



Prospectus

Honours Courses : BBA, BSS and BA
Session : 2020-2021



DHAKA COMMERCE COLLEGE

SELF FINANCED, FREE FROM POLITICS & SMOKING

DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216

Phone: +88-02-48033903, 48036942, 48037357

web: www.dcc.edu.bd,  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.

জাতীয় বিশ্ববিদ্যালয়ের সেরা কলেজের সনদপত্র



জাতীয় বিশ্ববিদ্যালয় বাংলাদেশ মডেল কলেজ প্রকল্প সনদপত্র

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

১০ই আশ্বিন ১৪২৬
২৮শে সেপ্টেম্বর ২০১৯

প্রফেসর ড. হোসেন-আকter-রশিদ
ভাইস-চ্যান্সেলর



জাতীয় বিশ্ববিদ্যালয় বাংলাদেশ কলেজ র্যাংকিং ২০১৭ সনদপত্র

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

১০ই আশ্বিন ১৪২৬
২৮শে মার্চ ২০১৯

c0#dmi W. nvi26-Ai-iwk
fv8m-P*v+Yji



জাতীয় বিশ্ববিদ্যালয় বাংলাদেশ কলেজ র্যাংকিং ২০১৬ সনদপত্র

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

৪ঠা ফেব্রুয়ারি ২০১৮
২২শে মার্চ ১৪২৪

শুভেচ্ছা ও অভিনন্দন

প্রফেসর ড. হোসেন-আকter-রশিদ
ভাইস-চ্যান্সেলর



জাতীয় বিশ্ববিদ্যালয় গাজীপুর কলেজ র্যাংকিং ২০১৫ সনদপত্র

ঢাকা কমান্স 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-আকter-রশিদ
ভাইস-চ্যান্সেলর

শিক্ষা মন্ত্রণালয়ের শ্রেষ্ঠ কলেজের সনদপত্র



জাতীয় শিক্ষা সপ্তাহ ২০০২ শিক্ষা মন্ত্রণালয় সনদপত্র

শ্রেষ্ঠ শিক্ষা প্রতিষ্ঠান বিবেচিত হওয়ায়

ঢাকা কমান্স কলেজ

জিফ্রিখানা রোড, মিরপুর, ঢাকা-১৬

এই সনদপত্র প্রদান করা হল।

১৪ ফেব্রুয়ারি ২০০২

(মোহাম্মদ শহীদুল আলম)
সচিব
শিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



জাতীয় শিক্ষা সপ্তাহ ১৯৯৬

শিক্ষা মন্ত্রণালয়
সনদপত্র

শ্রেষ্ঠ শিক্ষক/শিক্ষা প্রতিষ্ঠান রূপে বিবেচিত

তাহা কমান্স কলেজ, তাহা-ফে

এই সনদপত্র প্রদান করা হল।

সচিব
শিক্ষা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Prospectus

Honours Courses : BBA, BSS and BA

Session : 2020-2021



জাতীয় বিশ্ববিদ্যালয়ের কলেজ র্যাংকিং ২০১৭ -এ জাতীয় পর্যায়ে সেরা বেসরকারি কলেজ এবং ঢাকা অঞ্চলে সরকারি ও বেসরকারি কলেজের মধ্যে ১ম স্থান অর্জন উপলক্ষ্যে আলোকসজ্জা




DHAKA COMMERCE COLLEGE

SELF FINANCED, FREE FROM POLITICS & SMOKING

DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216

Phone: +88-02-48033903, 48036942, 48037357

web: www.dcc.edu.bd,  dhaka commerce college

Prospectus

Honours Courses : BBA, BSS and BA
Session : 2020-2021





DHAKA COMMERCE COLLEGE

SELF FINANCED, FREE FROM POLITICS & SMOKING

DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216

Phone: +88-02-48033903, 48036942, 48037357

 www.dcc.edu.bd  [dhaka commerce college](https://www.facebook.com/dhaka.commerce.college)



Principal
Dhaka Commerce College

Foreword

Dhaka Commerce College has been contributing to the process of making human resource with morality through exclusive quality education since its inception in 1989. This college was established in 1989 which was the first Non-Government Commerce College in the country. To increase the diversity of knowledge, the institution also recognized the interest in science and technology. Consequently, its science wing has become operational at the Higher Secondary level from 2019-20 session. It is an ideal institution in the Educational arena in Bangladesh. This college possesses a number of distinctive characteristics like teaching methods, qualified & experienced teachers, favourable educational environment, self-financing, politics and smoking free campus, etc. The institution is one of the forerunners in the expanding sphere of education with exceptional attainments. The institution is exceptional as it has been achieving outstanding success at Higher Secondary and Higher Education levels under Dhaka Education Board and National University. Consequently, this college has been acknowledged by the Government as the top educational institution in the country in 1996 and 2002. Not only at Higher Secondary level, the students of the college has secured First class/CGPA-3.00 with distinctive positions including the top twenty positions in Honours and Master Degree courses in Management, Accounting, Finance & Banking, Marketing, Economics and English under National University. By virtue of outstanding results, National University awarded this college as the best Non-Government College in the country for three consecutive years in 2015, 2016, 2017. In 1993, the Government awarded Professor Kazi Md. Nurul Islam Faruky, the then renowned and visionary Principal, as the best teacher of the country.

The goal of Honours and Master Degree Courses at Dhaka Commerce College is to provide world-class and updated education and training so that 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. Besides, a number of well known and reputed guest teachers are invited from different colleges and Universities in order to create a congenial atmosphere of education. Therefore, the students and teachers are benefited reciprocally.

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 you in reaching your desired vision with academic excellence. My cordial thanks to Shanjit Saha, Convener of the Admission Committee (Honours, Professional & Masters) along with his associates who are involved with this activity.

All the best

Professor Dr. Md. Abu Masud



Principal

Professor Dr. Md. Abu Masud

Vice Principal

Professor Md. Wali Ullah

Advisor (Academic)

Professor Md. Shafiqul Islam

Honorary Professor

Professor Kazi Md. Nurul Islam Faruky

Faculty Members

Department of Bangla

1. **A.N.M Mozammel Hossain**, Associate Professor & Chairman
2. **Dr. Israt Marin**, Associate Professor
3. **S. M. Mahadi Hasan**, Assistant Professor
4. **Md. Mashiur Rahman**, Assistant Professor
5. **Rezaul Ahmed**, Assistant Professor
6. **Dr. Mir Md. Zahirul Islam**, Assistant Professor
7. **Partha Baray**, Assistant Professor
8. **Mukti Roy**, Lecturer
9. **Mafizur Rahman**, Lecturer
10. **Abul Kasam Khan**, Lecturer
11. **Sonia Arefin**, Lecturer
12. **Md. Jobaer Ahamed**, Lecturer
13. **Mustafa Kamal Arif**, Lecturer
14. **Md. Hashem Reza**, Lecturer (Part Time)
15. **Rashaduzzaman**, Lecturer (Part Time)

Department of English

1. **Utpaul Kumar Ghosh**, Associate Professor & Chairman
2. **Professor Md. Abdul Kayum**
3. **Sadikh Mohammad Salim**, Associate Professor
4. **Md. Moinuddin Ahmed**, Associate Professor
5. **Shamim Ahsan**, Associate Professor
6. **Maksuda Shirin**, Associate Professor
7. **Md. Monsur Alam**, Associate Professor
8. **Khondakar Md. Hadiuzzaman**, Associate Professor
9. **Khayrul Islam**, Assistant Professor
10. **Md. Zahedul Kabir**, Assistant Professor
11. **Mohammad Shafiqur Rahman**, Assistant Professor
12. **Samiran Podder**, Assistant Professor
13. **Md. Anwar Hossain**, Lecturer
14. **Anupam Biswas**, Lecturer
15. **Muhammad Jakaria Faisal**, Lecturer
16. **Ankane Chakraborty**, Lecturer
17. **Ratna Khanam**, Lecturer
18. **Tunazzina Binte Mahbub**, Lecturer
19. **Md. Khalid Hossain**, Lecturer (Part Time)

Department of Management

1. **Shamsad Shahjahan**, Associate Professor & Chairman
2. **Syed Abdur Rob**, Associate Professor
3. **Md. Shariful Islam**, Associate Professor
4. **S.M. Ali Azam**, Associate Professor
5. **Kazi Sayema Binte Faruky**, Associate Professor
6. **Shama Ahmad**, Associate Professor
7. **Md. Nazrul Islam**, Associate Professor
8. **Farhana Arjuman**, Assistant Professor
9. **Tanbir Ahmed**, Assistant Professor
10. **Tanmoy Sarker**, Assistant Professor
11. **Md. Hazrat Ali**, Assistant Professor
12. **Md. Shahidul Islam**, Assistant Professor
13. **Ummea Salma**, Assistant Professor

Department of Accounting

1. **Kumrun Nahar**, Associate Professor & Chairman
2. **Mohammad Aminul Islam**, Associate Professor
3. **Md. Mostaque Ahmed**, Associate Professor
4. **Shajnin Ahmad**, Associate Professor
5. **Md. Nijam Uddin**, Associate Professor
6. **Masuda Khanam**, Associate Professor
7. **Mohammad Mosharef Hossain**, Associate Professor
8. **Mohammad Abdus Salam**, Assistant Professor
9. **A. B. M. Mizanur Rahman**, Assistant Professor
10. **Nur Mohammad Shipon**, Assistant Professor
11. **Farhana Hasmat**, Assistant Professor
12. **Md. Mahmud Hasan**, Assistant Professor
13. **Mohammad Masud Perves**, Assistant Professor
14. **Shimul Chandra Deb Nath**, Lecturer
15. **Ahsan Uddin Khan**, Lecturer



Department of Marketing

1. **Shanjit Saha**, Associate Professor & Chairman
2. **Dewan Zobaida Nasrin**, Associate Professor
3. **Md. Shafiqul Islam**, Associate Professor
4. **Md. Manzurul Alam**, Associate Professor
5. **Farhana Akter Sadia**, Assistant Professor
6. **Tasmina Nahid**, Assistant Professor
7. **Sabiha Afsari**, Lecturer
8. **Riffat Shabnam**, Lecturer
9. **Nur Nahar**, Lecturer

Department of Finance & Banking

1. **Mohammad Ibrahim Khalil**, Associate Professor & Chairman
2. **Mohammad Akter Hossain**, Associate Professor
3. **Farhana Satter**, Associate Professor
4. **Sharmin Sultana**, Associate Professor
5. **Md. Mahfuzur Rahman**, Assistant Professor
6. **Fahmida Israt Jahan**, Assistant Professor
7. **Md. Hasan Ali**, Assistant Professor
8. **Mst. Farida Yeasmin**, Lecturer
9. **Md. Ahsan Tarek**, Lecturer
10. **Shirin Akter**, Lecturer
11. **Farhana Ferthous**, Lecturer
12. **Shahida Sharmin**, Lecturer
13. **Meharun Nahar**, Lecturer
14. **Md. Nahid Bin Salam**, Lecturer (Part Time)

Department of Economics

1. **Hafiza Sharmin**, Associate Professor & Chairman
2. **Shuriya Parvin**, Associate Professor
3. **Dr. Shabnam Nahid Swati**, Associate Professor (Sociology)
4. **Suraiya Khatun**, Associate Professor
5. **Ahmed Ahsan Habib**, Associate Professor
6. **Mohammad Abdullahil Baki Billah**, Assistant Professor
7. **Nur-e-Saba**, Lecturer
8. **Marufa Sultana**, Lecturer (Part Time) (History)

Department of Business Administration

1. **Dr. Bishnu Pada Banik**, Associate Professor & Director
2. **Professor Dr. Kazi Fayz Ahamed**, Director, MBA Program
3. **Md. Moinuddin**, Associate Professor
4. **Mohammad Mahbubul Alam**, Assistant Professor
5. **Sigma Rahman**, Assistant Professor
6. **Farjana Rahman**, Assistant Professor
7. **Mohammad Mahafuzur Rahaman**, Lecturer
8. **Mohammed Sahed Hossain**, Lecturer
9. **Farzana Haque Boby**, Lecturer
10. **Mst. Alema Khatun**, Lecturer
11. **Tasnuva Sharmin**, Lecturer

MBA Professional Program

1. **Professor Dr. Kazi Fayz Ahamed**, Director

Department of Computer Science and Engineering (CSE)

1. **Professor Dr. Md. Miraj Ali Akand**, Chairman
2. **Md. Abdur Rahman**, Associate Professor
3. **Anupam Debnath**, Assistant Professor
4. **Narpis Hydar**, Assistant Professor
5. **Mohammed Shoaierbur Rahman**, Assistant Professor
6. **Nazma Akter**, Lecturer
7. **Suaiba Haque Turabi**, Lecturer
8. **Farzana Akter Ripa**, Lecturer
9. **Md. Sabbir Ahmed**, Lecturer
10. **Shanchayan Bhattacharyya**, Lecturer
12. **Sayama Alam**, Lecturer
13. **Tasnia Sadia**, Lecturer

Department of Statistics

1. **A.H.M. Saidul Hasan**, Associate Professor & Chairman
2. **Md. Shafiqul Islam**, Associate Professor
3. **Md. Abdul Khaleque**, Associate Professor
4. **Md. Rashiduzzaman Khan**, Assistant Professor

Department of Mathematics

1. **Aleya Parvin**, Associate Professor & Chairman
2. **Md. Tuhin Biswas**, Lecturer
3. **Md. Nurul Hoque**, Lecturer
4. **Shah Abdullah Al-Nahian**, Lecturer
5. **Gazi Humayra Shirin**, Lecturer
6. **Md. Rezwan Hossain**, Lecturer
7. **Shamim Ahmed**, Lecturer
8. **Md. Zahidul Islam**, Lecturer

Department of Physics

1. **Md. Ahaduzzaman Deeraz**, Assistant Professor Chairman
2. **Md. Kaiyum Rabbi**, Lecturer
3. **Sanjeda Nasrin**, Lecturer
4. **Md. Shamiul Alam**, Lecturer
5. **Md. Jahid Hasan**, Lecturer
6. **Md. Abdul Kader**, Lecturer
7. **Md. Zahidul Islam**, Lecturer
8. **Abdus Samad**, Demonstrator





Department of Chemistry

1. **Sharif Neaz**, Assistant Professor & Chairman
2. **Md. Hafijur Rahman**, Lecturer
3. **Nusrat Jahan Jerin**, Lecturer
4. **Md. Mahfuzur Rahman**, Lecturer
5. **Md. Saif Uddin**, Lecturer
6. **Ashrafun Azmira Chowdhury**, Lecturer
7. **Shaila Sultana**, Demonstrator

Department of Biology

1. **Dr. Shahela Alam**, Assistant Professor & Chairman
2. **Md. Al Mamun**, Lecturer
3. **Md. Nazmul Hoque**, Lecturer
4. **Saroat Husna Suma**, Lecturer
5. **Tania Sultana**, Lecturer

6. **Shatil Arabia**, Lecturer
7. **S.M. Humayun Kabir**, Lecturer
8. **Md. Rakibur Rahman**, Lecturer
9. **Himadri Sarkar**, Demonstrator
10. **Mst. Mahamuda Begum**, Demonstrator

Department of Home Science

1. **Fariha Yasmin**, Lecturer (Part-time)
2. **Lutfun Nahar Islam**, Lecturer (Part-time)

Central Library

1. **Mohammad Ashrafur Karim**, Librarian
2. **Dilora Begum**, Senior Cataloguer

Physical Education

1. **Faiz Ahmed**, Physical Teacher

Official Personnel

Office Administration Section

Jafriya Pervin, Administrative Officer
Md. Abbas Uddin, Deputy Administrative Officer
Mohammad Yunus, Asst. Administrative Officer
Md. Nurul Islam, Asst. IT Officer

Accounts Section

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

Examination Section

Md. Enayet Hossain, Deputy Controller of Examinations

Engineering Section

Md. Liakot Ali, Sub-Asst. Engineer

Medical Section

Dr. Sanjida Nargis, MBBS, Medical Officer
Kaniz Fatema, Senior Staff Nurse
Most. Nilufar Yeasmin, Asst. Nurse

Security Section

Md. Hossain Shah Alam, Security Officer

Room NOs. of Departments & Sections

Building 1	Room NOs.	Building 2	Room NOs.
Department of Bangla	214	Department of English	802
Department Management	510	Department of Marketing	1202
Department of Accounting	403	Department of Finance & Banking	1002
Department of Economics	703	Department of BBA	1101
Department of Statistics	603	Department of MBA	111
Department of Social Science	810	Department of CSE	1303
Central Library	301	Department of Physics	413
Controller of Examinations	910	Department of Chemistry	312
Medical Section	104	Department of Mathematics	701
Security Section	111	Department of Biology	505
IT Center	418	Department of Home Science	401
Reception	G. Floor	Cafeteria	2nd Floor
Office	G. Floor	Engineering Section	G. Floor
Accounts	G. Floor	Department of Physical Education	G. Floor





1. Ideals

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

2. Admission Procedures

- 2.1 Students having at least GPA 2.50 in both SSC and HSC from Humanities Group and students having at least GPA 3.00 in SSC and 2.50 in HSC from both Science and Business Studies groups are eligible to apply for admission at Dhaka Commerce College.
- 2.2 Interested candidates will apply from the respective discipline (Humanities/Science/Business Studies) from which he/she passed Higher Secondary Certificate (HSC) or equivalent in the year 2019/2020 through the National University Website www.nu.ac.bd/admissions.
- 2.3 The primary application form being properly filled up is to be submitted from 28th July 2021 to 14 August 2021. Picture resolution and photo size should be 120x150 pixel and image type in jpg format. File size should not be more than 50 KB.
- 2.4 The complete application form in A4 size (8.5x11 inch) is to be printed and keep that copy to the student. Tk. 250 is to be paid through bkash at 01784018298 as initial application fee. At the time of bkash payment student must mention online admission roll number at reference.
- 2.5 Candidates who passed HSC examination in 2019/2020 and SSC in 2017/2018 can apply fulfilling the following conditions:
 - (i) Minimum GPA 3.00 in HSC (out of 200 marks) must be obtained in the chosen subject.
 - (ii) Candidates who passed 4 subjects (at least B grade in 3 subjects out of 4) in O level in the year of 2017/2018 and passed at least 2 subjects (at least one B grade in A level in the year of 2019/2020 are eligible to apply.
 - (iii) Candidates must select their subject according to their choice of preference. It is important to select their subjects with caution as once they have given their choice, they will not be able to change them.
 - (iv) Candidates are not required to sit for any examination for admission purpose.
- 2.6 Results of online application will be published by National University authority based on students' merit and subject choice as First Merit List, Second Merit List, Quota, etc. However, candidates can apply through release slip (more than one if required) subject to availability of seats in the college.
- 2.7 The office will send the form to the Convener of the Admission Committee. After his/her signature approved by the Principal, the admission process will be completed.





3. Discipline

The congenial atmosphere depends on combined discipline and behavior of all students, teachers, and employees. Therefore, every student should abide by the following rules:

3.1 Uniform and Badge

Students must come to college wearing college uniform and with their Identity cards. No student is allowed to enter the college campus after due time.

3.1.2 Uniform for Male Students

White shirt with a College Logo on the pocket, black trouser, and black leather flat shoes with black ribbon.

3.1.3 Uniform For Female Students

White trousers, loose fitting shirt (Kamiz) with a College Logo and black flat leather shoes.

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

3.2 Identity Card

Every student must carry/ wear the 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 |General diary at the nearest police station. Guardians will also be provided with identity cards to meet the college authority. Anybody without the identity card will not be considered a guardian at all. Duplicate identity card is issued only once.

3.3 Class Attendance

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

3.4 Leave of Absence

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

3.5 Code of Conduct

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

- i) every student of the college must be polite, obedient, and polished;*
- ii) male students must have their hair cut at least once a month;*
- iii) cosmetic material of female students will be worth of a female student;*





- iv) relationship between the male and female students must be that of brothers and sisters; and*
- v) relationship between senior and junior students should be that of younger and elder brothers and sisters.*

3.6 In and out of Class

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

3.7 Expulsion/ Cancellation of Admission

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

- i) absence from college;*
- ii) not sitting for the internal examinations;*
- iii) failing in the internal examinations;*
- iv) writing something on tables or walls;*
- v) behaving badly with anybody;*
- vi) getting involved in any activity subversive of law and order of the state and College; and*
- vii) breaking or failing to comply with law and order.*

If needed, the registration in the university may be cancelled. Any recommendation or persuasion regarding this, will be treated as a double crime.

3.8 Students' Welfare Council

There is a Students' Welfare Council under the supervision of teachers for the overall welfare of the students. It conducts all types of co-curricular activities supplementary with education. Apart from this, a welfare organization named 'Bandhan' is working to help the poor and meritorious students.

3.9 Student Politics and Smoking Prohibited

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

4. General Knowledge Class

General Knowledge Club has been introduced in order that the students can prepare themselves well for the future competitive examinations. Besides, a ten/fifteen minutes class on general knowledge is conducted in the first period everyday.

5. Co-Curricular Activities

Co-Curricular activities like sports, literary and cultural programmes, publishing monthlies, yearlies, and wall-magazines, conducting seminars, workshops and debates on various national and religious days and picnics on different spots are arranged for the physical, emotional, mental and spiritual and aesthetic development of the students.





5.1. Inter Section and Class Competition

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

5.2. Study Tour

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

5.3 Club and Society

There are clubs for Debate, Drama, Music, General Knowledge, Recitation, Rotaract, Readers & Writers, Language, Arts & Photography, Dance, Nature Study, Business, Film, IT, Social Welfare, Science, Voice of America (VOA) Fan, Cycling and Skating, Table Tennis, Red Crescent etc. Students may flourish their potentiality being the members of these clubs of their own accord. BNCC is also functioning as well in the college.

5.4. Development of Leadership

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

6. Guardian Meeting

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

7. Record & Filing

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

8. Internal Examinations and Evaluation

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

Warning

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





9. Rules for Promotion

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

10. Appearing at Exams. under National University

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

11. Views-exchanging Meeting

Views-exchanging meetings among the students, guardians, and teachers are held on a date fixed by the college / department authority after the term exams. It is a must for the guardians to be present there. In fact, an examinee's progress in study or overall development depends on the united effort of the students, teachers, and guardians. Regarding this development of the students in various subjects is discussed on that day.

12. Syllabus Distribution

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

13. Arrangement of Seats

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

14. Medium of Instruction

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

15. Teaching Methods

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





16. Visiting Professors and Guest Speakers

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

17. Payment of Tuition Fees and others

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

18. Courses

Name of Degree	Subjects	
BBA (Honours)	Management Accounting	Finance and Banking Marketing
BSS (Honours)	Economics	
BA (Honours)	English	
MBA	Management Accounting	Finance and Banking Marketing
MSS	Economics	
MA	English	





19. Fees

SESSION : 2020-2021

Payment Schedule

Sl No.	Particulars	Amount Tk.
1	1st Year	43,840.00
2	2nd Year	48,015.00
3	3rd Year	49,215.00
4	4th Year	50,415.00

NB : i) Taka 18,940/- (with one month tuition fee) is to be paid at the time of 1st year admission.

ii) Departmental seminar fee Tk. 1,500/= is to be paid every year (not included in the above table).

iii) National University fees and College uniform price is to be paid every year (not included in the above table).

iv) Tuition fees are for 1st year Tk. 2,000, 2nd Year Tk 2,100, 3rd Year Tk. 2,200, and 4th year Tk. 2,300 per month.

v) If tuition fees for Term Exams are not paid in time as per notice, students will be penalized Tk. 10 per day.

vi) DCC students will get 10% waiver on 'Tuition Fees'.

