GOVERNMENT OF THE PEOPLE’S REPUBLIC OF BANGLADESH
Ministry of Industries
Bangladesh Institute of Management (BIM)
4 Sobhanbag, Mirpur Road, Dhaka-1207
www.bim.gov.bd
58155034, 58155077, 58155116, 9103171-3 (PABX) 58152476 (FAX)

Ref. BIM/DSC & DPQM/Admission/2018 Date: 07-01-2018

SIX MONTHS DIPLOMA PROGRAM OF BIM
With Special Focus on Ready Made Garments & Textile Sector

ADMISSION GOING ON IN DHAKA CAMPUS

Diploma in Social Compliance (DSC) Batch -15
Diploma in Productivity & Quality Management (DPQM) Batch -7
(with emphasis on Lean Manufacturing)

In Cooperation with giz

Who can Apply?
Graduates in any discipline from recognized university, college or institution are eligible. People having Diploma in engineering along with 4 years working experience can also apply.

Application Form Fee: Tk. 500/-
COURSE FEE : Tk 36,000.00 (DSC)
(Diploma in Social Compliance)
COURSE FEE : Tk 32,000.00 (DPQM)
(Diploma in Productivity & Quality Mgt.)
Class Days : Sunday, Monday & Tuesday

Working Executives of RMG Sector and the candidates who want to build their career in Garment Sector are specially encouraged to apply.

APPLICATION GUIDELINES
1. Interested candidates must apply through prescribed “Online Application System”.
2. To get the form, please visit BIM website. Go to Admission and before filling-up the form, please follow the detail instructions mentioned in “How to Fill-up Online Application Form” for Six Months Diploma Program.

ON-LINE APPLICATION DEADLINE : 25TH FEBRUARY, 2018

Subjects included in DSC Program:
- HRM & Organizational Behavior
- Industrial Safety, Health & Welfare
- Labour Laws and Industrial Relations
- Social Compliance & International Standards
- Social Audit & SA8000
- Internship (Factory Audit) & Viva Voce

Subjects included in DPQM Program:
- HRM, OB & Social Compliance
- Introduction to Garments Manufacturing
- Garment Production Management
- Garment Quality Management
- Industrial Engineering
- Lean Manufacturing
- Internship / Project work & Viva Voce

For information: Engr. A N M Shahidullah. Program Director
Md. Mahbub-ul Alam, Program Coordinator, Cell: 01819 11 34 06
Mohammad Jubayer Hossain, Course Secretary, Cell: 01818 45 26 74 (General Information)
Md. Rezaul Karim Cell: 01716 03 52 77 (for online application related support)
E-mail: dsc.dpqm@gmail.com

DIRECTOR GENERAL
HOW TO APPLY for Admission in DSC & DPQM

HOW TO FILL-UP ONLINE APPLICATION FORM FOR SIX MONTHS DIPLOMA:

First Visit BIM web site: www.bim.gov.bd for detail information & to fill-up online application form.

- Diploma in Social Compliance (DSC) Batch - 15
- Diploma in Productivity & Quality Management (DPQM) Batch - 07
  (with emphasis on Lean Manufacturing)

বিআইএম-এর ‘Online Application Form’ সঠিক ভাবে পূরণ করে তা যথাযথভাবে ‘Submit’ করতে নিম্ন নির্দেশনা মোতাবেক কাজ করুন।

1) প্রথম কাজ $ ‘Online Application Form’ পূরনের পূর্বে ‘Application Form এর Fee’ বাবদ ৫০০/-
(পাচঘাট) টাকা সাহায্যপ্রাপ্তক, বিআইএম (৬-মাস ডিপলম) অর্থাং ‘Director General, BIM (6-Month Diploma)’-এর অনুকূলে অগ্রণী ব্যাংক লিমিটেড (Agrani Bank Limited) যে কোন অন লাইন শাখায়
STD Account No.0200002895831-তে জমা দিতে হবে। বুল বশতঃ উক্ত ৫০০/- টাকা অন্য কোন একাউন্টে জমা দিলে পুনরায় সঠিক একাউন্ট নাম্বারে ৫০০/- টাকা জমা দিতে হবে। অতঃপর Online Application Form পূরন শুরু করতে হবে এবং Application-এর নিম্নিলিখিত স্থানে জমা রশিদের তথ্য প্রদান করতে হবে।

NAME OF ACCOUNT/ হিসাবের নাম $ “Director General, BIM (6-Month Diploma)” STD
Account No.0200002895831 টাকার পরিমাণ, তারিখ, কার্য নং (Scroll No.) এবং অগ্রণী ব্যাংক এর সংশ্লিষ্ট শাখা-র নাম উল্লেখ করতে হবে। এখানে উল্লেখ যে, কার্য নং (Scroll No.) হলো ব্যাংকে টাকা জমা দেয়ার পর সংশ্লিষ্ট ব্যাংক কর্মকর্তা কর্তৃক জমা প্রিপের উপর প্রদেয় ডিপ্যুজিট নাম্বার। ডিপ্যুজিট প্রিপে কার্য নাম্বারে কোনোটি তাহা জানার জন্য ব্যাংক কর্মকর্তার সহায়তা নেয়া যেতে পারে।

ক) অন লাইনে ভর্তি ফরম জমা দেওয়ার সূচীয় সময় : ২৫ ফেব্রুয়ারি, ২০১৮ ।

খ) ভর্তির জন্য নির্বাচিতদের তালিকা অন লাইনে প্রকাশ : ২৮ ফেব্রুয়ারি, ২০১৮।
গ) নির্বাচিত ভারতীয়দের ভর্তির সর্বশেষ সময়সীমা : ০১ - ১৫ মার্চ, ২০১৮।

ঘ) মার্চ, ২০১৮ মাসের শেষ সপ্তাহে উদ্বোধনী অনুষ্ঠান এবং ক্লাস শুরু।

৬) ক্লাস : প্রতি সপ্তাহে রবিবার, সোমবার এবং মঙ্গলবার সময় : সন্ধ্যা ৬:১৫ হতে রাত ৯:৩০ পর্যন্ত।
Deposit Slip Sample: নিম্নে পূরনকৃত জমা দ্বিপের ১টি নমুনা প্রদর্শিত হলো। অগ্রণী ব্যাংক এর সংশ্লিষ্ট শাখাহতে জমা দ্বিপ সংগ্রহ করে অনুরূপভাবে পুরন করে আবেদন ফি বাবদ ৫০০/- (পাচশত) টাকা ব্যাঙ্কে জমা করা যেতে পারে।

2) বিভিন্ন কাজ: Online Application Form Submit করার পর ৫০০/- (পাচশত) টাকা জমা দ্বিপের কাস্টমার অংশের ক্যান কপি ই-মেইলে (dsc.dpqm@gmail.com) পাঠাতে হবে। মূল কপি সংরক্ষণ করে রাখবেন যা ভর্তির সময় জমা নিতে হবে।

প্রশ্নঃ ‘Online Application Form’ কোথায় পাওয়া যাবে?

উত্তরঃ www.bim.gov.bd website-এ গিয়ে Click করুন ADMISSION ▶ Application Form (DSC/ DPQM)……এ ক্লিক করুন।

প্রশ্নঃ ‘Online Application Form’ কিভাবে পুরন করতে হবে?

উত্তরঃ নিচের Fill-up কৃত নমুনা ফর্মটি দেখুন এবং সে মোতাবেক আপনার ফর্মটি Fill-up করে ‘Submit’ করুন।

Fill-up করার ক্ষেত্রে কোন ধরনের সমস্যার সম্মুখিন হলে কোন যোগাযোগ করুন রেজাউল করিম (Cell: 01716035277) অথবা ই-মেইল করুন: মোঃ রেজাউল করিম smrezaulkarim@gmail.com
## Personal Information

- **Name:** Md Rafiquislam
- **Sex:** Male
- **Date of Birth:** 22/12/1988
- **Email:** sample@sample.com
- **Mobile No.:** 0100000000
- **Mailing Address:** ABCD
- **Permanent Address:** ABCD

## Educational Information

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## Current/Last Employment Information

- **Organization Name:** World Bank
- **Supervisor/Manager’s Name:** Mr. X
- **Designation:** Chairman
- **Supervisor/Manager’s Email (Official):** sample@sample.com
- **Supervisor/Manager’s Phone (Official):** 01000000000
## Experience Information

<table>
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- **Add more**

## Financing Information

Financed By: dropdown list

## Payment Information

PLEASE MAKE A DEPOSIT OF 400 TAKA TO "DIRECTOR GENERAL, BIM (6-MONTH DIPLOMA)"

- **Agrani Bank Branch Name:** Mirpur Corporate Branch
- **Scroll Number:** 788
- **Deposit Date:** May 15, 2016

**Upload Your Picture:** Browse... No file selected
Dear Mr. Abbas,

Thank you for your Online Application Form submission.
Your BIM ID is **DSC/ DPQM**…… Please, print this ID and save it in a secured place for future reference.
Eligible/ selected applicants list for admission will be announced on or before **28th February, 2018** on BIM website: [www.bim.org.bd](http://www.bim.org.bd).

**Within 28th February, 2018 selected candidates list will be published.**

The candidates who will be selected for admission, they need to follow the next steps:

After receiving all online application form within **25th February, 2018** the list of successful candidates will be announced on **28th February, 2018** through BIM web site.
The successful candidate need to complete the admission process through deposit of full course Fee

**COURSE FEE** : Tk 36,000.00 (DSC) (Diploma in Social Compliance)
**COURSE FEE** : Tk 32,000.00 (DPQM) (Diploma in Productivity & Quality Mgt.)
Full payment at a time through **Pay Order** or **Bank Draft** in favour of: **“Director General, BIM”**.

BIM Authority
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 do 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 OUTLINES:**

- **Part-I: Theory (classroom sessions)**
  - Human Resource Management and Organizational Behaviour:
    - Introduction & Functions of HRM & OB
    - HR Planning, Recruitment & Selection
    - Performance Appraisal
    - Perception, Personality
    - Atitude, 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 Audit 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
  - Social Audit & SA8000:
    - 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
  - Practical Social Audit:
    - 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: Internship (practical work in factory)**
  - Social Audit in any RMG Sector Factory.
  - Audit Report: Submission of Audit Report and Syndicate 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.

The educational requirement for this program is at least graduation. Persons having diploma in any branch of engineering/technology along with 4 years experience are also eligible for admission.

**COURSE FEE:**

1. After receiving all online application form within 25th February, 2018 the list of successful candidates will be announced within 05 (five) days in BIM web site.
2. The successful candidate need 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 (6-Month Diploma).
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 “Online Application Form”.
2. To get the form, please visit BIM website. Before filling-up the form, please see and follow the detail instructions regarding “How to Fill-up Online Application Form” and “Detail Admission Procedure for Six Months Diploma Program” in BIM website

**ONLINE FORM SUBMISSION DEADLINE:** 25TH FEBRUARY, 2018

**DURATION & TIMING:** Six Months

- Class Days: Sunday, Monday & Tuesday
- **Timing:** 18:15 – 21:30 hrs.

**VENUE:**

- **BIM, DHAKA CAMPUS**
  - 4 Sobhanbag, Mirpur Road, Dhaka 1207
- Room No.301 (2nd Floor) Six Stories Building of BIM
A 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:
"Bangladesh Institute of Management (BIM) exists to improve management capacity building of the stakeholders for a prosperous Bangladesh."

Mission Statement:
"Our mission is to be a leading center of excellence for management development through a committed professional team."

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 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 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 2017, the total number of short courses organized by the institute has been 3,988 and the total number of executives trained numbered over 65,078.

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 in Enrolled in Diploma in Social Compliance in XIII Batches | 539 |

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.
Six Month Diploma in
“Productivity & Quality Management”
With Major in Lean Manufacturing especially for RMG Sector

Rationale
The ready-made garment sector (RMG) is the hub of the economy of Bangladesh, accounting for more than 78 percent of the country’s total export earnings. It is likely that the future economic development of Bangladesh will be highly correlated with this sector’s performance.

Presently, the RMG sector faces critical operational challenges due to rising production costs and decreasing product prices and increasing the wage scale. Consequently, efficient utilization of existing resources and workforce are paramount to improve management structure, productivity and competitiveness. Better utilization of resources are closely linked with qualified management personnel, such as industrial engineer, production manager, Productivity and Quality Manager and Method Study Executive/ Engineer.

Pilot projects were undertaken with BGMEA and BKMEA to improve productivity in their member factories showed that there are big shortage of professionals who are capable of carrying out activities for improvement of productivity within the factories. That is why GIZ decided to support Bangladesh Institute of Management (BIM) to run a diploma course on “Productivity and Quality Management specially for RMG sector” to develop such type of professionals for the garment industry.

Course Description
The diploma in Productivity & Quality Management with Major in Lean Manufacturing is designed to suit the requirements of Production Managers/ Officer, Industrial Engineer, Method Study Officer, Productivity & Quality related Manager/ Officer and also for those who wish to build a career in a profession which demands in-depth knowledge on Productivity, Quality, Lean Manufacturing & Method study related issues. The course has a focus on production, productivity, lean manufacturing & quality needs of the export sector industries specially for RMG sector industries and a strong practical orientation. Apart from class room sessions, participants have to do a project work in the productivity lab of BIM and/ or in any factory during which they will learn how to design & implement systematic productivity, quality and lean manufacturing system. At the end of the program participants have to submit a project based internship report on initial findings, recommendations and progress achieved. This internship will allow participants to gain a hands-on lean experience at factory level.

COURSE OBJECTIVES:
The course aims to equip participants with knowledge and skills needed to:
- Identify and solve quality, productivity and lean manufacturing related problems at the workplace
- Build expertise in Productivity & Quality

Build career as a productivity, quality and lean Manager/ Officer/ Engineer for Garment and other export oriented industries.

To increase plenty of productivity and quality professionals to the RMG sector.

To reduce the dependency of this area from foreign expert and to develop sustainable local expert pool for this sector.

COURSE OUTLINE:

Part-I

a) HRM, OB & Social Compliance:
- Introduction to Management
- HRM: Its nature, Scope, Functions & Objective
- Understanding Human Behaviour, Leadership and Team Building
- Communication etc.
- Understanding Social Compliance in the global context
- Corporate Social Responsibility (CSR)
- Total Quality Management
- Innovation & Creativity in garment related profession

b) Introduction to Garment Manufacturing:
- Introduction to fashion and clothing industry
- Supply Chain management in Apparel industry
- Clothing materials and technique
- Cutting room technology
- Sewing technology
- Garment construction technique
- Fiber-yarn-fabric
- Dying, printing & Finishing

c) Garment Production Management:
- Production planning and control: (Introduction, Necessity for PPC, Main function of PPC, Information required for PPC, Bill of Material, MRP, ERP, Loading, Sequencing, and Gantt Chart Scheduling
- Process Planning: (Machine requirement, M/C output, Manpower planning, Line balancing)
- Inventory Control: (Introduction, Selective control of inventory e.g. Activity Based Costing (ABC) in the garments), EOQ (Economic Order Quantity)

Demand forecasting (Necessity of forecasting, classification, application in the garments industry)
- Production cost concept and break even analysis:
  (Cost of garments production, Analysis of production cost, Break even analysis, method of lowering BEP, cost volume analysis

General Management:
- Basic function of management (planning, Organizing, leading, Controlling), HR-Skill matrix, Operator Skill Matrix, Incentive System
- Motivation (Different theories of Motivation like Maslow’s hierarchy, Heisenberg, Inequality theory), Leadership (Different types of leadership style like transformational, transition leader). Communication (Presentation skills, communication approach and model), IT (Microsoft office).

d) Garments Quality Management:

- Principles and Practice: (Introduction, Understanding Quality, Quality Control & Quality Assurance, Benefits of Quality, customer satisfaction. 8 Dimensions of Quality, Quality Control Organogram).
- Application of quality control of Clothing Materials used in garments Manufacturing: (Identification of Defects of fabric, Trims & accessories)
- Standard inspection Procedure of Fabric & all others Trims and Accessories used in garments, (Theoretical, VIDEO presentation & practical with Materials in the class room)
- Understanding Quality Specification of Garments & Materials
- Standard procedure and practices of garment Measurement (Theoretical & Practical in the class room)
- Zone classification of garments
- Identification of Garment Defects, Classification of Defects, Prevention & Rectification of defects (Theoretical & practical through VIDEO & Materials in the class room)
- Section wise Quality Control Activities in Garment Industry & Quality Control activities in other value adding process in garment manufacturing (Fusing, printing, Embroidery, Washing etc.) , Theoretical, Practical & Video presentation.
- Available Quality Control Systems are in practice in Sewing Department including Traffic Light system.
- Statistical procedure of Final Audit & AQL chart
- RCA & Quality Control Tools: (Cause-Effect analysis, Peroto analysis, 7 QC tools etc.)
- SS system & its implementation in garment industry (Theoretical & video presentation)
- Quality Assurance & TOM
- Garment Factory visit and Report submission (Woven, Cut & sew knit & Fully fashion Garment Industry)
Production planning and control: (Introduction, Necessity for PPC, Main function of PPC, Information required for PPC, Bill of Material, MRP,ERP, loading, Sequencing, and Scheduling) Process Planning: (Machine requirement, M/C output, Manpower planning, Line balancing) Inventory Control:(Introduction, Selective control of inventory e.g. Activity Based Costing (ABC) in the garments)

e) Industrial Engineering:

Concept of Industrial Engineering
IE Definition, Production and Productivity, Benefit from Productivity.
Productivity Measures, Productivity measures models
Factor influencing productivity, Productivity improvement technique.

Work & Method Study
Concept of Work Study, Importance, Component of Work Study.
Relation between Work study and Work measurement
Relation between work study and productivity.
Concept of Method study, Definition, Scope of method study
Steps involved in method study, method study symbols, Operation process chart.

Work Measurements emphasizes on SMV Calculation:
Work measurement, Time study, Rating, Allowances, SMV calculation with time study.
SMV calculation with Standard Sewing Data (SSD) techniques.

Work Place Design & Plant layout.
Concept Of Plant lay out, Definition, Objective, Relation between layout and productivity
Principles of layout, Factors affecting the layout, Types of production and layout
Steps and Method of line layout in garments industry
Job evaluation and merit rating, Wages and Incentives

Incentives Ergonomics

f) Lean Manufacturing:

Value Stream Mapping
Waste Identification & its impact on Industry.
Relation of Waste To Profits & Loos.
Kaizen, Workplace Organization/5s.
Quick Changeover/Set Up Reduction, Pull Concept, JIT, KANBAN.
Total Productive Maintenance,
Cellular Manufacturing,
One Piece Flow, Visual Control,
Takt Time, Team Building, Balanced Flow,
Quality At The Source, Mistake Proofing, Standardized Work.

Part-II : Internship/ Project/ Practical work in Laboratory or Factory

TRAINING METHODOLOGY:
Lecture, Presentation, Group Discussion, Case Study, Self-Assessment, and other participatory methods of training.

WHO SHOULD ATTEND?

This course is designed for Production, Productivity, Lean Manufacturing, Merchandizing and Work Study related Managers/ Officers working in the Ready Made Garment and Textile sector and other export-oriented production companies. It is also suitable for Textile and Industrial Engineers and technical Consultants/ Managers/ Officers working in the RMG & Textile sector.

The educational requirement for this program is at least graduation. Persons having diploma in any branch of engineering/technology along with 4 years experience are also eligible for admission.

COURSE FEE:

1. After receiving all online application form within
25th February, 2018 the list of successful candidates will be announced on 28th February, 2018 in BIM web site.
2. The successful candidate need to complete the admission process through deposit of full course fee Tk. 32,000/- (Thirty Two Thousand) only per participant, according to guideline mentioned in BIM website in the name of Director General, BIM (6-Month Diploma).
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.

DURATION & TIMING
Duration: Six Months
Class Days : Sunday, Monday & Tuesday
Tngnm&: 18:15 – 21:30 hrs.

VENUE:

BIM, DHAKA CAMPUS,
4 Sobhanbag, Mirpur Road, Dhaka 1207.
Room No.202 (1st Floor) Six Stories Building of BIM

APPLICATION GUIDELINES

Interested person must apply in prescribed “Online Application Form”. To get the form, please visit BIM website. Before filling-up the form, please see and follow the detail instructions regarding “How to Fill-up Online Application Form” and “Detail Admission Procedure for Six Months Diploma Program” in BIM website.

ONLINE FORM SUBMISSION DEADLINE: 25TH FEBRUARY, 2018

The consultants hired by GIZ designed the course curriculum in consultation with sectoral experts and other stakeholders.

The course is designed to develop the professional knowledge and skills required to:
• implement industrial engineering tools and techniques in garments factory
• develop production and quality related planning & control
• minimize waste by integrating tools and techniques of lean manufacturing

Design the quality according to the customer requirements.

The Program is designed with an extraordinary pool of academician and also practitioner with hands-on experience in lean management.

Participants of this diploma course will get the opportunity to use the Productivity Lab to gain more practical knowledge on time study, line balancing, quality control etc.

The course focuses primarily on Lean Manufacturing Techniques and includes topics related to soft skills, such as social compliance, leadership and communications.

BIM is going to inaugurate this 7th batch of this diploma program hopefully within last week of March, 2018.

For more information, please contact:
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