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**Master of Business Administration (MBA)  
Session 2013-2014**



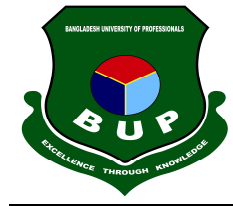
**FACULTY OF BUSINESS STUDIES  
BANGLADESH UNIVERSITY OF PROFESSIONALS**

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**FACULTY OF BUSINESS STUDIES  
BANGLADESH UNIVERSITY OF PROFESSIONALS**

**Areas of Concentration**

- ◊ Marketing
  - ◊ Finance
  - ◊ Accounting
- ◊ Human Resource Management (HRM)
- ◊ Management Information System (MIS)
  - ◊ Supply Chain Management (SCM)
  - ◊ Operations Management
  - ◊ Entrepreneurship



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**Master of Business Administration (MBA)**

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Finance	
Human Resources Management (HRM)	
Marketing	
Management Information Systems	
Accounting	
Operations Management	
Entrepreneurship	
Supply Chain Management	

## **BUP AT A GLANCE**

### **1 Introduction**

Bangladesh University of Professionals (BUP), which is one of the public universities of Bangladesh, was established on June 5, 2008. The aim was to facilitate professional degrees and to run undergraduate, graduate and post graduate degrees through its faculties, affiliated and embodied colleges, institutes, academy or organizations. BUP, with its own unique features, is set up in a green landscape of Mirpur Cantonment located in Dhaka Metropolitan City. The university provides a tranquil, pollution free and secured campus life and above all, a congenial academic atmosphere.

BUP deals with not only the education of the armed forces personnel but also the students of civilian community from home and abroad. It welcomes those students who intend to dedicate their total attention and devotion to serious academic pursuits to build up better tomorrow for the nation. BUP is dedicated to provide high quality education that delivers real benefits for the students. Thus, BUP is the unique academic entity in the country, where blending between the civilian and the armed forces students of diverse skills, experience, exposure and attitude is possible.

### **2 Motto**

The motto of BUP is **“Excellence through Knowledge”**.

### **3 Mission**

The mission of this University is to develop human capital of the military and civilian resources to respond to the knowledge based society of the present world.

### **4 Vision**

The vision of the University is oriented towards enhancing professionalism in both military and civilian environments, through a need-based and time-sensitive education and training. The University envisions the responsibility of graduating intellectually enlightened, technologically advanced, academically competent, ideologically liberal and inspiring research-oriented resourceful citizens who are prepared to lead, promote and preserve the virtues of our great civilization. The University commits itself and all the resources to the accomplishment of this global trust and responsibility.

### **5 Affiliated Entities**

The BUP acts as a regulatory body for the degrees offered by the following affiliated institutes, colleges, academies and organizations:

- National Defence College (NDC)
- Defence Services Command and Staff College (DSCSC)
- Military Institute of Science and Technology (MIST)
- Armed Forces Medical College ( AFMC)
- Armed Forces Institute of Pathology (AFIP)
- Armed Forces Medical Institute (AFMI)

- Bangladesh Military Academy (BMA)
- Bangladesh Naval Academy (BNA)
- Bangladesh Air Force Academy (BAFA)
- Other organizations/institutes as affiliated with BUP

## **6 Embodied Faculties**

The BUP offers and regulates degrees in multi-disciplinary dimensions in the field of science, technology, strategy, liberal education, business and social sciences, medical science, war and security studies and other fields of knowledge through its following 5 faculties:

- Faculty of Security and Strategic Studies (FSSS)
- Faculty of Science and Technology (FST)
- Faculty of Medical Studies (FMS)
- Faculty of Business Studies (FBS)
- Faculty of Arts and Social Science (FASS)

## FACULTY OF BUSINESS STUDIES

### 7 Introduction

~~The Faculty of Business Studies (FBS) inherited the curriculum on business administration from the Military Institute of Science and Technology (MIST).~~ This business school is the pioneer and foremost in-house faculty of the university, which started its academic activity from the early 2009 with renewed curriculum on MBA and Executive MBA. In 2010, the FBS expanded its academic offer to undergraduate level and enrolled the 1<sup>st</sup> batch of BBA program. Since then the student force of the faculty has increased gradually and now it hosts an extremely brilliant, agile, creative and intelligent group of young students, who are destined to provide leadership in the business world.

To achieve the desired level of excellence, the FBS emphasizes on the followings:

- A meticulous admission and selection process for best possible screening
- Interactive sessions in the classroom and uninterrupted curriculum
- Effective teaching through innovative methods blended with latest trends and developments in the world and with its state of the art facilities
- Competent internal faculties with flexibility to outsourcing expert resource persons
- Regular guest lectures and visits to organizations
- Well thought-out and continuous feedback and assessment system
- A culture of discipline, punctuality and commitment
- Emphasis on Code of Conduct and Dress Code.
- Focus to develop students as a good human being with all possible attributes of a successful business leader.
- A tranquil, external turbulence free secured campus life.

### 8 Academic Programs

#### 8.1 Current Programs

The FBS offers undergraduate, graduate and post graduate programs. The programs those are currently run by the faculty are as follows:

Programs	Duration	Total Courses	Credit on Courses	Internship/ Dissertation Credit	Total Credit	Remarks
BBA	4 Years	41	121	3	124	
MBA	2 Years	20	60	6 (internship)	66	Regular program (day)
Evening MBA	2 Years	18	54	6 (Dissertation)	60	
MPhil	2 Years				32	
PhD	3 Years				42	



## 9 Faculty Members

BUP employs highly qualified and competent faculty members from its integral source and from reputed public and private universities by outsourcing to maintain excellence in teaching and learning. Depending on the courses and learning objectives, professionals and experts from diverse disciplines are also engaged for the teaching purpose. The internal faculty members of FBS are listed below:

1. **Lt Col Khandaker Zahirul Alam, psc, G, Arty**  
MBA, MSc (Tech) & MDS  
Associate Prof. and Head, Marketing and Management Department
2. **Lt Col Md Showkat Ali, psc, Engrs**  
MBA (MIST, DU), MDS (DSCSC, NU)  
Head of Accounting and Information System Department
3. **Major Md. Mosaddeak Khan Chowdhury, Sigs**  
MBA, MA (English)
4. **Asst. Professor Mohammad Zahedul Alam**  
BBA, MBA (Marketing, DU), M Phil (RU)
5. **Asst. Professor Md. Arifur Rahman**  
BBA, MBA (Management, RU)
6. **Asst. Professor Farhana Zaman**  
BBA & MBA (Accounting, DU)
7. **Asst. Professor Priyabrata Chowdhury**  
BBA & MBA (Marketing, CU)
8. **Asst. Professor Jannatul Mawa Nupur**  
BBA & MBA (Marketing, DU)
9. **Lecturer Sarabia Rahman**  
B.Sc (EECE), MBA (Finance)
10. **Lecturer Md. Tapan Mahmud**  
BBA & MBA (Accounting, DU)
11. **Lecturer Md Shamsul Arefin**  
BBA & MBA (Management, DU)
12. **Lecturer Charls Darwin**  
B.sc & M.sc (Statistics, DU)
13. **Lecturer Shariful Islam,**  
(Economics, JU)
14. **Lecturer Noor Nahar Begum**  
BBA & MBA (Finance, BUP)
15. **Lecturer M. Shahin Sarwar**  
BBA & MBA (Finance, BUP)
16. **Lecturer Easnin Ara**  
BBA & MBA (Marketing, RU)

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## 10 Administration

FBS is one of the embodied faculties of Bangladesh University of Professionals which functions under the umbrella of different authorities of the university and guided by relevant policies, rules and regulations of BUP. The faculty is headed by Dean and responsible for overall management and supervision of academic and other activities of the faculty.

### 10.1 Regulatory Bodies

The different bodies and committees, who regulate the faculty, are:

- 1) **Senate:** This is the highest policy and decision making body of the university.
- 2) **Syndicate:** The syndicate is the key executive body for general management and supervision.
- 3) **Academic Council:** Academic council is the key executive body on academic affairs of the university.
- 4) **Faculty Executive Committee:** This is the executive body of the faculty to define curriculum, syllabus, events etc and recommend the same to the academic council.

### 10.2 Vice Chancellor

Major General Sheikh Mamum Khaled, SUP, psc  
Vice Chancellor  
Bangladesh University of Professionals

### 10.3 Dean

Brigadier General Md Zahedur Rahman, ndc, psc  
Dean  
Faculty of Business Studies  
Bangladesh University of Professionals

### 10.4 Program Office

- 1) Program Coordinator (BBA and MBA Program) : Major Md Rafiqul Islam
- 2) Program coordinator (Evening MBA program): Major Md. Mosaddeak Khan Chowdhury

### 10.5 Mailing Address

Registrar  
Bangladesh University of Professionals  
Mirpur Cantonment  
Dhaka-1206  
Phone:02-8000368, 8000300  
Fax: 88-02-8000443  
E-mail:info@bup.edu.bd  
Website: www.bup.edu.bd

## 10.6 Faculty Advisors

- 1) 1) — MBA-14: Asst. Prof. Priyabrata Chowdhury
- 2) 2) — MBA-14: Lecturer Noor Nahar Begum
- 3) 3) — MBA-15: Lecturer M. Shahin Sarwar
- 4) 4) — BBA-2: Asst Prof Mohammad Zahedul Alam
- 5) 5) — BBA-3: Asst. Prof. Arifur Rahman
- 6) 6) — BBA -4: (section-A): Lecturer MD. Shariful Islam
- 7) 7) — BBA -4: (section-B): Lecturer Easnin Ara
- 8) 8) — BBA-5: (section-A): Lecturer Tapan Mahmud
- 9) 10) — BBA -5: (section-B): Lecturer Charls Darwin
- 10) 11) — BBA-5: (section-C): Lecturer Sarabia Rahman

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## 11 Facilities

### 11.1 BUP Campus and Building

The FBS is located in the academic building of the purpose built campus of the university at Mirpur Cantonment. The academic building is the northern wing of BUP complex with 6 floors, which will ultimately be extended up to 14 floors. The classrooms, faculty chambers, program and administrative offices, library, computer lab and cafeteria are housed in the same building.

### 11.2 Library

The faculty and its students use the central library facility located on the 1<sup>st</sup> floor of the academic building. The library is growing fast with stock of books to meet the requirements of the teachers and the students. The library is focused to build its e-resources keeping in view the recent trend in publication of reading material in the e-platform. The library is spacious and provides computer work stations with internet facility, hard copies of text and reference books, e-book readers etc. It subscribes many journals, periodicals, newspapers, web resources etc.

### 11.3 WiFi Network

In order to provide dynamic access to the students to e-resources and to facilitate easy communication, BUP has installed high speed WiFi network, which has the coverage at both academic and administrative buildings.

### 11.4 Classrooms

The classrooms of FBS are spacious and well ventilated and equipped with state of the art audio-visual equipment, classroom aids and seating arrangements.

### 11.5 BUP Auditorium (Bijoy)

There is an auditorium at the 5<sup>th</sup> floor of the administrative building of BUP campus with 500 seat capacity, which can be used for central programs like seminar, workshop, central lectures and presentations, cultural events etc.

### **11.6 Student Accommodation**

Pending the construction of purpose-built halls for the students, ad-hoc arrangements have been made to accommodate limited number of male and female students in two separate rented houses at Mirpur DOHS. The seats in the hall are allotted on the basis of need of the students and availability. The halls are fully furnished and there are administrative staffs to support the tenants. The students pay rent for accommodation and meet expenses for food, services, security etc.

### **11.7 Transport**

BUP provide short distance transport facilities to the students with its integral bus service. The long distance service will be provided along 3 routes with hired bus, if adequate numbers of students register for the same.

### **11.8 Computer Lab**

There is a computer lab facility for the students on the ground floor of the academic building. The lab computers are connected by both WiFi and broadband internet network. This facility has been established with a view to catering for enhancing computer literacy and skill of the students.

### **11.9 Cafeteria**

A well decorated and air-conditioned cafeteria “Café Vista” is located on the ground floor of the academic building, which is operated on contract basis. It provides quality food items at reasonable price. A stationery shop is also run by the café as an extension, which sells stationery, confectionery and gift items and also provide printing, reproduction and binding facilities.

## **12 Student Services**

### **12.1 Guidance and Counseling**

The guidance and counseling service is available to students on academic and other matters of interest. A faculty member is assigned as Faculty Adviser for each batch, who, as a routine matter, meets the batch at least once a week and also attends them whenever the students feel necessary. The faculty adviser keeps close contact with the students in understanding and solving the problems relating to their academic program, facilities and other issues, if any.

### **12.2 Scholarship**

Each year scholarships and stipend are granted to a large number of students based on criteria set by the university. The aims are to rewarding the best performing students and also supporting the students who need financial assistance. The students are granted scholarships and stipends duly scrutinized by a committee.

### **12.3 Internship/Placement**

There is a committee to provide required assistance to the students for placement in the organizations as part of internship program. The committee is comprised of Faculty Dean, Batch Faculty Adviser and Placement Officer.

#### **12.4 Extra-Curricular and Club Activities**

From the inception of FBS, the students of this faculty voluntarily participate in extra-curricular and club activities in order to enhance their physical, intellectual, moral and ethical development. The clubs are active and contribute successfully in arranging different events in the university. They organize inter-batch competitions, teams for inter-university and other competitions etc. They also organize different important events like cultural, sports, debate etc and participate in different events and competitions. The students of BUP are also connected with other universities through different clubs. The clubs that are functional in BUP are:

- 1) Cultural Club
- 2) Sports Club
- 3) Communication Club
- 4) Business Club
- 5) Debating Club

#### **12.5 Study Tour/Excursion and Industrial/Organizational Visits**

FBS organizes visits to different industries and organizations for all the programs of FBS and Study Tour/Excursion for the students of BBA final year as part of their academic curriculum.

#### **12.6 Guest Lectures/Seminars**

Seminars/workshops on important academic/business issues and lectures/presentations by eminent academicians/professionals/experts are organized throughout the academic year for the students.

#### **12.7 Business Alumni Association**

BUP Business Graduates Association (BUPBGA) provides significant support to the faculty and the students. It is believed that this nascent association will soon turn into a strong network to support the current student of the faculty.

### **13 MBA Curriculum**

#### **13.1 Objective of MBA Program**

The intent of the MBA program is to prepare students for a lifetime of opportunities, not just their next jobs. The right preparation involves more than functional business knowledge. The MBA Curriculum is continually evaluated for its strength and relevance to changing global issues, business ethics, cultural diversity, and the innovation of technology. The FBS faculty and staff members are dedicated to creating an educational environment that equips graduates with the following attributes:

- 1) Our graduates will be able to apply knowledge of the functional areas of business and integrative approaches for the development of solutions to organizational and management challenges.

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- 2) Our graduates will be able to apply a variety of organizing, planning, controlling, team-building and communicating skills necessary to demonstrate effective management and leadership of organizations in globally diverse and dynamic environments.
- 3) Our graduates will learn to demonstrate the ability to assess and evaluate the dynamic internal and external elements of the competitive global environment.
- 4) Our graduates will learn to demonstrate an awareness of the ethical considerations in the conduct of business and an appreciation of the importance of business ethics and social responsibility in the decision making process.

The MBA Program begins with a sequence of courses on general education, allied courses, and core courses and is followed by a range of elective courses, which provide opportunities for focusing on certain professional disciplines.

### 13.12 Degree Requirements

The degree requirements for MBA program are:

- 1) Securing a passing grade in all the courses (passing grade is D) individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.50 in a 4.00 point rating scale at the end of the program.
- 2) Completion of internship program with a minimum grade of C. The students, registered for double major, will have to complete regular internship program for one concentration and a dissertation of 3 credits in the other with minimum 'C' grade.
- 3) Securing pass marks in comprehensive final examination (covering lessons of full semester) in each course in a semester.

### 13.3 Semester System

The MBA Program is a 2 years full time regular graduate program. The program is divided into 4 semesters of 6 months each (2 semesters in each year). In each semester, minimum 16 weeks ~~is~~ are dedicated for classroom learning, while remaining weeks are utilized for final examination and other curricular and co-curricular activities. The students are required to register for minimum five courses in each semester. Usually two classes of 90 minutes each in a week for each course ~~is~~ are planned during the semester i.e. minimum contact hours for each course in a semester are 48. Total contact hour for a course in a semester is 48 (1.5 hours x 2 classes in each week x 16 weeks = 48).

### 13.4 Distribution of Credit Hours

The distribution of credit hours for MBA program as per semester is shown below:

Semester	Credit Hours
1st	15
2nd	15
3rd	15

4th	15
Internship/Dissertation	6
<b>Total Credit Hours</b>	<b>66</b>

## 14 MBA Curriculum and Syllabus

### 14.1 Course Structure

Course category	No. of Courses	Credit per course	Total credits
Fundamental Courses	06	3	18
Advance Courses	09	3	27
Capstone Course	01	3	03
Major/ Area of concentration	04	3	12
Internship	01	6	06
Total credits needed	21	3	66

### 14.2 Course Code

The course code is a four digit numerical prefixed by 3- letter course title. The first two digits from right is the course serial indicator and third digit is the semester indicator and the fourth is the year indicator (e.g. ACC5101 indicates it is the first course of the first year in Accounting).

### 14.3 Detailed Course Curriculum

#### 14.3.1 Fundamental Courses (6x3=18 Credit Hours)

These courses will provide basic knowledge on core functional areas of business. The list of fundamental courses is given below:

No.	Course Code	Course Title	Pre-requisite	Credit Hours
1	ACC 5101	Principles of Accounting	-	3
2	BUS 5101	Business Communication	-	3
3	BUS 5102	Mathematics for Decision	-	3
4	MGT 5101	Principles of Management	-	3
5	BUS 5103	Computer Applications in Business	-	3
6	BUS 5204	Business Statistics	BUS5102	3

#### 14.3.2 Advance Courses (9x3=27 Credit Hours)

These courses are designed to install core knowledge on the functional areas of business and the subjects for application in concentration courses. The list of Advance courses is given below:

No.	Course Code	Course Title	Pre-requisite	Credit Hours
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1	MGT 5202	Human and Organizational Behavior	-	3
2	ACC 5202	Management Accounting	ACC5101	3
3	BUS 5205	Microeconomics	BUS5102	3
4	HRM 5201	Human Resources Management	MGT5202	3
5	BUS 6307	Legal Environment of Business		3
6	MKT 6301	Marketing management		
7	FIN 6301	Financial Management	ACC5101, BUS5204	3
8	BUS 6306	Macroeconomics and Policy	BUS5205	3
9	OMT 6301	Production and Operations Management	BUS5102, BUS5204	3

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### 14.3.3 Areas of Concentration (12 credits)

In order to develop specialization in a specific area of concentration for advancement in particular career path, students are required to take courses as free electives. The students can choose from eight (8) areas of concentration including newly introduced 'Supply Chain Management' as and when offered. The students will have to complete successfully at least four courses from specific Area of Concentration for completion of a single major. Students desiring to pursue double major will have to complete at least 4 courses on 2nd area of concentration. As a general rule, students will have to successfully complete all fundamental, Advanced and Capstone courses as pre-requisite for taking courses from any area of concentration. The list of Areas of Concentration along with the courses are given below:

#### [Four (4) courses from Major] Finance

**Prerequisite:** Financial Management

No.	Course Code	Course Title
1	FIN 6402	Financial Institutions & Markets
2	FIN 6403	Corporate Finance
3	FIN 6404	Investment Management
4	FIN 6405	Portfolio Management
5	FIN 6406	International Financial Management
6	FIN 6407	Working Capital Management
7	FIN 6408	Financial Analysis and Control
8	FIN 6409	Financial Derivatives
9	FIN 6410	Merger and Acquisition
10	FIN 6411	Bank Fund Management
11	FIN 6412	Insurance & Risk Management
12	FIN 6413	Real Estate Finance

#### Human Resources Management (HRM)

**Prerequisite:** Principles of Management, Human and Organizational Behavior, Human Resources Management.



No.	Course Code	Course Title
1	HRM 6402	Strategic Human Resources Management
2	HRM 6403	Manpower Planning and Personnel Policy
3	HRM 6404	Training and Development
4	HRM 6405	Industrial Relations
5	HRM 6406	Conflict Management and Negotiation
6	HRM 6407	International Human Resources Management
7	HRM 6408	Change Management
8	HRM 6409	Human Resources Information System
9	HRM 6410	Labor Laws of Bangladesh
10	HRM 6411	Organizational Development
11	HRM 6412	Compensation Management
12	HRM 6413	Negotiation and Dispute Resolution
13	HRM 6414	Gender in Management

### Marketing

**Prerequisite:** Marketing Management

No.	Course Code	Course Title
1	MKT 6402	Global Marketing
2	MKT 6403	Consumer Behavior
3	MKT 6404	Integrated Marketing Communications
4	MKT 6405	Brand Management
5	MKT 6406	Strategic Marketing
6	MKT 6407	Services Marketing
7	MKT 6408	Marketing Research
8	MKT 6409	Customer Relationship Management (CRM)
9	MKT 6410	Sales and Retail Management
10	MKT 6411	Industrial Marketing
11	MKT 6412	Agricultural Marketing
12	MKT 6413	Social Marketing and Corporate Social Responsibility
13	MKT 6414	E-Marketing
14	MKT 6415	Rural Marketing

### Management Information Systems (MIS)

**Prerequisite:** Computer Applications in Business

No.	Course Code	Course Title
1	MIS 6401	System Analysis and Design
2	MIS 6402	Database Management Systems
3	MIS 6403	Decision Support Systems
4	MIS 6404	Object-Oriented Programming
5	MIS 6405	E-Commerce
6	MIS 6406	Digital Office Automation
7	MIS 6407	Operating System
8	MIS 6408	System Integration, Security and Internet

9	MIS 6409	Applied Artificial Intelligence
10	MIS 6410	Data Communication and Networking
11	MIS 6411	Management of Innovation And Technology

### Accounting

**Prerequisite:** Principles of Accounting, Management Accounting

No.	Course Code	Course Title
1	ACC 6403	Advanced Financial Accounting
2	ACC 6404	Environmental Accounting
3	ACC 6405	Forensic Accounting
4	ACC 6406	Advanced Cost Accounting
5	ACC 6407	Financial Information Analysis and Control
6	ACC 6408	Corporate Financial Reporting
7	ACC 6409	Corporate Tax Planning
8	ACC 6410	Advanced Auditing and Assurance Services
9	ACC 6411	Applied Accounting Theory
10	ACC 6412	Strategic Management Accounting
11	ACC 6413	Accounting Information System
12	ACC 6414	Introduction to Governmental Accounting
13	ACC 6415	Accounting Based on IAS
14	ACC 6416	Corporate Governance
15	ACC 6417	Advanced Management Accounting
16	ACC 6418	Accounting Professionals Ethics

### Operations Management

**Prerequisite:** Business Statistics, Mathematics for Decision

No.	Course Code	Course Title
1	OMT 6402	Operations Research
2	OMT 6403	Production planning and Inventory Management
3	OMT 6404	Logistics in Supply Chain Management
4	OMT 6405	Quality Management
5	OMT 6406	Project Management
6	OMT 6407	Productivity Management
7	OMT 6408	Enterprise Resource Planning
8	OMT 6409	Technology Management
9	OMT 6410	Product and Services Development
10	OMT 6411	Strategic Operations Management

### Entrepreneurship

**Prerequisite:** Principles of Management, Marketing Management

No.	Course Code	Course Title
1	EPD 6401	Appropriate Technology
2	EPD 6402	Technology Management
3	EPD 6403	Small and Medium Enterprise
4	EPD 6404	Innovation Management
5	EPD 6405	Project Management
6	EPD 6406	Entrepreneurship Development
7	EPD 6407	Entrepreneurship & Small Business Management
8	EPD 6408	Building and Sustaining a successful Enterprise
9	EPD 6409	Managing Change
10	EPD 6410	Conflict Management and Negotiation

### Supply Chain Management (SCM)

**Prerequisite:** Production and Operations Management.

No.	Course Code	Course Title
1	SCM 6401	Sales and Operations Planning
2	SCM 6402	Sourcing Management
3	SCM 6403	Logistics Management
4	SCM 6404	International Supply Chain Management
5	SCM 6405	Strategic Supply Chain Management
6	SCM 6406	Marketing Channel Management
7	SCM 6407	Enterprise Resource Planning
8	SCM 6408	Production Planning and Control

**14.3.4 Capstone Course (1x3=3 Credit Hours).** This course enables the students to integrate what has been learnt in the rest of the program

No.	Course Code	Course Title	Pre-requisite	Credit Hours
1	MGT 6403	Strategic Management	Completion of at least 42 credits including MKT6301, MGT5202, ACC5101, FIN6301 and MGT 6301	3

### 14.3.6 Internship Program

On completion of the course work, the students must complete the internship program as part of MBA degree requirement. The internship is a capstone experience that allows students to integrate knowledge and skills developed in the classroom and apply them in a professional setting. The internship program for MBA is of 6 academic credits. As a capstone experience it will be undertaken after the final semester and must be completed before graduation. The students will have to prepare, submit and defend an internship report on a selected project in order to complete the program successfully. The detailed instruction on internship is available in Internship Manual as uploaded in BUP website.

Ser	Course	Course Title	Credit Hours	Remarks
-----	--------	--------------	--------------	---------

	<b>Code</b>			
1	INT6401	Internship	6	Undertakes this program at the end of final semester

#### 14.4 Semester wise Distribution of Courses

Semester Wise Course Recommendations (Effective from January, 2014)

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##### List of courses:

To obtain a degree on Master of Business Administration, a student must complete the courses as follows:

Semester	SL	Course Code	Title	Credit hour	Prerequisites
1 <sup>st</sup>	1	ACC_5101	Principles of Accounting	3	-
	2	BUS_5101	Business Communication	3	-
	3	BUS_5102	Mathematics for Decision	3	-
	4	BUS_5103	Computer Applications in Business	3	-
	5	MGT_5101	Principles of Management	3	-
2 <sup>nd</sup>	1	ACC_5202	Management Accounting	3	ACC 5101
	2	BUS_5204	Business Statistics	3	BUS 5102
	3	MGT_5202	Human and Organizational Behavior	3	
	4	BUS5_205	Microeconomics	3	BUS 5102
	5	MGT_5203	Human Resources Management	3	MGT 5202
3 <sup>rd</sup>	1	FIN_6301	Financial Management	3	ACC_5101, BUS 5204
	2	BUS_6306	Macroeconomics and Policy	3	BUS_5205
	3	BUS_6307	Legal Environment of Business	3	-
	6	MKT_6301	Marketing Management	3	-
	5	OMT6301	Production and Operations Management	3	BUS 5102, BUS 5204
4 <sup>th</sup>	1	MGT_6405	Strategic Management	3	Completion of at least 42 credits including MKT 6301, MGT 5202, ACC_5101, FIN_6301 and MGT 6301

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2	Major Elective course	3	
3	Major Elective course	3	
6	Major Elective course	3	
5	Major Elective course	3	

## 14.5 Course Description

Short descriptions of courses are given at Annexure A.

## 15 Rules and Regulations for MBA Program

### 15.1 Admission Procedure

BUP seeks applications from prospective candidates, who fulfill MBA admission qualifications as specified in BUP Admission Guideline. The program is offered annually to fresh candidates only. The admission notice is circulated usually in the month of July/August of each year through media advertisement and BUP website notice board. The candidates are asked to apply through online. The detailed admission procedure has been spelled out in Admission Guideline, which is available in BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)).

#### 15.1.1 Eligibility for Admission (Required Academic Background)

**a-1) Civil Students.** The minimum requirement to apply for admission in the program is a Bachelor Degree or its equivalent in any field. A student must have at least 8 (eight) points, to be calculated following the points structure as mentioned in Paragraph 5, with minimum 2nd division or class or equivalent grade or 45% marks in all public examinations.

#### b-2) Military Students.

**i) Academic Qualification:** Academic background and calculation of points will be same as paragraphs 15.1.1a and 15.1.2. However, Services Headquarters may relax above conditions.

**ii) Service Requirements:** The respective Services Headquarters will determine the service requirements of Bangladeshi military students.

**c-3) Provision for Direct Admission for BUP BBA Graduates.** Students qualifying in 4 years BBA program from BUP will be eligible for admission directly within regular admission period provided they secure minimum CGPA 2.75. Students securing CGPA below 2.75 will have to appear competitive admission test with other candidates.

#### 15.1.2 Calculation of Points

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1) **Candidates with Division/Class Based Results.** Points will be calculated on the basis of following table:

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Certificate/ Degree	Division / Class	
	1 <sup>st</sup>	2 <sup>nd</sup>
SSC or equivalent	3	2
HSC or equivalent	3	2
Bachelor degree (Pass)	4	3
Bachelor degree (Hons)	5	4
Master degree	1	1

**Note:** In case of more than one bachelor or master degree, points will be considered for only the highest one.

2) **Candidates with GPA Based Results**

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Points will be calculated on the basis of following table:

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(1) **For SSC and HSC Examination**

GPA	Points
3.5 and above	3
3.0 to <3.5	2
2.5 to <3.0	1

(2) **For Bachelor Degree**

CGPA	Points
3.5 and above	4
3.0 to <3.5	3
2.5 to <3.0	2
2.0 to <2.5	1

(3) **For Honors Degree**

CGPA	Points
3.5 and above	5
3.0 to <3.5	4
2.5 to <3.0	3
2.0 to <2.5	2

3) **Candidates with O/A Level.** Candidates must have a minimum average grade point of 2.5 in GCE O-Level and 2.0 in GCE A-Level with a Bachelor Degree to apply for the program. Letter grades of O-Level and A-Level subjects are converted to grade points as A = 4, B = 3, C = 2, D = 1. Average grade point is calculated by

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averaging the grade points of 5 best grades for O-Level (including Mathematics) and the 2 best grades for A-Level. However, points are assigned as follows:

Average Grade Point in O-Level	Points	Average Grade Point in A-Level	Points
3.00 and above	3	2.50 and above	3
2.75 to <3.00	2	2.25 to <2.50	2
2.50 to <2.75	1	2.00 to <2.25	1

**Note.** Students must not have any F grade in any subject of both O/A Levels.

4) **Equivalent Foreign/ Other Examinations.** For all other certificates and examinations of home and abroad, equivalence will be determined by the Equivalence Committee of BUP. There will be no penalty for break of studies.

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### 15.1.3 Selection Process

Selection of candidates is made basing on their standing in the combined merit list. The selection process that is followed in BUP is:

- 1) **Written Admission Test.** All candidates are required to attend a written admission test of 100 marks, where he/she will have to qualify. The test follows the internationally recognized SAT standard in terms of conventions, coverage and level of difficulty and covers Mathematics, English, General Aptitude and Analytical Ability.
- 2) **Communication Test (Interview/Viva-Voce).** The candidates are selected for communication test based on their written test result. Panels of faculty members take the communication test/interview, which carry 25 marks.
- 3) **Marks from Past Public Examinations.** The results of past public examinations carry 25 marks, where 15% is from HSC and equivalent and 10% from SSC and equivalent. The marks are calculated in a simple linear distribution method from candidates' GPA.
- 4) **Final Selection.** Final selection is made on the basis of merit. The merit list is prepared according to combined marks obtained by candidates in the written admission test (50% of marks scored), score in communication test (interview/viva voce) and in past public examinations.

### 15.2 Admission in the Program

After final selection, the candidates are asked to go through a medical checkup at BUP Medical Centre to ascertain their medical fitness. The selected candidates must collect Admission Form from Admission Section of Registrar Office and complete admission and registration formalities within the given time frame with respective BUP Admission Section and Faculty by paying required fees. The following rules will apply in this regard:

1) 1) Candidate failing to complete admission formalities within the prescribed date and time, his/ her selection will be considered as cancelled.

2) 2) Student who fails to attend the class within two weeks of the commencement of 1st semester class, his/her admission will be considered as cancelled.

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In case, the prescribed vacancies are not filled up by the candidates in the first merit list, other merit list(s) will be published from the waiting candidates for admission, who will have to follow the same procedure for admission.

### 15.3 Tuition and other Fees

#### 15.3.1 Security Money

The 1st year students must pay Tk. 20,000.00 as security money, which is refundable on completion of last semester. The following rules will apply for refund of security money:

- 1) There will be no forfeiture, if a student opts to withdraw before the closing of admission activities allowing another candidate to avail the seat.
- 2) 25% of the security money will be forfeited, if a student opts to withdraw before completion of one year after admission. However, rest of the money will be refunded on completion of 1<sup>st</sup> year.
- 3) For withdrawal after 1<sup>st</sup> year of study, there will be no forfeiture of security money. But all other fees/charges (case by case basis) may be refunded to the student, and in such case the security money will be converted into caution money and the same may be refunded excluding any claim from BUP, if any.

#### 15.3.2 Current Fee Structure

The current fee structure for [BBA-MBA](#) program is available in BUP website. At the beginning of the semester, the students will be issued with payment schedule for the particular semester.

Ser	Category of Fees/ Charges	Amount/ Rate (Tk)	Remarks	Total Amount in Program (Tk)
1.	Application Processing Fee	750.00	Once	750.00
2.	Admission Fee	10,000.00	Once	10000.00
3.	Registration Fee	<del>450</del> 1000.00	Once	<del>450</del> 1000.00
4.	Library Fee	<del>300</del> 500.00	Each Semester	<del>1200</del> 2000.00
5.	Computer Lab and Training Aid Fee	600.00	Each Semester	2400.00
6.	Security Money	20,000.00	Once, Refundable	20000.00
7.	Internship Fee	2,000.00	Once (With the Last Semester)	2,000.00

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8.	Tuition Fee	<del>1800</del> <u>2000</u> .00	Each Semester	<del>7200</del> <u>8000</u> .00
9.	Medical Fee	600.00	Each Semester	2400.00
10.	Sports Fee	600.00	Each Semester	2400.00
11.	Exam Fee/ Course Registration Fee	<del>1200</del> <u>1500</u> .00	Per Subject	<del>24000</del> <u>30000</u> .00
12.	Grade Sheet Fee	<del>375</del> <u>500</u> .00	Each Semester	<del>1500</del> <u>2000</u> .00
13.	Student Welfare Fee	2000.00	Each Semester	8000.00
14.	Education Enhancement Fee	600.00	Each Semester	2400.00
15.	Cultural/Magazine Fee	300.00	Each Semester	1200.00
16.	Center Fee	500.00	Each Semester	<u>24,000.00</u>
17.	MT Development Fee	<u>2,000.00</u>	Once	<u>2,000.00</u>
18.	Transport Fee	<del>350</del> <u>500</u> .00	Each Semester	<del>2,800</del> <u>2,000</u> .00
19.	Recreation Fee	<u>2,5300.00</u>	Each Semester	<u>2,01200.00</u>
20.	ID Card Fee	<u>100.00.00</u>	Once	100.00
			<b>Grand Total:</b>	<del>96,800.00</del> <u>101,850.00</u>

Additional Fees/Payments (As Required)		
Ser	Subjects	Amount (Tk)
1.	Re-admission	5000.00
2.	Migration	500.00
3.	Non Collegiate	3000.00
4.	Provisional / Original Certificate Fee	375.00
5.	Special Final Exam Fee	4000.00

### 15.3.3 Review of Fee Structure

All fees mentioned in the above table will be reviewed as and when necessary by the university authority and the students will be liable to pay the fees as per changed/reviewed fees.

#### **15.3.4 Deadline for Submission of Fees/Dues**

The 1st year students will have to clear all the fees during the admission process after publication of result. For subsequent semesters, the payment of all fees/dues must be maintained semester wise and the following rules will apply in this regard:

- 1) The semester fees can be paid within 15 days after commencement of each semester without any penalty.
- 2) The students may pay their fees after 1st 15 days within one month time by paying a penalty of Tk 500.00 for each 15 days.
- 3) If a student fails to pay the semester fees within one and a half month, his/her name will be dropped and the student will have to apply for re-admission, should he/she desires to continue his/her study. If approved, he/she may take re-admission paying re-admission fee.

#### **15.4 Course Load to Student**

The students must enroll for 5 courses in each semester. However, the load may be relaxed for the students who have not completed a pre-requisite course or enrolling after withdrawal duly approved by competent authority as per existing rule. As a general rule, students are not allowed to take more than 5 courses in a semester. However, maximum six courses will be allowed, when a student is repeating a course for obtaining 'F' grade. This will be allowed only once in a program and if the course is offered in the particular semester. A student must complete the prerequisite course(s) before registering for the course(s) requiring prerequisite(s).

#### **15.5 Conduct of Courses**

Single teacher is assigned to plan and teach a particular course in a semester. The following guidelines will be followed for conduct of courses:

- 1) At the beginning of the semester, the course teacher will prepare a course outline incorporating the course syllabus, performance evaluation and grading system (as laid down in the policy), list of suggested text books/references, and a tentative schedule of classes, examinations and events. He/she will distribute a copy of the same to each student registered for the course and will submit a copy to the Program Office.
- 2) At least 2 (two) classes of 90 minutes each per week for each batch should be planned. Of 90 minutes, 15 minutes may be catered for consultation as per the course outline.
- 3) The course teachers are expected to ensure conduct of minimum 7 (seven) quizzes/weekly tests in a semester for each course.
- 4) A term paper, a project or a research work should be assigned, either individually or in groups on any issue pertaining to the course.
- 5) A number of individual and group assignments, case studies, presentations, etc should be assigned to students as per the course requirements.

6) In order to enhance communication and presentation skills, a student must be assigned to conduct at least two individual presentations in each course of a semester on any topic or case. The presentations must be short and miscellaneous periods may be utilized in coordination for the purpose.

7) The students must appear 2 (two) Mid Term examinations in a semester as per given schedule. As a rule, retake of Mid Term Examination are not allowed, except for sickness, hospitalization or other unavoidable circumstances, provided the student has valid supporting documents and he/she has been permitted by the course teacher and the program office before the examination commences. In such cases, 25% of total weightage assigned against each midterm exam may be deducted.

8) Attendance of classes by students is important for learning

9) Any fraction in the marks obtained is to be rounded up to the advantage of student i.e. any fraction to be rounded up to the next number.

#### **15.6 Examination and Assessment System**

BUP follows a single examiner system and continuous assessment is done to evaluate a student in a semester. The following rules will apply for all tests and examinations:

1) All tests, assignments, term papers, presentations, class performance will be evaluated by the course teacher. He/she will show the scripts, assignments, term papers, etc to the students in the classroom in the following week. However, the scripts of final examination will not be shown to them.

2) The course teacher is required to submit all scripts, assignments, etc with a compiled up-to-date result summary for all the tests/performance evaluated prior to semester final examination to the Controller of Examination of BUP.

3) The questions for the semester final examination will be set by the course teacher, who will submit the same to the Controller of Examination. The Controller of Examination may moderate the question through Moderation Committee, if necessary.

4) The course teacher alone will evaluate the scripts and submit marks obtained to the Controller of Examination.

#### **15.7 Supplementary Final Examination**

As a general rule, supplementary examinations of any kind are not allowed. However, if a student fails to appear scheduled semester final examination for extremely unavoidable and valid reasons, he/she may be allowed to appear this examination on case by case basis under the following guidelines:

- 1) He/she should appear supplementary final examination preferably within 45 days from date on which the particular examination was held.
- 2) Students should apply to Dean FBS with required supporting documents describing the reasons for his/her inability to appear scheduled semester final examination. The Dean, if convinced, will forward the same to the office of the Controller of Examination duly recommended for approval and making arrangements to conduct the subject examination.
- 3) Student will have to pay the required fees as per the university policy for appearing supplementary examination and complete other examination formalities for the course(s) so appeared.
- 4) Not more than 'B+' grading will be awarded to the students for supplementary examinations.
- 5) The student, who will have to appear supplementary examination for a course, which is pre-requisite for a course(s) in next semester, he/she will be allowed to register in the same and continue with the next semester. However, in case the student fails to obtain a passing grade; it will automatically lead him/her to withdraw from the relevant course(s).
- 6) The existing rules of semester final examination will apply to the conduct of supplementary examinations e.g. question setting, moderation, evaluation, and result publication etc.

## 15.8 Performance Evaluation System

### 15.8.1 Grading System

Letter grades are used to evaluate the performance of a student in a course. The following grading system is currently followed for performance evaluation of the students:

Numerical Grade	Letter Grade		Grade Point
80% and above	A+	(A Plus)	4.00
75% to < 80%	A	(A Regular)	3.75
70% to < 75%	A-	(A Minus)	3.50
65% to < 70%	B+	(B Plus)	3.25
60% to < 65%	B	(B Regular)	3.00
55% to < 60%	B-	(B Minus)	2.75
50% to < 55%	C+	(C Plus)	2.50
45% to < 50%	C	(C Regular)	2.25
40% to < 45%	D		2.00
< 40%	F		0.00
-----	I		Incomplete
-----	W		Withdrawn

The BUP authority reserves the right to review/revise the above grading system.

### 15.8.2 Distribution of Marks for Evaluation

The grade in a course will be based on an overall evaluation of a student's performance in assignments, examinations, quizzes, term papers, project works, class attendance, class participation etc. The distribution of marks for assessment in a course will be as under:

1)	2 x Mid-term examinations of approximately 1 hour duration each	:	20%
2)	Comprehensive Semester Final Examination	:	50%
3)	Quizzes and/or weekly tests	:	10%
4)	Term paper and/or project work incl presentation	:	5%
5)	Assignments, case studies, class participation	:	5%
6)	Individual presentations	:	5%
7)	Class attendance and participation, etc	:	5%
<b>Total</b>			<b>: 100%</b>

However, depending on the nature of course, minor modifications can be made by respective course teacher, provided it is incorporated in the course outline.

### 15.8.3 Computation of CGPA

CGPA will be computed after each semester to determine the academic standing of the student in the program. The following 4-step procedure will be followed to calculate CGPA of a student:

1) **a-Step 1.** Grade Points earned in each course will be computed basing on credit hours in that course and the individual grade earned in that course by multiplying both.

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2) **b-Step 2.** All subject grade points (determined at Step 1) will be added to determine the Total Grade Points Earned.

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3) **c-Step 3.** Credits of all courses will be added together to determine the Total Number of Credits.

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4) **d-Step 4.** CGPA will be determined by dividing the results of Step 2 by result of Step 3.

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### 15.9 Incomplete Grades

A student will be assigned '**Incomplete**' grade for incomplete course work, provided he/she is permitted by Academic Council. This will be recorded as 'I' with an alternative grade based on the work completed at that point in time. The alternative grade will come into effect if the student fails to complete the course requirement within 4 weeks from the publication of the provisional results in a semester.

### 15.10 Repeating/Retaking Course(s)

The repeating/retaking course(s) will be guided by the following rules:

1) ~~1)~~ — A student earning an 'F' grade in any course shall be required to improve the grade by retaking the course offered in the subsequent semester(s), since achieving a passing grade in all courses individually is a degree requirement.

2) ~~2)~~ — A student earning an **A (-) grade or below** may also elect to improve the grade by repeating a course, when offered in the subsequent semester(s). The following rules will apply for in this regard:

(i) ~~a)~~ — In order to repeat a course, the student must apply to the Dean of the Faculty at least 4 (four) weeks before the commencement of a semester. A student desiring to repeat a course in final semester, shall have to apply to the Dean to withhold his/her graduation too.

(ii) ~~b)~~ — The grade earned on the repeated course will be shown in the transcript by 'R' symbol meaning 'Repeat'. The grade earned on such course(s) would be used for computing the final CGPA.

(iii) ~~6)~~ — A course can be repeated only once. However, repeating a course is not allowed after the graduation.

### 15.11 Students' Grievance Procedure

The Controller of Examination reserves the right to arrange re-scrutiny of a student's script or re-evaluation of grading, if a student submits a grievance application to Controller of Examination within one week of publication of provisional results.

### 15.12 Rules for Withdrawal and Dismissal

#### 15.12.1 Probation and Withdrawal for Poor Performance

A student, when obtaining a CGPA of less than 2.00 at the end of any semester, shall be withdrawn from the program. As a general rule a student will have to maintain a CGPA of 2.50 at the end of each semester. In case a student fails to maintain a CGPA of 2.50 at the end of a semester, but obtains a CGPA 2.00 or more, will be placed on probation. If a student placed on probation, fails to raise the CGPA to 2.50 in the next immediate semester, he/she will be withdrawn from the program.

#### 15.12.2 Withdrawal on Own Accord

##### 15.12.2.1 Temporary Withdrawal

A student may be allowed a temporary withdrawal on account of unsatisfactory performance or for any other valid reasons; provided he/she has completed at least one semester, maintaining a CGPA of 2.80 at the time of application and it is approved by the Academic Council. A student, when taking temporary withdrawal, will have to complete the program within valid registration period from the date of initial registration.

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#### **15.12.2.2 Permanent Withdrawal**

A student may apply for a permanent withdrawal due to poor academic performance or for any other valid reason, provided it is approved by the Academic Council. The admission and registration of the student will be cancelled, when he/she is allowed a permanent withdrawal. When a student is permanently withdrawn, he/she will require a fresh admission and fresh registration for re-entry into the program like any other new candidate.

#### **15.12.3 Dismissal on Disciplinary Ground**

A student may be dismissed or expelled from the program for adopting unfair means; unruly behaviour, or any other breach of discipline. The implication of dismissal may include cancellation of admission and expiry of registration. Once a student is dismissed, he/she will require a readmission and fresh registration to re-participate in the program.

##### **15.12.3.1 Unfair Means**

Adopting unfair means by a student may lead into his/her dismissal from the program and expulsion from the university. The following will be considered as unfair means adopted during examinations and other contexts:

- 1) Communicating with fellow students for obtaining help in the examination.
- 2) Copying from another student's script/report/paper.
- 3) Copying from desk or palm of a hand or from other incriminating documents.
- 4) Possession of any incriminating document whether used or not.
- 5) Approaching a teacher directly or indirectly in any form to influence his/her grades.

##### **15.12.3.2 Expulsion**

A student may be expelled from the university on disciplinary ground. A student, if expelled, will never be allowed re-entry in the particular program or any other program in BUP and be subjected to other terms and conditions as set by the authority while approving the expulsion order. However, a student, if expelled temporarily, may be allowed re-entry into the course/program on expiry of the punishment period and on fulfillment of other terms and conditions (if any) as set by the authority while approving the temporary expulsion order.

##### **15.12.3.3 Other Breach of Discipline**

Academic council may dismiss a student on disciplinary ground for any kind of breach of discipline or unruly behavior, which may disrupt the academic environment or program or is considered detrimental to BUP's image.

#### **15.13 Class Attendance**

Students are responsible to attend classes regularly and contrary to this rule will be viewed seriously. Absence in more than 25% classes without permission and without valid reason in any course will disqualify a student to appear semester final examination of the same. A student must obtain permission from his/her course teacher for any absence on valid reason and must inform the program office.

#### **15.14 Discipline and Code of Conduct**

Adherence to strict discipline is considered to be a core concept of building future business leaders at FBS. The students must abide by the rules, regulations and code of conduct of the university. Students are forbidden either to be a member of or to organize students' organization, club, society etc. other than those set up by the University authority. They must maintain a quiet and congenial atmosphere in the academic building particularly adjacent to the classroom, library, faculty rooms etc. The students will not be allowed to enter the classroom, if he/she is in contrary to the following rules:

- Arriving late in the class
- Not wearing appropriate dress as per the dress code

The Students' Discipline Rules are available in BUP website.

#### **15.15 Dress Code**

The way a student dress up in the classroom determines how people perceive him or her as a professional/executive. It is assumed that the Business students understand about the professional attire. However, the authority has the right to implement some kind of dress code for its students particularly the business students as classroom attire. The FBS prefers that its students will wear appropriate executive dress during classroom/academic activities. The dress code for FBS students, which will be effective January 2014, is given below:

- **Male**
  - **Summer**
    - Sober colored trouser/pant
    - Collared button-down full sleeved shirt duly tucked in
    - Appropriate leather belt
    - Appropriate leather shoes
    - Business suit/blazer (optional during summer)
  - **Winter**
    - Sober colored trouser/pant
    - Collared button-down full sleeved shirt duly tucked in
    - Business suit/blazers/Sports coat (preferred)
    - Sober colored Jacket/Sweaters
    - Appropriate leather belt
    - Appropriate Tie (optional)
    - Appropriate leather shoes
- **Female**
  - **Summer**
    - Sober colored salwar and kamiz or trouser/pant and kamiz with appropriate scarf (orna)
    - Appropriate shoes/Dress Sandals
    - Women suit/blazer with collared button-down shirt (optional)



- **Winter**
  - Sober colored salwar and kamiz or trouser/pant and kamiz with appropriate scarf (orna)
  - Women suit/blazer with collared button-down shirt (allowed)
  - Sober colored Jacket/Sweater/Cardigan
  - Appropriate shoes/Dress Sandals
- **Accessories and Jewelry**
  - Accessories should be tasteful, professional
  - Jewelry should be worn in good taste
- **Makeup, Perfume/Cologne**
  - A professional appearance is encouraged and excessive makeup is unprofessional. Some employees may be allergic to the chemicals in perfumes and makeup, so one should wear these substances with restraint.
- **ID Card**

Students must hang their ID card as part of the dress code in a manner so that it is visible while they are in the campus
- **Do not wear**
  - T-shirt, frayed or faded shirts
  - Sleeveless kamiz/blouses, tops, sweatshirt, sweatpants
  - Leggings, stretch pants, cargo style pants, pants that are frayed, holes or are faded, all kind of skirts
  - Denim/Jeans (pants or shirts), leather trousers/pants
  - Birkenstock type sandals or flip flops/slippers, athletic or hiking shoes
  - Shorts or three-quarters
  - Any kind of indecent clothing

**Disclaimer:** The university authority reserves the right to cancel/ modify/ change any information given in this prospectus.

## ANNEXURE A

### COURSE DESCRIPTION

#### 1 FUNDAMENTAL COURSES

##### **ACC 5101 Principles of Accounting**

This is a basic course and deals with functional bookkeeping and accounting. The course covers the basic accounting concepts including double-entry system of book-keeping, recording of transaction, preparation of trial balance, treatment of adjustment entries,

preparation of financial statements, accounting for assets and liabilities, accounting system and accounting practices for different types of organizations.

### **BUS 5101 Business Communication**

This course provides a thorough understanding of the communication process and dynamics in business settings and emphasizes written as well as verbal communications. The course is designed to help the students in learning the techniques and acquiring the skills needed to communicate effectively in management. The course deals with Basic English in the practices of communication. Various techniques of effective communication through business letters, reports, and other media form an integral part of the course.

### **BUS 5102 Mathematics for Decision**

The course includes elements of algebra, number fields, linear and non-linear inequalities, functions, sets, analytical geometry, logarithm limit, differential and integral calculus, matrix and linear programming. The purpose of the course is to help the students learn mathematical tools, which are used in management studies.

### **MGT 5101 Principles of Management**

The course covers functions of management viz., planning, organizing, staffing, directing, motivating and controlling, problems of organizational goal attainment in differing managerial environments. Each management principle and function is discussed in details.

### **BUS 5103 Computer Applications in Business**

The course acquaints students with the role and uses of computer in decision processes. The basics of computer hardware and software are introduced with reference to evolution from abacus to notebooks. Emphasis is given on spreadsheet and database management with reference to various packages.

### **BUS 5204 Business Statistics**

The course is designed to equip the students with statistical tools and concepts to be used in the business decision processes. Methods of descriptive and inferential statistics are covered including measures of central tendency and dispersion, probability distributions, hypothesis testing and their application in the management decision process, correlation and regression analysis and basics of non-parametric statistics. Survey methods, sample design and sources of business statistics in Bangladesh are also discussed.

## **2 ADVANCE COURSES**

### **MGT 5202 Human and Organizational Behavior**

The course deals with individual and group behavior models in the context of different organizations and social systems. It deals with the basic concepts of motivation, perception, learning and analysis of human behavior, individual differences and job satisfaction attitude changes, group process, team work, role theory, power and authority along with the analysis of small group behavior, group dynamics, leadership, decision, development of organizations and the influence of groups.

### **ACC 5202 Management Accounting**

The course is a sequence to A 501 and deals with tools and techniques of internal use of accounting for management decision viz., analysis and interpretation of financial statements, concept of cost elements, pricing of cost and cost centers, cost classifications, methods of costing and break-even analysis, accounting treatment of price-level changes, budgeting and budgetary control and other uses of accounting information.

### **BUS 5205 Microeconomics**

The purpose of microeconomics is to develop the students' skill in the systematic analysis of the economic aspects of business decisions and to acquaint them with some relevant analytical methods and concepts. The course covers concepts related to analysis of market as seen by producers and consumers, and relates them to production patterns, distribution of incomes and allocation of resources in the context of a market economy.

### **HRM 5201 Human Resources Management**

This course deals with management of human resources in organization, viz., the basic functions of human resource management, sources of personnel, methods of selection, recruitment, developing and motivating the work force, procedures of primary record keeping, compensation, salary and wage administration, promotion, training appraisal, health safety, moral discipline, employee benefits, etc.

### **BUS 6307 Legal Environment of Business**

The course is designed to help the students in learning the application of law to business transactions and their legal responsibility as managers. The course includes those aspects of law as related to business, e.g., contract, agency, sale of goods, negotiable instruments, insolvency, partnership, and labor. Beginning with the nature and sources of business law, the students will be required to conceptualize the legal system and relationship in the context of Bangladesh.

### **MKT 6301 Marketing Management**

Marketing management course is designed to present an integrated approach to marketing from a managerial point of view. Economic quantitative and behavioral concepts are used in

analyzing and developing a framework for decision making leading to formulation of an organization's goals and implementation of its marketing program. The course includes identification of market structure, analysis of consumer behavior, factors affecting the efficiency of marketing and the process of planning marketing operations.

### **FIN 6301 Financial Management**

This course covers the nature and scope of financial management, the objectives of financial management, and need for management of working as well as fixed capital, tools for quantitative analysis of prior financial position, techniques of forecasting, the need for funds, techniques of capital budgeting and related concepts, financial structure and profit distribution policy.

### **BUS 6306 Macroeconomics and Policy**

The course focuses on the concepts of macroeconomic variables, their relationship and distinction with microeconomic variables, Classical and Keynesian theories of income determination, monetary policy, and commodity and money market equilibriums. It also investigates economic aggregates and leads to development of forecasts for business condition analysis.

### **OMT 6301 Production and Operations Management**

The course provides students with the concepts of economics of production, basic production decision, and operations of organizations producing goods and services. This covers identification and definition of major problem areas within these functions and development of appropriate concepts and decision processes for dealing with these problems. Main emphasis is given on forecasting quality control and inventory control utilizing the operations research, industrial engineering and system approach.

## **3 CAPSTONE COURSE**

### **MGT 6403 Strategic Management**

The course focuses on managerial issues that affect the organization as whole, issues that have long-term implications and deals with organization-environment relationships. The course gives particular emphasis on the characteristics and determinants of goal formation, industrial analysis, the forms of competitive warfare and various types of generic business and corporate strategies as kinds of problems, which affect the success of an entire organization.

## **4 AREA OF CONCENTRATION**

## **Finance**

### **FIN 6402 Financial Institutions & Markets**

The course is a detailed study of money and capital markets with special emphasis on the study of institutions supplying funds of various categories. Focus will be on the financial institutions, with a view to acquaint the students with potential source of funds of various types, fund utilization and the terms and conditions under which institutions make funds available.

### **FIN 6403 Corporate Finance**

The course is designed to study the role of investment analysis and program, techniques of forecasting market demand, estimation of resource requirements, factor costs, cost of capital, concept of time value, risk and return, cash flow estimation, commercial and motional profitability, their divergence and implications, project evaluation and appraisal techniques, rate of present worth, cost-benefit analyses, analysis of selected investment decisions and financial policies.

### **FIN 6404 Investment Management**

This course is designed to acquaint students with the fundamentals of investment including investment alternatives, securities markets, capital market theory, and portfolio management theory. It also focuses on bond and stock valuation, investment risk and return, derivative securities, and economic, market, and technical analyses of securities.

### **FIN 6405 Portfolio Management**

This course provides students with techniques for evaluating investments on an individual basis & in the context of portfolio. Techniques for analyzing investments focus on maximizing expected returns while minimizing risk. The most powerful way to achieve this objective is by creating a portfolio of investments. Topics covered are Financial Statement Analysis, Markets & Instruments, Equity Investments, Debt Investments & Portfolio Management.

### **FIN 6406 International Financial Management**

This course deals with the nature of international business, financial environment and their implication for the firm. Source of mechanism and instruments of international finance are discussed. Import financing is highlighted. It also covers exchange rates and policy transactions in exchange spot forward exchange and swap operations, instruments of international payment, interrelationship in the balance of payment and balance payment disequilibrium. The course also deals with international liquidity and the new international economic order, international financial markets, international agencies and institutions and international monetary system.

### **FIN 6407 Working Capital Management**

The course examines the finance, economics, law and business strategies that underlie major corporate restructuring transactions. These transactions include mergers, acquisitions, tender offers, leveraged buyouts, divestitures, spin-offs, equity curve-outs, liquidations and reorganizations.

### **FIN 6408 Financial Analysis and Control**

This course deals with financial analysis, planning and control techniques/methods which emphasizes on the mechanisms used to determine the overall financial health of private, public and non-profit organizations.

### **FIN 6409 Financial Derivatives**

This course presents and analyzes derivatives, such as forwards, futures, swaps, and options. Also defines the main kind of derivatives, shows how they are used to achieve various hedging and speculating objectives, introduces a framework for pricing derivatives, and studies several applications of derivative-pricing techniques outside derivative markets.

### **FIN 6412 Insurance & Risk Management**

The course introduces the principles of risk management and insurance. Students should gain a fundamental knowledge of risk exposures, the management of pure risk and the insurance mechanism. Another objective is to make the students a more informed consumer of insurance products when they conduct both business and personal matters.

### **FIN 6413 Real Estate Finance**

The course considers the operation of the mortgage and structured finance markets. The course applies basic tools of finance to the evaluation of mortgage, lease asset-backed contracts, pricing of these contracts and strategies to securitize both debt and real estate equity. The course exposes students to cases about current real estate debt and equity deals and provides hands-on experience using modern option pricing tools for evaluating mortgage debt and equity based securities.

## **Human Resources Management (HRM)**

### **HRM 6402 Strategic Human Resources Management**

This course provides idea regarding strategy, Role of Human Resource Management in the strategic process, Preparation and Implementation of Human Resource Strategies, Recruitment and retention strategies, outsourcing strategies etc.

### **HRM 6403 Manpower Planning and Personnel Policy**

This course is designed to equip the students with the techniques of personnel policy development and implementation. It includes a detailed study of environment trend analysis, manpower planning models, manpower needs and personnel information system to forecast manpower needs and considerations of some indicators of manpower effectiveness. Policy issues considered include work force composition, wage and salary administration in the context of developing countries.

#### **HRM 6404 Training and Development**

Training and development function; Strategy and training; Organization of the training department; Training needs assessment; Learning and behavior; Designing of training programs; Evaluation of training programs; Training techniques; Technical training; Training and development of managers; Training in organization development; Theory and practice of career development; Developing career structures; Identifying organizational needs; Institutionalizing the career development system; Evaluating the system.

#### **HRM 6405 Industrial Relations**

The course deals with worker-employer conflicts, origin of development of trade unions, trade unionism in the subcontinent, theories of union, process of collective bargaining, industrial dispute, grievance handling, strike and lockout, arbitration and labor laws. These are discussed in the context of socio-political and economic situation in Bangladesh. Labor laws of Bangladesh are to be studied in the course as well.

#### **HRM 6406 Conflict Management and Negotiation**

The strategies and methods of managing conflict will be studied against social structures. Management of group and inter group processes will be covered from and organizational context. It will also explore the use of power and politics in the management processes of different organizations.

#### **HRM 6407 International Human Resources Management**

The purpose of this course is to develop an insight among students on the concepts, issues, and challenges of human resource management in the contexts of multi-national environment. It also covers selection, recruitment, training and development, compensation and protection of employees in the age of globalization.

#### **HRM 6408 Change Management**

In turbulent times, the core of leadership is to address continuing challenges of change and organizational adaptation. This is essential for enterprise success, and those leaders with the skills to steer change effectively are in high demand. This course will arm students with practical skills and hands-on tools for planning and guiding large-scale systemic change

(major strategic shifts, business turnarounds, organizational and cultural transformations), managing specific change projects (innovations, pilot projects, new and emerging ventures), and diffusing or scaling up specific projects for company growth or change. Both external consultants and internal change leaders will find these skills useful.

### **HRM 6410 Labor Laws of Bangladesh**

The Labor Law plays a vital role in regulating the employment conditions and associated compliance requirements for the employers in Bangladesh. The main objective of this course is to update and clarify the comparative understanding of Labor Law and recent changes from Bangladesh Labor.

### **HRM 6411 Organizational Development**

This course introduces organizational development, the ability of organizations, large or small, to effectively, economically and strategically make changes to improve their "products." The course explores the history, major trends, and ethical and professional issues in the organizational development field.

### **HRM 6412 Compensation Management**

This course will encompass the concepts, theories, and issues of compensation management in the organizational context. The micro and macroeconomic concepts of reward and incentive system, related regulatory and policy framework, and the skills and techniques for administration of compensation will be covered in the course.

### **HRM 6413 Negotiation and Dispute Resolution**

Negotiation and conflict resolution are integral parts of daily life and working with people. Project managers need the skill to handle people problems before they affect performance whether the problems are within the team or with clients, customers, and stakeholders. This course covers the foundations of negotiation, negotiation strategy including planning and framing, how to recognize and prepare for the phases of a negotiation, and how cultural differences are increasingly playing a role in the global economy. Another aspect of working with people is how to deal with the inevitable conflicts that may arise. Project managers and program managers are called upon to resolve conflicts not only within their teams but also with clients, customers, and other stakeholders. This course will also cover constructive and destructive conflict, conflict resolution styles, and various approaches to conflict resolution.

## **Marketing**

### **MKT 6402 Global Marketing**

The course deals with conceptual framework for analysis of the environment of international market, review of international trade theory, analysis of balance of payment



position and foreign currency market, export market in Bangladesh context. International joint ventures, licensing and leasing arrangements, patents and copyrights, international trade agreements and regional trade grouping, generalized system of preferences, packaging, shipping and financing practices in the international market.

#### **MKT 6403 Consumer Behavior**

This course explores the consumption process and the factors affecting the process. It also studies individual consumer behavior as well as behavior influenced by group dynamics. The topics also include issues like perception, peer pressure, opinion leader formation etc.

#### **MKT 6404 Integrated Marketing Communications**

The course deals with theories and practices of advertising sales management, promotion and public relation as they relate to overall marketing program and marketing information systems.

#### **MKT 6407 Services Marketing**

Explores the marketing of services in consumer, business, not-for-profit and global settings. Management of the marketing effort for service businesses (hotels, restaurants, banks, legal firms, medical offices etc.) using case analyses, exercises and projects which deal with crucial aspects of service design and marketing delivery. It investigates the nature of services and the theories, concepts, tactics and strategies for solving marketing problems, improving service quality and ensuring customer satisfaction

#### **MKT 6408 Marketing Research**

This course is designed to train the students in using the tools and techniques for developing and analytical framework of marketing, developing solutions to marketing problem, formulations of marketing strategy, introductions to research techniques in marketing, review of sources of marketing information, collection, tabulation, analysis and interpretation of marketing information.

#### **MKT 6409 Customer Relationship Management (CRM)**

Customer Relationship Management (CRM) is an IT enabled business strategy and a set of business processes and policies that are designed to acquire, retain, and service customers. CRM includes the customer-facing business process of marketing, sales, and customer services. CRM technologies (like databases or data warehouses) and software are used to support these processes, storing information on current and prospective customers. Effective CRM is having the ability to determine, maintain or increase customer profitability and its drivers.

#### **MKT 6410 Sales and Retail Management**

An integrated approach to sales management has a direct effect on sales performance. As well as providing a thorough and up-to-date overview of the relevant theory and research evidence, this elective considers sales force management from a strategic perspective. Practical actions which sales managers can take to direct, influence and control sales staff are examined together with implementation issues such as sales force recruitment and selection, sales training, motivation and reward. Two more key aspects are evaluation and control of sales programs.

### **MKT 6411 Industrial Marketing**

The aim of the course is to deepen the participants understanding of strategic brand management, and marketing within industrial and consumer markets. The course takes a holistic approach to marketing and brand management. Contemporary marketing trends and downstream brand management strategies are important topics.

### **MKT 6412 Agricultural Marketing**

This course covers the principles of agricultural marketing, including consumer demand and economic system fundamentals, functions and methods of marketing agricultural commodities, marketing agricultural industry inputs, legal and industry responsibilities, international marketing, marketing planning, and promoting and selling in agriculture.

### **MKT 6413 Social Marketing and Corporate Social Responsibility**

This course examines the nature of social marketing, and how marketing concepts, frameworks and techniques developed for commercial marketers can solve social marketing problems. It provides tools and ideas to help you apply social marketing to your own context – examining consumer behavior, social marketing planning, situational and stakeholder analysis, segmentation and targeting, research, marketing mix, relationship marketing and evaluation.

### **MKT 6414 E-Marketing**

This course examines the integration of the Internet in an organization's marketing strategy. Topics include goals for e- marketing, customer communications, interactive internet pages, and customer service issues, required infrastructures etc.

### **MKT 6415 Rural Marketing**

The main objective of this course is to develop an insight into rural marketing regarding different concepts and basic practices in this area and to discuss the challenges and opportunities in the field of rural marketing.

## **Management Information Systems (MIS)**

### **MIS 6401 System Analysis and Design**

The course is designed to train the students the methodology and techniques of system analysis including critical path methods, search techniques, waiting lines, linear programming, dynamic programming and simulation experiments etc. Project work includes design and development of systems.

### **MIS 6402 Database Management Systems**

The course covers theories and models in system-centered approaches to information retrieval and database management. Information retrieval and database management systems include text and multimedia databases, web search engines and digital libraries. Issues in system design, development and evaluation, and tools for searching, retrieval, user interfaces and usability.

### **MIS 6403 Decision Support Systems**

This course aims at developing an understanding on the concepts and theories of decision support system including human decision-making process, types of decision support systems, DSS models and architectures, and mathematical models and optimization in expert systems.

### **MIS 6404 Object-Oriented Programming**

This course is designed to provide students the opportunity to examine visual basic programming, learn how to create windows applications using the Microsoft Visual Basic, modify existing windows applications with VB for applications, and understand the practical application of VB features. Additionally, the course is concerned with programming logic, documentation, design choices, and the Systems Development Life Cycle.

### **MIS 6405 E-Commerce**

This course provides a comprehensive presentation of the concepts, technologies, and tools necessary for designing and implementing information systems that support electronic commerce (e-commerce) initiatives. The primary objective is to familiarize students with the current literature related to e-commerce including networking basics, infrastructure architectures, security, front-end /back-end integration, development tools, emerging business models, marketing tactics, online investing, and designing interactive Web sites to enhance usability.

### **MIS 6406 Digital Office Automation**

The main objective of this course is to introduce the students into the various aspects of office automation, automation information concepts and technology used in office automation including communication, storage, and retrieval systems.

### **MIS 6407 Operating System**

This course is an introduction to the theory and practice behind modern computer operating systems. Topics will include what an operating system does (and doesn't) do, system calls and interfaces, processes, concurrent programming, resource scheduling and management (of the CPU, memory, etc.), virtual memory, deadlocks, distributed systems and algorithms, networked computing and programming, and security.

### **MIS 6408 System Integration, Security and Internet**

This course is an intensive review of information technology. It covers topics in software development methods, data modeling and databases, application development, Web standards and development, system integration, security, and data communications. Most of the homework sets lead the class through a project in which a database and Web application are designed and constructed, using good software process and addressing security, network and other issues.

### **MIS 6409 Applied Artificial Intelligence**

This course includes object-oriented programming, state-space search, machine learning (including neural networks), and Bayesian methods for reasoning under uncertainty. These techniques will be applied to problems of engineering design, diagnosis, scheduling, and computer vision. Students will also learn enough object-oriented programming skills in C++ to apply these techniques.

### **MIS 6410 Data Communication and Networking**

The course emphasizes basic principles and topics of computer communications. The first part of the course provides an overview of interfaces that interconnect hardware and software components, describes the procedures and rules involved in the communication process and most importantly the software which controls computers communication. The second part of the course discusses network architectures and design principles, and describes the basic protocol suites. The third part of the course introduces the concept of internetworking, a powerful abstraction that deals with the complexity of multiple underlying communication technologies.

### **MIS 6411 Management of Innovation and Technology**

This course is designed to provide students with a basic understanding of how to develop and implement computer-based management information systems. Students are introduced to a variety of system development concepts and techniques. These can include traditional approaches such as top-down or structured analysis, problem definition, feasibility analysis, enterprise analysis, and data flow diagrams, as well as interactive and iterative development

approaches such as prototyping and object-oriented concepts and techniques. The course also explores topics related to successful implementation of systems such as testing strategies, project management, and user-oriented design and software maintenance. Students will work in teams to analyze design and build a small information system.

## **Accounting**

### **ACC 6403 Advanced Financial Accounting**

This course focuses on accounting for long-term inter-corporate investments, particularly methods of consolidation accounting; but there is also coverage of international accounting, accounting for foreign currency transactions and business combinations.

### **ACC 6404 Environmental Accounting**

This course will help students to expand their awareness of the profession's responsibility toward environmental problems and the broader issues of sustainability. The interest in environmental accounting issues has grown rapidly in recent years, and the issues impact the various specializations within the field of accounting, including financial reporting, analysis and disclosure, cost management and managerial decision making, capital investment analysis, auditing, and taxation. This course categorizes topics into the conventional model of accounting and an expanded model of accounting. The expanded model allows for a creative approach to problem solving on environmental issues outside of the traditional boundaries of accounting.

### **ACC 6405 Forensic Accounting**

Fraud risk is becoming more prevalent as corporate and government organizations face changing economic, regulatory, and competitive challenges across industries and countries. This course will develop expertise and competency in the area of forensic accounting. The course will concentrate on the core skills required to identify, detect, and prevent fraud. Students will learn how to develop evidence to support a fraud case through litigation support and expert testimony techniques.

### **ACC 6406 Advanced Cost Accounting**

Advanced topics in accounting: strategic profitability analysis; cost allocation and resources; quality and Just-In Time Inventory; and investment decisions and management control.

### **ACC 6410 Advanced Auditing and Assurance Services**

This course includes a consideration of the role of the auditor, the organization of the accounting profession, and the current audit environment. It introduces the student to generally accepted auditing standards, professional ethics, and legal liability. A conceptual theory of auditing is discussed and practical examples of auditing techniques and work

programs are used to illustrate the application of the theory. The course also covers the auditor's reporting standards and uses case studies and professional journal articles as bases for discussion and analysis.

### **ACC 6413 Accounting Information System**

In the competitive organizations of today, and tomorrow, accountants cannot simply prepare and report information; they must take a more active role in understanding and creating systems and processes that impact the organization's bottom line. This course creates a framework for accounting information systems by combining knowledge about business as it relates to information systems, information technology, and accounting.

### **ACC 6416 Corporate Governance**

This objectives of this course is to study various models and mechanisms of corporate governance, recognize the shareholder/stakeholder rights and responsibilities, elucidate the issues pertaining to the board of directors and management, expound on the audit committees, analyze the corporate scandals along with corporate best practices and the legislations on corporate governance and responsibility.

### **ACC 6418 Accounting Professionals Ethics**

This course explores ethics and professional responsibility in the accounting profession. Students will discuss the evolutionary role of ethics as it pertains to the accounting profession. The course will also have students investigate and analyze case studies regarding ethical situations and issues confronted by the accounting profession. The course will also provide an introduction to professional responsibilities required of those in the Accounting profession.

## **Operations Management**

### **OMT 6402 Operations Research**

This course deals with introduction to Operation Research; Review of Probability concepts; conditional and expected value; Value of Information; Utility as basis for decision Making; Decision Theory; Game Theory; Linear Programming: The Simplex method, the Dual Problem and the Transportation problem; Waiting line and simulation; Practical application.

### **OMT 6403 Production Planning and Inventory Management**

The course is designed to cover production planning, production scheduling, and inventory control decisions in manufacturing and service organizations; Special topics include: Manufacturing resource planning; use of inventory control in buffering manufacturing activities. It also highlights on inventory planning, inventory operations and warehouse planning.

#### **OMT 6404 Logistics in Supply Chain Management**

This course deals with logistics and supply chain overview; inventory management; order processing and information system; material management; transportation management; warehouse management.

#### **OMT 6405 Quality Management**

Meaning and measurement of quality; concept of total quality management (TQM); Management approaches, concepts, and techniques for the monitoring and improvement of product and process quality; developing standards for quality of product, process, and service; developing a corporate orientation for TQM.

#### **OMT 6406 Project Management**

The course deals with project identification, preparation appraisal, management of implementation and post project evaluation. Basic techniques like network analysis, organizing and control aspects of project implementation in relation to resources, time scale and information processing are emphasized. Feasibility study of a business project is a major part of the course. This course acquaints the students with latest available project management software.

#### **OMT 6407 Productivity Management**

Concept of productivity; measurement of productivity; long vs. short term productivity; factors in productivity ; reasons for low productivity; measures to improve productivity; developing a productivity orientation in the organization; reward-punishment system for productivity enhancement.

#### **OMT 6408 Enterprise Resource Planning**

This course examines the principles and techniques for planning and managing resource used in a manufacturing facility. Topics include demand management, inventory management, master scheduling, material and capacity planning, and lean/just-in-time manufacturing.

#### **OMT 6409 Technology Management**

Technology management is an introduction to the management of firms in high-technology industries such as software development and biotechnology research. The course uses cases, readings, and exercises to understand the issues involved in motivating and managing

knowledge workers, organizing for innovation, and decision making in fast-paced business environments.

### **OMT 6410 Product and Services Development**

This course deals with the development of effort through to monitoring post-launch success; methods of market research and the use of analytical approaches such as perceptual mapping, benefit segmentation, trends unbundling and morphological analysis; screening and ranking processes to set priorities for development; converting concepts into prototypes; developing strategies and plans for the commercial launch. Some exercises may require flexibility with the timing of classes.

### **OMT 6411 Strategic Operations Management**

The course provides unifying framework for analyzing strategic issues in manufacturing and service operations. It analyzes relationships between manufacturing and service companies and their suppliers, customers, and competitors. It also covers decisions in technology, facilities, vertical integration, human resources and other strategic areas. It explores means of competition such as cost, quality, and innovativeness. Finally it provides an approach to make operations decisions in the era of outsourcing and globalization.

## **Entrepreneurship**

### **EPD 6401 Appropriate Technology**

This course is designed to give students a broad overview of the main topics encompassed by management of technology. It includes the full chain of innovative activities beginning with research and development and extending through production and marketing. Focus is given on issues like why many existing firms fail to incorporate new technology in a timely manner. At each stage of innovation, key factors determining successful management of technology are examined. The integrating course focus is on the emergence of the knowledge economy and technology as a key knowledge asset and will involve both general readings and cases.

### **EPD 6402 Technology Management**

Technology management is an introduction to the management of firms in high-technology industries such as software development and biotechnology research. The course uses cases, readings, and exercises to understand the issues involved in motivating and managing knowledge workers, organizing for innovation, and decision making in fast-paced business environments.



### **EPD 6403 Small and Medium Enterprise**

The course is designed to investigate the opportunities in entrepreneurship development for SME in Bangladesh. It should focus on Role of Bangladesh Bank, Different Financial Agencies of Government like Specialized Banks, BISIC and Others, Preparation of SME Projects, Evaluation and Application of Financial and Marketing knowledge, Examines the Basic Principles for Planning and Managing Resources.

### **EPD 6404 Innovation Management**

This course is designed to do two things. First, to give you a sense of why building a rich understanding of innovation is both exciting and critical to modern managerial practice, and second, to give you a solid grounding in the tools necessary to manage it. The course moves deliberately between strategic issues (what should you do?) and organizational or managerial issues (how should you do it?), though the focus of the course is more on process and implementation. The course will also address the difficulty to separate completely "incremental" and "radical" innovation (a strategic axis) as well as the problems of "new" or "small" firms versus "established" or "large" organizations. The objective of this course is to provide a contemporary view of managing innovation that focuses on the links between groups within an organization. It is also designed to suit students who themselves are innovative and would like to make changes in both new and established businesses. This course therefore provides an understanding of the processes of innovation and business formation, the management of innovation and growth within an organization, how the concepts of organizational behavior and culture effect innovation and growth, and finally illustrate the need for leadership and team building in innovative organizations.

### **EPD 6405 Project Management**

This course deals with project identification, preparation, appraisal, management of implementation and cross project evaluation. Basic techniques like network analysis, organization and control aspects of project implementation in relation to resources, time skill and information processing are emphasized.

### **EPD 6406 Entrepreneurship Development**

The main objective of this course is to make the students acquainted with modern entrepreneurial tools by which an "Entrepreneur" endeavors to solve problems as time best suits. Moreover, at the edge of every chapter, case studies are made obligatory for the students so that they may observe the practical implications of the entrepreneurial tools in various business complexities.

### **EPD 6407 Entrepreneurship & Small Business Management**

This course may include topics like The entrepreneur's role in economic development, The issues around the concepts of entrepreneurship and enterprise, The issues surrounding the types of people who start their own business and the reasons for doing it, The socio-culture

and environment factors that affect the development of entrepreneurship in a society, The main business growth models and their relevance, The key internal management issues faced by fast growing businesses and some of the ways in which they can be addressed, The ingredients which are important for the success of a new business, The key problems associated with business failure, Career in small business, Starting a small business, SWOT analysis, Idea generation, developing business plan.

### **EPD 6408 Building and Sustaining a successful Enterprise**

This course will introduce models about the key jobs of the managers, who must integrate the marketing, product development, operations, strategic planning, financial, and human dimensions of the enterprise. It will also help students in knowing the root cause of the challenges the managers usually face, and to develop action plans for resolving them. This course will address which are relevant to start-up companies as well as large, established ones.

### **EPD 6409 Managing Change**

The ubiquitous scale of change taking place in organizations today suggests a need to manage the change process in a smoothly functioning way. Yet, the change process is fraught with perils and paradoxes, the resolution of which is oftentimes uncertain and elusive. This course offers a look at the change process from several angles, and attempts to elucidate the paradoxes informing the dynamics of change that is in keeping with the complex and ambiguous nature of organizational renewal.

### **EPD 6410 Conflict Management and Negotiation**

Negotiation and conflict resolution are integral parts of daily life and working with people. Project managers need the skill to handle people problems before they affect performance whether the problems are within the team or with clients, customers, and stakeholders. This course covers the foundations of negotiation, negotiation strategy including planning and framing, how to recognize and prepare for the phases of a negotiation, and how cultural differences are increasingly playing a role in the global economy. Another aspect of working with people is how to deal with the inevitable conflicts that may arise. Project managers and program managers are called upon to resolve conflicts not only within their teams but also with clients, customers, and other stakeholders. This course will also cover constructive and destructive conflict, conflict resolution styles, and various approaches to conflict resolution.

## **Supply Chain Management (SCM)**

### **SCM 6401 Sales and Operations Planning**

This course offers a clear understanding of the relation between forecast and planning, the value of scheduling and planning for production, the different inventory management techniques as well as the tools and performance indicators used in these activities. By

attending this course students will gain knowledge on planning, scheduling, material requirement planning and warehouse and inventory management.

### **SCM 6402 Sourcing Management**

This course serves the purpose of creating a detailed understanding on the role of sourcing in a supply chain, ways and means of effectively managing various activities of sourcing management, different sourcing strategies, contract management and overall procurement execution. This also covers principles and techniques related to sourcing management that enhances competitive advantage of a manufacturing or service organization. This covers both strategic and operational issues in the area of sourcing in the Logistics and Supply Chain Management. At the completion of this course, students are expected to capably appreciate importance of sourcing management in the global perspective and learn tools and techniques of making the business competitive with the use of effective sourcing management.

### **SCM 6403 Logistics Management**

This course deals with Logistics and supply chain overview; inventory management; order processing and information system; material management; transportation management; warehouse management.

### **SCM 6404 International Supply Chain Management**

This course deals with International supply chain management; international logistics infrastructure; method of entry into foreign market, international contracts; terms of payment; currency of payment; and international negotiation.

### **SCM 6405 Strategic Supply Chain Management**

This course serves as an introduction to modern supply chain management principles and techniques that enhances competitive advantage of a manufacturing or service organization. This covers both strategic and operational issues in Logistics and Supply Chain Management. At the completion of this course, students are expected to capably appreciate importance of supply chain management in the global perspective and learn tools and techniques of making the business competitive with the use of Supply Chain Management.

### **SCM 6406 Marketing Channel Management**

This course deals with marketing channel concepts and the channel participants; behavioral processes in marketing channels and strategy in marketing channels; target markets and channel design strategy; pricing issues in channel management; logistics and channel management; international channel perspective.

### **SCM 6407 Enterprise Resource Planning**

This course examines the principles and techniques for planning and managing resource used in a manufacturing facility. Topics include demand management, inventory management, master scheduling, material and capacity planning, and lean/just-in-time manufacturing.

### **SCM 6408 Production Planning and Control**

This course helps students designing and improving supply chain operations particularly in the areas of inventory control, forecasting, planning, and networking. In this course students will also receive comprehensive knowledge in the areas of modern supply chain tools including ERP and its applications. Successful completion of this course will enable students with the capability of contributing into building of a sustainable supply chain platform to cope with future global supply chain pressures and complexities.

### **Snapshots from BUP photo gallery**

1. Football competition 2013
2. VC sir meet with President of Bangladesh
3. Foundation laying ceremony
4. Inauguration ceremony
5. Debate competition



(back cover)

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