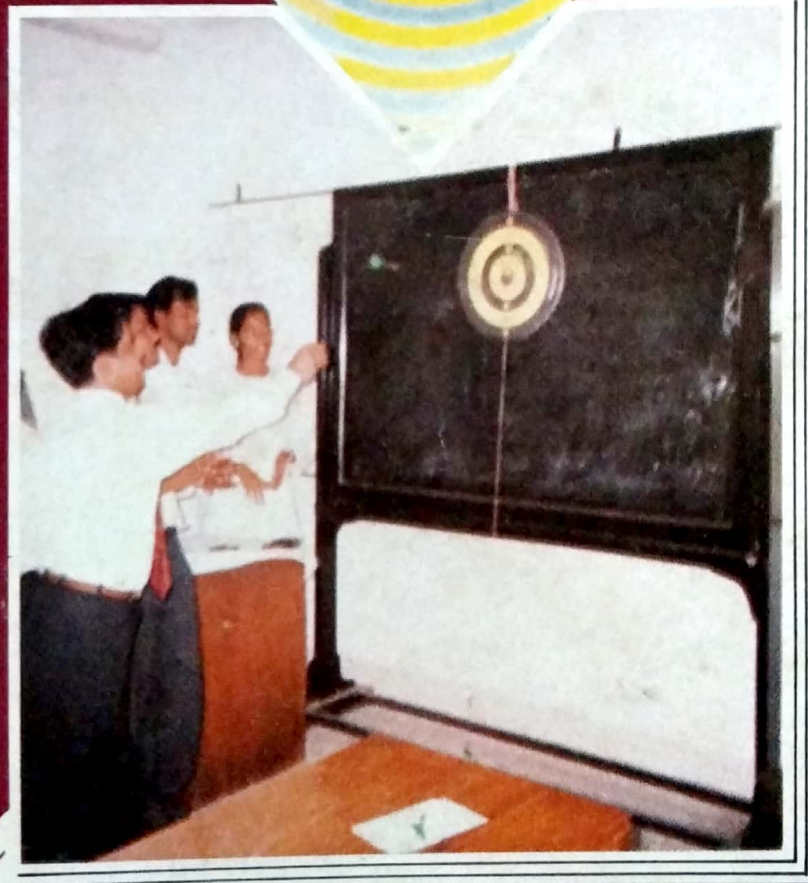




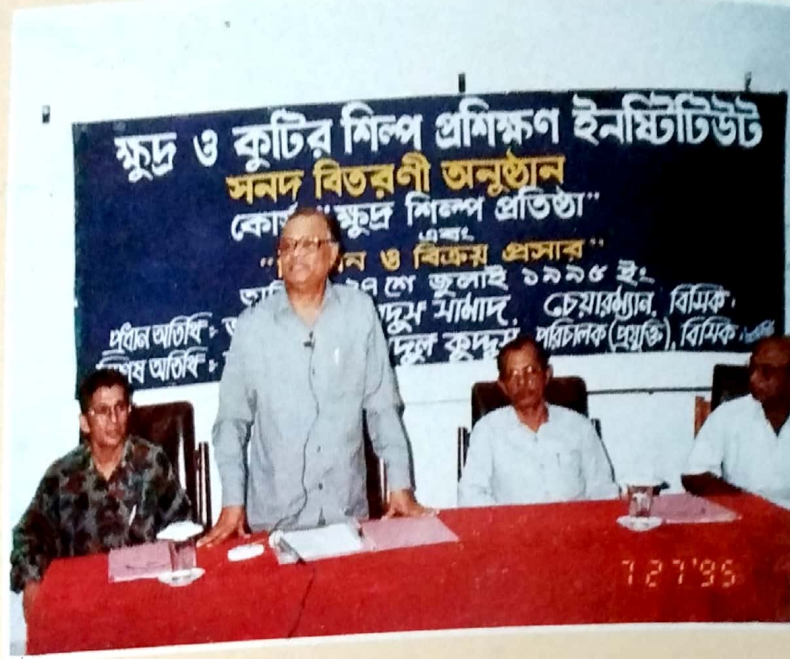
SMALL & COTTAGE INDUSTRIES TRAINING INSTITUTE



Simulation Exercise by Entrepreneurs

HOUSE # 24/A, ROAD # 13, SECTOR # 06
UTTARA MODEL TOWN
DHAKA-1230, BANGLADESH

SMALL & COTTAGE INDUSTRIES TRAINING INSTITUTE (SCITI)



Mr. Md. Abdus Samad, Chairman, BSCIC addressing Closing ceremony
of a Training Course

INTRODUCTION

The Small & Cottage Industries Training Institute (SCITI) was established in January, 1985 under the aegis of the Bangladesh Small & Cottage Industries Corporation (BSCIC); which is the prime mover for the promotion and development of small and cottage industries in Bangladesh. BSCIC offers a complete package of services to the entrepreneurs of which training is one of the important components. The package services commences with pre-investment counselling and extends upto commercial production & marketing.

The Small & Cottage Industries Training Institute (SCITI) is the only training institute in the public sector for human resource development in the SCI sector. The Institute mainly provides training to the private sector people for entrepreneurship & management development. It also provides training to extension officials of both public & private sector agencies such as BSCIC, Banks & NGO's. Besides training, the Institute also carries out various research work on relevant issues, problems & prospects of the SCI sector and offers consultancy services.

The Institute's emphasis on entrepreneurship development. This encompasses about 80% of the total participants. Some participants from Nepal and Srilanka have, in the mean time,

received training in the institute and some more from the SAARC countries are expected soon. The above training courses are conducted centrally at the institute in Dhaka and also at the field level in various districts, thana & far flung rural areas of the country so that it is available at the doorsteps of the entrepreneurs & the extension agents. Courses are designed and tuned to the needs of the participants.



Participants attending a Training course

OBJECTIVES

The Government of Bangladesh has attached great importance to small and cottage industries sector in its industrial policy and the objectives of the Institute have been framed in conformity with the national objective for industrialisation of the country. Some of the objectives are:-

- Entrepreneurial and Managerial skill development of private sector entrepreneurs (both potential and existing).
- Management skill development of personnel of GO's & NGO's involved in SCI sector.
- Promotion of industrial extension service for SCI sector.
- Research and consultancy for SCI development.
- Collaborative programme with National / International Institutes for Training / Seminars / Workshops.



Project Appraisal report being prepared by participants
Foreign participant 2nd from right

FACULTIES

The Institute carries out its training and research activities through the following six faculties :

- a) Entrepreneurship Development
- b) Industrial Management
- c) Financial Management
- d) Marketing Management
- e) General Management
- f) Research and Consultancy



Senior BSCIC & SCITI Officers and Consultant are Participating in discussions
in ADB / ILO / BSCIC / SCITI Training Programme.

TRAINING

The Institute organises its training programmes for the SCI entrepreneurs and also for the officials of various Government and Non-Government agencies working in SCI sector. Training programmes for the entrepreneurs are aimed at developing entrepreneurial and leadership skill of the existing and potential entrepreneurs.

The training courses offered by the institute cover wide range of subjects, such as:

- Entrepreneurship Development (2 Weeks)
- Starting a small Enterprise (3 Weeks)
- Non Farm Employment for Rural Women (3 Days)
- Office Management (1 Week)
- Human Resource Management (2 Weeks)
- Project Management (2 Weeks)
- Management of Industrial Service Centre (1 Week)
- Industrial Extension Services (3 Weeks)



Women Entrepreneurs are in session in rural area of Dinajpur.

- Labour Laws and Industrial welfare (2 Weeks)
- Management Information System (1 Week)
- Management Skill Development (2 Weeks)
- Small Industries Management (12 Weeks)
- Management of Industrial Estates (1 Week)
- Production Management (2 Weeks)
- Diagnosing and Nursing of Sick Industries (3 Weeks)
- Productivity Improvement Techniques (1 Week)
- Industrial Potential Study (2 Weeks)

- Product Development (1 Week)
- Inventory Control (1 Week)
- Quality Mgt. in SCI Sector (2 Weeks)
- Cottage Industries Management (1 Week)
- Financial Management in SCI (2 Weeks)
- Project Appraisal (4 Weeks)
- Small Industries Financing (3 Weeks)
- Industrial Credit Management (2 Weeks)
- Book-Keeping and Accounting (2 Weeks)
- Costing and Pricing (1 Week)
- Cost Reduction Techniques (1 Week)
- Market study for SCI products (2 Weeks)
- Marketing & Sales Promotion of SCI Products (2 Weeks)
- Export Marketing of SCI products (2 Weeks)
- Marketing of SCI products (2 Weeks)
- Product Packaging (1 Week)
- Word Perfect (6 Weeks)
- Lotus 1-2-3 (6 Weeks)

Apart from the above training programmes the institute organises special courses on request from different organisations meeting their own requirements.

TRAINING METHODOLOGY

Class lectures, group discussions, field visit, business games, role play, case study, simulation, preparation and presentation of reports etc. are used as training methodologies.



Mr. Md. Alaur Rahman Chowdhury, Director (Finance), BSCIC addressing a Course Closing Ceremony.

RESEARCH

The research activities of the Institute are undertaken mainly to assess the training needs and to improve the existing training programmes of SCITI. It also carries out research work relating to various problems & prospects of the SCI sector. SCITI also conducts independent studies in different SCI related areas.

CONSULTANCY

Consultancy and information services are extended by SCITI as and when requested by other agencies and entrepreneurs. Some of the consultancy areas are :

- Curricula & course materials development for entrepreneurship & other training programmes.
- Socio-economic evaluation of development projects.
- Preparation of feasibility studies for industrial projects.
- Diagnosis of industrial sickness.
- Area potential study.
- Pre-investment and Post-investment counselling, etc.



BSCIC officers are in session in Project Appraisal Training Course.

CLIENTELE

Private sector entrepreneurs (both existing and potential), officials of BSCIC, banks & other GOs & NGOs working in SCI sector are the main clientele of SCITI.

MEDIUM OF INSTRUCTION

Medium of instruction for local participants is Bengali, but for International courses English is used. Training materials are available both in Bengali and English.

FACILITIES

The institute has a fullfledged audio visual laboratory, micro-computer. It also, provides residential facilities for the trainees.

EXCHANGE PROGRAMMES

SCITI endeavors to share experience and exchange ideas with other similar institutes at home and abroad for mutual benefit through exchange programmes, seminars, workshops and symposia.

TECHNICAL CO-OPERATION WITH INTERNATIONAL AGENCIES

The Asian Development Bank, The Ford Foundation, The Technonet Asia, Overseas Development Administration (ODA), UNIDO, ILO, Commonwealth Fund for Technical Co-operation (CFTC), German Agency for Technical Co-operation (GTZ) have been extending assistance to strengthen institute's training capabilities.



Some visibility of the Institute's Building

For further information contact may be made at the following address:

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