

**Business Administration Discipline**  
**Khulna University**  
**Admission to the Executive MBA Program 2023-2024 (2<sup>nd</sup> Batch)**

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

1. **Number of seats available for admission:** 35
2. **Duration of the Program:** 24 months minimum
3. **Total fees for the program:** Tk. 1,78,000 (approximately)
4. **Class Time:** Friday only
5. **Application Eligibility:**
  - (i) A 04/05-year bachelor degree(s) or equivalent from any Bangladeshi university recognized by the UGC and which is not in any kind of restriction list circulated by the UGC (or Foreign University) and a minimum 02 years' professional experience (after graduation).
  - (ii) For a 03 year bachelor degree or equivalent, a minimum 03 year work experience (after graduation)
  - (iii) For the degree obtained from a foreign university must be presented with an equivalence certificate issued by the UGC.
  - (iv) A candidate must not have a 3<sup>rd</sup> Division or a CGPA less than 2.50 in any Degree/Examination.

**Following experiences will be considered** as professional experience

- a) Salaried employment (in Grade-10 or above as per National Pay Scale 2015 or equivalent position) in government, private, NGO, or any other registered organization.
  - b) Practice as a registered independent professional such as physician, lawyer, accountant, consultant, etc.
  - c) Entrepreneurs (Owner and Owner-Manager) of any registered enterprise.
- All applicants must submit appropriate document such as experience certificate/employment certificate from the employer, professional registration certificate, trade license and TIN certificates the proof of professional experiences.
  - Admission Committee based on the above criteria and the documents submitted will evaluate and decide on the appropriateness of professional experience.

**6. Selection criteria and process for admission:**

Candidates will be selected on the basis of previous academic result, professional experience and an individual Admission Interview only.

Criteria	Marks
Previous Academic Attainment	40
Professional Experience	40
Admission Interview	20
Total	100

<b>Application form Collection</b>	From <b>May 15, 2024</b> from the Office with payment of Tk. 50 during office hours or can be downloaded free of charge from <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 Office (Only office days from 9:00 am to 4:00 pm) in person or by post on or before <b><u>September 18, 2024.</u></b>
<b>Application Fee</b> Tk. 2,000/=	In cash during submission of application to the office of BA Discipline or through a Pay Order (issued in favor of Chairman, MBA Admission Committee)

**8. Important Dates and Relevant Information:**

- Publication of the list of the eligible applicants: **September 19, 2024.**
- Admission Test (Admission Interview): **September 20, 2024 at 10.00 am**
- Publication of the list of selected candidates in merit and waiting list: **September 23, 2024.**
- Admission from the merit list: **September 25 & 26, 2024 from 10:00 am to 12:00 pm.**
- Admission from the waiting list (if any): **September 26, 2024 from 12:30 pm to 1.00 pm.**
- Commencement of class: **September 27, 2024.**

**9. Candidates must appear in person before the Admission Committee for the Admission Interview.**

10. In case of detection of any misleading, false and/or fabricated information and documents utilized by the applicant for the admission purpose will result in exclusion from the admission process, termination of the admission at any point of the studentship, and or other appropriate administrative and legal actions. The Admission Committee reserves all the rights to make all the decisions relating to declared schedule and process for admission at any point of time as they deem necessary; the committee reserves the right to administer appropriate actions where they deem necessary.

**11. Contact for Further Information:**

For further query, please contact the Office of The Head, Business Administration Discipline, Ground Floor, Kobi Jibanananda Das Academic Building (Academic Building-3), Khulna University, or call 01798215338 from 10.00 am to 4.00 pm.

**KHULNA UNIVERSITY**  
Business Administration Discipline  
**Executive MBA Program**  
Admission Session: 2023-2024 (2nd Batch)

**Instructions relating to submission of Application Form and Admission Interview**

There are 03 pages ExMBA admission application material. The first 02 pages constitute admission application form. The 3<sup>rd</sup> page is the Admit Card part for admission test. Applicant must fill in all the 03 pages with due diligence with accurate information. The first 02 pages will be retained by the office. The Admit Card part will be stamped by the office while you submit the application to the office and will be returned to you. Please note that you must collect the Admit Card while you submit your application to the office. **Without a duly stamped Admit Card, no applicant will be allowed to appear at the Admission Interview.**

With the duly filled admission application form the following documents must be supplied and

1. Affix two recent passport size photographs on the specified boxes in the admission application form and the Admit Card.
2. Attach photocopies of all the mark sheets and/transcripts of SSC/HSC/Bachelor/Master (or equivalent examinations) examinations and equivalence certificate (in appropriate case only).
3. For the salaried employment, please attach the copy of the Experience/Employment Certificate from the employer/employers with the application form. Experience/Employment Certificate must indicate employment position, joining date and ending date (continuity in appropriate case) clearly and must be signed by the competent authority. In case of independent professional practice, self-employment as entrepreneur you must submit an appropriate documentation from competent authority which will clearly indicate the registration/approval number and date of your professional practice/entrepreneurship along with your name there. For example Trade License, Professional Registration and Practice Approval and other similar kind of document. Please only attach photocopy of such appropriate document and retain the original document with you.
4. Please attach photocopy of your NID with the application form.
5. Please attach the documents 1-4 with the Application Form and pin them together carefully. Please don't pin the Admit Card with the Application Form.

Your application must be submitted (or reached) to the Office of the Head, Business Administration Discipline latest by **4.00 pm, September 18, 2024**. **Please note that no application form will be received after this deadline.**

Admission Test will be conducted in the form of admission interview with the individual applicants. **Individual applicant must physically appear before the Admission Committee for the Admission Interview which will take place on the September 20, 2024 at 10:00 am.** Admission Interview will take place at the Office of the Head, Business Administration Discipline, and Khulna University. Please report for the Admission Interview before 10:00 am on this day. For the Admission Interview please bring the following documents with you

1. Admit Card
2. All the original certificates and mark sheets and/transcripts of SSC/HSC/Bachelor/Master (or equivalent examinations) examinations.
3. Original Employment/Experience Certificate or Documentary Proof of Profession
4. NID

**Please find the Application Form and Admit Card Form in the following pages. Please print them and fill in them as per the aforesaid instructions and guidelines.**

**KHULNA UNIVERSITY**  
Business Administration Discipline  
**Application Form for Admission Executive MBA Program**  
Session: 2023-2024 (2<sup>nd</sup> Batch)

(Please take print on the both side of a A4 size paper)

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

*Office will fill in this part. Applicant must not write in this part.*

<b>Registration No.:</b>	<b>Form No.:</b>
<b>Student ID:</b>	<b>Admission Test Roll No.:</b>
<b>Date of Admission:</b>	<b>Admission Test Merit Position:</b>
..... <b>Registrar, Khulna University</b>	<b>Selected and Recommended for Admission</b> ..... <b>Chairman, Executive MBA Admission Committee</b>

**Applicant to fill in**

1. Full name in block letters (in English):.....  
(in Bangla):.....

2. Father's Name:.....

3. Mother's Name:.....

4. Contact: (a) Present Address:.....  
.....

(b)Permanent Address: .....  
.....

(c) Mobile No.....

(d) Email: .....

5. Date of Birth: 

DD	MM	YYY
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6. Nationality:.....

7. NID No.....

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

9. Date of Graduation: 

DD	MM	YYYY
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 (Please mention the date of result publication date in transcript/mark sheet)

10. Professional Experience (In case of salaried employment in government or privately own organizations please, mention your experience of the positions in or above 10<sup>th</sup> grade in the National Pay Scale 2015 or equivalent. Professional Practitioners (e.g. Medical PR actioner, Lawyer, Certified Accountants, Architects, and alike as well as Entrepreneurs/ Owners of the enterprises with appropriate proof of documentation are eligible for application):

a) Total duration of job experience or experience as an entrepreneur / or business owner:

Years	Months

b) Current job:

Organization	Position*	Date of joining

*\* If not employed, please write Entrepreneur /Independent Professional*

c) Date of joining the first job/ starting date as independent Professional/Entrepreneurs:

Organization	Position*	Date of joining

### **Applicant's Declaration**

The information provided in this application form is true and correct. I accept that in any credible evidence relating to obtaining admission with incorrect information and falsified or fabricated document(s) Khulna University reserves the right to terminate my admission and/or initiate any appropriate disciplinary procedure at any point of the admission process, my studentship and even after my graduation.

I hereby unconditionally declare and accept that if I get admitted in the Executive MBA Program of Khulna University I will comply with all the existing as well as future changes in the academic (i.e. program structure, syllabus, course structure, course registration requirement and procedure, class schedule and time, examination and evaluation process, award of degree, and any other applicable), administrative and disciplinary regulations of the university and the Executive MBA Program as well as the fee schedule set by the university for the Executive MBA Program; and the process of enforcements and effects of all the aforesaid matters during my studentship in the Khulna University and in the Executive MBA Program.

.....  
Date and Place

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Signature of the Applicant

<b>For Office Use Only</b>	
<p>..... Signature of the Scrutinizer and Date</p>	<p>..... Chairman, Executive MBA Admission Committee</p>

## ADMIT CARD

**KHULNA UNIVERSITY**  
Business Administration Discipline  
Executive MBA Admission  
Admission Session: 2023-2024 (2<sup>nd</sup> Batch)

<b>For Office Use Only</b>	
Form No.	
Admission Test Roll No.	

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

1. Full Name in Block Letters (in English): \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. NID No: \_\_\_\_\_

.....  
Signature of the Applicant