

Business Administration Discipline Khulna University

Admission to the Executive MBA Program 2018-2019 (2nd Batch)

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

1. **No. of students to be admitted:** 35
2. **Duration of the Program:** 16 months
3. **Total Cost:** Tk.160,000 (approximately)
4. **Class Time:** Weekend days
5. **Eligibility: Candidates must have:**
 - (i) A two-year bachelor degree(s) and four years' experience (after graduation) in a job/ professional work/ running business, or
 - (ii) A three-year bachelor degree(s) and three years' experience (after graduation) in a job/ professional work/ running business, or
 - (iii) A four-year bachelor degree(s) and two years' experience in a job/ professional work/ running business.
 - (iv) In every possible scenario, an applicant must have at least two years' experience in a job/ professional work/ running 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 (Grade-10 or above as per national pay scale 2015 or equivalent) in a government or any other 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, salary 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 |
| S.S.C. or Equivalent | GPA* | 3.50 and above | 2.00 to below 3.50 | 1.00 to below 2.00 |
| | Point | 3 | 2 | 1 |
| G.C.E. "O" Level | GPA | 3.00 and above | 2.00 to below 3.00 | 1.00 to below 2.00 |
| | Point | 3 | 2 | 1 |
| H.S.C. or Equivalent | GPA* | 3.50 and above | 2.00 to below 3.50 | 1.00 to below 2.00 |
| | Point | 3 | 2 | 1 |
| G.C.E. "E" Level | GPA | 2.50 and above | 1.50 to below 2.50 | 1.00 to below 1.50 |
| | Point | 3 | 2 | 1 |
| Bachelor Degree (2 years) | CGPA | 3.50 and above | 2.00 to below 3.50 | 1.00 to below 2.00 |
| | Point | 3 | 2 | 1 |
| Bachelor Degree (3 years) | CGPA | 3.50 and above | 2.00 to below 3.50 | 1.00 to below 2.00 |
| | Point | 4 | 3 | 2 |
| Bachelor Degree (4/5years) | CGPA | 3.50 and above | 2.00 to below 3.50 | 1.00 to below 2.00 |
| | Point | 6 | 5 | 3 |
| Master Degree | 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:

Components and marks distribution of Executive MBA admission test will be as follows:

| Topics | Marks |
|---|------------------------|
| English composition (paragraph, short essay etc.) | 30 |
| Letter writing or thematic writing | 30 |
| Translation (from Bangla to English and from English to Bangla) | 20 |
| General knowledge | 10 |
| Viva-voce | 10 (pass marks: 04) |
| Total | 100 |

Application Form Collection and Submission:

| | |
|---------------------------------------|---|
| Application form Collection | From 01 April 2019 from the Office @ Tk. 50 during office hours or from website for free (www.ku.ac.bd or www.kuba.ac.bd) |
| Application Submission | To the office of BA Discipline (During Office hours 9:00 am to 4:00 pm) or by post on or before <u>05 May, 2019.</u> |
| Application Fee Tk. 2,000/= | In cash to the office to the office of BA Discipline (during office hour) or Pay Order (issued in favor of Chairman MBA Admission Committee) |

8. Important Dates and Relevant Information:

- Publication of the list of the eligible applicants: **07 May, 2019.**
- Written Examination: **11 May, 2019** from **10.00 am to 11.00 am.**
- Publication of the results of the Written Examination and list of the candidates eligible for Viva-Voce: **13 May, 2019.**
- Viva-Voce Examination: **18 May, 2019** from **10.00 am.**
- Publication of the Final Result of selected Candidates for Admission: **20 May, 2019.**
- Admission from the merit list: **23 May, 2019** from **10:00 am to 12:00 pm.**
- Admission from the waiting list (if any): **23 May, 2019** from **12:30 pm to 1.00 pm.**
- Commencement of class: **(Will be announced later)**

9. Special Instructions:

- a. In case of detection of **any misleading, false and/or 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.
- b. **Candidates must appear physically for admission.**

10. 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.

Head
Business Administration Discipline and
Chairman
Executive MBA Admission Committee 2018-2019 (2nd Batch)