

13th
Batch



PROSPECTUS

BBA

Professional

Session 2020-2021



DEPARTMENT OF BUSINESS ADMINISTRATION (DBA)
DHAKA COMMERCE COLLEGE



Principal Professor Dr. A. F. M. Shafiqur Rahman receives the award for the best Pre-model College from Professor Dr. Harun-or-Rashid, Vice Chancellor of National University in the presence of Honorable deputy minister of education Mohibul Hasan Chowdhury MP provided by National University in 2019.



Principal (Acting) Professor Md. Shafiqul Islam receives the award for the best non-govt. College in the Country on behalf of the College from the Honourable Education Minister Dr. Dipu Moni MP provided by National University as per its annual ranking in 2017.



Principal Professor Md. Abu Sayeed receives the award for the best non-govt. College in the Country on behalf of the College from the Honourable Prime Minister Sheikh Hasina provided by National University as per its annual ranking in 2016.



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



Principal Professor Kazi Md. Nurul Islam Faruky receives the Crest and Certificate on behalf of the College from the Honourable Education Minister Dr. M. Osman Faruq for becoming the best College for the second time in the National Education Week 2002.



Principal Professor Kazi Md. Nurul Islam Faruky receives the Crest and Certificate on behalf of the College from the Honourable Prime Minister Sheikh Hasina as the best College in the Country for the first time in the National Education Week 1996.

PROSPECTUS

Bachelor of Business Administration

Four-Year BBA (Hons.) Professional Program

Major in Accounting & Information Systems/Marketing/
Management Studies/Finance & Banking
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: +88-02-48033903, 48036942, 48037357
Email: bbaprofessional71@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, then the Principal, Vice-Principal (Administration) and some teachers of the college were present in the program.



Principal Prof. Dr. A.F.M. Shafiqur Rahman of Dhaka Commerce College is receiving the "Best Pre-Model College Award" among 8 Pre-Model Colleges declared by the National University.



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 2020-2021. 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 has been contributing to the process of making human capital/human resource with morality through exclusive quality education since its inception in 1989. We know that 90% of human beings in the world are engaged with the business profession directly or indirectly. By this profession, economic development, utilizing natural resources, improving quality of life, fulfilling human wants, employment generation, earning of foreign currency, increasing government revenue, self sufficiency and fostering international relation of a country can be achieved. Keeping this in mind, this college was established in 1989 which is the first Non-Government Commerce College in the country. To make business activities effective, the knowledge of management/administration is indispensable. To cope with this challenge, Dhaka Commerce College is trying to produce efficient Business Administrators/Business Managers through this BBA (Hons.) Professional Course. This institution is one of the forerunners in the expanding sphere of business with exceptional attainments. To increase the diversity of knowledge the institution also recognized the interest in science and technology. To ensure and promote academic excellence of its teaching staff, Dhaka Commerce College publishes a peer reviewed Journal of International standard where the teachers of this college are the main contributors. Consequently its science wing has become operational at the Higher Secondary from 2020-21 session. The institution is exceptional as it has been achieving outstanding success in Higher Secondary and Higher Education levels under Education Boards and Universities. Consequently, this college has been acknowledged by the Government as the top educational institution in the country in 1996 and 2002. The National University awarded this College as the best Non-Government College in the country for three consecutive years in 2015, 2016 and 2017. Dhaka Commerce College has been selected as a Model College by the National University. In 1993, the Government awarded Professor Kazi Md. Nurul Islam Faruky, the then renowned and visionary Principal, as the best teacher of the country.

Among other specialized programs run by this college, BBA (Hons.) Professional program under National University is a successful one. The goal of this program at Dhaka Commerce College is to provide world-class and updated education and training so that the students can develop their intellectual, social and personal aptitudes.

In order to convert the students into enlightened human capital, Dhaka Commerce College stresses the orientation of the students through excursion, internship and co-curricular activities along with theoretical knowledge and these are done by our honourable, highly qualified and efficient faculty members having higher degrees from reputed universities home and abroad.

I entreat all to go through this Prospectus carefully and it would be better if they visit the campus for contacting any concerned faculty member or any member of the Admission Committee. If s/he is a willing applicant, s/he can join the Dhaka Commerce College Family.

Our sincere effort will help in reaching students' desired vision with academic excellence. My cordial thanks to Dr. Bishnu Pada Banik, Director, Department of Business Administration along with his associates who are involved with this activity.



Professor Dr. Md. Abu Masud



Vice Principal
Dhaka Commerce College

Message

Since it became operational in 1989, Dhaka Commerce College has achieved fame all over the country for its discipline and outstanding academic records. This success resulted from combined initiatives of qualified teachers, hardworking students, conscious guardians and staffs. The role of the honorable chairman and members of the governing body is undoubtedly remarkable for the smooth functioning of the college. Dhaka Commerce College was ranked as the best non-government college in the country for three successive years (2015, 2016 & 2017) by National University. The college achieved the prestige of being the best educational institution by the ministry of education twice in the years 1996 and 2002 respectively. Dhaka Commerce College plays a vital role in creating skilled manpower for the economic and social development of the country. Dhaka Commerce College facilitates types of modern equipments to provide world-class education. BBA department of Dhaka Commerce College is adding much splendor to the existing glory of this institution. BBA professional degree at Dhaka Commerce College under National University is a great honor in business area. The students of BBA professional are receiving both theoretical and practical knowledge through different types of seminars, symposiums and workshops to face the challenges of 21st century. For the embellishment and enrichment of every student, the department arranges extra-curricular activities on regular basis.

Proper education actually leads a man to real success. I do believe that Dhaka Commerce College will be your right choice for BBA professional degree under National University. The proper guidance and intimate nursing of highly qualified teaching faculty will flourish your latent talent and enable you to cope with the competitive world. The congenial atmosphere of the department will enhance your desire to see the unseen and to know the unknown. 'A change for the better' should be your motto in life.



Professor Md. Wali Ullah



Advisor, Academic
Dhaka Commerce College

Message

Dhaka Commerce College introduced BBA Professional program under National University in the academic session of 1998-1999 and then again in 2013-2014. As a part of that trend we have enrolled students in the session 2020-2021. 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, a BBA professional must be able to address the challenges and threats of the increasingly competitive world. The mission of BBA Professional program in Dhaka Commerce College is to impart world class and need based education so that students can flourish their intellectual potentialities. In order to turn the educated manpower into valuable 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 Professional program is going to be run by some highly educated and efficient faculty members with higher degrees from reputed universities home and abroad. We believe your time in this institution will be very effective to enable you undertaking the responsibility of the corporate sector successfully. Moreover, BBA Professional degree from this institution under National University will be valued highly home and abroad. In addition to providing students with bookish knowledge of higher education this institution also helps students bloom with all their potentials.



Professor Md. Shafiqul Islam

**Director**

Dr. Bishnu Pada Banik

Department of Business Administration (DBA)

Dhaka Commerce College

Message

Dhaka Commerce College is the best academic institution in the country according to ranking of National University. This college has achieved four times the crown of best college. 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 quality education & also with values and morality.

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. 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. Extra-curriculum activities like cultural programs, sports, study tour, industry linkage etc. are also involved with this program.

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 course plan to get details about the program.

Dr. Bishnu Pada Banik

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 and brilliant students on the occasion of Silver Jubilee of the college, Prof. Dr. Shafiq Ahmed Siddique, Chairman of the Governing Body and Members of GB were present.

Management education is critical in 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 examination. The college received the award for the best College in the Country from the Government in 1996 and in 2002. In 2015, 2016 & 2017 it was awarded the best non-govt. college in the Country by National University.



As chief guest the then Planning Minister AHM Mustafa Kamal (FCA, MP) giving gold medal to Honorary Professor and Ex. Principal Professor Kazi Md. Nurul Islam Faruky in Silver Jubilee programme

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 the student 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.



Honorable Chairman of the Governing Body, Prof Dr. Shafiq Ahmed Siddique, & Md Elias Mollah, MP were present in Annual Sports Program 2020

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., ACCA and MBA degrees;
- State-of-the-art classrooms;
- Separate seminar and central library;
- Free internet access;
- Congenial academic atmosphere;
- Co-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.



BBA Department lays wreath at Shaheed Bedi on the occasion of International mother language day, 2020

WHY DO YOU CHOOSE BUSINESS ADMINISTRATION?

Management/Administration is universal. In general, it is indispensable in every organizations, particularly in the competitive Business World. Business Administration has a wide field which includes many kinds of management positions in our organizations particularly in business organization. In the Business World, from higher businesses to an independent business, every operation needs skillful administrator in order to get success. Because normally they have lots of enthusiasm they are always prepared for the

things to face. The people who are motivated and organized, those personalities can grow well in business. Because, wherever the environments are high powered and know how to deal with pressure, that will help you to keep yourself cool and it will keep your business on track.

In any business, every single day actions are as important as long-term strategies for the future. A career in business will give you an opportunity to get a touch on leadership dynamics, ethics, information technology, and international relationships. There is a fantastic growth in this field. Even rewards will be high.



Wreath laid at the memorial of Father of the Nation Bangabandhu Sheikh Mujibur Rahman on the occasion of National Mourning day 2020

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 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 (Hons.) Professional Program is to complete grooming of a student's personality by providing a balanced study in the field of business and other related courses. 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 (Hons.) Professional Program entry and graduation requirements.



Professor Dr. Shafiq Ahmed Siddique, Chairman, Governing Body is inaugurating Nou Vhromon 2019

ELIGIBILITY TO APPLY

- SSC/equivalent in 2016/ 2017/ 2018 securing minimum GPA 2.5 in humanities group and GPA 3.0 in science and business studies groups and
- HSC/equivalent in 2018/ 2019/ 2020 securing minimum GPA 2.5 (including 4th subject) in all groups. Or,
- O-Level examinations in 2016/ 2017/ 2018 securing minimum 3 subjects 'B' grades and passed in 4 subjects. and
- A-Level examinations in 2018/ 2019/ 2020 securing minimum 1 subject 'B' grade and passed in 2 subjects.
- Candidates from Business Studies/ Science/ Humanities 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.



Prof. Miah Luffar Rahman, Member of Governing Body is inaugurating the annual sports competition 2020

HOW TO APPLY

- Apply through National University website: www.nu.ac.bd/admission
- Take a printout of the duly filled-in application form using A4 size offset paper.

ONLINE APPLICATION DATE

- 12/09/2021 to 28/09/2021



Reception program of newly appointed Principal Professor Dr. Md. Abu Masud by the faculties of BBA

SUBMISSION

The printed application form must be submitted to the college office along with attested photocopies of SSC/O Level, HSC/A Levels transcripts, registration cards and online application fee of Tk. 300 by 29/09/2021 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 12/09/2021.



Students working in Computer Lab



Ekushe Boi Mela -2020 at Dhaka Commerce College premises arranged by the students

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 with 4th subject by National University. Selected students will be admitted.

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.

PHYSICAL FITNESS

The selected students have to submit a medical certificate that s/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 are playing football at the day out program 2020



Students' group study in seminar



Principal & teachers in the day out program- 2020

THE PROGRAM

BBA (Hons.) 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-years BBA (Hons.) Professional Program is as follows:



Farewell ceremony of Md Tareq Aziz, Lecturer, DBA arranged by the students

COURSES OF BBA PROFESSIONAL PROGRAM

Common Courses

First Semester	Second Semester
Introduction to Business	Principles of Management
Basic Accounting	Taxation in Bangladesh
Business Mathematics	Computer & Information Technology
Business Communication & Report Writing	Theory and Practices of Banking
History of the Emergence of Independent Bangladesh (In Bangla)	Micro Economics
Third Semester	Fourth Semester
Business Statistics-I	Risk Management & Insurance
Organizational Behavior	Business Statistics-II
Legal Environment of Business	Human Resource Management
E-Commerce	Export-Import Management
Macro Economics	Supply Chain Management
Fifth Semester	Sixth Semester
Principles of Finance	Financial Management
Principles of Marketing	Marketing Management
Cost Accounting	Management Accounting
Tourism & Hospitality Management	Enterprise Resource Planning
Entrepreneurship & Small Business Management	Research Methodology

Major Courses

BBA Major in Accounting & Information Systems

Seventh Semester	Eighth Semester
Intermediate Accounting	Accounting and Information Systems
Advanced Accounting	Auditing
Working Capital Management	Advanced Cost & Management Accounting
Financial Statement Analysis and Business Valuation	Accounting Theory
Corporate Governance	Accounting for Government and Non-Profit Organization

BBA Major in Management Studies

Seventh Semester	Eighth Semester
Organization Development	Industrial Relations
Global Management	Management Information Systems
Conflict Management	Operations Management
Management Thought	Strategic Management
Career Planning and Development	Total Quality Management

BBA Major in Marketing

Seventh Semester	Eighth Semester
Customer Relationship Management	Selling & Salesmanship
Consumer Behavior	Integrated Marketing Communication
Brand Management	SME Marketing
E-Marketing	International Economics
Service Marketing	Agricultural & Food Marketing

BBA Major in Finance & Banking

Seventh Semester	Eighth Semester
Corporate Finance	Financial Markets & Institutions
Working Capital Management	Financial Analysis and Business Valuation
Bank Management	Fiscal and Monetary Policy
E-Banking	Security Analysis and Portfolio Management
Fundamentals of Investments	Real Estate Finance

SALIENT FEATURES OF THE PROGRAM

1 There are 40 taught courses each having 3 credit-hour weight, including one compulsory course named History of the Emergence of Independent Bangladesh.

2 A Viva-Voce examination in third year having 3 credits will be held. And an internship/a Project paper having 2 credits with a defense of 1 credit at the end of the 4th year will be held.

3 The 7th Semester will determine the major or specialization of 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 Program must attend at least 75% of class lectures to qualify for sitting in the semester final examination. Students having less than 75% attendance but more than 60% can be allowed to sit in examinations as non-collegiate student. Rules applicable for non-collegiate students will be applied to them.

PROMOTION, 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

Promotion: Results of two semesters in each academic year will be calculated for promotion to next year (1st year to 2nd year). The student must appear at the semester final examination in all courses and pass at least 60 percent of the total courses for example, 6 (six) out of 10 (ten) courses with a grade of D or above. Same rules will be applicable for promotion to the subsequent years that is, 2nd to 3rd and 3rd to 4th year.



Students of BBA program are in the Exam Hall

Improvement: Students receiving F grade in one or more courses must take the improvement examination(s) in subsequent semesters. Two chances will be given to convert F grade into any countable grade. If the students receive a countable grade, in that case he/she will not be allowed to further improve his/her grade. Moreover, the improved grade would not be higher than B Plus. Students can attempt to improve their grade from D to B minus.

Degree Requirements

Students must meet the following requirements in order to obtain a BBA degree:

Total credits obtained	Performance in the courses	Time taken	Cumulative Grade Point Average	Degree to be awarded
126 Credits	No F grade in any course; 2.0 in Viva Voce	Maximum 7 years to complete the Degree including Project paper and Defense	Minimum 2.5	BBA (Major in Accounting & Information Systems, or Management Studies, or Marketing or Finance & Banking)



Industry visit: BBA students and Faculty members with the General Manager inside Asian Textile Mills Limited

However, students cannot take the improvement exam for more than two courses in a particular year. Students will not be allowed to improve their In-course, Oral (viva voce) and Internship/Project paper) grade in any circumstances.

Drop Out: Any Student fails to qualify for the BBA degree within the seven academic years including Project Paper Defense, he/ she will automatically be dropped from the program.

Mid-Term Exam: It is mandatory to participate in mid-term exams. Without participating internal mid-term exams, no student will be entitled to participate in semester final exam.



Pitha Utshob arranged by Students of BBA (Hons.) Professional in 2019

Basic structure of the Four year BBA Professional Programme with credit distribution

Year	Semester	Common Course (Credit X Course)	Project Report & Defense/ Viva Voce	Total Credit
First Year	First Semester	3X5=15		15
	Second Semester	3X5=15		15
Second Year	Third Semester	3X5=15		15
	Fourth Semester	3X5=15		15
Third Year	Fifth Semester	3X5=15		15
	Sixth Semester	3X5=15	Viva Voce	18
Fourth Year	Seventh Semester	3X5=15 (major course)		15
	Eight Semester	3X5=15 (major course)	Project Report (2 Credit) & Defense (1 Credit)	18
Total		40 Courses 120 Credit	6 Credit	126 Credit

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

Particulars	Marks	Examined/Provided by
First In-course Exam	10	Course Teacher
Second In-course Exam	10	Course Teacher
Assignment and Presentation	5	Course Teacher
Attendance	5	Course Teacher
Semester Final Examination	70	Single Examiner
Total	100	

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. Single examiner will evaluate the final examination scripts under a head examiner.

Each lecture course examination will be of 3 hours. Viva- voce will be taken at the end of 3rd year 6th semester for 100 marks. And Internship/Project will be taken at the end of the 4th year for 100 marks including 1 defense.

EVALUATION

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

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



Dhaka Commerce College was selected as a pre-Model College among 8 Non Govt. Colleges in the Country by National University

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

OBTAINED CREDIT (EC) = 3+3+3+3+3 = 15

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



Director of DBA with the students in the IFTAR PARTY 2019

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.



Uniform of the BBA Students

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.



Pitha Ussob arranged by the DBA students 2019

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.



Study Tour 2019- at Sajek valley



Students are in the swimming pool at the day out program 2020 (2)

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 corridor, 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.



Study Tour 2019- at Khagrachori

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.

ACADEMIC COMMITTEE

A Committee is working far ensuring quality teaching for the students. This committee takes care of any academic problem faced by the students. Also there is a guide teacher for direct supervision of the students of each semester.

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.



Students of DCC got 2nd position in the ATN Bangla UCB Public Parliament Debate competition 2020



Study Tour 2019- at Bandorban

GENERAL KNOWLEDGE CLUB

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

CO-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.



Study Tour 2019- at Khagrachori

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.



Study Tour 2019- at Cox's Bazar

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.



Study Tour 2019- at Bandorban

ARRANGEMENT OF SEATS

Every student is to sit on his/her allotted seat in the class room. It is prohibited to write down anything on tables or walls or any where in the campus.

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 2019-2020 is only Tk. 2,25,000/- (can be paid in 16 installments) excluding National University registration, examinations fees and seminar fees.

Fees Payment schedule would be:

1 st installment	Tk.15,000/-
Rest 15 installment Tk. 14,000/- each (i.e. Tk. 14,000 X 15)	Tk. 2,10,000/-
Total = Tk. 2,25,000	

Seminar Fee Tk. 750/- per semester

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

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



Saintmartin tour 2018

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



Dr. 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)
Ph.D in Economics (JU)
Associate Professor &
Director



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)



Mohammad Mahafuzur Rahaman

BBA in Banking (DU)
MBA in Banking (DU)
Lecturer



Md. Moinuddin

B. Com. (Hons.) in Accounting (RU)
M. Com. in Accounting (RU)
Associate Professor



Md. Sahed Hosen

BBS in Accounting (NU)
MBS in Accounting (NU)
Lecturer



Mohammad Mahbubul Alam

B. Com. (Hons.) in Finance & Banking (NU)
M. Com. in Finance & Banking (NU)
EMBM (BIBM)
Assistant Professor



Farzana Haque Boby

BBA in AIS (DU)
MBA in AIS (DU)
CMA (on study) (ICMAB)
Lecturer



Sigma Rahman

BBA in Management (DU)
MBA in Human Resource Management (DU)
Assistant Professor



Alema Khatun

B. Sc. (Hons.) in Information Technology (JU)
M. Sc. in Information Technology (JU)
Lecturer



Farjana Rahman

BBA in Management (DU)
MBA in Human Resource Management (DU)
Assistant Professor



Tasnuva Sharmin

BBA in Finance (DU)
MBA in Finance (DU)
Lecturer



Md. Afzal
BBS in Marketing (NU)
MBS in Marketing (NU)
Lecturer (Lecture Based)



Ismat Ara Khatun
BBA in Marketing (RU)
MBA in Marketing (RU)
Lecturer (Lecture Based)

Adjunct Faculty Members



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)



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



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



Md. Abdul Khaleque
B. Sc. (Hons.) in Statistics (DU)
M. Sc. in Statistics (DU)
MBA in Finance (BUET)
Associate Professor



Md. Abdur Rahman
B. Sc. (Hons.) in Physics (CU)
M. Sc. in Physics (CU)
Master in IT (JU)
Associate Professor



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



Dewan Zobaida Nasrin
B. Com. (Hons.) in Marketing (DU)
M. Com. in Marketing (DU)
MBA in Marketing (UU)
Associate Professor



A. H. M. Saidul Hasan
B. Sc. (Hons.) in Statistics (DU)
M. Sc. in Statistics (DU)
Commonwealth MBA (BOU & COL, Canada)
Associate Professor



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



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



Md. Manzurul Alam

BBA in Marketing (CU)
MBA in Marketing (CU)
M. Phil in Marketing (DU)
Associate Professor



Mrs. Sharmin Sultana

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



Aleya Parvin

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



Ahmed Ahsan Habib

BSS (Hons.) in Economics (IU)
MSS in Economics (IU)
PGD in Economics (DU)
Associate Professor



Shuriya Parvin

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



Farhana Aktar Sadia

B. Com. (Hons.) in Marketing (NU)
MBS in Marketing (NU)
MBA in Marketing (DU)
Assistant Professor



Farhana Satter

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



Tasmina Nahid

BBA in Marketing (DU)
MBA in Marketing (DU)
M. Phil. in Marketing (DU)
Assistant Professor



Hafiza Sharmin

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



Mohammad Abdullahil Baki Billah

BSS (Hons.) in Economics (NU)
MSS in Economics (NU)
MBA in HRM (PUB)
PGD in Economics (DSE)
Assistant Professor



Suraiya khatun

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



Sabiha Afsari

BBA in Marketing (DU)
MBA in Marketing (DU)
Lecturer



Riffat Sahabnam

BBS (Hons.) (NU)
MBS (NU)
Lecturer



Tuhin Biswas

B.Sc (Hons.) in Mathamtics (NU)
M.Sc in Mathamtics (DU)
Lecturer



Mrs. Nur Nahar

BBS (Hons.) (NU)
MBS (NU)
Lecturer



Shah Abdullah Al-Nahian

B.Sc (Hons.) in Mathamtics (JnU)
M.Sc in Mathamtics (JnU)
Lecturer



Nur-E-Saba

B.Sc. (Hons.) in Economics (JU)
M.Sc. in Economics (JU)
Lecturer



Marufa Sultana

B. A (Hons.) in History (DU)
M. A (DU)
Lecturer (Part Time)

Department Staff



Md. Rashedul Kabir
Exam. Assistant



Md. Raju
M. L. S. S.

Photo Album of BBA Professional Program



The VC of National University, Prof. Dr. Harun-ur-Rashid as the Chief Guest in the Prize Giving Ceremony of Annual Cultural & Sports Competition of 2017 & 2018



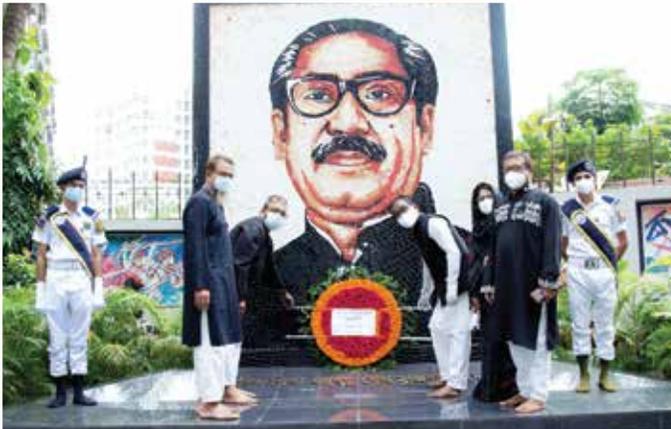
The Principal, Professor Dr. A.F.M. Shafiqur Rahman participated in the Contract Signing Ceremony of Institutional Development Grant of CEDP Project of Ministry of Education



Students performing at Annual Sports Program 2020



Seminar & Speech competition on the occasion of 7th March 2020



Wreath laid by the member of GB at the memorial of Father of the Nation Bangabandhu Sheikh Mujibur Rahman on the occasion of National Mourning day



Prof. Dr. Khondoker Bazlul Haque visited DBA and Inspected for the opening of MBA Professional Course



Tree plantation program on the occasion of National Mourning Day 2020



Free dental campaign on the occasion of International Mother Language Day 2020



Provath Ferry on the occasion of International Mother Language Day 2020



The Principal & other teachers are praying for the Father of the Nation on the occasion of National Mourning Day 2020



Reception program of newly appointed Principal Professor Dr. Md. Abu Masud by the faculties of BBA



Reception program of newly appointed Vice Principal Professor Md. Wali Ullah by the faculties of BBA



Reception program of newly appointed Director, Dr. Bishnu Pada Banik by the faculties of BBA



Students are performing dance at the day out program- 2020



Students taking food in Day Out program 2020



BBA Day Out 2019



Sajek Tour 2019



Study Tour 2019- at Bandorban

জাতীয় বিশ্ববিদ্যালয়ের সেরা কলেজের সনদপত্র



জাতীয় বিশ্ববিদ্যালয়
বাংলাদেশ

মডেল কলেজ প্রকল্প
সনদপত্র

জাতীয় বিশ্ববিদ্যালয় কর্তৃক Key Performance Indicators (KPI)-এর ভিত্তিতে ঢাকা কমার্স কলেজ-কে প্রাক-মডেল কলেজ হিসেবে ঘোষণা করা হলো। শুভেচ্ছা ও অভিনন্দন।

১০ই অক্টোবর ১৪২৬
২৮শে সেপ্টেম্বর ২০১৯


প্রফেসর ড. হোসেন-আর-রাশিদ
ডাইপ-চ্যান্সেলর



জাতীয় বিশ্ববিদ্যালয়
বাংলাদেশ

কলেজ র‍্যাংকিং ২০১৭
সনদপত্র

জাতীয় বিশ্ববিদ্যালয় কর্তৃক নির্ধারিত কেজিআই (Key Performance Indicators)-এর ভিত্তিতে কলেজ পারফরমেন্স র‍্যাংকিং ২০১৭-এ ঢাকা কমার্স কলেজ জাতীয় পর্যায়ে সেরা বেসরকারি কলেজ নির্বাচিত হওয়ায় শুভেচ্ছা ও অভিনন্দন।

১৯ই মার্চ ১৪২৬
২৭ মার্চ ২০১৯


প্রফেসর ড. হোসেন-আর-রাশিদ
ডাইপ-চ্যান্সেলর

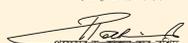


জাতীয় বিশ্ববিদ্যালয়
বাংলাদেশ

কলেজ র‍্যাংকিং ২০১৬
সনদপত্র

২০১৬ সালের কলেজ র‍্যাংকিং-এ ঢাকা কমার্স কলেজ জাতীয় পর্যায়ে সেরা বেসরকারি কলেজ নির্বাচিত। প্রাপ্ত স্কোর ৬৩.২৮।

৪ঠা সেপ্টেম্বর ২০১৮
২২শে মার্চ ১৪২৪

শুভেচ্ছা ও অভিনন্দন

প্রফেসর ড. হোসেন-আর-রাশিদ
ডাইপ-চ্যান্সেলর

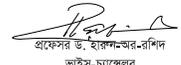


জাতীয় বিশ্ববিদ্যালয়
গাজীপুর

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

শুভেচ্ছা ও অভিনন্দন

প্রফেসর ড. হোসেন-আর-রাশিদ
ডাইপ-চ্যান্সেলর

শিক্ষা মন্ত্রণালয়ের শ্রেষ্ঠ কলেজের সনদপত্র



জাতীয় শিক্ষা সপ্তাহ ২০০২
শিক্ষা মন্ত্রণালয়

সনদপত্র

শ্রেষ্ঠ শিক্ষা প্রতিষ্ঠান বিবেচিত হওয়ার

ঢাকা কমার্স কলেজ

উড়িয়াখানা রোড, মিরপুর, ঢাকা-১৬

এ সনদপত্র প্রদান করা হল।

১৪ সেপ্টেম্বর ২০০২


(মোহাম্মদ শহীদুল আলম)
সচিব
শিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



জাতীয় শিক্ষা সপ্তাহ ১৯৯৬

শিক্ষা মন্ত্রণালয়

সনদপত্র

শ্রেষ্ঠ শিক্ষক/শিক্ষা প্রতিষ্ঠান রূপে বিবেচিত
তরুণা কমার্স কলেজ, ঢাকা-১৬

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: +88-02-48033903, 48036942, 48037357
Email: bbaprofessional71@gmail.com, Website: www.dcc.edu.bd