



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE  
MARTIAL LAW COMMITTEE  
ON  
ORGANISATIONAL SET UP**

**PHASE III  
[ PUBLIC STATUTORY CORPORATIONS (AUTONOMOUS/  
SEMI-AUTONOMOUS BODIES) AND ALLIED ORGANISATIONS ]**

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**Chapter IX  
BANGLADESH MANAGEMENT DEVELOPMENT CENTRE**

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## BANGLADESH MANAGEMENT DEVELOPMENT CENTRE (BMDC)

### Introduction

1. The Bangladesh Management Development Centre was established in the year 1961. In July, 1970, the centre was granted Semi-Autonomous Status and in the year 1976, the institute was transferred from the Ministry of Labour to the Ministry of Industries. It is the apex institution in the country for Management Development of the different public and private organisations by imparting training, carrying out research and by providing consultancy services. At present the centre provides training to more than 2000 managers, carries out on an average 15 research and consultancy jobs a year. In addition to the short training programmes the centre organizes two Post-Graduate Diploma Courses of one year duration—one in Industrial Management while the other, in Personnel Management.

### Functions

2. The broad functions of the Bangladesh Management Development Centre are as under :
- a) to train and develop the managers at all levels of the various sectors of the economy ;
  - b) to assist in the development and maintenance of healthy and constructive labour management relations ;
  - c) to help improve productivity, standards of productivity, services, maintenance and repair works in business and industries ;
  - d) to provide counsel and guidance in the various fields of management ;
  - e) to carry out research work for improving management practices and to solve the different problems confronting the various sectors of the economy ;
  - f) to publish books, journals and other publications in the fields of management and training ;
  - g) to co-operate with similar other institutions, at home and abroad, to promote the modern concepts of management through joint sponsorship of seminars, courses and similar activity.

2

### Clientele Groups

3. The clientele of Bangladesh Management Development Centre are as follows:—
- a) All levels of Managers of public and private sector industries and business.
  - b) Executives of all sectors of the economy dealing with Personnel Management & Human Relations, Accounts & Finance, Marketing, General Management, Research and Consultancy works.
  - c) Officials of the Planning Cells, Development projects, Development Banks, Private entrepreneurs etc. dealing with projects design, appraisal, implementation, monitoring, management and evaluation.
  - d) Officials of promotional agencies and public bodies dealing with agricultural services, health and family planning, transport management, small business management and so on.

### Existing Organisation

4. It is headed by a Director elevated to Director-General, and is divided into three broad wings— (a) Training, (b) Research and Post-Graduate Studies and (c) Productivity, Consultancy & Computer Services. There are eight different specialized Divisions manned by three categories of faculty members, namely, Senior Management Counsellor, Management Counsellor, and Associate Management Counsellor. Besides this, there are five other section namely Administration, Accounts, Audiovisual, Library and Reproduction. The centre has two more Sub-Centres—one in Chittagong, the other in Khulna. The sanctioned strength of the faculty members other than the Director-General and Directors are as follows:—Sr. Management Counsellor—14, Management Counsellor—25, Sr. Research Officer—1, Associate Management Counsellor—7, Computer Programmer—1, Research Officer—2. The Administration Section and Accounts Section are headed by the Administrative Officer and the Senior Accounts Officer respectively. The Audiovisual, Library and Reproduction Sections are headed by the Audiovisual Officer, Sr. Librarian and the Assistant Co-ordination Officer (Reproduction) respectively. The total number of sanctioned posts is 172, of these 60 are

Class-I, 5 are Class-II, 51 are Class-III and 56 are Class-IV, against which there are 49 Officers and 83 Staff in position.

The existing organisation chart is given in Annexure-'A'.

#### Charter of Duties

5. The revised charter of duties is given in Annexure-'B'.

#### Work-Load

6. The Centre's major approaches for management development are: training, research and consultancy. The clientele are usually drawn from a very wide variety of organizations, although industry sector harbours the closer attention. And two consecutive country-wide surveys on training needs assessment in industrial sector conducted by the Centre (one in 1977 and the other in 1980) revealed that there are as many as 26,000 Managers in the public and private sector industries who need training on different areas during the period 1980-85. Although in the context of the changed policy and circumstances prevailing in the industries sector, the need has increased remarkably. The two workshops of the top training executives drawn from about 40 organizations of different sectors showed that the management training needs in the sectors other than industry is far more. To cater this training needs, Bangladesh Management Development Centre is continuously working and taking this load with increasing enthusiasm, commitment and firm determination.

A review of the past shows that the Bangladesh Management Development Centre organized 11 courses for 151 managers in 1961-62, while in 1968-69, it offered 31 courses for 506 trainees, in 1978-79, it offered 56 courses for 1222 trainees and in the last year the number of courses were 111 for 2300 participants. This phenomenal growth took place not only in the field of training but also in other aspects of Bangladesh Management

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Development Centre's activities, namely, research, consultancy, in-plant problem solving and so on. The Bangladesh Management Development Centre quite often was required to take many challenging loads given by the Government. For instance, in the year 1973-74, Bangladesh Management Development Centre with its very small faculty of seven members took the whole responsibility of organizing year-long training programme of 200 officers of the Industrial Management Service Cadre. In the post-liberation period Bangladesh Management Development Centre increased its activities very quickly to upgrade the managerial skills of the public sector industries and thereby filled up the vacuum created by the exodus of the Pakistani managers. Similarly, in view of the present policy of the Government, Bangladesh Management Development Centre is to shoulder the responsibility of upgrading the management skills of the managers and owners of the emerging private sector, agro-industrial service sector, health sector, transport sector and so on. The Bangladesh Management Development Centre aims at improving the managerial effectiveness and efficiency of different sector to implement the Government Policy and Programmes in right earnest.

#### Other Details

7. a. State of Officer : In the present set up the total number of sanctioned strength of Officers are 65 out of which 60 are Class-I and 5 are Class-II. Against this sanctioned strength there are at present 45 Class-I Officers. A detailed "state of Officers (Class-I) of Bangladesh Management Development Centre" is given in Annexure-C.
- b. State of Transport : At present there are 5 vehicles at Bangladesh Management Development Centre out of which one is car, while the remaining four are Micro-buses. "The State of Transport of Bangladesh Management Development Centre" is given in Annexure-D.

#### Observations And Recommendations

8. a. Organization : The Bangladesh Management Development Centre was established to train and develop the managers of both the public and private sectors. Over the last two decades the

Centre has expanded its activities many times. Side by side training, the Bangladesh Management Development Centre has been carrying out research and consultancy jobs to make its training effective and need based. But in the context of the present need of management training in Bangladesh, the existing Organization Structure of the Bangladesh Management Development Centre (given in Annexure-'A') is not very suitable. The nature of needs for training, research and consultancy has changed remarkably. So, the Committee worked out a revised set-up keeping in view the present needs of the Bangladesh Management Development Centre which is given in Annexure-'E'. Adjustment of Faculty Members within the approved strength may be made on need basis.

b. Transport: The Bangladesh Management Development Centre is having the following transport:

a. 1 x Car

b. 5 x Microbus (1x Microbus for Khulna, 1x Microbus for Chittagong and 3x Microbus for Dhaka).

c. Office equipment:

The following equipment are possessed by the Bangladesh Management Development Centre:

1) 2x Plain Paper Copier

2) 4x Duplicating Machine.

3) 23x Typewriters.

4) 9x Projectors (including 3 Overhead Projectors, 4x Slide Projectors, 2x 16 m.m. Sound Projector).

5) 2x Tape and Cassette Recorder.

d. Office Accommodation: Total Office Accommodation of Bangladesh Management Development Centre is 71,458 square feet, out of which Chittagong Sub-Centre comprises 6,960 Sft. and Khulna Sub-Centre comprises 10,500 Sft. Office accommodation at Dhaka

is 53,998 Sft. of which 11,300 Sft. is under construction. Details of office accommodation at Dhaka, Chittagong and Khulna are given below:

1. Bangladesh Management Development Centre (Dhaka Office) :

—Existing office accommodation for officers and staff, class rooms, library & reading rooms, seminar rooms, projection rooms, toilets, reproduction rooms, passage, stairs, small auditorium, stores etc.

=32,814 Sft.

—Existing hostel accommodation for Participants, dining hall, Kitchen & Pantry, passage, stairs etc.

=9,884 Sft.

—Under construction canteen, common-room at hostel, hostel rooms (2nd floor), auditorium, passage, stairs etc.

=11,300 Sft.

Sub-Total = 53,998 Sft.

2. Bangladesh Management Development Centre (Chittagong Office) :

—Existing office accommodation for officers & staff, class rooms, library, projection room, canteen-cum-dinning hall, toilets, passage, stairs etc.

=6,960 Sft.

3. Bangladesh Management Development Centre (Khulna Office) :

—Existing office accommodation for officers and staff, class rooms, library, projection room, hostel rooms, dinning room, toilets, passage, stairs etc.

=10,500 Sft.

Grand Total = 71,458 Sft.

Income


9. The income of Bangladesh Management Development Centre usually comes from the sources like, Government grant, course fee, hostel and hall rent, consultancy etc. Source-wise income alongwith percentage for the financial year 1983-84 of Bangladesh Management Development Centre is shown below:

<u>Income Sources</u>	<u>Income in Taka</u>	<u>In %</u>
i) Budget Grant from Government	Tk. 29,90,000/=	72.84%
ii) Course fee, hostel rent, hall rent	Tk. 9,00,000/=	21.92%
iii) Consultancy and others	Tk. 2,15,000/=	5.24%
<b>TOTAL :</b>	<b>Tk. 41,05,000/=</b>	<b>100%</b>

Expenditure

10. The expenditures of Bangladesh Management Development Centre usually comprised of the heads like, pay and allowances of officers and staff, pension, leave salary, provident fund, gratuity, recreation allowance, income tax, insurance, contingencies etc. Major head-wise expenditure alongwith percentage for the financial year 1983-84 of Bangladesh Management Development Centre is shown below:

<u>Major Expenditure Heads</u>	<u>Expenditure in Taka</u>	<u>In %</u>
i) Pay of Officers	Tk. 9,71,000/=	23.65%
ii) Salaries of Staff and MLSS	Tk. 4,40,000/=	10.72%
iii) Allowances	Tk. 8,00,000/=	19.49%
iv) Pension, leave salary, provident fund, gratuity, recreation allowance, income tax etc.	Tk. 4,04,057/=	9.84%
v) Contingencies, course materials, stationary, insurance etc.	Tk. 14,89,943/=	36.30%
<b>TOTAL :</b>	<b>Tk. 41,05,000/=</b>	<b>100%</b>

  
 নির্বাহক মহোদয়  
 উর্দু ভাষা প্রশাসনিক কর্মকর্তা (অঃ সঃ)  
 বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট