BANGLADESH INSTITUTE OF MANAGEMENT (BIM)

4, Sobhanbag, Mirpur Road
Dhaka-1207

Diploma in Social Compliance

Rationale

Over the last years, Ready Made Garments (RMG) sector experienced impressive growth rates, and specifically woven and knitwear products are in high demand by the USA and European markets. Adherence to national and international compliance standards has become increasingly important to ensure customer requirements as well as to maintain the sector's competitiveness, but in many cases factory staff still lacks adequate skills and knowledge to ensure that required compliance standards are reached. With this **Diploma in Social Compliance**, BIM addresses the need to increase the knowledge level of factory practitioners and other interested parties on major Social, Environmental, Quality and Productivity issues in order to contribute to the sector's competitiveness and to play a major role for job, income generation and national economy.

Description

The diploma course in Social Compliance is designed to suit the requirements of social compliance officer/ manager, human resource and welfare officers/managers and all those who wish to build a career in a profession which demands in-depth knowledge on social compliance issues. The course has a focus on compliance needs of the export sector industries, and a strong practical orientation. Activities go through apart from class room, participants have to an internship program during which they will learn how to conduct a factory compliance audit and implement measures to correct non-compliances. At the end they have to submit a social and environmental audit report on initial findings, recommendations and progress achieved.

Course Objectives

The course aims to equip participants with knowledge and skills needed to:

- identify and solve compliance-related problems in the workplace
- Conduct factory audits and write audit reports.
- Build expertise in relevant area.
- Build career as a compliance and HR/ Admin Manager for Garment and other export-oriented industries.

COURSE OUTLINE

Part-I: Theory (classroom sessions)

♦ **Human Resource Management and Organizational Behaviour:**
Introduction & Functions of HRM & OB
HR Planning, Recruitment & Selection
Performance Appraisal
Perception, Personality
Attitude, Job Satisfaction
Leadership, Team Building
Motivation, Employee Counseling.
Communication, Conflict Resolution

♦ **Social Compliance and International Standards:**
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.

♦ **Labour Laws & Industrial Relations:**
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

♦ **Industrial Health, Safety & Welfare:**
Fundamentals of Occupational Safety, Health & Welfare
Fundamentals of Labour Welfare in RMG Sector
Prevention of Accident
Measurement of Accident
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)

♦ **Social Compliance & Management System Audit :**
Fundamentals of Social Audit in RMG Sector
Fundamentals of SA 8000 and Requirement of Social Standards
Child Labour, Force & Compulsory Labour, Health & Safety,
Freedom of Association,
Discrimination & Disciplinary Practices, Working Hour,
Remuneration
Management Systems in SA8000
WRAP & BSCI

♦ **Factory Visit & Reporting :**
- Grouping of Participants for practical audit in the factory.
- Handling audit checklist and documentation procedure for audit.
- Identification of non-compliances, recommendations, development of a Corrective Action Plan (CAP).
- Workplace Cooperation and dialogue practices for RMG factories development.

Part-II: Factory Visit & Reporting

- **Social Audit** in any RMG Sector Factory.
- **Audit Report**: Submission of Audit Report and **Audit Report presentation** on findings of practical audit.
- **Viva-voce** on the whole DSC program.

TRAINING METHODOLOGY:

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment, and other participatory methods of training, when these are effective & efficient.

WHO SHOULD ATTEND?

This course is designed for Managers/ Officers working in the Ready-Made Garment and Textile Industry and other export-oriented production companies. It is also suitable for HR and Social Compliance Consultants/ Managers/ Officers working in the public/ private sector and for NGOs, as well as for people not in service yet but wishes to develop their career in Social Compliance.

Graduates in any discipline from recognized university, college or institution are eligible to apply. People having diploma in engineering subsequently having completed AMIE are also eligible to apply.

COURSE FEE:

1. Last date of on-line application: **05 November, 2026.**
2. The successful candidate needs to complete the admission process through deposit of full course fee **Tk. 36,000/-** (Thirty-six thousand) only per participant, through online payment system according to guideline mentioned in BIM website in the name of **Director General, BIM**.
3. To complete the admission, process all participants need to submit their full particulars in Prescribed Form along with 03 (three) color pp size photo and attached copy of all certificates and documents.

APPLICATION GUIDELINES:

1. Interested person **must** apply in prescribed "**On-line Application Form**".
2. To get the admission information & guidelines, please visit www.bim.gov.bd website. Before filling-up the form, **please see and follow** the detail instructions regarding "How to Fill-up On-line Application Form" and "Detail Admission Procedure for Six Months Diploma Program" in BIM website. Application form is available at www.bim.org.bd

APPLICATION DEADLINE : 05 NOVEMBER, 2026

DURATION & TIMING: Six Months
Blended Course (Face-to-face, Online Class)
Timing: 3 days in a week
Face-to-Face: Friday (05:00 pm to 08:15 pm).
Online: Saturday & Monday (06:30 pm to 9:45 pm).

VENUE:

BIM, DHAKA CAMPUS
4 Sobhanbag, Mirpur Road, Dhaka 1207

Brief Profile of Bangladesh Institute of Management (BIM)

An autonomous organization under the administrative control of the Ministry of Industries, the Bangladesh Institute of Management (BIM) was set up in 1961 has been making efforts towards the development of skilled human resources and improvement of productivity.

Vision Statement:

"Management Excellence in Bangladesh."

Mission Statement:

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

Objectives of the Institute

The major 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 to disseminate recent 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.

A. Training

BIM offers two types of courses: Diploma courses of one-year duration and short courses of one to four weeks long.

i. Short Courses

During 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 program. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Marketing, Entrepreneurship Development, Industrial Engineering etc. Till the year ending June 2018, the total number of short courses organized by the institute has been 4,006 and the total number of executives trained numbered over 65,401.

ii. Diploma Course

Presently, BIM offers the following five post-graduate diploma courses of one year each

(i) Post Graduate Diploma in Human Resource Management (PGDHRM),
(ii) Post Graduate Diploma in Industrial Management (PGDIM),
(iii) Post Graduate Diploma in Marketing Management (PGDMM),
(iv) Post Graduate Diploma in Financial Management (PGDFM) and
(v) Post Graduate Diploma in Computer Science (PGDCS) and

also offers one 6-months long special Diploma in Social Compliance. The total number of students enrolled and graduated in the different diploma courses till date is:

No. of Participants Enrolled in Diploma in Social Compliance in 29th Batches	**1561**

B. Consultancy

BIM has vast experience in consultancy services and has rendered services to various national and international agencies and organizations.

C. Research

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

FOR ADMISSION RELATED INFORMATION:

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