

Brief Profile

The origin of what today is known as the Bangladesh Institute of Management (BIM) can be traced back to 1961 when its precursor, the Management Development Centre, East Pakistan, was established. 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. 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.

VISION STATEMENT

“Management Excellence in Bangladesh.”

During early nineties, in the context of opening up of the market, structural changes and private sector driven growth strategy for rapid development, requirement for qualified human resources was anticipated. Against that backdrop the Bangladesh Management Development Centre (BMDC) started the process of restructuring itself so as to enable it to offer academic programmes designed to create professionals.

MISSION STATEMENT

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

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 for opening up opportunities to offer post graduate degree programmes in Business Administration like, Executive MBA, Masters in Human Resource Management etc.

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.

BIM is presently exploring the feasibility of introducing the idea of Public Private Partnership (PPP) in all its training and academic activities. As a part of that, initiatives have already been taken to examine such possibilities. In due course of time programs like Distance Learning and Master of Business Administration (MBA), if appears feasible, shall be offered to our stakeholders.

Objectives of the Institute

- 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.

Training

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. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Entrepreneurship Development, Marketing, Industrial Engineering etc. Till the year ending 2019, a total number of 96,742 participants have received training in various short courses

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. Apart from above Post-Graduate Diploma courses, BIM offers Diploma course in Social Compliance and Productivity & Quality Management of six months duration. Over 15,730 students enrolled in the different diploma courses till date, among them 9,538 had graduated in the mentioned courses.

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, Trading Corporation of Bangladesh, Petro Bangla, Power Development Board, Export Promotion Bureau, Bangladesh Chemical Industries Corporation (BCIC), BPC, RAJUK, Bangladesh Railway, Sadharan Bima, Bangladesh Agriculture Research Council (BARC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), 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.

Research

BIM also undertakes research projects. Such research projects deal with Training and Management Development, Corporate Management, Choice of Technology, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc.

Publication

‘Management Development’, a quarterly journal carrying articles and research findings of eminent national and international teachers and professionals has been a regular publication of BIM.

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. Physical Facility

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

c. 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.

d. 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 software’s 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.

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

PROGRAM AT A GLANCE

JULY, 2019							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Sales Management	July 07 -11, 2019	17:30 - 21:30	BIM Dhaka	Nirjhar Mazumder	Tk. 7,000/-	79
2	Internal Audit	July 19 - 20, 2019	09:30 - 18:30	BIM Dhaka	Md. Rajibul Hoque	Tk. 5,000/-	12
3	Spread Sheet Analysis With Ms-Excel	July 21-24 2019	09:30 - 13:00	BIM Dhaka	Farkhunda Dorin	Tk. 6,000/-	71
4	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	July, 21-25 2019	17:30 - 21:30	BIM Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-	47
5	Motivating People at Workplace	July 22- 23 2019	09:30 - 17.30	BIM Dhaka	Lamia Farha	Tk. 5,000/-	27
6	Operations and Supply Chain Management	July 25-27 2019	09:00 - 17:30	BIM Dhaka	Dr. Engr. Md Mamunur Rashid	Tk. 7,000/-	95
7	PPR 2008 & Public Procurement Management	July 28-31 2019	09:30 - 17:30	BIM Dhaka	Md. Aminul Islam	Tk. 8,000/-	97

AUGUST, 2019							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Intellectual Property Rights (IPRS)	Aug.25-Sep 04, 2019	17:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-	119
2	Total Quality Management	Aug 29-31 2019	09:00 - 17:30	BIM Dhaka	Dr. Engr. Md Mamunur Rashid	Tk.7000/-	29
3	Marketing Research for Effective Decision Making	Aug. 23- 24, 2019	09:30 - 17.30	BIM Dhaka	Dr. Uttam Kumar Datta	Tk.5,000 /-	81
4	Financial Management for Executives	Aug 25 - 29, 2019	17:30 - 21:30	BIM Dhaka	M. Amenoor	Tk. 7,000/-	14
5	Public Procurement Processing and Approval Procedure	Aug 26-29, 2019	10:00 - 16:00	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8000/-	99

SEPTEMBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Sept. 14 - 15, 2019	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk 6,000/-	31
2	Online Office Management	Sept. 15 - 26, 2019	17:30 - 21:30	BIM, Dhaka	S M Ariful Islam	TK. 27,500/-	75
3	PPR 2008 and Public Procurement Management	Sept.15-26, 2019	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol,	Tk 10,000/-	101
4	Basic Human Resources Management	Sept.15-19, 2019	17:30 - 21:30	BIM, Dhaka	Md Mainul Islam	Tk .9,000	49
5	Public Service Innovation	Sept.15-16, 2019	09:00 - 17:00	BIM Dhaka	Farkhunda Dorin	Tk 8000/-	121
6	Data Analysis using SPSS	Sept. 20–Oct, 25, 2019	17:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk 8,000/-	73
7	Management for New Managers	Sept.22- 26, 2019	17.30 - 21.30	BIM, Dhaka	Lamia Farha	Tk 7,000/-	32
8	Professional Income Tax & VAT Management	Sept. 22 -26, 2019	17:30 - 21:30	BIM, Dhaka	Tanvir Hossain	Tk 7,000/-	16
9	Basic Management & Human Resource Development	Sept.22-26, 2019	17:30 - 21:30	BIM, Dhaka	Md. Zafar Ali	Tk 7,000/-	51
10	Supply Chain Management	Sept.22-Oct.02, 2019	17:30 - 21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-	103
11	Project Management	Sept.26-28, 2019	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md Mamunur Rashid	Tk 7,000/-	115
12	Computer Application in Financial Management	Sept. 28, 2019	09.00 - 18:00	BIM, Dhaka	Md. Rajibul Hoque	Tk 3,500/-	18

OCTOBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Public Procurement Management	Oct. 10-12, 2019	09:00 - 17:30	BIM, Dhaka	Dr. Engr.Md Mamunur Rashid	Tk. 7000/-	105
2	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	Oct. 13-17, 2019;	17:30 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-	53
3	Effective Budget & Budgetary Control	Oct. 19 - 23, 2019	17:30 - 21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-	20
4	Certificate Course On Effective Marketing and Sales Management	Oct. 20 - 31, 2019	17:30 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-	83
5	PPR 2008 and Annual Procurement Planning	Oct. 20-24, 2019	17:30 - 21:30	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol,	Tk 7,000/-	107
6	Social Compliance In Relation to Bangladesh Labour ACT 2006	Oct.20-24, 2019	17:30 - 21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk 7,000/-	55
7	Entrepreneurship Development for Young Champion	Oct 24, 2019	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk. 3500/-	125
8	Training of Trainers (ToT)	Oct. 21 - 24, 2019	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	123

NOVEMBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Nov.02- 03, 2019	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk 6,000/-	31
2	Intellectual Property Rights (IPRS)	Nov. 03-13, 2019	17:30 - 21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-	119
3	Spread Sheet Analysis with Ms-Excel	Nov 11-14, 2019	09:30 - 13:00	BIM Dhaka	Farkhunda Dorin	Tk. 6,000/-	71
4	Cyber Security Awareness Training	Nov. 17 - 19, 2019	17:30 - 21:30	BIM Dhaka	S M Ariful Islam	Tk. 8,000/-	77
5	Project Monitoring and Evaluation	Nov. 17 - 21, 2019	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk 7,000/-	117
6	Supply Chain Management	Nov. 21- 30, 2019	18:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk 6,500/-	109
7	Effective Business Communication	Nov. 22-23, 2019	09:30 - 17:30	BIM,Dhaka	Md. Rajibul Hoque	Tk 5,000/-	34
8	Leadership Development	Nov 24- 28, 2019	17:30 - 21:30	BIM, Dhaka	Lamia Farha	Tk 7,000/-	36
9	Practical Human Resources Management for New HR Talent	Nov.24-28, 2019	17:00 - 21:30	BIM, Dhaka	Md. Zafar Ali	Tk 7,000/-	57

DECEMBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Practical Income Tax & VAT Management	Dec.01- 12, 2019	17:30 - 21:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-	21
2	PPR 2008 & Public Procurement Management	Dec.08- 12, 2019	09:30 - 17:30	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	97
3	Certificate Course on Leadership and Managerial Competencies (CLMC)	Dec.11- 12, 2019	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk.5,000/-	38
4	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015.	Dec. 22, 2019	09:00 - 17:00	BIM, Ctg	Akhund A. Shamsul Alam	Tk. 3,500/-	47
5	Marketing and Sales Management	Dec.22- 26, 2019	17:30 - 21:30	BIM, Ctg	Nirjhar Mazumder	Tk. 5,000/-	85
6	Office Management	Dec.22- 24, 2019	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 6,500/-	40

JANUARY, 2020							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	Jan. 04 - 05, 2020	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 6,000/-	42
2	Human Resource Management for New HR Professionals	Jan 05-16, 2020	17:00 - 21:30	BIM, Dhaka	Md. Mainul Islam	Tk. 9,000/-	61
3	PPR 2008 and Annual Procurement Planning	Jan 12-16, 2020	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-	107
4	Human Resource Management for Executives	Jan 16 - 25, 2020	18:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk. 6,500/-	63
5	Training of Trainers (ToT)	Jan 19 - 23, 2020	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	123
6	Digital Marketing	Jan 19 - 30, 2020	17:30 - 21:30	BIM, Dhaka	Farkhunda Dorin & Nirjhar Mazumder,	Tk. 9,000/-	87
7	Certificate Course on Human Resource Management (CHRM).	Jan 19 -30, 2020	17:00 - 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 9,000/-	65
8	Financial Statement Analysis for Decision Making	Jan 26-Feb, 06, 2020	17:30 - 21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 9,000/-	23
9	Research Methodology with the Application of SPSS	Jan 26-30, 2020	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	126

FEBRUARY, 2020							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Financial Management for Executives	Feb. 01 - 05, 2020	17:30 - 21:30	BIM, Dhaka	M. Amenoor	Tk.7,000/-	14
2	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	Feb.02-06, 2020	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-	53
3	Effective Team Building	Feb. 09- 10, 2020	09:30 - 17.30	BIM, Dhaka	Lamia Farha	Tk.5,000/-	43
4	Brand Management for Effective Marketing	Feb 16 – 27, 2020	17:30 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk.9,000/-	89
5	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	Feb.23, 2020	09:00 - 17:00	BIM, Ctg	Akhund A. Shamsul Alam	Tk.3,500/-	59

MARCH, 2020

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Advanced Supply Chain Management	March 01 –12, 2020	17:30 - 21:30	BIM, Dhaka	Md. Aminul Islam	Tk. 9,000/-	113
2	Public Service Innovation	March 04-05, 2020	09:00 - 17:00	BIM, Dhaka	Farkhunda Dorin	Tk. 8000/-	121
3	সু-শাসন বাস্তবায়নে করণীয়ঃ জাতীয় গুদাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি	March 11-12, 2020	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk.5,000/-	129
4	Essential Skills for Human Resource Management Professionals	March 15-19, 2020	17:30 - 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 7,000/-	67
5	Financial Management & Valuation for Non-Financial Personnel	March 20-21, 2020	09:30 - 17:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5,000/-	25
6	Supply Chain Management	March 19-28, 2020	18:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk.6,500/-	109
7	Office Management	March 22- 24, 2020	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 6,500/-	40
8	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	March 22-26, 2020	17:30 - 21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-	47

APRIL, 2020

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Effective Managerial Communication	April 08- 09, 2020	09:30 - 17:30	BIM Dhaka	Lamia Farha	Tk. 5,000/-	45
2	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	April 12-16, 2020	17:30 - 21:30	BIM Dhaka	Mohammad Mainul Islam	Tk.7,000/-	53
3	Practical Human Resource Management for Managers & Executives	April 26-30, 2020	17:30 - 21:30	BIM Dhaka	Md. Zafar Ali	Tk 7,000/-	69
4	Cyber Security Awareness Training	April 21 - 23, 2020	17:30 - 21:30	BIM Dhaka	S M Ariful Islam	Tk. 8,000/-	77

MAY, 2020							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	The Art of Effective Selling and Salesmanship	May19-20, 2020	09:00 - 17:00	BIM Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000/-	91

JUNE, 2020							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Marketing and Salesmanship	June 14 – 25, 2020	17:30 - 21:30	BIM Dhaka	Nirjhar Mazumder	Tk. 9000/-	93

INTERNAL AUDIT

Course Duration	: July 19 -20, 2019.
Timing	: 09:30-18:30
Venue	: BIM, Dhaka,
Course Fee	: Tk. 5,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

This is suitable for individuals who want to build up their career in the field of audit.

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

Background of the Course:

Internal auditing is independent, objective assurance designed to improve and add value to an organization's operations. HR Audits is a process that is routinely undertaken in companies, but most of organizations do not have dedicated HR resources for audits. Thus the course will help to develop knowledge about HR Audit

Course Objectives

An HR audit involves an objective look at the company's HR policies, practices, procedures and strategies to protect the company, establish best practices and identify opportunities for improvement. An objective review of the company's "current state" can help you evaluate whether specific practice areas are adequate, legal and/or effective. The results can provide decision-makers with the information necessary to decide what areas need improvement.

An HR audit can be structured to be either comprehensive or specifically focused. There are several types of audits, and each is designed to accomplish different objectives. Some of the more common types are:

Compliance: Focuses on how well the company is complying with policy-procedures, present international and local laws and regulations.

Best Practices: Helps the organization maintain or improve a competitive advantage by comparing its practices with those of companies identified as having exceptional HR practices.

Strategic: Focuses on the strengths and weaknesses of systems and processes to determine whether they align with the HR department's and/or the company's strategic plan.

Function-Specific: Focuses on a specific area in the HR function (e.g., payroll, performance management, records retention, etc.).

This course will help participants to be conversant in every area of HR Audit Preparation and Conduction.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration ,Objective of HR Audit	1	
2.	Scope of HR Audit	1	Lecture
3.	Approaches to HR Audit	1	Lecture, Exercise, group work
4.	Benefits of HR Audit	1	Lecture, group work
5.	Area of HR Audit	2	Lecture
6.	Steps & Process of HR audit	2	Lecture
7.	Methods of HR Audit	1	Lecture, group work
8.	Critical areas to be addressed for HR Audit preparation	1	Lecture, group work
9.	HR Audit Check List	2	Lecture, Exercise, group work
10.	Tools to be used in HR Audit	1	Lecture, Exercise, group work
11.	Questions for interview during HR Audit	1	Lecture, Exercise, group work
12.	HR Audit Report writing	1	Lecture, Exercise, group work
13.	Certificate awarding and course closing and evaluation	1	Lecture, Exercise, group work
	Total contact hour	16	

Co-ordinator : Md. Rajibul Hoque
Mobile : 01914-484406
E- mail : rajibulatbim@gmail.com

FINANCIAL MANAGEMENT FOR EXECUTIVES

Course Duration	: August 25 - 29, 2019 & Feb 01 - 05, 2020 (05 Days),
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

For all financial managers and executives in every functional management area and industry. The financial management tools help enhances your financial acumen, decision and strategy management effectiveness.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the Course:

- Whose are decision maker and the impact on the company's profitability
- Whose are uses financial management tools to diagnose the financial health of business
- Whose are uses financial management tools to evaluate projects financial viability & enhance shareholders wealth &
- Become a more effective business manager.

Course Objectives

Learn financial management techniques to enhance your business analytical, risk management and decision making skills. You will need these critical skills to effectively manage your business going forward from this global recession and financial crisis.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Understand Basic Financial Statements and Terminology	2	Lecture
2.	Balance sheet-assets, equity and liability	1	Lecture
3.	Profit and loss account-matching revenues to expenses Accruals accounting-Difference between profits and cash	1	Lecture, group discussion
4.	Understanding How Financial Management supports effective business strategy Using Financial Ratios to evaluate the financial health of a business <ul style="list-style-type: none"> - profitability ratios, liquidity ratios - management effectiveness ratios - financial risk ratio - stock market ratios & investors return on investment ratios - using real multinational companies ratios for discussion and learning 	8	Lecture, Exercise, group work
5	Sources of Business Funding – Equity and Debt Capital <ul style="list-style-type: none"> - Cost of equity capital, Cost of debt capital - Debt capital and taxation - Weighted average cost of capital (WACC) Gearing and the impact on the Weighted Cost of Capital 	4	Lecture, Exercise, group work
6.	Capital/ Project Investment Evaluation Techniques <ul style="list-style-type: none"> - return on investment (ROI), pay back - net present value (NPV) of discounted cash flows (DCF) - how effective WACC management can impact NPV and project profitability - NPV and maximizing shareholders wealth - Internal rate of return (IRR) - Project sensitivity analysis - Understand capital market - Capital market, how to arise fund from capital market - Techniques of floating IPO 	4	Lecture, Exercise, group work
Total contact hour		20	

Co-ordinator : M. Amenoor
Mobile : 01716-551661
E- mail : amenoor.bim@gmail.com

PROFESSIONAL INCOME TAX & VAT MANAGEMENT

Course Duration	: September 22 - 26, 2019 (05 Days)
Timing	: 17:30-21:30,
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

An Individual desirous of knowing the basics of INCOME TAX can attend the course. Junior and mid-level executives of businesses, offices and industries dealing with INCOME TAX, finance, audit, inventory, management, procurement, HR, supply chain can attend the course. Career beginners in those areas can attend the course. Senior level managers and owners of industries and businesses can attend the course to obtain basic knowledge to lead their team in better ways. Those desirous of beginning their careers in private sector can attend the course. INCOME TAX officials and employees can attend the course. Practitioners of Audit and Accounting Firms, Law Firms, Consultants and others can attend the course.

Eligibility for the course:

Officers and staff of the Government, Semi Government, Autonomous, Semi-Autonomous, NGO, INGO, Corporates, Multinational, Bilateral Organizations.

Background of the Course:

The objective and purpose of this course is to provide the participants basic knowledge regarding INCOME TAX & VAT. Participants can develop a synoptic view of the INCOME TAX & VAT system and on that basis they would be able to perform their INCOME TAX & VAT related jobs themselves. Without basic INCOME TAX & VAT knowledge, facing an INCOME TAX & VAT related problem, anybody becomes confused and worried. On completion of the course, the participants will get knowledge to understand their problems, to do their jobs themselves and to help others in INCOME TAX & VAT matters. Thus, they will be able to run the fiscal management in their organizations in far better way; protect their organizations from future troubles; and would be able to develop their career in finance, INCOME TAX and management areas.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Computation of Tax; Income from Salary	3	Case Studies/ Lecture
2	Computation of Tax; Income from Interest on Security	2	Case Studies/ Lecture
3	Computation of Tax; Income from House Hold Property	1	Case Studies/ Lecture
4	Computation of Tax; Income from Agriculture	1	Case Studies/ Lecture
5	Computation of Tax; Income from Business or Profession	2	Case Studies/ Lecture
6	Computation of Tax; Income from Capital Gain	1	Case Studies/ Lecture
7	Computation of Tax; Other Sources	1	Case Studies/ Lecture
8	Treatment of Advance Income Tax and Tax deducted at Source	2	Case Studies/ Lecture
9	Computation of Tax; Individual, Firm and Company and NGO.	2	Case Studies/ Lecture
10	Define Value-Added- Tax (VAT) and discover how VAT works.	1	Case Studies/ Lecture
11	Identify the risks behind improper VAT management.	2	Case Studies/ Lecture
12	Recognize how to plan your VAT balance		Case Studies/ Lecture
13	Prepare to pass a VAT audit successfully		Case Studies/ Lecture
14	Revise and improve your own VAT registration process		Case Studies/ Lecture
15	VAT definition, history and terminology		Case Studies/ Lecture
16	Examples of how to record VAT		Case Studies/ Lecture
17	Potential red flags around VAT treatment		Case Studies/ Lecture
18	Tips on audit compliance		Case Studies/ Lecture
	Total contact hour	16 hrs	

Co-ordinator : Tanvir Hossain
Mobile : 01726-134400
E- mail : tanvir.fm@gmail.com

COMPUTER APPLICATION IN FINANCIAL MANAGEMENT

Course Duration	: September 28, 2019: (Day long)
Timing	: 09.00 – 18:00.
Venue	: BIM, Dhaka
Course Fee	: 3,500/-
Number of Participants	: 20

Target Group/who should attend:

Individuals from different profession & fresh graduates can attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

Background of the course:

MS Excel is a necessary tool to perform official tasks effectively and efficiently. Data management, using accounting information and time bound reporting become easier using formula and functions of MS Excel. Thus people need to acquire basic and practical information regarding the Computer Application in Financial Management.

Course Objectives

The major objective of the course is to help individual and institutional participants from different profession to understand basic computer application (MS Excel) for financial management. Through this course the participants will be able to enhance knowledge about financial formulas, Data management & planning and Designing reports using MS Excel. The course will also provide a brief idea about business presentation using Power point.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration(hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Financial formulas in MS Excel.	1	Lecture, Exercise, group work
3	Logic Functions.	2	Lecture, Exercise, group work
4	V-lookup, H-lookup and other useful tools for FM	1	Lecture, Exercise, group work
5	Consolidation of Financial Statements using excel	1	Lecture, Exercise, group work
6	Depreciation	45 min	Lecture, Exercise, group work
7	What if analysis	45 min	Lecture, Exercise, group work
8	Use of Pivot Table.	30 min	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	Total contact hour	09	

Co-ordinator : Md. Rajibul Hoque

Mobile : 01914-484406

E- mail : rajibulatbim@gmail.com

EFFECTIVE BUDGET AND BUDGETARY CONTROL

Course Duration : October 09 - 23, 2019. (05 Days)
Timing : 17:30-21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 20

Target Group/Who Should Attend:

Budget, Treasury, Finance, Accounts, Admin and HR Managers/ Officers.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the Course:

-Become a more Effective budget and budgetary control manager.

Course Objectives

Effective budget and budgetary control in the public and private sectors.

Evaluation Method:

Learning level: Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Overview of Budgeting and Budgetary Control	2	Lecture
2.	Budget Preparation: Techniques(Govt.)	2	Lecture, group discussion
3.	Budget Preparation: The Modern Tools Utilizing Information Technology in Budget Preparation(Private)	4	Lecture, Case Study & Group Discussion.
4.	Budget Preparation: Procedures and Processes	4	Lecture, Case Study & Group Discussion.
5.	Budget Control Measures	4	Lecture, Exercise, group work
6.	Budget Evaluation and Review Cases and Exercises.	4	Lecture, Case Study & Group Discussion.
	Total contact hour	20	

Co-ordinator : M. Amenoor
Mobile : 01716-551661
E- mail : amenoor.bim@gmail.com

PRACTICAL INCOME TAX & VAT MANAGEMENT

Course Duration : December 01-12, 2019. (10 Days)
Timing : 09:30-17:30
Venue : BIM, Dhaka
Course Fee : Tk. 9,000/-
Number of Participants : 20

Target Group/Who Should Attend:

The course is suitable for mid and junior level executives from all areas of management as well as income tax practitioners.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

Background of the Course:

Knowledge of tax & VAT is essential for people engaged in any type of organizational activity. Tax & VAT is a cost on activities and tax compliance is the most common area where business and government come into contact. Thus the course will help to develop knowledge about Income Tax & VAT

Course Objectives

The purposes of this course are designed to develop the structural knowledge and skill of the participants regarding all aspects of Income Tax & VAT. It will enable participants to acquire a thorough understanding of the Income Tax Ordinance 1984 as amended up-to-date & The Value Added Tax 1991 of individuals, firms, companies, NGOs etc.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
	Inauguration, Registration	30 min	
1	Income Tax: <ul style="list-style-type: none"> - A brief history of income tax law in Bangladesh. - Scope of income tax law. - Classification of Assessee - Classification of Income - Income year and assessment year. - Tax rates and tax return. - Heads of income 	7	Lecture, Exercise, group work
2	Computation of Taxable Income from: <ul style="list-style-type: none"> - Salaries & Provident Funds - Interest on Security - House Property - Agriculture - Business or Profession - Capital Gain - Income from other Sources - Advance Income Tax (AIT) - Tax Deducted at Source (TDS). - Return of income - Assessment, Appeal, Tribunal and References. - Computation of tax – Individual, Firm, Company and NGO. 	22	Lecture, Exercise, group work
3.	Value Added Tax <ul style="list-style-type: none"> - A brief history of VAT law in Bangladesh. - How does VAT work & value addition - VAT- able Products & Services - VAT exemption - VAT calculation - Truncated base & VAT Tax Source - Form Mushak. 	10	Lecture, Exercise, group work
	Certificate awarding and course closing and evaluation	30 min	
	Total contact hour		

Co-ordinator : **Tanvir Hossain**

Mobile : 01726-134400

E- mail : tanvir.fm@gmail.com

FINANCIAL STATEMENT ANALYSIS FOR DECISION MAKING

Course Duration : January 26- February 06, 2020 (10 Days)

Timing : 17:30-21:30

Venue : BIM, Dhaka

Course Fee : Tk. 9,000/-

Number of Participants : 20

Target Group/who should attend:

The course is suitable for personnel who are working as Finance Executives, Accountants, Planners, Engineers, Production Managers and Management Decision Makers. Graduates can apply upon fulfilling certain condition.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

Financial statement analysis (or financial analysis) is the process of reviewing and analyzing a company's financial statements to make better economic decisions. These statements include the income statement, balance sheet, statement of cash flows, and a statement of changes in equity. Thus, financial statement analysis is a method or process involving specific techniques for evaluating risks, performance, financial health, and future prospects of an organization.

Course Objectives

The course is designed to equip the participants with the knowledge and skill of analyzing and interpreting financial statements of an organization in terms of its strengths and weaknesses. The course would enable the participants to help the management improve enterprise performance through proper planning and appropriate decision making on strategic corporate issues of the organization.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	An overview of Accounting and Finance. Overview of Financial Management and Major Decision Making. Overview of the Financial Statements	4	Lecture, group discussion
3.	Recording and reporting system of Financial Statements. Financial Statements Preparation Analyzing Annual Report Cash flow Statement Preparation	8	Lecture, Exercise, group work
4.	Analyzing financial statement to determine business performance Different types of Financial Statements Statements of Nonprofit organizations Accounting information for management planning & control	6	Lecture, Exercise, group work
5.	Financial Analysis Horizontal and Vertical Analysis External analysis —competitors, customers and suppliers Internal analysis —liquidity, cash flow and performance Evaluating alternative analysis strategies	8	Lecture, Exercise, group work
6.	Management: Planning and Decision Investment Decision and Evaluation Time value of money/Discounted Cash flow Analyses The Payback Period Net Present Value(NPV) The Profitability Index(PI) Exercise on Investment decisions Capital Structure Decision Short Term Financing Decision CVP analyses Long-Term Financing Decisions	8	Lecture, Exercise
7.	Raising of Capital in the corporation Dividend Policy Short Term Financing Decision Operating cycle and cash cycle Future Action Plan on the basis of findings.	4	Lecture, Exercise, group work
8.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	40	

Co-ordinator : Md. Rajibul Hoque
Mobile : 01914-48440
E- mail : rajibulatbim@gmail.com

FINANCIAL MANAGEMENT & VALUATION FOR NON-FINANCIAL PERSONNEL

Course Duration : March 20-21, 2020, (2 Days)
Timing : 09:30-17:30
Venue : BIM, Dhaka.
Course Fee : Tk. 5,000/-
Number of Participants: 20

Target Group/who should attend:

Executives, Midlevel Managers and individuals from different profession are the suitable participants for the course.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

A number managers & executives have to involve in financial decision-making process of organization though they are not finance graduate. A number of students wish to pursue careers as management accountants, management consultants, or those contemplating careers in areas such as investment banking and financial analysis. This course will allow nonfinancial personnel to equip with financial management knowledge and tools of practical corporate valuation to take decision.

Course Objectives

Learn financial management issues and techniques to enhance your business performance, risk management and decision-making skills. Business valuation and wealth maximization approach will improve decision making ability

Evaluation Method:

Learning level: Pre-test and post test.

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Financial Management: Business strategy and Forecasting Technique Financial Statements and Financial Health	1	Lecture, group discussion
3.	Sources of Business Funding – Equity and Debt Capital <ul style="list-style-type: none"> • Cost of equity capital, Cost of debt capital • Debt capital and taxation • Weighted average cost of capital (WACC) 	6	Lecture, group work
4.	Project /Investment Evaluation Techniques (Using Excel) <ul style="list-style-type: none"> • Return on investment (ROI), • Discounted Pay Back Period • Net Present value (NPV) of discounted cash flows (DCF) • How effective WACC Management can impact NPV and project profitability • NPV and maximizing shareholders wealth • Internal rate of return (IRR) Valuation DCF and relative valuation model	7	Lecture, Exercise, group work
9.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	16	

Co-ordinator : Md. Rajibul Hoque
Mobile : 01914-484406
E- mail : rajibulatbim@gmail.com

MOTIVATING PEOPLE AT WORKPLACE

Course Duration : July 22- 23, 2019 (2 Days)

Timing : 09.30 -17.30

Venue : BIM, Dhaka

Course Fee : Tk. 5,000/-

Number of Participants : 20

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for the course:

Any individual, graduate from any discipline working in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices or self-employed.

Background of the course:

This course is designed for managers at all levels looking to enhance their own and their people's motivation, performance and engagement in the workplace.

Course Objectives:

This course will provide workable techniques to help you become an inspiring leader, creating a shared vision for the people around you and understanding how to effectively inspire and motivate individuals and teams. After Completion of the course the participants will be able to:

- Define motivation and how it impacts on performance
- How to develop a greater sense of autonomy
- Explain motivational theories and how to apply them in workplace
- What are the elements holding back your organization's performance and learn how to overcome them
- Explain how fear and desire affect employee motivation
- Incorporate techniques to create a motivational climate
- Techniques to improve employee engagement and motivation
- How to align personal and organizational purpose
- How to conduct your own and your team's continuous personal performance reviews

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline. Understanding the Concept of Motivation & its impact on Performance Factors of Motivation	2	Lecture, Individual Exercise, Group Discussion
2	Approaches to Motivation & how to apply them in workplace	1.5	Lecture, Group Discussion
3	Role of Leader	1.5	Lecture, Exercise, Group Work
4	Exercise on fear & desire affect employee motivation	1	Lecture, Case Study, Discussion
5	Counseling Employee	1	Lecture, Group Discussion
6	Role of Communication	1.5	Lecture, Exercise
7	Processes that increase motivation and engagement. Techniques to Create a motivational climate Motivational Checklist	2.5	Lecture, Exercise, Group Work
8	Certificate awarding and course closing and evaluation	1	All non participatory methods
	Total contact hour	12	

Co-ordinator : **Lamia Farha**
Mobile : 01711-221226
E- mail : ifarha20@gmail.com

TOTAL QUALITY MANAGEMENT

Course Duration	: August 29-31, 2019. 03 Days (including holidays)
Timing	: 09:30-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 20

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for total qualitymanagement and willing to develop their career as professional on total quality management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of management process and how to deal with the competitive market by going through the legal procedures of the business policies for improving productivity, fitness for use and competitiveness by total quality management.

Course Objectives

The course is designed to provide the concepts and techniques of total quality management (TQM). It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the quality management.
- Give a general description of the quality management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Understand the mechanism of adoption, monitoring and institutionalization of TQM.
- Gain insight to procedural aspects of obtaining certification is ISO 9001:2015.
- Get familiar with the methodology of Total Quality Management (TQM) and to help assess enterprises through ISO 9001:2015.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Concept of Quality in the Emerging Scenario of TQM.	2	Lecture, group discussion
3	Role of Standardization in TQM.	3	Lecture, Exercise, group work
4	Step by step approach for ISO 9001:2015	3	Lecture, Exercise, group work
5	QC Problem Solving Approach	3	Lecture, group discussion
6	Quality Circle; Kaizen	3	All non-participatory methods
7	Hazard Analysis for Risk based thinking	3	Lecture, Exercise, group work
8	Technological Innovation and Management	2	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21	

Co-ordinator : Dr. Engr. Mamunur Rashid**Mobile : 01712-700412****E- mail : mamun87245@gmail.com**

সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

Course Duration	: September 14 - 15, 2019 (02 Days) November 02 – 03, 2019 (02 Days)
Timing	: 09:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

সরকারি/স্বায়ত্বশাসিত/ প্রকল্প/আধা-সরকারি/ কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

Eligibility for the course:

সরকারি চাকরিতে নতুন নিয়োগ প্রাপ্ত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

Background of the Course:

সরকারি নিয়ম কানুন সম্পর্কে সার্বিক ধারণা প্রদান যাতে প্রতিষ্ঠান পরিকল্পনা সহজ হয়।

Course Objectives

সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration(hr)	Training Methods
1.	অফিস ব্যবস্থাপনা	2	বক্তৃতা, আলোচনা
2.	নথি ব্যবস্থাপনা	3	বক্তৃতা, আলোচনা, অনুশীলন
3.	রেকর্ড ব্যবস্থাপনা ও দাপ্তরিক সুযোগ সুবিধাদি	2	বক্তৃতা, আলোচনা
4.	সভা ও দাপ্তরিক যোগাযোগ	2	বক্তৃতা, আলোচনা
5.	সরকারি কর্মচারী (আচরণ) বিধিমালা ১৯৭৯	3	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
6.	সরকারি কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	3	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
7.	গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২	1	বক্তৃতা, আলোচনা
	Total contact hour	16	

Co-ordinator	: M. Amenoor
Mobile	: 01716-551661
E- mail	: amenoor.bim@gmail.com

MANAGEMENT FOR NEW MANAGERS

Course Duration	: September 22-26, 2019. (5 Days)
Timing	: 17.30-21.30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 20

Target Group/who should attend:

This course is suitable for managers and executives at entry level and mid-level employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

This course is designed for new managers within an organization, team leaders and supervisors that need development in the management discipline, specialists who are moving or have moved into management roles & anyone who wants to enhance their management skills.

Course Objectives:

After Completion of the course the participants will be able to:

- Understand what is required of you as a manager
- Learn the skills needed to manage people and teams
- Gain an understanding of broader business issues
- Make yourself more valuable to your company
- Network with other professionals

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline. Understanding the Concept of Management & Role of a Manager Management vs. Leadership	2.5	Lecture, Individual Exercise, group discussion
2.	Strategic and Operational Planning and Implementation	2	Lecture, group discussion, Exercise
3.	Change Management	1.5	Lecture, Exercise
4.	Motivation	2	Lecture, Case study, Discussion
5.	Communication	1.5	Lecture, Exercise
6.	Conflict Management	1.5	Lecture, Case Study, group discussion
7.	Basic Accounting	2	Lecture, group work
8.	Financial Management	2	Lecture, group work
9.	Recruitment & selection	1.5	Lecture, group discussion
10.	Performance Appraisal	1.5	Lecture, group discussion
11.	Implementing Disciplinary Action	1	Lecture, Case Study
12.	Certificate awarding and course closing and evaluation	1	All non participatory methods
	Total contact hour	20	

Co-ordinator : Lamia Farha

Mobile : 01711-221226

E- mail : lfarha20@gmail.com

EFFECTIVE BUSINESS COMMUNICATION

Course Duration	: November 22-23, 2019. (2 Days)
Timing	: 09.30 - 17:30
Venue	: BIM, Dhaka
Course Fee	: 5,000/-
Number of Participants	: 20

Target Group/who should attend:

Executives, Midlevel Managers and individuals from different profession are the suitable participants for the course.

Eligibility for the course:

Any individual, graduate from any discipline working or seeking job can apply.

Background of the course:

Effective communication skill is the most significant tool to depict both Personal and professional Success. This course will help to unlock the secrets of business success by crafting language and nonverbal communication to convey shared meanings and remote professional relationships. Thus the course will help to perform audience analysis, developing you view point, you attitude, writing good news, routine, natural, negative, persuasive message and business report writing.

Course Objectives

The course is aimed to enhance managerial expertise to attain targets through effective communication. The participants will be able to learn and develop winning mindset towards successful communication. Strategic process for developing interpersonal and dynamic presentation skills will be emphasized throughout course.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	30 min	
2.	Identifying the ways of Communication. Communication Process. Significance of effective communication	1	Lecture, group discussion, Video tutorial
3.	Difference between Communication process and Communication vehicle	2	Lecture, group discussion
4.	Barriers of Communication.	1	Lecture, Video tutorial
5.	Audience Analysis.	1.5	Lecture, group discussion
6.	Developing You View Point and You Attitude.	2	Lecture, Exercise, Video tutorial
7.	Writing good news, routine, natural, negative and Persuasive message.	2	Lecture, Exercise, group work
8.	Outline and Business Report writing.	1	Lecture, group work
9.	E-mail and formal communication.	1	Lecture, group discussion
10.	Role of Nonverbal communication	1	Lecture, group discussion
11.	Overcoming Fear and preparation of presentation. Business Meeting and presentation.	1	Lecture, Video tutorial
12.	Resume writing and Cover Letter Using Social Media for Success	1	Lecture, group work
13.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	16	

Co-ordinator : Md. Rajibul Hoque
Mobile : 01914-484406
E- mail : rajibulatbim@gmail.com

LEADERSHIP DEVELOPMENT

Course Duration : November 24- 28, 2019. (5 Days)

Timing : 17.30-21.30

Venue : BIM, Dhaka

Course Fee : Tk. 7,000/-

Number of Participants : 20

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

Leadership skills are essential for sustainable corporate development. They are also a key factor in successful management. This course provides the basic theory underlying leadership—that true leadership development is a key to build, lead, inspire and motivate the workforce of the future.

Course Objectives:

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to:

- Identify and discuss the role of leadership in managing change
- Explain the process of empowerment
- Identify areas of improvement and develop dynamic leadership skill
- Describe how leadership helps in building effective task teams
- “Be themselves” these leaders can develop a leadership and motivational style that works best for them
- Identify the process of motivational leadership

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership	2.5	Lecture, Individual Exercise, group work.
2.	Models of Leadership	2	Lecture, group discussion, Exercise
3.	Leadership Styles	1.5	Lecture, Exercise
4.	Effective Communication & Leadership	2	Lecture, Case study, Discussion
5.	Team Leadership	2	Lecture, Exercise, group discussion
6.	Motivational Leadership	2	Lecture, Case Study, group discussion
7.	Delegation & Leadership Empowerment	1.5	Lecture, group work, group discussion
8.	Change Management	2	Lecture, group discussion
9.	Conflict Management	2	Lecture, group discussion, Case Study
10.	Emotional Intelligence	1.5	Lecture, group discussion
11.	Certificate awarding and course closing and evaluation	1	All non participatory methods
	Total contact hour	20	

Co-ordinator : Lamia Farha**Mobile : 01711-221226****E- mail : lfarha20@gmail.com**

CERTIFICATE COURSE ON LEADERSHIP AND MANAGERIAL COMPETENCIES (CLMC)

Course Duration	: November 11-12, 2019. (2 Full Days)
Venue	: BIM, Dhaka.
Timing	: 09:00-17:00
Course Fee	: Tk.5,000/-
Number of Participants	: 20

Target Group/who should attend:

This course is suitable for all level of leaders/managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

High performing and Competitive organizations need leaders with a whole host of competencies. At the self-level there is a need for capabilities like Managing Self, Emotional Intelligence, Drive and execution ability, and Creative and Strategic Thinking; at the group level managing high performing Teams and Capacity to Influence and Mobilize people become critical with ability to influence and mobilize diverse groups. Leaders will need to demonstrate capability at vision building, managing change and building work culture and role modeling.

This course attempts to address these broad expectations. High self-understanding is an important building block on which enduring leadership capabilities can be developed. Hence the course seeks to enable participants to have a good understanding of self so that they can build their leadership capabilities on this foundation. There is no leader without followers and hence how to influence others especially in teams is an important component of this course. Given that leaders have to perpetually come up with new and fresh approaches to solve problems creative problem solving is an important factor which will be given emphasis.

Course Objectives:

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to shape Leadership Potential through:

- Understanding business context and needed leadership competencies;

- Identifying one's own blocks to becoming an effective Leader;
- Developing capabilities to influence others, collaborating and working together;
- Developing Self -Management skills; and
- Developing creative thinking and strategic thinking capability.
- Developing capability to envision, manage change and build the needed work culture.

Evaluation Method:

Learning level : Pre-test and post-test.

Reaction level : Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership, & Leadership Competencies	2.00	Lecture & Discussion
2	Understanding Self and Leadership	2.00	Psychometric Assessments
3	Leadership-Blocks and Dilemmas	1.00	Lecture, Discussion, & Group work
4	Team roles and Leadership	2.00	Psychometric assessments & Outbound
5	Leading Change and Innovation	1.00	Lecture, Discussion, & Case Study
6	Decision Making and Problem Solving	1.00	Case let Analysis
7	Managing Conflict and negotiation	1.00	Discussion & Exercise
8	Leader as Coach	1.00	Lecture, Self-Reflection
9	Certificate awarding and course closing and evaluation	1.00	All non-participatory methods
	Total contact hour	12.00	

Co-ordinator : Mamun Muztaba

Mobile : 01716- 653626

E- mail : mamunmuztaba.bim@gmail.com

OFFICE MANAGEMENT

Course Duration	: December 22-24, 2019. (03 Days) March 22-24, 2020. (03 Days)
Timing	: 17:30 – 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,500/-
Number of Participants	: 20

Target Group/Who Should Attend:

Entry and Mid Level Officials of Government and Corporate Offices.

Eligibility for the Course: Government and non-government Officials.

Background of the Course

This is a dedicated specialized program designed to foster strategic thinking and develop the skill set required to manage and carry out the proper functioning of offices. This course aims to provide delegates with an in-depth insight into the processes of office management, file management, time management, leadership and entrepreneurship as well as how best to maintain it. A key element of the program is a focus on practical application, using a wealth of experience and state-of-the-art practical examples of leading-edge office management. Every year each govt. and non govt. organization recruit huge number of employee who have an immense requirement of knowledge regarding office management. In this context the course has been designed and prepared to cater.

Course Objectives

The aim of this course is to develop the knowledge, skills and attitude of the participants needed for running offices effectively and efficiently. After completing the course, participants will be able to:

- Establish and communicate department goals and results to employees
- Staff department and delegate work load to meet market requirements
- Actively support employee growth
- Uphold co-operative policies
- Establish a proper filing system and ensure that files are cleaned of old records annually.
- Prepare reports and maintain pay roll.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Objective Setting, Training Norms Setting	1	
2	Concept of Office Management	1	Lecture, Discussion
3	Role of an office Manager	1	Lecture, Discussion
4	Planning and Decision Making	1	Lecture, Discussion
5	Office layout and Work Simplification	1	Lecture, Discussion
6	Filing and Indexing	1	Lecture, Group work
7	Office Correspondence	1	Lecture, Group work, Exercise
8	Budgeting	1	Lecture, Group work, Exercise
9	Conducting of Office Meeting	1	Lecture, Group work, Exercise
10	Time Management	1	Lecture, Exercise, Demons.
11	Leadership and Supervision	1	Lecture, Exercise, Demons.
12	Certificate Awarding	1	
	Total contact hour	12	

Co-ordinator : Md. Rabiul Islam Khan**Mobile : 01716-917741****E- mail : prubelbd2010@gmail.com**

সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

Course Duration	: Jan 04 - 05, 2020
Timing:	: 09:00 - 17:00
Venue	: BIM, Dhaka
Course Fee	: Tk.6,000/-:
Number of Participants:	: 20
Target group/ who should attend	সরকারি/স্বায়ত্বশাসিত/প্রকল্প/কর্পোরেশন মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ। এছাড়াও চাকরিতে নতুন নিয়োগ প্রাপ্ত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।
Eligibility for the course	সরকারি চাকরিতে নতুন নিয়োগ প্রাপ্ত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।
Background of the course	সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।
Course Objectives	সরকারি/স্বায়ত্বশাসিত/প্রকল্প/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

Evaluation Method:

Learning level - Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	সরকারি চাকরির সাধারণ শর্তাবলী	২	বক্তৃতা, আলোচনা
2.	সরকারি কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯	২	বক্তৃতা, আলোচনা, অনুশীলন
3.	সরকারি কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা, ২০১৮	২	বক্তৃতা, আলোচনা
4.	সরকারি চাকরির শিষ্টাচার, ম্যানার ও প্রোটোকল	৩	বক্তৃতা, আলোচনা
5.	বেতন ও অন্যান্য সুবিধাদিঃ	২	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
6.	ছুটিঃ	২	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
7.	পেনশন সাধারণ বিধিসমূহ	১.৫	বক্তৃতা, আলোচনা
8.	পেনশন মঞ্জুর শর্তাদি	১.৫	বক্তৃতা, আলোচনা
	Total contact hour	১৬	

Co-ordinator	: M. Amenoor
Mobile	: 01716-551661
E-mail	: amenoor.bim@gmail.com

EFFECTIVE TEAM BUILDING

Course Duration	: February 09- 10, 2020. (2 Days)
Timing	: 09.30 -17.30
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 20

Target Group/who should attend:

This course is suitable for Middle and senior level managers belonging to public and private sector organizations, Services sector, and public utilities. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this programme very useful.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public, service sector, corporation and NGO or self-employed.

Background of the course:

The course is designed to develop the participant's team working skills. It will help them define a common goal, understand how they want to work together as a team and create an understanding of the behaviors required to develop better team performance.

Course Objectives:

The main objective of this course is to enable the participants to enhance their personal, Interpersonal skills and group effectiveness. After Completion of the course the participants will be able to:

- Understanding the importance and process of working together
- Developing a good insight into the behavioral dynamics of self and others
- Sharpening skills to work well as members of a team as also leaders
- Managing conflict and agreements in team
- Fostering creativity in teams

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline. Concepts of Interpersonal Skills, Team Building & Building Trust Identification of personal obstacles & assertiveness	2.5	Lecture, Individual Exercise, group work.
2.	Role of Communication	1.5	Lecture, Exercise
3.	Group Dynamics and Interaction Organizational success through personal effectiveness and teamwork	1.5	Lecture, Exercise
4.	Team Leadership Building effective team and team culture	2	Lecture, Case study, Discussion
5.	Managing Conflict & Problem solving	2	Lecture, Case study, Discussion
6.	Recognizing self-limiting behavior and attitude and acting with more confident and self-belief	1.5	Lecture, Exercise, group discussion
7.	Certificate awarding and course closing and evaluation	1	All non participatory methods
	Total contact hour	12	

Co-ordinator : Lamia Farha**Mobile : 01711-221226****E- mail : lfarha20@gmail.com**

EFFECTIVE MANAGERIAL COMMUNICATION

Course Duration : April 08- 09, 2020.(2 Days)

Timing : 09.30 -17.30

Venue : BIM, Dhaka

Course Fee : Tk. 5,000/-

Number of Participants : 20

Target Group/who should attend:

This course is suitable for Middle and senior level managers belonging to public and private sector organizations, Services sector, and public utilities. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this programme very useful.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public, service sector, corporation and NGO or self-employed.

Background of the course:

This course will provide a general view of the process of communication that is of general use in a business environment. No matter what profession you want to pursue, the ability to communicate will be an essential skill—and a skill that employers expect you to have when you enter the workforce. This course introduces you to the fundamental principles of business communication and gives you the opportunity to develop your communication skills.

Course Objectives:

After Completion of the course the participants will be able to:

- Learn key communication techniques and strategies needed by managers in any business or organization
- Learn about the rules of communication, the importance of non-verbal communication and how to develop effective listening skills.
- Learn about the key communication skills needed for successful team meetings and the importance of creating and distributing minutes of the meeting
- Develop business message writing skills.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline. Understanding Business Communication for Managers	2	Lecture, Individual Exercise, group work.
2.	Mastering Interpersonal Communication	2	Lecture, Exercise, group work.
3.	Writing Business Messages	2	Lecture, Exercise
4.	Meeting Management & Writing Meetings Minutes	1.5	Lecture, Group Exercise, Discussion
5.	Office Communication through Networking & Electronic Mail	1.5	Lecture, Individual Exercise, Discussion
6.	Writing Reports and Proposals	2	Lecture, Exercise, group discussion
7.	Certificate Awarding and Course Closing and Evaluation	1	All non participatory methods
	Total contact hour	12	

Co-ordinator : Lamia Farha**Mobile : 01711-221226****E- mail : lfarha20@gmail.com**

BANGLADESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015

Course Duration	: July 21-25, 2019. (05 Days) : March 22-26, 2020.(05 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka.
Course Fee	: Tk.7,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management.

Eligibility for the course:

Any individual, minimum graduated from any discipline working in private, public and NGO or self employed.

Background of the course:

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith.

The Act has been amended on 16th July 2013 to ensure workers' safety, welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR activities.

Course Objectives

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labor Rules, 2015.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labour Act	1	Lecture, Group Discussion
2.	Definition and classification of workers	2	-Do-
3.	Conditions of employment	2	Lecture, Exercise, Group Discussion
4.	Misconduct, punishment and disciplinary proceedings	1	Lecture, Group Discussion
5.	Health, safety and welfare	1	-Do-
6.	Functions and eligibility of welfare officer	2	-Do-
7.	Formation and functions of safety committee	2	-Do-
8.	Working hour and OT calculation	2	Lecture, Exercise, Group Discussion
9.	Different types of Leave	2	Lecture, Group Discussion
10.	Maternity leave and calculation of benefit	1	Lecture, Exercise, Group Discussion
11.	Wage: Payments and deductions	1	-Do-
12.	Trade Union and Collective Bargaining Agent (CBA)	2	Lecture, Group Discussion
13.	Formation and function of Participation Committee	1	-Do-
Total contact hour		20	

Co-ordinator : Akhund A. Shamsul Alam**Mobile : 01715-511354****E- mail : akhundalam@gmail.com**

BASIC HUMAN RESOURCES MANAGEMENT

Course Duration	: September 15 -19, 2019.(10 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk.9,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The main Objective of the course is to update the conceptual knowledge of labour laws for the executives responsible for managing human resources, particularly, the “workers” Besides the main features of the labour laws, the participants will be able to develop their skills on the application of the labour laws through the program.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Basic Principles and Practices Techniques of Human Resources Management
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
1	Human Resource Concept, Nature, Functions and Importance.	1	Lecture, group discussion
2	Job Analysis: Job description and job Specification	2	Lecture, Exercise
3	HR Planning	2	Lecture, Exercise, group work
4	Recruitment & Selection	1	Lecture, Exercise, group work
5	Wages and Salary Administration	1	Lecture, group discussion
6	Performance Appraisal	2	-Do-
7	Motivation & Communication	3	Lecture, Exercise, group work
8	Employee Safety & Health	3	Lecture, Exercise, group work
9	Industrial Relations.	3	Lecture, group discussion
10	National Integrity Strategy.	1	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : Mohammad Mainul Islam**Mobile : 01720 - 462202****E- mail : mainul0786@yahoo.co.in**

BASIC MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

Course Duration	: September 22-26, 2019. (05 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The main Objective of the course is to up date the conceptual knowledge of labour laws for the executives responsible for managing human resources, particularly, the “workers” Besides the main features of the labour laws, the participants will be able to develop their skills on the application of the labour laws through the program.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Basic Principles and Practices Techniques of Human Resources Management
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Concept of Management	1	Lecture, group discussion
2.	Managerial Roles and Skills	2	Lecture, Exercise
3.	Planning & Decision Making	2	Lecture, Exercise, group work
4.	Functions of HRM	1	-Do-
5.	HR Planning Process	1	Lecture, group discussion
6.	Leadership & Team Building	2	-Do-
7.	Motivation & Communication	3	Lecture, Exercise, group work
8.	Performance Management	3	-Do-
9.	Training & Development	3	Lecture, group discussion
10.	National Integrity Strategy.	1	-Do-
	Total contact hour	20	

Co-ordinator : Md. Zafar Ali**Mobile : 01712-594621****E- mail : alizafarbim@gmail.com**

BANGLDESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015

Course Duration	: October 13-17, 2019. (05 Days) : February 02-06, 2020. (05 Days) : April 12-16, 2020. (05 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-

Number of Participants : 20

Target Group/who should attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management.

Eligibility for the course:

Any individual, minimum graduated from any discipline working in private, public and NGO or self employed.

Background of the course:

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith. The Act has been amended on 16th July 2013 to ensure workers' safety, welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR activities.

Course Objectives

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labor Rules, 2015.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labour Act	1	Lecture, Group Discussion
2.	Definition and classification of workers	2	Lecture, Exercise, Group Discussion
3.	Conditions of employment	2	-Do-
4.	Misconduct, punishment and disciplinary proceedings	1	-Do-
5.	Health, safety and welfare	1	-Do-
6.	Functions and eligibility of welfare officer	2	-Do-
7.	Formation and functions of safety committee	2	-Do-
8.	Working hour and OT calculation	2	-Do-
9.	Different types of Leave	2	-Do-
10.	Maternity leave and calculation of benefit	1	-Do-
11.	Wage: Payments and deductions	1	-Do-
12.	Trade Union and Collective Bargaining Agent (CBA)	2	-Do-
13.	Formation and function of Participation Committee	1	-Do-
	Total contact hour	20	

Co-ordinator : Mohammad Mainul Islam**Mobile : 01720-462202****E- mail : mainul0786@yahoo.co.in**

SOCIAL COMPLIANCE IN RELATION TO BANGLADESH LABOUR ACT 2006

Course Duration	: October 20-24, 2019.(05 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management or social compliance.

Eligibility for the course:

Any individual, minimum graduated from any discipline working in private, public and NGO or self employed.

Background of the course:

Social compliance refers to an organization's adherence to law of the land, certain social standards, including those related to child and forced labour, working hours and working conditions, workers' health and safety, salary and overtime and freedom of speech and association.

The program provides insights into major social compliance issues in relation to Bangladesh Labour Act 2006 to enhance the skills and knowledge necessary to promote social standards in the industry.

Course Objectives

The course is designed to make the participants better understand the concept of Social Compliance with special focus on child labour, forced labour, discrimination, working hours and leave, wages and benefits, maternity benefit, health, safety and welfare and freedom of association in relation to the Bangladesh Labour Act 2006.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Introduction to Social Compliance	1	Lecture, Group Discussion
2.	Hierarchy of Social Compliance	2	Lecture, Exercise
3.	Issues of Social Compliance	2	Lecture, Exercise, Group Discussion
4.	Core Labour Standards- ILO	1	Lecture, Group Discussion
5.	Child Labour , Forced Labour, Discrimination	1	Lecture, Exercise, Group Discussion
6.	Health and Safety	2	-Do-
7.	Freedom of Association	2	-Do-
8.	Disciplinary Practices	2	-Do-
9.	Working Hours & leave	2	-Do-
10.	Wages and benefits	1	-Do-
11.	Comparison among different international standards	1	-Do-
12.	Comparison among different Buyers' Code of Conduct	2	Lecture, Group Discussion
	Total contact hour	20	

Co-coordinator : Akhund A. Shamsul Alam**Mobile : 01715-511354****E- mail : akhundalam@gmail.com**

PRACTICAL HUMAN RESOURCES MANAGEMENT FOR NEW HR TALENT

Course Duration	: November 24-28, 2019. (05 Days.)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka.
Course Fee	: 7,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Understand Basic Principles and Practices Techniques of Human Resources Management
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions

Evaluation Method:**Learning level** : Pre-test and post test.**Reaction Level** : Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Human Resource Concept, Nature, Functions and Importance.	1	Lecture, group discussion
2.	Job Analysis: Job description and job Specification	2	Lecture, Exercise
3.	HR Planning	2	Lecture, Exercise, group work
4.	Recruitment & Selection	1	Lecture, Exercise, group work
5.	Compensation Management	1	Lecture, group discussion
6.	Performance Appraisal	2	-Do-
7.	Motivation & Communication	3	Lecture, Exercise, group work
8.	Employee Safety & Health	3	Lecture, Exercise, group work
9.	Industrial Relations.	3	Lecture, group discussion
10.	Basic Labour Laws	1	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : **Md. Zafar Ali****Mobile** : 01712-594621**E-mail** : alizafarbim@gmail.com

BANGLDESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015

Course Duration	: December 22, 2019. (01 Full Day)
	: February 23, 2020. (01 Full Day)
Timing	: 09:00-17:00
Venue	: BIM, Chattogram.
Course Fee	: 3,500/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith.

The Act has been amended on 16th July 2013 to ensure workers' safety welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR Activities.

Course Objectives

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labour Rules, 2015.

Evaluation Method:**Learning level** : Pre-test and post test.**Reaction Level** : Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labour Act	0.10	Lecture, group discussion
2.	Definition and classification of workers	0.20	Lecture, Exercise
3.	Conditions of employment	0.30	Lecture, Exercise, group work
4.	Misconduct, punishment and disciplinary proceedings	0.30	Lecture, Exercise, group work
5.	Health, safety and welfare	0.30	Lecture, group discussion
6.	Functions and eligibility of welfare officer	0.30	-Do-
7.	Formation and functions of safety committee	0.30	Lecture, Exercise, group work
8.	Working hour and OT calculation	0.30	Lecture, Exercise, group work
9.	Different types of Leave	0.30	Lecture, group discussion
10.	Maternity leave and calculation of benefit	0.30	Lecture, group discussion
11.	Wage: Payments and deductions	0.30	Lecture, Exercise, group work
12.	Trade Union and Collective Bargaining Agent (CBA)	0.30	Lecture, Exercise, group work
13.	Formation and function of Participation Committee	0.30	Lecture, group discussion
	Total contact hour	6	

Co-ordinator : **Akhund A. Shamsul Alam****Mobile** : 01715-511354**E-mail** : akhundalam@gmail.com

HUMAN RESOURCE MANAGEMENT FOR NEW HR PROFESSIONALS

Course Duration	: January 05-16, 2020. (10 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The main Objective of the course is to up date the conceptual knowledge of labour laws for the executives responsible for managing human resources, particularly, the “workers” Besides the main features of the labour laws, the participants will be able to develop their skills on the application of the labour laws through the program.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Basic Principles and Practices Techniques of Human Resources Management
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Concept of Human Resource Management	2	Lecture, group discussion
2.	Functions of Human Resource Management	2	Lecture, Exercise
3.	HR Planning Process	2	Lecture, Exercise, group work
4.	Job Analysis	4	Lecture, Exercise, group work
5.	Recruitment and Selection	4	Lecture, group discussion
6.	Leadership & Team Building	4	-Do-
7.	Motivation & Communication	4	Lecture, Exercise, group work
8.	Performance Management	4	Lecture, Exercise, group work
9.	Training & Development	4	Lecture, group discussion
10.	Grievance Handling	4	Lecture, group discussion
11.	Disciplining Employees	4	Lecture, group discussion
12.	National Integrity Strategy.	4	Lecture, group discussion
	Total contact hour	40	

Co-ordinator : Mohammad Mainul Islam**Mobile : 01720 - 462202****E- mail : mainul0786@yahoo.co.in**

HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Duration	: January 16-25, 2020.
Timing	: 18:30-21:30
Venue	: BIM, Chattogram
Course Fee	: Tk. 6,500/-
Number of Participants	: 20

Target Group/Who Should Attend:

Administrative Officers, mid-level managers, HR officers and other executives in the Government and private sector. Also fresh graduates from any discipline can participate in this course.

Eligibility for the Course:

Graduates from any discipline.

Background of the Course:

This course provides a brief review of essential personal management concepts and techniques in a highly understandable form. This program covers the fundamental human resource activities such as hiring, training, compensating, appraising and developing employees that are essential part of every manager's job.

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Human Resource Management: Concept, Nature and Importance	2	Lecture, group discussion
2	Functions of HR Department	1	Lecture, group discussion
3	Job Analysis	2	Lecture, group discussion
4	Recruitment and Selection	1	Lecture, group discussion
5	Orientation	1	Lecture, group discussion
6	Compensation Management	2	Lecture, group discussion
7	Performance Management	2	Lecture, group discussion
8	Motivating Employees	1	Lecture, group discussion
9	Communication	1	Lecture, group discussion
10	Leadership and Team Building	2	Lecture, group discussion
11	Training and Development	2	Lecture, group discussion
12	Employee Grievance Handling	1	Lecture, group discussion
	Total contact hour	18	

Co-ordinator : Engr. Md. Tariqul Islam

Mobile : 01534-669171

E- mail : tariqul2006@yahoo.com

CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT (CHRM)

Course Duration	: January 19-30, 2020. (10 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk.9,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Concept & Functions of HRM	3	Lecture, group discussion
2.	HR planning & Job Analysis	4	Lecture, Exercise
3.	Recruitment & Selection	4	Lecture, Exercise, group work
4.	Selection Test & Interviewing	4	-Do-
5.	Training Need Assessment	2	Lecture, group discussion
6.	Training & Development	2	-Do-
7.	Performance Appraisal	4	Lecture, Exercise, group work
8.	Compensation Management	4	-Do-
9.	Motivation & Communication skills	4	Lecture, group discussion
10.	Employee Safety and Health	4	-Do-
11.	Basic Labour Law	4	-Do-
	Total contact hour	40	

Co-ordinator : Shaikh Sajibur Rahman**Mobile : 01911-187780****E- mail : sksajibbim@gmail.com**

ESSENTIAL SKILLS FOR HUMAN RESOURCE MANAGEMENT PROFESSIONALS

Course Duration	: March 15-19, 2020.(05 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
1.	Functions of HRM	1	Lecture, group discussion
2.	HR planning & Job Analysis	2	Lecture, Exercise
3.	Recruitment & Selection	2	Lecture, Exercise, group work
4.	Selection Test & Interviewing	1	-Do-
5.	Training Need Assessment	1	Lecture, group discussion
6.	Training & Development	2	-Do-
7.	Performance Appraisal	3	Lecture, Exercise, group work
8.	Compensation Management	3	-Do-
9.	Motivation Communication skills	3	Lecture, group discussion
10	Employee Safety and Health	2	-Do-
	Total contact hour	20	

Co-ordinator : Shaikh Sajibur Rahman**Mobile** : 01911-187780**E- mail** : sksajibbim@gmail.com

PRACTICAL HUMAN RESOURCE MANAGEMENT FOR MANAGERS & EXECUTIVES

Course Duration	: April 26-30, 2020. (05 Days)
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: 7,000/-
Number of Participants	: 20

Target Group/who should attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

Explain the basics of human resource management.

Acquiring the HR skill requirements of an organization

Formulating HR plan & conducting Audit.

Apply the methods & techniques of performance appraisal.

Establishing & evaluating compensation system.

Evaluation Method:**Learning level** : Pre-test and post test.**Reaction Level** : Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Functions of HRM	1	Lecture, group discussion
2	HR planning & Job Analysis	2	Lecture, Exercise
3	Recruitment & Selection	2	Lecture, Exercise, group work
4	Selection Test & Interviewing	1	Lecture, Exercise, group work
5	Training Need Assessment	1	Lecture, group discussion
6	Training & Development	2	Lecture, group discussion
7	Performance Appraisal	3	Lecture, Exercise, group work
8	Compensation Management	3	Lecture, Exercise, group work
9	Motivation Communication skills	3	Lecture, group discussion
10	Employee Safety and Health	2	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : **Md. Zafar Ali****Mobile** : 01712-594621**E-mail** : alizafarbim@gmail.com

SPREAD SHEET ANALYSIS WITH MS-EXCEL

Course Duration	: July 21-24, 2019. (4 Days) November 11-14, 2019. (4Days)
Timing	: 09:30-13:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,000/-
Number of Participants	: 20

Target Group/who should attend:

Executives from public service, private service, donor agencies, Students, Financial Analysts, Researchers and anyone interested in learning Excel. Participants must have basic knowledge on Excel. Any individual, graduate from any discipline working in private, public and NGO or self employed.

Back ground of the course:

Microsoft Excel is most widely used productivity tool in today's corporate world and education sector. Day to day corporate analysis, reporting, tools and applications are prepared with Excel. It will be an advantage for course attendees to learn practical and advanced usages of Excel for office and academic activities. Participants will work extensively with practical examples. On completion of the course, participants will be able to readily apply the concepts discussed during the sessions in their specific organizations. This is a hands-on, intensive, rigorous and intellectually challenging program. Participants will learn exceptionally valuable skills that have become increasingly essential for every modern day enterprise.

Course Objectives

The course is designed to provide the basic to intermediate knowledge on Microsoft Excel. Participants will be able to:

- Gather knowledge about the versatile use of Microsoft Excel
- Understand the use of different Excel functions & formulas in their real life work
- Understand the basic calculation of different functions & formulas
- Create a data sheet using different data validation method
- Data Analysis using charts & graphs
- Data representation using different formatting
- Analyze using Dynamic reporting tools.

Evaluation Method:**Learning level:** Pre-test and post test.**Reaction Level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline, Participant's Need Analysis	1	Discussion
2	Common and Special Operations	2	Demonstration, Exercise
3	Cell References, Formatting & Styles	2	Demonstration, Exercise
4	Sort, Filter and Advanced Filter	2	Demonstration, Exercise
5	Conditional Formatting	1	Demonstration, Exercise
6	Data Validation	2	Demonstration, Exercise
7	Charts	2	Demonstration, Exercise
8	Pivot Table	2	Demonstration, Exercise
9	Functions (logic, Math)	3	Demonstration, Exercise
10	Functions (Date, Lookup)	2	Demonstration, Exercise
11	Post test	1	Exercise
	Total contact hour	20	

Co-ordinator : Farkhunda Dorin**Mobile : 01711-907418****E- mail : rumjhum_r@yahoo.com**

DATA ANALYSIS USING SPSS

Course Duration	:20 September – 25 October, 2019. 6 Days (Only Friday)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 8,000/-
Number of Participants	: 20

Target Group/who should attend:

The course is suitable for mid-career and junior level researchers at any organizations: government sector, private sector, and NGOs. Researchers, medical professionals, statisticians in educational institutions like universities, colleges and training institutes are also can participate.

Course Objectives

The course is designed to familiarize the participants with modern tools, techniques and methodologies of research to develop professional knowledge and skills especially in the field of social science and management research. The program will include extensive practical exercise and case studies on action research: evaluation research and other social science research to enable participants to acquire more interest, analytical skills and insight into the subject with special application of computer. After completion of the course participants will be expected to undertake research projects independently and be able to evaluate the research progress at each stage of the process.

Evaluation Method:

Learning level: Post test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Basic ideas of variable, data, descriptive and inferential statistics	2	Lecture, Computer Exercise
2	How to create a data file in SPSS	2	Lecture, Computer Exercise
3	Group work for creating data file with real world data	2	Lecture, Computer Exercise
4	Manipulation of variables and cases	2	Lecture, Computer Exercise
5	Testing normality of data	2	Lecture, Computer Exercise
6	Group work for data manipulation with real world data	2	Lecture, Computer Exercise
7	Descriptive statistical analysis (central tendency, dispersion, correlation, and regression analysis)	2	Lecture, Computer Exercise
9	Group work with real data	2	Lecture, Computer Exercise
10	Inferential statistical analysis (both parametric and non-parametric tests of hypothesis)	2	Lecture, Computer Exercise
11	Group work with real data	2	Lecture, Computer Exercise
12	Designing questionnaire and collection of data	2	Lecture, Computer Exercise
13	Presentation of research findings and writing research report	2	Lecture, Computer Exercise
	Total contact hour:	24	

Co-ordinator : Engr. Md. Tariqul Islam

Mobile : 01716 -335801

E- mail : tariqul2006@yahoo.com

Online Office Management

Duration : September 15 - 26, 2019. (10 Days)

Timing : 17:30 – 21:30

Venue : BIM, Dhaka

Course Fee : Tk. 27,500/-

Number of Participants : 20

Target group/ who should attend

All the ICT Focal Point Officer/Office Executives/Computer End Users having basic computing skills should have this knowledge to protect digital information.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

Accessing the same information irrespective of hardware (Computer/Laptop/Mobile/Tab) or software (MS Windows/Android/Apple). Skilled on working from anywhere, anyplace & any time through Cloud Services. Using readily available, free, up-to-date and easy-to-use cloud based services for effective office management.

Course Objectives

Now days, more and more people are adopting information systems in their personal, working and social life. In Bangladesh, citizen, even from the grass root levels are now accessing information in parallel with the increasing rate of Internet penetration. Government is also prioritizing the innovation in public service delivery; following that most of the public servants or service delivery agents are now using e-Filing, e-Procurement through computer, tab or smartphone etc. These devices have the access to so many free online applications to improve the productivity, which ultimately aims to ensure quality service delivery at the doorsteps of citizen.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline	2	
2	Information System (IS) And Cloud Computing Systems	2	Lecture
3	Management Information System (MIS)	2	Lecture
4	Cloud Storage Management	2	Lecture, Exercise
5	Innovation in Public Service Delivery	2	Lecture
6	Time Management Using Google Calendar	2	Exercise
7	Travelling with Support of Google Map	2	Exercise
8	Social Media in Public Service Delivery	2	Lecture, Exercise
9	UNICODE Bangla	2	Exercise
10	Communication Messenger	2	Exercise
11	e-Filing	2	Lecture, group discussion
12	e-Procurement	2	Lecture, group discussion
13	Graphics Design Using Cloud Services	2	Exercise
14	Advanced Emailing, Account and Contact Management	2	Exercise
15	Word Processing Using Google Docs	3	Exercise
16	DBMS Using Google Sheets	3	Exercise
17	Google Forms	3	Exercise
18	Building Website Using Google Sites	3	Exercise
	Total contact hour	40	

Co-ordinator : S M Ariful Islam
Mobile : 01675-022755
E-mail : arifull@yahoo.com

CYBER SECURITY AWARENESS TRAINING

Duration : November 17 – 19, 2019. (3 Days)
: April 21 - 23, 2020. (3 Days)

Timing : 17:30 – 21:30

Venue : BIM, Dhaka

Course Fee : Tk. 8,000/-

Number of Participants : 20

Target group/ who should attend

All the ICT Focal Point Officer/Office Executives/Computer End Users having basic computing skills should have this knowledge to protect digital information.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

Valuable information is unknowingly exposed to security risks with the rapid expansion of information technology in the public private sector; information security is now getting maximum importance. To give contemporary ideas to the information technology users do not have a general idea about cyber security.

Course Objectives

In Today's organizational Environment, almost every role involves working with Computers in some manner. Recent events indicated that security breaches could happen with almost any computer users, at office or home. This course is intended to provide you with an introduction to common security threats and issues as well as ways to counteract them.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline	1	
2	Training Concept & Process Introduction to Information Systems Securing Information	2	Lecture
3	Type of Cyber-crime and business loss of cybercrime	1	Lecture, Exercise
4	Guard against cyber crime	1	Lecture, Exercise
5	Physical access control	1	Lecture, Exercise
6	Security outside of the office	1	Lecture, Exercise
7	Email and Internet Security	1	Lecture, Exercise
8	Role of Encryption in Network Security,	1	Lecture, Exercise
9	Digital Signature ISMS ISO-27000	1	Lecture, group discussion
10	Policy and Legal Issues of Cyber Security	1	Lecture, group discussion
11	Case Analysis & Group Discussion	1	Lecture, Exercise
	Total contact hour	12	

Co-ordinator : S M Ariful Islam
Mobile : 01675-022755
E- mail : arifull@yahoo.com

SALES MANAGEMENT

Course Duration : July 07-11, 2019

Timing : 17:30 -21:30

Venue : BIM, Dhaka

Course Fee : Tk. 7,000/-

Number of Participants : 20

Target group/ who should attend:

The Training course is open to anyone interested in gaining or improving their integrated selling skills. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Eligibility for the course:

This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products.

Background of the course:

Sales training, imparts knowledge on the fundamentals: it includes the basics of sales procedure – prospecting, needs identification, providing solutions and closing the sale. Additionally, in many industries, organizations need to follow certain rules and regulations while selling a product or a service. If employees are not made aware of these rules and regulations, companies may be answerable to the regulatory authorities. Hence sales team needs to be well-versed with all the mandatory requirements.

Course Objectives:

- Be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.
- Participants will be able to use different tools for promoting sales for selling more and earning more.

Evaluation Method :**Learning level:** Pre-test and post test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Objective Setting, Training Norms Setting	1	
2.	The Concept of selling and Sales Management	1	Lecture, Group Discussion
3.	Salesmanship	2	Lecture, Group work, Exercise
4.	Characteristics required to be successful in sales	2	Lecture, Exercise, Case Study
5.	Causes of failure of sales people	1	Lecture, Exercise, Demons.
6.	Sales force recruitment, selection and training	1	Lecture, Case Study
7.	Sales force organization, quota setting, territory design	3	Lecture, video, Exercise
8.	Selling strategy, Selling process	1	Lecture, Case study, Discussion
9.	Approach customer	1	Lecture, Case study, Discussion
10.	Sales Presentation techniques	2	Exercise, Lecture, Discussion
11.	Handling Customer Objections	2	Exercise, Lecture, Discussion
12.	Managing bad customer	1	Lecture, Group work
13.	Sales Control and Cost Analysis, Sales Audit	1	Lecture, Case Study
14.	Leading and Motivating and Managing Sales Team	1	Lecture, Group work
	Total contact hour	20	

Co-ordinator : Nirjhar Mazumder**Mobile : 01511-111222****E- mail : mazumdernirjharbim@yahoo.com**

MARKETING RESEARCH FOR EFFECTIVE DECISION MAKING

Course Duration : August 23-24, 2019

Timing : 09:30-17:30

Venue : BIM, Dhaka

Course Fee : Tk. 5,000/-

Number of Participants : 20

Target Group/Who Should Attend:

This course is specially designed for the senior marketing executives and head of Research and Development Department (R&D) at commercial organizations. Fresh graduates with no marketing research background who are interested to build up their career in marketing and sales management may also attend the course.

Eligibility for the Course:

Graduation Degree in any Discipline and Minimum one year experience as marketing and sales manager

Background of the Course:

In the modern marketing concept, exchange is the core concept of marketing. In this view, all organizations are crating exchanges. But most of them have no skilled executives who have formal marketing knowledge, skill, and positive attitudes in performing their marketing activities effectively and efficiently. In order to trained up the existing executives and provide trained up executives for those organizations, this course has been designed.

Course Objectives

The main objective of this course is to build skilled marketing managers to make fruitful decisions in designing product, setting right price, selecting best channel for distribution and effective communication mix to operate the organization effectively and efficiently.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Defining the Research	1	Learning level: Pre-test and post test.
2	Defining the Problem and components of the Research Approach	2	Lecture & Group Discussion
3	Research Design: Classification	1	Lecture & Exercise
4	Potential Sources of Error in Conducting a Research	2	Lecture and Group Discussion
5	Qualitative Research Procedures	1	Lecture and Exercise
6	Descriptive Research Design: Survey and Observation	1	Lecture & Exercise
7	Descriptive Research Design: Survey and Observation	2	Lecture & Group Discussion
8	Causal Research Design: Experimentation	1	Lecture & Exercise
9	Measurement and Scaling	1	Lecture and Group Discussion
10	Questionnaire and Form Design	1	Lecture and Exercise
11	Field Work and Form Design	2	Lecture & Group Discussion
12	Data Analyzing with SPSS and Report preparing	1	Reaction level: Training evaluation.
	Total contact hour	16	

Co-ordinator : Dr. Uttam Kumar Datta

Mobile : 01715-782054

E- mail : Ukdatta@gmail.com

CERTIFICATE COURSE ON EFFECTIVE MARKETING AND SALES MANAGEMENT

Course Duration : October 20- 31, 2019. (10 days)

Timing : 17:30-21:30

Venue : BIM, Dhaka

Course Fee : Tk. 9,000/-

Number of Participants : 20

Target Group/Who Should Attend:

Fresh Graduates, Junior & Mid level Executives of any Department in Business Organizations.

Eligibility for the Course:

Graduation Degree in any Discipline and Minimum one year experience as marketing and sales manager

Background of the Course:

In the modern marketing concept, exchange is the core concept of marketing. In this view, all organizations are crating exchanges. But most of them have no skilled executives who have formal marketing knowledge, skill, and positive attitudes in performing their marketing activities effectively and efficiently. In order to trained up the existing executives and provide trained up executives for those organizations, this course has been designed.

Course Objectives

The ultimate objective of this course is to trained up executives who are working as marketing and sales managers in distinguish business organizations and certify the fresh participants as the trained up persons on “Marketing and Sales Management” to ensure their job opportunities as Marketing and Sales Executives in any business organization.

Evaluation Method:

Learning level: Pre-test and post test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Levels of Market & Marketing Management	4	Lecture & Exercise
2	Individual Product Decisions & Product Strategy	4	Lecture & Group Discussion
3	Designing Marketing Channels & Pricing Strategy	6	Lecture & Exercise
4	Effective Marketing Communication Strategy	4	Lecture and Group Discussion
5	Product Life-Cycle and Marketing Strategy	4	Lecture and Exercise
6	Competitive Marketing Strategy and Marketing Plan	4	Lecture & Exercise
7	Value, Customer Satisfaction, Retention & CRM	4	Lecture & Group Discussion
8	Effective Selling & Sales Management	6	Lecture & Exercise
9	Demand Forecasting, Quota, and Territory Mgt.	4	Lecture and Group Discussion
10	Sales Force Designing & Management	6	Lecture and Exercise
11	Effective Selling Techniques	2	Lecture & Group Discussion
12	Monitoring Sales & Performance Evaluation	4	Lecture & Exercise
13	Duties of Salesperson & Sales Supervisors	6	Lecture and Group Discussion
	Total contact hour	60	(Sixty Hrs)

Co-ordinator : Dr. Uttam Kumar Datta

Mobile : 01715-782054

E- mail : Ukdatta@gmail.com

MARKETING AND SALES MANAGEMENT

Course Duration	: December 22-26, 2019. (5 days)
Timing	: 17:30 – 21:30
Venue	: BIM, Chattogram
Course Fee	: Tk. 5000/-
Number of Participants	: 20

Target group/ who should attend:

This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Eligibility for the course:

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

Background of the course:

The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

Course Objectives

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

Evaluation Method:

Learning level: Pre-test and post test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
15.	Inauguration, Registration, Objective Setting	1	
16.	Understanding the basic issues of marketing	1	Lecture, Group Discussion
17.	Developing Marketing Strategies and Plans	2	Lecture, Group work, Exercise
18.	Scanning Environment & conducting Mktg. Research	2	Lecture, Exercise, Case Study
19.	Marketing Mix	1	Lecture, Exercise, Demons.
20.	Product Life Cycle and marketing Strategy	1	Lecture, Case Study
21.	Segmentation, Targeting, Positioning & Branding Strategy	4	Lecture, video, Exercise
22.	Understanding the sales Management & Salesmanship	1	Lecture, Case study, Discussion
23.	Characteristics require to be successful in sales	1	Lecture, Case study, Discussion
24.	Selling process, Handling Customer Objections	2	Exercise, Lecture, Discussion
25.	Motivating sales people	2	Lecture, Case Study
26.	Managing bad customer	1	Lecture, Group work
27.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	20	

Co-ordinator : Nirjhar Mazumder
Mobile : 01511-111222
E- mail : mazumdernirjharbim@yahoo.com

DIGITAL MARKETING

Course Duration	: January 19 – 30, 2020. (10 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Eligibility for the course:

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

Background of the Course:

The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

Course Objectives

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

Evaluation Method:**Learning level:** Pre-test and post test.**Reaction level:** Training evaluation**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Objective Setting	1	
2	E Marketing / Digital Marketing Basic	3	Lecture, Group Discussion, Video Content
3	Website Optimization	8	Lecture, Demonstration, Exercise
4	Search Engine Optimization	12	Lecture, Demonstration, Exercise
5	Social Media Marketing	8	Lecture, Demonstration, Exercise
6	Google Adwards	4	Demonstration, Exercise
7	Earning Scopes With Your Digital Marketing Skills-Freelancing and other	3	Lecture , Demonstration, Exercise
8	Course Evaluation and Certificate Awarding	1	
	Total contact hour	40	

Co-ordinator : Farkhunda Dorin & Nirjhar Mazumder**Mobile : 01511-111222****E- mail : mazumdernirjharbim@yahoo.com**

BRAND MANAGEMENT FOR EFFECTIVE MARKETING

Course Duration	: February 16- 27, 2020 (10 Days)
Timing	: 17:30-21:30,
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

Product Managers & Brand Managers of Business Organizations and Fresh Graduates who want to build their carrier as a Brand Manager

Eligibility for the course:

Junior & Mid level Executives and Fresh Graduates

Background of the Course:

Branding is the key to operate any business effectively. It creates awareness and reputation in the target market for long-term business. This course has been designed targeting the business organizations as they can develop their product and brand managers to build brand equity for life-time customer value.

Course Objectives

- Developing skills of the product and brand executives to build brand and manage the product mix and product lines?
- Enabling the executives as they can make better brand decisions to establish brand equity?
- Facilitating the organizations as they can win competitive advantages through setting a branding strategy?

Evaluation Method:

Learning level: Pre-test and post test.

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1	Brand and Brand Management	4	Lecture & Exercise
2	Who do Brand Matter?	2	Lecture & Discussion
3	Customer Based Brand Equity	4	Lecture & Exercise
4	Designing Marketing Programs to build Brand	4	Lecture and Discussion
5	Identifying and establishing brand positioning	2	Lecture and Exercise
6	Planning and brand marketing programs	4	Lecture & Exercise
7	Integrating marketing communications	4	Lecture & Discussion
8	Leveraging secondary brand knowledge	2	Lecture & Exercise
9	Developing a brand equity measurement	4	Lecture and Discussion
10	Measuring sources of brand equity	4	Lecture and Exercise
11	Growing and sustaining brand equity	2	Lecture & Discussion
12	Managing brand over time.	4	Lecture & Exercise
	Total contact hour	40	(Fourteen Hrs)

Co-ordinator : Dr. Uttam Kumar Datta

Mobile : 01715-782054

E- mail : Ukdatta@gmail.com

THE ART OF EFFECTIVE SELLING AND SALESMANSHIP

Course Duration : May 19-20, 2020 (02 Days)

Venue : BIM, Dhaka.

Timing : 09:30-17:30

Course Fee : Tk. 5,000/-

Number of Participants : 20

Target Group/Who Should Attend:

Sales Manager, Supervisor, and Sales Representatives

Eligibility for the course:

Graduation degree from any discipline and having one year experience as sales manager or salesperson

Background of the Course:

Each and every business organization wants to increase sales volume as it is targeted. This target achievement mostly depends on using the art of the sales force. Most of the business organizations need to effectively manage their sales force. Therefore, this course has been designed for the sales force of a business organization to upgrade their knowledge, develop skill, and change their attitudes as they can achieve the yearly sales goal effectively.

Course Objectives

- Enabling the sales managers to forecast the market demand and setting quota for each territory and salesperson
- Facilitating and managing the sales force as they can use effective art of selling to achieve the yearly sales goals

Evaluation Method:

Learning level: Pre-test and post test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Sales & Sales Management	1	Lecture & Exercise
2	Sales Forecasting, Quota, and Territory Management	2	Lecture & Discussion
3	Sales Force Designing and Sales Force Management	2	Lecture & Exercise
4	Duties of a Sales Manager/Supervisor	1	Lecture and Discussion
5	Effective Selling Techniques	2	Lecture and Exercise
6	Customer Satisfaction & Customer Relation Mgt.	2	Lecture & Exercise
7	Sales Monitoring and Performance Evaluation	2	Lecture & Discussion
8	Retailing & Direct Selling	1	Lecture & Exercise
9	Personal Selling and Salesmanship	2	Lecture and Discussion
10	Effective Measures of Sales Effectiveness	1	Lecture and Exercise
	Total contact hour	16	(Sixteen Hrs)

Co-ordinator : **Dr. Uttam Kumar Datta**

Mobile : 01715-782054

E- mail : Ukdatta@gmail.com

MARKETING AND SALESMANSHIP

Course Duration : June 14- 25, 2020. (10 Days)

Timing : 17:30-21:30

Venue : BIM, Dhaka

Course Fee : Tk. 9,000/-

Number of Participants : 20

Target Group/Who Should Attend:

Marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer, Fresher, digital marketing executives and professionals.

Eligibility for the course:

This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises who are interested to promote their business both digitally and with brick and mortar. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Background of the Course:

The change and evolution of modern technologies, small and medium businesses are doing everything they can to keep up, which can be said true for the rest of human society. Brick-and-mortar businesses are either changing their business models to an online one, or beefing up existing marketing efforts with digital marketing strategies – in an attempt to capture a growing and very lucrative online marketplace.

Course Objectives

- Understand the modern concepts of digital Marketing, customer oriented integrated marketing and effective marketing management digitally.
- Participants will be able to develop and manage the effective digital marketing mix.
- Managing e-marketing, e-commerce and e communication successfully.
- Understanding the freelancing and earning through online.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation

Course Outline

#	Session Title	Duration (hr)	Training Methods
	Inauguration, Registration, Objective Setting	1	
1.	Understanding the basic issues of marketing	1	Lecture, Group Discussion
2.	The Marketing System & Task	2	Lecture, Group work, Exercise
3.	Developing Marketing Strategies and Plans	2	Lecture, Group work, Exercise
4.	Scanning Environment & conducting Mktg. Research	2	Lecture, Exercise, Case Study
5.	Market Demand Forecasting	3	Exercise
6.	Marketing Mix	1	Lecture, Exercise, Demons.
7.	Setting Product Strategy	2	Lecture
8.	Product Life Cycle and marketing Strategy	2	Lecture, Case Study
9.	Creating Long-Term Loyalty Relationships	1	Lecture, Exercise
10.	Segmentation, Targeting & Positioning Strategy	3	Lecture, video, Exercise
11.	Developing Pricing Strategy and Programs	2	Lecture, Exercise
12.	Wholesale and Retail Management	2	Lecture, Group work
13.	Brand Building & Brand Equity Management	4	Lecture, Video, Group work
14.	Understanding the sales Management & Salesmanship	2	Lecture, Case study, Discussion
15.	Characteristics require to be successful in sales	2	Lecture, Case study, Discussion
16.	Selling process, Handling Customer Objections	3	Exercise, Lecture, Discussion
17.	Motivating sales people	1	Lecture, Case Study
18.	Sales force size determination	2	Lecture, Case Study, Exercise
19.	Managing bad customer	1	Lecture, Group work
20.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	40	

Co-ordinator : Nirjhar Mazumder

Mobile : 01511-111222

E- mail : mazumdernirjhar_bim@yahoo.com

OPERATIONS AND SUPPLY CHAIN MANAGEMENT

Course Duration	: July 25-27, 2019.
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 20

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for operations and supply chain management and willing to develop their career as professional on operations and supply chain management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills in respect to Supply Chain Management for improving productivity and competitiveness with a view of restructuring the organizational functions to create a value added based thinking in the organization.

Course Objectives

The course is designed to provide the concepts about operations and supply chain management in order to efficient organizational functions. It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the operations and supply chain management.
- Give a general description of the supply chain management using, as appropriate, typical examples.
- Understand and interpret the analysis results.
- Apply knowledge in a practical manner using detailed procedures.

Evaluation Method:

Learning level: Pre-test and post-test

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Operations and Supply Strategy	2	Lecture, group discussion
3	Product and Service Design	2	Lecture, Exercise, group work
4	Strategic Capacity Management	2	Lecture, Exercise, group work
5	Process Analysis	2	Lecture, group discussion
6	Supply Chain Strategy	2	Case Study, Practical demonstration
7	Logistics and Facility Location	2	Lecture, Exercise, group work
8	Lean Manufacturing	2	Lecture, Exercise, group work
9	Enterprise Resource Planning	2	Lecture, group discussion
10	Demand Management and Forecasting	1	Lecture, group discussion
11	Inventory Control	2	Lecture, group discussion
12	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21hrs.	

Co-ordinator : **Dr. Engr. Mamunur Rashid**

Mobile : 01727-700412

E- mail : mamun87245@gmail.com

PPR 2008 & PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: July 28-31, 2019. (5 Days)
Timing	: 09:30-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 8,000/-
Number of Participants	: 20

Target Group/who should attend:

This course is designed for the officers who deal with the public funds and for its organization's procurement and project activities in the government offices.

Eligibility for the course: Any individual interested graduate from any discipline working in Public, in Projects and who deal with the public contract.

Background of the course:

Facilitation is a technique that is necessary for all government officers in handling the activities of the public procurement process. As the Government promulgated the Public Procurement Act, 2006 (PPA, 2006) and the Public Procurement Rules, 2008(PPR, 2008), all the government offices must follow the PPA and PPR for purchasing. The government officers need to acquire the sound and practical knowledge of PPR, 2008 for how to implement the activities of public procurement process.

Course Objectives

This course is designed for sharing the practical experiences to enable the participants to handle and to implement the public procurement effectively in accordance with the PPA 2006, its Amendments and PPR 2008 and its Amendments adopted by the government.

After completing the course, participants will be able to use:

- To avoid the risks involved in the procurement process
- To find out the ways of mitigating the risks
- To reduce the audit observations linked to procurement process
- Confidently do the public procurements abiding by the PPA and PPR
- Gather knowledge about the Government's such an important law and rules.
- To have a knowledge on E-GP procedure.

Evaluation Method:**Learning level** - Pre-test and post test.**Reaction Level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Basic concepts of public procurement process with PPA 2006 and PPR 2008 and their Amendments. Different methods of procurement of Goods, Works and Services.	9	Lecture, group discussion and Exercise
2.	Discussion on the Annual Procurement Planning (APP) for procurement of Goods, Works and Services and Exercise on preparation of APP and Formation of different committees & Preparation of Technical Specifications	3	Lecture, group discussion and Exercise
3.	Standard Tender Documents (STD) Exercise on Tender Data Sheet (TDS) of Goods and works and General Contract of Contract (GCC) with BOQ and Proposal Data Sheet (PDS).	8	Lecture, group discussion and Exercise
4.	Exercise on Tender Opening and Evaluation Process Contract Administration and Management	5	Lecture, group discussion and Exercise
Total contact hour		25	

Co-ordinator : Md. Aminul Islam**Mobile : 01718-427947****E- mail : aminulmcbim@gmail.com**

PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE

Course Duration	: August 26-29, 2019. (04 Full Days)
Timing	: 10:00-16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 8,000/-
Number of Participants	: 20

Target Group/who should attend:

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the public procurement Processing and Approval Procedure in line with Public Procurement Rules 2008 and Public procurement Act 2006 for the people who have responsibility for public procurement.

Evaluation Method:**Learning level:** Pre-test and post test.**Reaction level:** Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1	
2.	PPR Overview	2	Lecture, Group discussion
3.	Formation of Committees	1	Lecture, Group work
4.	Methods of Procurement of Goods and Works	4	Lecture, Group work
5.	Methods of Procurement of Services	4	Lecture, Group discussion
6.	Processing of Procurement	2	Lecture, Group discussion
7.	Complaint and Appeals	1	Lecture
8.	Delegation of Financial Power; Procurement Approval Procedure, PPPAP	1	Lecture, Exercise, Group work
9.	Post-Test	1	
10.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	18	

Co-ordinator : Engr. Md. Mehboob Hasan Kallol**Mobile** : 01754-460100**E- mail** : mmhkallol@yahoo.com

PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: September 15-26, 2019. (10 Full days)
Timing	: 10:00-16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 10,000/-
Number of Participants	: 20

Target Group/who should attend:

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the public procurement Rules, 2008 and Public procurement Act, 2006 for the people who have responsibility for public procurement.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	2.5	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Methods of Procurement of Goods and Works	4.5	Lecture, group work
5.	Processing of Procurement	3.5	Lecture, group discussion
6.	Preparation of Tender Documents (Goods)	4.5	Lecture, Exercise, Group work
7.	Preparation of Tender Documents (Works)	4.5	Lecture, Exercise, Group work
8.	International Procurement	4.5	Lecture, Group work
9.	Tender Opening and Evaluation	4.5	Lecture, Group work
10.	Methods of Procurement of Services	4.5	Lecture, Group work
11.	Complaint and Appeals	1.0	Lecture
12.	Delegation of Financial Power;	1.0	Lecture, Exercise, Group work
13.	Annual Procurement Planning	6.0	Lecture, Exercise, Group work
14.	Post-Test	1.0	
15.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	45.0	

Co-ordinator : **Engr. Md. Mehboob Hasan Kallol**

Mobile : 01754-460100

E- mail : mmhkallol@yahoo.com

SUPPLY CHAIN MANAGEMENT

Course Duration	: September 22 - October 02, 2019. (10 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for any management function.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the Course:

In this age of high connectivity and increasing exchangeability, none of the countries is self sufficient and single firm can produce the whole of product. Knowing only the core management function is not enough for a manager without considering the wholistic approach. So, sustainability of a business house is very much dependent on the overall condition of its supply chain. So, the knowledge for understanding of the supply chain is a must for a business manager.

Course Objectives

The course is designed to give an orientation into the concepts of Supply Chain Management and to improve the understanding of the participants in key supply chain strategies and how these can be used to lower costs, add value for customers and increase the competitive standing of the firm. It is expected that after the successful completion of the course, participants will be able to:

- Get a concrete understanding of Supply Chain Management,
- Identify the business processes in working organization,
- Assess the interrelationship among different management functions,
- Evaluate the efficiency and responsiveness of a supply chain,
- Apply the methods & techniques for improvement of a supply chain.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Introduction to Supply Chain Management	3	Lecture, group discussion
3.	Supply Chain Management: Related Concept & Terminology	4	Lecture, group work
4.	Demand Forecasting	2	Lecture, Exercise, group work
5.	Collaborative planning	2	Lecture, group discussion
6.	Strategic sourcing & Procurement	1.5	Lecture & Presentation
7.	Supplier Relation Management	1.5	Lecture, group work
8.	Purchase Management	3	Lecture, group work
9.	Commercial Management: Import-Export Documentation & Processing	4	Lecture, group discussion
10.	Inventory Management	2	Lecture, group discussion
11.	Networking, Distribution & Warehouse Management	2	Lecture, group discussion
12.	SCM: Evolution, Strategies	2	Lecture, group discussion
13.	SCM: Components, Drivers, Framework	2	Lecture, group discussion
14.	Performance Measures along Supply Chain	4	Lecture, group discussion
15.	Customer Relation Management: Context of Large Corporations & Small enterprises	3	Lecture, group discussion
16.	Review, Exercise, Tests & Closing	3	Multiple Methods
	Total contact hour	40	

Co-ordinator : **Mohammad Sayeedur Rahman**

Mobile : 01819-231219

E- mail : sayeed19@gmail.com

PUBLIC PROCUREMENT MANAGEMENT

Course Duration : October 10-12, 2019. (03 Days)

Timing : 09:30-17:30

Venue : BIM, Dhaka

Course Fee : Tk.7,000/-

Number of Participants : 20

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for procurement and willing to develop their career as professional on public procurement management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The background of this course is to help bridge the current deficit in qualified human resources and to enable procurement professionals to cope with the challenges of regulating, executing and monitoring public procurement in an economic and socially responsive manner.

Course Objectives

The course is designed to provide the concepts and techniques of real public procurement management.

At the end of the program, the participants will have acquired a full spectrum of knowledge and skills covering:

- legislative and regulatory frameworks and corresponding institutional models for successful discharge of the functions of a modern procurement system
- execution of the procurement process for goods, works and services (including innovative contracting modalities like public private partnerships and e-procurement)
- procurement audit, control and reporting techniques in public procurement control and reporting techniques for procurement operations

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Procurement Process	3	Lecture, group discussion
3	Procurement Management of Supply Contracts	2	Lecture, Exercise, group work
4	Procurement of Physical Services	3	Lecture, Exercise, group work
5	Works Procurement Management	3	Lecture, group discussion
6	Procurement of Consultancy services;	3	Lectures, Exercise,
7	Dispute settlement and Fraud and Corruption in Public Procurement	2	Lecture, Exercise, group work, Case Studies and practical demonstration.
8	Procurement Audit and E-Procurement (Legal issues and implementation models)	3	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator : Dr. Engr. Mamunur Rashid**Mobile : 01727-700412****E- mail : mamun87245@gmail.com**

PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Duration : October 20-24, 2019. (5 Days)

Timing : 17:30-21:30

Course Fee : Tk. 7,000/-

January 12-16, 2020. (5 Days)

Timing : 10:00-16:00

Venue : BIM, Dhaka

Course Fee : Tk. 8,000/-

Number of Participants : 20

Target Group/who should attend:

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the public procurement Rules, 2008 and Public procurement Act, 2006 for the people who have responsibility for public procurement.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	1.0	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Tender Validities and Security Deposits	1.0	Lecture, group discussion
5.	Methods of Procurement of Goods and Works	4.0	Lecture, group work
6.	Methods of Procurement of Services	4.0	Lecture, Group work
7.	Delegation of Financial Power	1.0	Lecture, Exercise, Group work
8.	Annual Procurement Planning	5.0	Lecture, Exercise, Group work
9.	Post-Test	1.0	
10.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	20.0	

Co-ordinator : Engr. Md. Mehboob Hasan Kallol

Mobile : 01754-460100

E- mail : mmhkallol@yahoo.com

SUPPLY CHAIN MANAGEMENT

Course Duration	: November 21- 30, 2019. (06 Days)
	: March 19 – 28, 2020. (06 Days)
Timing	: 18:30-21:30
Venue	: BIM, Chattogram
Course Fee	: Tk. 6,500/-
Number of Participants	: 20

Target Group/Who Should Attend:

Managers, executives and other professionals working in business function & dealing with people in the organization. Also fresh graduates from any discipline can participate in this course.

Eligibility for the course:

Graduate from any discipline.

Background of the Course:

This course provides a background to evolution of this concept of supply chain and a strategic framework to analyze design, planning, and operational decision within supply chain. Such a framework helps clarify supply chain goals and identify managerial actions that improve supply chain performance in terms of the desired goals.

Course Objectives

The course is designed to give an orientation of supply chain management and to improve the understanding of the participants in key supply chain strategies and how these can be used to lower costs and add values for the customers and increase the competitive standing of the firm.

Evaluation Method:

Learning level: Pre-test and post test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Issues and Challenges in Business at present	1	Lecture, group discussion
2	Basic Concepts of Supply Chain Management	2	Lecture, group discussion
3	Supply Chain Relationships	3	Lecture, group discussion
4	Demand Management	3	Lecture, group discussion
5	Distribution Management	3	Lecture, group discussion
6	Transportation Management	3	Lecture, group discussion
7	Up Scaling Customer Satisfaction	2	Lecture, group discussion
8	Sustainable Supply Chain Design	1	Lecture, group discussion
	Total contact hour:	18	

Co-ordinator : Engr. Md. Tariqul Islam

Mobile : 01534-669171

E- mail : tariqul2006@yahoo.com

PPR 2008 & PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: December 08 – 12, 2019.(5 Full Days)
Timing	: 09:30-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 8,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

This course is designed for the officers who deal with the public funds and for its organization's procurement and project activities in the government offices.

Eligibility for the Course:

Any individual interested graduate from any discipline working in Public, in Projects and who deal with the public contract.

Background of the Course:

Facilitation is a technique that is necessary for all government officers in handling the activities of the public procurement process. As the Government promulgated the Public Procurement Act, 2006 (PPA, 2006) and the Public Procurement Rules, 2008 (PPR, 2008), all the government offices must follow the PPA and PPR for purchasing. The government officers need to acquire the sound and practical knowledge of PPR, 2008 for how to implement the activities of public procurement process.

Course Objectives

This course is designed for sharing the practical experiences to enable the participants to handle and to implement the public procurement effectively in accordance with the PPA 2006, its Amendments and PPR 2008 and its Amendments adopted by the government.

After completing the course, participants will be able to use:

- To avoid the risks involved in the procurement process
- To find out the ways of mitigating the risks
- To reduce the audit observations linked to procurement process
- Confidently do the public procurements abiding by the PPA and PPR
- Gather knowledge about the Government's such an important law and rules.
- To have a knowledge on E-GP procedure.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
1.	Basic concepts of public procurement process with PPA 2006 and PPR 2008 and their Amendments. Different methods of procurement of Goods, Works and Services.	10	Lecture, group discussion and Exercise
2.	Discussion on the Annual Procurement Planning (APP) for procurement of Goods, Works and Services and Exercise on preparation of APP and Formation of different committees & Preparation of Technical Specifications	10	Lecture, group discussion and Exercise
3.	Standard Tender Documents (STD) Exercise on Tender Data Sheet (TDS) of Goods and works and General Contract of Contract (GCC) with BOQ and Proposal Data Sheet (PDS).	8	Lecture, group discussion and Exercise
4.	Exercise on Tender Opening and Evaluation Process Contract Administration and Management	7	Lecture, group discussion and Exercise
	Total contact hour	40	

Co-ordinator : Md. Aminul Islam**Mobile : 01718-427947****E- mail : aminulmcbim@gmail.com**

ADVANCED SUPPLY CHAIN MANAGEMENT

Course Duration	: March 01 – 12, 2020. (10 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

This course is designed for all types of business personnel who run, operate and maintain business in the present competitive market.

Eligibility for the course:

Any individual interested graduate from any discipline working in private, NGOs and who deal with the business.

Background of the Course:

In the era of competitive business world the practical knowledge of supply chain is very much important. It is necessary to purchase the raw materials in a competitive advantage and manufacturing product. Now the business process is not a separate organization, but it exists in a network of different business units. All the products are not coming from its final manufacturing unit. But the products are coming to the market through a chain from its origin. The knowledge of SC is necessary for all the business bodies.

Course Objectives

This course is designed for sharing the experiences to enable the participants to maintain and to manage strong relationship among the stakeholders effectively for successful business operation from the origin of ingredients of products to the market. After completing the course, participants will be able to:

- Maintain and to manage strong relationship among the stakeholders effectively for successful business operation.
- Handle different business activities efficiently.
- Plan the Market to introduce the product
- Choose the right supplier selection
- Maintain the supplier optimization
- Procure raw materials with competitive advantage
- Maintain the Inventory level and distribution channel
- Gain knowledge of value chain and value creation and others.

Evaluation Method:**Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Basic concepts of Supply Chain with different types of products in the market. Discussion on the different suppliers, Manufacturing process and Customers.	10	Lecture, group discussion
2.	Discussion on the right supplier selection, maintenance the supplier optimization and managing strong relationship among the stakeholders effectively for successful business operation.	10	Lecture, group discussion
3.	Discussion on the value chain, value engineering, competitive advantage and other necessary events.	4	Lecture, group discussion
4.	Discussion on TQM, Improving supply chain, Strategic supply chain.	8	Lecture, group discussion
5.	Discussion on the Inventory, Warehouse and Logistics management and product distribution channel.	8	Lecture, group discussion
	Total contact hour	40	

Co-ordinator : Md. Aminul Islam**Mobile : 01718-427947****E- mail : aminulmcbim@gmail.com**

PROJECT MANAGEMENT

Course Duration : September 26-28, 2019. (03 Full Days)

Timing : 09:00-17:30

Venue : BIM, Dhaka

Course Fee : Tk.7,000/-

Number of Participants : 20

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for total quality management and willing to develop their career as professional on project management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of project management process and how to obtain competitiveness in market by project management.

Course Objectives

The course is designed to provide the concepts and techniques of real project preparation to project management. It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the project management.
- Give a general description of the management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Gain insight to procedural aspects of obtaining certification of PMP.

Evaluation Method:

Learning level: Pre-test and posttest

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Project Concept; Project Development Cycle; Project Identification and developing project need statement. Project Generation & Selection; Steps of Analysis; Exercise on Problem Tree, Objective Tree and Assumptions.	3	Lecture, group discussion
3	Concept and Techniques of Monitoring and Evaluation.	2	Lecture, Exercise, group work
4	Project Planning and Control, Scheduling, Resource Allocation; Critical Path Analysis (CPM); Program Evaluation and Review Techniques (PERT) and Earned Value Management (EVM) and Exercise on CPM, PERT and EVM.	3	Lecture, Exercise, group work
5	Project Planning, Scheduling and Controlling; Factors to Consider When Crashing A Project; Steps in Project Crashing and Time Cost Trade Offs	3	Lecture, group discussion and, Practical demonstration
6	Real Life Project on Project Proposal Preparation	3	Case Study
7	Project Appraisal and Evaluation	2	Lecture, Exercise, group work
8	Project Management Exercise	3	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21hrs.	

Co-ordinator : Dr. Engr.Md. Mamunur Rashid

Mobile : 01712-700412

E- mail : mamun87245@gmail.com

PROJECT MONITORING AND EVALUATION

Course Duration	: November 17- 21, 2019. (05 Days).
Timing	: 17:30-21:30
Venue	: BIM, Dhaka,
Course Fee	: Tk. 7,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

The Course is designed for the executives of government agencies, development banks and allied financial institution, commercial banks, sector corporations, international and voluntary agencies, NGO's, consulting firms, private investors and entrepreneurs.

Eligibility for the Course:

Any individual graduate from any discipline working in Public, in Projects and who deal with the Projects.

Background of the Course:

Monitoring and evaluation (M&E) of a project are increasingly recognized as an Integral function of project implementation. Monitoring and Evaluation (M&E) is a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact. It is mainly used to assess the performance of projects, institutions and programs set up by governments, international organisations and NGOs. It establishes links between the past, present and future actions. This course is intended to provide basic knowledge about M&E and it is expected that the knowledge helps project related personnel to improve their ability to effectively monitor and evaluate their projects, and therefore, strengthen the performance of their projects.

Course Objectives

To greatly enhance the project monitoring and evaluation skills for effective and efficient project implementation this course is designed to understand

- Basic concept on Monitoring & Evaluation
- The need for Monitoring and Evaluation-
- Developing Logical Framework Approach to Project Design, Implementation and Evaluation
- Understanding the link between the Logical Frame and Monitoring and Evaluation
- Monitoring & Evaluation Methods and Tools
- Monitoring and Evaluation Planning, Design and Implementation
- Writing Report and use of Monitoring and Evaluation Results

Evaluation Method:**Learning level** - Pre-test and post test.**Reaction Level:** Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
1	Project M&E: Concept, Definition, aspect & type	2	Lecture, group discussion and Exercise
2	Logical frame work to M&E Framework Project Result & WBS: Concept	5	Lecture, group discussion and Exercise
3	Defining performance and indicators for project.	2	Lecture, group discussion and Exercise
4	Data collection for Monitoring & Evaluation Data Analysis and project findings Other issues related to Project M&E	5	Lecture, group discussion and Exercise
5	Monitoring & Evaluation: Report Writing	2	Lecture, group discussion and Exercise
6	Concept of Participatory Project Management Process of Participatory Project M&E Specialty of Participatory Project M&E	4	Lecture, group discussion and Exercise
	Total contact hour	20	

Co-ordinator : Aklima Zaman**Mobile** : 01816-591884**E- mail** : zamanaklima@gmail.com

INTELLECTUAL PROPERTY RIGHTS (IPRs)

Course Duration	: Aug 25 – Sep 04, 2019. (10 Days) November 03-13, 2019. (10 Days)
Venue	: BIM, Dhaka
Timing	: 17:30-21:30
Course Fee	: Tk. 9,000/-
Number of Participants	: 20

Target Group/who should attend:

The course is designed for the Judges, lawyers, corporate officials related to legal affairs and branding, executives of government agencies including customs, police, copyright office, DPDT etc and academician in department of legal and business studies in the tertiary institutions, SME entrepreneurs, officials of trade bodies and chamber of commerce or anyone interested on IPRs.

Eligibility for the course:

Any individual, interested in IPRs, graduate from any discipline working in private, public NGO or self employed.

Background of the course:

Intellectual Property Rights (IPRs) are essential for safe guarding creativity, innovation, local productive identification, even the traditional expression. But, the understanding of IP is difficult for its abstract boundaries. The sense of IPRs is complicated as it is rooted in the intersections of multiple knowledge disciplines, such as, scientific research and development, fine arts, law, economics, business studies and international relations. The Intellectual Property (IP) portfolio of a nation and a corporate is becoming the major strength to achieve and maintain competitive advantage in the businesses. The ratio of value of IP to the total corporate value is sharply increasing in most of the global industries. IP litigation is also increasing in the advanced and developing economies. Day by day, IP is turning into one of the central factors for economic growth and advancement for the countries.

Course Objectives

To provide the fundamental insights on various issues of IPRs and to increase participants' capacity for better understanding and exercising of IPRs in Bangladesh and international context. It is expected that after the successful completion of the course, participants will be able to:

- Get a concrete understanding on Intellectual Property Rights,
- Identify subject matter eligibility for registration of IPRs,
- Know the international IPRs regime and framework,
- Know the IPRs registration process in Bangladesh,
- Apply the IP senses for innovation management and corporate branding

Evaluation Method:**Learning level:** Pre-test and post test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline	1	
2	Introduction to Intellectual Property Rights	3	Lecture, group discussion
3	IPRs Legal & Policy framework in Bangladesh	2	Lecture, group work
4	IPRs: Theories & practice	2	Lecture, Exercise, group work
5	Concept of Patent, Patent Application & Granting Procedure	4	Lecture, group discussion
6	Concept of Trademark, Trademark: Application procedure, litigation	4	Lecture & Presentation
7	IPRs registration trends	1	Lecture, group work
8	Geographical Indication & Traditional Knowledge: scope of strategic use for economic gain	3	Lecture, group work
9	Copyright law of Bangladesh: special focus on IT, creative and Handicraft Industries.	4	Lecture, group discussion
10	Industrial Design: Strategic use for agro-based & pharmaceutical industries	3	Lecture, group discussion
11	Concepts of innovation management: IP Licensing, Commercialization & Technology Transfer	6	Lecture, group discussion
12	Enforcement Issues for IPRs: Global & Local context	2	Lecture, group discussion
13	Harnessing IPRs as a business tool for sustainable development	2	Lecture, group discussion
14	Review, Exercise, Tests & Closing	3	Multiple Methods
	Total contact hour	40	

Co-ordinator : Mohammad Sayeedur Rahman**Mobile : 01819-231219****E- mail : sayeed19@gmail.com**

PUBLIC SERVICE INNOVATION

Course Duration	: September 15-16, 2019. (2 Days)
	: March 04-05, 2020. (2 Days)
Timing	: 09:30-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,000/-
Number of Participants	: 20

Target Group/who should attend:

Any employee from Government / Semi Govt. organization, Autonomous body of Govt., anyone from ministries of Bangladesh government. Each organization have to nominate a team of minimum 4 members.

Background of the course:

Service Innovation is one of the widely discussed issue now a days. Main motto of this discussion is to break the complex service delivery practices and processes followed in government organizations. Cabinet Division of Government of the People's Republic of Bangladesh has circulated an order on 8 April, 2013 for all ministries and organization/institute/department under the ministries to form an "Innovation Team" to practice service innovation institutionally. Also assigns score in Annual Performance Agreement "APA" for innovative service. This course aims to make the employees aware regarding service innovation and to know the steps to practice innovation.

Course Objectives

- This course aims to make the employees aware regarding service innovation
- Hands on practice of service innovation
- Provide knowledge to redesign a service
- Practicing Service Simplification Steps
- Empathy building training
- Making them aware about team building
- Organizations can further work and tune the design practiced in training and implement the procedure to achieve APA score

Evaluation Method:

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline,	0.5	Discussion
2.	What is Public Service Innovation	0.5	Lecture, Discussion, Flash clips
3.	Empathy Building	1.0	Lecture, Video, Experience Sharing
4.	Perception	1.0	Video, Experience sharing
5.	Service Selection	0.5	Lecture, Group Work
6.	Problem Identification	0.5	Group Work
7.	Service Simplification	2.0	Lecture, Group Work
8.	Innovative Idea Generation	2.0	Group Work
9.	Team Building & Stake Holder analysis	0.5	Lecture, Group Work
10.	Using Social Media	0.5	Lecture
11.	Innovation Team Activity plan	1.0	Lecture
	Total contact hour	10	

Co-ordinator : Farkhunda Dorin
Mobile : 01711-907418
E- mail : rumjhum_r@yahoo.com

Training of Trainers (ToT)

Course Duration	: October 21-25, 2019. (05 Days) : January 19-23, 2020. (05 Days)
Timing	: 17:30 – 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for designing and conducting Training Programs in general and willing to develop their career as professional trainers, speakers/teachers can attend this training course.

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the Course:

Facilitation is a technique that is necessary for all managers, trainer, and teachers. In order to assessing needs of the training, design program, training and lead people, present information, training skill is important for all level and category of manager. Thus people need to acquire basic and practical information regarding the all kind of skill of facilitation.

Course Objectives

The course is designed to provide the concepts of training requirement(s) in an organizational setting and to create a scope for developing training delivery competencies of an individual who is eager to enhance professionalism in the training industry. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of training
- Assess the learning requirements of an organization
- Design need-based training program
- Apply the methods & techniques of professional training facilitation
- Evaluate the learning outcomes of the participants.

Evaluation Method:**Learning level:** Pre-test and post test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Training Concept & Process	2	Lecture, group discussion
5.	Training Needs Assessment	2	Lecture, Exercise, group work
6.	Designing Training Curriculum	2	Lecture, Exercise, group work
7.	Facilitation Skills Development:	2	Lecture, group discussion
8.	Training Methods	4	All non participatory methods
9.	Tools & Techniques of Conducting Participatory Training Program	2	Lecture, Exercise, group work
10.	Presentation skills of a trainer/facilitator	3	Lecture, Exercise, group work
11.	Role of facilitator & co-facilitator in classroom situation	1	Lecture, group discussion
12.	Training Evaluation	1	Lecture, group discussion
13.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21	

Co-ordinator : Md. Rabiul Islam Khan**Mobile** : 01716-917741**E-mail** : prubelbd2010@gmail.com

ENTREPRENEURSHIP DEVELOPMENT FOR YOUNG CHAMPION

Course Duration	: October 24, 2019. (1 Full Day)
Venue	: BIM, Dhaka.
Timing	: 09:00-17:00
Course Fee	: Tk. 3,500/-

Target Group/who should attend:

This course is suitable for all level of young people who wants to develop their career as an entrepreneur. This course will also be suitable for fresh graduates who are interested in building their career in the entrepreneurship development.

Eligibility for the course:

Any individual, students, graduate from any discipline in public and private universities.

Background of the course:

The purpose of the Entrepreneur Development Training is to equip participants with the knowledge, skills, confidence, and ability to succeed as a businessperson in the business sector. The training is designed to enhance the participants' capacity to make strategic choices in business and to transfer those choices into desired actions and outcomes. This training is focused on improving capabilities so one can become agents of positive social change on her/his own behalf and gain recognition in the community. By the end of this training, you participants will have learned new skills that will help them to become more effective entrepreneurs.

Course Objectives:

This course is designed for all levels of entrepreneurial mind young champs. After Completion of the course the participants will be able to-

- Learn how to generate, identify and select business ideas
- Practice the preparation of a specific, comprehensive business plan tailored to each individual's entrepreneurial needs
- Explore the linkages between an entrepreneur and all the resources and services needed to successfully launch and sustain a small enterprise.
- Understand saving as a life skill for individual livelihood and business improvement.

Evaluation Method:**Learning level** : Pre-test and post-test.**Reaction level** : Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline. Understanding the Concept of Entrepreneurship Development	1.00	Lecture & Discussion
2	Entrepreneurship Core Competencies	1.00	Lecture, Discussion, Self-exercise, & Group work
3	Generating a Business idea	1.50	Lecture, Discussion, Self-exercise, & Group work
4	Developing a Business Model with Operational Planning	1.50	Lecture, Discussion, Self-exercise, & Group work
5	Financial Planning	1.00	Lecture, Discussion, Self-exercise, & Group work
6	Certificate awarding and course closing and evaluation	1.00	All non-participatory methods
	Total contact hour	12.00	

Co-ordinator : Mamun Muztaba**Mobile** : 17166 - 53626**E- mail** : mamunmuztaba.bim@gmail.com

RESEARCH METHODOLOGY WITH THE APPLICATION OF SPSS

Course Duration	: Jan. 26-30, 2020. (5 Days)
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 20

Target Group/Who Should Attend:

The course is suitable for Mid-career and Junior level researchers at any organization: government public sector, private sector and NGOs. Researchers, statistician in education institutions like universities, colleges, and training institutes are also welcome.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed in research activities.

Course Objectives

The course is designed to familiarize the participants with modern tools, techniques and methodologies of research to develop professional knowledge and skills specially in the field of social science and management research. The programme will include extensive practical exercise and case studies on action research; evaluation research and other social science research to enable participants to acquire more interest, analytical skills and insight into the subject with special application of Computer. After completion of the course participants will be expected to undertake research projects independently and be able to evaluate the research progress at each stage of the process.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Concepts, nature and types of research and research methodology	2	Lecture, Discussion
2.	Identification of problems, formulation of alternative hypothesis and selection of problems for research.	2	Lecture, Group Discussion
3.	Generation, selection, designing and preparation of research proposal	2	Lecture, Group work, Exercise
4.	Data collection techniques, sampling data processing and analyzing.	2	Lecture, Group work, Exercise
5.	Data processing and statistical analysis, statistical measurements, correlation and regression analysis, probability and test of hypothesis, analysis of variance and statistical inferences.	2	Lecture, Exercise, Case Study
6.	Application of SPSS/WINDOWS in data processing and analysis.	4	Exercise
7.	Presentation of research findings and writing research report.	1	Lecture, Exercise, Demonstration
8.	Management of research project, monitoring, controlling and evaluation of research.	2	Lecture
9.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	18	

Coordinator : Aklima Zaman
 Mobile : 01816 -591884
 E- mail : zamanaklima@gmail.com

সু-শাসন বাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি,
পাবলিক সার্ভিস ইনোভেশন ও এসডিজি

প্রশিক্ষণের তারিখ	: ১১-১২ মার্চ, ২০২০.
স্থান	: বিআইএম, ঢাকা
সময়কাল	: সকাল ৯.০০ থেকে বিকাল ৫.০০
প্রশিক্ষণের ফি	: ৫,০০০/-
প্রশিক্ষণার্থীর সংখ্যা	: ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্তশাসিত/আধা-সরকারি/প্রকল্প/কর্পোরেশন/এনজিও/শিক্ষাপ্রতিষ্ঠান ইত্যাদি প্রতিষ্ঠানে নিয়োজিত সকল পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ

রাষ্ট্রের অন্যতম লক্ষ্য ও দায়িত্ব হল নাগরিকের জন্য আইনের শাসন, মৌলিক মানবাধিকার, সমতা, ন্যায়বিচার প্রতিষ্ঠা এবং রাজনৈতিক, অর্থনৈতিক ও সামাজিক অধিকার নিশ্চিত করা। সেই লক্ষ্য বাস্তবায়নেই রাষ্ট্র সুশাসন প্রতিষ্ঠার উদ্যোগ গ্রহণ করে। এক্ষেত্রে একটি অপরিহার্য কৌশল হল সমাজ ও রাষ্ট্রকে দুর্নীতিমুক্ত রাখা এবং দেশে সুশাসন প্রতিষ্ঠা।

সুশাসন প্রতিষ্ঠার জন্য কেবল রাষ্ট্রীয় নিয়মনীতি, আইনকানুন প্রণয়ন ও প্রয়োগই যথেষ্ট নয়; তার জন্য সামগ্রিক এবং নিরবচ্ছিন্ন কার্যক্রম গ্রহণ প্রয়োজন। সুশাসন প্রতিষ্ঠায় সামগ্রিক উদ্যোগের সহায়ক হিসেবে বর্তমান সরকার নিরলসভাবে কাজ করে যাচ্ছে। আর এ কাজকে আরো গতিশীল করার লক্ষ্যে জনপ্রশাসন মন্ত্রণালয় সহ অন্যান্য মন্ত্রণালয়/বিভাগ/অধিদপ্তর/সংস্থা স্ব স্ব জনবলকে সেবা প্রদানে আরো বেশী আগ্রহী করে গড়ে তোলার লক্ষ্যে প্রায়োগিক জ্ঞানার্জনের উপর গুরুত্বারোপ করে আসছে।

এরই ধারাবাহিকতায় বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট (বিআইএম) প্রজাতন্ত্রের সকল স্তরের কর্মকর্তা/কর্মচারীদের জন্য সুশাসন প্রতিষ্ঠার গুরুপূর্ণ ৫ টি প্রায়োগিক বিষয়ের সমন্বয়ে “সু-শাসন বাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি” শিরোনামে ০২ (দুই) দিন ব্যাপী একটি (অনাবাসিক) প্রশিক্ষণ কোর্সের আয়োজন করা হয়েছে।

মূল্যায়ন পদ্ধতি

শিক্ষণ পর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

#	আলোচ্যসূচি	সময় (ঘন্টা)	প্রশিক্ষণ পদ্ধতি
১	মডিউল-১; জাতীয় শুদ্ধাচার কৌশল	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
২	মডিউল-২; তথ্য অধিকার আইন	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৩	মডিউল-৩; বার্ষিক কর্মসম্পাদন চুক্তি	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৪	মডিউল-৪; পাবলিক সার্ভিস ইনোভেশন	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৫	মডিউল-৫; এসডিজি,	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
	সর্বমোট প্রশিক্ষণ সময়	১২.০০	

প্রশিক্ষণ কো-অর্ডিনেটর : মামুন মুজতাবা

মোবাইল নং : ০১৭১৬-৬৫৩৬২৬

ই-মেইল : mamunmuztaba.bim@gmail.com

POST- GRADUATE DIPLOMA COURSES

Post-Graduate Diploma courses of one-year duration (having two parts, namely, Part-I & Part-II) are being offered by the institute for about last three decades:

Post-Graduate Diploma in Human Resource Management

Post-Graduate Diploma in Industrial Management

Post-Graduate Diploma in Financial Management

Post-Graduate Diploma in Marketing Management

Post-Graduate Diploma in Computer Science

In addition to the above Post-Graduate Diploma courses, BIM conducts **Diploma in Social Compliance** and **Diploma in Productivity and Quality** of 6 months duration.

Brief of Diploma Courses of 1 year duration:

Post-Graduate Diploma in Human Resource Management (Day & Evening)

The diploma course in Human Resource Management is designed to suit the requirements of labour and social welfare officers, personnel managers and similar officers/executives engaged in Human resource management/human resource management functions and those desirous to make a career in Human Resource Management. BIM has been offering this course on personnel management since 1966- 67. In current year, this course is renamed as Post-Graduate Diploma in Human Resource Management.

Post - Graduate Diploma in Industrial Management (Evening)

The diploma course in Industrial Management is designed to suit the requirements of executives engaged in the management of business enterprises. Multidisciplinary in approach, the course is designed to encourage development of knowledge and skills necessary to carry out management functions of enterprises effectively and efficiently. BIM has been offering this course since from 1980-81(Discontinued from 2002-2003 and Started again from 2011).

Post-Graduate Diploma in Financial Management (Evening)

The diploma course in Financial Management is designed to suit the requirements of managers/executives engaged in finance and accounts functions. The course is suitable for those who are desirous to develop career in the field of Financial Management. BIM has been organizing this course since 1994.

Post-Graduate Diploma in Marketing Management (Evening)

BIM has been offering this diploma course from 1994. The course is designed to suit the requirements of officers/executives engaged in the management of marketing functions such as sales, distribution, advertisement and sales promotion, customer relations, export etc. The program encourages developing knowledge and skill necessary to carry out the marketing management functions effectively and efficiently.

Post-Graduate Diploma in Computer Science (Evening)

The diploma course in Computer Science is designed to suit the requirements of those who wish to develop their career as computer professionals. This will help anyone to fit in positions like, Systems Analyst, Information Manager, Database Administrator, etc. The program will also benefit persons occupying traditional functional areas, because they will acquire the necessary know-how to work in computer environment and thus help in bringing about the desired improvement of their respective organizations. BIM has been offering this course since 1994. Profile of 6 month long diploma Programs.

Brief of 6 Month long Diploma Courses

Diploma in Social Compliance

The diploma course in Social Compliance is designed to meet the requirements of social compliance and human resource managers and all those who wish to make a career in rich fields a profession. The course has a focus on compliance needs of the Bangladesh garment industry, the country's leading export sector and a strong practical orientation. Apart from class room sessions, participants have to do a one-month internship in a garment factory during which they will learn how to conduct a factory audit and implement measures to correct noncompliance. This internship will allow participants to gain hands-on audit experience at factory level. BIM has been offering this course since, 2008.

Diploma in Productivity and Quality Management

BIM has introduced Diploma Program of 6 (six) months duration on "Diploma in Productivity and Quality Management" with special focus on Industrial Engineering and lean manufacturing in cooperation with GIZ especially targeting customers from Ready Made Garments (RMG) sector. BIM has been offering this diploma since 2013. Admission process is going on for the 3rd batch and classes are expected to start in September, 2014. It needs to be mentioned here that this diploma program has been offered not only for the first time in Bangladesh but also for the first time in the South East Asia.

Curriculum

The course curriculum for each diploma has two distinct parts where the following subjects are taught.

POST-GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (PGDHRM)

PART-I	Marks
1. Fundamentals of Human Resource Management	100
2. Management	100
3. Organizational Behaviour	100
4. Economics	100
5. a. Statistics	50
b. ICT Fundamentals	50
	500
PART-II	Marks
1. Human Resource Development	100
2. Strategic Human Resource Planning	100
3. Labour Laws	100
4. Industrial Relations	100
5. Industrial Safety & Health	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. Viva Voce	100
	700

POST-GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT (PGDIM)

PART-I	Marks
1. Industrial Management	100
2. Basic Accounting	100
3. Production & Operations Management	100
4. Managerial Economics	100
5. Management of Human Resource	100
	500

PART-II	Marks
1. Industrial Health & Safety	100
2. Quantitative Management	100
3. Labour Laws	100
4. Cost Accounting	100
5. Marketing Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	700

POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

PART-I	Marks
1. Fundamentals of Financial Management	100
2. Principles of Accounting	100
3. a. Business Economics	50
b. Statistics	50
4. Cost Accounting	100
5. <u>Management Accounting</u>	100
	500

PART-II	Marks
1. Advanced Financial Management	100
2. Financial Auditing	100
3. Income Tax & VAT	100
4. Principles & Practices of Banking	100
5. Computer Application in Financial Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	700

POST-GRADUATE DIPLOMA IN MARKETING MANAGEMENT (PGDMM)

PART-I	Marks
1. Principles of Marketing	100
2. Consumer Behaviour	100
3. Sales Management	100
4. a. Applied Statistics	50
b. ICT Fundamentals	50
5. <u>Marketing Research</u>	100
	500

PART-II	Marks
1. Marketing Management	100
2. Service Marketing	100
3. E- Marketing	100
4. International Marketing	100
5. Brand Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	700

POST-GRADUATE DIPLOMA IN COMPUTER SCIENCE (PGDCS)

PART-I	Marks
1. Fundamentals of Computer	100
2. Data Structure and Algorithm	100
3. Database Management System - I (Back End)	100
4. Programming Language - C	100
5. Web Development (Client Side Scripting)	100
	500

PART-II	Marks
1. Data Communication & Networking	100
2. Database Management System - II (Software Development)	100
3. System Analysis & Design	100
4. Operating System (Linux)	100
5. E- Commerce and Web Programming (Server Side)	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. Viva Voce	100
	700

DIPLOMA IN SOCIAL COMPLIANCE (DSC)

PART-I Theory (classroom sessions)	Marks
1. Human Resource Management and Organizational Behavior	100
2. Bangladesh Labour Law	100
3. Social Compliance & International Standards	100
4. Industrial Health, Safety and Welfare	100
5. Social Audit and SA 8000	100
	500

PART-II Internship (practical work in factory) Marks

Internship (Project work in factory)	75
Presentation	25
Viva Voce	100
	200

DIPLOMA IN PRODUCTIVITY & QUALITY MANAGEMENT

PART-I Theory (classroom sessions)	Marks
1. Human Resource Management, Organizational Behavior & Social Compliance	100
2. Introduction to Garments Manufacturing	100
3. Garments Production Management	100
4. Garments Quality Management	100
5. Industrial Manufacturing	100
6. Lean Manufacturing	100
	600

PART-II Internship (Project work in Laboratory or Factory) Marks

1. Internship (Project work in Laboratory or Factory)	50
2. Viva Voce	50
	100

The classes are conducted in the evening from 18.30 - 21.30 hours, three/four days in a week. On completion of Part-I final examination (written), the candidates are required to prepare an internship report in any area of the course curriculum under the guidance of a faculty member. After submission of the internship report, participants are called for viva-voce, which carries 100 marks.

Term Paper Presentation

During the academic session a participant has to submit the term paper based on which individual presentation is held. This is done to transform the class room learning into hands on experience.

Credit System (For Post Graduate Diploma courses only)

Total Credit hour is 33

Calculation of Credit hour:

- Thirty (30) credit hour will be calculated for 10 papers/subjects of part- I & Part-II (3 credit hour for each subject/paper) and 3 credit hours for term paper & viva voce.
- One credit hour of a subject shall require 14 hours of class lecture. Therefore a subject/course carrying 3 credit hours shall require 42 lecture hours plus passing the examination.

The tentative academic calendar of the course is as follows:

		<i>Weeks</i>
a.	Classes (Part-I)	15
	Preparatory Leave	1
	Examination	2
		18
b.	Preparatory time for starting Part – II session	1
c.	Classes (Part-II)	15
	Preparatory Leave	1
	Examination	2
		18
d.	Term Paper	3
	Presentation	2
	Viva-voce	2
	Total	44

Admission Criteria

Graduates in any subject (2 years after H.S.C or 4 years after S.S.C) from a recognized university, college or institution are eligible for admission. Persons having diploma in any branch of engineering subsequently having completed AMIE are also eligible to apply.

Interested persons must apply in the Prescribed '**Online Application Form**'. To get this form, visit BIM website: www.bim.org.bd/www.bim.gov.bd. Before filling up the form, please see & follow the detail instruction regarding '**How to fill-up Online Application Form**' & '**Detail Admission Procedure**' which can be seen in BIM website.

Generally, eighty percent of the seats are filled by the candidates nominated by their employers, while the rest are filled by fresh graduates or equivalent, intending to undertake a career either in Human Resource, Industrial, Financial, Marketing Management or Computer Science.

Venue

The Diploma in Human Resource Management is offered at Dhaka, Chittagong and Khulna Campuses of BIM. Other diplomas are offered at Dhaka Campus only.

Timing:

Evening batch: 18:30-21:45 hrs, Day batch: 09:30-12:45 hrs (3/4 days per week)

Examination Rules

These rules have been framed to conduct and administer the Post-Graduate Diploma Examinations of the Bangladesh Institute of Management (BIM).

The rules are as follows:

1. General Rules

i. Short title, Commencement and Application:

The Examination Rules, 2008 shall be in effect for all Post-Graduate Diploma Courses during the Session 2017.

ii. The examinations of all the diploma courses shall be held in two parts; hereinafter be called the Part-I Examinations and the Part-II Examinations.

iii. The Part-I and Part-II examinations shall be held according to the curriculum and allocated marks shown against each subject/paper and viva-voce.

iv. While a student shall be considered eligible to sit for the written examinations of any subject/paper, he/she should have at least 30% attendance of the total classes of that subject/paper. He/she shall be entitled to obtain marks in class attendance only if he/she attends a minimum of 30% of classes for that subject/paper. Attendance will carry 10% of the total marks for each subject/paper. The distribution of marks for attendance shall be as follows:

Attendance (%)	Marks
90% - 100%	10
80% – 89%	09
70% – 79%	08
60% – 69%	07
50% – 59%	06
30% – 49%	03
Below 30%	00

v. Distribution of marks for each subject/paper (except Term Paper and Viva-Voce) shall be as follows:

-	Attendance	:	10
-	Class test/assignment and assessment	:	20
-	Mid-term Examination (1.0 Hour)	:	30
-	Final Examination (1.5 Hour)	:	40
Total			100

Students failing to appear in Mid-Term Examination may apply for make-up or in case of appeared student may apply for improvement in Mid-Term Examination within 10 (ten) days from the date of Mid-Term Examination of the particular subject/paper and shall pay Tk. 1000/= (one thousand) only for the concern paper/subject. (Effective date from academic Part-II 2017)

vi. Matters relating to attendance, class assessment, assignment, class test, midterm exam shall be the responsibility of the respective subject/paper leaders.

vii. Grading system shall be as follows:

Marks	Grade	Grade Point
80 Above	A	4.00
75 to less than 80	B+	3.50
70 to less than 75	B	3.00
65 to less than 70	C+	2.50
60 to less than 65	C	2.00
50 to less than 60	D	1.0
Less than 50	F	0.00
Absent	I	0.00

As per the above grading system, students are allowed to get a maximum of 2 (two) D grades in each part provided they have CGPA of 2.00 in both parts. Students failing to get the grades and CGPA in Part-I and Part-II shall be declared to have failed to earn the diploma degree.

viii. Students shall have to complete the Term Paper on any topic related to the course of the concerned diploma prior to viva-voce. They shall be eligible to undertake the Term Paper provided they pass the Part-I examinations and appear at all subjects/papers of Part - II Examination.

ix. The Term Paper shall be prepared under the supervision of a guide selected by the Diploma Course Committee. Students shall have to fulfill all requirements in respect of the Term Paper preparation.

- x. Prior to appearing at the viva voce, a candidate has to participate in the individual presentation. The individual presentation shall be held focusing on the subject of the term paper. Under no circumstance a participant will be allowed to appear before the viva-voce examination without attending the individual presentation.
- xi. (a) Students failing to appear or failing to score qualifying marks in more than 2 (Two) subjects/papers in any part (Part-I or Part-II) of the diploma courses shall be considered failed (F).
 - (b) Students shall have to pass at least in three subjects/papers in Part-I examinations to be eligible to attend classes in Part-II of the respective diploma course and shall be allowed to sit for Part-II examinations, provided they fulfill the class attendance requirements mentioned in Clause I (iv).
 - (c) A student with I (Incomplete) or F grade due to failing to appear at the examination or failing in one or two subjects (both in Part-I & Part-II) shall be allowed to sit for the supplementary examinations in those subjects within 4 (four) weeks from the publication of results. Students willing to appear at the Incomplete or Supplementary examination shall be required to submit an application in the prescribed form within 10 (ten) days of the publication of the result along with an examination fees of Tk. 2,000.00 (Taka Two thousand) only for each subject/paper. However, should a student fail in more than two subjects in the Incomplete/Supplementary examination shall be have failed in the diploma program and will be awarded an 'F' grade. Also a student failing to sit for the supplementary examination within the stipulated time, shall be declared to have failed in the subject/subjects and will be awarded an 'F' grade for the subject/subjects.
 - (d) Students failing to submit Term Paper (Report and presentation) and appear in Viva-Voce may apply for submitting term paper and appear in Viva-voce shall be required to submit an application in the prescribed form within 10 (ten) days of the publication of the result along with fees of Tk. 5,000.00 (Taka Five thousand) for each exam (Term Paper – Tk.5000.00 & Viva-voce – Tk. 5000.00).
 - (e) Students qualifying for the Part-II of the diploma courses, having requisite attendance and qualifying marks in all the subjects/ papers of Part-I but do not continue, for any reason, shall be eligible to take readmission in Part-II of the said diploma course in the immediate following academic year on payment of 50% of the prevailing course fees.

2. Discipline & Conduct rules of Examination

- a) A student, found adopting unfair means or resorting to any activity, not conducive to the proper conduct of the examination, may be punished and/or expelled from the examination of the said subject/paper by the In Charge of the examination. Any student, so expelled from the examination, shall be considered failed in that subject/paper.
- b) A student found adopting unfair means or resorting to any activity not conducive to the proper conduct of the examination, may be expelled from the course if the nature/gravity of the offence is such that the authority considers that such decision is appropriate.

3. Re-examination Provisions

- i. An application for re-examination of an answer script shall have to be completed within 10 (ten) days from the date of the publication of results along with a 're-examination fees' of Tk. 500.00 (Taka five hundred) only for each subject/paper.
- ii. Re-examination shall be limited only to checking of unmarked answers and counting errors, if any.
- iii. The authority can make, amend and modify these rules from time to time.

4. Repeal and savings

- i. The previous rules of the Post-Graduate Diploma Course Examinations are hereby repealed.
- ii. Such repeal shall not affect the previous operations of the said rules or anything done or any action taken under there and proceedings under the said rules pending at the commencement of these rules shall be continued and disposed of in accordance with the provisions of those rules.
- iii. The decision of the authority in respect of the examination rules shall be final.

Fees

Online Application Form Fee Tk. 500.00 (Taka Five hundred) only.

Course Fee (Applicable from 2020)

a. Bangladeshi Nationals

- i. For the Post-Graduate Diploma in **Human Resource Management, Industrial Management, Financial Management and Marketing Management**, the course fee is Tk. 45,000/- (Taka Forty Five thousand) only per participant for the full course, payable in two installments. The first installment is Tk. 35,000/- (Taka Thirty Five thousand) only to be paid at the time of admission and the rest Tk. 10,000/- (Taka Ten thousand) only is payable in second installment within the next two months from the last date of admission.
- ii. For the **Post-Graduate Diploma in Computer Science** the course fee is Tk. 50,000/- (Taka Fifty thousand) only per participant payable in two installments. The first installment is Tk. 40,000/- (Taka Forty thousand) only to be paid at the time of admission and the rest Tk. 10,000/- (Taka Ten thousand) only is payable in second installment within the next two months from the last date of admission.
- iii. The course fee for Diploma in Social Compliance is Tk. 36,000/- (Taka thirty six thousand) only in one time.
- iv. The course fee for Diploma in Productivity & Quality Management is Tk. 36,000/- (Taka thirty six thousand) only in one time.

b. Foreign Nationals

For foreign nationals, the course fees for the Post-Graduate Diploma in Human resource Management, Industrial Management, Financial Management and Marketing Management is US \$ 1,750 (seventeen hundred fifty only) while for Computer Science it is US \$ 2,750 (two thousand seven hundred fifty) only per participant for the full course, payable at one time.

Tuition fees cover the cost of lecture sessions, use of BIM's computer facilities (when required) local visits to business institutions (if any) and examinations.

Residential Accommodation and Living Expenses

BIM has limited hostel facilities, which is ordinarily in great demand. The rooms are usually shared with another candidate and are adequately furnished. All rooms have attached bathroom.

Foreign students may avail single room. The room rent having two beds is US \$ 100 per month. This facility is available only at the Dhaka Campus.

Note: BIM reserves the right to change, modify, and alter any or all of the above terms and conditions including syllabus, course fees and hostel charges.

Admission Enquiry

Venue	Co-ordinators	Contact Number
Dhaka	Kazi Md. Shamsul Haque Assistant Coordination Officer (In-charge)	+8802-58155034, +8802-58155077, +8802-58155116, +8802-9103171-3 Ext. 124, Fax: +88-02-58152476 cell: 01911 24 89 99; email:kmshaque@yahoo.com
	Md. Atiqur Rahman Assistant Coordination Officer	58155034, 58155077, 58155116, 9103171-3 Ext. 124 Cell; 01816767892, Fax: +88-02-58152476 email: atiqurbim@gmail.com
Chattogram	Engr. Md. Tariqul Islam Deputy Director	01716335801, 031-670332 email: bim.ctg@bim.gov.bd
Khulna	Md. Aminul Islam Deputy Director (additional charge)	041-762391, 01718-427947 bim.khulna@bim.gov.bd

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Member Secretary

Tanvir Hossain
MPA in IER (DU), MBA (IIUC), MBS (NU),
B.com Hons in Accounting (NU) PGDFM (BIM),
PdDMC (IMCB), ITP
Senior Management Counsellor &
Member Secretary, ACBA Course
Bangladesh Institute of Management
Cell: 01726-13-44-00
e-mail: tanvir.fm@gmail.com,

Contact Details

Advanced Certificate Course on Business Administration
Room No :303 (2nd Floor) &
Room NO : 203 (1st Floor)
Administrative Building
Bangladesh Institute of Management
4 Sobhanbagh, Mirpur Road
Dhanmondi, Dhaka-1207

Faculty Members of BIM

DIRECTOR GENERAL

Tahmina Akhter
Additional Secretary
Government of the People's Republic of Bangladesh

DIRECTORS

Engr. Md. Ali Akkas
Director - Administration
BSc Engg. (Chemical), BUET, FIEB
Cell: 01627-401498
E-mail: engr.a.akkas@gmail.com

Dr. Parveen Ahmed
Director - Training
B.S.S. (Hons.) M.S.S. (Pub. Admn.)
M. Phil (Pub. Admn.)
Ph.D. (Pub. Admn.)
Cell: 01911-421644
E-mail: bimgm@yahoo.com

Engr. Abu Naser Md. Shahidullah
Director - Finance
M.Sc. (Env.Sc.)
B.Sc. Engg. (Mechanical).
PG. Dip. in Personnel Management.
Cell: 01713-060444
E-mail: anmshahidullah@yahoo.com

DEPUTY DIRECTORS

Engr. Md. Tariqul Islam
Deputy Director, Chattogram Campus
B.Sc. Engg. (Electrical & Electronics)
PG Dip. in Computer Science
Cell : 01534-669171
E-mail : tariqul2006@yahoo.com

Md. Aminul Islam
**Deputy Director (Additional Charge),
Khulna Campus**
M. Sc. (RU).
Ms. Procurement & Supply Management
Cell: 01718-427947
E-mail : aminulmcbim@gmail.com

BIM STRENGTHENING PROJECT

Project Director

Md. Mahbub ul Alam
Senior Management Counsellor
M.S.S. (Political Science)
PG Dip. in Personnel Management
Cell :01819-113406
E-mail : maahabubb@gmail.com

Deputy Project Director

Tanvir Hossain
Senior Management Counsellor
B.Com (Hon's), MBS (Accounting)
MBA (Finance and Banking),
Masters in Public Affairs (IER), DU,
PGDFM, PGDMC, ITP, CFC.
PGDMM (BIM).
Cell :01726-134400
E-mail: tanvir.fm@gmail.com

ACCOUNTING AND FINANCIAL MANAGEMENT DIVISION

M. Amenoor
**Senior Management Counsellor &
Divisional Head**
BBA, MBA (AIS), RU. PGDFM
Cell: 01716-551661
E-mail : amenoor.bim@gmail.com

Md. Rajibul Hoque
Management Counsellor
BBA (Accounting & Finance)
MBA(Finance)
PGDMM (BIM),
Cell: 01914-484406
E-mail : rajibulatbim@gmail.com

COMPUTER SERVICES DIVISION

Engr. Md. Mehboob Hasan Kallol
**Senior Management Counsellor &
Divisional Head**
M. Sc. Engg. (Electrical)
PG. Dip. in Computer Science
Cell : 01754-460100
E-mail : mmhkallol@yahoo.com

CONSULTANCY AND PRODUCTIVITY SERVICES DIVISION

Md. Aminul Islam
**Senior Management Counsellor &
Divisional Head**
M. Sc. (RU)
Ms. Procurement & Supply Management
Cell: 01718-427947
E-mail : aminulmcbim@gmail.com

GENERAL MANAGEMENT DIVISION

Mohammad Mainul Islam
Senior Management Counsellor &
Divisional Head

M.PHIL (DU),
M.B.A. (H.R.M.) DU
LLB
PGDPM (BIM)
PGD in Social Compliance (BIM)
Cell:01720462202
Email: mainul0786@yahoo.co.in

Mohammad Nazmi Newaz
Senior Management Counsellor
(On Deputation)

BBA, MBA (DU), LLM (Australia)
Cell : 01715-366717
E-mail : nnewaz@gmail.com

Shaikh Sajibur Rahman
Management Counsellor

BBA (Management), MBA (HRM), DU.
PGDMM (BIM),
Cell:01911-187780
E-mail: sksajibbim@gmail.com

HUMAN RESOURCE MANAGEMENT DIVISION

Akhund A. Shamsul Alam
Senior Management Counsellor &
Divisional Head

B. Com. (Hons.)
M. Com. (Accounting)
PG. Dip. in Personnel Management
Cell : 01715-511354
E-mail : akhundalam@gmail.com

Md. Zafar Ali
Management Counsellor

MBA (Management)
Cell: 01712-594621
E-mail : alizafarbim@gmail.com

Mamun Muztaba
Management Counsellor

BSS (Hons), MSS (Pub Admn.), DU
PGD in Personnel Management, BIM
Master in Human Recourse Management, DU
PGDMM (BIM)
Cell : 01716-653626
E-mail : mamunmuztaba.bim@gmail.com

MARKETING MANAGEMENT DIVISION

Dr. Uttam Kumar Datta
Senior Management Counsellor & Divisional Head
B. Com. (Hons.), M. Com. (Marketing)
M. Phil, Marketing, DU
Ph.D., Marketing, DU
Cell: 01715-782054
E-mail : ukdatta1969@gmail.com

Nirjhar Mazumder
Management Counsellor
BBA (Marketing), MBA (Banking), DU.
PGDMM, PGDHRM (BIM),
Cell : 01511-111222
E-mail : mazumdernirjhar_bim@yahoo.com

PROJECT & SOCIAL SERVICES MANAGEMENT DIVISION

S.M. Ariful Islam
Senior Management Counsellor & Divisional Head
B.Sc. Urban and Rural Planning
Cell:01675-022755
E-mail: arifull@yahoo.com

PRODUCTION MANAGEMENT DIVISION

Dr. Engr. Md. Mamunur Rashid
Senior Management Counsellor & Divisional Head
BSc in Mechanical Engineering (BIT, Raj)
MSc in Mechanical Engineering(BUET)
MBA(BOU)
PGD in Marketing Management(BIM)
Diploma in Computer Science & Application (BOU)
PGD in HRM
LLB (NU), LLM (BUP)
Doctor of Engineering in Manufacturing Engineering (Kitami-IT, Japan)
Cell:01712-700412
E-mail: mamun87245@gmail.com

RESEARCH AND PUBLICATION DIVISION

Lamia Farha

**Senior Management Counsellor &
Divisional Head**

B.S.S (Hons), M.S.S (Pub Admn), DU
PGDHRM (BIM).

Master of Professional Human Resource
Management (MDHRM), FBS, DU

Cell:01711-221226

E-mail: lfarha20@gmail.com

**Mohammad Sayeedur Rahman
Management Counsellor.**

M.Sc. (Economics), LLM (IPRs)

Cell: 01819-231219

E-mail: sayeed19@gmail.com

Aklima Zaman

Senior Research Officer

B.S.S.(Hons.), M.S.S (Sociology), DU

M.Phil. (Sociology), DU

PGDHRM (BIM)

Cell : 01816-591884

E-mail : zamanaklima@gmail.com

TOT & BEHAVAIORAL MANAGEMENT

Farkhunda Dorin

**Senior Management Counsellor &
Divisional Head**

MS (CSE), OCA.

PGDHRM (BIM).

Cell: 01711-907418

E-mail : rumjhum_r@yahoo.com

Md. Rabiul Islam Khan

Management Counsellor

B.Sc (Hons) M.Sc. (Statistics).

PGDMM (BIM),

Cell: 01716-917741

E-mail : prubelbd2010@gmail.com

OFFICERS

Senior Administrative Officer

(Additional Charge)

Nirjhar Mazumder

BBA (Marketing), MBA (Banking), DU.

PGDMM, PGDHRM(BIM),

Cell : 01511-111222

E-mail : mazumdernirjhar_bim@yahoo.com

Senior Accounts and Budget Officer

Mohammad Humayun Kabir

B.Sc (Hons), M.Sc. (Chemistry)

Fellow CPFA (London)

Cell: 01911- 502560

Audio Visual Officer

S. M. Ashraful Alam

MBA (HRM), PGDHRM

Contact No: 01712-755262

Assistant Co-Ordination Officers

Kazi Md. Shamsul Haque

B.A. (Pass)

Cell:: 01911-243999

(Current Charge)

Jadu Lal Sarkar

Diploma in Commerce

Cell: 01748-529091

Md. Ator Ali

B.A. (Pass)

Cell: 01913-308441

Md. Atiqur Rahman

Cell: 01552-401527

Sub-Assistant Engineer (Maintenance In-Charge)

Md. Ekramul Haque

Diploma Engg. (Civil)

Contact No: 01911-601546