

# ANNUAL REPORT 2018-19



**Bangladesh - Japan Training Institute**

*An Enterprise of BAAS*

পাওয়ার গ্রিড কোম্পানী অফ বাংলাদেশ লিঃ  
POWER GRID COMPANY OF BANGLADESH LTD.

Transmission  
in EMS, SCADA, IT Convergence System  
17 November 2018  
An Enterprise of Power Development Board  
Anon Hotel



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**Bangladesh - Japan Training Institute**



## Bangladesh-Japan Training Institute (BJTI)

03 February 2020

### NOTICE FOR THE 2ND ANNUAL GENERAL MEETING (AGM) OF BJTI

The 2nd Annual General Meeting (AGM) of BJTI will be held on 29th February, 2020 (Saturday) at 6:00 p.m., at Banquet Hall, Level - 4, Banani Club Ltd. House-109, Road-1, Banani, Dhaka 1213. The agenda and the schedule of the AGM are as follows: -

1. Recitation from the Holy Quran
2. Confirmation of the minutes of the previous AGM
3. Report of the Board of Directors
4. Approval of Audited Financial Statements for the year ending on 30 June 2019
5. Approval of budget for 2019-2020, 2020-2021
6. Appointment of auditor for next year
7. Cooption of the Members of the Board of Directors
8. Miscellaneous with the permission of chair

*Please note that the AGM will be followed by Dinner.*

All members of BJTI are cordially invited to attend the AGM in time.

A handwritten signature in blue ink, appearing to read 'Jawaherul Ghani'.

Jawaherul Ghani  
Chairman

Distribution:  
All Members of BJTI



## FOUNDER MEMBERS 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 Swapan



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. Mahbubul Haque



Naimul Hassan

## BOARD OF DIRECTORS OF BJTI 2018-2020



Jawaherul Ghani  
Chairman



A.M.M. Khairul Bashar  
Director, Academic



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

# Bangladesh-Japan Training Institute (BJTI)

## MINUTES OF THE 1ST ANNUAL GENERAL MEETING (AGM) OF BJTI



The 1st Annual General Meeting (AGM) of BJTI was held on 30 November, 2018, Friday, 6:00 pm at Coventina Lake Suites, House 28, Road 113 Lake Side Drive, Gulshan-2, Dhaka-1212.

The meeting began with the recitation from the Holly Quran by Mr. Waliur Rahman (BJTI ID : PM0030020). The Meeting was gracefully hosted by Mr. Syed Ahsanul Apon, Director-BJTI.

Mr. Jawaherul Ghani, Chairman-BJTI, has chaired the AGM and welcomed all the members present at the AGM. He opened with the remark that it was a historical moment not only for BJTI but also for the participants as they were able to be present at the very first AGM of BJTI. In his welcome speech he said that he felt very happy to see the progress of BJTI and that soon he wants to see the institute as a university. He mentioned that, at the beginning of BJTI, the institution did not receive any support from Japan; however, after seeing its success, BJTI is now being appreciated and getting moral support from AOTS. He thanked all the Advisors and Members for their support and cooperation for all the successful activities of BJTI.

A condolence took place as one of the honorable member of BJTI (ID : LM0040022), Mr. Rafiqul Islam, Senior Director Marketing, HAMDARD LABORATORIES (WAF), Bangladesh, had passed away on 03 March, 2018 at Square Hospital (Innalillahi Wa Inna Ilaihi Rajiun). 1 (one) minute of silence was observed to honor his departed soul.

Following the issue raised by the Chairman regarding the requirement of election of Board of Directors within 18 months from the incorporation date, the meeting unanimously elected the Board with following members for two years term, starting with immediate effect until 30 September 2020.

Name	Designation
Jawaherul Ghani	Chairman
A.M.M. Khairul Bashar	Director
Zakariul Islam Swapan	Director
Md. Mamunur Rashid	Director
Abu Nayeem Md. Shahjahan	Director
Muhammad Ali Jinnah	Director
Syed Ahsanul Apon	Director
S M Jaglul A Mozumdar	Director



Mr. A.M.M. Khairul Bashar, Director Academic, BJTI, has presented the activity report of BJTI. He has mentioned the transformation of BJTI Society from BJTI Council. He has highlighted the contribution of BJTI in the improvement of Human Resources. In his report, he mentioned that BJTI has received Taka 61 Lacs from the Power Grid Company of Bangladesh, for training purpose in 2018. BJTI was also visited by JICA in 2018. The Director concluded by saying that BJTI now Stands alone as a reputed Training Centre in Bangladesh and that it will continue working for the betterment of the people of Bangladesh.

Director Finance, Mr. Md. Mamunur Rashid, produced the 'Audited Financial Report' of BJTI for the year ending on 30 June 2018 after taking permission from the Chair. He also produced 'Budget' of BJTI for the financial year 2018 - 2019.

Mr. Md. Mamunur Rashid, Director Finance, has proposed the C.A. Firm 'Huda Hossain & Co.' as auditor of accounts for BJTI, for the financial year 2018 - 2019.

In his speech Dr. AKM Moazzem Hussain, Founder Member & Adviser of BJTI, expressed his satisfaction to the performance of BJTI. He mentioned that BJTI can be inspired by the example of TPA in Thailand, a Japanese company that used to conduct language course in Thailand, that has later on became the well-known TNI University. He hoped that BJTI will soon work with the help of Japan and become an outstanding university in the Bangladesh.

Director Administration, Arch. Zakariul Islam Swapan mentioned in his speech about the corporate share-lots amounting Taka 10 Lac each. He also said that fund will be raised by selling shares. Japanese language course was proposed to start very soon. The Director has also explained the membership categories and the outcomes for the shareholders.

Arch. Zakariul Islam Swapan, Director Administration of BJTI, invited the general members for open discussion on Financial & Audit report and the Budget report.

Mr. Mahbubul Anam (BJTI ID : LM0090028) and Mr. Mohammad A Moyeen (BJTI ID : LM0100029) were requested to share some remarks about BJTI and its activities. Both of them praised BJTI for its improvement and offered any kind of support to the institution if required.

Special thanks were given to Mr. Muhammad Halimuzzaman (BJTI ID : LM0020017) for lending Taka 13,640,000 and to Mr. Sheikh Mustahidur Rahman (BJTI ID : LM0120038) for lending Taka 5,000,000 to BJTI.

Finally, Mr. Syed Ahsanul Apon, Director-BJTI, has mentioned the benefits for the shareholders of BJTI such as share float, contribution to human resource development, etc.

The House approved in consensus the Financial and Audit report of BJTI for the year ending on 30 June 2018. Members also approved the budget for the year July 2018 - June 2019 of BJTI and passed the proposal for nominating the CA Firm 'Huda Hossain & Co.' as auditor of accounts for BJTI, for the year 2018 - 2019.

As there were no other matter to discuss, the AGM was ended as the Chairman and the Chair of the AGM declared closing of the meeting. Members enjoyed the wonderfully organized dinner program at the end of the program.

**Jawaherul Ghani**  
Chairman, BJTI



# Bangladesh-Japan Training Institute (BJTI)

## 2ND ANNUAL GENERAL MEETING REPORT OF THE BOARD OF DIRECTORS Reporting Period: 1st July 2018 to 31st December 2019

Respected Chairman,

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

I, on behalf of the Board of Directors (BOD) of Bangladesh Japan Training Institute (BJTI), am pleased to welcome you all in this 2nd AGM of BJTI. Kindly accept BOD's heartiest felicitations.

The 2nd AGM has been delayed by a few months due to our busy schedule and several social and political events. Please accept our sincere apology for a delayed AGM.

With delight, I present to you the Activity Report of Bangladesh-Japan Training Institute (BJTI) from 1st July 2018 to 31st December 2019. 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 BJTI performed during the reporting period for your kind consideration.

BJTI has passed a very successful year with full of events. The Board has tried its best to overcome the prevailing difficulties through attractive performances. This endeavor is reflected in this report.

### 1. Board Meeting

No. of Board Meetings held : 06

Average Attendance in BOD Meetings : 63%

### 2. Establishment of BJTI

BJTI was registered with the Registrar of Joint Stock Companies & Firms, Bangladesh on 16th October, 2017. BJTI has formally been established as a full-fledged training institution. Eight members Board of Directors have been established. Three full time and one part time staff has been appointed to carry out routine functions.





### 3. First Annual General Meeting

Bangladesh-Japan Training Institute (BJTI) has conducted its very 1st AGM on November 30, 2018 after its registration on October 16, 2017, under Societies Registration Act, 1860.

### 4. Election of the Board of Directors

Existing Board of Directors is the first BOD which was established before registration. An election/selection following the provisions of the constitution was held in the first AGM and new board of directors were selected headed by Mr. Jawaherul Ghani as the Chairman of the Board to continue their responsibility for next two years until September 2020.

### 5. BJTI Members

Total membership strength up to February 2020 is 122.

### 6. Training Performance of BJTI during the Reporting Period

Between 1st July 2018 and 31st December 2019, BJTI's training effort was focused to the following.

- a. Programs under WNF
- b. Special/Customized Training Courses under contract agreement
- c. Generic Training Initiatives

A total of 79 training courses were held during the reporting period.

#### 6.1 Programs under WNF

During the reporting period, BJTI has organized 05 training courses with International Resource Persons under the WNF Program of AOTS. These programs took place under the banner of BAAS and implemented by BJTI, and were conducted by International Resource Persons nominated by WNF of AOTS. The international experts were Mr. Mulvadi Raghupathy Ranganathan, Founder Director, Premier Center for Competency Training, India, President, South Asian Federation of AOTS Alumni

Society (SAFAAS), Mr. C.K. Bulakh, B.E. (Mech.), D.B.M., AIQA; QMS 2000 Lead Auditor, IRCA, U.K.; Certified Quality Engineer RW TUV, Germany; Certified Auditor ISO 14000, Mr. B. Palaniappan, Director, AfQD of ABK-AOTS Dosokai Tamil Nadu Centre, Chennai, India, & TQM, Lean, TPM Consultant, and Prof. (Dr.) Firdos T. Shroff (Ph.D.; MBA; MA; LLB; CAIIB; PGDIRPM; PGDCM; PGDBT), Professor, University of Mumbai; Fellow, Indian Institute of Banking & Finance; Senate-Member, Pune University; SEBI Certified Trainer in Financial Education.



#### 6.2 Special /Customized Training Courses under Contract

Total 06 training courses were conducted as tailor-made/customized training programs.

##### 6.2.1 Programs for PGCB's Institutional Strengthening

Bangladesh-Japan Training Institute has signed an agreement on June 21, 2018 with the Project Director- Institutional Strengthening of Power Grid Company of Bangladesh Limited (PGCB). Four training courses for PGCB officials within the provisions of the contract have been organized. The training courses were held at Pan Pacific Sonargaon Hotel. Two of the programs were conducted by an international technical expert on distribution, smart grid, transmission system operations and renewable energy, Mr. Rafael Virgilio Granja from USA. The other two programs were conducted by Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, and his team.



### 6.2.2 Effective Store Management for PGCB

With the request from PGCB, BJTI also organized a customized training course on 'Effective Store Management'. A total of 26 executives participated in this training course.



### 6.2.3 Customized Training Program for YKK

BJTI implemented a customized training course for YKK on 'Talent Management & Succession Planning'. A total of 35 personnel participated in this training course.



## 6.3 Generic Training Initiatives

BJTI organized 68 training courses on different subjects during the reporting period. A total of 981 delegates participated in these training courses.

Within this generic category, Bangladesh-Japan Training Institute (BJTI) has conducted an Exclusive Program on Advanced Certificate for Professional Development [ACPD], in Association with Aptis British Council as assessment partner and Bangladesh MBA Association (BMBA) as industry accreditation partner. The project was coordinated by Mr. Naimul Hasan, one of the Founder Members of BJTI, whereas Dr. Ridhwanul Haq, Professor of IBA, University of Dhaka, was the program coordinator. Several Resource Speakers from home and abroad have conducted the training program. The three major Resource Speakers were Ms. Rumana Ahmed, Head of Communications, GSK, Ms. Nandini Basu Phookan, COO & Partner-Techaxis.Inc, USA, and Ms. Jina Borthakur, Corporate Trainer, Coordinator and Counselor from India. The course was inaugurated by the resource pool and coordinators of ACPD, Mr. Jawaherul Ghani, Chairman-BJTI, Arch. Zakariul Islam Swapan, President-BAAS, Sheikh Mustahidur Rahman, Joint Treasurer-BAAS, and the team of Bangladesh-Japan Training Institute (BJTI). Joint certification by BJTI, The British Council and BMBA was awarded to the participants in a formal closing session by the resource pool and coordinators of ACPD, Mr. Jawaherul Ghani, Chairman-BJTI, Arch. Zakariul Islam Swapan,



President-BAAS, Mr. Md. Mamunur Rashid, Secretary General-BAAS, Ms. Sarwat Reza, Head of Business Development, Examination Services-British Council, and the team of BJTI.



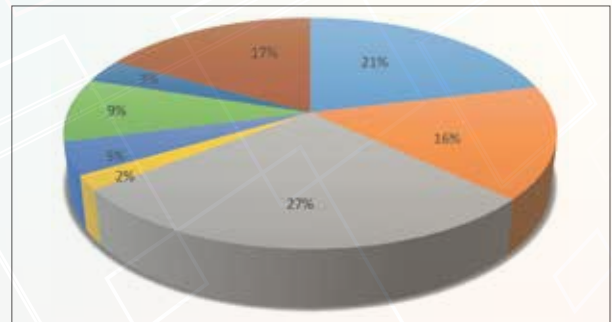
The program was extremely successful and received such good reviews from the participants and nominating organizations that few of the same programs have been included in the training calendar of BJTI for the year 2020.

## 7. Resource Speakers

Since BJTI do not have a faculty of its own, implementation of the programs is dependent on external resource persons. During the reporting period, 41 foreign and local experts have been invited as resource speakers. A list of resource persons who have conducted training programs in BJTI during the reporting period has been included at the end of the report as appendix 1.

## 8. Participants

A total of 1138 delegates participated in the training courses implemented by BJTI. The below pie-chart shows the distribution of participants from different sectors who have availed training from BJTI during the mentioned period.



Ready Made Garments (21%)	Engineering & Construction (5%)
Public Sector (16%)	Energy & Power (9%)
Service & Others (27%)	Bank & Financial Institutions (3%)
Food & Beverage (2%)	Pharmaceuticals (17%)

## 9. Meeting with JICA

On February 05, 2019, a two member team from Japan International Cooperation Agency (JICA) has visited BJTI office for meeting with the EC Members of BAAS and Board Members of BJTI. In the meeting, Mr. Koji Mitomori, Senior Representative (Urban Development) of JICA and Mr. Alimul Hasan, Deputy Program Officer of JICA, have shown interest to work together with BAAS and BJTI to start new projects with the aim of developing the human resources in Bangladesh and hunting skilled manpower for the Japanese job market, especially in the field of construction industry.





## 10. Seminar on Opportunity to Study, Work & Settle in Japan

Bangladesh-Japan Training Institute (BJTI) has organized two seminars in 2019 for Bangladeshi youth & skilled manpower to create awareness regarding the current career opportunities in Japan. The first seminar was held at Samorita Hospital, Tejgaon, Dhaka on May 03, 2019. In the seminar, Ms. Mai Tomori, Second Secretary, Head of Public Relations from the Embassy of Japan in Bangladesh, has attended as a Special Guest, and Mr. Yuji Ando, Representative from Japan External Trade Organization, has attended as the Guest of Honor. The second seminar was held at City University, Birulia, Dhaka on July 07, 2019, where the Vice Chancellor and other officials from the university were present. Both the seminars were presided by the Board Members of BJTI and were extremely successful with the participation of a large number of people.



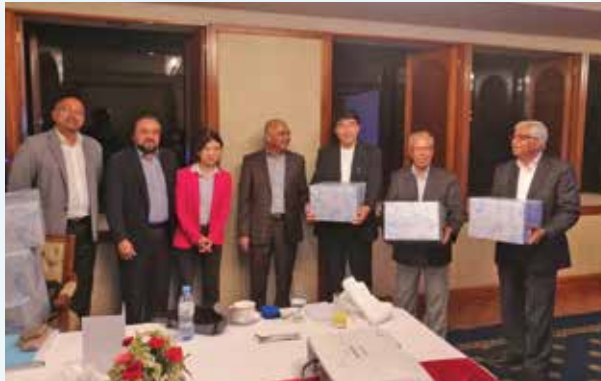
## 11. School for Japanese Language and Culture

From June 2019, BJTI has launched a School for Japanese Language and Culture and successfully completed its very first batch on December 2019. The classes were conducted by professional Japanese Language instructors, Mrs. K. Mizuta and Mr. Saumitra Mutsuddi.



## 12. Pharmaceutical Companies Visit by Japanese Professors

Between August 31 and September 05, 2019, three Professors from Japan, Prof. Yaeko Mitsumori, Prof. Hiroshi Kato & Prof. Hiroshi Kubo, have visited several pharmaceutical companies in Bangladesh, having accompanied by BJTI personnel. The visit was arranged by Mr. Md. Halimuzzaman, DMD & CEO of Healthcare Pharmaceuticals Ltd and Senior Vice President of BAAS.



### 13. Meeting with AOTS Representative

On September 12, 2019, Mr. Hisashi Kanda, General Manager, AOTS Delhi office has visited Bangladesh-Japan Training Institute (BJTI) to get to know about BJTI activities better. He expressed satisfaction on the performance of BJTI and mentioned about the interest of AOTS to start joint ventures with BAAS and BJTI to develop the human resources in Bangladesh and create opportunities for them to work and settle in Japan.



### 14. MoU Signing with Bangladesh Computer Samity

An MoU was signed between BAAS and Bangladesh Computer Samity (BCS) on October 16, 2019. The two parties agreed to work jointly to prepare the skilled human resources in Bangladesh to compete and get work opportunities in Japanese IT industry. According to the agreement, BCS will provide training on information technology to deserving candidates, and BAAS will arrange courses for them on Japanese language and culture, with the help of BJTI's resources and expertise.



### 15. Visit of AOTS President

Mr. Shinya Kuwayama, President, AOTS and Mr. Hisashi Kanda, General Manager, AOTS Delhi office have visited BAAS and BJTI Office on December 18, 2019. In the meeting, they got to hear about the current activities and performance of BAAS and BJTI, and expressed satisfaction on the organization's success.





## 16. Constrains and Strategies

Dear Members of BJTI,

I hope you have realized that our beloved institution was passing through a very busy schedule during the last reporting period. One of the biggest challenges we had to face during this period is getting participants for the regular training programs. We have observed a decreasing tendency of participants to avail training. Some possible reasons might include, utilizing the same resource persons as the competitors, offering similar programs every year, increased number of competitors, etc. Since BJTI do not have its own resource persons, it had to invite professionals for implementing training courses. Previously, most of these resource speakers used to conduct training programs exclusively in BJTI. However, as the number of training providers in Bangladesh, such as Bdjobs Training, Institute of Professional Development Programs (IPDP Training), Bangladesh Skill Development Institute, Institute of Professional Training & Management (IPTM), Arena Excellence, BASIS Institute of Technology & Management (BITM), Bangladesh Institute of Management Studies (BIMS), Bangladesh Institute of Management (BIM), Bangladesh Institute of Human Resources Management (BIHRM), Bangladesh Society for Human Resources Management (BSHRM), etc, has increased over the years, the institutions are hiring the same resource speakers to conduct their training programs as well. BJTI is frequently searching for new experts to overcome this challenge. We have been offering only management related training programs since the inception of BJTI, and most of our regular

corporate and individual clients have already availed these training from us over the years. Now a day, the organizations are nominating less and less participants for BJTI training programs. We are constantly trying to include new training topics in our calendar, however, the competitors are offering same training topics as ours, utilizing the same resource speakers. Thus, the customers are being confused. As a result, during the mentioned period, a number of training programs had been postponed, and 68 offered programs had to be cancelled for not getting the minimum number of participants. To overcome these difficulties, the Board is considering various marketing tactics for BJTI and also a long-term strategy in which BJTI may get established as a Continued Professional Development Centre of a proposed special University. The matter was initially discussed in a meeting of BOD.

Facing new challenges is only making BJTI stronger. We have been involved in various different activities to boost the already established image of the institution. 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 kind attendance and patience hearing.

**A.M.M. Khairul Bashar**  
Director-Academic, BJTI





# Bangladesh-Japan Training Institute (BJTI)

Appendix 1

## LIST OF RESOURCE PERSONS CONDUCTING THE TRAINING PROGRAMS

From 01 July 2018 to 31 December 2019



**Rafael Virgilio Granja**

Managing Director Key Consulting LLC, USA, International Technical Expert on Distribution, Smart Grid, Transmission System Operations and Renewable Energy



**Mulvadi Raghupathy Ranganathan**

Founder Director, Premier Center for Competency Training, India, President, South Asian Federation of AOTS Alumni Society (SAFAAS)



**C.K. Bulakh**

B.E. (Mech.), D.B.M., AIQA; QMS 2000 Lead Auditor, IRCA, U.K.; Certified Quality Engineer RW TUV, Germany; Certified Auditor ISO 14000, India



**B. Palaniappan**

Director, AfQD of ABK-AOTS Dosokai Tamil Nadu Centre, Chennai, India, & Consultant for TQM, Lean, TPM and Quality



**Prof. (Dr.) Firdos T. Shroff**

Professor, University of Mumbai; Fellow, Indian Institute of Banking & Finance; Senate-Member, Pune University; SEBI Certified Trainer in Financial Education



**Prof. Emeritus Dr. Katsutoshi Ayano**

TQM Guru, LFIBA, DDG, IOM, Tokai University, Japan, Member of JUSE & Deming Prize Committee



**Prakash B. Yardi**

International Expert on Japanese Management Approach, India



**Nandini Basu Phookan**

COO & Partner-Techaxis.Inc, USA



**Jina Borthakur**

Corporate Trainer, Coordinator and Counselor, India



**Engr. A M M Khairul Bashhar**

Director, Centre for Management Development, Former President BAAS,  
President, BSTQM, Director, BJTI Board



**Engr. Syed Masud Hasan**

Managing Director, Centre for Management Development, Former President, BAAS



**Dr. Md. Raisuddin Miah**

Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water  
Quality & Environment), Bangladesh Power Development Board



**Md. Mostafa Kamal**

C-KPIP, CRP, CTAP & CHRBP, Performance Management Consultant and Trainer, CEO,  
Savvy Consultancy and Training



**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



**Md. Arif Khan**

Chief Consultant and Training Specialist, Sullivan Consulting and Learning Services



**Syed Ahsanul Apon**

Director (Client Service), Expressions Ltd.



**Khaled Mahmud**

Assistant Professor, Institute of Business Administration (IBA), University of Dhaka



**Biplob Barua**

Deputy General Manager, HR, DBL Group



**Naijur Rahman**

Country Chief of Mind Works, CI & Efficiency Consultant, Certified Lean Six Sigma Expert,  
Coach & Guide, Corporate Trainer, Soft Skill Trainer, Motivational Speaker



**Dr. Muhammad Shariat Ullah**

Associate Professor, Department of Management, University of Dhaka



**SAM Yousuf**  
Managing Director, Takamatsu Footwear Ltd.



**Dr. Md. Nazmul Karim Chowdhury**  
Vice Chancellor, Fareast International University



**Jishu Tarafder**  
Professional Trainer - Management & Leadership Development; Chief Consultant, Corporatecoach



**Dr. Md. Ridhwanul Haq**  
Associate Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka



**Engr. Asif Iqbal**  
Country Head of EHS at Siemens Bangladesh, (Former Senior EHS Professional at Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner



**Rupak M Nasrullah Zaidi**  
Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant



**Rumana Ahmed**  
Head of Communications, GSK



**Karimul Arafat**  
Management Consultant & Training Specialist



**Tiash Mahjabin**  
English Language Trainer & Expert in developing ESP (English for Specific Purpose) based syllabus for EFL learners



**Humaira Sharmeen**  
Lead Consultant & Trainer, Campus to Corporate



**Mohammad Sayeedur Rahman**  
Management Consultant & Training Specialist





**Engr. Najmul Ahsan Sheikh**

MBA Adjunct Faculty, BRAC University & Member of Institute of Engineers, Australia



**Sharier Mahumud Tushar**

Country Head of Human Resources (HRBP), The Nielsen Company, South Asia East, Bangladesh



**Md. Rajibul Hoque**

Management Consultant & Training Specialist



**Akund Ahmed Shamsul Alam**

Management Consultant & Training Specialist



**S. M. Arifuzzaman**

Associate Professor and Head of School of Business at Canadian University of Bangladesh



**Mohammad Salauddin**

Management & Training Consultant



**Md. Abdul Mannan**

Director- Admin & HR, Palmal Group



**Hasan Taiab Imam**

Group Head, HR and Admin of a large group of companies, Business and Management Consultant, Adjunct Faculty of BiMS



**Najia Jafrin**

Senior Management of Knowledge & Strategy in a Countrywide leading 100% export oriented group of manufacturing companies of Bangladesh & Certified Personal profile & human job analyst



**Md. Abdul Alim**

B.Sc. in Engineering (Electrical & Electronic), P.Eng, LFIEB, CEA, CEM, LMAEE, MIEEE, CEO-Wellmake Engineering & Technology

# Bangladesh-Japan Training Institute (BJTI)

## TRAINING ACTIVITIES OF BJTI FROM JULY 2018 TO DECEMBER 2019

SL	Training Name	Date	Resource Person	Participants	Organization
1.	Business Intelligence for Manager	06 July 2018	Mr. Rupak Narullah Zaidi, KPI, OD & HR Practitioner, Business & Management Consultant	12	Niagara Textiles Ltd., Max Infrastructure Limited, Biotech ACI Pharmaceuticals Ltd., Rahimafrooz Accumulators Ltd., Powertrac Ltd., Regent Airways, HPI Bangladesh, Siken Sewing Ltd., A. K. Khan & Company Ltd., Esquire Knit Composite Ltd. and Synergy Incorporation.
2.	Industrial Water Treatment & Boiler and Cooling Water Conditioning	06-07 July 2018	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	29	Ashuganj Power Station Company Ltd., Reza Group, Square Group, Coca Cola International Beverage Private Limited, Shelaiah Dairy, SINCOS Automation Technologies Ltd., North-West Power Generation Company Ltd., Max Infrastructure Ltd., Lakdhanavi Bangla Power Ltd., Raj Lanka Power Company Ltd., Best Trade International, University of Calgary, KPCL and Buckman.
3.	Effective Team Building: How to Lead & Perform	07 July 2018	Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka	16	MIDAS Safety Ltd. and Apex Holdings Ltd.
4.	Financial Statement Analysis	14 July 2018	Mr. Rajibul Hoque, Management Consultant & Training Specialist	8	Modern Erection Ltd., Raj Lanka Power Company Ltd. and Op -Seed Co. (BD) Ltd.
5.	Hazardous Chemical Safety Management	20 July 2018	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	19	Whitex Garments (BD) Pvt. Ltd., Incepta Pharmaceuticals Ltd., Interstoff Apparels Ltd., Pran RFL Group and Shahjalal University of Science Technology Ltd.
6.	Total Quality Management (TQM)	20-21 July 2018	Engr. A.M.M Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM) & Former President Bangladesh AOTS-HIDA Alumni Society (BAAS)	14	Niagara Textiles Ltd., Turbomech, Akij Textile Mills Ltd., Esquire Knit Composite Ltd., South East Textiles (Pvt.) Ltd., Progress Apparels Bangladesh Ltd., Integrated Compliance Solutions Bangladesh, Masco Group and Fakir Fashions Ltd.
7.	Professional Business Communication	27 July 2018	Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH	11	Singer Bangladesh Ltd., Interstoff Apparels Ltd., Shelaiah Dairy and Healthcare Pharmaceuticals Ltd.
8.	Industrial Energy Audit	27 July 2018	Engr. Md. Kamruzzaman, Director, BD. Technology	24	Turbomech, Vision Group, Padma Group of Converters, Packman Bangladesh Ltd., Energypac Electronics Ltd., Colossus Apparel Ltd., Max Power Engineering Ltd., SUSCOM Bangladesh, Grammen Danone Foods Ltd.,

SL	Training Name	Date	Resource Person	Participants	Organization
					Rahimafrooz Accumulators Ltd., Bata Shoe Company Bangladesh Ltd., Saiham Group, Noakhali Science & Technology University (NSTU), ZBD Engineering and M WT Informatics Ltd.
9.	Developing Supervisory Skills	28 July 2018	Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH	16	Deeplaid Laboratories Ltd. & United Surgical Ltd.
10.	Financial Management for Non-Financial Personnel	04 August 2018	Mr. Rajibul Hoque, Management Consultant & Training Specialist	7	Plastic Concern (Pvt.) Ltd., Bay Consolidation (Pvt.) Ltd., ACI Agrolink and Turbomech
11.	Energy Efficiency & Carbon Reduction	10 August 2018	Engr. Md. Kamruzzaman, Director, BD.Technology	6	Praxis Architect, Urmi Group, Apex Holding Ltd., Renata Ltd., Masco Group
12.	Health, Safety & Environment Management	10 August 2018	Mr. 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	16	Beximco Pharmaceuticals Ltd., Metro Rail Project, Shahjalal University of Science & Technology, Noakhali Science & Technology University, Modol Group, SGS Bangladesh Ltd., North-West Power Generation Company Ltd. and Turbomech
13.	Solving Human and Organizational Problems_WNF	13-14 September 2018	Mulvadi Raghupathy Ranganathan, Founder Director, Premier Center for Competency Training, India, President, South Asian Federation of AOTS Alumni Society (SAFAAS)	26	Toray International Inc. Bangladesh Liaison Office, Whitex Garments Bangladesh Pvt. Ltd., Healthcare Pharmaceuticals Ltd., Maritime Entrepreneurs Pte. Ltd., Veritas Pharmaceuticals Ltd., Prescription Aid, Beximco Ltd., Squire Pharmaceuticals Ltd., Square Textiles Ltd., Square Hospital, Delta Ltd., Delta Pharma Ltd., Metlife, LankaBangla Securities Ltd., LankaBangla Finance Ltd. Urmi Group and Universal Medical College & Hospital
14.	Total Quality Management (TQM)	16 September 2018	Professor Emeritus Katsutoshi AYANO, Ph.D., LFIBA, DDG, IOM, Tokai University, Member of JUSE & Deming Prize Committee	41	Protec Electronics Ltd. Masco Group, Babylon Group, IK Properties, ITC Bangladesh, The Structural Engineers Limited, South West Composite Ltd, Silken Sewing Ltd, Oasis Transformation Limited, RFL Group, PRAN Group, Emami Bangladesh Limited, Toray International, Inc. Bangladesh Liaison Office, Graphics Textiles Ltd, Incepta Pharmaceuticals Ltd, ACI Pharmaceuticals Ltd, Square Pharmaceuticals Limited, Square, Fashions Limited, United Surgical Ltd, Delta Pharma Ltd, CMD, Healthcare Pharmaceuticals Ltd, Intertek Bangladesh, Fakhruddin Textile Mills Ltd, Urmi Garments Ltd, Veritas Pharmaceuticals Ltd, Dird Composite



SL	Training Name	Date	Resource Person	Participants	Organization
					Textiles (Dird Group), Beximco Pharmaceuticals Ltd.
15.	Talent Management & Succession Planning_YKK Bangladesh Pte Ltd.	29 September 2018	Mr. Rupak Narullah Zaidi, KPI, OD & HR Practitioner, Business & Management Consultant	35	YKK Bangladesh Pte Ltd.
16.	Hazardous Chemical Safety Management	05 October 2018	Mr. 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	7	NZ Fabrics Ltd., Kushiara Power Company Ltd., Aquacare, Kazi Food Industries Ltd., Delta Limited and Delta Pharma Ltd.
17.	Managing Brands: Differentiate or Die	06 October 2018	Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka	10	Uttara Motors Ltd., Healthcare Pharmaceuticals Ltd., Deeplaid Laboratories Ltd., United Group and Delta Pharma Ltd.
18.	Health, Safety & Environment (HSE) Management	12 October 2018	Mr. 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	10	Dabur, Quashem Industries Limited, Western Marine Shipyard Limited, Bangladesh Power Development Board, New Line Clothings Limited and Delta Pharma Ltd.
19.	Introduction to Smart Grid & Fundamentals of Electrical Power System Protection Power Grid	14-15 October 2018	Mr. Rafael Virgilio Granja, USA, Distribution/ Smart Grid/Transmission System Operations/Renewable Energy Senior Associate	24	Power Grid Company Bangladesh Limited (PGCB)
20.	Best Practices in EMS, SCADA & IT Communication System_Power Grid	16-17 October 2018	Mr. Rafael Virgilio Granja, USA, Distribution/ Smart Grid/Transmission System Operations/Renewable Energy Senior Associate	25	Power Grid Company Bangladesh Limited (PGCB)
21.	Sales and Salesmanship Competencies	26 October 2018	Mr. Khaled Mahmud, Associate Professor, Institute of Business Administration (IBA), University of Dhaka & Mr. Karimul Arifat, Bashundhara Group	13	MEL Group, Powertrac Ltd., Grammen Phone and Biopharma Ltd.
22.	Industrial Water Treatment & Boiler and Cooling Water Conditioning	26-27 October 2018	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	16	Dhaka Southern Power Generation Ltd., Flowater Solutions Ltd., Sailor 16, Delta Pharma Ltd., Lub House Industries Ltd., United Hospital Ltd., Green Textile Ltd., NSK Trade Line, Bangladesh Engineering Design & Consultancy, Aquacare, Finch Associates & Industrial Market

SL	Training Name	Date	Resource Person	Participants	Organization
23.	Total Quality Management (TQM)_Power Grid	29-31 October 2018	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)  Engr. A. M. M. Khairul Bashar, Director Centre for Management Development (CMD), Former President BAAS, Director (Academic), BJTI  Engr. Abdun Noor, Consultant, Centre for Management Development (CMD)	23	Power Grid Company Bangladesh Limited (PGCB)
24.	HR Accounting: Concept of Human Capital Management	02 November 2018	Mr. Rupak Narullah Zaidi, KPI, OD & HR Practitioner, Business & Management Consultant	13	Eon Group of Industries, Mayekawa MFG. Co. Ltd., Delta Pharma Ltd., Modhumoti Bank Ltd., Yusen Logistics (Bangladesh) Ltd., The IbnSina Pharmaceuticals Industry Ltd., Bangladesh Institute of Capital Market (BICM) and Mirpur Ceramics Ltd.
25.	Green Productivity for Manufacturing Industries_WNF	02-03 November 2018	Mr. C.K. BULAKH, B.E. (Mech.), D.B.M., AIQA; QMS 2000 Lead Auditor, IRCA, U.K.; Certified Quality Engineer RW TUV, Germany; Certified Auditor ISO 14000	10	Delta Pharma Ltd., Youngone Group, Healthcare Pharmaceuticals Ltd., Reza Fashions Ltd., Beximco Textile, Interstoff Clothing Ltd. and Fakhruddin Textile Mills Ltd.
26.	KPI Master Class	23-24 November 2018	Mr. Rupak M Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant	6	IFAD Autos Ltd., Fakhruddin Textile Mills Ltd., Urmi Garments Ltd., Regent Airways and Euphoria Apparels Ltd.
27.	Health, Safety & Environment (HSE) Management	30 November 2018	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	19	Delta Pharma Ltd., Bangladesh Poulung Industrial Ltd., Penta Ocean Construction Co. Ltd., Jurong Engineering Overseas Ltd., IPDC Finance Limited, Habiganj Industrial Park, Banglalink Digital Communications Ltd., ACE Consultants Ltd., Emami Bangladesh Limited and International Islamic University
28.	Hazardous Chemical Safety Management	01 December 2018	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	12	SMC, IbnSina Pharmaceuticals Ltd. and BSRM Group of Companies
29.	International Training on Total Quality Management (TQM)	07-08 December 2018	Mr. B. Palaniappan, Director, AfQD of ABK-AOTS Dosokai Tamil Nadu Centre, Chennai, India, & TQM, Lean, TPM Consultant	14	DPDC, Delta Pharma Ltd., Escort Footwear's (BD) Ltd., Energypac Electronics Ltd., Energypac Power Generation Ltd., Jay Jay Mills Bangladesh Pvt. Ltd., UFFBDL, TK Group of Industries, Bangladesh Water Development Board, Bangladesh Petrochemical Company Ltd.

SL	Training Name	Date	Resource Person	Participants	Organization
30.	Effective Store Management	12-13 December 2018	Mr. Md.Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	26	Power Grid Company of Bangladesh
31.	Total Productive Maintenance (TPM)	17-19 December 2018	Engr. Syed MasudHasan, Managing Director, Centre for Management Development (CMD), Engr. A.M.M. Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTSHIDA Alumni Society (BAAS), Engr. Abdun Noor, Jr. Consultant -IE Centre for Management Development (CMD)	24	Power Grid Company of Bangladesh
32.	Essential Analysis of Supply Chain & Logistics Management	22 December 2018	Mr. Md.Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	10	Healthcare Pharmaceuticals Ltd., Centre for Rehabilitation of the Paralyzed (CRP), Reza Group, Bangladesh University of Textiles, Vitalac Dairy & Food Ind. Ltd. and IbnSina Pharmaceutical Industry Ltd.,
33.	Hazardous Chemical Safety Management	04 January 2019	Engr. Asif Iqbal, Senior HSE Professional & Trainer at Chevron Bangladesh, Former Country HSE Head at Novartis Bangladesh, NEBOSHIGC, OSHA & IOSH MS Certified H&S Practitioner	13	Bangladesh Chemical Industries Corporation, Tropical Knitex Ltd, Mega Yarn Dyeing Mill Ltd, Swiss Bio Hygienic Equipment, BUREAU VERITAS Consumer Products Services (BD) Ltd.,
34.	Total Productive Maintenance (TPM)	11 January 2019	Engr. Syed MasudHasan, Managing Director, Centre for Management Development (CMD),	11	DPDC, RPac Bangladesh Packaging Co. Ltd, Mampoor Ltd., Packman Bangladesh Ltd., Transcom Beverages Ltd (PepsiCo), FCIGroup, Dhaka New EPZ, United Surgical Limited
35.	5- S Techniques for Improved Working Environment	12 January 2019	Engr. A.M.M. Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTS -HIDA Alumni Society (BAAS),	10	LankaBangla Securities Ltd., Topclean Bangladesh Ltd., DPDC, Reza Fashions Ltd., Padma Bleaching & Dyeing Ltd. (Reza Group), IRBulb Co. Ltd. (Sister Concern of Super Star Group),
36.	KPI Master Class	18-19 January 2019	Mr. Md. Mostafa Kamal, C-PA, C-KPIP, C-KPI Practitioner, CRP, CTAP, CLDM, CODD & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	7	Bangladesh Petrochemical Company Ltd., Powerade Technology Ltd., Healthcare Pharmaceuticals Ltd., Dekko Group and Anontex Group
37.	Essential Analysis of Supply Chain & Logistics Management	25 January 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	9	Liz Complex (Nassa Group), Biopharma Limited, Bajpakhi Limited,



## GENERIC TRAINING INITIATIVES



SL	Training Name	Date	Resource Person	Participants	Organization
					Urmi Group, Healthcare Pharmaceuticals Ltd.,
38.	Health, Safety & Environment (HSE) Management	26 January 2019	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	13	DPDC, EQMS Consulting Ltd., Young Socks Ltd., Singer Bangladesh Ltd., Symantec Technology Ltd., Delta Pharma Ltd., IR Bulb Co. Ltd. (Sister Concern of Super Star Group), Bashundhara Paper mills Ltd. Unit-1
39.	Conflict Management and Grievance Handling	01 February 2019	Dr. Md. Nazmul Karim Chowdhury, Vice Chancellor, Fareast International University	6	Yusen Logistics (BD) Ltd, Augmedix BD Ltd, United Surgical Ltd, United Surgical Ltd, Urmi Group, MST Group
40.	Talent Management and Succession Planning	02 February 2019	Mr. Sharier Mahumud Tushar, Country Head of Human Resources (HRBP), The Nielsen Company, South Asia East, Bangladesh	11	Dhaka Power Distribution Company, Yusen Logistics (Bangladesh) Ltd, Nitol Niloy Group, GMS Global Management Services Pvt Ltd in the Brand of (P&C), Beximco Limited, Ashajo, Mutual Food Products Limited
41.	Industrial Effluent Treatment Plant	08-09 February 2019	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	9	Delta Pharma Ltd, Bureau VERITAS Consumer Products & Services Ltd, Square Food & Beverage Ltd, Pacific Chemitrade Company, Pacific Chemitrade Company, TUV Rheinland Bangladesh Pvt. Ltd.
42.	Health, Safety & Environment (HSE) Management	16 February 2019	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	7	Delta Pharma Limited, Italian Thai Public Development Company, RANGS Properties Limited
43.	Integrated Marketing Communication & Implementation on (IMCI)_Realities in Bottom of the Pyramid Market	08 March 2019	Md. Ridhwanul Haq, PhD Professor, IBA, University of Dhaka	14	Lanka Bangla Securities, Modern Erection Ltd. (MEL Group), Mirpur Ceramics & Khadim Ceramics Ltd, Fakhruddin Textile Mills Ltd, Prime Bank Limited, Unidrug Unani Laboratories, GRS Certification
44.	KPI Master Class	08-09 March 2019	Mr. Md. Mostafa Kamal, C-PA, C-KPIP, C-KPI Practitioner, CRP, CTAP, CLDM, CODD & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	34	Power Trac Group, Olympic Industries Ltd, IFAD Autos Limited, Walton Group, Ibn Sina Pharmaceuticals Industry Limited, IPDC Finance Limited, Social Marketing Company (SMC), Olympic Industries Ltd, Interstoff Group, Op-Seed Co, BD Ltd, Sonnet Group, Towa Personal Protective Device Bangladesh Ltd, Ha-Meem Group
45.	Hazardous Chemical Safety Management	15 March 2019	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	4	ACI Godrej A.P.L., Pacific Jeans Limited

SL	Training Name	Date	Resource Person	Participants	Organization
46.	Industrial Water Treatment and Boiler & Cooling Water Conditioning	15-16 March 2019	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	22	Pacific Chemitrade Co, Electricity Generation Company of Bangladesh Ltd, Kushiara Power Company Limited (KPCL), ACI Godrej A.P.L, Beximco Pharmaceuticals Limited, Sincos Automation Technologies, North West Power Generation Co. Ltd.
47.	Project Management - Principles, Tools & Techniques	22 March 2019	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist	9	IDLC Finance Limited, Centre for the Rehabilitation of the Paralysed (CRP), National Institute of Engineering & Technology (NIET), Global Research & Marketing (GRM), Apex Holdings Limited, Rahimafrooz Renewable Energy Ltd., Army Golf Club
48.	Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	29 March 2019	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	12	Shelaidah Dairy (Healthcare Pharmaceuticals Ltd), MB Traders, The IbnSina Pharmaceuticals Ind. Ltd, Bangladesh Electrical Industries Limited, BSRM Group of Companies, SSD- TECH, Delta Pharma Limited, SFL FU, Square Group, STcL, Square Group, SFI-2, Square Group
49.	Productivity Improvement Techniques	05 April 2019	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development	13	Apex Holdings Limited, Delta Pharma Limited, Bangladesh Lamps Limited (Transcom), Pearl Garments Co. Ltd, Interloop Bangla Ltd.
50.	Behavior Modification for Performance Improvement	12 April 2019	Engr. A.M.M. Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTS - HIDA Alumni Society (BAAS)	14	DPDC, Padma Group of Converters, Apex Holdings Limited, Delta Pharma Limited, Blue Planet Fashionwear Ltd.
51.	Leadership For 21 <sup>st</sup> Century	19 April 2019	Dr. Muhammad ShariatUllah, Associate Professor, Department of Organization Strategy & Leadership, University of Dhaka & Senior Research Fellow, Center for Trade and Investment, University of Dhaka	6	Biopharma Ltd, Maf Shoes Limited, National Volunteers Foundation, Meghna Group
52.	Financial Statement Analysis	26 April 2019	Mr. Md. RajibulHoque, Management Consultant & Training Specialist	21	Apex Holdings Ltd, Prime Bank Ltd, Multibrand Workshop Ltd, MEL Group, Delta Pharma Ltd, Bangladesh Petrochemical Company Ltd, Centre for the Rehabilitation of the Paralyzed, Padma Group of Converters
53.	Health, Safety & Environment (HSE) Management	27 April 2019	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	16	IMart Engineering Ltd, Unilever Bangladesh Ltd, Confidence Cement Ltd, Sonnet Group, Adhesion Group of Industries, Asian Consumer Care (Pvt) Ltd, Barishal City Corporation, Square Pharmaceuticals Ltd., Shahjalal University of Science & Technology, Trust Elevator & Engineering, DPDC, Bata Bangladesh



SL	Training Name	Date	Resource Person	Participants	Organization
54.	Hazardous Chemical Safety Management	03 May 2019	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	23	South West Composite Ltd, Bangladesh Air Force, Apex Holdings Limited, TM Textiles & Garments Limited, North - West Power Generation Company Limited, Delta Pharma Ltd., EQMS Consulting Ltd.
55.	KPI Master Class	21-22 June 2019	Mr. Md. Mostafa Kamal, C-PA, C-KPIP, C-KPI Practitioner, CRP, CTAP, CLDM, CODD & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	13	Power Trac Group, Olympic Industries Ltd., IFAD Autos Limited, Walton Group, IbnSina Pharmaceuticals Industry Limited, IPDC Finance Limited, Social Marketing Company (SMC), Olympic Industries Ltd., Interstoff Group, Op-Seed Co, (BD) Ltd. Sonnet Group, Towa Personal Protective Device Bangladesh Ltd., Ha-Meem Group
56.	Compensation & Benefits Management	28 June 2019	Mr. Rupak Nasrullah Zaidi, Certified KPI Professional, OD & HR Practitioner, Business & Management Consultant	11	The Engineers & Architects Ltd, Super Star Group, Lub-rref (BD) Ltd, Healthcare Pharmaceuticals Ltd, Delta Pharma Ltd, Shimanto Bank, ACI Godrej
57.	Industrial Effluent Treatment Plant	28-29 June 2019	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	13	Saiham Group, Dhakarea Ltd, Asian Consumer Care (Pvt.) Ltd (Dabur), Toray International, Inc. Bangladesh Liaison Office, Ashuganj Power Station Company Ltd, TM Textiles & Garments Limited, Waterchem Technology, Akij Food and Beverage Ltd, Viyellatex limited
58.	Total Quality Management (TQM)	05-06 July 2019	Engr. A.M.M Khairul Bashar, Director, Centre for Management Development (CMD), President of Bangladesh Society for Total Quality Management (BSTQM), Former President of Bangladesh AOTS Alumni Society (BAAS). Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)	10	Akij Food and Beverage Ltd., Esquire Knit Composite Ltd., University of Rajshahi, Graphics Textiles Ltd., Janata Jute Mills Limited, Sadat Jute Industries Limited, Pran-RFL Group
59.	Conflict Management and Grievance Handling	19 July 2019	Dr. Md. Nazmul Karim Chowdhury, Vice Chancellor, Fareast International University	13	Square Fashions Limited, Square Textiles Limited, Square Fashions Yarns Limited, Square Texcom Limited, Square Denims Limited, Olympic Industries Limited, LGED, Mesh Technologies Limited, University of Dhaka
60.	Practical Solution of Quality-Related Problems in Organization	27 July 2019	Engr. SAM Yousuf, Managing Director, Takamatsu Footwear Ltd., Former Chief Operating Officer of Rahimafrooz Accumulators Limited & Executive Director	18	Padma Group of converters, Dutch Bangla Pack, Apex Holding Ltd, Alpha Sports Gear (BD) Ltd, Jamuna Industrial Park

SL	Training Name	Date	Resource Person	Participants	Organization
			of Apex Adelchi Footwear Limited		
61.	Financial Analysis for Decision Making	30 August 2019	Mr. Md. RajibulHoque, Management Consultant & Training Specialist	09	Modern Election (IS) Ltd, MEL Group, I-Mart Engineering Ltd, Delta Pharma Ltd, Eastern university
62.	Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	06 September 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	09	Social Marketing Company (SMC), ACI Limited, Bashdi Creative Co. Ltd, Graphics Textiles Limited, I-Mart Engineering Ltd, Modele Group
63.	Industrial Engineering Techniques	13 September 2019	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)	08	The Bengal Glass Works Limited, Janata Jute Mills Limited, Sadat Jute Industries Limited, Ananta Casual Limited, Graphics Textiles Limited, FCI Group
64.	Health, Safety & Environment (HSE) Management	21 September 2019	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	13	Bashundhara LP Gas Ltd, Panorama Apparels Ltd, Square Pharmaceuticals Ltd, Samuda Chemical Complex Ltd., Bashundhara Group, Bangladesh Industrial X-ray, Shumon Car Ltd., Designer Washing & Dyeing Ltd. (Bengal Group), Adex Group, China Railway Corporation
65.	KAIZEN FOR IMPROVING ORGANIZATIONAL PERFORMANCE	28 September 2019	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)	12	Urmi Group
66.	Emotional Intelligence -Build your inside first	28 September 2019	Mr. S. M Arifuzzaman, Associate Professor and Head of School of Business at Canadian University of Bangladesh	07	Delta Pharma Limited, Panjeree Publications Ltd, Desme Bangladesh
67.	Change Management	04 & 11 October 2019	NajiaJafrin Senior Management of Knowledge & Strategy in a Countryside leading 100% export - oriented group of manufacturing companies of Bangladesh & Certified Personal profile & human job analyst	09	Apex Holdings Limited, Delta Pharma Limited, Agrani Bank Ltd, Epyllion Group
68.	Industrial Water Treatment and Boiler & Cooling Water Conditioning	11-12 October 2019	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	22	Lakdhanavi Limited, North-West Power Generation Company Limited, Orion Pharma Ltd, Samuda Spec - chem Ltd, Max Infrastructure Limited, Ashuganj Power Station Company Ltd, Kushiara Power Co. Ltd, Max Group, Waterchem Technology, Lub - rref (BD) Ltd, Stain Engineering

SL	Training Name	Date	Resource Person	Participants	Organization
69.	Program on Quality Problem Solving (QPS)	11-12 October 2019	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)  Engr. A.M.M. Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTS Alumni Society (BAAS)	09	Delta Pharma Limited, Linde Bangladesh Limited, Beximco Pharmaceuticals Ltd, Renaissance Apparels Ltd, Southeast Composite Ltd
70.	Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	19 October 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	06	Aarong, Advance Trade International
71.	KPI Master Class	25-26 October 2019	Mr. Md. Mostafa Kamal, CPA, C-KPIP, C-KPI Practitioner, CRP, CTAP, CLDM, CODD & CHRPB, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	15	Aamra Companies, NZ Fabrics Ltd, Building technology and ideas Ltd, Perdrollo NK Limited, Excellent Ceramics Industries Limited, Super Star Group (SSG), Square Hospital, ITL BD Ltd, BraeAarong, ACI Logistics, Dabur Bangladesh (Pvt) Ltd
72.	Executive Program on Quality Management	08-09 November 2019	Mr. B.Palaniappan (From India), Director, AfQD of ABK-AOTS Dosokai Tamil Nadu Centre, Chennai, India, & Consultant for TQM, Lean, TPM and Quality	10	Energypac Electronics Ltd, Interstoff Clouting Ltd, Square Pharmaceuticals Ltd, Delta Pharma Limited, Samuda Chemical Complex Ltd, Healthcare Pharmaceuticals Ltd, Beximco Fashions Ltd
73.	Talent Management & Succession Planning	16 November 2019	Mr. SharierMahumudTushar, Country Head of Human Resources (HRBP), The Nielsen Company, South Asia East, Bangladesh	15	United Dhaka Tobacco Limited (JTI), Coca-Cola International Beverages Private Limited, Ajinomoto Bangladesh Limited, Radium Consultancy, NZ Fabrics Ltd, Padma Group of Converters
74.	Hazardous Chemical Safety Management	23 November 2019	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	09	ACI Formulations Ltd, Samuda Chemical Complex Ltd, The Bengal Glass Works Ltd, Berger Paints Bangladesh Limited, iBMS Technology Bangladesh Ltd, S. Suhi Industrial Park Ltd (Pretty Group)
75.	Enhancing Workplace Capability	27-28 November 2019	Prof. (Dr.) Firdos T. Shroff (From India), (Ph.D.; MBA; MA; LLB; CAIIB; PGDIRPM; PGDCM; PGDBT;), Professor, University of Mumbai; Fellow, Indian Institute of Banking & Finance; Senate-Member, Pune University; SEBI Certified Trainer in Financial Education	23	R&G Consulting, Delta Pharma, Orion Pharma, ACI Limited, York Hospital, Chemist Laboratories Ltd, Square Denims Limited, Square Apparels Limited, Renaissance Group, City Bank Capital Resources Limited, Northern Tosrifa Group, Giant Group, Biopharma Limited, Skill Sets BD



SL	Training Name	Date	Resource Person	Participants	Organization
76.	Health, Safety & Environment (HSE) Management	29 November 2019	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	13	DSA Enterprise, Novelty Engineering Corporation, The ACME Laboratories Ltd, Siemens Bangladesh Ltd, ACI Limited, Renaissance Dhaka Gulshan Hotel, Honeycom IT & Automation PVT. LTD, Meghna Pulp and Paper Mills Ltd. (Meghna Group of Industries)
77.	Advanced Certificate for Professional Development [ACPD]	06-07 December 2019	Program Coordinator: Ridhwanul Haq, PhD, Professor, IBA, University of Dhaka  Project Coordinator: Naimul Hassan, MBA, Director REHAB, DMD Hassan and Associates Ltd.	27	Apex Holdings Limited, Apex Fashionwear Limited, Apex Lingerie Limited, Apex Spinning & Knitting Mills Limited, Delta Pharma Limited, Beacon Medicare Ltd Amin Mohammad Group, Urmi Group, LankaBangla Securities Limited, The IBN SINA Pharmaceutical Industry Ltd, Novartis Pharmaceuticals, Novartis (Bangladesh) Limited, National Bank Limited, Confidence Power Limited, Confidence Group (CSL), Bata Shoe Company (Bangladesh) Ltd
78.	Training of Trainers (ToT)	12-13 December 2019	Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH	10	Delta Pharma Limited, Centre for Management Development (CMD), ITC International Limited, Meghna Group
79.	Essential Analysis of Supply Chain, Procurement and Logistic Management	20 December 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	08	The IBN SINA Pharmaceutical Industry Ltd, Meghna Group of Industries, Rahimafrooz Storage Power Business, Interactive Research & Development Ltd, M/S: Chemist Laboratories Ltd, Mutual Food Products Ltd

### Summary Statistics of Training Activity:

Year	Number of Training Programs	Total Number of Participants
From July 2018 to December 2019	79	1138
From January 2019 to December 2019	47	596
From October 2018 to September 2019 (Academic Year)	51	682

# Bangladesh-Japan Training Institute (BJTI)

## TRAINING CALENDAR FOR THE YEAR 2020

Code	Name	Particulars (Date, Time, Fees)	Resource Person
BJTI/20/01	Kaizen for Improving Organizational Performance	Date: 03 January 2020 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/20/02	Effective Inventory, Transportation, Warehousing, Packaging and Distribution Management	Date: 03 January 2020 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/20/03	Social Compliance	Date: 04 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Akund Ahmed Shamsul Alam, Management Consultant & Training Specialist
BJTI/20/04	Consumer Behavior	Date: 04 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Ridhwanul Haq, PhD, Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka
BJTI/20/05	Industrial Water Treatment & Boiler and Cooling Water Conditioning	Date: 10-11 January 2020 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/20/06	The Program on Quality Problem Solving (PQPS)	Date: 10-11 January 2020 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/20/07	Effective Communication in Corporate Arena	Date: 17 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Karimul Arafat, Management Consultant & Training Specialist
BJTI/20/08	Learning Experience on Brand Communication	Date: 17 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Syed Ahsanul Apon, Director (Client Service), Expressions Ltd.
BJTI/20/09	Professionalism in the Work Place	Date: 18 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Ms. Humaira Sharmeen, Lead Consultant & Trainer, Campus to Corporate
BJTI/20/10	5-S Techniques for Improved Working Environment	Date: 24 January 2020 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/20/11	Supervisory Skills Development Workshop	Date: 25 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 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
BJTI/20/12	KPI Master Class	Date: 24-25 January 2020 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/20/13	Talent Management and Succession Planning	Date: 31 January 2020 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/20/14	Situational Leadership	Date: 31 January 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Hasan Taiab Imam, Group Head, HR and Admin of a large group of companies, Business and Management Consultant, Adjunct Faculty of BIMS
BJTI/20/15	Hazardous Chemical Safety Management	Date: 01 February 2020 Time: 08:45 am-5:00 pm, 1 day Fees: Tk 4,000/-	Engr. Asif Iqbal, Country Head of EHS at Siemens Bangladesh, (Former Senior EHS Professional at Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner
BJTI/20/16	Conflict Management & Grievance Handling	Date: 01 February 2020 Time: 08:45 am-5:00 pm, 1 day Fees: Tk 4,000/-	Dr. Md. Nazmul Karim Chowdhury, Vice Chancellor, Fareast International University
BJTI/20/17	Essential Analysis of Supply Chain and Logistics Management	Date: 07 February 2020 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/20/18	Total Productive Maintenance (TPM)	Date: 08 February 2020 Time: 08:45 am-5:00 pm, 1 day Fees: Tk 4,000/-	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development, Former President, BAAS
BJTI/20/19	Training of Trainers (TOT)	Date: 07-08 February 2020 Time: 8:45 am-5:00 pm, 2 days Fees: 7,000/-	Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH

Code	Name	Particulars (Date, Time, Fees)	Resource Person
BJTI/20/20	Supplier & Customer Relationship Management (SRM&CRM)	Date: 22 February 2020 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/20/21	Solving Human and Organizational problems (SHOP)	Date: 28-29 February 2020 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/20/22	Industrial Effluent Treatment Plant	Date: 28-29 February 2020 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/20/23	Financial Statement Analysis	Date: 06-07 March 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist
BJTI/20/24	Change Management	Date: 06 & 13 March 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Ms. Najia Jafrin, Senior Management of Knowledge & Strategy in a Countrywide leading 100% export oriented group of manufacturing companies of Bangladesh & Certified Personal profile & human job analyst
BJTI/20/25	Health, Safety & Environment (HSE) Management	Date: 07 March 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Asif Iqbal, Country Head of EHS at Siemens Bangladesh, (Former Senior EHS Professional at Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner
BJTI/20/26	English for Corporate Communication	Date: 13 March 2020 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/20/27	Productivity Improvement Techniques	Date: 14 March 2020 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/20/28	Behavior Modification for Performance Improvement	Date: 14 March 2020 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/20/29	Lean Six Sigma	Date: 20 March 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Najur Rahman, Country Chief of Mind Works  CI & Efficiency Consultant  Certified Lean Six Sigma Expert, Coach & Guide  Corporate Trainer  Soft Skill Trainer   Motivational Speaker
BJTI/20/30	Project Management: Principles, Tools and Techniques	Date: 21 March 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist
BJTI/20/31	Industrial Energy Management & Audit	Date: 20-21 March 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Mr. Md. Abdul Alim, B.Sc. in Engineering (Electrical & Electronic), P.Eng, LFIEB, CEA, CEM, LMAEE, MIEEE, CEO-Wellmake Engineering & Technology
BJTI/20/32	Total Quality Management (TQM)	Date: 03 April 2020 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/20/33	Performance Management System: Global Best Practices & Meritocracy	Date: 04 April 2020 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/20/34	Advanced Certificate for Professional Development (ACPD) (in association with Aptis British Council as assessment partner, and Bangladesh MBA Association as industry accreditation partner)	Date: 03-04 April 2020 Time: 9:00 am-6:00 pm, 2 days Fees: Tk 10,000/-	Program Coordinator: Mr. Md. Ridhwanul Haq, PhD, Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka Project Coordinator: Mr. Naimul Hassan, MBA, Director- REHAB, DMD- Hassan and Associates Ltd.
BJTI/20/35	Time Management	Date: 17 April 2020 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/20/36	Financial Management & Valuation for Non-Financial Personnel	Date: 17 April 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist
BJTI/20/37	Developing Organization through PMS	Date: 18 April 2020 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



Code	Name	Particulars (Date, Time, Fees)	Resource Person
BJTI/20/38	Sales Management for Bank & Insurance Services	Date: 18 April 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Salauddin, Management & Training Consultant
BJTI/20/39	Effective Inventory, Transportation, Warehousing, Packaging and Distribution Management	Date: 12 June 2020 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/20/40	Managerial Competencies for 21st Century	Date: 12 June 2020 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/20/41	Stress Management	Date: 13 June 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Hasan Taiab Imam, Group Head, HR and Admin of a large group of companies, Business and Management Consultant, Adjunct Faculty of BIMS
BJTI/20/42	Winning Mindset: Personal & Professional	Date: 13 June 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Karimul Arafat, Management Consultant & Training Specialist
BJTI/20/43	Selling Professional Services in BOP Market	Date: 19 June 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Ridhwanul Haq, PhD, Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka
BJTI/20/44	Income TAX and VAT Management	Date: 19 June 2020 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/20/45	HR Accounting	Date: 20 June 2020 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/20/46	Practical Solution of Quality-Related Problems in Organization	Date: 20 June 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. SAM Yousuf, Managing Director, Takamatsu Footwear Ltd.
BJTI/20/47	Industrial Engineering Techniques	Date: 26 June 2020 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/20/48	Bangladesh Labour Act 2006 and Bangladesh Labour Rules 2015	Date: 26 June 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Akund Ahmed Shamsul Alam, Management Consultant & Training Specialist
BJTI/20/49	Performance Improvement Programming	Date: 27 June 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist
BJTI/20/50	Grow to Greatness: Smart Growth for HR Professionals	Date: 27 June 2020 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/20/51	Industrial Water Treatment & Boiler and Cooling Water Conditioning	Date: 03-04 July 2020 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/20/52	Leadership for Business Process Improvement	Date: 04 July 2020 Time: 8:45 am-5:00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist
BJTI/20/53	Conflict Management & Grievance Handling	Date: 10 July 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Dr. Md. Nazmul Karim Chowdhury, Vice Chancellor, Fareast International University
BJTI/20/54	The Power of Positive Thinking	Date: 10 July 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. R M Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant
BJTI/20/55	Financial Management for Executives	Date: 11 July 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist

Code	Name	Particulars (Date, Time, Fees)	Resource Person
BJTI/20/56	Sales and Salesmanship Competencies	Date: 11 July 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Karimul Arafat, Management Consultant & Training Specialist
BJTI/20/57	Integrated Marketing Communication & Implementation	Date: 17 July 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Ridhwanul Haq, PhD, Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka
BJTI/20/58	The Quality Control Training Course (QCTC)	Date: 17-18 July 2020 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/20/59	Health, Safety & Environment (HSE) Management	Date: 18 July 2020 Time: 8:45 am-5:00 pm, 1 day Fees: Tk 4,000/-	Engr. Asif Iqbal, Country Head of EHS at Siemens Bangladesh, (Former Senior EHS Professional at Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner
BJTI/20/60	Advancing Selling Skills & Secret of Success	Date: 22 August 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Salauddin, Management & Training Consultant
BJTI/20/61	Industrial Energy Management & Audit	Date: 21-22 August 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Mr. Md. Abdul Alim, B.Sc. in Engineering (Electrical & Electronic), P.Eng, LFIEB, CEA, CEM, LMAEE, MIEEE, CEO-Wellmake Engineering & Technology
BJTI/20/62	Grievance Handling Procedures in Industrial Relations	Date: 28 August 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Abdul Mannan, Director- Admin & HR, Palmal Group
BJTI/20/63	Practice Leadership in day to day Interactions	Date: 28 August 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Ms. Humaira Sharmeen, Lead Consultant & Trainer, Campus to Corporate
BJTI/20/64	Compensation & Benefits Management	Date: 29 August 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Biplob Barua, Deputy General Manager, HR, DBL Group
BJTI/20/65	Applying Creativity and Innovation in Organization	Date: 29 August 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist
BJTI/20/66	Think like CEO: Organizational Leadership Approach	Date: 04 September 2020 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/20/67	Supply Chain Management	Date: 05 September 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist
BJTI/20/68	Advanced Certificate for Professional Development (ACPD) (in association with Aptis British Council as assessment partner, and Bangladesh MBA Association as industry accreditation partner)	Date: 04-05 September 2020 Time: 9:00 am-6:00 pm, 2 days Fees: 10,000/-	Program Coordinator: Mr. Md. Ridhwanul Haq, PhD, Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka Project Coordinator: Mr. Naimul Hassan, MBA, Director- REHAB, DMD- Hassan and Associates Ltd.
BJTI/20/69	Industrial Effluent Treatment Plant	Date: 11-12 September 2020 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/20/70	Total Quality Management (TQM)	Date: 11-12 September 2020 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
BJTI/20/71	The Seven Habits for Highly Effective People	Date: 18 September 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Najmul Ahsan Sheikh, MBA Adjunct Faculty, BRAC University & Member of Institute of Engineers, Australia
BJTI/20/72	English for Corporate Communication	Date: 19 September 2020 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

Code	Name	Particulars (Date, Time, Fees)	Resource Person
BJTI/20/73	Effective Presentation & Professional Communication Skills	Date: 18-19 September 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Dr. Mahmud Hasan, MBBS, PGDMM, MPH, MBA (Double- Marketing & HRM), Deputy General Manager, HRD & Training, Healthcare Pharmaceuticals Ltd.
BJTI/20/74	Social Compliance	Date: 25 September 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Akund Ahmed Shamsul Alam, Management Consultant & Training Specialist
BJTI/20/75	The Program on Quality Problem Solving (PQPS)	Date: 25-26 September 2020 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/20/76	Emotional Intelligence-Build your inside first	Date: 02 October 2020 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/20/77	Strategic Planning for Competitive Advantage	Date: 02 October 2020 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/20/78	Business Intelligence for Managers	Date: 03 October 2020 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/20/79	Total Productive Maintenance (TPM)	Date: 09 October 2020 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/20/80	KPI Master Class	Date: 09-10 October 2020 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/20/81	Hazardous Chemical Safety Management	Date: 16 October 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Asif Iqbal, Country Head of EHS at Siemens Bangladesh, (Former Senior EHS Professional at Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner
BJTI/20/82	A High Performing Team-Creating & Maintaining	Date: 16 October 2020 Time: 8:45 am-5:00 pm, 1 day Fees: 4,000/-	Mr. Hasan Taiab Imam, Group Head, HR and Admin of a large group of companies, Business and Management Consultant, Adjunct Faculty of BiMS
BJTI/20/83	Compensation & Benefits Management	Date: 17 October 2020 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/20/84	Professionalism in the Work Place	Date: 17 October 2020 Time: 8:45 am-5:00 pm, 1 day Fees: 4,000/-	Ms. Humaira Sharmeen, Lead Consultant & Trainer, Campus to Corporate Mr. Ranjan Kumar Bhowmik, FCMA, Member, Taxes Appellate Tribunal, Dhaka
BJTI/20/85	Income TAX and VAT Management	Date: 23 October 2020 Time: 8:45 am-5:00 pm, 1 day Fees: 4,000/-	Mr. Md. Zakir Hossain, Additional Commissioner, Bangladesh Customs & VAT, National Board of Revenue, Dhaka
BJTI/20/86	Kaizen for Improving Organizational Performance	Date: 23 October 2020 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/20/87	Professional Business Communication	Date: 24 October 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH
BJTI/20/88	Excellence in sales for financial industry	Date: 24 October 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Salauddin, Management & Training Consultant
BJTI/20/89	Change Management	Date: 06 & 13 November 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Ms. Najia Jafrin, Senior Management of Knowledge & Strategy in a Countrywide leading 100% export oriented group of manufacturing companies of Bangladesh & Certified Personal profile & human job analyst
BJTI/20/90	Behavior Modification for Performance Improvement	Date: 07 November 2020 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



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BJTI/20/91	Conflict Management & Grievance Handling	Date: 13 November 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Biplob Barua, Deputy General Manager, HR, DBL Group
BJTI/20/92	The Art of Talent Acquisition: On-boarding, Off-boarding, Retention & Attrition	Date: 14 November 2020 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/20/93	The New Science of Customer Emotions & Customer Advocacy for Sustainable Business Growth	Date: 14 November 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Najmul Ahsan Sheikh, MBA Adjunct Faculty, BRAC University & Member of Institute of Engineers, Australia
BJTI/20/94	Selling Professional Services	Date: 20 November 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Ridhwanul Haq, PhD, Professor, Former Chairman, Undergraduate Program, Institute of Business Administration (IBA), University of Dhaka
BJTI/20/95	Industrial Engineering Techniques	Date: 20 November 2020 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/20/96	Bangladesh Labour Act 2006 and Bangladesh Labour Rules 2015	Date: 21 November 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Akund Ahmed Shamsul Alam, Management Consultant & Training Specialist
BJTI/20/97	Team Building and Leadership	Date: 21 November 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Najmul Ahsan Sheikh, MBA Adjunct Faculty, BRAC University & Member of Institute of Engineers, Australia
BJTI/20/98	Supervisory Skills Development Workshop	Date: 27 November 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 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
BJTI/20/99	Leadership for 21st Century	Date: 28 November 2020 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/20/100	Financial Analysis for Decision Making	Date: 27-28 November 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist
BJTI/20/101	Health, Safety & Environment (HSE) Management	Date: 04 December 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Asif Iqbal, Country Head of EHS at Siemens Bangladesh, (Former Senior EHS Professional at Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner
BJTI/20/102	Emotional Intelligence-Build Your Inside First	Date: 04 December 2020 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/20/103	Project Management: Principles, Tools and Techniques	Date: 05 December 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Mohammad Sayeedur Rahman, Management Consultant & Training Specialist
BJTI/20/104	Practical Solution of Quality-Related Problems in Organization	Date: 11 December 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. SAM Yousuf, Managing Director, Takamatsu Footwear Ltd.
BJTI/20/105	Effective Business Communication	Date: 12 December 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist
BJTI/20/106	Performing HR – Applications & Global Best Practices	Date: 18 December 2020 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/20/107	Effective Negotiation Skills and Conflict Management	Date: 19 December 2020 Time: 8:45 am-5.00 pm, 1 day Fees: 4,000/-	Engr. Najmul Ahsan Sheikh, MBA Adjunct Faculty, BRAC University & Member of Institute of Engineers, Australia
BJTI/20/108	Essential Analysis of Supply Chain and Logistics Management	Date: 18-19 December 2020 Time: 8:45 am-5.00 pm, 2 days Fees: 7,000/-	Mr. Md. Arif Khan, Chief Consultant and Training Specialist, Sullivan Consulting and Learning Services

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

# Bangladesh-Japan Training Institute (BJTI)

## FINANCIAL REPORT FOR THE YEAR 2018 - 2019

Honorable Chairman,  
Respected Members of the Society  
Assalamu- alaikum

With the permission of the chair, now I am presenting Financial Report of the Bangladesh Japan Training Institute Society (BJTI) for the year ending on 31st December 2019.

1.The Account of the society for the year ending on 31st December 2019 has been completed.

SL	Period	Income (BDT)	Expenditure (BDT)	Surplus/(Deficit) (BDT)
1	1st July 2018 - 30th June 2019	11,014,454	10,500,135	514,319
2	1st July 2019 - 31st December 2019	2,018,421	3,278,673	(1,260,252)

Huda Hossain & CO. Chartered Accountants audited the Books of Accounts. They have found books of accounts has been maintained in a proper way.

2. With the permission of the Chair, now I am proposing the budget for “Bangladesh Japan Training Institute Society” for the Year of 2019-2020 and 2020-2021.

SL	Period	Proposed Income (BDT)	Proposed Expenditure (BDT)	Surplus/ (Deficit) (BDT)
1	1 July 2019 - 30 June 2020	8,314,000	7,616,000	698,000
2	1 July 2020 - 30 June 2021	10,720,000	9,206,000	1,514,000

Which has to be earned by the training activities, membership fees, annual subscription fees, Interest of the FDRs', and donation from the members and others. The Budget Statement has been distributed in this meeting for approval.

I would like to propose “Huda Hossain & CO. Chartered Accountants” as an Auditor of BJTI for the period from 1st July 2019 to 30 June 2020 at a Fee of Tk. 15,000 only.

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

**Md. Mamunur Rashid**  
Director Finance, BJTI





**Independent Auditor's Report**  
**To the Trustees of Bangladesh - Japan Training Institute Society (BJTI)**  
**Report on the Audit of the Financial Statements**

**Opinion**

We have audited the Financial Statements of **Bangladesh - Japan Training Institute Society (BJTI)** which comprise the statement of financial position as at **30 June 2019** and Statement of Income and Expenditure and statement of cash flows for the year then ended and notes to the Financial Statements including a summary of significant accounting policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the Society as at **30 June 2019** and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs), the Societies Act 1860 and other applicable laws and regulations.

**Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with ethical requirement that are relevant to our audit of the Financial Statements in Bangladesh, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements and Internal Control**

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with IFRSs, the Societies Act 1860 and other applicable laws and regulations and for such internal control as management determines is necessary to enable the preparation of Financial Statements that are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists

Cont'd---P/2







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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

As part of an audit in accordance with ISAs, we have exercised professional judgment and maintained professional skepticism throughout the audit.

We also have:

- Identified and assessed the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtained audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- Obtained an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control;
- Evaluated the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management;
- Concluded on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Financial Statements or, if such disclosures are inadequate to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identified during our audit.

#### Report on Other Legal and Regulatory Requirements

We also report the following:

- a) We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof;
- b) In our opinion, proper books of account as required by law have been kept by the Society so far as it appeared from our examination of those books; and
- c) The statement of financial position dealt with by the report are in agreement with the books of account.

Dated, Dhaka

12 February, 2020



MD AMINUL ISLAM, FCA  
**HUDA HOSSAIN & CO.**

**CHARTERED ACCOUNTANTS**

**Bangladesh - Japan Training Institute Society (BJTI)**  
**(An Enterprise of Bangladesh AOTS Alumni Society)**

**STATEMENT OF FINANCIAL POSITION**

As at 30 June 2019

Particulars	Notes	30-Jun-19 BDT	30-Jun-18 BDT
<b>ASSETS</b>			
<b>Non-Current Assets</b>			
Fixed Assets ( <i>Annexure- A</i> )		728,747	459,472
		<b>728,747</b>	<b>459,472</b>
<b>Current Assets</b>			
Investment in FDR ( <i>Annexure-B</i> )		1,597,275	500,000
Short-term non-interest bearing loan given to employees	4	56,500	26,500
Accounts and others receivable	5	410,000	450,000
Advance installments paid to RAJUK for Purbachal Land		25,140,000	1,500,000
Cash and bank balances	6	738,298	1,304,404
		<b>27,942,073</b>	<b>3,780,904</b>
<b>Total Assets</b>		<b>28,670,820</b>	<b>4,240,376</b>
<b>FUND &amp; LIABILITIES</b>			
<b>Non-Current Liabilities</b>			
Loan from individual and BAAS	7	23,140,000	1,500,000
<b>Current Liabilities</b>			
Accounts and other payables	8	573,400	186,600
Interest Payable on loan	9	1,889,325	-
		<b>2,462,725</b>	<b>186,600</b>
<b>Total Liabilities</b>		<b>25,602,725</b>	<b>1,686,600</b>
<b>Net Assets</b>			
General fund	10	3,068,095	2,553,776
<b>Total Fund &amp; Liabilities</b>		<b>28,670,820</b>	<b>4,240,376</b>

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




Finance Director

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




Chairman

Dated, Dhaka  
12 February, 2020

  
MD AMINUL ISLAM, FCA  
HUDA HOSSAIN & CO.  
CHARTERED ACCOUNTANTS

**Bangladesh - Japan Training Institute Society (BJTI)**  
**(An Enterprise of Bangladesh AOTS Alumni Society)**

**STATEMENT OF INCOME AND EXPENDITURE**

For the year ended 30 June 2019

Particulars	Notes	30-Jun-19 BDT	30-Jun-18 BDT
<b>INCOME</b>			
<i>Income from participants :</i>			
Training fee	11	9,765,600	2,684,500
Japanese Course fee	12	20,550	-
Founder Member Contribution		-	750,000
Life membership fee		1,040,000	1,520,000
General membership fee		80,000	230,000
Annual subscription fee		-	15,000
Others income	13	108,304	-
		<b>11,014,454</b>	<b>5,199,500</b>
<b>Total Income [A]</b>		<b>11,014,454</b>	<b>5,199,500</b>
<b>EXPENDITURE</b>			
Administrative & Operating Expenses	14	1,938,077	1,339,890
Seminar & Training Program Expenses	15	6,211,929	1,833,021
Financial Expenses	16	1,889,325	-
Japanese Language course Expenses	17	379,832	-
		<b>10,419,163</b>	<b>3,172,911</b>
<b>Non - Cash expenditure:</b>			
Depreciation (Ref: Annexure A )		80,972	51,052
<b>Total Expenditure [B]</b>		<b>10,500,135</b>	<b>3,223,963</b>
<b>Net SURPLUS (surplus of income over expenditure) [A-B]</b>		<b>514,319</b>	<b>1,975,537</b>

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

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




Finance Director




Chairman

Dated, Dhaka  
12 February, 2020

  
MD AMINUL ISLAM, FCA  
HUDA HOSSAIN & CO.  
CHARTERED ACCOUNTANTS



**Bangladesh - Japan Training Institute Society (BJTI)**  
**(An Enterprise of Bangladesh AOTS Alumni Society)**

**STATEMENT OF CASH FLOWS**

For the year ended 30 June 2019

Particulars	Notes	30-Jun-19 BDT
<b>Cash flows from Operating Activities:</b>		
<b>Net Surplus</b>		514,319
Adjustment for non cash items		
Depreciation		80,972
<b>Changes in Current Assets</b>		
Increase in Short-term loan given to employees		(30,000)
Decrease in Accounts and others receivable		40,000
Increase in Advance installments paid to RAJUK for Purbachal Land		(23,640,000)
<b>Changes in Current Liabilities</b>		
Increase in Accounts and other payables		386,800
Increase in Interest Payable		1,889,325
<b>Net cash used by operating Activities</b>		<b>(20,758,584)</b>
<b>Cash flows from Investing Activities:</b>		
Acquisition of Fixed assets		(350,247)
Re-Investment in FDR		(1,097,275)
<b>Net cash used in Investing Activities:</b>		<b>(1,447,522)</b>
<b>Cash flows from Financing Activities:</b>		
Loan from individual and BAAS		23,640,000
Loan Adjustment		(2,000,000)
<b>Net cash provided in Financing Activities:</b>		<b>21,640,000</b>
<b>Net decrease in cash &amp; cash equivalent</b>		<b>(566,106)</b>
Cash & Cash Equivalent at the beginning of period		1,304,404
<b>Cash &amp; Cash Equivalent at the end of period</b>		<b>738,298</b>

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




Finance Director

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




Chairman

Dated, Dhaka  
12 February, 2020

  
MD AMINUL ISLAM, FCA  
HUDA HOSSAIN & CO.  
CHARTERED ACCOUNTANTS

## **Bangladesh - Japan Training Institute Society (BJTI)** **(An Enterprise of Bangladesh AOTS Alumni Society)**

### **Notes to the Financial Statements**

For the year ended 30 June 2019

#### **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 its 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 International Financial Reporting Standards (IFRS), 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 01 July 2018 to 30 June 2019.

### 2.4 Statement of cash flows

Statement of cash flows is prepared principally in accordance with IAS-7 “Statements of Cash Flows” and the cash flow from operating activities have been presented under the direct method.

### 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.

	30-Jun-19 BDT	30-Jun-18 BDT
<b>4 Short-term non-interest bearing loan given to employees</b>		
Opening balance	26,500	-
Loan given to staff	30,000	79,000
Realization of loan during against salary	-	(52,500)
	<b>56,500</b>	<b>26,500</b>
<b>5 Accounts and other receivables</b>		
Contribution Due from the Funder Members (Note: 5.1)	300,000	450,000
Solving Human and Organizational Problems	20,000	-
Managing Brands Differentiate or Die	8,000	-
Hazardous Chemical Safety Management III	24,000	-
5S Techniques for Improved Working Environment	8,000	-
Essential Analysis of Supply Chain and Logistics Management	16,000	-
Leadership for 21st Century	12,000	-
Financial Statement Analysis	4,000	-
Compensation & Benefits Management	4,000	-
Industrial Effluent Treatment Plant	14,000	-
	<b>410,000</b>	<b>450,000</b>



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**5.1 Funder Members Contribution Received**

Jawaherul Ghani	50,000	-
Mohammad Munjurul Hassan	50,000	-
Mokarram Uddin Ahmed	50,000	-
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
	<u>150,000</u>	<u>300,000</u>

Contribution Due from the Founder Members :

300,000	450,000
300,000	450,000
<u>450,000</u>	<u>750,000</u>

**Founder Members Contribution**

**6 Cash and bank balances**

Cash in Hand	79,884	50,211
Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369)	658,414	1,254,193
	<u>738,298</u>	<u>1,304,404</u>

**7 Loan from individual and BAAS**

Bangladesh AOTS Alumni Society	6,500,000	1,500,000
Mr. Muhammad Halimuzzaman	13,640,000	-
Mr. Sheikh Mustahidur Rahman	5,000,000	-
	25,140,000	1,500,000
Re-payment of loan made- Bangladesh AOTS Alumni Society	(2,000,000)	-
	<u>23,140,000</u>	<u>1,500,000</u>

\*Loans have been obtained under three separate agreements made with the above mentioned parties having specific terms and conditon embeded with the said agreement.

**8 Accounts and other payable**

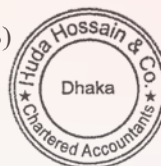
Rent Office payable	540,000	180,000
Audit fee payable (Note: 8.1)	15,000	-
Advance Training Fee received from participants	18,400	6,600
	<u>573,400</u>	<u>186,600</u>

**8.1 Audit fee payable**

Opening balance	-	-
Provision made during the year	15,000	-
Paid during the year	-	-
	<u>15,000</u>	<u>-</u>

**9 Interest Payable**

Payable to Muhammad Halimuzzaman	954,800	-
Payable to Sheikh Mustahidur Rahman	350,000	-
Payable to Bangladesh AOTS Alumni Society (BAAS)	584,525	-
	<u>1,889,325</u>	<u>-</u>





10 **General Fund**

Opening balance	2,553,776	578,239
Add: Net surplus for the year	514,319	1,975,537
<b>Closing balance</b>	<b>3,068,095</b>	<b>2,553,776</b>

11 **Training fee**

Industrial Water Treatment & Boiler and Cooling Water Conditioning	200,900	-
Business Intelligence for Manager	43,600	-
Effective Team Building How to Lead & Perform	57,600	34,000
Financial Statement Analysis	29,600	-
Hazardous Chemical Safety Management	69,200	-
Total Quality Management (TQM)	95,900	-
Professional Business Communication	40,000	-
Industrial Energy Audit	91,600	-
Developing Supervisory Skills	59,200	-
Financial Management for Non Personal	28,000	-
Health Safety and Environment Management	62,000	-
Energy Efficiency and Carbon Reduction	23,200	-
Solving Human and Organizational Problems	302,883	-
Talent Management & Succession Planning	80,000	-
Hazardous Chemical Safety Management	28,000	-
Managing Brands: Differentiate or Die	39,600	-
Health Safety and Environment (HSE) Management-I	34,000	-
Introduction to Smart Grid & Fundamentals of Electric Power System	1,850,000	-
Best Practices on EMS SCADA & IT Communication System Operational Course	1,850,000	-
Sales and Salesmanship Competencies	48,400	-
Industrial Water Treatment & Boiler and Cooling Water Conditioning	108,500	-
Total Quality Management (TQM)	1,200,000	-
HR Accounting: Concept of Human Capital Management	52,000	-
Green Productivity for Manufacturing Industries	152,361	-
KPI Master Class	42,000	-
Health, Safety and Environment Management - II	69,600	-
Hazardous Chemical Safety Management - II	45,200	-
Total Quality Management (TQM) II	201,256	-
Effective Store Management	140,000	-
Total Productive Maintenance	1,200,000	-
Essential Analysis of Supply Chain and Logistics Management	31,600	-
Hazardous Chemical Safety Management-III	48,000	-
Total Productive maintenance	44,000	53,200
5S Techniques for Improved Working Environment	38,200	-
KPI Master Class -II	48,300	-
Essential Analysis of Supply Chain and Logistics Management	35,200	-
Health Safety and Environment Management III	50,800	-
Conflict Management & Grievance Handling	24,000	-
Talent Management & Succession Planning	44,000	-
Industrial Effluent Treatment Plant	60,000	48,300
Health Safety and Environment Management IV	28,000	-
Integrated Marketing Communication & Implementation (IMCI)	56,000	-

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KPI Master Class III	226,100	-
Hazardous Chemical Safety Management IV	16,000	-
Industrial Water Treatment & Boiler and Cooling Water Conditioning	145,600	-
Project Management Principles, Tools and Techniques	36,000	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	48,000	-
Productivity Improvement Techniques	49,200	-
Behavior Modification for Performance Improvement	50,800	-
Leadership for 21st Century	24,000	-
Financial Statement Analysis	71,600	-
Health, Safety and Environment Management - V	62,000	-
Hazardous Chemical Safety Management - V	77,200	-
KPI Master Class IV	85,400	-
Compensation & Benefits Management	30,000	-
Industrial Effluent Treatment Plant	91,000	-
Training program During the period	-	2,549,000
	<b>9,765,600</b>	<b>2,684,500</b>
<b>12 Japanese Language Course</b>		
Admission Fee	20,000	-
Books Sales	550	-
	<b>20,550</b>	-
<b>13 Other receipts</b>		
Interest income	108,304	-
	<b>108,304</b>	
<b>14 Administrative &amp; Operating Expenses</b>		
Office expenses (Note: 14.1)	1,746,613	1,255,662
AGM expenses	87,321	-
Board meeting	11,285	4,129
BJTI website up-gradation expenses	6,000	6,000
Advertisement Fee	30,395	-
BJTI Inaugural ceremony	-	24,099
Promotion to BJTI	-	50,000
Contribution to BAAS	50,000	-
Miscellaneous	6,463	-
	<b>1,938,077</b>	<b>1,339,890</b>
<b>14.1 Office expenses</b>		
Salaries & allowances	1,000,521	819,934
Office Rent	360,000	180,000
Utilities	123,676	108,989
Training Room Maintenance	33,025	3,381
Audit fee	15,000	5,000
Bank charges ( Income Tax, Service charge)	26,004	1,774
Conveyance for office staffs	11,243	7,640
Photocopy, postage & courier	3,155	3,461
Printing & stationary	33,351	56,064
Telephone & e-mail services	60,821	40,350



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Internet service	77,629	-
Refreshments	2,188	2,419
Purchase Books for BJTI	-	26,650
	<b>1,746,613</b>	<b>1,255,662</b>

**15 Seminar & Training Program Expenses**

Training Materials	391,490	207,800
Industrial Water Treatment & Boiler and Cooling Water Conditioning	73,736	-
Business Intelligence for Manager	22,445	-
Effective Team Building How to Lead & Perform	23,631	21,726
Financial Statement Analysis	22,351	-
Hazardous Chemical Safety Management	31,362	-
Total Quality Management (TQM)	48,620	-
Professional Business Communication	23,502	-
Industrial Energy Audit	33,710	-
Developing Supervisory Skills	26,661	-
Financial Management for Non Personal	22,427	-
Health Safety and Environment Management	26,382	-
Energy Efficiency and Carbon Reduction	20,102	-
Solving Human and Organizational Problems	105,462	-
Talent Management & Succession Planning	22,440	-
Hazardous Chemical Safety Management	21,533	-
Managing Brands: Differentiate or Die	22,917	-
Health Safety and Environment (HSE) Management-I	22,284	-
Introduction to Smart Grid & Fundamentals of Electric Power System	1,368,458	-
Best Practices on EMS SCADA & IT Communication System Operational Course	1,376,556	-
Sales and Salesmanship Competencies	28,624	-
Industrial Water Treatment & Boiler and Cooling Water Conditioning	50,593	-
Total Quality Management (TQM)	614,677	-
HR Accounting: Concept of Human Capital Management	24,527	-
Green Productivity for Manufacturing Industries	86,301	-
KPI Master Class	40,396	-
Health, Safety and Environment Management - II	27,359	-
Hazardous Chemical Safety Management - II	24,007	-
Total Quality Management (TQM) II	98,412	-
Effective Store Management	67,886	-
Total Productive Maintenance	646,419	-
Essential Analysis of Supply Chain and Logistics Management	23,268	-
Hazardous Chemical Safety Management-III	24,712	-
Total Productive maintenance	23,430	23,384
5S Techniques for Improved Working Environment	23,499	-
KPI Master Class -II	42,473	-
Essential Analysis of Supply Chain and Logistics Management	22,382	-
Health Safety and Environment Management III	24,069	-
Conflict Management & Grievance Handling	20,616	-
Talent Management & Succession Planning	22,644	-
Industrial Effluent Treatment Plant	44,615	42,309
Health Safety and Environment Management IV	21,305	-



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Integrated Marketing Communication & Implementation (IMCI)	24,337	-
KPI Master Class III	78,185	-
Hazardous Chemical Safety Management IV	18,965	-
Industrial Water Treatment & Boiler and Cooling Water Conditioning	56,364	-
Project Management Principles, Tools and Techniques	21,626	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	22,617	-
Productivity Improvement Techniques	24,620	-
Behavior Modification for Performance Improvement	24,261	-
Leadership for 21st Century	21,512	-
Financial Statement Analysis	34,300	-
Health, Safety and Environment Management - V	25,265	-
Hazardous Chemical Safety Management - V	28,456	-
KPI Master Class IV	47,005	-
Compensation & Benefits Management	28,311	-
Industrial Effluent Treatment Plant	47,822	-
Training Program during the Period	-	1,537,802
	<b>6,211,929</b>	<b>1,833,021</b>

**16 Financial Expenses**

Interest on Loan (Muhammad Halimuzzaman)	954,800	-
Interest on Loan (Sheikh Mustahidur Rahman)	350,000	-
Interest on Loan (Bangladesh AOTS Alumni Society)	584,525	-
	<b>1,889,325</b>	-

*\*Interest charged on individual loans based on the the agreement (i.e @ 7% simple interest) and in case of BAAS, actual interest charged by the bank from where loan was obtained by BAAS for BJTI.*

**17 Japanese Language Course Expenses**

Books Printing	300,000	-
Seminar	79,832	-
	<b>379,832</b>	-





**Bangladesh - Japan Training Institute Society (BJTI)**  
(An Enterprise of Bangladesh AOTS Alumni Society)

**SCHEDULE OF FIXED ASSETS**

As on 30 June 2019

SL	Category of Assets	COST			Rate %	DEPRECIATION				Written down value (WDV) as at 30 June 19
		As at 1 July 2018	Addition during the year	Adjustment		As at 1 July 2018	Charged during the year	Disposals	As at 30 June 2019	
1	Computer & Equipment	34,893	109,100	-	10%	3,489	14,050	-	17,539	126,454
2	Office Equipment	-	117,000	-	10%	-	11,700	-	11,700	105,300
3	Office Decoration	475,631	124,147	-	10%	47,563	55,222	-	102,785	496,994
	<b>Total</b>	<b>510,524</b>	<b>350,247</b>	<b>-</b>		<b>51,052</b>	<b>80,972</b>		<b>132,024</b>	<b>728,747</b>

*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 2019

Sl	Investment	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Tax and others	Closing Balance
								Principal	Realized Interest		
1	2	3	4	5	6	7	8	9	10	13	14=8+9+10-13
1	LankaBangla Finance Ltd.	FDR	0009260000000041	11.25%	23.04.2017	23.04.2019	500,000	-	56,250	5,775	550,475
2	LankaBangla Finance Ltd.	FDR	0011260000000053	10%	23.12.2018	23.12.2019	-	1,000,000	52,054	5,254	1,046,800
						<b>Total</b>	<b>500,000</b>	<b>1,000,000</b>	<b>108,304</b>	<b>11,029</b>	<b>1,597,275</b>





**Independent Auditor's Report**  
**To the Trustees of Bangladesh - Japan Training Institute Society (BJTI)**  
**Report on the Audit of the Financial Statements**

**Opinion**

We have audited the Financial Statements of **Bangladesh - Japan Training Institute Society (BJTI)** which comprise the statement of financial position as at **31 December 2019** and Statement of Income and Expenditure and statement of cash flows for the year then ended and notes to the Financial Statements including a summary of significant accounting policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the Society as at **31 December 2019** and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs), the Societies Act 1860 and other applicable laws and regulations.

**Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with ethical requirement that are relevant to our audit of the Financial Statements in Bangladesh, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements and Internal Control**

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with IFRSs, the Societies Act 1860 and other applicable laws and regulations and for such internal control as management determines is necessary to enable the preparation of Financial Statements that are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists

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-2-

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

As part of an audit in accordance with ISAs, we have exercised professional judgment and maintained professional skepticism throughout the audit.

We also have:

- Identified and assessed the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtained audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- Obtained an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control;
- Evaluated the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management;
- Concluded on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Financial Statements or, if such disclosures are inadequate to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identified during our audit.

#### Report on Other Legal and Regulatory Requirements

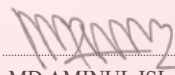
We also report the following:

- a) We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof;
- b) In our opinion, proper books of account as required by law have been kept by the Society so far as it appeared from our examination of those books; and
- c) The statement of financial position dealt with by the report are in agreement with the books of account.

Dated, Dhaka

12 February, 2020



  
MD AMINUL ISLAM, FCA  
**HUDA HOSSAIN & CO.**  
CHARTERED ACCOUNTANTS

**Bangladesh - Japan Training Institute Society (BJTI)**  
**(An Enterprise of Bangladesh AOTS Alumni Society)**

**STATEMENT OF FINANCIAL POSITION**

As at 31 December 2019

Particulars	Notes	31-Dec-19 BDT
<b>ASSETS</b>		
<b>Non-Current Assets</b>		
Fixed Assets ( <i>Annexure- A</i> )		655,872
		<b>655,872</b>
<b>Current Assets</b>		
Investment in FDR ( <i>Annexure-B</i> )		1,665,985
Short-term non-interest bearing loan given to employees	4	42,000
Accounts and others receivable	5	732,475
Advance installments paid to RAJUK for Purbachal Land		25,140,000
Cash and bank balances	6	329,126
		<b>27,909,586</b>
<b>Total Assets</b>		<b>28,565,458</b>
<b>FUND &amp; LIABILITIES</b>		
<b>Non-Current Liabilities</b>		
Loan from individual and BAAS	7	23,140,000
<b>Current Liabilities</b>		
Accounts and other payables	8	743,600
Interest Payable on loan	9	2,874,015
		<b>3,617,615</b>
<b>Total Liabilities</b>		<b>26,757,615</b>
<b>Net Assets</b>		
General fund	10	1,807,843
<b>Total Fund &amp; Liabilities</b>		<b>28,565,458</b>

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



Finance Director


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



Chairman

Dated, Dhaka  
12 February, 2020



  
MD AMINUL ISLAM, FCA  
HUDA HOSSAIN & CO.  
CHARTERED ACCOUNTANTS



**Bangladesh - Japan Training Institute Society (BJTI)**  
**(An Enterprise of Bangladesh AOTS Alumni Society)**

**STATEMENT OF INCOME AND EXPENDITURE**

For the period ended 31 December 2019

Particulars	Notes	31-Dec-19 BDT
<b>INCOME</b>		
<i>Income from participants :</i>		
Training fee	11	1,723,275
Japanese Course fee	12	98,300
Life membership fee		120,000
Others income	13	76,846
		2,018,421
<b>Total Income [A]</b>		<b>2,018,421</b>
<b>EXPENDITURE</b>		
Administrative & Operating Expenses	14	1,053,362
Seminar & Training Program Expenses	15	1,064,895
Financial Expenses	16	984,690
Japanese Language course Expenses	17	102,851
		3,205,798
<i>Non - Cash expenditure:</i>		
Depreciation (Ref: Annexure A )		72,875
<b>Total Expenditure [B]</b>		<b>3,278,673</b>
<b>Net DEFICIT [A-B]</b>		<b>(1,260,252)</b>

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

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




Finance Director




Chairman

Dated, Dhaka  
12 February, 2020

  
MD AMINUL ISLAM, FCA  
HUDA HOSSAIN & CO.  
CHARTERED ACCOUNTANTS

**Bangladesh - Japan Training Institute Society (BJTI)**  
**(An Enterprise of Bangladesh AOTS Alumni Society)**

**STATEMENT OF CASH FLOWS**

For the period ended 31 December 2019

Particulars	Notes	31-Dec-19 BDT
<b>Cash flows from Operating Activities:</b>		
<b>Net Surplus</b>		(1,260,252)
Adjustment for non cash items		
Depreciation		72,875
<b>Changes in Current Assets</b>		
Increase in Short-term loan given to employees		14,500
Decrease in Accounts and others receivable		(322,475)
Increase in Advance installments paid to RAJUK for Purbachal Land		-
<b>Changes in Current Liabilities</b>		
Increase in Accounts and other payables		170,200
Increase in Interest Payable		984,690
<b>Net cash used by operating Activities</b>		<b>(340,462)</b>
<b>Cash flows from Investing Activities:</b>		
Acquisition of Fixed assets		-
Re-Investment in FDR		(68,710)
Net cash used in Investing Activities:		(68,710)
Net decrease in cash & cash equivalent		(409,172)
Cash & Cash Equivalent at the beginning of period		738,298
<b>Cash &amp; Cash Equivalent at the end of period</b>		<b>329,126</b>

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




Finance Director

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




Chairman

Dated, Dhaka  
12 February, 2020

  
MD AMINUL ISLAM, FCA  
HUDA HOSSAIN & CO.  
CHARTERED ACCOUNTANTS

## **Bangladesh - Japan Training Institute Society (BJTI)** **(An Enterprise of Bangladesh AOTS Alumni Society)**

### **Notes to the Financial Statements**

For the period ended 31 December 2019

#### **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 its 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 International Financial Reporting Standards (IFRS), 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 01 July 2019 to 31 December 2019.

## 2.4 Statement of cash flows

Statement of cash flows is prepared principally in accordance with IAS-7 “Statements of Cash Flows” and the cash flow from operating activities have been presented under the direct method.

## 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.

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

Opening balance

Loan given to staff

Realization of loan during against salary

31-Dec-19  
BDT

56,500

60,000

(74,500)

**42,000**

## 5 Accounts and other receivables

Contribution Due from the Funder Members

Solving Human and Organizational Problems

Managing Brands Differentiate or Die

Hazardous Chemical Safety Management III

5S Techniques for Improved Working Environment

Industrial Effluent Treatment Plant

Total Quality Mnagement

Conflict Management and Grievance Handling

Financial Analysis for Decision Making

Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management

KAIZEN for Improving Organizational Performance

Chain Management

Program on Quality Problem Solving (PQPS)

Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management

KPI Master Class

Executive Program on Quality Management

Enhancing Workplace Capability

Advanced Certificate for Professional Development [ACPD]

Essential Analysis of Supply Chain and Logistics Management

300,000

20,000

8,000

24,000

8,000

14,000

14,000

4,000

28,000

16,000

43,200

7,000

21,000

18,000

28,000

60,598

46,677

68,000

4,000

**732,475**





**6 Cash and bank balances**

Cash in Hand	47,889
Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369)	281,237
	<b>329,126</b>

**7 Loan from individual and BAAS**

Bangladesh AOTS Alumni Society	4,500,000
Mr. Muhammad Halimuzzaman	13,640,000
Mr. Sheikh Mustahidur Rahman	5,000,000
	<b>23,140,000</b>

Re-payment of loan made- Bangladesh AOTS Alumni Society

-  
**23,140,000**

\*Loans have been obtained under three separate agreements made with the above mentioned parties having specific terms and conditon embeded with the said agreement.

**8 Accounts and other payable**

Rent Office payable	660,000
Audit fee payable (Note: 8.1)	15,000
Advance Training Fee received from participants	68,600
	<b>743,600</b>

**8.1 Audit fee payable**

Opening balance	-
Provision made during the year	15,000
Paid during the year	<b>15,000</b>

**9 Interest Payable**

Payable to Muhammad Halimuzzaman	1,432,200
Payable to Sheikh Mustahidur Rahman	525,000
Payable to Bangladesh AOTS Alumni Society (BAAS)	916,815
	<b>2,874,015</b>

**10 General Fund**

Opening balance	3,068,095
Add: Net Deficit for the year	(1,260,252)
Closing balance	<b>1,807,843</b>

**11 Training fee**

Total Quality Mnagement	69,300
Conflict Management and Grievance Handling	50,000
Practical Solution of Quality-Related Problems in Organization	66,800
Financial Analysis for Decision Making	36,000
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	36,000
Industrial Engineering Techniques	32,000
Health, Safety & Environment (HSE) Management	52,000



	KAIZEN for Improving Organizational Performance	43,200
	Emotional Intelligence-Build your inside first	28,000
	Chain Management	63,000
	Industrial Water Treatment and Boiler & Cooling Water Conditioning	149,800
	Program on Quality Problem Solving (PQPS)	61,600
	Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	22,000
	KPI Master Class	105,000
	Executive Program on Quality Management	149,598
	Talent Management & Succession Planning	53,200
	Hazardous Chemical Safety Management	36,000
	Enhancing Workplace Capability	268,677
	Health, Safety & Environment (HSE) Management	56,000
	Advanced Certificate for Professional Development [ACPD]	248,000
	Training fo Trainer	65,100
	Essential Analysis of Supply Chain and Logistics Management	32,000
		<b>1,723,275</b>
<b>12</b>	<b>Japanese Language Course</b>	
	Admission Fee	-
	Course fee	93,500
	Books Sales	4,800
		<b>98,300</b>
<b>13</b>	<b>Other receipts</b>	
	Interest income	76,846
		<b>76,846</b>
<b>14</b>	<b>Administrative &amp; Operating Expenses</b>	
	Office expenses (Note: 14.1)	1,041,679
	AGM expenses	-
	Board meeting	1,694
	BJTI website up-gradation expenses	2,500
	Advertisement Fee	-
	BJTI Inaugural ceremony	-
	Promotion to BJTI	-
	Contribution to BAAS	-
	Miscellaneous	7,489
		<b>1,053,362</b>
<b>14.1</b>	<b>Office expenses</b>	
	Salaries & allowances	642,467
	Office Rent	180,000
	Utilities	71,427
	Training Room Maintenance	7,967
	Audit fee	-
	Bank charges ( Income Tax, Service charge)	9,806
	Conveyance for office staffs	6,908
	Photocopy, postage & courier	1,679
	Printing & stationary	11,252



Telephone & e-mail services  
Internet service  
Refreshments  
Purchase Books for BJTI

17,405  
91,500  
1,268  
-

**1,041,679**

**15 Seminar & Training Program Expenses**

Training Materials  
Total Quality Mngement  
Conflict Management and Grievance Handling  
Practical Solution of Quality-Related Problems in Organization  
Financial Analysis for Decision Making  
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management  
Industrial Engineering Techniques  
Health, Safety & Environment (HSE) Management  
KAIZEN for Improving Organizational Performance  
Emotional Intelligence-Build your inside first  
Chain Management  
Industrial Water Treatment and Boiler & Cooling Water Conditioning  
Program on Quality Problem Solving (PQPS)  
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management  
KPI Master Class  
Executive Program on Quality Management  
Talent Management & Succession Planning  
Hazardous Chemical Safety Management  
Enhancing Workplace Capability  
Health, Safety & Environment (HSE) Management  
Advanced Certificate for Professional Development [ACPD]  
Training fo Trainer  
Essential Analysis of Supply Chain and Logistics Management  
Training fee refund

30,004  
45,142  
23,967  
27,494  
22,381  
22,166  
21,674  
24,037  
28,870  
21,421  
42,078  
66,433  
55,999  
20,862  
48,032  
84,436  
24,783  
21,988  
103,058  
23,533  
232,573  
44,530  
22,434  
7,000

**1,064,895**

**16 Financial Expenses**

Interest on Loan (Muhammad Halimuzzaman)  
Interest on Loan (Sheikh Mustahidur Rahman)  
Interest on Loan (Bangladesh AOTS Alumni Society)

477,400  
175,000  
332,290

**984,690**

\*Interest charged on individual loans based on the the agreement (i.e @ 7% simple interest) and in case of BAAS, actual interest charged by the bank from where loan was obtained by BAAS for BJTI.

**17 Japanese Language Course Expenses**

Books Printing  
Honorarium of Resource Person  
Seminar

-  
73,000  
29,851

**102,851**



**Bangladesh - Japan Training Institute Society (BJTI)**  
(An Enterprise of Bangladesh AOTS Alumni Society)

**SCHEDULE OF FIXED ASSETS**

As on 31 December 2019

SL	Category of Assets	COST			Rate %	DEPRECIATION			
		As at 1 July 2019	Addition during the year	Adjustment		As at 1 July 2019	Charged during the year	Disposals	As at 31 Dec 2019
1	Computer & Equipment	143,993	-	-	10%	17,539	12,645	-	30,184
2	Office Equipment	117,000	-	-	10%	11,700	10,530	-	22,230
3	Office Decoration	599,778	-	-	10%	102,785	49,699	-	152,484
	<b>Total</b>	<b>860,771</b>	<b>-</b>	<b>-</b>		<b>132,024</b>	<b>72,875</b>		<b>204,899</b>
									<b>655,872</b>

*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 31 December 2019

Sl	Investment	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Tax and others	Closing Balance
								Principal	Realized Interest		
1	2	3	4	5	6	7	8	9	10	13	14=8+9+10-13
1	LankaBangla Finance Ltd.	FDR	0009260000000041	10.50%	23.04.2017	23.04.2020	550,475	-	28,900	2,890	576,485
2	LankaBangla Finance Ltd.	FDR	0011260000000053	10.50%	23.12.2018	23.12.2020	1,046,800	-	47,946	5,246	1,089,500
						<b>Total</b>	<b>1,597,275</b>	<b>-</b>	<b>76,846</b>	<b>8,136</b>	<b>1,665,985</b>





# Bangladesh-Japan Training Institute (BJTI)

## PROPOSED BUDGET

For the Period from 1 July 2019 to 30 June 2020 and  
1 July 2020 to 30 June 2021

Revenue	Budget 2018 - 2019 12 Months	Actual Receipt 2018 - 2019 12 Months	Proposed Budget 2019 - 2020 12 Months	Proposed Budget 2020 - 2021 12 Months
Training Fee	8,992,000	9,765,600	5,964,000	7,320,000
Japanese Course fee	-	20,550	600,000	1,200,000
	<b>8,992,000</b>	<b>9,786,150</b>	<b>6,564,000</b>	<b>8,520,000</b>
Membership Fee				
Life Membership fee	1,500,000	1,040,000	900,000	1,200,000
General Membership fee	-	80,000	400,000	500,000
Annual subscription fee	-	-	200,000	250,000
	<b>1,500,000</b>	<b>1,120,000</b>	<b>1,500,000</b>	<b>1,950,000</b>
General Donation	300,000	-	100,000	100,000
Interest From Lankabangla Finance Ltd.	48,125	108,304	150,000	150,000
<b>Total Revenue (A)</b>	<b>10,840,125</b>	<b>11,014,454</b>	<b>8,314,000</b>	<b>10,720,000</b>
Expenditure	Budget 2018 - 2019 12 Months	Actual Receipt 2018 - 2019 12 Months	Proposed Budget 2019 - 2020 12 Months	Proposed Budget 2020 - 2021 12 Months
<b>Administrative and operating expenses</b>				
Salary & Allowance	1,000,000	1,000,521	1,200,000	1,300,000
Electricity, Water & Common Bill	140,000	123,676	160,000	180,000
Conveyance	15,000	11,243	20,000	25,000
Stationery & Printing	60,000	33,351	60,000	70,000
Mobile Bill and Email	10,800	60,821	50,000	60,000
Internet Service	19,200	77,629	160,000	170,000
Photocopy, Postage & Courier	20,000	3,155	15,000	15,000
Entertainment	20,000	2,188	20,000	25,000
Annual Audit Fee	5,000	15,000	15,000	15,000
Bank Charge (Income Tax, S. Charge, etc.)	15,000	26,004	30,000	40,000
BJTI Website	16,000	6,000	40,000	50,000
Promotion (Key Ring and Note Book)	30,000	-	33,000	33,000
Office Rent	360,000	360,000	360,000	360,000
Training room maintenance	25,000	33,025	50,000	60,000
Board Meeting	20,000	11,285	25,000	30,000
Miscellaneous	10,000	6,463	10,000	10,000

AGM Expenses	200,000	87,321	150,000	200,000
Financial Expenses	-	1,889,325	1,700,000	1,700,000
Contribution to BAAS	-	50,000	-	-
Advertisement Fee		30,395	40,000	40,000
	<b>1,966,000</b>	<b>3,827,402</b>	<b>4,138,000</b>	<b>4,383,000</b>

#### Training Expenses :

Resource Persons	4,473,000	3,155,569	1,400,000	2,240,000
Training Materials (Bag, Pad, Pen)	400,000	391,490	500,000	600,000
Refreshment	2,500,000	2,138,594	1,000,000	1,276,000
Stationery and Printing	23,500	82,365	135,600	156,000
Banner	25,000	19,810	40,800	44,000
Conveyance	23,500	9,190	30,600	33,000
Venue Rent	100,000	402,871	100,000	200,000
Employee Training	20,000	-	-	-
Miscellaneous	10,000	12,040	27,000	30,000
	<b>7,575,000</b>	<b>6,211,929</b>	<b>3,234,000</b>	<b>4,579,000</b>

#### Japanese Language Course

Book Printing	-	300,000	-	-
Resource Persons	-	-	144,000	144,000
Seminar	-	79,832	100,000	100,000
		<b>379,832</b>	<b>244,000</b>	<b>244,000</b>

<b>Total Revenue Expenditure (B)</b>	<b>9,541,000</b>	<b>10,419,163</b>	<b>7,616,000</b>	<b>9,206,000</b>
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<b>Surplus / (Deficit) Over Expenditure ( C ) = ( A - B )</b>	<b>1,299,125</b>	<b>595,291</b>	<b>698,000</b>	<b>1,514,000</b>
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#### Capital Expenditure

Purbachal -1st Installment	23,640,000	23,640,000	17,730,000	17,730,000
Asset Purchase	-	226,100	100,000	150,000
Office Renovation	100,000	124,147	100,000	100,000
<b>Total Capital Expenditure</b>	<b>23,740,000</b>	<b>23,990,247</b>	<b>17,930,000</b>	<b>17,980,000</b>

#### Financed by:

##### Loan from:

Mr. Muhammad Halimuzzaman	13,640,000	13,640,000	-	-
Mr. Sheikh Mustahidur Rahman	5,000,000	5,000,000	-	-
Bangladesh AOTS Alumni Society (BAAS)	5,000,000	5,000,000	-	-
Individual and Financial Institutes	-	-	17,730,000	17,730,000
Accumulated Surplus [C]	100,000	350,247	200,000	250,000
	<b>23,740,000</b>	<b>23,990,247</b>	<b>17,930,000</b>	<b>17,980,000</b>

## 1ST AGM OF BJTI





## ACTIVITIES OF BJTI





## SEMINAR ON 'OPPORTUNITY TO STUDY, WORK & SETTLE IN JAPAN'





## CUSTOMIZED TRAINING PROGRAMS



## PROGRAMS UNDER WORLD NETWORK OF FRIENDSHIP (WNF)





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