

Dean's Open Letter

Dear learners,

It is my sheer delight to welcome you to 182 semester of the Commonwealth Executive Master of Business Administration (CEMBA) & Commonwealth Executive Master of Public Administration (CEMPA) Programme. To make your journey comfortable with the program, we are committed to ensure the best service to all the students. Feel free to contact with the Dean & Coordinator of CEMBA/CEMPA Program and Dr. Mohammad Zahir Raihan, Associate Professor & Joint-Coordinator of CEMBA/CEMPA Program of School of Business, Bangladesh Open University.



Prof. Mostafa Azad Kamal
Dean
School of Business (SOB)
& **Coordinator**
CEMBA/CEMPA Program
Bangladesh Open University (BOU)
E-mail: mostafa_azad@yahoo.com



Dr. Mohammad Zahir Raihan
Associate Professor (Finance)
&
Joint Coordinator
and **Coordinator Dhaka Study Centre**
CEMBA/CEMPA Program
School of Business (SOB)
Bangladesh Open University (BOU)
Mobile: 01716233708
E-mail: raihan_bou@yahoo.com
zahirunimp14@gmail.com

1. Send an e-mail to deanoffice.sob@gmail.com and wait for the instant reply. Then fill out the **INFORMATION FORM** and submit online.

Or

2. You can directly call us at 9291106.
Or PABX: +8809666730730, Ext. 662,669

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School of Business

Bangladesh Open University

Semester Calendar

Semester: 182 (1st and 3rd Levels)



Programme: Commonwealth Executive MBA/MPA

Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

<i>Activity</i>	<i>Deadline/Date</i>
FIRST Day of the Tutorial Sessions	February 14, 2020
Submission of Assignment #1 (Old Students)	March 27, 2020
Submission of Assignment #1 (New Students)	April 10, 2020
Payment of Re-exam Fee: As per BOU Rules. Don't pay if you have registered the course(s) exam fee in the current 181 Semester]	Within one month of result publication
Submission of Exam Registration Form	March 22 - May 03, 2020
Collection of the Admit Card (compulsory)	March 22 - May 03, 2020
Submission of Assignment #2 (Old Students)	May 08, 2020
Submission of Assignment #2 (New Students)	June 19, 2020
Submission of PQI Form (<i>see page#10 of this Calendar</i>)	June 19, 2020
Submission of Assignment #3 by the Old Students	June 26, 2020
LAST Day of Tutorial Sessions	June 26, 2020
FIRST Day of Semester-end Final Examination: 182 Semester	July 10, 2020
Registration into the Courses of 191 Semester (2 nd & 4 th Levels)	April 10 - July 17, 2020
Orientation of 191 Semester	August 28, 2020

***New Students: Students having ID numbers beginning with 162 ,172 and 182**

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 (Maximum 2 courses either in 3 rd or 4 th level)	3 courses from the list of Elective Courses (Maximum 2 courses either in 3 rd or 4 th level)
Required (REQD) Courses	<ul style="list-style-type: none"> • Research Methods • Research Project 	<ul style="list-style-type: none"> • Research Methods • Research Project

- Students can register for maximum 6 courses in a semester (maximum 4 courses in a level)

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 obtain very low score in one or more courses, you can re-register for appearing at the examination on that course in concerned consecutive semester. Suppose, if you register your course(s) in 182 Semester, you will be able to sit for examination in the current 182 Semester and in the subsequent 192 and 202 Semesters with the required re-exam fees only.

2. Is it possible to improve the grade after completing all the courses of the Programme?

If you have 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 maximum duration of the Programme (5 years) is over; but I am yet to complete one or more course. What can I do?

If you have completed at least 10 courses during the stipulated 5 years, you would have the chance to apply to the Dean, School of Business, BOU for extension of your 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 or 80 (for old students) in the consecutive 3 semesters including registration semester.

Contact Points for Further Information

<ul style="list-style-type: none"> • Coordinator, Concerned Study Centre Or • Programme Officer, Concerned Regional Centre. <p>Ardhendu Sarkar, Computer Operator, SOB,BOU:01737691148 (E-mail: sarkarsobbou@gmail.com For Dhaka RC) Rezaul Karim, Admin Officer, Ctg RC:01817203233 (For Ctg RC) E-mail: comnwlthmba.bou@gmail.com Web: www.bou.edu.bd</p>	<p style="text-align: center;">Most Preferred Way of Communication</p> <p>You must have an Email ID and let us know that soon (Send a message to zahirunimp14@gmail.com with a subject 'add me' and mention your RC, ID Number and Level). Please try to check your email every day. From now on, we will communicate you mostly by e-mail.</p>
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<p>Ms. Nazma Akther Lower Division Assistant SOB, BOU Phone:01710930964, 02-9291106-(Dean office) PABX:+8809666730730,Ext. 804 E-mail: akternazma13@yahoo.com</p>
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 For e-books of CEMBA/CEMPA Programme, visit: http://www.ebookbou.edu.bd/cemba_cempa.php

 For Prospectus, visit:
http://www.bou.edu.bd/images/student_guide/cemba_prospectus_130917.pdf

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 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 your 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 of 1st and 3rd levels will be conducted on the Fridays at our specified SCs-Dhaka Regional Centre (RC) and Chattogram Regional Centre (RC) as specified below:

Date-wise Tutorial Sessions																July 2020	August 2020						
Feb. 2020		March 2020					April 2020				May 2020			June 2020		July 2020	August 2020						
14	28	6	13	20	27	3	10	17	24	8	15	5	12	19	26	10	28						
√	√	√	√	√	√	Assignment #1 (for old students)	√	√	Assignment #1	√	√	√	Assignment #2 (for old students)	√	√	√	√	Assignment #2	√	Assignment #3 (for old students)	FINAL EXAM STARTS	Next 191 Semester Starts	
																					182 Semester		

Tutorial sessions on the following courses of CE MBA/CE MPA Programme will be offered in the current 182 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 1603: Marketing Management	CORE 1604: Accounting and Finance	CORE 1602: Quantitative Techniques
3 rd Level	REQD 3622 Research Methods	ELEC 3615: International Marketing	ELEC 3614: Project Management	SCOM 3610: Strategic Management

Assignment Submission

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

You must follow the instructions written on the Assignment question papers while submitting the Assignments. For breaching any of the instructions, you may face complexities in 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 any Assignment will be reduced if it is submitted after the deadline or copied from others.**

Assignment Submission Deadlines	Assignment # 1:	Where and How to Submit the Assignments
	Old Students: March 27, 2020 New Students: April 10, 2020	
	Assignment # 2: Old Students: May 8, 2020 New Students: June 19, 2020	
Assignment # 3: Old Students: June 26, 2020		

Semester-end-Final Examination

You are required to sit for an examination at the end of the delivery of the courses in every semester. So, you must complete the formalities well-ahead the exam starts. If you fail to complete the formalities, you must not be able to appear at the examination of a particular course and will need to wait for almost 1 year when it will be offered again. So, you must not forget to complete the exam registration formalities on time. All students are, therefore, required to submit the **Exam Registration Form** to appear at the semester-end final examination. Make a photocopy of the Exam Registration Form from **Page#9** 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 : March 22, 2020 – May 3, 2020	Where to Submit the Exam Registration Form
	If you registered your course (s) in the previous semester(s), you must pay the re-examination fee of Tk.550 per course to appear at the examination.	Exam registration form must be filled up and submitted to the <i>Programme Officer</i> of the concerned RC and Admit Card can be collected only on or before the due date. Attach the Money Receipt while submitting the exam registration form.
	Collection of Admit Card: March 22, 2020 – May 3, 2020 (Without Admit Card, no student will be allowed to sit for the exam)	

Tentative Exam Schedule (Semester:182)

(This schedule will remain unchanged if no unavoidable circumstances occur.)

Tentative Date	Time	Course Code and Course Title
July 10, 2020 Friday	9:00 am - 12:00 noon	CORE 1601: Management and Organisations
	2:00 pm - 5:00 pm	SCOM 3610: Strategic Management (For CEMBA) ELEC 3620 : Policy Analysis and Implementation
July 17, 2020 Friday	9:00 am - 12:00 noon	CORE 1602: Quantitative Techniques
	2:00 pm - 5:00 pm	ELEC 3614: Project Management
July 24, 2020 Friday	9:00 am - 12:00 noon	CORE 1603: Marketing Management
	2:00 pm - 5:00 pm	ELEC 3615: International Marketing
August 14, 2020 Friday	9:00 am - 12:00 noon	CORE 1604: Accounting & Finance
	2:00 pm - 5:00 pm	ELEC 3619: Disaster Management
August 21, 2020 Friday	9:00 am - 12:00 noon	SCOM 3612: Public Policy (For CEMPA)
	2:00 pm - 5:00 pm	REQD 3622: Research Methods

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

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

Course Registration for Next Semester: 191 (2nd & 4th Levels)

You are required to register for the courses to be offered in the next semester (191 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 191 Semester.** You will be transferred to the next available semester (201 Semester) when the same courses will be offered again.

Registration into Courses of Next 191 Semester	Deadline: April 10 - July 17, 2020 (You must deposit the fees into Janata Bank Online (Special Notice Deposit) Account # 0100008680943, BOU Campus Branch, Gazipur or into the account to be announced later. You are asked to fill up the Course Registration Form (see page#11 of this Calendar) and submit the office copy to their respective RC after depositing the required fee. Please read Page 8, 9 & 11 of Prospectus or page#1 of this Calendar 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: 191 (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 [Compulsory for CE MPA]
		CORE 2607: Human Resource Management	
	4th LEVEL	SCOM 4611: Quality Assurance Management [Compulsory for CE MBA]	ELEC 4617: Corporate Finance
		SCOM 4613: Development Planning and Administration [Compulsory for CE MPA]	ELEC 4618: Managerial Economics
		ELEC 4616: Electronic Commerce	REQD 4623: Research Project [Compulsory for all]

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School of Business
Bangladesh Open University

Assignment No.

Programme: Commonwealth Executive MBA/MPA

Course Title:

Course Code:

Submission Semester:

1	8	2
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Level: (Please put ✓)

1st

3rd

PERSONAL INFORMATION of the STUDENT

Name (In Capital Letters):

ID (In Numbers):

			-	7	1	-													
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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**

Submission Date: _____

Student's Copy

(Each student must preserve it carefully. If any Assignment is lost, no student's claim will be accepted without this slip.)

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SCHOOL OF BUSINESS

Bangladesh Open University

Commonwealth Executive MBA/MPA Programme

Assignment Acknowledgment

Form (AA Form)

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
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 March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
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 March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
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 March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

Dean's COPY

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

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SCHOOL OF BUSINESS

Bangladesh Open University

Commonwealth Executive MBA/MPA Programme

Assignment Acknowledgment

Form (AA Form)

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
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 March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
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 March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
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 March/April __, 2020	Course Code: Received on or before May/June __, 2020	Course Code: Received on or before June 26, 2020
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

Instructions to the Coordinator: The SC Coordinator is requested to:

- put his/her signature on this form (both sides) only if the assignments are submitted by the deadline.
- check if the course code, ID number has been written on the form correctly.
- keep the Dean's Copy portion of this form while receiving the last Assignment.
- send the Dean's Copy of this form to Dean, School of Business, BOU, Gazipur-1705.

For Exam Division

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SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 182 (1st & 3rd Levels)

Programme: Commonwealth Executive MBA/MPA

Name:	This is to certify that s/he can appear at the final exam as per the records maintained at this Regional Centre.
ID Number: <input style="width: 100px;" type="text" value=" -7 1 -"/>	_____ Regional Director, BOU
Regional Centre: <input type="checkbox"/> Dhaka <input type="checkbox"/> Chattgoram	
Study Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chattgoram RC	
Preferred Exam Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chattgoram RC	

Please put mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CE-MBA~~ - 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
	/		ELEC 3620 : Policy Analysis and Implementation
	/		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 10, 2020. 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 182 (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: 182 (1st & 3rd Levels)</p>
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Programme: Commonwealth Executive MBA/MPA

Name:										
ID Number: <input type="text"/> <input type="text"/> <input type="text"/> - 7 1 - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>										
Regional Centre: <input type="checkbox"/> Dhaka <input type="checkbox"/> Chattogram										
Study Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chattogram RC										
Preferred Exam Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chattogram RC										
E-mail ID:										
Mobile Phone#		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Regional Director, BOU

Please put \checkmark mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CE-MBA~~ - 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
	/		ELEC 3620 : Policy Analysis and Implementation
	/		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 10, 2020**.

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

EXAM
Semester: 182

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

Photo

Signature & Seal
of the RC**Admit Card**

Semester Final Examination
Semester: 182 (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 put \surd mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CE-MBA~~ - the courses you have not registered for examination.

Course Code and Course Title	Invigilator's Signature	Course Code and Course Title	Invigilator's Signature
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	
		ELEC3620:Policy Analysis & Implementation	
		REQD 3622: Research Methods	
Total Number of Courses: _____ (In words: _____)	Re-exam fee paid: TK. Date:	Deposit slip no.: Branch:	

(It is mandatory for all the students to show the Admit Card while entering the exam hall. Without the Admit card, no student will be allowed to sit for the exam. So, please collect the Admit Card while submitting the Exam Registration Form)

Students may bring the following items in the exam hall if required:

- ◆ Graph Paper
- ◆ Calculator (to be used if invigilator permits)
- ◆ Statistical Tables
- ◆ Student ID Card

The following instructions must be maintained in the exam hall:

- ◆ The invigilator will get the full right to manage the students in the exam hall. Any negligence or incompilance to the instructions of the invigilator will highly penalize the students. Any student found to do so shall be expelled from the course or the programme.
- ◆ Mobile phones must be switched off and kept away from students during the exam. If someone is found using the mobile phone during the exam, his/her script will be snatched or s/he shall be penalised as per the university rules.

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: June 19, 2020

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 was 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 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)
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Bangladesh Open University
Regional Centre: Dhaka/Chittagong

Office Copy

CEMBA/CEMPA Programme

Course Registration Form

Name: _____ ID No.: _____

Transaction 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.: _____

Transaction No.: _____ Date: _____ Amount: _____ Cell No.: _____

General Information about Course Registration:

Sl.	Course Code	Course Title	Registration Semester
1			
2			
3			
4			
5			
6			

Signature of the Student

Programme Officer

List of Teachers of School of Business & their Research Interests

Name & Designation	Contact Details	Research Area(s)
Dr. Md. Ekramul Haque Professor (Management)	09666730730/664, 8962776 (Res) 01711179956 (cell), ekramdean@yahoo.com	Human Resource Management
Dr. Qazi Mohammad Galib Ahsan Professor (Accounting)	09666730730/665, 9185266 (Res), 01729224499 (Cell) qgalib@bou.edu.bd, galib_ahsan@yahoo.com	Corporate Social Responsibility and Accountability
Dr. Md. Mayenul Islam Professor (Management)	09666730730/666, 01711955537(Cell) islammayenul@yahoo.com	Management; Human Resource Management
Mostafa Azad Kamal Professor (Economics)	88-02-9291106, 09666730730/662, 01911319248 (Cell) Fax: 9291106, mostafa_azad@yahoo.com	Economics
Dr. Md. Serazul Islam Professor (Accounting)	09666730730/668, 01712937189 (Cell) islamserazul@yahoo.com	Entrepreneurship & SME Development; Accounting & Finance
Dr. Mohammad Zahir Raihan Associate Professor (Finance)	09666730730/669, 01716233708 (Cell) raihan_bou@yahoo.com	Corporate Social Responsibility, Micro Finance, Corporate Finance, Finance & Banking
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Md. Tarikul Islam Assistant Professor (Marketing)	09666730730/670, 01720581050 (Cell) tarikuldu05@yahoo.com	International Marketing; Marketing Management; Marketing Research
Md. Kayes Bin Rahaman Assistant Professor (Finance)	09666730730/671, 01717671496 (Cell) kbrahaman@gmail.com	Household Finance; Green Banking; Disaster Management
Ms Adiba Anis Assistant Professor (Marketing)	09666730730/672, 01818644137 (Cell) adiba10mkt@gmail.com	Tourism; Supply Chain Management; Advertising
Md. Mahfuzur Rahman Assistant Professor (Economics)	9291101-4/533, 01721380509 (Cell) masum2069@yahoo.com	International & Development Economics
Ms Asma Akter Shelly Assistant Professor (Finance)	9291101-4/532, 01712054623 (Cell) shellyasma26@gmail.com	Capital Budgeting; Credit Rating
Ms Romana Kader Lecturer (HRM)	9291101-4/379, 01913705671 (Cell) romana.hrm@gmail.com	Human Resource Management
Ms Mollika Ghosh Lecturer (Marketing)	9291106, 01799781487 (Cell) mollikag.du@gmail.com	Advertising and Promotion; Service Marketing
Ariful Islam Lecturer (Accounting)	01911553988 (Cell) maverick9036@gmail.com	Accounting, Auditing & Taxation

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 Research Project Guide.