স্কুল অব বিজনেস
School of Business
Bangladesh Open University
Semester Calendar
Semester: 151 (2nd and 4th Levels)

Semester Calendar-151

CEMBA/CEMPA Programme

School of Business, Bangladesh Open University

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	May 27, 2016
Submission of Research Project Proposal	July 15, 2016
Submission of Assignment #1	July 15, 2016
Submission of Assignment #2	Aug 19, 2016
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 151 Semester]	July 24-Sept 8, 2016
Submission of Exam Registration Form	September 9, 2016
Collection of the Admit Card (compulsory)	September 9, 2016
Submission of PQI Form (see page #9 of this Calendar)	September 9, 2016
Submission of Assignment #3	September 30, 2016
LAST Day of Tutorial Sessions	September 30, 2016
Submission of Research Project Report	September 30, 2016
FIRST Day of Semester-end Final Examination: 151 Semester	October 14, 2016
Registration into the Courses of 152 Semester (1st & 3rd Levels)	July 29- Oct28, 2016
Orientation of Next 152 Semester	December 2, 2016

(*The University Authority reserves the right to amend the dates*)

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
Course Registration Fee per Course	6,000.00	Program Transcript Fee	400.00
Semester Registration Fee	200.00	Original Certificate Fee	500.00
Academic Calendar Fee	50.00	Provisional Certificate Fee	300.00
Mark Sheet Fee for each Level	100.00	Graduation Ceremony Fee	1,500.00
* Students registered in the courses in a semester need not to pay any examination fee to appear at the current semester-end examination for those courses. In order to appear at the semester-end examination for those courses in subsequent 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: 1st week Tk. 100 and 2nd week Tk. 150 as fine for all courses plus Tk. 550 per course. ***** After successfully completing 1st and 2nd Levels on reasonable ground.		Testimonial Fee	100.00
		Duplicate Student ID Card Fee	50.00
		Correction Fee	200.00
		Late Course Registration Fee (per course)**	500.00
		Improvement Fee (per course)***	550.00
		Late Re-Examination/ Redo Fee (per course)****	550.00 plus
		Study Centre Change Fee*****	500.00

Programme Structure at a Glance

Components	Commonwealth Executive MBA	Commonwealth Executive MPA
Core Courses	8 core courses from the list of Core Courses excluding • Public Systems Management	8 core courses from the list of Core Courses including • Public Systems Management • Management and Organisations
Specialised Compulsory Courses	• Strategic Management • Quality Assurance Management	• Public Policy • Development Planning and Administration
Elective Courses	3 courses from the list of Elective Courses	3 courses from the list of Elective Courses
Required (REQD)	• Research Methods • Research Project	• Research Methods • Research Project

Exit Points

Exit Point	Courses to be Completed	Credits
Diploma	8 (Core courses required for CEMBA/CEMPA)	48
Graduate Diploma	10 (8 Core + 2 Specialised compulsory)	60
CEMBA/ CEMPA	15 (8 Core + 2 Specialised + 3 Elective + 2 Required Courses)	90
• 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 May 27, 2016** and will continue up **to September 30, 2016** 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	May	June				July				August				September					October	December
	27	3	10	17	24	15	Assignment # 1	22	29	5	12	19	Assignment # 2	26	2	9	23	30	Assignment # 3	14	2
Dhaka RC	√	√	√	√	√	√		√	√	√	√	√		√	√	√	√	√		FINAL EXAM STARTS 151 Semester	Next 152 Semester Starts
Chittagong RC	√	√	√	√	√	√		√	√	√	√	√		√	√	√	√	√			

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in 151 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.

2ND	CORE 2605: Management Information System	CORE 2606: Operations Management	CORE 2607: Human Resource Management	CORE 2608: Economic Environment of Business	
4TH	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: July 15, 2016	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: Aug 19, 2016	
	Assignment # 3: Sept. 30, 2016	

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 re- examination facilities two times.

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	**July 24, 2016 – September 8, 2016**	**Where to Submit the Exam Registration Form**
	(Both New and Old students must pay fees for appearing at the exams on previously registered courses by **September 8, 2016** at specified *Janata Bank* branch. Re-exam fee is Tk. 550 per course)	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: July 24– Sept. 9, 2016 (Without Admit Card, no student will be allowed to sit the exam)	

Exam Schedule: Semester 151 *(This schedule will remain unchanged if no unavoidable circumstances occurs.)*

Tentative Date	Time	Course Code and Course Title
Oct. 14, 2016	09:00 am - 12:00 noon	CORE 2605: Management Information Systems
Friday	02:00 pm - 05:00 pm	SCOM 4611: Quality Assurance Management
Oct. 28, 2016	09:00 am - 12:00 noon	CORE 2606: Operations Management
Friday	02:00 pm - 05:00 pm	SCOM 4613: Development Planning and Administration
Nov. 4, 2016	09:00 am - 12:00 noon	CORE 2607: Human Resource Management
Friday	02:00 pm - 05:00 pm	ELEC 4616: Electronic Commerce
Nov. 11, 2016	09:00 am - 12:00 noon	CORE 2608: Economic Environment of Business
Friday	02:00 pm - 05:00 pm	ELEC 4617: Corporate Finance
Nov. 18, 2016	09:00 am - 12:00 noon	CORE 2609: Public Systems Management / ELEC 4618: Managerial Economics
Friday	02:00 pm - 05:00 pm	ELEC 4 621: Contemporary Administration Systems

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 152 (1st & 3rd Levels)

You are required to register into the courses to be offered in the next semester (152 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 152 Semester.*** You will be transferred to the next available semester (162 Semester) when the same courses will be offered again.

Registration into Courses of next 152 Semester

Deadline: July 29 – October 28, 2016

(Students must pay the fees into Online (Special Notice Deposit) A/C No: **0100008680943**, *Janata Bank Limited*, BOU Campus Branch, Gazipur. Keep the money receipt carefully and submit a copy of the same to the RC office immediately)

Please read Page #9, 10 & 11 of **Prospectus** *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 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: 152 (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: July 15, 2016

Project Report Submission : September 30, 2016

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, u must contact your course teacher and or coordinator.**

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.

Contact Points for Further Information

- **Coordinator, Concerned Study Centre.** Or
- **Programme Officer, Concerned Regional Centre.** Or

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: **comnwlthmba.bou@gmail.com**
Web: **www.bou.edu.bd**

Most Preferred Way of Communication

You must have an Email ID and let us know that soon (Send a message to comnwlthmba.bou@gmail.com with a subject 'add me' and mention your RC, ID and Level). 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:

Submission Semester: | 1 | 5 | 1 | **Level:** (Please put √) | 2nd | 4th |

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

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University
Commonwealth Executive MBA/MPA Programme
Assignment Acknowledgment Form (AA Form)

Name:

ID: [ ][ ][ ]—[7][1]—[ ][ ][ ]—[ ][ ][ ][ ]

Name:

ID: [ ][ ][ ]—[7][1]—[ ][ ][ ]—[ ][ ][ ][ ]

Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:
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Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:

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Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:
Assignment #1	Assignment #2	Assignment #3
Course Code: Received on or before **July 15, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **August 19, 2016** _____ Signature & Date of the Coordinator/ Authorised Person Reference No.:	Course Code: Received on or before **September 30, 2016** _____ Signature & Date of the Coordinator/ Authorised Person 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 and to send one portion of this form to Dean, School of Business, BOU, Gazipur-1705. 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.

For Exam Division

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 151(2nd &4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:

ID Number: | | | | – | 7 | 1 | – | | | | – | | |

Regional Centre: ☐ Dhaka ☐ Chittagong

Study Centre: ☐ Dhaka RC ☐ Chittagong RC

Preferred Exam Centre: ☐ Dhaka RC ☐ Chittagong RC

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

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

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 September 9, 2016. 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 fe-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 four consecutive semesters 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 sit the exam at all in four consecutive semesters, register the course new by paying the registration fee.**
- **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

স্কুল অব বিজনেস
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: 151(2nd &4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:

ID Number: ☐ ☐ ☐ – 7 1 – ☐ ☐ ☐ – ☐ ☐

Regional Centre: ☐ Dhaka ☐ Chittagong

Study Centre: ☐ Dhaka RC ☐ Chittagong RC

Preferred Exam Centre: ☐ Dhaka RC ☐ 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 √ 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

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 September 9, 2016.

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

EXAM
Semester: 151

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University
Programme: Commonwealth Executive MBA/MPA
Admit Card
Semester Final Examination
Semester: 151 (2nd & 4th Levels)

Photo

Signature & Seal
of the RC

Name:	

ID (In Numbers): | | | - | 7 | 1 | - | | | - | | | |

ID (In words): | | **Seven** | **One** | | | | | |

Study Centre: ☐ Dhaka RC ☐ Chittagong RC   **Exam Centre**: ☐ Dhaka RC ☐ 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 √	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**

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 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 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 incompliance 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: September 9, 2016

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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

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)

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 Galib Ahsan Professor (Accounting)	PABX 9291101-4 Ext.345, Tel: 9291106 (Direct) **Mobile:** 01729224499 , Email: qgalib@bou.edu.bd	Corporate Social Responsibility and Accountability
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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.