Training Calendar - 2016

With

Gantt Chart

Bangladesh-Korea Technical Training Centre (BKTTC)
Mirpur Road, Darus-Salam, Dhaka-1216

E-mail : principal@bkttc.com
         Sakawat.ali@yahoo.com
Phone  : +88-02-9000044, 9000184, 9000186
Website: www.skilledbangladesh.info/Bangladesh_Korea
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Address (With mobile) of Contact Persons Related to training Courses

Md. Abdur Rahman Miah  
Vice Principal  
Phone: +88-02-9000186  
Mobile: +88-01817015573

Nidhu Rani Das  
PA to Principal  
Tph: +88-02-9000044  
Mobile: +88-01914127999

Md. Monir Hossain  
Training Assistant  
Mobile: +88-01724092623

Contact:

Bangladesh-Korea Technical Training Centre (BKTTC), Dhaka  
Mirpur Road, Darus-Salam, Dhaka 1216

Email: principalbkttc67@yahoo.com  
Sakawet_alii@yahoo.com

Phone: +88-02-9000044, 9000184, 9000186

Website: www.skilledbangladesh.info/Bangladesh_Korea
Preface

Bangladesh-Korea Technical Training Centre (BKTTC), Dhaka is the oldest and largest technical training centre in the history of skills development in Bangladesh. This technical training centre is established to train the manpower for local and global market. Training is delivered in different employable trade as per the demand of local and overseas job market. In keeping with changing technology BKTTC, Dhaka is capable to start any courses on emerging technology. Course curriculum of BKTTC, Dhaka always updated its curriculum in line with demand. Innovation in all respects is always considered in teaching-learning. This training centre is working in line with the 'Vision 2021: Digital Bangladesh' of the government. Bangladesh-Korea Technical Training Centre (BKTTC), Dhaka always thinks for skills and quality of graduates. Since knowledge and skills is becoming the future currency, so BKTTC, Dhaka always try to do the best and the new thing.

Dr. Engr. Md. Sakawat Ali
Principal
BKTTC, Dhaka
E-mail: sakawat_ali@yahoo.com
Training & Skills Development

Training:

Training is equipping employees with required knowledge, skills and attitude for the job. A planned program designed to improve performance and to bring about measurable changes in knowledge, skills, attitude and social behavior of employees for doing a particular job. Training is a learning process that involves the acquisition of:

1. Knowledge,
2. Sharpening of Skills,
3. Concepts, rules, or
4. Changing of Attitudes and behaviors
to enhance the performance of employees.

Skills Development:

Skills, Knowledge and innovations are important driving forces of economic growth and social development in any country and those countries with higher levels of education and skills, adjust more effectively to challenges and opportunities in the global economy.

Skills development is defined as the full range of formal and non-formal vocational, technical and skills based education and training for employment and or self-employment. In keeping with international trends, skills development thus includes:

1. Pre-employment and livelihood skills training, including TVET, apprenticeships and school based TVET.
2. Education and training for employed workers, including workplace training and
3. Employment oriented and job-related short courses not currently affiliated with BTEB servicing both domestic and international market.

✓ Investment in knowledge pays the best interest ... Benjamin Franklin
✓ A man without skills is like a building without foundation. Dr.Engr. Md. Sakawat Ali
✓ Better skills, Better carrier, Better lives.............
✓ Low Skills - Low Productivity, Higher Skills - Higher Productivity............
✓ More skills less problem and less skills more problem........
Vision, Mission, Core Values & Objective

Bangladesh-Korea Technical Training Centre (BKTTC), Dhaka is pioneer in the skills development activities in Bangladesh. BKTTC, Dhaka believes that development of Bangladesh depends on generation of skilled manpower for the world of work. The Vision, Mission, Core Values & Objective of BKTTC, Dhaka is as follows:

VISION:

To be a model of Centre of Excellence in Technical & Vocational Education and Training (TVET) for national development.

MISSION:

To impart knowledge, skills, and attitudes in trainees using modern technology and research in keeping with changes in the local and global market.

Core Values:

- Skills
- Hands on training
- Innovations
- Discipline
- Integrity
- Inclusiveness
- Team spirit

Objectives:

1. To provide institution based vocational & technical training in different employable trades.
2. To conduct formal, informal and special training.
3. To conduct trade test for Overseas Employment.
BKTTC Culture:

Every institution should have its own culture. BKTTC, Dhaka is not the exception. BKTTC, Dhaka is delivering training on 34 trades for local and global job market. Bangladeshi migrants (Professional, skilled, semi-skilled and less-skilled) are working in 160 countries around the globe. Since BKTTC, Dhaka is playing a vital role for overseas employment. In this regards BKTTC, Dhaka has its own culture as follows:

- Borderless Organization
- Creative & Proactive Mindset
- Innovation Everywhere
- Pioneering Spirit
- Lifelong Learning
- No smoking campus
- Passion for Excellence
1.0 Introduction BKTTC

Background:

Bangladesh-Korea Technical Training Centre (BKTTC), Dhaka is established in 1942, at the time of 2nd world war to train up the retired army personnel and their dependents. With the financial & technical assistance of SEATO the Centre was shifted to Mirpur Road, Darus-salam, Dhaka in 1963. Finally with the financial & technical assistance of KOICA this TTC renovated, new machinery is installed and renamed as Bangladesh-Korea Technical Training Centre (BKTTC), Dhaka in 2008.

BKTTC at a glance:

<table>
<thead>
<tr>
<th>1</th>
<th>Total Area</th>
<th>19.5 acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Work shops</td>
<td>23 nos.</td>
</tr>
<tr>
<td>3</td>
<td>Computer lab</td>
<td>05 nos.</td>
</tr>
<tr>
<td>4</td>
<td>Class rooms</td>
<td>20 nos.</td>
</tr>
<tr>
<td>5</td>
<td>Hostel (Male &amp; Female)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>6</td>
<td>Yearly capacity</td>
<td>Around 10,500 (Approx)</td>
</tr>
<tr>
<td>7</td>
<td>Closed circuit camera</td>
<td>08</td>
</tr>
<tr>
<td>8</td>
<td>Wi-Fi system</td>
<td>Internal campus</td>
</tr>
<tr>
<td>9</td>
<td>Emergency power supply</td>
<td>500 KVA Generator</td>
</tr>
<tr>
<td>10</td>
<td>Job placement cell</td>
<td>01</td>
</tr>
<tr>
<td>11</td>
<td>Total Manpower</td>
<td>155 (Instructional 89)</td>
</tr>
</tbody>
</table>

BKTTC Campus:

BKTTC is located adjacent to Mirpur road, Darus-Salam, Dhaka. Total area of BKTTC, Dhaka is 19.5 acres. The Centre has a good number of well-equipped classrooms, laboratories/ conference hall. It has an aesthetic beauty with verdant surrounding provides a perfect environment for training, study, discussion, reflection and introspection. BKTTC, Dhaka has also a good library, recreational, sports facilities in the campus. Medical facilities is also available in the campus. It has modern facilities for conducting training, organizing conferences, seminars and workshops. A cafeteria is located at the north-east corner of BKTTC. It has big auditorium of 500 seated for conducting national and special program.

Focus and Range of Special Program:

Special program such as teachers training and training of soldiers for UN mission is usually conducted in this training centre. Besides this, Public Private Partnership (PPP) program is available for various technical trade or occupation. In addition, the Centre conducts 34 short specialized courses. The prime objectives of these courses are to create skilled manpower for local and overseas employment.

** Skilled manpower is the main tools for an industry **
Institutional Linkages:

BKTTC, Dhaka in collaboration with national and international industries/employers/agencies, conducts workshops seminars, training courses, research and case study program. Major areas of collaboration include skills development and Human Resource Development (HRD). Korean International Cooperation Agency (KOICA) and Japan International Cooperation Agency (JICA) conducts test for overseas employment. The Centre is pursuing a wide search to develop further collaboration with other internationally and nationally reputed institutions.

Video Conference Lab:

BKTTC has a modern lab having video conferencing facilities. BKTTC, Dhaka has also interactive SMART board and SMART class room. BKTTC emphasizes the digitization of its services. Registration of the participants, management of the courses, record keeping and evaluation through online is under way in this regard. Online registration is going to be mandatory for all core courses. BKTTC has also launched a project on “E-learning platform for migrant’s workers” under A2i program of Prime Minister’s Office (PMO). BKTTC has installed Wi-Fi technology in the campus to enable the faculty members, participants and the guest speakers for easy access to the internet. E-library and E-dask is also on the move.

Library:

The BKTTC Library is considered as one of the richest libraries among all the TTC’s in the country. It has an impressive collection of books and journals on emerging from home and abroad. The Library also offers bibliographical information services. The Centre has its own publications. Apart from various research works BKTTC published a magazine (celebrating 70 years) on training activities.

Computer Center:

The Computer Centre of BKTTC is fully equipped with brand PCs with broad-band internet connection. Participants and faculty are eligible for using computer lab. Total number of computer lab is 6

Language Laboratory:

The Centre has two language laboratories equipped with modern learning equipment and materials to facilitate language training for the participants as well as the members of faculty. The laboratories can accommodate 40 persons at a time. Moreover branch office of King Sejong Institute of Republic of Korea is continuing its service for Korean language course.

** More skills less problem. Less skill more problem **
Medical Facilities:
The centre has medical section and maintains a clinic with limited medical facilities. Participants are given free medical treatment, prescriptions and limited items of medicine. Medicine also provides in case of emergency.

Prayer Facilities:
The Centre has a beautiful mosque within its premises where Muslim participants may offer their daily prayers. In case of Friday prayer huge number of people attend in the prayer.

Courses at a glance in BKTTC, Dhaka:
- 01 Years Skills Certificate Course on 06 Trade
- Modular courses on 24 trades
- Trade testing facility
- Tailor made training facility
- Public private partnership (PPP) program
- Preliminary education program for EPS Korea
- Korean Language Course
- House Keeping
- Caregiver
- Orientation course for Saudi Arabia and Malaysia bound worker

Curriculum, Trainers & Equipment:
- Curriculum is updated by Korea University of Technology (KUT)
- Trainers trained from KUT / JOCV / JICA / ILO / KOICA
- Modern Machineries
- Computerized Numerical Control (CNC) Machines
- Electric Discharge Machine (EDM)

Assessment and Certification:
- BKTTC has a good number of Master trainer & Assessor for CBT & Course
- Bureau of Manpower, Employment and Training (BMET)
- Bangladesh Technical Education Board (BTEB)

** Skills is one's own asset, Skilled manpower is asset of a country **
### 1.1 BKTTC Training Program 2015:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Number of Courses</th>
<th>Desired number of Participants (each course)</th>
<th>Minimum acceptable number of Participants (each course)</th>
<th>Maximum acceptable number of Participants (each course)</th>
<th>Total number of desired Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Automobile</td>
<td>01 Year</td>
<td>01</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>02</td>
<td>Construction</td>
<td>01 Year</td>
<td>01</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>03</td>
<td>Mechanical</td>
<td>01 Year</td>
<td>01</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>04</td>
<td>Refrigeration &amp; Welding</td>
<td>01 Year</td>
<td>01</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>05</td>
<td>Electrical</td>
<td>01 Year</td>
<td>01</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>06</td>
<td>Electronics</td>
<td>01 Year</td>
<td>01</td>
<td>60</td>
<td>40</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>07</td>
<td>Auto mechanics (with driving)</td>
<td>06 Month</td>
<td>02</td>
<td>60</td>
<td>30</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>08</td>
<td>Auto electrician</td>
<td>06 Month</td>
<td>02</td>
<td>40</td>
<td>20</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>09</td>
<td>Refrigeration &amp; Air conditioning</td>
<td>06 Month</td>
<td>02</td>
<td>60</td>
<td>30</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>10</td>
<td>Electrician</td>
<td>06 Month</td>
<td>02</td>
<td>60</td>
<td>30</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>11</td>
<td>Electrical machine maintenance</td>
<td>06 Month</td>
<td>02</td>
<td>45</td>
<td>20</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>12</td>
<td>Computer Training Course</td>
<td>06 Month</td>
<td>02</td>
<td>40</td>
<td>20</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>13</td>
<td>Civil Auto CAD (2D-3D)</td>
<td>06 Month</td>
<td>02</td>
<td>30</td>
<td>20</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>14</td>
<td>Architectural Drafting with AutoCAD</td>
<td>06 Month</td>
<td>02</td>
<td>30</td>
<td>25</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>15</td>
<td>Mechanical Auto CAD (2D-3D)</td>
<td>06 Month</td>
<td>02</td>
<td>30</td>
<td>20</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>16</td>
<td>Computer Graphics Design</td>
<td>06 Month</td>
<td>02</td>
<td>30</td>
<td>20</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>17</td>
<td>Industrial Carpentry</td>
<td>06 Month</td>
<td>02</td>
<td>30</td>
<td>20</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>18</td>
<td>Machinist (Milling, Shaper, Lathe, Grinding) / Machine tools Practice / Mechanical Fitter</td>
<td>06 Month</td>
<td>02</td>
<td>30</td>
<td>20</td>
<td>60</td>
<td>120</td>
</tr>
<tr>
<td>19</td>
<td>Pipe Fitting (Plumbing &amp; Pipe Fitting)</td>
<td>06 Month</td>
<td>04</td>
<td>Morning 30+ Evening 30</td>
<td>15</td>
<td>30+30</td>
<td>120</td>
</tr>
<tr>
<td>20</td>
<td>Welding &amp; Fabrication (Arc &amp; gas)</td>
<td>06 Month</td>
<td>04</td>
<td>40</td>
<td>25</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>21</td>
<td>G-G Welding</td>
<td>06 Month</td>
<td>04</td>
<td>40</td>
<td>15</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>22</td>
<td>TIG &amp; MIG Welding</td>
<td>06 Month</td>
<td>04</td>
<td>40</td>
<td>15</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>23</td>
<td>General electronics</td>
<td>06 Month</td>
<td>04</td>
<td>40</td>
<td>20</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>24</td>
<td>Sizing Machine operator</td>
<td>06 Month</td>
<td>04</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td>25</td>
<td>Mid level garments supervisor</td>
<td>06 Month</td>
<td>04</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td>26</td>
<td>Quality Control Management (Garments)</td>
<td>06 Month</td>
<td>04</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td>27</td>
<td>Furniture &amp; Cabinet making</td>
<td>06 Month</td>
<td>04</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td>28</td>
<td>Oven Machine Operator (Garments)</td>
<td>06 Month</td>
<td>04</td>
<td>30</td>
<td>20</td>
<td>30</td>
<td>120</td>
</tr>
<tr>
<td>29</td>
<td>Tiles fixer/ Mason / Rod binder</td>
<td>06 Month</td>
<td>04</td>
<td>40</td>
<td>25</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>30</td>
<td>Machine tools practice &amp; CNC Machine Operator</td>
<td>06 Month</td>
<td>04</td>
<td>60</td>
<td>30</td>
<td>60</td>
<td>120</td>
</tr>
<tr>
<td>31</td>
<td>Korean Language Course</td>
<td>06 Month</td>
<td>04</td>
<td>40</td>
<td>30</td>
<td>50</td>
<td>240</td>
</tr>
<tr>
<td>32</td>
<td>EPS (Employment Permit System)</td>
<td>07 Days</td>
<td>04</td>
<td>40</td>
<td>30</td>
<td>50</td>
<td>240</td>
</tr>
<tr>
<td>33</td>
<td>Orientation Program</td>
<td>04 Days</td>
<td>04</td>
<td>40</td>
<td>30</td>
<td>50</td>
<td>240</td>
</tr>
<tr>
<td>34</td>
<td>House Keeping</td>
<td>07 Days</td>
<td>04</td>
<td>40</td>
<td>30</td>
<td>50</td>
<td>240</td>
</tr>
<tr>
<td>35</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>690</td>
</tr>
</tbody>
</table>

** As Per Requirement

12

** A good education leads both theory and practice **
2.0 Core Courses:

2.1 One Year Skills Courses (Automobile):

1. Duration : 1 Year
2. Number of Students : 60
3. Qualification : SSC Pass
4. Course Fee : 1271/= 
5. Accommodation : Limited Hostel Facilities
6. Selection Procedure : If applicant is twice than the seat capacity then written test is arranged for selection, otherwise viva is held for selection.
7. Objective : This course is designed to enhance the fundamental knowledge and skills on automobile servicing, repair and maintenance of modern automotive engine and vehicle, basic computer operation and effective skills on English language.
   * Repair of auto electric connections.
   * Engine scanning & head light alignment.
   * Adjustment of wheel alignment, transmission & steering System.
9. Evaluation : * Continuous assessment- Class test, Quiz test, assignment, Job Experiment, viva, behavior & Mid- exam.
   * Final assessment- Final Exam is conducted by BTEB.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Total Marks</th>
<th>Pass Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Theoretical Continuous (TC)</td>
<td>250</td>
<td>84</td>
</tr>
<tr>
<td>(b) Practical Continuous (PC)</td>
<td>250</td>
<td>84</td>
</tr>
<tr>
<td>(c) Theoretical Final (TF)</td>
<td>250</td>
<td>84</td>
</tr>
<tr>
<td>(d) Practical Final (PF)</td>
<td>250</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>336</td>
</tr>
</tbody>
</table>

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational & Industrial attachment.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB).

Course Management Team: 1. Mirza Khaled Hossain (Sr. Instructor)
2. Md. Ekramul Haque (Sr. Instructor)
3. Md. Nasir Uddin (Instructor)
4. Md. Ehasunul Kabir (Instructor)
5. Prokash Kumar Pramanik (Instructor)

** Better skills, better jobs, better lives **
2.2 One Year Skills Courses (Civil Construction):

1. Duration: 1 Year
2. Number of Students: 60
3. Qualification: SSC Pass
4. Course Fee: 1271/= 
5. Accommodation: Limited Hostel Facilities
6. Selection Procedure: If applicant is twice than the seat capacity then written test is arranged for selection, otherwise viva is held for selection.
7. Objective: This course is designed to enhance the knowledge, skills and attitude development in the area of construction materials and construction methodology.
8. Course Contents:
   - Operation, safety and uses of construction equipments.
   - The basic concepts of construction and construction materials.
   - Civil engineering drawing, estimating & costing.
   - Basic electricity, furniture making and shuttering, Chain & Leveling surveying, plumbing & sanitary works, basic computer.
   - Practice on Civil Auto-CAD & manual drawing of structure.
9. Evaluation:
   - Continuous assessment- Class test, Quiz test, assignment, job experiment, viva, behavior & Mid-exam.
   - Final assessment- Final Exam is conducted by BTEB.
10. Subject
    
    | Subject                  | Total Marks | Pass Marks |
    |--------------------------|-------------|------------|
    | (a) Theoretical Continuous (TC) | 250         | 84         |
    | (b) Practical Continuous (PC)  | 250         | 84         |
    | (c) Theoretical Final (TF)    | 250         | 84         |
    | (d) Practical Final (PF)      | 250         | 84         |
    |                           | 1000        | 336        |

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational & Industrial attachment.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:

1. Md. Delwar Hossain (CI)
2. Md. Hasmot Ali Biswash (Instructor)
3. Md. Moududur Rahman (Instructor)
4. Md. Abul Bashar Miah (Instructor)
5. Md. Waz Uddin (Instructor)
6. Md. Habibur Rahman (Instructor)
7. Mr. Abdur Rob Sheik (Instructor)
8. Mr. Sukumar Chandra Das (Sr. Instructor)
9. Mr. Abdul Wahab (Sr. Instructor)

** An investment in knowledge pays the best interest **
2.3 - One Year Skills Courses (Mechanical):

1. Duration : 1 Year
2. Number of Student : 50
3. Qualification : SSC Pass
4. Course Fee : 1271/= 
5. Accommodation : Limited Hostel Facilities
6. Selection Procedure : If applicant is twice than the seat capacity then written test is arranged for selection, otherwise viva is held for selection.
7. Objective : This Course is designed for to provide the knowledge, Skills & Attitude to the student through both of Theoretical and Practical Classes and to develop the working ability & habits By the practice of various Accommodations of Operations.
9. Evaluation : Skills and Theory Examination:-
   - Evaluation system in theory class – Question & Answer method.
   - Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   - Continuous assessment- Class test, Quiz test, assignment, Job Experiment, viva, behavior & Mid- exam.
   - Final assessment- Final Exam is conducted by BTEB.
10. Subject : 
    (a) Theoretical Continuous (TC) 250 84
    (b) Practical Continuous (PC) 250 84
    (c) Theoretical Final (TF) 250 84
    (d) Practical Final (PF) 250 84

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational & Industrial attachment.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:
1. Md. Toriqul islam (OI)
2. Kazi Aziz Akhter Md. Hasan (Sr. Instructor)
3. Mr. Somarendra Poddar (Sr. Instructor)
4. Md. Mohiuddin (Instructor)
5. Md. Abdur Rahim (Instructor)
6. Md. Hasinuzzaman (Instructor)
7. Md. Sirajul Islam (Instructor)
8. Md. Mokter Hassain (Instructor)

** An open window is a scene but a computer is a whole world. **
2.4 One Year Skills Courses (Refrigeration & Welding):

1. Duration : 1 Year
2. Number of Students : 60
3. Qualification : SSC Pass
4. Course Fee : 1271/-
5. Accommodation : Limited Hostel Facilities
6. Selection Procedure : If applicant is twice than the seat capacity then written test is arranged for selection, otherwise via is held for selection.
7. Objective : To provide basic knowledge, skills & attitude on welding, fabrication & Refrigeration. To develop skills on installation, servicing and repairing of RAC commercial plant. To develop skills to perform arc welding & cutting; gas welding & cutting; MIG (metal inert gas) & TIG (tungsten inert gas) welding.
8. Course Contents : Refrigeration and Air-Conditioning (RAC) tools & safety, function, tubing works, installation, charging-purging of refrigerant using Recovery & Re-cycling units, terminal of blower fan & compressor motor, Electrical wiring of all Accommodation of Refrigerator & Air-Conditioning units, install, servicing, maintenance, fault find & repair RAC domestic appliances & commercial AC plant. Different types of welding
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Continuous assessment - Class test, Quiz test, assignment, Job experiment, viva, behavior & Mid-exam.
   * Final assessment - Final Exam is conducted by BTEB.
10. Subject Total Marks Pass Marks

   (a) Theoretical Continuous [TC] 250 84
   (b) Practical Continuous [PC] 250 84
   (c) Theoretical Final [TF] 250 84
   (d) Practical Final [PF] 250 84

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational & Industrial attachment.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:
1. Md. Kafi Khan (sr.Instructor)
2. Md. Shamsud Doha (sr. Instructor)
3. Md. Mahabubur Rahman (sr. Instructor)
4. Md. Shariful Islam (Instructor)

** ** Nature is the source of knowledge ** **
### 2.5 One Year Skills Courses (Electrical):

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Duration</td>
<td>1 Year</td>
</tr>
<tr>
<td>2. Number of Students</td>
<td>60</td>
</tr>
<tr>
<td>3. Qualification</td>
<td>SSC Pass</td>
</tr>
<tr>
<td>4. Course Fee</td>
<td>1271/=</td>
</tr>
<tr>
<td>5. Accommodation</td>
<td>Limited Hostel Facilities</td>
</tr>
<tr>
<td>6. Selection Procedure</td>
<td>If applicant is twice than the seat capacity then written test is arranged for selection, otherwise viva is held for selection.</td>
</tr>
<tr>
<td>7. Objective</td>
<td>This course is designed to enhance the knowledge &amp; skills about domestic and industrial wiring, motor control system and testing of electrical installation and earthing.</td>
</tr>
</tbody>
</table>
| 8. Course Contents | * Practical on electrical circuits and electrical motor.  
* Controlling system of industry by modern sequence control trainer.  
* Uses of oscilloscope, power supply unit, sweep generator, digital multi-meter.  
* Industrial control system by using PLC trainer. |
* Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.  
* Taking Skills and Theory Examination.  
* Continuous assessment- Class test, Quiz test, assignment, Job Experiment, viva, behavior & Mid-exam.  
* Final assessment- Final Exam is conducted by BTEB. |
| 10. Subject | Total Marks | Pass Marks |
|   |   |   |
| (a) Theoretical Continuous (TC) | 250 | 84 |
| (b) Practical Continuous (PC) | 250 | 84 |
| (c) Theoretical Final (TF) | 250 | 84 |
| (d) Practical Final (PF) | 250 | 84 |

#### Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational & Industrial attachment.

#### Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

#### Course Management Team:

1. Mst. Umme Habiba Afteara Begam (CI)  
2. Mina Parvin (sr. Inst.,)  
4. Md. Fazlul Haque (Sr. Inst)  
5. M.M. Khalbar Ali (Instructor)  

** TVET is an investment not cost **
2.6 One Year Skills Courses (Electronics):

1. Duration: 1 Year
2. Number of Students: 60
3. Qualification: SSC Pass
4. Course Fee: 1271
5. Accommodation: Limited Hostel Facilities
6. Selection Procedure: If applicant is twice than the seat capacity then written test is arranged for selection, otherwise viva is held for selection.
7. Objective: This course is designed to enhance the knowledge, skills and attitude in performing testing, assembling, disassembling of electronic components, maintaining and repairing audio/video products and systems, electrical & electronics circuits and maintaining and repairing electronically-controlled domestic appliances. It also covers computer operation with internet browsing, industry control system and electronically-controlled office equipment repair and commissioning of consumer electronic products and systems.

8. Course Contents:
   - Making AC/DC power supply unit and amplifier.
   - UPS, IPS Assemble, CD & DVD Assemble.
   - Design and making (PCB)
   - Basic digital logic gate and hobby electronics.
   - Advance digital electronics Circuit.
   - Computer software language programming In C.
   - TV Assemble and LED TV repairing.
   - Uses of oscilloscope and pattern generator and Other Equipments.
   - Dish antenna assemble and maintenance.

9. Evaluation:
   - Continuous assessment-Class test, Quiz test, assignment, Job Experiment, viva, behavior & Mid-exam.
   - Final assessment- Final Exam is conducted by BTEB.

10. Subject:
    
    | Subject          | Total Marks | Pass Marks |
    |------------------|-------------|------------|
    | (a) Theoretical Continuous (TC) | 250 | 84 |
    | (b) Practical Continuous (PC) | 250 | 84 |
    | (c) Theoretical Final (TF) | 250 | 84 |
    | (d) Practical Final (PF) | 1000 | 336 |

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational & Industrial attachment.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:

1. Md. Showkot Ali Miah (Sr. Inst)
2. Hamida Khatun (Instructor)
3. Hasnat Zahan Munni (Instructor)
4. Shamima Yasmin (Instructor)
5. Md. Rafiquil Islam (Instructor)
6. Md. Halibur Rahman (Instructor)
7. Sahida Khatun (Instructor)

** TVET is the preparation for the world of work **
3.0 Short Courses

3.1 Six Month Courses (Computer)

1. Duration : 6 Months
2. Number of Students : 30
3. Qualification : SSC
4. Course Fee : 2034/= 
5. Accommodation : Non Residential

6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.

7. Objective : This course is designed for operating a personal computer and using office application software. Sending and receiving email, web browser, typing a document in Bangla and English, assembling a PC, use of network, troubleshooting computer and networks.

   * Continuous assessment- Class test, Quiz test, assignment,
   * Job Experiment, viva, behavior & Mid- exam.
   * Final assessment- Final Exam is conducted by BMET


9. Course Contents : * Internet Browsing & E-mail system.
                     * Networking & document printing.

10. Subject : Theory & Practical | Total Marks | Pass Marks
               (a) Theoretical Continuous (TC) 50 25
               (b) Practical Continuous (PC) 200 100
               (c) Theoretical Final (TF) 50 25
               (d) Practical Final (PF) 200 100
                                      500 250

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
01. Md Kamal Hossain (Sr.Inst)
02. Safina Islam (Sr.Inst)

** Low Skills - Low Productivity, Higher Skills - Higher Productivity **
3.2 Six Month Courses (Auto mechanics with driving)

1. Duration : 6 Months
2. Number of Students : 60
3. Qualification : Eight Pass
4. Course Fee : $3000
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is designed for the students to enhance skills of safe driving and basic knowledge of automobile maintenance for the demand of home and oversees job market.
8. Course Contents : Skills on drive a vehicle efficiently in different condition. Stop a vehicle during brake failure. Know the defensive driving. Take care of vehicle. Identification the different component of engine and vehicle. Basic servicing & maintenance at different systems of vehicle. Know the traffic rules & regulations & understand the road signs, road markings & traffic signals. Aware about duties & responsibilities of a driver. Know the automotive air pollution control system. Skills on first aid during road accident.
   * Evaluation system in Practical class - Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment - Final Exam is conducted by BTEB
10. Subject : Theory & Practical Total Marks Pass Marks
    (a) Theoretical Continuous (TC) 50 25
    (b) Practical Continuous (PC) 200 100
    (c) Theoretical Final (TF) 50 25
    (d) Practical Final (PF) 200 100

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:
1. Mirza Khaled Hossain (Sr.Inst)
2. Prokash Kumar Pramanik (Inst)
3. Md. Ehsanul Kabir (Inst)

** Learning by doing is the main feature of TVET **
3.3 Six Month Courses (Refrigeration & air Conditioning):

1. Duration: 6 Months
2. Number of Students: 60
3. Qualification: vii Pass
4. Course Fee: 2425/=
5. Accommodation: Non Residential
6. Selection Procedure: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective:
   • To understand main parts of refrigeration and air conditioning system and modern refrigeration system.
   • To provide basic knowledge and skills on Air Conditioning.
   • To develop skills on Installation, servicing and repairing of RAC domestic appliances & commercial plant.
9. Evaluation:
   • Evaluation system in theory class – Question & Answer method.
   • Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   • Taking Skills and Theory Examination.
   • Final assessment- Final Exam is conducted by BTEB
10. Subject:
    | Theory & Practical | Total Marks | Pass Marks |
    |---------------------|-------------|------------|
    | (a) Theoretical Continuous (TC) | 50 | 25 |
    | (b) Practical Continuous (PC) | 200 | 100 |
    | (c) Theoretical Final (TF) | 50 | 25 |
    | (d) Practical Final (PF) | 200 | 100 |

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:
1. Md. Kafi Khan [Sr. Instructor]
2. Kazi Sirazzoduluha [Sr. Instructor]
3. Md. Mahabubur Rahman [Sr. Instructor]
4. Md. Shariful Islam [Instructor]
5. Mr. Reboti Kumar Biswas [Instructor]

** If you get skills you get job, if you get job then poverty will be reduced **
3.4 Six Month Courses (General Electrician)

1. Duration : 6 Months
2. Number of Students : 60
3. Qualification : viii Pass
4. Course Fee : Free
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is designed to enhance the knowledge & skills about domestic and industrial installation including all kinds of testing.
8. Course Contents :
   * Practical on electrical circuits and electrical motor.
   * Controlling system of industry by modern sequence Control trainer.
   * Uses of oscilloscope, power supply unit, sweep generator, digital multimeter.
9. Evaluation :
   * Evaluation system in theory class – Question & Answer method.
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment- Final Exam is conducted by BTEB
10. Subject
    
    | Subject                  | Theory & Practical | Total Marks | Pass Marks |
    |--------------------------|--------------------|-------------|------------|
    | (a) Theoretical Continuous (TC) | 50                 | 25          |
    | (b) Practical Continuous (PC)   | 200                | 100         |
    | (c) Theoretical Final (TF)      | 50                 | 25          |
    | (d) Practical Final (PF)        | 200                | 100         |
    |                          | 500                | 250         |

Methodology: Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTEB)

Course Management Team:
1. Mst. Umme Habiba Afteara Begam (Ci.)
2. Md. Azahar Ali (Sr. Inst.)
3. M.M. Khaibar Ali (Inst.)

** Employment is a major tool for poverty reduction **
3.5 Six Month Courses Machine tools Practice & CNC Machine Operation Machinist

1. Duration : 6 Months
2. Number of Students : 60
3. Qualification : SSC pass
4. Course Fee : 4000/-/STEP/SEIP
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This Course is designed for to provide the knowledge, Skills & Attitude to the student through both of Theoretical and Practical Classes and to develop the working ability & habits by the practice of various Accommodations of Operations.
   • Evaluation system in Practical class – Completing specified job as per supplying Job sheet.
   • Taking Skills and Theory Examination.
   • Final assessment- Final Exam is conducted by BMET.
10. Subject

<table>
<thead>
<tr>
<th>Subject</th>
<th>Total Marks</th>
<th>Pass Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Theoretical Continuous (TC)</td>
<td>50</td>
<td>25</td>
</tr>
<tr>
<td>(b) Practical Continuous (PC)</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>(c) Theoretical Final (TF)</td>
<td>50</td>
<td>25</td>
</tr>
<tr>
<td>(d) Practical Final (PF)</td>
<td>200</td>
<td>100</td>
</tr>
</tbody>
</table>

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of face-to-face training, E-learning, Motivational, Industries visit.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Toriquil Islam (CI)
2. Kazi Aziz Akhter Md. Hanif (Sr. Instructor)
3. Md. Mahiuddin (Instructor)
4. Md. Abdur Rahim (Instructor)
5. Md. Hasanuzzaman (Instructor)
6. Md. Sirajul Islam (Instructor)

** Receive skills training, Enhance your economic status **
3.6 Six Month Courses (Auto mechanics with Auto electrician)

1. Duration: 6 Months
2. Number of Students: 60
3. Qualification: Eight Pass
4. Course Fee: 2745/-
5. Accommodation: Non Residential
6. Selection Procedure: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective: This course is designed to enhance the knowledge, skills and attitude in inspecting, cleaning and repairing mechanical or electrical parts, components, assemblies and sub-assemblies of automotive vehicle with petrol, diesel or gas engine.
8. Course Contents:
   - Repair of gasoline & diesel engine.
   - Repair of auto electric connections. It also covers engine tune-up for both diesel and gasoline; servicing of engine mechanical components such as intake, exhaust, cooling, lubricating, starting and braking system and performing power train, ignition, charging, steering and braking systems.
9. Evaluation:
   - Evaluation system in theory class - Question & Answer method.
   - Evaluation system in Practical class - Completing specified Job as per supplying Job sheet.
   - Taking Skills and Theory Examination.
   - Final assessment - Final Exam is conducted by BTFB
10. Subject:
    (a) Theoretical Continuous (TC) 50 25
    (b) Practical Continuous (PC) 200 100
    (c) Theoretical Final (TF) 50 25
    (d) Practical Final (PF) 200 100
    500 250

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BTFB)

Course Management Team:
1. Md. Nasir Uddin (Inst)
2. Md. Ekramul Haque (Inst)

** Better skill, Better carrier **
3.7 Six Month Courses (Electrical machine maintenance)

1. Duration: 6 Months
2. Number of Students: 60
3. Qualification: Eight Pass
4. Course Fee: 2520/= 
5. Accommodation: Non Residential 
6. Selection Procedure: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective: This course is designed to enhance the knowledge & skills about electrical installing, motor controlling circuit & nd attitude in fixing and securing equipment, applying repairing maintenance of all electrical home application.
8. Course Contents: 
   - Practical on electrical circuits and electrical motor.
   - Controlling system of industry by modern sequence control trainer.
   - Uses of oscilloscope, power supply unit, sweep generator, digital multimeter.
9. Evaluation: 
   - Evaluation system in theory class - Question & Answer method.
   - Evaluation system in Practical class - Completing specified Job as per supplying Job sheet.
   - Taking Skills and Theory Examination.
   - Final assessment: Final Exam is conducted by BMET
10. Subject: 
    
    Total Marks  Pass Marks  
    (a) Theoretical Continuous (TC) 50  25  
    (b) Practical Continuous (PC) 200  100  
    (c) Theoretical Final (TF) 50  25  
    (d) Practical Final (PF) 200  100  

Methodology: Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bangladesh Technical Education Board (BMET)

Course Management Team: 
1. Ummee Habiba Alteara Begam (CI) 
2. M.M. Khalilur Ali (Inst) 
3. Md Humayun Kabir Shuiyan (Inst)

** Be skilled, Be employed Be the change generation **
3.8 Six Month Courses (Graphic Design)

1. Duration: 6 Months
2. Number of Students: 60
3. Qualification: SSC
4. Course Fee: 2520/= (Non-Residential)
5. Selection Procedure: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
6. Objective: This course is designed to enhance the knowledge, skills and attitude in using industry office application software, separating image background, manipulation and retouching a digital image and content using an image processing application, creating shapes and applying text (e.g. Illustrator). It also covers developing materials doe printing and output and repairing interactive PDF files.

7. Course Contents:
   - Illustrator.
   - Photoshop.
   - Quark X press.

8. Evaluation:
   - Evaluation system in theory class – Question & Answer method
   - Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   - Taking Skills and Theory Examination.
   - Final assessment - Final Exam is conducted by BMET

9. Subject

<table>
<thead>
<tr>
<th>Subject</th>
<th>Total Marks</th>
<th>Pass Marks</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>(b) Practical Continuous (PC)</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>(c) Theoretical Final (TF)</td>
<td>50</td>
<td>25</td>
</tr>
<tr>
<td>(d) Practical Final (PF)</td>
<td>200</td>
<td>100</td>
</tr>
</tbody>
</table>

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Ambla Khatoon (Sr.Inst)
2. Md. Abul Qasem (Inst)
3. Md. Mahbub (Inst)

** Today's investment in human resources Tomorrow's prosperity **
3.9 Six Month Courses (Architectural Drafting with AutoCAD)

1. Duration: 6 Months
2. Number of Students: 30
3. Qualification: SSC Pass
4. Course Fee: 2520/= 
5. Accommodation: Non Residential
6. Selection Procedure: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective: This course is designed to enhance the knowledge, skills of Architectural drawing with Auto CAD (2D & 3D) in addition Manual drawing of civil & Architectural engineering aspects.
8. Course Contents: • Understand and uses of Auto CAD Software
• Practice on Auto CAD command (2D & 3D).
• Practice on Architectural drawing with Auto CAD (2D & 3D).
• Manually Practice on civil & Architectural engineering aspects
• Practice on three dimensional view, project drawing with CAD & Manually.
• Practice on multistoried building drawing as per RAJUK sheet
• Preparation of block model & printing practice.
• Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
• Taking Skills and Theory Examination.
• Final assessment: Final Exam is conducted by BMET
10. Subject

<table>
<thead>
<tr>
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<td>25</td>
</tr>
<tr>
<td>(d) Practical Final (PF)</td>
<td>200</td>
<td>100</td>
</tr>
</tbody>
</table>

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Sahnaj Akther (C1)
2. Urmila Saha (Sr.Inst)
3. Md Ferdous Rahman (Inst)
4. Rejwana Siddik (Inst)
5. Jesmin Aktar (Inst)
6. Rajia Sultana (Inst)

** TVET is key to world class workforce **
3.10 Six Month Courses (Civil AutoCAD)

1. Duration : 6 Months
2. Number of Students : 30
3. Qualification : SSC pass
4. Course Fee : 2520/= 
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is designed to enhance the knowledge, skills of Civil engineering drawing with Auto CAD (2D & 3D).
8. Course Contents : * Identification and uses of Auto CAD Software
* Practice on Auto CAD command (2D & 3D).
* Practice on Civil engineering drawing with Auto CAD (2D & 3D).
* Practice on three dimensional view, project drawing with CAD & Manually.
* Practice on multistoried building drawing as per RAJUK sheet
* Preparation of block model & printing practice.
* Evaluation system in Practical class—Completing specified job as per supplying Job sheet.
* Taking Skills and Theory Examination.
* Final assessment- Final Exam is conducted by BMET

10. Subject

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<tr>
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</tr>
<tr>
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<td>200</td>
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Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team : 
Md. Delowar Hossain (CI)
Md. Sukumar Chandro das (Sr.Inst)
Md. Rob Sheik (Inst)
Md. Whab Ali (Sr.Inst)

** New Skills for New Jobs **
3.11 Six Month Courses (Furniture making & Carpenter Shutter)

1. Duration : 6 Months
2. Number of Students : 30
3. Qualification : Eight Pass
4. Course Fee : 2020/= 
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is designed to enhance the knowledge, skills of Furniture making & Carpenter Shutter.
8. Course Contents :
   * Identification and uses of required tools equipments.
   * Practice on hand tools & measuring tools.
   * Practice on drilling tools.
   * Practice on cross cutting.
   * Practice on Joint & Joinery.
   * Making furniture e.g wooden table, chair tool etc.
   * Practice on wood polishing.
   * Practice on structural frame work (Wooden shuttering)
9. Evaluation :
   * Evaluation system in theory class – Question & Answer method
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment- Final Exam is conducted by BMET
10. Subject

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Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team: 1. Md. Delwar Hossain (Cl.)
                         2. Md. Waz Uddin (Inst.)
                         3. Md. Habibur Rahman (Inst.)

** Education is the most powerful weapon which you can use to change the world **
3.12 Six Month Courses (Mason, Rod Binder & Tiles Fixture)

1. Duration : 6 Months
2. Number of Students : 30
3. Qualification : Eight Pass
4. Course Fee : 2020/-
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is designed to enhance the knowledge, skills of Masonry, Rod Binding & Tiles Fixing.
8. Course Contents :
   • Identification and uses of required tools & equipments.
   • Practice on brick masonry, junction wall, cross wall & cavity wall construction.
   • Making of DPC & Patent stone flooring.
   • Practice on door-window frame fixing.
   • Practice on scaffolding preparation & setting.
   • Fabrication & placement of MS bar as per design.
   • Practice on tiles cutting manually & with the help machine.
   • Practice on water level, spirit level & plumb-bob level.
   • Practice on cast-in situ mosaic.
   • Practice on mosaic, marble tiles setting.
   • Practice on mosaic surface cutting with the help of floating machine.
9. Evaluation :
   • Evaluation system in theory class – Question & Answer method.
   • Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   • Taking Skills and Theory Examination.
   • Final assessment- Final Exam is conducted by BMET
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Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Delwar Hossain (Cl.)
3. Md. Moududur Rahman (Inst.)
4. Md. Abul Bashar Miah (Inst.)

** The knowledge and skills has become the currency of future **
3.13 Six Month Courses (General Electronics)

1. Duration : 06 Months
2. Number of Students : 60
3. Qualification : SSC
4. Course Fee : 2020
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is designed to enhance the knowledge, skills and attitude in performing testing assembling / disassembling of electronic components, maintaining and repairing audio/video products and systems, electrical & electronics circuits and maintaining and repairing electronically-controlled domestic appliances. It also covers computer operation with internet browsing, industry control system, cellular phone and electronically-controlled office equipment repair and commissioning of consumer electronic products and systems.
8. Course Contents :
   - Making AC/DC power supply unit and amplifier,
   - UPS, IPS Assemble, CD & DVD Assemble,
   - TV Assemble and LED TV repairing
   - Uses of oscilloscope and pattern generator and Other Equipments.
   - Dish antenna assemble and maintenance.
9. Evaluation :
   - Evaluation system in theory class—Question & Answer method.
   - Evaluation system in Practical class—Completing specified Job as per supplying Job sheet.
   - Taking Skills and Theory Examination.
   - Final assessment—Final Exam is conducted by BMET.
10. Subject Total Marks Pass Marks
     (a) Theoretical Continuous (TC) 50 25
     (b) Practical Continuous (PC) 200 100
     (c) Theoretical Final (TF) 50 25
     (d) Practical Final (PF) 200 100
     500 250

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Showkot Ali Miah (Sr. Inst.)
2. Hamida Khatun (Inst.)
3. Hasnat Zahed Munn (Inst.)
4. Shamima Yasmin (Inst.)
5. Md. Rafiqul Islam (Inst.)

** Employment is a major tool for poverty reduction **
3.14 Six Month Courses (Quality Control Management)

1. Duration : 06 Months
2. Number of Students : 30
3. Qualification : HSC pass
4. Course Fee : 500/-
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is specially designed to impart technical knowledge and skills to cope with the multifaceted requirement of production units the sewing section of RMG industry. The course will provide both theoretical and practical issues including current practice to make the students confidence to work in the related field.
8. Course Contents : Understand and use of industrial quality system.
   Practice on management system.
   Practice on indentify fault
   Practice on Production system
   Practice on inspection management
   Practice on industrial sewing machine
   Practice on drawing and cutting fabric
   Practice on dress making
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment- Final Exam is conducted by BMET
10. Subject | Total Marks | Pass Marks
(a) Theoretical Continuous (TC) | 50 | 25
(b) Practical Continuous (PC) | 200 | 100
(c) Theoretical Final (TF) | 50 | 25
(d) Practical Final (PF) | 200 | 100

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team: 1. Md. Amirul Islam (Sr.Inst.)
2. Md. Azmol Hossain (Inst.)
3. Jesmin Akter (Inst.)

** Learn to Live, Live to Learn **
3.15 Six Month Courses (Mid level Garment supervisor)

1. Duration : 06 Months
2. Number of Students : 30
3. Qualification : SSC pass
4. Course Fee : 500/-
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for nomination.
7. Objective : This course is specially designed to impart technical knowledge and skills to cope with the multifaceted requirement of production units the sewing section of RMG industry. The course will provide both theoretical and practical issues including current practice to make the students confidence to work in the related field.
8. Course Contents : Understand and use of industrial production system.
Practice on supervising system.
Practice on Machine and operator layout
Practice on Production system
Practice on operator management
Practice on industrial sewing machine
Practice on drawing and cutting fabric Practice on dress making
+ Evaluation system in Practical class - Completing specified Job as per supplying Job sheet.
+ Taking Skills and Theory Examination.
+ Final assessment- Final Exam is conducted by BMET

10. Subject
(a) Theoretical Continuous (TC) 50 25
(b) Practical Continuous (PC) 200 100
(c) Theoretical Final (TF) 50 25
(d) Practical Final (PF) 200 100

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team: 1. Md. Aminul Islam (Sr.Inst)
2. Md. Azmol Hossain (Inst)
3. Jesmin Akter (Inst)

** Vocational training is 80% hands on and 20% theory **
3.16 Six Month Courses (Welding & Fabrication)

3. Duration : 06 Months
4. Number of Students : 40
5. Qualification : VIII Pass
6. Course Fee : 4020/=  
7. Accommodation : Non Residential
8. Selection Procedure : Selection Procedure, otherwise viva is held for nomination.
9. Objective : To develop skills workforce
To develop socio-economic condition of the people
To create employment opportunities
To earn foreign currency
To provide basic knowledge, skills & attitude on welding & fabrication
To develop skills to perform arc welding & cutting, gas welding & cutting; MIG (metal inert gas) & TIG (tungsten inert gas) welding.

8. Course Contents : Introduction and classification of welding, workshop safety rules, use of welding machine and hand tools, polarity, electrode, electrode codes, welding current, voltage, ampere, Tack weld, welding joints, welding position, flux, ferrous and nonferrous metals, pre-heating and post heating, welding symbol, weld defects, inspection, testing and practical all kinds of related joint.

• Evaluation system in Practical class—Completing specified Job as per supplying Job sheet.
• Taking Skills and Theory Examination.
• Final assessment: Final Exam is conducted by BMET

10. Subject | Total Marks | Pass Marks

| (a) Theoretical Continuous (TC) | 50 | 25 |
| (b) Practical Continuous (PC) | 200 | 100 |
| (c) Theoretical Final (TF) | 50 | 25 |
| (d) Practical Final (PF) | 200 | 100 |
| | 500 | 250 |

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Nazmul Alam (Inst)
2. Md. Kamruzzaman (Inst)

** Continuous assessment is for continuous improvement **
3.17 Six Month Courses (Mechanical Auto-CAD)

1. Duration : 06 Months
2. Number of Students : 30
3. Qualification : SSC Pass
4. Course Fee : $2520
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : To provide the Students with an opportunity to acquire the knowledge, Skills and Attitude for drawing the various Accommodations of Mechanical Jobs & operations through the Auto-CAD Drawing system.
8. Course Contents : Identify & use Necessary Tools Equipment of Mechanical Auto CAD Trade, Perform Different Lines, Perform Polygon, Geometrical Drawing, Square column, Circle plate, Washer, Angles, Offset drawing, Different diameters Circle Setting, Array, Orthographic & Isometric (L Block), Orthographic & Isometric View (V Block), Orthographic & Isometric View (T ), Mechanical Parts Drawing (Cross Block), Mechanical Parts Drawing (Rectangular hollow Block), Bicycle, form Box Wrench, Ratchet Wheel, Mechanical Elements Drawing, Mechanical Hooks Drawing, Spar Gear, Handle Drawing, Knob Drawing, Radius Gage, Pipe bending profile, L-clamp, Rivet Joint Drawing, Hook Clamp Drawing, Machine Base Drawing, Rectangular hollow Block, Machine Accelerator Drawing, Ball Bearing center, Template Drawing, Bold Drawing.
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
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Methodology: Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team: Kazi Aziz Akter Md. Hanif (Sr.Inst)
                        Somrendra Poddar (Sr.Inst)
                        Md. Monfar Hossain (Inst)

** An investment in knowledge pays the best interest **
4.0 Short Courses (03 Months)

4.1 Three Month Courses (Sewing machine operator)

1. Duration : 03 Months
2. Number of Students : 30
3. Qualification : Eight pass
4. Course Fee : 320/-
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : This course is specially designed to impart technical knowledge and skills to cope with the multifaceted requirement of production units the sewing section of RMG industry. The course will provide both theoretical and practical issues including current practice to make the students confidence to work in the related field.
8. Course Contents : Practice on operator main and minor component
Practice on industrial sewing machine
Practice on drawing and cutting fabric
Practice on dress making
• Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
• Taking Skills and Theory Examination.
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Methodology:
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Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Amirul Islam (Sr.Inst)
2. Md. Azmal Hossain (Inst)
3. Jesmin Akter (Inst)

*** Do the best - That you can do, Be the best - That you can be ***
4.2 Three Month Courses (6G Welding)

1. Duration : 03 Months
2. Number of Students : 40
3. Qualification : VIII Pass
4. Course Fee : 16,000/= Non Residencial
5. Selection Procedure : If the applicant is twice than the seat capacity then written test adapt for
Selection Procedure, otherwise viva is held for nomination.
6. Objective:
   - To develop skills workforce
   - To develop socio-economic condition of the people
   - To create employment opportunities
   - To earn foreign currency
   - To provide basic knowledge, skills & attitude on welding & fabrication
   - To develop skills to perform arc welding & 6G welding (Pipe welding)

7. Course Contents:
   - Introduction and classification of welding, workshop safety rules, use of welding machine and hand tools, polarity, electrode, electrode codes, welding current, voltage, ampere, Tack weld, welding joints, welding position, flux, ferrous and nonferrous metals, pre-heating and post heating, welding symbol, weld defects, inspection, testing and practical all kinds of related 6G welding (Pipe welding) joint.

8. Evaluation:
   * Evaluation system in theory class – Question & Answer method.
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment- Final Exam is conducted by BMET

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Methodology:
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Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Nazmul Alam (Inst)
2. Md. Kamruzzaman (Inst)

** Skilled manpower is the main tools for an industry **
4.3 Three Month Courses (Tig & Mig Welding)

1. Duration: 03 Months
2. Number of Students: 40
3. Qualification: vii Pass
4. Course Fee: 8,000/-
5. Accommodation: Non Residential
6. Selection Procedure: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective:
   - To develop skills workforce
   - To develop socio-economic condition of the people
   - To create employment opportunities
   - To earn foreign currency
   - To provide basic knowledge, skills & attitude on welding & fabrication
   - To develop skills to perform arc welding & cutting, gas welding & cutting, MIG (metal inert gas) & TIG (tungsten inert gas) welding.
8. Course Contents:
   - Introduction and classification of welding, workshop safety rules, use of welding machine and hand tools, polarity, electrode, electrode codes, welding current, voltage, ampere. Tack weld, welding joints, welding position, flux, ferrous and nonferrous metals, pre-heating and post heating, welding symbol, weld defects, inspection, testing and practical all kinds of related Tig & Mig welding joint.
9. Evaluation:
   - Evaluation system in theory class – Question & Answer method.
   - Evaluation system in Practical class – Completing specified job as per supplying job sheet.
   - Taking Skills and Theory Examination.
   - Final assessment- Final Exam is conducted by BMET
10. Subject
    (a) Theoretical Continuous (TC) 50 25
    (b) Practical Continuous (PC) 200 100
    (c) Theoretical Final (TF) 50 25
    (d) Practical Final (PF) 200 100
    500 250

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Nazmul Alam (Inst)
2. Md. Kamruzzaman (Inst)

** More skills less problem, Less skill more problem **
4.4 Three Month Courses (Plumbing & Pipe Fitting)

1. **Duration**: 3 Months
2. **Number of Students**: 30
3. **Qualification**: VIII Pass
4. **Course Fee**: 2500/-
5. **Accommodation**: Non Residential
6. **Selection Procedure**: If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. **Objective**: To provide the Students with an opportunity to acquire the knowledge, Skills and Attitude about Drawings of Water supply lines, Sanitation and Waste-water drainage system of the Buildings.
8. **Course Contents**: Introduction, Knowledge and Practice about the Plumbing System, Classification of Pipes of Water supply lines, Jointing of pipes and various Accommodations of fixtures and Accessories. Knowledge and Practice about the materials of fixtures, Flash-Valve, flashing Cisterns and Traps, Tools & Equipments, Installation of Fixtures and Accessories of Plumbing system, Pipe Lines, Man-Hole & Septic-Tanks, working Procedure of Septic-Tanks and Choke-Wels, Repair & Maintenance work of Plumbing Installations, Knowledge and Practice about the need of Repair & Maintenance work of Sewerage, Drainage And Waste-water Lines, Symbols are used in the Plumbing Systems.

9. **Evaluation**
   - Evaluation system in theory class – Question & Answer method.
   - Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   - Taking Skills and Theory Examination.
   - Final assessment- Final Exam is conducted by BMET.

10. **Subject**
    
    | Subject             | Total Marks | Pass Marks |
    |---------------------|-------------|------------|
    | (a) Theoretical Continuous (TC) | 50 | 25 |
    | (b) Practical Continuous (PC) | 200 | 100 |
    | (c) Theoretical Final (TF) | 50 | 25 |
    | (d) Practical Final (PF) | 200 | 100 |
    |                     | 500 | 250 |

**Methodology:**
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

**Certification:** Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

**Course Management Team:**
1. Md. Abdul Gofur Khan [Inst]

**Skills is one’s own asset, Skilled manpower is asset of a country**
Three Month Courses (Aluminum Fabrication)

1. Duration : 3 Months
2. Number of Students : 60
3. Qualification : VIII Pass
4. Course Fee : 2500/-
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : To provide the Students with an opportunity to acquire the knowledge, Skills and Attitude for understanding the drawings of the various Accommodations of Aluminum fabrication works, operations of Fittings and Accessories.
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment- Final Exam is conducted by BMET

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Methodology:
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Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Kazi Aziz Akter Md. Hanif [Sr.Inst]
2. Md. Muhiddin [Inst]
3. Md. Shiraajul Islam [Inst]

** Training is an investment for the future **
5.0 Short Courses (02 Months)

5.1 Two Month Course (Woven Garments Operator)

1. Duration : 02 Months
2. Number of Students : 30
3. Qualification : VIII pass
4. Course Fee : Free
5. Accommodation : Non Residential

6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.

7. Objective : This course is specially designed to impart technical knowledge and skills to cope with the multifaceted requirement of production units in the sewing section of RMG industry. The course will provide both theoretical and practical issues including current practice to make the students confidence to work in the related field.

8. Course Contents :
   Practice on sewing machine operator system
   Practice on operator main and minor component
   Practice on industrial sewing machine
   Practice on drawing and cutting fabric
   Practice on dress making

9. Evaluation :
   * Evaluation system in theory class – Question & Answer. method.
   * Evaluation system in Practical class – Completing specified Job as per supplying Job sheet.
   * Taking Skills and Theory Examination.
   * Final assessment. Final Exam is conducted by BMET.

10. Subject
    (a) Theoretical Continuous (TC) 50 25
   (b) Practical Continuous (PC) 200 100
   (c) Theoretical Final (TF) 50 25
   (d) Practical Final (PF) 200 100
   500 250

Methodology: Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Amirul Islam (Sr.Inst)
2. Md. Azmol Hossain (Inst)
3. Jesmin Akter (Inst)

** A good education leads both theory and practice **
5.2 Two Month Course [Korean Language]

1. Duration : 02 Months
2. Number of Students : 30
3. Qualification : SSC Pass
4. Course Fee : 1250/-
5. Accommodation : Non Residential
6. Selection Procedure : If applicant is twice than the seat capacity then written test adapt for Selection Procedure, otherwise viva is held for nomination.
7. Objective : CBT under EPS, job in Korea under EPS
8. Course Contents : Basic Korean Language [reading, writing, speaking and grammar].

   * Evaluation system in Practical class - Completing specified Job as per supplying Job sheet.

   * Taking Skills and Theory Examination,

   * Final assessment - Final Exam is conducted by BMET

10. Subject

<table>
<thead>
<tr>
<th></th>
<th>Total Marks</th>
<th>Pass Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Theoretical Continuous (TC)</td>
<td>50</td>
<td>25</td>
</tr>
<tr>
<td>(b) Practical Continuous (PC)</td>
<td>200</td>
<td>100</td>
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<tr>
<td>(c) Theoretical Final (TF)</td>
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<td>25</td>
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<tr>
<td>(d) Practical Final (PF)</td>
<td>200</td>
<td>100</td>
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<tr>
<td></td>
<td>500</td>
<td>250</td>
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</table>

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, E-learning, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Abdur Rahman (VP)
3. Md. Abdul Hannan (Instructor)

** Better skills, better jobs, better lives **
6.0 Short Courses

6.1 One Month Course (House Keeping):

1. Duration: 01 Month / 30 Days
2. Number of Students: 50
3. Qualification: V. Pass
4. Course Fee: 300/- (Morning) / 600/- (Evening)
5. Accommodation: Non Residential
6. Selection Procedure: Candidates present herself with passport. If applicant is twice than the seat capacity then viva test adapt for Selection Process.
7. Objective: To Promote safe migrants of women workers. To produce skilled women workforce to maximize remittance.
8. Course Contents:
   * Dressing of Living Room, Bedroom and Dining Room.
   * Use of Kitchen wares and Appliances.
   * Cleaning of Toilets.
   * Use of Household Appliances (Washing Machine, Microwave Oven, Vacuum Cleaner, Dishwasher etc).
   * Overcoming Home Sickness.
   * Baby Care, Care of old age and Sick persons
   * Personal hygiene, Safety and Cleanliness.
   * Etiquette and manners.
   * Practices of Destination Countries.
     i) Arabic Language.
     ii) Culture.
     iii) Rules and Regulations.
     Food Habits.
9. Evaluation:
   * Evaluation system: Continuous assessment & Final
   * Continuous assessment:
     Attendance: 20
     Class test 1: 20 (Viva & Practical)
     Class test 2: 20 (Viva & Practical)
   * Final Examination: 40 (Viva & Practical)

Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, Video, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Delwar Hossain (CI)
2. Shahida Khatun (Instructor)
3. Md. Taiub Ali (Instructor)

** An investment in knowledge pays the best interest **
7.0 Special Courses

7.1 Three Days Orientation Courses for Kingdom of Saudi Arabia (KSA):

1. Duration : 03 Days
2. Number of Students : 50
3. Qualification : V pass
4. Course Fee : 120/-
5. Accommodation : Non Residential
6. Selection Procedure : Candidate present himself with visa and Non-criminal certificate from counselor/ UP chairman

7. Objective : To Promote safe migrants of male workers. To produce skilled male workforce to maximize remittance.

8. Course Contents :
   * Personal hygiene, Safety and Cleanliness.
   * Etiquette and manners.
   * Practices of Destination Countries.
     i) Arabic Language.
     ii) Culture.
     iii) Rules and Regulations KSA
         Food Habits of KSA


Methodology:
Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, Video, Motivational.

Certification: Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

Course Management Team:
1. Md. Abdul Rahman (VP)
3. Md. Abdul Hannan (Instructor)

** Nature is the source of knowledge **
### 7.2 Seven Days Course for EPS Korea:

<table>
<thead>
<tr>
<th></th>
<th>Duration</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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<tr>
<td>3</td>
<td>Qualification</td>
<td>Class Ten</td>
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<tr>
<td>4</td>
<td>Course Fee</td>
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<tr>
<td>5</td>
<td>Accommodation</td>
<td>Non Residential</td>
</tr>
<tr>
<td>6</td>
<td>Selection Procedure</td>
<td>Candidate usually sent through BOESL</td>
</tr>
<tr>
<td>7</td>
<td>Objective</td>
<td>Destination Countries desired to Promote safe migrants workers. To produce skilled workforce to maximize remittance.</td>
</tr>
</tbody>
</table>

8. **Course Contents:**
   - Personal hygiene, Safety and Cleanliness.
   - Etiquette and manners.
   - Practices of Destination Countries.
     - Korean Language.
     - Culture.
     - Rules and Regulations of Korea Food Habits Korea

9. **Evaluation**
   - Total Marks: 20
     - Pass mark: 12
   **If result and behavior is not satisfactory then extra class is taken in next day**

### Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to-face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-face training, Video, Motivational.

### Certification:
Certification of the above course is from Bureau of Manpower Employment and Training (BMET)

### Course Management Team:

4. Md. Abdur Rahman (VP)
5. Md. Kafi Khan (Sr. Instructor)
5. Md. Abdul Hannan (Instructor)

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**An open window is a scene but a computer is a whole world**
8.0 Challenges:

Technology changes day by day. In keeping with changing technology and local & overseas demand of the employer the institution face some challenges. The challenges of BKTTC, Dhaka is as follows:

- Improvement of training quality
- Enhancement enrolment
- Maximize employment
- Introduction of job oriented and demand driven trade/technology
- Enhancement of female participation
- International Recognition.

8.1 Future Plans:

Knowledge and skills is the future currency. Future is difficult to predict. But it is universal that future is the next exit. BKTTC, Dhaka has plans for the future in keeping with the technologically changing world. The future plans of BKTTC, Dhaka is as follows:

- International recognition
- SMS Service for Every Activity of BKTTC Automation System
- Implementation of CBT&A
- Self Sufficient Solar System
- Video Conferencing facility
- SMART class room in each trade
- Online admission & result system

**Nature is the source of knowledge.**
<table>
<thead>
<tr>
<th>Task No</th>
<th>Tasks</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<td>Cycle 01</td>
<td>Cycle 02</td>
<td>Cycle 03</td>
<td>Cycle 04</td>
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<td>Machine (Milling, Shaving, Gimming)</td>
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<td>FT</td>
<td>QT</td>
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<td></td>
<td>Pipe Fitting (Plumbing &amp; Pipe Fitting)</td>
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<td>Welding &amp; Fabrication (Arc&amp;gas)</td>
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<td></td>
<td>TIG &amp; MIG Welding</td>
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<td>Cycle 03</td>
<td>Cycle 04</td>
<td>Cycle 05</td>
<td>Cycle 06</td>
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<td>Korean Language Course</td>
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<td>Renovation work</td>
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</tbody>
</table>

* CT - Quiz Test, *CT - Class Test, *MT - Mid Test, FT - Final Test, IA - Industrial Attachment RE - Registration
Be Skilled, Be Employed, Be The Change Generation

বাংলাদেশ কারিগিরি শিক্ষা বোর্ড এবং বিএমইটি কর্তৃক অনুমোদিত কোর্স সমূহ

**One Year Skill Courses**

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<th>Number of Seat</th>
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<tr>
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<tr>
<td>02</td>
<td>Electrical</td>
<td>60</td>
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<tr>
<td>03</td>
<td>Refrigeration &amp; Welding</td>
<td>60</td>
</tr>
<tr>
<td>04</td>
<td>Mechanical</td>
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<tr>
<td>05</td>
<td>Electronics</td>
<td>60</td>
</tr>
<tr>
<td>06</td>
<td>Civil Construction</td>
<td>60</td>
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**Modular Courses**

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<tbody>
<tr>
<td>01</td>
<td>Auto mechanics (with driving)</td>
<td>06</td>
</tr>
<tr>
<td>02</td>
<td>Auto mechanics With Auto electrician</td>
<td>06</td>
</tr>
<tr>
<td>03</td>
<td>Refrigeration &amp; Air conditioning</td>
<td>06</td>
</tr>
<tr>
<td>04</td>
<td>Electrician</td>
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<td>Electrical Machine Maintenance</td>
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<td>06</td>
<td>Computer Training Course</td>
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<tr>
<td>07</td>
<td>Civil Auto CAD (2D-3D)</td>
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<td>08</td>
<td>Architectural Drafting with Auto CAD</td>
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<td>09</td>
<td>Mechanical Auto CAD (2D-3D)</td>
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<td>Computer Graphics Design</td>
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<td>Machinist (Milling, Shaper, Grinding)</td>
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<td>Plumbing &amp; Pipe Fitting</td>
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<td>16</td>
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<table>
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<tr>
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</tr>
<tr>
<td>18</td>
<td>General Electronics</td>
<td>06</td>
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<td>19</td>
<td>Sewing Machine operator</td>
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<td>20</td>
<td>Mid level garments supervisor</td>
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<tr>
<td>21</td>
<td>Quality Control Management</td>
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<td>Furniture making &amp; Carpentry Shutter</td>
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<tr>
<td>23</td>
<td>Tiles Fixer/ Mason/ Rod Binder</td>
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<td>Caregiver &amp; Baby Sitter</td>
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<tr>
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Admission Time: December / March / June / September

বাংলাদেশ-কোরিয়া কারিগিরি প্রশিক্ষণ কেন্দ্র
মিরপুর রোড, দারুস সালাম, ঢাকা-১২১৬।