

## Business Administration Discipline Khulna University

### Admission to the Evening MBA Program and Executive MBA Program 2018-19 (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 Program 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 (6.00 pm to 8.30 pm) for the Evening MBA and only in the weekend for the Executive MBA program.
5. **Eligibility:**

**5.1** For admission into 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) Job experience of 2 years after graduation in the registered organizations in the positions equivalent to at least class 2 level government officer 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**, the 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 (equivalent to class 2 level in the government organization) 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. "A" 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:

The Evening 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	25
General knowledge and IQ	15
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. 50 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>	In person to the office (During Office hours 9:00 am to 4:00 pm). By post on or before <b>27 December, 2018</b> .
<b>Application Fee</b> Tk. 1500 for single program & Tk. 2500 for both programs.	In cash to the office (during office hour) or Pay order (issue in favor of Chairman, MBA Admission Committee)

## 8. Khulna University Quota:

There will be a quota of three (03) seats (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 **December 31, 2018**.
- Written Examination will be held on **January 04, 2019** from 10.30 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 **January 07, 2019**.
- Viva-voce will be held according to below schedule:

Program	Date	Time
Evening MBA	January 13, 2019	From 10.00 am
Executive MBA	January 12, 2019	From 10.00 am

- Final result of selected Candidates for Admission will be published on **January 15, 2019**.
- Selected Candidates from the merit list for the Evening MBA will be admitted on **January 22, 2019**. ( from **10:00 am to 12:00 pm**.)
- Admission from the waiting list for Evening MBA will be held on **January 22, 2019**. ( from **1:45 pm. to 2:15 pm**.)
- Selected Candidates from the merit list for the Executive MBA will be admitted on **January 21, 2019** ( from **10:00 am to 12:00 pm**.)
- Admission from the waiting list for Executive MBA will be held on **January 21, 2019** (from **1:45 am to 2:15 pm**.)
- Tentative date for the starting of classes for the Evening MBA is January **27, 2019** and for the Executive MBA is **January 25, 2019**.

## 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 January 04, 2018. (day of written test)
- Candidates appearing on viva-voce examination must produce their original Certificate/Mark sheet/Transcript. Candidates will disqualify in whole admission procedure if he/she fails to bring original Certificate(s)/Mark sheet (s)/Transcript(s) on the viva-voce.
- 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 actions. The admission committee also holds the sole right to take any actions regarding the admission matters.
- Candidates must appear physically for enrollment.** In case of failure to appear physically candidates will not be considered for enrollment.

## 11. Contact for Further Information:

For further query, please contact the office of The Head, Business Administration Discipline, Ground Floor, Kobi Jibonanonda Das Bhaban (Academic Building-3), Khulna University, or call 01798-215338 from 10.00 am to 4.00 pm in the weekdays.

**(Professor Md. Mizanur Rahman)**

Head

Business Administration Discipline and  
Chairman

Evening & Executive MBA Admission Committee 2018-2019 (1<sup>st</sup> Batch)