

Participants	
Male	28
Female	2
Total	30



Bangladesh Institute of Administration and Management (BIAM) Foundation
Regional Center, Cox's Bazar
 Jhawtala Sea Beach Road, Cox's Bazar-4700, Bangladesh
www.biam-coxsabazar.gov.bd



Daily Schedule

25th Departmental Foundation Training Course for the Instructors of the Directorate of Technical Education (06 August - 04 October 2023)

Working Day: 15, Week No.: 3

Date: 23 August 2023 [Wednesday]

25th DFTC Dress Code:- Male: White Shirt, Black Pant and Tie; Female: White Salwar Kameez			
Time	Topic	Speaker/Organizer	Venue
08:45 - 08:55	Formal Photo Session	Course Management Team	Classroom-2
09:00 - 11:00	Service Simplification and Innovation (13:13)	Mr. Md. Mahbub-ul-Alam [Director General (Additional Secretary), BIAM Foundation, Dhaka]	Classroom-2
11:30 - 13:30	Role of civil servants against violence, terrorism and communalism. (13:02)	Mr. Md. Mahbub-ul-Alam [Director General (Additional Secretary), BIAM Foundation, Dhaka]	Classroom-2
14:30 - 16:30	Preparation for Assignment	Participants	Classroom-2
17:00 - 17:45	DG's Tea (Dress: Formal)	Course Management Team	Cafeteria-1
19:10 - 21:10	Group Presentation as Prescribed	Mr. Md. Mahbub-ul-Alam [Director General (Additional Secretary), BIAM Foundation, Dhaka]	Classroom-2
For 25th DFTC			
Time	Topic	Speaker/Organizer	Venue
06:00-07:00	PT	PT Instructor	Field
08:00-08:30	Breakfast	President of Mess Committee	Cafeteria-1
11:00-11:15	Tea Break	Course Management Team	Cafeteria-1
13:30-14:00	Lunch	President of Mess Committee	Cafeteria-1
20:45-21:30	Supper	President of Mess Committee	Cafeteria-1

This Schedule is subject to change

Copy to: 01. All Faculty Members & CMT
 02. PA to Director for Director's Kind Information
 03. Class Attendant/Notice Board/Office Copy

22 August 2023

Md. Lutfur Rahman (Director)
 Course Director
 25th Departmental Foundation Training Course