

# **Class Commencement Notice**

## **BBA 2<sup>nd</sup> Year 4<sup>th</sup> Sem. (Session: 2015-16)**

16/11/2017

This is to inform all the students of **BBA (Session: 2015-16)** that your **upcoming 4<sup>th</sup> Semester** classes will start from **20<sup>th</sup> November, 2017 (Monday)** as per academic schedule. You are instructed to collect detailed class routine which is available on the notice board, web-site, Library and also in the face-book page of ISTT (link:www.facebook.com/isttdhaka). Students have to fully obey and maintain the following instructions, otherwise couldn't attain National University Final Examination:-

- **Last date of Semester Admission fee : 10<sup>th</sup> December, 2017( Sunday)**
- **Semester Admission Fees (without late fees): Tk. 8,000/- (Eight Thousand)**
- **Last date of Semester Admission fee ( with late fee Tk. 500) : 20<sup>th</sup> December, 2017,(Wednesday)**
- **Monthly Tuition fees must be paid within 15<sup>th</sup> Day of each Month**
- **Minimum Class attendance required : 80% of total class**
- **Financial penalty for absence in Class is Tk.10 for each class**
- **Financial penalty for absence in Examination is Tk. 200 for each course**
- **Students with less than 60% attendance and absence in Mid-term & In-Course Examination will not allow to do form-fill up for NU Examination**
- **All the unavoidable circumstances must be shared with Guide Teacher and prior approval is needed (PARENT'S RECOMMENDATION IS MANDATORY FOR ALL APPLICATION REGARDING ABSENCE IN CLASS OR ANY EXAMINATION)**

**Course Coordinator of BBA Program**

**Copy to :**

Director Sir  
Accounts & Finance  
Counseling Teacher

**(Golam Mustafa Chowdhury)**  
Head of Business Administration Department