

Semester Calendar

Master of Business Administration (MBA)

Semester: 201 (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

Semester Calendar

Master of Business Administration (MBA)

Semester: 201 (1st and 3rd Levels)



- 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.

Join Telegram group for MBA Learners

Link: <https://t.ly/RCBh>

QR Code



Join WhatsApp group (For 201 Batch)

Link: shorturl.at/hkNZ9

QR Code:



বাংলাদেশ উন্মুক্ত বিশ্ববিদ্যালয়
BANGLADESH OPEN UNIVERSITY

Welcome Note



Dear Learners,

I am delighted to welcome you to 201 Semester (1st & 3rd Levels) of the MBA Program. To make your journey with our program comfortable, we are committed to ensure the best services. For any query, information and suggestion regarding the admission, tutorial services, result, etc. of the Program, feel free to contact us anytime from anywhere.

Professor Mostafa Azad Kamal

Treasurer, Bangladesh Open University

&

Dean, School of Business, BOU

E-mail: mostafa_azad@yahoo.com

deanoffice.sob@bou.ac.bd



Prof. Dr. Md. Serazul Islam

Professor (Accounting)

School of Business, BOU

&

Central Coordinator, MBA Program

Cell Phone: 017121937189

PABX: +8809666730730, Ext.668

E-mail: mbacoordinator.bou@gmail.com

islamserazul@bou.ac.bd



Ms Asma Akter Shelly

Assistant Professor (Finance)

School of Business, BOU

&

Coordinator, MBA Program

Dhaka Study Center

Cell Phone: 01712 054623

PABX: +8809666730730, Ext.134

E-mail: shellyasma26@gmail.com

shelly.sob13@bou.ac.bd

Program Officers

MBA Program, School of Business, BOU

Salauddin Ahmed

Administrative Officer, SOB, BOU, Gazipur

Phone: +8802996691106 (Dean Office)

PABX: +8809666730730, Ext. 842

Cell Phone: 01674497533

E-mail: rumiboug@bou.ac.bd

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



শুন্ন অব বিজ্ঞান
School of Business
Bangladesh Open University
Semester Calendar

Semester: 201 (1st and 3rd Levels)

Program: MBA

Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

Activity	Deadline/Date
FIRST Day of the Tutorial Sessions	November 11, 2022
LAST Day of the Tutorial Sessions	February 24, 2023
Submission of Assignment #1	January 06, 2023
Submission of Assignment #2	February 24, 2023
Payment of Re-exam Fee (Consult with the Concerned Officer of the Regional Center)	Within one month of result publication
Submission of Filled-up Exam Registration Form	January 19 – February 24, 2023
Registration into the Courses of Next 202-Semester (2nd & 4th Levels)	January 26 – May 19, 2023
FIRST Day of Semester-end Final Examination: 201 Semester	March 31, 2023

Fee Structure

(May be Changed by the University Authority)

Compulsory Fees:	Amount in Taka
Prospectus and Application Form	Consult with the Concerned Officer of the Regional Center (RC)
Exam Fee for Current Semester	
Fee for Digital ID Card	
Course Registration Fee per Course	
Session Fee	
Academic Calendar Fee	
Mark Sheet Fee for Each Level	
Situational Fees:	
Re-Examination/ Redo Fee (per course)	Consult with the Concerned Officer of the Regional Center (RC)
Program Transcript Fee	
Original Certificate Fee	
Provisional Certificate Fee	
Graduation Ceremony Fee	
Testimonial Fee	
Duplicate Student ID Card Fee	
Correction Fee	
Late Course Registration Fee (per course)	
Improvement Fee (per course)	
Late Re-Examination/ Redo Fee (per course)	
Study Center Change Fee	

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

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 must attend the tutorial sessions and appear at the class performance 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 your Study Center (SC) to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow students in groups. The tutorial sessions of the current semester-201 (1st and 3rd levels) will be conducted on the Fridays at your SCs as specified below:

Schedule for Tutorial Sessions of the Current Semester-201

Study Centers (Codes)	November 2022			December 2022			January 2023				February 2023			
	11	18	25	02	09	23	06	13	20	27	03	10	17	24
Dhaka RC: Section A (812)& B(816)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chattogram RC (892)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Rajshahi University (371)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Khulna University (470)	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Shahjalal University of Science and Technology, Sylhet (590)	√	√	√	√	√	√	√	√	√	√	√	√	√	√

- N.B. 1. For any change in this schedule, concerned 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.
3. Due to Covid-19 situation, Tutorial Sessions may be conducted in Blended Mode.

Semester-end-Final Examination

Tentative Schedule for the Semester-End Examination (Semester-201)

Date & Day	Time	Course code and Course Title
March 31, 2023, Friday	09:00 am - 12:00 noon	MBA 1301: Principles of Management
	02:00 pm - 05:00 pm	MBA 3311: Strategic Management
April 07, 2023, Friday	09:00 am - 12:00 noon	MBA 1302: Principles of Marketing
	02:00 pm - 05:00 pm	MBA 3309: Management Accounting
April 21, 2023, Friday	09:00 am - 12:00 noon	MBA 1303: Financial Accounting
	02:00 pm - 05:00 pm	MBA 3310: Marketing Management
May 12, 2023, Friday	09:00 am - 12:00 noon	MBA 1305: Business Communication
	02:00 pm - 05:00 pm	MBA 3314: Managerial Finance
May 19, 2023, Friday	09:00 am - 12:00 noon	MBA 1306: Fundamentals of Financial Management
	02:00 pm - 05:00 pm	MBA 3315: Operations Management
May 26, 2023, Friday	09:00 am - 12:00 noon	MBA 1304: Microeconomics, MBA 3313: Human Resource Management
	02:00 pm - 05:00 pm	MBA 3316: International Trade and Finance

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 (hundred) marks, distributed as follows:

Class Performance & Attendance	= 5+5	= 10 Marks
Two (2) Assignments	= 10+10	= 20 Marks
One (1) Semester-end Final Examination	=	<u>70 Marks</u>
Total		= 100 Marks

Calculation of Grade Point (GP)

For every completed course, the marks obtained by a student in respective **Class performance and attendance, Assignments** and **Semester-end final examination** will be totaled and these total marks will be converted into Grade Point (GP) as per the following table:

Numerical Grade	Letter Grade	Grade Point
80% and above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	C- (C minus)	2.00
Less than 40%	F (Fail)	0.00

A student will get individual GP for every completed course. In case of completion of a number of courses, the 'Grade Point Average (GPA)' of those completed courses will be calculated by using the following formula where the individual GP of every course and the respective credit of those courses will be taken into consideration:

Computation of Cumulative Grade Point Average (CGPA)

GPA is calculated for the individual semester by using the formula below:

$$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Where,

GP= Grade point

Cr = Credit Hour

Example: GPA Calculation

Course	Credit Hours (Cr)	Marks (%)	Letter Grade (LG)	Grade Points (GP)	Points Secured (PS)	GPA
1st Level						
MBA 1301	3	80	A+	4.00	12	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{51}{15}$ $= 3.40$
MBA 1302	3	75	A	3.75	11.25	
MBA 1303	3	70	A-	3.50	10.5	
MBA 1305	3	57	B-	2.75	8.25	
MBA 1306	3	63	B	3.00	9	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 51.00$	
2nd Level						
MBA 2305	3	68	B+	3.25	9.75	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{48.75}{15}$ $= 3.25$
MBA 2307	3	72	A-	3.50	10.50	
MBA 2308	3	63	B	3.00	9.0	
MBA 2309	3	58	B-	2.75	8.25	
MBA 2310	3	78	A	3.75	11.25	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 48.75$	

Calculation of CGPA

CGPA is calculated for the whole program by using the formula below:

$$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Example: CGPA Calculations

Semesters	Total Points Secured (Level wise)	Total Credit Hours (Level wise)	CGPA
1 st Level	51.00	15	$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}} = \frac{99.75}{30}$ $= 3.325$
2 nd Level	48.75	15	
Total	$\sum \text{GP} \times \text{Cr} = 99.75$	$\sum \text{Cr} = 30$	

Program Structure at a Glance

COURSES OF THE MBA PROGRAM

Core, Capstone & Major Courses of MBA program

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

On the other hand, the capstone course helps the students address the dynamic nature of today's business world while conveying the essential elements of the business research process.

Following table will give you the titles of the core courses and capstone course of the MBA program by levels. The course code with respective credit of each course and the semester in which the courses will be offered are also mentioned in this table.

Course Structure			
Name of the Core Courses	Credit (Hours)	Course Code	Offering Semester
First Level			
Principles of Management	3	MBA 1301	April – Sept. (1st & 3rd Levels)
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	Oct.-March (2nd & 4th Levels)
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	April-Sept. (1st & 3rd Levels)
Marketing Management	3	MBA 3310	
Strategic Management	3	MBA 3311	
Managerial Finance	3	MBA 3314	
Operations Management	3	MBA 3315	
Name of the Major & Capstone Courses	Credit (Hours)	Course Code	Offering Semester
Fourth Level – Major in Marketing			
E-Marketing	3	MBA 4318	October-March (2nd & 4th Levels)
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		

Fourth Level – Major in Human Resource Management			
Compensation Management	3	MBA 4322	April-Sept. (2nd & 4th Levels)
International Human Resource Management	3	MBA 4323	
Career Management	3	MBA 4324	
Training & Development	3	MBA 4325	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level – Major in Accounting & Information Systems			
Corporate Financial Reporting and Analysis	3	MBA 4326	October-March (2nd & 4th Levels)
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) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level – Major in Finance & Banking			
Corporate Finance	3	MBA 4330	April-Sept. (2nd & 4th Levels)
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) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Fourth Level – Major in International & Development Economics			
Economic Development and Planning	3	MBA 4334	Oct.-March (2nd & 4th Levels)
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) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	

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



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School of Business
Bangladesh Open University

ASSIGNMENT NO.:

1

2

(Please put ✓)

Master of Business Administration (MBA)

Course Title:

Course Code:

MBA

**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):**

			-	3	3	-			-		
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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 Use of the Coordinator's Office (If the Assignment is submitted after the deadline)
Mailing Address: _____ _____ _____ Tel: _____ Cell Phone: _____ E-mail: _____	_____ Signature of the Coordinator/ Authorized Person/Seal of the Late Submission Date: _____

(Attach the photocopy of both sides of your ID card to the assignment just after this cover page)

Dean' s COPY

(Please tear this portion off while submitting last assignment. The 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
MBA Program

Assignment Acknowledgement Form

Name: _____

ID				-3	3	-				-		
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Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before January 6, 2023	Course Code: MBA _____ Received on or before February 24, 2023
_____ Signature & Date Reference No.: _____	_____ Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before January 6, 2023	Course Code: MBA _____ Received on or before February 24, 2023
_____ Signature & Date Reference No.: _____	_____ Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before January 6, 2023	Course Code: MBA _____ Received on or before February 24, 2023
_____ Signature & Date Reference No.: _____	_____ Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before January 6, 2023	Course Code: MBA _____ Received on or before February 24, 2023
_____ Signature & Date Reference No.: _____	_____ Signature & Date Reference No.: _____
Assignment #1	Assignment #2
Course Code: MBA _____ Received on or before January 6, 2023	Course Code: MBA _____ Received on or before February 24, 2023
_____ Signature & Date Reference No.: _____	_____ Signature & Date Reference No.: _____

- 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 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, BOU, Gazipur-1705.



স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University
Examination Registration Form
Semester-end Final Examination
MBA Program

Semester: 201

Level: 1st / 3rd

(Only for the courses registered in current or earlier semester)

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

For Dean's Office

Name:										
SID Number: <table border="1" style="display: inline-table; width: 150px; height: 20px; 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;"></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>										
Regional Center:										
Study Center:										
Preferred Exam. Center:										

Based on the records maintained in our RC, this student can appear at the Semester Final exam.

Regional Director, BOU

General Information about the Examination:

#	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						

- It is mandatory to fill up the examination registration form **for the courses registered in the current and previous semester(s)** and to submit the same to the respective RC on or before the **deadline**. If you want to change your examination center, you mention in Preferred Examination Center above. **Please don't send this form directly to the School.**
- You can appear at the semester-end final examination only for the courses offered in this semester-201. You have the chance to appear thrice at the semester-end final examination for a registered course - once in the current semester (without paying any additional fee) and twice more in the next 211-semester or 221- semester after paying necessary re-examination fees. In latter case, you have to submit this examination registration form in due time.
- If any student registers a course in the current semester and gets 'F' grade in that course, s/he will have to redo the course within the next 211-semester or 221- semester where s/he can appear at the semester-end final examination for that course twice only after paying necessary redo examination/re-examination fee. If any student fails to get at least 'C-' grade after availing (or without availing) of such chance, s/he has to retake that course.

Note: You have to submit this Form to your RC on or before February 24, 2023.

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



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School of Business
Bangladesh Open University
MBA Program
Admit Card

Passport size
Photo

Semester-end Final Examination

Semester: 201

Name of the Examinee: _____

SID Number:

			3	3					
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 RC: _____ Signature & Seal of the RD

Study Center: _____ Exam. Center: _____

Please write codes and titles of the courses you have registered for examination. Make sure the invigilator's signature against the course you have gone in for the exam.

Course Code							Course Title	Invigilator's Signature and Date
M	B	A						
M	B	A						
M	B	A						
M	B	A						
M	B	A						
M	B	A						

(It is mandatory for all 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 Examination 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 program.
- ◆ Mobile phones must be switched off and kept away from students' reach during the exam. If someone is found using the mobile phone during the exam, her/his script will be snatched or s/he shall be penalized as per the university rules.

List of Teachers of School of Business & their Research Interests

Name & Designation	Contact Details	Research Area(s)
Dr. Md. Ekramul Haque Professor (Management)	09666730730/664, 8962776 (Res), 01711179956 (cell), ekramdean@yahoo.com; ekram58@bou.ac.bd	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
Dr. Md. Mayenul Islam Professor (Management)	09666730730/666, 01711955537 (Cell) islammayenul@yahoo.com; islammayenul@bou.ac.bd	Management; Human Resource Management
Professor Mostafa Azad Kamal (Economics)	+8802996691106, 09666730730/662, 01911319248 (Cell) Fax: 9291106, mostafa_azad@yahoo.com deanoffice.sob@gmail.com; deanoffice.sob@bou.ac.bd	International & Development Economics, e-Learning, ODL, OER
Dr. Md. Serazul Islam Professor (Accounting)	09666730730/668, 01712937189 (Cell) islamserazul@yahoo.com; islamserazul@bou.ac.bd	SME Financing & Entrepreneurship Development; Accounting & Finance
Dr. Mohammad Zahir Raihan Associate 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 Associate Professor (Management)	09666730730/792, 01911251181 (Cell) shaheenmahmed@yahoo.com; sahmed@bou.ac.bd	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) (Study Leave)	+8802996691106, 01818644137 (Cell) adiba10mkt@gmail.com; adiba.anis@bou.ac.bd	Tourism; Supply Chain Management; Advertising
Md. Mahfuzur Rahman Assistant Professor (Economics) (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) (Study Leave)	+8802996691106, 01913705671 (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
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

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 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 at the final examination 3 times on one course. So, if you obtain very low score in one or more courses, you can re-register for appearing at the examination on that course in concerned consecutive semester. Suppose, if you register your course(s) in 201-Semester, you will be able to sit for examination in the current 201-Semester and in the subsequent 211 and 221 Semesters 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 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 maximum duration of the Program (5 years) is over; but I am yet to complete one or more course. 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 extension of your 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 or 80 (for students having ID number beginning with 141 or earlier) in the consecutive 3 semesters including registration semester.

Contact Points for Further Information

Coordinator, Concerned Study Center Or The Following Program Officers	Most Preferred Way of Communication
Salauddin Ahmed, Program Assistant : 01674497533 (For Dhaka RC) Md. Kamrul Hasan, Program Assistant : 01869718788 (For Ctg RC) Md. Mahbubar Rahman, Program Assistant : 01913767421 (For Khulna RC) Md. Abu Bakar, Program Assistant : 01712503122 (For Rajshahi RC) Lutfun Ara Pinu, Program Assistant : 01918015822 (For Jashore RC) Md. Mefthul Hoque, Program Assistant : 01764212364 (For Sylhet RC)	You must have an Email ID and let us know that soon (Send a message to <i>mbacoordinator.bou@gmail.com</i> and <i>deanoffice.sob@gmail.com</i> 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.
<u>Dean Office:</u> Phone: +8802996691106 E-mail: deanoffice.sob@gmail.com For General Information/Complaint/Query, submit the Information Form. You can get by scanning the QR Code shown on the right side. 	



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