

**Final Report**  
of  
**The Sub-committee for Preparing Standard Syllabus Guidelines for Business Administration regarding the degrees of BBA, MBA, and EMBA**

The Sub-committee held a meeting under the chairmanship of Professor Dr. M. Shah Newas Ali, Member, UGC and the Convener of the sub-committee at 11 a.m. on June 5, 2016 at the office of the convener and the committee unanimously made the following recommendations related to BBA, and MBA programs :

**4 -Year BBA Program (Semester System) 126+3+3 = 132credits**  
( 4 year +3 months )

- |   |  |
|---|--|
| 1) Total weeks in a semester -----  | 18 weeks   |
| 2) Total class weeks in a semester -----  | 15 weeks   |
| 3) Classes per week in a course -----   | 2 classes  |
| 4) Class duration -----   | 1½ hours   |
| 5) Total classes in a credit course -----   | 30 classes   |
| 6) Total class hours in a credit course -----   | 45 hours   |
| 7) Number of credit courses in a semester-----  | 5 /6 courses   |
| 8) Number of credit courses in a year -----5+5 =10 courses / 6+ 6 = 12 courses                          |  |
| 9) Total credit courses in BBA program-----   | 42 courses   |
| 10) Credit points of a credit course -----  | 3 credits  |
| 11) Total credit points of taught credit courses in BBA program -----                                   | 126 credits  |
| 12) Marks of each 3 credit course -----   | 100 marks.   |
| 13) Total credit points in viva voce in BBA ---   | 3 credits  |
| 14) Credit points in each year -end Viva Voce --  | .75  |
| 15) Credit points of the internship program at the<br>end of the 4 <sup>th</sup> year for 45 days ----- | 3 credits.   |
| 16) Maximum Period of completion of BBA program -----   | 6 years  |
| 17) Grading system -----  | Existing UGC grading system                              |
| 18) Admission requirements -----  | HSC and equivalent                                       |
| 19) Degree requirements -----   | CGPA 2.50  |
| 20) Evaluation system / process-----  | Internal assessment -----30<br>Final examination -----70 |

*Shah Ali*  
20/1/16

*PK*

*Shah*  
22/11/16

*M. Shah Newas Ali*  
22/11/16

*M. Shah Newas Ali*  
22-11-16

## Compulsory Courses in 4-year BBA Program

Under mentioned **24 Courses** must be taught in 4 year BBA program and the rest 18 courses will be selected by the respective academic council of the university in BBA program

1. Introduction to Business
2. Principles of Accounting
3. Principles of Management
4. Principles of Marketing
5. Principles of Finance
6. Fundamentals of MIS
7. Computer applications in business /Computing fundamentals
8. Microeconomics
9. Business communication
10. Business Mathematics
11. Bangladesh Studies
12. Business Statistics
13. Legal environment of business (Commercial Law)
14. Employment /Labour Law
15. Organizational Behaviour
16. Human Resource Management
17. Bank Management
18. Auditing and Taxation
19. Cost and Management Accounting
20. Macroeconomics
21. Entrepreneurship Development & SME Management
22. Strategic Management
23. History of the Emergence of Bangladesh
24. Bengali Language and Culture
25. Consultation time for the students in each course .

*Signature*  
1/16

*Signature*

*Signature*  
1/16

**1 -Year MBA Program (Regular) (Semester System) 30+3+6=39 credits  
( 1 year + 4 months )**

- |   |   |
|---|---|
| 1) Total weeks in a semester -----                                  | 18 weeks  |
| 2) Total class weeks in a semester -----                            | 15 weeks  |
| 3) Classes per week in a course -----                               | 2 classes   |
| 4) Class duration -----   | 1½ hours  |
| 5) Total classes in a 3-credit course -----                         | 30 classes  |
| 6) Total class hours in a 3- credit course -----                    | 45 hours  |
| 7) Number of credit courses in a semester-----                      | 5 courses   |
| 8) Number of credit courses in a year -----                         | 5+5 =10 courses   |
| 9) Total credit courses in MBA program-----                         | 10 courses  |
| 10) Credit points of a credit course -----                          | 3 credits   |
| 11) Total credit points of taught credit courses in MBA program--   | 30 credits  |
| 12) Marks of each 3 credit course -----                             | 100 marks.  |
| 13) Total credit points in year-end viva voce ---                   | 3 credits   |
| 14) Credit points of the thesis at the end<br>of the taught courses | 6 credits.  |
| 15) Double examination of the thesis -                              | 3 credits (100 marks)                                   |
| 16) Defense of the thesis -----                                     | 3 credits (100 marks)                                   |
| 17) Maximum Period of completion of MBA program ----                | 3 years   |
| 18) Grading system -----  | Existing UGC grading system                             |
| 19) Admission requirements -----                                    | 4 Year BBA  |
| 20) Degree requirements -----                                       | CGPA 2.50   |
| 21) Evaluation system / process-----                                | Internal assessment ----30<br>Final examination -----70 |

*Sunil*  
22/11/16

*[Signature]*  
22.11.16

*[Signature]*  
22/11/16

*[Signature]*  
22/11/16



**2 -Year MBA Program (Semester System) 60+3+6=69 credits  
( 2 year + 3 months)**

- |  |  |
|--|--|
| 1. Total weeks in a semester -----   | 18 weeks   |
| 2. Total class weeks in a semester -----   | 15 weeks   |
| 3. Classes per week in a course -----  | 2 classes  |
| 4. Class duration -----  | 1½ hours   |
| 5. Total classes in a 3- credit course -----   | 30 classes   |
| 6. Total class hours in a 3-credit course -----  | 45 hours   |
| 7. Number of credit courses in a semester-----   | 5 courses  |
| 8. Number of credit courses in a year -----  | 5+5 =10 courses  |
| 9. Total credit courses in MBA program-----  | 20 courses   |
| 10. Credit points of a credit course -----   | 3 credits  |
| 11. Total credit points of taught credit courses in MBA program -----                        | 60 credits   |
| 12. Marks of each 3 credit course -----  | 100 marks.   |
| 13. Credit points of the comprehensive viva voce at the end of the taught courses -<br>----- | 3 credits  |
| 14. Credit points of the thesis at the end of the taught courses -----                       | 6 credits.   |
| 15. Double examination of the thesis -   | 3 credits (100 marks)                                    |
| 16. Defense of the thesis -----  | 3 credits (100 marks)                                    |
| 17. Maximum Period of completion of the MBA program -----                                    | 6 years  |
| 18. Grading system -----   | Existing UGC grading system                              |
| 19. Admission requirements -----   | graduation in any discipline                             |
| 20. Degree requirements -----  | CGPA 2.50  |
| 21. Evaluation system / process-----   | Internal assessment -----30<br>Final examination -----70 |

*Pauli*  
22/11/16

*[Signature]*  
22/11/16

*[Signature]*  
22-11-16

*[Signature]*  
22.11.16

*[Signature]*  
22/11/16

### Compulsory courses in 2-year MBA program

Any 10 (Ten) courses from the under mentioned 22 courses must be taught in the 2-year MBA program except the courses that the students have already completed in their graduation level and the rest 10 courses will be selected by the respective academic council of the university for the MBA program

1. Introduction to Business
2. Principles of Accounting
3. Principles of Management
4. Principles of Marketing
5. Principles of Finance
6. Fundamentals of MIS
7. Computer applications in business / Computing fundamentals
8. Microeconomics
9. Business communication
10. Business Mathematics
11. Bangladesh Studies
12. Business Statistics
13. Legal environment of business (Commercial Law)
14. Labour Law
15. Organizational Behaviour
16. Auditing and Taxation
17. Macroeconomics
18. Entrepreneurship Development & SME Management
19. Strategic Management
20. Banking and bank management
21. History of the Emergence of Bangladesh
22. Bengali literature and culture

23. Consultation time for the students in each course

*Signature*  
21/11/16

*Signature*

*Signature*

*Signature*  
22/11/16