

ANNUAL REPORT

2017-2018



Bangladesh - Japan Training Institute Society

An Enterprise of BAAS



Bangladesh - Japan Training Institute Society
An Enterprise of BAAS

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Design by: Akramuzzaman Khan

13 November 2018

NOTICE FOR ANNUAL GENERAL MEETING

1st Annual General Meeting (AGM) of Bangladesh Japan Training Institute Society (BJTI) has been convened as per following schedule.

DATE: Friday, the 30th November 2018

TIME: 6:00 PM

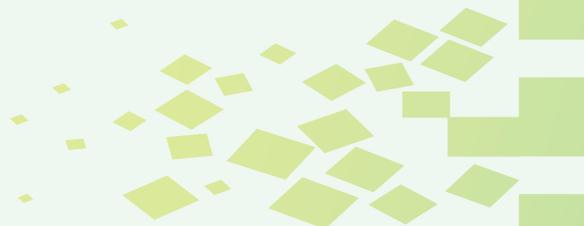
VENUE: Coventina Lake Suites
House 28, Road 113 Lake Side Drive
Gulshan 2, Dhaka 1212.

AGENDA: 1. Approval of report from Board of Directors.
2. Approval of Financial Statements.
3. Appointment of auditor for next year.
4. Review and approval of future planning.
5. Approval of budget.
6. Miscellaneous with the permission of chair.

All members are humbly requested to attend the annual general meeting.



Jawaherul Ghani
Chairman



FOUNDER MEMBER OF BJTI



Bangladesh AOTS
Alumni Society (BAAS)



Dr. A.K.M. Moazzem Hussain



Mokarram Uddin Ahmed



Jawaherul Ghani



A.M.M. Khairul Bashar



Zakariul Islam



Syed Ahsanul Apon



Md. Mamunur Rashid



Abu Nayeem Md. Shahjahan



Muhammad Ali Jinnah



Mohammad Munjurul Hassan



N K A Mobin



S M Jaglul A Mozumdar



Md. Mahbulul Haque



Naimul Hassan

BOARD DIRECTORS OF BJTI 2017-2019



Jawaherul Ghani
Chairman



A.M.M. Khairul Bashar
Director, Academic



Arch. Zakariul Islam Swapan
Director, Administration



Md. Mamunur Rashid
Director, Finance



Abu Nayeem Md. Shahjahan
Director



Muhammad Ali Jinnah
Director



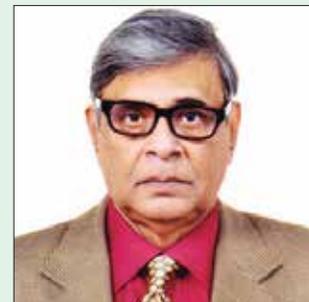
Syed Ahsanul Apon
Director



Dr. S.M. Jaglul A. Mozumdar
Director



Dr. AKM Moazzem Hussain
Adviser



Mokarram Uddin Ahmed
Adviser

CONDOLENCE



RAFIQUL ISLAM
BJTI ID: LM0040022

Rafiqul Islam, passed away on 3rd March, 2018 night at Square Hospital. (Innanillahi Oyainna Ilaihi Rajiun). He was Senior Director Marketing, HAMDARD Laboratories (WAQF), Bangladesh.

We sincerely recognize his contributions towards BJTI and we believe BJTI members will certainly remember him forever.

We pray to the Almighty Allah for the eternal peace of the departed soul and hope that his bereaved family members will be able to bear this irreparable loss.

BANGLADESH – JAPAN TRAINING INSTITUTE SOCIETY (BJTI)
1ST ANNUAL GENERAL MEETING
REPORT OF THE BOARD OF DIRECTORS
 Year ending on 30th June 2018

Respected Chairman,
 Advisers and Members of BJTI,
 Invited Guests, Ladies & Gentlemen
 Assalamualaikum & Good Evening,

I am delighted to welcome you all in this 1st AGM of BJTI. Please accept my heartiest felicitations.

It is my pleasure to present the Activity and performance report of the Board of Directors for the year ending on 30th June, 2018. I hope that the information provided herein shall make obvious accountability of the Society in a fair and transparent manner. On behalf of the Board, I am briefly stating the activities of the society performed during the period for your kind consideration.

After inception of BJTI, we have lost one (1) of our valued BJTI member Mr. Rafiqul Islam (ID # LM0040022). We sincerely remember his contribution towards BJTI and express our deepest condolences. May the Almighty subhanallahutala, grant him eternal peace.

Since the formation of BJTI, we have conducted 141 Local training programs where 2235 participants had participated. We have also conducted 28 International training programs where the number of participants was 862.

Our beloved society has passed a very successful year with full of events. We have tried our best to overcome the prevailing difficulties through attractive performances. This endeavor is reflected in this report.

1. Board Meeting

No. of Board Meeting held its inception : 02

Average Attendance in BOD Meetings : 70%

2. BJTI Members

After inception of BJTI the total present membership strength is 97.

3. BJTI conducted Training

During the period from October 2017 to June 2018, BJTI conducted 25 training programs and enrollments of the participants were 443. Of all training, 11 training programs were conducted by International Resource Person including 3 WNF of AOTS and 6 programs were conducted for tailor-made/customized trainings for YKK Bangladesh Pte Ltd., Power Grid Company of Bangladesh Ltd. and The Institution of Textile Engineers & Technologists (ITET), Bangladesh. A detailed activity report in respect to training course implemented has been appended at the end of this report.

4. Registration of BJTI

BJTI was established and started its operation 7 years back and since then we have been struggling for getting the registration of BJTI from the competent authority (RJSC) as an independent organization. We recall the hard work and

effort of Dr. S. M. Jaglul A. Mojumder, for getting BJTI registered as a Society under the Registrar of Joint Stock Companies & Firms on October 16, 2017.

5. Inauguration of BJTI Office:

Since inception BJTI has been running its operation in BAAS office very successfully for last 7 years. Recently BJTI got the registration and the new board of directors of BJTI decided to give BJTI a separate identity. Accordingly, Room # 7 (7th Floor), Eastern Plaza, Sonargaon Road, Hatirpool, Dhaka owned by BAAS was rented to BJTI. BJTI established its office and a training facility in the rented space.

Mr. Zakariul Islam Swapan, President, BAAS, have taken special initiative to complete the BJTI Training Centre.



On 25th February, 2018, Mr. Tetsuji Kawakami, Managing Director, AOTS, Japan, has inaugurated the new office & training centre of BJTI. Mr. Jawaherul Ghani, Chairman, BJTI, Arch. Zakariul Islam Swapan, President, BAAS, Dr. AKM Moazzem Hussain, Honorary Representative of AOTS, inaugurated the office. Former president Mr. Mokarram Uddin Ahmed, Mr. A. M. M. Khairul Bashar, and senior members of BAAS were also present in this memorable event.



6. BJTI PLOT

Land: BAAS had a meeting with Engr. Mosharraf Hossain, Honorable Minister for Housing & Public Works, Govt. of Bangladesh in 2015 regarding the allotment of a plot for BJTI and as per his suggestion we applied to RAJUK with a official recommendation from Architect Kazi Golam Nasir, Chief Architect, Ministry of Housing and Public Works, Govt. of Bangladesh for 2.3 Acre land at Purbachal New Town Project for BJTI. In 2016 a delegation from BAAS & BJTI again met the Minister and requested him to sanction a plot of land for BJTI. Last year, 2017 RAJUK sanctioned one acre of land for BJTI at Pubachal. Allotment letter from RAJUK has been received and already deposited the first installment of Tk. 23,640,000 (Two Crore Thirty Six Lac Forty Thousand Taka Only) towards procurement.

Fund: BJTI have been allotted with 01 (one) acre of land at Purbachal for which BJTI needs a fund of Taka 10 Crore for payment against land value & site development. We are badly in need to raise fund and as such trying to communicate with various individuals/organizations for their support to make payment against this allotted plot for our dream training institute BJTI. We do expect that the members of BJTI & BAAS will also come forward with their capacity/ability to establish the dream institution.

7. BJTI signed an agreement on 21 June 2018 with one of the most prestigious Power Company in Bangladesh namely Power Grid Company of Bangladesh Limited (PGCB) to conduct four training programs, for their employees.

8. 04 members of JICA Consultants under the project for Promoting Investment and Enhancing Industrial Competitiveness in the People's Republic of Bangladesh visited our office on 17 April 2018. The team comprised of Mr. Hideki Tabuchi, Quality Control/5S/KAIZEN (Component 3), Mr. Naoya NISHIGAKA, Business Management & Diagnosis (Component 3), Mr. Kenji HATA, Institutional and Human Resource Development (BDS/supporting industry), (Component 3), Mr. YOJI WANTANABE, Managing Director, Executive General Manager, Consulting Service Headquarters, Division 1, UNICO International Corporation.

9. Mr. Shinya Kuwayama, President, AOTS and World Famous TQM Guru Professor Emeritus Katsutoshi AYANO visited BJTI Office on 14 September 2018 and distributed the certificates among the participants of an International Training on Solving Human and Organizational problems which was facilitated by Mr. Mulvadi Raghupathy Ranganathan, Founder Director, Premier Center for Competency Training, India, President, South Asian Federation of AOTS Alumni Society (SAFAAS) and organized by BJTI and supported under WNF Program of AOTS Japan. Professor Dr. AKM Moazzem Hussain, Honorary Adviser to AOTS activities in Bangladesh, Arch. Zakariul Islam Swapan, President, BAAS, Mr. Naimul Hassan, Secretary General, BAAS, Engr. AMM Khairul Bashar, Director (Academic), BJTI, Dr. Jaglul A Mozumder, Director, BJTI and Mr. Syed Alimuzzaman, EC Member, BAAS were also attended in the closing ceremony.

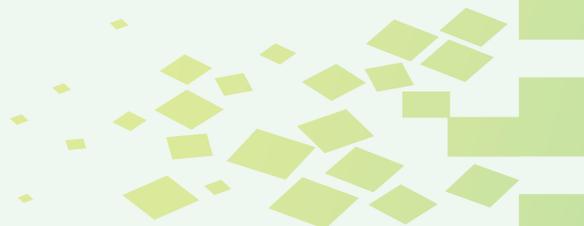


Dear Members,

I hope you have realized that our beloved society was passing through a very busy schedule during the reported period. The Board members have participated regularly in the meetings. Your cooperation and support was the key strength behind all those activities.

Thank you very much for your patience hearing.

A.M.M. Khairul Bashar
Director, Academic

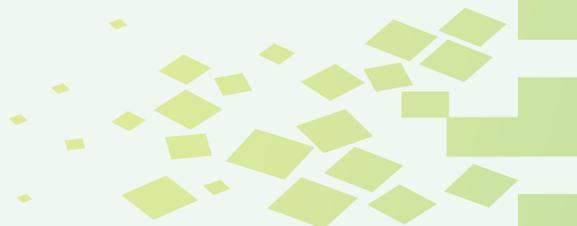


BANGLADESH - JAPAN TRAINING INSTITUTE SOCIETY (BJTI)

Activity Report 2017-2018

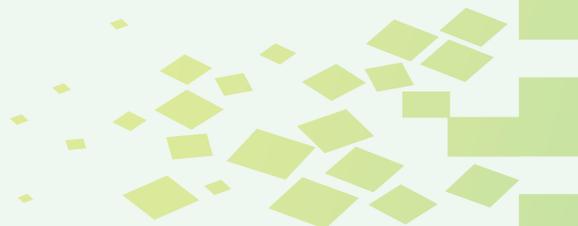
| SL | Training Name | Date | Resource Person | Participants | Organization |
|----|--|----------------------|---|--------------|---|
| 1. | Effective Team Building: How to Lead & Perform | October 20, 2017 | Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka | 9 | Brother International Singapore Pte Ltd., Excel Technologies Ltd., Healthcare Pharmaceuticals Ltd., Energypac Electronics Ltd. and Transcom Electronics Ltd. |
| 2. | Essential Skills at Workplace for The Institution of Textile Engineers & Technologist (ITET), Bangladesh | October 21, 2017 | Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant | 64 | The Outgoing Students of University of Textiles. |
| 3. | Kaizen for Improving Organizational Performance | November 03, 2017 | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD) and Former President Bangladesh AOTS-HIDA Alumni Society | 8 | ACI Godrej Agrovet Private Ltd., DBL Group, icddr,b, Nascent, Nascent, Silken Sewing Ltd., Synergy Incorporation and Graphics Textile Ltd. |
| 4. | The Seven Habits for Highly Effective People | November 04, 2017 | Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka | 16 | Padma Group of Converters, The Ibn Sina Pharmaceutical Industries Ltd., Janata Jute Mills Limited, Silken Sewing Ltd. and Dutch Lube Company Ltd. |
| 5. | International Training on Occupational Health & Safety Management System under WNF Program of AOTS | November 10-11, 2017 | Mr. P. Ananthanarayanan, Facilitator – QMS – EMS & OHSAS | 12 | TM Textiles & Garments Limited, Siemens AG, Maruhisa Pacific Co. Ltd., ACI Godrej Agrovet Privet Ltd., Reza Group, Kazi Food Industries Limited, Urmi Group, Beximco Textiles Limited and Epyllion Group. |

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|-----|--|----------------------|---|-----------|--|
| 6. | Negotiation in the Workplace for YKK Bangladesh Pte. Ltd. | November 22, 2017 | Jishu Tarafder, Leadership & Management Development Professional | 21 | YKK Bangladesh Pte. Ltd. |
| 7. | International Training on Quality Management System (QMS): 9001-2015 under WNF Program of AOTS | November 24-25, 2017 | Mr. Girish A. Karandikar, International Expert on QMS | 12 | Mirpur Ceramic Works Ltd., ACI Formulations Ltd., Transcom Beverages Limited, Urmi Group and Delta Pharma Ltd. |
| 8. | Essential Skills for Office Secretary | December 02, 2017 | Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant | 9 | Beximco Pharmaceuticals Ltd., Healthcare Pharmaceuticals Ltd. and Novo Healthcare and Pharma Limited. |
| 9. | International Training Kanban System for Inventory Control under WNF Program of AOTS | December 08-09, 2017 | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach | 16 | Padma Group of Converters, Essential Clothing Ltd., PRAN-RFL Group, The Ibn Sian Pharmaceuticals Industry Ltd., Graphics Textiles Ltd., Nascent, Reza Group, Healthcare Pharmaceuticals Ltd. and Silken Sewing Ltd. |
| 10. | Group Dynamics & Team Building for Power Grid Company of Bangladesh Ltd. | December 18-19, 2017 | Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka | 13 | Power Grid Company of Bangladesh Ltd. |
| 11. | International Training on Leadership & Corporate Philosophy in the Age of Globalization | 08-09 January, 2018 | Professor Masayuki Furusawa (PhD), Kindai University, Japan | 39 | Asahi Lifts & Escalators Ltd., Academy of Learning Limited, MODUS International, Bangladesh Institute of Capital Market (BICM), Power Grid Company of Bangladesh Ltd., Interstoff Group, LankaBangla Group, Brother International Singapore Pte Ltd., SQ Group, Powertrac, Delta Pharma Limited, Reza Group, Chittagong Stock Exchange (CSE), Healthcare Pharmaceuticals Limited, Padma Group of Converters, Square Pharmaceuticals Ltd., Best Tex International, Interstoff Group and BD Venture Ltd. |



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|-----|---|---------------------|---|-----------|--|
| 12. | International Training on Management Innovation in the Age of Globalization | 10 January, 2018 | Professor Masayuki Furusawa (PhD), Kindai University, Japan | 35 | Emerging Credit Rating Ltd., Powertrac, Urmi Group, BIOGROUP, Asahi Lifts & Escalators Ltd., Apex Holding Limited, Apex Holding Limited, LankaBangla Group, Silken Sewing Limited, Energypac Electronics Limited, Power Grid Company of Bangladesh Ltd., Healthcare Pharmaceuticals Ltd., Chittagong Stock Exchange (CSE), Square Pharmaceuticals Ltd., National Bank Limited, Long Run Strategy (LRS), Biz Box, Academy of Learning Ltd. and Biman Bangladesh Airlines. |
| 13. | Industrial Effluent Treatment Plant | 19-20 January, 2018 | Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board | 9 | MEL Group, AKH Knitting & Dyeing Ltd., Kazi Farms Group, Coats Bangladesh Limited, Ibn Sina Pharmaceuticals Industry Ltd. and Beximco Limited. |
| 14. | Professional Business Communication for YKK Bangladesh Pte. Ltd. | 03 February, 2018 | Jishu Tarafder, Leadership & Management Development Professional | 29 | YKK Bangladesh Pte. Ltd. |
| 15. | Leadership for 21st Century | 10 March, 2018 | Dr. Muhammad Shariat Ullah, Associate Professor, University of Dhaka | 8 | Biopharma Ltd., Ibn Sina Pharmaceuticals Ltd., York Hospital Ltd. |
| 16. | Supervision Skill for Manager for YKK Bangladesh Pte. Ltd. | 19 March, 2018 | Mr. Rupak Narullah Zaidi, KPI, OD & HR Practitioner, Business & Management Consultant | 28 | YKK Bangladesh Pte Ltd. |

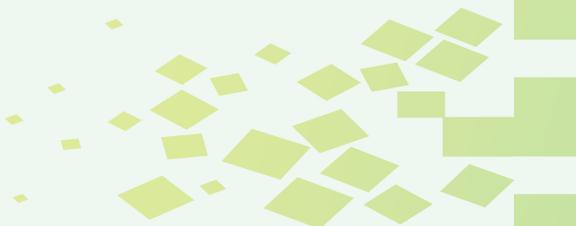
| | | | | | |
|-----|--|----------------|--|-----------|--|
| 17. | Total Productive Maintenance (TPM) | 30 March, 2018 | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD) | 14 | Bangladesh Edible Oil Limited, Walton Hi Tech Industries Ltd., Fakir Fashion, Masco Group, and Bangladesh Steel & Engineering Corporation (BSEC) |
| 18. | English for Corporate Communication | 20 April, 2018 | Ms. Tiash Mahjabin, English Language Trainer & Expert in developing ESP (English for Specific Purpose) based syllabus for EFL learners | 13 | The City Bank Limited, Rabbi Group, Graphics Textile Ltd., Bangladesh Edible Oil Limited, Shasha Denims Ltd., Bangladesh Institute of Capital Market (BICM) and Shams Engineering |
| 19. | International Training on Office Kaizen & Office 5 'S' Concepts | 23 April, 2018 | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach | 15 | I-K Properties, Plummy Fashions Ltd., Biotech ACI Pharmaceuticals Limited, Chittagong Stock Exchange, Square Pharmaceuticals Ltd., Bangladesh Institute of Capital Market, Multi SAFH Limited, DBL Group, Sundarban Industrial Complex Limited, South West Composite Ltd. and Beximco Ltd. |
| 20. | International Training on Journey towards Operational Excellence | 24 April, 2018 | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach | 9 | Walton Hi Tech Ind. Ltd., Chittagong Stock Exchange (CSE), Bangladesh Institute of Capital Market (BICM), Padma Group of Converters, IPDC Finance Limited, Fakir Fashion and Biotech ACI Pharmaceuticals Limited. |
| 21. | International Training on SMED | 25 April, 2018 | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach | 16 | Padma Group of Converters, Square Pharmaceuticals Ltd., Delta Pharma Ltd., Fakir Fashion Ltd., Bangladesh Institute of Capital Market (BICM), Silken Sewing Ltd., Masco Group, Urmi Group, Beximco Ltd. and Sinkee Group. |



| | | | | | |
|--------------|--|-----------------|--|------------|---|
| 22. | International Training on Toyota Production System for Chittagong | 27 April, 2018 | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach | 8 | HKD , Outdoor Innovations Limited, ZXY International, R.M. Group, MIDAS Safety Ltd. and LankaBangla Securities Ltd. |
| 23. | International Training on Office Kaizen & Office 5 'S' Concepts for Chittagong | 28 April, 2018 | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach | 17 | Delta Pharma Ltd., Nitol Motor Ltd., Osman International Ltd., BSRM, Arrow Fabrics (PVT) Limited, Bangladesh Steel and Engineering Corporation (BSEC) and Lanka Banla Securities Ltd. |
| 24. | Training of Trainers (ToT) | 04-05 May, 2018 | Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH | 8 | Regent Airways, British American Resource Centre, Runner Group, CRP and Joyoti Society. |
| 25. | HR Analytics & Metrics | 30 June, 2018 | Mr. Rupak Narullah Zaidi, KPI, OD & HR Practitioner, Business & Management Consultant | 15 | Fast Value Global Inc, Op-Seed Co. (BD) Limited, Khulna University, North Western University, Khulna, Epyllion Group, Olympic Industries Limited, Novartis Bangladesh Ltd., Renaissance Group, IPDC Finance, iPeople Limited, United Hospital and Expression Ltd. |
| TOTAL | | | | 443 | |

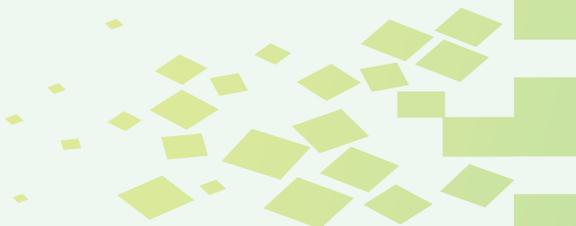
BANGLADESH – JAPAN TRAINING INSTITUTE SOCIETY TRAINING CALENDAR FOR THE YEAR 2019

| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|--|--|
| BJTI/19/01 | Strategic Planning for Competitive Advantage | Date: 04 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Dr. Muhammad Shariat Ullah, Associate Professor, Department of Management, University of Dhaka |
| BJTI/19/02 | Hazardous Chemical Safety Management | Date: 05 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Asif Iqbal, Senior HSE Professional & Trainer at Chevron Bangladesh, Former Country HSE Head at Novartis Bangladesh, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner |
| BJTI/19/03 | Total Productive Maintenance (TPM) | Date: 11 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS |
| BJTI/19/04 | 5-S Techniques for Improved Working Environment | Date: 12 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/05 | Conflict Management & Grievance Handling | Date: 18 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Dr. Md. Nazmul Karim Chowdhury, Vice Chancellor, Fareast International University |
| BJTI/19/06 | Training of Trainers (TOT) | Date: 18-19 January 2019 Time: 08:45 am-5:00 pm, 2 days Fees: Tk 7,000/- | Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH |
| BJTI/19/07 | Managing Brands: Differentiate or Die | Date: 19 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka |
| BJTI/19/08 | Industrial Energy Audit | Date: 25 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Md. Kamruzzaman, Director (Technical), BD Technology, Former Senior Energy Specialist at USAID-CCEB Program |
| BJTI/19/09 | Talent Management and Succession Planning | Date: 26 January 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant |



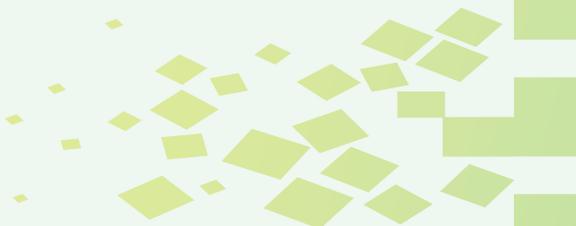
| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|--|---|
| BJTI/19/10 | Industrial Effluent Treatment Plant | Date: 01-02 February 2019 Time: 8:45 am-5:00 pm, 2 days Fees: Tk 7,000/- | Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board |
| BJTI/19/11 | Essential Analysis of Supply Chain and Logistics Management | Date: 08 February 2019 Time: 08:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Md. Arif Khan, Chief Consultant and Training Specialist, Sullivan Consulting and Learning Services |
| BJTI/19/12 | Health, Safety & Environment (HSE) Management | Date: 09 February 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Engr. Asif Iqbal, Senior HSE Professional & Trainer at Chevron Bangladesh, Former Country HSE Head at Novartis Bangladesh, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner |
| BJTI/19/13 | Effective Communication in Corporate Arena | Date: 09 February 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Karimul Arafat, Management Consultant & Training Specialist |
| BJTI/19/14 | The Seven Habits for Highly Effective People | Date: 15 February 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka |
| BJTI/19/15 | The Program on Quality Problem Solving (PQPS) | Date: 15-16 February 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/16 | English for Corporate Communication | Date: 16 February 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Ms. Tiash Mahjabin, English Language Trainer & Expert in developing ESP (English for Specific Purpose) based syllabus for EFL learners |
| BJTI/19/17 | Kaizen for Improving Organizational Performance | Date: 01 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS |
| BJTI/19/18 | Effective Negotiation Skills and Conflict Management | Date: 02 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka |

| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|--|--|
| BJTI/19/19 | Professionalism in the Work Place | Date: 02 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Ms. Humaira Sharmeen, Lead Consultant & Trainer, Campus to Corporate |
| BJTI/19/20 | KPI Master Class | Date: 08-09 March 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Mr. Md. Mostafa Kamal, C-KPIP, CRP, CTAP & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training |
| BJTI/19/21 | Industrial Water Treatment & Boiler and Cooling Water Conditioning | Date: 15-16 March 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board |
| BJTI/19/22 | Industrial Energy Audit | Date: 22 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Md. Kamruzzaman, Director of BD Technology, Former Senior Energy Specialist at USAID-CCEB Program, Certified Energy Auditor, AEE, USA |
| BJTI/19/23 | Project Management: Principles, Tools and Techniques | Date: 22 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist |
| BJTI/19/24 | Leadership for 21 st Century | Date: 23 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Dr. Muhammad Shariat Ullah, Associate Professor, Department of Management, University of Dhaka |
| BJTI/19/25 | Effective Inventory, Transportation, Warehousing, Packaging and Distribution Management | Date: 29 March 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Md. Arif Khan, Chief Consultant and Training Specialist, Sullivan Consulting and Learning Services |
| BJTI/19/26 | Behavior Modification for Performance Improvement | Date: 30 March 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/27 | Supervisory Skills Development Workshop | Date: 05 April 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. A.N.M. Shahjahan, Former Director of Human Resources, Director of Training, Dhaka Sheraton Hotel, Former General Manager Jamuna Resort Ltd., Coordinator, Skills for Employment Investment Program (SEIP) and Director, BJTI Board |



| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|--|---|
| BJTI/19/28 | Conflict Management & Grievance Handling | Date: 06 April 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Biplob Barua, Deputy General Manager, HR, DBL Group |
| BJTI/19/29 | Talent Management and Succession Planning | Date: 19 April 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Sharier Mahumud Tushar, Country Head of Human Resources (HRBP), The Nielsen Company, South Asia East, Bangladesh |
| BJTI/19/30 | Financial Statement Analysis | Date: 19 April 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist |
| BJTI/19/31 | Supplier & Customer Relationship Management (SRM & CRM) | Date: 20 April 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Arif Khan, Chief Consultant and Training Specialist, Sullivan Consulting and Learning Services |
| BJTI/19/32 | Productivity Improvement Techniques | Date: 26 April 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS |
| BJTI/19/33 | Solving Human and Organizational problems (SHOP) | Date: 26-27 April 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/34 | Learning Experience on Brand Communication | Date: 27 April 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Syed Ahsanul Apon, Director (Client Service), Expressions Ltd. |
| BJTI/19/35 | Business Intelligence for Manager | Date: 28 June 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant |
| BJTI/19/36 | Industrial Effluent Treatment Plant | Date: 28-29 June 2019 Time: 8:45 am-5:00 pm, 2 days Fees: Tk 7,000/- | Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board |

| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|---|---|
| BJTI/19/37 | Total Quality Management (TQM) | Date: 05-06 July 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/38 | Financial Management for Non Financial Executives | Date: 12 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist |
| BJTI/19/39 | Winning Mindset: Personal & Professional | Date: 12 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Karimul Arafat, Management Consultant & Training Specialist |
| BJTI/19/40 | Effective Team Building: How to Lead & Perform | Date: 13 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka |
| BJTI/19/41 | Income TAX and VAT Management | Date: 13 July 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Ranjan Kumar Bhowmik, FCMA, Member, Taxes Appellate Tribunal, Dhaka Mr. Md. Zakir Hossain, Additional Commissioner, Bangladesh Customs & VAT, National Board of Revenue, Dhaka |
| BJTI/19/42 | International Training on Office Kaizen and Office 5 'S' Concepts | Date: 18 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 6,000/- | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach |
| BJTI/19/43 | International Training on Toyota Production System (TPS) | Date: 19 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 6,000/- | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach |
| BJTI/19/44 | International Training on Kanban for Inventory Control | Date: 20 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 6,000/- | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach |
| BJTI/19/45 | International Training on POKAYOKE | Date: 21 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 6,000/- | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach |
| BJTI/19/46 | International Training on 5S and Visual Management | Date: 22 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 6,000/- | Mr. Prakash B. Yardi, International Expert on Japanese Management Approach |



| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|--|---|---|
| BJTI/19/47 | HR Accounting | Date: 26 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant |
| BJTI/19/48 | Practical Solution of Quality-Related Problems in Organization | Date: 27 July 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. SAM Yousuf, Managing Director, Takamatsu Footwear Ltd. |
| BJTI/19/49 | Hazardous Chemical Safety Management | Date: 02 August 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Asif Iqbal, Senior HSE Professional & Trainer at Chevron Bangladesh, Former Country HSE Head at Novartis Bangladesh, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner |
| BJTI/19/50 | The Program on Quality Problem Solving (PQPS) | Date: 02-03 August 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/51 | Applying Creativity and Innovation in Organization | Date: 03 August 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist |
| BJTI/19/52 | Managing Time | Date: 09 August 2019 Time: 08:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH |
| BJTI/19/53 | Developing Organization through PMS | Date: 10 August 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Mostafa Kamal, C-KPIP, CRP, CTAP & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training |
| BJTI/19/54 | Financial Analysis for Decision Making | Date: 30 August 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist |
| BJTI/19/55 | Warehousing and Distribution Management | Date: 31 August 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Arif Khan, Chief Consultant and Training Specialist, Sullivan Consulting and Learning Services |

| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|--|---|
| BJTI/19/56 | Managerial Competencies for 21 st Century | Date: 06 September 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant |
| BJTI/19/57 | Effective Communication and Employee Motivation | Date: 07 September 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist |
| BJTI/19/58 | Industrial Engineering Techniques | Date: 13 September 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS |
| BJTI/19/59 | Bangladesh Labour Act 2006 and Bangladesh Labour Rules 2015 | Date: 14 September 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Akund Ahmed Shamsul Alam, Management Consultant & Training Specialist |
| BJTI/19/60 | Performance Improvement Programming | Date: 20 September 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist |
| BJTI/19/61 | The Quality Control Training Course (QCTC) | Date: 20-21 September 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/62 | Health, Safety & Environment (HSE) Management | Date: 21 September 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Engr. Asif Iqbal, Senior HSE Professional & Trainer at Chevron Bangladesh, Former Country HSE Head at Novartis Bangladesh, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner |
| BJTI/19/63 | Professional Business Communication | Date: 27 September 2019 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/- | Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH |
| BJTI/19/64 | Kaizen for Improving Organizational Performance | Date: 28 September 2019 Time: 8:45 am-5.00 pm, 1 day | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS |



| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|---|---|---|
| BJTI/19/74 | Emotional Intelligence- Build your inside first | Date: 08 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. S. M. Arifuzzaman, Associate Professor and Head of School of Business at Canadian University of Bangladesh |
| BJTI/19/75 | Industrial Energy Audit | Date: 09 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Md. Kamruzzaman, Director of BD Technology, Former Senior Energy Specialist at USAID-CCEB Program, Certified Energy Auditor, AEE, USA |
| BJTI/19/76 | Advancing Selling Skills & Secret of Success | Date: 15 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Mohammad Salauddin, Management & Training Consultant |
| BJTI/19/77 | The Quality Control Training Course (QCTC) | Date: 15-16 November 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director (Academic), BJTI Board |
| BJTI/19/78 | Grievance Handling Procedures in Industrial Relations | Date: 16 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Md. Abdul Mannan, Director- Admin & HR, Palmal Group |
| BJTI/19/79 | Practice Leadership in day to day interactions | Date: 22 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Ms. Humaira Sharmeen, Lead Consultant & Trainer, Campus to Corporate |
| BJTI/19/80 | Compensation & Benefits Management | Date: 23 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Biplob Barua, Deputy General Manager, HR, DBL Group |
| BJTI/19/81 | Energy Efficiency & Carbon Reduction | Date: 23 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Engr. Md. Kamruzzaman, Director of BD Technology, Former Senior Energy Specialist at USAID-CCEB Program, Certified Energy Auditor, AEE, USA |
| BJTI/19/82 | KPI Master Class | Date: 29-30 November 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant |
| BJTI/19/83 | Supply Chain Management | Date: 30 November 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist |

| Code | Name | Particulars (Date, Time, Fees) | Resource Person |
|------------|--|--|---|
| BJTI/19/84 | Think like CEO: Organizational Leadership Approach | Date: 06 December 2019 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/- | Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant |
| BJTI/19/85 | Industrial Effluent Treatment Plant | Date: 06-07 December 2019 Time: 8:45 am-5:00 pm, 2 days Fees: Tk 7,000/- | Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board |
| BJTI/19/86 | Total Quality Management (TQM) | Date: 06-07 December 2019 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/- | Engr. AMM Khairul Bashar, Director, Centre for Management Development, Former President BAAS, President, BSTQM, Director, BJTI Board |

Nomination for participation must be received at least four (4) days ahead of the scheduled date of training. For further details please contact:

Bangladesh – Japan Training Institute Society (BJTI)

Room # 7 (7th Floor), Eastern Plaza, Sonargaon, Road, Dhaka-1205, Bangladesh,

Cell: +8801958155161, +8801958155162, Phone: +88-02-58616379

E-mail: info@bjti.org, Website: www.bjti.org, Facebook: <https://www.facebook.com/bjti.info/>

BANGLADESH – JAPAN TRAINING INSTITUTE SOCIETY (BJTI) FINANCE REPORT 2017-2018

Honorable Chairman,
Respected Members of the Society

Assalamu- alaikum

With the permission of the chair, I am presenting Financial Report of the society from 16th October 2017 to 30 June 2018. At the same I am also highlighting the financial position of the society up to 25th November 2018.

For your information I would like to tell you that 1st audited period of BJTI was from 1st March 2012 to 28th February 2013, since then every year audited report of BJTI has been preparing and presenting at the time AGM of BAAS. All the audits of books of accounts of BJTI has been done by qualified Chartered Accounts firms.

1. As per constitution the Accounting year of the society was ended 30 June 2018. Total Income in this period was Taka 5,199,500/- against an Expenditure of Taka 3,223,963/- .There is a surplus of Taka 1,975,537/- . MARHK & CO. Chartered Accountants audited the Books of Accounts. They have found books of accounts maintained in proper way.

2. Closing balance of our Banks as on 25 November 2018:-

| SL. | Finance Institute Name | Place | A/C Type | Taka |
|-----|----------------------------|-------------------|----------|-----------|
| 1 | Shahjalal Islami Bank Ltd. | Panthapath Branch | Saving | 4,274,393 |
| 2 | Lankabangla Fiance Ltd. | Banani Branch | FDR | 500,000 |

3. Present Position of Liability against Purbachal RAJUK PLOT: We were very happy to arrange a huge amount of money as loan within a short period from Mr. Muhammad Halimuzzaman, Mr. Sheikh Mustahidur Rahman and Bangladesh AOTS Alumni Society (BAAS) to pay 1st Installment to RAJUK on 12th July 2018 against 1 acre of Institutional land at Purbachal New Town Project.

| Particulars | Taka | Particulars | Taka |
|--|-------------------|--------------------------------|-------------------|
| Loan received from: | | | |
| a. Mr. Muhammad Halimuzzaman | 13,640,000 | a. Earnest Money | 1,500,000 |
| b. Mr. Sheikh Mustahidur Rahman | 5,000,000 | b. Purbachal (1st Installment) | 23,640,000 |
| c. Bangladesh AOTS Alumni Society (BAAS) | 6,500,000 | | |
| Total | 25,140,000 | Total | 25,140,000 |

4. With the permission of the Chair, now I am presenting proposed budget for “Bangladesh – Japan Training Institute Society” for the Year 2018-2019. Total proposed expenditure for the period is Tk. 33,314,200/- against Income of Tk. 34,480,125/-. The Surplus in the proposed budget is Tk. 1,165,925/-.Which has to be earned by the training activities, membership fees, annual subscription fees, Interest, and donation. The Budget Statement has been distributed in this meeting for approval.

Our audit firm “MARHK & CO. Chartered Accountants” has been with us for last 4 years, we need to appoint another audit firm now. I would like to propose “Huda Hossain & CO. Chartered Accountants” as an Auditor of BJTI for the period from 1st July 2018 to 30 June 2019 at a Fee of Tk. 15,000 only.

I express my thanks to all members of BJTI for kind cooperation and patient hearing.

Md. Mamnur Rashid
Director, Finance



Independent Auditors' Report

Reports on the financial statement

We have audited the accompanying Financial Statements of "Bangladesh-Japan Training Institute Society (BJTI)" Which comprise the Statement of Financial Position (Balance Sheet) as at 30 June 2018, along with Statement of Comprehensive Income and Expenditure and Notes to the financial Statement Account for the Period then ended and a Summary of Significant Accounting Policies and other explanatory notes.

Management's responsibility for the financial statement

The management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards (IFRS) and other applicable laws and regulations. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in circumstances.

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Bangladesh Standards on Auditing (BSA). Those Standards require that we comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements, prepared in accordance with International Financial Reporting Standards (IFRS), give a true and fair view of the state of the BJTI's affairs as at 30 June 2018 and of the results of its operations and for the period then ended and comply with the applicable laws and regulations.

WE also report that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof.
- In our opinion, proper books of account as required by law have been kept by BJTI as it appeared from our examination of those books.
- The financial statements dealt with by the report are in agreement with the books of account and returns.

Dated: Dhaka, 20 November 2018


MARHK & CO.
Chartered Accountants

MARHK & CO.
Chartered Accountants

Bangladesh - Japan Training Institute Society (BJTI)
(An Associate Entity of Bangladesh AOTS Alumni Society)
Statement of Financial Position
As at 30 June 2018

| Particulars | Notes | Amount In Taka |
|---|-------|-------------------------|
| | | 30-Jun-18 |
| A. ASSETS | | |
| Non-Current Assets | | |
| Laptop and equipment (<i>Annexure- A</i>) | | 459,472 |
| | | <u>459,472</u> |
| Current Assets | | |
| Investment in FDR (<i>Annexure-B</i>) | | 500,000 |
| Short-term non-interest bearing loan given to employees | 4 | 26,500 |
| Accounts and others receivable | 5 | 450,000 |
| Advance installments paid to RAJUK for Purbachal Land | | 1,500,000 |
| Cash and bank balances | 6 | 1,304,404 |
| | | <u>3,780,904</u> |
| Total Assets | | <u><u>4,240,376</u></u> |
| B. FUND & LIABILITIES | | |
| Non-Current Liabilities | | |
| Long term loan from BAAS | 7 | 1,500,000 |
| Current Liabilities | | |
| Accounts and other payables | 8 | 186,600 |
| Total Liabilities | | <u>186,600</u> |
| Net Assets | | |
| General fund | 9 | 2,553,776 |
| Total Fund & Liabilities | | <u><u>4,240,376</u></u> |

These financial statements should be read in conjunction with the annexed notes


Chairman
BJTI Board


Director, Finance
BJTI Board

Auditors' Report to the Trustees
See annexed report of date

Dhaka, 20 November 2018


MARHK & CO.
Chartered Accountants



MARHK & CO.
Chartered Accountants

Bangladesh - Japan Training Institute Society (BJTI)

(An Associate Entity of Bangladesh AOTS Alumni Society)

Statement of Income and Expenditure

For the period from 16 October 2017 to 30 June 2018

| Particulars | Notes | Amount in Taka |
|--|-------|------------------|
| | | 30-Jun-18 |
| INCOME | | |
| <i>Income from participants :</i> | | |
| Training fee | 10 | 2,684,500 |
| Founder Member Contribution | 11 | 750,000 |
| Life membership fee | | 1,520,000 |
| General membership fee | | 230,000 |
| Annual subscription fee | | 15,000 |
| | | 5,199,500 |
| Total Income [A] | | 5,199,500 |
| EXPENDITURE | | |
| Administrative & Operating Expenses | 12 | 1,339,890 |
| Seminar & Training Program Expenses | 13 | 1,833,021 |
| | | 3,172,911 |
| <i>Non -Cash expenditure:</i> | | |
| Depreciation (Ref: Annexure A) | | 51,052 |
| Total Expenditure [B] | | 3,223,963 |
| Net SURPLUS (surplus of income over expenditure) [A -B] | | 1,975,537 |

These financial statements should be read in conjunction with the annexed notes



Chairman
BJTI Board



Director, Finance
BJTI Board

*Auditors' Report to the Trustees
See annexed report of date*

Dhaka, 20 November 2018



MARHK & CO.
Chartered Accountants



Bangladesh - Japan Training Institute Society(BJTI)
(An Associate Entity of Bangladesh AOTS Alumni Society)
Notes to the Financial Statements
For the period from 16 October 2017 to 30 June 2018

1 Reporting entity

1.1 Introduction

Bangladesh-Japan training institute Society (BJTI) was formed by the executive committee of BAAS in its 127th EC meeting held on 29th September 2010. Since formation BJTI has been providing need based training to the thrust sectors in Bangladesh and established its name as a Training Institute. On 16 October 2017 BJTI obtained registration of societies under ACT XXI of 1860 from Registrar of Joint Stock Companies & Firms.

1.2 Registered office of the society:

The Registered office of the BJTI Society is at Room No. 31-32, Eastern Plaza, 7th Floor, Sonargaon Road, Dhaka-1205.

1.3 Nature of the Society:

It is a professional, non-profit, non-political, voluntary & charitable Society.

1.4 The major activities of BJTI

Aims and Objectives

The main aims and objectives of BJTI are among other, mainly: a) To set up a training institute and it's branches in the name of Bangladesh-Japan Training Institute Society (BJTI) to support development of management skills as well as Entrepreneurship in Bangladesh. To set up and maintain school, college and university, both general and technical, for the purpose of diffusion of useful knowledge among the society at large. To acquire any kind of assets and properties and maintain the same for realizing the objectives of the society. b) To provide consultancy services in all fields both at national and international levels. To undertake multifaceted educational program. To collaborate with national and international firms and organizations which are considered beneficial and helpful in realizing the objectives of the Society. c) To purchase or otherwise acquire wholly or partially any book, literature, journal, magazines, newspapers, journal reviews, pictorials, annual supplements, biography, pamphlets, brochure, circulars and any other publications and to orient, publish, edit and sell the same to carry on the business as booksellers, printers, publishers etc. for the benefit of Bangladesh -Japan Training Institute Society (BJTI).

2 Basis of preparation

2.1 Statement of compliance

These Financial statements have been prepared and presented in accordance with Bangladesh Financial Reporting Standards (BFRS), the Societies Act XXI of 1860 and other applicable laws and regulations following the accrual basis of accounting except for staff salary and allowances and office utilities where cash basis of accounting have been followed.

2.2 Use of estimates and judgments

The preparation of financial statements requires management to make judgment, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

2.3 Reporting Period

These years financial statements cover the period from 16 October 2017 to 30 June 2018.



MARHK & CO.
Chartered Accountants

2.4 Depreciation

Depreciation is recognized on straight line basis for Office Decoration and Office Equipment. The estimated useful lives for the current and comparative periods are as follows:

| | Rate |
|-------------------|------|
| Laptop | 10% |
| Office Decoration | 10% |
| Printer | 10% |

3. Significant accounting policies

The accounting policies set out below have been applied consistently to all periods resented in these financial statements.

3.1 Cash & Bank balance

Cash & bank balance consist of cash in hand and at bank.

Recognition of Income

(I) Training fee

Training fee received / receivable from the participants are recognized as income when BJTI's right to receive such income has been reasonable determined.

(II) Membership fee

Membership fee received/ receivable from the members are recognized as income when BJTI's right to receive such income has been reasonably determined.

(III) Donation

Donations are recognized as income on accrual basis

(IV) Other income

Other income comprise of interest on FDR and Other receipts. These are recognized as income on accrual basis except for the Interest on FDR, which are recognized as income on cash basis.

3.2 General

- The figures in the financial statements are represented in Bangladeshi Taka currency.
- The figures have been rounded up the nearest Taka.

4 Short-term non-interest bearing loan given to employees

| | 30-Jun-18 |
|---|---------------|
| | Taka |
| Loan given during the year | 79,060 |
| Realization of loan during against salary | (52,500) |
| | <u>26,500</u> |

* Short - term non-interest bearing loan was given to staffs for bearing his personal expenses

5 Accounts and others receivables

| | |
|---|----------------|
| Contribution Due from the Founder Members | 450,000 |
| | <u>450,000</u> |

6 Cash and bank balances

| | |
|---|------------------|
| Cash in Hand | 50,211 |
| Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369) | 1,254,193 |
| | <u>1,304,404</u> |



| | 30-Jun-18 |
|--|------------------|
| | Taka |
| 7 Loan from Bangladesh AOTS Alumni Society | 1,500,000 |
| | 1,500,000 |
| <p>* BAAS applied to RAJUK for an Institutional plot at Purbachal New Town on behalf of BJTI in the year 2015. With the application BAAS paid Tk 15,00,000/- as earnest money to RAJUK, the amount was a loan to BJTI and will be refunded to BAAS without interest.</p> | |
| 8 Accounts and other payable | |
| Rent Office payable for January to June 2018 | 180,000 |
| Advance Training Fee received from participants | 6,600 |
| | 186,600 |
| 9 General Fund | |
| Opening balance | 578,239 |
| Add: Net surplus for the year | 1,975,537 |
| Closing balance | 2,553,776 |
| 10 Training fee | |
| Essential Skills at Work Place | 164,450 |
| Effective Team Building : How to Lead and Perform | 34,000 |
| Kaizen for Improving Organizational Performance | 32,000 |
| The Seven Habits of Highly Effective People | 55,600 |
| Occupational Health & Safety Management System (OHSAS): 18001:2007 | 209,092 |
| Quality Management System (QMS): 9001-2015 | 214,328 |
| Negation Skills at the workplace | 80,000 |
| Kanban system for inventory control | 209,170 |
| Essential Skills for Office Secretary | 44,000 |
| Group Dynamics & Team Building | 94,500 |
| Leadership and Corporate Philosophy in the Age of Globalization | 483,600 |
| Management Innovation in the Age of Globalization | 254,500 |
| Industrial Effluent Treatment Plant | 48,300 |
| Professional Business Communication | 80,000 |
| Leadership 21st Centaury | 30,000 |
| Supervision Skill for Manager | 80,000 |
| Total Productive Maintenance | 53,200 |
| English for Corporate Communication | 48,160 |
| Office Kaizen & Office 5 'S' Concepts | 87,000 |
| Journey towards Operational Excellence | 52,800 |
| SMED (Reducing Set up time to eliminate Losses) | 94,200 |
| Toyota Production System (TPS) | 40,000 |
| Office Kaizen & Office 5 'S' Concepts - II | 80,000 |
| Training of Trainer (TOT) | 56,000 |
| HR Analytics & Metrics: Tool for Numeric HR | 59,600 |
| | 2,684,500 |
| 11 Founder Members Contribution Received | |
| Zakariul Islam | 50,000 |
| Md. Mahbubul Haque | 50,000 |
| Naimul Hassan | 50,000 |
| Muhammad Ali Jinnah | 50,000 |
| N K A Mobin | 50,000 |
| Abu Nayeem Md. Shahjahan | 50,000 |
| | 300,000 |
| Contribution Due from the Founder Members : | 450,000 |
| Founder Members Contribution | 450,000 |
| | 750,000 |



MARHK & CO.
Chartered Accountants

| | 30-Jun-18 |
|--|------------------|
| | Taka |
| 12 Administrative & Operating Expenses | |
| Salaries & allowances | 819,934 |
| Office Rent | 180,000 |
| Utilities | 108,989 |
| Training Room Maintenance | 3,381 |
| Audit fee | 5,000 |
| BJTI website up-gradation expenses | 6,000 |
| Bank charges by Shah Jalal Islami Bank Ltd. | 1,774 |
| Conveyance for office staffs | 7,640 |
| Photocopy, postage & courier | 3,461 |
| Printing & stationary | 56,064 |
| Telephone & e-mail services | 40,350 |
| Refreshments | 2,419 |
| Board meeting | 4,129 |
| BJTI Inaugural ceremony | 24,099 |
| Purchase Books for BJTI | 26,650 |
| Promition to BJTI | 50,000 |
| | 1,339,890 |
| 13 Seminar & Training Program Expenses | |
| Training Materials | 207,800 |
| Essential Skills at Work Place | 85,330 |
| Effective Team Building : How to Lead and Perform | 21,736 |
| Kaizen for Improving Organizational Performance | 20,317 |
| The Seven Habits of Highly Effective People | 24,796 |
| Occupational Health & Safety Management System (OHSAS): 18001:2007 | 140,271 |
| Quality Management System (QMS): 9001-2015 | 137,605 |
| Negation Skills at the workplace | 21,910 |
| Kanban system for inventory control | 91,180 |
| Essential Skills for Office Secretary | 22,307 |
| Group Dynamics & Team Building | 48,487 |
| Leadership and Corporate Philosophy in the Age of Globalization | 369,239 |
| Management Innovation in the Age of Globalization | 178,571 |
| Industrial Effluent Treatment Plant | 42,309 |
| Professional Business Communication | 21,920 |
| Leadershp 21st Century | 21,484 |
| Supervision Skill for Manager | 22,525 |
| Total Productive Maintenance | 23,384 |
| English for Corporate Communication | 24,019 |
| Office Kaizen & Office 5 'S' Concepts | 37,992 |
| Journey towards Operational Excellence | 36,717 |
| SMED (Reducing Set up time to eliminate Losses) | 38,742 |
| Toyota Production System (TPS) | 54,722 |
| Office Kaizen & Office 5 'S' Concepts - II | 56,080 |
| Training of Trainer (TOT) | 53,984 |
| HR Analytics & Metrics: Tool for Numeric HR | 29,594 |
| | 1,833,021 |



Annexure A

Bangladesh - Japan Training Institute Society (BJTI)
Registered under Societies Act XXI with Registrar of Joint Stock Companies
Fixed Assets Schedule
As on 30 June 2018

| Particulars | Cost | | | | Depreciation | | | | Written Down Value as at 30.06.18 | |
|-------------------|--------------------------------|--------------------------|--------------------------|--------------------------------|--------------|--------------------------------|--------------------------|--------------------------|-----------------------------------|--------------------------------|
| | Opening Balance as at 16.10.17 | Addition During the Year | Disposal During the Year | Closing Balance as at 30.06.18 | Rate | Opening Balance as at 16.10.17 | Addition During the Year | Disposal During the Year | | Closing Balance as at 30.06.18 |
| Laptop | 26,973 | - | - | 26,973 | 10% | - | 2,697 | - | 2,697 | 24,276 |
| Office Decoration | - | 475,631 | - | 475,631 | 10% | - | 47,563 | - | 47,563 | 428,068 |
| Printer | 7,920 | - | - | 7,920 | 10% | - | 792 | - | 792 | 7,128 |
| Total | 34,893 | 475,631 | | 510,524 | | | 51,052 | | 51,052 | 459,472 |

Fixed assets are stated at cost less accumulated depreciation charged on diminishing balance method



Bangladesh Japan Training Institute Society (BJTI)
Registered under Societies Act XXI with Registrar of Joint Stock Companies
Investment Schedule
As on 30 June 2018

| Sl. | Investment With | Nature of Investment | Instrument Number | Rate of Interest (%) | Date of Purchase | Date of Maturity | Opening Balance | Addition During the Year | | Refund | | Tax and others | Closing Balance |
|--------------|--------------------------|----------------------|-------------------|----------------------|------------------|------------------|-----------------|--------------------------|-------------------|-----------|----------|----------------|--------------------|
| | | | | | | | | Principal | Realized Interest | Principal | Interest | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14-8+9+10-11-12-13 |
| | LankaBangla Finance Ltd. | FDR | 000926000000041 | 11.25% | 23.04.2017 | 23.04.2019 | 500,000 | - | - | - | - | - | 500,000 |
| Total | | | | | | | 500,000 | - | - | - | - | - | 500,000 |



BANGLADESH - JAPAN TRAINING INSTITUTE SOCIETY (BJTI)

Proposed Budget for the period from 1st July 2018 to 30th June 2019

| Receipt | Proposed Budget 2018-19 | Payment | Proposed Budget 2018-19 |
|--|-------------------------|--|-------------------------|
| 1 Training Fee | 8,992,000 | 1. Administrative and operating expenses | |
| 2 Membership Fee | 1,500,000 | a. Salary & Allowance | 1,000,000 |
| 3 Donation : | | b. Electricity, Water & Common Bill | 140,000 |
| a) General | 300,000 | c. Conveyance | 15,000 |
| 4 Interest from Fixed Deposit: | | d. Stationery & Printing | 60,000 |
| a. Lankabangla Finance Ltd. | 48,125 | e. Mobile Bill and Email | 30,000 |
| Loan from: | | f. Photocopy, Postage & Courier | 20,000 |
| a. Mr. Muhammad Halimuzzaman | 13,640,000 | g. Entertainment | 20,000 |
| b. Mr. Sheikh Mustahidur Rahman | 5,000,000 | h. Annual Audit Fee | 5,000 |
| c. Bangladesh AOTS Alumni Society (BAAS) | 5,000,000 | i. Bank Charge (Income Tax, S. Charge, etc.) | 15,000 |
| | 23,640,000 | j. BJTI Website | 16,000 |
| | | k. Promotion (Key Ring and Note Book) | 30,000 |
| | | l. Office Rent | 360,000 |
| | | m. Training room maintenance | 25,000 |
| | | n. Board Meeting | 20,000 |
| | | o. Miscellaneous | 10,000 |
| | | | 1,766,000 |
| | | 2. AGM Expenses | |
| | | | 200,000 |
| | | 3. Training Expenses : | |
| | | a. Resource Persons | 4,473,000 |
| | | b. Training Materials (Bag, Pad, Pen) | 400,000 |
| | | c. Refreshment | 2,500,000 |
| | | d. Stationery and Printing | 23,500 |
| | | e. Banner | 25,000 |
| | | f. Conveyance | 23,500 |
| | | g. Venue Rent | 100,000 |
| | | h. Employee Training | 20,000 |
| | | i. Miscellaneous | 10,000 |
| | | | 7,575,000 |
| | | 4. Depreciation (Non-Cash expenditure) | 3,200 |
| | | 5. 1st Instalment Paid to RAJUK Purbachal Plot | 23,640,000 |
| | | 6. Loan Given to staff | 30,000 |
| | | 7. Office Renovation | 100,000 |
| | | Surplus | 1,165,925 |
| Total | 34,480,125 | Total | 34,480,125 |





Bangladesh - Japan Training Institute Society

An Enterprise of BAAS

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