

Participants	
Male	34
Female	6
Total	40

Bangladesh Institute of Administration and Management (BIAM) Foundation



Regional Center, Bogura

Upshohor, Nishindara Bogura.

www.biam-bogura.gov.bd



Daily Course Schedule

30th Departmental Foundation Training Course for Officers of the Directorate of Technical Education

(15 April - 13 May 2024)

Working Day: 15, Week No.: 4

Date: 06 May 2024 [Monday]

Dress Code Session: Male: ; Female:			
Time	Topic	Speaker/Organizer	Venue
05:50 - 06:45	PT	PT Instructor	Playground
08:00 - 08:45	Breakfast	President of Mess Committee	Dining-01
09:00 - 11:00	ACR writing and initiating (08:08)	Mr. Md. Abdul Mannan (6575) [Additional Secretary], Director (Finance), BIAM, Dhaka	Classroom -01
11:00 - 11:30	Tea Break	President of Mess Committee	Dining-01
11:30 - 13:30	Reading skill (11:04)Reading Skill	Mr. Md. Abdul Mannan (6575) [Additional Secretary], Director (Finance), BIAM, Dhaka	Classroom -01
13:30 - 14:30	Prayer & Lunch	President of Mess Committee	Dining-01
14:30 - 16:30	Book review report and presentation of report (14:02)	Mr. Md. Abdur Rofiq (6810) [Deputy Secretary], Director, BIAM, Bogura	Classroom -01
16:45 - 17:45	Sports	Sports Instructor	Playground
21:30 - 22:30	Supper	President of Mess Committee	Dining-01

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

05 May 2024

Md. Abdur Rofiq (Director)

Course Director

30th Departmental Foundation Training Course
for Officers of the Directorate of Technical Education