

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: 14, Week No.: 3

Date: 22 August 2023 [Tuesday]

25th DFTC Dress Code:- Male: Light Blue Shirt, Black Pant and Tie; Female: Light Blue Salwar Kameez

Time	Topic	Speaker/Organizer	Venue
09:00 - 11:00	Noting, Drafting and Summary Writing (08:02)	Mr. Arif Ahmed [Joint Secretary, Director (Admin), BIAM Foundation, Dhaka]	Classroom-2
11:30 - 13:30	Audit Objection & its Disposal (10:06)	Mr. Arif Ahmed [Joint Secretary, Director (Admin), BIAM Foundation, Dhaka]	Classroom-2
14:30 - 16:30	Techniques of Project Appraisal & Selection of Project (09:02)	Mr. Arif Ahmed [Joint Secretary, Director (Admin), 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
16:30-17:15	Refreshment	Course Management Team	Cafeteria-1
17:30-18:30	Sports	Sports Instructor	Field
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

21 August 2023

Md. Lutfur Rahman (Director)

Course Director

25th Departmental Foundation Training Course