



DO No. 05.05.2224.001.02.093(Part-2).23.116

Date: 20 March, 2023

Dear Participant

I heartily congratulate you for being nominated to the "22<sup>nd</sup> Departmental Foundation Training Course (22<sup>nd</sup> DFTC) for Teachers-Officers of the Directorate of Technical Education" scheduled from 27 March 2023 – 25 May 2023 at Bangladesh Institute of Administration and Management (BIAM) Foundation Regional Center, Cox's Bazar.

**2.0** I am pleased to welcome you as a participant in the upcoming DFTC. I believe you will find BIAM as your second home. BIAM provides contemporary knowledge, necessary skills, and appropriate attitude and prepares future leaders. DFTC is an intensive and rigorous, however intriguing training program. DFTC primarily focuses on **Knowledge, Skill and Attitude (KSA)** of a participant. DFTC will equip you as a capable officer to work in stressful and conflicting environment, act smartly through complex negotiations and effectively lead a team towards accomplishment. It will also offer you opportunities to enrich your values, ethics and morality in becoming a good human being. DFTC is a 60 days' long program that entails wide ranging activities such as regular and extension lectures, assignments, reports, syndicate, group work, presentations, review, examination, interview/viva, field attachments, physical training, games and sports, cultural events and many others. Event details will be found in Course Guidelines. Once you have accomplished all requirements of the training course at BIAM, you will be awarded the certificate of successful completion of DFTC and accolades of your extraordinary performances.

**3.0** DFTC is a residential training course. Therefore, all participants will mandatorily stay at BIAM dormitory. You have to engage yourselves into training activities during weekdays and weekends and also beyond regular office hours. During training, you have to work individually and in groups which will opportune you to interact among the participants and faculty members. While staying at BIAM, you have to follow the strict rules and regulations of the Institution. **Any case of misconduct will be dealt severely.** In case of major violation of rules and norms a participant may end up being released from training course. In such case BIAM shall send report and request to the authority to start disciplinary action against the participant. However, your positive approach, mental readiness and the determination to cope with the training workload are fundamental for your success. Therefore, I advise you to utilize the magnificent opportunity of DFTC and accrue the most there from. I believe in your competence, and eagerly looking forward to your completion of DFTC with flying colors.

**4.0** Here is few useful information regarding training course and your stay at BIAM:

**4.01** Mr. Md. Nasir Uddin, Course Coordinator (**Cell: 01717 890526**) is your contact persons during the course.

**4.02.** All participants of DFTC have to follow the prescribed dress code of BIAM. You should bring at least two sets of each dress for attending training sessions. Dress Code for the male & female participants is mentioned below:

Dress code for male participants	Dress code for female participants
Full sleeve (white) shirt (plain) - Adequate number of Pants (Black)- Adequate number of Black shoes with lace, Black or ash socks(not white) English/Tennis half pants/track suits and white T-shirt with collar and white cades and white socks (for PT and Games)	Light blue [ ] Saree/salwar, kamiz - Adequate number of Matching closed shoes and socks White salwar, kamiz, cross dupatta with white waist belt, white track suits and white kades and white socks (for PT and Games)
<b>Complete Suit – Black/Ash</b> White color Sherwani/Panjabi - on religious ground	<b>Blazers – Black/Ash</b> Light blue Hijabs or Gown (Burkha) - on religious ground.

Please note that you have to attend morning PT regularly.

**4.03** During DFTC you may have to observe important festival or national days. Therefore, you need to bring appropriate dresses for the events.

**4.04** BIAM will arrange your accommodation and food during your stay at the venue. The cost incurred for your food during your stay at BIAM will be met from the training budget. Pregnant participants are discouraged to attend the training course. Female participants having babies (staying at BIAM) have to pay for BIAM hostel rent and food from own pocket.

**4.05** Please bring two (2) copies of your recent colored passport size & two (2) copies stamp size colored photographs for registration & other purposes. You are also requested to bring your necessary personal medicine.

**4.06** Participants are not allowed to keep precious ornaments, valuables or large sum of money in the dormitory.

**4.07** You have to **report at Reception Desk, BIAM Foundation Regional Center, Cox's Bazar on 26<sup>th</sup> March, 2023 (Sunday) by 4:00 pm**. In case of failure to report as instructed, that participant will not be allowed to attend the training course.

**4.08** A **Briefing Session** has been scheduled at **7.30 pm 26<sup>th</sup> March, 2023 (Sunday)**. **Inaugural Ceremony** is scheduled at **10.00 am on 27<sup>th</sup> March, 2023**. All participants have to take their seats at the Hall Room/Classroom 10 minutes earlier to the scheduled time.

**4.09** You shall not get leave BIAM during training (except emergency situation subject to approval of the authority).

**4.10** You have to strictly adhere to Health safety and personal hygiene codes during pandemic (COVID 19).

**4.11** Please bring your personal Laptop if any. BIAM has Wi-Fi and printing facility for participants.

**5.0** We wish you an enjoyable, fruitful time in a non-smoking campus of BIAM with your fellow participants.

*Best wishes*

Sincerely Yours,



20.03.2023

[Mohammed Habib Ullah (Maruf)]

Mr. /Ms/.....

Participant  
22<sup>nd</sup> Departmental Foundation Training Course  
BIAM Foundation Regional Center  
Cox's Bazar