

BANGLADESH INSTITUTE OF MANAGEMENT
(BIM)

Post Graduate Diploma
Courses

PROSPECTUS

PGDHRM

PGDFM

PGDMM

PGDIM

PGDCS

Session: **2012**



Web:
www.bim.org.bd

Bangladesh Institute of Management (BIM)

A 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. It is the 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 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. The institute was further involved in providing training to the members of what was proposed to be the Industrial Management Service (IMS).

With gradual shift in development focus and 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. The number of participants per course was dwindling as were the number of courses. 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

“Bangladesh Institute of Management (BIM) exists to improve management capacity building of the stakeholders for a prosperous Bangladesh.”

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.

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 highest policy making body of BIM. The Board provides the policy framework for the Institute to operate and monitors its activities. The Board of Governors of BIM consists of members drawn from the government, business, trade associations, 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 specialized divisions: (i) viz. Accounting and Financial Management, (ii) Computer Services, (iii) General Management, (iv) Marketing Management, (v) Personnel 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 other sections namely Administration, Accounts, Audio Visual, Library, Maintenance and Reproduction.

MISSION STATEMENT

“Our mission is to be a leading center of excellence for management development through a committed professional team.”

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 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 March 2011, the total number of short courses organized by the institute has been 2,949 and the total number of executives trained numbered over 42,813.

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 of six months duration. Over 8,342 students enrolled in the different diploma courses till date, among them 4,772 were graduated.

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 needbasis.

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 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 empathise 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 Facility

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.

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 softwares are available for running database, spreadsheet and word-processing applications. A modern computer lab facility are also available for the participants at the Chittagong 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) and German Technical Cooperation (GTZ).

Future 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 introduce PGD courses examine such possibilities. In due course of time programs like Distance Learning and Masters of Business Administration (MBA), if appears feasible, shall be offered to our stakeholders.

Post Graduate Diploma Courses

Post graduate diploma courses of Bangladesh Institute of Management (BIM) provide opportunities to the participants in improving their professional knowledge and skills. The following 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

Diploma Course

In addition to the above Post-Graduate Diploma courses, BIM conducts **Diploma in Social Compliance** of 6 months duration.

Diploma Course (forthcoming)

Along with the ongoing diploma programs, **Diploma in Productivity and Quality** is expected to be offered in the year 2012.

Detail of PGD courses along with other Diploma courses:

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

The 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 resources 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 current year, this course is renamed as Post Graduate Diploma in Human Resource Management

Post Graduate Diploma in Industrial Management (Evening)

The 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 2002.

Post Graduate Diploma in Financial Management (Evening)

The 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 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 to develop knowledge and skill necessary to carry out the marketing management functions effectively and efficiently.

Post Graduate Diploma in Computer Science (Evening)

The 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.

Diploma in Productivity and Quality (forthcoming)

BIM has taken initiatives to introduce another Diploma Program of 6(six) month duration on “Diploma in Productivity and Quality” with special focus on Industrial Engineering and lean manufacturing in cooperation with GIZ especially targeting customers from Ready Made Garments (RMG) sector.

Promotion of Social and Environmental Standards (PSES) is a joint undertaking of the Government of Bangladesh (GoB) and GIZ. It was commissioned under a bilateral agreement between the Government of Bangladesh and Germany. The main objective of the project is Productivity improvement in the Ready Made Garments (RMG) sector.

This Diploma Program is not only the first instance in Bangladesh but also for the first time in South-East Asia. In other countries there are short courses of very small duration but not such long Diploma Program covering most of the major areas.

Currently a large no of overseas experts are working at the RMG sector and also in large composite textile factories. BIM has taken initiatives to develop the skills to be needed for workforce of these sectors with hands-on practical exposure.

It is expected that admission process will be completed for this new Diploma Program by February 2012.

Diploma in Social Compliance

The diploma course in Social Compliance is designed to suit the requirements of social compliance, human resource and welfare officers/managers and all those who wish to make a career in a profession which demands in-depth knowledge on social compliance issues. The course has a focus on compliance needs of the Bangladesh garment industry, the country’s leading export sector, and a strong practical orientation. Apart from class room sessions, participants have to do a one-month internship in a garment factory during which they will learn how to conduct a factory audit and implement measures to correct non-compliances. This internship will allow participants to gain hands-on audit experience at factory level. BIM has been offering this course since 2008.

Post Graduate Diploma Courses

Curriculum

The course curriculum for each 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 HR Management	100
2. Management	100
3. Organizational Behaviour	100
4. Economics	100
5. a. Statistics	50
b. ICT Fundamentals	50
	500

PART-II	Marks
1. Human Resource Development	100
2. HR Auditing, Planning & Staffing	100
3. Labour Laws	100
4. Industrial Relations	100
5. Industrial Safety & Health	100
6. a. Project Work/Term Paper/ Internship	75
b. Viva Voce	25
7. Syndicate	100
	700

POST-GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT (PGDIM)

PART-I	Marks
1. 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. Viva Voce	25
7. Syndicate	100
	700

Post Graduate Diploma Courses

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
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	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. Viva Voce	25
7. Syndicate	100
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	700

POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT (PGDMM)

PART-I	Marks
1. Fundamentals of Marketing	100
2. Consumer Behaviour	100
3. Sales Management	100
4. a. Applied Statistics	50
b. ICT Fundamentals	50
5. E-Marketing	100
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	500
PART-II	Marks
1. Marketing Management	100
2. Service Marketing	100
3. Marketing Research	100
4. International Marketing	100
5. Brand Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Viva Voce	25
7. Syndicate	100
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	700

Post Graduate Diploma Courses

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 (Back End)	100
4. Programming Language-C	100
5. Web Development (Client Side Scripting)	<u>100</u>
	500

PART-II	Marks
1. Data Communication & Networking	100
2. Database Management System (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. Viva Voce	25
7. Syndicate	<u>100</u>
	700

DIPLOMA IN SOCIAL COMPLIANCE (DSC)

PART-I Theory (classroom sessions)	Marks
1. Human Resource Management and Organizational Behaviour	100
2. Bangladesh Labour Law	100
3. Social Compliance & International Standards	100
4. Industrial Health, Safety and Welfare	100
5. Social Audit and SA 8000	<u>100</u>
	500

PART-II Internship (practical work in factory)	Marks
1. Initial Factory Audit, Remediation Phase, Final Audit and Audit Report:	50
2. Viva Voce	<u>50</u>
	100

The classes are conducted in the evening from 18.00 - 21.15 hours, three/four days in a week. On successful completion of the Part-I examinations, candidates are allowed to continue the classes for the Part-II.

Term Paper and Syndicate

At the end of the academic session a participant has to submit the term paper. The term paper shall be the basis based on which syndicate shall be held. The rationale behind these activities is to transform the class room learning into hands on experience.

The tentative duration of the course is as follows:

	<u>Weeks</u>
a. Classes (Part-I)	12
Preparatory Leave	03
Examination	<u>03</u>
	<u>18</u>
b. Classes (Part-II)	12
Preparatory Leave	03
Examination	<u>03</u>
	<u>18</u>
c. Term Paper	06
d. Viva-voce	02
e. Others	<u>02</u>
	<u>10</u>
	<u>Total = 46</u>

Admission Criteria

Graduates in any subject (2 years after H.S.C or 4 years after S.S.C) 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 participants need to apply in the prescribed form along with attested copies of certificates/testimonials, and 2 copies of passport size photographs. Applications should reach the Chairman, Executive Committee of Diploma Courses, BIM, 4, Sobhanbag, Mirpur Road, Dhaka-1207 within the specified time.

Admission forms may be obtained from BIM offices personally or by mail enclosing a Taka six stamp affixed pre-addressed envelope. As seats are limited, applicants may be asked to appear before a Selection Board.

Post Graduate Diploma Courses

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 Diploma in Human resource Management is offered at Dhaka and Chittagong Campuses of BIM. Other diplomas are offered at Dhaka Campus only.

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:

These rules shall be called the Examination Rules, 2012 of Post Graduate Diploma Courses, Bangladesh Institute of Management (BIM)

- ii. These rules shall come into force on the 1st of January, 2012 Session.
- iii. 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.
- iv. The Part-I and Part-II examinations shall be held according to the approved course curriculum and allocated marks shown against each subject/paper and viva-voce.
- v. While a student shall be considered eligible to sit for the written examination 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 50% 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:

<u>Attendance (%)</u>	Marks
90%-100%	10
80%-89%	09
70%-79%	08
60%-69%	07
50%-59%	06
30%-49%	03
Below 30%	00

Post Graduate Diploma Courses

vi. 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%
- Written examination	: 70%
	Total: 100%

vii. Matters relating to attendance, class assessment, assignment, class test shall be the responsibility of the respective subject/paper leaders.

viii. The final examination of each subject/paper (except the Term paper & Viva-Voce) carrying 70% marks shall be of two and a half hours duration.

ix. Grading system shall be as follows-

Marks	Grade	Grade Point
80 and 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 shall have to get a minimum of D grade (1.00 Grade Point) to pass in a particular subject/paper but they shall have to get a minimum CGPA of 2.00 (Grade-C) to obtain diploma.

x. 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.

xi. The Term Paper shall be prepared under the supervision of a guide selected by the Diploma Course Committee. Students shall have to fulfill all requirements in respect of the Term Paper preparation.

xii. The Viva-Voce shall be conducted at the end of the Second Part Written Examinations and on submission of the Term Paper.

xiii. (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).

Post Graduate Diploma Courses

- (b) In any academic year, 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 (v).
- (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 deemed to 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 deemed to have failed in the subject/subjects and will be awarded an "F" grade for the subject/subjects.
- (d) Students qualifying for the Part-II of the 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 diploma course in the immediate following academic year on payment of 50% of the prevailing course fees.

2. Discipline & Conduct of Examination

- (a) Any 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 Hall-in-Charge. Any student, so expelled from the examination, shall be considered failed in that subject/paper.
- (b) Any 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 will have to be made within 10 (ten) days from the date of the publication of results along with a 're-examination fees' of Tk. 100.00 (Taka one hundred) only for each subject/paper.
- ii. Re-examination shall be limited only to checking of unmarked answers and counting errors, if any.

4. Re--examination Provisions:

The authority can make, amend and modify these rules from time to time.

5. 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 operation of the said rules or anything done or any action taken there under and proceeding 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

a. Bangladeshi Nationals

- i. For the Post Graduate Diploma Courses in Human resource Management, Industrial Management, Financial Management and Marketing Management the course fee is Tk. 25,000/- (Taka Twenty five thousand) only per participant for the full course, payable in two installments. The first installment is Tk. 15,000/- to be paid at the time of admission and the rest Tk. 10,000/- is payable in second installment before Part-I Final examination.
- ii. For the Post Graduate Diploma in Computer Science, the course fee is Tk. 30,000/- (Taka Thirty thousand) only per participant payable in two installments. The first installment is Tk. 20,000/- to be paid at the time of admission and the rest Tk. 10,000/- is payable in second installment before Part-I Final examination.
- iii. The course fee for Diploma in Social Compliance is 25,000/- (Taka Twenty Five thousand) in one time.

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b. Foreign Nationals

For the foreign nationals, the course fees for the Post Graduate Diploma in Human resource Management, Business Management, Financial Management and Marketing Management is US \$ 1,400 (Fourteen hundred only) while for Computer Science it is US \$ 2,200 (Two thousand two hundred) 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. The charges are currently Tk. 2,000 per month per seat payable in advance.

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

Venue	Coordinators	
1. Dhaka	Md. Abdul Haque Md. Habibur Rahman	Assistant Co-ordination Officer Assistant Co-ordination Officer (Current charge)
2. Chittagong	Salahuddin Ahmed	Deputy Director

Note: BIM reserves the right to change, modify alter any or all of the above terms and conditions including syllabus, course fees and hostel charges.

PGD Courses Annual Program- 2012

PART-I			
Sl.	Program Detail		
1.	Course Inauguration	January 26, 2012	5.00 pm
2.	Class schedule	Jan.29-Apr.19, 2012 (4 days in a week)	12 weeks (48 academic days)
3.	Preparatory leave	Apr.22-May 10, 2012	3 weeks
4.	Part-I Final Examination	May 13-31, 2012	3 weeks
5.	Publication of results	June 28, 2012	-
PART-II			
1.	Class schedule	June 10- July 19, 2012 (4 days in a week)	6 weeks (24 academic days)
2.		Ramadan Vacation: July 22- Aug.30, 2012	
3.		Sept.02-Oct. 11, 2012	6 weeks (24 academic days)
4.	Preparatory leave	Oct.14-Nov.03, 2012	3 weeks
5.	Part-II Final Exam	Nov.04-22, 2012	3 weeks
6.	Deadline for Submission of Term Paper	Dec 13, 2012	2 weeks
7.	Syndicate & Viva-voce	Dec 17-27, 2012	2 weeks
8.	Publication of Final Result	December 31, 2012	-

BANGLADESH INSTITUTE OF MANAGEMENT

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