

Welcome Note

Dear Learners, I deem it a great pleasure to welcome you to 192 Semester (2nd & 4th Levels) of the MBA Program. To make your journey with our program comfortable, we are committed to ensure the best services. For any query, information and suggestion regarding the *admission, tutorial services, result*, etc. of the Program, feel free to contact us anytime from anywhere.



Professor Mostafa Azad Kamal
Treasurer, Bangladesh Open University
&
Dean, School of Business, BOU
E-mail: mostafa_azad@yahoo.com
deanoffice.sob@bou.ac.bd

1. E-mail to **deanoffice.sob@gmail.com**. You will get a reply instantly, check the following mail and accordingly.
2. Fill up the **“Online Information Form”** sent through the reply to your e-mail and click the submit button.

This will immediately deliver your query, information, suggestion or complaint to us.



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শুন্ম অর বিজ্ঞেয়
School of Business
Bangladesh Open University
Semester Calendar

Semester: 192 (2nd and 4th Levels)

Program: MBA

Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

Activity	Deadline/Date
FIRST Day of the Tutorial Sessions	April 01, 2022
Submission of Master Paper Proposal	June 10, 2022
Submission of Assignment #1	May 27, 2022
Submission of Filled-up Exam Registration Form	April 22 to July 29, 2022
Registration into the Courses of Next 191-Semester (1st & 3rd Levels)	April 22 to July 29, 2022
Payment of Re-exam Fee (Consult with the Concerned Officer of the Regional Center)	Within one month of result publication
LAST Day of the Tutorial Sessions	July 29, 2022
Submission of Assignment #2	July 29, 2022
Submission of Master Paper	October 07, 2022
FIRST Day of Semester-end Final Examination: 192-Semester	August 12, 2022
Submission of Viva-voce Registration Form	September 23, 2022
Tentative Date for Viva-voce	September 30, 2022

Fee Structure

(May be Changed by the University Authority)

Compulsory Fees:	Amount in Taka
Prospectus and Application Form	Consult with the Concerned Officer of the Regional Center
Exam Fee for Current Semester	
Fee for Digital ID Card	
Course Registration Fee per Course	
Semester Registration Fee	
Academic Calendar Fee	
Mark Sheet Fee for Each Level	
Situational Fees:	Consult with the Concerned Officer of the Regional Center
Re-Examination/ Redo Fee (per course)	
Program Transcript Fee	
Original Certificate Fee	
Provisional Certificate Fee	
Graduation Ceremony Fee	
Testimonial Fee	
Duplicate Student ID Card Fee	
Correction Fee	
Late Course Registration Fee (per course)	
Improvement Fee (per course)	
Late Re-Examination/ Redo Fee (per course)	
Study Centre Change Fee	

***For online registration (181 batch and onward) please visit: <https://osapsnew.bou.ac.bd>**

Program Structure at a Glance

COURSES OF THE MBA PROGRAM

Core, Capstone & Major Courses of MBA program

The MBA Program consists of Core, Capstone and Major courses. The Core courses aim at enabling the students to master the concepts of business tools and techniques of analysis as well as familiarize them with the current business environment. On the other hand, the capstone course helps the students address the dynamic nature of today's business world while conveying the essential elements of the business research process.

Following table will give you the titles of the core courses and capstone course of the MBA program by levels. The course code with respective credit of each course and the semester in which the courses will be offered are also mentioned in this table.

Course Structure			
<i>Name of the Core Courses</i>	<i>Credit (Hours)</i>	<i>Course Code</i>	<i>Offering Semester</i>
First Level			
Principles of Management	3	MBA 1301	April – Sept. (1st & 3rd Levels)
Principles of Marketing	3	MBA 1302	
Financial Accounting	3	MBA 1303	
Business Communication	3	MBA 1305	
Fundamentals of Financial Management	3	MBA 1306	
Second Level			
Business Mathematics	3	MBA 2305	Oct.-March (2nd & 4th Levels)
Business Statistics for Decision Making	3	MBA 2307	
Organizational Behavior	3	MBA 2308	
Human Resource Management	3	MBA 2309	
Managerial Economics	3	MBA 2310	
Third Level			
Management Accounting	3	MBA 3309	April-Sept. (1st & 3rd Levels)
Marketing Management	3	MBA 3310	
Strategic Management	3	MBA 3311	
Managerial Finance	3	MBA 3314	
Operations Management	3	MBA 3315	
<i>Name of the Major & Capstone Courses</i>	<i>Credit (Hours)</i>	<i>Course Code</i>	<i>Offering Semester</i>
Fourth Level –Major in Marketing			
E-Marketing	3	MBA 4318	October-March (2nd & 4th Levels)
Marketing for Non-Profit Organizations	3	MBA 4319	
Integrated Marketing Communication	3	MBA 4320	
Consumer Behavior	3	MBA 4321	
Business Research Methods (Capstone Course)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		
Fourth Level –Major in Human Resource Management			
Compensation Management	3	MBA 4322	April-Sept. (2nd & 4th Levels)
International Human Resource Management	3	MBA 4323	
Career Management	3	MBA 4324	
Training & Development	3	MBA 4325	
Business Research Methods (Capstone Course)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		

Fourth Level –Major in Accounting & Information Systems			
Corporate Financial Reporting and Analysis	3	MBA 4326	October-March (2 nd & 4 th Levels)
Strategic Management Accounting	3	MBA 4327	
Accounting Information Systems	3	MBA 4328	
Accounting for Governmental and Non-profit Organizations	3	MBA 4329	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level –Major in Finance & Banking			
Corporate Finance	3	MBA 4330	April-Sept. (2 nd & 4 th Levels)
Investment Analysis and Portfolio Management	3	MBA 4331	
Bank Management and Financial Services	3	MBA 4332	
Development of Financial Markets and Institutions	3	MBA 4333	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level –Major in International & Development Economics			
Economic Development and Planning	3	MBA 4334	Oct.-March (2 nd & 4 th Levels)
International Economics, Globalization and Policy	3	MBA 4335	
Money, Banking and Financial Markets	3	MBA 4336	
International Trade and Finance	3	MBA 4337	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	

N.B.: The School of Business, Bangladesh Open University preserves all rights to change the courses and curriculum to keep pace with the changing requirements of local, regional and global educational and business environment under any circumstances.

Master Paper Submission and Viva-voce

- The student, who has successfully **completed at least 60% of the total credits (36 credits)** and has already registered for the Master Paper in a semester, can pursue the course-Master Paper and Viva-voce.
- A student is required to send **the Master Paper Proposal and Master Paper** duly signed by the *respective Supervisor* and counter signed by the **Study Center (SC) Coordinator**, to the **Dean, School of Business, BOU, Gazipur-1705 on or before:**
 - **Date of Master Paper Proposal Submission: June 10, 2022**
 - **Date of Research Campaign: June 20–30, 2022**
 - **Date of Master Paper submission: September 23, 2022**
 - **Date of Master Paper Presentation (online): October 10–15, 2022**

Eligible students for doing the Master Paper are advised to read carefully **page# 14-17 of the Student Handbook** of the MBA Program before going to start their research for master paper.

Delayed submission of Master Paper Proposal, Master Paper, and Viva-voce Registration Form will be considered for next semester's schedule.

Schedule of Tutorial Sessions

Tutorial session plays a crucial role in the learning system. To optimize your learning outcome and/or to have satisfactory score in the exam, you must attend total 14 tutorial sessions and appear at the class test(s) to be held by the respective course teacher. You are also asked to go through the text materials supplied by the School and then come to your Study Center (SC) to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow students in groups. The tutorial sessions of 192-Semester (2nd and 4th levels) will be conducted on the Fridays at the respective SC as specified below:

Study Centers and Dates of Tutorial Sessions for 192-Semester (2nd & 4th Levels)

Study Centers & Code	April 2022				May 2022			June 2022				July 2022			
	01	08	15	22	13	20	27	03	10	17	24	01	22	29	
Dhaka RC: Section (812 & 816)	√	√	√	√	√	√	Assignment # 1	√	√	√	√	√	√	√	
Chittagong RC (892)	√	√	√	√	√	√		√	√	√	√	√	√	√	Assignment # 2
Islamic University, Kushtia (411)	√	√	√	√	√	√		√	√	√	√	√	√	√	
Rajshahi University (371)	√	√	√	√	√	√		√	√	√	√	√	√	√	
Khulna University (470)	√	√	√	√	√	√		√	√	√	√	√	√	√	
SUST, Sylhet (590)	√	√	√	√	√	√		√	√	√	√	√	√	√	

N.B. 1: For any change in this schedule, concerned coordinator is requested to inform the students as well as the Dean, SOB, BOU in advance.

2: Tutors are requested to provide the **LECTURE PLAN** in the first tutorial class of 14 tutorial classes following the syllabus.

3. Due to Covid-19 situation, Tutorial Sessions may be conducted in Blended Mode.

Semester-end Final Examination

Tentative Schedule for the Semester-End Final Examination (192 Semester)

2 ND LEVEL (CORE COURSES)		
Date	Exam Time	Course Code and Course Title
August 12, 2022, Friday	9:00 am – 12:00 noon	MBA 2305: Business Mathematics
August 19, 2022, Friday	9:00 am – 12:00 noon	MBA 2307: Business Statistics for Decision Making
August 26, 2022, Friday	9:00 am – 12:00 noon	MBA 2308: Organizational Behavior
September 02, 2022, Friday	9:00 am – 12:00 noon	MBA 2309: Human Resource Management
September 09, 2022, Friday	9:00 am – 12:00 noon	MBA 2310: Managerial Economics
September 16, 2022, Friday	9:00 am – 12:00 noon	MBA 2311: Fundamentals of Financial Management
September 23, 2022, Friday	9:00 am – 12:00 noon	MBA 2312: Macroeconomics

4TH LEVEL (MAJOR AND CAPSTONE COURSES)							
Date	Exam Time	MAJOR COURSES					NON MAJOR COURSES
		Marketing	Human Resource Management	Finance and Banking	Accounting & Information System	International & Development Economics	
		Course Code and Course Title					
August 12, 2022, Friday	2:00 pm to 5:00pm	MBA 4318: E-Marketing	MBA 4322: Compensation Management	MBA 4330: Corporate Finance	MBA 4326: Corporate Financial Reporting and Analysis	MBA 4334: Economic Development and Planning (MBA 4335*)	MBA 4314: Management Information Systems
August 19, 2022, Friday	2:00 pm to 5:00pm	MBA 4319: Marketing for Non-Profit Organizations	MBA 4323: International Human Resource Management	MBA 4331: Investment Analysis and Portfolio Management	MBA 4327: Strategic Management Accounting	MBA 4335: International Economics, Globalization and Policy	MBA 3311: Strategic Management (MBA 4317*)
August 26, 2022, Friday	2:00 pm to 5:00pm	MBA 4320: Integrated Marketing Communication	MBA 4324: Career Management	MBA 4332: Bank Management and Financial Services	MBA 4328: Accounting Information Systems	MBA 4336: Money, Banking and Financial Markets (MBA 3316*)	MBA 4334: Economic Development and Planning (MBA 4334*)
September 02, 2022, Friday	2:00 pm to 5:00pm	MBA 4321: Consumer Behavior (MBA 4353*)	MBA 4325: Training & Development	MBA 4333: Development of Financial Markets and Institutions	MBA 4329: Accounting for Governmental and Non-profit Organizations	MBA 4337: International Trade and Finance	MBA 4340: Financial Management and Policy
September 09, 2022, Friday	2:00 pm to 5:00pm	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4316: Business Research Methods	MBA 4350: Entrepreneurship Development

*Old Course Code

Course Evaluation Procedure

For the completion of a course you have to go through an evaluation procedure of the school. For each course you will be evaluated within 100 (hundred) marks, distributed as follows:

• Attendance & Class Performance	=5+5	=10 Marks
• Two (2) Assignments	=10+10	= 20 Marks
• One (1) Semester-end Final Examination	=	<u>70 Marks</u>
• Total		= 100 Marks

Calculation of Grade Point (GP)

For every completed course, the marks obtained by a student in respective **Class performance and attendance, Assignments** and **Semester-end final examination** will be totaled and these total marks will be converted into Grade Point (GP) as per the following table:

Numerical Grade	Letter Grade	Grade Point
80% and above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B Plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	C- (C minus)	2.00
Less than 40%	F (Fail)	0.00

A student will get individual GP for every completed course. In case of completion of a number of courses, the 'Grade Point Average (GPA) of those completed courses will be calculated by using the following formula where the individual GP of every course and the respective credit of those courses will be taken into consideration:

Computation of Cumulative Grade Point Average (CGPA)

GPA is calculated for the individual semester by using the formula below:

$$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Where,

GP= Grade point

Cr = Credit Hour

Example: GPA Calculation

Course	Credit Hours (Cr)	Marks (%)	Letter Grade (LG)	Grade Points (GP)	Points Secured (PS)	GPA
1 st Level						
MBA 1301	3	80	A+	4.00	12	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{51}{15}$ $= 3.40$
MBA 1302	3	75	A	3.75	11.25	
MBA 1303	3	70	A-	3.50	10.5	
MBA 1305	3	57	B-	2.75	8.25	
MBA 1306	3	63	B	3.00	9	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 51.00$	
2 nd Level						
MBA 2305	3	68	B+	3.25	9.75	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{48.75}{15}$ $= 3.25$
MBA 2307	3	72	A-	3.50	10.50	
MBA 2308	3	63	B	3.00	9.0	
MBA 2309	3	58	B-	2.75	8.25	
MBA 2310	3	78	A	3.75	11.25	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 48.75$	

Calculation of CGPA

CGPA is calculated for the whole program by using the formula below:

$$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Example: CGPA Calculation

Semesters	Total Points Secured (Level wise)	Total Credit Hours (Level wise)	CGPA
1 st Level	51.00	15	$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{99.75}{30}$ $= 3.325$
2 nd Level	48.75	15	
Total	$\sum \text{GP} \times \text{Cr} = 99.75$	$\sum \text{Cr} = 30$	



শুন্ম অর বিজ্ঞান
School of Business
Bangladesh Open University

ASSIGNMENT NO.:

(Please put ✓)

1

2

Program: Master of Business Administration (MBA)

Course Title:

Course Code:

MBA

Submission
Semester:

1	9	2
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Level: (Please put ✓)

2nd

4th

PERSONAL INFORMATION OF THE STUDENT

Name (In Capital Letters):

ID (In
Numbers):

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ID (In
words):

			-	Three	Three	-				-			
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Study Center (SC) where you are submitting
your Assignments (Please put ✓):

RC

Contact Address (Compulsory)	For Use of the Coordinator's Office (If the Assignment is submitted after deadline)
Mailing Address: _____ _____ _____ Tel: _____ Cell Phone: _____ E-mail: _____	_____ Signature of the Coordinator/ Authorized Person/Seal of the Late Submission Date: _____

(Attach the photocopy of both sides of your ID card to the assignment just after this cover page)

Student's Copy

(Each student must preserve it carefully. If any Assignment is lost, no student's claim will be accepted without this slip.)

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University
MBA Program

Assignment Acknowledgement Form

Name: _____

ID: - 3 3 -

Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____

Dean's COPY

(Please tear this portion off while submitting last assignment. The Coordinator must send this portion to the Dean, School of Business, BOU, with the package of Assignments.)

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University
MBA Program

Assignment Acknowledgement Form

Name: _____

ID: - 3 3 -

Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before May 27, 2022	Course Code: MBA _____ Received on or before July 29, 2022
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____

Instructions to the Coordinator: The Study Center Coordinator is requested to:

- Put his/her signature on this form (both sides) only if the assignments are submitted by the deadline.
- Check if the course code, ID number etc. have been written correctly on the assignment cover page and on this form.
- Keep the Dean's Copy portion of this form while receiving the last Assignment.
- Send the Dean's Copy of this form to Dean, School of Business, BOU, Gazipur-1705.



শ্রীল অর্ধ বিজ্ঞানম
SCHOOL OF BUSINESS
Bangladesh Open University
Examination Registration Form

Semester-end Final Examination
MBA Program

Semester: 192 **Level: 2nd/4th**

(Only for the courses registered in current or earlier semester)

Glue a photo here.
Photo must be
same as is used for
Admit Card

For Dean's Office

Name:										
SID Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				3	3					
			3	3						
Regional Center:										
Study Center:										
Preferred Exam. Center:										

Based on the records maintained in our RC, this student can appear at the Semester Final exam.

Regional Director, BOU

General Information about the Examination:

#	Course Code							Course Title	Registration Semester
1	M	B	A						
2	M	B	A						
3	M	B	A						
4	M	B	A						
5	M	B	A						
6	M	B	A						

- It is mandatory to fill up the examination registration form **for the courses registered in the current and previous semester(s)** and to submit the same to the respective RC on or before the **deadline**. If you want to change your examination center, you mention in Preferred Examination Center above. **Please don't send this form directly to the School.**
- You can appear at the semester-end final examination only for the courses offered in this semester-192. You have the chance to appear thrice at the semester-end final examination for a registered course - once in the current semester (without paying any additional fee) and twice more in the next 202-semester or 204- semester after paying necessary re-examination fees. In latter case, you have to submit this examination registration form in due time.
- If any student registers a course in the current semester and gets 'F' grade in that course, s/he will have to redo the course within the next 192-semester or 202- semester where s/he can appear at the semester-end final examination for that course twice only after paying necessary redo examination/re-examination fee. If any student fails to get at least 'C-' grade after availing (or without availing) of such chance, s/he has to retake that course.

Note: You have to submit this Form to your RC on or before July 29, 2022.

Disclaimer: BOU Authority reserves the right to amend or modify any information given above.



শুন্ অৱ বিজনেস
School of Business
Bangladesh Open University
MBA Program
Admit Card

Passport size
Photo

Semester-end Final Examination

Semester: 192

Name of the Examinee: _____

SID Number:

			3	3					
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RC: _____

Signature & Seal of the RD

Study Center: _____

Exam. Center: _____

Please write codes and titles of the courses you have registered for examination. Make sure the invigilator's signature against the course you have gone in for the exam.

Course Code				Course Title				Invigilator's Signature and Date
M	B	A						
M	B	A						
M	B	A						
M	B	A						
M	B	A						
M	B	A						

(It is mandatory for all the students to show the Admit Card while entering the exam hall. Without the Admit card, no student will be allowed to sit for the exam. So, please collect the Admit Card while submitting the Examination Registration Form)

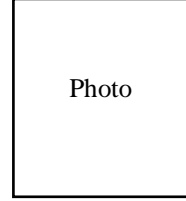
Students may bring the following items in the exam hall if required:

- ◆ Graph Paper
- ◆ Statistical Tables
- ◆ Calculator (to be used if invigilator permits)
- ◆ Student ID Card

The following instructions must be maintained in the exam hall:

- ◆ The invigilator will get the full right to manage the students in the exam hall. Any negligence or incompilance to the instructions of the invigilator will highly penalize the students. Any student found to do so shall be expelled from the course or the program.
- ◆ Mobile phones must be switched off and kept away from students' reach during the exam. If someone is found using the mobile phone during the exam, her/his script will be snatched or s/he shall be penalized as per the university rules.

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MBA Program
School of Business
Bangladesh Open University



REGISTRATION FORM FOR VIVA-VOCE

(Only for students who have completed at least 12 courses and submitted Master Paper)

Semester: _____

Student Name:

SID Number:

			3	3					
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Student Mobile No.:, Email ID:

The Topic of Master Paper:

Supervisor Name:, Designation:

Supervisor Mobile No.:, Email ID:

Regional Center:

Study Center:

Major Subject:

Preferred Center for Viva-Voce:

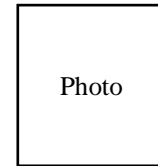
The number of Courses Completed:

Number of Courses Appeared at the last Semester-end Examination

Date and Signature of the Student

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স্কুল অব বিজনেস
School of Business
Bangladesh Open University
MBA Program
ADMIT CARD FOR VIVA-VOCE



Name of the Examinee: _____ Signature & Seal of the RC

SID Number: _____ RC: _____

Study Center: _____ Preferred Examination Center: _____

(It is mandatory for all the students to collect the Admit Card to appear at the Viva-voce)

Send the filled-up form to the respective Regional Center (RC) [and a photocopy to the "Dean, School of Business, Bangladesh Open University, Gazipur- 1705"] on or before the deadline as mentioned in the relevant Semester Calendar.

Use the Photocopy of this Form

List of Teachers of School of Business & their Research Interests

Name & Designation	Contact Details	Research Area(s)
Dr. Md. Ekramul Haque Professor (Management)	09666730730/664, 8962776 (Res), 01711179956 (cell), ekramdean@yahoo.com; ekram58@bou.ac.bd	Human Resource Management
Dr. Qazi Mohammad Galib Ahsan Professor (Accounting)	09666730730/665, 9185266 (Res), 01729224499 (Cell) galib_ahsan@yahoo.com; qgalib@bou.ac.bd	Corporate Social Responsibility and Accountability
Dr. Md. Mayenul Islam Professor (Management)	09666730730/666, 01711955537(Cell) islammayenul@yahoo.com; islammayenul@bou.ac.bd	Management; Human Resource Management
Professor Mostafa Azad Kamal (Economics)	+8802996691106, 09666730730/662, 01911319248 (Cell) Fax: 9291106, mostafa_azad@yahoo.com deanoffice.sob@gmail.com; deanoffice.sob@bou.ac.bd	International & Development Economics, e-Learning, ODL, OER
Dr. Md. Serazul Islam Professor (Accounting)	09666730730/668, 01712937189 (Cell) islamserazul@yahoo.com; islamserazul@bou.ac.bd	SME Financing & Entrepreneurship Development; Accounting & Finance
Dr. Mohammad Zahir Raihan Associate Professor (Finance)	09666730730/669, 01716233708 (Cell) raihan_bou@yahoo.com; mzraihan@bou.ac.bd	Corporate Social Responsibility, Micro Finance, Corporate Finance, Finance & Banking
Dr. Shaheen Ahmed Associate Professor (Management)	09666730730/792, 01911251181 (Cell) shaheenmahmed@yahoo.com; sahmed@bou.ac.bd	Human Resource Management, Organizational Behavior, Industrial Psychology.
Md. Tarikul Islam Assistant Professor (Marketing) (Study Leave)	+8802996691106, 01720581050 (Cell) tarikuldu05@yahoo.com; tarikuldu05@bou.ac.bd	International Marketing; Marketing Management; Marketing Research
Md. Kayes Bin Rahaman Assistant Professor (Finance)	09666730730/671, 01717671496 (Cell) kbrahaman@gmail.com; kbrahaman@bou.ac.bd	Household Finance; Green Banking; Disaster Management
Ms Adiba Anis Assistant Professor (Marketing) (Study Leave)	+8802996691106, 01818644137 (Cell) adiba10mkt@gmail.com; adiba.anis@bou.ac.bd	Tourism; Supply Chain Management; Advertising
Md. Mahfuzur Rahman Assistant Professor (Economics) (Study Leave)	+8802996691106, 01721380509 (Cell) masum2069@yahoo.com; mahfuz.sob@bou.ac.bd	International & Development Economics
Ms Asma Akter Shelly Assistant Professor (Finance)	09666730730/134, 01712054623(Cell) shellyasma26@gmail.com; shelly.sob13@bou.ac.bd	Finance & Banking ODL, E-learning
Ms Romana Kader Assistant Professor (Management) (Study Leave)	+8802996691106, 01913705671 (Cell) romana.hrm@gmail.com; romanak.sob@bou.ac.bd	Human Resource Management
Ms Mollika Ghosh Assistant Professor (Marketing) (Study Leave)	+8802996691106, 01799781487 (Cell) mollikag.du@gmail.com; mollika@bou.ac.bd	Advertising and Promotion; Service Marketing
Ariful Islam Lecturer (Accounting)	09666730730 Ex. 663, 01911553988 (Cell) maverick9036@gmail.com; arif.sob@bou.ac.bd	Accounting; Taxation
Ms Sibat Masud Lecturer (Marketing)	+8802996691106, 01796631658 (Cell) sibatz@yahoo.com; sibat@bou.ac.bd	Competency Based Education; Social Media Marketing

Instruction for the Students:

*Students are asked to contact the concerned teacher(s) **during the office time** if they face any problem in understanding any concept/topic of the Textbook or Assignment. As per their research interest students may request the teacher(s) to be their Supervisor of Master Paper.*

Answers to Important FAQs

1. What can I do if I want to improve my grade in one or more courses?

You can appear at the final examination 3 times on one course. So, if you obtain very low score in one or more courses, you can re-register for appearing at the examination on that course in concerned consecutive semester. Suppose, if you register your course(s) in 192-Semester, you will be able to sit for examination in the current 192-Semester and in the subsequent 192 and 202- Semesters with the required re-exam fees only.

2. Is it possible to improve the grade after completing all the courses of the Program?

If you have already completed all the courses, you would *no longer be able* to improve your grades anymore. You must have at least **1 course incomplete** if you like improving your grades.

3. The maximum duration of the Program (5 years) is over; but I am yet to complete one or more course. What can I do?

If you have completed at least 10 courses during the stipulated 5 years, you would have the chance to apply to the Dean, School of Business, BOU for extension of your registration period (**De-NOVO registration**). You will be allowed to have 2 more years for completing the rest of courses.

4. How many times can I submit the assignments of a registered course?

You can submit the assignments of a registered course **only once** in the semester in which you have registered it and if you fail to submit your assignments, you shall have to pass out of 70 or 80 (for students having ID number beginning with 141 or earlier) in the consecutive 3 semesters including registration semester.

Contact Points for Further Information

Coordinator, Concerned Study Center Or The Following Program Officers	<i>Most Preferred Way of Communication</i>
Salauddin Ahmed, Program Assistant : 01674497533 (For Dhaka RC) Md. Rezaul Karim, Program Assistant : 01817 203233 (For Ctg RC) Md. Mahbubar Rahman, Program Assistant : 01913767421 (For Khulna RC) Md. Abu Bakar, Program Assistant : 01712503122 (For Rajshahi RC) Lutfun Ara Pinu, Program Assistant : 01918015822 (For Jashore RC) Md. Mefthul Hoque, Program Assistant : 01764212364 (For Sylhet RC)	You must have an Email ID and let us know that soon (Send a message to <i>mbacoordinator.bou@gmail.com</i> with a subject 'add me' and mention your RC, ID Number and Level). Please try to check your email every day. From now on, we will communicate you mostly by e-mail.
Dean Office: Phone: +8802996691106 E-mail: deanoffice.sob@gmail.com For General Information/Complaint/Query , submit the Information Form. You can get by scanning the QR Code shown on the right side.	



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