



Training Calendar 2024



**TECHNICAL TRAINING CENTRE (TTC), KHANSAMA
KHANSAMA, DINAJPUR.**



CONTACT DETAILS:

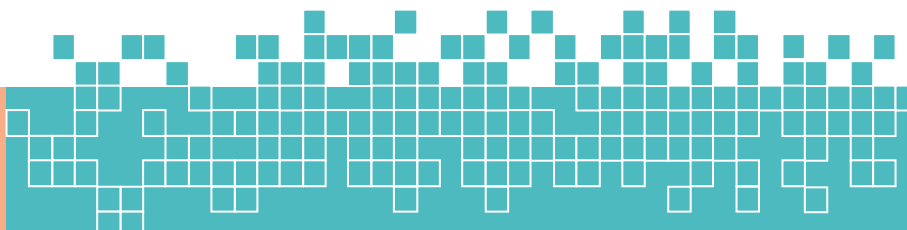
Phone: 01718-677399 (Principal)

E-Mail:- ttckhansama@gmail.com

Web:- ttckhansama.dinajpur.gov.bd

Facebook:- <https://www.facebook.com/TTCKHANDIN>

Bureau of Manpower, Employment and Training (BMET).
Ministry of Expatriate's Welfare and Overseas Employment.



Published By :

**Technical Training Centre (TTC), Khansama
Khansama, Dinajpur.**

Date of Publication :

01 January, 2024

Designed by :

Technical Training Centre, Khansama



Preface

Technical training centre (TTC), Khansama is well decorated TTC all over the Technical Training Center in Bangladesh. This technical training centre is established to train the manpower for both local and global markets. Training is delivered in different employable trades as per the demand of the local and overseas job market. In keeping with changing technology, Khansama TTC is capable to start any course on emerging technology. Course curriculum of Khansama TTC always updated its curriculum in line with demand. Innovation in all respects as always considered in teaching-learning. This TTC is persistently trying to transform the country's educated, less educated and unemployed people into skilled manpower and in accordance with the vision "**Smart Bangladesh**" declared by the Honorable Prime Minister of the present government. Technical training centre (TTC), Khansama always thinks for Skills and quality of graduates. Since knowledge and skills is becoming the future currency. TTC Khansma always tries to do the best and the new things.



Nimay Kumar Datta

Principal (Incharge)

Technical Training Centre, Khansama

Email: ttckhansam@gmail.com

Phone (Mobile) : 01718677399



Contact person on training related matters

- **Mr. Md. Ayub-ul Azad**
Instructor (Electrical)
Mobile: 01716212987
- **Mr. Md. Morshed Alam Shah**
Senior Instructor (Garments)
Mobile: 01723505902
- **Mr. Md. Ajmol Hossain**
Computer Operator
Mobile : 01761209477
- **Mr. Md. Ramjan Ali**
Office Assistant
Mobile: 01716483785

Contact for major information:

Mr. Nimay Kumar Datta
Principal (Incharge)
Technical Training Centre (TTC), Khansama
Khansama, Dinajpur.
Phone : 01718677399
Email: ttckhansama@gmail.com
Website : <https://ttckhansama.dinajpur.gov.bd>



Contents

Sl. No.	Name of Topics	Page
01	Vision, Mission, Core Values & Objective of TTC Khansama	06
02	Introduction of TTC Khanama (About location, at a glance, facilities of TTC)	08
03	TTC Khansama Training program 2024	09
04	Modular Courses (Three Months / 360 Hour)	10
05	Modular Courses (Two Months)	18
06	Special Courses (Three day's)	26
07	Challenges	20
08	SWOT (Scope, Weakness, Opportunity & Threats) Analysis	20



1.0 Vision, Mission, Core Values, Objective & Functions of TTC Khansama.

Technical Training Centre (TTC), Khansama is one of the skills training activities in Bangladesh. TTC Khansama believes that development of Bangladesh depends on generation of skilled manpower for the world of work. The Vision, Mission, Core Values & Objective of TTC Khansama is as follows:

Vision:

Skill development, increase in foreign employment, safe migration and increase in flow of remittances, reduction in unemployment and economic development.

Mission:

Providing skill development training to employees using modern technology as per the demand of local and international labor market.

Core Values:

- Skills
- Hands on training
- Innovations
- Discipline
- Integrity
- Inclusiveness
- Team spirit

Objectives:

1. The prime objective of TTC Khansama is to create nation and International standard skilled manpower for local and global market.
2. To provide Institution based vocational & technical training in different employable trades.
3. To conduct formal, informal and special training.

Functions:

1. Providing skill development training in line with the demand of foreign labor market.
2. Use of modern technology in overall training system.
3. Creating an enabling environment for the overall training system.
4. Promotion of circulars, organizing public relations and seminars, admission process, class monitoring and database creation.
5. Employing graduates.
6. Capacity building of teachers and staff through in-house training.
7. Providing information and implementing instructions according to the needs of the Ministry and BMET.



2.0 Introduction of TTC, Khansama

Background:

Technical Training Centre (TTC), Khansama was established in 2022. The total area of the centre is 1.5 acres. This centre is governed by the Director General of Bureau of Manpower, Employment and Training (BMET) under the Ministry of Expatriate's Welfare and Overseas Employment.

Technical and Vocational Training courses are offered from this institution with a view of to poverty reduction of the country, removing increasing unemployment problem, developing socio-economic condition, creating skillful manpower which is helpful to fast industrialization and increasing the supply of skilled manpower in the international labor market. Technical Training Centre (TTC), Khansama is trying to turn educated, less educated and unemployment population of the country into skilled manpower and in accordance with the vision "Smart Bangladesh" declared by the Honorable Prime Minister of the present government.

TTC Khansama at a glance:

01. Total area	:	1.5 acres
02. Work Shops	:	06 Nos.
03. Computer lab	:	02 Nos.
04. Classrooms	:	06 Nos.
05. Yearly Capacity	:	1000 (Approx)
06. Wi-Fi system	:	Office & Computer Lab
07. Emergency power supply	:	30 KVA generator.
08. Administrative Ministry	:	Ministry of Expatriate's Welfare and Overseas Employment.
09. Controlling Authority	:	Bureau of Manpower, Employment and Training (BMET)

Location :

500 meters west from Khanasama Upazila Parishad is Girls High School junction. 500 meters south from the Girls High School junction, right at the beginning of the Kanchiniyahat Road, you will find the Technical Training Centre, Khansama, a beautiful example of modern architecture on the left hand side

TTC Khansama Campus:

The centre has well-equipped Classroom, Work-shop, Conference room, Library etc. Visual magnificence with luxuriant surroundings provides a wonderful environment for training, study, discussion, reflection and introspection. It has modern facilities for conducting training, organizing conferences, seminars and workshops.



Focus and Range of the Special program:

The Centre Conducts 10 short specialized courses. The prime objectives of these courses are to create skilled manpower for local and overseas employment.

Library:

TTC Khansama has a well decorate library is consist of around 1000 Books. Trainees & Instructor's both are use regularly this library for their study.

Medical Facilities:

The Centre has Medical Section and maintains a clinic for fast aid. Participants are given free medical treatment, prescriptions and limited items of medicine. Medicine also provides in case of emergency.

Prayer room:

The Centre has a prayer room where muslim teacher's, stuffs, students, everyone were may offer their daily prayers.

Courses at a glance in TTC Khansama

- 360 Hour or 3 Month Duration Regular/ Self-Supporting Modular Courses on 05 Trade NTVQF/BNQF under BTEB/NSDA Curriculum.
- 2 Month Duration Driving Course Under BMET
- 3 Day's Duration Pre-Departure Training Course Under BMET.

Admission Schedule:

- | | | |
|--------------------------|---|---|
| (a) 3 Month Courses | : | December, March, June and August each year. |
| (b) 2 Month Courses | : | Admission schedule announced by head of TTC |
| (c) Pre-Departure Course | : | All Time |

Curriculum, Trainers & Equipment:

- Curriculum is updated by BMET & BTEB/NSDA
- Trainers Trained by BMET & SEIP
- Modern instruments & machineries.

Assessment and Certification:

- Bureau of Manpower, Employment and Training (BMET).
- Bangladesh Technical Education Board (BTEB).
- National Skills Development Authority (NSDA).



3.0 TTC Khansma Training Program 2024

SL No.	Name of the courses	Duration	Number of courses	Desired Number of Participants (each course)	Minimum acceptable number of participants (each course)	Maximum acceptable number of participants (each course)	Total number of desired participants (each course)
01	Computer Operation (BNQF Level-3)	360 Hour /03 Months	04	30	20	40	120
02	Graphic Design (BNQF Level-3)	360 Hour /03 Months	04	30	20	40	120
03	Electrical Installation and Maintenance (Construction Sector) (BNQF Level-2)	360 Hour /03 Months	04	30	20	40	80
04	Electrical Installation and Maintenance (Light Engineering Sector) (BNQF Level-3)	360 Hour /03 Months	04	30	20	40	80
05	Woven sewing machine operation (BNQF Level-2)	360 Hour /03 Months	04	30	20	40	80
06	Trailoring & Dress Making (BNQF Level-2)	360 Hour /03 Months	04	30	20	40	80
07	Automotive Mechanics (BNQF Level-1)	360 Hour /03 Months	04	20	20	40	80
08	Driving (BNQF Level-3)	360 Hour /03 Months	04	20	20	40	80
09	Car Driving	02 Months	06	20	15	20	120
10	Pre-Departure	03 Day's	02 Batch / Week	100	10	100	5000
Total =				340	185	440	5840



4.0 Modular Courses (360 Hour/ 03 Months)

4.1 Course: Computer Operation (NSC Level-3 under NSDA)

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-3 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least S.S.C Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non Residential
7. Selection Procedure : If applicant is twice the seat capacity than written test adapt for Selection Procedure, Otherwise viva is held for nomination.
8. Objective : This Course is specially designed for operating a personal computer and using office application software. Sending and Receiving email, web browser, typing a document in Bangla & English, assembling a PC, use of network, troubleshooting computer and networks.

9. Course Contents :

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic Units of Competencies				20
1	GU-14-L3-V1	Carryout Communication with Clients	3	20
Sector Specific Units of Competencies				15
2	SU-ICT-03-L3-V1	Comply to Ethical Standards in the ICT Workplace	3	15
Occupation Specific Units of Competencies				325
3	OU-ICT-CO-01-L3-V1	Operate a Personal Computer	3	20
4	OU-ICT-CO-02-L3-V1	Prepare a Document Using Word Processor	3	100
5	OU-ICT-CO-03-L3-V1	Prepare a Spreadsheet	3	90
6	OU-ICT-CO-04-L3-V1	Prepare a Presentation	3	60
7	OU-ICT-CO-05-L3-V1	Use Internet and Access Resources	3	30
8	OU-ICT-CO-06-L3-V1	Perform Basic Maintenance and Troubleshooting	3	25
Total Nominal Learning Hours				360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

Natinal Skill Certification (NSC) of the above course BNQF Level-3 under National Skills Development Authority (NSDA).



4.2 Course: Graphic Design

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-3 under BTEB/NSDA.
2. Number of Trainee's : 30
3. Entry Qualification : At least S.S.C Pass
4. Course Fee : 48/- (For Regular Batch)
5. Accommodation : Non-Residential
6. Selection Procedure : If applicant is twice the seat capacity than written test adapt for Selection Procedure, Otherwise viva is held for nomination.
7. Objective : This Course is specially designed to enhance the knowledge, skills and attitude in using industry office application software, separating image background, manipulation and retouching a digital image and content using an image processing application, creating shapes and Applying text (e-g illustrator). it also covers developing materials for printing and output and repairing interactive PDF files.
8. Course Contents :

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic Units of Competencies				35
1	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2	GU-02-L2-V1	Carry Out Workplace Interaction	2	20
Sector Specific Units of Competencies				70
3	SU-ICT-06-L2V1	Operate a Personal Computer and Use Application Programs	2	15
4	SU-ICT-07-L2V1	Operate Office Application Software	2	25
5	SU-ICT-08-L3V1	Access Information using Internet and Electronic Mail	3	15
6	SU-ICT-04-L3V1	Comply to Ethical Standards in IT Workplace	3	15
Occupation Specific Units of Competencies				255
7	OU-ICT-GD-01L3-V1	Apply Graphic Design Concepts and Guidelines	3	35
8	OU-ICT-GD-02L3-V1	Create Professional Designs using Illustration Software.	3	60
9	OU-ICT-GD-03L3-V1	Separate and Compose Images	3	60
10	OU-ICT-GD-04L3-V1	Create Mock Up and Print	3	40
11	OU-ICT-GD-05L3-V1	Develop Materials for Output	3	60
Total Nominal Learning Hours				360

9. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

National Skill Certification (NSC) of the above course BNQF Level-3 under National Skills Development Authority (NSDA).



4.3 Course: Electrical Installation and Maintenance (Construction Sector)

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-2 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least JSC/JDC or Equivalent Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non-Residential
7. Selection Procedure : If applicant is twice than the seat capacity than written test adapt for Selection Procedure, Otherwise viva is held for nomination.
8. Objective : This course is designed to enhance the knowledge & skills about domestic and Industrial Wiring including all kinds of Electrical Installation & testing.
9. Course content :

Course content				
SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic Competencies				65
1	GU002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2	GU012L2V1	Communicate in the workplace	2	30
3	GU003L2V1	Work in team environment	2	20
Sector Specific Competencies				40
4	SUCSOOI L2V1	Work in the Construction Sector	2	20
5	SUCS002L2V1	Interpret Drawings and Specifications in Construction Manuals	2	20
Occupation Specific Competencies				255
6	OUEIMOOI L2V1	Use Hand Tools and Power Tools	2	20
7	OUEIM002L2V1	Apply Fundamentals Skills for Electrical Works	2	20
8	OUEIM003L2V1	Perform Wire and Cable Joint	2	20
9	OUEIM004L2V1	Perform Installation of Electrical Circuit	2	50
10	OUEIM005L2V1	Perform Channel Wiring	2	70
11	OUEIM006L2V1	Perform Conduit Wiring	2	75
Total Nominal Learning Hours				360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

Natinal Skill Certification (NSC) of the above course BNQF Level-2 under Natinal Skills Development Authority (NSDA).



4.4 Course: Electrical Installation and Maintenance (Light Engineering Sector)

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-3 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least JSC/JDC or Equivalent Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non-Residential
7. Selection Procedure : If applicant is twice the seat capacity than written test adapt for Selection Procedure, Otherwise viva is held for nomination.
8. Objective : This course is designed to enhance the knowledge & skills about domestic and Industrial Wiring including all kinds of Installation, testing & re-winding and Solar system.
9. Course content :

Course Content				
SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
The Generic Competencies				55
1	GCUOILIVI	Use Basic Mathematical Concepts	1	25
2	GCU02LIV1	Apply OSH Practices in the Workplace	1	15
3	GCU05L3V1	Carryout Workplace Interaction in English	3	15
The Sector Specific Competencies				30
4	SSU01107LIV1	Interpret Drawings and Specifications in Electrical Installation	1	15
5	SSU02107LIV1	Use Hand and Power Tools for Electrical Works	1	15
The Occupation Specific Competencies				275
6	OSU01107L1V1	Perform Chanel Wring	1	40
7	OSU02107LIV1	Install Earthing and Atmospheric Lightning Protection System	1	20
8	OSU03107L2V1	Perform Conduit Wiring	2	35
9	OSU04107L2V1	Perform Service Connection	2	20
10	OSU05107L3V1	Perform Motor Connection	3	30
11	OSU06107L3V1	Install and Maintain of Electric Motor with Control System	3	50
12	OSU07107L3V1	Perform Motor Rewinding and Servicing	3	55
13	OSU08107L3V1	Install and Troubleshoot Solar Electrical System	3	25
Total Nominal Learning Hours				360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

Natinal Skill Certification (NSC) of the above course BNQF Level-3 under Natinal Skills Development Authority (NSDA).



4.5 Course: Woven Sewing Machine Operator

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-2 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least JSC/JDC or Equivalent Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non-Residential
7. Selection Procedure : If applicant is twice the seat capacity than written test adapt for Selection Procedure, Otherwise viva is held for nomination.
8. Objective : This Course is specially designed to impart technical knowledge and skills to cope with the multifaceted requirement of production units in the sewing section of RMG industry. The course will provide both theoretical and practical issues, including current to make the trainee's confidence to work in the related field.

9. Course Contents :

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-02-L2-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2.	GU-06-L3-V1	Receive and Respond to Workplace Instructions	3	15
3.	GU-04-L3-V1	Work in a Team Environment	3	20
Sub Total				50
Sector Specific Units of Competencies				
4.	SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	2	15
5.	SU-RMGT-02-L3-V1	Perform Measurement and Calculations	3	15
6.	SU-RMGT-03-L3-V1	Interpret Sketch and Specifications in Manuals	3	15
Sub Total				45
Occupation Specific Units of Competencies				
7.	OU-RMGT-WSMO-01-L2-V1	Interpret Woven Fabrics and Garments	2	15
8.	OU-RMGT-WSMO-02-L2-V1	Prepare for Sewing Operation	2	35
9.	OU-RMGT-WSMO-03-L2-V1	Operate Industrial Sewing Machine	2	100
10.	OU-RMGT-WSMO-04-L2-V1	Make Pants	2	115
Sub Total				265
Total Duration				360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

National Skill Certification (NSC) of the above course BNQF Level-2 under National Skills Development Authority (NSDA).



4.6 Course: Tailoring and dress making (TDM).

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-2 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least JSC/JDC or Equivalent Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non-Residential
7. Selection Procedure : If applicant is twice the seat capacity then written test adapt for Selection Procedure, Otherwise viva is held for nomination.
8. Objective : This Course is specially designed to impart technical knowledge and skills to cope with the multifaceted requirement of production units in the sewing section of RMG industry. The course will provide both theoretical and practical issues, including current to make the trainee's confidence to work in the related field.

9. Course Contents :

SL No	Unit code and Title	UOC Level	Nominal (hours)
Generic Units of Competencies			
1	GC002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	15
2	GU013L2V1	Practice Housekeeping Procedure	10
3	GU019L1V1	Deal with Clients	10
Sub Total			35
Sector Specific Units of Competencies			
4	SUCS001L2V1	Work in the Informal Sector	20
Sub Total			20
Occupation Specific Units of Competencies			
5	OU-INF-TDM-01-L2-V1	Operate Sewing Machine	40
6	OU-INF-TDM-02-L2-V1	Perform Hand Stitch	15
7	OU-INF-TDM-03-L2-V1	Perform Measurement and Calculations	15
8	OU-INF-TDM-04-L2-V1	Make Salwar	30
9	OU-INF-TDM-05-L2-V1	Make Kameez	60
10	OU-INF-TDM-06-L2-V1	Make Baby Frock	40
11	OU-INF-TDM-07-L2-V1	Make Petticoat	30
12	OU-INF-TDM-08-L2-V1	Make Blouse	75
Sub Total			305
Total Duration			360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

Natinal Skill Certification (NSC) of the above course BNQF Level-2 under Natinal Skills Development Authority (NSDA).



4.7 Course: Automotive Mechanics.

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-1 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least JSC/JDC or Equivalent Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non-Residential
7. Selection Procedure : If applicant is twice the seat capacity than written test adapt for Selection Procedure, Otherwise viva is held for nomination.
8. Objective : This course is designed for the Trainee's to enhance skills of Identification the different component of engine and vehicle. Basic servicing & maintenance at different systems of vehicle. basic knowledge of automobile maintenance for the demand of home and overseas job market.

9. Course content :

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Competencies				85
1.	GU002L2V1	Apply OSH Practices at Workplace	1	15
2.	GU001L2V1	Perform Computations Using Basic Mathematical Concepts	1	15
3.	GU013L2V1	Practice Housekeeping Procedure	1	10
4.	GU005L2V1	Carry out Workplace Interaction in English	1	15
5.	GU013L2V1	Demonstrate Basic ICT Skills	1	30
Sector Specific Competencies				20
6.	SULES001L2V1	Interpret Manuals, Sketches and Drawings	1	20
Occupation Specific Competencies				255
7.	OUAMECH001L1V1	Use Hand and Power Tools	1	20
8.	OUAMECH002L1V1	Interpret Major System of Automobiles	1	35
9.	OUAMECH003L1V1	Service Suspension System	1	40
10.	OUAMECH004L1V1	Service Cooling System	1	30
11.	OUAMECH005L1V1	Service Lubricating System	1	30
12.	OUAMECH006L1V1	Service Starting System	1	30
13.	OUAMECH007L1V1	Service Fuel System	1	30
14.	OUAMECH008L1V1	Service Ignition System	1	40
Total Nominal Hours				360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

Natinal Skill Certification (NSC) of the above course BNQF Level-1 under Natinal Skills Development Authority (NSDA).



4.8 Course: Driving

1. Duration : 360Hour/03 Months.
2. Curriculum : CBT&A Methodology National Skill Certificate (NSC) Level-3 under BTEB/NSDA.
3. Number of Trainee's : 30
4. Entry Qualification : At least JSC/JDC or Equivalent Pass
5. Course Fee : 48/- (For Regular Batch)
6. Accommodation : Non-Residential
7. Selection Procedure : If applicant is twice the seat capacity, then written test adapt for Selection Procedure, otherwise viva is held for nomination.
8. Objective : This course is designed for the Trainee's to enhance skills of safe drive a vehicle efficiently in different condition and basic knowledge of automobile maintenance for the demand of home and overseas job market.

9. Course content :

Course content				
SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Competencies				85
1.	GU002L2V1	Apply OSH Practices at Workplace	1	15
2.	GU001L2V1	Perform Computations Using Basic Mathematical Concepts	1	15
3.	GU013L2V1	Practice Housekeeping Procedure	1	10
4.	GU005L2V1	Carry out Workplace Interaction in English	1	15
5.	GU013L2V1	Demonstrate Basic ICT Skills	1	30
Sector Specific Competencies				20
6.	SULES001L2V1	Interpret Manuals, Sketches and Drawings	1	20
Occupation Specific Competencies				255
7.	OUAMECH001L1V1	Use Hand and Power Tools	1	20
8.	OUAMECH002L1V1	Interpret Major System of Automobiles	1	35
9.	OUAMECH003L1V1	Service Suspension System	1	40
10.	OUAMECH004L1V1	Service Cooling System	1	30
11.	OUAMECH005L1V1	Service Lubricating System	1	30
12.	OUAMECH006L1V1	Service Starting System	1	30
13.	OUAMECH007L1V1	Service Fuel System	1	30
14.	OUAMECH008L1V1	Service Ignition System	1	40
Total Nominal Hours				360

10. Evaluation :
 - Formative assessment (Written test, Demonstration, Oral Question), Assignment, Job Experiment, Behavior & Sumative assessment.
 - Final assessment is conducted by BTEB / NSDA.

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of Face-to-Face training, E-learning, Motivational.

Certification:

Natinal Skill Certification (NSC) of the above course BNQF Level-3 under Natinal Skills Development Authority (NSDA).



5.0 Modular Course (Two Months)

5.1 Course: Car Driving

1. Duration : 2 Months
2. Number of Trainee's : 20
3. Entry Qualification : JSC/JDC or Equivalent Pass
4. Course Fee : 4000/- (For Self-Supporting Batch)
5. Accommodation : Non-Residential
6. Selection : If applicant is twice the seat capacity then written test adapt for selection procedure, otherwise viva is held for nomination.
7. Objective : This course is designed for the student to enhance skills of safe driving and basic knowledge of automobile maintenance for the demand of home and overseas job market.
8. Course content : Skills in driving a vehicle efficiently in different conditions. Stop a vehicle during brake failure. Know the defensive driving take care of vehicle. Identification of the different components of engine and vehicle. Basic servicing & maintenance at different systems of vehicle. Know the traffic rules & regulations & understand the road signs, road markings & traffic signals. Aware of duties & responsibilities of a driver. Know the automotive air pollution control system. Skills in first aid during road accidents.
9. Evaluation :
 - Continuous assessment-Class test, Quiz test, Assignment, Job Experiment, Viva, Behavior & Mid term exam.
 - Final assessment-Final Exam is conducted by BMET.

Sl. No.	Particulars	Total marks	Pass marks
01	Theoretical continuous (TC)	50	25
02	Practical continuous (PC)	200	100
03	Theoretical final (TF)	50	25
04	Practical final (PF)	200	100
Total=		500	250

Methodology:

Blended learning method is applied. In blended mode major part of the training is delivered face-to face and the rest part of the training is delivered through e-learning method. Training methodology consists of face –to-face training, E-learning and motivational.

Certification:

Certification of the above course is from Bureau of Manpower Employment and Training (BMET).



6.0 Special Course

6.1 Three Day's Pre-departure Orientation (PDO) Course :

1. Duration : 03 Days
2. Number of Trainee's : 100 (Maximum)
3. Entry Qualification : Who have Bangladeshi Passport with BMET Registration Number.
4. Course Fee : 200/-
5. Accommodation : Non-Residential.
6. Selection Procedure : Candidate Present himself with Passport/Visa and Non-criminal certificate from counselor/UP Chairman
7. Objective : To Promote safe migrants of Workers.
To Produce skilled Workforce to maximize remittance.
8. Course Contents :
 - Personal hygiene, Safety and Cleanliness.
 - Etiquette and manners.
 - Practices of Destination Countries.
 - Language;
 - Culture;
 - Rules and Regulations
9. Evaluation : Evaluation system in Orientation class-taken feedback by question-and-answer method.

Methodology :

Blended learning method is applied, in blended mode major part of the training is delivered face to-face and the rest Part of the training is delivered through e-learning method. Training methodology consists of: Face-to-face training, Video, Motivational.

Certification :

Certification of the above course is from Bureau of Manpower Employment and Training (BMET)



7.0 Challenges

Technology changes day by day. In keeping with changing technology and local & overseas demand of the employer the institution faces some challenges. The challenges of TTC Khansama are as follows:

- Improvement of training quality.
- Enhancement enrolment.
- Maximize employment.
- Introduction of job oriented and demand trade/technology.
- Enhancement of female participation.
- International Recognition.

8.0 SWOT (Scope, Weakness, Opportunity & Threats) Analysis

Scope:

- Well infrastructure.
- Enough classroom & Workshop.
- Better commitment for society.
- Better Administration (Govt. Rules & Regulation)
- Good organogram.

Weakness:

- Insufficient trained Trainers.
- Insufficient manpower.
- Lack of modern equipment.
- Insufficient budget facilities.
- Service insecurity.

Opportunity:

- Utilization of available assets to be a centre of excellence of TVET.
- Job opportunity in home and abroad.
- Enough unemployed youth
- Equal access for male & female
- Stipend facilities for trainees.
- Modernization of course & job placement.
- Public Privat Partnership (PPP)
- Suitable Location of training institute.

Threats :

- Lack of relevant industry in surrounding area.
- Unstable political situation.
- The attitude of local people is not friendly for TVET.
- Outside environmental violence or pressure.
- Slow promotion system for teachers.



Picture Gallery

