

**Business Administration Discipline**  
**Khulna University**  
**Admission to the Evening MBA Program 2023-2024 (2nd Batch)**

Business Administration Discipline, Khulna University invites application from the prospective candidates in its Evening MBA Program.

1. **No. of students to be admitted:** 45
2. **Duration of the Program:** 24 months
3. **Total Cost:** Tk. 165,000 (Approx.)
4. **Class Time:** During the weekdays in the evening. (From 06.00 pm to 08.30 pm)
5. **Eligibility:**
  - Candidates seeking admission into a Master's program must possess a three/ four/ five-year Bachelor degree from a recognized university (home and abroad); with 16 years schooling; and a minimum CGPA-2.50/ Class- 2nd Class/ division. The degree must be approved by UGC as Equivalent degree.
  - A candidate must not have a third division or a GPA less than 2.50 in any Degree/ Examination.
  - A candidate may apply with Appeared Certificates (in appropriate case) for the program but he/ she must submit the original copies of certificate/ transcript within 2 months of the commencement of class otherwise his/her admission will be cancelled.
6. **Components of the Admission Test:**  
Candidates will be selected on the basis of previous academic results, written test and Viva-Voce. Distribution of marks will be as follows:

Dimensions		Marks	Pass Marks
<b>Written Exam</b>	I) English Composition & free hand writing- 25	30	12
	II) Current Affairs (Business & Economics)- 5		
<b>Viva-Voce</b>		10	5
<b>Academic Attainment</b>	I) GPA of S.S.C or equivalent- 05	10	
	II) GPA of H.S.C or equivalent- 05		
<b>Total</b>		<b>50</b>	

**7. Application Form Collection and Submission:**

<b>Application form Collection</b>	From <b>May 15, 2024</b> from the Office @ Tk. 50 during office hours or from website for free ( <a href="https://ku.ac.bd/discipline/ba">https://ku.ac.bd/discipline/ba</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>September 18, 2024.</b>
<b>Application Fee</b> Tk. 1,500/=	In cash to the office of BA Discipline (during office hour) or Pay Order (issued in favor of Chairman MBA Admission Committee)

**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) 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 and KU website on **September 19, 2024**
- Written Examination will be held on **September 21, 2024** from **10.00 am**.
- Result of the Written Test on **September 22, 2024.**
- Viva-Voce will be held on **September 23, 2024** from **10.00 am**. (only short listed candidates based on written test).
- Final Result of selected Candidates for Admission will be published on **September 23, 2024.**
- Selected Candidates from the merit list will be admitted on **September 26, 2024** from **10:00 am to 04:00 pm**.
- Admission from the waiting list (if any) will be held on **September 26, 2024** from **04.00 pm to 05.00 pm**.
- Tentative date for the commencement of classes: **September 29, 2024.**

**10. Special Instructions:**

- a. 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's to take any action. The admission committee also holds the sole right to take any action regarding the admission matters.
- b. **Admission Committee reserves all right regarding any issue concerning the admission test.**

**11. Candidates must appear physically for admission with all the final academic documents duly issued by appropriate institutions.**

**12. 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 01798215338 from 10.00 am to 4.00 pm in the weekdays.

**KHULNA UNIVERSITY**  
Business Administration Discipline  
Application Form for Evening MBA Admission  
Session: 2023-2024 (2nd Batch)

Paste Here  
  
One Passport  
Size Color Photo  
(Taken within last 3  
months)

**Please read the application guideline thoroughly  
before you complete the application form**  
*(Please take print on both side of a Legal size paper)*

For Office Use Only		Applicant to fill in
Registration No.:	Form No.:	Pay order/ Bank Draft
Roll No.:	<input type="text"/>	
Date of Admission:	Admission Test Roll No.:	
Signature of the Chairman, Admission Committee	Merit Position:	
Signature of the Registrar	<input type="text"/>	Amount Received:

**Applicant to fill in**

- Full name in block letters (in English):.....  
(in Bangla):.....
- Father's Name:.....
- Mother's Name:.....
- Address: (a) Present:.....  
.....  
(b) Permanent:.....  
.....  
Mobile No.....
- Date of Birth:

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>
- Nationality:.....
- Are You Applying for the Quota (Teachers / Officers) of Khulna University[Put tick (✓)]?  
 Yes       No

**ADMIT CARD**

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Business Administration Discipline  
Application Form for Evening MBA Admission  
Session: 2023-2024 (2<sup>nd</sup> Batch)

Paste Here  
  
One Passport  
Size Color Photo  
(Taken within last  
3 months)

For Office Use Only	
Form No.	<input type="text"/>
Admission Test Roll No:	<input type="text"/>

- Full Name in Block Letters (in English):.....
- Father's Name:.....

.....  
Signature of the Applicant  
(Please See Overleaf)

8. Educational Qualifications of the Applicant (Complete this section carefully and correctly. This application will be cancelled if information is incomplete or incorrect):

Name of the Examination	Year of Passing	Board/ University	Division/Class/CGPA
SSC/Equivalent			
HSC/Equivalent			
Bachelor 3/ 4/ 5 years (Please Encircle)			
Master			

9. Date of Graduation: 

DD	MM	YYY

 (According to result publication date of transcript/mark sheet)

### **Applicant's Declaration**

The information provided in this application form is true and correct. I accept that Khulna University reserves the right to terminate my admission at any time if any item of the information given by me is found to be false or incorrect.

**I declare that if I get admission in Khulna University:**

- a) I will abide by all the rules and regulations of the University.
- b) During my studentship here, I will comply with any decision of any authority of the University or decisions of any person authorised by the University.
- c) I will comply with any change of rule and ordinance relating to Evening MBA Program as enacted by the University.

.....  
Signature of the Applicant

### **For Office Use Only**

.....  
Signature of the Scrutinizer

.....  
Signature of the Chairman  
Admission Committee

## **Instructions for Completing the Application Form**

1. Affix two recent passport size photographs on the specified boxes.
2. Attach photocopies of all marks sheets or transcripts.
3. Your application must be submitted (or reached) to the office, Head, Business Administration Discipline by **September 19, 2024 before 4.00 pm.**
4. Make sure that you have completed the application form and the **admit card** properly.
5. Collect the **admit card** (at the time of submitting application form) **without which you will not be allowed to sit for the Admission Test.**
6. Written Examination will be held on **September 21, 2024** from **10.00 am.**
7. **Viva-Voce** will be held on **September 23, 2024** from **10.00 am.**