

# Semester Calendar

162 Semester (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> Levels)

## BBA Program



শুন্ম অব বিজলয়

Bangladesh Open University

### Important Dates

(Not changeable if no unavoidable circumstances occurs)

<b>June 09, 2017</b>	<b>FIRST day of the tutorial sessions</b>	
<b>August 04, 2017</b>	Deadline for submission of Assignment # 1	<b>Assignment Submission</b>
<b>September 15, 2017</b>	Deadline for submission of Assignment # 2	
<b>July 24, 2017</b>	Deadline for Re-registration (1150) per course. Re-exam fee payment (TK. 200 per course). <b>Don't pay fee if courses are registered in 171 Semester.</b>	
<b>August 24, 2017</b>	Deadline for submission of exam registration forms	
<b>August 24, 2017</b>	Deadline for collecting the admit card (compulsory)	
<b>September 15, 2017</b>	<b>LAST day of tutorial sessions</b>	
<b>September 29, 2017</b>	FIRST day of Exam 162 semester	
<b>September 01, 2017</b>	Deadline for registration into courses of 171 semester	
<b>November 03, 2017</b>	Tentative date for starting the classes of 171 semester	

### Fee Structure

(May be changed by the University Authority)

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

# স্কুল অব বিজনেস

## Bangladesh Open University

### Semester Calendar – 152 (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> & 8<sup>th</sup> 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 **June 09, 2017** and will continue up to **September 15, 2017** 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:

	June		July				August				Sept		Sept. 29, 2017	Oct. 27, 2017
	09	16	07	14	21	28	04	11	18	25	08	15		
<b>Dates</b> →	✓	✓	✓	✓	✓	✓	Assignment #1	✓	✓	✓	✓	Assignment #2	FINAL EXAM STARTS	171 semester starts
<b>Time Schedule</b> →	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 162 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 <sup>nd</sup>	BBA 2305: Fundamentals of Management	BBA 2306: Principles of Marketing	BBA 2307: Microeconomics	BBA 2308: Business Communication	BBA 2309: Computer Applications in Business
4 <sup>th</sup>	BBA 4315: Auditing	BBA 4316: Financial Accounting-II	BBA 4317: Organizational Behavior	BBA 4318: Insurance and Risk Management	BBA 4319: Marketing Management
6 <sup>th</sup>	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 <sup>th</sup>	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 August 04, 2017	Assignments must be submitted to the <b>Tutor</b> of concerned Study Center only on or before the <b>due date</b> . 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 <b>Assignment Acknowledgement (AA) Form</b> (see Page#4 of this Calendar) while submitting the Assignments. You must not forget to submit the <b>DEAN's Copy of the AA Form</b> while submitting the 2 <sup>nd</sup> Assignment. If you fail to submit it, your claim of Assignment submission will not be considered in case of missing.
Assignment # 2 Sept. 15, 2017	

- **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	Exam form Submission Details	Where to submit the exam registration form?
	<b>Exam form Submission: July 24, 2017 – Aug. 24, 2017</b>	Submit the exam registration form to the <b>Program officer at the concerned RRC</b> and collect the <b>Admit Card</b> . You are required to attach the <b>money receipt</b> while submitting the Exam Registration Form if you are supposed to pay re-exam fee.
	<b>Re-Registration and Re-exam Fee Payment: July 24 2017 – August 24, 2017</b> (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.)	
	<b>Admit Card Collection: July 24, 2017 – Aug. 24, 2017</b> (Without Admit Card no learner will be allowed to sit the exam)	

**Tentative Schedule for 162 Exam** (This schedule will remain unchanged if no unavoidable circumstances occurs):

Date	Time (9:00 am – 12:00 noon) (2 <sup>nd</sup> & 6 <sup>th</sup> Level courses)	Time (02:30 pm – 5:30 pm) (4 <sup>th</sup> & 8 <sup>th</sup> Level courses)	<b>EXAM CENTER</b> Exams will be held at the respective <b>Study Center</b> . If you want to change the exam center, mention it on the Exam
Sept. 29, 2017	BBA 2305: Fundamentals of Management BBA 6325: Financial Market and Institutions	BBA 4315: Auditing Major-AIS (All major courses)	
Oct 06, 2017	BBA 2306: Principles of Marketing BBA 6326: Human Resources Management	BBA 4316: Financial Accounting-II Major-Finance (All major courses)	
Oct. 13, 2017	BBA 2307: Microeconomics BBA 6327: Marketing Promotion	BBA 4317: Organizational Behavior Major-HRM (All major courses)	
Oct. 20, 2017	BBA 2308: Business Communication BBA 6328: Cost and Management Accounting	BBA 4318: Insurance and Risk Management Major-Marketing (All major courses)	
Oct. 27, 2017	BBA 2309: Computer Application in Business BBA 6329: Taxation and Public Finance	BBA 4319: Marketing Management	

### Registration into the Courses of 171 Semester

You are required to register into the courses to be offered in the next semester (171 semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 171 courses.** You will be transferred to the next available semester (181 semester) when the same courses will be offered again.

<p><b>Deadline: July 13, 2017 – Sept 01, 2017</b> (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) <i>Please read the Student Handbook carefully before choosing courses for registration.</i></p>	<p><b>How many courses you may take at a time?</b> You have to take <b>at least 2 (two) courses</b> and <b>maximum 6 (six) courses</b> 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. <b>If you don't take any course in four consecutive semesters, your registration into the whole program will be cancelled.</b></p>		
<b>COURSES TO BE OFFERED IN 171 SEMESTER</b>			
<b>First Level Courses</b>	<b>Third Level Courses</b>	<b>Fifth Level Courses</b>	<b>Seventh Level Courses</b>
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?

<b>Contact Points</b>	<b>Coordinator of your Study Center or the Program Officer of your RRC.</b>	<b>Most preferred way of communication</b>
	<b>Or</b>	
	<b>Email: <a href="mailto:coordinator.bba.bou@gmail.com">coordinator.bba.bou@gmail.com</a> Phone: 9291106 (Dean, School of Business, BOU)</b>	You must have an <b>Email ID</b> and let us know it soon by sending a message to <b><a href="mailto:coordinator.bba.bou@gmail.com">coordinator.bba.bou@gmail.com</a></b> 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.

**\*\* 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.)

**শুন্ম অব বিজ্ঞেয়**  
**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 <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of the TUTOR
Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of the TUTOR
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Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  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.)

**শুন্ম অব বিজ্ঞেয়**  
**SCHOOL OF BUSINESS**  
 Bangladesh Open University  
**BBA Program**

## Assignment Acknowledgement Form (AA Form)

Name:

ID:    -    -

To be Filled up by the Respective Course Tutor		To be Filled up by the Respective Learner
Assignment # 1	Assignment # 2	
Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of TUTOR	Profession: _____  Address: _____  Mobile Phone: _____ E-mail: _____
Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of TUTOR	
Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of TUTOR	
Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of TUTOR	
Course Code: BBA Received on or before <b>Aug 04, 2017</b>  Signature & Date of the TUTOR	Course Code: BBA Received on or before <b>Sept. 15, 2017</b>  Signature & Date of TUTOR	

No. of Total Assignments Received: \_\_\_\_\_ In words: ( )

**VERIFIED**

Office Assistant

Signature of the Coordinator  
 \_\_\_\_\_  
 Study Center



### 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.