

9<sup>th</sup>  
Batch



P R O S P E C T U S

**BBA**

P r o f e s s i o n a l

Session 2016-2017



DEPARTMENT OF BUSINESS ADMINISTRATION (DBA)  
**DHAKA COMMERCE COLLEGE**



Principal Prof. Md. Abu Sayeed receives the best non-govt. college award on behalf of the college from the Education Minister Mr. Nurul Islam Nahid provided by National University as per its annual ranking in 2015.



Principal Professor Kazi Md. Nurul Islam Faruky, Honorary Professor and Founder of Dhaka Commerce College, is receiving crest and certificate on behalf of the college from the Education Minister Dr. M. Osman Faruq for becoming the best college for the second time in the education week 2002.



Principal Professor Kazi Md. Nurul Islam Faruky, Honorary Professor and Founder of Dhaka Commerce College, is receiving crest and certificate on behalf of the college from the Prime Minister Sheikh Hasina as the best college in the education week 1996.



Principal Professor Kazi Md. Nurul Islam Faruky, Honorary Professor and Founder of Dhaka Commerce College is receiving crest and certificate from the Prime Minister Begum Khaleda Zia as the best college teacher in the education week 1993.



# Bachelor of Business Administration

## Four-Year BBA (Hons.) Professional Program

Major in Management/Accounting/Finance/Marketing  
under National University



### DEPARTMENT OF BUSINESS ADMINISTRATION (DBA)

## **DHAKA COMMERCE COLLEGE**

SELF FINANCED, FREE FROM POLITICS & SMOKING  
Dhaka Commerce College Road, Mirpur, Dhaka-1216  
Tel: 9004942, 9007945, 9023338 Ext: 277, Fax: 9037722  
Email: dba.dcc@gmail.com, Website: www.dcc.edu.bd





Dhaka Commerce College was awarded the best non-govt. college and the 4th best among both govt. and non-govt. colleges in Bangladesh as well as the 3rd best college in Dhaka and Mymensingh region by National University in 2015. Prof. Dr. Shafiq Ahmed Siddique, Chairman of Governing Body, Principal, Vice-Principal, Administration (In-charge) and some teachers of the college were present in the program.



**Chairman**  
Governing Body  
Dhaka Commerce College

## MESSAGE

I am happy to learn that Dhaka Commerce College is admitting students into its BBA program under National University in the session 2016-2017. Dhaka Commerce College has achieved tremendous success specially in flourishing business education in Bangladesh. It is contributing much to imparting world class quality education to the future business leaders of the country. It has made an unprecedented history in making brilliant results in all levels of education under Board and University by dint of its academic excellence. I am confident that the upcoming students of BBA program will shoulder the responsibility for sustaining and enhancing the glorious past of this institution.

In this age of globalization and open market economy, with the development of information technology, the world trade and commerce sector is taking a big stride. Dhaka Commerce College is nourishing the rising generation to turn them into skilled man power and business professionals in the corporate sector. BBA program of Dhaka Commerce College aims at providing the students with opportunities, resources and expertise to achieve academic, personal and career goals in a congenial atmosphere. I do believe that students of BBA program here will be benefited by the education par excellence imparted by the highly competent and dedicated faculty members obtaining higher degrees from reputed universities home and abroad.

Dhaka Commerce College is committed to helping its learners in achieving their cherished goal keeping in view the challenges of the twenty first century. I am optimistic that after passing out from this college, the students of BBA program will contribute to socio-economic development by building up an enlightened nation and will prolong the history of unparallel success of this institution.



Professor Dr. Shafiq Ahmed Siddique



**Principal**  
Dhaka Commerce College

## MESSAGE

Dhaka Commerce College, founded in 1989 by Professor Kazi Md. Nurul Islam Faruky, a renowned educationist and author, committed itself to providing distinctive quality education since its very inception and contributing to the building of an enlightened nation able to face the challenges ahead. Dhaka Commerce College is one of the leading institutions with outstanding achievements specially in flourishing business education in Bangladesh. It has made a history in making brilliant results in all levels of education under Board and University. As a result, this college was recognized as the best educational institution all over the country twice by the government respectively in 1996 and 2002 and in 2015 it was awarded the best non-govt. college and the 4th best among both govt. and non-govt. colleges in Bangladesh as well as the 3rd best college in Dhaka and Mymensingh region by National University. The founder of this college was also crowned with the best teacher award by the government in 1993.

Among other specialized programs run by this college, BBA program under National University is a successful one. This college introduced BBA program under National University in the academic session 1997-1998 and as a part of that trend, we are admitting students in the session 2016-2017. The primary objective of this program is to educate and guide our students so that they can play a very significant role in contributing to the socio-economic development of Bangladesh with their diverse knowledge, talent and creativity.

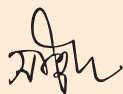
In this new era of globalization and open market economy, business leaders must be able to address the challenges and threats of the increasingly competitive world. The mission of BBA program in Dhaka Commerce College is to impart world class and time-demanding education and training so that students can flourish their intellectual, social and personal potentialities.

In order to turn the educated man power into human resources, Dhaka Commerce College emphasizes the orientation of the students through excursion, internship, extra-curricular and co-curricular activities along with theoretical knowledge. You will be very happy to learn that our BBA program is run by some highly qualified faculty members having higher degrees from reputed universities home and abroad.

In this new millennium the world has become a global village. So, students must be innovative in their thinking and should make a judicious choice of educational institutions. We believe your time at this institution will be very enjoyable and it will enable you to undertake the responsibility of the young executives and skilled business professionals in the corporate sector successfully. Moreover, BBA degree from this institution under National University is valued highly home and abroad.

Higher education means not only providing bookish knowledge but also helping students bloom with all their potentials.

I request you all to go through this prospectus carefully and it would be better if you visit the campus for talking to any concerned faculty member or any member of the Admission Committee. If you join the Dhaka Commerce College Family, our utmost endeavor will be to help you in achieving your cherished goal with academic excellence.



Professor Md. Abu Sayeed



## Director

BBA Professional Program  
Department of Business Administration (DBA)  
Dhaka Commerce College

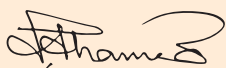
# PREFACE

In 1989, Professor Kazi Md. Nurul Islam Faruky, a renowned educationist and author, founded Dhaka Commerce College with a view to providing the country with a sound, quality and liberal education. The dream has come true with the continuous endeavor of an efficient Governing Body, a group of devoted teachers, staff, students and their guardians. The institution has created a new horizon in the educational domain in Bangladesh and it has been a model institution through generating potential human resources with values and morality. Consequently, it was recognized as the best college in 1996 and 2002 and its founder achieved the award for the best teacher in 1993 by the Government of Bangladesh; and in 2015 it was awarded the best non-govt. college and the 4th best among both govt. and non-govt. colleges in Bangladesh as well as the 3rd best college in Dhaka and Mymensingh region by National University.

Bachelor of Business Administration (BBA) program is a prestigious professional course. Its objective is to create corporate iconic executives. To achieve this goal, Dhaka Commerce College introduced BBA program under National University from the session 1997-1998 and now the authority is going to enroll students in the program for the session 2016-2017. The program is run by a group of enthusiastic and qualified faculty members and staff under the direction of the Governing Body. The program facilitates its students with state-of-the-art classrooms, seminar library, rich central library, internet connection, computer lab, cafeteria, etc. Though the students of the program have to appear at final examinations under the University, they also have to sit for mid-term examinations, tutorials, class tests, quizzes, and participate in case studies, assignment submission, presentations etc. under the close supervision of faculty members. In addition, we ensure extra-curricular activities for the students through various clubs such as sports club, cultural club, language club, business club, debating club, general knowledge club, study tour club, arts & photography club, drama club, Rotaract club, BNCC, and the like. Through these efforts, the Department of Business Administration (DBA) is trying to be a 'Centre of Excellence' and contribute to creating enlightened citizens for the nation.

Due to the advancement of information technology, rapid changes are taking place in the field of global business. I firmly believe that after completing BBA program from this institution our graduates will be able to face the challenges of globalization. I hope the journey of the students will be enjoyable and they will be able to build a bright career.

I urge the students to go through the prospectus to get details about the program.



Dr. Kazi Fayz Ahamed



## INTRODUCTION

Dhaka Commerce College, a self-financed educational institution, free from politics and smoking, was established in 1989 at King Khaled Institute, Lalmatia, and then shifted to Dhanmondi rented campus. The college was established with a view to producing enlightened and well educated people who would lead the business and industrial sector of the country. The college was shifted from Dhanmondi rental campus to its own campus at Mirpur on 22 January 1995. At the very beginning, the college launched HSC and B. Com. (Pass) Course. Honors and Master Courses were introduced from 1994-95 session.



At the program of the reception of some renowned scholars, a renowned scholar Prof. Dr. Khondoker Bazlul Hoque, the University of Dhaka is given gold medal by Planning Minister Mr. AHM Mustafa Kamal

Management education is critical of the process of socio-economic development of a developing country like ours. The need for competent managers required to run an organization effectively is increasing day by day throughout the whole world. To mitigate this need, Dhaka Commerce College launched BBA Program in 1997-98 session. In the mean time, the students have achieved outstanding results in Board and University exams. The college received the best college award from the Government in 1996 and in 2002 in 2015 it was awarded the best non-govt. college and the 4th best among both govt. and non-govt. colleges in Bangladesh as well as the 3rd best college in Dhaka and Mymensingh region by National University.



At the program of the reception of some renowned scholars and brilliant students on the occasion of Silver Jubilee of the college, Mr. AHM Mustafa Kamal, Planning Minister, is delivering his speech to the audience. On the stage also present; Prof. Dr. Shafiq Ahmed Siddique, Chairman of the Governing Body, Mr. A.F.M. Sarwar Kamal and Prof. Md. Abu Saleh, members of the Governing Body, Prof. Kazi Md. Nurul Islam Faruky, the founder of the college and Prof. Md. Abu Sayeed, the Principal of the college

## OUR IDEOLOGY

Dhaka Commerce College, self-financed and free from politics and smoking, maintains the ideals of education and religion. At first, the students have to acquire knowledge and utilize it in practical life. And this should be their religion because we think that work without knowledge and religion without work is nothing but deception.

## OUR COMMITMENT

We will build you up as a well-educated and self-educated person through discipline, and diligence which will take you to the zenith of success in every sphere of your future life. Our careful nursing will establish a strong foundation of your future life. Your present preparation is indispensable for yourself and for the nation in future.



Drama staged by the BBA students



## OUR STRENGTHS

As a leading educational institution of the country, Dhaka Commerce College has the following strengths:

- A model educational institution that is followed by many other institutions and recognized by the Government
- Governing Body is a portfolio of high personalities.
- Highly qualified faculty members holding Ph.D., M.Phil. and MBA degrees;
- State-of-the-art classrooms;
- Separate seminar and central library;
- Free internet access;
- Congenial academic atmosphere;



Dance being performed by the BBA students

- Extra-curricular activities through various clubs such as sports club, cultural club, language club, business club, debating club, general knowledge club, study tour club, arts & photography club, drama club, Rotaract club, BNCC etc.;
- Counseling Program for the students;
- Cafeteria;
- Full time electricity and lift facility.

## ACADEMIC PROCEDURES AND RULES FOR BBA PROFESSIONAL PROGRAM

The Bachelor of Business Administration program is a professional undergraduate program for individuals who plan to develop their career as junior level



Prof. Dr. Shafiq Ahmed Siddique, Chairman of the Governing Body inaugurates 'River Cruise (Hilsha Tour)' program of the college in 2016

managers. The primary emphasis of the program is to develop knowledge and skills among the candidates to undertake practical operations of business enterprises. This program will also be helpful to those who plan their career in Government, Semi-government and Non government organisations.

The objective of the BBA Professional Program is complete grooming of a student's personality by providing a balanced study in the field of business and other related subjects. The purpose is to develop an executive personality and to produce strong operative skills among the graduates so that they can carry out organisational functions efficiently and effectively.

The following section describes the specific contents of the BBA Professional Program entry and graduation requirements.



BBA students visit to the historical city of Sonargaon

## ELIGIBILITY TO APPLY

- HSC/equivalent in 2016/2015 and SSC/equivalent in 2014/2013 securing minimum GPA 2.50 (including 4th subject) in both examinations. Or, A-Level examinations in 2016/2015 securing minimum 1 'B' grade and passed in 2 subjects and O-Level examinations in 2014/2013 securing minimum 3 'B' grades and passed in 4 subjects.
- Candidates from Business Studies/Science/Humanities/Home Economics group can apply.
- In any of the following studied subjects at HSC level must have minimum grade point 3.00: Accounting/Business Organization & Management/Finance, Banking and Insurance/Production Management & Marketing/Economics/Statistics/Higher Mathematics.



Presentation Program of the students of BBA

## HOW TO APPLY

- Apply through National University website: [www.admissions.nu.edu.bd](http://www.admissions.nu.edu.bd) or [nu.edu.bd/admissions](http://nu.edu.bd/admissions).
- Take a printout of the duly filled-in application form using A4 size offset paper.

## ONLINE APPLICATION DATE

- 25/09/2016 to 20/10/2016.



Principal Prof. Kazi Md. Nurul Islam Faruky, the founder of the college inaugurates Sundarban Tour in 2010

## SUBMISSION

The printed application form must be submitted to the college office along with attested photocopies of SSC, HSC or O, A Levels transcripts, registration cards and online application fee of Tk. 300 by 23/10/2016 between 9:00 am and 5:00 pm on all working days.

## HELP DESK

A help desk will remain functional on the college campus for online application submission and for related information from 25/09/2016.



Students with the Director of BBA Program on Konglak Para, the highest peak of Sajek Valley, Rangamati



## SELECTION PROCEDURE

- No admission test will be held.
- A merit list will be published on the basis of a total of 100 marks counting 60% marks from HSC and 40% marks from SSC results by National University.

## PHYSICAL FITNESS

The selected students have to submit a medical certificate that she/he is free from any type of contagious or chronic diseases. If any disease is found later on, his/her admission will be cancelled.



*Students of BBA Program with the Director at Cox's Bazar sea beach*

## REGISTRATION

Applicants finally accepted for the program should obtain the prescribed admission form for admission from the office of the college and submit it to the same office duly filled in along with necessary documents within the scheduled time.

Candidates having completed the above formalities must pay the requisite fees. Enrolment in the college and admission into the classes are conditional upon completion of all admission formalities including payment of all fees in the Bank.



*BBA Students, the Director & Teacher at Chera Dwip, St. Martin's Island*

## THE PROGRAM

BBA Professional Program is a four-year program where teaching and examination of allocated courses for a specific semester would be finished within six months. Students will automatically be transferred to the next semester after examination pending the result. The basic structure of the four-year BBA Professional Program is as follows:



*Study Tour of the college at Tea Garden in Sylhet*



## COURSES OF BBA PROFESSIONAL PROGRAM

### First Year/ First Semester

- 1101 Introduction to Business
- 1102 Principles of Accounting
- 1103 Introduction to Computer
- 1104 Business Mathematics
- 1105 English

### First Year/ Second Semester

- 1201 Business Communication
- 1202 Intermediate Accounting
- 1203 Principles of Management
- 1204 Microeconomics
- 1205 Business Statistics - 1

### Second Year/ Third Semester

- 2101 Principles of Finance
- 2102 Principles of Marketing
- 2103 Organizational Behaviour
- 2104 Macroeconomics
- 2105 Business Statistics - II

### Second Year/ Fourth Semester

- 2201 Insurance and Risk Management
- 2202 Cost Accounting
- 2203 Computer Programming
- 2204 Commercial Law
- 2205 Theory and Practice of Banking

### Third Year/ Fifth Semester

- 3101 Business and Society
- 3102 Auditing
- 3103 Taxation in Bangladesh
- 3104 Industrial Law
- 3105 Bangladesh Studies

### Third Year/ Sixth Semester

- 3201 Financial Management
- 3202 Entrepreneurship Development
- 3203 International Business
- 3204 Marketing Management
- 3205 Production Management

### Fourth Year/ Seventh Semester

- 4101 Human Resource Management
- 4102 Management Accounting

- 4103 Project Management
- 4104 Strategic Management
- 4105 Management Information Systems

### Fourth Year/ Eighth Semester: ACCOUNTING MAJOR

- 4261 Accounting Theory
- 4262 Financial Statement Analysis
- 4263 Specialized Accounting
- 4264 Corporate Reporting and Disclosure
- 4265 Viva-voce and Project Paper Defense

### Fourth Year/ Eighth Semester: MANAGEMENT MAJOR

- 4251 Management Thought
- 4252 Industrial Relations and Conflict Management
- 4253 Comparative Management
- 4254 Industrial Psychology
- 4255 Viva-voce and Project Paper Defense

### Fourth Year/ Eighth Semester: FINANCE MAJOR

- 4241 Financial Analysis
- 4242 Security Analysis and Portfolio Management
- 4243 Financial Markets and Institutions
- 4244 Public Finance
- 4245 Viva-voce and Project Paper Defense

### Fourth Year/ Eighth Semester: MARKETING MAJOR

- 4231 Consumer Behavior
- 4232 Marketing Research
- 4233 Marketing Promotion
- 4234 Brand Marketing
- 4235 Viva-voce and Project Paper Defense

### Fourth Year/ Eighth Semester: INFORMATION SYSTEMS MAJOR

- 4281 E-Commerce Strategies in Business
- 4282 Information Systems
- 4283 Systems Analysis and Design
- 4284 Programming Techniques for Business
- 4285 Viva-voce and Project Paper Defense

**N.B.: Each course carries 100 marks and 3 credits.**

## SALIENT FEATURES OF THE PROGRAM

- 1 There are thirty- nine lecture courses each having 3 credit hour weight, including one on English and one on Bangladesh Studies.
- 2 There is one non-lecture course i.e., Viva-voce and Project Paper Defense that an equal weight of a lecture course, to be taken in the eight semester of BBA program. The students are allowed 3 months, after their final examination, to complete and submit their project paper.
- 3 The eighth semester will determine the major or specialization of a BBA student where he/she will have four options, out of which he/she must select one.

Each semester will consist of about 21 weeks in which 17 weeks will be kept for class lectures, 1 week for pre-examination break and 3 weeks for examination.

### CLASS ATTENDANCE

Every student of BBA Professional Program must attend at least 85% of class lectures to qualify for sitting in the semester final examinations.

### PROMOTION, AWARD OF DEGREE, IMPROVEMENT AND DROP OUT

Result of a BBA student will be determined on the basis of Grade Point in a 4-point scale along with Letter Grade. However, to determine the Letter Grade/Grade Point the following range of marks will be considered:

Marks Range	Letter Grade	Grade Point
80% and above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F (Fail)	0.00

For promotion, results for two semesters in a year tabulated together will be considered for year to year basis promotion. For getting promotion from one year to the next year, the student must appear in the final examinations, at least partially, so that he/she earns a GPA of 1.5 in the first year and then on GPA of 2.0 for second and third year (combined for two semesters in each year). In case of calculating GPA for promotion purposes improvement marks in that relevant year will not be considered. In case he/she fails (F grade) in any or more course(s), he/she will have to appear in the final examination of that/those course(s) in subsequent semesters (two chances will be given to convert F grade into any countable grade). Where a student remains absent in any of the examinations which is countable towards GPA calculation, each absent will be deemed to have earned Zero marks (Grade Point 0.0) for him/her and the credit for relevant course be deemed to have



Students of BBA visit to the historical 'Panam City'

been taken. In any case, a student will not be allowed to sit for further regular examinations when his status is confirmed as not having earned the requisite pass number. In such a case he/she will have to seek for re-admission and continue with the next available batch as usual. A student can pre-empt his/her not getting promotion and seek for readmission well in advance to re-start with the next batch. In this process he must pass in all the lecture courses within a maximum period of six academic years.



Students of BBA Program doing their seminar work

A student of BBA eligible for appearing in improvements in the fourth year courses will also not be allowed to cross the statutory period of six years in the process. If he/she crosses the statutory period of six years, he/she loses his/her chance to improve the grades. For Viva and Project Paper Defense only, an additional time for a maximum period of six months may be allowed. No improvement examination will be allowed for Viva and Project Paper Defense. If he/she fails to qualify for the degree within six

**Award of the degree of BBA will be dependent upon a student performing as follows:**

Total credits obtained	Performance in the courses	Time taken	Cumulative grade point average	Degree to be awarded
120 Credits	No F grade in any course	Maximum 6 years to complete the lecture courses and an additional six months to complete Viva and Project Paper Defense	Minimum 2.0 in a 4.0 scale	BBA (Major in Accounting, or Management, or Finance, or Marketing)



consecutive academic years and an additional period of six months for Viva and Project Paper Defense, being a regular student, he/she will automatically be dropped from the program. A regular student can get himself re-admitted for a maximum of two times. In such cases too he/she also must earn the degree within a maximum period of six consecutive academic years with an additional time of six months for Viva and Project Paper Defense. Rules for non-collegiate students are to be determined and applied separately by the National University.



SAARC Tour of the college: At the front gate of the Taj Mahal, India

A student earning D or more can opt for appearing in the Improvement Examination (except for Viva and Project Paper Defense) with next immediate available batch only, but only once for one course. In that case the earlier grade (and also the relevant marks, if any) earned in the course will be deleted. All midterm and assignment marks will remain unchanged in case of a student appearing in any improvement examination (i.e., improvement will depend only on the course final examination). In case of re-admitted



Music being performed by the BBA students

students, the marks obtained earlier in the same semester courses only will be deleted from his/her record. However, a student will be usually readmitted in First, Third, Fifth, or Seventh semester only. In both the cases of retaking a course for failure or for improvement, a student must apply in specific form to the Controller of Examinations through the Head of the Department and through the Principal within 15 days of the publication of the provisional result. Semester results or yearly results (if combined for two semesters) will be considered as provisional.



Students of BBA Program are enjoying a class

**All lecture courses bearing 100 marks will be examined and marks awarded as follows:**

	Duration	Marks	Examined by
First Mid Term	1 hour exam	15	Course Teacher
Second Mid Term	1 hour exam	15	Course Teacher
Final Examination	3 hour exam	70	Two Examiners
<b>Total</b>		<b>100</b>	

## EXAMINATION RULES

There will be at least two in-course examinations and one home assignment to be conducted by the course teacher for his/her course and marks along with grade be submitted to the Head of the Department for compilation and subsequent submission to the Controller of Examinations of the National University. Only semester final examinations will be conducted by the National University on six monthly basis for each semester. The routine for final examination be spread in such a way that those sitting for improvements and retakes should not coincide. Two examiners will evaluate the final examination scripts and a third examiner be appointed should the difference of marks awarded exceed 20%.

Each lecture course examination will be of three hours. Viva- voce will be taken at the end of 4th year for 50 marks and the rest 50 marks for the project report. Two individual marks will be added together and the total will be considered to grade the full course. Two examiners will examine the Project report (one internal/ supervisor and a second examiner/external). The examination committee as per normal convention of National University will conduct viva.

## EVALUATION

Computation of Grade Point Average will be made on the basis of following illustration:

$$\text{GPA} = \frac{(\text{Credit} \times \text{Grade Point})}{\text{Total Credits}}$$



Students of BBA Program are in the Exam Hall

Example:

### FIRST SEMESTER

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4=(Col.1 X Col.3)
1101	3	A+	4.00	12.00
1102	3	A	3.75	11.25
1103	3	A-	3.50	10.50
1104	3	B+	3.25	9.75
1105	3	B	3.00	9.00
TOTAL	15			52.50

$$\text{EARNED CREDIT (EC)} = 3+3+3+3+3 = 15$$

$$\text{GPA} = \frac{52.50}{15} = 3.50$$



*'Financial Waiver Giving Program' for the students of BBA*

## DISCIPLINARY MEASURES

Any student adopting unfair means will be treated as per the rules of National University in this regard.

## METHOD OF INSTRUCTION

The Lecture method of teaching will be supplemented by project works, case presentation, group discussions, seminars, business games, role playing and plant visitation. A heavy reliance is placed on project work, case method and other modern techniques that simulate situation in which business operations are carried out. Cases used in the courses relate to actual business problems including those developed by the various prominent business institutes relating to Bangladesh.

Students will be supplied with books and materials which they will be required to read and understand. To develop sound study habits, arrangements are made for supervised reading in the library of the college. Students are required to prepare daily work assignments, participate in class discussions and sit for periodical quizzes and tests. Arrangements will be made to hold lectures and research seminars by prominent business executives or academicians on subjects of current business and research interest.

## THE MEDIUM OF INSTRUCTION IS ENGLISH

### BBA PROFESSIONAL PROGRAM OFFICE

The academic and administrative matters of the students of the program are looked after by the

BBA Professional Programme office. The services rendered by the office include registration of students, monitoring class, publications of result, processing applications of students for various purposes, record maintenance, counseling students on academic matters etc.

The office is administered by the Director with the assistance of the college administration.

## DISCIPLINE

The congenial atmosphere depends on combined discipline and behaviour of all students, teachers and employees. For this reason all students should abide by the following:

## UNIFORM

All Students should wear the dress and badge determined by the college. Without uniform and after schedule time no student is allowed to enter the college.



*Students in BBA uniform*

**Male student :** Ash shirt, black pants, black shoes with ribbon and black belt.

**Female student :** Ash kameez, white salwar, white dopatta and black shoes.

***N.B. To enter the college for other purposes every student should put on college uniform.***





SAARC Tour of the college: In front of Tri Bhubon Intl. Airport, Nepal

## WARNING

Any indecorous activity subversive of students is strictly prohibited while in uniform. Anybody involved in such activity must be turned out of the college on discipline ground.

## IDENTITY CARD

Every student must carry/wear identity card provided by the college authority. Students have to preserve the identity cards with due caution. In case of having lost the identity card, students will collect it from the office within 3 working days paying an amount of Tk.500/= as fee after filing a diary at the nearest police station. It may be mentioned that guardians will be provided with identity cards to meet the college authority. Anybody without identity card is not considered a guardian at all. Duplicate of the identity card is provided only once after lost.

## LEAVE OF ABSENCE

Maximum five days leave of absence in each semester for a student may be granted under special circumstances for the application of the real/original guardian. However, such leave may not be granted in case of examination.

## CODE OF CONDUCT

Identity of a student does not depend only on good results, but also on the observation of overall code of conduct and discipline of the institution, so-

- Every student of the college must be polite, obedient and polished.
- Male students must have their hair cut at least once a month.
- Cosmetic material of female students will be worth of a female student.
- Relationship between the male and female students must be that of brother and sister.
- Relationship between senior and junior students should be that of younger and elder brothers and sisters.

## IN AND OUT OF CLASS

No student can stay in the veranda, field, cafeteria, canteen or library while the classes are taken. Besides, no student can go out of the college during the class-hours and before leave. The students have to depart from the college after leave.



Funny game 'Bosta Dor' in the annual sports of the college



'Bamboo Dance' performed by the college students in the annual sports program

## UNFAIR MEANS

Students are strictly forbidden from adopting unfair means in class assignments, tests, quizzes, examinations and project work.

The following would be considered as adoption of unfair means during examinations and other contexts.

- Communications with fellow students for obtaining help.
- Copying from another student's scripts /report.
- Copying from printed matters, hand written manuscript, Writing from desk or palm of a hand or from other incriminating documents.
- Possession of any incriminating document whether used or not.
- Any approach in direct or indirect form to influence teacher concerning tutorial or case assignment.
- Unruly behaviour which disrupts academic program. Adoption of unfair means may result in the dismissal of the student from program and expulsion of the student from the college.

## EXPULSIONS/CANCELLATION OF ADMISSION

Any student will be expelled from the college or admission cancelled without the notice/ warning notice for any of the following causes:

- Absence from college.
- Not to take part in internal examinations.
- To fail in the internal examinations.
- To write something on tables or walls.
- To behave badly with anybody.
- To do or get involved in any activity inimical to law and order.
- To break or fail in complying with law and order.

Even if needed be, the registration in the university may be cancelled. Any recommendation or persuasion about this will be treated as the double crime.

## STUDENTS' WELFARE COUNCIL

The college has no students' council. But there is a students' welfare council under the supervision of teachers for the overall welfare of the students. It functions to conduct all types of co-curricular activities supplementary with education. Aside from this, a welfare organization named 'Bandhan' is working for the help of the poor and bright students.

## STUDENT POLITICS AND SMOKING PROHIBITED

All kinds of political activities and smoking are entirely prohibited at college. The habit of smoking will be considered as a disqualification.

## CLUB AND SOCIETY

There are clubs for general knowledge, debate, Voice of America (VOA) fan, recitation, drama, music, cycling and skating, table tennis, Red Crescent, Rotaract etc. Students flourish their potentiality being the members of these clubs of their own accord. Besides, the B.N.C.C. is functioning as well.



*Annual Feast program of the college*

## GENERAL KNOWLEDGE CLUB

General knowledge club has been introduced so that the students can prepare themselves well for the future competitive examinations.

## EXTRA- CURRICULAR ACTIVITIES

Extra-curricular activities like sports, literary and cultural program, publishing monthly, yearly and wall-magazine, conducting seminar and debate on various national and religious days, and picnic on different spots are arranged for the physical, mental and spiritual development of the students.

## INTER SECTION AND CLASS COMPETITION

With a view to creating competitive mentality, competition on debates, sports, literary and cultural activities and on cleanliness are held among the students on the basis of section and class.

## DEVELOPMENT OF LEADERSHIP

For the flourishing of leadership quality, students are assigned with various activities of the college and best activist or personality is awarded.

## GUARDIAN MEETING

Guardians (only ID card holders) are allowed to meet with the students during class hours only with the prior permission of the authority. Such permission is given in case of emergency.

## RECORD FILING

Records of students' personal activities are kept and used to evaluate their results.

## INTERNAL EXAMINATIONS AND PROCEDURE OF EVALUATION

Midterm examinations, tutorials, class tests, quizzes are held regularly with a view to flourishing their talent and for internal evaluation. Besides, students have to participate in case studies, presentations and submit assignment. It is mandatory for the students to take part in the internal examinations. In no way, students are allowed to remain absent from the examinations. Sick-beds are arranged for ailing students for conducting examinations. Admission is cancelled or transfer certificate is given to the students who remain absent from the examination.

## STUDY TOUR

Study tours or excursions are arranged to different industrial factories, banks, stock exchange and different places of historical importance in different times of the year.



*BBA students and faculty members with the General Manager inside Asian Textile Mills Ltd.*



## VIEWS EXCHANGING MEETING

Views exchanging meetings among students, guardians and teachers are held on a date fixed by college/departmental authority or after the exams. It is a must for the guardians to be present there. Infact an examinee's progress in study or overall development depends on the united efforts of the students, teachers and guardians. In this way the students can make good results.



Guardian meeting after the publication of the result of internal exam

## ARRANGEMENT OF SEATS

Every student is to sit on his/her own seat. It is prohibited to write down anything on tables or walls.

## VISITING PROFESSORS AND GUEST SPEAKERS

Prominent teachers of different Universities and institutes are invited to deliver lectures on specific subject as visiting professors. Moreover, famous businessmen, bankers, social workers are invited as the guest speakers to give the students practical knowledge.

## FEE STRUCTURE\*

**Fees:** Total fees for the entire BBA (Hons.) Professional Program (in 4 years) for the session 2016-2017 is only Tk. 1,75,000/- (can be paid in 16 installments) excluding National University registration and examinations fees.

## Fees Payment schedule would be:

1st installment (i.e. Tk. 10,000X1)	Tk. 10,000
2nd to 16th installment (Per installment Tk. 11,000; i.e. Tk. 11,000X15)	Tk. 1,65,000
Total= Tk. 1,75,000	

**Financial Waiver:** 10% financial waiver for the Ex-students of Dhaka Commerce College and on the basis of National University semester result special financial waiver will be given.

## FEES DEPOSITION

After collecting papers from accounts section of the college, semester tuition fees and other fees should be deposited in the collection centre of Social Islami Bank Ltd. at college premises on fixed date and time. Receipts of paying fees must be shown to the office of the college.

## THE FACULTY

The BBA Professional Program has a highly qualified and trained faculty who guide and take responsibility for the standard of education and that is imparted to students at the Department of Business Administration (DBA). The department consists of the following members:

1. Program Director
2. Other full time and part time teachers



Conducting departmental meeting

\* All fees and charges are subject to revision and cost of educational tour should be paid by the student.



**Professor Kazi Md. Nurul Islam Faruky**

B. Com. (Hons.), M. Com. (Management)  
B. C. S. (Education)  
*Honorary Professor and Founder of  
Dhaka Commerce College*



PROFESSIONAL PROGRAM

## List of Faculty Members



**Professor Md. Abu Sayeed**

B. Com. (Hons.) in Accounting  
M. Com. in Accounting  
B. C. S. (Education)  
*Principal*



**Mr. Md. Wali Ullah**

B. S. S. (Hons.) in Economics (DU)  
M. S. S. in Economics (DU)  
MBA in Finance (Stamford University)  
*Associate Professor*



**Professor Md. Shafiqul Islam**

B. Com. (Hons.) in Management  
M. Com. in Management  
MBA in Management  
*Vice Principal, Administration (In-charge)*



**Mr. Badiul Alam**

B. Com. (Hons.) in Management (DU)  
M. Com. in Management (DU)  
MBA in Marketing (Eastern University)  
*Associate Professor*



**Professor Md. Mojahar Jamil**

B. Com. (Hons.), M. Com. (Management)  
B. C. S. (Education)  
*Advisor, Academic*



**Mr. Md. Jahangir Alam Sheikh**

B. Com. (Hons.) in Accounting (DU)  
M. Com. in Accounting (DU)  
MBA in Finance (BUBT)  
DBA (DU) (On Study)  
*Associate Professor*



**Dr. Kazi Fayz Ahamed**

B. Com. (Hons.) in Management (DU)  
M. Com. in Management (DU)  
M. Phil. in Management (DU)  
Ph. D. in Management (DU)  
I. T. P. (NBR, GoB)  
*Associate Professor and Director*



**Mr. Syed Abdur Rob**

B. Com. (Hons.) in Management (DU)  
M. Com. in Management (DU)  
MBA in Marketing (Stamford University)  
*Associate Professor*



**Professor Mohammed Elias**

B. Sc. (Hons.) in Statistics (CU)  
M. Sc. in Statistics (CU)  
Commonwealth MBA (BOU)  
PGDCS (BIM)  
*Professor*



**Mr. Mohammad Aminul Islam**

B. Com. (Hons.) in Accounting (DU)  
M. Com. in Accounting (DU)  
MBA in Accounting (Stamford University)  
*Associate Professor*



**Mr. Md. Moinuddin Ahmed**

B. A. (Hons.) in English (DU)  
M. A. in English (DU)  
M. A. in ELT (Nottingham Trent University, UK)  
*Associate Professor*



**Dr. Md. Miraj Ali Akand**

B. Sc. (Hons.) in Mathematics (DU)  
M. Sc. in Mathematics (DU)  
M. Phil. in Mathematics (BUET)  
Ph. D. in Mathematics (JU)  
*Associate Professor*



**Mr. Mohammad Akter Hossain**

B. Com. (Hons.) in Finance & Banking (DU)  
M. Com. in Finance (DU)  
MBA in Finance (Stamford University)  
*Associate Professor*



**Mr. Bishnu Pada Banik**

B. Sc. (Hons.) in Statistics (DU)  
M. Sc. in Statistics (DU)  
MBA in Marketing (Eastern University)  
PGDCS (BIM)  
Master in IT (JU)  
*Associate Professor*



**Mr. Shamim Ahsan**

B. A. (Hons.) in English (DU)  
M. A. in English Literature (DU)  
*Associate Professor*



**Mr. Mohammad Ibrahim Khalil**

B. Com. (Hons.) in Finance & Banking (DU)  
M. Com. in Finance (DU)  
MBA in Finance (Stamford University)  
*Associate Professor*



**Mr. Md. Shafiqul Islam**

B. Com. (Hons.) in Marketing (DU)  
M. Com. in Marketing (DU)  
MMS (Osaka University, Japan)  
M. A. in ELT (Northern University)  
*Associate Professor*



**Dr. A. M. Shawkat Osman**

B. Com. (Hons.) in Management (CU)  
M. Com. in Management (CU)  
M. Phil. in Management Studies (DU)  
Ph. D. in Economics (JU)  
*Associate Professor*



**Mr. Md. Shafiqul Islam**

B. Sc. (Hons.) in Statistics (DU)  
M. Sc. in Statistics (DU)  
Commonwealth Executive MBA (BOU)  
*Associate Professor*



**Mr. Mohammad Tawhidul Islam**

B. Com. (Hons.) in Accounting (DU)  
M. Com. in Accounting (DU)  
MBA in Accounting (Stamford University)  
*Associate Professor*





**Mrs. Masuda Khanam (Nipa)**

B. Com. (Hons.) in Accounting (DU)  
M. Com. in Accounting (DU)  
MBA in Accounting (Stamford University)  
*Associate Professor*



**Mrs. Suraiya khatun**

B.S.S. (Hons.) in Economics (DU)  
M.S.S. in Economics (DU)  
MBA Major in Finance (Uttara University)  
*Assistant Professor*



**Mr. Shanjit Saha**

B. Com. (Hons.) in Marketing (DU)  
M. Com. in Marketing (DU)  
MBA in Marketing (Stamford University)  
*Associate Professor*



**Mr. Abu Bakkar Siddique**

BBA in AIS (DU)  
MBA in AIS (DU)  
DBA (IBA, DU) (On Study)  
ACCA (Finalist)  
*Assistant Professor*



**Mrs. Aleya Parvin**

B. Sc. (Hons.) in Mathematics (DU)  
M. Sc. in Mathematics (DU)  
DCAP (CITN)  
MBA in Marketing (Stamford University)  
*Associate Professor*



**Mrs. Farhana Hasmat**

BBA in AIS (DU)  
MBA in AIS (DU)  
*Assistant Professor*



**Mrs. Shuriya Parvin**

B. Sc. (Hons.) in Economics (JU)  
M. Sc. in Economics (JU)  
MBA in Finance (Stamford University)  
*Associate Professor*



**Mrs. Fahmida Israt Jahan**

B. Com. (Hons.) in Finance & Banking (NU)  
MBS in Finance & Banking (NU)  
MBA Major in Finance (BUBT)  
*Assistant Professor*



**Mrs. Hafiza Sharmin**

B. Sc. (Hons.) in Economics (JU)  
M. Sc. in Economics (JU)  
MBA Major in Finance (Uttara University)  
*Associate Professor*



**Mr. Mohammad Masud Perves**

B. Com. (Hons.) in Accounting (NU)  
MBS in Accounting (NU)  
*Assistant Professor*



**Mrs. Sigma Rahman**  
BBA in Management (DU)  
MBA in HRM (DU)  
*Assistant Professor*



**Mr. Mohammad Mahafuzur Rahman**  
BBA in Banking (DU)  
MBA in Banking (DU)  
*Lecturer*



**Mrs. Farjana Rahman**  
BBA in Management (DU)  
MBA in HRM (DU)  
M. Phil. (DU) (On Study)  
*Lecturer*



**Mr. Md. Sohel Rana**  
BBA in Management Studies (RU)  
MBA in Management Studies (RU)  
*Lecturer*



**Mr. Narpis Hydar**  
B. Sc. (Hons.) in CSE (AUB)  
Master in IT (IIT, DU)  
*Lecturer*



**Mr. Ahsan Uddin Khan**  
B. Com. (Hons.) in Accounting (NU)  
MBS in Accounting (NU)  
CMA (Part Qualified) (ICMAB)  
*Lecturer*



**Mr. Mohammed Shoaiebur Rahman**  
B. Sc. in CSE (CU)  
M. Sc. in CSE (DIU)  
*Lecturer*



**Mrs. Nazma Akter**  
B. Sc. (Hons.) in CSE (MBSTU)  
M. Sc. in CSE (UIU)  
*Lecturer*

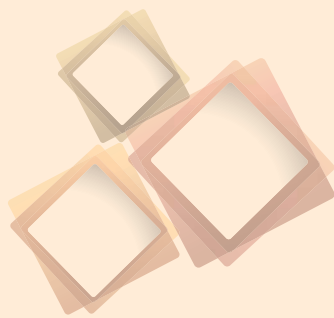


**Mr. Md. Anwar Hossain**  
B. A. (Hons.) in English (NU)  
M. A. in English Literature (NU)  
B. ED. (GTTC)  
*Lecturer*



**Mr. Md. Shafiqur Rahman**  
B. A. (Hons.) in History (DU)  
M. A. in History (DU)  
*Lecturer (Part Time)*





**BBA**

PROFESSIONAL PROGRAM  
Administrative Support Staff



**Mr. Md. Monsur Rahaman Siddique**  
Office Assistant



**Mr. Md. Harunur Rashid (Biplob)**  
M. L. S. S.

## Students of BBA Professional Program



Students of BBA 8<sup>th</sup> batch are with the Principal, Vice-Principal, Administration (In-charge), Advisor (Academic) and Director of the BBA Program



Students of BBA 7<sup>th</sup> batch are with the Principal, Vice-Principal, Administration (In-charge), Advisor (Academic) and Director of the BBA Program



Students of BBA 6<sup>th</sup> batch are with the Principal, Vice-Principal, Administration (In-charge), Advisor (Academic) and Director of the BBA Program



## Photo Album of BBA Professional Program



The faculty and the students of BBA Program showing tribute to the martyrs of the Language Movement



Prof. Dr. Md. Moinul Islam, former Chairman of Management Department of the University of Dhaka, currently treasurer of Dhaka International University visiting the Department of Business Administration of the college



Prof. Md. Motiur Rahman, former Vice-Principal of the college takes a motivational class among the BBA students



Dr. Afzalur Rashid, CPA, Senior Lecturer in Accounting, University of Southern Queensland, Australia, takes a motivational class with the BBA students



Besides seminar library, students of BBA Program concentrating on their studies in the central Library of the college



BBA students enhancing their skills in the computer lab



# Photo Album of BBA Professional Program



Principal, Advisor (Academic), Director, Faculty and Students in 'Class Ending Celebration Program' of BBA



'Game & Loser', a short film starring in main character by BBA student Md. Toufiq Mahbub (Borshon) aired by Channel 9 on 20 June 2014



BBA Director Dr. Kazi Fayz Ahamed along with Prof. Dr. Mamun Ahmed, former General Secretary of Dhaka University Teachers' Association, Mr. Hasan Ahmed Chowdhury Kiron, Chairman of Debate for Democracy and others in a scholarship giving program



Students are in the Cafeteria in a holiday mood



BBA Student Md. Sajjad Hosain posing with other winners won Silver medal in Fencing game in Bijoy Dibosh Cup Championship 2014 organized by Bangladesh Fencing Association



Students of BBA Program participating 'Hilsha Tour' and a few moments with Principal, Director and Teachers



# Photo Album of BBA Professional Program



Students of BBA Program are passing their pleasant time playing Table Tennis



Celebrating presentation program by the BBA students



Seven Financial Waiver receivers (2014-15) are with the Principal, Vice-Principal, Administration (In-charge), Academic Advisor and Director of the BBA Program



Eight Financial Waiver receivers (2013-14) are with the Principal, Vice-Principal, Administration (In-charge), Academic Advisor and Director of the BBA Program



Students of BBA Program on the Helipad of Sajek Valley, Rangamati



Prize money being provided to Soheli Mia for scoring highest SGPA from college by the founder of HR Foundation-Mr. Md. Jahangir Alam Sheikh



## Photo Album of BBA Professional Program



The gold medalists, the faculty members of BBA (from left to right) Dr. Kazi Fayz Ahamed, Director of BBA Program, Prof. Mohammed Elias, Mr. Md. Jahangir Alam Sheikh, Mr. Md. Wali Ullah, Mr. Badiul Alam, Dr. Md. Miraj Ali Akand and Dr. A. M. Shawkat Osman, are with the Governing Body Chairman, members, Principal and Vice Principal, Administration (In-charge) of the college on the stage. They are awarded gold medals by the college on the occasion of the Silver Jubilee for their outstanding success in their respective fields.



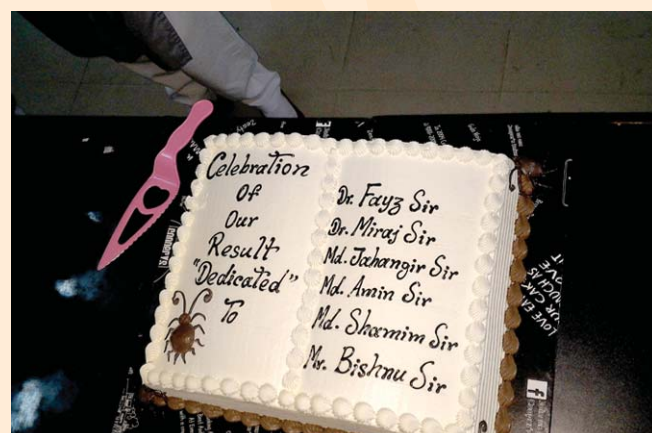
Students of BBA Program along with the Director and teachers in Teknaf on the way to St. Martin's Island



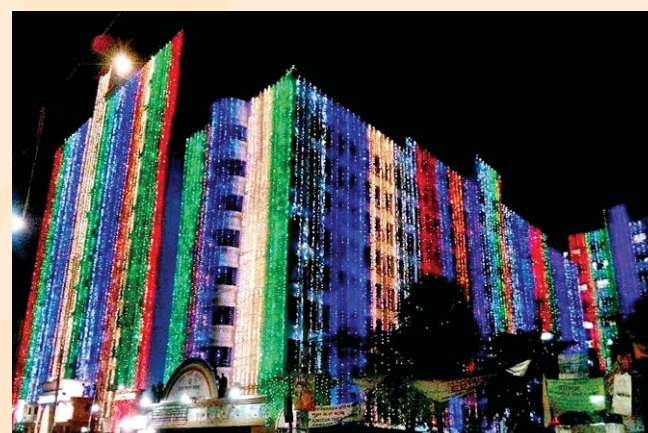
A visit to Asian Group of Industries in Munshigonj



BBA Students visit to the Bangladesh Folk Arts and Crafts Museum of Sonargaon



Celebration of 1st Year 1st Semester result of National University through cutting cake



On the occasion of the celebration of the 'Silver Jubilee' stands the college building in its luster



জাতীয় বিশ্ববিদ্যালয়  
গাজীপুর

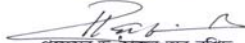
কলেজ র‍্যাংকিং ২০১৫

সনদপত্র

ঢাকা কমার্স কলেজ ২০১৫ সালের কলেজ র‍্যাংকিং-এ বেসরকারি কলেজসমূহের মধ্যে ১ম স্থান অর্জন করে।  
প্রাপ্ত স্কোর ৬১.৮৫।

২০শে মে ২০১৬  
৬ই জ্যৈষ্ঠ ১৪২৩

ভূভেদা ও অভিনন্দন

  
প্রফেসর ড. হাফস-অর-রশিদ  
ভাইস-চ্যান্সেলর



জাতীয় শিক্ষা সপ্তাহ ২০০২  
শিক্ষা মন্ত্রণালয়

সনদপত্র

শ্রেষ্ঠ শিক্ষা প্রতিষ্ঠান বিবেচিত হওয়ায়


ঢাকা কমার্স কলেজ

চিড়িয়াখানা রোড, মিরপুর, ঢাকা-ক

এ সনদপত্র প্রদান করা হল।

১৪ ফেব্রুয়ারি ২০০২

বিশ্বায়নের চ্যালেঞ্জ মোকাবেলার শিক্ষা  
\* শিক্ষা মন্ত্রণালয় \*

  
(মোহাম্মদ শহীদুল আলম)  
সচিব  
শিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



জাতীয় শিক্ষা সপ্তাহ ১৯৯৬

শিক্ষা মন্ত্রণালয়

সনদপত্র

শ্রেষ্ঠ শিক্ষক/শিক্ষা প্রতিষ্ঠান রূপে বিবেচিত

ঢাকা কমার্স কলেজ, ঢাকা-ক

এই সনদপত্র প্রদান করা হল।

  
সচিব  
শিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



# BBA PROFESSIONAL PROSPECTUS



## DEPARTMENT OF BUSINESS ADMINISTRATION (DBA) DHAKA COMMERCE COLLEGE

SELF FINANCED, FREE FROM POLITICS & SMOKING  
Dhaka Commerce College Road, Mirpur, Dhaka-1216  
Tel: 9004942, 9007945, 9023338 Ext: 277, Fax: 9037722  
Email: dba.dcc@gmail.com, Website: www.dcc.edu.bd