced analytical and critical thinking skills at a graduate level by utilizing information technology (IT) and applying IT in analysis and communication,

computerized relational database and retrieving selected data used in business decision making and analyze, build, and assess internal control weaknesses and fraud.

## **2. Human Resource Accounting (ACC-5504)**

This course is designed to equip the learners with the ideas of human resource accounting. The course comprises of the importance of human resource, gradual developments in the worth of human resource and valuating the human resource for accounting purpose. It aims to highlight the worth of human resource working in the organization through the published accounts. This course covers human resource planning and development along with inventory management control and preparation of its balance sheet.

## **3. Advanced Taxation and Auditing (ACC-5505)**

The objective of this course is to provide the student with the opportunity to obtain a sound knowledge of national rules and regulation of taxation and auditing practices. This course aimed at providing techniques to prepare the audit report for different types of organization in Bangladesh and compute the taxable income, tax liability, and tax rebate for individual, different types of organization and corporation as well.

This course also demonstrates the compliance issues with national & Islamic laws and regulations in Taxation, Auditing & Zakat.

## **4. Corporate Financial Accounting (ACC-5506)**

This course is offered for building up a strong basement of the participants about security market. It encompasses the valuation of bond and share, investment decisions, risk return and budgeting, planning, restructuring and mergers as well as dividend policy.

## **5. Strategic Cost Accounting (ACC-5507)**

Cost accounting is crucial to making good trade-offs. This course will orient the learners with the concepts of strategic cost accounting system so that the students can derive benefits in making strategic financial decisions. It includes costing systems, cost reporting, standard cost, relevant cost & revenue, cost behavior & estimation, cost decisions.

## **6. Strategic Managerial Accounting (ACC-5508)**

This course aims at providing information to the managers for making internal strategic decisions. It highlights on direct costing and contribution margin, segment reporting, transfer pricing and responsibility accounting. It lets the participants get familiarized with decision making procedure undertaken inside the organization.

The management of a company is responsible for taking decisions and formulating plans and policies for the future. They, therefore, always need to evaluate its performance and effectiveness of their action to realize the company's goal in the past. For that purpose, financial statement analysis is important to the company's management. It also plays an important role in investment decision making. Thus, to cope with the modern challenging business world, students need to be equipped with the ability to analyze financial statement. Hence, it is decided to introduce the course in titled 'Analysis of Financial Statements' in MBA Program with an objective of ensuring the students to equip with various analytical techniques of providing and using financial information for both internal and external users.

## **B. Major in Finance & Banking (any four courses)**

### **1. Bank Fund Management (BNKG-5501)**

The main objective of this course is to provide knowledge regarding fund management of a bank. This course also provides the understanding of financial statements and performance evaluation of banks, asset and liability management of banks, analytical thinking in performance evaluation of banks, using asset and liability management as a tool to maximize profit and hedge against interest rate risk, understanding the role of financial knowledge in bank management.

### **2. E-Banking (BNKG-5502)**

This course provides an understanding of the computer and Internet technologies and explores the business and banking implications of these developments. The focus is on the technological aspects of the electronic commerce. The course provides an understanding of the tools and gives some practical skills for building electronic commerce applications over the Internet. In addition to acquiring basic skills for navigating the Internet and creating a personal electronic presence on the WWW, students will develop an understanding of the current practices and opportunities in electronic publishing and advertising, electronic shopping and distribution electronic banking process. The course also explores several of the problems surrounding electronic commerce such as security and encryption.

### **3. Corporate Finance (F1N-5503)**

This course attempts to develop specialized and advanced knowledge in the area of corporate finance and its management. It entails topics like information relation with financial markets, advanced issues in the area of capital budgeting, dividend policy and sources of external financing. It also deals with concepts and skills necessary for corporate mergers and acquisitions analysis. Recent articles and cases on various areas of corporate finance will be discussed.

This course is designed to provide the learners an understanding about the international economic and financial environment, foreign exchange rate determination, including the foreign exchange and derivatives markets, foreign exchange exposure measurement and management, financial management aspects of the MNC and world financial markets and institutions.

### **5. Project Appraisal and Management (FIN-5505)**

This course aims at developing knowledge to the participants on managing project and evaluation techniques. Primarily it deals with the objectives, importance, requisites and functions of project management. The course covers project initiation; project formulation; project selection methods; project implementation; feasibility study; preparation of project proposal and project appraisal techniques. Contemporary approaches of development projects like Project Planning by Objectives, Logical Framework Approach, Participatory Rural Appraisal, Beneficially Assessment etc will also be included under the purview of this course.

### **6. Financial Engineering & Derivatives (FIN-5506)**

This is a highly specialized course designed to familiarize the participants with the theory of options, future pricing of securities and its use in portfolio management. The course provides an insight into the basic characteristics and valuation of the derivative securities such as options; future contracts will be highlighted in this course.

### **7. Corporate Governance and Financial Restructuring (FIN-5507)**

The aim of the course is to provide students with a broad based understanding of the principles and techniques of Corporate Financial restructuring and applying them to the main decisions faced by the financial manager. The concepts are immediately applicable to all firms, both large and small, privately run or publicly traded and involved in any industry - whether manufacturing, retail or service.

### **8. Investment & Portfolio Management (FIN-5508)**

This course focuses on various aspects of portfolio management. It includes mean variance portfolio theory; the classification of the opportunity set under risk, delineating efficient portfolios, techniques for calculating efficient frontier: simplifying the portfolio selection process; the correlation structure of security.

## **1. Industrial Relations (HRM-5501)**

This course deals with in-depth study of the scope and nature of industrial management particularly in Bangladesh; focuses on the procedure, subject-matter, and legal framework of collective bargaining, role of unionism in industrial, manufacturing and service sectors. ILO conventions, Labor Issues under World Trade Organization (WTO) are also be explored.

## **2. Strategic Human Resource Management (HRM-5502)**

The objective of this course is to delineate the concepts and characteristics of SHRM, its relationship with business strategies of the organization, its several models with their effects on Core HR functions and the relationship between SHRM and Organization's Structure, Strategy, Culture and Policies. A learner will be able to conceptualize different HR functions in Strategic HRM context like HR planning, Recruitment and Selection, Training and Development, Compensation, Performance appraisal, HR information system, competency based HRM, Talent management etc. and how the future of Strategic HRM is changing increasingly.

## **3. Global Human Resource Management (HRM-5503)**

With the increase of Transnational and Multinational corporations, the roles of Human Resource Professionals become more diverse, complex and dynamic. International assignment, recruitment, training and development practices, cross-country resource and knowledge sharing etc. are very common now-a-days. This course aims to make the students familiar about context and consequences of HRM issues from the global perspectives.

## **4. Performance Management (HRM-5504)**

The goal of this course is for students to effectively implement and manage a Performance Management System in support of the strategic goals of the organization. Students will Gain a working knowledge of performance management systems. It also helps to gain an enhanced ability to communicate effectively on issues relating to performance management and to learn appropriate terminologies and practices regarding performance management. Learn effective techniques for conducting an effective performance appraisal, and ways to coach members of management.

## **5. Change Management (HRM-5505)**

This course is designed to gain a comprehensive understanding of the challenges of Change Management, why change happens, how it happens and what needs to be done in order to overcome resistance to change. The course is highly intense with extensive participation and opportunities to apply Change Management techniques to a variety of scenarios. It will develop the understanding of the challenges of Change Management and its impact on individuals, teams, organizations and leadership models.

This course is designed to provide the clear concepts of compliance. This course particularly focused of Physical, social, Electrical, Fire safety and structural compliance. After this course the individual will e able to learn total compliance requirement in order to make qualify the factory from the respective buyers to start with the production process. Besides the students will also have an idea of preparing their factories for ISO certification, WRAP certification, Alliance audit, Accord audit, Fulfilling of American and European Buyers' code of conduct with requirements and for Customs Trade partnership against Terrorism(C-TPAT) audit.

## **7. Conflict Management & Negotiation (HRM-5507)**

This course aims at providing knowledge to the students about the nature of conflicts in business organizations; types of conflicts; importance of conflict management; causes behind different interests and managerial conflicts; methods of resolving conflicts; significance of conflict negotiation methods; and process of negotiation. Strategies & methods of ranging conflict will be studied against social structure; management of conflicts will be covered from an organizational context. It will also include different models and principles, and skills requirement for conflict management. It will also explore the use of power and politics in the management processes and analyze the decision making process of different organizations.

## **8. Corporate Governance (HRM-5508)**

Corporate governance refers to the mechanisms that solve two principal-agent (PA) problems, which are present in large corporations where ownership of residual cash flow and control are in different hands. This course will teach the fundamental theories and practice of corporate governance. This course covers the history of the corporation, boards of directors, the division of profit sharing and various forms of employee ownership and equity ownership among insiders, regulation, shareholder activism, the impact of takeovers and mergers and acquisitions on governance, ethical issues such as conflicts of interest and insider trading, international corporate governance, and policy developments likely to impact the corporation.

## **D : Major in Management Information Systems (any four courses)**

### **1. System Design and Development (MIS - 5502)**

This course aims at providing knowledge on information system design and the techniques, methodology and the tools that are required to apply during the process of development. It also illustrates the theory of development, design paradigm, prototype and effective use of CASE and 4th generations language tools used for developing functional prototype or real system. Project management and other theorem of analysis will be discussed as well.

This course offers to learners' practical session on data analysis, implementation and stages of complex system in various platforms like micro and mainframe. It also aims to provide an understanding of the tools for analysis of complex data model by using DFD (Data Flow Diagram), structured chart or Jackson structured chart or flow charter. The concepts of distributed database, objects oriented data model, auto- code generator and report program generator will be elucidated throughout the course. Data security, integrity and data honesty will be discussed as well.

### **3. Data Communication and Networking (MIS-5504)**

This course gives management orientation of electronic data transfer and communication system. It covers concepts, principles, and approaches in designing, implementing and controlling data communication system. Topics highlight different characteristics of information transmission, communication networks and settings of network topology. It will enable the students to share large volume of information saved in the data repository thus avoiding redundancy which saves time and assuring accuracy.

### **4. Management of Technology and Innovation (MIS-5505)**

This course features current coverage of the timely topic of managing technological innovation and rich exposure to the management of innovation. It integrates technological strategy, new product development, and corporate entrepreneurship and innovation. This course also focuses on action-oriented case to involve students and increase relevance. It also integrates technological strategy, product development, and corporate entrepreneurship and innovation.

### **5. Global Information Technology Management (MIS-5506)**

The strategic importance of information technology is now widely accepted. It has also become increasingly clear that the identification of strategic applications alone does not result in success for an organization. A careful coordination of strategic applications, information technologies, and organizational structures must be made to attain success. This course addresses strategic, technological, and organizational connectivity issues to support effective and meaningful integration of information and systems. This course is especially relevant to those who wish to effectively exploit information technology and create new business processes and opportunities.

E-business involves business processes spanning the entire value chain: electronic purchasing and supply chain management, processing orders electronically, handling customer service, and cooperating with business partners. Special technical standards for e-business facilitate the exchange of data between companies. E-business software solutions allow the integration of intra and inter firm business processes. E-business can be conducted using the Web, the internet, intranets, extranets, or some combination of these.

## **E. Major in Marketing (any four courses)**

### **1. Services Marketing (MKTG-5503)**

This course aims at developing specialized knowledge of the learners in services marketing. It includes features of services, distinction between product and services, growing importance of service marketing, service marketing mix, developments in customer services, service marketing in profit organizations and non-profit organizations. It also covers problems of services marketing and development in idea marketing.

### **2. Marketing Research (MKTG-5504)**

This course has been designed to provide basic knowledge in marketing research so as to enable the learners acquire specialized skills in undertaking the research assignments effectively. This specialized course will assist the learners in solving marketing management problems with efficacy and facilitates the marketing management decision-making. The course provides knowledge on how to use various marketing research tools in different situations and to prepare sound research reports.

### **3. Global Marketing Management (MKTG-5505)**

This course provides a basis for examining global marketing opportunities and development of appropriate strategies. Emphasis is placed on environmental and cultural considerations as they impact various elements of the marketing mix. Students will explore marketing issues and marketing implications in a cross-cultural perspective. Students will also apply these concepts via a market audit and competitive market analysis.

### **4. Relationship Marketing (MKTG-5506)**

This course is designed to promote one of the recent trends in Marketing science that has been developing for the past 20 years that is Relationship marketing. This course drives students' attention to the variety of business relations of a company with its suppliers and customers while achieving strategic marketing goals in modern context. Present course is also focused on Marketing concept development dynamic connected with new opportunities to achieve and enhance sustainable competitive advantages. By the time Relationship Marketing emerged Marketing became a completely

strategy, strategy, and strategy, organization theory, marketing, general management etc.

## **5. Integrated Marketing Communication (MKTG-5507)**

Integrated Marketing Communications (IMC) is the coordination of all promotional activities including direct marketing, advertising, sales promotion, personal selling, public relations, and publicity in order to produce a unified, market focused message. Students will learn and apply the IMC planning process and examine the role of integration to ensure consistency of creative strategy and complementary use of traditional and digital media.

## **6. Brand Management (MKTG-5509)**

This course emphasizes an understanding of psychological principles at the customer level that will improve managerial decision-making with respect to brands utilizing concepts relevant for any type of organization. The course has designed to improve students' marketing skills and understanding of specific marketing topics, as well as how various aspects of marketing fit together, all from a brand equity perspective. This course aims to increase understanding of the important issues in planning and evaluating brand strategies and to provide the appropriate theories, models, and other tools needed to make better branding decisions.

## **7. Social Marketing & Corporate Responsibilities (MKTG-5508)**

The social marketing concept holds that the organization's task is to determine the needs, wants, and interests of a target market and to deliver the desired satisfactions more effectively and efficiently than competitors in a way that preserves or enhances the consumer's and the society's well-being. Therefore, marketers must endeavor to satisfy the needs and wants of their target markets in ways that preserve and enhance the well-being of consumers and society as a whole. It is closely linked with the principles of corporate social responsibility (CSR) and of sustainable development. So, this course will give the learners a details idea about Social Marketing & CSR so that the students can get the necessary inputs to face the challenges.

## **8. E-Marketing (MKTG-5510)**

E-Marketing involves business processes spanning the entire value chain: electronic purchasing and supply chain management, processing orders electronically, handling customer service, and cooperating with business partners. Special technical standards for e-business facilitate the exchange of data between companies. E-marketing or E-business software solutions allow the integration of intra and inter firm business processes. E-business can be conducted using the Web, the Internet, intranets, extranets, or some combination of these.

## **1. Supply Chain Planning, Design and Evaluation (SCM-5501)**

The main objective of this course is to examine the Planning, design and performance of supply networks and processes in different business contexts. Students develop capabilities in logistics, digital coordination for supply chain integration, aggregate planning, sales and operational planning, Global networks design, product and process design, and international supply chain management. The learners will also be able to design supply chain contracts for effective governance of supply chain relationships.

## **2. Material and Manufacturing Management (SCM-5502)**

This course provides students with analytical tools for translating production plans into material requirements in the manufacturing and service environments. Factors and constraints in planning and scheduling are analyzed and a number of techniques to achieve production goals are introduced efficiently. This Course also covers all the basics of material management, supply chain management, manufacturing planning and control systems, purchasing and physical distribution. Also to give the students an elementary idea of material management linkages with other areas of management, supply chain management and production processes.

## **3. Global Supply Chain and Logistics Management (SCM-5503)**

Global supply chains interact with all facets of business and society. In this interdisciplinary course, students will gain a multi-faceted perspective on the global dimensions of today's business operations. Students will explore the interrelationships between global supply chains, logistics operations, society, and the environment. The study of business operations will be set in the context of social science theories and popular perspectives on the history, geography, structure and ethics of trade. Students will examine the impacts of current trade systems on both production and consumption regions and the human and environmental consequences of trade patterns

## **4. Supply Chain Information Systems (SCM-5504)**

The objective of this subject is to better prepare the student to meet the following challenges: Understand the managerial issues concerning the integration of information systems and supply chain management. Provide solutions to the issues which are relevant to the design, management and improvement of IT -enabled supply chain systems. Exploit the inherent capabilities of operations, supply chain and information systems, and weave them into an integrated strategy capable of providing competitive advantage for the enterprise.

Supply Chain Risk Management introduces this important subject and explains why it is vital for managers to understand it. Starting with a definition of risk and supply chain management, it explains the current trends affecting the supply chain and provides detailed guidance on how to identify and analyze risks. It develops the principals involved, describing the various approaches to take and the steps needed to implement them. Interspersed with real-life examples of how risks in the supply chain have affected organizations, readers can learn from the past and take steps to ensure they are not victims of future risk.

## **6. Product and Service Development (SCM-5506)**

This course introduces students to the methods that companies use to develop and release new products. New product development is a challenging, rewarding activity that requires multifunctional cooperation and interdisciplinary skills. Another objective of the course is that the students develop their ability to understand and analyze the complexity of supply chain management with respect to service management; a skill that will be essential in their future business careers.

## **7. Sustainable Supply Chain and Logistics Management (SCM-5507)**

In modern business the issue of sustainability is a great concern for the business leaders. Different stakeholders including, customers, investors, legislators, governments and pressure groups are concerned about the impact of operations on environment and society. This course is designed to introduce students to the subject of sustainability from a supply chain perspective. This course also provides the knowledge of understanding contemporary methods of evaluating sustainability impacts relating specifically to supply chain and logistic operations. Conceptual understanding of emerging supply chain sustainability models and ability to evaluate and appraise emerging supply chain sustainability models and strategies are also provided in this course.

### **■ DISSERTATION/INTERNSHIP (DSRTN/INTP-5500)**

Students who intend to pursue the Dissertation/Internship Program will have to do the same after completion of all course works. Dissertation/Internship program has been incorporated to make the students familiar with the practical aspects of business & management. The students will be attached with particular organizations during the Dissertation/Internship tenure. The students must be interned at least for duration of two months.

On the other hand, students can submit a dissertation/internship during their last trimester along with their specialized courses. The aim of Dissertation/Internship is to familiarize the students with the research and analysis of business issues. Dissertation/Internship must be conducted under the supervision of a faculty member. Finally, the students will have to defend their study before a formal defense board.

## Executives of the University

| Sl. No. | Name                            | Designation                 |
|---------|---------------------------------|-----------------------------|
| 01.     | Prof. K. M. Golam Muhiuddin     | Vice-Chancellor             |
| 02.     | Prof. Dr. Mohammed Ali Azadi    | Pro Vice-Chancellor         |
| 03.     | Prof. Dr. Abdul Hamid Chowdhury | Treasurer                   |
| 04.     | Prof. Ahsan Ullah Bhuiyan       | Chairman, Finance Committee |
| 05.     | Colonel Md. Quasem, psc (Retd.) | Registrar                   |

## Deans of Faculties

| Sl. No. | Name                                | Faculty                      |
|---------|-------------------------------------|------------------------------|
| 01.     | Prof. Dr. Mohammad Shafi Uddin      | Shari'ah and Islamic Studies |
| 02.     | Prof. Dr. Md. Delawer Hossain       | Science and Engineering      |
| 03.     | Prof. Dr. Muhammad Mahbubur Rahman  | Business Studies             |
| 04.     | Prof. Dr. M. Abdul Mannan Chowdhury | Social Science               |
| 05.     | Dr. Mohammed Riaz Mahmud            | Arts & Humanities            |
| 06.     | Prof. K. M. Golam Muhiuddin         | Law                          |

## Center for Research &amp; Publication (CRP)

| Sl. No. | Name                           | Designation          |
|---------|--------------------------------|----------------------|
| 01.     | Prof. Dr. Mohammed Ali Azadi   | Chairman             |
| 02.     | Dr. Mohammad Aktaruzzaman Khan | Director (In-charge) |

## Directors of Divisions/In-charge of office

| Sl. No. | Name                        | Designation                            |
|---------|-----------------------------|----------------------------------------|
| 01.     | Mr. Mohammad Zahedur Rahman | Controller of Examinations (in-charge) |
| 02.     | Dr. Murtaza Ahmed           | Director, ACAD                         |
| 03.     | Mr. Tawfiqur Rahman, ACMA   | Director (in-charge), ACFD             |
| 04.     | Mr. Muhammad Mamunur Rashid | Director (in-charge), STAD             |
| 05.     | Mr. Ezabul Khalid Bhuiyan   | Director (in-charge), LMD              |
| 06.     | Mr. Md. Jahangir Alam       | Librarian LID                          |
| 07.     | Mr. Md. Mahfuzur Rahman     | Additional Director, SDSWD             |
| 08.     | Mr. Mohammad Kamal Uddin    | Additional Director, FAD               |
| 09.     | Mr. Mahmudul Alam           | Director (in-charge), PPD              |
| 10.     | Mr. Mohiuddin Hossain       | Director (in-charge) TMD               |
| 11.     | Mr. Mohammad Ahsanullah     | Additional Director, LSMD              |
| 12.     | Mr. Md. Shahidullah Selim   | Director, Security Affairs Division    |
| 13.     | Mr. Mohammad Zahedul Islam  | Superintendent Engineer P&DD           |

**Chairman**

Dr. Mohammad Masrurul Mowla, Associate Professor

**Professors**

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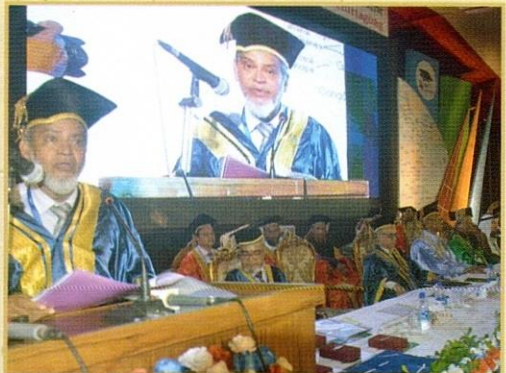
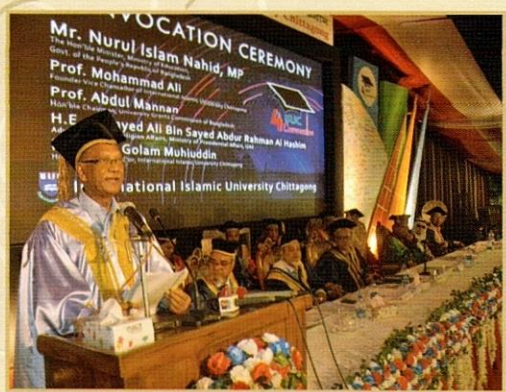
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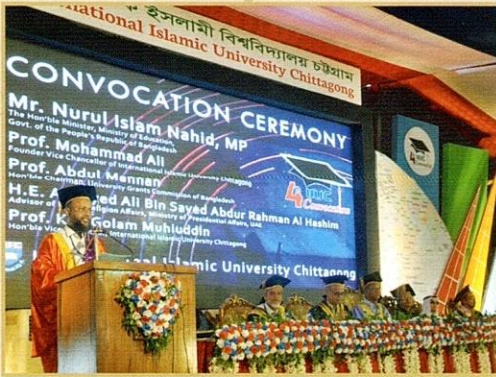
### Lecturers

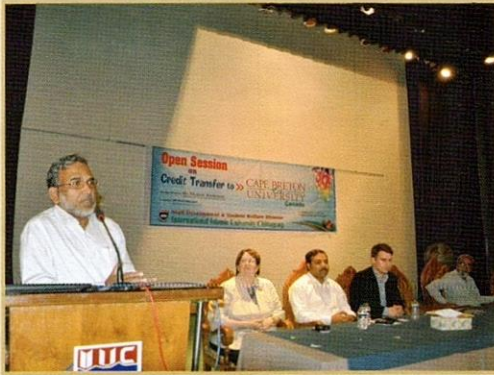
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The background is an abstract, textured composition of red and white. A solid, dark red horizontal band runs across the middle of the image. Above and below this band, the colors are mixed in a mottled, painterly style, with white and light red areas appearing more prominent in the lower and upper sections respectively. The overall effect is one of depth and movement, with the text overlaid on the upper portion of the image.

# **P**ictorial resentation









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