

Annual Program 2019 - 2020

Bangladesh Institute of Management (BIM)
Ministry of Industries, Govt. of the People's Republic of Bangladesh
Dhaka – Chattogram – Khulna
www.bim.gov.bd

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

“World-class organization for developing managerial capacity.”

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

“Developing capacity of managers through training 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 2018, the total number of short courses organized by the institute has been 4,006 and the total number of executives trained numbered over 65,396.

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 15,020 students enrolled in the different diploma courses till date, among them 8,844 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. There are sixteen fully equipped, air-conditioned classrooms, five of which are of international standard. 360 participants can be accommodated at a time. There are two auditoriums—one with a seating capacity of 100 and the other with a capacity of 250 persons. There are two hostels at Dhaka having a total of twenty-five twin beds, including ten air-conditioned rooms and dining facility for 100 individuals. BIM has similar, though smaller facilities in the other two major cities of Bangladesh—Chittagong and Khulna.

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).

ANNUAL PROGRAM

July 2019 - June 2020

DHAKA CAMPUS

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Email : bim@bim.gov.bd*

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KHULNA CAMPUS

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BOARD OF GOVERNORS OF BANGLADESH INSTITUTE OF MANAGEMENT

Chairman:

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

Members:

Director General Bangladesh Institute of Management

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

Additional/Joint Finance Division, Ministry of Finance,

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

Chairman Bangladesh Chemical Industries Corporation(BCIC)

Chairman Bangladesh Jute Mills Corporation (BJMC)

Chairman Bangladesh Power Development Board (BPDB)

Chairman Bangladesh Steel and Engineering Corporation(BSEC)

Chairman Bangladesh Sugar and Food Industries Corporation(BSFIC)

Chairman Bangladesh Textile Mills Corporation (BTMC)

President Federation of Bangladesh Chamber of Commerce and
Industry

President Metropolitan Chamber of Commerce and Industry Dhaka (MCCI)

President Bangladesh Employers' Association

Member Secretary:

*Faculty Member*** Bangladesh Institute of Management

* Nominated by the Finance Secretary, Finance Division.

** Nominated by the Director General, BIM

EXECUTIVE COMMITTEE OF POST GRADUATE DIPLOMA PROGRAMS, BIM

Chairman:

Director General Bangladesh Institute of Management (BIM)

Members:

Director1 Institute of Business Administration, Dhaka University

Professor1 Department of Finance and Banking, Dhaka University

Professor2 Industrial and Production Engineering Department,
Bangladesh University of Engineering and
Technology (BUET)

Representative Bangladesh Employers' Association

Representative From BRAC (NGO)

BIM Faculty3 Representing each Diploma Course

Member Secretary:

Faculty4 Bangladesh Institute of Management

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

MANAGEMENT DEVELOPMENT

A Quarterly Journal

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

BANGLADESH INSTITUTE OF MANAGEMENT

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SUBSCRIPTION RATES

20% agents' discount, air freight extra and surface mail paid by the institute. Payments to be made to the Director General of the institute through bank drafts or postal/pay orders.

Month-wise Courses

PROGRAM AT A GLANCE

JULY, 2019						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Internal Audit	July 19 - 20, 2019	09.30 - 18:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5,000/-
2	Spread Sheet Analysis With Ms-Excel	July 21-24 2019	09:30-13:00	BIM, Dhaka	Farkhunda Dorin	Tk. 5,000/-
3	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	July, 21-25 2019	17:00-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 6000/-
4	Motivating People at Workplace	July 22- 23 2019	9.30-17.30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-
6	Operations and Supply Chain Management	July 25-27 2019,	09:00-17:30	BIM, Dhaka	Dr.Engr. Md Mamunur Rashid	Tk. 5,000/-

AUGUST, 2019						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Intellectual Property Rights (IPRS)	Aug. 11 -22, 2019	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-
2	Marketing Research for Effective Decision Making	Aug. 23 – 24, 2019	09:30 - 17.30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000 /-
3	Financial Management for Executives	Aug 25 - 29, 2019	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-
4	Public Procurement Processing and Approval	Aug 26-29 2019	10:00-16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol,	Tk. 8000/-
5	Total Quality Management	Aug 22-24 2019	09:00-17:30	BIM, Dhaka	Dr. Engr. Md Mamunur Rashid	Tk. 7000/-
6	Financial Management for Executives	Aug 25 - 29, 2019	17:30-21:30	BIM, Dhaka	Amenoor	Tk. 7,000/-

SEPTEMBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Sept. 14 - 15, 2019	09:00-17:00	BIM, Dhaka	M. Amenoor	Tk 6,000/-
2	Online Office Management	Sept. 15 - 26, 2019	17:30 - 21:30	BIM, Dhaka	S M Ariful Islam	TK. 27,500/-
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/-
4	Basic Human Resources Management	Sept. 15-26 2019	17:00-21:30	BIM, Dhaka	Md Mainul Islam	Tk .9,000
5	Public Service Innovation	Sept.15-16 2019	09:00-17:00	BIM, Dhaka	Farkhunda Dorin	Tk 8000/-
6	Data Analysis using SPSS	Sept.20-Oct. 25, 2019,	17:00- 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk 8,000/-
7	Management for New Managers	Sept.22- 26 2019	17.30-21.30	BIM, Dhaka	Lamia Farha	Tk 7,000/-
8	Professional Income Tax & VAT Management	Sept. 22 -26, 2019	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk 7,000/-
9	Basic Management & Human Resource Development	Sept.22-26 2019	17:00-21:30	BIM, Dhaka	Md. Zafar Ali	Tk 7,000/-
10	Supply Chain Management	Sept.22- Oct.03, 2019	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-
11	Project Management	Sept.26-28 2019	09:00-17:30	BIM Dhaka	Dr.Engr. Md Mamunur Rashid	Tk 7000/-
12	Computer Application in Financial Management	September 28, 2019	09.00- 18:00	BIM, Dhaka	Md. Rajibul Hoque	Tk 3,500/-

OCTOBER, 2019

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

NOVEMBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	Nov.02- 03, 2019	09:00-17:00	BIM, Dhaka	Amenoor	Tk 6,000/-
2	Intellectual Property Rights (IPRS)	Nov. 03-14, 2019	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-
3	Spread Sheet Analysis with Ms-Excel	Nov 11-14 2019	09:30-13:00	BIM, Dhaka	Farkhunda Dorin	Tk 6000/-
4	Cyber Security Awareness Training	Nov. 17 - 19, 2019	17.30-21.30	BIM, Dhaka	S M Ariful Islam	Tk. 8,000/-
5	Certificate Course on Leadership and Managerial Competencies (CLMC)	Nov. 20-21 2019	09:00-17:00	BIM, Dhaka.	Mamun Muztaba	Tk.5,000/-
6	Supply Chain Management	Nov. 21 – 30 2019,	18:30– 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk 6,500/-
7	Effective Business Communication	Nov. 22-23, 2019	09.30- 17:30	BIM, Dhaka	Md. Rajibul Hoque	Tk 5,000/-
8	Leadership Development	Nov 24- 28 2019	17.30-21.30	BIM, Dhaka	Lamia Farha	Tk 7,000/-
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/-
10	Office Management	Nov. 24-26, 2019	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 6,500/-

DECEMBER, 2019

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Practical Income Tax & VAT Management	Dec.01- 12, 2019	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-
2	PPR 2008 & Public Procurement Management	Dec.08- 12, 2019	09:30-17:30	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-
3	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/-
4	Marketing and Sales Management	Dec.22- 26, 2019	17:30– 21:30	BIM, Ctg	Nirjhar Mazumder	Tk 5,000/-

JANUARY, 2020						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	Jan. 04 - 05, 2020	09:00-17:00	BIM, Dhaka	M. Amenoor	Tk.6,000/-
2	Human Resource Management for New HR Professionals	Jan 05-16, 2020	17:00-21:30	BIM, Dhaka	Md. Mainul Islam	Tk.9,000/
3	PPR 2008 and Annual Procurement Planning	Jan 12-16 2019;	10:00-16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk.7,000/-
4	Human Resource Management for Executives	Jan 16-25, 2020	18:30– 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk.6,500/-
5	Digital Marketing	Jan 19-30, 2020	17:30 –21:30	BIM, Dhaka	Mrs. Farkhunda Dorin Nirjhar Mazumder,	Tk. 9,000/-
6	Certificate Course on Human Resource Management (CHRM).	Jan 19-30 2020	17:00-21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 9,000/-
7	Financial Statement Analysis for Decision Making	Jan 26-Feb 06, 2020	17:30-21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk.9,000/-

FEBRUARY, 2020						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Financial Management for Executives	Feb. 01 - 05, 2020	17:30-21:30	BIM, Dhaka	Amenoor	Tk.7,000/-
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/
3	Effective Team Building	Feb. 09- 10 2020	09.30-17.30	BIM, DHAKA	Lamia Farha	Tk. 5,000/-
4	PPR 2008 & Public Procurement Management	Feb.09-13 2020	09:30-17:30	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-
5	Brand Management for Effective Marketing	Feb 16 - 27 , 2020	17.30-21.30	BIM Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-
6	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/-

MARCH, 2020						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Advanced Supply Chain Management	March,01 – 12 2020	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk. 9,000/-
2	Public Service Innovation	March 04-05 2020	09:00-17:00	BIM, Dhaka	Farkhunda Dorin	Tk. 8000/-
3	সু-শাসন বাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার 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.6,000/-
4	Essential Skills for Human Resource Management Professionals	March 15-19 2020	17:00-21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 7,000/-
5	Financial Management & Valuation for Non-Financial Personnel	March 20-21, 2020	09:30-17:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5,000/-
6	Supply Chain Management	March 19-28, 2020	18:30– 21:30	BIM Ctg	Engr. Md. Tariqul Islam	Tk.6,500/-
7	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	March 22-26, 2020	17:00-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-
8	Brand Management: Incredible Brand Building Strategy	March 29- April 1, 2020	17:30– 21:30	BIM Ctg	Nirjhar Mazumder	Tk. 5000/-

APRIL, 2020						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Effective Managerial Communication	April 08- 09 2020	9.30 -17.30	BIM, Dhaka	Lamia Farha	Tk. 5,000/-
2	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	April 12-16, 2020	17:00-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-
3	Office Management	April 26-28, 2019	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 6,500/-
4	Practical Human Resource Management for Managers & Executives	April 26-30, 2019	17:00-21:30	BIM Dhaka	Md. Zafar Ali	Tk 7,000/-
5	Cyber Security Awareness Training	April 21 - 23, 2020	17.30-21.30	BIM, Dhaka	S M Ariful Islam	Tk. 8,000/-

MAY, 2020						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	The Art of Effective Selling and Salesmanship	May19-20, 2020	09.00-17.00	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000/-

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

Faculty Members of BIM

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Tahmina Akhter
Additional Secretary
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DIRECTORS

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