

বাউবির দীক্ষা:

সবার জন্য উন্মুক্ত কর্মমুখী, গণমুখী ও জীবনব্যাপী শিক্ষা

Academic Calendar

(With Necessary Forms and Information)

Semesters: 221 (1st & 3rd Levels) and 222 (2nd & 4th Levels)

Master of Business Administration (MBA) Program



স্কুল অব বিজনেস
School of Business



বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

Academic Calendar

(With Necessary Forms and Information)

Semesters: 221 (1st & 3rd Levels) and 222 (2nd & 4th Levels)
Master of Business Administration (MBA) Program



- E-mail to deanoffice.sob@bou.ac.bd. 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,

I am delighted to welcome you all to the new 221-Semester (1st & 3rd 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

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&

Central Coordinator, MBA Program
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স্কুল অব বিজনেস
School of Business
Bangladesh Open University

MBA Program

Academic Calendar (With Necessary Forms and Information)

Semesters: 221 (1st & 3rd Levels) and 222 (2nd & 4th Levels)

(To be strictly followed if no unavoidable circumstances occur)

Activity	Date / Deadline / Timeline	
	Current Semester-221 (1 st & 3 rd Levels)	Next Semester-222 (2 nd & 4 th Levels)
Orientation/FIRST Day of Tutorial Sessions	10 January 2025	08 August 2025
Submission of Assignment #1	07 February 2025	12 September 2025
Submission of Filled-up Exam Registration Form	14 March – 02 May 2025	01 Oct. – 14 Nov. 2025
Submission of Master Paper Proposal	–	03 Oct. – 31 Oct. 2025
Submission of Assignment #2	21 March 2025	17 October 2025
Registration into the Courses of Next Semesters: 222 (2 nd Level & 4 th Level) 231 (1 st Level & 3 rd Level)	23 March–08 May 2025 –	– 12 August – 26 Sept. 2025
Submission of Assignment #3	02 May 2025	14 November 2025
LAST Day of Tutorial Sessions	02 May 2025	14 November 2025
FIRST Day of Semester-End Final Examination	23 May 2025	05 December 2025
LAST Day of Semester-End Final Examination	01 August 2025	09 January 2026
Submission of Master Paper	–	19 January 2026
Master Paper Presentation and Viva-voce	–	30 January 2026
Publication of Results	02 October 2025	27 February 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 221 (1st and 3rd levels), tutorial sessions will be conducted on Fridays at your SCs as follows:

Schedule for Tutorial Sessions of the Current Semester-221 (1st & 3rd Levels)

Study Centers (Codes)	January 2025				February 2025			March 2025			April 2025			May 2025
	10	17	24	31	07	14	28	07	14	21	11	18	25	02
Dhaka Regional Center (RC): Section A (812)& Section B (816)	√	√	√	√	√	Assignment # 1 Submission	√	√	√	√	√	√	√	√
Chattogram RC (892)	√	√	√	√	√		√	√	√	√	√	√	√	√
Rajshahi University (371)	√	√	√	√	√		√	√	√	√	√	√	√	√
Azam Khan Govt. Commerce College, Khulna (470)	√	√	√	√	√		√	√	√	√	√	√	√	√
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 syllabus) in the first day of 14 tutorial sessions.

N.B. Specific Schedule for tutorial sessions of the next 222-Semester will be duly announced later.

Semester-End-Final Examination

Tentative Schedule for the Semester-End Final Examination (Semester-221)

Date & Day	Time	Course Code and Course Title
23 May 2025 Friday	09:00 am - 12:00 noon	MBA 1301: Principles of Management
	02:00 pm - 05:00 pm	MBA 3309: Management Accounting
30 May 2025 Friday	09:00 am - 12:00 noon	MBA 1302: Principles of Marketing
	02:00 pm - 05:00 pm	MBA 3310: Marketing Management
20 June 2025 Friday	09:00 am - 12:00 noon	MBA 1303: Financial Accounting
	02:00 pm - 05:00 pm	MBA 3311: Strategic Management
27 June 2025 Friday	09:00 am - 12:00 noon	MBA 1305: Business Communication
	02:00 pm - 05:00 pm	MBA 3314: Managerial Finance
01 August 2025 Friday	09:00 am - 12:00 noon	MBA 1306: Fundamentals of Financial Management
	02:00 pm - 05:00 pm	MBA 3315: Operations Management

N.B. Schedule for the next 222-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	= 70 Marks
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
1 st 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	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 51.00$	
2 nd 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	221
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	221
Marketing Management	3	MBA 3310	
Strategic Management	3	MBA 3311	
Managerial Finance	3	MBA 3314	
Operations Management	3	MBA 3315	
<i>Titles of Major & Capstone Courses</i>	<i>Credit (Hours)</i>	<i>Course Code</i>	<i>Offering Semester</i>
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.



শুন্ন অব বিজ্ঞান
School of Business
Bangladesh Open University

Assignment No.:
(Please put ✓)

1

2

3

Assignment Cover Page

Program: Master of Business Administration (MBA)

Course Title:

Course Code:

MBA

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Submission
Semester:

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Level: (Please mention)

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PERSONAL INFORMATION OF THE STUDENT

Name (In Capital Letters):

ID (In
Numbers):

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ID (In
Words):

			-	Three	Three	-				-		
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Study Center (SC) where you are submitting
your assignments: _____
☐ RC _____

Contact Address (Compulsory)	For the Use of the Coordinator's Office
Mailing Address: Tel: _____ Cell Phone: _____ E-mail: _____	(If the Assignment is submitted after the deadline.) Signature of the Coordinator/ Authorized Person/Seal of the Late Submission Date: _____

N.B.: Attach the photocopy of both sides of your ID card to the assignment just after this cover page.

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.

স্কুল অব বিজনেস
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
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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.

Dean's COPY

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

স্কুল অব বিজনেস
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.:
Course Code	Assignment #1	Assignment #2	Assignment #3
MBA	Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

Tutor Evaluation Form

Student's Name: _____ Study Center: _____

RC: _____

[illegible]

Signature of the Student

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

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

For Dean Office

Semester: _____ Level: _____ / _____

Name:																								
SID Number: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																3	3							
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Regional Center:																								
Study Center:																								
Preferred Examination Center:																								

Regional Director, BOU

#	Course Code							Course Title	Registration Semester
1	M	B	A						
2	M	B	A						
3	M	B	A						
4	M	B	A						
5	M	B	A						
6	M	B	A						

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

Admit Card

RC: _____

[illegible]

- ◆ 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.

Photo

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Student Data Bank

NAME _____ (IN BLOCK LETTERS)

Date of Birth: _____ Educational Background: _____

Profession: _____ Position: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

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For General Information/Complaint/Query, submit the Information Form.

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ADDRESSES OF REGIONAL CENTERS (RCs), BOU	
♦ Dhaka RC 4/Ka, College Area (Adjacent to Dhaka Teachers' Training College), Dhanmondi, Dhaka-1205 Phone: 02-9673669, 09666730730 Ext. 177	<i>MBA tutorial facility is available at Dhaka RC</i>
♦ Chattogram RC C.R.B. Road (to the west side of the stadium), Chattogram Phone: 02333359633	<i>MBA tutorial facility is available at Ctg. RC</i>
♦ Rajshahi RC Naohata, Poba, Rajshahi Phone: 0247-800008	<i>MBA tutorial facility is available at RU</i>
♦ Jashore RC Jashore Uposhar (adjacent to the Dhaka Road), B.R.T.C. Campus, Jashore Phone: 02477760080	
♦ Faridpur RC (Opposite to River Research Institute), Harokandi, Barisal Road, Faridpur Phone: 02478802081	
♦ Cumilla RC Dhaka-Chittagong Trank Road Noapara, Durgapur, Comilla Phone: 02334405557	
♦ Sylhet RC Pirijpur, South Surma, Sylhet Phone: 02996635523	<i>MBA tutorial facility is available at SUST</i>
♦ Mymensingh RC Mashkanda, Mymensingh Phone: 091-65298	
♦ Rangpur RC R.K. Road (Central Bus Stand), Rangpur Phone: 0521-63593	
♦ Barishal RC Rupatoli, Barishal Phone: 02478871743, 02478871726	
♦ Bogura RC (East side of BADC Workshop, Banani) Biswa Road, Banani, Bogura-5800 Phone: 02589904806	
♦ Khulna RC Roshnibag, (West of Khulna University) Khulna-9208 Phone: 041-731795	<i>MBA tutorial facility is available at Azam Khan Govt. Commerce College, Khulna</i>

List of 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
Md. Tarikul Islam Associate Professor (Marketing)	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)	8802996691106, 01818644137 (Cell) adiba10mkt@gmail.com; adiba.anis@bou.ac.bd	Tourism; Supply Chain Management; Advertising
Md. Mahfuzur Rahman Assistant Professor (Economics)	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) 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
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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) 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

Instructions for the Students:

Students are asked to contact the concerned teacher(s) during office hours if they face any problems understanding any concept or topic in the textbook or assignment. As per their research interests, students may request a 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 221-Semester, you can sit for examinations in the current 221-Semester and in the subsequent two semesters (231 and 241) 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 5 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.

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 Program Coordination Team, Study Center Coordinators, or Following Program Officers	Most Preferred Way of Communication
Salauddin Ahmed, Program Officer : 01674497533 (For Dhaka RC) Md. Kamrul Hasan, Program Officer : 01869718788 (For Ctg. RC) Md. Mahbubar Rahman, Program Officer : 01913767421 (For Khulna RC) Most. Aklima Khatun, Program Officer : 01724181255 (For Rajshahi RC) Lutfun Ara Pinu, Program Officer : 01918015822 (For Jashore RC) Shapon Kumar Das, Program Officer : 01712851290 (For Sylhet RC)	Email Addresses: <i>mbacoordinator.bou@gmail.com</i> <i>deanoffice.sob@bou.ac.bd</i> WhatsApp group: For 221-Semester (1 st Level): https://chat.whatsapp.com/Fo4iDpvo2fXGiPB00ZEYLv For 221-Semester (3 rd Level): https://chat.whatsapp.com/GcS9jcPWT4qlABgrZ3zpq
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