

Dean's Welcome Note



Dear learners,

Welcome to 172 semester of our BBA Program. As a new strategy, we would like to keep you always connected with us and will share with you our updates on real-time basis. Your meaningful engagement in the learning process is the key to our success. We look forward to bring some meaningful changes with our BBA program soon so that you can be proud of being a graduate from the School of Business, Bangladesh Open University. I strongly believe that together we will be able to make the program truly valuable. Please never hesitate to share with us your experiences in the study center as well as at our local service points.

For any query, information, suggestion or complaint regarding the Program/Tutorial Services/Result/ Admission etc. feel free to contact with the Dean, School of Business, Bangladesh Open University by following any of these steps:



Prof. Mostafa Azad Kamal
Dean, School of Business

1. E-mail: deanoffice.sob@gmail.com
you will get a reply instantly, check the following mail and accordingly
2. Fill up the “**Online Information Form**” sent through the reply to your e-mail and click the submit button.

This will immediately deliver your query, information, suggestion or complain to us.

or you can directly contact us by calling

Phone: 9291106

PABX: 02-9291101-4, Ext. 340

For any information, suggestion or query (regarding examination and course registration, semester calendar, assignment, study materials, TV/Audio Programs etc.) You can directly contact with the Coordinator and Joint-Coordinator of the BBA Program.

Ms. Adiba Anis

Coordinator

BBA Program

School of Business

Phone: 9291106

PABX: 02-9291101-4, Ext. 348

E-mail: coordinator.bba.bou@gmail.com

Ms. Asma Akter Shelly

Joint Coordinator

BBA Program

School of Business

Phone: 9291106

PABX: +8809666730730, Ext. 134

E-mail: shellyasma26@gmail.com

Assignment questions are available at BOU website. You will also be able to access the assignment questions by scanning the QR Code (it may ask you for gmail ID).



Semester Calendar

172 Semester (2nd, 4th, 6th and 8th Levels)

BBA Program

Bangladesh Open University

Important Dates

(Not changeable if no unavoidable circumstances occurs)

July 20, 2018	FIRST day of the tutorial sessions	
September 07, 2018	Deadline for submission of Assignment # 1	Assignment Submission
October 12, 2018	Deadline for submission of Assignment # 2	
August 13, 2018 to September 13, 2018	Deadline for Re-registration (1150) per course. Re-exam fee payment (TK. 200 per course). Don't pay fee if courses are registered in 181 Semester.	
	Deadline for submission of exam registration forms	
	Deadline for collecting the admit card (compulsory)	
October 12, 2018	LAST day of tutorial sessions	
October 26, 2018	FIRST day of Exam 172 semester	
September 27, 2018	Deadline for registration into courses of 181 semester	
November 30, 2018	Tentative date for starting the classes of 181 semester	

Fee Structure

(May be changed by the University Authority)

Course Registration fee	TK. 1150 per course	<u>Important note</u> 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 submitted.
Semester Registration fee	Tk. 200 for each semester	
Academic Calendar fee	Tk. 50	
Re-registration fee (after passing 3 times of course registration)	Tk. 1150 per course	
Re-Examination fee/Redo	TK. 200 per course	
Examination Fee	300 (per semester)	
Testimonial fee	TK. 100	
Level mark sheet fee	Tk. 100	
Provisional Certificate	TK. 300	
Final Transcript/Marksheet	TK. 400	
Original Certificate	TK. 500	
ID Card issuing (if lost)	TK. 50.00	
Correction fee	Tk. 200	
Late course registration fee	Tk. 300 per course	
Improvement fee (After completion of 8 levels)	Tk. 500 per course (Maximum 6 courses) in next two consecutive semesters having CGPA B-, C+, C, or C-.	
Late Re-examination/Redo fee	1 st week @ Tk. 20 and 2 nd week @ Tk. 30 plus Tk. 200 per course.	

N. B: If any learner 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 1,150/- (Per course) plus late fee of Tk. 300 for each course within 10 working days after the deadline expires.

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Bangladesh Open University

Semester Calendar – 172 (2nd, 4th, 6th & 8th Levels)

BBA Program

Schedule of the Tutorial Sessions

Tutorial session plays crucial role in open and distance learning system. Although attending tutorial sessions is not mandatory, the learners should attend the tutorial sessions regularly for optimizing their learning outcomes. The tutorial sessions will begin **on July 20, 2018** and will continue up to **October 12, 2018** at our specified study centers. You are supposed to go through the textbook referred by the School of Business and then come to the study center to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow learners in groups. The tutorial sessions will be conducted on the Fridays specified as below:

	July		August				September			October			Oct. 26, 2018	Nov. 30, 2018
	20	27	03	10	17	31	07	14	21	28	05	12		
Dates →	✓	✓	✓	✓	✓	✓	Assignment #1	✓	✓	✓	✓	Assignment #2	FINAL EXAM STARTS	181 semester starts
Time Schedule →	08:00 – 09:00am		09:05 – 10:00am				10:05 – 11:00am			11:05am – 12:00noon			12:05 – 01:00pm	

Learners must submit their Assignments on the shaded dates to the respective tutor of their study center and make sure his or her signature on the Assignment Acknowledgement Form. **No Assignment will be received after the due dates.**

Tutorial sessions on the following courses of BBA program will be offered in 172 Semester subject to the required number of learners registered into the course. The learners are requested to collect the **class schedule** from the study center coordinator on the first day of the tutorial session.

2 nd	BBA 2305: Fundamentals of Management	BBA 2306: Principles of Marketing	BBA 2307: Microeconomics	BBA 2308: Business Communication	BBA 2309: Computer Applications in Business
4 th	BBA 4315: Auditing	BBA 4316: Financial Accounting-II	BBA 4317: Organizational Behavior	BBA 4318: Insurance and Risk Management	BBA 4319: Marketing Management
6 th	BBA 6325: Financial Market and Institutions	BBA 6326: Human Resources Management	BBA 6327: Marketing Promotion	BBA 6328: Cost and Management Accounting	BBA 6329: Taxation and Public Finance
8 th	Courses of Major-AIS	Courses of Major-Finance	Courses of Major-HRM	Courses of Major-Marketing	

Assignment Submission

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.

Assignment Submission Deadlines	Where and How to submit?	
	Assignment # 1 Sept. 07, 2018 Assignment # 2 Oct. 12, 2018	Assignments must be submitted to the Tutor of concerned Study Center only on or before the due date . Every Assignment must contain the prescribed cover page (see page#20 of the Student Handbook). You must take signature of the coordinator and Tutor on Assignment Acknowledgement (AA) Form (see Page#4 of this Calendar) while submitting the Assignments. You must not forget to submit the DEAN's Copy of the AA Form while submitting the 2 nd Assignment. If you fail to submit it, your claim of Assignment submission will not be considered in case of missing.

- **If a learner fails to submit her/his course Assignments in the registered semester, s/he has to re-register into the concerned course by paying Tk. 1,150 (per course) to submit her/his Assignments next after availing the redo examination facility (See Handbook).**

Semester-End Final Examination

All Learners are required to submit the **Exam Registration Form** to appear at the semester-end final examination. Please see **Page#23** of the Student Handbook for Exam Registration Form and **Admit Card**.

Exam form Submission Deadline	Where to submit the exam registration form?		
	Exam form Submission: Aug. 13, 2018 – Sept. 13, 2018 Re-Registration and Re-exam Fee Payment: Aug. 13, 2018 – Sept. 13, 2018 (All learners must pay fees (Tk.200) per course for sitting the exams on previously registered courses by the deadline to be given by the Controller of Exams; otherwise, they will have to pay late re-exam fee according to the rules set by authority.)	Submit the exam registration form to the Program officer at the concerned RRC and collect the Admit Card. You are required to attach the money receipt while submitting the Exam Registration Form if you are supposed to pay re-exam fee.	
	Admit Card Collection: Aug. 13, 2018 – Sept. 13, 2018 (Without Admit Card no learner will be allowed to sit the exam)		

Tentative Schedule for 172 Exam (This schedule will remain unchanged if no unavoidable circumstances occurs):

Date	Time (9:00 am – 12:00 noon) (2 nd & 6 th Level courses)	Time (02:30 pm – 5:30 pm) (4 th & 8 th Level courses)	EXAM CENTER Exams will be held at the respective Study Center. If you want to change the exam center, mention it on the Exam
Oct. 26, 2018	BBA 2305: Fundamentals of Management BBA 6325: Financial Market and Institutions	BBA 4315: Auditing Major-AIS (All major courses)	
Nov. 02, 2018	BBA 2306: Principles of Marketing BBA 6326: Human Resources Management	BBA 4316: Financial Accounting-II Major-Finance (All major courses)	
Nov. 09, 2018	BBA 2307: Microeconomics BBA 6327: Marketing Promotion	BBA 4317: Organizational Behavior Major-HRM (All major courses)	
Nov. 16, 2018	BBA 2308: Business Communication BBA 6328: Cost and Management Accounting	BBA 4318: Insurance and Risk Management Major-Marketing (All major courses)	
Nov. 23, 2018	BBA 2309: Computer Application in Business BBA 6329: Taxation and Public Finance	BBA 4319: Marketing Management	

Registration into the Courses of 181 Semester

You are required to register into the courses to be offered in the next semester (181 semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 181 courses.** You will be transferred to the next available semester (191 semester) when the same courses will be offered again.

<p>Deadline: Aug. 02, 2018 – Sept 27, 2018</p> <p>(Learners must pay the fees in cash at the specified branch of bank to be directed by the RRC. Please be sure about the free structure from the RRC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RRC office immediately)</p> <p><i>Please read the Student Handbook carefully before choosing courses for registration.</i></p>	<p>How many courses you may take at a time?</p> <p>You have to take at least 2 (two) courses and maximum 6 (six) courses in a semester; however, if a learner has only one course left to complete the program, 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 program will be cancelled.</p>		
COURSES TO BE OFFERED IN 181 SEMESTER			
First Level Courses	Third Level Courses	Fifth Level Courses	Seventh Level Courses
BBA 1301: Introduction to Business	BBA 3310: Business Law	BBA 5320: Industrial and Company Law	BBA 7330: Operations Management
BBA 1302: Financial Accounting-I	BBA 3311: Macroeconomics	BBA 5321: Financial Management and Policy	BBA 7331: Project Appraisal and Management
BBA 1303: Business English	BBA 3312: Fundamentals of Statistics	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 7332: Business Ethics
BBA 1304: Business Mathematics	BBA 3313: Law and Practice of Banking	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 7333: Portfolio Management
	BBA 3314: Fundamentals of Business Finance	BBA 5324: Business Statistics for Decision Making	BBA 7334: Retailing Management

How to know the information regarding the program if required?

Contact Points	Coordinator of your Study Center or the Program Officer of your RRC.	Most preferred way of communication You must have an Email ID and let us know it soon by sending a message to coordinator.bba.bou@gmail.com with a subject 'add me'. Don't forget to mention your RRC, ID Number, Address, Cell Phone Number. Please try to check your email everyday.
	Or	
	Email: coordinator.bba.bou@gmail.com Phone: 9291106 (Dean, School of Business, BOU)	

**** Students who have completed the BBA Program of Bangladesh Open University with minimum CGPA 2.75 will be eligible for direct admission into the third level of the MBA Program. Students with CGPA 2.50 to 2.74 will get direct admission into the first level of the MBA Program through viva-voce.**

Learner's Copy

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

SCHOOL OF BUSINESS
 Bangladesh Open University
BBA Program

Assignment Acknowledgement Form (AA Form)

Name:

ID: - -

Instructions for Tutors:

- (a) Put signature for every course separately.
- (b) Don't put signature if the learner
 - ❖ submits the Assignment after the deadline;
 - ❖ does not write his/her name and ID number correctly on this form and also on the Assignment Cover Page; or
 - ❖ makes copy/photocopy from another learner's Assignment.

To be Filled up by the Respective Course Tutor	
Assignment # 1	Assignment # 2
Course Code: BBA Received on or before Sept 07, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before Oct. 12, 2018 Signature & Date of the TUTOR
Course Code: BBA Received on or before Sept 07, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before Oct. 12, 2018 Signature & Date of the TUTOR
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Course Code: BBA Received on or before Sept 07, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before Oct. 12, 2018 Signature & Date of the TUTOR

No. of Total Assignments Received: _____ In words: ()

VERIFIED

Office Assistant

Signature of the Coordinator
Study Center

Dean's COPY

(Please tear this portion off while submitting Assignment#2. Coordinator must send this portion to the Dean, School of Business, BOU, with the package of Assignments.)

SCHOOL OF BUSINESS
 Bangladesh Open University
BBA Program

Assignment Acknowledgement Form (AA Form)

Name:

ID: - -

To be Filled up by the Respective Course Tutor	
Assignment # 1	Assignment # 2
Course Code: BBA Received on or before Sept 07, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before Oct. 12, 2018 Signature & Date of TUTOR
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No. of Total Assignments Received: _____ In words: ()

VERIFIED

Office Assistant

Signature of the Coordinator
Study Center

To be Filled up by the Respective Learner

Profession: _____

Address: _____

Mobile Phone: _____

E-mail: _____



Learner Complaint Form

(For assignment or theory related complaint/problem, learners may use the photocopy of this form)

Put a tick (✓) mark and fill in where applicable

1. Complaint related to : Assignment Theory Others _____

2. Type of complaint/problem: _____

Course wise Complaint

Course Code	Course Title	Complaint on (Put tick (✓) mark only)		Decision on (To be filled-up by School of Business)		Remarks		
		Theory	Assignment		Theory		Assignment	
			#1	#2			#1	#2
BBA								
BBA								
BBA								
BBA								
BBA								

Complained By:

Learner's Name: _____ Signature & Date: _____

ID Number:

			-	3			-	2			-			
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Contact Number: _____

E-mail Address: _____

Exam Semester:

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Enclosed:

- Photocopy of ID Card.
- Original Assignment Acknowledgement Form (see page#4 of Semester Calendar)
- Unit Mark sheet.
- Attendance Sheet (attested by coordinator).
- Other Documents (specify) _____

Signature of the Solver
School of Business, BOU, Gazipur-1705

N.B: Complain must be reached to the Dean, School of Business, Bangladesh Open University, Gazipur-1705 within one month after final result published.