



NORTH SOUTH UNIVERSITY

The First Private University in Bangladesh

Orientation Package

Spring 2021





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- North South University (NSU) was established by the NSU Foundation under the Private University Act 1992. The university was formally inaugurated by the then Prime Minister of Bangladesh on 10 February 1993.
- The university held its first convocation on 18 December 1996. The President of the People's Republic of Bangladesh and Chancellor of NSU, Mr. Justice Shahabuddin Ahmed, presided over the convocation ceremony and conferred degrees on the first batch of NSU graduates.
- The university held its 22nd Convocation on 6 March 2019. Dr. Dipu Moni, MP, The Hon'ble Minister, Ministry of Education, Government of the People's Republic of Bangladesh, as delegated by the Hon'ble President of the People's Republic of Bangladesh and Chancellor of North South University, presided over the 22nd Convocation ceremony and conferred degrees to 3487 degree candidates.
- NSU has so far produced a total of 24197 graduates till the 22nd Convocation, of which 17773 in Undergraduate and 6424 in Graduate Programs.



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Message from the Vice-Chancellor

Honourable Chair of the Board of Trustees, Mr. M. A. Kashem, other honourable members of the NSU Board of Trustees, Pro-Vice-Chancellor, Deans, Directors, academic faculty members and colleagues from administration, and most importantly, our youngest members of the NSU family, the new students of Spring 2021, with great pleasure I welcome you all to our Orientation Program Spring 2021.

We are conducting the orientation program online for the third time in NSU's history. The world has slowed down due to COVID-19 pandemic but we, at NSU, are striving our best so you can continue with your journey uninterrupted.

First of all, let me congratulate the students on their excellent results in HSC or equivalent, high enough to qualify for admission into NSU. I welcome you all to North South University, the first and the best Private University of Bangladesh. Congratulations to the parents as well on their wise decision to send their children to NSU, a centre of excellence in higher education.

To reassure the Spring 2021 intake and the parents, I mention some facts about NSU. Please note that we are the first private university in the country. In the QS Asia University Rankings 2021, once again we emerged as the #1 Private University in Bangladesh. Currently, we are at 228 but we have the goal to be in the top 100 in Asia. We have the best qualified and most caring academic faculties in this country, Department by Department, School by School. We have the safest campus in the country. Because of coronavirus, we keep our campus disinfected all the time and follow proper health protocols to keep everyone safe. We have the most modern library, classroom facilities, and a very modern gymnasium. We also have internal sports facilities and a playfield. We have the largest campus of all the private universities in Bangladesh. We are moving to an even larger one. We are the best private university in Bangladesh for research, teaching and learning, and graduate employment.

Our four Schools have received multi-million dollars in funding commitments from national and international sources over the last twelve months. We have joint research arrangements with NASA, UMD, Johns Hopkins in the US, Cambridge University in the UK, and a number of Australian Universities including, Macquarie, and Monash. We have student and staff exchange agreements with a large number of universities in North America, Australia, and Europe.

We are effectively engaged with the Govt., industry, and professions. Our programs are accredited nationally and internationally. We have recently finished construction of another floor of 45,000 square feet for faculty office rooms and student classrooms. We have set up an IELTS Center in partnership with the British Council. We have twenty one highly active student clubs providing ample opportunity to develop leadership qualities among students as they pursue their hobbies and interests. Our clubs have been regularly winning national and international competitions. We do extremely well in inter-university competitions in sports, debate, and innovation at national level.

North South University played a big role in fighting COVID-19. So far we have contributed in the following ways:



- We helped Shasthya Batayan with 10 volunteer doctors.
- We helped the Directorate General of Health Services with 5 volunteer students.
- We helped IEDCR information services—helping with data processing and analysis—with 2 volunteers.
- We lent 1 Real time PCR for COVID-19 testing to the main lab of IEDCR for over six months.
- We distributed 11 000 bags of relief material through the Bangladesh Army and Police to the distressed families during the pandemic.
- NSU staff donated two days of their salary amounting to 50 lacs taka to the Honorable Prime Minister’s Relief and Welfare Fund.
- We gave a 20% waiver to all students in Summer 2020 and Fall 2020 semesters considering the difficulties of our students and their parents. The same waiver has been extended to all our students in Spring 2021.

We assure the parents, we will do our very best to develop your most valuable asset– your children, into ethical professionals with a global outlook. NSU is a non-political, non-racial, entirely secular institution. We strongly believe in diversity and tolerance. We have students from all ethnic and religious groups; we treat them exactly the same. In short, your children are in capable hands.

To the Spring 2021 cohort, you will have the best teachers, best facilities, best ambience, best campus and culture in the country. I hope you will make the best use of it all.



Welcome Note from the Registrar

Welcome to North South University, fondly known as NSU. We are pleased to see you joining our community. We have a lot to offer at the university: outstanding academics, faculty and staff whose priority is student wellbeing, year-round campus programs and activities which will give you a chance to learn outside the classroom, and of course world-class logistic support needed for a well-rounded learning experience. We are large enough to offer programs catering your need, and small enough to personally know you and care for you.

At NSU we treat you as an adult. You will be given ample freedom to make your own choices but as an adult you will be responsible for your choices. There is no easy sailing at NSU. We are committed to academic excellence and we make sure that our graduates receive the highest quality education by working hard for it. From the very first day you will be expected to keep up with your study. Every quiz, every assignment, every exam that you undertake will contribute towards your final grade. Your final grade will be a permanent record in your transcript and will stay with you for the rest of your life.

No, we are not as grumpy as we sound. We have fun at NSU too. We have twenty one students' activities clubs that contribute to extra-curricular life at NSU: Computer Club, Debating Club, Social Services Club, Young Scholars' Club and so on. However, everything comes after your studies. You should make the best use of the opportunities that are provided to you and best use of time as well.

"The choices we make dictate the life we lead". You have made the right choice by selecting NSU and we hope you will be making the right choice throughout your academic years so that you can lead the life the way you deserve.

All students are advised to visit NSU website regularly to make them updated about the NSU activities.

List of Things-to-Do

1. The course advising of newly admitted students will be done by the chairman of the respective department on **11 February 2021**.
2. After getting the registration slip, go to the NSU authorized banks for paying your tuition fees. Check the Academic Calendar which is included in the package for other important information & deadlines.
3. After the payment of tuition and other fees, the bank will return the 'student's part' of your advising slip. Please preserve this for future reference.
4. Follow the class starting date in the Academic Calendar. Your class will start on **Sunday, 14 February 2021**. Note your class timing, room number and days (ST=Sunday, Tuesday or MW= Monday, Wednesday or RA=Thursday, Saturday) from your registration slip.



Academic Rules

1. Students admitted into NSU must complete graduation within 6 (six) years for undergraduate and 4 (four) years for graduate programs from the date of first enrolment as per NSU rule.
2. To be eligible for a degree, a student must maintain a CGPA of 2.00 or higher for Undergraduate Programs and CGPA of 2.75 or higher for Graduate Programs in all courses required for a degree.
3. Academic probation:
Undergraduate Programs:
A student with a CGPA of less than 2.00 will be placed on probation and allowed a maximum of three semesters to raise CGPA to 2.00. A student who fails to achieve a CGPA of 2.00 within three semesters will be dismissed from the University.
Graduate Programs:
A student with a CGPA of less than 2.50 will be placed on probation and allowed a maximum of three semesters to raise CGPA to 2.50. A student who fails to achieve a CGPA of 2.50 within three semesters will be dismissed from the University.
N.B: A student's academic status will be determined by the CGPA mentioned at the end of each semester. The parents are requested to act as per the academic status of their wards accordingly.
4. The studentship of a NSU student will be cancelled for his/her unauthorized absence for one semester. This means that a student absent in one semester without prior approval will not be able to re-enroll for the immediate next semester. A re-admission fee will be charged in that case.
5. Only the grades earned in courses that are required for a degree will be included in the GPA calculation. Grades earned in other courses will be reported on the transcript but will not be counted in calculating the GPA. The process is not automatic. To have courses and grades excluded from their GPA, a student must apply to his/her respective department.
6. ENG102 is a mandatory credit course w.e.f. Spring 2010 for those students scoring below 60% marks in English part in the Admission Test. MAT112 is also a mandatory credit course w.e.f. Fall 2011 for those students scoring below 60% marks in MATH part in the Admission Test.
7. A student who fails to pass a required 100 level course in two attempts will not be registered into any other course, except English, until the student passes in the failed course.
8. A student who fails to pass an English course in two attempts will not be registered into any other course until he/she fulfils the English requirement.
9. To comply with the instruction of Ministry of Education, NSU sends the report to the concerned government offices on students who remain absent for more than two weeks by the 7th day of every month.
10. Students Code of Conduct: The NSU Code of Conduct for students is now enforced and students are advised to make themselves familiar with this document. Copy of the same is uploaded on the web.



Academic Calendar

Spring 2021

28-Jan-21	Thursday	Last day of grade submission (Fall 2020)
3-Feb-21	Wednesday	Online course registration for regular and probation students of Spring 2021: begins Online course add / drop / section change : begins
11-Feb-21	Thursday	Online course registration for regular and probation students of Spring 2021: ends Online course add / drop / section change : ends Online course registration for newly admitted students of Spring 2021
13-Feb-21	Saturday	Online Orientation program for newly admitted Undergraduate students of Spring 2021 Last day of section cancellation and merging
14-Feb-21	Sunday	Classes begin (Spring 2021) Payment of tuition fee : begins
20-Feb-21	Saturday	Last day of online drop of courses with 100% refund
21-Feb-21	Sunday	<i>Holiday-Martyrs day & International Mother Language day</i>
22-Feb-21	Monday	Last day of payment of tuition without late fee
23-Feb-21	Tuesday	Payment of tuition with late fee of Tk.2,000/- : begins
28-Feb-21	Sunday	Last day of online drop of courses with 50% refund
8-Mar-21	Monday	Last day of payment of tuition with late fee of Tk.2,000/-
9-Mar-21	Tuesday	Payment of tuition fee with late fee of Tk. 2,000/- +Tk. 100/- per day: begins
16-Mar-21	Tuesday	Last day of payment of tuition for financial aid recipients without late fee
17-Mar-21	Wednesday	<i>Holiday-Birthday of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman</i>
26-Mar-21	Friday	<i>Holiday-Independence day</i>
29-Mar-21	Monday	<i>Holiday- Shab-E-Barat</i>
14-Apr-21	Wednesday	<i>Holiday-Bangla New Year</i>
24-Apr-21	Saturday	Last day of online drop of courses with 0% refund with "W" grade
25-Apr-21	Sunday	Online Teaching Evaluation : begins
1-May-21	Saturday	<i>Holiday- May Day</i>
7-May-21	Friday	<i>Holiday- Jumatul Bidah</i>
9-May-21	Sunday	Last day of ST classes
10-May-21	Monday	<i>Holiday- Lavlatul Oadr</i>
11-May-21	Tuesday	Regular MW classes
12-May-21	Wednesday	<i>No Classes</i>
13-May-21	Thursday	<i>Holiday- Eid Ul Fitr</i>
14-May-21	Friday	<i>Holiday- Eid Ul Fitr</i>
15-May-21	Saturday	<i>Holiday- Eid Ul Fitr</i>
16-May-21	Sunday	Last day of RA classes
18-May-21	Tuesday	Last day of MW classes, Teaching Evaluation : ends
19-May-21	Wednesday	No classes-Reading / Makeup
20-May-21	Thursday	Final exam : begins
25-May-21	Tuesday	Final exam : Ends
26-May-21	Wednesday	<i>Holiday- Buddha Purnima</i>
29-May-21	Saturday	Last day of grade submission (Spring 2021)

ST=Sunday-Tuesday, MW=Monday-Wednesday, RA=Thursday-Saturday



Registrar's Office

The Registrar's Office serves as the hub of all academic activities of the university, and promotes integrity through service. It is the first contact point for the enrolled students with all their queries and issues. Their problems are resolved either directly by this office or by forwarding to the concerned offices after consultation with the students. All student-records are regularly maintained, updated and verified at this office. Scheduling classes and updating academic calendar fall under the purview of this office. The Registrar's Office is actively involved in organizing orientation and convocation programs of the university. It provides support in organizing other programs of interest as required. It arranges various important meetings of the university such as syndicate meeting and academic council meeting and keeps records of those meetings. The office is responsible for channelling major university notifications to the students and faculty members. It works as the first contact point for the external stakeholders and does everything necessary to fulfill their requirements. The office is run by a team headed by the Registrar and supported by an Assistant Registrar, 4 Officers, 12 Assistant Officers, 2 Record Assistants and 3 Office Support Staff.

Please note the following points.

1. Hope you already have collected your ID card. If not, you may collect it from the Registrar's Office on any working day.
2. A copy of Academic Calendar of this semester is provided in the Orientation Package. Please check it carefully for various deadlines.
3. For your awareness from the very beginning, a copy of NSU Academic Rules is given in the Orientation Package. You are requested to go through it carefully.
4. The academic certificates you have provided during admission will be verified for authenticity, and you are advised to provide the remaining pending documents (*if any*) at the earliest.
5. For the acknowledgment of the parents & guardians, student's academic achievements (grades & transcripts) will be sent to your parents/guardians in each semester. You are therefore advised to update your mailing address.
6. You may also get the under mentioned services from the Registrar's Office:
 - a. Updating students Information, such as name correction, changing of address, changing of phone no etc.
 - b. Course waiver/Course exclusion
 - c. Credit transfer
 - d. Semester drop (General/Medical ground)
 - e. Department Change
 - f. Re-Admission
 - g. Board Scholarship



The Registrar's Office is located on the 3rd floor in the NSU Admin Building. Students & guardians are welcome to contact Registrar's Office for any sorts of academic support through the Front Desk on 3rd floor and Information Desk (Ground Floor).

Library

NSU Library Vision

The NSU library will support the research, teaching, and learning needs of the North South University community by providing wide-ranging scholarly resources, facilities, and services to faculty members, staff, and students in the discovery, use, creation, and management of information.

Library Resources & Services

The NSU Library has grown over the years since 1992. It is one of the best university libraries in Bangladesh due to the rich collection, welcoming space and quality services provided to the library users. This is the first Radio Frequency Identification (RFID) based automated university library in the country. The library users themselves can borrow and return books using Self-Check and Book-Drop machines. The library consists of six floors with over 70,000 sq.ft. area on the south-east side of the NSU campus at Bashundhara, Dhaka. It can accommodate over 1,400 students at a time in its well-furnished study areas of several floors.

The library provides borrowing, reference, readers' guidance, freshmen orientation, computer, internet and Wi-Fi, reading/study space, information literacy, news clipping, database searching, audio-visual, research carrels, current awareness, remote access, research support services and facilities to its users. The NSU Library website is accessible through the following URL: <http://library.northsouth.edu/>. The NSU library's learning resources are mostly related to all departments' courses and syllabi that are searchable through the Library Online Public Access Catalogue (OPAC), URL: <http://opac.northsouth.edu>. All registered library members can borrow open shelf collection according to the library circulation policy.

At present, the library maintains several different sections, namely, arts & social sciences, applied sciences & engineering, biomedical sciences, reference, periodicals, cyber & audio-visuals, newspaper archive, study hall, faculty corner, Chinese corner, IELTS corner, acquisition & processing, and library administration to provide better services to its users. NSU Library established a "Bangabandhu & Liberation War Corner" at the 3rd level of the library to support researchers and general readers through an extensive collection of such nature.

The NSU Library is playing an active role of supporting young researchers, faculty members and students by providing information literacy and research related problem-solving approaches, critical thinking competencies, identifying and evaluating sources, creating information based on



context, inquire about research, making the decision, interpreting, organizing, and utilizing information ethically, subject-wise research trends, metric measures of authors' productivity etc. For relevant workshop and training, please visit, <http://library.northsouth.edu/research-support/>. In this pandemic, the library has been provided with all required services and support to its user actively. For more, please visit, <http://library.northsouth.edu/library-services/services-during-covid-19-pandemic/>.

Information Technology (IT) Office

Information Technology office of NSU is responsible for planning and the implementation of the strategies and policies to improve efficiency, transparency by automating business processes including student life cycle management in the campus. The entire student life cycle is automated in NSU from admission to convocation.

- **Online Portal (RDS):** All student information is online and just one click away to check balance, grade history, class attendance, payment, class routine, degree analysis, personal information etc.
- **Online Advising System:** NSU advising system is online since Fall 2015 and it is now matured enough to complete all 22000 student advising in just two days.
- **Online Payment:** All payments can be made online by using credit card, debit card and mobile banking (bkash, Rocket) since FALL 2015.
- **Car Parking:** Students can submit their car parking application with online payment and can coordinate with the relevant office all online.
- **Parent Portal:** Parent can check payment status, advising status, attendance status, grade history etc. through this system. Parents can access the system without requiring username or password.
- **Online Degree Analysis:** Student can complete their degree analysis by themselves online. Coordination between the students, department, and exam controller are all handled online transparently.
- **Online Admission System:** Since Fall 2016, NSU admission system is online which is unlike any other system around where a candidate can fill up admission form, pay their dues online and can print admit card with exam room assigned in just one seating.
- **RFID Access Control System:** NSU campus access and class attendances are monitored by using RFID system. The student and parent can check their class RFID attendances online.
- **Student Email Service** – NSU email platform is based on Google Gmail system. Every NSU student has email address created by default. Student needs to complete a form before being eligible for using NSU provided email address. This email address is a prerequisite for the students who will be following virtual class room.
- **Google Online Educational Platform (LMS)** – Google Educational platform is a world class learning management tool. Hundreds of universities have adopted this very intuitive tool. NSU IT office is pleased to take the lead in adopting this technology since spring 2015.



- **Campus Wireless System:** NSU is implementing world class Wi-Fi infrastructure to support 30 thousand concurrent Wi-Fi user across the campus. This will ensure maximum signal strength and availability in every location of NSU campus.
- Multimedia System and Support:
 - Video projector support, class room computer and sound system support.
- **Computer Hardware Management and Lab support**
 - Supporting 2200+ computers across the campus.
 - Networking Lab, Database Lab, Hardware Lab, General-Purpose Lab
Digital Systems, Micro-processor Lab, Electronics Telecommunications, Wireless Communication Lab, Fiber Optical Systems, Sun Micro Systems, CISCO Systems.

Controller of Examinations Office

1. Office of the Controller of Examinations maintains records relating to students results, grades, transcripts, all forms of academic and non-academic certificates and deals, among others, with issues related to examinations, convocations, processing of graduation applications, examination schedule, class room allocation for examinations. This office also prepares reports and returns for the University Grants Commission (UGC), various authorities and committees of NSU, makes interdepartmental correspondences and issues notices to all concerned in respect of affairs of this office.
2. Controller's office provides services to the students through preparation, printing and issuing of the following documents:
 - a. Main academic certificate
 - b. Provisional certificate
 - c. Studentship certificate
 - d. Migration certificate
 - e. Certificate on Medium of Instruction
 - f. Program duration certificate
 - g. Character certificate/ Testimonial
 - h. Certificate for Leave of Absence
 - i. Unofficial grade report
 - j. Official Transcripts
 - k. Certificate on date of completion of Degree
1. Authentication of Certificates and Transcripts after checking with records
3. In order to get any of the above documents, students are to apply to the Controller of Examinations in prescribed Form available in the Controller's office or in the NSU website: www.northsouth.edu/nsuforms.html (shown as COE Form-1, COE Form-2, COE Form-3, COE Form-4, COE Form-5, COE Form-6, COE Form-7 & COE Form-9), after paying required fee in the nominated Bank.
4. An application for any of the above documents, must be accompanied with an attested photocopy of applicant's SSC/ 'O' level /equivalent certificate. In some special circumstances an applicant may authorise any person (using COE Form-9) to apply for and receive any of the aforesaid documents on behalf of the applicant. No scanned/ electronic copy or photocopy of authorization



other than the copy containing the original signature of the applicant, shall be acceptable to NSU. Please note that NSU does not have any provision for sending student's documents directly to any overseas address.

Finance & Accounts Office

The Office of Finance & Accounts (herein after referred as the office) plays a significant role to run the North South University (herein after referred as NSU) under the guidelines of private University Act 2010. The Board of Trustees (herein after referred as BOT) is the apex body of the university. The office assists the BOT in decision making process by providing financial data in a systematic way following the financial rules of the university. The following services responsibility and activities are performed by the office:

- Maintains student accounts and its reconciliation;
- Calculation of financial waiver, keeping records and adjustment to the students accounts;
- Disburse the approved fund for club activity;
- Guidance for depositing admission and other fees to the banks;
- Guidance to the students and guardian for their problems relating to the fees and registration;
- Co-ordination with other departments and offices regarding student related issue;
- Providing service for refund and withdrawal/transfer of studentship from NSU;
- Verification and clearance of the following documents:
 - Verification for payment of tuition fees;
 - Verification for payment of provisional certificate;
 - Verification of advising sheet;
 - Verification for payment of studentship certificate;
 - Verification for payment of migration certificate;
 - Verification for payment of certificate on medium of instruction;
 - Verification for payment of character certificate/testimonial;
 - Verification for payment of leave of absence certificate;
 - Verification for payment of official and unofficial transcripts
 - Payment verification for degree clearance and approval.



Financial Aid Office

Financial Aid is monetary assistance from institutional, governmental, or private source that is available to assist students in affording educational costs. This Financial aid could be in the form of academic scholarships, tuition waiver, study loan and student employment.

Financial Aid Program of NSU reflects the University's commitment to a student community that is broadly diverse in terms of race, geography, gender, special skills and talent. Applications for financial aid are invited from eligible students of NSU in every Spring and Summer semester through well-circulated notification. Students seeking financial aid should apply to the Financial Assistance Committee (FAC) in prescribed application form. In every Fall semester, academic progress and performance of the students are reviewed and evaluated.

Financial Assistance Committee of North South University administers a comprehensive program of financial aid where students are encouraged to apply if they believe that they will need monetary assistance in order to attend North South University. Under the guidelines and directions of NSU authority, Financial Aid Office (FAO) started its operation from 1993, held responsible for managing financial aid to students in the form of tuition waiver/scholarship/stipend etc. A total of 1579 students have enjoyed full/partial tuition waiver in Fall 2020 semester, out of which, 447 students granted full (100%) waiver including 222 wards of freedom fighters, 181 students 75%, 444 students 50% and 507 students received 25% tuition waiver. In the year 2020, total 4874 students have been granted financial aid. NSU also allowed 1290 wards of freedom fighters to study under full free studentships complying with Private University Act 2010.

NSU offers Financial Aid to students under the provision of Private University Act 2010, where students of NSU can apply in the following categories:

- Financial aid for the Wards of Freedom Fighters (Quota based waiver).
- Financial aid based on Admission Test Result. (Merit based tuition waiver).
- Financial aid based on academic achievement at NSU (Merit based tuition waiver).
- Financial aid based on financial NEED of a student (Based on humanitarian ground).
- Financial aid based on Need and Merit (Merit-Need based waiver).
- Financial aid based on siblings study together at NSU (Waiver for siblings).
- Financial aid in the form of student employment at NSU (Work-Study based waiver).

Financial aid facility is subject to student's academic performance and other financial aid policies as applicable. Besides, NSU provides full scholarship to the MPPG students funded by NORAD. Special financial aid grant for Pharmacy students provided by renowned Pharmaceutical Companies. Also, to encourage the women entrepreneur, NSU grants financial aid to students funded by The City Bank Ltd.

Eligibility for Financial aid at North South University:

North South University awards financial aid/scholarship in the form of full/partial tuition waiver only to the deserving students who achieve and maintain outstanding academic track records as mentioned below:

- Undergraduate applicants securing top 10 position in the NSU admission test get full tuition waiver (100%).
- GPA 5.00 (excluding 4th Subject) in either SSC or HSC and at least GPA 4.80 in the other (excluding 4th Subject) with satisfactory NSU Admission Test Performance.



- Candidates who earn 7 'A's in O-level exams and 3 'A's in A-level having satisfactory NSU Admission Test Score.
- General students of NSU seeking financial aid must fulfill the minimum criteria i.e. the undergraduate students must complete minimum 9 credits and maintain a minimum CGPA of 2.75 and graduate students 3.25 with 6 Credits.
- *Tuition Aid for Siblings:* Financial assistance is also available for siblings i.e. if two brothers or two sisters or one brother and one sister, whatever may be the case, have been studying at NSU, they would be entitled to 25% tuition waiver each subject to eligibility and they must apply formally during usual aid process. Undergraduate recipients of 25%, 50%/75% and 100% tuition fee waiver will have to maintain 2.75, 3.00 and 3.25 respectively and graduate students must maintain a minimum CGPA of 3.25.
- *Freedom Fighter Quota:* Entitlement of freedom fighter quota is subject to verification from the website of the Ministry of Liberation War Affairs. FAO deals with the cases on first-come-first served basis. However, priority may be given to the children of freedom fighter who are orphan, children of deceased/wounded freedom fighter or whose parents are critically ill. Continuation of freedom fighter facility is subject to satisfactory academic performance at NSU: Graduate students must maintain a minimum CGPA of 3.00 and Undergraduate students 2.75 at all time for the wards of freedom fighter. Applicants of freedom fighter quota can apply in every semester during admission.

When to apply for Financial aid and How?

Applications for financial aid are invited from bonafide & eligible students of NSU in every Spring and Summer semester through well-circulated notification. Students seeking financial aid should apply in prescribed APPLICATION FORM available at Prime Bank Bashundhara Branch, Dhaka upon payment of Tk. 1000.00 (one thousand) only. Other than freedom fighter quota and candidates of admission test, In Fall semester, no applications are invited from the student of NSU, while academic progress and performance of the students are reviewed and evaluated. Application should be filled-up properly and submitted to the FAO of the University with necessary/relevant documents within the deadline. Deadline for financial aid application is announced and notified in due time.

Financial Aid Calendar

Semester (January to April)	Applications are invited in 1st Week of January
Summer Semester (May to August)	Applications are invited in 1st Week of May

Fall Semester (September to December) : Performance and eligibility are reviewed (*Freedom fighter quota and Admission Test based waiver are offered in all semester*).

Questions regarding financial aid should be directed to the Financial Aid Office.

Contact:

Financial Aid Office

Level-3 (Admin Building)

North South University

Telephone: 01777-768095; 55668200, Ext. 6018, 6487, 2182, 2183, 2181

Website: <http://www.northsouth.edu/resources/fao.html>



Medical Center

NSU Medical Center is a well-organized Primary Healthcare Center comprising a good Medical Team of one male senior medical officer, one female senior medical officer, two male nurses, two female nurses & three supporting staffs.

Our medical center provides seven days a week health services to our students, faculties, officials and staffs from 8:00 am to 10:00 pm with shifting duties. Our aim is to provide excellent and accessible health services to NSU family.

The medical center is located at level 4 of Administration building. The extension numbers of medical center are 1210(senior medical officer), 1211(senior medical officer) & 6220(medical assistant).

Following facilities are provided in NSU Medical Center:

1. Free Medical consultation provided by two qualified [MBBS] Senior Medical Officers-one male & one female.
2. Two Indoor observation beds for evaluation of emergency cases whether to refer to Hospital immediately or to observe with primary treatment.
3. Transferring the referable emergency patients to the nearest hospital by our own hired vehicle.
4. Provide Wheel Chair & Stretcher for transportation of seriously ill patients who are not able to walk.
5. Provide Medicines free of cost for acute problems like Fever, Pain, Diarrhoea, Vomiting, Hyperacidity, Hypertension etc. as & when necessary.
6. First aid treatment including surgical dressing to all injured patients in a separate dressing room.
7. Oxygen and Nebulization facility for patients as and when required.
8. ECG Machine for emergency detection of any Cardiac Problem.
9. Multi Parameter Patient Monitor which shows 6 Vital Signs e.g. Pulse, B.P., Respiratory Rate, Skin Temperature, Oxygen Saturation & Cardiac Condition of Serious Patients.
10. Check and verify all Medical Documents of the students as well as employees of NSU.
11. Provide Healthcare services during different events organized by different Clubs and Departments of NSU like convocation, orientation, annual picnic, other cultural events etc.
12. Drawing of blood sample as and when required for laboratory purpose of different departments of NSU like Microbiology & Biochemistry department.
13. Our Medical Assistants also accompanies the team who visits the National Monument on various occasions such as Victory Day [16th Dec.] or Independence Day [26th March] as well as Shahid Minar on International Mother Language Day [21st February].

Medical team is always there to help you. Therefore, do not hesitate to visit for any kind of medical problems.

Student Counselling Center

The Student Counselling Center (SCC) of NSU is a mental health care unit to provide psychological services for **all the members of NSU family (NSU students, faculty & staff members)**. Psychological wellbeing is promoted here with the aim of increased performance through intensive mental health care.

Counselling/Psychotherapy sessions can assist a person in the following areas:

- Any kind of stress (including real life crisis)
- Low mood/Depression/suicidal thought



- Decreased self-esteem and confidence/Lack of motivation
- Conflict in interpersonal relationship
- Adjustment problem
- Problem in achieving expected CGPA (lack of concentration in study, relationship crisis, inefficiency in English, lack of confidence, unwanted repetitive thoughts etc.)
- Fear in presentation/examination/viva
- Excessive anger/Impulsivity
- Problem related to addiction (illicit drug, face book/internet etc)
- Concern about sexual health/identity
- Victim of sexual harassment/eve teasing

Confidentiality:

Student Counseling Center (SCC) maintains **high level of privacy and confidentiality** to protect person's right. All the service providers has taken their oath to keep confidentiality as a part of their professionalism and person's information are kept fully confidential which is not disclosed to outside the counseling centre without his/her consent.

Services:

- Individual Counseling/Psychotherapy
- Family and Couple Therapy
- Psychiatric Referral Service (when medication is necessary)
- Workshops/Seminars to create awareness
- Social Skill/Assertiveness Training
- Dope Test for drug abuse

Contact

To make an appointment or any kind of information,
Please write to shaphawat.hossain@northsouth.edu, masuma.sumi@northsouth.edu,
zohora.parveen@northsouth.edu

Career and Placement Center (CPC)

The Career and Placement Center (CPC) of North South University is a comprehensive career management and support platform for all students and alumni. CPC works closely with the School of Business and Economics (SBE), the School of Engineering and Physical Sciences (SEPS), the School of Humanities and Social Sciences (SHSS), and the School of Health and Life Sciences (SHLS) to ensure that their students and graduates are making meaningful strides towards their professional goals. In addition to job and internship placement, CPC's services include improving students' interview skills, CV writing skills, and additional skill development training, such as using Microsoft Excel to add extra value to our students' job prospects.

In 2019-2020, CPC served around 7046 students. Among them, 3532 students were helped with forwarding letters for internship placement, 627 students visited the job counselor for CV guidelines, 319 students for career guidelines, 431 students for interview skill development seminars, 462 students for mock interviews, and others for basic queries. During the pandemic period, by incorporating with the government decision, University limited the campus for the students and started online education;



without being affected by that, CPC continued its support towards the students and corresponded with more than 3000 students' emails.

CPC also organized corporate meetings to build networks with corporate delegates to benefit students' career development. As a reflection of their success, different companies have approached CPC with 59 collaborative seminars, workshops, and on-campus recruitment proposals, 1246 job and internship circulars which have been posted and delivered to students through a dedicated social networking page (Facebook) to its 33,767 active followers. CPC is currently working to build a dedicated website to avail the Career Placement services conveniently.

The following are some of the most prominent events organized with the support of team CPC in 2019-2020: "Battle of Minds 2019", "Bangladesh in Crisis: Leaders Wanted!", "Empowering Women Through Digitalization," "R-Venture 2.0", "Call For Code Day," "BSHRM-NSU 8th International HR Conference-2019", "MCC Young Professional Program," "Information Sharing Session On Datathon In Bangladesh," "B-JET Program of JICA ITEE Project from JICA," "Roadshow for IPDC Young Professional Summit," "VLSI Talk by UlkaSemi/LinearMicro," "IWD 2019 - Youth Session", "Strategic Assistant Program 4.0", "MGH Global Leadership Program 2019", "Road to bKash," "Seminar on Importance and Impact of ITEE," "Developing a career as an engineer in the corporate sector," "Mental anxiety of career development and the job market situation during after COVID-19", "Work in Japan," "Go Beyond Banking - Standard Chartered Campus Engagement Activity," "Roadshow on Innovators 4.0", "Robi GT Express with NSU," "Digi Thor Roadshow," "Virtual Roadshow on Strategic Assistant Program."

Career and Placement Center also organized the 9th National Career Fair (NCF) 2019 in November 2019. After a long gap of 5 years, this massive event took place on North South University's premises. Esteemed national and international corporate houses and industries including telecom, RMG, beverage, electronics, travels and tourism, software firms, banks, financial institutions, nonprofit organizations, pharmaceuticals, and HR professional training institutes accompanied by Chinese and Japanese organizations have joined this program. These corporate participants have availed the opportunity to interact with students from all over the country.

In the year 2020, for the very first time, CPC signed an MoU with the University of Miyazaki (JAPAN), particularly for the School of Engineering and Physical Sciences students, and ensured their training and employment. Furthermore, submitted a proposal to B-JET (a Project for Skill's development of ICT Engineers Targeting Japanese Market) for working closely with NSU.

Recently, CPC has successfully built networks with the following organizations: Unilever Bangladesh, British American Tobacco Standard Chartered Bank, Robi, Banglalink, The City Bank Limited, and bKash Limited, Venturas Ltd., Avery Dennison Bangladesh, IDLC Finance Limited, JICA, Marico Bangladesh, Neural Semiconductor Ltd., Bangladesh Society for Human Resources Management (BSHRM), LankaBangla, Kazi IT, SQ Group, Pathao Limited, AIESEC, Northern Tosrifa Group, Levi



Strauss, CFA Society Bangladesh, MGH Group, Marks & Spencer, Meridian Finance & Investment Limited, Boomerang Digital, Institute of Chartered Accountants of Bangladesh, Grameenphone Ltd., Prime Bank Limited, Institute of Excellence in Service & Planning (IESP).

Office of External Affairs

The Office of External Affairs (OEA) was established in February 2015 at North South University (NSU). Its goal is to enhance the image and reputation of the institution both at home and abroad. Therefore, the OEA acts as a bridge between NSU and other renowned global institutions. The OEA currently has two divisions and works under the supervision of the Vice-Chancellor. The divisions are: The Office of International Affairs (OIA) and, the Office of Alumni Affairs (OAA).

With the motto, '**Bridging Global Knowledge**', the OEA's vision is to create mutually-rewarding relationships with a wide array of stakeholders. The OEA's mission is to facilitate collaboration and mutual exchange of students and faculty with foreign universities and provide a platform for its global alumni to stay connected.

Our Services:

- Act as a bridge to national and international stakeholders interested in North South University
- International (faculty and student) recruitment for North South University
- Process work permits and employment visas for international faculty members and student visas for international students
- Create Study Abroad/Student Exchange opportunities for students
- Create new partnerships with international universities and organizations and more.

The Office of International Affairs

The Office of International Affairs (OIA), under the Office of External Affairs (OEA), was established to provide information, services and support to international students currently hosted by North South University. The OIA is committed to developing liaisons, mutual understanding and agreements with universities and organizations overseas. Currently, the OIA supports more than 250 international students. The OIA's vision is to maintain fruitful relationships with foreign institutions and international students. OIA also makes a liaison for a local student with foreign universities to get their post graduate degree from abroad. The OIA's mission is to increase the number of MOUs with institutions around the globe. The OIA also aspires to increase the number of international students studying at NSU.

The Office of Alumni Affairs

The Office of Alumni Affairs (OAA) is in charge of communicating with NSU alumni around the world. The OAA reaches out to the alumni to encourage them to promote NSU in their respective fields. The OAA keeps NSU graduates informed about and interested in the development of their alma mater and its reputation. The OAA's vision is to promote and nurture mutually rewarding relationships between the university and its alumni. The OAA aspires to promote professional growth and opportunities for the current students as well as the professional and social development of the alumni. The OAA's mission is to build a strong and engaged NSU alumni community all over the world.



NSU Student Clubs and Student Chapters

01. Art and Photography Club
02. Athletics Club
03. Bio Science Club
04. Cine and Drama Club
05. Communications Club
06. Computer and Engineering Club
07. Debate Club
08. Ethics and Diversity Club
09. Earth Club
10. Finance Club
11. Human Resources Club
12. Law and Mooting Society
13. Marketing and International Business Club
14. MBA Club
15. Model UN Club
16. Pharmaceutical Club
17. Public Health and Sciences Club
18. *Sanskritik Sangathan*
19. Social Services Club
20. Young Economists Forum
21. Young Entrepreneurs Society

Five different chapters at NSU

01. Association for Computing Machinery (ACM)
02. Association for Information Systems (AIS)
03. Institute of Electrical and Electronics Engineers (IEEE)
04. International City/Country Management Association (ICMA)
05. 180 Degrees Consulting Branch

Car Parking

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

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



Basic Principles of NSU Car Parking Policy.

The following are the basic principles of NSU car parking policy:

1. Car parking permit fees shall cover operational costs and any planned improvements to the car parks.
2. A pre-paid RFID card parking permit only gives permission to hunt for a space. It does not guarantee that a space will be available.
3. The number of issuing pre-paid RFID Card permit is limited.

Policy Statement.

Users of the University car parks (valid Pre-Paid RFID Card holders) do so at their own risk and North South University will not accept liability for accident, loss or damage to the vehicle (or to the contents of the vehicle) howsoever caused.

Student Parking.

1. Students (Undergraduate) self-driven will get the priority of car parking permit facilities in the NSU.
2. Students (Undergraduate, female) self-driven will also get the priority of car-parking permit facilities.
3. All Graduate Students are eligible for NSU parking permit.
4. Disabled students (Both Undergraduate and Graduate students) will be issued with a permit and will be exempted from any fee.
5. Students who are eligible for a car parking permit must apply via specific web portal of www.northsouth.edu before beginning of each semester (Spring, Summer and Fall Semester).
6. The number of students permit are restricted and these will be issued on the basis of first come first serve / draw from the applicants and the authority deemed fit and proper.
7. Who wish to apply for a permit i.e. pre-paid RFID card should complete the online application form available in www.northsouth.edu .
8. Existing students and other RFID card holders require to renew the permit before beginning of the each semester.
9. Pre-paid RFID card must be surrendered when leaving the University, or where car parking rights are relinquished.
10. Student residing within 02 (two) Kilometers of the University campus (Bashundhara) is not allowed to have a parking space on campus.
11. Permit Type: **Undergraduate Students** (Violet Color RFID Card) and for **Graduate Students** (Blue Color RFID Card).

Instructions for Preventing Crime.

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

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



2. The users should not leave any belongings on display in their cars and also are suggested to lock them in the dashboard.
3. The users should not leave their valuable goods like Mobile phone, Camera, Video Camera, Laptop, Watch, Ornaments, Cash money, Credit Cards or Cheque books inside the car.
4. The users should keep their vehicle documents in their cars dash board under locked and key.
5. The users of car parking must Double check their vehicles that all doors and windows are locked before leaving their cars.
6. Arrangements have been made by the University authority for ensuring Security, patrol all areas of the University car parking basements / sites throughout the day and night and there are an extensive CCTV Monitoring (with digital video recording) system for the safety of the car parking users.
7. To help maintain a safe University car parking system the users should immediately report any suspicious persons or incidents to the Security Office on the **hotline- 0255668200; Ext: 1231, Cell; 01720130309.**

Car Parking Regulations.

General.

1. These regulations apply to all Faculty Members, Students, Staff, Visitors and Vendors who will enjoy the University car parking facilities.
2. These regulations form is a part of the application for the issue of a parking permit i.e. pre-paid RFID card and as such applicants are deemed to have read and agreed to abide by the regulations.
3. Any holder of a parking permit who contravenes these regulations may have their pre-paid RFID card withdrawn at the discretion of the Security Office under the Department of Administration, NSU.
4. Any contravention of these regulations by a student may lead to disciplinary steps by the University authority.

The Following Regulations must be Followed by the Users of Car Parking Space in the NSU.

1. All motor vehicles (Car, Jeep, Pick-up etc.) in University car parks must be in position of RFID card while in the campus.
2. All users must abide by traffic signs and notices, whether permanent or temporary and any instructions given by the NSU Car Park Attendants and Security Staff.



3. The speed limit around and within the University area is 15 km ph and drivers must proceed with caution. This limit must be adhered to at all times due to the movement of large number of Students, Faculty Members, Staff, and Visitors in the NSU.
4. It is prohibited to park in a car parking space in the basement for which a permit is not valid.
5. Motor vehicles (Car, Jeep, Pick-up, Motorbike etc.) must be parked in a designated parking area and in clearly marked parking spaces. No vehicle can occupy more than one space.
6. All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the pre-paid RFID card and possible disciplinary action shall be taken by the authority.
7. Permit holders must immediately inform Security Office of any changes to their motor vehicle details (for example following the purchase of a new car).
8. It is prohibited to alter, tamper, duplicate or forge a parking permit i.e. pre-paid RFID card in any way.
9. It is prohibited to cause an obstruction in the car parking basements area.
10. It is prohibited to park in a location in which a notice prohibits any parking, for example outside emergency exits / entry of the ramps.
11. It is prohibited to park in an area marked as temporary or permanently allocated for use by VIPs / Visitors (special case) or the Firms/ Companies / Consultants in connection with maintenance or construction work in the NSU.
12. Pre Paid RFID Card must be returned to the Security Office if holders cease working or studying at the University or if the permits are no longer required.
13. The University reserves the right to refuse permit access to spaces from time to time, in order to accommodate bona fide visitors (VIP) for an organized event.
14. Pre Paid RFID Card must not be altered or defaced in any way. Where permits are found to be altered or defaced, they will be treated as invalid.
15. No parking will be allowed on the driveway.

Leaving Vehicle on University Premises.

No vehicles are permitted to remain parked in the premises of North South University overnight except NSU vehicle.

Locking of the Gates to the University Car Parking Entrance.

The gates to the University car parking entrance are locked every night from 11.00 p.m. until 7.00 a.m. Vehicles left in this car park will be locked in if not removed by 11.00 pm and will not be released until 7.00 a.m. The University reserves the right to lock these gates at any other time without notice.

Charges.

The University reserves the right to make changes in parking charges or implement charges in areas where are currently free of charge at any time with one (1) months' notice.



Vehicle Type	User		Permit Type	Charge
Car, Jeep, Pick-up	Eligible Faculty Members, Officers and self-driven (Undergraduate & Graduate Students) / Female Students subject to the availability of the car parking space.	•	<ul style="list-style-type: none">• Semester wise• General	Tk.1000.00 per semester.
Motorbike	Eligible Faculty Members, Staffs, Undergraduate & Graduate Students	•	<ul style="list-style-type: none">• Semester wise• General	Tk.600.00 per semester
Car, Jeep, Pick-up	Visitors and Vendors		General/Semester wise	Tk.20 minimum for first hour (Tk.10 per hour after first hour and maximum Tk.50 for three working hours)
Motorbike	Visitors and Vendors		General/Semester wise	Tk.15/= for 3 working hours

**** Pre-paid RFID card is renewable in each semester by depositing prescribed charge for each category.**

Income from car parking permits will cover the cost of operating and maintaining the car parking system and any planned improvements to the car parks. Fees therefore may also cover the costs of security, lighting, ground maintenance and administration of the system.

The University reserves the right to cancel the permit holders' access to spaces from time to time, in order to accommodate other vehicles (Car, Jeep, Pick-up, Motorbike etc.).