



শুভ্র এব বিজ্ঞান
School of Business

Bangladesh Open University

Semester Calendar

Semester: 162 (1st and 3rd Levels)

Semester Calendar CEMBA/CEMPA Programme			
January	February	March	April
May	June	July	August
September	October	November	December

School of Business, BOU

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	January 12, 2018
Submission of Assignment #1 by the Old Students	February 16, 2018
Submission of Assignment #1 by the New Students	March 2, 2018
Submission of Assignment #2 by the Old Students	March 23, 2018
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 162 Semester]	Within one month of result publication
Submission of Filled-up Exam Registration Form	April 13, 2018
Collection of the Admit Card (Compulsory)	April 13, 2018
Submission of Assignment #2 by the New Students	April 20, 2018
Submission of PQI Form (See page #9 of this Calendar)	April 13, 2018
Submission of Assignment #3 by the Old Students	April 27, 2018
LAST Day of the Tutorial Sessions	April 27, 2018
FIRST Day of Semester-end Final Examination: 162 Semester	May 11, 2018
Registration into the Courses of Next 171 Semester (2 nd & 4 th Levels)	March 2-May 11, 2018
Beginning of Tutorial Sessions of Next 171 Semester	June 29, 2018

New Students: Students having ID numbers beginning with 152 or 162

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
* 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.		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
		Deposit the fees into Janata Bank Online (Special Notice Deposit) Account # 0100008680943, BOU Campus Branch, Gazipur.	

Programme Structure at a Glance

Components	For Commonwealth Executive MBA	For 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>
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: comnwithmba.bou@gmail.com Web: www.bou.edu.bd	You must have an Email ID and let us know that soon (Send a message to comnwithmba.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.

 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>

 For Assignments of CEMBA/CEMPA Programme, visit: <http://www.bou.edu.bd/index.php/schools/sob>

Schedule for the Tutorial Sessions

Tutorial session plays a crucial role in the learning system. To optimise 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 **January 12, 2018** and will continue up to **April 27, 2018** 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:

Dates of Classes																		
January 2018			February 2018				March 2018					April 2018		May 2018	June 2018			
12	19	26	02	09	16	23	02	09	16	23	30	06	13	20	27	11	29	
√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
					Assignment # 1 (for old student)		Assignment # 1 (for new student)				Assignment # 1 (for old student)				Assignment # 1 (for new student)	Assignment # 1 (for old student)	FINAL EXAM STARTS 162 Semester	Next 171 Semester Starts

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in the current 162 Semester. The students are requested to collect the **Class Schedule** from the Coordinator of the concerned SC on the first day of the tutorial session.

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

Assignment Submission

During the semester, you have to go through your course materials and submit 2 (two) assignments [For old students, 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 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 Assignment will be reduced if it is submitted after the deadline or copied from others.**

Assignment Submission Deadlines	Assignment # 1: New Students: March 2, 2018 Old Students: February 16, 2018	Where and How to Submit the Assignments Assignments must be submitted to the Coordinator of the concerned SC only on or before the due date . Every assignment must contain the prescribed cover page (see Page#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.
	Assignment # 2: New Students: April 20, 2018 Old Students: March 23, 2018	
	Assignment # 3: Old Students: April 27, 2018	

N.B: If you fail to submit your course Assignments in the current semester-162, you will have to re-register into the concerned course(s) by paying Tk. 6,000 per course in the next 192 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 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, 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.

Exam Form Submission Deadlines	For all students : Feb 19 – April 12, 2018 [Make sure you have paid Tk 300 as examination fee of the current semester. 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.]	Where to Submit the Exam Registration Form Exam registration form must be filled up and submitted to the Programme Officer 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.
	Collection of Admit Card: Feb 20 – April 13, 2018 (Without Admit Card, no student will be allowed to sit the exam)	

Exam Schedule: Semester 162 (This schedule will remain unchanged if no unavoidable circumstances occurs.)

Tentative Date	Time	Course Code and Course Title
May 11, 2018 Friday	9:00 am - 12:00 noon	CORE 1601: Management and Organisations
	2:30 pm - 5:30 pm	SCOM 3610: Strategic Management (For CEMBA)
May 18, 2018 Friday	9:00 am - 12:00 noon	CORE 1602: Quantitative Techniques
	2:30 pm - 5:30 pm	ELEC 3614: Project Management
May 25, 2018 Friday	9:00 am - 12:00 noon	CORE 1603: Marketing Management
	2:30 pm - 5:30 pm	ELEC 3615: International Marketing
June 1, 2018 Friday	9:00 am - 12:00 noon	CORE 1604: Accounting & Finance
	2:30 pm - 5:30 pm	ELEC 3619: Disaster Management
June 22, 2018 Friday	9:00 am - 12:00 noon	REQD 3622: Research Methods
	2:30 pm - 5:30 pm	SCOM 3612: Public Policy (For CEMPA)

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 Evaluation Process (For New Students)

Class Attendance & Performance=10 Marks; Assignments=(10×2)=20 Marks; Final Exam=70 Marks. (Total=100)

Course Evaluation Process (For Old Students)

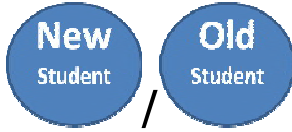
Assignments=(10×3)=30 Marks; Final Exam=70 Marks. (Total=100 Marks)

Course Registration: Semester 171 (2nd & 4th Levels)

You are required to register into the courses to be offered in the next semester (171 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 171 Semester.** You will be transferred to the next available semester (181 Semester) when the same courses will be offered again.

Registration into Courses of Next 171 Semester	Deadline: ***April 3-May 18, 2018 (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. <i>Please read Page#9, 10 & 11 of Prospectus or page#1 of this Calendar</i> carefully before choosing courses for registration. You may also talk to your study centre coordinator.		How Many Courses You may Take at a Time 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: 171 (2nd & 4th Levels)		
	2nd LEVEL	CORE 2605: Management Information Systems	CORE 2608: Economic Environment of Business
		CORE 2606: Operations Management	CORE 2609: Public Systems Management
		CORE 2607: Human Resource Management	
	4th LEVEL	SCOM 4611: Quality Assurance Management	ELEC 4617: Corporate Finance
		SCOM 4613: Development Planning and Administration	ELEC 4618: Managerial Economics
		ELEC 4616: Electronic Commerce	REQD 4623: Research Project

Please put ✓



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ASSIGNMENT NO.: **Programme: Commonwealth Executive MBA/MPA**Course Title: Course Code:

Submission Semester:

1	6	2
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Level: (Please put ✓)

1st3rd***PERSONAL INFORMATION of the STUDENT***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)

Mailing Address:

Tel:
Mobile:
E-mail:**For Use of the Coordinator's Office
(If the Assignment is submitted after deadline)**Signature of the Coordinator/
Authorised Person/Seal of the Late
Submission

Date:

Student's Copy

(Each student must preserve it carefully. If any Assignment is lost, student's claim will not be accepted without this slip.)

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SCHOOL OF BUSINESS

Bangladesh Open University

Commonwealth Executive MBA/MPA Programme

**Assignment Acknowledgment
Form (AA Form)**

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:

Name:

ID: - -

ID: - -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
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 Feb/March __, 2018	Course Code: Received on or before Mar/April __, 2018	Course Code: Received on or before April 27, 2018
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

Instructions for 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 have been written on the form correctly.
- keep the Dean's portion of this form while receiving last Assignment.
- send the Dean's portion of this form to Dean, School of Business, BOU, Gazipur-1705.

For Exam Division

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SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 162(1st & 3rd Levels)

Programme: Commonwealth Executive MBA/MPA

Name: <hr/> ID Number: <hr/> Regional Centre: <input type="checkbox"/> Dhaka <input type="checkbox"/> Chittagong <hr/> Study Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC <hr/> 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 according to the records maintained at this Regional Centre. <div style="text-align: right; margin-top: 20px;"> _____ Regional Director, BOU </div>
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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
	CORE 1601: Management and Organisations		SCOM 3610: Strategic Management
	CORE 1602: Quantitative Techniques		SCOM 3612: Public Policy
	CORE 1603: Marketing Management		ELEC 3614: Project Management
	CORE 1604: Accounting and Finance		ELEC 3615: International Marketing
	/		ELEC 3619: Disaster Management
	/		REQD 3622: Research Methods
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 April 13, 2018**. 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

Semester Calendar: Semester 162 (1st & 3rd Levels)

(Submit it to the respective RC.
They will send it to the Dean's
Office before the exam starts)

<p>Exam Registration Form Semester: 162 (1st & 3rd Levels)</p>
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Programme: Commonwealth Executive MBA/MPA

Name:									
ID 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.

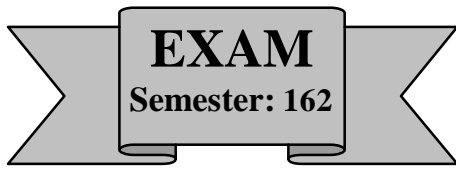
Glue a photo here. Photo must be same as that is used for Admit Card

Regional Director, BOU

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

Put \checkmark	Course Code and Course Title	Put \checkmark	Course Code and Course Title
	CORE 1601: Management and Organisations		SCOM 3610: Strategic Management
	CORE 1602: Quantitative Techniques		SCOM 3612: Public Policy
	CORE 1603: Marketing Management		ELEC 3614: Project Management
	CORE 1604: Accounting and Finance		ELEC 3615: International Marketing
	/		ELEC 3619: Disaster Management
	/		REQD 3622: Research Methods
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 **April 13, 2018**.



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Semester Calendar: Semester 162 (1st & 3rd Levels)

SCHOOL OF BUSINESS
Bangladesh Open University
Programme: Commonwealth Executive MBA/MPA

Photo
Signature & Seal of the RC

Admit Card

Semester Final Examination
Semester: 162 (1st & 3rd Levels)

Name: []

ID (In Numbers): [] - 7 1 - [] - [] - []

ID (In words): [] Seven One [] [] [] [] [] [] [] []

Study Centre: [] Dhaka RC [] Chittagong RC Exam Centre: [] Dhaka RC [] Chittagong RC

Please strikethrough (in red ink) - i.e., CEMBA - the courses you have not registered for examination. Make sure that the invigilator's signature against the course you have attended.

Table with 4 columns: Course Code and Course Title, Invigilator's Signature, Course Code and Course Title, Invigilator's Signature. Rows include CORE 1601, CORE 1602, CORE 1603, CORE 1604, ELEC 3619, and REQD 3622.

(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, 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. Mobile phones must be switched off and kept away from students during the exam.

Compulsory

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Bangladesh Open University

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 comnw1thmba.bou@gmail.com

Deadline: October 20, 2017

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 of the Courses you have attended this semester				
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 information.	

Regarding the Study Centre 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							
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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
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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.