



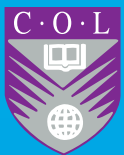
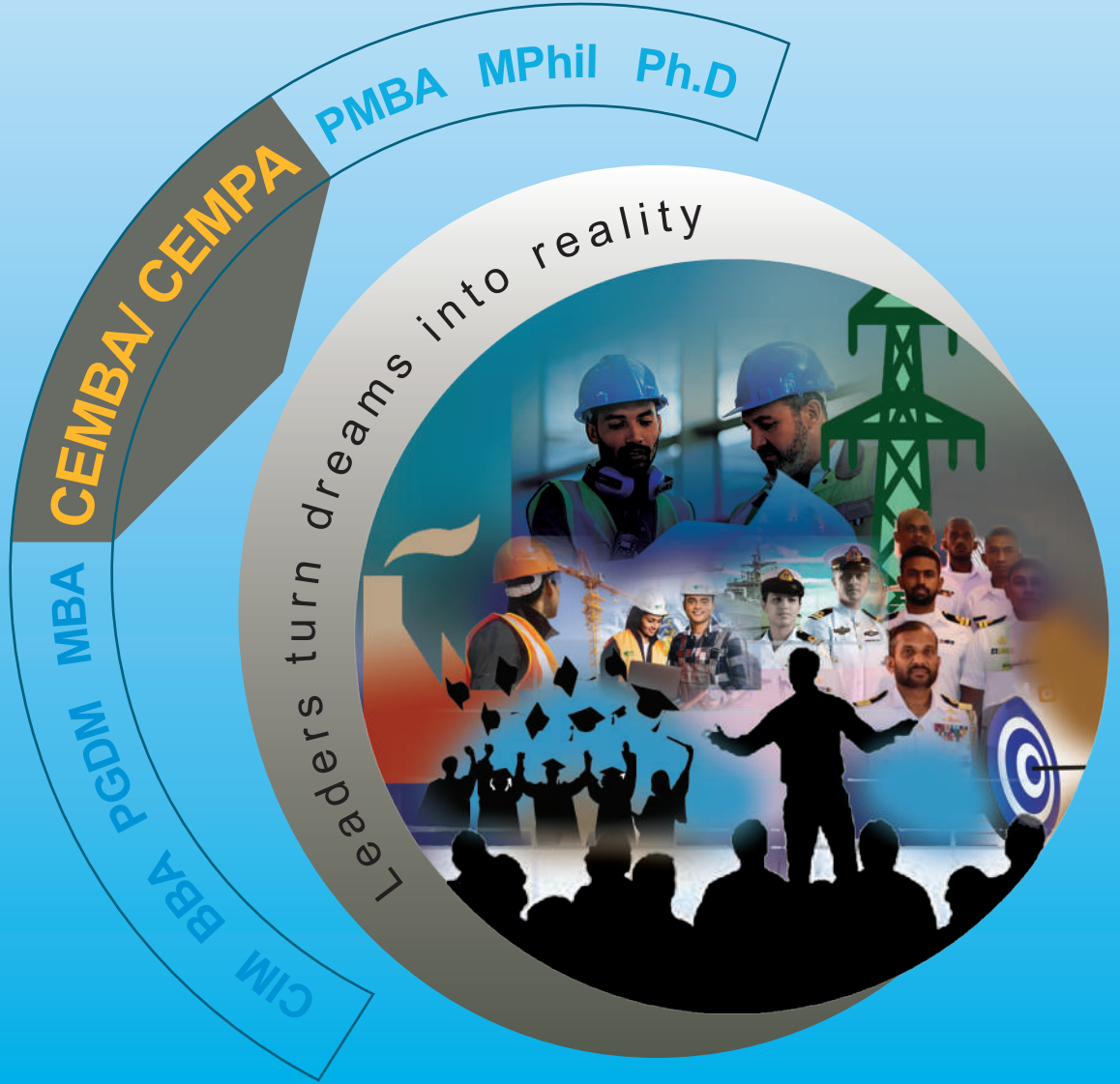
Semester Calendar : 212

Commonwealth Executive MBA (CEMBA)/
Commonwealth Executive MPA (CEMPA)

Semester: 212 (1st and 3rd Levels)

বাউবির দীক্ষা:

সবার জন্য উন্মুক্ত কর্মমুখী, গণমুখী ও জীবনব্যাপী শিক্ষা



স্কুল অব বিজনেস

School of Business

বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

শুল্ক 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: 212 (1st and 3rd 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 212 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
and Central Coordinator, CEMBA/CEMPA Programme
E-mail: deanoffice.sob@bou.ac.bd



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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

Programme Officer

CEMBA/CEMPA Programme, School of Business, BOU



Ms. Nazma Akter
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Cell Phone: 01710930964
E-mail: nazmaakter@bou.ac.bd

স্কুল অব বিজনেস
School of Business
Bangladesh Open University
SEMESTER CALENDAR
Semester: 212 (1st and 3rd 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	June 28, 2024
Submission of Assignment # 1	August 9, 2024
Submission of Assignment # 2	September 13, 2024
Submission of Assignment # 3	October 18, 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 212 Semester]	Within one month of result publication
Submission of Exam Registration Form	September 01-30, 2024
Collection of the Admit Card (compulsory)	October 4-25, 2024
Submission of PQI Form (see page#10 of this Calendar)	October 11, 2024
LAST Day of Tutorial Sessions	October 18, 2024
FIRST Day of Semester-end Final Examination: 212 Semester	November 01-, 2024
Registration into the Courses of 221 Semester (2 nd & 4 th Levels)	October 01- November 23 ,2024
Next 221 Semester class start	December 06, 2024

Fee Structure

(May be changed by the University Authority)

If students have any query about fee structure please conducts 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.	* In order to appear at the semester-end examination for those courses registered in previous semesters, students have to pay the re-examination fee Tk. 550.00 (per course). ** Per course Tk. As per BOU Rules as fine within the next 10 working days after the registration date. *** Maximum 6 courses in next two consecutive semesters having GPA C (50%-60% marks) only. **** Late re-examination/ Redo Fee: 1st week Tk. As per BOU Rules and 2nd week As per BOU Rules as fine for all courses plus fees per course. ***** After successfully completing 1st and 2nd Levels on reasonable ground.
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		
Late Re-examination/Redo fee	As per BOU Rules	

Programme Structure at a Glance

<i>Components</i>	<i>Commonwealth Executive MBA</i>	<i>Commonwealth Executive MPA</i>
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.		<i>Most Preferred Way of Communication</i>
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	You must have an Email ID and let us know that soon (Send a message to mzraihaan@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.



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



For Prospectus, visit: http://www.bou.ac.bd/images/student_guide/cebma_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 **June 28, 2024** and will continue up to **October 18, 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:

Date-wise Tutorial Sessions																				
June 2024	July,2024				August,2024					September 2024				October,2024		November 2024	December 2024			
28	05	12	19	26	02	09	16	23	30	06	13	20	27	04	18	01	06			
√	√	√	√	√	√	√	Assignment # 1	√	√	√	√	Assignment # 2	√	√	√	√	Assignment # 3	FINAL EXAM STARTS		Next 221 Semester Starts

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in the current 212 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.

1 st Level	CORE 1601: Management and Organisations	CORE 1603: Marketing Management	CORE 1604: Accounting and Finance	CORE 1602: Quantitative Techniques
3 rd Level	REQD 3622: Research Methods	ELEC 3615: International Marketing	ELEC 3614: Project Management	SCOM 3610: Strategic Management
	SCOM 3612: Public Policy	ELEC 3619: Disaster Management	ELEC 3620: Policy Analysis and Implementation	-

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: August 09, 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#5 of this Calendar). You must take signature of the Coordinator or the Assigned Person on Assignment Acknowledgement (AA) Form (see Page#6 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: September 13, 2024	
	Assignment# 3: October 18, 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 & #8** and **Admit Card** from **Page#9** 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: October 04–25, 2024 (Without Admit Card, no student will be allowed to sit the exam)	

Exam Schedule: Semester 212 *(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.
November 01, 2024 Friday	09:00 am - 12:00noon	CORE 1601 : Management and Organisations	
	02:00 pm - 05:00 pm	SCOM 3610 : Strategic Management (For CEMBA) ELEC 3620 : Policy Analysis and Implementation (For CEMPA)	
November 08, 2024 Friday	09:00 am - 12:00 noon	CORE 1602 : Quantitative Techniques	
	02:00 pm - 05:00 pm	ELEC 3614 : Project Management	
November 15, 2024 Friday	09:00 am - 12:00 noon	CORE 1603 : Marketing Management	
	02:00 pm - 05:00 pm	ELEC 3615 : International Marketing	
November 22, 2024 Friday	09:00 am - 12:00noon	CORE 1604 : Accounting & Finance	
	02:00 pm - 05:00 pm	ELEC 3619 : Disaster Management	
November 29, 2024 Friday	09:00 am - 12:00noon	SCOM 3612 : Public Policy (For CEMPA)	
	02:00 pm - 05:00 pm	REQD 3622 : Research Methods	

Course Evaluation Process (For New Students)

Assignments= (10×3) =30 Marks; Final Exam=70 Marks. Total=100

Course Registration for Next Semester :221 (2nd & 4th Levels)

You are required to register into the courses to be offered in the next semester (221 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 221 Semester. You will be transferred to the next available semester (221 Semester) when the same courses will be offered again.**

Registration into Courses of next 211 Semester	Deadline: October 01– November 23, 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#11 of this Calendar) and submit the office copy to their respective RC after depositing the required fee. Please read Page#9, 10 & 11 of Prospectus or page#1 of this Calendar 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: 221 (2nd & 4th Levels)</i>		
	2 nd Level (Compulsory)	CORE 2605: Management Information Systems	CORE 2608: Economic Environment of Business
		CORE 2606: Operations Management	CORE 2609: Public Systems Management [Compulsory for CEMPA]
		CORE 2607: Human Resource Management	
	4 th Level	SCOM 4611: Quality Assurance Management [Compulsory for CEMPA]	ELEC 4617: Corporate Finance
		SCOM 4613: Development Planning and Administration [Compulsory for CEMPA]	ELEC 4618: Managerial Economics
		ELEC 4616: Electronic Commerce	REQD 4623: Research Project [Compulsory for all]

Pursuing the Research Project

Pursuing Research Project	Research Project Proposal Submission: Research Project Report Submission:	<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	2
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Level: (Please put ✓)

1st

3rd

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.)

শ্রীন অব বিজ্ঞান

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
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment # 1	Assignment # 2	Assignment # 3
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment # 1	Assignment # 2	Assignment # 3
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment # 1	Assignment # 2	Assignment # 3
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

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.)

শ্রীন অব বিজ্ঞান

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
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment # 1	Assignment # 2	Assignment # 3
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment # 1	Assignment # 2	Assignment # 3
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 2024
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment # 1	Assignment # 2	Assignment # 3
Course Code: Received on or before August 09, 2024	Course Code: Received on or before September 13, 2024	Course Code: Received on or before October 18, 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

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SCHOOL OF BUSINESS

Bangladesh Open University

Exam Registration Form

Semester: 212 (1st & 3rd Levels)

Commonwealth Executive MBA/MPA Programme

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

Put ✓	Course Code and Course Title	Put ✓	Course Code and Course Title
	CORE 1601: Management and organisations		SCOM 3610: Strategic Management
	CORE 1602: Quantitative Techniques		SCOM 3612: Public Policy
	CORE 1603: Marketing Management		ELEC 3614: Project Management
	CORE 1604: Accounting and Finance		ELEC 3615: International Marketing
			ELEC 3619: Disaster Management
			ELEC 3620: Policy Analysis and Implementation
			REQD 3622: Research Methods
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 September 30, 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

স্কুল অব বিজনেস

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: 212 (1st & 3rd 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

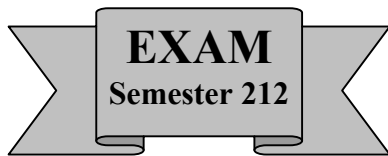
Regional Director, BOU

Please put ☒ 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 ☒	Course Code and Course Title	Put ☒	Course Code and Course Title
☐	CORE 1601: Management and organisations	☐	SCOM 3610: Strategic Management
☐	CORE 1602: Quantitative Techniques	☐	SCOM 3612: Public Policy
☐	CORE 1603: Marketing Management	☐	ELEC 3614: Project Management
☐	CORE 1604: Accounting and Finance	☐	ELEC 3615: International Marketing
☐		☐	ELEC 3619: Disaster Management
☐		☐	ELEC 3620: Policy Analysis and Implementation
☐		☐	REQD 3622: Research Methods
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 **September 30, 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: 212 (1st & 3rd Levels)

Photo
Signature & Seal of the RC

Name:	
-------	--

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 1601: Management and organisations		SCOM 3610: Strategic Management	
CORE 1602: Quantitative Techniques		SCOM 3612: Public Policy	
CORE 1603: Marketing Management		ELEC 3614: Project Management	
CORE 1604: Accounting and Finance		ELEC 3615: International Marketing	
		ELEC 3619: Disaster Manageemnt	
		ELEC 3620: Policy Analysis and Implementation	
		REQD 3622: Research Methods	
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 incompilance to the instructions of the invigilator will highly penalize the students. Any student found to do so shall be expelled from the course or the 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.

শুন্ এবং বিজ্ঞান

Bangladesh Open University

Compulsory

Deadline: October 11, 2024

**Programme Quality
Improvement (PQI) Form
Semester- 212**

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 commwlthmba.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

Name & Designation	Contact Details	Research Area(s)
Dr. Md. Mayenul Islam Professor (Management) and Dean, School of Business	8802996691106, 09666730730/666, 01711955537 (Cell) islammayenul@yahoo.com; islammayenul@bou.ac.bd	Management; Human Resource Management
Dr. Qazi Mohammad Galib Ahsan Professor (Accounting)	09666730730/665, 9185266 (Res), 01729224499 (Cell) galib_ahsan@yahoo.com; qgalib@bou.ac.bd	Corporate Social Responsibility and Accountability
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. 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
Mr. Md. Mahfuzur Rahman Assistant Professor (Economics) [On study leave]	8802996691106, 01721380509 (Cell) masum2069@yahoo.com; mahfuz.sob@bou.ac.bd	International & Development Economics
Ms Asma Akter Shelly Assistant Professor (Finance)	09666730730/134, 01712054623 (Cell) shellyasma26@gmail.com; shelly.sob13@bou.ac.bd	Finance & Banking; ODL; E- learning
Ms Romana Kader Assistant Professor (Management) [On study leave]	8802996691106, 01913705671 (Cell) romana.hrm@gmail.com; romanak.sob@bou.ac.bd	Human Resource Management
Dr. Mollika Ghosh Assistant Professor (Marketing)	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	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

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.