

# BRAC UNIVERSITY



Inspiring Excellence

## INTERNSHIP REPORT

ON

**“Admission overview of United International University”**

Date of Submission: 22<sup>nd</sup> August, 2017

# BRAC UNIVERSITY



Inspiring Excellence

## INTERNSHIP REPORT

ON

“Admission overview of United International University”

### Submitted To

**Dr. Suman Paul Chowdhury**

**Assistant Professor and Coordinator, MBA Program**

**BRAC Business School**

**BRAC University**

### Submitted by

Sankar Debnath

Program: MBA

I.D.: 15164031

Submission Date: 22<sup>nd</sup> August, 2017

## *Letter of Transmittal*

Date: 22<sup>nd</sup> August, 2014

Dr. Suman Paul Chowdhury

Assistant Professor and Coordinator, MBA Program School of Business

BRAC University

66 Mohakhali, Dhaka 1212

Sub: Submission of Internship Report.

Dear Sir,

I would like to thank you for assigning me this subject to prepare the internship report. This task has been given me the opportunity to explore the admission process which is one of the most important aspect of the United International University. The report contains a comprehensive study on the admission in United International University. It was a great pleasure for me to have the opportunity to work on this topic “Admission overview of United International University.” I have endeavor my best to come out with a good one.

I would be very happy to provide you with any clarification regarding the report. Would you please kindly accept my paper and oblige me thereby.

Sincerely Yours.

.....

Sankar Debnath

ID # 15164031

Program: MBA (Major in HR)

BRAC University

## **Acknowledgement**

During Internship Program, I have been fortunate to get the support, assistance and encouragement from a number of individuals. Firstly, I would like to express my grateful appreciation to the God for enabling me to complete this report successfully.

I would like to convey my heartfelt respect and cordial thanks to Dr. Suman Paul Chowdhury, Assistant Professor, and my internship supervisor in BRAC University, for his encouragement, guidance, advice and valuable supervision. I am very lucky for getting the opportunity to prepare this report under his supervision and guidance. Without his instruction, it was impossible for me to complete this report successfully.

I also articulate my heartiest appreciation to Md. Nazmul Hasan Chowdhury, Assistant Register of admission department and also he is my direct supervisor. I also admire all the personnel of United International University, for their co-operation and cordial assistance to me. I am grateful to the admission department of United International University for granting me the opportunity to make my internship report. I am grateful to all the employees for providing me with valuable information for my report. Their valuable information allows me to find out real information and complete my report successfully.

## **Executive Summary**

United International University (UIU) is a private university located in Dhaka, Bangladesh, The government of Bangladesh approved the establishment of United International University in 2003 under the Private University Act (PUA) 1992 (now replaced by PUA 2010). This report firstly introduces United International University (UIU), which is a non-profit educational institution located at Dhaka, Bangladesh. Its establishment with the vision of UIU is to become the center of excellence in teaching, learning and research in the South Asian region. In the second part we can find how UIU gives different kinds of facilities to the students such as Library and Documentation Centre, Student activity clubs like UIU Debate Club (UIUDC), UIU Cultural Club (UIUCC), UIU Theater & Film Club (UIUT&FC), UIU Photography Club (UIUPC), UIU Business Club (UIUBC), UIU Sports Club (UIUSC), UIU Social Service Club (UIUSSC), UIU Electrical & Electronics Club (UIUEEC), Model United Nation Club (MUN Club). UIU has undergraduate and postgraduate programs. Undergraduate programs include CSE, EEE, BBA, BBA in AIS, BSECO and postgraduate programs include MBA, EMBA, MSCSE, MSECO, MDS. UIU has several campuses. In the third part of the report, it contains descriptive information about the Admission process in UIU. Here we can know the undergraduate and postgraduate admission requirements, Admission Form Purchase & Submission Procedure, Tuition fees and payment policies, Financial Award and Assistance, scholarship scheme, Benefits of providing scholarships from both university and students' viewpoints and how the online application procedure is helping UIU. In the fourth part of the report, it contains my Job Overview that includes Specific responsibilities of the job, Nature of Job, Essential Requirements. Finally, I have concluded my report by giving some findings, recommendations and conclusions.

## Table of Contents

<b>Chapter No.</b>	<b>Content</b>	<b>Page No.</b>
<b>CH-1</b>	<b>Introduction</b>	<b>1-4</b>
	Introduction	2
1.1	Objective	2
1.2	Methodology	3
1.3	Limitations of the Report	3
<b>CH-2</b>	<b>Organizational Overview</b>	<b>5-19</b>
2.1	Goals of UIU	6
2.2	Guiding principles of UIU	7
2.3	Student Facilities	8
2.3.1	Library and Documentation Centre	8
2.3.2	Student activity clubs	9
2.4	Accreditation	12
2.5	Collaboration with Foreign Universities	13
2.6	Schools & Institutes of United International University	13
2.7	UIU campus	18
<b>CH-3</b>	<b>Admission of United International University</b>	<b>20-37</b>
3.1	Undergraduate Admission Requirements	21
3.2	Graduate Admission Requirements	22
3.3	Admission Form Purchase & Submission Procedure	22
3.3.1	From Online	22
3.3.2	From Office	25
3.4	Tuition fees and payment policies	27
3.4.1	Tuition fees & Waiver	27
3.4.2	Payment Policies	31

3.5	Financial Award and Assistance	32
3.6	Conditions and Rules for Financial Assistance	32
3.7	Scholarship Scheme	32
3.7.1	Tuition Fee waiver	32
3.7.2	Scholarship	33
3.8	Other Facilities & Conditions	34
3.9	Benefits of proving scholarships from both university and students view point	35
3.10	How online apply procedure help UIU	36
<b>CH-4</b>	<b>Job Overview</b>	<b>38-40</b>
4.1	Specific responsibilities of the job	39
4.2	Nature of Job	39
4.3	Essential Requirements	40
<b>CH-5</b>	<b>Conclusion</b>	<b>41-44</b>
	Findings	42
	Recommendation	43
	Conclusion	44
<b>CH-6</b>	<b>Bibliography</b>	<b>45</b>

# **Chapter-1**

## **Introduction**

# **Introduction**

United International University (UIU), which is a non-profit educational institution located at Dhaka, Bangladesh. United International University (UIU) is the outcome of the initiative taken by a couple of renowned academicians. It is established in 2003 with the generous support and patronage of the United Group, a successful business conglomerate operating in diverse business areas. United International University runs under the Private University Act (PUA) 1992 (now replaced by PUA 2010). UIU is one of the top ranked universities among all other private universities. They are following very smart & strict rule for keeping their quality education as well all faculty members are really awesome and well educated. United International University is a place where the students are given the teaching to face the actual real life situations. The students here are not being confined in books rather being taught how to face the real life problems. The students are also encouraged to become a self-dependent entrepreneur which is considered to be the first goal of study. The university has an excellent atmosphere for learning, a politics and smoking free environment and also ensures the utmost safety of the students.

## **1.1 Objective**

The internship is a way to relate practical knowledge with the theoretical knowledge. The basic objective of the internship is to get practical knowledge about the realistic banking sector and the service that provides to customer. Having an opportunity to get involved in such work environment enhance the knowledge and gives an experience. The main objective of this report is exploring the overall admission process of United International University.

## 1.2 Methodology

### Sources of Data:

Both the primary as well as the secondary form of data was used to prepare the report. The details of these sources are highlighted below.

#### ❖ Primary source:

- Interview, conversation & discussion with different officers in different sections
- Direct conversation with the United International University admission employees
- Personal observation over the working period.

#### ❖ Secondary source:

- Websites of United International University.
- Journals, articles, books on United International University.

## 1.3 Limitations of the Report

Like any other study the limitations of the study is not out of questions, but the following factors seem to me the main points of weakness of this study. The major limitations of this report are as follows:

- **Time Limitation:** Within such a short period of time, it was not possible for me to study everything about United International University.
- **Confidentiality:** In order to guard the secrecy, the employees of United International University is not interested to disclose some certain information required for this report.
- **Experience:** There was lack of experience in collecting information, doing analysis and taking assessment of the related topics.

- **Restriction in access to software:** Restriction in access to software is another limitation to gather value added information regarding related topic.

# **Chapter-2**

## **Organizational Overview**

# United International University (UIU)

United International University is a private university approved by the Government of the People's Republic of Bangladesh and University Grants Commission (UGC).

1. **Vision:** The vision of UIU is to become the center of excellence in teaching, learning and research in the South Asian region.
2. **Mission:** The mission of UIU is to create excellent human resources with intellectual, creative, technical, moral and practical skills to serve community, industry and region. we do it by developing integrated, interactive, involved and caring relationships among teachers, students, guardians and employers.

## 2.1 Goals of UIU:

- To provide state of the art and standard education as preparation for higher studies or future employment in positions of responsibility across a worldwide range of ICT, Business, Social and Public Organizations.
- To make available internationally recognized education in Bangladesh and to develop our graduates up to international standard through getting accreditation of internationally recognized accreditation bodies.
- To use modern instructional techniques and technology to the best advantage so as to enhance and enrich students' achievements of their educational and career goals as well as socio-economic development of the country.
- To establish joint degree programs with different renowned universities of USA, UK, Canada and Australia to facilitate quality education and also to make foreign degrees available to the students while staying in Bangladesh at an affordable cost.
- To provide educational opportunities to persons already employed or engaged in business allowing them to pursue undergraduate and graduate programs without interrupting their careers and without any compromise of quality education.
- To create congenial academic environment for the youth that is free from political and other disturbances for their intellectual advancement.

- To use information technology in all phases of academic as well as administrative aspects of the university program to ensure free and transparent flow of information.
- To undertake such additional programs and activities as are essential to the achievement of the above listed objectives.

## **2.2 Guiding principles of UIU:**

- Study and students should be the first priority and the primary function of faculty/staff/administration. It should be motivated towards helping the students in succeeding academically and in the transition from university life to productive members of society.
- To hire highly qualified and nationally and internationally reputed teachers to teach courses relevant to a continuously changing environment.
- To provide the necessary infrastructural and logistic support and a campus environment conducive to teaching and learning endeavors.
- To search out new trends in education in developed countries, identifying the trend and evaluating their adaptability in Bangladesh- to keep constant updating of the standard of education.
- To establish joint degree and credit transfer programs with renowned universities abroad to facilitate quality education and to make foreign degrees available to the students staying in home country.
- To conduct and support research for the advancement of knowledge and socio-economic development of the country through application of technology oriented knowledge.

- To contribute to moral and ethical development of the students for creation of a society, this will be free from corruption and enduring and respecting each other for co-existence in peace and harmony in good environment in the society.
- To disseminate knowledge under the coverage of ethical, human and rational approach reflecting national heritage, values and principles of Bangladesh with a view to producing graduates who will be sound professionally and upright morally.
- To create an opportunity to have education, for all groups of people in the country including general people, rural, urban and fresh students as well as jobholders through on campus, online and distance learning education.

UIU welcomes students from all across the country, and has a place intensive scholarship and financial aid programs through which meritorious students are awarded up to 100% tuition waiver depending on their academic performance.

## **2.3 Student Facilities:**

### **2.3.1 Library and Documentation Centre**

UIU Central library has an extensive compilation of books, journals, periodicals and monographs of relevant engineering fields. The library has a collection of 40,293 items of information materials. Among the materials, 86,200 and 12,458 are books and bound periodicals respectively. Besides, 141 titles are in the current subscription list of journals. Every year, 500 volumes are added to The main reading room of the central library can accommodate 100 students at a time to provide reading facilities of rare and out-of-print books, and also ready reference and prescribed textbooks. The library offers free internet and a rental library program. Both undergraduate and post-graduate students are eligible to use the internet in the production of their valid ID cards along with the user name. There are also

departmental libraries in each of the departments and institutes and hall libraries in each of the residence halls.

### **2.3.2 Student activity clubs**

#### **➤ UIU Debate Club (UIUDC)**

UIUDC has a long heritage of Success in debate arena from last 11 Years. During this time UIUDC has achieved 12 Champion & 17 Runners up Trophy.

UIU Debate Club participated in World University Debate Championship (WUDC) 2013, at four different universities in the United Kingdom (UK) and also in the UK Parliament House for debating and adjudicating purposes from October 2012 to January 2013. UIU debate team has participated in different international tournament in Malaysia, Phillipine, Berlin (Germany), Oxford IV, and Cambridge IV etc.

#### **➤ UIU Cultural Club (UIUCC)**

UIUCC is performing the healthy Cultural activities for last 10 years. They used to arrange Pahela Baishak, Mega Hunt, Art & Essay Competition and Some other program every year. They have earned some big achievements given below:

- Champion of Bikyo.com Flash mob Performance -2014
- NSU Canvas Club Champion-2014
- All University Art Competition champion-2014
- 3rd Position in ICC T20 Flash mob Performance- 2013

### ➤ **UIU Theater & Film Club (UIUT&FC)**

There are mentionable achievements of UIUT&FC in last 10 years. They used to arrange Drama & Short Film, Workshop & other Competition every year. Some of their achievement given below:

- International Short Film Festival Organized by Dhaka University 2 Films are screened - 2015
- 1st Position in Intra-varsity essay competition-2014
- In Mirakkel Akkel Challenger -8, Shawon Mojumder was only one Mentor from Bangladesh-2014
- In Short film Festival on earthquake, organized by Jica , supported by CNCRP & Bangladesh Govt. Gunjan Odhikari got 6th position & Mohammed Imranul Hoque got 8th Position-2014

### ➤ **UIU Photography Club (UIUPC)**

UIUPC used to arrange National Photography Competition, Muthography and Workshop related program Every Year. UIUPC has some mentionable achievements some of the achievements of UIUPC Given below:

- Finalist in IPA Photography Competition in Asia 2012
- “Commended Photographer” Award in Sony World Photographic Competition in 2011
- First Prize in Life Category in ‘Airtel Break the Circle Competition’ in 2011
- Best Portrait Award & BPS Trophy in 2011.

### ➤ **UIU Business Club (UIUBC)**

UIUBC used to arrange Marketing Samurai, The Millionaire Mind, different Workshop & Seminars every year. UIUBC participate in Different Program like Brandwitz & other.

The BUSINESS CLUB at United International University is for dreamers and doers. Our fundamental belief is that all students have immense entrepreneurial potential, and we are here to help student discover and act upon that potential.

### ➤ **UIU Sports Club (UIUSC)**

This is the only club which organizes all the sports activities of United International University. UIUSC organize Intra-Varsity Cricket Tournament, Intra-Varsity Football Tournament, and Inter University Table Tennis Tournament every year. UIUSC participate on different Cricket, Football & Table Tennis & Chess tournament and so on.

### ➤ **UIU Social Service Club (UIUSSC)**

UIU Social Services Club (UIUSSC), established in 2011, is one of the leading student activity clubs of United International University (UIU), with an aim to provide assistance to the underprivileged section of society. The main purpose of this club is to provide social services voluntarily to people who are deprived of basic facilities and opportunities. This club arrange winter clothing program every year and an information booth of blood donators and some other.

### ➤ **UIU Electrical & Electronics Club (UIUEEC)**

UIUEEC started its journey on February, 2013. This club is active with different events like seminars, workshops, study tours, competitions, exhibitions etc.

### ➤ **Model United Nation Club (MUN Club)**

UIU MUN Club members have already participated in several international programs like Asian International Model UN 2011 (AIMUN), China, Global Model UN Conference 2011 (GMUN), South Korea, Columbia Model United Nations VI (CMUNNY), New York, USA, Bangladesh International MUN 2012 (BIMUN) and Bangladesh MUN 2012 (BIMUN).

UIU Student Branch IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity. IEEE, pronounced "Eye-triple-E," stands for the Institute of Electrical and Electronics Engineers. IEEE UIU Student Branch falls under the IEEE Bangladesh section of IEEE Region 10 (Asia Pacific Region). It was established in 2014 here at United International University. The student branch plays a prominent role in promoting and organizing seminars, workshops and competitions related to the field of engineering and technology to help young minds engage in engineering activities. Our goal is to serve, inspire, and get inspired to change our community and cultivate our fellow engineers to gain a better understanding of the professional environment and technical progress and enable their careers. The IEEE UIU Student Branch promotes and recruits new members at the beginning of every trimester at United International University helping the student branch expand in numbers. The IEEE UIU Student Branch wishes to expand their numbers higher in order to promote engineering and technology across more students across the university campus.

## **2.4 Accreditation**

The academic programs of the University are recognized by the following organizations:

1. UGC (University Grants Commission, Bangladesh)
2. Institution of Engineers, Bangladesh (IEB)
3. Chartered Institute of Management Accountants (CIMA)

## **2.5 Collaboration with Foreign Universities**

- University of South Alabama – USA
- University of Texas at Brownsville – USA
- University of Texas at Brownsville and Texas Southmost College
- State University of New York, Brockport – USA
- University of Bradford – UK
- University of Lumiere Lyon 2 - France

## **2.6 Schools & Institutes of United International University**

UIU offers an array of undergraduate and graduate courses under the following departments:

### **School of Business & Economics**

The School of Business and Economics has 68 full-time faculty members, as well as a number of part-time faculty members.

**The school offers three undergraduate programs:**

- Bachelor of Business Administration (BBA): The BBA program has been designed to produce graduates with the state-of-the-art knowledge, skills and understanding of the functioning of modern business enterprise. BBA program of UIU is one of top within the country and attracts a large number of students each year.

- Bachelor of Business Administration (BBA) in Accounting & Information Systems (AIS): The BBA in AIS is an internationally recognized degree at undergraduate level that prepares potential accounting professionals, business executives, entrepreneurs and academics. The program started in 2010. UIU is the only university, which offers a full BBA program catering to the need of Accounting Professionals. Students graduating from AIS are readily capable to sit for Professional Exams (CA, ACCA, CMA, etc) of Accounting.
- Bachelor of Science (BS) in Economics: This program started in 2010. The program aims at providing the basic philosophy of modern economic theories with analyses on the state of contemporary economy of the world.

**The School of Business and Economics also offers three masters programs and one post graduate diploma program:**

- Master of Business Administration (MBA) (Regular and Executive): The MBA program has been developed to sharpen the leadership skills in individuals who intend to pursue a management career. Specially, the program aims at making an individual thoughtful, analytic decision maker and excellent communicator. The Executive MBA program has been specially designed for executives who intend to enhance their skills further for a successful future career.
- Master of Science (MS) in Economics: The emphasis of the program is given in teaching applied economics courses to help graduates meeting the challenges of designing and evaluating policies.
- Master in Development Studies (MDS): The MDS program focuses to assess the need of the society, develop and design programs and projects, and also to monitor and evaluate development programs.

- PGDHRM (Post Graduate Diploma in HRM): The PGDHRM is another exclusive program for HR professionals. UIU is again the only university among other Institutes offering this certification program in collaboration with Bangladesh Society for Human Resource Management (BSHRM).

## **School of Engineering & Science**

The **School of Science and Engineering** is composed of two departments, namely Department of Electrical and Electronic Engineering (EEE) and Department of Computer Science and Engineering (CSE). The school has **61** full-time faculty members, as well as several part-time faculty members.

### **Department of Electrical and Electronic Engineering (EEE)**

From its inception in 2004, the EEE department has demonstrated impressive growth over the years. The department focuses on innovative technology and the much needed skill set in order to prepare the students for a prosperous career in the backdrop of emerging opportunities in the technology frontier. The EEE department is offering two undergraduate programs.

- Bachelor of Science (BSc) in Electrical and Electronic Engineering (EEE): The program involves primarily the study of a number of core courses that build the foundation of Electrical and Electronic Engineering. There are four areas of specialization: Electronics, Communication, Computer and Power.
- Bachelor of Science (BSc) in Electronic and Telecommunication Engineering (ETE): The program primarily involves the study of a number of core courses as well as significant number of courses from specialized areas which every electronic and telecommunication engineer should know.

## **Department of Computer Science and Engineering (CSE)**

Since its commencement in October 2003, the Department of Computer Science and Engineering (CSE) has now become a reputed department in Bangladesh. At present, the CSE department is offering one undergraduate and one graduate program.

Bachelor of Science (BSc) in Computer Science and Engineering (CSE):

- The program primarily involves the study of a number of core courses, which every CSE graduate should know, and a significant number of courses from specialized areas like programming, networking, artificial intelligence etc.
- Master of Science (MSc) in Computer Science and Engineering (CSE): The graduate program has been designed to develop skilled graduates by engaging them intensively in course-based hands on projects. On completion of the program, the students will be ready for working in the industries at home and abroad as well.

## **Institute of Natural Sciences**

This institute was founded in 2006 as an offshoot of UIU. INS consists of three disciplines of physical sciences: Mathematics, Physics & Chemistry. These physical sciences deal with the truths of nature and the laws that govern the world. In INS, there are 12 high-profile active faculties of whom one is a PhD holder. In addition, 9 faculty members of INS are on study leave in different well-recognized foreign universities. Besides, in each trimester, a number of well competent faculties from different public universities join the institute as adjunct faculties. INS has a history of providing quality education to the students. The teaching methods applied in INS show results of effectiveness and are supposed to undergo further improvement.

INS plays an important and indispensable role in the study of engineering and business. The aim of INS is to adhere to the academic thrust of quality as well as to contribute in advancement of society and industry. In consequence this institute helps engineers to extend their strong research background. INS is committed to nurture and sharpen the intellectual growth and skills of the students through the application and dissemination of engineering.

## **English Language Institute**

**English Language Institute** of United International University started functioning from the day one of the university's establishment in 2006. Its primary objective is to analyze the language need of the students, design and update necessary courses time to time. The institute sequentially offers three courses- Pre-English, Basic English and Composition and Communication Skills for School of Business and Pre-English, English I and English II for School of science and Engineering.

Pre-English, is the first fundamental course offered to eliminate students' deficiency to ensure better learning .It is basically four skills based but Grammar is also integrated in different activities. It is not mandatory for all .The courses becomes mandatory depending on their performance in the admission test. Basic English and English I is designed to improve students' communicative competence that they will need in their respective core courses. The course integrates grammar and all the four skills of English. Students will be introduced to a range of reading and listening texts to enable them to be exposed to the target language in context, followed by tasks that prompt its analysis and use. There will be equal emphasis on writing and speaking too.

The composition and communication course and English II is mainly aimed at making students their knowledge of English in efficient reading and skilled writing. It includes understanding the strategies of reading and varied types of writing needed in real life communication and

professional world. Listening and speaking also remain as an integral part of the course. Basic English, English I, English II and Composition and Communication Skills are compulsory courses.

Apart from conducting the English courses of the university, English Language Institute also arranges debate, workshops, training, film show and the like on regular basis. The entire efforts of the institute are dedicated to making learners capable of using English for academic and communication purpose.

## **2.7 UIU campus**

### **Dhanmondi Campus 1**

The UIU Campus is built with the purpose of imparting education in a befitting infrastructure and congenial environment. Containing about 80,000 sq. ft. floor space, the campus has 8 floors with two basements. With this capacity, UIU accommodates state-of-the-art IT and computer Labs, Language Lab, different Engineering Labs and other essential facilities.

#### **Address:**

House – 80, Road – 8/A, (Old 15)  
Satmasjid Road,  
Dhanmondi, Dhaka-1209,  
Bangladesh.

### **Dhanmondi Campus 2**

The entire space of Dhanmondi Campus 2 is approximately 48,402 sq.ft. of which North Building contains 30,078 sq.ft. (ground floor to 5th floor) and South Building 18,324 sq.ft. (Ground floor to 3rd floor). All required facilities are available in the Dhanmondi Campus 2 for imparting education to the students in a congenial & effective manner.

**Address:**

House # 36 (new), Road # 16 (new)/27 (old),  
Dhanmondi, Dhaka 1209

**Permanent Campus**

A plot of 25-bigha land, located at the “United City” at Satarkul ( 1.5 km east of US Embassy), has been purchased from Neptune Land Development Ltd. where the permanent campus of UIU is being built up in a comprehensive manner.

# **Chapter-3**

## **Admission of United International University**

# **Admission of United International University**

## **3.1 Undergraduate Admission Requirements**

The minimum qualification for admission into an undergraduate program is:

1. A minimum GPA of 2.5/2nd division/equivalent grade in SSC and HSC or equivalent public examinations. Students with GPA 2.00 in any examination either SSC or HSC, however, must have a minimum GPA of 6.00 totaling the GPA of both the examinations.
2. B for BBA in AIS program (SSC+HSC) total GPA requirement is 7.00.
3. O-level students must have completed minimum 5 subjects and A-level students' minimum 2 subjects. However, a student must have 'B' Grade/GPA 4.0 in 4 subjects and 'C' Grade/GPA 3.5 in the rest 3 subjects of a minimum 7 subjects of the two examinations.
4. A GED candidate would be eligible to get admission to any undergraduate program if he/she scores a minimum number of 410 out of 800 in all (5) GED courses separately and 450 on an average.
5. For admission to BSEEE/ETE/CSE programs, students must have had Physics and Mathematics in HSC/A-Level or equivalent level.
6. The students, who are sons/daughters of freedom fighters, will be eligible for getting admission if they have a minimum GPA of 5.00 totaling the GPA of SSC and HSC Examinations. Such students, however, have to submit the copy of authenticated Certificate as the proof of his/her father/mother's identity as a freedom fighter.
7. Acceptable score in UIU Admission Test.

8. Admission Test is not required for GPA 5.00 holders in H.S.C/equivalent level of exams for getting admission to an undergraduate program.

## **3.2 Graduate Admission Requirements**

The minimum qualification for admission into a graduate program is:

- A relevant undergraduate degree from a recognized university with a GPA of 2.00 or above in a scale of 4.0
- A relevant Bachelor Degree with at least second divisions/classes in all previous exams.
- Students completing undergraduate programs from UIU having a minimum CGPA of 2.00 will be eligible to get admission to any graduate programs without appearing at the Admission Test.
- Different departments may have some additional requirements.
- Some students may be required to complete some additional preparatory courses at UIU before they start their Master's programs.

## **3.3 Admission Form Purchase & Submission Procedure**

### **3.3.1 From Online**

**General Information:** Before starting the process please scan your **recent Official Passport size** color photograph (taken within last 3 months), signature and Father/Mother's signature. Photograph wearing school /college uniform, selfie is not acceptable. Image size should be within 80 KB (JPEG).

**For students who have paid Admission Form Fee through DBBL Mobile Banking Service.**

1. Please visit the following web site: **admission.uiu.ac.bd**

2. For collecting Admission Form, click '**To , (Step-One)**'.
3. Then select subject Read the eligibility information carefully Click "**I Agree**"
4. Fill-in the information and press '**Submit**' button. (**Don't forget to write down your Form Serial**)
5. If you have own DBBL Mobile Account, then pay the amount (taka 1000) as per instruction.

If you don't have DBBL Mobile Account, go to your nearest outlet with Form Serial No. (Example: 172XXXX) and pay taka 1000/- (**UIU DBBL Mobile A/C # 383**). Please collect Transaction ID (Example: 1234567) from DBBL agent (not agent's mobile number).

6. After deposit the amount, please Log in again (admission.uiu.ac.bd)
7. For getting User ID & Password '**Click Here**' for Payment Verification.

Enter your Form Serial & Transaction ID, then press "**Verify**"

You will get User ID & Password through SMS within a short time.

8. Click log In (Top Right portion of the page)
9. Enter your User ID & Password
10. **Fill-in Form (Step-Two)**

At first, you have to fill-in the Form with all correct information. If you have completed Undergraduate degree from UIU then your UIU ID No. must be put on the relevant box.

Press '**Save and Next**'

Then you have to fill-in the Work Experience & Extra Curricular Activities box / area with relevant information. (if applicable)

Press '**Save & Next**'

Upload your scanned passport-sized photo, Signature & Father/Mother's Signature. After final input press '**Complete**'. (*You will be not allowed to make any change after pressing 'Complete' button.*)

11. Now you can download and print your Admit Card (**To Print Admit Card, Step-Three**).

Bring your Admit Card (Not Admission Form) attaching the photograph (which you uploaded online) at the exam hall on the day of Admission Test. You need not to submit any document before admission.

**12. At the time of admission, students have to submit the attested photocopies of following documents:**

- i. Certificates, Marks sheet, Testimonials of all previous examinations.
- ii. 2 copies of recent passport- sized & 1 copy of stamp-sized photograph (which you uploaded online).
- iii. For Diploma graduates, all semester-wise Marks sheet.
- iv. For EMBA program, certificate of 2 years' Job Experience.
- v. Students own NID / Birth Certificate/ Passport Copy & National ID Card of Father / Mother.
- vi. The signature of Father / Mother / Guardian is mandatory on the Admission Form. If anyone puts his / her signature as a guardian, the photocopy of National Id Card of the signatory has to be submitted in the Admission Office.

13. Presence of Mother/Father/Guardian is a must at the time of admission of an undergraduate student.

14. UIU authority reserves the right to cancel admission of a student if he/she provides wrong information/forged documents.

### **3.3.2 From Office**

**General Information:** Before starting the process please scan your **recent Official Passport size** color photograph (taken within last 3 months), signature and Father/Mother's signature. Photograph wearing school /college uniform, selfie is not acceptable. Image size should be within **80 KB (JPEG)**.

**For students who have collected Admission Forms from Admission Office.**

1. Please visit the following web site: **admission.uiu.ac.bd**
2. Click log In (Top Right portion of the page)
3. Enter your User ID & Password (provided in the Money Receipt)
4. **Fill-in Form (Step-Two)**

At first, you have to fill-in the Form with all correct information. If you have completed Undergraduate degree from UIU then your UIU ID No. must be put on the relevant box.

Press '**Save and Next**'

Then you have to fill-in the Work Experience & Extra Curricular Activities box / area with relevant information. (if applicable).

Press '**Save & Next**'

Upload your scanned passport-sized photo, Signature & Father/Mother's Signature.

After final input press '**Complete**'.

*(You will be not allowed to make any change after pressing 'Complete' button.)*

5. Now you can download and print your Admit Card (**To Print Admit Card, Step-Three**). Bring your Admit Card (Not Admission Form) attaching the photograph (which

you uploaded online) at the exam hall on the day of Admission Test. **You need not to submit any document before admission.**

6. At the time of admission, students have to submit the attested photocopies of following documents:
  - i. Certificates, Marks sheet, Testimonials of all previous examinations.
  - ii. 2 copies of recent passport- sized & 1 copy of stamp-sized photograph (which you uploaded online).
  - iii. For Diploma graduates, all semester-wise Marks sheet.
  - iv. For EMBA program, certificate of 2 years' Job Experience.
  - v. Students own NID / Birth Certificate/ Passport Copy & National ID Card of Father / Mother.
  - vi. The signature of Father / Mother / Guardian is mandatory on the Admission Form. If anyone puts his / her signature as a guardian, the photocopy of National Id Card of the signatory has to be submitted in the Admission Office.
7. Presence of Mother/Father/Guardian is a must at the time of admission of an undergraduate student.
8. UIU authority reserves the right to cancel admission of a student if he/she provides wrong information/forged documents.

## **3.4 Tuition fees and payment policies**

### **3.4.1 Tuition fees & Waiver**

#### **Undergraduate Program**

<b><u>Undergraduate Programs:</u></b> <b><u>Criterion for Tuition Fee Waiver</u></b>	<b><u>Payable Amount includes Admission Fee Tk. 15,000</u></b>				
	<b>BBA 123 Credit</b>	<b>BBA in AIS 123 Credit</b>	<b>BSECO 120 Credit</b>	<b>CSE 138 Credit</b>	<b>EEE 146.5 Credit</b>
HSC GPA 5.00 (without 4 <sup>th</sup> subject) / 2'A' from A-Level or equivalent public exams: 50% Tuition Fee Waiver (Per Credit Fee Tk. 2500/-)  For BSECO Per Credit Fee Tk. 1850/-	Tk. 3,78,000* <sup>1</sup>	Tk. 3,78,000* <sup>1</sup>	Tk. 2,90,550* <sup>1</sup>	Tk. 4,18,000* <sup>1</sup>	Tk. 4,45,500* <sup>1</sup>
HSC GPA 5.00 (with 4 <sup>th</sup> subject) / or equivalent public exams : 25% Tuition Fee Waiver (Per Credit Fee Tk. 3750/-)  For BSECO Per Credit Fee Tk. 2775/-	Tk. 5,28,000* <sup>1</sup>	Tk. 5,28,000* <sup>1</sup>	Tk. 3,98,775* <sup>1</sup>	Tk. 5,85,500* <sup>1</sup>	Tk. 6,20,500* <sup>1</sup>
HSC GPA 5.00 (with 4 <sup>th</sup> subject) / or equivalent public exams : 25% Tuition Fee Waiver (Per Credit Fee Tk. 3750/-)  For BSECO Per Credit Fee Tk. 2775/-	Tk. 5,28,000* <sup>1</sup>	Tk. 5,28,000* <sup>1</sup>	Tk. 3,98,775* <sup>1</sup>	Tk. 5,85,500* <sup>1</sup>	Tk. 6,20,500* <sup>1</sup>

Diploma Engineering (4 years Program): 25% Tuition Fee Waiver (Per Credit Fee Tk. 3750/-) For BSECO Per Credit Fee Tk. 2775/-	Tk. 5,28,000	Tk. 5,28,000	Tk. 3,98,775	Tk. 5,85,500	Tk. 6,20,500
Regular Per Credit Fee (HSC/A-Level or equivalent public exams) without any Tuition Fee Waiver: Tk. 5000/- For BSECO Per Credit Fee Tk. 3700/-	Tk. 6,78,000	Tk. 6,78,000	Tk. 5,07,000	Tk. 7,53,000	Tk. 7,95,500

### **Graduate Program**

<b><u>Graduate Programs:</u></b> <b><u>Criterion for Tuition Fee Waiver</u></b>	<b><u>Payable Amount includes Admission Fee Tk. 15,000</u></b>			
	<b>MBA / EMBA</b>	<b>MSCSE (36 Credit Hours)</b>	<b>MS in Economics (30 credit hours)</b>	<b>MDS (39 Credit hours)</b>
GPA 3.50 on Scale of 4.00 & GPA 4.37 on Scale of 5.00 in HSC & above or equivalent level public exams: 25% Tuition Fee Waiver (Per Cr. Tk. 3750/-) For MSECO & MDS per Cr fee Tk. 2775/-	Tk. 1,54,750 (33 Cr.)* <sup>2</sup> 2,03,750(45Cr.)* <sup>2</sup> 2,64,000(60Cr.)* <sup>2</sup>	Tk. 1,66,000 (Theory Based)* <sup>2</sup> Tk. 1,73,500 (Project Based)* <sup>2</sup> Tk. 1,88,500 (Thesis Based)* <sup>2</sup>	Tk. 1,17,025 (Research paper based.)* <sup>2</sup> Tk.1,19,800 (Thesis Based)* <sup>2</sup>	Tk. 1,39,225 (Course Based)* <sup>2</sup> Tk. 1,44,775 (Thesis Based)* <sup>2</sup>

Regular Per Credit Fee Tk. 5000/- For MSECO & MDS per Cr fee Tk. 3700/- Without Tuition Fee Waiver	Tk. 1,96,000 (33 Cr.*) 2,60,000 (45 Cr.) 3,39,000 (60 Cr.)	Tk. 2,11,000 (Theory, Project & Thesis Based)	Tk. 1,42,000 (Thesis& Research Paper Based)	Tk. 1,75,300 (Course & Thesis Based)
-------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------	-----------------------------------------------------	---------------------------------------------------	--------------------------------------------

Note: Admission fee Tk. 15,000 (non-refundable) as down payment during admission.

### **The Following conditions will however:**

- Students of undergraduate programs must register a minimum of 9 credits in each trimester to be eligible for both tuition fee waiver and UIU Scholarship.
- Students availing 25% to 50% tuition fee waiver in the undergraduate program will have to maintain a minimum CGPA of 3.50 in the trimester examination for continuation of the waiver facility in the following semester.
- Students of graduate programs must register at least 6 credits in each trimester to be eligible for both tuition fee waiver and UIU Scholarship.
- Students availing 15% to 25% tuition fee waiver in the graduate program will have to maintain a minimum CGPA of 3.50 in the trimester examination for continuation of the waiver facility in the following semester.
- Students would be required to pay an amount of Tk 15,000/- as a partial payment of tuition fees before registration of courses. The rest amount of payable tuition fees shall have to be paid within the deadline of payment of total tuition fees.
- Students having entitlement to Tuition Fee Waiver facility based on the results of HSC and other public exams whenever becomes eligible to a Scholarship on the

basis of his/her Trimester Exam Result will be allowed to avail either of the two facilities at a time, the one which benefits him/her most.

- If a student drops a trimester /drops all courses registered in a trimester within the stipulated time, his/her tuition fees will only be adjusted with the tuition fees payable during the next registration of courses. Besides, if the student cancels his/her admission after dropping a trimester/dropping all courses, such tuition fees will not be refunded.
- Fee for “Retake” & “Repeat” of courses: 100% of tuition fee.
- Top 20% students will be eligible to get 25% to 100% scholarship by taking at least 9 credits for under graduate Program and 6 credits for Graduate Program and achieving trimester GPA of 3.50 as well.
- Siblings both making registration will be eligible for 20% tuition fee waiver each
- Graduate program students having UIU undergraduate degrees are allowed 25% tuition fee waiver.
- 3% Freedom Fighter’s Children will get 100% tuition fee waiver. Students must register a minimum of 9 credits in each trimester and will have to maintain GPA 2.5 for continuation of the waiver in the following trimester.
- Tuition fee waiver/Scholarship is not applicable for Thesis/Project/Internship.
- Students applying for I grade in a particular trimester would not be eligible for any scholarship scheme of UIU for the following trimester.
- Caution money for ID Card Tk. 2000 (refundable) payable at the time of taking admission.
- Applications of course waiver/credit transfer must be submitted to respective departments before registration for classes in the 1st semester. Different departments may have some additional requirements.
- Dept. of MBA/EMBA: Applications of course waiver/credit transfer must be submitted to respective departments before registration for classes in the 1st trimester. To get course waiver / transfer, minimum grade must be B (or 60%

marks under traditional system). Waiver can be allowed for a maximum of 9 courses. Syllabus and grading system of the previous program will be considered for a waiver decision.

- Photocopies with attestation of all certificates, marks sheet (For Diploma students All semester's mark sheets & EMBA 2 years job experience certificate), testimonials, Students own National ID Card/Birth Certificate/Passport copy, National ID Card of Father/Mother, 2 copies of recent passport size & 1 copy of stamp size photograph (which you uploaded online) are required to be submitted during admission time.
- The signature of Father / Mother / Guardian is mandatory on the Admission Form. If anyone puts his / her signature as a guardian, the photocopy of National Id Card of the signatory has to be submitted in the Admission Office.

**Collection of Admission Form:** Admission Form is available at UIU Admission Office in working days between 9:00 AM to 5:00 PM. on payment of Tk. 1000/= (non-refundable).

### **3.4.2 Payment Policies**

Students who enroll at UIU assume the responsibility of paying tuition and other fees in accordance with the following financial policies:

- Admission fee is non-refundable and is due at the time of admission.
- Caution money for ID Card Tk. 2000 (Refundable) payable at the time of taking admission.
- Course fee is due to be paid within stipulated deadline of a semester.
- Students failing to pay their course fee in time will have to pay a late fee (details of the late fee can be obtained from the Registrar's Office).
- University authority reserves the right to cancel the enrollment/admission of any student failing to meet the financial obligation.

## **3.5 Financial Award and Assistance**

UIU has established a financial award scheme to attract and retain good students and facilitate education for meritorious students. Fulltime Undergraduate students may get 25% to 50% tuition fee waiver for the entire program based on the results of HSC or equivalent exams & Graduate students entering in Masters Programs may also qualify for 25% tuition fee waiver for the entire program depending on their results in the previous exams. At the end of each subsequent trimester, a merit list of both undergraduate and graduate students is prepared and top 20% students have the opportunity to avail 25% to 100% tuition fee waiver in the following trimester provided a minimum GPA of 3.50 is scored.

## **3.6 Conditions and Rules for Financial Assistance**

The following conditions will for the continuation of the tuition fee waiver for the following trimester(s):

1. No tuition fee waiver for CGPA below 3.50 for undergraduate students & graduate students.
2. For any retake of course, tuition fee waiver will not applicable.
3. Full time students must register a minimum of 9 credits for under graduate Program and 6 credits for Graduate Program.
4. Tuition fee waiver is not allowed for Thesis/Project/Internship.

## **3.7 Scholarship Scheme**

### **3.7.1 Tuition Fee waiver:**

#### **➤ Undergraduate Programs:**

HSC GPA 5.00 (without 4th subject): 50% Tuition fee waiver

HSC GPA 5.00 (with 4th subject): 25% tuition fee waiver

### ➤ Graduate Programs:

GPA 3.50 on Scale of 4.00 & GPA 4.37 on Scale of 5.00 in HSC & above or equivalent level public exams: 25% Tuition Fee Waiver.

For continuation of tuition fee waiver all undergraduate students have to take 9 credits and have to maintain CGPA 3.5 for availing tuition fee waiver. Masters students have to take 6 credits and also have to maintain CGPA 3.5 for availing such tuition fee waiver.

### 3.7.2. Scholarship:

Scholarship based on the results of the Trimester Final Examinations for undergraduate & graduate programs:

Top 4% of the total students of a particular program (In order of merit)	100% Scholarship for the corresponding Trimester
Next 6% (In order of merit)	50% Scholarship for the corresponding Trimester
Next 10% (In order of merit)	25% Scholarship for the corresponding Trimester

### ❖ Scholarship Award List – Spring 2016

Department	100%	50%	25%	Total
CSE	48	88	83	219
EEE	44	86	41	171
ETE	2	2	1	5
BBA & BBA in AIS	114	223	317	654
BSECO	6	11	18	35
MBA	14	25	38	77
EMBA	2	3	6	11
MSCSE	4	8	10	22
MSECO	-	2	2	4
MDS	1	1	2	4

### **3.8 Other Facilities & Conditions:**

- Undergraduate students of SOBE will be entitled for scholarship up to 12 credits (maximum) and SOSE 13 credits (maximum). Masters students shall get scholarship depending of the course load of previous trimester and will not exceed 9 credits. Students will enjoy either tuition fee waiver or scholarship, the one which benefits him/ her most.
- 40% tuition fee waiver for UIU employees. A minimum 3 years active service will be required for such waiver.
- 50% tuition fee waiver for UIU employees ward/ spouse.
- UIU students getting admission to MBA/other Master's Programs will get 25% Tuition Fee Waiver.
- Students will get 100% Tuition Fee Waiver under Freedom Fighters' Children Quota. Students must register a minimum of 9 credits (for undergraduate students) / 6 credits (for graduate students) in each trimester and will have to maintain a minimum GPA of 2.5 for continuation of the waiver in the following trimester. Only Undergraduate students will be eligible for getting waiver in the 'Project/Thesis' course. Graduate students will not be entitled to waiver in the 'Project/Thesis' course.
- Students will get tuition fee waiver in BOT category. Students will have to maintain a minimum GPA of 3.0 for continuation of financial assistance. Only Undergraduate students will get waiver in Project/ Thesis.
- Students will get tuition fee waiver in Siblings Category. Each of them will get 20% tuition fee waiver. Both of them will have to registrar courses in the current trimester. No waiver for pre-requisite courses.
- MDS students working in Government, semi government, or NGO having 5 years' experience will get 40% tuition fee waiver and they will not any other scholarship/ waiver other than 100% waiver based on trimester result. And they have to maintain CGPA 3.00 for continuation of the waiver.
- A discount of 25% will be given to each student in a group of minimum 2 (two) students from same organization for getting admission to graduate programs.

- Full-time Government employees including the personnel of Armed Forces and autonomous organizations getting admission to graduate programs would be entitled to 25% Tuition Fee Waiver.
- Students of all ethnic groups of the country including Chittagong Hill Tracts (Rangamati, Bandarban and Khagrachhari) will get 25% Tuition Fee Waiver. Such students will have to maintain a minimum CGPA of 2.5 for continuation of availing the waiver in the following Trimester.
- Tuition Fee Waiver Policy under the Non-academic Category: A UIU student who has entitlement of more than one type of Tuition Fee Waiver facility under the non-academic category (like siblings & spouses of students, UIU employees, UIU employees' children, spouses etc.) will be eligible to only one type of Tuition Fee Waiver facility whichever benefits him/her most. In case of entitlement of Tuition Fee Waiver facility under both academic & non-academic category, consideration under non-academic category will come first.

### **3.9 Benefits of proving scholarships from both university and students view point**

#### **University point of view:**

- ❖ Scholarship programs attract more students. Because scholarship programs reduce the cost of tuition fees. Even if anyone 100% scholarship then he or she can enjoy almost free education from UIU.
- ❖ Scholarship programs are a competitive advantage for UIU. UIU paid 10 crore 86 lakh 18 thousand 922 taka. This is one of the highest among private University. So surely it becomes a competitive advantage for UIU.
- ❖ The competition among the students increase because of the scholarship programs. Scholarship here highly depends on the best performance. So students will try to give their best which is indirectly beneficial for the university as the students will try to perform their best.
- ❖ Scholarship here highly depends on the best performance. So this helps the university to find out the talented students easily.

- ❖ This is also helpful to create a good image among others. This scholarship program can make positive word of mouth. Thus this scholarship program is useful to UIU.

### **Students view point**

- ❖ Scholarship programs create a chance to help students to do their study in very low cost. Because scholarship programs reduce the cost of tuition fees. Even if anyone 100% scholarship then he or she can enjoy almost free education from UIU. There are also 50% and 25% scholarship from UIU.
- ❖ This scholarship programs also motivate students to do better result. Scholarship here highly depends on the best performance. So students motivate to give their best effort in study.
- ❖ This is a strong financial help for the students who are poor but talented and meritorious. This scholarship programs help them to do their best to into study and get financial help from the university.

## **3.10 How online apply procedure help UIU**

- ❖ This procedure help student to access more. As the whole admission apply process is in now online so people can access more from different places easily. The online procedure helps people to access even in weekend or after office time. People need not to come in the admission office physically.
- ❖ Online admission procedure reduces Manual labor. Applicant and employees need not to do anything manually. Because of the online admission system all the information by employees and students are stored in the server. So there is less manual labor needed in admission process.
- ❖ Online apply procedure creates less chance of human error. As the whole admission process in online and software base there is a less chance of human error.
- ❖ Students have to suffer less in this procedure. As the whole admission apply process is in now online so people need not to come in the admission office. They can easily from home or office. They can also in the weekend or anytime even if admission office is close.

- ❖ This procedure saves time. Because of the whole admission apply process is in now online so people need not to come in the admission office. It saves their time. On the other hand employees make the whole procedure quickly.
- ❖ UIU can get more students outside Dhaka. As lots of applicants live in outside Dhaka but it is always hassle for them come Dhaka and. Because of online system now they need not to come to Dhaka from outside. They can from their home any time.
- ❖ UIU can get students database because of this online procedure. Students and applicants information stored into server. This database helps to keep students information more securely.
- ❖ UIU can get more applicants because of this online admission procedure. Because applicant outside Dhaka can apply more. As the online apply procedure is very easy and time saving, UIU gets more applicants.
- ❖ The problem of information losing is less. Students and applicants information stored into server. This database helps to keep students information more securely. So there is less chance of losing information.
- ❖ Online apply procedure increase accuracy. All the data uploaded systematically and authority can know the accurate information of every procedure.
- ❖ This procedure can increase good image for UIU. Because of this online admission procedure the sufferings of applicants get less. This also helpful bring good image into the students mind in the whole Bangladesh.

# **Chapter-4**

## **Job Overview**

## **4.1 Specific responsibilities of the job:**

- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
- Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.
- Host students, visitors and parents for individual visits and tours of the campus.
- Review the student applications for the eligibility and academic qualification.
- Maintain regular communication with students, parents, colleagues for coordinating admission activities and resolving problems.
- Advise students and families of admission requirements, transfer guidelines, financial aid and scholarship information.
- Maintain and accurately record regular contact with prospective students, parents and influencers.
- Handover the admission report file to register office.

## **4.2 Nature of Job:**

As an admission counselor at United International University (UIU), I have to perform each essential duty satisfactorily. There are great requirements of the knowledge about admission process, different schools and department and strong skills of communication to communicate with others. Reasonable understanding of courses is important. I have to follow practices and routines that are established by others and/or provide support to employees in the Enrollment Division. I have to use database software, Internet software, Spreadsheet software, and Word Processing software.

### **4.3 Essential Requirements:**

This position requires independent judgment in setting priorities and organizing work to accomplish results. Some of the responsibilities of this position are performed in accordance with existing procedures and instructions.

To perform this job successfully, an individual should have knowledge of and capacity to effectively utilize Database software, Internet software, Spreadsheet software, and Word Processing software.

### **Other Requirements:**

- 1) Self-motivation
- 2) High energy
- 3) Ability to effectively interact and work with all types of people.
- 4) Ability and desire to understand United International University (UIU)
- 5) Updated information of UGC.

# **Chapter-5**

# **Conclusion**

## Findings

United International University (UIU) is a place where the students are given the teaching to face the actual real life situations. The students here are not being confined in books rather being taught how to face the real life problems. The students are also encouraged to become a self-dependent entrepreneur which is considered to be the first goal of study. Throughout the job and the analysis of admission process of United International University, I have got some findings regarding features, process analysis of admission. Findings are given below:

- In the admission department there is lack of employees. So during admission time the admission department faces tremendous pressure. Because of this insufficient manpower admission processes become more time consuming.
- To buy admission form from online people have to pay 1000 taka through Dutch-Bangla mobile banking. So those who wants to buy the form from online they have to use only one option, Dutch-Bangla mobile banking.
- The office space of admission department is not so big. So during the admission period the whole admission department becomes congested. It also causes sufferings for students, their guardian and employees.
- The promotional program of UIU and the admission process outside Dhaka is very low. But the online admission process can be a strong attractive point for UIU admission.

## **Recommendation**

As we all know United International University is one of the leading private Universities of our country. As a result, from my little knowledge it is quite hard to give recommendation to such a well-established University. Still from my learning and observation, I am giving following recommendation to follow:

- United International University should hire more man power. This will make the whole admission process efficiently. Student also can get admitted very quickly and do not need to wait for long time.
- United International University should include other sources of mobile banking like bKash, Easy Cash, mCash etc. to pay the admission form fee. This will help lots of students to apply for admission.
- The office space of admission department should be extended. Sometimes small room during admission time can create bad impression to the students and their guardian.
- United International University should focus on more promotional activities. Thus more people will know about the facilities that UIU is providing and they will become more interested about UIU.

## **Conclusion**

Admission is an important part for every university. Sometimes it is the indicator of the quality of the university. If the admission process is defective then it will affect the whole organization badly. This will bring disaster to the whole university and lead to bad word of mouth and bad reputation. The admission process is highly related with different schools and departments directly. Different schools and departments should always have good communication with admission department. United International University always keeps good communication with other schools and departments. Thus both admission department and different schools and departments always stay updated with information. UIU is one of the top ranked universities among all other private universities. They are following very smart & strict rule for keeping their quality education as well all faculty members are really awesome and well educated. In the present world internet is very essential part of human life. For that reason United International University go for online admission process. This helps UIU reach more people through internet and make the admission process easier for them. It helps United International University to become one of the top ranked universities among all other private universities in Bangladesh.

# Chapter -6

## Bibliography

1. <http://www.uiu.ac.bd>
2. <http://www.uiu.ac.bd/admission/admission-procedure/>
3. <http://www.uiu.ac.bd/academic/>
4. <http://www.uiu.ac.bd/schools-institutes/>
5. <http://www.uiu.ac.bd/about-uiu/>
6. <http://admission.uiu.ac.bd/Home.aspx>
7. <http://www.uiu.ac.bd/admission/tuition-fees-payment-policies/>
8. [https://en.wikipedia.org/wiki/United\\_International\\_University](https://en.wikipedia.org/wiki/United_International_University)
9. <http://www.united.com.bd/companies/education/united-international-university>