

ANNUAL REPORT

2017-2018



Bangladesh - Japan Training Institute Society
An Enterprise of BAAS



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An Enterprise of BAAS

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13 November 2018

NOTICE FOR ANNUAL GENERAL MEETING

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

DATE: Friday, the 30th November 2018

TIME: 6:00 PM

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

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

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



Jawaherul Ghani
Chairman

FOUNDER MEMBER OF BJTI



Bangladesh AOTS
Alumni Society (BAAS)



Dr. A.K.M. Moazzem Hussain



Mokarram Uddin Ahmed



Jawaherul Ghani



A.M.M. Khairul Bashar



Zakariul Islam



Syed Ahsanul Apon



Md. Mamunur Rashid



Abu Nayeem Md. Shahjahan



Muhammad Ali Jinnah



Mohammad Munjurul Hassan



N K A Mobin



S M Jaglul A Mozumdar



Md. Mahbubul Haque



Naimul Hassan

BOARD DIRECTORS OF BJTI 2017-2019



Jawaherul Ghani
Chairman



A.M.M. Khairul Bashar
Director, Academic



Arch. Zakariul Islam Swapan
Director, Administration



Md. Mamunur Rashid
Director, Finance



Abu Nayeem Md. Shahjahan
Director



Muhammad Ali Jinnah
Director



Syed Ahsanul Apon
Director



Dr. S.M. Jaglul A. Mozumdar
Director



Dr. AKM Moazzem Hussain
Adviser



Mokarram Uddin Ahmed
Adviser

CONDOLENCE



RAFIQUL ISLAM

BJTI ID: LM0040022

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

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

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

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

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

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

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

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

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

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

1. Board Meeting

No. of Board Meeting held its inception : 02

Average Attendance in BOD Meetings : 70%

2. BJTI Members

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

3. BJTI conducted Training

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

4. Registration of BJTI

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

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

5. Inauguration of BJTI Office:

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

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



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



6. BJTI PLOT

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

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

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

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

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



Dear Members,

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

A.M.M. Khairul Bashar
Director, Academic

BANGLADESH - JAPAN TRAINING INSTITUTE SOCIETY (BJTI)

Activity Report 2017-2018

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

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



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

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



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

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

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



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

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



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

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



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

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



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

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

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

Bangladesh – Japan Training Institute Society (BJTI)

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

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

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

BANGLADESH – JAPAN TRAINING INSTITUTE SOCIETY (BJTI)

FINANCE REPORT 2017-2018

Honorable Chairman,
Respected Members of the Society

Assalamu- alaikum

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

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

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

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

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

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

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

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

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

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

Md. Mamnur Rashid
Director, Finance



Independent Auditors' Report

Reports on the financial statement

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

Management's responsibility for the financial statement

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

Auditors' responsibility

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

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

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

Opinion

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

WE also report that:

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

Dated: Dhaka, 20 November 2018


MARHK & CO.
Chartered Accountants

MARHK & CO.
Chartered Accountants

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

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

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


Chairman
BJTI Board


Director, Finance
BJTI Board

Auditors' Report to the Trustees
See annexed report of date

Dhaka, 20 November 2018


MARHK & CO.
Chartered Accountants



MARHK & CO.
Chartered Accountants

Bangladesh - Japan Training Institute Society (BJTI)

(An Associate Entity of Bangladesh AOTS Alumni Society)

Statement of Income and Expenditure

For the period from 16 October 2017 to 30 June 2018

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

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



Chairman
BJTI Board



Director, Finance
BJTI Board

Auditors' Report to the Trustees
See annexed report of date

Dhaka, 20 November 2018



MARHK & CO.
Chartered Accountants



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

1 Reporting entity

1.1 Introduction

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

1.2 Registered office of the society:

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

1.3 Nature of the Society:

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

1.4 The major activities of BJTI

Aims and Objectives

The main aims and objectives of BJTI are among other, mainly: a) To set up a training institute and 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 Bangladesh Financial Reporting Standards (BFRS), the Societies Act XXI of 1860 and other applicable laws and regulations following the accrual basis of accounting except for staff salary and allowances and office utilities where cash basis of accounting have been followed.

2.2 Use of estimates and judgments

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

2.3 Reporting Period

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

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2.4 Depreciation

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

	Rate
Laptop	10%
Office Decoration	10%
Printer	10%

3. Significant accounting policies

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

3.1 Cash & Bank balance

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

Recognition of Income

(I) Training fee

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

(II) Membership fee

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

(III) Donation

Donations are recognized as income on accrual basis

(IV) Other income

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

3.2 General

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

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

Loan given during the year
Realization of loan during against salary

30-Jun-18
Taka
79,060
(52,500)
26,500

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

5 Accounts and others receivables

Contribution Due from the Founder Members

450,000
450,000

6 Cash and bank balances

Cash in Hand
Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369)

50,211
1,254,193
1,304,404



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7 Loan from Bangladesh AOTS Alumni Society

30-Jun-18
Taka
1,500,000
1,500,000

* BAAS applied to RAJUK for an Institutional plot at Purbachal New Town on behalf of BJTI in the year 2015. With the application BAAS paid Tk 15,00,000/- as earnest money to RAJUK, the amount was a loan to BJTI and will be refunded to BAAS without interest.

8 Accounts and other payable

Rent Office payable for January to June 2018	180,000
Advance Training Fee received from participants	6,600
	186,600

9 General Fund

Opening balance	578,239
Add: Net surplus for the year	1,975,537
Closing balance	2,553,776

10 Training fee

Essential Skills at Work Place	164,450
Effective Team Building : How to Lead and Perform	34,000
Kaizen for Improving Organizational Performance	32,000
The Seven Habits of Highly Effective People	55,600
Occupational Health & Safety Management System (OHSAS): 18001:2007	209,092
Quality Management System (QMS): 9001-2015	214,328
Negation Skills at the workplace	80,000
Kanban system for inventory control	209,170
Essential Skills for Office Secretary	44,000
Group Dynamics & Team Building	94,500
Leadership and Corporate Philosophy in the Age of Globalization	483,600
Management Innovation in the Age of Globalization	254,500
Industrial Effluent Treatment Plant	48,300
Professional Business Communication	80,000
Leadership 21st Century	30,000
Supervision Skill for Manager	80,000
Total Productive Maintenance	53,200
English for Corporate Communication	48,160
Office Kaizen & Office 5 'S' Concepts	87,000
Journey towards Operational Excellence	52,800
SMED (Reducing Set up time to eliminate Losses)	94,200
Toyota Production System (TPS)	40,000
Office Kaizen & Office 5 'S' Concepts - II	80,000
Training of Trainer (TOT)	56,000
HR Analytics & Metrics: Tool for Numeric HR	59,600
	2,684,500

11 Founder Members Contribution Received

Zakariul Islam	50,000
Md. Mahbubul Haque	50,000
Naimul Hassan	50,000
Muhammad Ali Jinnah	50,000
N K A Mobin	50,000
Abu Nayeem Md. Shahjahan	50,000
	300,000
Contribution Due from the Founder Members :	450,000
Founder Members Contribution	750,000



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12 Administrative & Operating Expenses

Salaries & allowances
Office Rent
Utilities
Training Room Maintenance
Audit fee
BJTI website up-gradation expenses
Bank charges by Shah Jalal Islami Bank Ltd.
Conveyance for office staffs
Photocopy, postage & courier
Printing & stationary
Telephone & e-mail services
Refreshments
Board meeting
BJTI Inaugural ceremony
Purchase Books for BJTI
Promition to BJTI

30-Jun-18
Taka

819,934
180,000
108,989
3,381
5,000
6,000
1,774
7,640
3,461
56,064
40,350
2,419
4,129
24,099
26,650
50,000
1,339,890

13 Seminar & Training Program Expenses

Training Materials
Essential Skills at Work Place
Effective Team Building : How to Lead and Perform
Kaizen for Improving Organizational Performance
The Seven Habits of Highly Effective People
Occupational Health & Safety Management System (OHSAS): 18001:2007
Quality Management System (QMS): 9001-2015
Negation Skills at the workplace
Kanban system for inventory control
Essential Skills for Office Secretary
Group Dynamics & Team Building
Leadership and Corporate Philosophy in the Age of Globalization
Management Innovation in the Age of Globalization
Industrial Effluent Treatment Plant
Professional Business Communication
Leadershp 21st Century
Supervision Skill for Manager
Total Productive Maintenance
English for Corporate Communication
Office Kaizen & Office 5 'S' Concepts
Journey towards Operational Excellence
SMED (Reducing Set up time to eliminate Losses)
Toyota Production System (TPS)
Office Kaizen & Office 5 'S' Concepts - II
Training of Trainer (TOT)
HR Analytics & Metrics: Tool for Numeric HR

207,800
85,330
21,736
20,317
24,796
140,271
137,605
21,910
91,180
22,307
48,487
369,239
178,571
42,309
21,920
21,484
22,525
23,384
24,019
37,992
36,717
38,742
54,722
56,080
53,984
29,594
1,833,021



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

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

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



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

SL	Investment With	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Refund		Tax and others	Closing Balance
								Principal	Realized Interest	Principal	Interest		
1	2	3	4	5	6	7	8	9	10	11	12	13	14=8+9+10-11-12-13
1	LankaBangla Finance Ltd.	FDR	0009260000000041	11.25%	23.04.2017	23.04.2019	500,000	-	-	-	-	-	500,000
Total							500,000	-	-	-	-	-	500,000



BANGLADESH - JAPAN TRAINING INSTITUTE SOCIETY (BJTI)

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

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





Bangladesh - Japan Training Institute Society

An Enterprise of BAAS

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