



শ্রুণ অব বিজনেস

School of Business

Bangladesh Open University

Semester Calendar

Semester: 161 (2nd and 4th Levels)



Programme: Commonwealth Executive MBA/MPA

Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

Activity	Deadline/Date
FIRST Day of the Tutorial Sessions	June 9, 2017
Submission of Assignment #1 by the Old Students	July 28, 2017
Submission of Research Project Proposal	August 4, 2017
Submission of Assignment #1 by the New Students*	August 11, 2017
Submission of Assignment #2 by the Old Students	September 15, 2017
Payment of Re-exam Fee [Tk. 550 per course as re-exam fee for the course(s) registered earlier. Don't pay if you have registered the course(s) and paid Tk. 300 as exam fee in the current 161 Semester]	Within one month of result publication
Submission of Exam Registration Form	October 20, 2017
Collection of the Admit Card (compulsory)	October 20, 2017
Submission of Assignment #2 by the New Students	October 20, 2017
Submission of PQI Form (see page#9 of this Calendar)	October 20, 2017
Submission of Assignment #3 by the Old Students	October 27, 2017
LAST Day of Tutorial Sessions	October 27, 2017
Submission of Research Project Report	October 27, 2017
FIRST Day of Semester-end Final Examination: 161 Semester	November 10, 2017
Registration into the Courses of 162 Semester (1 st & 3 rd Levels)	Aug. 4- Nov. 17, 2017
Orientation of Next 162 Semester	December 22, 2017

*New Students: Students having ID numbers beginning with 152

Fee Structure

(May be changed by the University Authority)

Compulsory Fees:		Situational Fees:	
Prospectus and Application Form	Tk. 700.00	Re-Examination/ Redo Fee (per course)*	Tk. 550.00
Exam Fee for Current Semester	Tk. 300.00	Program Transcript Fee	Tk. 400.00
Fee for Digital ID Card	Tk. 200.00	Original Certificate Fee	Tk. 500.00
Course Registration Fee per Course	Tk. 6,000.00	Provisional Certificate Fee	Tk. 300.00
Semester Registration Fee	Tk. 200.00	Graduation Ceremony Fee	Tk. 1,500.00
Academic Calendar Fee	Tk. 50.00	Testimonial Fee	Tk. 100.00
Mark Sheet Fee for Each Level	Tk. 100.00	Duplicate Student ID Card Fee	Tk. 500.00
		Correction Fee	Tk. 200.00
		Late Course Registration Fee (per course)**	Tk. 500.00
		Improvement Fee (per course)***	Tk. 550.00
		Late Re-Examination/ Redo Fee (per course)****	Tk. 550.00 Plus
		Study Centre Change Fee*****	500.00
* 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. 500.00 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: 1 st week Tk. 100 and 2 nd week Tk. 150 as fine for all courses plus Tk. 550 per course. ***** After successfully completing 1 st and 2 nd Levels on reasonable ground.			
Deposit the fees into Janata Bank Online (Special Notice Deposit) Account # 0100008680943, BOU Campus Branch, Gazipur.			

Programme Structure at a Glance

Components	Commonwealth Executive MBA	Commonwealth Executive MPA
Core Courses	All 4 core courses from the list of 1 st Level and 4 Core Courses from 2 nd Level excluding <ul style="list-style-type: none"> • Public Systems Management 	All 4 core courses from the list of 1 st Level and 4 Core Courses from 2 nd Level including <ul style="list-style-type: none"> • Public Systems Management
Specialised Compulsory (SCOM) Courses	<ul style="list-style-type: none"> • Strategic Management • Quality Assurance Management 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Research Methods • Research Project 	<ul style="list-style-type: none"> • 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. 550) 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

<ul style="list-style-type: none"> • Coordinator, Concerned Study Centre. Or • Programme Officer, Concerned Regional Centre. Or 	<i>Most Preferred Way of Communication</i>
<p>Dean, School of Business, BOU, Gazipur: Phone: 9291106 Abdul Matin, Admn Officer, SOB, BOU: 01683302293 (For Dhaka RC) Rezaul Karim, Admn Officer, Ctg RC: 01817203233 (For Ctg RC) E-mail: comnwthmba.bou@gmail.com Web: www.bou.edu.bd</p>	<p>You must have an Email ID and let us know that soon (Send a message to comnwthmba.bou@gmail.com 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.</p>

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

 For Semester Calendar of CEMBA/CEMPA Programme, visit: <http://www.bou.edu.bd/index.php/academic-info/academic-calendar>

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 9, 2017** and will continue up to **October 27, 2017** 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:

2017																							
June		July				August				September		October				November	December						
9	16	7	14	21	28	4	11	18	25	1	8	15	22	29	5	12	19	26	10	17	24	31	
√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
					Assignment #1 (For old students)		Assignment #1 (For new students)				Assignment #2 (For old students)				Assignment #2 (For new students)				Assignment #3 (For old students)				
																				FINAL EXAM STARTS 161 Semester			Next 162 Semester Starts

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in the current 161 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.

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

Assignment Submission

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

You must follow the instructions written on the Assignment question papers while submitting the Assignments. For breaching any of the instructions, you may face complexities with getting your assignments evaluated. The School will not bear any responsibility for those complexities. For better management of the Assignments, you must submit the Assignments on time and comply with the instructions properly. **Delayed submission of Assignments is strictly prohibited. Score on an Assignment will be reduced if it is submitted after the deadline or copied from others.**

Assignment Submission Deadlines	Assignment# 1: Old Students: July 28, 2017 New Students: August 11, 2017	Where and How to Submit the Assignments
	Assignment # 2: Old Students: September 15, 2017 New Students: October 20, 2017	
	Assignment# 3: Old Students: October 27, 2017	

Assignments must be submitted to the **Coordinator** of the concerned SC only on or before the **due date**. Every assignment must contain the prescribed cover page (see **Page#4** of this Calendar). You must take signature of the Coordinator or the Assigned Person on **Assignment Acknowledgement (AA) Form** (see **Page#5** of this calendar) while submitting the assignments. You must not forget to submit the **Dean's Copy of the AA Form** while submitting the last assignment. If you fail to submit it, your claim of assignment submission will not be considered in case of missing.

N.B: If you fail to submit your course Assignments in the current semester-161, you will have to re-register into the concerned course(s) by paying Tk. 6,000 per course in the next 191 semester in order to submit your Assignments anew.

Semester-end-Final Examination

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

Submission Dead lines	For all students : Aug.11 – Oct.20, 2017 Pay Tk. 300 as examination fee of the current semester.	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.550 per course to appear at the examination.	Exam registration form must be filled up and submitted to the <i>Programme Officer</i> 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: Aug.11 – Oct.20, 2017 (Without Admit Card, no student will be allowed to sit the exam)	

Exam Schedule: Semester 161 (This schedule will remain unchanged if no unavoidable circumstances occurs.)

Tentative Date	Time	Course Code and Course Title	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.
Nov. 10, 2017 Friday	09:00 am - 12:00noon	CORE 2605: Management Information Systems	
	02:00 pm - 05:00 pm	SCOM 4611: Quality Assurance Management	
Nov. 17, 2017 Friday	09:00 am - 12:00 noon	CORE 2606: Operations Management	
	02:00 pm - 05:00 pm	SCOM 4613: Development Planning and Administration	
Nov. 24, 2017 Friday	09:00 am - 12:00 noon	CORE 2607: Human Resource Management	
	02:00 pm - 05:00 pm	ELEC 4616: Electronic Commerce	
Dec. 8, 2017 Friday	09:00 am - 12:00noon	CORE 2608: Economic Environment of Business	
	02:00 pm - 05:00 pm	ELEC 4617: Corporate Finance	
Dec. 15, 2017 Friday	09:00 am - 12:00noon	CORE 2609: Public Systems Management ELEC 4618: Managerial Economics	
	02:00 pm - 05:00 pm	ELEC 4 621: Contemporary Administration Systems	

Course Evaluation Process (For New Students)

Class Attendance & Performance=10 Marks; Assignments= (10x2) =20 Marks; Final Exam=70 Marks. Total=100

Course Registration for Next Semester :162 (1st & 3rd Levels)

You are required to register into the courses to be offered in the next semester (162Semester) 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 162Semester.** You will be transferred to the next available semester (162Semester) when the same courses will be offered again.

Registration into Courses of next 162 Semester	Deadline: August4-November17, 2017 (You must deposit the fees into Janata Bank Online (Special Notice Deposit) Account # 0100008680943, BOU Campus Branch, Gazipur. You are asked to fill up the Course Registration Form(see page#10 of this Calendar) and submit the office copy to their respective RC after depositing the required fee. Please read Page#9, 10& 11 of Prospectus or page#1 of this Calendar carefully before choosing courses for registration.		How Many Courses You may Take at a Time 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.
	Courses to be Offered in the Next Semester: 162 (1st & 3rd Levels)		
	1st Level <small>(compulsory)</small>	CORE 1601: Management and Organisations	CORE 1603: Marketing Management
		CORE 1602: Quantitative Techniques	CORE 1604: Accounting and Finance
	3rd Level	SCOM 3610: Strategic Management (For CEMBA)	ELEC 3619: Disaster Management
		SCOM 3612: Public Policy (For CEMPA)	ELEC 3620: Policy Analysis and Implementation
		ELEC 3614: Project Management	REQD 3622: Research Methods
		ELEC 3615: International Marketing	

Pursuing the Research Project

Pursuing Research Project	Research Project Proposal Submission: August 4, 2017 Research Project Submission : October 27, 2017	Where to Submit the Project Proposal The Research Project Proposal signed by your Project Guide 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.
	Requirement: You must select the topic of your research project in consultation with your Project Guide 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.	

Status:

Please put ✓

New
StudentOld
Student

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School of Business

Bangladesh Open University

ASSIGNMENT NO.:

Programme: Commonwealth Executive MBA/MPA

Course Title:

Course Code:

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Submission
Semester:

1	6	1
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Level: (Please put ✓)

2nd

4th

PERSONAL INFORMATION of the STUDENT

Name (In Capital Letters):

ID (In Numbers):

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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)	For Use of the Coordinator's Office (If the Assignment is submitted after deadline)
Mailing Address: Tel: Mobile: E-mail:	 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.)

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SCHOOL OF BUSINESS

Bangladesh Open University

Commonwealth Executive MBA/MPA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
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.)

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SCHOOL OF BUSINESS

Bangladesh Open University

Commonwealth Executive MBA/MPA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before July/Aug. __, 2017	Course Code: Received on or before Sept./Oct. ____, 2017	Course Code: Received on or before Oct. ____, 2017
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.

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SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 161(2nd & 4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:
ID Number: <input type="text"/> <input type="text"/> <input type="text"/> - 7 1 - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Regional Centre: <input type="checkbox"/> Dhaka <input type="checkbox"/> Chittagong
Study Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC
Preferred Exam Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC

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

Regional Director, BOU

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

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

Instructions Regarding Exam Registration:

- You have to submit this form at your RC on or before **October 20, 2017**. If you want to change your examination centre, you have to submit an application to the Controller of Examinations through the Dean of the School of Business along with this registration form.
- You can appear at the final examination only for the courses offered in this semester. You have the chance to appear thrice at the final examination for a registered course - once in the current semester and twice more in the next two semesters concerned (with re-examination fee).
- If any student gets 'D' grade in a course in the current semester, s/he has can re-appear at the course within the next two semesters concerned that twice only after paying necessary examination fee each time. If any student fails to get at least 'C' grade after availing of such chance or if s/he doesn't appear at the exam within two semesters concerned, s/he will have to register the course new by paying the registration fee and submit the assignments again.
- You must submit the filled-up Admit Card with the exam registration form.
- You must add the Bank slip of depositing the exam fee with the exam registration form.

For Dean's Office

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SCHOOL OF BUSINESS
Bangladesh Open University

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

Exam Registration Form
Semester: 161(2nd & 4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:									
ID Number: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>									
Regional Centre: <input type="checkbox"/> Dhaka <input type="checkbox"/> Chittagong									
Study Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC									
Preferred Exam Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC									
E-mail ID:									
Mobile Phone#		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

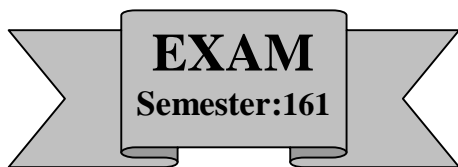
Regional Director, BOU

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

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

Note: You have to submit this Form to your RC on or before **October 20, 2017**.

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: 161 (2nd & 4th Levels)

Photo
Signature & Seal of the RC

Name:	
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ID (In Numbers):

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ID (In words):

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

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

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

(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.

শুধন অব বিজ্ঞান

Bangladesh Open University

Compulsory

Deadline: October 20, 2017

Programme Quality Improvement (PQI) Form

Please fill out the form carefully and submit it to the study centre coordinator. You may send email in the pdf or jpg form to comnwlthmba.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

Office Copy

CEMBA/CEMPA Programme

Course Registration Form

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

Student's Copy

CEMBA/CEMPA Programme

Course Registration Form

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. A.T.M. Tofazzel Hossain Professor (Accounting)	PABX 9291101-4 Ext 341 Mobile: 01552393472, Email: tofazzel54@yahoo.com	Accounting & Finance
Dr. Md. Ekramul Haque Professor (Management)	PABX 9291101-4 Ext. 347, Tel: 9291173(Direct) Mobile: 01711179956, Email: ekramdean@yahoo.com	Human Resource Management
Dr. Qazi Mohammad GalibAhsan Professor (Accounting)	PABX 9291101-4 Ext.345, Tel: 9291106(Direct) Mobile: 01729224499 , Email: qgalib@bou.edu.bd	Corporate Social Responsibility and Accountability
Dr. Md. Mayenul Islam Professor (Management)	PABX 9291101-4 Ext.346, Tel: 9291160(Direct) Mobile: 01711955537, Email: islammayenul@yahoo.com	Management; Human Resource Management
Mostafa Azad Kamal Professor (Economics)	PABX 9291101-4 Ext.413, Mobile: 01911319248 Email: mostafa_azad@yahoo.com	Economics
Mohammad Zahir Raihan Associate Professor (Finance)	PABX 9291101-4 Ext.379, Mobile: 01716233708 Email: raihan_bou@yahoo.com	Sustainability of Microcredit; CSR, Finance
Dr. Md. Serazul Islam Associate Professor (Accounting)	PABX 9291101-4 Ext.342, Mobile: 01712937189 Email: islamserazul@yahoo.com,	Entrepreneurship & SME Development; Accounting & Finance
Shaheen Ahmed (On study leave) Assistant Professor (Management)	PABX 9291101-4 Ext.344, Mobile: 01712265254 Email: shaheenmahmed@yahoo.com	Human Resource Management
Md. Tarikul Islam Assistant Professor (Marketing)	PABX 9291101-4 Ext.343, Mobile: 01720581050 Email: tarikuldu05@yahoo.com	International Marketing; Marketing Management; Marketing Research
Md. Kayes Bin Rahaman Assistant Professor (Finance)	PABX 9291101-4 Ext.343, Mobile: 01717671496 Email: kbrahaman@gmail.com	Household Finance; Green Banking; Disaster Management
Md. Mahfuzur Rahman Lecturer (Economics)	PABX 9291101-4 Ext. 533, Mobile: 01721380509 E-mail: masum2069@yahoo.com	International & Development Economics
Ms Adiba Anis Lecturer (Marketing)	PABX 9291101-4 Ext. 348, Mobile: 01818644137 E-mail: adiba10mkt@gmail.com	Tourism; Supply Chain Management; Advertising
Ms Asma Akter Shelly Lecturer (Finance)	PABX 9291101-4 Ext. 532, Mobile: 01712 054623 E-mail: shellyasma26@gmail.com	Capital Budgeting; Credit Rating
Ms Romana Kader Lecturer (HRM)	PABX 9291101-4 Ext. 379, Mobile: 01913705671 E-mail: romana.hrm@gmail.com	Human Resource Management
Ms Mollika Ghosh Lecturer (Marketing)	PABX 9291101-4 Ext. 379, Mobile: 01799781487 E-mail:mollikag.du@gmail.com	Advertising and Promotion; Service 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 Project Guide.