

Bangladesh Institute of Management (BIM)
4, Sobhanbag, Mirpur Road, Dhaka-1207

DIPLOMA IN SOCIAL COMPLIANCE (DSC)
Batch # XXVII, Year: 2025

SYLLABUS

(Subject to Change as Required)

Social Compliance & International Standards (SC & IS)

Marks: 100

- Introduction to Social Compliance
- Introduction to Corporate Social Responsibility (CSR)
- Total quality management (TQM)
- Social Compliance & Productivity
- ISO 9001 & Quality Management System Standard
- Innovation & Creativity Management
- Competency Requirement for Compliance Manager
- Comparison among different Buyers' Standards/ Code of Conduct.
- *Review of the whole program & Class Test*

Human Resource Management and Organizational Behaviour (HRM & OB)

Marks: 100

- Introduction & Functions of HRM & OB
- HR Planning, Recruitment & Selection
- Performance Appraisal
- Perception & Personality
- Attitude & Job Satisfaction
- Leadership & Team Building
- Motivation & Employee Counseling.
- Emotional Intelligence at Workplace
- Communication & Conflict Resolution
- *Review of the whole program & Class Test*

Labour Laws & Industrial Relations (LL & IR)

Marks: 100

- Introduction to Bangladesh Labour Law, 2006
Classification of Workers & Period of Probation
- Termination of Employment, Punishment for Misconduct
- Disciplinary Procedure
- Working Hours & Leave
- Wages & Payment, Maternity Benefit
- Law Related to Safety & Health
- Workers' Compensation for Injury by Accident
Trade Union & Industrial Relations
- Introduction to Laws Relating to Fire Safety
National Building Code 2006
- *Review of the whole program & Class Test*

Industrial Safety, Health & Welfare (ISH & W)

Marks: 100

- Fundamentals of Occupational Safety, Health & Welfare
- Fundamentals of Labour Welfare in RMG Sector
- Prevention of Accident
- Measurement of Accident and Exercise on “Accident Measurement”
- Electrical Safety & PPE
- Fire Safety in RMG Sector
- ETP and Chemical Safety in Industries
- C-TPAT (Customs Trade Partnership against Terrorism) & Security Compliance
- *Review of the whole program & Class Test*

Social Compliance and Management System Audit (SC & MSA) Marks: 100

- Fundamentals of SA8000
- Fundamentals of Social Audit in RMG Sector
- Requirement of Social Standards
- Child Labour, Force & Compulsory Labour, Health & Safety, Freedom of Association,
- Discrimination & Disciplinary Practices, Working Hour, Remuneration
- Management Systems Audit
- Quality Management System
- Environmental Management System
- WRAP & BSCI
- *Review of the whole program & Class Test*

Factory Visit and Reporting

Marks: 50

- Monitoring and Auditing Real Compliance Issues from Factory
- Initial Factory Audit: Identification of non-compliances, recommendations, development of a Corrective Action Plan (CAP)
- Communication and Dialogue Training as Alternative to Social Audit.
- Audit Report and Viva Voce: Submission of Internship Report & a comprehensive viva-voce on the whole program including internship.

VIVA-VOCE

Marks: 50