



শুন্ন অব বিজনেস
School of Business
Bangladesh Open University



Semester Calendar

Semester: 141 (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	April 24, 2015
Submission of Research Project Proposal (by old students)	June 5, 2015
Submission of Assignment #1	June 5, 2015
Submission of Assignment #2	July 10, 2015
Payment of Re-exam Fee [TK. 550 per course as re-exam fee for the course(s) registered earlier. Don't pay this fee if you register the course(s) in the current 141 Semester]	August 13, 2015
Submission of Exam Registration Form	August 14, 2015
Collection of the Admit Card (compulsory)	August 14, 2015
Submission of PQI Form (see page #9 of this Calendar)	August 21, 2015
Submission of Assignment #3	Sept 4, 2015
LAST day of tutorial sessions	September 4, 2015
Submission of Research Project Report (by old students)	August 28, 2015
FIRST day of Semester-end Final Examination: 141 Semester	September 11, 2015
Registration into the Courses of 142 Semester (1st & 3rd Levels)	October 9, 2015
Beginning of Tutorial Sessions of Next 142 Semester	November 6, 2015

Fee Structure

(May be changed by the University Authority)

Course Registration Fee	TK. 6,000 per course	Important Note Please contact us (see Page #3 for the contact points) if you need any clarification regarding the fee submission. No fee is returnable if once deposited.
Semester Registration Fee	Tk. 200 for each semester	
Academic Calendar Fee	Tk. 25	
Redo /Re-Examination Fee	TK. 550 per course	
Testimonial Fee	TK. 200	
Final Transcript Fee	TK. 400	
Provisional Certificate Fee	Tk. 300	
Semester Mark Sheet Fee	TK. 100	
Correction Fee	Tk. 200	
Late Course Registration Fee	Tk. 500 per course**	
Late Re-exam. Fine (per course)	Tk. 100 (for 1st 7 days) Tk. 150 (for next 7 days)	

****If any student fails to register or re-register into any course(s) within the deadline, s/he can register or re-register the course(s) by paying Tk. 6,000 Per course plus late fee of Tk. 500 for each course within 10 working days after the deadline expires.**

Programme Structure at a Glance

<i>Components</i>	<i>Commonwealth Executive MBA</i>	<i>Commonwealth Executive MPA</i>
Core	8 core courses from the list of Core Courses excluding <ul style="list-style-type: none"> • Public Systems Management 	8 core courses from the list of Core Courses including <ul style="list-style-type: none"> • Public Systems Management • Management and Organisations
Specialised Compulsory (SCOM)	<ul style="list-style-type: none"> • Strategic Management • Quality Assurance Management 	<ul style="list-style-type: none"> • Public Policy • Development Planning and Administration
Electives	3 courses from the list of Elective Courses excluding <ul style="list-style-type: none"> • Public Policy 	3 courses from the list of Elective Courses excluding <ul style="list-style-type: none"> • Public Policy
Required (REQD)	<ul style="list-style-type: none"> • Research Methods • Research Project 	<ul style="list-style-type: none"> • Research Methods • Research Project

Exit Points

<i>Exit Point</i>	<i>Courses to be Completed</i>	<i>Credits</i>
<i>Diploma</i>	8 (core courses required for CEMBA/CEMPA)	48
<i>Graduate Diploma</i>	10 (8 core + 2 specialised compulsory)	60
CEMBA/CEMPA	15 (8 Core + 2 Specialised + 3 Electives + 2 Required Courses)	90
<ul style="list-style-type: none"> • A student may choose to stop at any of the above certification points based on the credits s/he completed. 		

Important FAQs

1. What can I do if I want to improve my grade in one or more courses?

You can sit the exam 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 sitting the exam 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 will 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?

You can apply for extension of the duration (De-NOVO registration). You will be allowed to have 2 more years for completing the rest of courses. However, this opportunity will be applicable for at best 2 uncompleted courses.

4. How many times can I submit the assignments in a registered course?

You can submit the assignment of a registered course only once in the semester in which you have registered it.

Schedule for the Tutorial Sessions

Tutorial session plays a crucial role in open and distance learning system. Although attending tutorial sessions is not mandatory, the students should attend the tutorial sessions regularly for optimising their learning outcomes. You are supposed to go through the modules 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 April 24, 2015** and will continue up to **September 4, 2015** at our specified SCs-Dhaka Regional Centre (RC) and Chittagong Regional Centre (RC). The tutorial sessions will be conducted on the Fridays specified as below:

Study Centre	April		May			June				July		August				September					
	24	08	15	22	29	5	Assignment #1	12	19	26	03	10	Assignment #2	07	14	21	28	4	Assignment #3	11	
Dhaka RC	√	√	√	√	√	√		√	√	√	√	√		√	√	√	√	√			FINAL EXAM STARTS
Chittagong RC	√	√	√	√	√	√		√	√	√	√	√		√	√	√	√	√			

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in 141 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	CORE 2605: Management Information System	CORE 2606: Operations Management	CORE 2607: Human Resource Management	CORE 2608: Economic Environment of Business	
4 TH	SCOM 4611: Quality Assurance Management	ELEC 4616: Electronic Commerce	ELEC 4617: Corporate Finance	ELEC 4618: Managerial Economics	REQD 4623 Research Project

Assignment Submission

During the semester, you have to go through your course materials and submit 03 (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.**

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 Assignment will be reduced if it is submitted after the deadline.**

Assignment Submission Deadlines	Where and How to Submit the Assignments	
	Assignment # 1: June 5, 2015	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 third assignment. If you fail to submit it, your claim of assignment submission will not be considered in case of missing.
	Assignment # 2: July 10, 2015	
Assignment # 3: Sept 4, 2015		

N.B: If a student fails to submit her/ his course Assignments in the registered semester, s/he has to re-register into the concerned course by paying Tk. 6,000 per course to submit her/ his Assignments next after availing the redo examination facility.

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 exam 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 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.

Exam form Submission Deadlines	Where to Submit the Exam Registration Form	
	For current students : June 5 – Aug. 14, 2015 For old students : June 5 – Aug. 14, 2015	Exam registration form must be filled up and submitted to the <i>Programme Officer</i> at the concerned RC and Admit Card can be collected only on or before the due date. Old students must attach the Money Receipt while submitting the exam registration form.
	(Both New and Old students must pay fees for appearing at the exams on previously registered courses by August 13, 2015 at specified <i>Janata Bank</i> branch. Re-exam fee is Tk. 550 per course)	
Collection of Admit Card: June 5–Aug. 14, 2015 (Without Admit Card, no student will be allowed to sit the exam)		

Exam Schedule: Semester 141 (This schedule will remain unchanged if no unavoidable circumstances occurs.)

Tentative Date	Time	Course Code and Course Title
Sept.11, 2015	09:00 am - 12:00 noon	CORE 2605: Management Information Systems
Friday	02:00 pm - 05:00 pm	SCOM 4611: Quality Assurance Management
Sept. 18, 2015	09:00 am - 12:00 noon	CORE 2606: Operations Management
Friday	02:00 pm - 05:00 pm	SCOM 4613: Development Planning and Administration
October 9, 2015	09:00 am - 12:00 noon	CORE 2607: Human Resource Management
Friday	02:00 pm - 05:00 pm	ELEC 4616: Electronic Commerce
October 16, 2015	09:00 am - 12:00 noon	CORE 2608: Economic Environment of Business
Friday	02:00 pm - 05:00 pm	ELEC 4617: Corporate Finance
October 30, 2015	09:00 am - 12:00 noon	ELEC 4618: Managerial Economics
Friday	02:00 pm - 05:00 pm	CORE 2609: Public Systems Management

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.

Course Registration: Semester 142 (1st & 3rd Levels)

You are required to register into the courses to be offered in the next semester (142 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 142 Semester.** You will be transferred to the next available semester (152 Semester) when the same courses will be offered again.

Registration into Courses of 142 Semester	Deadline: June 26 – October 9, 2015		How Many Courses You may Take at a Time
	(Students must pay the fees in cash at the specific branch of Janata Bank to be directed by the RC. Please be sure about the branch from the RC before going to deposit the fees. Keep the money receipt carefully and submit a copy of the same to the RC office immediately) <i>Please read Page #9, 10 & 11 of Prospectus carefully before choosing courses for registration.</i>		You have to take at least 2 (two) courses and maximum 4 (four) courses in a semester; however, if a student has only one course left to complete the programme, he/she 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: 142 (1st & 3rd Levels)		
	1st Level	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	Project Proposal Submission: June 5, 2015	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.
	Project Report Submission : August 28, 2015	
	Requirement: You must select the topic of your research project in consultation with your Project Guide who will preferably be a university teacher holding not below the rank of Assistant Professor or a researcher not below the rank of Joint Director or Senior Research Fellow.	

Contact Points for Further Information

<ul style="list-style-type: none"> Coordinator, Concerned Study Centre. Or Programme Officer, Concerned Regional Centre. Or 	Most Preferred Way of Communication
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	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). Please try to check your email everyday. From now on, we will communicate you mostly by e-mail.

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Bangladesh Open University

ASSIGNMENT NO.: 01 02 03
(Please put ✓)

Commonwealth Executive MBA/MPA Programme

Course Title:							
Course Code:							
Registration Semester:				Submission Semester:	1	4	1

PERSONAL INFORMATION of the LEARNER

Name (In Capital letters):

ID (In Numbers): - 7 1 -

ID (In words): Seven One

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

(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
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:

Dean's COPY

(Please tear this portion off while submitting Assignment#3. 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
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before June 5, 2015	Course Code: Received on or before July 10, 2015	Course Code: Received on or before Sept 4, 2015
Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:	Signature & Date of the Coordinator/ Authorised Person Reference No.:

Note: The SC Coordinator is requested to put his/her signature on this form (both sides) only if the assignments are submitted by the deadline and to send one portion of this form to Dean, School of Business, BOU. Please check if the course code has been written on the form correctly. Don't forget to keep the Dean's portion of this form while receiving Assignment # 3.

Exam Registration Form
Semester: 141(2nd & 4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:	This is to certify that s/he can appear at the final exam according to the records maintained at this Regional Centre. _____ Regional Director, BOU
SID Number:	
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	

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 <input checked="" type="checkbox"/>	Course Code and Course Title	Put <input checked="" type="checkbox"/>	Course Code and Course Title
<input checked="" type="checkbox"/>	CORE 2605: Management Information Systems	<input checked="" type="checkbox"/>	SCOM 4611: Quality Assurance Management
<input checked="" type="checkbox"/>	CORE 2606: Operations Management	<input checked="" type="checkbox"/>	SCOM 4613: Development Planning and Administration
<input checked="" type="checkbox"/>	CORE 2607: Human Resource Management	<input checked="" type="checkbox"/>	ELEC 4616: Electronic Commerce
<input checked="" type="checkbox"/>	CORE 2605: Management Information Systems	<input checked="" type="checkbox"/>	ELEC 4617: Corporate Finance
<input checked="" type="checkbox"/>	CORE 2609: Public Systems Management	<input checked="" type="checkbox"/>	ELEC 4618: Managerial Economics
<input checked="" type="checkbox"/>	CORE 2608: Economic Environment of Business	<input checked="" type="checkbox"/>	
Total Number of courses:		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 **August 14, 2015**. 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 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 (without paying any additional fee) and twice more in the next consecutive four semesters (with additional fee).
- If any student gets 'D' grade in a course in the current semester, s/he has to redo the course within the next four consecutive semesters where s/he can appear at the semester-end examination for that course twice only after paying necessary redo 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 sit the exam at all in four consecutive semesters, s/he has to retake that course. New registration into the course will be required.
- You must submit the filled-up Admit Card with the exam registration form.
- You must add the Bank slip of depositing the redo exam fee with the exam registration form.

For Dean's Office

শুভ্র অর্থ বিজ্ঞান
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: 141(2nd & 4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:									
SID Number:									
Regional Centre:									
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:									

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

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

Regional Director, BOU

Please put \checkmark 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 \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 2605: Management Information Systems		ELEC 4617: Corporate Finance
	CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics
	CORE 2608: Economic Environment of Business		
Total Number of courses:		Re-exam fee paid: TK.	
(.....)		Date:	
		Deposit slip no:	
		Branch:	

Note: You have to submit this Form to your RC on or before **August 14, 2015**.

EXAM Semester: 141	শুভ্র অব বিজলয় SCHOOL OF BUSINESS Bangladesh Open University Program: Commonwealth Executive MBA/MPA	Photo Signature & Seal of the RC
Admit Card Semester Final Examination Semester: 141 (2 nd & 4 th)		

Name:					
SID Number:		-	71	-	
SID in words (last three digits)					

Study Centre [Put \checkmark]: Dhaka RC Chittagong RC

Exam Centre [Put \checkmark]: Dhaka RC Chittagong RC

Please put \checkmark 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 \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 2605: Management Information Systems		ELEC 4617: Corporate Finance
	CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics
	CORE 2608: Economic Environment of Business		
Total Number of courses: (.....)		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 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 instruction 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 invigilators 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 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.

Compulsory

Deadline: August 21, 2015

শুধু অব বিজ্ঞান

Bangladesh Open University

Programme Quality Improvement (PQI) Form

Please fill out the form carefully and send it to us by email or mail it to the following address in sealed envelope:

Coordinator
CEMBA/CEMPA Programme
School of Business
Bangladesh Open University
Gazipur-1705

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 never tried to avoid me when I asked any information	
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)

List of Teachers of School of Business & their Research Interests

<i>Name & Designation</i>	<i>Contact Details</i>	<i>Research Area(s)</i>
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 Galib Ahsan 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
Mostafa Azad Kamal Professor (Economics)	PABX 9291101-4 Ext.413, Mobile: 01911319248 Email: mostafa_azad@yahoo.com	Economics; ODL; OER
Mohammad Zahir Raihan (SL) Associate Professor (Finance)	PABX 9291101-4 Ext.379, Mobile: 01716233708 Email: raihan_bou@yahoo.com	Sustainability of Microcredit
Dr. Md. Serazul Islam Associate Professor (Accounting)	PABX 9291101-4 Ext.342, Mobile: 01712937189 Email: islamserazul@yahoo.com,	Entrepreneurship & SME Development; ODL; Accounting & Finance
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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.