

ANNUAL REPORT

2018-2019

**BANGLADESH INSTITUTE OF MANAGEMENT
4, SOBHANBAG MIRPUR ROAD DHAKA-1207**

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BOARD OF GOVERNORS OF BANGLADESH INSTITUTE OF MANAGEMENT

Chairman:

Secretary Ministry of Industries,
Government of the People's Republic of Bangladesh

Members :

Director General Bangladesh Institute of Management

Dean Faculty of Mechanical Engineering,
Bangladesh University of Engineering and Technology

Additional/Joint Finance Division, Ministry of Finance,

*Secretary** Government of the People's Republic of Bangladesh

Chairman Bangladesh Chemical Industries Corporation (BCIC)

Chairman Bangladesh Jute Mills Corporation (BJMC)

Chairman Bangladesh Power Development Board (BPDB)

Chairman Bangladesh Steel & Engineering Corporation (BSEC)

Chairman Bangladesh Sugar & Food Industries Corporation (BSFIC)

Chairman Bangladesh Textile Mills Corporation (BTMC)

President Federation of Bangladesh Chamber of Commerce and Industry (FBCCI)

President Metropolitan Chamber of Commerce and Industry, Dhaka (MCCI)

President Bangladesh Employers' Association

Member Secretary :

*Faculty Member*** Bangladesh Institute of Management.

* Nominated by the Secretary, Finance Division

** Nominated by the Director General, BIM



Administrative
Building of BIM,
Dhaka Campus

BIM

A Brief Profile

The origin of what today is known as the Bangladesh Institute of Management (BIM) can be traced back to 1961 when its precursor, the Management Development Centre, East Pakistan, was established. It is the outcome of a tripartite project known as 'East Pakistan Management Development, Supervisory and Instructor Training Centre'. To establish this project, a plan of operation was signed by the then Government of Pakistan, the United Nations and ILO in 1960. The project came into being on 1-1-1961 under the administrative control of the Ministry of Health, Labour and Social Welfare (Labour and Social Welfare Division) of the then Central Government of Pakistan which was subsequently transferred to the Provincial Government of East Pakistan in December 1963.

In 1970, the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the centre with autonomous status.

In 1966, apart from offering short term, subject specific training programmes, a specialized, year-long Post Graduate Diploma in Personnel Management was introduced by the Centre.

After the liberation of the country in 1971, the institute was vested with the responsibility of building up human resources of the newly independent country. Between 1972—75, the public sector was the predominant sector of the economy and the majority of the clients of the institute were drawn from the public sector enterprises. The institute was further involved in providing training to the members of what was proposed to be the Industrial Management Service (IMS).

With gradual shift in development focus and liberalization of the economy from around 1975, there was distinct shift in focus of the activities of BIM. The client base also changed from a predominantly public sector to a mix of public and private sector. During the late 70's to mid 80's, the institute was recipient of major Technical Assistance Projects, which resulted in a major transformation of the institute. It became a hub of management training with participants being drawn from public, private and NGOs sectors. In the year 1981, another year long, Post Graduate Diploma in Industrial Management was introduced.

In the early 90's, the then Bangladesh Management Development Centre (BMDC) was faced with stiff competition in the field of short, subject specific training programmes. The number of participants per course was dwindling as were the number of courses.



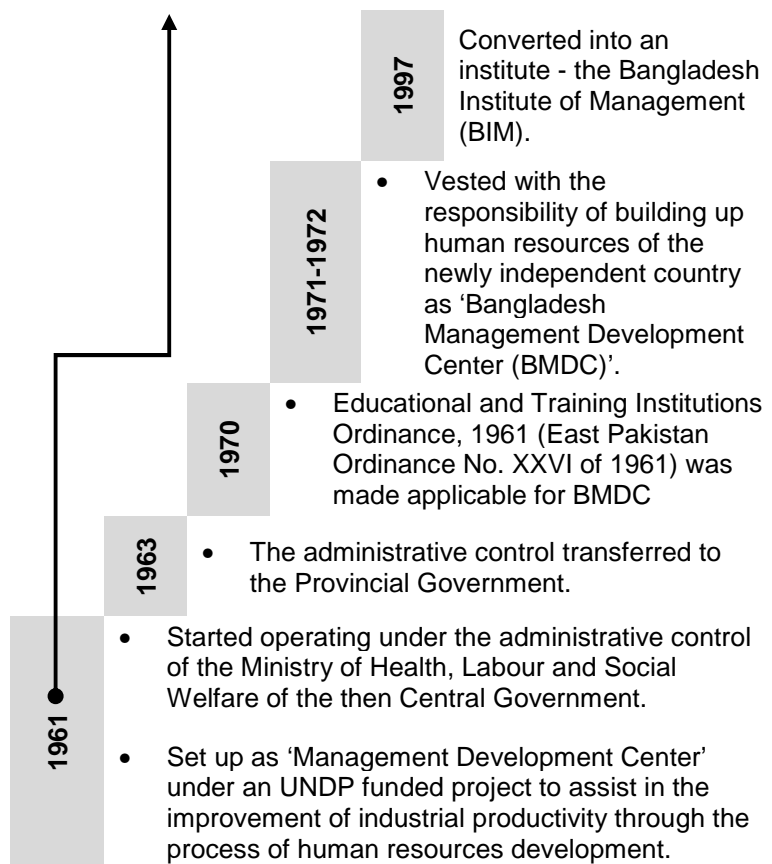
Vision & Mission Statement

“Management Excellence in Bangladesh.”

Our mission is
 “Human Resource Development and Institutional Capacity Building through Management Education, Training, Research and Consultancy Services.”

Against this backdrop, the BMDC took a far-reaching strategic decision to introduce a number of year long, Post-Graduate Diploma (PGD) courses. Three such academic programmes— PGD in Marketing Management, PGD in Financial Management, PGD in Computer Science were introduced. Response to these new diploma programmes, particularly for computer science, was encouraging.

During late nineties, the BMDC started the process of restructuring itself so as to enable it to offer academic programmes designed to create professionals. It was in that light the Bangladesh Management Development Centre (BMDC) was converted into an institute—the Bangladesh Institute of Management (BIM) on August 04, 1997.



In 2008 considering the importance of RMG sector for the well being of Bangladesh economy , a 6 month long diploma in social compliance was introduced by the Institute.

The initiative is further enhanced by introducing another specialized Diploma in Productivity and Quality Management in the current year. Both the programmes were launched in cooperation with German International Cooperation (GIZ).

While Training Research and Consultancy are the three mandated activities of BIM; the major thrust during the last decade has been on training and Post Graduate Diploma Programs.

OUR OBJECTIVES

- ✓ To train and develop managers at all levels engaged in commercial, industrial and service organizations of private, public sector and NGO's.
- ✓ To help improve productivity in different sectors of the economy through Training, Research and Consultancy services.
- ✓ To carrpromoting exchange of knowledge and experience.

Administration and Organization

- The Board of Governors is the highest policy making body of BIM. The Board provides the policy framework for the Institute to operate and monitors its activities.
- The Board of Governors of BIM consists of members drawn from the government, business, trade associations, and academics. The Secretary, Ministry of Industries, Government of the People's Republic of Bangladesh is the Chairman of the Board.
- The Chief Executive of the Institute is the Director General, who is assisted by three Directors.
- The academic programs at BIM are grouped into ten specialized divisions. The divisions are as follows:
 1. Accounting and Financial Management,
 2. Computer Services,
 3. General Management,
 4. Marketing Management,
 5. Human Resource Management,
 6. Production Management,
 7. Productivity and Consultancy,
 8. Project and Social Service Sector,
 9. Research, Evaluation and publication, and
 10. TOT and Behavioral Management.
- In addition to this, there are six other sections namely Administration, Accounts, Audio Visual, Library, Maintenance and Reproduction.
- The BIM has two other campuses- at Chattogram and Khulna, headed by two Deputy Directors.



Training Activities

BIM offers two types of courses: Short courses of one to four weeks long and Diploma courses of six months to one-year duration.

a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs.

Till the year ending June 2019, the total number of short courses organized by the institute has been 4,093 and the total number of executives trained numbered over 67,143.

b. Diploma Courses

Presently, BIM offers the following five post graduate diploma courses of one year each (i) Human Resource Management, (ii) Industrial Management, (iii) Marketing Management, (iv) Financial Management and (v) Computer Science.

Among the post graduate diploma courses mentioned above, the highest participation is observed in the discipline of Human Resource Management. The course has also been offered in Chattogram campus since 1985.

Apart from above Post-Graduate Diploma courses, BIM offers Diploma in “Social Compliance” and “Productivity & Quality Management” of six months duration.

Apart from these two six months long diploma programs BIM has introduced six month long certificate course titled “Advanced Certificate Course on Business Administration”. In the last three batches of ACBA 84 participants have enrolled and 77 participants have completed the course successfully.

Diploma Course

1966

- Number of Course(s) 01
- Number of Participants Enrolled 37

2019

- Number of Course(s) Running 07
- Number of Participants Enrolled 826

1966 to 2018

- Number of Participants Enrolled 16,641
- Total Number of Participants Graduated 10,943

Diploma Programs | Time-line

1966

Postgraduate Diploma in Personnel Management (PGDPM) was introduced.

1981

Post Graduate Diploma in Industrial Management (PGDIM) was introduced.

1994

Three academic programs - Post Graduate Diploma in Marketing Management, Post Graduate Diploma in Financial Management, Post Graduate Diploma in Computer Science were introduced.

2002

Post Graduate Diploma in Business Management was introduced in place of Post Graduate Diploma in Industrial Management.

2008

Diploma in Social Compliance was introduced in cooperation with German International Cooperation (GIZ).

2011

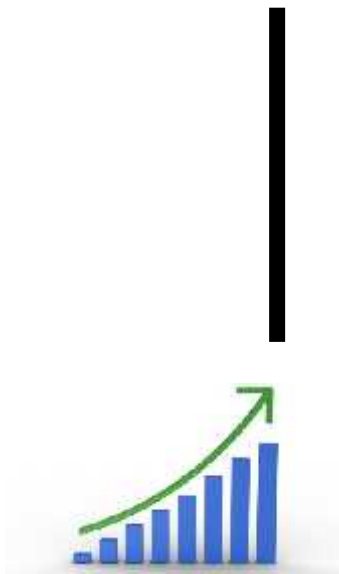
- Postgraduate Diploma in Personnel Management (PGDPM) was updated as Postgraduate Diploma in Human Resource Management (PGDHRM).
- Reintroduction of Post Graduate Diploma in Industrial Management (PGDIM).

2013

- Diploma in Productivity and Quality Management has been launched in cooperation with German International Cooperation (GIZ) on January 31, 2013.
- Post Graduate Diploma in Human Resource Management has been reintroduced in Khulna campus after an interval of six years.
- Online application and admission systems have been implemented in Postgraduate Diploma Programs.

2019

- Post Graduate Diploma in five subjects started with 826 participants.



Other Activities

a. Consultancy

BIM has multidisciplinary experience in consultancy services and has rendered services to various national and international agencies and organizations.

The clientele include among others, Ministry of Planning, Ministry of Finance, Bangladesh Freedom Fighters Welfare Trust (BFFWT), Skills & Training Enhancement Project (STEP) under the Ministry of Education (MOE), Upazilla Governance Project (UZGP), under the Ministry of Local Government, Employment Generation Program for the Poorest (EGPP), a project under the Ministry of Disaster Management and Rehabilitation (MoDMR), Secondary Education Quality Access & Enhancement Project (SEQAEP), Bureau of Educational Information and Statistics (BANBEIS), Bangladesh Energy Regulatory Commission, Trading Corporation of Bangladesh, Power Development Board (PDB), Export Promotion Bureau (EPB), Bangladesh Chemical Industries Corporation (BCIC), Bangladesh Inland Water Transport Corporation (BIWTC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Investment Corporation of Bangladesh (ICB), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA) etc. In-house services are also provided to various organizations on need basis.

b. Research

BIM also undertakes research projects. Such research projects deal with Training and Management Development, Corporate Management, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc. In the last fiscal year BIM has conducted two research projects namely “Analysis of Renewable Energy Projects under TR/Kabikha Fund toward Achieving Sustainable Development Goals by Reducing Energy Poverty” and Cost Estimation, Market Potential Assessment and Feasibility Study on Cement Bonded Particle Board (CBPB).

c. Publication

“Management Development” a quarterly publication of Bangladesh Institute of Management always solicits articles on contemporary issues in the field of socio-economic, business management, human resource development etc. While articles that are based on empirical studies are preferred articles on innovative and creative approaches to business, socio-economic, business management, human resource development are always welcome.

Resources

a. Faculty

BIM can rightly boast of a multi-disciplinary faculty who bring with them not only academic distinction but also professional competence of a high degree. BIM has taken particular care to train up its faculty both at home and abroad so that they are able to discharge their duties to the best of their ability and to the complete satisfaction of their clientele. Most of the faculty members have had some experience in the industry which enables them to better empathies with the participants, who are mostly drawn from the trade and industry. This also adds to the effectiveness of the courses offered by BIM.



BIM Library



Participants in the
Computer Lab., BIM

b. Physical Facility

The main campus of BIM is located on five acres of land at 4, Sobhanbag, Mirpur Road, in the centre of Dhanmondi, Dhaka. As the work of “BIM Strengthening Project” has started some part of BIM’s old construction was demolished for further construction of 12 storied building. At present there are fourteen fully equipped, air-conditioned classrooms, five of which are of international standard. After the completion of the project there will be 28 classrooms with modern training facilities where 1,850 participants can be accommodated at a time. The old hostel of BIM is also under construction so there is only one building containing 15 air-conditioned rooms including twin beds and dining facility for 30 individuals but the capacity will be more than double after the completion of the project. BIM has similar, though smaller facilities in the other two major cities of Bangladesh— Chattogram and Khulna.

c. Computer Labs

BIM has two computer labs equipped with the latest state of the art microcomputers numbering over 100. The computer labs are suitably designed to provide conducive learning environment to the participants of computer related courses. Latest softwares are available for running database, spreadsheet and word-processing applications. A modern Computer lab facility is also available for the participants at the Chittagong Campuses.

d. Library Facilities

The fully air-conditioned library at Dhaka has a rich collection of books on various aspects of management and modern business practices as well as a large number of national and international journals. Library facilities are available to all participants and other readers interested in management education. On 2013 an MoU has been signed between DIU & BIM, specially to use the digital library of DIU for the all participants and faculty of BIM.

Technical Co-operation with International Agencies

The Institute has received assistance from a number of international institutions and agencies including the World Bank, USAID, UNDP, ITC/GATT/UNCTAD, UNIFEM and others. It has collaborated with agencies such as the ILO, ITC and UNICEF, IFAD, AARRO and with institutions such as the Asian Productivity Organization (APO), International Centre for Public Enterprises (ICPE), Asian Regional Training and Development Organization (ARTDO), Morocco, Malaysia and German International Cooperation (GIZ).

Short Courses|2018-2019

Table No. 01
Number of Short Courses Organized
for the Period 2018 - 2019

SL. No.	Name of Division	No. of Course Held		Total
		Regular*	Special*	
1.	Accounting and Financial Management	15	12	27
2.	Computer Services	10	2	12
3.	General Management	10	0	10
4.	Marketing Management	2	0	2
5.	Human Resource Management	6	2	8
6.	Production Management	4	0	4
7.	Productivity and Consultancy	3	0	3
8.	Project and Social Service	1	11	12
9.	Research and Publication	3	0	3
10.	TOT and Behavioral Management	3	0	3
11.	Chattogram Campus	3	0	3
12.	Khulna Campus	0	0	0
Grand total		60	27	87

'Regular Course(s)' refers to the accomplishment of a scheduled course; 'Special Course(s)' are the courses that are offered by BIM outside of the scheduled course.

✓ Short courses have been the focal activity of BIM for the Year under review.

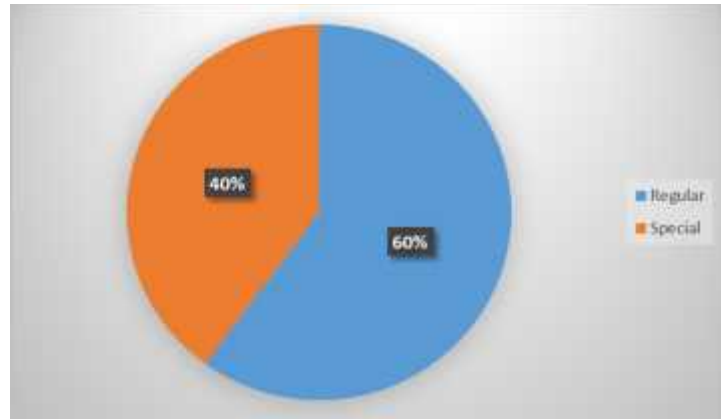
✓ A total of 87 courses were conducted in the year 2018-2019.

Participants in Short Courses|2018 -2019

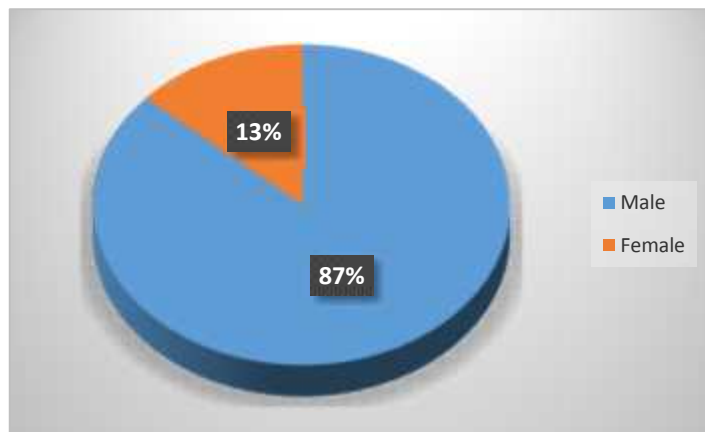
Table No. 02
Participants by Type of Courses, 2018-2019

Type of Course	No. of Participants		
	Male	Female	Total
Regular	903	144	1047
Special	605	90	695
Total	1508	234	1742

Graph No. 01
Percentage of participants by Type of Courses, 2018 – 2019



Graph No. 02
Percentage of Participants by Sex, 2018- 2019



Diploma Programmes|2019

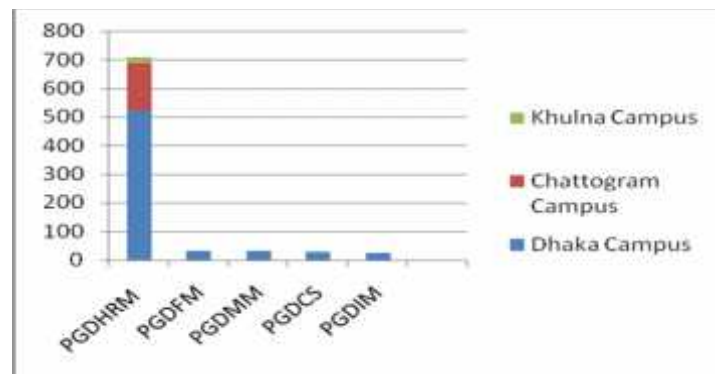
Table No. 3
Enrollment in the Post-Graduate Diploma Courses, 2019

Name of Diploma Course	Enrollment (2019)
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Dhaka Campus)	521
• Post Graduate Diploma in Financial Management (PGDFM)	32
• Post Graduate Diploma in Marketing Management (PGDMM)	31
• Post Graduate Diploma in Computer Science (PGDCS)	28
• Post Graduate Diploma in Industrial Management (PGDIM)	25
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Chattogram Campus)	165
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Khulna Campus)*	24
Total	826

During the year 2018-2019, the five Post-Graduate Diploma Programmes were run as usual.

Table No. 03 shows the number of participants enrolled in the Post Graduate Diploma programs during the academic year of 2019.

Figure No. 03
Enrollment in the Post-Graduate Diploma Courses, 2019



Major Consultancy Works|2018-2019

BIM is engaged in providing various consultancy services such as assist in recruitment process, feasibility study, capacity building, development of training manuals, etc for several years.

During the year of 2018-2019, BIM successfully arranged and conducted recruitment tests for ministry of Textiles and Jute for different positions.

Employee Development|2018-2019

BIM firmly believes that employee development activities help in the growth and development of employees, who are the true assets of an organization.

The fund available with BIM has for developing its employees is very limited. BIM has to depend largely upon the opportunities that the Ministry of Industries provides through making available the different short training courses. During the year under review, BIM has been fortunate enough to avail international training programmes through the courtesy of the Ministry of Industries. A detail list of faculty members who have participated in the various training programmes both at home and abroad is presented below.

Table No. 4
List of Faculty Members participated in Course/Seminar//Workshop
During the Year 2018- 2019

S/N	Name of the Faculty Member/ Officer/ Staff	Course/Seminar/ Workshop	Venue, Duration
1	Md. Rajibul Hoque.	Internal Audit on HR	BIM, Dhaka July 15 -16, 2018.
2	Md. Salim Ullah	Online Office Management	BIM, Dhaka July 15 - 26, 2018.
3	Tanvir Hossain	Public Procurement Processing and Approval Procedure	BIM, Dhaka August 06 - 09, 2018.
4	Md. Rajibul Hoque	Online Office Management	BIM, Dhaka August 05 - 16, 2018.
5	Aklima Zaman	Basic Human Resource Management	BIM, Dhaka October 07-11, 2018
7	Tanvir Hossain	PPR 2008 and Public Procurement Management	BIM, Dhaka October 07-18, 2018
8	Md. Rajibul Hoque	Bangladesh Labor Act 2006 and Labor Rules 2015	BIM, Dhaka October 14-18, 2018
9	Faculty Members & Officers of BIM	তথ্য অধিকার আইন ২০০৯	BIM, Dhaka November 28, 2018.
10	Staffs of BIM	তথ্য অধিকার আইন ২০০৯	BIM, Dhaka November 29, 2018.
11	Lamia Farha	Professional Income Tax & VAT Management	BIM, Dhaka December 23-27, 2018
12	Lamia Farha Md. Rajibul Hoque Shaikh Sajibur Rahman.	Program for Introduction & Extension of KAIZEN	SME Foundation, 16-17 Oct, 2018
13	Lamia Farha Md. Rajibul Hoque Shaikh Sajibur Rahman	Program for Introduction & Extension of KAIZEN	SME Foundation, 21-22 Oct, 2018
14	Md. Mehboob Hasan Kallol,	উৎপাদনশীলতা উন্নয়নবিষয়ক ৫S কৌশল	BIM, 24 December 2018
15	Staffs of BIM	National Integrity Strategy	BIM, Dhaka January 03,19
16	Staffs of BIM	Attendance Ordinance 1982, Conduct Rules 1979 & Secretariat Instruction 2014	BIM, Dhaka January 04,19
17	Faculty Members of BIM	E-Nothi : Scope & Challenges	BIM, Dhaka 05 July,18- 12 February, 2019 (06 Days)
18	Lamia Farha	Research Methodology	NAPD 03-14 February 2019,
19	Md. Rajibul Hoque	ISO: 14001 Environment Management System Lead Auditor Training	October 5-10,2018 Savar EPZ (Five Days)
20	Md. Rajibul Hoque	ISO: 9001 Quality Management System Lead Auditor Training	BIM, Dhaka 26-30 April, 2019 BIM, (Five Days)
21	Md. Mehboob Hasan Kallol	Web Portal	Bangladesh Computer Council; 06-07 May 2019
22	Faculty Members & Officers of BIM	National Integrity Strategy	BIM, 15 May, 2019

S/N	Name of the Faculty Member/ Officer/ Staff	Course/Seminar/ Workshop	Venue, Duration
23	Faculty Members & Officers of BIM	Attendance Ordinance 1982, Conduct Rules 1979 & Secretariat Instruction 2014	BIM, 16 May, 2019
24	Engr. Abu Naser Md., Shahidullah, Akhund A. Shamsul Alam, Md. Mehboob Hasan Kallol, Mohammad Mainul Islam, Farkhunda Dorin, Lamia Farha, Tanvir Hossain, Mohammad Sayeedur Rahman, Nirjhar Mazumder,	Faculty Development Programme	University of Malaya, Kuala Lumpur; June 27- July 06, June, 2019
25	S.M. Ariful Islam, Dr. Uttam Kumar Datta, Dr. Engr. Md. Mamunur Rashid M. Amenoor , Md. Zafar Ali, Md. Rajibul Hoque, .Shaikh Sajibur Rahman, Mamun Muztaba, Md. Rabiul Islam Khan	Faculty Development Programme	University of Malaya, Kuala Lumpur; 19-28 June, 2019
26	Faculty Members of BIM	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	May 16-18, 2019
27	Faculty Members of BIM	সরকারি ক্রয় ব্যবস্থাপনা	June 15-18, 2019
28	Faculty Members of BIM	সরকারি অর্থ ব্যবস্থাপনা	June 27-29, 2019
29	MD. Ekramul Hoque	ICT for Office Management	05 - 16 May, 2019
30	Dr. Uttam Kumar Datta Aklima Zaman	On line Training on Right to Information Act, 2009 for Government Designated Officers	15 Hours

BIM Activities in Picture:



In the presence of Honorable Minister of Ministry of Industries, People's Republic of Bangladesh, Mr. Nurul Majid Mahmud Humayun MP, and Honorable State Minister Mr. Kamal Ahmed Mojumder MP Annual Performance Agreement was signed between Honorable secretary, Ministry of Industries and Chairman of Board of Governors, BIM, Mr. Md. Abdul Halim and Director General BIM, Tahmina Akhter, in the signing ceremony of Annual Performance Agreement among Ministry of Industries and its departments and institutions.

Honorable Director General, BIM
Tahmina Akhter, Director Training & Admin
Dr. Parveen Ahmed and Director Finance
Engr. Abu Naser Md. Shahidullah
at the Inaugural Ceremony of Diploma in
Social Compliance batch :17 in Cooperation
of GIZ.



Comparison Between 2017-2018 & 2018-2019 Short Courses

Table No. 5

Number of Short Courses: 2017-2018 & 2018-2019

Sl. No.	Name of the Division	Number of Short Courses	
		2017-18	2018-19
1.	Accounting and Financial Management	24	27
2.	Computer Services	7	12
3.	General Management	9	10
4.	Marketing Management	1	2
5.	Human Recourse Management	10	8
6.	Production Management	1	4
7.	Productivity and Consultancy	3	3
8.	Project and Social Service	10	12
9.	Research and Publication	4	3
10.	TOT and Behavioral Management	3	3
11.	Chattogram Campus	5	3
12.	Khulna Campus	0	0
	Total	77	87

Comparison Between 2017-2018 & 2018-2019 Diploma Courses

Table No. 6

Enrollment in the Post-Graduate Diploma Courses

Name of the Post Graduate Diploma Course	Enrollment	
	2018	2019
▪ Human Resource Management (HRM) (Dhaka Campus)	567	521
▪ Financial Management	45	32
▪ Marketing Management	52	31
▪ Computer Science	32	28
▪ Industrial Management	29	25
▪ Human Resource Management (HRM) (Chattogram Campus)	164	165
▪ Human Resource Management (HRM) (Khulna Campus)	32	24
Total	921	826

Income and Expenditure 2018-2019

Income of BIM

Sl. No.	Head	2019-2020
1.	Government Grant	10,27,04,770
2.	Own Earning	2,73,97,080

Expenditure of BIM

Sl. No	Economic Code	Heads of Expenditure	2018-2019
1	3111101	Officer's Salary	17,785,482
2	3111201	Employee Salary	14,691,683
3	3111302	Travel Allowances	101,802
4	3111306	Education Allowances	522,000
5	3111310	House Rent	5,386,046
6	3111311	Medical Allowances	1,716,532
7	3111314	Tiffin	141,400
8	3111315	Uniform	248,405
9	3111316	Washing Charge	55,000
10	3111325	Festival Bonus	5,106,600
11	3111327	Overtime	1,249,957
12	3111328	Recreational Allowance	9,900
13	3111331	Refreshment	9,900
14	3111332	Honorarium/ Fee/	464,600
15	3111335	New-year Allowance	499,274
17	3111338	Other Allowances	731,757
18	3211109	Wages (Labour)	253,414
19	3211110	Legal Expenditure	-
20	3211111	Seminar & Conference	55,000
21	3211113	Electricity	1,845,939
22	3211115	WASA	1,636,816
23	3211119	Postal Cost	43,260
24	3211120	Telephone/Telegram	176,193
25	3211125	Circulation & Advertisement	628,944

Sl. No	Economic Code	Heads of Expenditure	2018-2019
26	3211127	Book, Journal	27,304
27	3221101	Audit Fee	-
28	3221108	Insurance/Bank Charges	28,457
29	3231201	Training Cost	6,418,531
30	3241102	Transport (Conveyance)	193,742
31	3243101	Petrol Lubricant	1,278,699
32	3243102	GAS & Fuel	867,449
33	3252101	Bed	95,743
34	3255102	Printing and Binding	362,297
35	3255104	Stationery, Seal & Stamp	1,023,906
36	3257101	Consultancy	37,059,101
37	3257103	Research	493,000
38	3257301	Ceremonial Festival	418,600
39	3258101	Vehicle	482,424
40	3258102	Furniture	74,528
41	3258103	Computer/Office Fixture	189,599
42	3258105	Machine & Tools	92,872
43	3258106	Residential Building	2,428,787
44	3258107	Office Building	4,698,911
45	3258140	Vehicle Maintenance	213,681
46	3421506	Contributory Provident Fund	3,124,757
47	3731101	Gratuity	3,140,500
48	3821102	Land Tax	64,636
49	3821103	Municipality Tax	125,700
50	4112101	Vehicle Maintenance	8,973,819
51	4112201	ICT/ E - Governance	999,000
52	4112202	Computer Equipment	1,977,079
53	4112303	Electrical Equipment	851,277
54	4112314	Furniture	1,047,447
		Total	130,101,850

ANNEXURE - 01

LIST OF TRAINING PROGRAMS ORGANIZED DURING 2018 - 2019

S.L No	Course Name	Time	Venue	Course Coordinator	No. of Participants
1	Cyber Security Awareness Workshop	July 27 - 28, 2018	BIM, Dhaka	S.M. Ariful Islam	37
2	Internal Audit on HR	July 27 - 28, 2018	BIM, Dhaka	Md. Manzur Hossain	32
3	Spreadsheet Analysis with Microsoft Excel	July 23 - 26, 2018	BIM, Dhaka	Farkhunda Dorin	25
4	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	July 22 - 26, 2018	BIM, Dhaka	Akhand A. Shamsul Alam	10
5	Online Office Management	July 15 - 26, 2018	BIM, Dhaka	S.M. Ariful Islam	31
6	Motivating people at Workplace	July 23 - 24, 2018	BIM, Dhaka	Lamia Farha	20
7	Operations and Supply Chain Management	July 05 - 07, 2018	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	7
8	Total Quality Management	Aug. 05 - 08, 2018	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	8
9	Accounting Software Tally ERP 9	Aug. 03 - 11, 2018	BIM, Dhaka	Tanvir Hossain	9
10	Financial Management for Executives	Aug. 05 - 09, 2018	BIM, Dhaka	M. Amenoor	17
11	Public Procurement Processing and Approval Procedure	Aug. 06 - 09, 2018	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	19
12	Public Procurement Processing and Approval Procedure	Aug. 06 - 09, 2018	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	18
13	Public Service Innovation	Aug. 08 - 09, 2018	BIM, Dhaka	Farkhunda Dorin	28
14	Intellectual Property Rights	Aug. 04 - 14, 2018	BIM, Dhaka	Mohammad Sayeedur Rahman	16
15	e - Governance and ICT Infrastructure for Implementation of Digital Bangladesh	Aug. 05 - 16, 2018	BIM, Dhaka	S.M. Ariful Islam	17
16	Online Office Management	Aug. 05 - 16, 2018	BIM, Dhaka	S.M. Ariful Islam	31
17	Public Service Innovation	Sept. 05 - 06, 2018	BIM, Dhaka	Farkhunda Dorin	13
18	Public Financial Management	Sept. 09 - 14, 2018	BIM, Dhaka	Tanvir Hossain	10
19	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Sept. 14 - 15, 2018	BIM, Dhaka	M. Amenoor	21
20	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Sept. 14 - 15, 2018	BIM, Dhaka	M. Amenoor	36
21	PPR 2008 and Public Procurement Management	Sept. 16 - 27, 2018	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	35
22	Online Office Management	Sept. 16 - 27, 2018	BIM, Dhaka	S.M. Ariful Islam	33
23	Basic Management and Human Resource Development	Sept. 23 - 27, 2018	BIM, Dhaka	Md. Zafar Ali	16
24	Supply Chain Management	Sept. 23 - Oct.03, 2018	BIM, Dhaka	Mohammad Sayeedur Rahman	13
25	Practical Income Tax and Vat Management	Sept. 23 - Oct.03, 2018	BIM, Dhaka	Md. Manzur Hossain	54
26	Effective Business Communication	Sept. 26 - 27, 2018	BIM, Dhaka	Md. Rajibul Haque	28
27	Project Management	Sept. 27 - 29, 2018	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	30

S.L No	Course Name	Time	Venue	Course Coordinator	No. of Participants
28	Effective Budget & Budgetary Control	Sept.07-11, 2018	BIM, Dhaka	M. Amenoor	11
29	Basic Human Resource Management	Oct. 07-11, 2018	BIM, Dhaka	Mohammad Mainul Islam	10
30	Management for New Managers	Oct. 07-11, 2018	BIM, Dhaka	Lamia Farha	10
31	PPR 2008 and Public Procurement Management	Oct. 07-18, 2018	BIM, Dhaka	Md. Aminul Islam	17
32	Bangladesh Labor Act 2006 and Labor Rules 2015	Oct.14-18, 2018	BIM, Dhaka	Mohammad Mainul Islam	10
33	TOT On Recent Governance Issues of Bangladesh	Oct.19-20, 2018	BIM, Dhaka	Shaikh Sajibur Rahman	44
34	Public Procurement Management	Oct.19-21, 2018	BIM, Dhaka	Dr. Eng. Md. Mamunur Rashid	14
35	PPR 2008 and Annual Procurement Planning	Oct.21-25, 2018	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	34
36	Training of Trainers(TOT)	Oct.21-25, 2018	BIM, Dhaka	Md. Mahbub ul Alam	16
37	Online Office Management	Oct. 21-Nov. 01, 2018	BIM, Dhaka	S.M. Ariful Islam	33
38	Financial Statement Analysis for Decision Making	Oct. 28 - Nov. 08, 2018	BIM, Dhaka	Md. Rajibul Haque	11
39	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Nov. 02-03, 2018	BIM, Dhaka	M. Amenoor	21
40	Intellectual Property Rights(IPRs)	Nov. 03-13, 2018	BIM, Dhaka	Mohammad Sayeedur Rahman	10
41	Spreadsheet Analysis With Microsoft Excel	Nov. 12-15, 2018	BIM, Dhaka	Farkhunda Dorin	24
42	Leadership Development	Nov. 25-29, 2018	BIM, Dhaka	Lamia Farha	21
43	PPR 2008 and Annual Procurement Planning	Nov.25-29, 2018	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	38
44	Cyber Security Awareness Workshop	Nov. 02-03, 2018	BIM, Dhaka	S.M. Ariful Islam	23
45	ICT for Office Management	Nov.04-15, 2018	BIM, Dhaka	S.M. Ariful Islam	14
46	TOT On Recent Governance Issues of Bangladesh	Nov. 23-24 , 2018	BIM, Dhaka	Md. Zafar Ali	31
47	Accounting Software Tally. ERP9	Dec. 7,8,14 &15,2018	BIM, Dhaka	Tanvir Hossain	10
48	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	Dec 09-13, 2018	BIM, Dhaka	Mohammad Mainul Islam	16
49	Supply Chain Management	Dec 20-29, 2018	BIM,CTG	Engr. Md. Tariqul Islam	22
50	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	Dec 21, 2018	BIM, Dhaka	Akhand A. Shamsul Alam	21
51	Professional Income Tax & VAT Management	Dec 23-27, 2018	BIM, Dhaka	Tanvir Hossain	11
52	Brand Management: Incredible Brand Building Strategy	Dec 09-12, 2018	BIM, CTG	Nirjhar Mazumder	9
53	Online Office Management	Dec 02-13, 2018	BIM, Dhaka	S.M. Ariful Islam	18
54	Effective Team Building	Jan. 07-08, 2019	BIM, Dhaka	Lamia Farha	13
55	Computer Application in Financial Management	Jan. 19, 2019	BIM, Dhaka	Md. Rajibul Haque	9
56	Certificate Course on Human Resource Management (CHRM)	Jan. 20-3, 2019	BIM, Dhaka	Shaikh Sajibur Rahman	12
57	Digital Marketing	Jan. 20-31, 2019	BIM, Dhaka	Farkhunda Dorin	10
58	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Jan. 26-27, 2019	BIM, Dhaka	M. Amenoor	30

S.L No	Course Name	Time	Venue	Course Coordinator	No. of Participants
59	Effective Budget & Budgetary Control	Jan. 27-31, 2019	BIM, Dhaka	M. Amenoor	10
60	PPR,2008 and Public Procurement Management	Feb. 03-07, 2019	BIM, Dhaka	Md. Aminul Islam	13
61	Public Service Innovation	Feb. 12-13, 2019	BIM, Dhaka	Farkhunda Dorin	30
62	Training of Trainers (TOT)	Feb.24-28, 2019	BIM, Dhaka	Md. Mahbub ul Alam	11
63	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Feb.16-17, 2019	BIM, Dhaka	M. Amenoor	26
64	Bangladesh Labor Act 2006 (With latest amendment)	Feb.22, 2019	BIM, CTG	Akhand A. Shamsul Alam	16
65	Online Office Management	Feb.17-28, 20 19	BIM, Dhaka	S.M. Ariful Islam	24
66	Financial Management for Executives	March 02-06, 2019	BIM, Dhaka	M. Amenoor	15
67	Human Resource Management for New HR Professionals	March 03-14, 2019	BIM, Dhaka	Mohammad Mainul Islam	17
68	Effective Managerial Communication	March 06-07, 2019	BIM, Dhaka	Lamia Farha	11
69	Advanced Supply Chain Management	March 10-21, 2019	BIM, Dhaka	Md. Aminul Islam	11
70	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	March 18-22, 2019	BIM, Dhaka	Akhand A. Shamsul Alam	14
71	Human Resource Management for Executives	March 21-30, 2019	BIM, CTG	Engr. Md. Tariqul Islam	21
72	Financial Management & Valuation for Non- Financial Personnel	March 22-23, 2019	BIM, Dhaka	Md. Rajibul Haque	9
73	Public Service Innovation	March 09-10, 2019	BIM, Dhaka	Farkhunda Dorin	20
74	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	March 23-24, 2019	BIM, Dhaka	M. Amenoor	27
75	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	March 23-24, 2019	BIM, Dhaka	M. Amenoor	30
76	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	March 30-31, 2019	BIM, Dhaka	M. Amenoor	13
77	Motivating Peple Workplace	April 03-04, 2019	BIM, Dhaka	Lamia Farha	10
78	The Art Effective Selling and Sales manship	April 26-27, 2019	BIM, Dhaka	Dr. Uttam Kumar Datta	11
79	Feasibility Study for Investment Project	April 28- May 02, 2019	BIM, Dhaka	Tanvir Hossain	13
80	Supply Chain Management	April 18-27, 2019	BIM, CTG	Engr. Md. Tariqul Islam	31
81	Training of Trainers (TOT)	April 28- May 02,2019	BIM, Dhaka	Md. Mahbub ul Alam	19
82	Online Office Management	April 15-29, 2019	BIM, Dhaka	S.M. Ariful Islam	24
83	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	April 27-28, 2019	BIM, Dhaka	M. Amenoor	30
84	ICT for Offic Management	May 05-16, 2019	BIM, Dhaka	S.M. Ariful Islam	10
85	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	May 04-05, 2019	BIM, Dhaka	M. Amenoor	32
86	সরকারী অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	May 22-23, 2019	BIM, Dhaka	M. Amenoor	21
87	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	June 22-23, 2019	BIM, Dhaka	M. Amenoor	36

ANNEXURE 02**SHORT COURSES
(1961-1962 - 2018-2019)**

Year	No. of Courses	No. of Participants
1961-1962	11	151
1962-1963	22	491
1963-1964	28	526
1964-1965	14	221
1965-1966	24	370
1966-1967	23	487
1967-1968	21	347
1968-1969	31	506
1969-1970	34	325
1970-1971	22	387
1971-1972	20	332
1972-1973	36	565
1973-1974	12	216
1974-1975	11	330
1975-1976	18	535
1976-1977	24	440
1977-1978	44	768
1978-1979	56	1222
1979-1980	66	1353
1980-1981	54	1696
1981-1982	109	1793
1982-1983	91	1425
1983-1984	99	1651
1984-1985	79	1351
1985-1986	78	1042
1986-1987	119	1260
1987-1988	103	1199
1988-1989	117	1364
1989-1990	74	825
1990-1991	33	450
1991-1992	88	1058
1992-1993	74	890
1993-1994	50	618
1994-1995	56	771
1995-1996	78	1023
1996-1997	76	1006
1997-1998	71	846
1998-1999	76	803
1999-2000	106	1190
2000-2001	114	1649

Year	No. of Courses	No. of Participants
2001-2002	100	1272
2002-2003	84	1122
2003-2004	81	1051
2004-2005	86	1042
2005-2006	88	1264
2006-2007	68	817
2007-2008	71	1052
2008-2009	42	971
2009-2010	37	529
2010-2011	105	1583
2011-2012	59	925
2012-2013	68	1302
2013-2014	113	2458
2014-2015	137	3084
2015-2016	112	1,890
2016 - 17	113	2,066
2017 - 18	77	1,292
2018 - 19	87	1,742

**POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT
(1966-67 TO 2010)**

Year	Participants Enrolled	Participants Graduated
1966-67	37	29
1967-68	39	24
1968-69	27	12
1969-70	31	22
1970-71	35	18
1971-72	24	11
1972-73	34	17
1973-74	45	17
1974-75	45	38
1975-76	60	38
1976-77	53	37
1977-78	49	33
1978-79	76	37
1979-80	50	33
1980-81	48	32
1981-82	60	42
1982-83	55	48
1983-84	54	44
1984-85	54	42
1985-86	90	65
1986-87	96	74
1987-88	95	61
1988-89	101	56
1989-90	103	70
1990-91*	-	15
1991-92	104	76
1992-93	103	70
1993-94	106	76
1994-95	102	72
1995-96	165	117
1996-97	180	120
1997-98	208	128
1998-99	212	126
1999-2000	214	137
2000-2001	196	97
2001-2002	232	143
2002-2003	190	90
2004	223	148
2005	262	193
2006	375	261
2007	396	276
2008	378	245
2009	370	271
2010	346	291

*During the year 1990-91, Post Graduate Diploma in Management (PGDM) was offered instead of two individual traditional courses (PGDPM and PGDIM). A total of 30 participants were admitted in the course and after completion of the 1st part, 15 participants did their specialization in Personnel Management.

** In 2011, Post Graduate Diploma in Personnel Management (PGDPM) was updated as Post Graduate Diploma in Human Resource Management (PGDHRM).

ANNEXURE- 04**POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
(2011- 2019)**

Year	Participants Enrolled	Participants Graduated
2011	381	312
2012	499	425
2013	596	470
2014	642	470
2015	684	544
2016	888	616
2017	717	614
2018	763	694
2019	521	-

ANNEXURE - 05**POST GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT
(1980-81 TO 2001-02 & 2012-2019)**

Year	Participants Enrolled	Participants Graduated
1980-81	39	27
1981-82	36	24
1982-83	49	33
1983-84	45	31
1984-85	51	37
1985-86	47	34
1986-87	51	28
1987-88	52	34
1988-89	70	41
1989-90	60	36
1990-91*	-	13
1991-92	46	16
1992-93	52	18
1993-94	45	15
1994-95	55	15
1995-96	30	8
1996-97	27	13
1997-98	41	15
1998-99	22	13
1999-2000	14	10
2000-2001	16	10
2001-2002	8	5
2012	32	24
2013	42	26
2014	45	27
2015	36	24
2016	39	32
2017	28	23
2018	23	22
2019	25	-

ANNEXURE - 06**POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT
(1994 - 95 to 2019)**

Year	Participants Enrolled	Participants Graduated
1994-95	60	40
1995-96	60	25
1996-97	72	45
1997-98	73	44
1998-99	74	32
1999-2000	45	24
2000-2001	52	36
2001-2002	57	35
2002-2003	34	20
2004	22	8
2005	27	13
2006	24	16
2007	29	17
2008	28	13
2009	16	13
2010	21	14
2011	18	9
2012	41	29
2013	57	38
2014	56	34
2015	46	38
2016	42	32
2017	49	31
2018	52	45
2019	31	-

ANNEXURE - 07**POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT
(1994-95 TO 2019)**

Year	Participants Enrolled	Participants Graduated
1994-95	60	39
1995-96	60	28
1996-97	65	21
1997-98	71	32
1998-99	62	33
1999-2000	45	31
2000-2001	43	25
2001-2002	54	32
2002-2003	24	19
2004	31	21

Year	Participants Enrolled	Participants Graduated
2005	41	27
2006	38	25
2007	51	35
2008	52	38
2009	57	28
2010	52	24
2011	31	19
2012	57	32
2013	77	43
2014	91	21
2015	65	31
2016	61	53
2017	62	46
2018	45	37
2019	32	-

ANNEXURE - 08
**POST GRADUATE DIPLOMA IN COMPUTER SCIENCE
(1994-95 TO 2019)**

Year	Participants Enrolled	Participants Graduated
1994-95	97	63
1995-96	78	56
1996-97	88	47
1997-98	82	66
1998-99	80	51
1999-2000	69	46
2000-2001	80	57
2001-2002	73	39
2002-2003	50	28
2004	22	11
2005	27	23
2006	24	17
2007	29	17
2008	28	24
2009	16	20
2010	21	19
2011	18	21
2012	41	33
2013	31	24
2014	33	23
2015	23	17
2016	29	23
2017	25	18
2018	32	28
2019	28	-

ANNEXURE - 9**DIPLOMA IN SOCIAL COMPLIANCE (2008-2019)**

Year	Participants Enrolled	Participants Graduated
2008(1st Batch)	32	25
2009(2nd Batch)	32	31
2010 (3 rd Batch)	32	28
2011 Batch	30	27
2011 Batch	34	29
2012 Batch	33	29
2013 Batch	34	30
2014(1st Batch)	44	36
2014(2nd Batch)	44	39
2015 Batch	45	39
2016 (1st Batch)	46	39
2016 (2nd Batch)	46	43
2017 (1st Batch)	77	63
2017 (2nd Batch)	76	69
2018 (1st Batch)	60	53
2018 (2nd Batch)	57	-

ANNEXURE - 10**DIPLOMA IN PRODUCTIVITY & QUALITY MANAGEMENT
(2013-2019)**

Year	Participants Enrolled	Participants Graduated
2013	14	11
2014 (Batch)	15	10
2014(Batch)	19	15
2015	13	11
2016	17	14
2017	17	18 (3 from Batch 5)
2018	22	18
2019	17	-

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OFFICERS

Senior Administrative Officer

(Additional Charge)

Nirjhar Mazumder

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Senior Accounts and Budget Officer

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S. M. Ashrafal Alam

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Assistant Co-Ordination Officers

Kazi Md. Shamsul Haque

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(Current Charge)

Jadu Lal Sarkar

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Md. Ator Ali

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Sub-Assistant Engineer (Maintenance In-Charge)

Md. Ekramul Haque

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