

# Action Plan

**DIST & SDF Skills Training  
1st batch- 60 Trainees  
Dhaka, Pallabi, Center.**

**Date:- 01-11-2021**

Sl.No.	Description	Responsible persons	Action date
1	Agreement signing	Mr. Md. Shahid Ullah , CE,DISA Mr.Md. Atiar Rahman, Principal Mr.Sonjoy Kumar Dey, Senior Instructor.	3 <sup>rd</sup> Nov 21 Done
2	Schedule preparation	Mr.Md. Atiar Rahman Mr.Sonjoy Kumar Dey.	1 Nov 21 – 2 Nov 21 Done
3	Training Syllabus preparation (360 hours)	Mr.Md. Atiar Rahman Mr. Sonjoy Kumar Dey Related instructor	2 Nov 21 – 10 Nov 21
4	Training materials budget preparation, Dhaka pallabi Center	Mr. Sonjoy Kumer Dey Related Instructors	2 Nov 21 – 12 Nov 21
5	Inauguration ceremony	Mr. Md. Shahid Ullah, CE,DISA Mr. Md. Atiar Rahman , Mr.Sonjoy Kumar Dey, Mr.Md.Muslem Uddin Bablu Mr.Md.Mahmmudul Hasan	15 Nov 21 - 18Nov 21
6	Trainees reception & trade selection	Mr.Sonjoy Kumer Dey Mr.Abdul Quayyum Mr.Md.Nazmul Haque Instructors	15 Nov 21 - 18Nov 21
7	Identity card preparation & Information sheet making	Mr.Sonjoy Kumer Dey Mr.Abdul Quayyum Mr.Md.Muslem Uddin Bablu Related instructors	15 Nov 21 - 22Nov 21
8	Residential arrangement (Accommodation & Food)	Mr.Sonjoy Kumer Dey Mr. Hasnat Tauhid, Manager, DTC Mr. Abdul Quayyum Mr.Md.Mahmmudul Hasan	2 Nov 21 - 14Nov 21
09	Practical training lab arrangement	Mr. Sonjoy Kumer Dey Related Instructors	2 Oct 21-10 Nov 21
10	Training materials purchase	Mr.Sonjoy Kumer Dey Mr.Md.Mahmmudul Hasan Mr.Md.Nazmul Haque Related instructors.	2 Nov 21- 30 Nov 21
11	Training Start (360 hrs) 1st batch	Mr. Sonjoy Kumer All Instructor	15 Nov 21- 18 Nov 21

<b>12</b>	RPL registration	Mr.Sonjoy Kumer Dey Mr.Abdul Quayyum Mr.Md.Muslem Uddin Bablu Rrelated instructors.	20 Nov 21 – 20 Dec 21
<b>13</b>	RPL test conducting period	Mr.Sonjoy Kumer Dey Mr.Md.Muslem Uddin Bablu All Instructor	6 Jan 22 - 10 Jan 22
<b>14</b>	Certificate design& printing	Mr.Md. Atia rRahman Mr.Md.Muslem Uddin Bablu Mr. Abdul Quayyum	20 Dec 21- 30 Dec 21
<b>15</b>	Attendance data batch preparation	Mr. Sonjoy Kumer Dey Mr.Abdul Quayyum Mr.Md.Muslem Uddin Bablu	10 Nov 21 – 18 Nov 21
<b>16</b>	Budget break down and accounting	Mr.Md.Nazmul Haque Mr. Md. Atiar Rahman Mr.Sonjoy Kumar Dey	10 Nov 21 – 20 Jan 22
<b>16</b>	Invoice preparation	Mr.Sonjoy Kumer Dey Mr.Nazmul Hoque	15 Nov 21 - 20Nov 21
<b>17</b>	Pass out Trainees Certificate preparation & computing	Mr.Sonjoy Kumer Dey Mr. Abdul Quayyum Mr.Md.Muslem Uddin Bablu	10 Jan 22 – 12 Jan 22
<b>18</b>	Job placement activities	Mr.Md.Muslem Uddin Bablu Mr.Md.Mahmmudul Hasan	20 Nov 21 – 06 Jan 22
<b>19</b>	Job placement & follow up	Mr.Md. Atiar Rahman Mr.Sonjoy Kumer Dey Mr.Md.Muslem Uddin Bablu Mr.Md.Mahmmudul Hasan	14 Jan 22 – 13 July 22

Md. Atiar Rahman,  
Principal, DIST, Dhaka