BANGLADESH INSTITUTE OF MANAGEMENT (BIM)

Post Graduate Diploma Courses

PROSPECTUS

PGDHRM

PGDFM

PGDMM

PGDIM

PGDCS

Session: 2021

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Bangladesh Institute of Management (BIM)
A Brief Profile

BIM was incepted as an outcome of a tripartite project known as 'East Pakistan Management Development, Supervisory and Instructor Training Centre'. To establish this project, a plan of operation was signed by the then Government of Pakistan, the United Nations and ILO in 1960. The project came into being on 1-1-1961 under the administrative control of the Ministry of Health, Labour and Social Welfare (Labour and Social Welfare Division) of the then Central Government of Pakistan which was subsequently transferred to the Provincial Government of East Pakistan in December 1963.

In 1970 the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the centre with autonomous status.

In 1966 apart from offering short term, subject specific training programmes, a specialized, a year-long Post-Graduate Diploma in Personnel Management was introduced by the Centre.

After independence the institute was entrusted with the responsibility of building up human resources of the country. Between 1972-75, the majority of the clients of the institute were drawn from the public sector enterprises. The institute was also involved in providing training to the members of what was proposed to be the Industrial Management Service (IMS) during this time period.

With the liberalization of the economy from around 1975, there was a distinct shift in focus of the activities of BIM. The client base was also changed from a predominantly public sector to a mix of public and private sector. During 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 drawn from public, private and NGOs. In 1981, a one year-long, Post-Graduate Diploma in Industrial Management was introduced.

In the early 90's, the then Bangladesh Management Development Centre (BMDC) was faced with a strategic decision making situation. Due to proliferation of training institutes in both the public sector as well as NGO sector and because of limited client base, the BMDC was faced with stiff competition in the field of short, subject specific training programmes. Against this backdrop, the BMDC took a far-reaching strategic decision to introduce a number of year long, post-

graduate diploma courses. Three such academic programmes — Post-Graduate Diploma in Marketing Management, Post-Graduate Diploma in Financial Management, Post-Graduate Diploma in Computer Science were introduced. Response to these new diploma programmes, particularly for computer science, was encouraging.

VISION STATEMENT **"Management Excellence in Bangladesh"**

During early nineties, in 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. 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.

Administration and Organization

The Board of Governors is the governing body of BIM. The Board provides the policy framework for the Institute to operate and monitor its activities. The Board of Governors of BIM consists of members drawn from the government, chamber of commerce and industries, and academics. The Secretary, Ministry of Industries, Government of the People's Republic of Bangladesh is the Chairman of the Board.

The Chief Executive of the Institute is the Director General, who is assisted by three Directors. There are ten functional divisions: (i) viz. Accounting and Financial Management, (ii) Computer Services, (iii) General Management, (iv) Marketing Management, (v) Human Resource Management, (vi) Production Management, (vii) Productivity and Consultancy, (viii) Project and Social Service Sector, (ix) Research, Evaluation and Publication and (x) TOT and Behavioral Management. In addition to this, there are six sections namely Administration, Accounts, Audio Visual, Library, Maintenance and Reproduction.

Objectives of the Institute are
- 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 1 to 4 weeks long and Diploma courses of six months to one-year duration.

a. Short Courses

Over the recent years, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer version for request courses. The courses offered by BIM covers the whole gamut of management studies.

b. Diploma Courses

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. Total 16,465 students enrolled in different post-graduate diploma courses till 2019, among them 11,652 were graduated. 750 students enrolled in different post-graduate diploma courses in the session 2020, who are continuing their 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,

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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.

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. Most of the faculty members have had experience in the industry which enables them to better understand the participants. Faculty development programs are carried out on a continuous basic.

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 significantly increased 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 Facility
The fully air-conditioned library at Dhaka has a collection of books on various aspects of management and business practices as well as a limited number of national and international journals. Library facilities are available to all participants and other readers interested in management education.

d. Computer Labs
BIM has two computer labs equipped with microcomputers numbering over 60. The computer labs are designed to provide conducive learning environment to the participants of computer related courses. Computer lab facility is also available for the participants at the Chattogram campus.

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).

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

Brief of Post-Graduate Diploma Courses

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

The post-graduate 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 2011, "Post-Graduate Diploma in Personnel Management" was renamed as "Post-Graduate Diploma in Human Resource Management".

Post - Graduate Diploma in Industrial Management (Evening)

The post-graduate 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 1980-81 (discontinued from 2002-2003 and started again from 2011).

Post-Graduate Diploma in Financial Management (Evening)

The post-graduate 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 post-graduate 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 post-graduate 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.

Curriculum

The course curriculum for each post-graduate 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	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. Viva Voce	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. Management Accounting	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. Viva Voce	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	50
5. Marketing Research	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. Viva Voce	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-1I	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

On successful completion of Part-I final examinations, participants are allowed to continue the classes for the Part-II.

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
Total Credit hours: 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:

		Weeks
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 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 Online through BIM website: **www.bim.org.bd**. Before filling up the form, please see & follow the "**Application Guideline**" 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 Post-Graduate Diploma in Human Resource Management is offered at Dhaka, Chattogram and Khulna Campuses of BIM. Other post-graduate 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 from the Session 2017 and onward.

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).

In case of improvement examination, the highest between two marks (i.e. the original examination marks and the improvement examination marks) will be counted as obtained marks for the Midterm Examination. If a participant failed to appear in the Midterm Improvement Examination after submission of application, his/her original examination marks will be counted.

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	1.00
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 Post-Graduate 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 post-graduate 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 post-graduate diploma course in the immediate following academic 02 (two) years on payment of 50% of the prevailing total 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 is 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. Participants may pay the fee in two installments: the first installment is Tk. 33,750/- (Taka thirty-three thousand seven hundred fifty) only to be paid at the time of admission and the rest Tk. 11,250/- (Taka eleven thousand two hundred fifty) 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. 37,500/- (Taka thirty-seven thousand five hundred) only to be paid at the time of admission and the rest Tk. 12,500/- (Taka twelve thousand five hundred) only is payable in second installment within the next two months from the last date of admission.

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 $2,500 (two thousand five hundred) only while for Computer Science it is US $3,000 (three thousand) 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.

Admission Enquiry:

Dhaka Campus	: **Office- 58155116, 58155077, 58155034 & 9103171-3 Ext. 123, 124, 130, 220;**
Chattogram Campus	: **Office- 031-670332, Cell: 01716335801**
Khulna Campus	: **Office- 041-762391, Cell: 01717197600**
Help Desk	: **01681298045, 01911248999 & 01816767892**
e-mail	: **admission@bim.gov.bd**

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.