

“শিক্ষা নিয়ে গড়ব দেশ  
শেখ হাসিনার বাংলাদেশ”

# Prospectus

BBA, BSS and BA (Honours)  
Session : 2017-2018



**DHAKA COMMERCE COLLEGE**

SELF FINANCED, FREE FROM POLITICS & SMOKING

DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216

Phone : 9004942, 9007945, 9023338, Fax: 88-02-9037722

[www.dcc.edu.bd](http://www.dcc.edu.bd)





১৯৯৬-এর জাতীয় শিক্ষা সপ্তাহে শ্রেষ্ঠ কলেজ হিসেবে ঢাকা কমার্স কলেজের পক্ষে গণপ্রজাতন্ত্রী বাংলাদেশ সরকারের মাননীয় প্রধানমন্ত্রী শেখ হাসিনার নিকট থেকে সনদ ও ক্রেস্ট নিচ্ছেন অধ্যক্ষ প্রফেসর কাজী মোঃ নুরুল ইসলাম ফারুকী।



গণপ্রজাতন্ত্রী বাংলাদেশ সরকারের মাননীয় শিক্ষামন্ত্রী নুরুল ইসলাম নাহিদ-এর নিকট থেকে জাতীয় বিশ্ববিদ্যালয় যোষিত কলেজ র্যাংকিং ২০১৫-এ বেসরকারি কলেজ সমূহের মধ্যে ১ম স্থান অর্জনকারী ঢাকা কমার্স কলেজের পক্ষে সনদ ও ক্রেস্ট গ্রহণ করছেন অধ্যক্ষ প্রফেসর মোঃ আবু সাহিদ। উল্লেখ্য, জাতীয় বিশ্ববিদ্যালয় যোষিত কলেজ র্যাংকিং ২০১৬-এ বেসরকারি কলেজ সমূহের মধ্যে ঢাকা কমার্স কলেজ ১ম স্থান অর্জন করে পর পর দুবার শ্রেষ্ঠ কলেজের গৌরব অক্ষুণ্ন রাখে।



গণপ্রজাতন্ত্রী বাংলাদেশ সরকারের মাননীয় শিক্ষামন্ত্রী ড. এম ওসমান ফারুক-এর নিকট থেকে ২০০২-এর জাতীয় শিক্ষা সপ্তাহে শ্রেষ্ঠ কলেজ হিসেবে দ্বিতীয়বার ঢাকা কমার্স কলেজের পক্ষে সনদ ও ক্রেস্ট নিচ্ছেন অধ্যক্ষ প্রফেসর কাজী মোঃ নুরুল ইসলাম ফারুকী।

আল্লাহর প্রথম বাণী হলো- “পড় তোমার প্রভুর নামে”  
অর্থাৎ- বিদ্যার্জন কর, জ্ঞানার্জন কর এবং এর মাধ্যমে  
শ্রুষ্টি ও সৃষ্টিতে জানো।

# Prospectus

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DHAKA COMMERCE COLLEGE ROAD, MIRPUR, DHAKA-1216





# Prospectus

## Department of Finance & Banking

1. **Mohammad Ibrahim Khalil**, Associate Professor & Chairman
2. **Mohammad Akter Hossain**, Associate Professor
3. **Farhana Satter**, Associate Professor
4. **Sharmin Sultana**, Assistant Professor
5. **Md. Mahfuzur Rahman**, Assistant Professor
6. **Mohammad Mahbulul Alam**, Assistant Professor
7. **Fahmida Israt Jahan**, Assistant Professor
8. **Md. Hasan Ali**, Assistant Professor
9. **Mohammad Mahafuzur Rahaman**, Lecturer
10. **Farida Yeasmin**, Lecturer
11. **Md. Ahsan Tarek**, Lecturer
12. **Shirin Akter**, Lecturer
13. **Farhana Ferthous**, Lecturer
14. **Shahida Sharmin**, Lecturer
15. **Meharun Nahar**, Lecturer

## Department of Marketing

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

## Department of Economics

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

## Department of Business Administration

1. **Dr. Kazi Fayz Ahamed**, Associate Professor (Management) & Director
2. **Dr. A.M. Shawkat Osman**, Associate Professor (Management)
3. **Shama Ahmad**, Associate Professor (Management)
4. **Abu Bakkar Siddique**, Assistant Professor (Accounting)
5. **Md. Tarek Aziz**, Lecturer (BBA)
6. **Shahnaz Akter**, Lecturer (BBA)

## Department of Computer Science and Engineering (CSE)

1. **Dr. Md. Miraj Ali Akand**, Associate Professor & Chairman
2. **Md. Abdur Rahman**, Associate Professor
3. **Narpis Hydar**, Lecturer
4. **Mohammed Shoaiebur Rahman**, Lecturer
5. **Nazma Akter**, Lecturer
6. **Suaiba Haque Turabi**, Lecturer
7. **Farzana Akter Ripa**, Lecturer

## Department of Statistics

1. **Md. Shafiqul Islam**, Associate Professor & Chairman
2. **Professor Mohammed Elias**, Student Advisor
3. **Md. Abdul Khaleq**, Associate Professor
4. **Bishnu Pada Banik**, Associate Professor
5. **A.H.M. Saidul Hasan**, Associate Professor
6. **Aleya Parvin**, Assistant Professor
7. **Mohammad Rashiduzzaman Khan**, Assistant Professor
8. **Anupam Debnath**, Assistant Professor

## Department of Social Studies

1. **Maosufa Ferdousi**, Associate Professor (Geography) & Chairman
2. **Md. Bahar Ullah Bhuiyan**, Professor (Geography)
3. **Shabnam Nahid Swati**, Associate Professor (Sociology)
4. **Marufa Sultana**, Lecturer (Part Time) (History)

## Central Library

**Mohammad Ashrafur Karim**, Librarian  
**Diloara Begum**, Senior Catalogour

## Physical Education

**Faiz Ahmed**, Physical Teacher

## Office Administration

**Md. Nurul Alam**, Administrative Officer  
**Jafriya Pervin**, Deputy Administrative Officer  
**Mohammad Younus**, Asst. Administrative Officer

## Examination Section

**Md. Enayet Hossain**, Deputy Controller of Examinations

## Accounts Section

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

## Medical Department

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

## Engineering Section

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

## Security Section

**Md. Hossain Shah Alam**, Security Officer



## 1. Ideals

Dhaka Commerce College, self-financed and free from politics and smoking, maintains the ideals of education and religion. 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 2.00 in both SSC and HSC from any discipline 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 2016 or 2017 through the National University Website [www.admissions.nu.edu.bd](http://www.admissions.nu.edu.bd) and [www.nu.edu.bd/admissions](http://www.nu.edu.bd/admissions).
- 2.3 The primary application form being properly filled up is to be submitted from 24 August to 20 September, 2017. 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 submitted with the payment of Tk. 250/- (Two hundred and fifty) from 24 August, 2017 to 20 September, 2017 from 9 am to 5 pm (except Fridays and government holidays). Attested photocopies of transcripts and registration cards of both SSC and HSC examinations must be submitted with the application form.
- 2.5 Candidates who passed HSC examination in 2016 or 2017 and SSC in 2014/2015 can apply fulfilling the following conditions:
  - (i) Minimum GPA 3.00 in HSC (out of 200 marks) must be obtained in the chosen subject.
  - (ii) Candidates who passed 4 subjects (at least 3 B grades out of 4) in O level in 2014/2015 and passed at least 2 subjects (at least one B grade in A level in 2016/2017) 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.





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**2.6** Results of online application will be published by National University authority based on students' merit and subject choice as First Merit List, Second Merit List, Quota, etc. However, candidates can apply through release slip (more than once 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 though the approval of 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 badge. No student is allowed to enter the college campus after due time.

##### Uniform for Male Students

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

**For MA/MBS final Year Male Students:** Cream colored shirts with a blue monogram, black trousers, and black leather flat shoes with black lace.

##### Uniform For Female Students

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

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

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

#### 3.2 Identity Card

Every student must carry/ wear 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 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 being 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:

#### 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 following discipline grounds:**





## Prospectus

- 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; 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 to 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 a disqualification.

### 3.10 Club and Society

There are clubs for general knowledge, debate, Voice of America (VOA) fans, recitation, drama, music, cycling and skating, table tennis, Red Crescent, Rotaract, 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.

## 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 fifteen-minute class on general knowledge is conducted in the first period everyday.





## 5. Extra- Curricular Activities

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

### 5.1. Inter Section and Class Competition

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

### 5.2. Study Tour

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

### 5.3. Development of Leadership

For the development of leadership quality, students are assigned 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 permissions are 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.



### **9. Rules for Promotion**

To get promotion from one class to another 90% 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 terminal/ 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**

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 extra curricular books more practically.

### 17. Payment of Fees

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 Investment Bank Limited at the college premises on the fixed date and time. Receipts of paying fees must be shown to the office of the college. In 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.

## Appendix -1: Courses

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

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



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### Appendix -2: Fees

Session : 2017-2018

Fees to be given at the time of admission

Sl No.	Particulars	Amount Tk.
1	Admission Fee	1,900
2	Tuition Fee (One Month)	1,900
3	College Development Fee	4,350
4	Literature & Cultural Fee	290
5	Common Room Fee	150
6	Religious Festivals Fee	150
7	Students Welfare Fund	730
8	Library Card & Development Fee *	1,000
9	Magazine Fee	440
10	Electricity	2,900
11	Water & Sewerage	580
12	Registration Fee (Whatever Applicable)*	450
13	Sports Fee, University (Whatever Applicable) *	50
14	Medical Fee	220
15	Identity Card (Including Guardians) *	290
16	Annual Sports Fee	440
17	Welfare Fund	2300
18	Progress Report Card *	150
19	Tutorial, Term Paper & Others	400
20	Rover Scout/BNCC, etc.	150
21	Annual Feast	730
22	Repairs & Maintenance Fee	730
23	Education Related Materials	730
24	Automation Fee	880
25	Miscellaneous Fee	590
<b>Total</b>		<b>22,500</b>

- NB : i) If tuition fees for terms are not paid in time as per notice, students will be penalized Tk. 10 per day. If fees are not paid within the deadline, admission will be cancelled, and the fee for re-admission will be equivalent to one month's tuition fee. This chance will be given only once.
- ii) Fees not marked as asterisk \* have to be paid after promotion to next year as session fee.
- iii) Departmental seminar fee Tk. 1,500/= is to be paid every year.
- iv) Tuition fee 1st year Tk. 1,900, 2nd Year Tk 2,000, 3rd Year Tk. 2,100, and 4th year Tk. 2,200 per month.
- v) Internal Examination fee 2640/= is to be paid in two installments every year.



## শ্রেষ্ঠ কলেজের সনদপত্র



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।

অভিভাষণ ও অভিনন্দন

  
প্রফেসর ড. হোসেন-কবির-রশিদ  
ডাইস-চ্যান্সেলর

২০শে মে ২০১৬  
৬ই জুলাই ১৪২৩



জাতীয় শিক্ষা সপ্তাহ ২০০২

শিক্ষা মন্ত্রণালয়

সনদপত্র


শ্রেষ্ঠ শিক্ষা প্রতিষ্ঠান বিবেচিত হওয়ায়

ঢাকা কমার্স কলেজ

চিড়িয়াখানা রোড, মিরপুর, ঢাকা-১০

এ সনদপত্র প্রদান করা হল।

বিশ্ববিদ্যালয় চক্রান্ত কেন্দ্রের নিকট  
শিক্ষা মন্ত্রণালয়

  
(মোহাম্মদ শহীদুল আলম)  
সচিব  
শিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

১৪ ফেব্রুয়ারি ২০০২



জাতীয় শিক্ষা সপ্তাহ ১৯৯৬

শিক্ষা মন্ত্রণালয়

সনদপত্র

শ্রেষ্ঠ শিক্ষক/শিক্ষা প্রতিষ্ঠান রূপে বিবেচিত

ঢাকা কমার্স কলেজ, ঢাকা-১০

এই সনদপত্র প্রদান করা হল।

  
সচিব  
শিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



জাতীয় বিশ্ববিদ্যালয় যোষিত ৩ ক্যাটাগরিতে শ্রেষ্ঠ কলেজের স্বীকৃতি ও সনদপত্র গ্রহণ শেষে গভর্নিং বডির চেয়ারম্যান প্রফেসর ড. সফিক আহমেদ সিদ্দিক এর সাথে অধ্যক্ষ প্রফেসর মোঃ আবু সাইদ, উপাধ্যক্ষ (প্রশাসন) প্রফেসর মোঃ শফিকুল ইসলাম ও শিক্ষকবৃন্দ। (২০ মে ২০১৬, জাতীয় জাদুঘরের সম্মুখে)