

MBA (Evening) Program Faculty of Business Studies Comilla University, Comilla

MBA (Evening) is a professional graduate program emphasizing on the development of ability of professional managers and graduate students in evaluating the organizational situations so as to enable them to make informed judgment about policies and operations in the organization. Its vision is to provide business education of international standard for preparing business professionals to perform successfully in the national and global platform.

A. Basic Features of the Program

- A1. Specialty Areas:** A student can do major in any of the specialty areas offered by four departments under the Faculty of Business Studies: Management Studies (HRM), Accounting & Information Systems, Marketing and Finance & Banking. Students will be selected for different departments on the basis of merits.
- A2. Credits:** A student is to take Sixteen courses of forty eight credits, viva voce of three credits and the internship / project paper of three credits for the MBA degree. However, with the waiver of course(s), if granted on the basis of academic background, some of them will be allowed to take less than 16 courses.
- A3. Duration of the Program:** It is generally expected that a student would be able to complete the program between 16 and 20 months. It can, however, be extended from two to four years on the basis of student ability of taking academic load. The program is uniquely

designed to address individual situations of the students.

- A4. Trimester System:** There will be three semesters in a year. The first semester begins in January, the second in May and the third in September. The trimester system has been designed to facilitate students to complete the program in shortest possible time.
- A5. Viva Voce:** Every graduating student will sit for the viva voce of three credits at the end of fifth semester.
- A6. Internship / Dissertation / Thesis / Project Paper:** Every graduating student, after completion of MBA course work, will be required to undergo an internship program for at least three months. Each student will be supervised by a teacher in preparing an internship or a project report on a selected topic for being evaluated and graded afterward by an examination committee.

B. Admission Requirements and Selection of Candidates

- B1. Minimum Requirements for Admission:** Applicants should have at least a bachelor degree in any discipline with a minimum of 6 (six) points to qualify for application into the MBA (Evening) program. Points are to be computed as follows: **SSC & HSC:** 1st Division= 3, 2nd Division= 2, 3rd Division= 1, GPA 4 & above = 3, GPA 3.00 – 3.99 = 2 and GPA Below 3.00= 1; **Bachelor Degree (2 years):** 1st Class/ CGPA 3.5 & above= 3, 2nd Class / 3.00 - 3.49=2 & 3rd Class / Below 3.00= 1; **Bachelor Degree (3 years):** 1st Class / CGPA 3.5 & above= 4, 2nd Class / 3.00 - 3.49=3 & 3rd Class / Below 3.00= 2; **Bachelor**

Degree (4 years): 1st Class / CGPA 3.5 & above= 5, 2nd Class / 3.00 - 3.49=4 & 3rd Class / Below 3.00= 2; and Master Degree= 1.

- B2. Application Procedure:** The application form can be downloaded from the university website (www.cou.ac.bd) or collected from Janata Bank, Comilla University Branch or Kandirpar Branch, Comilla and the form must be submitted along with 4 copies of pp size photographs, attested copies of all certificates, mark sheets / transcripts, relevant job certificates (if employed), national ID photocopy and a bank draft issued from any branch of Janata Bank or cash of Tk. 1000 payable to 'FBMS-CoU' Janata Bank, Comilla University to Janata Bank, Comilla University or Kandirpar Branch, Comilla. If anybody submits fake documents, severe punitive measures will be taken against him/her. Experience certificates should accompany full address of the organizations including the telephone number(s). Incomplete application forms and those lacking the needed documents will not be entertained.
- B3. Evaluation of Candidates:** Applicants will be evaluated and selected based on admission test, years of schooling, professional experiences and the interview. A total of 100 marks will be assigned as: Admission test 80 marks, years of schooling 5 marks, professional experiences 5 marks, and interview 10 marks.
- B4. Admission Test:** Candidates seeking admission will have to sit for a written admission test of 60 minutes. It is a MCQ type competitive test of 80 marks covering the following areas: English, Analytical Ability

and critical reasoning. Mathematics and General Knowledge.

B5. Weightage for Years of Schooling: In the process of preparing merit list, weight will be given to years of schooling to be determined as follows:

14 year (Bachelor degree) : 2 points,
15 year (Bachelor degree) : 3 points,
16 year (Bachelor degree) : 4 points,
16 year (Master degree) : 4 points,
16 year (B. Sc Engineering) : 4 points,
17 year (Master degree) : 5 points,
17 year (M. Sc Engineering) : 5 points,
MBBS : 5 points,
CA, CMA, MBM, M. Phil & other foreign degree with four year Bachelor or Master degree : 5 points.

B6. Weightage for Professional Experiences:

In order to encourage experienced executives, weight will be given to years of professional experiences in executive positions. One point will be assigned for each year of professional experience subject to the maximum of 5 points. However, no point will be awarded for experiences of 2 years or less.

If the years of schooling and professional experiences occur simultaneously, a candidate will get advantage either in years of schooling or professional experiences whichever may go in favor of the candidate. Job experiences of a regular student will not be considered at all.

B7. Publication of Merit List: Merit list based on years of schooling, professional experience and admission test score will be published within two days of holding of the admission test.

B8. Interview and Selection of Students for Admission: Selected number of candidates, in order of merit, will be called for the interview

in accordance with the schedule to be announced at the time of publication of merit list. Final list of selected students will be prepared and published based on marks obtained in years of schooling, professional experience, admission test and interview.

C. Admission and Course Fees

Comilla University is a public university. Being a unit of a public university, Faculty of Business Studies, Comilla University has designed a very competitive fee structure. The fees are lower than those of standard private universities, and commensurate with the image of the Comilla University. Each student will pay semester enrolment fee of Tk. 2,000, registration fee of Tk. 5,000 (one time) and Tk. 2,250 for each credit.

Depending upon waiver of courses, the total cost varies from Tk. 87,800 to Tk. 1,31,000 to complete the MBA (Evening) Program.

D. Management of the Program

The MBA (Evening) Program Committee of each department under the supervision of the Faculty of Business Studies is vested with the task of managing the program. The Program Director is responsible for the overall management of the program at the department level. The committee decides on all relevant matters of the program in accordance with the rules of the MBA (Evening) program approved by Comilla University, Comilla.

A PROSPECTUS OF ADMISSION TEST



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