



Welcome Note

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



Prof. Mostafa Azad Kamal
Dean, School of Business

1. E-mail: **deanoffice.sob@gmail.com**
you will get a reply instantly, check the following mail and accordingly
2. Fill up the “**Online Information Form**” sent through the reply to your e-mail and click the submit button.
This will immediately deliver your query, information, suggestion or complain to us.
or you can directly contact us by calling
Phone: 9291106
PABX: 02-9291101-4, Ext. 340

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

Ms. Adiba Anis
Coordinator
BBA Program
School of Business
Phone: 9291106
PABX: 02-9291101-4, Ext. 348
E-mail: coordinator.bba.bou@gmail.com

Ms. Asma Akter Shelly
Joint Coordinator
BBA Program
School of Business
Phone: 9291106
PABX: 02-9291101-4, Ext. 532
E-mail: shellyasma26@gmail.com

Semester Calendar

171 Semester (1st, 3rd, 5th & 7th Levels)

BBA Program

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School of Business

Bangladesh Open University

Important Dates

(Not changeable if no unavoidable circumstances occurs)

Jan. 26, 2018	FIRST day of the tutorial sessions	
March 02, 2018	Deadline for submission of Assignment # 1	Assignment Submission
April 13, 2018	Deadline for submission of Assignment # 2	
Feb. 22, 2018	Deadline for Re-registration (1,150) per course. Re-exam fee payment (TK. 200 per course). Don't pay fee if courses are registered in 171 semester.	
March 29, 2018	Deadline for submission of exam registration forms (both).	
March 29, 2018	Deadline for collecting the admit card (compulsory)	
April 13, 2018	LAST day of the tutorial sessions	
April 27, 2018	FIRST day of examination of 171 Semester	
April 24, 2018	Deadline for registration into courses of 172 Semester	
June 01, 2018	Tentative date for starting the classes of 172 Semester	

Fee Structure

(May be changed by the University Authority)

Course Registration fee	TK. 1,150 per course	<p>Important note</p> <p>Applicable for fresh students from 171 semester and onwards:</p> <ul style="list-style-type: none"> After successful completion of 12 courses at the end of 4th semester, a student has to appear in a viva-voce examination of 50 marks at their respective study centers. A second viva-voce examination of another 50 marks will be arranged for the learners who have successfully complete a minimum of 30 courses at the end of 8th semester, at their respective study centers.
Semester Registration fee	Tk. 200 for each semester	
Academic Calendar fee	Tk. 50	
Exam Fee per Semester	Tk. 300	
Re-registration fee (after passing 3 times of course registration)	Tk. 1,150 per course	
Re-Examination fee/Redo	TK. 200 per course	
Testimonial fee	TK. 100	
Level mark sheet fee	Tk. 100	
Provisional Certificate	TK. 300	
Final Transcript/Marksheet	TK. 400	
Original Certificate	TK. 500	
Digital ID Card Fee	Tk. 200	
ID Card issuing (if lost)	TK. 50	
Correction fee	Tk. 200	
Late course registration fee	Tk. 300 per course	
Improvement fee (After completion of 8 levels)	Tk. 500 per course (Maximum 6 courses) in next two consecutive semesters having CGPA B-, C+, C, or C-.	
Late Re-examination/Redo fee	1 st week @ Tk. 20 and 2 nd week @ Tk. 30 plus Tk. 200 per course.	

N. B: If any learner fails to register or re-register into any course(s) within the deadline, s/he can register or re-register the course(s) by paying 1,150/- (Per course) plus late fee of Tk. 300 for each course within 10 working days after the deadline expires.

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Bangladesh Open University

Semester Calendar – 171 (1st, 3rd, 5th, and 7th 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 **January 26, 2018** and will continue up to **April 13, 2018** at our specified study centers. You are supposed to go through the textbook referred by the School of Business and then come to the Study Center to discuss the unclear/difficult parts of the lessons with the tutor as well as the fellow learners in groups. The tutorial sessions will be conducted on the Fridays specified as below:

Dates →	Jan.18	February, 2018				March, 2018					April, 2018		April 27, 2018	June 01, 2018
	26	02	09	16	23	02	09	16	23	30	06	13		
	√	√	√	√	√	√	√	√	√	√	√	√	FINAL EXAM STARTS	172 semester starts
						Assignment #1						Assignment #2		
Time Slots →	08:00 – 09:00am		09:05 – 10:00am			10:05 – 11:00am			11:05am – 12:00noon		12:05 – 01:00pm			

Tutorial sessions on the following courses of BBA program will be offered in 171 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.

1 st	BBA 1301: Introduction to Business	BBA 1302: Financial Accounting-I	BBA 1303: Business English	BBA 1304: Business Mathematics	
3 rd	BBA 3310: Business Law	BBA 3311: Macroeconomics	BBA 3312: Fundamentals of Statistics	BBA 3313: Law and Practice of Banking	BBA 3314: Fundamentals of Business Finance
5 th	BBA 5320: Industrial and Company Law	BBA 5321: Financial Management and Policy	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 5324: Business Statistics for Decision Making
7 th	BBA 7330: Operations Management	BBA 7331: Project Appraisal and Management	BBA 7332: Business Ethics	BBA 7333: Portfolio Management	BBA 7334: Retailing Management

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 these complexities.

Assignment Submission Deadlines	Where and How to submit?	
	Assignment#1: March 02, 2018 Assignment#2: April 13, 2018	Assignments must be submitted to the respective Course Tutor of the concerned Study Center only on or before the due date . Every Assignment must contain the prescribed cover page (see page#20 of the Student Handbook). You must take signature of the coordinator and Tutor on both parts (Learner's Copy and Dean's Copy) of Assignment Acknowledgement (AA) Form (see Page#4 of this Calendar) while submitting the Assignments. You must preserve the 'Learner's Copy' (signed by the tutor and coordinator) and shall have to enclose the same with application if you want to claim marks for missing assignment(s).

****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: Feb. 22 – March 29, 2018	Where to submit the exam registration form?	
	Re-Registration and Re-exam fee payment: Feb. 22 – March 29, 2018 (All learners must pay fees (Tk.200) per course for sitting the exams on previously registered courses by the deadline to be given by the Controller of Exams; otherwise, they will have to pay late re-exam fee according to the rules set by authority.)	Submit the exam registration form to the Program officer at the concerned RRC and collect the Admit Card. You are required to attach the money receipt while submitting the Exam Registration Form if you are supposed to pay re-exam fee.	
	Admit Card Collection: Feb. 22 – March 29, 2018 (Without Admit Card no learner will be allowed to sit the examination)		

Tentative Schedule for 171 Exam (This schedule will remain unchanged if no unavoidable circumstances occurs):

Date	Time (9:00 am – 12:00 noon) (1 st & 5 th Level courses)	Time (02:30 pm – 5:30 pm) (3 rd & 7 th Level courses)	EXAM CENTER Exams will be held at the respective Study Center. If you want to change the exam center, mention it on the Exam Registration Form.
April 27, 2018 Friday	BBA 1301: Introduction to Business	BBA 3310: Business Law	
	BBA 5320: Industrial and Company Law	BBA 7330: Operations Management	
May 04, 2018 Friday	BBA 1302: Financial Accounting-I	BBA 3311: Macroeconomics	
	BBA 5321: Financial Management and Policy	BBA 7331: Project Appraisal and Management	
May 11, 2018 Friday	BBA 1303: Business English	BBA 3312: Fundamentals of Statistics	
	BBA 5322: Entrepreneurship Development and Small Business Management	BBA 7332: Business Ethics	
May 18, 2018 Friday	BBA 1304: Business Mathematics	BBA 3313: Law and Practice of Banking	
	BBA 5323: Socio-Economic Profile of Bangladesh	BBA 7333: Portfolio Management	
May 25, 2018 Friday	BBA 5324: Business Statistics for Decision Making	BBA 3314: Fundamentals of Business Finance	
		BBA 7334: Retailing Management	

Registration into the Courses of 172 Semester

You are required to register into the courses to be offered in the next semester (172 Semester) on or before the specified date. **Failure to register or delayed payment of the registration fees will automatically SUSPEND your attendance in 172 courses.** You will be transferred to the next available semester (182 Semester) when the same courses will be offered again.

<p>Deadline: March 22, 2018 to April 24, 2018</p> <p>(Learners must pay the fees in cash at the specified branch of bank to be directed by the RRC. Please be sure about the fee structure from the RRC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RRC office immediately)</p> <p><i>Please read the Student Handbook carefully before choosing courses for registration.</i></p>	<p>How many courses you may take at a time?</p> <p>You have to take at least 2 (two) courses and maximum 6 (six) courses in a semester; however, if a learner has only one course left to complete the program, s/he can take one course in that case. If you don't take any course in four consecutive semesters, your registration into the whole program will be cancelled.</p>
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COURSES TO BE OFFERED IN 172 SEMESTER

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

8TH LEVEL [Major Courses]

Major in Accounting & Information Systems	Major in Finance	Major in HRM	Major in Marketing
BBA 8335: Advanced Accounting	BBA 8338: Financial Statements Analysis	BBA 8342: Strategic Management	BBA 8346: Service Marketing
BBA 8336: Advanced Management Accounting	BBA 8339: Bank Management	BBA 8343: Organization Development	BBA 8347: Strategic Marketing
BBA 8337: Corporate Financial Reporting	BBA 8340: International Financial Management	BBA 8344: Industrial Relations	BBA 8348: International Marketing
BBA 8338: Financial Statements Analysis	BBA 8341: International Economics	BBA 8345: Total Quality Management	BBA 8349: Brand Management
BBA 8350: Business Research Methods	BBA 8350: Business Research Methods	BBA 8350: Business Research Methods	BBA 8350: Business Research Methods
BBA 8351: Viva-Voce	BBA 8351: Viva-Voce	BBA 8351: Viva-Voce	BBA 8351: Viva-Voce

How to know the information regarding the program if required?

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

**** Learners who successfully complete our BBA program with at least CGPA 2.75 (out of 4.00) shall be able to admit themselves into the third level of our regular MBA program.**

Learner's Copy

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

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SCHOOL OF BUSINESS
Bangladesh Open University

BBA Program Assignment Acknowledgement Form (AA Form)

Name:

ID: - 3 2 -

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; and
 - ❖ 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 Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR
Course Code: BBA Received on or before Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR
Course Code: BBA Received on or before Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR
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Course Code: BBA Received on or before Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR

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

VERIFIED

Office Assistant _____ **Signature of the Coordinator**
Study Center

DEAN'S COPY

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

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SCHOOL OF BUSINESS
Bangladesh Open University

BBA Program Assignment Acknowledgement Form (AA Form)

Name:

ID: - 3 2 -

To be Filled up by the Respective Course Tutor	
Assignment # 1	Assignment # 2
Course Code: BBA Received on or before Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR
Course Code: BBA Received on or before Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR
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Course Code: BBA Received on or before Mar. 02, 2018 Signature & Date of the TUTOR	Course Code: BBA Received on or before April 13, 2018 Signature & Date of the TUTOR

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

VERIFIED

Office Assistant _____ **Signature of the Coordinator**
Study Center

To be Filled up by the Respective Learner

Profession: _____

Address: _____

Mobile Phone: _____

E-mail: _____

	BBA Program শুভ্র অব বিজ্ঞান SCHOOL OF BUSINESS Bangladesh Open University
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Received by BOU Office:	
_____ Signature	_____ Date

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 (To be filled-up by School of Business)		
		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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Enclosures:

- Photocopy of ID Card.
- Learner's copy (Original) of Assignment Acknowledgement Form (see page#3 of Semester Calendar)
- Level Mark sheet.
- Attendance Sheet (attested by the Study Center Coordinator).
- Other Documents (specify) _____.

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

Learners are asked to fill-up this form duly and send it to the Dean, School of Business, Bangladesh Open University, Gazipur-1705