

**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- 118/2023.

DATE: 14-05-2023 to 18-05-2023

WEEK NO: 09th

| HOUR                     | SUNDAY<br>14-05-2023  | MONDAY<br>15-05-2023     | TUESDAY<br>16-05-2023  | WEDNESDAY<br>17-05-2023                           | THURSDAY<br>18-05-2023                 |
|--------------------------|-----------------------|--------------------------|------------------------|---------------------------------------------------|----------------------------------------|
| 09 : 30<br>to<br>10 : 15 | GDS Application<br>MA | Air Transportation<br>SH | Airport Visit<br>SB/MA | Class will remain close<br>for NCC admission test | Tour Costing & Pricing.<br>MA          |
| 10 : 15<br>to<br>11 : 00 | Do<br>MA              | Do<br>SH                 | Do<br>SB/MA            | Do                                                | Do<br>MA                               |
| 11 : 15<br>to<br>12 : 00 | Do<br>MA              | Sales Technique<br>SB    | Do<br>SB/MA            | Do                                                | Class Test on Tour<br>Operation.<br>SB |
| 12 : 00<br>to<br>12 : 45 | Sales Technique<br>SB | Do<br>SB                 | Do<br>SB/MA            | Do                                                | Do<br>SB                               |
| 13 : 00<br>to<br>13 : 45 | Do<br>SB              | English.<br>SN           | Do<br>SB/MA            | Do                                                | Do<br>SB                               |

SH= Shaker Hussain, Principal

SN= Samina Naushin

MA = S. M. Mujahidul Alam

SB = Md. Sabbir Bhuiya

  
10.05.2023  
**S. M. Mujahidul Alam**  
**Head of Department**  
Travel & Tourism  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation

  
10.5.23  
**Principal (NHTI)**  
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 (AFTERNOON SHIFT)**

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

WEEK NO = 17<sup>th</sup>

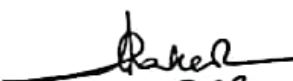
COURSE CODE: DTHM-05/2023 (1st semester)

DATE: 14-05-2023 to 18-05-2023

| Hour                     | Sunday<br>14-05-2023                 | Monday<br>15-05-2023 | Tuesday<br>16-05-2023  | Wednesday<br>17-05-2023 | Thursday<br>18-05-2023             |
|--------------------------|--------------------------------------|----------------------|------------------------|-------------------------|------------------------------------|
| 14 : 30<br>to<br>15 : 15 | English<br>SN                        |                      | Airport visit<br>SB/MA |                         | Tour Commentary<br>SB              |
| 15 : 15<br>to<br>16 : 00 | Weather & Weather<br>Injuries.<br>MA |                      | Do<br>SB/MA            |                         | DO<br>SB                           |
| 16:00 TO 16:15 BREAK     |                                      |                      |                        |                         |                                    |
| 16 : 15<br>to<br>17 : 00 | Do.<br>MA                            |                      | Do<br>SB/MA            |                         | Travel Agency<br>Terminology<br>SH |
| 17 : 00<br>to<br>17 : 45 | Tour Commentary<br>SB                |                      | Do<br>SB/MA            |                         | DO<br>SH                           |
| 17:45 TO 18:00 BREAK     |                                      |                      |                        |                         |                                    |
| 18 : 00<br>to<br>18 : 45 | DO<br>SB                             |                      | Do<br>SB/MA            |                         | DO<br>SH                           |

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

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

  
 10.5.23  
 Shaker Hussain  
 Principal (NHTTI)  
 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-1212.

**WEEKLY TIME TABLE (MORNING SHIFT)**

NAME OF THE COURSE: Professional Chef Course.

WEEK NO.: 18th.

COURSE CODE: PCC-31/2023.

DATE: 14-05-2023 to 18-05-2023.

| HOUR                     | SUNDAY<br>14-05-2023                                            | MONDAY<br>15-05-2023 | TUESDAY<br>16-05-2023                               | WEDNESDAY<br>17-05-2023 | THURSDAY<br>18-05-2023                              |
|--------------------------|-----------------------------------------------------------------|----------------------|-----------------------------------------------------|-------------------------|-----------------------------------------------------|
| 09 : 30<br>To<br>10 : 15 | English.<br><br>MB                                              |                      | Theory<br>Job Description<br>Waiter/Captain.<br>MKZ |                         | Practical Demonstration<br>Mulligatawny Soup.<br>SA |
| 10 : 15<br>to<br>11 : 00 | Practical Demonstration<br>Wonton with Cocktail<br>Sauce.<br>JB |                      | Job Description<br>Assistant Waiter.<br>MKZ         |                         | Chicken Roulade<br>SA                               |
| 11 : 00<br>To<br>11 : 45 | Pizza.<br>JB                                                    |                      | Do<br>MKZ                                           |                         | Hushes Potato.<br>SA                                |
| 11 : 45 TO 12 : 15       |                                                                 | BREAK                |                                                     | BREAK                   |                                                     |
| 12 : 15<br>To<br>13 : 00 | Stuffed Egg.<br>JB                                              |                      | Practical<br>Plate Carrying, Placing<br>MKZ         |                         | Do<br>SA                                            |
| 13 : 00<br>To<br>13 : 45 | Do<br>JB                                                        |                      | Do<br>MKZ                                           |                         | English.<br>MB                                      |

*Signature*  
11/05/2023

**Head of the Department**

MB - Mubasshara Begum  
SA - Sheuli Akter

National Hotel & Tourism Training Institute

JB - Jaheda Begum  
MMH - Md. Moinul Hossain

MAH - Md. Anwar Hossain  
MKZ - Md. Kamruzzaman

*Signature*  
11.5.23  
**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, BIR UTTAM A K KHANDKAR ROAD  
MOHAKHALI, DHAKA-1212.

**WEEKLY TIME TABLE (AFTERNOON SHIFT)**

NAME OF THE COURSE: Professional Chef Course.

WEEK NO.: 18th.

COURSE CODE: PCC-32/2023.

DATE: 14-05-2023 to 18-05-2023.

| HOUR                     | SUNDAY<br>14-05-2023                                            | MONDAY<br>15-05-2023 | TUESDAY<br>16-05-2023                               | WEDNESDAY<br>17-05-2023 | THURSDAY<br>18-05-2023                              |
|--------------------------|-----------------------------------------------------------------|----------------------|-----------------------------------------------------|-------------------------|-----------------------------------------------------|
| 14 : 30<br>To<br>15 : 15 | English.<br><br>MB                                              |                      | Theory<br>Job Description<br>Waiter/Captain.<br>MKZ |                         | Practical Demonstration<br>Mulligatawny Soup.<br>SA |
| 15 : 15<br>To<br>16 : 00 | Practical Demonstration<br>Wonton with Cocktail<br>Sauce.<br>JB |                      | Job Description<br>Assistant Waiter.<br>MKZ         |                         | Chicken Roulade<br>SA                               |
| 16 : 00<br>To<br>16 : 45 | Pizza.<br>JB                                                    |                      | Do<br>MKZ                                           |                         | Hushes Potato.<br>SA                                |
| 16 : 45 TO 17 : 15       |                                                                 | BREAK                |                                                     | BREAK                   |                                                     |
| 17 : 15<br>To<br>18 : 00 | Stuffed Egg.<br>JB                                              |                      | Practical<br>Plate Carrying, Placing<br>MKZ         |                         | Do<br>SA                                            |
| 18 : 00<br>To<br>18 : 45 | Do<br>JB                                                        |                      | Do<br>MKZ                                           |                         | English.<br>MB                                      |

*11/05/2023*  
**Head of the Department**

MB - Mubasshera Begum  
SA - Sheuli Akter

JB - Jaheda Begum  
MMH - Md. Moinul Hossain

MAH - Md. Anwar Hossain  
MKZ - Md. Kamruzzaman

*11.5.23*  
**Principal**  
Shaker Hussain  
Principal  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation



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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-155/2023.

WEEK NO.: 09<sup>th</sup>.  
DATE: 14-05-2023 to 18-05-2023.

| HOOR                     | SUNDAY<br>14-05-2023                                                 | MONDAY<br>15-05-2023                               | TUESDAY<br>16-05-2023                                         | WEDNESDAY<br>17-05-2023                                       | THURSDAY<br>18-05-2023                                     |
|--------------------------|----------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|
| 09 : 30<br>To<br>10 : 15 | <u>Practical Demonstration</u><br>Kebab.<br>Tandoori Chicken.<br>MKZ | English.<br><br>MB                                 | <u>Theory</u><br>.Review.<br><br>MKZ                          | English.<br><br>MB                                            | Recipe Test.<br><br>MMH                                    |
| 10 : 15<br>To<br>11 : 00 | Chicken Tikka.<br>Chicken Shaslic.<br><br>MKZ                        | <u>Practical Exam.</u><br>Vegetable Cut.<br><br>SA | <u>Practical Demonstration</u><br>Hot & Sour Soup.<br><br>MMH | <u>Practical Demonstration</u><br>Minestrone Soup.<br><br>MMH | <u>Practical Demonstration</u><br>Cream Caramel.<br><br>JB |
| 11 : 00<br>To<br>11 : 45 | Reshmi Kebab.<br><br>MKZ                                             | Brunoise.<br><br>SA                                | Chicken with Ginger<br>Sauce.<br><br>MMH                      | Cannelloni Florentine.<br><br>MMH                             | Fresh Fruit Salad.<br><br>JB                               |
| 11 : 45 TO 12 : 15 BREAK |                                                                      |                                                    |                                                               |                                                               |                                                            |
| 12 : 15<br>To<br>13 : 00 | Do<br><br>MKZ                                                        | Macedoine.<br>Julienne.<br><br>SA                  | Fried Rice.<br><br>MMH                                        | Spaghetti Bolognaise.<br><br>MMH                              | Fruit Trifle.<br><br>JB                                    |
| 13 : 00<br>To<br>13 : 45 | English.<br><br>MB                                                   | Jardinière.<br>Paysanne.<br><br>SA                 | Do<br><br>MMH                                                 | Do<br><br>MMH                                                 | Apple Pie.<br><br>JB                                       |

*Mubasshera Begum*  
11/05/2023  
**Head of the Department**

MB - Mubasshera Begum  
SMM - Sheikh Mohiuddin Miah

JB - Jaheda Begum  
SA - Sheuli Akter

MAH  
MMH

- Md. Anwar Hossain  
- Md. Moinul Hossain

MKZ - Md. Kamruzzaman

*Shaker Hussain*  
11.5.23  
**Principal**  
Shaker Hussain  
Principal  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation

NATIONAL HOTEL & TOURISM TRAINING INSTITUTE  
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(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.

WEEK NO.: 09<sup>th</sup>.

COURSE CODE: NCC-FBP-156/2023.

DATE: 14-05-2023 to 18-05-2023.

| HOOR                                 | SUNDAY<br>14-05-2023                                                 | MONDAY<br>15-05-2023                           | TUESDAY<br>16-05-2023                                     | WEDNESDAY<br>17-05-2023                                  | THURSDAY<br>18-05-2023                                 |
|--------------------------------------|----------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|
| 14 : 30<br>To<br>15 : 15             | <u>Practical Demonstration</u><br>Kebab.<br>Tandoori Chicken.<br>MKZ | English.<br>MB                                 | <u>Theory</u><br>.Review.<br>MKZ                          | English.<br>MB                                           | Recipe Test.<br>MMH                                    |
| 15 : 15<br>To<br>16 : 00             | Chicken Tikka.<br>Chicken Shaslic.<br>MKZ                            | <u>Practical Exam.</u><br>Vegetable Cut.<br>SA | <u>Practical Demonstration</u><br>Hot & Sour Soup.<br>MMH | <u>Practical Demonstration</u><br>Minestrone Soup.<br>SA | <u>Practical Demonstration</u><br>Cream Caramel.<br>JB |
| 16 : 00<br>To<br>16 : 45             | Reshmi Kebab.<br>MKZ                                                 | Brunoise.<br>SA                                | Chicken with Ginger<br>Sauce.<br>MMH                      | Cannelloni Florentine.<br>SA                             | Fresh Fruit Salad.<br>JB                               |
| 16 : 45 TO 17 : 15 BREAK BREAK BREAK |                                                                      |                                                |                                                           |                                                          |                                                        |
| 17 : 15<br>To<br>18 : 00             | Do<br>MKZ                                                            | Macedoine.<br>Julienne.<br>SA                  | Fried Rice.<br>MMH                                        | Spaghetti Bolognaise.<br>MMH                             | Fruit Trifle.<br>JB                                    |
| 18 : 00<br>To<br>18 : 45             | English.<br>MB                                                       | Jardinière.<br>Paysanne.<br>SA                 | Do<br>MMH                                                 | Do<br>MMH                                                | Apple Pie.<br>JB                                       |

*Signature*  
11/05/2023

**Head of the Department**

MB - Mubasshera Begum  
SMM - Sheikh Mohiuddin Mia

JB - Jaheda Begum  
SA - Sheuli Akter

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

MKZ - Md. Kamruzzaman

*Signature*  
11.5.23  
**Principal**  
Shaker Hussain  
Principal  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation



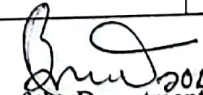
**NATIONAL HOTEL & TOURISM TRAINING INSTITUTE**  
**BANGLADESH PARJATAN CORPORATION**  
 (Bangladesh Tourism Corporation)  
 83-88, BIR UTTAM A K KHANDKAR ROAD  
 MOHAKHALI, DHAKA-1213  
**WEEKLY TIME TABLE (MORNING SHIFT)**

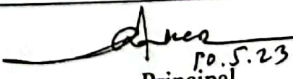
NAME OF THE COURSE: National Certificate Course in Housekeeping & Laundry  
 COURSE CODE: NCC-HKL-116/2023

WEEK NO: 9th  
 DATE: 14-05-2023 to 18-05-2023

| HOUR                     | SUNDAY<br>14-05-2023                             | MONDAY<br>15-05-2023                            | TUESDAY<br>16-05-2023                   | WEDNESDAY<br>17-05-2023                   | THURSDAY<br>18-05-2023                             |
|--------------------------|--------------------------------------------------|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------------|
| 09 : 30<br>to<br>10 : 15 | Servicing of a<br>Guest Room<br>MNZ              | Preparation for<br>Special Events<br>MFZ        | Fire Prevention.<br>MFZ                 | Theory Test -04<br>MFZ                    | Shampooing<br>(Theory)<br>MFZ                      |
| 10 : 15<br>to<br>11 : 00 | Do<br>MNZ                                        | Do<br>MFZ                                       | Do<br>MFZ                               | Do<br>MFZ                                 | Shampooing<br>(Practical)<br>MNZ/ KS               |
| 11 : 00 TO 11 : 15 BREAK |                                                  |                                                 |                                         |                                           |                                                    |
| 11 : 15<br>to<br>12 : 00 | Work System<br>MFZ                               | English.<br>SN                                  | Bed Making Practical<br>MNZ/ KS         | English.<br>SN                            | English.<br>SN                                     |
| 12 : 00<br>to<br>12 : 45 | Do<br>MFZ                                        | Bed Making with<br>Turn Down Service<br>MNZ/ KS | Bed Making Practical<br>MNZ/ KS         | Culture & Heritage<br>SN                  | First Aid<br>Dr. MR                                |
| 12 : 45 TO 13 : 00 BREAK |                                                  |                                                 |                                         |                                           |                                                    |
| 13 : 00<br>to<br>13 : 45 | Film Show &<br>Discussion<br>"Motivation"<br>SMM | Vacuuming<br>MNZ/ KS                            | Servicing of a<br>Guest Room<br>MNZ/ KS | Bed Making Practical<br>Test-2<br>MNZ/ KS | Film Show & Discussion<br>"Fire Prevention"<br>SMM |

MNZ = Md. Nuruzzaman Khan Dr. MR=Dr. Mahinur Rahman  
 SN = Samina Naushin KS= Khairunnahar Salma  
 MFZ= Md. Farukuzzaman,  
 SMM= Shaikh Mohiuddin Mia

  
Head of the Department  
 মাঃ নুরুজ্জামান খান  
 উপস্থাপন প্রশিক্ষণ কর্মকর্তা  
 \*ন্যাশনাল হোটেল এন্ড টুরিজম ট্রেনিং ইনস্টিটিউট  
 বাংলাদেশ পর্যটন কর্পোরেশন

  
Manager (Training)  
 10.5.23  
 Principal  
 Shaker Hussain  
 Principal  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

SMM= Shaikh Mohiuddin Mia KS= Khairunnahar Salma

Head of the Department  
 মাঃ নুরুজ্জামান খান

Shaker Hussain  
 Principal

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

NAME OF THE COURSE: Professional Baking Course

WEEK NO: 17<sup>th</sup>

COURSE CODE: PBC-07/2023

DATE: 14-05-2023 to 18-05-2023

| HOUR                 | SUNDAY<br>14-05-2023                                       | MONDAY<br>15-05-2023                                         | TUESDAY<br>16-05-2023 | WEDNESDAY<br>17-05-2023                                              | THURSDAY<br>18-05-2023 |
|----------------------|------------------------------------------------------------|--------------------------------------------------------------|-----------------------|----------------------------------------------------------------------|------------------------|
| 08:30<br>To<br>09:15 | <u>Practical demonstration</u><br>Produce Puff Dough<br>KP | <u>Practical demonstration</u><br>Prepare Chicken Kima<br>KP |                       | <u>Practical demonstration</u><br>Produce Plain Cake<br>Batter<br>KP |                        |
| 09:15<br>To<br>10:00 | Prepare Roll In Fat<br>KP                                  | Do<br>KP                                                     |                       | Do<br>KP                                                             |                        |
| 10:00 TO 10:10       | BREAK                                                      | BREAK                                                        |                       | BREAK                                                                |                        |
| 10:10<br>To<br>10:55 | Roll out the dough<br>and apply rolling fat<br>KP          | Prepare Chicken Patties<br>KP                                |                       | Prepare Queen Cake<br>KP                                             |                        |
| 10:55<br>To<br>11:40 | Block and Laminare<br>Pastry as required<br>KP             | Prepare Cheese Straw<br>KP                                   |                       | Decorate Frosting<br>Cake<br>KP                                      |                        |
| 11:40 TO 11:45       | BREAK                                                      | BREAK                                                        |                       | BREAK                                                                |                        |
| 11:45<br>To<br>12:30 | Cream Caramel<br>KP                                        | English<br>SN                                                |                       | English<br>SN                                                        |                        |

*11.05.2023*  
 Mohammad Mainul Islam  
 Head of the Department  
**Head of the Department**  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

*Mobashera Begum*  
*11.05.2023*  
**Manager (Training)**

**Mobashera Begum**  
 Deputy Manager & Head of the Department  
 Department of English Language & Culture  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

*Shaker Hussain*  
*11.5.23*  
**Principal**  
**Shaker Hussain**  
 Principal  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

MI = Mohammad Mainul Islam, SN = Samina Naushin, KP= Kawsher Pervin



**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: 9<sup>th</sup>

COURSE CODE: NCC/BPP/109/2023

DATE: 14-05-2023 to 18-05-2023

| HOOR                     | SUNDAY<br>14-05-2023                                                     | MONDAY<br>15-05-2023                                             | TUESDAY<br>16-05-2023                                                | WEDNESDAY<br>17-05-2023                                          | THURSDAY<br>18-05-2023                          |
|--------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------|
| 10 : 30<br>To<br>11 : 15 | <u>2<sup>nd</sup> Exam</u><br>Baking theory<br><br>KP                    | English<br><br>FK                                                | First Aid<br><br>Dr. Mahin<br>FK                                     | English<br><br>FK                                                | Fourth Industrial<br>Revolution (4IR)<br><br>SB |
| 11 : 15<br>To<br>12 : 00 | <u>Practical demonstration</u><br>Prepare Chocolate<br>Sponge<br><br>SMM | <u>Practical demonstration</u><br>Prepare Mocha Sponge<br><br>KP | <u>Baking theory</u><br>Color<br><br>MI                              | <u>Practical demonstration</u><br>Prepare Pastry Cream<br><br>MI | Fourth Industrial<br>Revolution (4IR)<br><br>SB |
| 12 : 00 TO 12 : 15       | BREAK                                                                    | BREAK                                                            | BREAK                                                                | BREAK                                                            | BREAK                                           |
| 12 : 15<br>To<br>13 : 00 | Prepare Pastry Cream<br><br>SMM                                          | Prepare Pastry Cream<br><br>KP                                   | <u>Practical demonstration</u><br>Prepare Chocolate Sponge<br><br>KP | Chocolate Melting<br><br>MI                                      | Hygiene<br>Lesson- 02<br><br>SMM                |
| 13 : 00<br>To<br>13 : 45 | Prepare Whipped<br>Cream<br><br>SMM                                      | Decorate Mocha Sponge<br>Cake<br><br>KP                          | Prepare Chocolate Pastry<br>Cream<br><br>KP                          | Prepare Chocolate<br>Mousse<br><br>MI                            | English<br><br>FK                               |
| 13 : 45<br>To<br>14 : 30 | Decorate Chocolate<br>Cake<br><br>SMM                                    | Do<br><br>KP                                                     | Decorate Black Forest<br>Cake<br><br>KP                              | Small Cornet<br><br>MI                                           | Culture & Heritage<br><br>FK                    |

11.05.2023  
 Mohammad Mainul Islam  
 Head of The Department  
Head of the Department  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

Mobashera Begum  
 11.05.2023  
Manager (Training)

Shaker Hussain  
 11.5.23  
Principal

MI = Mohammad Mainul Islam, FK = Khan Faizul Karim, SB= Sabbir Bhuiyan, KP= Khan Faruk Karim, SMM= SK. Mohiuddin, Dr. Mahinur Rahman

Mobashera Begum  
 Deputy Manager & Head of the Department  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

Shaker Hussain  
 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 (AFTERNOON SHIFT)

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

WEEK NO: 9<sup>th</sup>

COURSE CODE: NCC/BPP/110/2023

DATE: 14-05-2023 to 18-05-2023

| HOUR                     | SUNDAY<br>14-05-2023                                                 | MONDAY<br>15-05-2023                                         | TUESDAY<br>16-05-2023                                            | WEDNESDAY<br>17-05-2023                                      | THURSDAY<br>18-05-2023                      |
|--------------------------|----------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------|
| 14 : 30<br>To<br>15 : 15 | <u>2<sup>nd</sup> Exam</u><br>Baking theory<br>KP                    | English<br>FK                                                | First Aid<br>Dr. Mahin<br>FK                                     | English<br>FK                                                | Fourth Industrial<br>Revolution (4IR)<br>SB |
| 15 : 15<br>To<br>16 : 00 | <u>Practical demonstration</u><br>Prepare Chocolate<br>Sponge<br>SMM | <u>Practical demonstration</u><br>Prepare Mocha Sponge<br>KP | <u>Baking theory</u><br>Color<br>MI                              | <u>Practical demonstration</u><br>Prepare Pastry Cream<br>MI | Fourth Industrial<br>Revolution (4IR)<br>SB |
| 16 : 00 TO 16 : 15       | BREAK                                                                | BREAK                                                        | BREAK                                                            | BREAK                                                        | BREAK                                       |
| 16 : 15<br>To<br>17 : 00 | Prepare Pastry Cream<br>SMM                                          | Prepare Pastry Cream<br>KP                                   | <u>Practical demonstration</u><br>Prepare Chocolate Sponge<br>KP | Chocolate Melting<br>MI                                      | Hygiene<br>Lesson- 02<br>SMM                |
| 17 : 00<br>To<br>17 : 45 | Prepare Whipped<br>Cream<br>SMM                                      | Decorate Mocha Sponge<br>Cake<br>KP                          | Prepare Chocolate Pastry<br>Cream<br>KP                          | Prepare Chocolate<br>Mousse<br>MI                            | English.<br>FK                              |
| 17 : 45 TO 18 : 00       | BREAK                                                                | BREAK                                                        | BREAK                                                            | BREAK                                                        | BREAK                                       |
| 18 : 00<br>To<br>18 : 45 | Decorate Chocolate<br>Cake<br>SMM                                    | Do<br>KP                                                     | Decorate Black Forest<br>Cake<br>KP                              | Small Cornet<br>MI                                           | Culture & Heritage<br>FK                    |

*11.05.2023*  
 Mohammad Mainul Islam  
Head of the Department  
 Bakery & Pastry Production  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

*Mobashera Begum*  
 11.05.2023  
Manager (Training)  
 Mobashera Begum  
 Deputy Manager & Head of the Department  
 Department of English Language & Culture  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

*Shaker Hussain*  
 11.5.23  
Principal  
 Shaker Hussain  
 Principal  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

MI = Mohammad Mainul Islam, FK = Khan Faizul Karim, KP = Kawsher Pervin, SMM = SK. Mohiuddin, Dr. Mahinur Rahman

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 (Bangladesh Tourism Corporation)  
 83-88, MOHAKHALI, DHAKA-1212.

**WEEKLY TIME TABLE**

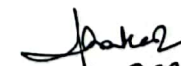
NAME OF THE COURSE: National Certificate Course in Food & Beverage Service.  
 COURSE CODE: NCC-FBS-136/2023

WEEK NO.: 9<sup>th</sup>  
 DATE: 14-05-2023 to 18-05-2023

| HOOR                 | SUNDAY<br>14-05-2023               | MONDAY<br>15-05-2023                     | TUESDAY<br>16-05-2023                    | WEDNESDAY<br>17-05-2023                  | THURSDAY<br>18-05-2023                   |
|----------------------|------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|
| 14:30<br>To          | English                            | Complaint Handling                       | English                                  | Dish Washing Procedure                   | English                                  |
| 15:15                | FS                                 | SPC                                      | FS                                       | TH                                       | FS                                       |
| 15:15<br>To          | Bar & Beverage                     | Do                                       | Bar & Beverage                           | Food Poisoning                           | First Aid                                |
| 16:00                | FK                                 | SPC                                      | FK                                       | SPC                                      | Dr. Mahin                                |
| 16:00 TO 16:15 BREAK |                                    |                                          |                                          |                                          |                                          |
| 16:15<br>To          | Lost & Found                       | Restaurant Closing Duties                | Food Poisoning                           | Film Show                                | Class Test                               |
| 17:00                | SPC                                | FK                                       | SPC                                      | SMM                                      | SPC                                      |
| 17:00 TO 17:15 BREAK |                                    |                                          |                                          |                                          |                                          |
| 17:15<br>To          | <u>Practical</u><br>Napkin Folding | <u>Practical</u><br>Three Course Service | <u>Practical</u><br>Three Course Service | <u>Practical</u><br>Three Course Service | <u>Practical</u><br>Three Course Service |
| 18:00                | SPC                                | FK                                       | SPC                                      | FK                                       | SPC                                      |
| 18:00<br>To<br>18:45 | Do                                 | Do                                       | Do                                       | Do                                       | Do                                       |
|                      | SPC                                | FK                                       | SPC                                      | FK                                       | SPC                                      |

FK – Khan Mohammad Faizul Karim  
 SMM – Shaikh Mohiuddin Mia  
 SPC – Supratic Chakma  
 TH – Tanni Howlader  
 FS – Farhana Sultana

  
 Khan Mohammad Faizul Karim  
 Senior Training Officer (Deputy Manager)  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

  
 11.5.23  
 Shaikh Mohiuddin Mia  
 Principal  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation



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(Bangladesh Tourism Corporation)  
83-88, MOHAKHALI, DHAKA-1212.

**WEEKLY TIME TABLE**

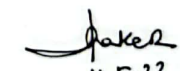
NAME OF THE COURSE: National Certificate Course in Food & Beverage Service.  
COURSE CODE: NCC-FBS-135/2023

WEEK NO.: 9<sup>th</sup>  
DATE: 14-05-2023 to 18-05-2023

| HOUR               | SUNDAY<br>14-05-2023               | MONDAY<br>15-05-2023                     | TUESDAY<br>16-05-2023                    | WEDNESDAY<br>17-05-2023                  | THURSDAY<br>18-05-2023                   |
|--------------------|------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|
| 09 : 30<br>To      | English                            | Complaint Handling                       | English                                  | Dish Washing Procedure                   | English                                  |
| 10 : 20            | FS                                 | SPC                                      | FS                                       | TH                                       | FS                                       |
| 10 : 20<br>To      | Bar & Beverage                     | Do                                       | Bar & Beverage                           | Food Poisoning                           | First Aid                                |
| 11 : 10            | FK                                 | SPC                                      | FK                                       | SPC                                      | Dr. Mahin                                |
| 11 : 10 TO 11 : 20 |                                    |                                          |                                          |                                          |                                          |
|                    | BREAK                              |                                          | BREAK                                    |                                          | BREAK                                    |
| 11 : 20<br>To      | Lost & Found                       | Restaurant Closing Duties                | Food Poisoning                           | Film Show                                | Class Test                               |
| 12 : 10            | SPC                                | FK                                       | SPC                                      | SMM                                      | SPC                                      |
| 12 : 10 To 12 : 40 |                                    |                                          |                                          |                                          |                                          |
|                    | BREAK                              |                                          | BREAK                                    |                                          | BREAK                                    |
| 12 : 40<br>To      | <u>Practical</u><br>Napkin Folding | <u>Practical</u><br>Three Course Service | <u>Practical</u><br>Three Course Service | <u>Practical</u><br>Three Course Service | <u>Practical</u><br>Three Course Service |
| 13 : 30            | SPC                                | FK                                       | SPC                                      | FK                                       | SPC                                      |
| 13 : 30<br>To      | Do                                 | Do                                       | Do                                       | Do                                       | Do                                       |
| 14 : 20            | SPC                                | FK                                       | SPC                                      | FK                                       | SPC                                      |

FK – Khan Mohammad Faizul Karim  
SMM – Shaikh Mohiuddin Mia  
SPC – Supratic Chakma  
TH – Tanni Howlader  
FS – Farhana Sultana

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

  
Shakeel Hossain  
Principal  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation

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83-88, MOHAKHALI, DHAKA-1212.

**WEEKLY TIME TABLE (MORNING SHIFT)**

NAME OF THE COURSE: Diploma in Hotel Management.

WEEK NO.: 17<sup>th</sup>

COURSE CODE: DHM-31/2022 (Semester-3).

DATE: 14-05-2023 to 18-05-2023.

| HOUR                     | SUNDAY<br>14-05-2023                | MONDAY<br>15-05-2023               | TUESDAY<br>16-05-2023       | WEDNESDAY<br>17-05-2023              | THURSDAY<br>18-05-2023          |
|--------------------------|-------------------------------------|------------------------------------|-----------------------------|--------------------------------------|---------------------------------|
| 09 : 30<br>To<br>10 : 15 | Computer Operation<br><br>TH        | Sales & Marketing<br><br>SB        | English<br><br>SN           | Maintenance Studies<br><br>Engr. SCD | Computer Operation<br><br>TH    |
| 10 : 15<br>To<br>11 : 00 | Do<br><br>TH                        | Do<br><br>SB                       | Do<br><br>SN                | Do<br><br>Engr. SCD                  | Do<br><br>TH                    |
| 11 : 00 To 11 : 15 BREAK |                                     |                                    |                             |                                      |                                 |
| 11 : 15<br>To<br>12 : 00 | Food Costing<br><br>ZK              | Culinary French<br><br>ZK          | Food Costing<br><br>ZK      | Culinary French<br><br>ZK            | Review<br><br>ZK                |
| 12 : 00<br>To<br>12 : 45 | Supervisory<br>Management<br><br>FK | Accommodation<br>Service<br><br>ZK | Hotel Accounting<br><br>ZHS | Hotel Accounting<br><br>ZHS          | Tourism<br>Management<br><br>MA |
| 12 : 45 To 01 : 00 BREAK |                                     |                                    |                             |                                      |                                 |
| 01 : 00<br>To<br>01 : 45 | Do<br><br>FK                        | Do<br><br>ZK                       | Do<br><br>ZHS               | Do<br><br>ZHS                        | Do<br><br>MA                    |

ZHS= Md. Zakir Hossain Sikder  
ZK= Zahanara Khanam  
MB= Mubasshera Begum  
FK= Faizul Karim  
SN= Samina Naushin  
Engr. SCD= Sumon Chanda Dhar  
TH= Tanni Howlader

*Zkhanam*  
10/05/2023  
**Course Co-ordinator**

**Zahanara Khanam**  
Course Co-ordinator  
Diploma in Hotel Management  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation

*Shaker Hussain*  
10.5.23  
**Principal**  
Shaker Hussain  
Principal  
National Hotel & Tourism Training Institute  
Bangladesh Parjatan Corporation

83-88, BIR UTTAM A K KHANDAKAR ROAD

**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.: 17<sup>th</sup>

COURSE CODE: **DHM-32/2022 (Semester-3).**

DATE: **14-05-2023 to 18-05-2023.**

| HOOR                                 | SUNDAY<br>14-05-2023                | MONDAY<br>15-05-2023               | TUESDAY<br>16-05-2023       | WEDNESDAY<br>17-05-2023              | THURSDAY<br>18-05-2023          |
|--------------------------------------|-------------------------------------|------------------------------------|-----------------------------|--------------------------------------|---------------------------------|
| 14 : 30<br>To<br>15 : 15             | Computer Operation<br><br>TH        | Accommodation<br>Service<br><br>ZK | Hotel Accounting<br><br>ZHS | Hotel Accounting<br><br>ZHS          | Computer Operation<br><br>TH    |
| 15 : 15<br>To<br>16 : 00             | Do<br><br>TH                        | Do<br><br>ZK                       | Do<br><br>ZHS               | Do<br><br>ZHS                        | Do<br><br>TH                    |
| 16 : 00 TO 16 : 15 BREAK BREAK BREAK |                                     |                                    |                             |                                      |                                 |
| 16 : 15<br>To<br>17 : 00             | Food Costing<br><br>ZK              | Culinary French<br><br>ZK          | Food Costing<br><br>ZK      | Culinary French<br><br>ZK            | Review<br><br>ZK                |
| 17 : 00<br>To<br>17 : 45             | Supervisory<br>Management<br><br>FK | Sales & Marketing<br><br>SB        | English<br><br>SN           | Maintenance Studies<br><br>Engr. SCD | Tourism<br>Management<br><br>MA |
| 17 : 45 TO 18 : 00 BREAK BREAK BREAK |                                     |                                    |                             |                                      |                                 |
| 18 : 00<br>to<br>18 : 45             | Do<br><br>FK                        | Do<br><br>SB                       | Do<br><br>SN                | Do<br><br>Engr. SCD                  | Do<br><br>MA                    |

*Zahanara Khanam*  
10/05/2023

**Course Co-ordinator**

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

*Shaker*  
10.5.23

**Principal**

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

**ZHS=**Md. Zakir Hossain Sikder  
**ZK=** Zahanara Khanam  
**MB=** Mubasshera Begum  
**FK =** Faizul Karim  
**SN=** Samina Naushin  
**Engr. SCD=** Sumon Chanda Dhar  
**TH =** Tanni Howlader



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 83-88, BIR UTTAM A K KHANDKAR ROAD  
 MOHAKHALI, DHAKA-1213.

**WEEKLY TIME TABLE (MORNING SHIFT)**

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

WEEK NO.: 17<sup>th</sup>

COURSE CODE: **DHM-33/2023. (Semester I)**

DATE: **14-05-2023 to 18-05-2023.**

| HOUR                     | SUNDAY<br>14-05-2023      | MONDAY<br>15-05-2023                           | TUESDAY<br>16-05-2023                 | WEDNESDAY<br>17-05-2023     | THURSDAY<br>18-05-2023             |
|--------------------------|---------------------------|------------------------------------------------|---------------------------------------|-----------------------------|------------------------------------|
| 09 : 30<br>To<br>10 : 15 | Works system<br><br>MFZ   | Hotel Safety Security<br>Key Control<br><br>MK | Cleaning of a<br>rest room<br><br>MNZ | English (HK)<br><br>SN      | English (FO)<br><br>MB             |
| 10 : 15<br>To<br>11 : 00 | Do<br><br>MFZ             | Do<br><br>MK                                   | Do<br><br>MNZ                         | Theory Review<br><br>ZK     | HKL<br>(Theory Test-03)<br><br>MNZ |
| 11 : 00 To 11 : 15 BREAK |                           |                                                |                                       |                             |                                    |
| 11 : 15<br>To<br>12 : 00 | English (HK)<br><br>SN    | English (FO)<br><br>MB                         | Culture & Heritage<br><br>MA          | Practical Test-02<br><br>MK | Do<br><br>MNZ                      |
| 12 : 00<br>To<br>12 : 45 | Glass Cleaning<br><br>MFZ | Front Office Practical<br><br>ZK               | DND sign<br><br>MFZ                   | Do<br><br>MK                | HKL Practical<br><br>MNZ           |
| 12 : 45 To 01 : 00 BREAK |                           |                                                |                                       |                             |                                    |
| 01 : 00<br>To<br>01 : 45 | Do<br><br>MFZ             | Do<br><br>ZK                                   | Death in the<br>Hotel<br><br>MFZ      | Do<br><br>MK                | Do<br><br>MNZ                      |

*Z Khanam*  
10/05/2023  
**Course Co-ordinator**

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

*Shaker*  
10.5.23  
**Principal**

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

**ZK- Zahanara Khanam**  
**MB- Mubasshera Begum**  
**MNZ- Md. Nuruzzaman Khan**  
**MK- Md. Kamruzzaman**  
**SN- Samina Naushin**  
**MFZ- Md. Farukuzzaman**

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

**WEEKLY TIME TABLE (AFTERNOON SHIFT)**

NAME OF THE COURSE: Diploma in Hotel Management.

WEEK NO.: 17<sup>th</sup>

COURSE CODE: DHM-34/2023 (Semester-I).

DATE: 14-05-2023 to 18-05-2023.

| HOUR                                 | SUNDAY<br>14-05-2023  | MONDAY<br>15-05-2023                       | TUESDAY<br>16-05-2023             | WEDNESDAY<br>17-05-2023 | THURSDAY<br>18-05-2023         |
|--------------------------------------|-----------------------|--------------------------------------------|-----------------------------------|-------------------------|--------------------------------|
| 14 : 30<br>To<br>15 : 15             | Works system<br>MFZ   | Hotel Safety Security<br>Key Control<br>MK | Cleaning of a<br>rest room<br>MNZ | English (HK)<br>SN      | English (FO)<br>MB             |
| 15 : 15<br>To<br>16 : 00             | Do<br>MFZ             | Do<br>MK                                   | Do<br>MNZ                         | Theory Review<br>ZK     | HKL<br>(Theory Test-03)<br>MNZ |
| 16 : 00 TO 16 : 15 BREAK BREAK BREAK |                       |                                            |                                   |                         |                                |
| 16 : 15<br>To<br>17 : 00             | English (HK)<br>SN    | English (FO)<br>MB                         | Culture & Heritage<br>MA          | Practical Test-02<br>MK | Do<br>MNZ                      |
| 17 : 00<br>To<br>17 : 45             | Glass Cleaning<br>MFZ | Front Office Practical<br>ZK               | DND sign<br>MFZ                   | Do<br>MK                | HKL Practical<br>MNZ           |
| 17 : 45 TO 18 : 00 BREAK BREAK BREAK |                       |                                            |                                   |                         |                                |
| 18 : 00<br>to<br>18 : 45             | Do<br>MFZ             | Do<br>ZK                                   | Death in the<br>Hotel<br>MFZ      | Do<br>MK                | Do<br>MNZ                      |

ZK- Zahanara Khanam  
 MB- Mubasshera Begum  
 MNZ- Md. Nuruzzaman Khan  
 MK- Md. Kamruzzaman  
 SN- Samina Naushin  
 MFZ- Md. Farukuzzaman

ZKhanam  
 10/05/2023  
**Course Co-ordinator**  
 Zahanara Khanam  
 Zahanara Khanam  
 Course Co-ordinator  
 Diploma in Hotel Management  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation, Dhaka

Shaker  
 10.5.23  
**Principal**  
 Shaker Hussain  
 Principal  
 National Hotel & Tourism Training Institute  
 Bangladesh Parjatan Corporation

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**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.

WEEK NO.: 9<sup>th</sup>

COURSE CODE: NCC-FO-122/2023

DATE: 14-05-2023 to 18-05-2023.

| HOOR                     | SUNDAY<br>14-05-2023                          | MONDAY<br>15-05-2023                        | TUESDAY<br>16-05-2023      | WEDNESDAY<br>17-05-2023      | THURSDAY<br>18-05-2023             |
|--------------------------|-----------------------------------------------|---------------------------------------------|----------------------------|------------------------------|------------------------------------|
| 09 : 30<br>To<br>10 : 15 | Method of Payment<br>Traveller's Cheque<br>MK | Front Office Practical<br>ZK                | Dealing with Cheques<br>MK | Handling a Float<br>MK       | Theory Test-03<br>ZK               |
| 10 : 15<br>To<br>11 : 00 | Do<br>MK                                      | Do<br>ZK                                    | Do<br>MK                   | Do<br>MK                     | Do<br>ZK                           |
| 11 : 00 To 11 : 15 BREAK |                                               |                                             |                            |                              |                                    |
| 11 : 15<br>To<br>12 : 00 | English<br>MB                                 | Dealing with travel<br>Agency Voucher<br>MK | Film Show<br>SMM           | English<br>MB                | Dealing with Late<br>Charges<br>MK |
| 12 : 00<br>To<br>12 : 45 | Front Office Practical<br>ZK                  | Do<br>MK                                    | Computer Operation<br>TH   | Front Office Practical<br>ZK | Do<br>MZK                          |
| 12 : 45 To 01 : 00 BREAK |                                               |                                             |                            |                              |                                    |
| 01 : 00<br>To<br>01 : 45 | Do<br>ZK                                      | English<br>MB                               | Do<br>TH                   | Do<br>ZK                     | English<br>MB                      |

ZK = Zhanara khanam  
 MK = Md. Kamruzzaman  
 FK = Faizul Karim  
 MB = Mubasshera Begum  
 SMM = Shaikh Mohiuddin Mia  
 TH = Tanni Howlader

*Zkhanam*  
*10/05/2023*  
**Head of the Department**

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

*Shaker*  
*10.5.23*

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