

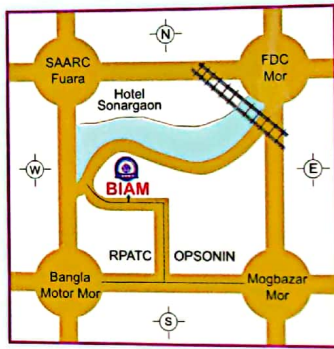
## Courses conducted by BIAM

BIAM's demand-driven training portfolio consists of courses in key areas of administration and management. This institute also designs new course and other training events to meet specific needs and demands both from public and private organizations. Some important training programs are listed below.

- Computer and Communicative English Training Course for BCS (Admin) Cadre Officers,
- Special Foundation Training Course for BCS (Health) Cadre Officers,
- Office Management Training Course,
- Management & Development Training Course,
- Manners & Etiquettes Training Course,
- Financial Management Training Course,
- Professional Development Training Course,
- Orientation Course on Mobile Court Management
- Procurement Training Course,

## Location

BIAM is located in the heart of Dhaka city, at 63, New Eskaton beside the Hatirjheel project behind the Hotel Sonargaon. It covers an area of 2.07 acre with three ten-storied buildings. BIAM also has two regional centers in Bogura and Cox's Bazar.



### Location Contact for hall and hostel reservation

Administrative officer

Phone : 02-222228394, 02-22222406 Ext-204

Mobile : 01712-509069

### Important telephone no. of BIAM Foundation

Director General : 02-222220328 (O)

Director (Admin) : 02-222229895 (O)

Director (Training) : 02-222228354 (O)

Director (Finance) : 02-48317352 (O)

Director (Education) : 02-48313335 (O)

Caretaker : 01726627110



**Bangladesh Institute of Administration and Management (BIAM) Foundation**

63, New Eskaton, Dhaka-1217.

Phone : 02-48313014, 02-22222406, 02-58310842,  
02-222228394, 02-48312512

# BIAM

## At a glance



**বিয়াম ফাউন্ডেশন**  
**BIAM FOUNDATION**

**Bangladesh Institute of Administration and Management (BIAM)** is one of the leading training institutes of the country established in 1991 for providing professional and career development training in the field of development administration and management. Later on, the institute converted into Foundation by a government resolution in November 2002. It is a self-financed associate organization of the Bangladesh Administrative Service Association. BIAM Foundation is mandated for enhancing professional skills, expertise and performance of the members of Bangladesh Civil Service (Administration) Cadre as well as officers of other public and private organization of the country.

**Vision**

BIAM strives to become a leading and unique training institution for developing capable, motivated, efficient and proactive human resources.

**Mission**

The mission of BIAM is to organize and offer effective, efficient and need based training programs, results oriented research and consultancy for developing capacity of the trainees.

**Core Values of BIAM**

- People: We Value them
- Integrity: We uphold the truth
- Quality: Our motto
- Effectiveness and Efficiency : We promote
- Partnership: We believe

**Management**

A Board of Governors headed by the Ex-officio President of Bangladesh Administrative Service Administration governs it. The BoG is consisted of 21 members represented by high-level officials of government and association. The Director General of the Institution is the member secretary of the board and acts as Chief Executive. As a linkage to the Government, BIAM is attached to the Ministry of Public Administration.

**Human Resources**

Approved manpower of the institute is 153 including 18 faculty positions. Director General, Directors, Deputy Directors and Assistant Director are serving here on Deputation. Academic and administrative activities are carried out by its faculty members thorough four functional units i.e. Administration, training, finance and education.

**Facilities in BIAM**

As a multi-faceted organization, BIAM offers an excellent academic environment with all modern facilities for creating a center of excellence.

**Session rooms**

For organizing training, workshop, seminars and conference there are seven air-conditioned modern training rooms with projectors, with boards and other logistic supports. Each training room can accommodate 30-60 persons, Besides, one multipurpose hall with 200 capacities and one modern auditorium with 575 capacities provide added advantage for organizing larger events.



Language Lab



Shaheed Kudrat-E-Elahi Hall



Shaheedul Jahir Hall



Saheed A.K.M Shamsul Haque Khan Memorial (Auditorium) Hall



Saheed A.K.M Shamsul Haque Khan Memorial (Auditorium) Hall



VIP Lounge



◀ Saheed Nurul Amin Khan Memorial (Multipurpose) Hall



▶ Mini Conference Room



◀ Mini Conference Room



▶ Saheed Nurul Amin Khan Memorial (Multipurpose) Hall

### Dormitories

With 213 beds & 98 rooms, BIAM provides accommodation facilities to the participants of different residential training courses. The global standard dormitory is also used as a guest house. Both national and international guests can reside here with comfort, safety and security at fair price. Members of the Administrative Service Association can reside here paying nominal charges.



◀ VIP ROOM 7006



◀ VIP ROOM 7005



▶ VIP ROOM 501



◀ VIP ROOM 7005

### Catering Service

There are six air-conditioned canteens in BIAM that cater regular meals to the trainees and guests. Six hundred people can be served at a time in special events. Arrangements for special dinner are also available on prior reservation.



▶ KARNOFULY CANTEEN



◀ KARATOWA CANTEEN



◀ MADHUMATI  
CANTEEN



SURMA  
CANTEEN



◀ Saheed Nurul  
Amin Khan  
Memorial  
(Multipurpose)  
Hall  
Wings  
Canteen

### Computer Lab

To facilitate training and computer use efficiency three air-conditioned Computer Lab having capacity of 25-30 persons each.



▶ Shamsuddin  
Computer  
Lab

### Library

With five thousands books, Magazine, journals and other national and international publications, BIAM is enriched with a resourceful air-conditioned library.



◀ Library



◀ Library

### Power Supply

BIAM's own substation with two generators of 500 kVA and 250 KVA respectively ensure uninterrupted power supply.

### Mosque

There are separate prayer rooms for men and women on the sixth floor of administrative building. About one hundred and twenty five persons can perform their prayers at a time.



▶ Mosque

### Common Room

There is a small common room with TV and indoor sports facilities to serve the recreational purpose of the participants and guests. Sports materials such as table tennis, carom and chess etc. are available there.



◀ Common  
Room

### Educational Institution

To ensure quality education throughout the country BIAM Foundation has established 44 schools and colleges in different district and Upazila headquarters. Most of the schools run English version of the Government syllabus and some use Bengali syllabus. In pre-primary level the schools follow international standard books for ensuring quality education. There is no alternative to continuous training for development. With this view, BIAM also runs a teachers training college in the main campus.

