



শুন্ন অব বিজনেস
School of Business

Bangladesh Open University

Semester Calendar

Semester: 152 (1st and 3rd Levels)



Programme: Commonwealth Executive MBA/MPA

Dates to Remember

(To be strictly followed if no unavoidable circumstances occurs)

Activity	Deadline/Date
FIRST Day of the Tutorial Sessions	December 9, 2016
Submission of Assignment #1 by the Old Students	January 20, 2017
Submission of Assignment #1 by the New Students	February 3, 2017
Submission of Assignment #2 by the Old Students	February 24, 2017
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 152 Semester]	Feb 6-March 16, 2017
Submission of Filled-up Exam Registration Form	Jan 20-March 16, 2017
Collection of the Admit Card (Compulsory)	March 24, 2017
Submission of Assignment #2 by the New Students	March 31, 2017
Submission of PQI Form (See page #9 of this Calendar)	March 31, 2017
Submission of Assignment #3 by the Old Students	April 7, 2017
LAST Day of the Tutorial Sessions	April 7, 2017
FIRST Day of Semester-end Final Examination: 152 Semester	April 21, 2017
Registration into the Courses of Next 161 Semester (2 nd & 4 th Levels)	April 3-May 11, 2017
Beginning of Tutorial Sessions of Next 161 Semester	May 26, 2017

New Students: Students having ID numbers beginning with 152

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	300.00		
Fee for Digital ID Card	200.00		
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
		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

* 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.

Programme Structure at a Glance

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

Exit Points

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

Important FAQs

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

You can sit the exam 3 times on one course. So, if you find that you got very low score in one or more courses, you can re-register for sitting the exam on that course in concerned consecutive semester. You have to pay the re-exam fee (Tk. 550) as per the university rule. Please keep in mind that once you complete all the courses of the programme, you will not be allowed to take this opportunity.

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

If you already completed all the courses, you 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 in 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).

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 **December 9, 2016** and will continue up to **April 7, 2017** at our specified SCs-Dhaka Regional Centre (RC) and Chittagong Regional Centre (RC). The tutorial sessions will be conducted on the Fridays as specified below:

2016			2017																				
December			January				February				March				April		May						
9	23	30	06	13	20	27	3	10	17	24	3	10	24	31	7	21	26						
√	√	√	√	√	√	√	Assignment #1 (For old students)	√	√	√	Assignment #1 (For new students)	√	√	√	√	Assignment #2 (For old students)	√	Assignment #2 (For new students)	√	Assignment #3 (For old students)	Assignment #3 (For new students)	FINAL EXAM STARTS 152 Semester	Next 161 Semester Starts

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in the current 152 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: February 3, 2017 Old Students: January 20, 2017	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: March 31, 2017 Old Students: February 24, 2017	
	Assignment # 3: Old Students: April 7, 2017	

N.B: If you fail to submit your course Assignments in the current semester-152, you will have to re-register into the concerned course(s) by paying Tk. 6,000 per course in the next 182 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 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 # 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 : Jan 20 – Mar16, 2017	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 Programme Officer of 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 6–Mar 24, 2017 (Without Admit Card, no student will be allowed to sit the exam)	

Exam Schedule: Semester 152 (This schedule will remain unchanged if no unavoidable circumstances occurs.)

Tentative Date	Time	Course Code and Course Title
April 21, 2017 Friday	9:00 am - 12:00 noon	CORE 1601: Management and Organisations
	2:30 pm - 5:30 pm	SCOM 3610: Strategic Management (For CEMBA)
April 28, 2017 Friday	9:00 am - 12:00 noon	CORE 1602: Quantitative Techniques
	2:30 pm - 5:30 pm	ELEC 3614: Project Management
May 5, 2017 Friday	9:00 am - 12:00 noon	CORE 1603: Marketing Management
	2:30 pm - 5:30 pm	ELEC 3615: International Marketing
May 12, 2017 Friday	9:00 am - 12:00 noon	CORE 1604: Accounting & Finance
	2:30 pm - 5:30 pm	ELEC 3619: Disaster Management
May 19, 2017 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 Registration: Semester 161 (2nd & 4th Levels)

You are required to register into the courses to be offered in the next semester (161 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 161 Semester.** You will be transferred to the next available semester (171 Semester) when the same courses will be offered again.

Registration into Courses of Next 161 Semester	Deadline: April 3-May 11, 2017		How Many Courses You may Take at a Time	
	(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 carefully before choosing courses for registration.</i>			You have to take at least 2 (two) courses and maximum 4 (four) courses in a semester; however, if a student has only one course left to complete the programme, he/she can take one course in that case. If you don't register any course in four consecutive semesters, your registration into the whole programme will be cancelled.
	Courses to be Offered in the Next Semester: 161 (2nd & 4th Levels)			
	2 nd 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		
	4 th LEVEL	SCOM4611: Quality Assurance Management	ELEC 4617: Corporate Finance	
		SCOM4613: Development Planning and Administration	ELEC 4618: Managerial Economics	
		ELEC 4616: Electronic Commerce	REQD 4623: Research Project	

Contact Points for Further Information

<ul style="list-style-type: none"> Coordinator, Concerned Study Centre. Programme Officer, Concerned Regional Centre. 	Most Preferred Way of Communication
<ul style="list-style-type: none"> Dean, School of Business, Bangladesh Open University, Gazipur-1705. Phone: 9291106 Abdul Matin, Admn Officer, SOB,BOU: 01683302293 (For Dhaka RC) Rezaul Karim, Admn Officer, Ctg RC:01817203233 (For Ctg RC) <p>E-mail: comnwthmba.bou@gmail.com Web: www.bou.edu.bd</p>	
	You must have an Email ID and let us know that soon (Send a message to comnwthmba.bou@gmail.com with a subject 'Add me' and mention your RC, ID Number and Level). Please try to check your email every day. We will communicate you mostly by e-mail.

Status:

Please put ✓

New
StudentOld
Student

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School of Business

Bangladesh Open University

ASSIGNMENT NO.:

Programme: Commonwealth Executive MBA/MPA

Course Title:

Course Code:

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Submission
Semester:

1	5	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)	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

(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 MBAMPA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
Signature & Date Reference No.:	Signature & Date Reference No.:	Signature & Date Reference No.:

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 MBAMPA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

ID: - 7 1 -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 Jan/Feb ____, 2017	Course Code: Received on or before Feb/Mar ____, 2017	Course Code: Received on or before April 7, 2017
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 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

শুল্ক অব বিজ্ঞপ্তি
SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 152(1st & 3rd Levels)

Programme: Commonwealth Executive MBA/MPA

Name:	This is to certify that s/he can appear at the final exam according to the records maintained at this Regional Centre.
ID Number:	
Regional Centre: <input type="checkbox"/> Dhaka <input type="checkbox"/> Chittagong	
Study Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC	
Preferred Exam Centre: <input type="checkbox"/> Dhaka RC <input type="checkbox"/> Chittagong RC	
_____ Regional Director, BOU	

Please put mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CEMBA~~ - the course(s) 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:

- Students have to submit this form at their RC on or before **March 16, 2017**. If any student wants to change his/her examination centre, he/she has to submit an application to the *Controller of Examinations* through the Dean of the School along with this registration form.
- Students can appear at the final examination only for the courses offered in this semester. They 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 two Semesters when the course(s) will be offered again (with re-exam fee of Tk. 550 per course).
- If any student gets 'D' grade in a course in the current semester, s/he has to redo the course within the next four consecutive semesters where s/he can appear at the semester-end examination for that course twice only after paying necessary redo examination fee each time. If any student fails to get at least 'C' grade after availing of such chance or if s/he doesn't sit the exam at all in four consecutive semesters, s/he has to retake that course. New registration into the course will be required.
- You must submit the filled-up Admit Card with the exam registration form.
- You must add the Bank slip of depositing the redo exam fee with the exam registration form.

For Dean's Office

Semester Calendar: Semester 152 (1st & 3rd Levels)

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SCHOOL OF BUSINESS
Bangladesh Open University

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

<p>Exam Registration Form Semester: 152(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.

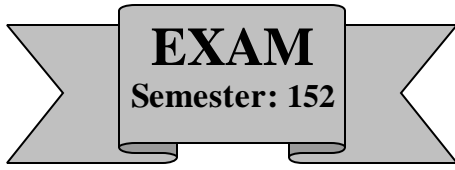
Glue a photo here. Photo must be same as that is used for Admit Card

Regional Director, BOU

Please put \checkmark mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CEMBA~~ - 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: Students have to submit this Form to their respective RC on or before **March 16, 2017**.



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Semester Calendar: Semester 152 (1st & 3rd Levels)

SCHOOL OF BUSINESS
Bangladesh Open University

Programme: Commonwealth Executive MBA/MPA

Admit Card

Semester Final Examination
Semester: 152 (1st & 3rd 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 \checkmark mark against the courses you have registered for examination and strikethrough (in red ink) – i.e., ~~CEMBA~~ - the courses you have not registered for examination.

Put \checkmark	Course Code and Course Title	Put \checkmark	Course Code and Course Title
	CORE 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:

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

Students may bring the following items in the exam hall if required and permitted by invigilators:

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

The following instructions must be maintained in the examination hall:

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

শুন্ এবং বিজ্ঞেয়

Bangladesh Open University

Compulsory

Deadline: March 31, 2017

**Programme Quality
Improvement (PQI) Form
(For All Students)**

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

comnwltmhmba.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 virtual 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 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
CEMBA/CEMPA Programme

Office Copy

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
CEMBA/CEMPA Programme

Student's Copy

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

List of Teachers of School of Business & their Research Interests

<i>Name & Designation</i>	<i>Contact Details</i>	<i>Research Area(s)</i>
Dr. A.T.M. Tofazzel Hossain Professor (Accounting)	PABX 9291101-4 Ext 341 Mobile: 01552393472, Email: tofazze154@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) & Dean	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	International and Development Economics
Mohammad Zahir Raihan (SL) Associate Professor (Finance)	PABX 9291101-4 Ext.379, Mobile: 01716233708 Email: raihan_bou@yahoo.com	Sustainability of Microcredit
Dr. Md. Serazul Islam Associate Professor (Accounting)	PABX 9291101-4 Ext.342, Mobile: 01712937189 Email: islamserazul@yahoo.com	Entrepreneurship & SME Development; Accounting & Finance
Shaheen Ahmed (SL) 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: tariku1du05@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	Finance & Banking; Economics
Md. Mahfuzur Rahman Lecturer (Economics)	PABX 9291101-4 Ext. 533, Mobile: 01721380509 E-mail: masum2069@yahoo.com	International & Development Economics
Ms Adiba Anis Lecturer (Marketing)	PABX 9291101-4 Ext. 348, Mobile: 01818644137 E-mail: adiba10mkt@gmail.com	Tourism; Supply Chain Management; Advertising
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

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.