

বাউবির দীক্ষা:

সবার জন্য উন্মুক্ত কর্মমুখী, গণমুখী ও জীবনব্যাপী শিক্ষা

Academic Calendar

(With Necessary Forms and Information)

Semesters: 222 (2nd & 4th Levels) and 231 (1st & 3rd Levels)

Master of Business Administration (MBA) Program



শুল্ক অব বিজনেস
School of Business



বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

Academic Calendar

(With Necessary Forms and Information)

Semesters: 222 (2nd & 4th Levels) and 231 (1st & 3rd Levels)
Master of Business Administration (MBA) Program



If you have not yet joined the WhatsApp group, please join your group.

- **For 222-Semester (2nd Level):**
<https://chat.whatsapp.com/GcS9jcPWT4qIABrgrZ3zpq>
- **For 222-Semester (4th Level):**
<https://chat.whatsapp.com/HYdKdyXsP5r0keXB2AWWim>



Welcome Note



Dear Learners,

I am delighted to welcome you all to the new 222-Semester (2nd & 4th Levels) of our MBA Program. To make your journey with our program comfortable, we are committed to ensure the best services. For any query, information or suggestion regarding the admission, tutorial services, result, etc. of the Program, feel free to contact us anytime from anywhere.

Professor Dr. Md. Mayenul Islam

Dean, School of Business, BOU

E-mail: deanoffice.sob@bou.ac.bd

Program Coordination Team



Prof. Dr. Md. Serazul Islam
Professor (Accounting)
School of Business, BOU
&

Central Coordinator, MBA Program
Cell Phone: 01712937189
PABX: +8809666730730, Ext.668
E-mail: mbacoordinator.bou@gmail.com



Ms Asma Akter Shelly
Assistant Professor (Finance)
School of Business, BOU
&

Central Joint Coordinator, MBA Program
Cell Phone: 01712 054623
PABX: +8809666730730, Ext.134
E-mail: shelly.sob13@bou.ac.bd



Ms Sibat Masood
Assistant Professor (Marketing)
School of Business, BOU
&

Central Joint Coordinator, MBA Program
Cell Phone: 01796631658
E-mail: sibat@bou.ac.bd
sibatz@yahoo.com



Md. Kayes Bin Rahaman
Assistant Professor (Finance)
School of Business, BOU
&

Coordinator, MBA Program
Dhaka Study Center
Cell Phone: 01717671496
PABX: +8809666730730, Ext. 671
E-mail: kbrahaman@gmail.com
kbrahaman@bou.ac.bd



শুন্ম অর বিজ্ঞান
School of Business
Bangladesh Open University

MBA Program

Academic Calendar (With Necessary Forms and Information)

Semesters: 222 (2nd & 4th Levels) and 231 (1st & 3rd Levels)

(To be strictly followed if no unavoidable circumstances occur)

Activity	Date / Deadline / Timeline	
	Current Semester-222 (2 nd & 4 th Levels)	Next Semester-231 (1 st & 3 rd Levels)
Orientation/FIRST Day of Tutorial Sessions	18 July 2025	02 January 2026
Submission of Assignment #1	15 August 2025	30 January 2026
Submission of Filled-up Exam Registration Form	19 Sept.– 31 October 2025	06 March – 10 April 2026
Submission of Master Paper Proposal	22 August– 10 October 2025	–
Submission of Assignment #2	26 September 2025	06 March 2026
Registration into the Courses of Next Semesters: 231 (1 st Level & 3 rd Level) 232 (2 nd Level & 4 th Level)	07 Nov. – 19 Dec. 2025 –	– 14 April – 29 May 2026
Submission of Assignment #3	31 October 2025	10 April 2026
LAST Day of Tutorial Sessions	31 October 2025	10 April 2026
FIRST Day of Semester-End Final Examination	14 November 2025	24 April 2026
LAST Day of Semester-End Final Examination	12 December 2025	05 June 2026
Submission of Master Paper	06 February 2026	–
Master Paper Presentation and Viva-voce	13 February 2026	–
Publication of Results (Tentative)	02 April 2026	04 September 2026
Payment of Re-examination Fee (If a student wants to appear at the examination again)	Within one month of result publication	

Fee Structure of MBA Program

(May be Changed by the University Authority)

Compulsory Fees:	Amount in Bangladeshi Taka
Prospectus and Application Form	Tk. 800
Examination Fee (per semester)	Tk. 331
Fee for Digital ID Card	Tk. 200
Course Registration Fee (per course)	Tk. 2,756
Session Fee (per semester)	Tk. 200
Academic Calendar Fee	Tk. 50
Marksheet Fee for Each Level	Tk. 100
Situational Fees:	
Re-Examination Fee (per course)	Tk. 200
Program Transcript Fee	Tk. 400
Original Certificate Fee	Tk. 500
Provisional Certificate Fee	Tk. 300
Original Marksheet Fee	Tk. 400
Testimonial Fee	Tk. 100
On Demand Examination Fee (per course)	Tk. 7,000
Duplicate Student ID Card Fee	Tk. 500
Name Correction Fee	Tk. 200
Late Examination Fee (per day)	Tk. 100
Study Center Change Fee	Tk. 500

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

Schedule for Tutorial Sessions

The role of tutorial sessions in the learning process is crucial. To optimize your learning outcome and/or to have a satisfactory grade in the final examination, you should attend tutorial sessions regularly. Additionally, you are asked to read the text materials supplied by the School, then meet with your tutor and fellow students in your Study Center (SC) to discuss any unclear or challenging parts of the lessons. During the current semester of 222 (2nd and 4th levels), tutorial sessions will be conducted on Fridays at your SCs as per the following schedule:

Schedule for Tutorial Sessions of the Current Semester-222 (2nd & 4th Levels)

Study Centers (Codes)	2025																	
	July		August				September			October								
	18	25	01	08	15	22	29	12	19	26	10	17	24	31				
Dhaka Regional Center (RC): Section A (812) & Section B (816)	√	√	√	√	√	Assignment # 1 Submission	√	√	√	√	√	Assignment # 2 Submission	√	√	√	√	Assignment # 3 Submission	
Chattogram RC (892)	√	√	√	√	√		√	√	√	√	√		√	√	√	√		√
Rajshahi University (371)	√	√	√	√	√		√	√	√	√	√		√	√	√	√		√
Azam Khan Govt. Commerce College, Khulna (471)	√	√	√	√	√		√	√	√	√	√		√	√	√	√		√
Shahjalal University of Science and Technology, Sylhet (590)	√	√	√	√	√		√	√	√	√	√		√	√	√	√		√

- N.B.** 1. For any change in this schedule, concerned SC 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** (as per the syllabus) in the first day of 14 tutorial sessions.

N.B. Specific Schedule for tutorial sessions of the next 231-Semester will be duly announced later.

Semester-End-Final Examination

Tentative Schedule for the Semester-End Final Examination (Semester-222)

2 ND LEVEL (CORE COURSES)		
Exam Date	Exam Time	Course Code and Course Title
14 November 2025, Friday	9:00 am – 12:00 noon	MBA 2305: Business Mathematics
21 November 2025, Friday	9:00 am – 12:00 noon	MBA 2307: Business Statistics for Decision Making
28 November 2025, Friday	9:00 am – 12:00 noon	MBA 2308: Organizational Behavior
05 December 2025, Friday	9:00 am – 12:00 noon	MBA 2309: Human Resource Management
12 December 2025, Friday	9:00 am – 12:00 noon	MBA 2310: Managerial Economics

4 TH LEVEL (MAJOR AND CAPSTONE COURSES)							
Exam Date	Exam Time	Course Code and Course Title					
		MAJOR COURSES					NON MAJOR COURSES
		Marketing	Human Resource Management	Finance and Banking	Accounting & Information Systems	International & Development Economics	
14 November 2025, 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
21 November 2025, 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*)
28 November 2025, 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*)
05 December 2025, 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
12 December 2025, 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

N.B. Schedule for the next 231-Semester-End Final Examination will duly be announced later.

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 out of maximum 100 (one hundred) marks, distributed as follows:

Three (3) Assignments	= 10×3	= 30 Marks
One (1) Semester-End Final Examination	=14×5	= <u>70 Marks</u>
Total		<u>100 Marks</u>

Calculation of Grade Point (GP)

For every completed course, the marks obtained by a student in respective **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
1st 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	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 51.00$	
2nd 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 Calculations

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	$\sum \text{GP} \times \text{Cr} = 99.75$	$\sum \text{Cr} = 30$	

MBA Program Structure at a Glance

COURSES OF THE MBA PROGRAM

Core, Capstone, and Major Courses of MBA Program

The MBA Program consists of Core, Capstone, and Major Courses. The Core courses aim at enabling students to master the concepts of business tools and techniques of analysis as well as familiarize them with the current business environment.

The Capstone course helps students address the dynamic nature of today's business world while conveying the essential elements of the business research process. Major courses focus on a particular area of concentration, including marketing, human resource management, accounting, finance, and economics.

The following table will give you the titles of the core courses, the capstone course, and the major courses of the MBA program by level. The course code with the respective credits of each course and the semester in which the courses will be offered are also mentioned in this table.

Course Structure			
<i>Titles of Core Courses</i>	<i>Credit (Hours)</i>	<i>Course Code</i>	<i>Offering Semester</i>
First Level			
Principles of Management	3	MBA 1301	231
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	222
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	231
Marketing Management	3	MBA 3310	
Strategic Management	3	MBA 3311	
Managerial Finance	3	MBA 3314	
Operations Management	3	MBA 3315	
Titles of Major & Capstone Courses			
Fourth Level – Major in Marketing			
E-Marketing	3	MBA 4318	222
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		

Course Structure			
Titles of Core Courses	Credit (Hours)	Course Code	Offering Semester
Fourth Level – Major in Human Resource Management			
Compensation Management	3	MBA 4322	222
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 and Information Systems			
Corporate Financial Reporting and Analysis	3	MBA 4326	222
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)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		
Fourth Level – Major in Finance and Banking			
Corporate Finance	3	MBA 4330	222
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)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		
Fourth Level – Major in International and Development Economics			
Economic Development and Planning	3	MBA 4334	222
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)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		

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

Student's Copy

For claiming marks in the assignment (if reflected as not submitted or absent in the Marksheet), each student must preserve this slip carefully.

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SCHOOL OF BUSINESS
Bangladesh Open University
MBA Program

Assignment Acknowledgement Form

Name: _____

ID: _____

Course Code	Received on or before due date		
	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____

Dean's COPY

(Please tear this portion off while submitting the last assignment.)

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Bangladesh Open University
MBA Program

Assignment Acknowledgement Form

Name: _____

ID: _____

Course Code	Received on or before due date		
	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____	Signature & Date Reference No.: _____

Signature of the SC Coordinator

Study Center

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

- Put his/her signature on this form 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, Bangladesh Open University, Gazipur-1705.



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Bangladesh Open University
MBA Program

Tutor Evaluation Form

(Confidential)

Student's Name: _____ Study Center: _____

ID No.

			-	3		-					
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RC: _____

Semester: _____ Level(s): _____

Your Opinion about the Tutors of Your Registered Courses

Course Code	Name of the Tutor	Assessment of Tutors' Performance (Give your opinion by using: A =Excellent; B = Very Good; C =Good; D = Not Good; E = Bad)				
		Planning and Presentation Skills	Interactions with Students and others	Subject/ Curriculum Knowledge	Classroom Management	Sincerity and Punctuality
MBA						
MBA						
MBA						
MBA						
MBA						
MBA						

Mailing Address:

Signature of the Student _____

Dean School of Business Bangladesh Open University Gazipur-1705, Bangladesh

** Please feel free to fill up this form and mail it immediately after the completion of the tutorial session each semester.

** Your evaluation through this form:
(a) will be treated as highly confidential; and
(b) help us improve our tutorial services.

N.B: You can use a photocopy of this form.



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MBA Program

Admit Card

Semester-End Final Examination

Signature & Seal of the RD

Semester: _____ **Level:** _____ / _____

RC: _____

Name of the Examinee: _____

ID Number:

				-	3		-				
--	--	--	--	---	---	--	---	--	--	--	--

Study Center: _____ Exam. Center: _____

Please write the codes and titles of the courses you have registered for the examination. Make sure the invigilator's signature is against the course you have appeared at the examination.

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 students to show the Admit Card while entering the examination hall. Without the Admit card, no student will be allowed to sit for the examination. So, please collect this Admit Card while submitting the Examination Registration Form)

■ Students may bring the following items and use them in the examination hall if the invigilator permits:

- | | |
|----------------------|-------------------|
| ◆ Graph paper | ◆ Calculator |
| ◆ Statistical tables | ◆ Student ID Card |
| ◆ Scale | ◆ Water pot |

■ The following instructions must be maintained in the examination hall:

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



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MBA Program

Photo

Registration Form for Viva-voce

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

Semester: _____ Major Subject: _____

Student's Name: _____ RC: _____

ID Number:

			-	3		3	-				
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Study Center:

Preferred Center for Viva-Voce:

The number of Courses Completed:

Number of Courses Appeared at the Last Semester-End Final Examination

Title of the Master Paper:

Supervisor of the Master Paper:

Submission Date of the Master Paper:

Contact Number: E-mail Address:

Signature of the Student and Date



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Photo

Admit Card for Viva-voce

Name of the Examinee: _____ Major Subject: _____

ID Number: _____ RC: _____

Study Center: _____ Preferred Viva-voce Center: _____

(It is mandatory for all 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 mentioned in the relevant Academic Calendar.

Use the Photocopy of this Form



MBA PROGRAM
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SCHOOL OF BUSINESS
 Bangladesh Open University

Received by BOU Office:

Signature

Date

STUDENTS' COMPLAINT FORM

(For claiming marks in the Assignment(s), and or Theory reflected as Absent (AB), Not Submitted (NS), Withheld (WH), Missed, Not clear, etc. in the Mark sheet)

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)				For Official Use Only			
						Decision on		Remarks	
		Theory	Assignment			Theory	Assignment		
#1	#2		#3	#1	#2		#3		
MBA									
MBA									
MBA									
MBA									
MBA									
MBA									

Complained by:

3. Student Name: _____ Signature & Date: _____

4. ID Number:

			-	3	3	-					
--	--	--	---	---	---	---	--	--	--	--	--

5. Contact Number: _____

6. E-mail Address: _____

7. Exam Semester:

--	--	--

Enclosed:

- Photocopy of ID Card.
- Assignment Acknowledgement Form (Student's Copy- Original & Signed by BOU official)
- Photocopy of Level Mark Sheet.
- Photocopy of Admit Card (Attested by SC Coordinator).
- Photocopy of Assignments.
- Other Documents (Specify) _____.

For Official Use Only

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

ADDRESSES OF REGIONAL CENTERS (RC), BOU

<p>◆ Dhaka RC 4/Ka, Govt. Laboratory School Road (Adjacent to Dhaka Teachers' Training College), Dhanmondi, Dhaka-1205 Phone: 02-41062293, 09666730730-Ext. 177, Email: rcdhaka@bou.ac.bd</p>	<p><i>MBA tutorial facility is available at Dhaka RC</i></p>
<p>◆ Chattogram RC C.R.B. Road (Adjacent to Chattogram Stadium), Kotwali, Chattogram Phone: 02-41361051, Email: rcchattogram@bou.ac.bd</p>	<p><i>MBA tutorial facility is available at Ctg. RC</i></p>
<p>◆ Rajshahi RC Naohata, Poba, Rajshahi-6213 Phone: 0247-800008, Email: rcrajshahi@bou.ac.bd</p>	<p><i>MBA tutorial facility is available at RU</i></p>
<p>◆ Jashore RC Jashore Uposhar (adjacent to the Dhaka Road), B.R.T.C. Campus, Jashore Phone: 02477760080, Email: rcjashore@bou.ac.bd</p>	<p><i>MBA tutorial facility is available at IU, Kushtia</i></p>
<p>◆ Faridpur RC (Beside to Nadigabashana Institute), Harokandi, Barisal Road, Faridpur Phone: 02478802081, Email: rcfaridpur@bou.ac.bd</p>	
<p>◆ Cumilla RC Dhaka-Chittagong Trank Road Noapara, Durgapur, Cumilla Phone: 02334405557, Email: rccumilla@bou.ac.bd</p>	
<p>◆ Sylhet RC Pirijpur, South Surma, Sylhet Phone: 02996635523, Email: rcsylhet@bou.ac.bd</p>	<p><i>MBA tutorial facility is available at SUST</i></p>
<p>◆ Mymensingh RC Mashkanda (Adjacent to Dhaka-Mymensingh Highway), Mymensingh Phone: 02996665298, Email: rcmyensingh@bou.ac.bd</p>	
<p>◆ Rangpur RC R.K Road (Adjacent to Central Bus Terminal), Rangpur Phone: 02589962430, Email: rcrangpur@bou.ac.bd</p>	
<p>◆ Barishal RC Rupatali, Post- Jagua, Barisal Phone: 02478831726, Email: rcbarishal@bou.ac.bd</p>	
<p>◆ Bogura RC Bishwa Road, Banani (Near BADC Workshop), Bogura Phone: 02588813628, Email: rcbogura@bou.ac.bd</p>	
<p>◆ Khulna RC Roshnibag, (West of Khulna University) Khulna-9208 Phone: 02478844351, Email: rckhulna@bou.ac.bd</p>	<p><i>MBA tutorial facility is available at Azam Khan Govt. Commerce College, Khulna</i></p>

Teachers of School of Business & their Research Interests

Name & Designation	Contact Details	Research Area(s)
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)	8802996691106, 09666730730/666, 01711955537 (Cell) islammayenul@yahoo.com; islammayenul@bou.ac.bd	Management; Human Resource Management
Prof. Mostafa Azad Kamal Professor (Economics)	09666730730/662, 01911319248 (Cell) Fax: 9291106, mostafa_azad@yahoo.com	International & Development Economics; e-Learning; ODL; OER
Dr. Md. Serazul Islam Professor (Accounting)	09666730730/668, 01712937189 (Cell) islamserazul@gmail.com; islamserazul@bou.ac.bd	SME Financing & Entrepreneurship Development; Accounting & Finance; ODL
Dr. Mohammad Zahir Raihan 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 Professor (Management)	09666730730/792, 01911251181 (Cell) shaheenmahmed@yahoo.com; sahmed@bou.ac.bd	Human Resource Management; Organizational Behavior; Industrial Psychology
Mr. Md. Tarikul Islam Associate Professor (Marketing) [On study leave]	8802996691106, 01720581050 (Cell) tarikuldu05@yahoo.com; tarikuldu05@bou.ac.bd	International Marketing; Marketing Management; Marketing Research
Mr. Md. Mahfuzur Rahman Associate Professor (Economics)	8802996691106, 01721380509 (Cell) masum2069@yahoo.com; mahfuz.sob@bou.ac.bd	International & Development Economics
Dr. Mollika Ghosh Associate Professor (Marketing)	8802996691106, 01799781487 (Cell) mollikag.du@gmail.com; mollika@bou.ac.bd	Advertising and Promotion; Service Marketing
Mr. 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)	8802996691106, 01818644137 (Cell) adiba10mkt@gmail.com; adiba.anis@bou.ac.bd	Tourism; Supply Chain Management; Advertising
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) [On study leave]	8802996691106, 01913705671 (Cell) romana.hrm@gmail.com; romanak.sob@bou.ac.bd	Human Resource Management
Mr. Ariful Islam Assistant Professor (Accounting)	09666730730 Ex.663, 01911553988 (Cell) maverick9036@gmail.com; arif.sob@bou.ac.bd	Accounting; Taxation
Ms Sibat Masood Assistant Professor (Marketing)	8802996691106, 01796631658 (Cell) sibatz@yahoo.com; sibat@bou.ac.bd	Competency Based Education; Social Media Marketing
Ms Syeda Shagin Akhter Lecturer (Economics)	8802996691106, 01675703672 (Cell) shaginakhter@gmail.com	Economics; Environmental Economics; Climate Change; Disaster Economics
Ms Nayeema Sultana Lecturer (Marketing)	8802996691106, 01922385322 (Cell) nayeemajoty@gmail.com	Service Marketing; Consumer Behavior; Technology Based Marketing, Tourism
Ms Shahima Jabin Lecturer (Accounting)	8802996691106, 01516162712 (Cell) shahimajabin284@gmail.com	Creative Accounting; Corporate Governance; Intellectual Capital

Instructions for the Students:

Students are asked to contact the concerned teacher(s) during office hours if they face any problems in understanding any concept or topic of the textbook or assignment. As per their research interests, students may request the concerned teacher(s) to be their Master Paper Supervisor.

Answers to Important FAQs

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

You can appear for the final examination three times on one course. So, if you obtain a very low score in one or more courses, you can re-register to appear for the examination on that course in the concerned consecutive semester. Suppose that if you register your course(s) in 212-Semester, you can sit for examinations in the current 222-Semester and in the subsequent two semesters (232 and 242) 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 successfully completed all the courses, you will *no longer be able* to improve your grades. You must have at least **one course incomplete** if you like to improve your grades.

3. The maximum duration of the Program (5 years) is over, but I am yet to complete one or more courses. 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 an extension of your registration period (**De-NOVO registration**). You will be allowed to have 3 years more for completing the rest of the courses. You can also sit for the on-demand examination to the maximum of 2 times by paying Tk. 7,000/- per course in the semester when the course(s) is not offered.

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 in the consecutive 3 semesters including registration semester.

Contact Points for Further Information

The Central Coordinator, Study Center Coordinators, or Following Program Officers	<i>Most Preferred Way of Communication</i>
<p>Salauddin Ahmed, Program Officer : 01674497533 (For Dhaka RC)</p> <p>Md. Kamrul Hasan, Program Officer : 01869718788 (For Ctg RC)</p> <p>Md. Mahbubar Rahman, Program Officer : 01913767421 (For Khulna RC)</p> <p>Most. Aklima Khatun, Program Officer : 01724181255 (For Rajshahi RC)</p> <p>Lutfun Ara Pinu, Program Officer : 01918015822 (For Jashore RC)</p> <p>Shapon Kumar Das, Program Officer : 01712851290 (For Sylhet RC)</p>	<p>Email Addresses:</p> <p><i>mbacoordinator.bou@gmail.com</i></p> <p><i>deanoffice.sob@gmail.com</i></p> <p>WhatsApp group:</p> <p>For 222-Semester (2nd Level):</p> <p>https://chat.whatsapp.com/GcS9jcPWT4qlABrgrZ3zpg</p> <p>For 222-Semester (4th Level):</p> <p>https://chat.whatsapp.com/HYdKDYXsP5r0keXB2AWWim</p>
<p><u>Dean Office:</u></p> <p>Phone: +8802996691106</p> <p>E-mail: deanoffice.sob@bou.ac.bd</p>	



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