

# Semester Calendar

231 Semester (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> Levels)



**BBA Program**

**শুন্ অৰ বিজনেম**

School of Business

**Bangladesh Open University**

## Important Dates

(Not changeable if no unavoidable circumstances occurs)

<b>April 18, 2025</b>	<b>FIRST day of the tutorial sessions</b>	
<b>May 09, 2025</b>	Deadline for submission of Assignment # 1	<b>Assignment Submission</b>
<b>June 20, 2025</b>	Deadline for submission of Assignment # 2	
<b>July 11, 2025</b>	Deadline for submission of Assignment # 3	
<b>May 02 – June 26, 2025</b>	Deadline for Re-registration and payment of re-exam fees (to be paid as per BOU Rules). <b>Don't pay fee if courses are registered in 231 semester.</b>	
	Deadline for submission of exam registration forms (both).	
	Deadline for collecting the admit card (compulsory)	
<b>July 18, 2025</b>	<b>LAST day of the tutorial sessions</b>	
<b>August 01, 2025</b>	FIRST day of examination of 231 Semester	
<b>September 04, 2025</b>	Deadline for registration into courses of 232 Semester	
<b>September 12, 2025</b>	Tentative date for starting the classes of 232 Semester	

## Fee Structure

(May be changed by the University Authority)

If students have any quarry about fee structure please conduct your adjacent Regional Center.

<b>Course Registration fee</b>	Fees must be paid as per the current BOU financial rules. Please scan the following <b>QR Code</b> for detailed fee structure.	<p><b><u>Important note</u></b></p> <p>Applicable for fresh students from 161 semester and onwards:</p> <ul style="list-style-type: none"> <li>• After successful completion of 12 courses at the end of 4<sup>th</sup> semester, a student has to appear in a viva-voce of 50 marks.</li> <li>• A second viva-voce examination of another 50 marks will be arranged for the learners who have successfully completed a minimum of 30 courses at the end of 8<sup>th</sup> semester.</li> <li>• Students must collect and fill up their assigned registration form for viva-voce from their concerned Regional Centre.</li> </ul>
<b>Semester Registration fee</b>		
<b>Academic Calendar fee</b>		
<b>Exam Fee per Semester</b>		
<b>Re-registration fee (after passing 3 times of course registration)</b>		
<b>Re-Examination fee/Redo</b>		
<b>Testimonial fee</b>		
<b>Level mark sheet fee</b>		
<b>Provisional Certificate</b>		
<b>Final Transcript/Mark sheet</b>		
<b>Original Certificate</b>		
<b>Digital ID Card Fee</b>		
<b>ID Card issuing (if lost)</b>		
<b>Correction fee</b>		
<b>Late course registration fee</b>		
<b>Improvement fee (After completion of 8 levels)</b>	As per BOU Rules (Maximum 6 courses in next two consecutive semesters having CGPA B-, C+, C, or C-.)	
<b>Late Re-examination/Redo fee</b>	As per BOU Rules	



QR Code

**N. B:** If any learner fails to register or re-register into any course(s) within the deadline, s/he can register or re-register the course(s) by paying as per BOU Rules (Per course) plus late fee for each course(s) as per BOU Rules, within 10 working days after the deadline expires.

# শুন্ন অব বিজ্ঞান

Bangladesh Open University

## Semester Calendar – 231 (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> Levels)

### BBA Program

### Schedule of the Tutorial Sessions

Tutorial session plays crucial role in open and distance learning system. Although attending tutorial sessions is not mandatory, the learners should attend the tutorial sessions regularly for optimizing their learning outcomes. The tutorial sessions will begin on **April 18, 2025** and will continue up to **July 18, 2025** at our specified study centers. You are supposed to go through the textbook referred by the School of Business and then come to the Study Center to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow learners in groups. The tutorial sessions will be conducted on the Fridays specified as below:

Dates →	April		May				June		July			August 01, 2025	September 12, 2025			
	18	25	2	9	16	23	30	20	27	4	11			18		
	✓	✓	✓	Assignment #1	✓	✓	✓	Assignment #2	✓	✓	✓	Assignment #3	✓	✓	Final Exam Starts	232 Semester Starts
<b>Time Slots →</b>	08:00 – 09:00am		09:00 – 10:00am				10:00am – 11:00pm			11:00pm – 12:00 noon		12:00 noon – 1:00pm				

Tutorial sessions on the following courses of BBA program will be offered in 231 Semester subject to the required number of learners registered into the course. The learners are requested to collect the **class schedule** from the *Study Center Coordinator* on the first day of the tutorial session.

1 <sup>st</sup>	BBA 1301: Introduction to Business	BBA 1302: Financial Accounting-I	BBA 1305: Business English	BBA 1304: Business Mathematics	
3 <sup>rd</sup>	BBA 3310: Business Law	BBA 3311: Macroeconomics	BBA 3312: Fundamentals of Statistics	BBA 3313: Law and Practice of Banking	BBA 3314: Fundamentals of Business Finance
5 <sup>th</sup>	BBA 5320: Industrial and Company Law	BBA 5321: Financial Management and Policy	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 5324: Business Statistics for Decision Making
7 <sup>th</sup>	BBA 7330: Operations Management	BBA 7331: Project Appraisal and Management	BBA 7332: Business Ethics	BBA 7333: Portfolio Management	BBA 7334: Retailing Management

### Assignment Submission

You must follow the instructions written on the Assignment question papers while submitting the Assignments. For breaching any of the instructions, you may face complexities with getting your Assignments evaluated. The school will not bear any responsibility for these complexities.

Assignment Submission Deadlines	Where and How to submit?	
	Assignment # 1: May 09, 2025	Assignments must be submitted to the respective <b>Course Tutor</b> of the concerned Study Center only on or before the <b>due date</b> . Every Assignment must contain the prescribed cover page (see page#20 of the Student Handbook). You must take signature of the coordinator and Tutor on both parts (Learner's Copy and Dean's Copy) of <b>Assignment Acknowledgement (AA) Form</b> (see Page#4 of this Calendar) while submitting the Assignments. You must preserve the 'Learner's Copy' (signed by the tutor and coordinator) and shall have to enclose the same with application if you want to claim marks for missing assignment(s).
	Assignment # 2: June 20, 2025	
	Assignment # 3: July 11, 2025	

**\*\*If a learner fails to submit her/ his course Assignments in the registered semester, s/he has to re-register into the concerned course by paying as per BOU Rules to submit her/ his Assignments next after availing the redo examination facility (See Handbook).**

### Semester-End Final Examination

All Learners are required to submit the **Exam Registration Form** to appear at the semester-end final examination. Please see **Page#23** of the Student Handbook for Exam Registration Form and **Admit Card**.

Exam form Submission Deadline	Exam Form Submission: May 02 – June 26, 2025	Where to submit the exam registration form?
	<b>Re-Registration and Re-exam fee payment: May 02 – June 26, 2025</b> (All learners must pay fees as per BOU Rules per course for sitting the exams on previously registered courses by the deadline to be given by the Controller of Exams; otherwise, they will have to pay late re-exam fee according to the rules set by authority.)	Submit the exam registration form to the <b>Program officer at the concerned RC</b> and collect the Admit Card. You are required to attach the <b>money receipt</b> while submitting the Exam Registration Form if you are supposed to pay re-exam fee.
	<b>Admit Card Collection: May 02 – June 26, 2025</b> (Without Admit Card no learner will be allowed to sit for the examination)	

**Tentative Schedule for 231 Exam** (This schedule will remain unchanged if no unavoidable circumstances occurs):

Date	Time (9:00 am – 12:00 noon) (1 <sup>st</sup> & 5 <sup>th</sup> Level courses)	Time (02:30 pm – 5:30 pm) (3 <sup>rd</sup> & 7 <sup>th</sup> Level courses)	<b>EXAM CENTER</b> Exams will be held at the respective Study Center. If you want to change the exam center, mention it on the Exam Registration Form.
August 01, 2025 Friday	BBA 1301: Introduction to Business	BBA 3310: Business Law	
	BBA 5320: Industrial and Company Law	BBA 7330: Operations Management	
August 08, 2025 Friday	BBA 1302: Financial Accounting-I	BBA 3311: Macroeconomics	
	BBA 5321: Financial Management and Policy	BBA 7331: Project Appraisal and Management	
August 15, 2025 Friday	BBA 1305: Business English	BBA 3312: Fundamentals of Statistics	
	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 7332: Business Ethics	
August 22, 2025 Friday	BBA 1304: Business Mathematics	BBA 3313: Law and Practice of Banking	
	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 7333: Portfolio Management	
August 29, 2025 Friday	BBA 5324: Business Statistics for Decision Making	BBA 3314: Fundamentals of Business Finance	
		BBA 7334: Retailing Management	

## Registration into the Courses of 232 Semester

You are required to register into the courses to be offered in the next semester (232 Semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 232 courses.** You will be transferred to the next available semester (242 Semester) when the same courses will be offered again.

### **Deadline: July 12, 2025 to September 04, 2025**

(Learners must pay the fees in cash at the specified branch of bank to be directed by the RC. Please be sure about the fee structure from the RC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RRC office immediately)

*Please read the Student Handbook carefully before choosing courses for registration.*

### **How many courses you may take at a time?**

You have to take **at least 2 (two) courses** and **maximum 6 (six) courses** in a semester; however, if a learner has only one course left to complete the program, s/he can take one course in that case. **If you don't take any course in four consecutive semesters, your registration into the whole program will be cancelled.**

## **COURSES TO BE OFFERED IN 222 SEMESTER**

2 <sup>ND</sup> LEVEL	4 <sup>TH</sup> LEVEL	6 <sup>TH</sup> LEVEL
BBA 2305: Fundamentals of Management	BBA 4315: Auditing	BBA 6325: Financial Market and Institutions
BBA 2306: Principles of Marketing	BBA 4316: Financial Accounting-II	BBA 6326: Human Resources Management
BBA 2307: Microeconomics	BBA 4317: Organizational Behavior	BBA 6327: Marketing Promotion
BBA 2308: Business Communication	BBA 4318: Insurance and Risk Management	BBA 6328: Cost and Management Accounting
BBA 2309: Computer Application in Business	BBA 4319: Marketing Management	BBA 6329: Taxation and Public Finance

## **8<sup>TH</sup> LEVEL [Major Courses]**

Major in Accounting & Information Systems	Major in Finance	Major in HRM	Major in Marketing
BBA 8335: Advanced Accounting	BBA 8338: Financial Statements Analysis	BBA 8342: Strategic Management	BBA 8346: Service Marketing
BBA 8336: Advanced Management Accounting	BBA 8339: Bank Management	BBA 8343: Organization Development	BBA 8347: Strategic Marketing
BBA 8337: Corporate Financial Reporting	BBA 8340: International Financial Management	BBA 8344: Industrial Relations	BBA 8348: International Marketing
BBA 8338: Financial Statements Analysis	BBA 8341: International Economics	BBA 8345: Total Quality Management	BBA 8349: Brand Management
BBA 8350: Business Research Methods	BBA 8350: Business Research Methods	BBA 8350: Business Research Methods	BBA 8350: Business Research Methods
BBA 8351: Viva-Voce	BBA 8351: Viva-Voce	BBA 8351: Viva-Voce	BBA 8351: Viva-Voce

## **How to know the information regarding the program if required?**

<b>Contact Points</b>	Coordinator of your Study Center or the Program Officer of your RC.	Most preferred way of communication
	<b>Or</b>	
<b>Email: coordinator.bba.bou@gmail.com</b> <b>Phone: +8802996691106 (Dean, School of Business, BOU)</b>		

**\*\* Learners who successfully complete our BBA program with at least CGPA 2.75 (out of 4.00) shall be able to admit themselves into the third level of our regular MBA program.**

**Student's Copy**

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

শুভ্র অব বিজ্ঞান

SCHOOL OF BUSINESS  
Bangladesh Open University

**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.)

শুভ্র অব বিজ্ঞান

SCHOOL OF BUSINESS  
Bangladesh Open University

**BBA Program**

**Assignment Acknowledgement Form**

Name: \_\_\_\_\_

ID: [ ] [ ] - 3 2 - [ ] [ ] - [ ] [ ] [ ] [ ]

Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____

No. of Total Assignments Received: \_\_\_\_\_ In words: ( )

VERIFIED

Office Assistant

Signature of the Coordinator

Study Center

Cut here --

X

X

Cut here

X

X

X

Cut here

**BBA Program**

**Assignment Acknowledgement Form**

Name: \_\_\_\_\_

ID: [ ] [ ] - 3 2 - [ ] [ ] - [ ] [ ] [ ] [ ]

Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Assignment #1	Assignment #2	Assignment #3
Course Code: BBA _____ Received on or before May 09, 2025	Course Code: BBA _____ Received on or before June 20, 2025	Course Code: BBA _____ Received on or before July 11, 2025
Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____

No. of Total Assignments Received: \_\_\_\_\_ In words: ( )

VERIFIED

Office Assistant

Signature of the Coordinator

Study Center



**BBA Program**  
**শুলন অব বিজ্ঞান**  
**SCHOOL OF BUSINESS**  
 Bangladesh Open University

Received by BOU Office:

Signature

Date

**Learner Complaint Form**

(For assignment or theory related complaint/problem, learners may use the photocopy of this form)

**Put a tick (✓) mark and fill in where applicable**

1. Complaint related to :  Assignment  Theory  Others \_\_\_\_\_

2. Type of complaint/problem: \_\_\_\_\_

**Course wise Complaint**

Course Code	Course Title	Complaint on (Put tick (✓) mark only)		Decision on (To be filled-up by School of Business)			Remarks (To be filled-up by School of Business)	
		Theory	Assignment		Theory	Assignment		
			#1	#2		#1		#2
BBA								
BBA								
BBA								
BBA								
BBA								

**Complained By:**

Learner's Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

ID Number: 

			-	3	2	-								
--	--	--	---	---	---	---	--	--	--	--	--	--	--	--

Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Exam Semester:

--	--	--

**Enclosures:**

- Photocopy of ID Card.
- Learner's copy (Original) of Assignment Acknowledgement Form (see page#3 of Semester Calendar)
- Level Mark sheet.
- Attendance Sheet (attested by the Study Center Coordinator).
- Other Documents (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature of the Solver  
School of Business, BOU, Gazipur-1705

*Learners are asked to fill-up this form duly and send it to the Dean, School of Business, Bangladesh Open University, Gazipur-1705*