

## Dean's Open Letter

Dear learners,

It is my sheer delight to welcome you to 182 semester of the BBA Program. To make your journey comfortable with the program, we are committed to ensure the best service to all the students. For any query, information and suggestions 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 the steps below:



**Prof. Mostafa Azad Kamal**  
Dean, School of Business

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

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-Coordinators of the BBA Program.



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&  
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# Semester Calendar

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

## BBA Program



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Bangladesh Open University

### Important Dates


(Not changeable if no unavoidable circumstances occurs)

<b>August 02, 2019</b>	<b>FIRST day of the tutorial sessions</b>
<b>October 04, 2019</b>	Deadline for submission of Assignment # 1
<b>November 08, 2019</b>	Deadline for submission of Assignment # 2
<b>September 02, 2019 to October 02, 2019</b>	Deadline for Course Re-registration.
	Deadline for <b>Exam</b> and <b>Re-exam</b> registration.
	Deadline for submission of exam registration forms
	Deadline for collecting the admit card (compulsory)
<b>November 08, 2019</b>	<b>LAST day of tutorial sessions</b>
<b>November 22, 2019</b>	FIRST day of Exam 182 semester
<b>December 05, 2019</b>	Deadline for registration into courses of 191 semester
<b>January 03, 2020</b>	Tentative date for starting the classes of 191 semester

### Fee Structure

(May be changed by the University Authority)

If students have any query about fee structure please conduct your adjacent Regional Center.

Course Registration fee	As per BOU Rules	<b>Important note</b>
Semester Registration fee	Fees must be paid as per the current BOU financial rules. Please scan the following <b>QR Code</b> for detailed fee structure.   QR Code	<b>Applicable for fresh students from 182 semester and onwards:</b> <ul style="list-style-type: none"> <li>• After successful completion of 12 courses at the end of 4<sup>th</sup> semester, a student has to appear in a viva-voce of 50 marks.</li> <li>• A second viva-voce examination of another 50 marks will be arranged for the learners who have successfully completed a minimum of 30 courses at the end of 8<sup>th</sup> semester.</li> <li>• Students must collect and fill up their assigned registration form for viva-voce from their concerned Regional Centre.</li> </ul>
Academic Calendar fee		
Exam Fee per Semester		
Re-registration fee (after passing 3 times of course registration)		
Re-Examination fee/Redo		
Testimonial fee		
Level mark sheet fee		
Provisional Certificate		
Final Transcript/Marksheet		
Original Certificate		
Digital ID Card Fee		
ID Card issuing (if lost)		
Correction fee		
Late course registration fee		
Improvement fee (After completion of 8 levels)	As per BOU Rules (Maximum 6 courses in next two consecutive semesters having CGPA B-, C+, C, or C-.)	
Late Re-examination/Redo fee	As per BOU Rules	

**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 as per BOU Rules (Per course) plus late fee for each course(s) as per BOU Rules, within 10 working days after the deadline expires.

Page # 01

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## Bangladesh Open University

### Semester Calendar – 182 (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 **August 02, 2019** and will continue up to **November 08, 2019** 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:

	August		September				October				Nov.		Nov. 22, 2019	January 03, 2019
	02	30	06	13	20	27	04	11	18	25	01	08		
<b>Dates</b> →	✓	✓	✓	✓	✓	✓	Assignment #1	✓	✓	✓	✓	Assignment #2	FINAL EXAM STARTS	2020 semester starts
<b>Time Schedule</b> →	08:00 – 09:00am		09:00– 10:00am				10:00 – 11:00am				11:00am – 12:00noon		12:00 noon – 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 182 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 Oct. 04, 2019	Assignment # 2 Nov. 08, 2019

- **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: Sept. 02, 2019 – Oct. 02, 2019	Where to submit the exam registration form?
	<b>Re-Registration and Re-exam Fee Payment: Sept. 02, 2019 – Oct. 02, 2019</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.)	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>Admit Card Collection: Sept. 02, 2019 – Oct. 02, 2019</b> (Without Admit Card no learner will be allowed to sit the exam)	

**Tentative Schedule for 182 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
Nov. 22, 2019	BBA 2305: Fundamentals of Management BBA 6325: Financial Market and Institutions	BBA 4315: Auditing Major-AIS (All major courses)	
Nov. 29, 2019	BBA 2306: Principles of Marketing BBA 6326: Human Resources Management	BBA 4316: Financial Accounting-II Major-Finance (All major courses)	
Dec. 06, 2019	BBA 2307: Microeconomics BBA 6327: Marketing Promotion	BBA 4317: Organizational Behavior Major-HRM (All major courses)	
Dec. 13, 2019	BBA 2308: Business Communication BBA 6328: Cost and Management Accounting	BBA 4318: Insurance and Risk Management Major-Marketing (All major courses)	
Dec. 20, 2019	BBA 2309: Computer Application in Business BBA 6329: Taxation and Public Finance	BBA 4319: Marketing Management	

**Tentative date of Viva-voce:**

Viva-voce examination of the students who completed 4<sup>th</sup> Level and 8<sup>th</sup> Level will be arranged subjected to the course fulfillment of the condition mentioned in page #1. Viva voce examination will be conducted between 29/11/2019 and 10/01/2020.

**Registration into the Courses of 191 Semester**

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

<p><b>Deadline: Aug. 20, 2019 – Dec. 05, 2019</b> (Learners must pay the fees in cash at the specified branch of bank to be directed by the RC. Please be sure about the free structure from the RC before going to pay the fees. Keep the money receipt carefully and submit a copy to the RC 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 BBA program will be cancelled.</b></p>		
<b>COURSES TO BE OFFERED IN 191 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 RC.</b>	<b>Most preferred way of communication</b>
	<b>Or</b>	You must have an <b>Email ID</b> and let us know it soon by sending a message to <b>coordinator.bba.bou@gmail.com</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.
	<b>Email: coordinator.bba.bou@gmail.com</b> <b>Phone: 9291106</b> (Dean, School of Business, BOU)	

**\*\* 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.)

**স্কুল অব বিজনেস**  
**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>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>
_____ Signature & Date of the TUTOR	_____ Signature & Date of the TUTOR
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>
_____ Signature & Date of the TUTOR	_____ Signature & Date of the TUTOR
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>
_____ Signature & Date of the TUTOR	_____ Signature & Date of the TUTOR
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>
_____ Signature & Date of the TUTOR	_____ Signature & Date of the TUTOR

# 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.)

**স্কুল অব বিজনেস**  
**SCHOOL OF BUSINESS**  
 Bangladesh Open University

**BBA Program**

**Assignment Acknowledgement  
 Form (AA Form)**

Name:

ID:

To be Filled up by the Respective Course Tutor		
Assignment # 1	Assignment # 2	
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>	To be Filled up by the Respective Learner  Profession: _____  Address: _____  Mobile Phone: _____ E-mail: _____
_____ Signature & Date of the TUTOR	_____ Signature & Date of TUTOR	
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>	
_____ Signature & Date of the TUTOR	_____ Signature & Date of TUTOR	
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>	
_____ Signature & Date of the TUTOR	_____ Signature & Date of TUTOR	
Course Code: BBA Received on or before <b>Oct. 04, 2019</b>	Course Code: BBA Received on or before <b>Nov. 08, 2019</b>	
_____ Signature & Date of the TUTOR	_____ Signature & Date of TUTOR	

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

**VERIFIED**

Office Assistant

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

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.