

BANGLADESH INSTITUTE OF MANAGEMENT (BIM)

Post Graduate Diploma Courses **PROSPECTUS**

PGDHRM

PGDFM

PGDMM

PGDIM

PGDCS

PGDSCM

Session: 2026



Web:

www.bim.org.bd

www.bim.gov.bd

e-mail:

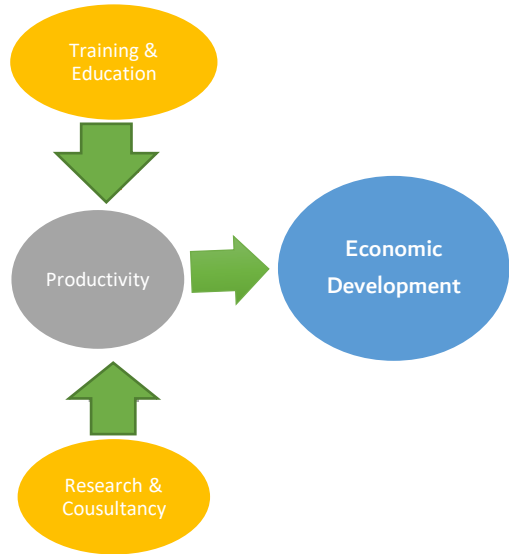
admission@bim.gov.bd

4 SOBHANBAG, MIRPUR ROAD, DHAKA-1207

Bangladesh Institute of Management (BIM)

A Brief Profile

The Bangladesh Institute of Management (BIM) is one of the oldest autonomous training institutions under the Ministry of Industries, Government of the People's Republic of Bangladesh. Established in 1961 under the Ministry of Health, Labour, and Social Welfare, BIM began its journey following a tripartite agreement among the United Nations, the International Labour Organization (ILO), and the Government of the Pakistan in 1960. For more than six decades, BIM has been contributing to enhancing productivity in the industrial sector and improving managerial competence to help organizations remain competitive and achieve sustainable growth in a market-driven economy. In 2023, BIM received a new legal framework called 'Bangladesh Institute of Management Act, 2023'



•Management Excellence in Bangladesh.

Vision



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

Mission



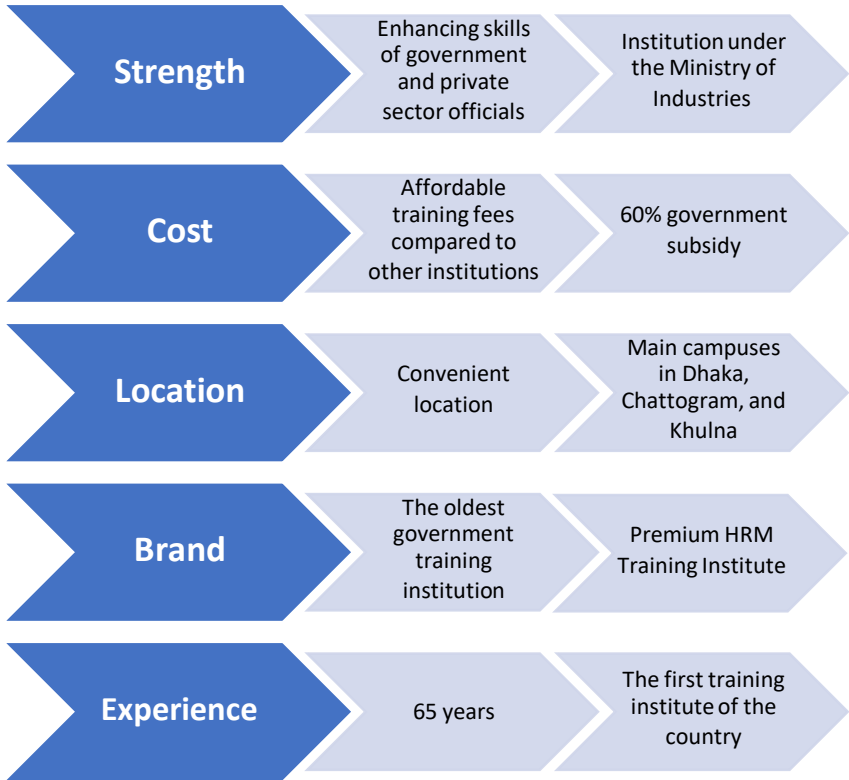
•Enhancing productivity in the industrial sector and improving managerial competence to ensure survival and achieve prosperity in a competitive, market-based economy.

Objective



1960	<ul style="list-style-type: none"> • A project titled “<i>East Pakistan Management Development, Supervisory and Instructor Training Centre</i>” was undertaken through a tripartite agreement among the United Nations, the International Labour Organization (ILO), and the then Government.
1961	<ul style="list-style-type: none"> • On January 1, 1961, the Bangladesh Institute of Management (BIM) commenced its journey as the <i>East Pakistan Management Development Centre</i> under the then Ministry of Health, Labour and Social Welfare.
1963	<ul style="list-style-type: none"> • Responsibility for the project was entrusted to the then Provincial Government.
1966	<ul style="list-style-type: none"> • Introduction of the <i>Post Graduate Diploma in Personnel Management</i> program
1970	<ul style="list-style-type: none"> • Granting of autonomous status to the institution • Declaration of the <i>East Pakistan Government Education and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961)</i> as applicable to the institution
1972	<ul style="list-style-type: none"> • The institution became known as the <i>Bangladesh Management Development Centre (BMDC)</i>
1976	<ul style="list-style-type: none"> • Transfer of administrative control from the Ministry of Labour to the Ministry of Industries
1981	<ul style="list-style-type: none"> • Introduction of the <i>Post Graduate Diploma in Industrial Management</i> program.
1987	<ul style="list-style-type: none"> • Renaming of the institution as the <i>Bangladesh Institute of Management (BIM)</i> and expansion of its activities.
1994	<ul style="list-style-type: none"> • Introduction of three diploma programs — <i>Post Graduate Diploma in Marketing Management, Financial Management, and Computer Science</i>
2002	<ul style="list-style-type: none"> • Conversion of the <i>Post Graduate Diploma in Industrial Management</i> program.
2008	<ul style="list-style-type: none"> • Introduction of the <i>Diploma in Social Compliance</i> program with the assistance of GIZ.
2011	<ul style="list-style-type: none"> • Conversion of the <i>Post Graduate Diploma in Personnel Management</i> program into the <i>Human Resource Management</i> program. • Reversion of the <i>Post Graduate Diploma in Business Management</i> program back to the <i>Industrial Management</i> program.
2013	<ul style="list-style-type: none"> • Introduction of the <i>Diploma in Productivity and Quality Management</i> program with the assistance of GIZ. • Launch of online admission and other digital services.

Competitive Advantage:



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.

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 18,691 students enrolled in different post-graduate diploma courses till 2023, among them 13,502 were graduated. 556 students enrolled in the session 2024, 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, 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 basis.

b. Physical Facility

The main campus of the Bangladesh Institute of Management (BIM) is situated on a five-acre site at 4 Sobhanbag, Mirpur Road, in the heart of Dhanmondi, Dhaka. Recently, BIM inaugurated a new 12-storey Training Complex equipped with state-of-the-art facilities. Currently, the institute offers 42 fully equipped, air-conditioned classrooms with modern training amenities, accommodating up to 1,850 participants at a time. The campus also includes 95 hostel rooms with contemporary facilities and two canteens providing quality meals. In addition to the Dhaka campus, BIM maintains similar—though smaller—facilities in two other 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 Six computer labs equipped with microcomputers numbering over 240. 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

Post Graduate Diploma in Supply Chain Management

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.

Post Graduate Diploma in Supply Chain Management (Week-end)

The Post Graduate Diploma in Supply Chain Management is tailored for professionals and executives involved in procurement, logistics, inventory control, operations, distribution, and related functions, as well as for those aiming to build a career in supply chain management. The program equips participants with practical and strategic skills in the core supply chain management functions with a special emphasis on customer centricity, financial intelligence, and supply chain analytics. BIM has offered training in procurement, inventory, and supply chain disciplines for many years, and this new diploma brings together contemporary best practices and tools to prepare graduates for supply chain management roles across industries and international boundaries.

Curriculum

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

Credit Hour

<i>Particulars</i>	<i>Details</i>
Credit per Subject	3 Credits
Total Hours per Subject	45 Hours
Total Sessions per Subject	36 Sessions

**POST-GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
(PGDHRM)**

PART-I	Marks	Credit
1. Fundamentals of Human Resource Management	100	3
2. Management	100	3
3. Organizational Behaviour	100	3
4. Economics	100	3
5. a. Statistics	50	3
b. ICT	50	
6. Viva Voce	50	1.5
	550	
PART-II		
1. Human Resource Development	100	3
2. Strategic Human Resource Planning	100	3
3. Labour Laws	100	3
3. Labour Laws	100	3
5. Industrial Safety & Health	100	3
6. a. Term Paper Proposal Presentation	25	3
b. Term Paper Presentation	25	
c. Term Paper Evaluation	50	
7. Viva Voce	50	1.5
	650	

POST-GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT (PGDIM)

PART-I	Marks	Credit
1. Production and Operation Management	100	3
2. Human Resource Management and Organizational Behavior	100	3
3. Supply Chain Management	100	3
4. Industrial Engineering and Lean Manufacturing	100	3
5. Labor and Industrial Laws	100	3
6. Viva Voce	50	1.5
	550	
PART-II		
1. Quantitative Management	100	3
2. Project Management	100	3
3. Industrial Safety and Environment Management	100	3

4. Cost and Management Accounting	100	3
5. Managerial Economics and Marketing	100	3
6. a. Term Paper Proposal Presentation	25	3
b. Term Paper Presentation	25	
c. Term Paper Evaluation	50	
7. Viva Voce	50	1.5
	650	

POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

PART-I	Marks	Credit
1. Fundamentals of Financial Management	100	3
2. Principles of Accounting	100	3
3. a. Business Economics	50	1.5
b. Statistics	50	1.5
4. Cost Accounting	100	3
5. Management Accounting	100	3
6. Viva Voce	50	1.5
	550	
PART-II		
1. Advanced Financial Management	100	3
2. Financial Auditing	100	3
3. Income Tax & VAT	100	3
4. Principles & Practices of Banking	100	3
5. Computer Application in Financial Management	100	3
6. a. Term Paper Proposal Presentation	25	3
b. Term Paper Presentation	25	
c. Term Paper Evaluation	50	
7. Viva Voce	50	1.5
	650	

POST-GRADUATE DIPLOMA IN MARKETING MANAGEMENT (PGDMM)

PART-I	Marks	Credit
1. Principles of Marketing	100	3
2. Consumer Behaviour	100	3
3. Sales Management	100	3
4. a. Applied Statistics	50	1.5
b. ICT	50	1.5
5. Marketing Research	100	3
6. Viva Voce	50	1.5
	550	

PART-II		
1. Marketing Management	100	3
2. Service Marketing	100	3
3. E- Marketing	100	3
4. International Marketing	100	3
5. Brand Management	100	3
6. a. Term Paper Proposal Presentation	25	3
b. Term Paper Presentation	25	
c. Term Paper Evaluation	50	
7. Viva Voce	50	1.5
	650	

POST-GRADUATE DIPLOMA IN COMPUTER SCIENCE (PGDCS)

PART-I	Marks	Credit
1. Data Structure and Algorithm	100	3
2. Structured Programming Language – C	100	3
3. Linux System Administration	100	3
4. Computer Networks	100	3
5. Data Analytics with Python and Power BI	100	3
6. Viva Voce	50	1.5
	550	
PART-II		
1. Web based Software Development	100	3
2. Fundamentals of AI	100	3
3. Mobile Application Development (Java Platform)	100	3
4. Cyber Security & Emerging technologies	100	3
5. Software Engineering	100	3
6. a. Term Paper Proposal Presentation	25	3
b. Term Paper Presentation	25	
c. Term Paper Evaluation	50	
7. Viva Voce	50	1.5
	650	

POST-GRADUATE DIPLOMA IN SUPPLY CHAIN MANAGEMENT (PGDSCM)

PART-I	Marks	Credit
1. Supply Chain Fundamentals: Scope, Career, Framework, Facilitation	100	3
2. Supply Chain Strategy: Demand Analysis to Integrated Business Planning	100	3
3. Supply Chain Operations: Sourcing, Negotiation and Procurement	100	3

4. Financial Intelligence for Supply Chain and	100	3
5. Contract Management	100	3
7. Viva Voce	50	1.5
	550	
PART-II		
1. International Trade & Commercial Management	100	3
2. Logistics and Transportation: Inventory, Warehousing & Distribution	100	3
3. Supply Chain Analytics	100	3
4. Customer-centrism in Supply Chain: CRM and Demand Fulfillment	100	3
5. Supply Chain Sustainability: Risk and Performance	100	3
6. a. Term Paper Proposal Presentation	25	3
b. Term Paper Presentation	25	
c. Term Paper Evaluation	50	
7. Viva Voce	50	1.5
	650	

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 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, Computer Science or Supply Chain.

Venue

Campus	On Campus (Sun, Mon, Tue, Wed)	Hybrid (Fri, Sat, Tue)
Dhaka	HRM (Day/Evening), FM, MM	IM, CS, SCM
Cartogram	HRM	SCM
Khulna		HRM

Timing:

Evening batch: 18:30-21:45 hrs,

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

PGDCS, PGDIM & PGDSCM:

- 2 Days Face to Face, Friday & Saturday
- 1 Days Online, Tuesday

Fees:

- PGDHRM, PGDFM, PGDCS, PGDMM & PGDSCM:

Tk. 50,000/-

*(Participants may pay the fee in two installments: the first installment is **Tk. 37,500/-** only to be paid at the time of admission and the rest **Tk. 12,500/-** only is payable before 1st Mid-Term Examination.)*

- **PGDCS: 55,000/-**

*(Participants may pay the fee in two installments: the first installment is **Tk. 41,250/-** only to be paid at the time of admission and the rest **Tk. 13,750/-** only is payable before 1st Mid-Term Examination.)*

- **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.

Exam Rules

These rules have been framed to conduct and administer the Post-Graduate Diploma Exam 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 Exam of all the diploma courses shall be held in two parts; hereinafter be called the Part-I Exam and the Part-II Exam.
- iii. While a student shall be considered eligible to sit for the written Exam 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

- iv. 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. 1500/= (one thousand and five hundred) only for the concern paper/subject.

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.

- v. Matters relating to attendance, class assessment, assignment, class test, midterm exam shall be the responsibility of the respective course teacher.
- vi. A participant fails to appear or pass the exam (Midterm or Final) may sit for the supplementary examination. Participant willing to appear at the 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 necessary fees decided by BIM. However, if a participant fails to appear or pass the supplementary exam, may retake the course on the following semester. Additional semester fee would be added, in the case of any semester gap found to retake course.
- vii. The time limit for completing the whole 36 credit for PGD is maximum three (03) years. In case of failing in one or more courses in part I & II, participants would be allowed to retake the courses in the following semester upon payment of a semester fee of BDT 5,000 and course fee of BDT 3,000.

viii. Grading system shall be as follows:

Numerical Grade	Letter Grade		Grade Point
80% and Above	A+	(A Plus)	4.0
75% to less than 80%	A	(A Regular)	3.75
70% to less than 75%	A-	(A Minus)	3.5
65% to less than 70%	B+	(B Plus)	3.25
60% to less than 65%	B	(B Regular)	3.0
55% to less than 60%	B-	(B Minus)	2.75
50% to less than 55%	C+	(C Plus)	2.5
45% to less than 50%	C	(C Regular)	2.25
40% to less than 45%	D		2.0
Less than 40%	F		0.0
Absent	I		0.0

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. Participants shall have to complete all the courses of the respective semester to attend the viva-voce.
- 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.

2. Discipline & Conduct Rules of Exam

- 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-exam 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 Exam 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.

Scholarship

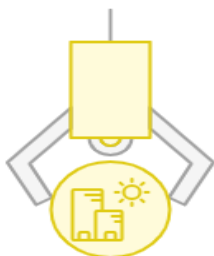
Based on the results of the part-I of the PGD courses, five (05) participants from each diploma program would be awarded full scholarships and another five (05) participants would be awarded partial scholarships each year.

Medium of Instruction

English

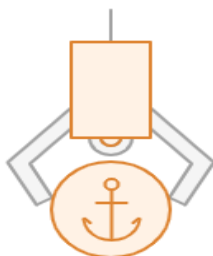
Admission Enquiry:

Campus Locations



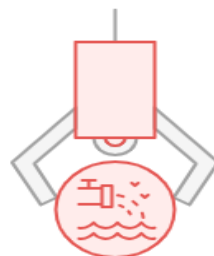
Dhaka Campus

Located at 4 Sobhanbag, Mirpur Road. Contact numbers are 41025563-5, 01515616612, 01518911814, 01797550394, and 01550725337.



Chattogram Campus

Situated on Kalurghat Road, Bahaddarhat. Reach them at 01738668699 or 01726134400.



Khulna Campus

Found in Boyra, Khulna-9000. Call 01717197600 or 01718427947 for inquiries.

e-mail: pgd@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 as and when required.