

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE

BANGLADESH PARJATAN CORPORATION

(BANGLADESH TOURISM CORPORATION)

83-88, MOHAKHALI, DHAKA-1213.

WEEKLY TIME TABLE (MORNING SHIFT)

NAME OF THE COURSE: Diploma in Hotel Management.

WEEK NO.: 18th

COURSE CODE: DHM-31/2022. (Semester-II)

DATE: 13-11-2022 to 17-11-2022.

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022.	
08 : 30 To 09 : 15	Three Course Service SPC	<u>Recipe Test</u> <u>Practical (FBP)</u> Group -A- FBS (1-17) Group -B -FBP (18-34) Group - C-BPP (35-51) Dishwashing (3+3) FBP & BPP	09 : 00 To 09 : 45	<u>Practical</u> Group -A- FBP (35-51) Group -B -BPP (1-17) Group -C -FBS (18-34) Dishwashing (3+3) FBP & BPP	<u>Practical</u> Group -A- BPP (18-34) Group -B -FBS (35- 51) Group -C -FBP (1-17) Dishwashing (3+3) FBP & BPP	Review ZK	
09 : 15 To 10 : 00	Do SPC	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	09 : 45 To 10 : 30	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	English (FBP) MB	
10 : 00 TO 10 : 15			BREAK			10 : 30 To 10 : 45	BREAK
10 : 15 to 11 : 00	English (FBS) FK	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	10 : 45 To 11 : 30	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	Prepare Chocolate Sponge MI	
11 : 00 to 11 : 45	Three Course Service SPC	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	11 : 30 To 12 : 15	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	Pastry Cream & Butter Cream MI	
11 : 45 TO 12 : 00			BREAK			12 : 15 To 12 : 30	BREAK
12 : 00 to 12 : 45	Do SPC	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	12 : 30 To 01 : 15	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	Decorate Chocolate Cake MI	

ZK = Zhanara khanam
MAH = MD. Anwar Hossain
MI = Mohammad Mainul Islam
KP = Kawsher Pervin
MKZ = Md. Kamruzzaman
SA = Sheuli Akter

JB = Jahida Begum
MB = Mubasshera Begum
FK = Faizul Karim
MMH = Md. Moinul Hossain
SMM = Shaikh Mohiuddin Mia
SPC = Supratic Chakma

Z Khanam
10/11/2022
Course Co-ordinator
Zahanara Khanam
Course Co-Ordinator
Diploma in Hotel Management
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation, Dhaka

Shaker
10.11.22
Principal
Shaker Hussain
Principal
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
 (Bangladesh Tourism Corporation)
 83-88, MOHAKHALI, DHAKA-1213.

WEEKLY TIME TABLE (AFTERNOON SHIFT)

NAME OF THE COURSE: **Diploma in Hotel Management.**

COURSE CODE: **DHM-32/2022 (Semester- II).**

WEEK NO.: **18th**

DATE: **13-11-2022 to 17-11-2022.**

13 : 30 to 14 : 15	SUNDAY 13-11-2022	MONDAY 14-11-2022	14 : 30 To 15 : 15	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022.
	Three Course Service SPC	Recipe Test Practical (FBP) Group -A- FBS (1-17) Group -B -FBP (18-34) Group - C-BPP (35-51) Dishwashing (3+3) FBP & BPP		Practical Group -A- FBP (35-51) Group -B -BPP (1-17) Group -C -FBS (18-34) Dishwashing (3+3) FBP & BPP	Practical Group -A- BPP (18-34) Group -B -FBS (35- 51) Group -C -FBP (1-17) Dishwashing (3+3) FBP & BPP	Review ZK
14 : 15 to 15 : 00	Do SPC	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	15 : 15 To 16 : 00	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	English (FBP) MB
15 : 00 TO 15 : 15		BREAK		16 : 00 To 16 : 15		BREAK
15 : 15 to 16 : 00	English (FBS) FK	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	16 : 15 To 17 : 00	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	Prepare Chocolate Sponge MI
16 : 00 to 16 : 45	Three Course Service SPC	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	17 : 00 To 17 : 45	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	Pastry Cream & Butter Cream MI
16 : 45 TO 17 : 00		BREAK		17 : 45 To 18 : 00		BREAK
17 : 00 to 17 : 45	Do SPC	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP-MI, SMM	18 : 00 To 18 : 45	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, KP	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP-MI, KP	Decorate Chocolate Cake MI

ZK = Zhanara khanam
 MAH = MD. Anwar Hossain
 MI = Mohammad Mainul Islam
 KP = Kawsher Pervin
 MKZ = Md. Kamruzzaman
 SA = Sheuli Akter

JB = Jahida Begum
 MB = Mubasshera Begum
 FK = Faizul Karim
 MMH = Md. Moinul Hossain
 SMM = Shaikh Mohiuddin Mia
 SPC = Supratik Chakma

2-11-2022
 10/11/2022
Course Co-ordinator
 Zhanara Khanam
 Course Co-ordinator
 Diploma in Hotel Management
 National Hotel & Tourism Training Institute
 Bangladesh Parajatan Corporation, Dhaka

Shaker
 10.11.22
Principal
 Shaker Hussain
 Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parajatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
(Bangladesh Tourism Corporation)
83-88, BIR UTTAM A K KHANDKAR ROAD
MOHAKHALI, DHAKA-1213.

WEEKLY TIME TABLE (MORNING SHIFT)

NAME OF THE COURSE: National Certificate Course in Food & Beverage Production.
COURSE CODE: NCC-FBP-152/2022.

WEEK NO.: 05th.

DATE: 13-11-2022 to 17-11-2022.

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
08 : 30 To 09 : 15	English. MB	English. MB	09 : 30 To 10 : 15	Theory Herbs & Spices. MMH	English. MB	Practical Demonstration Vegetable Cut. JB
09 : 15 To 10 : 00	Film Show & Discussion. SMM	Theory Game. MAH	10 : 15 to 11 : 00	Practical Demonstration Curry Sauce. MKZ	Theory Egg. SA	Brunoise. JB
10 : 00 To 10 : 45	Practical Demonstration Hot & Sour Soup. SA	Practical Demonstration French Onion Soup. MAH	11 : 00 To 11 : 45	Chicken Kofta Curry. MKZ	Practical Demonstration Breakfast. Egg Preparation. MMH	Macedoine. JB
10 : 45 TO 11 : 15		BREAK		11 : 45 TO 12 : 15		BREAK
11 : 15 To 12 : 00	Chicken Chilly Fry. Chicken with Garlic Sauce. SA	Chicken A La King. Chicken A La Kiev. MAH	12 : 15 to 13 : 00	Nargishi Kofta. MKZ	Omelette / Scrambled MMH	Julienne. JB
12 : 00 To 12 : 45	Special Fried Rice. SA	Mashed Potatoes. MAH	13 : 00 To 13 : 45	Vegetable Pillau. MKZ	Boiled / Poached. Fried Egg. MMH	Jardinière. Paysanne. JB

02/11/2022

Head of the Department

MB - Mubasshera Begum
SMM - Sheikh Mohiuddin Mia

JB - Jaheda Begum
SA - Sheuli Akter

9.11.22

Acting Principal

MAH - Md. Anwar Hossain
MMH - Md. Moinul Hossain
MKZ - Md. Kamruzzaman

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(Bangladesh Tourism Corporation)
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MOHAKHALI, DHAKA-1213.

WEEKLY TIME TABLE (AFTERNOON SHIFT)

NAME OF THE COURSE: National Certificate Course in Food & Beverage Production.
COURSE CODE: NCC-FBP-153/2022.

WEEK NO.: 05th.

DATE: 13-11-2022 to 17-11-2022.

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
13 : 30 To 14 : 15	Film Show & Discussion. SMM	Theory Game. MAH	14 : 30 To 15 : 15	Theory Herbs & Spices. MMH	English. MB	Practical Demonstration Vegetable Cut. JB
14 : 15 To 15 : 00	Practical Demonstration Hot & Sour Soup. SA	English. MB	15 : 15 To 16 : 00	Practical Demonstration Curry Sauce. MKZ	Theory Egg. SA	Brunoise. JB
15 : 00 To 15 : 45	Chicken Chilly Fry. Chicken with Garlic Sauce. SA	Practical Demonstration French Onion Soup. MAH	16 : 00 To 16 : 45	Chicken Kofta Curry. MKZ	Practical Demonstration Breakfast. Egg Preparation. MMH	Macedoine. JB
15 : 45 TO 16 : 15			16 : 45 TO 17 : 15			
	BREAK			BREAK		
16 : 15 To 17 : 00	Special Fried Rice. SA	Chicken A La King. Chicken A La Kiev. MAH	17 : 15 To 18 : 00	Nargishi Kofta. MKZ	Omelette / Scrambled MMH	Julienne. JB
17 : 00 To 17 : 45	English. MB	Mashed Potatoes. MAH	18 : 00 To 18 : 45	Vegetable Pillau. MKZ	Boiled / Poached. Fried Egg. MMH	Jardinière. Paysanne. JB

Sumit
07/11/2022
Head of the Department

MB - Mubasshera Begum
SMM - Sheikh Mohiuddin Mia

JB - Jaheda Begum
SA - Sheuli Akter

Jahed
07.11.22
Acting Principal

MAH - Md. Anwar Hossain
MMH - Md. Moinul Hossain
MKZ - Md. Kamruzzaman

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
(Bangladesh Tourism Corporation)
83-88, BIR UTTAM A K KHANDKAR ROAD
MOHAKHALI, DHAKA-1213.

WEEKLY TIME TABLE (AFTERNOON SHIFT)

NAME OF THE COURSE: National Certificate Course in Food & Beverage Production.
COURSE CODE: NCC-FBP-154/2022.

WEEK NO.: 05th.

DATE: 13-11-2022 to 17-11-2022.

Hour	SUNDAY 13-11-2022	MONDAY 14-11-2022	Hour	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
13 : 30 To 14 : 15	English. MB	Theory Game. SA	14 : 30 To 15 : 15	Theory Herbs & Spices. MKZ	Theory Egg. JB	Practical Demonstration Vegetable Cut. MMH
14 : 15 To 15 : 00	Film Show & Discussion. SMM	Practical Demonstration French Onion Soup. SA	15 : 15 To 16 : 00	Practical Demonstration Curry Sauce. JB	Practical Demonstration Breakfast. Egg Preparation. JB	Brunoise. MMH
15 : 00 To 15 : 45	Practical Demonstration Hot & Sour Soup. MMH	English. MB	16 : 00 To 16 : 45	Chicken Kofta Curry. JB	Omelette / Scrambled JB	Macedoine. MMH
15 : 45 TO 16 : 15			BREAK			
			16 : 45 TO 17 : 15			BREAK
16 : 15 To 17 : 00	Chicken Chilly Fry. Chicken with Garlic Sauce. MMH	Chicken A La King. Chicken A La Kiev. SA	17 : 15 To 18 : 00	Nargishi Kofta. JB	Boiled / Poached. Fried Egg. JB	Julienne. SA
17 : 00 To 17 : 45	Special Fried Rice. MMH	Mashed Potatoes. SA	18 : 00 To 18 : 45	Vegetable Pillau. JB	English. MB	Jardinière. Paysanne SA

Zaman 09/11/2022
Head of the Department

MB - Mubasshera Begum
SMM - Sheikh Moinuddin Mia

JB - Jaheda Begum
SA - Sheuli Akter

Shaker 9.11.22
Acting Principal

MAH - Md. Anwar Hossain
MMH - Md. Moinul Hossain
MKZ - Md. Kamruzzaman

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
83-88, BIR UTTAM A K KHANDKAR ROAD
MOHAKHALI, DHAKA-1213
WEEKLY TIME TABLE (MORNING SHIFT)

NAME OF THE COURSE: National Certificate Course in Housekeeping & Laundry.

WEEK NO: 5th

COURSE CODE: NCC-HKL-115/2022

DATE: 13-11-2022 to 17-11-2022

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
08 : 30 to 09 : 15	Job Description of a Laundry Supervisor MFZ	Linen & Laundry System Op Laundry MFZ	09 : 30 to 10 : 15	Linen Purchase & Control MFZ	Linen & Laundry System Hired Linen MFZ	Theory Test 02 MFZ
09 : 15 to 10 : 00	Organization Chart of a Commercial Laundry MFZ	Linen & Laundry System Commercial laundry MFZ	10 : 15 to 11 : 00	Do MFZ	Do MFZ	Linen & Laundry System Combination System MFZ
BREAK 10 : 10 TO 10 : 15			BREAK 11 : 00 TO 11 : 15			
10 : 15 to 11 : 00	English. SN	English. SN	11 : 15 to 12 : 00	English. SN	Handling Complaints & Compliments MFZ	Do MFZ
11 : 00 to 11 : 45	Theory Test -01 MNZ	Bed Making Practical MNZ	12 : 00 to 12 : 45	Bed Making Practical MNZ	Servicing Bathrooms MNZ	First Aid Dr. MR
BREAK 11 : 45 TO 12 : 00			BREAK 12 : 45 TO 13 : 00			
12 : 00 to 12 : 45	Cleaning of an occupied room MNZ	Do MNZ	13 : 00 to 13 : 45	Do MNZ	Do MNZ	Film Show & Discussion "Guest Relations" SMM

MNZ = Md. Nuruzzaman Khan

Dr. MR=Dr. Mahinur Rahman

MFZ= Md. Farukuzzaman ,

SN = Samina Naushin

SMM= Shaikh Mohiuddin Mia

Head of the Department

মোঃ নুরুজ্জামান খান
উপাচার্য
এক্সিকিউটিভ
বাংলাদেশ পর্যটন কর্তৃপক্ষ

Principal
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
83-88, MOHAKHALI, DHAKA-1213
WEEKLY TIME TABLE (MORNING SHIFT)

NAME OF THE COURSE: National Certificate Course in Bakery & pastry Production

WEEK NO: 5th

COURSE CODE: NCC/BPP/107/2022

DATE: 13-11-2022 to 17-11-2022

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
08 : 30 To 09 : 15	<u>1st Exam</u> Baking theory KP	<u>Baking theory</u> Faults in Cake Making KP	09 : 30 To 10 : 15	<u>Commodities</u> Cereal MI	<u>Hygiene</u> <u>Lesson- 02</u> SMM	English SN
09 : 15 To 10 : 00	<u>Practical</u> <u>demonstration</u> Prepare Dough KP	<u>Practical</u> <u>demonstration</u> Prepare Chicken Kima KP	10 : 15 To 11 : 00	<u>Practical demonstration</u> Prepare Chocolate Sponge MI	Do SMM	<u>Practical</u> <u>demonstration</u> Yeast Dough SMM
10 : 00 TO 10 : 15	BREAK	BREAK	11 : 00 TO 11 : 15	BREAK	BREAK	BREAK
10 : 15 To 11 : 00	Roll in Fat KP	Do KP	11 : 15 To 12 : 00	Pastry Cream MI	Film show SMM	Prepare Pizza Filling SMM
11 : 00 To 11 : 45	Block and Lamine Pastry as required KP	Cheese Straw KP	12 : 00 To 12 : 45	Decorate Chocolate Cake MI	English SN	Do SMM
11 : 45 TO 12 : 00	BREAK	BREAK	12 : 45 TO 01 : 00	BREAK	BREAK	BREAK
12 : 00 To 12 : 45	Prepare Puff Dough KP	Chicken Patties KP	01 : 00 To 01 : 45	Do MI	Do SN	Bake Pizza SMM

10.11.2022
Head of the Department

Mohammad Mainul Islam
Head of The Department
Bakery & Pastry Production
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation

10.11.22
Principal

Shaker Hussain
Principal
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation

MI = Mohammad Mainul Islam, SN= Samina Naushin, KP= Kawsher Pervin, SMM= SK. Mohiuddin,

TIONAL HOTEL & TOURISM TRAINING INSTITUTE
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 83-88, MOHAKHALI, DHAKA-1213
WEEKLY TIME TABLE (AFTERNOON SHIFT)

NAME OF THE COURSE: National Certificate Course in Bakery & pastry Production

WEEK NO: 5th

COURSE CODE: NCC/BPP/108/2022

DATE: 13-11-2022 to 17-11-2022

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
13 : 30 To 14 : 15	<u>1st Exam</u> Baking theory KP	Baking theory Faults in Cake Making KP	14 : 30 To 15 : 15	<u>Commodities</u> Cereal MI	Hygiene <u>Lesson- 02</u> SMM	English SN
14 : 15 To 15 : 00	<u>Practical demonstration</u> Prepare Dough KP	<u>Practical demonstration</u> Prepare Chicken Kima KP	15 : 15 To 16 : 00	<u>Practical demonstration</u> Prepare Chocolate Sponge MI	Do SMM	<u>Practical demonstration</u> Yeast Dough SMM
15 : 00 TO 15 : 15	BREAK	BREAK	16 : 00 TO 16 : 15	BREAK	BREAK	BREAK
15 : 15 To 16 : 00	Roll in Fat KP	Do KP	16 : 15 To 17 : 00	Pastry Cream MI	Film show SMM	Prepare Pizza Filling SMM
16 : 00 To 16 : 45	Block and Laminate Pastry as required KP	Cheese Straw KP	17 : 00 To 17 : 45	Decorate Chocolate Cake MI	English SN	Do SMM
16 : 45 TO 17 : 00	BREAK	BREAK	17 : 45 TO 18 : 00	BREAK	BREAK	BREAK
17 : 00 To 17 : 45	Prepare Puff Dough KP	Chicken Patties KP	18 : 00 To 18 : 45	Do MI	Do SN	Bake Pizza SMM

10.11.2022
 Mohammad Mainul Islam
 Head of the Department
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation

Shaker
 10.11.22
 Principal
 Shaker Hussain
 Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation

MI = Mohammad Mainul Islam, SN= Samina Naushin, KP= Kawsher Pervin, SMM= SK. Mohiuddin

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE

BANGLADESH PARJATAN CORPORATION

83-88, MOHAKHALI, DHAKA-1212

WEEKLY TIME TABLE (AFTERNOON SHIFT)

NAME OF THE COURSE: "Diploma in Tourism & Hospitality Management"

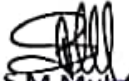
WEEK NO =18th

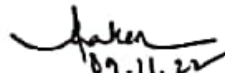
COURSE CODE: DTHM-04/2022 (2nd semester)

DATE: 13-11-2022 to 17-11-2022

Hour	Sunday 13-11-2022	Monday 14-11-2022	Tuesday 15-11-2022	Wednesday 16-11-2022	Thursday 17-11-2022
14 : 30 to 15 : 15	English SN		English SN		Review Class on Tour Operation. SB
15 : 15 to 16 : 00	Review Class on Tour Operation. SB		Customer Care & Guest Service ZK		Do SB
16:00 TO 16:15 BREAK					
16 : 15 to 17 : 00	Do SB		Do ZK		Do SB
17 : 00 to 17 : 45	GDS Practical Demonstration. MA		Food & Beverage Service (Practical). SP		Tourism and Hospitality Accounting. ZS
17:45 TO 18:00 BREAK					
18 : 00 to 18 : 45	Do MA		Do SP		Do ZS

ZS = Zakir Hossain Shikder (GM PTS)
 SH = Shaker Hussain, Principal
 ZK = Zahannara Khanam
 SN = Samina Nasrin
 SB = Md Sabbir Bhuiya
 SP = Supratik Chakma


 S M Mujaibur Rahman
 Head of the Department
 National Hotel & Tourism Training Institute
 Bangladesh Parajatan Corporation


 09.11.22
 Shaker Hussain
 Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parajatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
 83-88, MOHAKHALI, DHAKA-1212

WEEKLY TIME TABLE (MORNING SHIFT)

NAME OF THE COURSE: National Certificate Course in Travel Agency & Tour Operations.

COURSE CODE: NCC-TATO- 117/2022.

DATE: 13-11-2022 to 17-11-2022

WEEK NO: 5th

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
08 : 30 to 9 : 15	History, Culture & Tourism of Dhaka SH	Tourism Component, Element and Product MA	09 : 00 to 9 : 45	IATA Objectives & Functions MA	History, Culture & Tourism of Dhaka SH	Quiz Test on Travel Geography MA
9 : 15 to 10 : 00	Do SH	Do MA	9 : 45 to 10 : 30	Do MA	Do SH	Quiz Test on Travel Services MA
10 : 10 to 10 : 55	Tour Guiding & Tour Commentary SB	Do MA	10 : 45 to 11 : 30	Do MA	English. SN	Tour Guiding & Tour Commentary SB
10 : 55 to 11 : 40	Do SB	English. SN	11 : 30 to 12 : 15	Tour Guiding & Tour Commentary SB	Tour Guiding & Tour Commentary SB	Do SB
12 : 00 to 12 : 45	Do SB	Tour Guiding & Tour Commentary SB	12 : 30 to 13 : 15	Do SB	Do SB	Do SB

SH= Shaker Hussain, Principal

SN= Samina Naushin

MA = S. M. Mujahidul Alam

SB = Md. Sabbir Bhuiya


 09.11.2022
Head of Department
S. M. Mujahidul Alam
 Head of the Department
 Travel & Tourism
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation


 9.11.22
Principal (NHTTI)
 Shaker Hussain
 Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
 (Bangladesh Tourism Corporation)
 83-88, MOHAKHALI, DHAKA-1212.
WEEKLY TIME TABLE (MORNING SHIFT)

NAME OF THE COURSE: National Certificate Course in Front Office & Secretarial Operations.
 COURSE CODE: NCC-FO-121/2022

WEEK NO.: 5th

DATE: 13-11-2022 to 17-11-2022.

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	HOUR	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022.
08 : 30 To 09 : 15	Theory Test-01 ZK, MK	Central Reservation System MK	09 : 00 To 09 : 45	Telephone Manners MK	Front Office Practical ZK	Charging of Telephone Calls MK
09 : 15 To 10 : 00	Do ZK, MK	Do MK	09 : 45 To 10 : 30	Do MK	Do ZK	Do MK
[10 : 00 TO 10 : 15]		BREAK		[10:30 To 10:45]		BREAK
10 : 15 to 11 : 00	Classification of Telephone calls & services ZK	Computer Operations TH	10 : 45 To 11 : 30	First Aid Dr. MRM	Telephone Alphabet MK	Front Office Practical ZK
11 : 00 to 11 : 45	Do ZK	Do TH	11 : 30 To 12 : 15	Do Dr. MRM	Do MK	Do ZK
[11 : 45 TO 12 : 00]		BREAK		[12:15 To 12:30]		BREAK
12 : 00 to 12 : 45	English MB	English MB	12 : 30 To 01 : 15	Culture & Heritage MB	English MB	English MB

Zhanara Khanam
29/11/2022
Head of the Department

Manager (Training)

ZK = Zhanara Khanam
 MK = Md. Kamruzzaman
 MB = Mubasshera Begum
 SMM = Sheikh Mohiuddin Mia
 TH = Tanni Howlader
 Dr. MRM = Dr. Mahinur Rahman Mahin

Zahanara Khanam
 Deputy-Manager
 Head of The Department
 Front Office Secretarial Operation:
 National Hotel & Tourism Training Institute

Principal
09.11.22
Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parajatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
 (Bangladesh Tourism Corporation)
 83-88, MOHAKHALI, DHAKA-1212.

WEEKLY TIME TABLE (MORNING SHIFT)

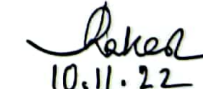
NAME OF THE COURSE: National Certificate Course in Food & Beverage Service.
 COURSE CODE: NCC-FBS-133/2022

WEEK NO.: 5th
 DATE: 13-11-2022 to 17-11-2022

Hour	SUNDAY 13-11-2022	MONDAY 14-11-2022	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
08 : 30 To	English	Practical Silver Service	English	English	First Aid
09 : 15 To	FK	SPC	FK	FK	Dr. Mahin
09 : 15 To	Meal Experience	Do	Functions of Banquet Department	Breakfast	Theory Review
10 : 00 To	FK	SPC	TH	TH	FK
10 : 00 TO 10 : 15 BREAK					
10 : 15 To	What is Menu and its types	Film Show & Discussion	Basic Rules of Service	Sequence of Service	English
11 : 00 To	SPC	SMM	ANMZK	ANMZK	SPC
11 : 00 TO 11 : 15 BREAK					
11 : 15 To	Bar & Beverage	Banquet Department	Practical Silver Service	Practical Soup Service	Practical Review
12 : 00 To	KSG	KSG	ANMZK	ANMZK	SPC
12 : 00 To 12 : 45	Do	Advantages of Banquet	Do	Do	Do
	KSG	KSG	ANMZK	ANMZK	SPC

ANMZK – A N M Zeaul Karim
 KSG – Kh. Shazzadul Gani
 FK – Khan Mohammad Faizul Karim
 SMM – Shaikh Moheuddin Mia
 SPC – Supratik Chakma


 Khan Md. Faizul Karim
 Senior Training Officer (Deputy Manager)
 Department of Food & Beverage Service
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation


 10.11.22
 Principal
 Shaker Hussain
 Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE
BANGLADESH PARJATAN CORPORATION
 (Bangladesh Tourism Corporation)
 83-88, MOHAKHALI, DHAKA-1212.

WEEKLY TIME TABLE (AFTERNOON SHIFT)

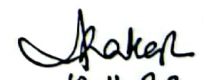
NAME OF THE COURSE: National Certificate Course in Food & Beverage Service.
 COURSE CODE: NCC-FBS-134/2022

WEEK NO.: 5th
 DATE: 13-11-2022 to 17-11-2022

HOUR	SUNDAY 13-11-2022	MONDAY 14-11-2022	TUESDAY 15-11-2022	WEDNESDAY 16-11-2022	THURSDAY 17-11-2022
13 : 30 To	Bar & Beverage	<u>Practical</u> Silver Service	English	English	First Aid
14 : 15	KSG	SPC	FK	FK	Dr. Mahin
14 : 15 To	Do	Do	Functions of Banquet Department	Breakfast	English
15 : 00	KSG	SPC	TH	TH	FK
15 : 00 TO 15 : 15 BREAK BREAK BREAK					
15 : 15 To	What is Menu and its types	Film Show & Discussion	Basic Rules of Service	Sequence of Service	Theory Review
16 : 00	SPC	SMM	ANMZK	ANMZK	SPC
16 : 00 TO 16 : 15 BREAK BREAK BREAK					
16 : 15 To	English	Banquet Department	<u>Practical</u> Silver Service	<u>Practical</u> Soup Service	<u>Practical</u> Review
17 : 00	FK	KSG	ANMZK	ANMZK	SPC
17 : 00 To 17 : 45	Meal Experience	Advantages of Banquet	Do	Do	Do
	FK	KSG	ANMZK	ANMZK	SPC

ANMZK – A N M Zeaul Karim
 KSG – Kh. Shazzadul Gani
 FK – Khan Mohammad Faizul Karim
 SMM – Shaikh Moheuddin Mia
 SPC – Supratic Chakma


Head of the Department
 Senior Training Officer (Deputy Manager)
 Department of Food & Beverage Service
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation


 10.11.22
Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation