



Semester Calendar : 222

Bachelor of Business Administration (BBA)

Semester: 222 (2nd, 4th, 6th and 8th Levels)

বাউবির দীক্ষা:

সবার জন্য উন্মুক্ত কর্মমুখী, গণমুখী ও জীবনব্যাপী শিক্ষা



স্কুল অব বিজনেস

School of Business

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

Semester Calendar

Bachelor of Business Administration (BBA)

Semester: 222 (2nd, 4th, 6th and 8th Levels)



BBA

- 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.



Welcome Note



Dear Learners,

It is my great pleasure to welcome you to 222-semester of the BBA Program. To make your journey comfortable with the program, we are committed to provide you all with the best services. For any query, information and suggestions regarding the Program/Tutorial Services/Result/Admission etc., feel free to contact with the Dean and the BBA coordination committee, School of Business, Bangladesh Open University.

Professor Dr. Md. Mayenul Islam

Dean, School of Business, BOU

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



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BBA Program

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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

Program Officer

BBA Programme, School of Business, BOU



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Semester Calendar

222 Semester (2nd, 4th, 6th and 8th Levels)

BBA Program



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Bangladesh Open University

Important Dates

(Not changeable if no unavoidable circumstances occurs)

November 15, 2024	FIRST day of the tutorial sessions	
December 13, 2024	Deadline for submission of Assignment # 1	Assignment Submission
January 24, 2025	Deadline for submission of Assignment # 2	
October 06, 2024 to November 14, 2024	Deadline for Course Registration and Re-registration.	
	Deadline for Exam and Re-exam registration.	
	Deadline for submission of exam registration forms	
	Deadline for collecting the admit card (compulsory)	
February 07, 2025	LAST day of tutorial sessions	
February 14, 2025	FIRST day of Exam 222 semester	
February 02, 2025 to April 03, 2025	Deadline for registration and re-registration into courses of 231 semester	
April 11, 2025	Tentative date for starting the classes of 231 semester	

Fee Structure

(May be changed by the University Authority)

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

Course Registration fee	As per BOU Rules	Important note
Semester Registration fee	Fees must be paid as per the current BOU financial rules. Please scan the following QR Code for detailed fee structure.  QR Code	Applicable for fresh students from 211 semester and onwards: - After successful completion of 12 courses at the end of 4th semester, a student has to appear in a viva-voce of 50 marks. - 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 8th semester. - Students must collect and fill up their assigned registration form for viva-voce from their concerned Regional Centre.
Academic Calendar fee		
Exam Fee per Semester		
Re-registration fee (after passing 3 times of course registration)		
Re-Examination fee/Redo		
Testimonial fee		
Level mark sheet fee		
Provisional Certificate		
Final Transcript/Marksheet		
Original Certificate		
Digital ID Card Fee		
ID Card issuing (if lost)		
Correction fee		
Late course registration fee		
Improvement fee (After completion of 8 levels)	As per BOU Rules (Maximum 6 courses in next two consecutive semesters having CGPA B-, C+, C, or C-.)	
Late Re-examination/Redo fee	As per BOU Rules	

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.



Bangladesh Open University

Semester Calendar – 222 (2nd, 4th, 6th & 8th 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 **November 15, 2024** and will continue up to **February 07, 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:

	November			December			January					Feb.	February 14, 2025	April 11, 2025	
	15	22	29	06	13	20	03	10	17	24	31	07			
Dates →	✓	✓	✓	✓	Assignment # 1	✓	✓	✓	✓	Assignment # 2	✓	✓	FINAL EXAM STARTS	231 semester starts	Review Class
Time Schedule →	08:00 – 09:00am			09:00– 10:00am			10:00 – 11:00am					11:00am – 12:00noon	12:00 noon – 01:00pm		

Learners must submit their Assignments on the shaded dates to the respective tutor of their study center and make sure his or her signature on the Assignment Acknowledgement Form. **No Assignment will be received after the due dates.**

Tutorial sessions on the following courses of BBA program will be offered in 222 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.

2 nd	BBA 2305: Fundamentals of Management	BBA 2306: Principles of Marketing	BBA 2307: Microeconomics	BBA 2308: Business Communication	BBA 2309: Computer Applications in Business
4 th	BBA 4315: Auditing	BBA 4316: Financial Accounting-II	BBA 4317: Organizational Behavior	BBA 4318: Insurance and Risk Management	BBA 4319: Marketing Management
6 th	BBA 6325: Financial Market and Institutions	BBA 6326: Human Resources Management	BBA 6327: Marketing Promotion	BBA 6328: Cost and Management Accounting	BBA 6329: Taxation and Public Finance
8 th	Courses of Major-AIS	Courses of Major-Finance	Courses of Major-HRM	Courses of Major-Marketing	

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 those complexities.

Assignment Submission Deadlines	Where and How to submit?	
	Assignment # 1	Assignments must be submitted to the Tutor of concerned Study Center only on or before the due date . 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 Assignment Acknowledgement (AA) Form (see Page#4 of this Calendar) while submitting the Assignments. You must not forget to submit the DEAN's Copy of the AA Form while submitting the 2 nd Assignment. If you fail to submit it, your claim of Assignment submission will not be considered in case of missing.
	Dec. 13, 2024	
	Assignment # 2	
	Jan. 24, 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 Tk. 1,150 (per course) 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: October 06 – November 14, 2024	Where to submit the exam registration form?
	Re-Registration and Re-exam Fee Payment: October 06 – November 14, 2024 (All learners must pay fees (Tk.200) 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 Program officer at the concerned RC and collect the Admit Card . You are required to attach the money receipt while submitting the Exam Registration Form if you are supposed to pay re-exam fee.
	Admit Card Collection: October 06 – November 14, 2024 (Without Admit Card no learner will be allowed to sit the exam)	

Tentative Schedule for 222 Exam (This schedule will remain unchanged if no unavoidable circumstances occurs):

Date	Time (9:00 am – 12:00 noon) (2 nd & 6 th Level courses)	Time (02:00 pm – 5:00 pm) (4 th & 8 th Level courses)	EXAM CENTER Exams will be held at the respective Study Center . If you want to change the exam center, mention it on the Exam Registration Form.
February 14, 2025	BBA 2305: Fundamentals of Management BBA 6325: Financial Market and Institutions	BBA 4315: Auditing Major-AIS (All major courses)	
February 28, 2025	BBA 2306: Principles of Marketing BBA 6326: Human Resources Management	BBA 4316: Financial Accounting-II Major-Finance (All major courses)	
March 07, 2025	BBA 2307: Microeconomics BBA 6327: Marketing Promotion	BBA 4317: Organizational Behavior Major-HRM (All major courses)	
March 14, 2025	BBA 2308: Business Communication BBA 6328: Cost and Management Accounting	BBA 4318: Insurance and Risk Management Major-Marketing (All major courses)	
March 21, 2025	BBA 2309: Computer Application in Business BBA 6329: Taxation and Public Finance	BBA 4319: Marketing Management	

Tentative date of Viva-voce:

Viva-voce examination of the students who completed 4th Level and 8th Level will be arranged subjected to the course fulfillment of the condition mentioned in page #1. Viva voce examination will be conducted from April 11 – May 15, 2025.

Registration into the Courses of 231 Semester

You are required to register into the courses to be offered in the next semester (231 semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 231 courses.** You will be transferred to the next available semester (241 semester) when the same courses will be offered again.

Deadline: February 02, 2025 – April 03, 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 free structure from the RC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RC office immediately) <i>Please read the Student Handbook carefully before choosing courses for registration.</i>	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, he/she can take one course in that case. If you don't take any course in four consecutive semesters, your registration into the BBA program will be cancelled.		
COURSES TO BE OFFERED IN 231 SEMESTER			
First Level Courses	Third Level Courses	Fifth Level Courses	Seventh Level Courses
BBA 1301: Introduction to Business	BBA 3310: Business Law	BBA 5320: Industrial and Company Law	BBA 7330: Operations Management
BBA 1302: Financial Accounting-I	BBA 3311: Macroeconomics	BBA 5321: Financial Management and Policy	BBA 7331: Project Appraisal and Management
BBA 1304: Business Mathematics	BBA 3312: Fundamentals of Statistics	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 7332: Business Ethics
BBA 1305: Business English	BBA 3313: Law and Practice of Banking	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 7333: Portfolio Management
	BBA 3314: Fundamentals of Business Finance	BBA 5324: Business Statistics for Decision Making	BBA 7334: Retailing Management

How to know the information regarding the program if required?

Contact Points	Coordinator of your Study Center or the Program Officer of your RC.	Most preferred way of communication
	Or Email: coordinator.bba.bou@gmail.com Phone: 02-996691106 (Dean, School of Business, BOU)	You must have an Email ID and let us know it soon by sending a message to coordinator.bba.bou@gmail.com with a subject 'add me'. Don't forget to mention your RRC, ID Number, Address, Cell Phone Number. Please try to check your email everyday.

**** Students who have completed the BBA Program of Bangladesh Open University with minimum CGPA 2.75 will be eligible for direct admission into the third level of the MBA Program. Students with CGPA 2.50 to 2.74 will get direct admission into the first level of the MBA Program through viva-voce.**

Learner's Copy

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

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SCHOOL OF BUSINESS
Bangladesh Open University

BBA Program

Assignment Acknowledgement Form (AA Form)

Name:

ID: - -

Instructions for Tutors:

- (a) Put signature for every course separately.
- (b) Don't put signature if the learner
 - ❖ submits the Assignment after the deadline;
 - ❖ does not write his/her name and ID number correctly on this form and also on the Assignment Cover Page; or
 - ❖ makes copy/photocopy from another learner's Assignment.

To be Filled up by the Respective Course Tutor	
Assignment # 1	Assignment # 2
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of the TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of the TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of the TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of the TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of the TUTOR

No. of Total Assignments Received: _____ In words: ()

VERIFIED

Office Assistant

Signature of the Coordinator
Study Center

Dean's COPY

(Please tear this portion off while submitting Assignment#2.
Coordinator must send this portion to the Dean, School of Business, BOU, with the package of Assignments.)

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SCHOOL OF BUSINESS
Bangladesh Open University

BBA Program

Assignment Acknowledgement Form (AA Form)

Name:

ID: - -

To be Filled up by the Respective Course Tutor	
Assignment # 1	Assignment # 2
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of TUTOR
Course Code: BBA Received on or before Dec. 13, 2024	Course Code: BBA Received on or before Jan. 24, 2025
Signature & Date of the TUTOR	Signature & Date of TUTOR

No. of Total Assignments Received: _____ In words: ()

VERIFIED

Office Assistant

Signature of the Coordinator
Study Center

To be Filled up by the Respective Learner

Profession: _____

Address: _____

Mobile Phone: _____

E-mail: _____



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

1. Complaint related to : ☐ Assignment ☐ Theory ☐ Others _____

2. Type of complaint/problem: _____

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

Learner's Name: _____ Signature & Date: _____

ID Number: - 3 2 -

Contact Number: _____

E-mail Address: _____

Exam Semester:

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☐ Photocopy of ID Card.
☐ Original Assignment Acknowledgement Form (see page#4 of Semester Calendar)
☐ Unit Mark sheet.
☐ Attendance Sheet (attested by coordinator).
☐ Other Documents (specify) _____.

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

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