TRAINING OF TRAINERS (TOT) COURSE
(29 September – 12 October 2024)

Course Guidelines

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

www.bpatc.gov.bd

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(29 September – 12 October 2024)

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T*able of Content*

Introduction

Bangladesh Public Administration Training Centre (BPATC) is the apex-training institute in the Public Sector of Bangladesh. Government officials of almost all cadres and officials belonging to various departments and autonomous bodies undergo training at BPATC. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). It is 28 kilometers north-west from Dhaka city and is located in a beautiful place along Dhaka-Aricha highway near Jahangirnagar University. It has four regional centres in Dhaka, Chattogram, Khulna and Rajshahi.

The Centre conducts three core courses, namely, Senior Staff Course (SSC), Advanced Course on Administration and Development (ACAD), Foundation Training Course (FTC). Joint Secretaries to the Government and the equivalent from defence services, different departments and autonomous bodies participate in the SSC. The ACAD is designed for Deputy Secretaries and the equivalent from defence services, various departments and autonomous organizations. New entrants to the Bangladesh Civil Service (BCS), officers of Bangladesh Judicial Service and other class-I officers of the government participate in the FTC. Beside core courses, BPATC organizes some special short courses. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries to the Government.

Rector is the Chief Executive Officer of the Centre. BPATC is staffed with 6 Members Directing Staff (MDS) (Additional/Joint Secretary to the Government of Bangladesh and officials of the same status), 19 Directors (Deputy Secretary and officers of the same status) and 90 other class-I officials of the position of Deputy Directors, Librarians, Assistant System Analyst, Programmer, Medical Officers, Senior Research Officers, Assistant Directors, Assistant Programmer, Publication Officer, Research Officers and Evaluation Officers etc.

BPATC at a Glance

- Bangladesh Public Administration Training Centre (BPATC) has been established on 28 April 1984 as a Corporate Body with substantial autonomy in both financial and administrative matters.

- BPATC is located at 28 kilometres north-west from Dhaka in a lush of natural environment especially marked for its ever- green, clean and serene specialty.

- A seventeen-member Board of Directors (BoD) chaired by the Hon'ble Minister provides necessary advice to run the Centre smoothly and smartly.

- The Centre is headed by a Rector who is a Secretary to the Government assisted by six Member of Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government. Each MDS leads a Division.

- Each division consists of a number of departments headed by a Director of the rank of Deputy Secretary. Below them are Deputy Directors, Assistant Directors, Evaluation Officers and Research Officers.

- BPATC has four Regional Centres called Regional Public Administration Training Centre (RPATC) located at four old Divisional Headquarters namely Dhaka, Chattogram, Rajshahi and Khulna. Establishment of RPATC at other Divisional Headquarters is under process.

- BPATC conducts both career oriented training courses and skill oriented short training courses.

- Career oriented and core courses of BPATC include Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and Policy Planning Management Course (PPMC).

- FTC is designed for the new entrants to Bangladesh Civil Service including officers of Judicial Service, ACAD for Deputy Secretaries and their equivalent officers' of Defence Services and public sector departments. SSC is for the Joint Secretaries to the government and their equivalents from the Defence Services while PPMC is for the Additional Secretaries to the government.

- BPATC conducts researches in the relevant fields.

- Providing consultancy services to the government is another integral function of BPATC.

Vision

BPATC becomes a centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

Mission

We are committed to achieving the shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
- Promoting a culture of continuous learning to foster a knowledge-based civil service.

Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and ourselves. As a public sector human resource development organization, we value:

Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace.

Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

Learning for results

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

Innovation

We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

Team spirit

We foster e*spirit de corps* in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instill team spirit among participants of our programmes.

Introductory Note of the Course

One of the best ways to improve an individual's knowledge and abilities is through training. It entails deliberate interventions to improve knowledge, cultivate abilities, and foster a positive outlook in order to assist people in changing their behavior. Consequently, training enhances both individual and organizational performance. Given this, the job of a trainer becomes essential in fostering a learning environment and ensuring that trainees acquire the skills necessary to meet the goals of a given program. To effectively conduct training programs, a trainer must possess a thorough understanding of adult learning concepts, a variety of training approaches, facilitation and presentation competence. It is obvious that having a pool of qualified trainers can facilitate the delivery of effective training.

Therefore, Training of Trainers (TOT) course aims to prepare the trainers to disseminate information effectively, respond to trainees' questions, and lead activities that reinforce learning. This course is beneficial largely for a new trainer, faculty who would like to step in the realm of training.

Goal of the Course:

Developing trainers' capability of designing and delivering a quality training.

Course Objectives:

After completing this course trainees will be able:
- to equip with necessary training concepts and skills;

- to arrange training and facilitate sessions with confidence;

- to apply training tools following adult learning principles.

Duration of the Course:

The duration of the course will be two weeks, and it will be a residential program.

Training Methodology

To make this course useful, pragmatic and skill oriented different useful methodologies have been adopted, these are:

- Lecture

- Lectures and discussions

- Exercise

- Role playing/Demonstration

- Case study

- Syndicate

- Study tour, etc.

Moreover, modern equipments like multimedia, video projector, video camera and audiovisual system will be used as and when necessary.

Arrangement of Sessions

There will be at least 5 sessions every day. But additional sessions may be arranged if required. The duration of the session will be for one hour. First session will start at 9:00 a.m. There will be a 10 minutes break after each session. Tea break will be given after the second session. During this time participants will get an opportunity to exchange views with the faculty members and guest speakers.

Reading materials

Reading materials related to the course contents are available in the library of the Centre. During end of the course the participants may borrow and keep those reading materials with them, but at the end of the course they are to return those materials to the library and collect clearance certificate. Beside these, handouts with important points on most of the topics will be distributed among participants.

Evaluation System

Evaluation of training course is important to improve the standard of the course. A two-way evaluation method would be used in this course. Performance of the participants will be evaluated through written examination, presentation, syndicate/exercise and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members will evaluate the participants outside the course based on their out-fit, behavior and personality. The participants will also get an opportunity to evaluate the speakers as well as the course management. Performance in terms of success or failure of the participants will be determined on the basis of the following criteria.

Subject of Evaluation		Evaluation Process & Marks distribution		
		Individual	Group	Total
Module		100	70	170
Evaluation by evaluation department				
a) Attendance	10	15		15
b) Speaker Evaluation	05			
Evaluation by CMT				
a. Punctuality	05	15		15
b. Table Manners & Dress Code	05			
c. Overall Conduct & Discipline	05			
Total		130	70	200

Grading

The minimum required score to pass an examination is 50%. Marks scored by the participants will be graded in the following ways:

Percentage of Marks	Grading
85 and above	A+ (outstanding)
80-<85	A (Very Good)
70-<80	B+ (Good)
60-<70	B (High Average)
50-<60	C (Average)
<50	F **(Fail)**
For Applicable	**Pass**

Medium of Instruction

Medium of instruction of this course will be both ***English and Bengali***.

Library

BPATC has a modern library with a very rich collection of books, journals/periodicals and documents. About 86,000 (Eighty-six thousand) books, 250 kinds of journals/periodicals and magazines of home and abroad are housed in the library. The participants are expected to use these facilities. The library remains open from 8 a.m. to 10 p.m. on all working days and 4 p.m. to 6 p.m. on Friday and 6 p.m. to 10 p.m. on Saturday. The participants are also allowed to borrow books.

Physical Exercise and Sports

Participants who are interested in physical exercise and sports can participate in lawn tennis, volleyball and other games. The Deputy Director (Sports) will extend cooperation in this connection. The Centre has a 2.8-kilometer jogging track around the campus. The participants are expected to walk around either in the morning or in the afternoon.

Accommodation and Food Arrangements

It is a residential training course. During the whole training period, it is compulsory for the participants to stay in the dormitory. Everybody will be provided with residential facilities in

the dormitory. A Mess Committee will be formed from the participants and the committee will arrange food for the participants. Cafeteria staff will extend their support in this regard.

Time of taking food

a.	Breakfast	07:45-08:30
b.	Lunch	13:00-14:00
c.	Dinner	20:00-21:00

Table Manners and Dress Code

Participants must wear formal dresses in all formal activities of the Centre. Male participants should wear full-sleeved shirt with tie. Participants who are reluctant to wear tie on religious ground may wear sherwani. Lady participants may wear sharee or salwar-kammej.

Medical Facilities

The Centre has a clinic with reasonable medical facilities. The clinic remains open from 09:00 a.m. to 09:00 p.m. on all working days. Participants are given free medical care. It is to note that if any prescribed medicine is not available, the participants will have to purchase in their own. However, no pathological facilities are available in this clinic.

Prayer Facilities

The Centre has a beautiful mosque within its premises. Interested participants may offer prayer in the mosque.

Use of Cell Phones

Use of Cell Phones in the Library and in the Class, Room is *strictly prohibited*.

Course Closing Activities

To leave the Centre after completion of the course, the participants are required to get a **release order** from the Course Management. Participants, for obtaining a release order from the course management, will have to observe the following activities:

- Return all books to the library (if issued) and get a clearance from the library;
- Pay all sorts of dues and get a clearance;
- Get a dormitory clearance from the dormitory authority.

Expectation of BPATC

BPATC believes that valuable suggestion of the participants will help a lot to improve the qualitative standard of the course. So, it is expected that participants will record their valuable and constructive suggestions and recommendations and produce it to the Course Administration at the time of departure to improve the course curricula. These will be taken into consideration in designing future course content.

Contents

Modules of the Course:

There will be four modules to underpin the goal and objectives of the course - (**Module-01**) **Basics of Training**, (**Module-02**) **Interactive Training Techniques**, (**Module-03**) **Use of Training Tools**, and (**Module-04**) **Training Management**. Each module will be facilitated under the supervision of a group of resource persons by following block schedule. Group members of each module would prepare module, topic-wise short teaching note/facilitation guide (e.g., how to conduct session, complete assessment, plan for module briefing, debriefing) and recommend relevant resource persons before the commencement of the course.

Module 01 (Basics of Training)

Total Marks: 25

Total Hours: 12 (Topic-wise hour would be decided by Module-based Group Members)

Module Evaluation: Group Exercise/Presentation

Module Team (not as per Seniority): Mr. Hasan Murtaza Masum, Mr. Mohammad Rezaul Karim PhD, Ms. Afia Rahman Mukta, Mr. Md. Masud Ahmed and Mr. Shamim Hosen

Module Objectives:

Upon completion of this module, trainees will be able to:

- explain principles of adult learning and training;
- define key terms used in training literature;
- describe the training process;
- develop goals, objectives, learning outcomes and session plan.

Code	Hour(s)	Topic	Training Method
1.01	1	Understanding Principles of Adult Learning and Train	Flipped Classroom (Pre-reading/Video+ Classroom Discussion)
1.01.1	1	Individual Exercise on Adult Learning Principles	Brainstorming and Presentation
1.02	2	Overview of Training and Training Process (Cycle)	Flipped Classroom (Pre-reading/Video and Classroom Discussion)
1.03	1	Training Needs Assessment (TNA)	Lecture and Discussion (Pre-reading required)
1.03.1	1	TNA Process Exercise	Group work and Presentation

1.04	1.5	Developing Goal, Objectives and Outcomes for a Training Program	Pre-reading and Classroom Discussion)
1.04.1		Exercise on writing SMART objectives and KSA Outcomes	Group work and Presentatio
1.05	1.5	Effective Training Delivery: (a) Session Plan (b) Instructional Alternatives (c) Class Management (d) Achieving Learning Outcomes	Flipped Classroom (Pre-reading and Classroom Discussion)
1.06	1	Evaluation of Training (Trainer Evaluation, Trainee Evaluation, Training Evaluation)	Lecture and Discussion
1.07	1	Models of Training Evaluation	Lecture and Discussion/ Case Discussion
1.08	1	Public Administration Training and Higher Education Policy, 2023	Classroom Discussion

N.B. *Introductory Course Briefing, Ice-breaking and Norm Setting by CMT will be covered under this module.*

Module 02 (Interactive Training Techniques)

Total Marks: 100

Total Hours: 26 (Topic-wise hour would be decided by Module-based Group Members)

Module Evaluation: Individual Presentation

Module Team (not as per Seniority): Mr. Hasan Murtaza Masum, Mr. Mohammad Rezaul Karim PhD, Ms. Alina Aktar, Dr. Md. Moshiur Rahman, Mr. Md. Motaher Hossain, Mr. Md. Morshed Alom PhD, Ms. Afia Rahman Mukta, Mr. Mohammad Mamun, Mr. Md. Masud Ahmed and Mr. Shamim Adnan

Module Objectives:

Upon completion of this module, trainees will be able to:

- understand the various training methods for effective adult learning;

- engage the trainees in the session for transformation of knowledge;

- apply interactive training techniques that incorporate key training concepts;

- earn how to manage a training session and how to create a positive and productive learning environment.

Code	Hour(s)	Topic	Training Method
2.01	2	Introduction to Interactive Training	Lecture and Discussion
2.02	2	Session Presentation (Assessing Preliminary Capability of Trainees)	Presentation by individual participant (10-15 minutes each)

Code	Hour(s)	Topic	Training Method
2.03	1	Lecture Method	Demonstration on Lecture Method
2.04	2	Syndicate Method	Group Exercise
2.05	1.5	Role play	Discussion followed by Demonstration
2.06	2	Simulation Method	Discussion followed by Exercise
2.07	2	Case Method	Discussion followed by Exercise
2.08	1	Interview Method	Discussion followed by Demonstration
2.09	2	Panel Discussion	Discussion followed by Demonstration
2.10	1	Art of Presentation	Lecture and Discussion/Demonstration
2.11	7	Individual Session Presentation (20 minutes for each Trainee towards the end of the course) *	Presentation by Individual Participant

*Individual Session Presentation (2.11) by Trainees

Each trainee has to prepare presentation using maximum utilization of different training methods. Each trainee would get 20 minutes for presentation. The performance of trainees will be evaluated by the training experts and each presentation will be recorded for post-presentation analysis. Training experts would share their thoughts and feedback after each presentation. This process will help to enhance the presentation and instructional skills of the trainees.

Module 03 (Use of Training Tools)

Total Marks: 25

Total Hours: 07 (Topic-wise hour would be decided by Module-based Group Members)

Module Evaluation: Group Exercise/Presentation

Module Team (not as per Seniority): Mr. Mohammad Rezaul Karim PhD, Mr. Md. Morshed Alom PhD, Mr. Md. Masud Ahmed and Mr. Shamim Hosen

Module Objectives:

Upon completion of this module, trainees will be able to:

- understand the various training tools for effective instruction skills;
- apply interactive training tools that engage trainees and ensure better memory retention.

Code	Hour(s)	Topic	Training Method
3.01	2	Ergonomic Classroom Design	Group Discussion, Presentation and Debriefing

Code	Hour(s)	Topic	Training Method
3.02	2	Flipped Classroom Preparation	Group Work, Presentation and Debriefing
3.03	1	Using Polls/Word Cloud/Google Survey etc. in Training Sessions	Group Work, Presentation and Debriefing
3.04	1	Techniques of Searching Training Literature, Tools and Preparation of Handout	Demonstration and Group Exercise
3.05	1	Use of Audio-visual aids/ICT tools for Training	Demonstration and Exercise

Module 04 (Training Management)

Total Marks: 20

Total Hours: 10 (Topic-wise hour would be decided by Module-based Group Members)

Module Evaluation: Group Exercise/Presentation

Module Team (not as per Seniority): Mr. Mohammad Rezaul Karim PhD, Mr. Md. Motaher Hossain, Mr. Mohammad Mamun, Mir Md. Taufiqul Islam, Mr. Shamim Hosen and Mr. Shamim Adnan

Module Objectives:

Upon completion of the module, the trainees will be able to:

- manage a training program effectively;
- play training roles with better understanding.

Code	Hour(s)	Topic	Training Method
4.01	2	Standard Operating Procedure (SOP) for Training Management	Lecture and Discussion
4.02	1	Role and Responsibilities in a CMT [Principal Course Advisor/Course Advisor/Course Director/Course Coordinator (General)/Course Coordinator (Program)/Course Coordinator (Section)/Liaison Officer/Advisor of different Committees]	Lecture and Panel Discussion
4.03	2	Use of Online Systems/ERP	Demonstration and Practice
4.04	1	Schedule Management (Block Schedule, Gantt Chart, Research Mentoring Schedule)	Demonstration and Exercise
4.05	1	Managing Guest Resource Persons	Lecture and Demonstration
4.06	1	Course Budget Preparation, Expenditure and Adjustment	Lecture and Exercise

সংশোধিত

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
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www.bpatc.gov.bd

টিওটি অনুবিভাগ

নং- ০৫.০১.২৬৭২.০৩৯.২৫.০০৩.২৪. ৪৫

তারিখ: ১০ আশ্বিন ১৪৩১
২৫ সেপ্টেম্বর ২০২৪

অফিস আদেশ

কেন্দ্রে আগামী ২৯ সেপ্টেম্বর ২০২৪ তারিখ হতে ১২ অক্টোবর ২০২৪ পর্যন্ত ১৪ (চৌদ্দ) দিন সংশোধিত মেয়াদে টিওটি প্রশিক্ষণ কোর্স অনুষ্ঠিত হবে। উক্ত প্রশিক্ষণ কোর্সে অংশগ্রহণের জন্য নিম্নোক্ত কর্মকর্তাগণকে প্রশিক্ষণার্থী হিসেবে নির্দেশক্রমে মনোনয়ন প্রদান করা হলো: (তালিকা জ্যেষ্ঠতার ক্রমানুসারে নয়)

ক্রমিক নং	কর্মকর্তার নাম	পদবী
১.	জনাব মোহাঃ রফিকুল ইসলাম	পরিচালক
২.	জনাব শামীম আহমেদ	পরিচালক
৩.	জনাব পঙ্কজ ঘোষ	পরিচালক
৪.	জনাব মোঃ আবু জাফর রিপন	পরিচালক
৫.	ড. বদিউল আলম	পরিচালক
৬.	জনাব সিলভিয়া মিন্ধা	উপপরিচালক (প্রশাসন)
৭.	জনাব মোহাম্মদ বাহা উদ্দিন	গবেষণা কর্মকর্তা
৮.	জনাব মোঃ আলশাহরিয়া হোসেন	সহকারী পরিচালক (প্রশিক্ষণ)
৯.	জনাব মোঃ শহীদুল ইসলাম	সহকারী পরিচালক (প্রশিক্ষণ)
১০.	জনাব রবিউল আউয়াল রবিন	সহকারী পরিচালক (প্রশিক্ষণ)
১১.	জনাব সাদিয়া বুলবুল	সহকারী পরিচালক (প্রশিক্ষণ)
১২.	জনাব তাসমিয়া তামান্না রিফা	সহকারী পরিচালক (প্রশিক্ষণ)
১৩.	জনাব আরমান শেখ	সহকারী পরিচালক (খেলাধুলা)
১৪.	জনাব অমিতাভ সরকার	সহকারী পরিচালক (খেলাধুলা)
১৫.	জনাব মোঃ রুহুল আমিন মোল্লা	জুনিয়র প্রশিক্ষক (সংযুক্ত গ্রন্থাগার অনুবিভাগ)
১৬.	জনাব মোছাঃ মোনছেফা বেগম	সহকারী প্রকাশনা কর্মকর্তা
১৭.	জনাব প্রকাশ কান্তি দত্ত	জুনিয়র প্রশিক্ষক, আরপিএটিসি, খুলনা
১৮.	জনাব মোহাম্মদ শহিদুল ইসলাম	জুনিয়র প্রশিক্ষক, আরপিএটিসি, রাজশাহী
১৯.	জনাব বেলাল আহমেদ	জুনিয়র প্রশিক্ষক

২।   কোর্সে অংশগ্রহণের জন্য মনোনীত কর্মকর্তাগণকে আগামী ২৯ সেপ্টেম্বর ২০২৪ তারিখ সকাল ০৮:৩০টার মধ্যে কোর্স ব্যবস্থাপনা টিম এর নিকট রিপোর্ট করার জন্য অনুরোধ করা হলো।

৩।   যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ আদেশ জারি করা হলো।

নং- ০৫.০১.২৬৭২.০৩৯.২৫.০০৩.২৪. ৪৫   তারিখ: <u>১০ আশ্বিন ১৪৩১</u>
                                                                            ২৫ সেপ্টেম্বর ২০২৪

সদয় অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হ'ল:

১.   এমডিএস (সকল), বিপিএটিসি, সাভার, ঢাকা;
২.   পরিচালক (সকল/সিস্টেম এনালিস্ট), বিপিএটিসি, সাভার, ঢাকা;
৩.   উপপরিচালক (প্রশাসন/অর্থ/সেবা/গ্রন্থাগারিক-এভিআর), বিপিএটিসি, সাভার, ঢাকা;
৪.   উপপরিচালক, আরপিএটিসি, রাজশাহী/খুলনা;
৫.   প্রশিক্ষণে মনোনীত কর্মচারী জনাব... .. ..
৬.   সহকারী পরিচালক (ডরমিটরি), বিপিএটিসি, সাভার, ঢাকা (আরপিএটিসি হতে আগত কর্মকর্তাদের আবাসন ও
       আহারের ব্যবস্থা গ্রহণের অনুরোধসহ);
৭.   রেক্টর-এর একান্ত সচিব, বিপিএটিসি, সাভার, ঢাকা (রেক্টর মহোদয়ের সদয় অবগতির জন্য);
৮.   সংশ্লিষ্ট নথি।

২৫/০৯/২০২৪
(কে, এম, আব্দুল কাদের)
পরিচালক (টিওটি)

Important Telephone Numbers

BPATC PABX: 7745010-16, 7742080-85
Fax: 7745029

Si no	Name	Designation	PABX Extension and Cell Number
1	Mr. Sayeed Mahbub Khan	Rector	Ph: 7745028 Ext-4101
2	Mr. Shaheenur Rahman	Member Directing Staff (M&D) (Joint Secretary to the Govt.)	Cell: 01777-380925
3	Mr. K. M. Abdul Kader	Director (TOT) & Course Director	Cell: 01718114448
4	Mr. Md Nazim Uddin	Assistant Director (General) & Course Coordinator	Cell: 01760-651812
5	Mr. Md Masum Rahman	Assistant Programmer & Course Coordinator	Cell:01833-340452
6	Mr. Md. Motaher Hossain	Deputy Director (Service)	Cell: 01818-186287
7	Dr. Shamima Akter	Medical Officer	Cell: 01711001084
8	Mr. Mohammad Sohrab Hoshen	Assistant Director (Dormitory)	Cell: 01710842740
Please **Press 9** for telephonic Directory.			