

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

স্কুল অব বিজনেস School of Business

Partner Universities



Allama Iqbal Open University



Open University of Sri Lanka



The University of Guyana



Kwame Nkrumah University of Science and Technology, Kumasi, Ghana



National Open University of Nigeria



Wawasan Open University, Malaysia



University College of Caribbean, Jamaica



University of Papua New Guinea



The Open University of Mauritius (OUM)



The University College of the Cayman Islands (UCCI)



The Botswana College of Distance and Open Learning (BOCODOL)

Semester Calendar

Commonwealth Executive Master of Business Administration (CEMBA)/
Commonwealth Executive Master of Public Administration (CEMPA)

Semester: 211 (2nd and 4th Levels)



CEMBA/CEMPA

- E-mail to deanoffice.sob@gmail.com. You will get a reply instantly, check the following mail and accordingly.
- 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.



বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

Welcome Note

Dear Learners,



It is my sheer delight to welcome you to 211 semester of the Commonwealth Executive Master of Business Administration (CEMBA)/Commonwealth Executive Master of Public Administration (CEMPA) Programme. To make your journey comfortable with the program, we are committed to ensure the best service to all the students. Feel free to contact with the Dean & Coordinator of CEMBA/CEMPA Program and Professor Dr. Mohammad Zahir Raihan, Joint-Coordinator of CEMBA/CEMPA Program of School of Business, Bangladesh Open University.

Professor Dr. Md. Mayenul Islam

Dean, School of Business, BOU

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



Dr. Mohammad Zahir Raihan

Professor (Finance)

&

Central Joint Coordinator

and Coordinator Dhaka Study Centre

CEMBA/CEMPA Programme

School of Business (SOB)

Bangladesh Open University (BOU)

Mobile: 01716233708

E-mail: mzraihan@bou.ac.bd

Send an e-mail to
deanoffice.sob@gmail.com
and wait for the instant reply.
Then fill out the INFORMATION
FORM and submit online.

or

You can directly call us at
+8802996691106
Or PABX:
+8809666730730, Ext. 662

Programme Officer

CEMBA/CEMPA Programme, School of Business, BOU

Ms. Nazma Akter

Section Officer, SOB, BOU, Gazipur

Phone: +8802996691106 (Dean Office)

PABX: +8809666730730, Ext. 804

Cell Phone: 01710930964

E-mail: nazmaakter@bou.ac.bd

স্কুল অব বিজনেস

School of Business

Bangladesh Open University

SEMESTER CALENDER

Semester: 211 (2nd and 4th Levels)

Programme: Commonwealth Executive MBA/MPA

Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

Activity	Deadline/Date
FIRST Day of the Tutorial Sessions	8 December 2023
Submission of Assignment # 1	19 January 2024
Submission of Assignment # 2	23 February 2024
Submission of Assignment # 3	15 March 2024
Submission of Research Project Proposal	23 February 2024
Payment of Re-exam Fee [Tk. As per BOU Rules course as re-exam fee for the course(s) registered earlier. Don't pay if you have registered the course(s) and paid Tk. As per BOU Rules as exam fee in the current 191 Semester]	Within one month of result publication
Submission of Exam Registration Form	February 01 – March 28, 2024
Collection of the Admit Card (compulsory)	March 01 – 29, 2024
Submission of PQI Form (see page#9 of this Calendar)	March 24, 2024
LAST Day of Tutorial Sessions	April 26, 2024
Submission of Research Project Report	May 31, 2024
FIRST Day of Semester-end Final Examination: 211 Semester	May 03, 2024
Registration into the Courses of 212 Semester (1 st & 3 rd Levels)	March 31 – May 15, 2024
Orientation of 212 Semester	June 14, 2024

Fee Structure of MBA Program

(May be Changed by the University Authority)

Compulsory Fees:	Amount in Bangladeshi Taka
Prospectus and Application Form	Tk. 1,000
Examination Fee (per semester)	Tk. 315
Fee for Digital ID Card	Tk. 200
Course Registration Fee (per course)	Tk. 6,300
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. 578
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

Programme Structure at a Glance

Components	Commonwealth Executive MBA	Commonwealth Executive MPA
Core Courses	All 4 core courses from the list of 1 st Level and 4 Core Courses from 2 nd Level excluding Public Systems Management	All 4 core courses from the list of 1 st Level and 4 Core Courses from 2 nd Level including Public Systems Management
Specialised Compulsory (SCOM) Courses	- Strategic Management - Quality Assurance Management	- Public Policy - Development Planning and Administration
Elective(ELEC) Courses	3 courses from the list of Elective Courses	3 courses from the list of Elective Courses
Required (REQD) Courses	- Research Methods - Research Project	- Research Methods - Research Project

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 find that you got very low score in one or more courses, you can re-register for appearing at the examination on that course in concerned consecutive semester. You have to pay the re-exam fee (Tk. As per BOU Rules) as per the university rule. Please keep in mind that once you complete all the courses of the programme, you will not be allowed to take this opportunity.

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

If you 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 duration of the programme (5 years) is over; but I am yet to complete some courses. What can I do?

If you completed at least 10 courses during the stipulated 5 years, you would have got the chance to apply to the Dean, School of Business, BOU for extension of the 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 (for old students) or 80 (for new students).

Contact Points for Further Information

- Coordinator, Concerned Study Centre. Or - Programme Officer, Concerned Regional Centre.		Most Preferred Way of Communication You must have an Email ID and let us know that soon (Send a message to mzraihan@bou.ac.bd 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.
Programme Officer, Dhaka MD. HUMAYUN KABIR Administrative Officer, SOB, BOU Mobile: 01671712001 E-mail: Kabir.sob@bou.ac.bd	Programme Officer, Chattogram MD. KAMRUL HASAN WPO, Chattogram RC, BOU Mobile: 01869718788 E-mail: kironhasan15@gmail.com	

 For e-books of CEMBA/CEMPA Programme, visit: http://www.ebookbou.edu.bd/cemba_cempa.php

 For Prospectus, visit: http://www.bou.ac.bd/images/student_guide/cemba_prospectus_130917.pdf

Schedule for the 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 (new students) must attend the 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 the Study Centre (SC) to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow students in groups. The tutorial sessions will begin on December 08, 2023 and will continue up to April 26, 2024 at our specified SCs-Dhaka Regional Centre (RC) and Chittagong Regional Centre (RC). The tutorial sessions will be conducted on the Fridays as specified below:

2023-24																				
Date wise Tutorial Sessions																May 2024	June 2024			
December 2023			January 2024			February 2024			March 2024				April 2024							
08	15	22	12	19	26	02	16	23	01	08	15	22	29	19	26	03	14			
√	√	√	√	√	Assignment #1	√	√	√	√	Assignment #2	√	√	√	Assignment #3	√	√	√	√	FINAL EXAM STARTS 201 Semester	Next 212 Semester Starts

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in the current 211 Semester. The students are requested to collect the **Class Schedule** from the Coordinator of the concerned SC on the first day of the tutorial session.

2ND Level	CORE 2605: Management Information System	CORE 2606: Operations Management	CORE 2607: Human Resource Management	CORE 2608: Economic Environment of Business	
4TH Level	SCOM 4611: Quality Assurance Management	ELEC 4616: Electronic Commerce	ELEC 4617: Corporate Finance	ELEC 4618: Managerial Economics	REQD 4623: Research Project (Only for students who have completed or appeared at the Research Methods course)

Assignment Submission

During the semester, you have to go through your course materials and submit 2 (two) assignments [For old students, 3 (three) assignments] for every registered course on or before the due dates specified on the schedule of the tutorial sessions above. Each assignment bears 10 marks. **You must submit the Assignments on the specified dates in the registration semester of the course. If you in case fail to submit the Assignment within the registration semester of the course, you will lose the Assignment score permanently and you shall have to pass without assignment marks.**

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 those complexities. For better management of the Assignments, you must submit the Assignments on time and comply with the instructions properly. **Delayed submission of Assignments is strictly prohibited. Score on an Assignment will be reduced if it is submitted after the deadline or copied from others.**

Assignment Submission Deadlines	Assignment# 1: January 19, 2024	Where and How to Submit the Assignments Assignments must be submitted to the Coordinator of the concerned SC only on or before the due date . Every assignment must contain the prescribed cover page (see Page#4 of this Calendar). You must take signature of the Coordinator or the Assigned Person on Assignment Acknowledgement (AA) Form (see Page#5 of this calendar) while submitting the assignments. You must not forget to submit the Dean's Copy of the AA Form while submitting the last assignment. If you fail to submit it, your claim of assignment submission will not be considered in case of missing.
	Assignment # 2: February 23, 2024	
	Assignment# 3: March 15, 2024	

Semester-end-Final Examination

You are required to sit an examination at the end of the delivery of the courses in every semester. So, you must complete the formalities well-ahead the exam starts. If you fail to complete the formalities, you must not be able to appear at the examination of a particular course and will need to wait for almost 1 year when it will be offered again. So, you must not forget to complete the exam registration formalities on time. All students are, therefore, required to submit the **Exam Registration Form** to appear at the semester-end final examination. Make a photocopy of the Exam Registration Form from **Page#7** and **Admit Card** from **Page#8** of this Semester Calendar and submit the filled-up form to the **Programme Officer** at the respective RC.

Exam Form Submission Deadlines	For all students : Within one month of result publication	Where to Submit the Exam Registration Form
	If you registered your course (s) in the previous semester(s), you must pay the re-examination fee of Tk. As per BOU Rules course to appear at the examination.	Exam registration form must be filled up and submitted to the Programme Officer of the concerned RC and Admit Card can be collected only on or before the due date. Attach the Money Receipt while submitting the exam registration form.
	Collection of Admit Card: March 01 – 29, 2024 (Without Admit Card, no student will be allowed to sit the exam)	

Exam Schedule: Semester 211 (This schedule will remain unchanged if no unavoidable circumstances occurs.)

<i>Tentative Date</i>	<i>Time</i>	<i>Course Code and Course Title</i>	EXAM CENTRE Exams will be held at the respective Study Centre. If you want to change the exam centre, mention it on the specified area of the Exam Registration Form.
May03, 2024	09:00 am - 12:00noon	CORE 2605 : Management Information Systems	
Friday	02:00 pm - 05:00 pm	SCOM 4611 : Quality Assurance Management	
May 10, 2024	09:00 am - 12:00 noon	CORE 2606 : Operations Management	
Friday	02:00 pm - 05:00 pm	SCOM 4613 : Development Planning and Administration	
May 17, 2024	09:00 am - 12:00 noon	CORE 2607 : Human Resource Management	
Friday	02:00 pm - 05:00 pm	ELEC 4616 : Electronic Commerce	
May 24, 2024	09:00 am - 12:00noon	CORE 2608 : Economic Environment of Business	
Friday	02:00 pm - 05:00 pm	ELEC 4617 : Corporate Finance	
May 31, 2024	09:00 am - 12:00noon	CORE 2609 : Public Systems Management	
Friday		ELEC 4618 : Managerial Economics	
	02:00 pm - 05:00 pm	ELEC 4621 : Contemporary Administration Systems	

Course Evaluation Process (For New Students)

Class Attendance & Performance=10 Marks; Assignments= (10×2) =20 Marks; Final Exam=70 Marks. Total=100

Course Registration for Next Semester :212 (1st & 3rd Levels)

You are required to register into the courses to be offered in the next semester (202 Semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in the courses of 202 Semester. You will be transferred to the next available semester (202 Semester) when the same courses will be offered again.**

Registration into Courses of next 212 Semester	Deadline: March 31 – May 15, 2024 (You must deposit the fees into Janata Bank Online (Special Notice Deposit) Account # 0100008680943, BOU Campus Branch, Gazipur. You are asked to fill up the Course Registration Form (see page#10 of this Calendar) and submit the office copy to their respective RC after depositing the required fee. <i>Please read Page#9, 10 & 11 of Prospectus or page#1 of this Calendar</i> carefully before choosing courses for registration.		<u>How Many Courses You may Take at a Time</u> You have to take at least 2 (two) courses and maximum 4 (four) courses in each level; however, if you have only one course left to complete the programme, you can take one course in that case. If you don't take any course in four consecutive semesters, your registration into the whole programme will be cancelled.
	<i>Courses to be Offered in the Next Semester: 212 (1st & 3rd Levels)</i>		
	1 st Level (Compulsory)	CORE 1601: Management and Organisations	CORE 1603: Marketing Management
		CORE 1602: Quantitative Techniques	CORE 1604: Accounting and Finance
	3 rd Level	SCOM 3610: Strategic Management (For CEMBA)	ELEC 3619: Disaster Management
		SCOM 3612: Public Policy (For CEMPA)	ELEC 3620: Policy Analysis and Implementation
		ELEC 3614: Project Management	REQD 3622: Research Methods
		ELEC 3615: International Marketing	

Pursuing the Research Project

Pursuing Research Project	Research Project Proposal Submission: February 23, 2024 Research Project Report Submission: May 31, 2024	<u>Where to Submit the Project Proposal</u> The Research Project Proposal signed by your <i>Project Guide</i> must be submitted to The Dean, School of Business, BOU through the Coordinator of your Study Centre for approval. Research work can begin only when the Research Proposal is approved by the Dean/ Coordinator/ Supervisor.
	Requirement: You must select the topic of your research project in consultation with your <i>Project Guide</i> who will preferably be any teacher of BOU or a teacher of another university holding not below the rank of Assistant Professor or a researcher not below the rank of Joint Director or Senior Research Fellow. For details, you must contact your course teacher and or SC Coordinator.	

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School of Business
Bangladesh Open University

ASSIGNMENT NO.:

Programme: Commonwealth Executive MBA/MPA

Course Title:

Course Code:

Submission
Semester:

2	1	1
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Level: (Please put ✓)

2 nd

4 th

PERSONAL INFORMATION of the STUDENT

Name (In Capital Letters):

ID (In Numbers):

			-	7	1	-				-			
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ID (In words):

			Seven	One						
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Study Centre (SC) where you are submitting your Assignments (Please put ✓):

☐ Dhaka Regional Centre
☐ Chittagong Regional Centre

Contact Address (Compulsory)

Mailing Address:

Tel:
Mobile:
E-mail:

For Use of the Coordinator's Office

(If the Assignment is submitted after deadline)

 Signature of the Coordinator/
 Authorised Person/Seal of the Late
 Submission

Date:

Student's Copy

(Each student must preserve it carefully. If any Assignment is lost, student's claim will not be accepted without this slip.)

স্কুল অব বিজনেস

SCHOOL OF BUSINESS

Bangladesh Open University

Commonwealth Executive MBA/MPA Programme

Assignment Acknowledgment Form (AA Form)

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For CPA & Old Students)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

Cut here

Cut here

Cut here

Dean's COPY

(Please tear this portion off while submitting last assignment. 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

Commonwealth Executive MBA/MPA Programme

Assignment Acknowledgment Form (AA Form)

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before January 19, 2024	Course Code: Received on or before February 23, 2024	Course Code: Received on or before March 15, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

Instructions to the Coordinator: The SC 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 has been written on the form correctly.
- 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.

For Exam Division

শুল্ক ও বিজ্ঞান
SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 211(2nd & 4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:
ID Number: - 7 1 -
Regional Centre: ☐ Dhaka ☐ Chittagong
Study Centre: ☐ Dhaka RC ☐ Chittagong RC
Preferred Exam Centre: ☐ Dhaka RC ☐ Chittagong RC

This is to certify that s/he can appear at the final exam as per the records maintained at this Regional Centre.

Regional Director, BOU

Please put ☒ mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., CEMBA - the courses you have not registered for examination.

Put ☒	Course Code and Course Title	Put ☒	Course Code and Course Title
☐	CORE 2605: Management Information Systems	☐	SCOM 4611: Quality Assurance Management
☐	CORE 2606: Operations Management	☐	SCOM 4613: Development Planning and Administration
☐	CORE 2607: Human Resource Management	☐	ELEC 4616: Electronic Commerce
☐	CORE 2608: Economic Environment of Business	☐	ELEC 4617: Corporate Finance
☐	CORE 2609: Public Systems Management	☐	ELEC 4618: Managerial Economics
☐		☐	ELEC 4 621: Contemporary Administration Systems
☐		☐	REQD 4623: Research Project
Total Number of courses: _____ (In words: _____)		Re-exam fee paid: TK. _____ Date: _____ Deposit slip no.: _____ Branch: _____	

Instructions Regarding Exam Registration:

- You have to submit this form at your RC on or before March 24, 2024. If you want to change your examination centre, you have to submit an application to the Controller of Examinations through the Dean of the School of Business along with this registration form.
- You can appear at the final examination only for the courses offered in this semester. You have the chance to appear thrice at the final examination for a registered course - once in the current semester and twice more in the next two semesters concerned (with re-examination fee).**
- If any student gets 'D' grade in a course in the current semester, s/he has can re-appear at the course within the next two semesters concerned that twice only after paying necessary examination fee each time. If any student fails to get at least 'C' grade after availing of such chance or if s/he doesn't appear at the exam within two semesters concerned, s/he will have to register the course new by paying the registration fee and submit the assignments again.
- You must submit the filled-up Admit Card with the exam registration form.**
- You must add the Bank slip of depositing the *exam fee* with the exam registration form.

For Dean's Office

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SCHOOL OF BUSINESS
Bangladesh Open University

(Submit it to RC. They will
 send it to the dean's office
 before the exam starts)

Exam Registration Form
Semester: 211(2nd & 4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:									
ID Number: - 7 1 -									
Regional Centre: ☐ Dhaka ☐ Chittagong									
Study Centre: ☐ Dhaka RC ☐ Chittagong RC									
Preferred Exam Centre: ☐ Dhaka RC ☐ Chittagong RC									
E-mail ID:									
Mobile Phone#									

This is to certify that s/he can appear
 at the final exam as per the records
 maintained at this Regional Centre.

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

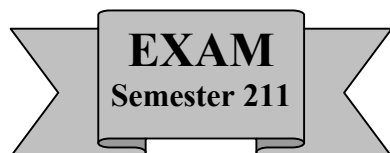
 Regional Director, BOU

Please put $\checkmark$ mark against the courses you have registered for examination and strike through (in red ink) – i.e., CEMBA - the courses you have not registered for examination.

Put $\checkmark$	Course Code and Course Title	Put $\checkmark$	Course Code and Course Title
	CORE 2605: Management Information Systems		SCOM 4611: Quality Assurance Management
	CORE 2606: Operations Management		SCOM 4613: Development Planning and Administration
	CORE 2607: Human Resource Management		ELEC 4616: Electronic Commerce
	CORE 2608: Economic Environment of Business		ELEC 4617: Corporate Finance
	CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics
			ELEC 4 621: Contemporary Administration Systems
			REQD 4623: Research Project
Total Number of courses: _____ (In words: _____)		Re-exam fee paid: TK. _____ Date: _____	
		Deposit slip no.: _____ Branch: _____	

Note: You have to submit this Form to your RC on or before March 24, 2024.

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



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SCHOOL OF BUSINESS

Bangladesh Open University

Programme: Commonwealth Executive MBA/MPA

Admit Card

Semester Final Examination

Semester: 211 (2nd & 4th Levels)

Photo

Signature & Seal
of the RC

Name:	
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ID (In Numbers):

			-	7	1	-				-				
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ID (In words):

			Seven	One										
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Study Centre: ☐ Dhaka RC ☐ Chittagong RC Exam Centre: ☐ Dhaka RC ☐ Chittagong RC

Please put ✓ mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CEMBA~~ – the courses you have not registered for examination.

Course Code and Course Title	Invigilator's Signature	Course Code and Course Title	Invigilator's Signature
CORE 2605: Management Information Systems		SCOM 4611: Quality Assurance Management	
CORE 2606: Operations Management		SCOM 4613: Development Planning and Administration	
CORE 2607: Human Resource Management		ELEC 4616: Electronic Commerce	
CORE 2608: Economic Environment of Business		ELEC 4617: Corporate Finance	
CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics	
		ELEC 4621: Contemporary Administration Systems	
Total Number of courses: _____ (In words: _____)	Re-exam fee paid: TK. Date:	Deposit slip no.: _____ Branch:	

(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 Exam Registration Form)



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

- ◆ Graph Paper
- ◆ Calculator (to be used if invigilator permits)
- ◆ Statistical Tables
- ◆ 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 incomppliance 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 programme.
- ◆ Mobile phones must be switched off and kept away from students during the exam. If someone is found using the mobile phone during the exam, his/her script will be snatched or s/he shall be penalised as per the university rules.

শুন্ন ওব বিজনেস

Bangladesh Open University

Compulsory

Deadline: March 24, 2024

Programme Quality Improvement (PQI) Form

Please fill out the form carefully and submit it to the study centre coordinator. You may send email in the pdf or jpg form to comnwltmba.bou@gmail.com

About the Tutor (Course Teacher)

Please rate all items below using the following scale against each course you have attended in the current semester:

1 = Excellent, 2 = Very Good, 3 = Good, 4 = Poor, 5 = Very Poor

Items	Course Codes				
His/her preparation for holding tutorial sessions					
His/her punctuality in the tutorial sessions					
His/her lecture and presentation					
His/her participation in the tutorial sessions					
His/her teaching methods					
His/her presence beyond tutorial sessions					
His/her knowledge or mastery of the subject taught					
His/her communication & delivery					
His/her interaction with students					

About the Regional Centre (RC)

Please rate all items below using the following scale:

1 = Definitely Yes, 2 = Yes, 3 = Somewhat Yes, 4 = Somewhat No, 5 = No, 6 = Definitely No

Items	Scale	Items	Scale
1. Concerned person of RC was cordial		2. Never tried to avoid me when I asked any information	
3. All information were clearly transmitted		4. Distributed the study materials on time	
5. Carefully listened to me whenever I went		6. Didn't hesitate to talk over phone	
7. Concerned person has clear idea regarding the programme		8. Never tried to keep us waiting for long time for an information	

Regarding the SC Coordinator

Please rate all items below using the following scale:

1 = Definitely Yes, 2 = Yes, 3 = Somewhat Yes, 4 = Somewhat No, 5 = No, 6 = Definitely No

Items	Scale	Items	Scale
1. S/he monitored the tutorial sessions regularly		2. S/he provided me with the information what I asked for.	
3. S/he transmitted all information timely and clearly		4. S/he addressed our problems very carefully and cordially	
5. S/he listened to me whenever I met or phoned him		6. S/he always inspired us to the study	

Additional Comments

If you have any comments about the experience you have had this semester, please use the space below. Your suggestions or criticisms will help improve the tutorial service and other aspects of the programme in the future. (Use additional papers if the space below is not sufficient)

Bangladesh Open University
Regional Centre: Dhaka/Chittagong
CEMBA/CEMPA Programme
Course Registration Form

Office Copy

Name: _____ ID No.: _____

Bank Receipt No.: _____ Date: _____ Amount: _____ Cell No.: _____

General Information about Course Registration:

Sl.	Course Code					Course Title	Registration Semester
1							
2							
3							
4							
5							
6							

Signature of the Student

Programme Officer

Students are asked to fill up this form and submit the office copy to their respective RC after depositing the required fee.

Bangladesh Open University
Regional Centre: Dhaka/Chittagong
CEMBA/CEMPA Programme
Course Registration Form

Student's Copy

Name: _____ ID No.: _____

Bank Receipt No.: _____ Date: _____ Amount: _____ Cell No.: _____

General Information about Course Registration:

Sl.	Course Code					Course Title	Registration Semester
1							
2							
3							
4							
5							
6							

Signature of the Student

Programme Officer

List of Teachers of School of Business & their Research Interests

<i>Name & Designation</i>	<i>Contact Details</i>	<i>Research Area(s)</i>
Dr. Qazi Mohammad Galib Ahsan Professor (Accounting)	09666730730/665, 9185266 (Res), 01729224499 (Cell) qgalib@bou.edu.bd, galib_ahsan@yahoo.com	Corporate Social Responsibility and Accountability
Dr. Md. Mayenul Islam Professor (Management) & Dean	09666730730/666, 01711955537 (Cell) islammayenul@yahoo.com	Management; Human Resource Management
Professor Mostafa Azad Kamal 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@yahoo.com	SME Financing & Entrepreneurship Development; Accounting & Finance; ODL
Dr. Mohammad Zahir Raihan Professor (Finance)	09666730730/669, 01716233708 (Cell) raihan_bou@yahoo.com	Corporate Social Responsibility; Micro Finance; Corporate Finance; Finance & Banking
Dr. Shaheen Ahmed Professor (Management)	09666730730, 01911251181 (Cell) shaheenmahmed@yahoo.com	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)	880299661106, 01818644137 (Cell) adibal0mkt@gmail.com adibal0mkt@bou.ac.bd	Tourism; Supply Chain Management; Advertising
Md. Mahfuzur Rahman Assistant Professor (Economics) (Study Leave)	8802996691106, 01721380509 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 (HRM) (Study Leave)	88029966911, 1913705671 (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
Mr. Ariful Islam Assistant Professor (Accounting)	09666730730 Ex. 663, 01911553988 (Cell) maverick9036@gmail.com arif.sob@bou.ac.bd	Accounting; Taxation
Ms. Sibat Masood Lecturer (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 ; Shaginakhter@bou.ac.bd	Economics; Environmental Economics; Climate Change; Disaster Economics
Ms. Nayeema Sultana Lecturer (Marketing)	8802996691106, 01922385322 (Cell) nayeemajyoty@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

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 Project Guide.