

# Approved Discipline- Specific Requirements for Business Program (BBA and MBA)

## Standard 1: Governance

**Criterion 1-5:** The HEI/POE has a documented class size policy and maintains class size that is appropriate for effective management of the teaching-learning-assessment to ensure better attainment of learning outcomes.

- a) Number of students in a class without Lab Maximum: 40
- b) Class size for Lab Class maximum: 20
- c) Industry Visit maximum: 18 Students
- a) For some lab-based class maximum of 20 students (For example cuisine creation, catering service, front desk operation, selling and negotiation, communication creative, technology, housekeeping, etc.)

## Standard 4: Curriculum:

**Criterion 4-7:** In case of Bachelor degree program curriculum includes minimum 25% of total credits for general education courses with clearly defined course learning outcomes and mapped with PLOs and learning outcome domains of BNQF. In case of Master's degree program curriculum includes minimum 10% of total credits for general education courses with clearly defined course learning outcomes and mapped with PLOs and learning outcome domains of BNQF.

List of General Education courses:

(PoE will select appropriate courses considering the PLOs)

1. History of the Emergence of Bangladesh	11.Introduction to Development Studies
2. Study of Bengal and the Bengali Renaissance	12.Foreign Language other than English
3. English Reading, Writing and Speaking Skills and Public Presentation	13.Principles of Public Relations
	14.Globalization, Development and Change

4. Career Planning and Development	15. Contemporary Social Security Studies
5. Ethics and Social Issues	16. Professional Ethics
6. Ecological System and Environment	17. Science and Technology
7. Introduction to Psychology	18. Sports and Culture
8. Political Thoughts	19. Sustainable Development, etc.
9. Introduction to Philosophy	20. Bangla Language and Literature
10. Introduction to Social Psychology	21. International Relations
	22. Human Rights and Governance

**Criterion 4-9:** Provisions of internship/project/dissertation/field work/work integrated learning opportunities are included in the curriculum.

Provision of work integrated learning

For BBA program either any or any mix of the following: a) Internship b) Fieldwork c) Projects d) Exhibition e) demonstration	For MBA program any or any mix of the following: a) Internship in a company for minimum one semester in managerial position b) Case studies and application models c) Management Research d) Action Consultancy
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## **Standard 6: Students Admission and Support services**

**Criterion 6-1:** The HEI/POE maintains a clearly defined and well-communicated admission policy with transfer and withdrawal provisions, entry requirements that reflect the level of qualifications required to match with the nature of the discipline and mission of the POE. Admission policy is effective to select students who have potentials and are able to afford the academic load to complete the program successfully.

**Requisite qualifications for admission in BBA and MBA program:**

<p>For BBA program</p> <p>a) HSC and or Equivalent</p> <p>b) Any discipline</p> <p><b>Other Qualifications</b></p> <p>a) Capacity for critical thinking</p> <p>b) Communication skills</p> <p>c) Knowledge on National affairs</p> <p>d) Co-curricular activities</p>	<p>Mandatory Requisites for MBA Admission</p> <p>a) Undergraduate degree from any discipline</p> <p>b) Work experience minimum one year in executive level</p> <p>a) Communication skills</p> <p>b) Quantitative Analysis</p> <p>c) Knowledge of country and national Heritage</p>
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**Criterion 6-7:** POE ensures and facilitates the participation of students in co-curricular activities and community services under the management of the HEI on a regular basis to promote creativity, social responsiveness, leadership qualities, values, molding personality towards holistic development.

List of co-curricular activities to support and strengthen self-respect and general respect for others for BBA graduates, for example;

<p>1. Community engagement/service</p> <p>2. Foreign language (Other than English)</p> <p>3. Student Council</p> <p>4. Sports</p> <p>5. Clubs/ Organizations/ Societies</p> <p>6. Volunteering</p> <p>7. Peer Tutoring</p> <p>8. Attending exchange program abroad</p> <p>9. Fund Raising</p> <p>10. Cleaning academic premises</p> <p>11. Organizing/participating cultural events</p> <p>12. Story-writing</p>	<p>13. Debates</p> <p>14. Organizing exhibitions</p> <p>15. Business competition</p> <p>16. Blood donation activities</p> <p>17. Play on theater</p> <p>18. Field visits</p> <p>19. Fieldwork</p> <p>20. Travelling</p> <p>21. Painting, etc.</p> <p>22. Book clubs</p> <p>23. School magazine editor</p> <p>24. Poetry recitation</p>
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*(Note: POE will select appropriate co-curricular activities considering the defined GA & PLOs)*

## **Standard 7: Faculty and Professional staff**

**Criterion 7-8:** The POE maintains ideal combination of faculty with 10% Professor, 20% Associate Professor, 40% Assistant Professor and 30% Lecturer with reasonable teacher student's ratio, depending on the nature of discipline, as necessary for effective teaching learning in the academic program/discipline.

Teacher and student ratio Maximum 1:25

## **Standard 8: Facilities and resources**

**Criterion 8-4:** Laboratory facilities, instructional technology & software, IT learning facilities that are identified through curriculum mapping as necessary to attain the defined learning outcomes of program and course(s) and to conduct research are in good condition with appropriate safety measures, appropriate, adequate and accessible when needed by the students and faculty members under a policy that ensures timely repair/replacement, supply and continuous improvement.

a) List of Essential Labs:

- i) Computer Lab
- ii) Business Solution Lab

b) Following labs, for example, may be established depending upon learning outcomes

- i) Behavioral Science Lab
- ii) Media and Communication Lab;
- iii) List of instructional technology and Software
- iv) Big Data Analytics Lab
- v) Disaster Management Lab
- vi) Cultural and Creativity Lab
- vii) Cuisine Lab, etc.