

Dean's Open Letter

Dear learners,

It is my sheer delight to welcome you to 181 semester of the Commonwealth Executive MBA/MPA Programme. To make your journey comfortable with the program, we are committed to ensure the best service to all the students. Feel free to contact with the Dean & Central Coordinator of CEMBA/CEMPA Program, School of Business, Bangladesh Open University.



Prof. Mostafa Azad Kamal
Dean
SOB, BOU

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, suggestions, counseling or query (regarding examination, and course registration, semester calendar, assignment, study materials, tutorial class, TV/Audio Programs etc.) You can directly contact with the Central Joint Coordinator & Coordinator Dhaka RC of the CEMBA/CEMPA Program.



Dr. Mohammad Zahir Raihan

Associate Professor (Finance)

&

Central Joint Coordinator and Coordinator DRC

CEMBA/CEMPA Program

SOB, BOU

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zahirunimp14@gmail.com

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School of Business

Bangladesh Open University

Semester Calendar

Semester: 181 (2nd and 4th 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	August 30, 2019
Submission of Research Project Proposal	October 18, 2019
Submission of Assignment #1 (New & Old Students)	October 18, 2019
Payment of Re-exam Fee: As per BOU Rules. Don't pay if you have registered the course(s) exam fee in the current 181 Semester]	Within one month of result publication
Submission of Exam Registration Form	November 01-15, 2019
Collection of the Admit Card (compulsory)	November 01-15, 2019
Submission of Assignment #2 (New & Old Students)	November 22, 2019
Submission of PQI Form (see page#9 of this Calendar)	November 29, 2019
Submission of Research Project Report	December 06, 2019
Submission of Assignment #3 by the Old Students	December 13, 2019
LAST Day of Tutorial Sessions	December 13, 2019
FIRST Day of Semester-end Final Examination: 181 Semester	December 27, 2019
Registration into the Courses of 182 Semester (1 st & 3 rd Levels)	Sept. 11 - Nov. 15, 2019
Orientation of 182 Semester	January 31, 2020

***New Students: Students having ID numbers beginning with 162 and 172**

Programme Structure at a Glance

<i>Components</i>	<i>Commonwealth Executive MBA</i>	<i>Commonwealth Executive MPA</i>
Core Courses	All 4 core courses from the list of 1 st Level and 4 Core Courses from 2 nd Level excluding <ul style="list-style-type: none"> • Public Systems Management 	All 4 core courses from the list of 1 st Level and 4 Core Courses from 2 nd Level including <ul style="list-style-type: none"> • Public Systems Management
Specialised Compulsory (SCOM) Courses	<ul style="list-style-type: none"> • Strategic Management • Quality Assurance Management 	<ul style="list-style-type: none"> • Public Policy • Development Planning and Administration
Elective(ELEC) Courses	3 courses from the list of Elective Courses	3 courses from the list of Elective Courses
Required (REQD) Courses	<ul style="list-style-type: none"> • Research Methods • Research Project 	<ul style="list-style-type: none"> • Research Methods • Research Project

Important FAQs

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

You can appear at the final examination 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 appearing at the examination on that course in concerned consecutive semester. You have to pay the re-exam fee 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 of 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).

Contact Points for Further Information

<ul style="list-style-type: none"> • Coordinator, Concerned Study Centre Or • Programme Officer, Concerned Regional Centre. <p>Ardhendu Sarkar, Computer Operator, SOB,BOU:01737691148 (E-mail: sarkarsobbou@gmail.com For Dhaka RC) Rezaul Karim, Admn Officer, Ctg RC:01817203233 (For Ctg RC) E-mail: comnwthmba.bou@gmail.com Web: www.bou.edu.bd</p>	<p style="text-align: center;"><i>Most Preferred Way of Communication</i></p> <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. From now on, we will communicate you mostly by e-mail.</p>
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<p>Ms. Nazma Akther Lower Division Assistant SOB, BOU Phone:01710930964, 02-9291106-(Dean office) PABX:+8809666730730,Ext. 804 PABX: +8809666730730, Ext.134 E-mail: akternazma13@yahoo.com</p>
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 For e-books of CEMBA/CEMPA Programme, visit: http://www.ebookbou.edu.bd/cemba_cempa.php

 For Prospectus, visit:
http://www.bou.edu.bd/images/student_guide/cemba_prospectus_130917.pdf

Schedule for the Tutorial Sessions

Tutorial session plays a crucial role in the learning system. To optimize 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 **August 30, 2019** and will continue up to **December 13, 2019** 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:

2019																	
Date wise Tutorial Sessions															December 2019	January 2020	
August	September 2019				October 2019				November 2019				December 2019				
30	06	13	20	27	04	11	18	25	01	08	15	22	29	06	13	27	31
√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
							Assignment #1					Assignment #2			Assignment #3 (for old students)	FINAL EXAM STARTS 181 Semester	Next 182 Semester Starts

Tutorial sessions on the following courses of CEMBA/CEMPA Programme will be offered in the current 181 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.

2 ND Level	CORE 2605: Management Information System	CORE 2606: Operations Management	CORE 2607: Human Resource Management	CORE 2608: Economic Environment of Business		
4 TH Level	SCOM 4611: Quality Assurance Management	ELEC 4616: Electronic Commerce	ELEC 4617: Corporate Finance	ELEC 4618: Managerial Economics	REQD 4623: Research Project <small>(Only for students who have completed or appeared at the Research Methods course)</small>	

Assignment Submission

During the semester, you have to go through your course materials and submit 2 (two) assignments [For old students, 3 (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 an Assignment will be reduced if it is submitted after the deadline or copied from others.**

Assignment Submission Deadlines	Assignment# 1: October 18, 2019	Where and How to Submit the Assignments
	Assignment # 2: November 22, 2019	
	Assignment# 3: Old Students: December 13, 2019	
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#5 of this Calendar). You must take signature of the Coordinator or the Assigned Person on Assignment Acknowledgement (AA) Form (see Page#6 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.		

N.B: If you fail to submit your course Assignments in the current semester-181, you will have to re-register into the concerned course(s) by paying Tk. As per BOU Rules course in the next 2023 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 : Within one month of result publication	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. As per BOU Rules course to appear at the examination.	
	Collection of Admit Card: Nov. 01– Nov. 15, 2019 (Without Admit Card, no student will be allowed to sit the exam)	
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. Attach the Money Receipt while submitting the exam registration form.		

Exam Schedule: Semester 181 (This schedule will remain unchanged if no unavoidable circumstances occurs.)

Tentative Date	Time	Course Code and Course Title
Dec. 27, 2019 Friday	09:00 am - 12:00noon	CORE 2605: Management Information Systems
	02:00 pm - 05:00 pm	SCOM 4611: Quality Assurance Management
Jan. 03, 2020 Friday	09:00 am - 12:00 noon	CORE 2606: Operations Management
	02:00 pm - 05:00 pm	SCOM 4613: Development Planning and Administration
Jan. 10, 2020 Friday	09:00 am - 12:00 noon	CORE 2607: Human Resource Management
	02:00 pm - 05:00 pm	ELEC 4616: Electronic Commerce
Jan. 17, 2020 Friday	09:00 am - 12:00noon	CORE 2608: Economic Environment of Business
	02:00 pm - 05:00 pm	ELEC 4617: Corporate Finance
Jan. 24, 2020 Friday	09:00 am - 12:00noon	CORE 2609: Public Systems Management ELEC 4618: Managerial Economics
	02:00 pm - 05:00 pm	ELEC 4 621: Contemporary Administration Systems

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 for Next Semester :182 (1st & 3rd Levels)

You are required to register into the courses to be offered in the next semester (182 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 182 Semester.** You will be transferred to the next available semester (182 Semester) when the same courses will be offered again.

Registration into Courses of next 182 Semester	Deadline: September 11-November 15, 2019 (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#10, 11 & 12 of Prospectus or page#1 of this Calendar</i> carefully before choosing courses for registration.		How Many Courses You may Take at a Time You have to take at least 2 (two) courses and maximum 4 (four) courses in each level; however, if you have only one course left to complete the programme, you can take one course in that case. If you don't take any course in four consecutive semesters, your registration into the whole programme will be cancelled.
	Courses to be Offered in the Next Semester: 182 (1st & 3rd Levels)		
	1st Level (Compulsory)	CORE 1601: Management and Organisations	CORE 1603: Marketing Management
		CORE 1602: Quantitative Techniques	CORE 1604: Accounting and Finance
	3rd Level	SCOM 3610: Strategic Management (For CEMBA)	ELEC 3619: Disaster Management
		SCOM 3612: Public Policy (For CEMPA)	ELEC 3620: Policy Analysis and Implementation
		ELEC 3614: Project Management	REQD 3622: Research Methods
ELEC 3615: International Marketing			

Pursuing the Research Project

Pursuing Research Project	Research Project Proposal Submission: October 18, 2019 Research Project Report Submission : December 06, 2019	Where to Submit the Project Proposal
	Requirement: You must select the topic of your research project in consultation with your <i>Project Guide</i> who will preferably be any teacher of BOU or a teacher of another university holding not below the rank of Assistant Professor or a researcher not below the rank of Joint Director or Senior Research Fellow. For details, you must contact your course teacher and or SC Coordinator.	The Research Project Proposal signed by your <i>Project Guide</i> must be submitted to The Dean, School of Business, BOU through the Coordinator of your Study Centre for approval. Research work can begin only when the Research Proposal is approved by the Dean/ Coordinator/ Supervisor.

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:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submission
Semester:

1	8	1
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Level: (Please put ✓)

2nd4th
PERSONAL INFORMATION of the STUDENT

Name (In Capital Letters):

ID (In Numbers):

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	7	1	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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ID (In
words):

<input type="text"/>	<input type="text"/>	<input type="text"/>	Seven	One	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Study Centre (SC) where you are submitting
your Assignments (Please put ✓):**

-
- Dhaka Regional Centre
-
-
- Chittagong Regional Centre

Contact Address (Compulsory)

Mailing Address:

Tel:
Mobile:
E-mail:
**For Use of the Coordinator's Office
(If the Assignment is submitted after deadline)**
**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 MBA/MPA Programme

**Assignment Acknowledgment
Form (AA Form)**

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 MBA/MPA Programme

**Assignment Acknowledgment
Form (AA Form)**

Name:

Name:

ID: - 7 1 - - -

ID: - 7 1 - - -

Assignment #1	Assignment #2	Assignment #3 (For Old)
Course Code: Received on or before October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
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 October ____, 2019	Course Code: Received on or before November ____, 2019	Course Code: Received on or before December ____, 2019
Signature & Date Reference No.:	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.

For Exam Division

স্কুল অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University

Exam Registration Form
Semester: 181(2nd&4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:
ID Number: <input style="border: none; border-bottom: 1px solid black;" type="text" value=" - 7 1 - "/>
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

This is to certify that s/he can appear at the final exam as per the records maintained at this Regional Centre.

Regional Director, BOU

Please put 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.

<i>Put <input checked="" type="checkbox"/></i>	<i>Course Code and Course Title</i>	<i>Put <input checked="" type="checkbox"/></i>	<i>Course Code and Course Title</i>
	CORE 2605: Management Information Systems		SCOM 4611: Quality Assurance Management
	CORE 2606: Operations Management		SCOM 4613: Development Planning and Administration
	CORE 2607: Human Resource Management		ELEC 4616: Electronic Commerce
	CORE 2608: Economic Environment of Business		ELEC 4617: Corporate Finance
	CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics
			ELEC 4 621: Contemporary Administration Systems
			REQD 4623: Research Project

Total Number of courses: _____
(In words: _____)

Re-exam fee paid: TK.

Date:

Deposit slip no.:

Branch:

Instructions Regarding Exam Registration:

- You have to submit this form at your RC on or before **November 15, 2019**. If you want to change your examination centre, you have to submit an application to the Controller of Examinations through the Dean of the School of Business along with this registration form.
- You can appear at the final examination only for the courses offered in this semester. You have the chance to appear thrice at the final examination for a registered course - once in the current semester and twice more in the next two semesters concerned (with re-examination fee).
- If any student gets 'D' grade in a course in the current semester, s/he has can re-appear at the course within the next two semesters concerned that twice only after paying necessary 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 appear at the exam within two semesters concerned, s/he will have to register the course new by paying the registration fee and submit the assignments again.
- You must submit the filled-up Admit Card with the exam registration form.
- You must add the Bank slip of depositing the exam fee with the exam registration form.

For Dean's Office

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SCHOOL OF BUSINESS
Bangladesh Open University

(Submit it to RC. They will send it to the dean's office before the exam starts)

Exam Registration Form
Semester: 181(2nd&4th Levels)

Commonwealth Executive MBA/MPA Programme

Name:									
ID Number: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>									
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									
E-mail ID:									
Mobile Phone# <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>									

This is to certify that s/he can appear at the final exam as per the records maintained at this Regional Centre.

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

Regional Director, BOU

Please put \checkmark mark against the courses you have registered for examination and strike through (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 2605: Management Information Systems		SCOM 4611: Quality Assurance Management
	CORE 2606: Operations Management		SCOM 4613: Development Planning and Administration
	CORE 2607: Human Resource Management		ELEC 4616: Electronic Commerce
	CORE 2608: Economic Environment of Business		ELEC 4617: Corporate Finance
	CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics
			ELEC 4 621: Contemporary Administration Systems
			REQD 4623: Research Project
Total Number of courses: _____ (In words: _____)		Re-exam fee paid: TK. _____ Date: _____	
		Deposit slip no.: _____ Branch: _____	

Note: You have to submit this Form to your RC on or before **November 15, 2019**.

Disclaimer: BOU Authority reserves the right to amend or modify any information given above.

EXAM
Semester:181

শুন্ন অব বিজনেস
SCHOOL OF BUSINESS
Bangladesh Open University

Programme: Commonwealth Executive MBA/MPA

Admit Card

Semester Final Examination
Semester: 181 (2nd&4thLevels)

Photo

Signature & Seal
of the RC

Name:	
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ID (In Numbers):

				-	7	1	-							
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ID (In words):

			Seven	One										
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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.

Course Code and Course Title	Invigilator's Signature	Course Code and Course Title	Invigilator's Signature
CORE 2605: Management Information Systems		SCOM 4611: Quality Assurance Management	
CORE 2606: Operations Management		SCOM 4613: Development Planning and Administration	
CORE 2607: Human Resource Management		ELEC 4616: Electronic Commerce	
CORE 2608: Economic Environment of Business		ELEC 4617: Corporate Finance	
CORE 2609: Public Systems Management		ELEC 4618: Managerial Economics	
		ELEC 4621: Contemporary Administration Systems	
Total Number of courses: _____ (In words: _____)	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 exam hall. Without the Admit card, no student will be allowed to sit for the exam. So, please collect the Admit Card while submitting the Exam Registration Form)

Students may bring the following items in the exam hall if required:

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

The following instructions must be maintained in the exam hall:

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

Compulsory

Deadline: November 29, 2019

শুধন এব বিজ্ঞান

Bangladesh Open University

Programme Quality Improvement (PQI) Form

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 comnwlthmba.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 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 SC 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

Office Copy

CEMBA/CEMPA Programme

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

Student's Copy

CEMBA/CEMPA Programme

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

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	Economics
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	Corporate Social Responsibility, Micro Finance, Corporate Finance, Finance & Banking
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 Assistant Professor (Economics)	9291101-4/533, 01721380509 (Cell) masum2069@yahoo.com	International & Development Economics
Ms Asma Akter Shelly Assistant Professor (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)	01911553988 (Cell) maverick9036@gmail.com	Accounting, Auditing & 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 Project Guide.