

**ANNUAL REPORT**

**2017-2018**

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

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# Contents

	02
Board of Governors (BOG)  BIM	
Executive Committee, Post Graduate Diploma Courses, BIM	03
A Brief Profile of BIM	04
Annual Performance, 2017-2018	
• Short courses	11
• Special Courses	12
• Participants in Short Courses	13
• Diploma Programs	14
• Major Consultancy Work	15
• Employee Development	16
• List of Faculty Members Participated in Course/Seminar/Workshop During the Year 2017-2018	
BIM Activities in Pictures	17
• Comparison between 2016-2017 and 2017-2018	
• Short Courses	18
• Diploma Courses	19
• Income & Expenditure	19
Annexure	
1. List of training programmes organized during 2017-2018	21
2. Short Courses: 1961-1962 to 2017-2018	24
3. PGD in Personnel Management 1966-2010	26
4. PGD in Human Resource Management 2011-2018	27
5. PGD in Industrial Management	27
6. PGD in Business Management 2002-2003 to 2011	28
7. PGD in Marketing Management 1994-1995 to 2018	28
8. PGD in Financial Management 1994-1995 to 2018	29
9. PGD in Computer Science 1994-1995 to 2018	29
10. Diploma in Social Compliance 2008-2018	
11. Diploma in Productivity & Quality Management	30
12. List of Officers and Staff of BIM	31

## **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 Secretary\** Finance Division, Ministry of Finance,  
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

## EXECUTIVE COMMITTEE OF POST GRADUATE DIPLOMA PROGRAMS, BIM

**Chairman :**

*Director General* Bangladesh Institute of Management (BIM)

**Members :**

*Director*<sup>1</sup> Institute of Business Administration, Dhaka University

*Professor*<sup>1</sup> Department of Finance and Banking, Dhaka University

*Professor*<sup>2</sup> Industrial and Production Engineering Department,  
Bangladesh University of Engineering and  
Technology (BUET)  
Representative from Bangladesh Employers' Association

Representative from BRAC (NGO)

*BIM Faculty*<sup>3</sup> Representing each Diploma Course

**Member Secretary :**

*Faculty*<sup>4</sup> Bangladesh Institute of Management (BIM)

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1. Nominated by the Vice Chancellor, Dhaka University.  
2. Nominated by the Vice Chancellor, BUET.  
3. Nominated by the Director General, BIM  
4. Nominated by the Director General, BIM



Administrative  
Building of BIM,  
Dhaka Campus

# 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.



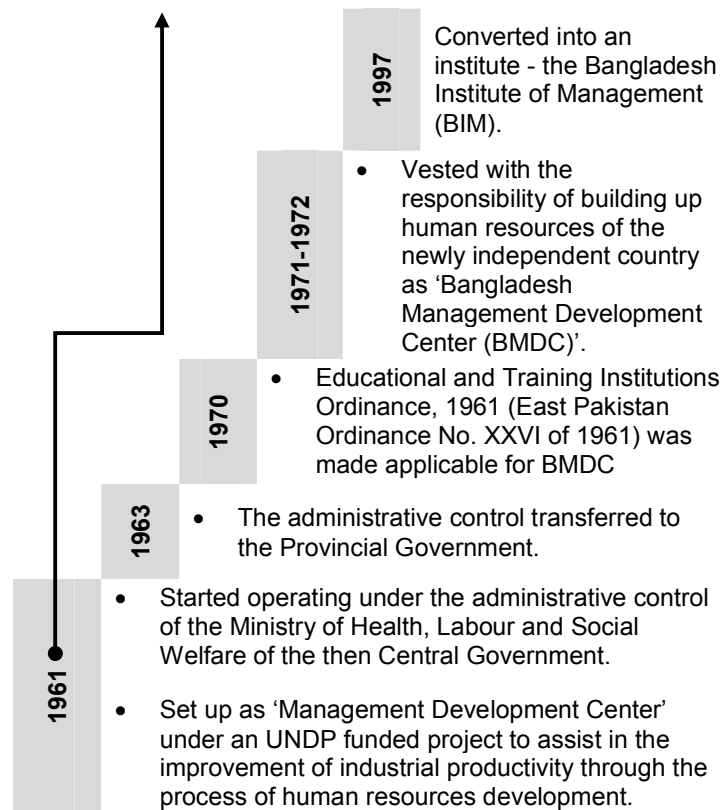
## Vision & Mission Statement

“World-class organization for developing managerial capacity.”

Our mission is “Developing capacity of managers through training 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 Chittagong 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 2018, the total number of short courses organized by the institute has been 4,006 and the total number of executives trained numbered over 65,401.

### 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 Chittagong 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 two batches of ACBA 48 participants have enrolled and 43 participants have completed the course successfully and in the 3<sup>rd</sup> batch 36 participants have enrolled.

<b>Diploma Course</b>	
<b>1966</b>	
• Number of Course(s)	01
• Number of Participants Enrolled	37
<b>2018</b>	
Number of Course(s) Running	07
Number of Participants Enrolled	921
<b>1966 to 2018</b>	
• Number of Participants Enrolled	15,720
• Total Number of Participants Graduated	10,117



## 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

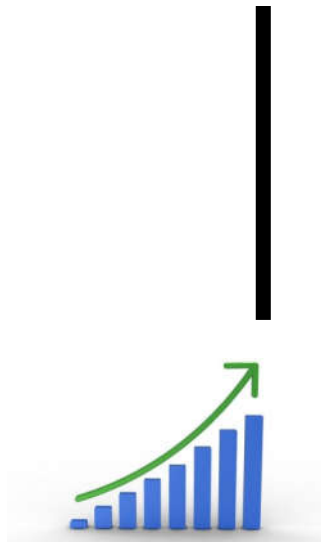
- Postgraduate Diploma in Personnel Management (PGDPM) was updated as Postgraduate Diploma in Human Resource Management (PGDHRM).
- Reintroduction of Post Graduate Diploma in Industrial Management (PGDIM).

### 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.

### 2018

Post Graduate Diploma in five subjects started with 921 highest participants of till date.



## **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), 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), 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 has conducted two research from its own budget titled Identifying skills and competencies in entry-level HR Executives: An exploratory study ” and “Problems and prospects of HRM practices in Garment Sectors in Bangladesh: An Exploratory Study’. 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 “ Impact of flash flood across the different income groups & way forward: A case study of haor area- 2017” and Market Analysis and Feasibility Study for Further Investment by BSEC in Honda Bangladesh Limited .

### **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.

### 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), Morocco, Malaysia and German International Cooperation (GIZ).



BIM Library



Participants in the Computer Lab., BIM

### 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.

## Short Courses|2017-2018

Table No. 01  
Number of Short Courses Offered & Organized  
for the Period 2017 - 2018

SL. No.	Name of Division	No. of Course Held		Total
		Regular*	Special*	
1.	Accounting and Financial Management	17	7	24
2.	Computer Services	6	1	7
3.	General Management	9	0	9
4.	Marketing Management	1	0	1
5.	Human Resource Management	10	0	10
6.	Production Management	1	0	1
7.	Productivity and Consultancy	3	0	3
8.	Project and Social Service	3	7	10
9.	Research and Publication	3	1	4
10.	TOT and Behavioral Management	3	0	3
11.	Chattogram Campus	4	1	5
12.	Khulna Campus	0	0	0
<b>Grand total</b>		<b>59</b>	<b>18</b>	<b>77</b>

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

✓ A total of 77 courses were conducted in the year 2017-2018.

'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; 'Special Course(s)' are the courses that are offered by BIM outside of the scheduled course.

## Special Courses|2017-2018

Table No. 02

Number of Short Courses Offered & Organized

S/N	Title of the Special Course (s)	Contact Week (s)	No.of Course
1	Annual Performance Agreement and National	1	2
2	Accounting Software Tally. ERP9	1	3
3	Brand Management Incredible Brand building Strategy	1	1
4	Professional Income Tax Management	1	1
5	Public Service Innovation	1	1
6	Cyber Security Awareness Workshop	1	3
7	Online Office Managemant	1	1
8	Professional Income Tax & VAT Management	1	2
9	e - Governance and ICT Infrastructure for Implementation of Digital Bangladesh	1	2
10	Online Office Managemant	1	3
	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	1	1
12	ICT for Office Management	1	1

## Participants in Short Courses|2017 -2018

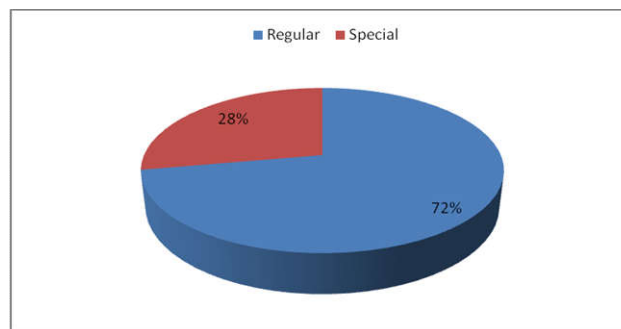
Table No. 03

Participants by Type of Courses, 2017-2018

Type of Course	No. of Participants		
	Male	Female	Total
Regular	819	113	932
Special	327	33	360
<b>Total</b>	<b>1146</b>	<b>146</b>	<b>1,292</b>

Graph No. 01

Percentage of participants by Type of Courses, 2017 - 2018

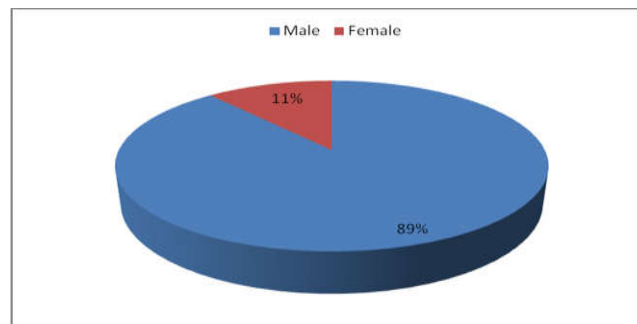


During the year 2017-2018, the five Post-Graduate Diploma Programmes were run as usual.

**Table No. 06** shows the number of participants enrolled in the Post Graduate Diploma programs during the academic year of 2018.

Graph No. 02

Percentage of Participants by Sex, 2017- 2018

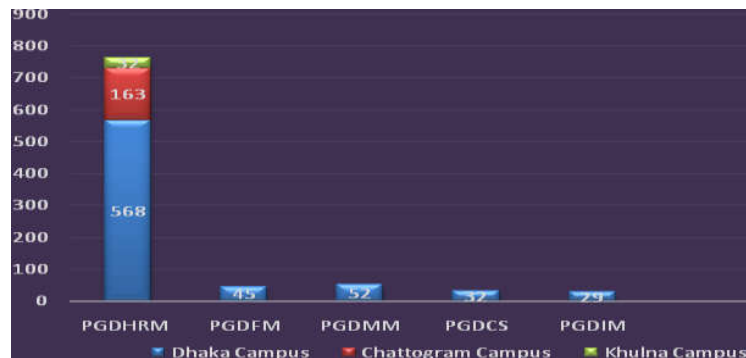


## Diploma Programmes|2018

**Table No. 4**  
**Enrollment in the Post-Graduate Diploma Courses, 2017**

Name of Diploma Course	Enrollment (2017)
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Dhaka Campus)	568
• Post Graduate Diploma in Financial Management (PGDFM)	45
• Post Graduate Diploma in Marketing Management (PGDMM)	52
• Post Graduate Diploma in Computer Science (PGDCS)	32
• Post Graduate Diploma in Industrial Management (PGDIM)	29
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Chattogram Campus)	163
• Post Graduate Diploma in Human Resource Management (PGDHRM) (Khulna Campus)*	32
<b>Total</b>	<b>921</b>

**Figure No. 04**  
**Enrollment in the Post-Graduate Diploma Courses, 2018**



In 2013, the 6 month Diploma in Social Compliance was also run as usual. In addition, a new program, first time in Bangladesh, “Diploma in Productivity and Quality Management” was introduced. Both the programs 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 153 and 39 respectively.

## **Major Consultancy Works|2017-2018**

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 2017-2018, BIM successfully arranged and conducted recruitment tests for different organizations where over 50,000 applicants contested for different positions. The organizations are as follows:

- Payra Port Authority.
- Purbachal Residential Project.
- Padma Shetu Project.

## **Employee Development|2017-2018**

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.

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**Table No. 5**  
**List of Faculty Members participated in Course/Seminar//Workshop**  
**During the Year 2017-2018**

S/N	Name of the Faculty Member/ Officer/ Staff	Course/Seminar/ Workshop	Venue, Duration
1	M. Ameenoor, M.C. Md. Rajibul Hoque, A.M.C.	Advanced Course on Research Methodology	IER, Dhaka University (Dec,17-March 18, 2018)
2	Engr. Abu Naser Md. Shahidullah Director ( Finance )	International We Trainer Conference	China 11-15, 2017
3	Mohammad Mainul Islam Md. Rabiul Islam Khan, A.M.C.	Microsoft Office-2010	BIM, Dhaka 17-25 September, 2017
4	Md.Zafar Ali, M.C. Md. Rabiul Islam Khan, A.M.C.	Special Training of Trainers (ToT) Course on Developing Training Curriculum.	BPATC, 26-30 November, 2017
5	Md. Ekramul Hoque, Maintenance in Charge	PPR 2008 and Public Procurement Management"	BIM, Dhaka 04-15 February 2018
6	Engr. Md. Mehboob Hasan Kallol, S.M.C. Md. Rajibul Hoque, A.M.C.	Innovation in Public Service	BIAM Foundation, Dhaka 04-08 February, 2018
7	All faculty members and officers of BIM	E.Nothi Management	BIM, Dhaka. 10 -11 February, 2018
8	Md. Ekramul Hoque, Maintenance in Charge	Effective Team Building	BIM, Dhaka 06-08 March 2018
9	Engr. Abu Naser Md. Shahidullah Director ( Finance )	International Trainer Conference	Jermamy 19 -23 March, 2018
10	Lamia Farha, M.C.	Advanced Training of Trainers (ATOT)	BSTD, Dhaka 19-22 March,2018
11	Md. Rajibul Hoque, A.M.C.	Internal Audit	BIM, Dhaka March 25, April 05, 2018
12	M. Ameenoor, Management Counselor	Computer Application in Financial Management	BIM, Dhaka, 31 March, 2018
13	All faculty members and officers of BIM	Refreshers E.- Nothi	BIM, Dhaka 01 April, 2018
14	Aklima Zaman, R. O. Md. Ekramul Hoque, Maintenance in Charge	Business Communication Skills	BIM, Dhaka 3-5, April, 2018
15	Md. Ekramul Hoque Maintenance in Charge	On line office management	BIM, Dhaka 8-19, April, 2018
16	All faculty members and officers of BIM	Annual Performance Agreement	BIM, Dhaka 19 April, 2018
17	Lamia Farha, M.C. Ekramul Haque, Maintenance in Charge	Financial Management for Non- Financial Personnel	BIM, Dhaka 20-21 April,2018
18	All faculty members and officers of BIM	Annual Performance Agreement	BIM, Dhaka 23 May, 2018
19	All staffs of BIM	National Integrity Strategy	BIM, Dhaka 05 June, 2018
20	All faculty members and officers of BIM	National Integrity Strategy	BIM, Dhaka 06 June, 2018

## BIM Activities in Picture:



In the presence of Honorable Minister of Ministry of industries, People's Republic of Bangladesh, Amir Hossain Amu, M.P. Annual Performance Agreement is being signed between Honorable secretary, Ministry of industries and Chairman of Board of Governors Mohammad Abdullah, and Director General, BIM Mohammad. Atwar Rahman, In the signing ceremony of Annual Performance Agreement among Ministry of Industries and its departments and institutions.

Honorable secretary, Ministry of industries and Chairman of Board of Governors Mohammad Abdullah, and Director General, BIM Mohammad. Atwar Rahman, at the meeting with Directors and Faculties of BIM.



Honorable secretary, Ministry of industries and Chairman of Board of Governors Mohammad Abdullah, and Director General, BIM Mohammad. Atwar Rahman, , Director Training and Admin, BIM Dr. Parveen Ahmed and Course co – ordinator & S.M.C of BIM S.M. Ariful Islam of Online Office Management held at BIM.

**Comparison Between 2016 -2017 & 2017-2018  
Short Courses**

Table No. 6

Number of Short Courses: 2016-2017& 2017-2018

Sl. No.	Name of the Division	Number of Short Courses	
		2016-17	2017-18
1.	Accounting and Financial Management	41	24
2.	Computer Services	4	7
3.	General Management	11	9
4.	Marketing Management	6	1
5.	Human Recourse Management	17	10
6.	Production Management	3	1
7.	Productivity and Consultancy	2	3
8.	Project and Social Service	11	10
9.	Research and Publication	9	4
10.	TOT and Behavioral Management	4	3
11.	Chattogram Campus	4	5
12.	Khulna Campus	0	0
	<b>Total</b>	<b>113</b>	<b>77</b>

**Comparison Between 2016-2017 & 2017-2018  
Diploma Courses**

Table No. 7

Enrollment in the Post-Graduate Diploma Courses

Name of the Post Graduate Diploma Course	Enrollment	
	2017	2018
▪ Human Resource Management (HRM) (Dhaka Campus)	529	567
▪ Financial Management (DFM)	62	45
▪ Marketing Management (DMM)	49	52
▪ Computer Science (CS)	25	32
▪ Industrial Management (DIM)	28	29
▪ Human Resource Management (HRM) (Chattogram Campus)	169	164
▪ Human Resource Management (HRM) (Khulna Campus)	27	32
<b>Total</b>	<b>889</b>	<b>921</b>

## Comparison Between 2016-2017 & 2017-2018 Income and Expenditure

### Income of BIM

Sl. No.	Head	2016-2017	2017-2018
1.	Government Grant	86,150,000.00	68,531,780.14
2.	Own Earning	76517883	70,417,124.00

### Expenditure of BIM

Sl. No.	Economic Code	Heads of Expenditure	2016-2017	2017-2018
1	4501	Officer's Salary	20,480,749.67	21,900,740.57
		Sub-Total	20,480,749.67	21,900,740.57
2	4601	Employee Salary	15,668,270.10	15,420,216.42
		Sub-Total	15,668,270.10	15,420,216.42
3	4701	Dearness	-	-
4	4705	House Rent	7,009,863.11	6,386,955.52
5	4713	Festival Bonus	1,957,740.00	517,120.00
6	4714	New-year Allowance	5,447,230.00	5,558,145.00
7	4717	Medical Allowances	504,842.00	499,730.00
8	4725	Washing Charge	1,889,182.97	1,858,131.89
9	4733	Entertainment	52,963.71	52,700.00
10	4755	Tiffin	16,800.00	16,500.00
11	4765	Transport (Conveyance)	152,522.68	144,176.71
12	4773	Education Allowances	115,045.16	104,607.00
13	4795	Other Allowance	509,954.84	550,537.71
		Sub-Total	427,170.61	360,017.00
14	4801	Travel	301,850.00	208,562.00
15	4805	Overtime	800,000.00	1,111,977.00
16	4810	Municipality Tax	115,200.00	115,200.00
17	4811	Land Tax	21,000.00	41,880.00
18	4815	Postal Cost	85,578.00	70,768.00
19	4816	Telephone/Teleg	312,593.00	195,029.00
20	4819	WASA	983,102.00	1,281,985.00
21	4821	Electricity	2,188,346.00	2,203,602.00
22	4822	GAS & Fuel	478,269.00	275,415.00
23	4823	Petrol Lubricant	730,227.00	968,103.00
24	4824	Insurance/Bank	482,832.00	494,010.00
25	4827	Printing and Binding	245,000.00	396,209.00
26	4828	Stationery, Seal	592,741.00	587,684.00
27	4829	Research	486,500.00	490,500.00
28	4831	Book, Journal	37,788.00	34,228.00

29	4833	Circulation &	883,561.00	662,627.00
30	4836	Uniform	120,100.00	-
31	4840	Training Cost	7,468,182.00	4,390,570.00
32	4841	ICT/ e -	-	11,130.00
33	4851	Wages (Labour)	56,300.00	71,500.00
34	4871	Bed	18,150.00	405,014.00
35	4874	Consultancy	39,184,972.00	50,278,974.00
36	4877	Vehicle Maintenance of Designated	639,000.00	710,750.00
37	4882	Legal Expenditure	-	200,000.00
38	4883	Honorarium/ Fee/	118,300.00	169,100.00
39	4890	Ceremonial	129,880.00	197,960.00
40	4899	Other	693,379.00	712,520.00
		Sub-Total	57,172,850.00	66,285,297.00
41	4901	Vehicle	521,747.00	579,841.00
42	4906	Furniture	23,200.00	36,000.00
43	4911	Computer/Office	102,300.00	286,673.00
44	4916	Machine & Tools	209,190.00	345,196.00
45	4921	Office Building	1,992,180.00	1,601,109.00
46	4926	Residential Building	2,557,680.00	2,218,717.00
47	4991	Other Maintenance & Sub-Total	245,029.00	265,541.00
			5,651,326.00	5,333,077.00
48	5311	Contributory Provident Fund	2,988,277.58	3,171,095.14
		Sub-Total	2,988,277.58	3,171,095.14
49	6311	Gratuity	19,800,000.00	7,384,325.00
		Sub-Total	19,800,000.00	7,384,325.00
50	6815	Computer Equipment	1,804,275.00	1,960,038.00
51	6821	Furniture	840,941.00	999,758.18
52	6827	Solar Panel	1,124,300.00	445,736.00
		Sub-Total	3,769,516.00	3,405,532.18
		<b>Total</b>	<b>143,614,304.43</b>	<b>138,948,904.14</b>

S.L No	Course Name	Time	Venue	Course Coordinator	No. of Participants
1	Financial Management for Executives	July 23 - 27, 2017	BIM, Dhaka	M. Amenoor	15
2	Internal Audit on HR	July 28 - 29, 2017	BIM, Dhaka	Md. Manzur Hossain	27
3	Spreadsheet Analysis with Microsoft Excel	July 30 - August 02, 2017	BIM, Dhaka	Farkhunda Dorin	10
4	Accounting Software Tally. ERP9	August 04 - 18, 2017	BIM, Dhaka	Md. Tanvir Hossain	18
5	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	August 06 - 10, 2017	BIM, Dhaka	Akhand A. Shamsul Alam	10
6	Public Service Innovation	August 09 - 10, 2017	BIM, Dhaka	Farkhunda Dorin	11
7	Annual Performance Agreement and National Integrity Strategy	August 12, 2018	BIM, Dhaka	Mohammad Sayeedur Rahman	32
8	Online Office Management	August 13 - 28, 2017	BIM, Dhaka	S. M. Ariful Islam	23
9	Human Resource Management For Executives	August 20 - 24, 2017	BIM, Dhaka	Mohammad Moinul Islam	13
10	Basic Management & Human Resource Development	August 20 - 24, 2017	BIM, Dhaka	Md. Jafar Ali	10
11	Supply Chain Management	August 20 - 24, 2017	BIM, Ctg	Eng. Md. Tariqul Islam	59
12	Microsoft Office 2010	September 17 - 25, 2017	BIM, Dhaka	Farkhunda Dorin	10
13	Brand Management For Successful Marketing	September 17 - 28, 2017	BIM, Dhaka	Dr. Uttam kumar Datta	17
14	Intellectual Property Rights	September 24 - October 04, 2017	BIM, Dhaka	Mohammad Sayeedur Rahman	16
15	Practical Income Tax & VAT Management	September 24 - October 05, 2017	BIM, Dhaka	Md. Manzur Hossain	43
16	Spreadsheet Analysis with Microsoft Excel	September 22 - 23, 2017	BIM, Dhaka	Farkhunda Dorin	10
17	Cyber Security Awareness Workshop	October 02 - 04, 2017	BIM, Dhaka	S.M.Ariful Islam	33
18	Effective Budget & Budgetary Control	October 08 - 12, 2017	BIM, Dhaka	M.Amenoor	13
19	Bangladesh Labor Act 2006 and Labor Rules 2015	October 08 - 12, 2017	BIM, Dhaka	Mohammad Moinul Islam	14
20	Effective Business Communication	October 20 - 21, 2017	BIM, Dhaka	Md. Rajibul Haque	17
21	Project Monitoring and Evaluation	October 23 - 25, 2017	BIM, Dhaka	Aklima Zaman	12
22	Public Procurement Processing and Approval Procedure	October 23 - 26, 2017	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	15
23	Accounting Software Tally. ERP9	October 20 - 28, 2017	BIM, Dhaka	Tanvir Hossain	20
24	Human Resources Management: Principles & Practices	October 22 - 26, 2017	BIM, Dhaka	Md. Jafar Ali	18
25	Brand Management Incredible Brand building Strategy	October 20 - 28, 2017	BIM, Ctg	Nirjhar Mazumder	15

26	Office Management	October 29 - 31, 2017	BIM, Dhaka	Md. Rabiul Islam Khan	26
27	Motivating People at Workplace	October 30 - 31, 2017	BIM, Dhaka	Lamia Farha	12
28	Annual Performance Agreement and National Integrity Strategy	November 04, 2018	BIM, Dhaka	Mohammad Sayeedur Rahman	27
29	Professional Income Tax Management	November 10 - 11, 2017	BIM, Dhaka	Tanvir Hossain	19
30	Accounting Software Tally. ERP9	November 17 - 18, 24 -25, 2017	BIM, Dhaka	Tanvir Hossain	16
31	Social Compliance In Relation To Bangladesh Labour Act 2006	November 19 - 23, 2017	BIM, Dhaka	Akhand A. Shamsul Alam	10
32	Public Service Innovation	November 22 - 23, 2017	BIM, Dhaka	Farkhunda Dorin	11
33	Supply Chain Management	November 19 - 29, 2017	BIM, Dhaka	Mohammad Sayeedur Rahman	21
34	Cyber Security Awareness Workshop	November 24 - 25, 2017	BIM, Dhaka	S. M. Ariful Islam	37
35	Financial Statement Analysis for Decision Making	November 19 - 30, 2017	BIM, Dhaka	Md. Rajibul Haque	15
36	Management For New Managers	November 26 - 30, 2017	BIM, Dhaka	Lamia Farha	19
37	ICT for Office Management	December 03 - 14, 2017	BIM, Dhaka	S.M.Ariful Islam	20
38	Basic Human Resource Management	December 17 - 21, 2017	BIM, Dhaka	Mohammad Moinul Islam	11
39	Supply Chain Management	December 18 - 27, 2017	BIM, Dhaka	Eng. Md. Tariqul Islam	22
40	Online Office Managemant	December 17 - 28, 2017	BIM, Dhaka	S.M.Ariful Islam	20
41	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	1-Dec-17	BIM, Ctg	Akhand A. Shamsul Alam	11
42	Professional Income Tax & VAT Management	December 24 - 28, 2017	BIM, Dhaka	Tanvir Hossain	17
43	Professional Income Tax & VAT Management	December 24 - 28, 2017	BIM, Dhaka	Tanvir Hossain	22
44	Effective Budget & Budgetary Control	January 07 - 11, 2018	BIM, Dhaka	M. Amenoor	14
45	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	January 07 - 11, 2018	BIM, Dhaka	Akhand A. Shamsul Alam	14
46	PPR 2008 & Public Procurement Management	January 07 - 18, 2018	BIM, Dhaka	Md. Aminul Islam	17
47	Cyber Security Awareness Workshop	January 19 - 20, 2018	BIM, Dhaka	S.M.Ariful Islam	21
48	Accounting Software Tally. ERP9	January 19 - 27, 2018	BIM, Dhaka	Tanvir Hossain	16
49	e - Governance and ICT Infrastructure for Implementation of Digital bangladesh	January 14 - 25, 2018	BIM, Dhaka	S.M.Ariful Islam	18
50	PPR 2008 and Annual Procurement Planning	January 21 - 25, 2018	BIM, Dhaka	Eng. Md. Mehboob Hasan Kallol	12
51	সরকারি অফিস পরিচালনার নিয়মাবলী	January 26 - 27, 2018	BIM, Dhaka	M. Amenoor	11
52	Certificate Course on Human Resource Management (CHRM)	January 21 - February 01, 2018	BIM, Dhaka	Shaikh Sajibur Rahman	9
53	Financial Management for Executives	February 04 - 08, 2018	BIM, Dhaka	M.Amenoor	7
54	PPR 2008 & Public Procurement Management	February 04 - 15, 2018	BIM, Dhaka	Md. Aminul Islam	12
55	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	February 3, 2018	BIM, Ctg	Akhand A. Shamsul Alam	11
56	Investment Analysis & Portfolio Management	February 04 - 15, 2018	BIM, Dhaka	Md. Rajibul Haque	9

57	Effective Team Building	March 06 - 08, 2018	BIM Dhaka	Lamia Farha	9
58	সরকারি অফিস পরিচালনার নিয়মাবলী	March 09 - 10, 2018	BIM Dhaka	M. Amenoor	11
59	Training of Trainers (ToT)	March 11 - 22, 2018	BIM Dhaka	Md. Mahbub ul Alam	16
60	Supply Chain Management	March 11 - 22, 2018	BIM Dhaka	Md. Aminul Islam	16
61	Labour Law for Managers and Executives	March 18 - 22, 2018	BIM Dhaka	Md. Jafar Ali	12
62	Supply Chain Management	March 22 - 31, 2018	BIM Ctg	Eng. Md. Tariqul Islam	12
63	Cyber Security Awareness Workshop	March 23 - 24, 2018	BIM Dhaka	S. M. Ariful Islam	15
64	Computer Application in Financial Management	March 31, 2018	BIM Dhaka	Md. Rajibul Haque	12
65	Internal Audit	March 24 - 29, 2018	BIM, Dhaka	Md. Manzur Hossain	34
66	Business Communication Skills	April 01-03, 2018	BIM Dhaka	Lamia Farha	8
67	Human Resource Management for New HR Professionals	April 01-02, 2018	BIM Dhaka	Mohammad Moinul Islam	11
68	Accounting Software Tally. ERP9	April 06-14, 2018	BIM Dhaka	Tanvir Hossain	12
69	Professional Income Tax & VAT Management	April 08-12, 2018	BIM Dhaka	Tanvir Hossain	15
70	Online Office Management	April 08-19, 2018	BIM Dhaka	S.M.Ariful Islam	23
71	Financial Management for Non Financial Personnel	April 20-21, 2018	BIM Dhaka	Md. Rajibul Hoque	9
72	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	April 20-21, 2018	BIM, Dhaka	M.Amenoor	15
73	Human Resource Management For Executives	April 14-26, 2018	BIM, Ctg	Eng. Md. Tariqul Islam	13
74	Organizational Development and Training Management	April 22-26, 2018	BIM Dhaka	Md. Rabiul Islam Khan	10
75	Leadership Development	April 22-26, 2018	BIM Dhaka	Lamia Farha	19
76	Essential Skills for HR Professionals	April 22-26, 2018	BIM Dhaka	Shaikh Sajibur Rahman	15
77	ICT for Office Management	May 30 - 31, 2018	BIM Dhaka	S. M. Ariful Islam	22



**SHORT COURSES  
(1961-1962 - 2017-2018)**

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

<b>Year</b>	<b>No. of Courses</b>	<b>No. of Participants</b>
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
2013-2014	113	2458
2014-2015	137	3084
2015-2016	112	1,890
2016 - 17	113	2,066
2017 - 18	77	1292

**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 HUMAN RESOURCE MANAGEMENT  
(2011- 2017)**

<b>Year</b>	<b>Participants Enrolled</b>	<b>Participants Graduated</b>
2011	381	312
2012	499	425
2013	596	470
2014	642	470
2015	684	544
2016	888	616
2017	717	614
2018	763	-

**ANNEXURE -  
05****POST GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT  
(1980-81 TO 2001-02 & 2014-2015)**

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

**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 2016)**

<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	38
2014	56	34
2015	46	38
2016	42	32
2017	49	31
2018	52	-

**ANNEXURE - 08****POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT  
( 1994-95 TO 2016 )**

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
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	-

**ANNEXURE - 09****POST GRADUATE DIPLOMA IN COMPUTER SCIENCE  
( 1994-95 TO 2016 )**

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	-

<b>ANNEXURE - 10</b>	<b>DIPLOMA IN SOCIAL COMPLIANCE (2008-2016)</b>
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Year	Participants Enrolled	Participants Graduated
2008(1st Batch)	32	25
2009(2nd Batch)	32	31
2010 (3 <sup>rd</sup> 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 Batch	46	39
2016 Batch	46	43
2017 Batch	77	63
2017 Batch	76	69
2018 Batch	60	

<b>ANNEXURE - 11</b>	<b>DIPLOMA IN PRODUCTIVITY&amp; QUALITY MANAGEMENT (2013-2016)</b>
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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	

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B. Com.

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### Senior Accounts and Budget Officer

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### Assistant Co-Ordination Officers

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