# Prospectus

For Honours Session : 2016-2017

"শিক্ষা নিয়ে গড়ব দেশ শেখ হাসিনার বাংলাদেশ'





## DHAKA COMMERCE COLLEGE

SELF FINANCED, FREE FROM POLITICS & SMOKING DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216

Phone : 9004942, 9007945, 9023338, Fax: 88-02-9037722 www.dcc.edu.bd



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# **Prospectus**

## **For Honours**

## Session: 2016-2017







# Preface

Self financed and free from smoking and politics, Dhaka Commerce College is an ideal institution in the field of business education in Bangladesh. Here students are taught in modern and scientific methods. The main mission of the college is to impart them education maintaining harmony between theoretical knowledge and practical skill. As a result, ideal students are created here. Dhaka Commerce College has reached the splendid height of eminence in Bangladesh by virtue of outstanding results not only in the HSC level but also in Honours and Master's programmes, viz. Management, Accounting, Finance and Banking, Marketing, Economics and English under National University, securing at least 80% first class with distinctive places among the first twenty. **Dhaka Commerce College achieved the status of being the Best Private College at the National Level in the National University College Ranking 2015.** 

Here a student will not only achieve good results but also establish himself/herself in all spheres of life. There are a number of highly qualified and devoted teachers here. The students get their desired direction with the touch of these teachers.

Besides, a lot of well known and reputed guest teachers are invited from different colleges and universities in order to create a congenial atmosphere of education. So the students and teachers are benefited reciprocally.

From the very beginning, our mission was to establish a university of international standard in business education named Bangladesh University of Business and Technology (BUBT). With the blessing of the Almighty Allah, Bangladesh University of Business and Technology approved by the Government of the People's Republic of Bangladesh started functioning in 2003. This bears the torch of glory of this college.

In a word, Dhaka Commerce College is such an institution where the mission of the teachers is to scatter the sparkle of education among the students so that they can apply it in their practical life.

#### Professor Md. Abu Sayeed

Principal



#### Principal

#### Professor Md. Abu Sayeed

Honorary Professor

#### Prof. Kazi Md. Nurul Islam Faruky

Vice Principal (Admn.) Acting

#### Professor Md. Shafiqul Islam

Advisor (Academic)

#### Professor Md. Mojahar Jamil

#### Students' Advisors (H.S.C)

- 1. Professor Md. Romzan Ali, Department of Bangla
- 2. Professor Md. Bahar Ullah Bhuiyan, Department of Social Studies
- 3. Professor Md. Abdul Kayum, Department of English
- 4. Professor Mohammed Elias, Department of Statistics, Computer and Mathematics
- 5. Professor Md. Zahid Hussain Sikder, Department of Marketing
- 6. Professor Md. Abu Taleb, Department of Secretarial Science and Office Management

#### **Department of Bangla**

- 1. Nayem Mozammel, Associate Professor & Chairman
- 2. Professor Md. Romzan Ali, Student Advisor
- 3. Md. Saidur Rahman Mian, Associate Professor
- 4. Md. Hasanur Rashid, Associate Professor
- 5. Md. Shahjahan Ali, Assistant Professor
- 6. S. M. Mahadi Hasan, (M.phil) Assistant Professor
- 7. Md. Mashiur Rahman, Assistant Professor
- 8. Rezaul Ahmed, Assistant Professor
- 9. Israt Marin, Assistant Professor
- 10. Mir Mohammad Zahirul Islam (M.Phil), Assistant Professor
- 11. Partha Barai, Lecturer
- 12. Mukti Roy, Lecturer
- 13. Tahmina Taher, Lecturer
- 14. Arin Sultana, Lecturer
- 15. Solayman Alam, Lecturer (Part Time)

#### **Department of English**

- 1. Shamim Ahsan, Associate Professor & Chairman
- 2. Professor Md. Abdul Kayum, Student Advisor
- 3. Sadikh Mohammad Salim, Associate Professor
- 4. Md. Moinuddin Ahmed, Associate Professor
- 5. Maksuda Shirin, Associate Professor
- 6. Utpaul Kumar Ghosh, Associate Professor
- 7. Monsur Alam, Assistant Professor
- 8. Kh. Md. Hadiuzzaman, Assistant Professor
- 9. Khayrul Islam, Assistant Professor
- 10. Md. Zahedul Kabir, Assistant Professor
- 11. Mohammad Shafiqur Rahman, Assistant Professor
- 12. Samiran Podder, Assistant Professor
- 13. Md. Kaisar Ali, Assistant Professor
- 14. Md. Rezaul Karim, Assistant Professor
- 15. Rehana Akhter Rinku, Lecturer
- 16. Md. Tarequr Rahman, Lecturer
- 17. Md. Anwar Hossain, Lecturer
- 18. Anupam Biswas, Lecturer
- 19. Muhammad Jakaria Faisal, Lecturer

#### **Department of Management**

- 1. Badiul Alam, Associate Professor & Chairman
- 2. Md. Nurul Alam Bhuiyan, Associate Professor
- 3. Syed Abdur Rob, Associate Professor
- 4. Md. Shariful Islam, Associate Professor
- 5. S. M. Ali Azam, Associate Professor
- 6. Kazi Sayema Binte Faruky, Associate Professor
- 7. Shamsad Shahjahan, Associate Professor
- 8. Dr. Kazi Fayz Ahamed, Ph.D. Associate Professor & Director, BBA Program
- 9. Dr. A.M. Shawkat Osman, Ph.D. Associate Professor
- 10. Shama Ahmad, Associate Professor
- 11. Farhana Arjuman, Assistant Professor
- 12. Tanbir Ahmed, Assistant Professor
- 13. Tanmoy Sarker, Assistant Professor
- 14. Md. Hazrat Ali, Assistant Professor
- 15. Sigma Rahman, Assistant Professor
- 16. Ummea Salma, Assistant Professor
- 17. Farjana Rahman, Lecturer
- 18. Md. Sohel Rana, Lecturer
- 19. Md. Masum Alam, Lecturer (Part time)

#### **Department of Accounting**

- 1. Md. Jahangir Alam Sheikh, Associate Professor & Chairman
- 2. Mohammad Aminul Islam, Associate Professor
- 3. Md. Moinuddin, Associate Professor
- 4. Md. Mostaque Ahmed, Associate Professor
- 5. Shajnin Ahmad, Associate Professor
- 6. Md. Tawhidul Islam Shaheen, Associate Professor
- 7. Md. Nijam Uddin, Associate Professor
- 8. Masuda Khanam, Associate Professor
- 9. Kumrun Nahar. Associate Professor
- 10. Md. Mosharef Hossain, Associate Professor
- 11. Mohammad Abdus Salam, Assistant Professor
- 12. Nur Muhammad Shipon, Assistant Professor
- 13. Abu Bakkar Siddique, Assistant Professor

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- 14. Farhana Hasmat, Assistant Professor
- 15. Md. Mahmud Hasan, Lecturer
- 16. Mohammad Masud Parvez, Lecturer
- 17. Shimul Chandra Deb Nath, Lecturer
- 18. Ahasan Uddin Khan, Lecturer
- 19. Mohammad Sahed Hossain, Lecturer

#### Department of Finance & Banking

- 1. Mohammad Ibrahim Khalil, Associate Professor & Chairman
- 2. Mohammad Akter Hossain, Associate Professor
- 3. Farhana Satter, Associate Professor
- 4. Sharmin Sultana, Assistant Professor
- 5. Mohammad Mahabubul Alam, Assistant Professor
- 6. Fahmida Israt Jahan, Assistant Professor
- 7. Md. Hasan Ali, Assistant Professor
- 8. Mohammad Mahfujur Rahman, Lecturer
- 9. Farida Yeasmin, Lecturer
- 10. Md. Ahasan Tarek, Lecturer
- 11. Shirin Akter, Lecturer
- 12. Farhana Ferthous, Lecturer
- 13. Sahida Sharmin, Lecturer
- 14. Meharun Nahar, Lecturer (Part Time)

#### **Department of Economics**

- 1. Md. Wali Ullah, Associate Professor & Chairman
- 2. Shuriya Parvin, Associate Professor
- 3. Hafiza Sharmin, Associate Professor
- 4. Suraiya Khatun, Assistant Professor
- 5. Ahmed Ahsan Habib, Assistant Professor
- 6. Mohammad Abdullahil Baki Billah, Assistant Professor

#### **Department of Statistics, Computer & Mathematics**

- 1. Md. Shafiqul Islam, Associate Professor & Chairman
- 2. Professor Mohammed Elias, Student Advisor
- 3. Md. Abdur Rahman, Associate Professor
- 4. Dr. Md. Miraj Ali Akand, Ph.D. Associate Professor
- 5. Md. Abdul Khaleque, Associate Professor
- 6. Bishnu Pada Banik, Associate Professor
- 7. A.H.M. Saidul Hasan, Associate Professor
- 8. Aleya Parvin, Associate Professor
- 9. Mohammad Rashidozzaman Khan, Assistant Professor
- 10. Anupam Debnath, Assistant Professor
- 11. Narpis Hydar, Lecturer
- 12. Md. Shoaiebur Rahman, Lecturer
- 13. Nazma Akter, Lecturer
- 14. Suyaba Hoque Turabi, Lecturer (Part Time)
- 15. Farzana Akter Ripa, Lecturer (Part Time)

Department of Secretarial Science & Office Management.

- 1. Md. Eunus Howlader (Accounting), Associate Professor & Chairman
- 2. Professor Md. Abu Taleb (Management), Student Advisor
- 3. Md. Nazrul Islam (Management), Associate Professor
- 4. A. B. M. Mizanur Rahman (Accounting), Assistant Professor
- 5. Md. Mahfuzur Rahman (Finance & Banking), Assistant Professor
- 6. Md. Shahidul Islam (Management), Assistant Professor

#### **Department of Marketing**

- 1. Dewan Zobaida Nasrin, Associate Professor & Chairman
- 2. Professor Md. Zahid Hussain Sikder, Student Advisor
- 3. Md. Shafiqul Islam, Associate Professor
- 4. Shanjit Saha, Associate Professor
- 5. Md. Manzurul Alam, M.Phil. Associate Professor
- 6. Farhana Aktar Sadia, Assistant Professor
- 7. Tasmina Nahid, Assistant Professor
- 8. Sabiha Afsary, Lecturer
- 9. Riffat Shobnom, Lecturer (Part Time)
- 10. Nur Nahar, Lecturer (Part Time)

#### **Department of Social Studies**

- 1. Maosufa Ferdousi, M.S., Associate Professor & Chairman
- 2. Professor Md. Bahar Ullah Bhuiyan, Student Advisor
- 3. Shabnam Nahid Swati, Associate Professor (Sociology)
- 4. Marufa Sultana, Lecturer, History (Part Time)
- 5. Md. Shafiqur Rahman, Lecturer, History (Part Time)

#### **Department of Business Administration**

1. Dr. Kazi Fayz Ahamed, Associate Professor & Director

#### **Central Library**

Mohammad Ashraful Karim, Librarian Dilwara Begum, Senior Cataloguer

## **Physical Education**

Faiz Ahmed, Physical Teacher

#### **Office Administration**

Md. Nurul Alam, Administrative Officer Jafriea Pervin, Deputy Administrative Officer Mohammad Eunus, Asst. Administrative Officer

#### **Examination Section**

Md. Enayet Hossain, Deputy Controller of Examination

#### **Accounts Section**

Md. Ashraf Ali, Deputy Accounts Officer Abul Kalam, Deputy Accounts Officer

#### **Medical Department**

Dr. A.K.M Anisul Haque, MBBS, Medical Officer Kaniz Fatema, Senior Staff Nurse

## **Engineering Section**

- Md. Salim Reza, Asst. Engineer
- Md. Liakot Ali, Sub-Asst. Engineer



Md. Hossain Shah Alam, Security Officer



## 1. Ideals

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 use it in practical life. And this should be their religion because we think that work without knowledge and religion without work are nothing but deception.

#### 2. Admission Procedures

- **2.1** Students having at least GPA 2.00 in both SSC and HSC from any discipline are eligible to apply to take admission at Dhaka Commerce College.
- 2.2 Interested candidates will apply from the respective discipline (Humanities/Science/ Business Studies) from which s(he) passed Higher Secondary Certificate (HSC) or Equivalent in 2015 or 2016 through the National University Website (www.nu.edu.bd/admissions). Admission link is as follows: www.nu.edu.bd/admissions → apply now → Online admission

Details (step 1,2,3,..)

- 2.3 The primary application form after properly filling up is to be submitted from 25 September 2016 to 20 October 2016. Picture resolution and photo size should be 120×150 pixel, image type: JPG format. File size should not be more than 50 KB.
- 2.4 The complete application form in A4 size (8.5×11 inch in offset white paper print) is to be submitted with the payment of Tk. 250/-(Two hundred and fifty taka only) 25 September 2016 to 23 October 2016 from 9 am to 5 pm (Except Fridays and government holidays). Photocopies of transcripts and registration cards (attested) of both SSC and HSC examinations must be submitted with the application form.
- **2.5** Candidates who passed HSC examination in 2015 or 2016 and SSC in 2013/2014 can apply fulfilling the following conditions:
  - (i) Minimum GPA 3.00 in HSC (out of 200 marks) must be obtained in the chosen subject.
  - (ii) Candidates who passed 4 subjects (At least 3 B Grade out of 4) in O level in 2013/2014 and passed at least 2 subjects (at least one B Grade) in A level in 2015/2016 are eligible to apply.
  - (iii) Candidates must select their subject according to their choice of preference. It is important to select their subjects with caution as once they have given their choice, they will not be able to change them.
  - (iv) Candidates are not required to sit for any examination (for admission purpose only).



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**2.6** Results of online application will be published by National University authority based on students' merit and subject choice as First Merit List, Second Merit List, Quota by the university authority. However, candidates can apply through release slip (more than once if required) subject to availability of seats in the respective colleges.

**2.7** The office will send the form to the Convener of the Admission Committee. After his/her signature through the approval of the Principal the admission process will be completed.

## 3. 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 rules:

#### **3.1 Uniform and Badge**

Students must come to college wearing college uniform and badge. No student is allowed to enter the college campus after due time.

#### **Uniform for Male Students**

**For Honours Male Students :** White shirt with a blue monogram on the pocket, black trouser, and black leather flat shoes with black lace.

For M A/ MBS Final Year Male Students: Cream colored shirts with a blue monogram, black trousers and black leather flat shoes with black lace.

#### **Uniform For Female Students**

**For Honours Female Students:** White trousers, loose fitting shirt (Kamiz) with a blue monogram and black flat leather shoes.

**For Master's Final Year Female Students :** Cream colored trousers, loose fitting shirt (Kamiz) with a blue monogram and black flat leather shoes.

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

#### **3.2 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, if need be, guardians will be provided with identity cards to meet the college authority. Anybody without identity card is not considered a guardian at all. Duplicate identity card is issued only once.



#### **3.3 Class Attendance**

Name will be struck off in case of absence without permission for 3 consecutive days. Once struck off, a student will be allowed to be enrolled only once. Admission will be cancelled in case of further absence. Students will be fined at the rate of Tk.50/- per day for absence without permission. The authority should be informed forthwith in case of illness of any student. Otherwise disciplinary measures will be taken as per college rule.

#### **3.4 Leave of Absence**

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

#### **3.5 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-

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

#### **3.6 In and out of Class**

No student can stay in the veranda, field, canteen or library while the classes are held. 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.

#### **3.7 Expulsions/ Cancellation of Admission**

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



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.



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

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

#### 3.8 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. Apart from this, a welfare organization named 'Bandhan' is working for the help of the poor and bright students.

#### 3.9 Student Politics and Smoking Prohibited

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

#### 3.10 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 BNCC is functioning as well

## 4. General Knowledge Class

General knowledge club has been introduced so that the students can prepare themselves well for the future competitive examinations. Besides, a fifteen- minute class on general knowledge is conducted in the first period.



## 5. Extra- Curricular Activities

Extra - curricular activities like sports, literary and cultural programmes, publishing monthlies, yearlies and wall-magazines, conducting seminars and debates on various national and religious days, and picnic on different spots are arranged for the physical, mental and spiritual development of the students.

#### 5.1. 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.

#### 5.2. Study Tour

Study tours or excursions are arranged to different historical places, industrial organizations, banks, stock- exchange etc in different times of the year.

#### 5.3. Development of Leadership

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

## 6. Guardian Meeting

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

## 7. Record Filing

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

## 8. Internal Examinations and Procedure of Evaluation

Weeklies, Monthlies, Terms, Tutorials and Annual examinations are held regularly with a view to flourishing their talent and for internal evaluation. It is mandatory for the students to take part in the internal examinations. In no way, students are allowed to be absent in the examinations. Sick-beds are arranged for ailing students for conducting examinations. Admission is cancelled or transfer certificate is given to the student who remains absent in the examinations.



## 9. Rules for Promotion

To get promotion from one class to another 90% attendance is a must. A student must have a satisfactory result in the internal exams (at least 40%) and a good record of maintaining rules and regulations of the college. Besides, s(he) is to appear at the exams, under National University.

## 10. Appearing at Exams. Under National University

Permission for final examination is given based on the result of terminal/ internal examinations and satisfactory presence. It is worth mentioning that the students who have failed in the University Final Exams, are not allowed to have re-examination from the college. So they have to pass if they take admission here.

## **11. Views- exchanging Meeting**

Views-exchanging meetings among the 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. In fact, an examinee's progress in study or overall development depends on the united effort of the students, teachers and guardians . Regarding this, on that day development of students in various subjects is discussed . In this way the students can make good results.

## **12. Syllabus Distribution**

Every subject is arranged according to lectures. In the very first class one copy of this, along with some other papers, is distributed among the students. It is mandatory for the students to follow it.

## 13. Arrangement of Seats

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

## **14. Medium of Instruction**

Bengali and English are used as medium of instruction. One can study in English medium if one wishes.



## **15. Teaching Methods**

Subjects for higher education are taught here from the practical point of view. In the classroom, teachers teach in such a way that every student can understand the subject matter properly.

## 16. Visiting Professors and Guest Speakers

Prominent teachers of different colleges and universities are regularly invited to deliver speeches on specific subject as visiting professors. By this both the teachers and the students of the college are highly benefited. Moreover, famous businessmen, bankers, social workers are invited as the guest speakers to give the students practical knowledge how of to use curriculum based books and extra curricular books more practically.

## **17. Payment of Fees**

After collecting papers from accounts section of the college, monthly tuition fees and other fees should be deposited in the collection centre of Social Investment Bank Limited at the college premises on the fixed date and time. Receipts of paying fees must be shown to the office of the college. In post admission period fees for every three months should be deposited in the bank at a time. Annual seminar fees of the department is to be deposited in the bank account specified by the department concerned.

# Appendix -1: Courses

Class	Subjects		
BBA / B.Sc / BA (Hons.) / BSS	Management, Accounting, Marketing Finance and Banking, English, Economics.		
M. Com / MA / MSS	Management, Accounting, Marketing, Finance and Banking, English and Economics.		

★ Text Books according to the syllabus of the National University.



## Appendix - 2: Fees

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Fees to be given at the time of admission:

SL No.	Particulars	Amount Tk.
1	Admission Fee	1,700
2	College Development Fee	3,950
3	Literature & Cultural Fee	260
4	Common Room Fee	130
5	Religious Festivals	130
6	Students' Welfare Fund	660
7	Library Card & Development Fee 😒	900
8	Internal Examination Fee (Per Year)	2,400
9	Magazine Fees	400
10	Electricity	2,650
11	Water & Sewerage	530
12	Registration Fee (Whatever Applicable) 😒	450
13	Sports Fee, University (Whatever Applicable) 😒	50
14	Medical Fees	200
15	Identity Card (Including Guardians) 😒	260
16	Annual Sports Fee	400
17	Teacher and Staff Gratuity Fund	2,100
18	Progress Report Card 😒	130
19	Tutorial, Term Paper & Others	400
20	Rover Scout/ BNCC etc.	130
21	Annual Feast	660
22	Repairs & Maintenance	660
23	Education Related Materials	660
24	Miscellaneous Fees	290
25	Automation Fee (Total 800) two Installments	400
Total		20,500

*NB*: *i*) If tuition fees for term are not paid in time as per notice, students will be penalized Tk 10 per day. If fees not paid within the deadline, admission will be cancelled and the fee for re-admission is equivalent to one month's tuition fee and this chance is given only one time.

*ii) Fees not marked as asterisk* to have to be paid after promotion to next year as session fee.

iii) Departmental seminar fee Tk.1,500 is to paid every year.

*iv)* Tuition Fee 1st Year Tk. 1,700, 2nd Year Tk. 1800, 3rd Year Tk. 1900, 4th Year Tk. 2,000 per month.



