

## Business Administration Discipline Khulna University

### Admission to the Evening MBA and Executive MBA Program 2016-17 (1<sup>st</sup> Batch)

Business Administration Discipline, Khulna University invites application from the prospective candidates (both Fresh Students and Executives) in its Evening MBA and Executive MBA Program. Prospective Candidates can apply for both or any of the programs.

1. **No. of students to be admitted:** 45 in the Evening MBA and 35 in the Executive MBA program.
2. **Duration of the Program:** 20 months for the Evening MBA and 16 months for the Executive MBA program.
3. **Total Cost:** Tk. 150,000 (approx.) for the Evening MBA and Tk. 160,000 (approx.) for the Executive MBA program.
4. **Class Time:** During the weekdays and weekend for the Evening MBA and only in the weekend for the Executive MBA program.

**5. Eligibility:**

**5.1** For admission to the **Evening MBA program**, candidates must have:

**For Fresh Candidates:**

- i. Four/five years' bachelor degree, or
- ii. Bachelor degree and a master degree which altogether are equivalent to four years' bachelor degree, and
- iii. At least 8 (eight) points based on the calculations shown in the point calculation table with no more than one 3<sup>rd</sup> class/division (GPA less than 2.00) for all levels of examination.

**For Executive Candidates:**

- i. At least a two-year bachelor or an equivalent degree(s).
- ii. At least two years of working experience after graduation in any registered organization with minimum basic pay of Taka 11,000/= and at least five (05) points based on the calculations shown in the point calculation table with no more than one 3<sup>rd</sup> class/division (GPA less than 2.00) for all levels of examination.

**5.2** For admission to **Executive MBA program**, candidates from any discipline must fulfill any of the following criteria:

- i. A two-year bachelor degree(s) and four years' experience of either job or business, or
- ii. A three-year bachelor degree(s) and three years' experience of either job or business, or
- iii. A four-year bachelor degree(s) and two years' experience of either job or business.
- iv. In every possible scenario, an applicant must have at least two years experience of either job or business.
- v. At least five (05) points calculated on the basis outlined in point calculation table with not more than one third class/division for all level of examinations

**Following job experiences will be counted:**

- a) Managerial position (with minimum basic pay of Taka 11,000/-) in any govt. or registered organization
- b) Experiences in professional jobs, such as physician, lawyer, consultants, etc.
- c) Entrepreneurs (owner-manager) of any registered organization

- **Only the experiences after graduation will be counted**

- All applicants have to submit required documents such as experience certificate/trade license/registration/TIN certificate as the proof of their working experiences
- Admission committee based on the above criteria and the documents submitted will evaluate appropriateness of experience

**Point Calculation Table**

Certificate/Examination		Division/Class and Points		
		1st Division/Class	2nd Division/Class	3rd Division/Class
<b>S.S.C. or Equivalent</b>	GPA*	3.50 and above	2.00 to below 3.50	1.00 to below 2.00
	Point	3	2	1
<b>G.C.E. "O" Level</b>	GPA	3.00 and above	2.00 to below 3.00	1.00 to below 2.00
	Point	3	2	1
<b>H.S.C. or Equivalent</b>	GPA*	3.50 and above	2.00 to below 3.50	1.00 to below 2.00
	Point	3	2	1
<b>G.C.E. "E" Level</b>	GPA	2.50 and above	1.50 to below 2.50	1.00 to below 1.50
	Point	3	2	1
<b>Bachelor Degree (2 years)</b>	CGPA	3.50 and above	2.00 to below 3.50	1.00 to below 2.00
	Point	3	2	1
<b>Bachelor Degree (3 years)</b>	CGPA	3.50 and above	2.00 to below 3.50	1.00 to below 2.00
	Point	4	3	2
<b>Bachelor Degree (4/5years)</b>	CGPA	3.50 and above	2.00 to below 3.50	1.00 to below 2.00
	Point	6	5	3
<b>Master Degree</b>	CGPA	3.50 and above	2.00 to below 3.50	1.00 to below 2.00
	Point	3	2	1

\* GPAs for SSC or equivalent and HSC or equivalent are calculated on a 5-point scale. Other GPAs are calculated on 4-point scale.

\* If a candidate is provided with both original and converted results of any certificate/degree examination, the original results will be considered for the minimum point's calculation.

## 6. Components of the Admission Test:

Evening MBA and Executive MBA Admission Test will be composed of written examination and viva-voce. Distribution of marks will be as follows:

Dimensions	Marks
English Language, grammar and Free-hand Writing	50 (pass mark– 20)
Analytical Ability and Mathematical Problem Solving	40
Total in Written Examination	90 (pass mark – 30)
Viva-voce	10 (pass mark– 05)
Total	100 (pass mark– 40)

**Notes:** Only short-listed candidates, qualified after written examination, will be called for viva-voce. Candidates must pass individually both in written examination and viva-voce.

## 7. Application Form Collection and Submission:

<b>Application form Collection</b>	From office @ Tk. 25 during office hours or from website for free ( <a href="http://www.ku.ac.bd">www.ku.ac.bd</a> or <a href="http://www.kuba.ac.bd">www.kuba.ac.bd</a> )
<b>Application Submission</b>	To the office of BA Discipline (During Office hours 9:00 am to 4:00 pm) or by post on or before <b>6 February, 2017</b> .
<b>Application Fee</b> Tk. 1,500 for any program and Tk. 2,000 for both programs.	In cash to the office to the office of BA Discipline (during office hour) or Pay Order (issued in favor of Evening MBA/ Executive MBA Admission Committee 2016-2017; 1 <sup>st</sup> Batch)

## 8. Khulna University Quota:

There will be a quota of three (03) seats in Evening MBA Program (in addition to stipulated seats) for the faculty members and officers of Khulna University. Applicants for this quota have to obtain minimum pass mark (In each individual section and in total) in order to be eligible for admission.

## 9. Important Dates and Relevant Information:

- List of applicants eligible for the Admission Test will be displayed on the notice board on **February 08, 2017**.
- Written Examination will be held on **February 11, 2017** from 10.30 AM to 11.45 AM for Evening MBA and Executive MBA.
- Results of the Written Examination and list of the Candidates eligible for the Viva-voce will be published on or before **February 13, 2017**.
- Viva-voce will be held according to below schedule

Program	Date	Time
Evening MBA	February 16, 2017	From 10:00 am
Executive MBA	February 18, 2017	From 10:00 am

- Final result of selected Candidates for Admission will be published on **February 20, 2017**
- Selected Candidates from the merit list for the **Evening MBA** will be admitted on **February 22, 2017** from **10:00 am to 1:00 pm**.
- Admission from the waiting list for **Evening MBA** will be held on **February 22, 2017** from 2:30 pm to 4.00 pm.
- Selected Candidates from the merit list for the **Executive MBA** will be admitted on **February 22, 2017** from **10:00 am to 1:00 pm**.
- Admission from the waiting list for **Executive MBA** will be held on **February 22, 2017** from **2:00 pm to 4:00 pm**.
- Tentative date for the commencement of classes for both programs: **24, 2017**.

## 10. Special Instructions:

- Candidates applying with appeared certificate (having completed all written and viva-voce examinations) **must** submit their Final Result (Certificate/Mark sheet/Transcript) on or before **February 11, 2017** (day of written test).
- Candidates appearing on viva-voce examination **must** produce their original Certificate/Mark sheet/Transcript.
- In case of detection of **any misleading, false and fabricated information by the applicant** regarding application matter during or after admission test, the admission committee holds the right to take any action. The admission committee also holds the sole right to take any action regarding the admission matters.
- Candidates must appear physically for admission.**

## 11. Contact for Further Information:

Please contact the office of the Head, Business Administration Discipline, Ground Floor, কবি জীবনানন্দ দাশ একাডেমিক ভবন, (Academic Building-3), Khulna University, or call 01798215338 from 10.00 am to 4.00 pm in the weekdays.

(Professor Md. Mizanur Rahman)

Head

Business Administration Discipline and  
Chairman

Evening MBA and Executive MBA Admission Committee 2016-2017 (1<sup>st</sup> Batch)