

# BIM

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## A BRIEF PROFILE

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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.



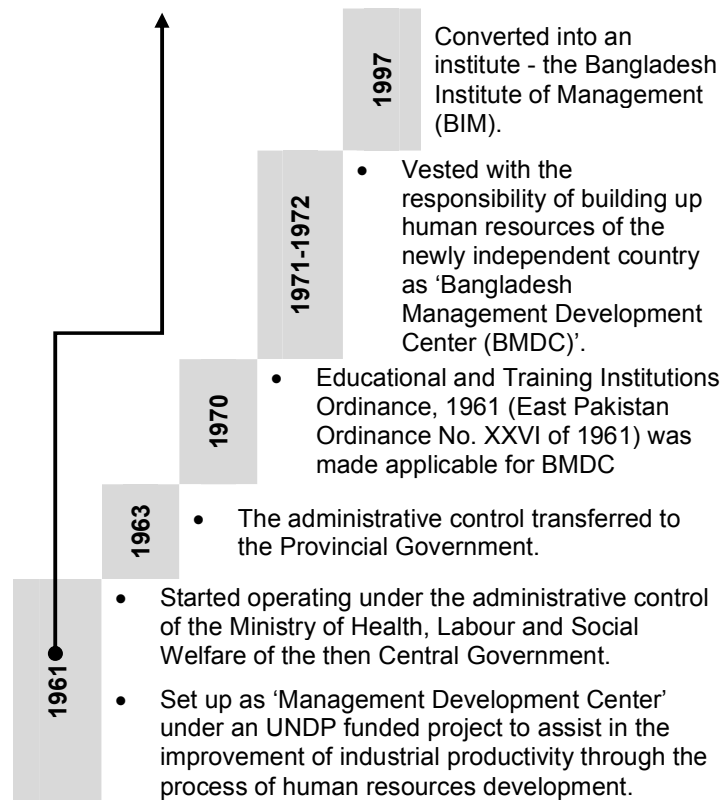
## VISION & MISSION STATEMENT

“Bangladesh Institute of Management (BIM) exists to improve management capacity building of the stakeholders for a prosperous Bangladesh.”

“Our mission is to be a leading center of excellence for management development through a committed professional team.”

Against this backdrop, the BMDC took a far-reaching strategic decision to introduce a number of year long, post-graduate diploma courses. Three such academic programmes—Post Graduate Diploma in Marketing Management, Post Graduate Diploma in Financial Management, Post-Graduate Diploma 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 carry out publication work and disseminate modern knowledge and information in the fields of management development, training, economics, business and other relevant areas.
- ✓ To co-operate with similar institutions at home and abroad in promoting 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 Chittagong and Khulna, headed by two Deputy Directors.



Mr. Mohammad Moinuddin Abdullah, Secretary, Ministry of Industries and Chairman of the Board of Governors, BIM presiding over the Board Meeting.

## 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 2013, the total number of short courses organized by the institute has been 3,151 and the total number of executives trained numbered over 46,412.

### 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 is also offered in Chittagong campus since 1985. In Khulna campus, the course was launched in 2004 and it is reintroduced in the current year after an interval of six years and the response from participants is encouraging.

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

It is noteworthy to mention that during the academic year of 2013 responses in the diploma programmes were remarkable when compared to the previous years. This is just because of introducing “**on line admission program**” in the Post Graduate Diploma courses for the first time in BIM.

DIPLOMA COURSE	
<b>1966</b>	
• Number of Course(s)	01
• Number of Participants Enrolled	37
<b>2013</b>	
• Number of Course(s) Running	07
• Number of Participants Enrolled	803
<b>1966 to 2013</b>	
• Total Number of Participants Enrolled	11,310
• Total Number of Participants Graduated	6,919



A portion of the guests and participants attending the opening ceremony of Post Graduate Diploma Courses, January 20, 2013.

## DIPLOMA PROGRAMMES | TIME-LINE

### 1966

Postgraduate Diploma in Personnel Management (PGDPM) was introduced.

### 1981

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

### 1994-1995

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.

### Memorandum of Understanding (MOU)

- An MOU has been signed with Daffodil International University (DIU) to ensure mutual benefits of organizing joint courses on Business Process Re-Engineering, e-Management, e-Business, outsourcing and sharing freelancing resources of DIU e-Library and On-line facilities (May 08, 2013).
- An MOU has been signed with Access to Information Programme (**a2i**), Prime Minister's Office for mutual cooperation towards capacity building of service providers (May 22, 2013).





## OTHER ACTIVITIES

### a. Consultancy

BIM has vast 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), Upazila 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), Office of the Registrar of Joint Stock Companies and Firms, 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.

### c. Publication

'Management Development', a quarterly journal carrying articles and research findings of eminent national and international teachers and professionals, was a regular publication of BIM till 1985. It was due to various reasons mainly absence of Senior Editor and operational guidelines, the publications of the journal became occasional. It's encouraging that a Standard Operating Procedure (SOP) has already been developed and approved by the Board of Governors this year to ensure regular publications of the journal with quality articles.

BIM has also taken initiatives to publish Annual Report on a regular basis from this year.

## 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 empathise with the participants, who are mostly drawn from the trade and industry. This also adds to the effectiveness of the courses offered by BIM.

### b. 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.

### c. Computer Labs

BIM has two computer labs equipped with the latest state of the art micro computers 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. Hostel Facilities

There are two hostels at Dhaka having a total of twenty-five twin beds, including ten air-conditioned rooms and dining facility for 100 individuals. BIM has similar, though smaller facilities in the other two major cities of Bangladesh—Chittagong and Khulna.

### 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) and German International Cooperation (GIZ).



Participants in the Computer Lab.

### 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.

There are sixteen fully equipped, air-conditioned classrooms, five of which are of international standard. 360 participants can be accommodated at a time.

There are two auditoriums— one with a seating capacity of 100 and the other with a capacity of 250 persons.

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**We mourn the passing  
of the following members of BIM  
in 2012-2013:**

Mr. Nizam Uddin Ex. Director General, BIM Died on:

Mr. Patwary Assistant Coordinator, BIM Died on:	Mr. Md. Habibur Rahman Assistant Coordinator, BIM Died on:

**We do also mourn the passing away of our  
colleagues in the previous years.**

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## SHORT COURSES | 2012-2013

**Table No. 01**  
**Number of Short Courses Offered & Organized**  
**for the Period 2012-2013**

SL. No.	Name of Division	No. of Course Offered	No. of Course Held			Total
			Regular*	Request*	Special*	
1.	Accounting and Financial Management	4	3	0	0	3
2.	Computer Services	3	2	1	0	3
3.	General Management	10	8	2	0	10
4.	Marketing Management	9	3	4	0	7
5.	Personnel Management	8	5	2	2	9
6.	Production Management	3	2	0	7	9
7.	Productivity and Consultancy	3	2	0	0	2
8.	Project and Social Sector	5	1	1	1	3
9.	Research and Publication	4	2	12	0	14
10.	TOT and Behaviourial Management	5	1	0	0	1
11.	Chittagong Campus	7	6	0	1	7
<b>Grand total</b>		<b>61</b>	<b>35</b>	<b>22</b>	<b>11</b>	<b>68</b>

- ✓ Short courses have been the focal activity of BIM for the Year under review.
- ✓ A total of 68 courses were conducted in the year 2012-2013.
- ✓ Among them 35 were scheduled courses which was 52% of the total courses conducted, and the number of request and special courses were 22 (32%) and 11 (16%) respectively.

'Scheduled Course(s)' refers to the courses that are offered in the annual program; 'Regular Course(s)' refers to the accomplishment of a scheduled course; 'Request Course(s)' refers to the courses not listed in the annual program but offered on request of clients. 'Special Course(s)' are the courses that are offered by BIM outside of the scheduled course.

## REPEATED COURSES | 2012-2013

Among the 46 regular and special courses held in Dhaka and Chittagong, 5 (five) courses were repeated twice or more.

The regular courses titled 'Basic Management & Human Resource Development', 'Human Resource Development', 'Human Resources Strategies & Policies', and 'Labour Laws for Managers & Executives' were repeated two times in 2012-2013.

All these except the course on 'Human Resource Development' took place in Dhaka campus. The 'Human Resource Development' course was repeated in Chittagong campus.

Only one special course titled 'Fire Safety Management in Garment Industry' was offered and conducted 4 times during the period of review, among which 2 were delivered in Dhaka and the same in the campus at Chittagong.

**Table No. 02**  
**List of Repeated Courses, 2012-2013**

Sl. No.	Course Title	No. of Times (Repetitions)
1	Basic Management & Human Resource Development	2
2	Human Resource Development	2
3	Human Resources Strategies & Policies	2
4	Labour Laws for Managers & Executives	2
5	Fire Safety Management in Garment Industry	4



Group photograph of Participants with the Director General, BIM  
Course on "Labour Laws for Managers & Executives"  
Date: 6 – 9 March, 2013

## REQUEST COURSES | 2012-2013

In term of course number, Upazila Governance Project (UZGP), under the Ministry of LGRD and Cooperatives was the biggest client of the courses. Four couple of courses on '**Leadership, Team Building & Management**' and '**Financial Management & Public Procurement Rules (PPR)**' were delivered to the target groups of the aforementioned project. Among others, elected Upazila Parishad Chairman, Vice Chairman, Upazila Nirbahi Officer, and other Upazila officials participated in the training program. The course was specially designed to enhance managerial capacity of public representatives and field officials of 17 Upazila Parishad with the aim of improving delivery of public services.

The second highest number of courses was delivered to the engineers and other officials of PDB, DESCO, WZPDCL, PGCB, DPDC, PGCBL, and REB. A total of 4 courses on "**Customer Service Excellence for the Power Sector Capacity Development Program (PSCDP)**", under the Ministry of Power, Energy and Mineral Resources, were organized for them.

Another tailor-made course on "**TOT for Implementation of Employment Generation Program for the Poorest (EGPP)**" was held for the field-level government officials attached with implementation of social safety net project under the Ministry of Disaster Management and Relief. A total of 49 officials such as District Relief and Rehabilitation Officer (DRRO), Project Implementation Officer (PRO) and Field Supervisor (FS) joined the program. The courses endowed the participants with capacity of conducting field level trainings in rural setting.

Besides, BIM conducted courses on "**Procurement, Financial & Project Management**" designed for Skills & Training Enhancement Project (STEP) under the Ministry of Education (MOE), "**Implementing Projects through Microsoft Projects**" organized for BANBEIS under the Ministry of Education (MOE), "**Basic Computer Training**" organized for the South Asia Tourism Infrastructure Development Project, under the Ministry of Cultural Affairs (MOCA), the course on "**Value Chain Development of High Value Agro Commodities**" designed for Hortex Foundation, under the Ministry of Agriculture (MOA), and "**Office & Project Management, IT Services & Women & Children Related Issues**" designed for newly recruited Information Assistant and Junior Information Assistant under "Tottho Apa" project, the Department of Women Affairs, Ministry of Women and Children Affairs (MOWCA).

In addition to the above mentioned request courses designed for government projects, the course on "**Project Management for NGO Sector**" was organized for Population Service & Training Centre (PSTC).

Last but not the least, the course on "**Basic Management & HRM**" was served to a private Polytechnic Institute under Bangladesh Technical Education Board, named SAIC Institute of Management & Technology (SIMT).

During the year 2012-2013, a total of 22 request courses were held.

The courses were designed for 10 different government projects/organizations.

**Table 03** in the next page shows the list of request courses held along with the name of the organization that were organized during the year 2012-2013.

**Table No. 03**

**List of Request Courses along with the Name of the Organization for the Period 2012 – 2013**

Sl. No.	Title of the Request Course(s)	Name of the Organization	CW	No. of Courses
1.	Basic Computer Training	South Asia Tourism Infrastructure Development Project, MOCA	4	1
2.	Basic Management & HRM	SAIC Institute of Management & Technology	1	1
3.	Implementing Projects through Microsoft Projects	Bangladesh Bureau of Educational Information and Statistics (BANBEIS)	2	1
4.	Customer Service Excellence	Power Sector Capacity Development Program (PSCDP), MoPEMR	1	4
5.	Procurement, Financial & Project Management	Skills & Training Enhancement Project (STEP), MOE	3	2
6.	Office & Project Management, IT Services & Women & Children Related Issues	Tottho Apa Project, Department of Women Affairs, Ministry of Women and Children Affairs (MOWCA)	8	1
7.	Leadership, Team Building & Management	Upazila Governance Project (UZGP), Ministry of LGRD and Cooperatives	1	4
8.	Financial Management & Public Procurement Rules (PPR)	Do		4
9.	Project Management for NGO Sector	Population Service & Training Centre (PSTC)	1	1
10.	TOT for Implementation of EGPP	EGPP Project, MoDMR	1	2
11.	Value Chain Development of High Value Agro Commodities	Hortex Foundation, MOA	1	1
	<b>Total</b>		<b>23</b>	<b>22</b>

\* 'CW' means Contact Week



“Workshop on TNA for Training for Implementation of EGPP”

## SPECIAL COURSES | 2012-2013

**Table No. 04**  
**List of Special Courses along with Contact Week(s) for the**  
**Period 2012 – 2013**

Sl. No.	Title of the Request Course(s)	Name of the Division/Campus	CW	No. of Courses
1.	Computer Aided Project Management using MS Project-2007	Production Management	1	1
2.	Instructional Techniques (TOT)	-Do-	1	1
3.	Product Development	-Do-	1	1
4.	Productivity & Competitiveness	-Do-	1	1
5.	Productivity Improvement Techniques	-Do-	1	1
6.	Project Management	-Do-	1	1
7.	Specialized Computer Training	Project and Social Sector	3	1
8.	Fire Safety Management in Garment Industry	<ul style="list-style-type: none"> <li>▪ Personnel Management (1)</li> <li>▪ Chittagong Campus (2)</li> <li>▪ Production Management (1)</li> </ul>	4	4
<b>Total</b>			<b>13</b>	<b>11</b>

Conduction of 11 special courses during the year 2012-2013 is worth mentioning.

The performance of Production Management Division is very remarkable in organizing the special courses. A total of 7 special courses were offered and conducted by this division.

**Table 04** shows the list of Special Courses along with Contact Week(s) during the year 2012-2013.



Group photograph of Participants with the Director General, BIM  
 Course on “Fire Safety Management in Garment Industry”

**CONTACT WEEKS | 2012-2013**

**Table No. 05**  
**Contact Week(s) of the Courses by Divisions/Campuses**  
**held in 2012 – 2013**

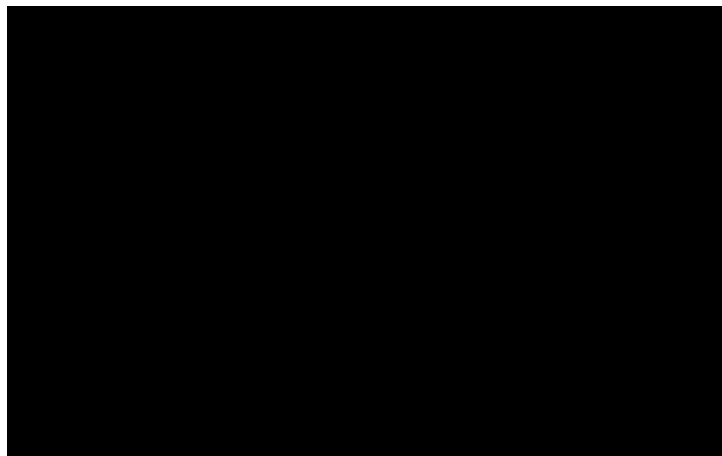
SL. No.	Name of Division	No. of Contact Hour(s)			Total
		Regular	Request	Special	
1.	Accounting and Financial Management	4	0	0	4
2.	Computer Services	3	4	0	7
3.	General Management	13	3	0	16
4.	Marketing Management	6	4	0	10
5.	Personnel Management	6	6	1	13
6.	Production Management	5	0	7	12
7.	Productivity and Consultancy	3	0	0	3
8.	Project and Social Sector	2	8	3	13
9.	Research and Publication	2	8	0	10
10.	TOT and Behaviourial Management	2	0	0	2
11.	Chittagong Campus	11	0	2	13
<b>Total</b>		<b>57</b>	<b>33</b>	<b>13</b>	<b>103</b>

The total number of contact week(s) of the courses conducted by BIM in the year 2012-2013 was 103.

Number of contact week(s) of regular, request and special courses were 57 (55%), 33 (32%) & and 13 (13%) respectively.

**Table No. 05** shows the Contact week(s) by Divisions and **Figure 01** shows the percentage distribution of contact week(s) by type of course during the year 2012-2013.

**Figure No. 01**  
**Contact Week(s) of the Courses held in 2012 – 2013**



## CONTACT HOURS | 2012-2013

**Table No. 06**  
**Contact Hours of the Courses by Divisions/Campuses**  
**held in 2012 – 2013**

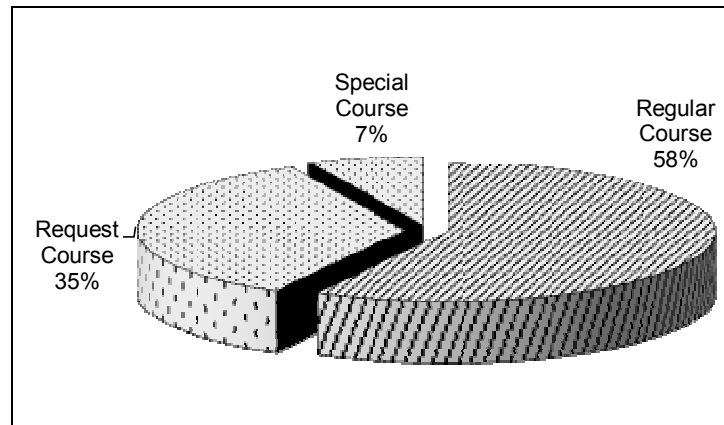
SL. No.	Name of Division	No. of Contact Hour(s)			Total
		Regular	Request	Special	
1.	Accounting and Financial Management	80	0	0	80
2.	Computer Services	60	60	0	120
3.	General Management	229	56	0	285
4.	Marketing Management	120	196	0	316
5.	Personnel Management	96	70	14	180
6.	Production Management	100	0	56	156
7.	Productivity and Consultancy	52	0	0	52
8.	Project and Social Sector	46	20	30	96
9.	Research and Publication	40	245	0	285
10.	TOT and Behaviourial Management	28	0	0	28
11.	Chittagong Campus	220	0	28	248
<b>Total</b>		<b>1071</b>	<b>647</b>	<b>128</b>	<b>1846</b>

The total number of contact hours of the courses conducted by BIM in the year 2012-2013 was 1,846.

Number of contact hours of regular, request and special courses were 1071 (58%), 647 (35%) & and 128 (7%) respectively.

**Table No. 06** shows the Contact hours and **Figure No. 02** show the percentage distribution of contact hours by type of course during the year 2012-2013.

**Figure No. 02**  
**Contact Hours of the Courses held in 2012 – 2013**



## COURSES BY MONTH | 2012-2013

**Table No. 07**  
**Number of Courses Organized by Month**  
**for the Period of 2012 – 2013**

Year	Month	Type of Course			Total
		Regular	Request	Special	
2012	July	0	1	0	1
	August	1	0	0	1
	September	10	2	0	12
	October	5	1	0	6
	November	5	1	0	6
	December	1	2	2	5
2013	January	2	0	1	3
	February	2	0	1	3
	March	5	2	0	7
	April	0	1	0	1
	May	3	12	5	20
	June	1	0	2	3
<b>Total</b>		<b>35</b>	<b>22</b>	<b>11</b>	<b>68</b>

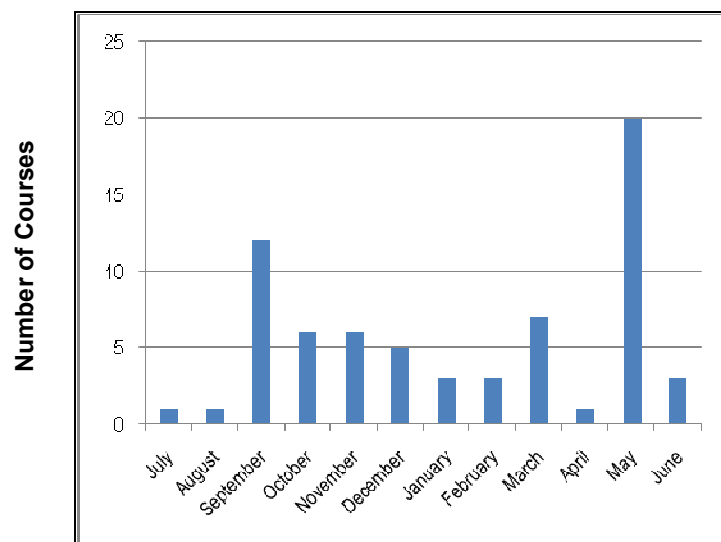


Opening Ceremony of “One day Refresher Training for Resource Teachers”, November 21-December 05, 2012.

As can be seen by **Table No.07** and **Figure No. 03**, the highest number of courses (n=20) held in May 2013.

The second, third, and fourth most courses months were September 2012, March 2013, October 2012 and November 2012, in that order.

**Figure No. 03**  
**Number of Courses Organized by Month, 2012-2013**





## TIMING OF THE COURSE | 2012-2013

Regarding timing of the courses, a total of 32 courses i.e. 47% of the total courses held in evening.

Courses in the full day and day (morning) courses were 34% and 19% respectively.

Nearly half of the full day courses were tailor made and very near to them were special courses in the year 2012-2013.

**Table No.08** and **Figure No. 04** below show the timing of the courses for the year under review.

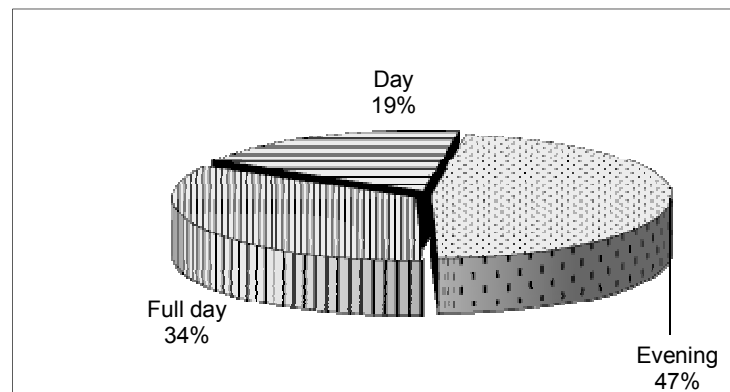


Administrative Building of BIM,  
Dhaka Campus

**Table No. 08**  
**Timing of the Course(s) in 2012-2013**

Timing of the Course	Type of Course			Total
	Regular	Request	Special	
▪ Day	2	10	1	13
▪ Evening	31	1	0	32
▪ Full day	2	11	10	23
<b>Total</b>	<b>35</b>	<b>22</b>	<b>11</b>	<b>68</b>

**Figure No. 04**  
**Timing of the Courses in 2012-2013**



## PARTICIPANTS IN SHORT COURSES | 2012-2013

**Table No. 09**  
**Participants by Divisions/Campuses, 2012-2013**

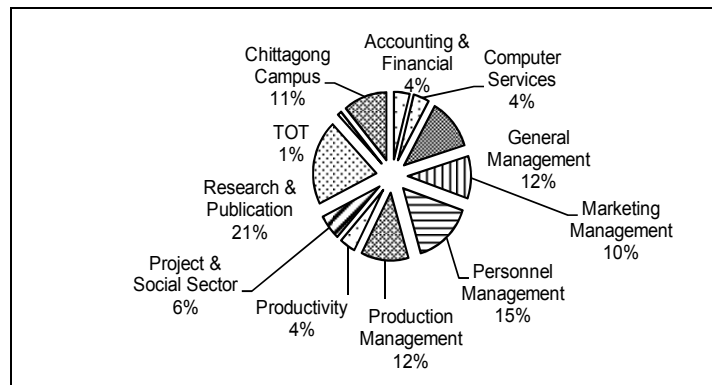
SL. No.	Name of Division	No. of Participants			Total
		Regular	Request	Special	
1.	Accounting and Financial Management	57	0	0	57
2.	Computer Services	32	24	0	56
3.	General Management	118	32	0	150
4.	Marketing Management	32	100	0	132
5.	Personnel Management	83	60	53	196
6.	Production Management	46	0	116	162
7.	Productivity and Consultancy	54	0	0	54
8.	Project and Social Sector	47	26	11	84
9.	Research and Publication	51	204	0	255
10.	TOT and Behaviourial Management	11	0	0	11
11.	Chittagong Campus	85	0	60	145
<b>Total</b>		<b>616</b>	<b>446</b>	<b>240</b>	<b>1302</b>

A total of 1302 participants took part in 68 courses in 2012-2013. Among them, 89% participants belonged to Dhaka campus. The rest were trained in Chittagong campus.

Among the total participants, 47% took part in the regular courses and 34% and 19% participated in the request and special courses respectively.

**Table No. 09** and **Graph No. 5** below provide break-up of participants by different divisions/campuses in the year 2012-2013.

**Graph No. 05**  
**Percentage of participants by Divisions, 2012- 2013**



## TOP TEN COURSES | 2012-2013

Considering the number of participants in the individual regular courses, the highest participation was in the seminar titled **'Fire Safety Management in Garment Industry'** (4 batches: 2 in Dhaka and 2 in Chittagong). A total of 140 participants took part in the course.

The 2<sup>nd</sup> and 3<sup>rd</sup> highest participation was in the courses titled **'Leadership, Team Building & Management and Financial Management & Public Procurement Rules (PPR)'** and **'Customer Service Excellence for Power Sector Capacity Development Program'** (4 batches each). A total of 119 and 100 participants took part in the courses respectively.



Mr. Md. Nazrul Islam Khan, Secretary, Ministry of ICT is distributing certificates among the participants of the course on "e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh", 18-29 December 2012.

**Table No.10** below shows the top ten courses in term of participants' number.

**Table No. 10**  
**Top Ten Courses in term of Number of Participants,**  
**In 2012-2013**

SL. No.	Title of the Course	No. of Participants
1	Fire Safety Management in Garment Industry	140
2	Leadership, Team Building & Management and Financial Management & Public Procurement Rules (PPR)	119
3	Customer Service Excellence for Power Sector Capacity Development Program	110
4	Procurement, Financial & Project Management	60
5	TOT for Implementation of EGPP	50
6	e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh	47
7	Labour Laws for Managers and Executives	43
8	Human Resource Strategies and Policies	34
9	Supply Chain Management	33
10	Basic Management & Human Resource Development	32

## TYPE OF PARTICIPANTS' ORGANIZATION | 2012-2013

- During the year under review, 45% of the total participants came from private organizations alone.
- The government organizations and the government projects provided sponsorship with shares of 16% and 31% respectively.
- On the other hand, the sponsorship of NGO sector and banking sector were 4% and 3% respectively.
- The number of participants from multinational organizations and students were not worth mentioning.
- Only 0.69% and 0.77% of the total participants came from multinational corporations and fresh graduates respectively.

Regarding type of participants' organization, the number of participants from government projects has increased significantly during the year 2012-2013.

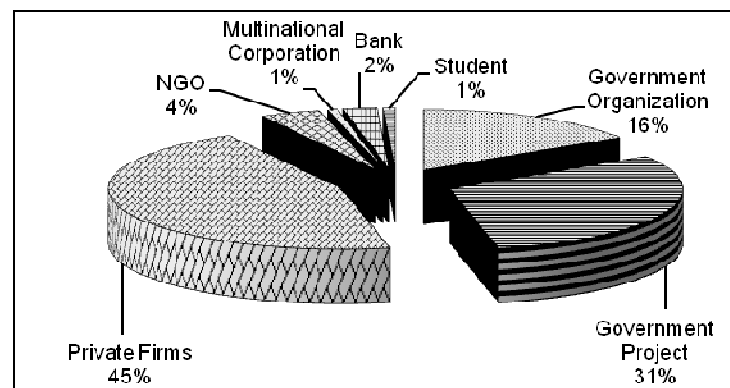
However, the number of total participants from the private sector was the highest just like last year.

**Table No.11** and **figure No. 06** below show the pattern of participants' organization in the year under review.

**Table No. 11  
Type of Participants' Organization by Type of Course  
for the Period of 2012-2013**

Source of Sponsorship	Type of the Course			Total
	Regular	Request	Special	
▪ Government Organization	180	10	17	207
▪ Government Project	0	400	0	400
▪ Private Firms	352	22	216	590
▪ NGO	40	14	0	54
▪ Multinational Corporation	10	0	0	10
▪ Bank	29	0	2	31
▪ Self sponsored	5	0	5	10
<b>Total</b>	<b>616</b>	<b>446</b>	<b>240</b>	<b>1302</b>

**Figure No. 06  
Type of Participants Organization  
for the Period of 2012-2013**



## GENDER OF PARTICIPANTS | 2012-2013

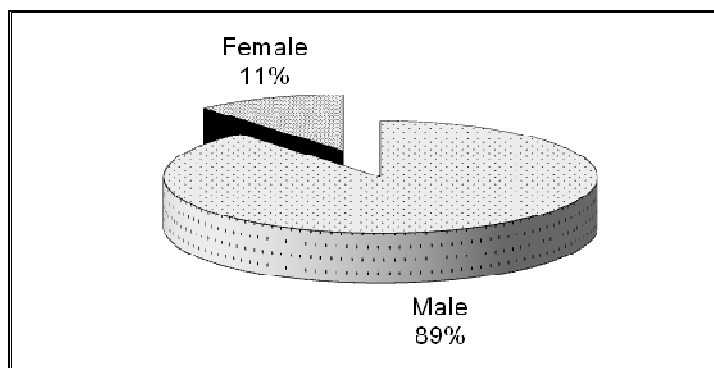
**Table No. 12**  
**Gender of Participants by Division/Campus, 2012-2013**

SL. No.	Name of Division	Number of Participants		Total
		Male	Female	
1.	Accounting and Financial Management	48	9	57
2.	Computer Services	52	4	56
3.	General Management	128	22	150
4.	Marketing Management	126	6	132
5.	Personnel Management	185	11	196
6.	Production Management	149	13	162
7.	Productivity and Consultancy	51	3	54
8.	Project and Social Sector	49	35	84
9.	Research and Publication	220	35	255
10.	TOT and Behaviourial Management	9	2	11
11.	Chittagong Campus	140	5	145
<b>Total</b>		<b>1157</b>	<b>145</b>	<b>1302</b>

Among the participants, 1157 (89%) were males and 145 (11%) were females.

**Table No. 12** and **Figure No. 7** show the gender of participants in short courses conducted in 2012-2013.

**Graph No. 07**  
**Gender of Participants, 2012-2013**



## PARTICIPANTS BY MONTH | 2012-2013

**Table No. 13**  
**Month wise Number of Participants by Type of Course**  
**2012-2013**

Year	Month	Number of Participants			Total
		Regular	Request	Special	
<b>2012</b>	July	0	25	0	25
	August	20	0	0	20
	September	177	46	0	223
	October	73	25	0	98
	November	115	14	0	129
	December	18	36	92	146
<b>2013</b>	January	46	0	27	73
	February	34	0	21	55
	March	73	47	0	120
	April	0	30	0	30
	May	40	223	73	336
	June	20	0	27	47
	<b>Total</b>	<b>616</b>	<b>446</b>	<b>240</b>	<b>1302</b>

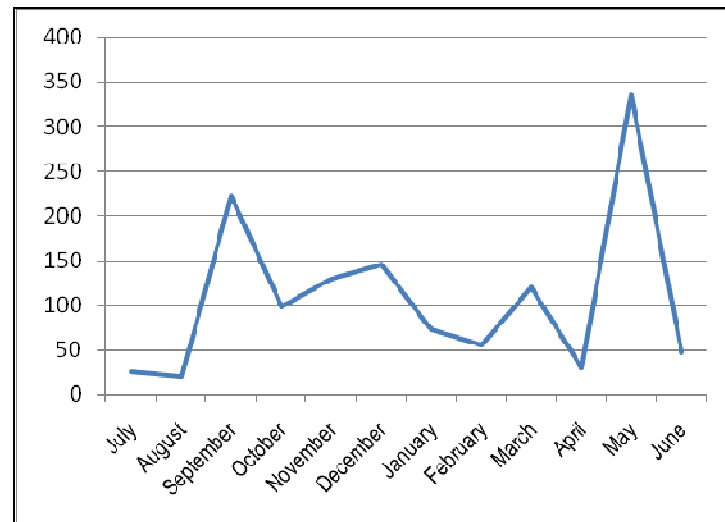
During 2012-2013, average monthly participants in the short courses was 108, 40% more than that of the previous year.

It is also notable that participation rate was significantly higher at the middle of the year, more specifically, from May to September. Training was delivered to just half (50%) of the participants in these five months.

The highest participation was observed in May 2013 followed by the next in September 2012.

**Table No.13** and **Figure No. 08** show the month wise number of participants for the year under review.

**Figure No. 08**  
**Month Wise Number of Participants, 2012-2013**



## DIPLOMA PROGRAMMES | 2013

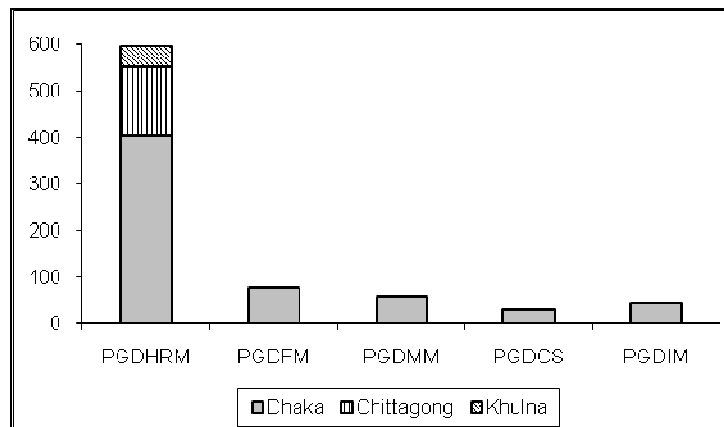
**Table No. 14**  
**Enrollment in the Post-Graduate Diploma Courses, 2013**

Name of Diploma Course	Enrollment (2013)
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Dhaka Campus)	403
• Post Graduate Diploma in Financial Management (PGDFM)	77
• Post Graduate Diploma in Marketing Management (PGDMM)	57
• Post Graduate Diploma in Computer Science (PGDCS)	31
• Post Graduate Diploma in Industrial Management (PGDIM)	42
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Chittagong Campus)	149
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Khulna Campus)*	44
<b>Total</b>	<b>803</b>

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

**Table No. 14** shows the number of participants enrolled in the Post Graduate Diploma programmes during the academic year of 2013.

**Figure No. 09**  
**Enrollment in the Post-Graduate Diploma Courses, 2013**



In 2013, the 6 month Diploma in Social Compliance was also run as usual. In addition, a new programme, first time in Bangladesh, “Diploma in Productivity and Quality Management” was introduced. Both the programmes were initiated in cooperation with German International Cooperation (GIZ).

During the year, the number of students enrolled in Diploma in “Social Compliance” and “Productivity & Quality Management” are 34 and 14 respectively.

## MAJOR CONSULTANCY WORKS | 2012-2013

BIM has been 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 2012-2013, BIM successfully arranged and conducted recruitment tests for different organizations where over 9000 applicants contested for different positions. The organizations are as follows:

- Ministry of Finance (MoF);
- Bangladesh Energy Regulatory Commission;
- Bangladesh Small and Cottage Industries Corporation (BSCIC);
- Electricity Generation Company of Bangladesh Limited (EGCB);
- Bangladesh Inland Water Transport Corporation (BIWTC);
- Office of the Registrar of Joint Stock Companies and Firms; and
- Investment Corporation of Bangladesh (ICB)

In addition to recruitment tests mentioned above, BIM provided services for development of comprehensive web based software, feasibility study, capacity building, generally development of training manuals, facilitators guide, and other related training materials for the following organizations:

### **Bangladesh Chemical Industries Corporation (BCIC)**

BIM has developed comprehensive web based software for "Fertilizer Monitoring System" for Bangladesh Chemical Industries Corporation (BCIC) during the period July to October 2012.

### **Employment Generation Program for the Poorest (EGPP)**

This is a World Bank funded project under Ministry of Disaster Management and Rehabilitation (MoDMR). BIM, jointly with Pathmark Associates Ltd., provided consultancy services to EGPP which include developing training manuals, materials and facilitators guide. Later, TOT workshop was organized in month of May, 2013 based on the materials developed thereof.

A total of 49 officials, attached with different government organizations related to implementation of this project, were trained during the year under review.

### **Secondary Education Quality Access & Enhancement Project (SEQAEP)**

This is also a World Bank funded project under the Directorate of Secondary and Higher Education, Ministry of Education. BIM organized a total of 11 "Refresher Training" (1 day long), 4 "Awareness Training (1 day long)", and 12 "Basic Training (6-days long) Programs for Resource Teachers (RT).

A total of 1102 Resource Teachers attached with this project were trained during the period under review.

### **FEASIBILITY STUDY**

BIM, in Association with Kranti Associates, conducted 'Feasibility Study of the Industrial, Commercial, Real Estate, Prospect of Land, Industrial & Commercial Assets of Bangladesh Freedom Fighters' Welfare Trust (BFFWT) during the period July 2011 to till date.

This consultancy work has been given to BIM under a single sourced contract by the recommendation of Parliamentary Standing Committee for Ministry of Liberation War Affairs.



## EMPLOYEE DEVELOPMENT | 2012-2013

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. A detail list of faculty members who have participated in the various training programmes both at home and abroad is presented below.

**Table No. 15**  
**List of Faculty Members participated in Course/ Seminar/Workshop during the Year 2012-2013**

Name of the Faculty Member	Course/ Seminar/Workshop	Venue, Duration and Sponsor/Organizer
Mr. A.H. Mostafa Kamal Khan	Workshop on "Asia Regional Programme in Advancing Quality and Productivity Improvement"	Singapore, October 29- November 09, 2012 Sponsored by APO
Engr. Abu Naser Md. Shahidullah	-Do-	-Do-
Dr. Uttam Kumar Datta	Seminar on "Medha Sampod"	Hotel Ruposhi Bangla, Dhaka, April 26, 2013 Organized by Department of Patents, Designs and Trademarks
Dr. Engr. Md. Mamunur Rashid	Workshop on "Researching & Analyzing Export Market"	GIZ Office Conference Hall, June 26-27, 2013 Organized by GIZ
	Doctor of Engineering	Kitami Institute of Technology, Japan April 1, 2010-March 18, 2013
	Logical Aggregation of Customer Needs Assessment Entitled Paper Presentation at 5th ISCIIA.	Hokkai-Gakuen University, Sapporo; August 20-26, 2012
Mr. Mohammad Nazmi Newaz	Seminar on "Medha Sampod"	Hotel Ruposhi Bangla, Dhaka, April 26, 2013 Organized by Department of Patents, Designs and Trademarks
Mr. Md. Zafar Ali	Training of Trainers (TOT)	BIM, Dhaka September 14-20, 2012

In addition to faculty development activities mentioned above, a specialized Computer Training programme was designed for support services staff in May, 2013. A total of 11 persons attended the course.

**BIM ACTIVITIES IN PICTURE:  
POST GRADUATE DIPLOMA COURSES OPENING CEREMONY - 2013**



Honorable Minister of Industries Mr. Dilip Baura is delivering his speech as Chief Guest in the Opening Ceremony of PGD Courses – 2013.



Honorable State Minister of Industries Mr. Omor Faruk Chowdhury (M.P.) is delivering his speech as Special Guest in the Opening Ceremony of PGD Courses – 2013.



Honorable Minister of Industries Mr. Dilip Baura, Chief Guest of the occasion is exchanging greetings with BIM faculties and invited dignitaries.



Honorable Minister of Industries Mr. Dilip Baura and Honorable State Minister of Industries Mr. Omor Faruk Chowdhury (M.P.) is inaugurating the program by releasing balloons.

**BIM ACTIVITIES IN PICTURE:  
POST GRADUATE DIPLOMA COURSES OPENING CEREMONY - 2013**



Khandakar Rakibur Rahman, DG, BIM is delivering his speech in the Opening Ceremony of PGD Courses – January 20, 2013



A portion of the Guests in the Opening Ceremony of PGD Courses – January 20, 2013



A portion of the Guests in the Opening Ceremony of PGD Courses – January 20, 2013



A portion of the Guests in the Opening Ceremony of PGD Courses – January 20, 2013



A portion of the Guests in the Opening Ceremony of PGD Courses – January 20, 2013



A portion of the Participants in the Opening Ceremony of PGD Courses – January 20, 2013

## BIM ACTIVITIES IN PICTURE



Mr. Mohammad Moinuddin Abdullah, Secretary, Ministry of Industries and Chairman, BOG, BIM is delivering his speech as Chief Guest in the course on "Fire Safety Management".



Dr. Kamal Abdul Naser Chowdhury, Secretary, Ministry of Education is awarding certificates to the participants of the course on "Procurement, Financial and Project Management" designed for Skill, Training Enhancement Project (STEP).



Mr. Mikail Shipar, Secretary, Ministry of Labour and Employment is awarding certificates to the participants of the course on "Fire Safety Management", April 2013



Mr. Md. Mozammel Haque Khan, Secretary, IMED is delivering his speech as Chief Guest in the closing ceremony of the course on "Procurement Management".



Inauguration ceremony of the Training Program for Secondary Education Quality and Access Enhancement Project (SEQAEP), Directorate of Secondary Higher Education – March 2013.



Photo from right to left: Dr. Ralf Reusch, Chargé de Affaires from German Embassy and Khandakar Rakibur Rahman, DG, BIM during the inauguration ceremony of the class room for the new six-month Diploma Course "Productivity and Quality Management"

**BIM ACTIVITIES IN PICTURE**



Opening Ceremony of the tailor-made course on “Empowering women through ICT towards digital Bangladesh” jointly organized by BIM and Jatio Mohila Songstha.

Local Government



Mr. Md. Abdul Jalil, Divisional Commissioner, Khulna is delivering his speech as Chief Guest in the opening ceremony of PGDHRM course at BIM, Khulna Campus.

Chittagong Campus



Independence day observation  
26 March 2013



Independence day observation  
26 March 2013

**COMPARISON BETWEEN 2011-2012 & 2012-2013**

**SHORT COURSES**

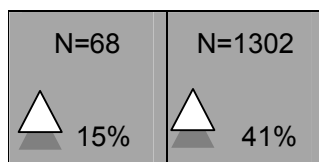
**Table No. 16**

**Number of Short Courses: 2011-2012 & 2012-2013**

Sl. No.	Name of the Division	Number of Short Courses	
		2011-2012	2012-2013
1.	Accounting and Financial Management	4	3
2.	Computer Services	1	3
3.	General Management	10	10
4.	Marketing Management	6	7
5.	Personnel Management	9	9
6.	Production Management	4	9
7.	Productivity and Consultancy	2	2
8.	Project and Social Sector	5	3
9.	Research and Publication	10	14
10.	TOT and Behavioral Management	4	1
11.	Chittagong Campus	4	7
	<b>Total</b>	<b>59</b>	<b>68</b>

**SHORT COURSES:  
2012-2013**

Number of Short Courses	Number of Participants
-------------------------	------------------------



**Table 17**

**Number of Participants: 2011-2012 and 2012-2013**

Sl. No.	Name of the Division	Number of Short Courses	
		2011-2012	2012-2013
1.	Accounting and Financial Management	73	57
2.	Computer Services	8	56
3.	General Management	156	150
4.	Marketing Management	97	132
5.	Personnel Management	138	196
6.	Production Management	41	150
7.	Productivity and Consultancy	37	54
8.	Project and Social Sector	73	84
9.	Research and Publication	194	267
10.	TOT and Behavioral Management	44	11
11.	Chittagong Campus	64	145
	<b>Total</b>	<b>925</b>	<b>1302</b>

**COMPARISON BETWEEN 2011-2012 & 2012-2013**

**DIPLOMA COURSES**

**Table No. 18**

**Application Received in the Post-Graduate Diploma Courses**

Name of the Post Graduate Diploma Course	Application Received	
	2012	2013
▪ Human Resource Management (PGDHRM) (Dhaka Campus)	766	1135
▪ Post Graduate Diploma in Financial Management (PGDFM)	85	196
▪ Post Graduate Diploma in Marketing Management (PGDMM)	58	92
▪ Post Graduate Diploma in Computer Science (PGDCS)	58	107
▪ Post Graduate Diploma in Industrial Management (PGDIM)	37	92
▪ Human Resource Management (PGDHRM) (Chittagong Campus)	198	293
▪ Human Resource Management (PGDHRM) (PGDPM) (Khulna Campus)*	0	66
<b>Total</b>	<b>1202</b>	<b>1981</b>

**POST GRADUATE  
DIPLOMA COURSES:  
2013**

Application Received	Participants Enrolled
----------------------	-----------------------

N=1981 ▲ 64.81%	N=803 ▲ 19.32%
-----------------------	----------------------

**Table No. 19**

**Enrollment in the Post-Graduate Diploma Courses**

Name of the Post Graduate Diploma Course	Application Received	
	2012	2013
▪ Human Resource Management (PGDHRM) (Dhaka Campus)	369	403
▪ Financial Management (PGDFM)	57	77
▪ Marketing Management (PGDMM)	41	57
▪ Computer Science (PGDCS)	44	31
▪ Industrial Management (PGDIM)	32	42
▪ Human Resource Management (PGDHRM) (Chittagong Campus)	130	149
▪ Human Resource Management (PGDHRM) (Khulna Campus)	0	44
<b>Total</b>	<b>673</b>	<b>803</b>

**Table No. 20**

**Enrollment in the Post-Graduate Diploma Courses**

Name of the Diploma Course	Application Received	
	2012	2013
▪ Social Compliance	33	34
▪ Productivity & Quality Management	-	14

**COMPARISON BETWEEN 2011-2012 & 2012-2013  
INCOME AND EXPENDITURE**

**Income of BIM**

Sl. No.	Head	2011-2012	2012-2013
1.	Government Grant	33300000.00	34050000.00
2.	Course Fee	3407438.00	4529473.00
3.	Consultancy	29683446.00	44170885.00
4.	Hostel Rent	62206.00	346717.00
5.	Hall Rent	174800.00	598862.00
6.	Miscellaneous	165028.00	293671.00
	<b>Total</b>	<b>66792918.00</b>	<b>83989608.00</b>

The total income during the year 2012-2013 increased by nearly taka 1,71,96,690.00 (25.75%) over that of 2011-2012.

Of the total increase in income, taka 1,64,46,690.00 is accounted for internal earning of BIM (95.64%) and the remaining taka 7,50,000.00 is accounted for government grant-in-aid (4.36%).

**Expenditure of BIM**

Sl. No.	Economic Code	Heads of Expenditure	2011-2012	2012-2013
1.	4501	Officer's Salary	7642868.14	7327442.39
2.	4601	Employee Salary	7593788.68	7782778.50
3.	4705	House Rent	3226411.67	2770596.22
4.	4713	Festival Bonus	2524676.57	2398623.48
5.	4717	Medical Allowances	823638.47	780836.41
6.	4725	Washing Charge	52156.29	38700.00
7.	4733	Entertainment	7374.19	9900.00
8.	4755	Tiffin	127200.00	123275.54
9.	4765	Transport (Conveyance)	64500.00	56850.00
10.	4773	Education Allowances	221770.00	199999.70
11.	4795	Other Allowance	177476.62	199999.91
12.	4801	Travel Allowances	29220.00	80479.00
13.	4803	Income Tax	-	-
14.	4805	Overtime	357536.00	505924.00
15.	4810	Municipality Tax	132654.00	207780.00
16.	4811	Land Tax	28892.00	16663.00
17.	4813	Custom Excise/VAT	-	-
18.	4814	Other Taxes	-	-
19.	4815	Postal Cost	19692.00	2988.00
20.	4816	Telephone/Telegram	381074.00	282186.00
21.	4819	WASA	781199.00	790214.00



### Expenditure of BIM (Continued)

Sl. No.	Economic Code	Heads of Expenditure	2011-2012	2012-2013
22.	4821	Electricity	1056699.00	1392516.00
23.	4822	GAS & Fuel	284689.00	299999.00
24.	4823	Petrol Lubricant	538624.00	496034.00
25.	4824	Insurance/ Bank Charges		209162.00
26.	4827	Printing and Binding	65896.50	221300.00
27.	4828	Stationery, Seal & Stamp	345797.00	425242.00
28.	4831	Book, Journal	57426.00	71433.00
29.	4833	Circulation & Advertisement	293327.50	258046.00
30.	4836	Uniform	41700.00	103290.00
31.	4840	Training Cost	1805521.00	2979421.00
32.	4841	ICT/E- governance		-
33.	4851	Wages (Labour)	102400.00	71581.00
34.	4871	Bed	25500.00	148750.00
35.	4874	Consultancy	28199561.00	24994436.00
36.	4882	Legal Expenditure	25000.00	-
37.	4883	Honorarium/ Fee/	-	50000.00
38.	4889	Audit/Survey Fee	-	125000.00
39.	4890	Ceremonial Festival	145500.00	200000.00
40.	4899	Other expenditure	948704.00	499999.70
41.	4901	Vehicle	262906.00	299999.50
42.	4906	Furniture	6490.00	16025.00
43.	4911	Computer/Office Fixture	181787.00	160637.00
44.	4916	Machine & Tools	194205.00	20460.00
45.	4926	Residential Building	273424.00	1153976.00
46.	4931	Other Building and Structure	-	-
47.	4991	Other Maintenance & Preservation	397167.00	215700.00
48.	5311	Contributory Provident Fund	1452884.18	1381345.39
49.	6301	Retirement Allowance	-	-
50.	6311	Gratuity	3000000.00	2700000.00
		<b>Total</b>	<b>63897335.81</b>	<b>62180517.74</b>

The total spending for the year 2012-2013 has decreased by taka 17,16,818.00 (2.69%) over that of 2011-2012.

Name of the Course	Course Coordinator	Duration	No. of Contact weeks	No. of Contact Hours	No. of Participants		
					M	F	T
1. Customer Service Excellence for Power Sector Capacity Development Program	Abdus Samad Chowdhury	8/7/2012-14/7/2012	1	42	24	1	25
2. Labour Laws 2006 Specially for HR and Compliance Manager	Mohammad Mainul Islam	29/8/2012-30/8/2012	1	8	20	0	20
3. Purchase and Stores Management	Engr. ANM Shahidullah	2/9/2012-13/9/2012	2	40	9	2	11
4. PPR 2008 and Annual Procurement Planning	Engr. Md. Mehboob Hasan Kallol	9/9/2012-20/9/2012	2	40	29	1	30
5. Human Resource Strategies and Policies	Mohammad Nazmi Newaz	14/9/2012-15/9/2012	1	8	17	6	23
6. Training of Trainers (TOT)	Farhana Ahmed	14/9/2012-20/9/2012	2	40	9	2	11
7. Customer Service Excellence for Power Sector Capacity Development Program	Abdus Samad Chowdhury	16/9/2012-22/9/2012	1	42	23	2	25
8. Value Chain Development of High Value Agro Commodities	Mohammad Sayeedur Rahman	16/9/2012-18/9/2012	1	21	19	2	21
9. Human Resource Management, Labour Laws and Industrial Relations	Salma Sultana Saleh Ejaz	16/9/2012-27/9/2012	2	40	23	1	24
10. PC Maintenance & Trouble Shooting	Engr. Md. Tariqul Islam	16/9/2012-27/9/2012	2	40	23	1	24
11. Management Development	Dr. Parveen Agaz	16/9/2012-27/9/2012	2	40	9	0	9
12. Marketing, Sales Management & Salesmanship	Abdus Samad Chowdhury	16/9/2012-27/9/2012	2	40	9	0	9
13. Project Management: Basic Issues	Mohammad Sayeedur Rahman	22/9/2012-26/9/2012	1	20	15	3	18
14. Human Resource Development	Salahuddin Ahmed	30/9/2012-11/10/2012	2	40	17	1	18

Name of the Course	Course Coordinator	Duration	No. of Contact weeks	No. of Contact Hours	No. of Participants		
					M	F	T
15. Customer Service Excellence for Power Sector Capacity Development Program	Abdus Samad Chowdhury	7/10/2012-13/10/2012	1	42	25	0	25
16. Brand Management and Setting Products in a Competitive Market	Dr. Uttam Kumar Datta	7/10/2012-18/10/2012	2	40	11	0	11
17. Developing Management Skills and Techniques	Mohammad Nazmi Newaz	9/10/2012-18/10/2012	2	40	16	2	18
18. Public Procurement Processing and Approval Procedure	Engr. Md. Mehboob Hasan Kallol	15/10/2012-17/10/2012	1	20	22	2	24
19. Disciplining Employees	Mohammad Mainul Islam	16/10/2012-17/10/2012	1	8	6	1	7
20. Time Management	A. H. Mostafa Kamal Khan	18/10/2012	1	7	12	1	13
21. Supervisory Skills Leadership Development	Salahuddin Ahmed	11/11/2012-22/11/2012	2	40	16	0	16
22. Marketing & Sales Management to the New Economy	Dr. Uttam Kumar Datta	11/11/2012-22/11/2012	2	40	11	1	12
23. e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh	S. M. Ariful Islam	18/11/2012-29/11/2012	2	46	41	6	47
24. Basic Management & Human Resource Development	Md. Zafar Ali	18/11/2012-22/11/2012	1	20	19	3	22
25. Project Management for NGO Sector	Mohammad Sayeedur Rahman	21/11/2012-22/11/2012	1	14	6	8	14
26. Human Resource Management, Labour Laws & Conducting Domestic Enquiry	Salma Sultana Saleh Ejaz	26/11/2012-13/12/2012	3	60	18	0	18
27. Office & Project Management, IT Services and Women & Children Related Issues	S. M. Ariful Islam	2/12/2012-31/1/2013	8	320	0	26	26
28. Implementing ISO 9001 Quality	Engr. ANM Shahidullah	9/12/2012-13/12/2012	1	20	17	1	18

Name of the Course	Course Coordinator	Duration	No. of Contact weeks	No. of Contact Hours	No. of Participants		
					M	F	T
29. Implementing Projects through Microsoft Projects	Mohammad Nazmi Newaz	18/12/2012-26/12/2012	2	21	10	0	10
30. Fire Safety Management in Garment Industry	Akhund A. Shasul Alam	26/12/2012-27/12/2012	1	14	52	1	53
31. Fire Safety Management in Garment Industry	Akhund A. Shasul Alam	30/12/2012-31/12/2012	1	14	37	2	39
32. Management Information Systems (MIS)	Mohammad Nazmi Newaz	13/1/2013-24/1/2013	2	40	11	2	13
33. Supply Chain Management	Mohammad Sayeedur Rahman	19/1/2013-23/1/2013	1	20	29	4	33
34. Fire Safety Management in Garment Industry	Engr. ANM Shahidullah	30/1/2013-31/1/2013	1	14	26	1	27
35. Fire Safety Management in Garment Industry	Salahuddin Ahmed	10/2/2013-11/2/2013	1	14	20	1	21
36. Human Resource Development (HRD)	Salahuddin Ahmed	1/2/2013-28/2/2013	2	40	9	0	9
37. Internal Audit	Md. Manzur Hossain	24/2/2013-3/3/2013	2	40	22	3	25
38. Customer Service Excellence for Power Sector Capacity Development Program	Abdus Samad Chowdhury	3/3/2013-9/3/2013	1	42	23	2	25
39. Human Resource for Executives	Mohammad Mainul Islam	3/3/2013-14/3/2013	2	40	10	3	13
40. Labour Laws for Managers and Executives	Akhund A. Shasul Alam	6/3/2013-9/3/2013	1	40	27	3	30
41. Human Resource Strategies and Policies	Mohammad Nazmi Newaz	8/3/2013-9/3/2013	1	14	10	1	11
42. Basic Management & HRM for SAIC Institute of Management & Technology	Mohammad Nazmi Newaz	10/3/2013-14/3/2013	1	35	17	5	22
43. Office Management with Computer Application	Dr. Parveen Agaz	10/3/2013-21/3/2013	2	40	7	4	11

Name of the Course	Course Coordinator	Duration	No. of Contact weeks	No. of Contact Hours	No. of Participants		
					M	F	T
44. Computer Application Foundation	Engr. Md. Tariqul Islam	18/3/2013-1/4/2013	1	20	6	2	8
45. Procurement, Financial & Project Management	Mohammad Mainul Islam	15/4/2013-3/5/2013	3	35	28	2	30
46. Leadership, Team Building & Management	Mohammad Sayeedur Rahman	2/5/2013-7/5/2013	1	35	27	8	35
47. Financial Management & Public Procurement Rules (PPR)	Mohammad Sayeedur Rahman						
48. Basic Computer Training	Engr. Md. Tariqul Islam	5/5/2013-28/5/2013	4	60	23	1	24
49. TOT for Implementation of EGPP	Mohammad Sayeedur Rahman	5/5/2013-9/5/2013	1	35	25	0	25
50. Project Management	Dr. Engr. Md. Mamunur Rashid	7/5/2013	1	7	23	0	23
51. Leadership, Team Building & Management	Mohammad Sayeedur Rahman	8/5/2013-14/5/2013	1	35	22	3	25
52. Financial Management & Public Procurement Rules (PPR)	Mohammad Sayeedur Rahman						
53. TOT for Implementation of EGPP	Mohammad Sayeedur Rahman	10/5/2013-14/5/2013	1	35	25	0	25
54. Basic Management & Human Resource Development	Md. Zafar Ali	12/5/2013-16/5/2013	1	20	7	3	10
55. Labour Laws for Managers & Executives	Akhund A. Shasul Alam	12/5/2013-16/5/2013	1	40	13	0	13
56. Specialized Computer Training	S. M. Ariful Islam	12/5/2013-28/5/2013	3	30	8	3	11
57. Leadership, Team Building & Management	Mohammad Sayeedur Rahman	15/5/2013-21/5/2013	1	35	22	4	26
58. Financial Management & Public Procurement Rules (PPR)	Mohammad Sayeedur Rahman						

Name of the Course	Course Coordinator	Duration	No. of Contact weeks	No. of Contact Hours	No. of Participants		
					M	F	T
59. Productivity Improvement Techniques	Dr. Engr. Md. Mamunur Rashid	16/5/2013	1	7	15	1	16
60. Total Quality Management (TQM)	Engr. ANM Shahidullah	19/5/2013-30/5/2013	2	40	16	1	17
61. Leadership, Team Building & Management	Mohammad Sayeedur Rahman	22/5/2013-28/5/2013	1	35	30	3	33
62. Financial Management & Public Procurement Rules (PPR)	Mohammad Sayeedur Rahman						
63. Instructional Techniques (TOT)	Dr. Engr. Md. Mamunur Rashid	22/5/2013	1	7	8	4	12
64. Procurement, Financial & Project Management	Mohammad Mainul Islam	26/5/2013-13/6/2013	3	35	29	1	30
65. Productivity & Competitiveness	Dr. Engr. Md. Mamunur Rashid	30/5/2013	1	7	9	2	11
66. Basic Management for Managers and Executives	Dr. Parveen Agaz	9/6/2013-20/6/2013	2	40	19	1	20
67. Computer Aided Project Management using MS Project-2007	Dr. Engr. Md. Mamunur Rashid	13/6/2013	1	7	13	0	13
68. Product Development	Dr. Engr. Md. Mamunur Rashid	27/6/2013	1	7	13	1	14

**ANNEXURE - 02****SHORT COURSES (1961-1962 TO 2012-2013)**

<b>Year</b>	<b>No. of Courses</b>	<b>No. of Participants</b>
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
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

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

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
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 1<sup>st</sup> 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 HRM  
(2011- 2013 )**

Year	Participants Enrolled	Participants Graduated
2011	381	312
2012	499	425
2013	596	**

**ANNEXURE - 05****POST GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT  
(1980-81 TO 2001-02 & 2012-2013)**

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	**

\* 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 1<sup>st</sup> part, 15 participants did their specialization in Industrial Management. From the year 2002-2003, the diploma program was discontinued. Instead a new diploma-"Post Graduate Diploma in Business Management (PGDBM)" was introduced which was further replaced by the old program in the year 2012.

**ANNEXURE - 06****POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT  
(2002-03 TO 2011)**

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
2002-2003	25	10
2004	17	6
2005	20	13
2006	20	7
2007	24	19
2008	25	16
2009	25	16
2010	24	10
2011	13	4

**ANNEXURE - 07****POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT  
( 1994 - 95 to 2013 )**

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
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	-

**ANNEXURE - 08****POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT  
( 1994-95 TO 2013 )**

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
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
2005	41	27
2006	38	25
2007	51	35
2008	52	38
2009	57	28
2010	52	4
2011	31	19
2012	57	32
2013	77	-

**ANNEXURE - 09****POST GRADUATE DIPLOMA IN COMPUTER SCIENCE  
( 1994-95 TO 2013 )**

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
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	57	-

**ANNEXURE - 10****DIPLOMA IN SOCIAL COMPLIANCE (2008-2013)**

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
2008	32	25
2009	32	31
2010	32	28
2011	64	56
2012	33	29
2013	34	-

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**Audio Visual Officer**

**S. M. Ashraful Alam**  
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**Assistant Co-Ordination Officers**

**Md. Shafiqul Islam**

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**Kazi Md. Shamsul Haque**

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