

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.

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

WEEK NO.: 20th

DATE: 27-11-2022 to 01-12-2022.

HOOR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 To 10 : 15	Napkin Folding SPC	<u>Practical</u> Group -A- FBS (1-17) Group -B -FBP (18-34) Group -C -BPP (35-51) Dishwashing (3+3) FBP & BPP	<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	<u>Baking Theory</u> Colour MI
10 : 15 To 11 : 00	Do SPC	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP- MI, SMM	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Egg MI
11 : 00 To 11 : 15 BREAK					
11 : 15 To 12 : 00	English (FBS) FK	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP- MI, SMM	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Prepare Lemon Sponge MI
12 : 00 To 12 : 45	Review SPC	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP- MI, SMM	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Prepare Lemon Pastry Cream MI
12 : 45 To 01 : 00 BREAK					
01 : 00 To 01 : 45	Do SPC	Training Lunch FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Lunch FBS- FK, SPC FBP- SA, MMH BPP- MI, SMM	Training Lunch FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Lemon Cream 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

21/Chanam
23/11/2022
Course Co-ordinator
Zahanara Khanam

Course Co-Ordinator
Diploma in Hotel Management
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation, Dhaka

Shaker
23.11.22
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.**

WEEK NO.: 20th

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

DATE: 27-11-2022 to 01-12-2022.

HOOR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
14 : 30 To 15 : 15	Napkin Folding SPC	<u>Practical</u> Group -A- FBS (1-17) Group -B -FBP (18-34) Group - C-BPP (35-51) Dishwashing (3+3) FBP & BPP	<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	<u>Baking Theory</u> Colour MI
15 : 15 To 16 : 00	Do SPC	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, SMM	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Egg MI
16 : 00 To 16 : 15 BREAK					
16 : 15 To 17 : 00	English (FBS) FK	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, SMM	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Prepare Lemon Sponge MI
17 : 00 To 17 : 45	Review SPC	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, SMM	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Prepare Lemon Pastry Cream MI
17 : 45 To 18 : 00 BREAK					
18 : 00 To 18 : 45	Do SPC	Training Dinner FBS- FK, SPC FBP- JB, MKZ BPP- MI, KP	Training Dinner FBS- FK, SPC FBP- SA, MMH BPP-MI, SMM	Training Dinner FBS- FK, SPC FBP- MAH, MKZ BPP- MI, KP	Lemon Cream Cake MI

Z Khanam
23/11/2022
Course Co-ordinator

Zahanara Khanam
Course Co-Ordinator
Diploma in Hotel Management
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation, Dhaka

Shaker
23.11.22
Principal

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

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

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: 7th

COURSE CODE: NCC/BPP/107/2022

DATE: 27-11-2022 to 01-12-2022

HOUR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 To 10 : 15	<u>Baking theory</u> Puff Dough KP	<u>Commodities</u> Fresh & Dried fruits MI	English SN	<u>Baking theory</u> Egg MI	First Aid Dr. Mahin
10 : 15 To 11 : 00	<u>Practical demonstration</u> Prepare Chocolate Sponge KP	<u>Practical demonstration</u> Yeast Dough SMM	<u>Practical demonstration</u> Cinnamon bun Croissant AA	<u>Hygiene Lesson - 03</u> SMM	<u>Practical demonstration</u> Prepare Choux paste KP
11 : 00 TO 11 : 15	BREAK	BREAK	BREAK	BREAK	BREAK
11 : 15 To 12 : 00	DO KP	Laminate Danish dough SMM	Croissant AA	Film show SMM	Do KP
12 : 00 To 12 : 45	Prepare Chocolate Pastry "Cream" KP	Do SMM	Prepare Red Velvet Cake AA	English SN	Pastry Cream KP
12 : 45 TO 01 : 00	BREAK	BREAK	BREAK	BREAK	BREAK
01 : 00 To 01 : 45	Decorate Black Forest Cake KP	Piped Biscuit SMM	Do AA	Do SN	Chocolate Éclair KP

23.11.2022
Head of the Department
 Head of the Department
 Bakery & Pastry Production
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation

Shaker
 23.11.22
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, Dr. Mahinur Rahman, AA= Asad Ahmed

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

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

WEEK NO: 7th

COURSE CODE: NCC/BPP/108/2022

DATE: 27-11-2022 to 01-12-2022

HOUR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
14 : 30 To 15 : 15	<u>Baking theory</u> Puff Dough KP	<u>Commodities</u> Fresh & Dried fruits MI	English SN	<u>Baking theory</u> Egg MI	First Aid Dr. Mahin
15 : 15 To 16 : 00	<u>Practical demonstration</u> Prepare Chocolate Sponge KP	<u>Practical demonstration</u> Yeast Dough SMM	<u>Practical demonstration</u> Cinnamon bun Croissant AA	Hygiene <u>Lesson - 03</u> SMM	<u>Practical demonstration</u> Prepare Choux paste KP
16 : 00 TO 16 : 15	BREAK	BREAK	BREAK	BREAK	BREAK
16 : 15 To 17 : 00	DO KP	Laminate Danish dough SMM	Croissant AA	Film show SMM	Do KP
17 : 00 To 17 : 45	Prepare Chocolate Pastry Cream KP	Do SMM	Prepare Red Velvet Cake AA	English SN	Pastry Cream KP
17 : 45 TO 18 : 00	BREAK	BREAK	BREAK	BREAK	BREAK
18 : 00 To 18 : 45	Decorate Black Forest Cake KP	Piped Biscuit SMM	Do AA	Do SN	Chocolate Éclair KP

23.11.2022
Head of the Department
Mohammad Mainul Islam
 Head of The Department
 Bakery & Pastry Production
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation

23.11.22
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, Dr. Mahinur Rahman, AA= Asad Ahmed

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

WEEKLY TIME TABLE (MORNING SHIFT)

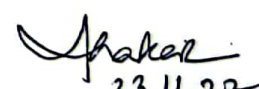
NAME OF THE COURSE: National Certificate Course in Food & Beverage Service.
 COURSE CODE: NCC-FBS-133/2022

WEEK NO.: 7th
 DATE: 27-11-2022 to 01-12-2022

HOOR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 To	Restaurant Briefing	English	English	English	First Aid
10 : 15	FK	FK	FK	FK	Dr. Mahin
10 : 15 To	Do	Dish Washing Procedure	Cooking methods	Lost & Found	English
11 : 00	FK	TH	TH	TH	FK
11 : 00 TO 11 : 15 BREAK BREAK BREAK					
11 : 15 To	Bill & KOT	Flambeeing & Carving	Preparing a room service tray	Bar & Beverage	Theory Review
12 : 00	SPC	ANMZK	KSG	KSG	SPC
12 : 00 TO 12 : 15 BREAK BREAK BREAK					
12 : 15 To	Practical Napkin Folding	Practical Napkin Folding	Bar & Beverage	Do	Practical Review
13 : 00	ANMZK	ANMZK	KSG	KSG	SPC
13 : 00 To 13 : 45	Do	Do	Do	Film Show & Discussion	Do
	ANMZK	ANMZK	KSG	SMM	SPC

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


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


 Shaikh Moheuddin Mia
 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.

WEEK NO.: 7th

COURSE CODE: NCC-FBS-134/2022

DATE: 27-11-2022 to 01-12-2022

HOUR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
14 : 30 To	<u>Practical</u> Napkin Folding	English	English	English	First Aid
15 : 15	ANMZK	FK	FK	FK	Dr. Mahin
15 : 15 To	Do	Dish Washing Procedure	Cooking methods	Lost & Found	English
16 : 00	ANMZK	TH	TH	TH	FK
16 : 00 TO 16 : 15 BREAK BREAK BREAK					
16 : 15 To	Bill & KOT	Flambeeing & Carving	Preparing a room service tray	Bar & Beverage	Theory Review
17 : 00	SPC	ANMZK	KSG	KSG	SPC
17 : 00 TO 17 : 15 BREAK BREAK BREAK					
17 : 15 To	Restaurant Briefing	<u>Practical</u> Napkin Folding	Bar & Beverage	Do	<u>Practical</u> Review
18 : 00	FK	ANMZK	KSG	KSG	SPC
18 : 00 To 18 : 45	Do	Do	Do	Film Show & Discussion	Do
	FK	ANMZK	KSG	SMM	SPC

ANMZK – A N M Zeaul Karim

KSG – Kh. Shazzadul Gani

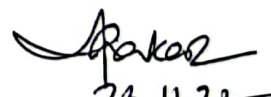
FK – Khan Mohammad Faizul Karim

SMM – Shaikh Moheuddin Mia

SPC – Supratik Chakma

TH – Tanni Howlader


 Khan Md. Faizul Karim
 Head of the Department
 Department of Food & Beverage Service
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation


 23.11.22
 Sh. Md. Shabbir
 Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan 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.: 07th.

DATE: 27-11-2022 to 01-12-2022.

HOUR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 To 10 : 15	English. MB	English. MB	<u>Theory</u> Fats & Oil. MMH	English. MB	Theory Test-2. JB, MMH
10 : 15 to 11 : 00	<u>Film Show & Discussion.</u> SMM	<u>Theory</u> Purchasing. MAH	<u>Practical Demonstration</u> Kebab. Tandoori Chicken. MKZ	<u>Practical Demonstration</u> Crecy Soup. MMH	<u>Theory</u> Hor's D Oeuvre. SA
11 : 00 To 11 : 45	<u>Practical Demonstration</u> Minestrone Soup. SA	<u>Practical Demonstration</u> Saint Germaine Soup. MAH	Chicken Tikka. Chicken Shaslic. MKZ	Chicken Tetrzzini. MMH	<u>Practical Demonstration</u> Shrimp Cocktail. JB
11 : 45 TO 12 : 15 BREAK					
12 : 15 to 13 : 00	Cannelloni Florentine. SA	Sauté Chicken Singapore. MAH	Reshmi Kebab. MKZ	Croquettes Potatoes. MMH	Fish Mayonnaise. JB
13 : 00 To 13 : 45	Spaghetti Bolognaise. SA	Fondant Potato. MAH	Raita Salad. MKZ	Do MMH	Stuffed Egg. JB

23/11/2022
Head of the Department

MB - Mubasshera Begum
SMM - Sheikh Moinul Hossain
Principal
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation

JB - Jaheda Begum
SA - Sheuli Akter

23.11.22
Acting Principal

MAH - Md. Anwar Hossain
MMH - Md. Moinul Hossain
Principal
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation
Md. Kamruzzaman

WEEKLY TIME TABLE (AFTERNOON SHIFT)

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

WEEK NO.: 07th.
 DATE: 27-11-2022 to 01-12-2022.

HOOR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
14:30 To 15:15	Film Show & Discussion. SMM	English. MB	Theory Fats & Oil. MMH	English. MB	Theory Test-2. JB, MMH
15:15 To 16:00	Practical Demonstration Minestrone Soup. SA	Theory Purchasing. MAH	Practical Demonstration Kebab. Tandoori Chicken. MKZ	Practical Demonstration Crecy Soup. MMH	Theory Hor's D Oeuvre. SA
16:00 To 16:45	Cannelloni Florentine. SA	Practical Demonstration Saint Germaine Soup. MAH	Chicken Tikka. Chicken Shaslic. MKZ	Chicken Tetrizzini. MMH	Practical Demonstration Shrimp Cocktail. JB
16:45 TO 17:15 BREAK					
17:15 To 18:00	Spaghetti Bolognese. SA	Sauté Chicken Singapore. MAH	Reshmi Kebab. MKZ	Croquettes Potatoes. MMH	Fish Mayonnaise. JB
18:00 To 18:45	English. MB	Fondant Potato. MAH	Raita Salad. MKZ	Do MMH	Stuffed Egg. JB

Head of the Department

MB - Mubasshera Begum
 SMM - Sheikh Mohiuddin Mia

Head of the Department
 F&B Production
 National Hotel & Tourism Training Institute

JB - Jaheda Begum
 SA - Sheuli Akter

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

Acting Principal
 23.11.22

Principal
 National Hotel & Tourism Training Institute
 Bangladesh Parjatan Corporation
 MKZ - Md. Kamruzzaman

WEEKLY TIME TABLE (AFTERNOON SHIFT)

DATE: 27-11-2022 to 01-12-2022.

June 23/11/2022

Shaker
23.11.22

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

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

WEEKLY TIME TABLE (AFTERNOON SHIFT)

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

WEEK NO =20th

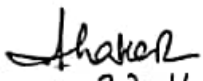
COURSE CODE: DTHM-04/2022 (2nd semester)

DATE: 27-11-2022 to 01-12-2022

Hour	Sunday 27-11-2022	Monday 28-11-2022	Tuesday 29-11-2022	Wednesday 30-11-2022	Thursday 01-12-2022
14 : 30 to 15 : 15	English SN		English SN		Food & Beverage Service (Practical). SP
15 : 15 to 16 : 00	Review Class on Tour Operation. SB		Customer Care & Guest Service ZK		Do SP
16:00 TO 16:15 BREAK					
16 : 15 to 17 : 00	Tour Costing & Pricing MA		Do ZK		Do SB
17 : 00 to 17 : 45	Do MA		Tour Costing & Pricing MA		Tourism Planning, Procedure & Practices. ZS
17:45 TO 18:00 BREAK					
18 : 00 to 18 : 45	Do MA		Do MA		Do ZS

ZS = Zakir Hossain Shikder (GM PTS)
 ZK = Zahara Khanam
 MA = S M Mujahidul Alam
 SN = Samira Naushin
 SB = Md Sabbir Bhuiya
 SP = Supratik Chakma


 S M Mujahidul Alam
 Head of the Department
 National Hotel & Tourism Training Institute
 Bangladesh Parijatan Corporation


 Zakir Hossain Shikder
 Principal (NHTTI)
 National Hotel & Tourism Training Institute
 Bangladesh Parijatan Corporation

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

WEEKLY TIME TABLE (MORNING SHIFT)

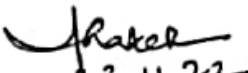
NAME OF THE COURSE: National Certificate Course in Travel Agency & Tour Operations.
 COURSE CODE: NCC-TATO- 117/2022.

DATE: 27-11-2022 to 01-12-2022
 WEEK NO: 7th

HOUR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 to 10 : 15	Terminology related to the Travel Agency. SH	Time Zone & IDL MA	Time differences and Elapsed Travel Time Calculation MA	Terminology related to the Travel Agency. SH	Quiz Test on Travel Service MA
10 : 15 to 11 : 00	Do SH	Do MA	Do MA	Do SH	Do MA
11 : 15 to 12 : 00	Destination Analysis: Tourist Region of Bangladesh SB	Do MA	Do MA	English. SN	English. SN
12 : 00 to 12 : 45	Do SB	Tourism Attractions of Northern Region SB	Tourism Attractions of Northern Region SB	Tourism Attractions of Eastern Region SB	Tourism Attractions of Eastern Region SB
13 : 00 to 13 : 45	Do SB	Do SB	Do SB	Do SB	Do SB

SH= Shaker Hussain, Principal
 SN= Samina Naushin
 MA = S. M. Mujahidul Alam
 SB = Md. Sabbir Bhuiya


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


 23.11.22
 Principal (NHITI)
 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.: 7th

DATE: 27-11-2022 to 01-12-2022.

HOOR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 To 10 : 15	Front Office Practical ZK	Reference sources on guest information MK	Familiarisation of Tasks to be completed before Arrival MK	Dealing with check in Guest ZK	Theory Test-02 ZK, MK
10 : 15 To 11 : 00	Do ZK	Do MK	Do MK	Do ZK	Do ZK, MK
[11 : 00 To 11:15] BREAK					
11 : 15 To 12 : 00	Hotel Directory Services MK	Procedures for Dealing with V.I.P.'s ZK	First Aid Exam Dr. MRM	Computer Operations TH	Front Office Practical ZK
12 : 00 To 12 : 45	Do MK	Do ZK	Do Dr. MRM	Do TH	Do ZK
[12 : 45 To 01 : 00] BREAK					
01 : 00 To 01 : 45	English MB	English MB	Culture & Heritage MB	English MB	English MB

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

Head of the Department

Z Khanam
23/11/2022
Zhanara Khanam
Deputy-Manager
The Department
of Secretarial Operation
National Hotel & Tourism Training Institute

Praker
23.11.22
Principal

Naker Hussain
Principal
National Hotel & Tourism Training Institute
Bangladesh Tourism 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)

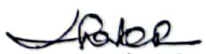
NAME OF THE COURSE: National Certificate Course in Housekeeping & Laundry
COURSE CODE: NCC-HKL-115/2022

WEEK NO: 7th
DATE: 27-11-2022 to 01-12-2022

HOOR	SUNDAY 27-11-2022	MONDAY 28-11-2022	TUESDAY 29-11-2022	WEDNESDAY 30-11-2022	THURSDAY 01-12-2022
09 : 30 to 10 : 15	Evening Service (Theory) MFZ	Individual Cleaning MFZ	Operational Workflow Chart of a Laundry MFZ	Key Control MFZ	Theory Test-03 MFZ
10 : 15 to 11 : 00	Evening Service (Practical) MFZ	Do MFZ	Do MFZ	Do MFZ	Do MFZ
11 : 00 TO 11 : 15 BREAK BREAK BREAK					
11 : 15 to 12 : 00	English. SN	English. SN	English. SN	Computer Ops. TH	Servicing of a Guest Room MNZ
12 : 00 to 12 : 45	Servicing Bathrooms MNZ	Glass Cleaning MNZ	Evening Service in a guest room MNZ	Do TH	First Aid Dr. MR
12 : 45 TO 13 : 00 BREAK BREAK BREAK					
13 : 00 to 13 : 45	Do MNZ	Do MNZ	Do MNZ	Do MNZ	Film Show & Discussion "Servicing Bathrooms" SMM

MNZ = Md. Nuruzzaman Khan TH= Tanni Howlader
SN = Samina Naushin
MFZ= Md. Farukuzzaman ,
SMM= Shaikh Mohiuddin Mia
Dr. MR=Dr. Mahinur Rahman


Head of the Department
মোঃ নুরুজ্জামান খান
উপদেষ্টা প্রশিক্ষণ কর্মকর্তা
বাংলাদেশ হোটেল এন্ড টুরিজম ট্রেনিং ইনস্টিটিউট
বাংলাদেশ পর্যটন কর্পোরেশন


24.11.22
Principal