

Admission procedure MBA (EVENING) PROGRAM

MBA (Evening) is an addition to the existing academic Programs of the Faculty of Business Studies, University of Dhaka. The program has been designed and is being executed in view of the growing demand of the executives for developing necessary skills and learning, appropriate analytical tools and techniques of decision making for effectively and efficiently managing organizations. The Academic Council approved this program on 12 October 2001.

A: Basic Features of the program

Specialty areas: Management, Accounting and Information Systems, Marketing, Finance, Banking and Insurance, Management Information Systems (MIS), Tourism & Hospitality Management and International Business.

- 1. Tri-mester system:** To complete the program in shortest possible time.
- 2. Unique program :** To address needs of individual students.
- 3. Minimum Requirement:** Bachelor Degree in any discipline with minimum 6 points (First Division =3, Second Division =2, Third Division = 1, GPA 4 =3, GPA 3 =2 and GPA 2 =1 point).

Years of schooling and job experience will carry weights.

Availability of Form: Prescribed application forms for admission to MBA (Evening) Program will be available at fbs-du.com/admission/ From June 1st to July 2nd, 2016.

Date of Submission of Application: From June 1st to July 2nd, 2016 .

Submission Online Payment: Payment of tk. 1,500/- payable (Online processing fee will be charged) through Mobile Banking (Bkash, DBBL) by the provider.

OR

Submission through Bank: Payment of tk.1500/- payable at Sonali Bank Limited, Dhaka University Campus Branch, A/C# 34203272, A/C Name: EMBA Admission and the original bank deposit copy the filled in form along with all education and experience certificates required to be submitted at the office of the Dean, Faculty of Business Studies, University of Dhaka.

Online Admit Card Print: July 20th, 2016 to July 28th, 2016.

Admission Test: July 29th, 2016 (Friday) at 10.00 A.M.–11:30 A.M.

For details please contact the Office of the Dean, Faculty of Business Studies, University of Dhaka. Telephone # 58613295, 9661920-73/4360.

Cell:01879542313, 01552643166

A1.Specialty Areas: A student can major in any of the specialty areas offered by the eight departments of the Faculty of Business Studies – Management, Accounting & Information Systems, Marketing, Finance, Banking and Insurance, Management Information Systems (MIS), Tourism and Hospitality Management and International Business. However, total number of seats in each department is limited to 80. Students will be selected for different departments on the basis of total score.

A2. Credit Hours: A student is to take 21 courses of 63(sixty three) credit hours and internship and project paper of 3(three) credit hours for the MBA degree. However, with waiver of fundamental course(s), if granted on the basis of academic background and attainment of the students, some of them will be allowed to take less than 21 courses.

A3. Duration of the Program: It is generally expected that a student with Master degree should be able to complete MBA program in 16 to 24 months. It however, depends on the ability to take academic load, resources and professional activities of the prospective students. The program is uniquely designed to address individual situation of students.

A4. Trimester system: There will be three trimesters in a year. The first trimester will begin in January, the second in May and the third in September.

A5. Internship and project Paper: Every graduating student, after completion of MBA course work, will be required to undergo an internship program for at least three months. Each student will be guided by a teacher to write a project paper on a selected topic, which will be evaluated and graded.

B: Admission Requirements and selection of candidates

B1. Minimum Requirements for Admission: Applicants should have at least a Bachelor degree in any discipline with a minimum of 6 (six) points to qualify for application for admission into the MBA (Evening) Program. Points are to be computed as follows:

| Grade Distribution | Point |
|--------------------|-------|
| First Division | 3 |
| Second Division | 2 |

| | |
|----------------|---|
| Third Division | 1 |
| CGPA -4 | 3 |
| CGPA -3 | 2 |
| CGPA -2 | 1 |

B2. Evaluation of Candidates: Applicants will be evaluated and selected based on marks in the admission test, years of schooling, professional experience and interview. A total of 100 marks will be assigned as: Admission test 80 marks, years of schooling 5 marks, professional experience a maximum of 10 marks, and interview 5 marks.

B3. Admission Test: candidates seeking admission in the program will be have to sit for a MCQ test and a written test of 90 minutes. The MCQ Test of 55 minutes and the written test of 35 minutes will be conducted on aptitude, logical reasoning, situational analysis and on writing ability distributed in two sections:

| Topics | Marks |
|--|-------|
| Skills in English Language & Current Affairs (MCQ) | 25 |
| Skills in Logical Reasoning, Critical Analyses & Mathematics (MCQ) | 30 |
| Writing ability | 25 |
| Total Marks | 80 |

There will be negative marking for every wrong answer (0.20 marks for every wrong answer) and applicants have to achieve minimum qualifying marks in both the exams. The written test will be conducted for assessing the candidates' comprehending ability.

B5. Weightage for Years of Schooling: In the process of preparing merit list, weight will be given to years of schooling to be determined as follows:

| | |
|---------------------------|----------|
| 14 year (Bachelor degree) | 2 points |
| 15 year (Bachelor degree) | 3 points |
| 16 year (Bachelor degree) | 4 points |
| 16 year (Master degree) | 4 points |

| | |
|-----------------------------|----------|
| 16 year (B. Sc Engineering) | 5 points |
| 17 year (Master degree) | 5 points |
| 17 year (M. Sc Engineering) | 5 points |

MBBS : 5 points, C.A, CMA, MBM, M. Phil & other foreign degree with four year Bachelor or Master degree : 5 points.

B6. Weightage for professional Experience: In order to encourage experienced executives for further development of their skills, weight will be given to years of professional experience in executive positions. One point will be assigned for each year of professional experience subject to the maximum of 10 points. However, no point will be awarded for first 2 years experience. If years of schooling and professional experience occur simultaneously, a candidate will get advantage either in years of schooling or professional experience whichever may go in favour of the candidate. The job experience of a regular student will not be considered at all.

B7. Publication of selection list: Merit list based on years of schooling, professional experience and admission test score will be published within three weeks of holding of the admission test.

B8. Interview and Selection of Students for Admission: Selected number of successful candidates, in order of merit, will be called for interview according to a schedule to be announced at the time of publication of admission test result. The interview committee will evaluate them on a scale of 5. Final list of selected students will be prepared and published based on marks obtained in years of schooling, professional experience, admission test and interview.

C: Admission and Course Fees

University of Dhaka is the premier university in the country. Being a unit of a public university, Faculty of Business Studies, University of Dhaka has designed a very competitive fee structure. The fees are lower than those of standard private universities, and commensurate with the image of the University of Dhaka. Each student will pay semester enrolment fee of Tk.5,000, registration fee of Tk.10,000(one time) and Tk.3,500 for each credit hour. Depending upon waiver of courses and time taken, the total cost might vary from Tk.160,000 to 280,000 to complete the Program.

D: Management of the Program

The MBA (Evening) Program Committee of each department is vested with the task of managing the program. The Program Director is responsible for overall supervision and management of the program at the department level. The committee decides on all relevant matters of the program in accordance with the rules of the MBA (Evening) program approved by the University of Dhaka (as amended till date).

E: Instruction for the Students

E1. Use of calculator is not permitted in the Examination Hall.

E2. Use of Mobile phone or similar device is strictly prohibited in the Examination Hall.

E3. Applicants passed from Blacklisted Universities declared by UGC will not be allowed to appear before the admission test.

E4. Use the black ball point pen to write your name, Admit number and also examination.

E5. Your dress up and grooming of hair should be such that your ears are complete visible at all times.

No electronic devices in the ear are allowed.