

Welcome Note

Dear Learners, I deem it a great pleasure to welcome you to 181 Semester of the MBA Programme. To make your journey with our programme comfortable, we are committed to ensure the best services. For any query, information and suggestion regarding the Programme/Tutorial Services/Result/ Admission etc., feel free to contact us anytime from anywhere.



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

Coordinator

Md. Mahfuzur Rahman

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and Coordinator, MBA Program, Dhaka RC
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Programme Officer

Ardhendu Sarkar

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শুন্ম অব বিজনেস School of Business

Bangladesh Open University

Semester Calendar

Semester: 181 (1st and 3rd Levels)

New Activities

- Class attendance & Class performance are compulsory for each students
- 14 tutorial classes.
- Counseling & Program Development Sessions
- Tutor will provide 14 lecture plan of 14 classes

Programme: MBA 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	April 19, 2019
LAST Day of the Tutorial Sessions	July 26, 2019
Submission of Assignment #1	May 31, 2019
<i>Submission of Assignment #2</i>	<i>July 26, 2019</i>
Payment of Re-exam Fee (Consult with the Concerned Officer of the Regional Center)	Within one month of result publication
Submission of Filled-up Exam Registration Form	May 17 to July 05, 2019
Registration into the Courses of Next 182 Semester (2 nd & 4 th Levels)	June 13 to July 11, 2019
FIRST Day of Semester-end Final Examination: 181 Semester	August 13, 2019

Fee Structure

(May be Changed by the University Authority)

<i>Compulsory Fees:</i>	
Prospectus and Application Form	Consult with the Concerned Officer of the Regional Center
Exam Fee for Current Semester	
Fee for Digital ID Card	
Course Registration Fee per Course	
Semester Registration Fee	
Academic Calendar Fee	
Mark Sheet Fee for Each Level	
<i>Situational Fees:</i>	
Re-Examination/ Redo Fee (per course)*	Consult with the Concerned Officer of the Regional Center
Program Transcript Fee	
Original Certificate Fee	
Provisional Certificate Fee	
Graduation Ceremony Fee	
Testimonial Fee	
Duplicate Student ID Card Fee	
Correction Fee	
Late Course Registration Fee (per course)**	
Improvement Fee (per course)***	
Late Re-Examination/ Redo Fee (per course)****	
Study Centre Change Fee*****	

Programme Structure at a Glance

COURSES OF THE MBA PROGRAM

Core, Capstone & Major Courses of MBA program

The MBA Program consists of Core, Capstone and Major courses. The Core courses aim at enabling the students to master the concepts of business use tools and techniques of analysis as well as familiarize them with the current business environment.

On the other hand, the capstone course helps the students address the dynamic nature of today's business world while conveying the essential elements of the business research process.

Following table will give you the titles of the core courses and capstone course of the MBA program by levels. The course code with respective credit of each course and the semester in which the courses will be offered are also mentioned in this table.

Course Structure			
Name of the Core courses	Credit (hours)	Course Code	Offering Semester
First Level			
Principles of Management	3	MBA 1301	April – September (1st & 3rd Level)
Principles of Marketing	3	MBA 1302	
Financial Accounting	3	MBA 1303	
Business Communication	3	MBA 1305	
Fundamentals of Financial Management	3	MBA 1306	
Second Level			
Business Mathematics	3	MBA 2305	October- March (2nd & 4th Level)
Business Statistics for Decision Making	3	MBA 2307	
Organizational Behavior	3	MBA 2308	
Human Resource Management	3	MBA 2309	
Managerial Economics	3	MBA 2310	
Third Level			
Management Accounting	3	MBA 3309	April- September (1st & 3rd Level)
Marketing Management	3	MBA 3310	
Strategic Management	3	MBA 3311	
Managerial Finance	3	MBA 3314	
Operations Management	3	MBA 3315	
Name of the Major Courses (Fourth Level)			
Marketing			
E-Marketing	3	MBA 4318	October-March (2nd & 4th Level)
Marketing for Non-Profit Organizations	3	MBA 4319	
Integrated Marketing Communication	3	MBA 4320	
Consumer Behavior	3	MBA 4321	
Business Research Methods (Capstone Course)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		
Human Resource Management			
Compensation Management	3	MBA 4322	April- September (2nd & 4th Level)
International Human Resource Management	3	MBA 4323	
Career Management	3	MBA 4324	
Training & Development	3	MBA 4325	
Business Research Methods (Capstone Course)	1.5	MBA 4316	
Master Paper and Viva-Voce	1.5		

Accounting & Information Systems			
Corporate Financial Reporting and Analysis	3	MBA 4326	October-March (2nd & 4th Level)
Strategic Management Accounting	3	MBA 4327	
Accounting Information Systems	3	MBA 4328	
Accounting for Governmental and Non-profit Organizations	3	MBA 4329	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
Finance & Banking			
Corporate Finance	3	MBA 4330	April-September (2nd & 4th Level)
Investment Analysis and Portfolio Management	3	MBA 4331	
Bank Management and Financial Services	3	MBA 4332	
Development of Financial Markets and Institutions	3	MBA 4333	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	
International & Development Economics			
Economic Development and Planning	3	MBA 4334	October-March (2nd & 4th Level)
International Economics, Globalization and Policy	3	MBA 4335	
Money, Banking and Financial Markets	3	MBA 4336	
International Trade and Finance	3	MBA 4337	
Business Research Methods (Capstone Course) Master Paper and Viva-Voce	1.5 1.5	MBA 4316	

N.B.: The School of Business, Bangladesh Open University, preserves all rights to change the courses and curriculum to keep pace with the changing requirements of local, regional and global educational and business environment under any circumstances.

Calculation of Grade Point (GP)

For every completed course, the marks obtained by a student in respective **assignments** and **semester-end examination** will be totaled and this total marks will be converted into Grade Point (GP) as per the following table:

Numerical Grade	Letter Grade	Grade Point
80% and above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B Plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75
50% to less than 55%	C+ (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	C- (C minus)	2.00
Less than 40%	F (Fail)	0.00

Student will get individual GP for every completed course. In case of completion of a number of courses, the 'Grade Point Average (GPA) of those completed courses will be calculated by using the following formula where the individual GP of every course and the respective credit of those courses will be taken into consideration:

Computation of Cumulative Grade Point Average (CGPA)

GPA is calculated for the individual semester by using the formula below:

$$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Where,

GP= Grade point

Cr = Credit Hour

Example: GPA calculation

Course	Credit hour (Cr)	Marks (%)	Letter grade (LG)	Grade points (GP)	Points Secured (PS)	GPA
1 st Level						
MBA 1301	3	80	A+	4.00	12	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{51}{15}$ $= 3.40$
MBA 1302	3	75	A	3.75	11.25	
MBA 1303	3	70	A-	3.50	10.5	
MBA 1305	3	57	B-	2.75	8.25	
MBA 1306	3	63	B	3.00	9	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 51.00$	
2 nd Level						
MBA 2305	3	68	B+	3.25	9.75	$\text{GPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{48.75}{15}$ $= 3.25$
MBA 2307	3	72	A-	3.50	10.50	
MBA 2308	3	63	B	3.00	9.0	
MBA 2309	3	58	B-	2.75	8.25	
MBA 2310	3	78	A	3.75	11.25	
	$\sum \text{Cr} = 15$				$\sum \text{GP} \times \text{Cr} = 48.75$	

Example: CGPA calculation

CGPA is calculated for the whole program by using the formula below:

$$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$$

Semesters	Total Points secured (Level wise)	Total Credit hours (Level wise)	CGPA
1 st Level	51.00	15	$\text{CGPA} = \frac{\sum \text{GP} \times \text{Cr}}{\sum \text{Cr}}$ $= \frac{99.75}{30}$ $= 3.325$
2 nd Level	48.75	15	
Total:	$\sum \text{GP} \times \text{Cr} = 99.75$	$\sum \text{Cr} = 30$	

Tentative Schedule of Tutorial Sessions for 181 Semester

First and Third Level Courses (Applicable to Rajshahi, Jessore, Sylhet, Khulna and Chittagong's Study Centers)

09:00 a.m. - 10:00 a.m.	10:00 a.m. - 11:00 a.m.	11:00 a.m. - 12:00 noon	12:00 noon - 01:00 p.m.	01:00 p.m. - 02:00 p.m.
MBA 1301	MBA 1302	MBA 1303	MBA 1305	MBA 1306
MBA 3309	MBA 3310	MBA 3311	MBA 3314	MBA 3315

First and Third Level Courses (Applicable only Dhaka RC's Study Centers)

8:00 a.m. - 9:00 a.m.	9:00 a.m. - 10:00 a.m.	10:00 a.m. - 11:00 a.m.	11:00 a.m. - 12:00 noon	12:00 noon - 01:00 p.m.	2:00 pm - 3:00 pm	3:00 pm - 4:00 pm	4:00 pm - 5:00 pm	5:00 pm - 6:00 pm	6:00 pm - 7:00 pm
MBA 3311	MBA 3309	MBA 3310	MBA 3314	MBA 3315	MBA 1303	MBA 1302	MBA 1301	MBA 1306	MBA 1305

N.B. 1: For any change in this schedule, concerned coordinator is requested to inform the students as well as the Dean, SOB, BOU in advance.

2: Tutors are requested to provide the **LECTURE PLAN** of 14 tutorial classes that are based on the syllabus.

**Evaluation Procedure:

For the completion of a course you have to go through an evaluation procedure of the school. For each course you will be evaluated within 100 (hundred) marks, distributed as:

• Attendance & Class Performance	= 10 Marks
• Two (2) Assignments	= 20 Marks
• One (1) Semester-end Examination	= 70 Marks
• Total	= 100 Marks

Semester-end-Final Examination

Tentative Schedule for the Semester-End Examination (181 Semester)

Date	Time	Course code and Course title
August 23, 2019, Friday	09:00 am - 12:00 noon	MBA 1301: Principles of Management
	02:00 pm - 05:00 pm	MBA 3311: Strategic Management
August 30, 2019, Friday	09:00 am - 12:00 noon	MBA 1302: Principles of Marketing
	02:00 pm - 05:00 pm	MBA 3309: Management Accounting
September 06, 2019, Friday	09:00 am - 12:00 noon	MBA 1303: Financial Accounting
	02:00 pm - 05:00 pm	MBA 3310: Marketing Management
September 13, 2019, Friday	09:00 am - 12:00 noon	MBA 1305: Business Communication
	02:00 pm - 05:00 pm	MBA 3314: Managerial Finance
September 20, 2019, Friday	09:00 am - 12:00 noon	MBA 1306: Fundamentals of Financial Management
	02:00 pm - 05:00 pm	MBA 3315: Operations Management
September 26, 2019, Friday	09:00 am - 12:00 noon	MBA 1304: Microeconomics, MBA 3313: Human Resource Management
	02:00 pm - 05:00 pm	MBA 3316: International Trade and Finance

Assignment

MASTER OF BUSINESS ADMINISTRATION (MBA)

Course Title:

Course Code: **MBA**

Registration Semester

Prepared and Submitted by:

Name: _____

ID Number: -**33**--

Study Center:

Previous Study Center (if different from current Study Center):

RRC:

Batch: _____

Submission Semester:

Contact Address
(With telephone number if you have)

Mobile:

E-mail:

(Attach the photocopy of the both sides of your ID card along with the assignment)

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

MBA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

ID: - 3 3 -

Assignment #1	Assignment #2
Course Code: Received on or before May 31, 2019	Course Code: Received on or before July 26, 2019
Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2
Course Code: Received on or before May 31, 2019	Course Code: Received on or before July 26, 2019
Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2
Course Code: Received on or before May 31, 2019	Course Code: Received on or before July 26, 2019
Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2
Course Code: Received on or before May 31, 2019	Course Code: Received on or before July 26, 2019
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

MBA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

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Assignment #1	Assignment #2
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Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2
Course Code: Received on or before May 31, 2019	Course Code: Received on or before July 26, 2019
Signature & Date Reference No.:	Signature & Date Reference No.:
Assignment #1	Assignment #2
Course Code: Received on or before May 31, 2019	Course Code: Received on or before July 26, 2019
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.

SCHOOL OF BUSINESS
Bangladesh Open University
Examination Registration Form (____ Semester) - MBA Program
(Only for the courses registered in any semester)

Name:										
SID Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">3</td> <td style="width: 15px; height: 15px; text-align: center;">3</td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>				3	3					
			3	3						
RRC:										
Study Center:										
Preferred Exam. Center:										

This is to certify that s/he can appear at the final exam. according to the records maintained at this RRC.

Regional Director, BOU

General Information about the Examination:

#	Course Code						Course Title	Registration Semester
1	M	B	A					
2	M	B	A					
3	M	B	A					
4	M	B	A					
5	M	B	A					
6	M	B	A					

- It is mandatory to fill up the exam. registration form **for the courses registered in the current and previous semester(s)** and have to submit to the respective RRC on or before the **deadline**. If you want to change your examination center, you have mention in Preferred Examination Center above. **Please don't send this form directly to the School.**
- You can appear at the semester-end examination only for the courses offered in this semester. You have the chance to appear thrice at the semester-end examination for a registered course - once in the current semester (without paying any additional fee) and twice more in the next four consecutive semesters after paying necessary examination fees. In later case, you have to submit this examination registration form in due time.
- If any student gets 'F' grade in a course in the current semester, s/he has to redo the course within the next four semesters where s/he can appear at the semester-end examination for that course twice only after paying necessary redo examination/re-examination fee. If any student fails to get at least 'C-' grade after availing (or without availing) of such chance, s/he has to retake that course.

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MBA Program

School of Business, Bangladesh Open University
____ Semester Examination Admit Card

Photo

Name of the Examinee:

Signature & Seal of the RRC

SID Number:

RRC:

Study Center:

Exam. Center:

The examinee applied to appear at the final examination in the following courses:

1.	5.
2.	6.
3.	* Please cross the blank box(es).
4.	Total :..... () Courses

(It is mandatory for all the students to collect the Admit Card to appear at the examination)

Submit the filled-up form to the respective Regional Resources Center (RRC) on or before the deadlines as mentioned in the relevant Semester Calendar.

STUDENT CAN USE THE PHOTOCOPY OF THIS FORM

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	International & Development Economics, e-Learning, ODL, OER
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	Sustainability of Microcredit; CSR, Finance
Dr. Shaheen Ahmed Associate Professor (Management)	9291101-4/344, 01911251181 (Cell) shaheenmahmed@yahoo.com	Human Resource Management
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 Lecturer (Economics)	9291101-4/533, 01721380509 (Cell) masum2069@yahoo.com	International & Development Economics
Ms Asma Akter Shelly Lecturer (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)	9291106, 1911553988 (Cell) maverick9036@gmail.com	Accounting; 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.