



No. DCE-007 (247)/05

Date: 20/01/2025

Announcement of Short Courses:
Organized by the Directorate of Continuing Education (DCE), BUET.

Dear Sir/Madam

We have the pleasure of informing you that, considering the national demand, the Directorate of Continuing Education (DCE), BUET will organize the short courses on the **following schedule**.

These courses have been developed with a combined effort of expert professionals working in various renowned organizations. The main aim of these courses is to share knowledge of present and upcoming challenges and opportunities of an organization considering contemporary issues in this arena.

SL	Topics	Date	Fee (BDT)/Person	Last Date of Registration
1	Organizational Change Management	19th April 2025	8,000/-	9th April 2025
2	Key Measures for Electrical Safety and Fire Prevention	25 th -27 th April 2025	15,000/-	15 th April 2025

These courses are specially designed for professionals who are playing a critical role in running an organization smoothly. Highly qualified, professionally trained, reputed, and experienced resource persons in the related areas, having ample theoretical and practical knowledge with current information have been invited to conduct these short courses.

The registration fee for these short courses needs to be paid in advance, through Pay-Order or Demand draft, in favor of “**Director, BRTC, BUET**”. Course registration fee may also be electronically deposited on the Savings Account Number - **4404034173888** (Routing Number – **200270522**), Account Name: **Director, Directorate of Continuing Education (DCE), Sonali Bank Ltd., BUET Branch, and Dhaka**. Course Fee includes all costs of printed course materials, exams & certificates, etc., and excludes VAT & TAX.

Seats are limited and the application /nomination would be selected on a First Come First Serve basis. For further information, please contact us by **01918285231**, E-mail: info@dce.buet.ac.bd. You may visit our official website: <https://dce.buet.ac.bd/> for more detailed information.

We would appreciate it if you could kindly participate and/or nominate the concerned official (s) from your esteemed organization in this regard.

Thanking you,

Prof. Dr. Mohammad Ali 20/1/2025

Prof. Dr. Mohammad Ali

Director, Directorate of Continuing Education, BUET, Dhaka-1000

CONTACT

Director

Directorate of Continuing Education (DCE)

BUET, Dhaka-1000

Tel: 02 58610738

PABX: 02 55167228-57 ext. 7848, 7452

Cell: 01918285231 (Saturday-Wednesday 10AM-4 PM)

Email: info@dce.buet.ac.bd

***BUET weekly holidays are Thursday & Friday.**

About DCE

DCE established in **1995 at BUET**, a platform for decentralized and adaptive learning to bridge the gap between Professionals and Academicians, promotes pedagogical development with a combined experience of Academicians and Professionals and offers distance training opportunities. So far, **241** short courses/training workshops have been offered to serve more than **11,500** professionals.

April 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SHORT COURSE OUTCOMES

At the end of the short course, participants will be able to:

- Understand the legal aspect of Electrical and preventive fire safety rules and regulations, codes, and Standards: BNBC 2020, NFPA 70 (NEC), etc.
- Identify electrical hazards and risks, methodology for technical audits, lapses, and remedial for compliances.
- Understand the requirements and design of electrical earthing, bonding, and lightning protection systems.
- Know the requirements, components, and design of automatic fire detection and alarm systems.
- Practice of operations and maintenance for electrical and preventive fire safety equipment, documentation, tools, and first aid kits for electrical shocks.

RESOURCE PERSON

Experts from the Department of Electrical and Electronic Engineering (EEE), BUET, Dhaka will conduct the main contents of the short course. In addition, expert professionals from several national and multinational companies will also demonstrate and share their experience in the program.

For details please visit: dce.buet.ac.bd

DURATION

25-27 April 2025: 3 days
(Friday, Saturday, and Sunday)

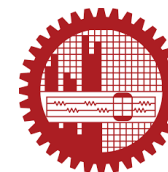
LANGUAGE

English and Bangla

CERTIFICATE

A certificate of attendance will be provided.

Short Course on key Measures for Electrical Safety and Fire Prevention



25-27 April 2025

BUET, Dhaka

Organized by

Directorate of Continuing Education (DCE)

**Bangladesh University of Engineering and Technology
Dhaka-1000**

For registration in this course ([Click Here](#)),

or

please scan below



Nowadays everywhere in Bangladesh, electrical safety is a crucial issue. To prevent accidents and injuries caused by electrical hazards, both awareness buildup and remedial measures shall be taken. Design compliance, quality installation and maintenance works reduce the risk. So, the occupants should know the safety measures and protocols to prevent electrical accidents.

The course will cover necessary topics (please see program overview right) as well as electrical safety compliance analysis, most common electrical hazards at the workplace, electrical safe work practices, electrical isolation, conductive apparel and jewelry, electrical safety procedure and electrical safety interlocks.

This short course on Electrical Safety Management for Home and Industry organized by the Directorate of Continuing Education (DCE), BUET is designed to provide the participants with comprehensive knowledge on electrical safety management in the context of Bangladesh.

WHO SHOULD ATTEND?

This short course is designed for anyone who has an interest in electrical safety and needs to understand the fundamentals of electrical safety management. The following participants will get the most benefit from attending this short course:

- Entrepreneurs
- CEOs of small, medium, and large Organizations
- Electrical maintenance executives
- Electrical managers
- Operational managers
- Compliance manager
- Safety Manager
- Project Engineer
- Project Manager,
- Project Director
- Fresh graduates

PROGRAM OVERVIEW

Contents of the workshop are:

- Legal Aspects of Electrical and preventive fire Safety: Relevant Rules, Regulations, Codes and Standards
- Electrical Hazards Identification and Risk Assessment: Methodology for Technical Audit
- Pinpointing Electrical and preventive fire Compliance Issues in Industrial Setting: Check List for Non/Compliance
- Electrical and preventive fire Safety Management: Appreciation of Audit Reports, Remedial Actions
- System Earthing: General Requirements for Grounding and Bonding, Various Schemes
- System Earthing: General Requirements for Grounding and Bonding, Various Schemes
- Lighting Protection Systems (LPS): Importance, and Options; Earthing for LPS
- Basic requirements, components, and design of automatic fire detection & alarm system
- Electrical and preventive fire safety related operation, maintenance, documentations, tools, and first aid kits.

VENUE

Directorate of Continuing Education (DCE), 3rd Floor, Institute Building, BUET, Polashi, Dhaka-1000. (Near Dr. M A Rashid Student Hall, BUET and BUET Gymnasium)

REGISTRATION FEE

BDT 15,000/- per Person (Tk. Fifteen Thousand Only)
The fee will cover Printed lecture instructions, workshop kits, Printed comprehensive materials, refreshments, certificate etc.

PAYMENT

Registration Fee is to be paid in advance payable through

1. Pay Order/Demand Draft (DD) in favor of

Director, BRTC BUET, Dhaka OR

2. Electronically deposited at -

Savings Account No. - 4404034173888

Routing Number - 200270522

**Account Name: - Director, Directorate of Continuing Education(DCE)
Sonali Bank Ltd., BUET Branch, Dhaka**

Seats are limited and the selection procedure will be First Come First Serve basis.

REGISTRATION FORM

Short Course On

Key Measures for Electrical Safety and Fire Prevention

DCE, BUET

Please complete the registration form in BLOCK LETTERS and return it to the address overleaf.

Name:

Affiliation:

Company Name:

Address:

.....

.....

Cell Phone:

Email:

Payment:

- Pay Order/ Demand Draft (DD)
- Online Banking

Please attach the original copy of the payment.

Details of Pay Order/Demand Draft:

.....

Signature:

Date:

CONTACT

Director

Directorate of Continuing Education (DCE)

BUET, Dhaka-1000

Tel: 02 58610738

PABX: 02 55167228-57 ext. 7848, 7452

Cell: 01918285231 (Saturday-Wednesday 10AM-4 PM)

Email: info@dce.buet.ac.bd

***BUET weekly holidays are Thursday & Friday.**

About DCE

DCE established in **1995 at BUET**, a platform for decentralized and adaptive learning to bridge the gap between Professionals and Academicians, promotes pedagogical development with a combined experience of Academicians and Professionals and offers distance training opportunities. So far, **241** short courses/training workshops have been offered to serve more than **11,500** professionals.

April 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SHORT COURSE OUTCOMES

At the end of the short course, participants will be able to:

- Understand the change management, its importance & impact.
- Prepare thoroughly for the change.
- Navigate the changes successfully.
- Evaluate where they are in the change process.
- Manage people's emotions at every stage of the change process.
- Manage resistance towards the changes.
- Build & implement strategies for change success.
- Apply toolbox for change success.

RESOURCE PERSON

A professional expert will conduct the session.

For details please visit: <https://dce.buet.ac.bd/>

DURATION

19 April 2025

(Saturday)

LANGUAGE

English and Bangla

CERTIFICATE

A certificate of attendance will be provided.

Short Course on Organizational Change Management



19 April 2025

BUET, Dhaka

Organized by

Directorate of Continuing Education (DCE)

Bangladesh University of Engineering and Technology

Dhaka-1000

For registration in this course ([Click Here](#)),

or

Please Scan Below



Approximately 50% of all organizational change initiatives are unsuccessful. But businesses must constantly evolve and adapt to meet a variety of challenges – from changes in technology, to the rise of new competitors, to a shift in laws, regulations, or underlying economic trends. Failure to do so could lead to stagnation or, worse, failure. It highlights why knowing how to plan for, coordinate, and carry out change is a crucial competency for professional & organizational success.

In today's fast-paced, ever-evolving business landscape, effective change isn't just an advantage – it's a necessity. Have you been tasked with managing a significant change initiative for your organization? Would you like to demonstrate that you're capable of spearheading such an initiative the next time one arises? Leading Change Success is a comprehensive & practical experience-based program to master what change management is, the key steps in the process, and actions you should take to lead change success and become a change champion.

Considering this requirement of manpower developing short courses are organized by the Directorate of Continuing Education (DCE), BUET is designed to provide the participants with comprehensive knowledge on organizational change management in the context of Bangladesh.

WHO SHOULD ATTEND?

This short course is designed for anyone who has an involvement/ interest with change management and needs the understanding & strategies for change success. The following participants will get the most benefit from attending this short course:

- Entrepreneurs, CEOs of small, medium, and large organizations
- Leaders who lead the changes/ transformations.
- Team members are part of any change initiatives.
- Managers/ Team Leaders, Change Managers.
- Project Managers, Change Agents.
- Anyone interested in enhancing change management skills.

PROGRAM OVERVIEW

Contents of the workshop are:

- An introduction to Change Management. What is Change Management and why it's so crucial.
- Impacts of Change Management to the organizations/ individuals.
- Change methodology – Change Model.
- Change Assessment – positioning in the change process.
- Emotion Management in Leading Change Success.
- Resistance Management Strategies.
- Leading Change Success/ Failure Cases.
- Change Success Drivers.

VENUE

Directorate of Continuing Education (DCE), 3rd Floor, Institute Building, BUET, Polashi, Dhaka-1000. (Near Dr. M A Rashid Student Hall, BUET and BUET Gymnasium)

REGISTRATION FEE

BDT **8,000/-** per Person (Tk. Eight Thousand Only)

The fee will cover Printed lecture instructions, workshop kits, Printed comprehensive materials, refreshments, certificate etc.

PAYMENT PROCEDURE

Registration Fee is to be paid in advance payable through

1. Pay Order/Demand Draft (DD) in favor of

Director, BRTC, BUET OR

2. Electronically deposited at -

Savings Account No. - **4404034173888**

Routing Number - **200270522**

Account Name: - **Director, Directorate of Continuing Education(DCE)
Sonali Bank Ltd.,
BUET Branch, Dhaka**

Seats are limited and the selection procedure will be First Come First Serve basis.

REGISTRATION FORM

Short Course On

Organizational Change Management

DCE, BUET

Please complete the registration form in BLOCK LETTERS and return it to the address overleaf.

Name:

Affiliation:

Company Name:

Address:

Cell Phone:

Email:

Payment:

- Pay Order/ Demand Draft (DD)
- Online Banking

Please attach the original copy of payment.

Details of Pay Oder/Demand Draft:-----

Signature:

Date:



Short Course on Key Measures for Electrical Safety and Fire Prevention

Organized by: DCE, BUET

25-27 April, 2025

Program Schedule

Date	Time	Event/Topic and Resource Person	
25.04.2025 (Friday)	08:30 AM- 9:00 AM	Registration	
	9:00 AM- 10:30 AM	Lecture 1: Role of Qualified Professionals for ensuring Safety; Steps to become a Licensed/Registered Professional - National and International Levels	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	10:30 AM- 11:00 AM	Tea Break	
	11:00 AM- 12:30 PM	Lecture 2: Basics of Electrical Accidents (Causes & Effects), Risk & Safety Management	Avijeet Chakraborty Product Manager (Sustainability) BUREAU VERITAS
	12:30 PM- 02:30 PM	Prayer and Lunch Break	
	2:30 PM- 4:00 PM	Lecture 3: Requirements for Electrical Safety-Related Work Practice	Avijeet Chakraborty Product Manager (Sustainability) BUREAU VERITAS
	4:00 PM- 5:00 PM	Lecture 4: Maintenance Program, Personal Safety Measures, Relevant National and International Standards.	
	5:00 PM- 5:30 PM	Prayer and Tea Break	
	5:30 PM- 6:00 PM	Exam	Avijeet Chakraborty Product Manager (Sustainability) BUREAU VERITAS
26.04.2025 (Saturday)	9:00 AM- 10:30 AM	Lecture 5: Relevant Acts, Rules, Regulations, Codes and Standards: Electricity Act 2018, Fire Act 2003, BNBC 2020, NFPA 70, 70E, 101 and more...	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	10:30 AM- 11:00 AM	Tea Break	
	11:00 AM- 01:00 PM	Lecture 6: Concept of Fire Prevention and Suppression with Emphasis on Fire Detection & Alarm Systems	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	1:00 PM - 2:00 PM	Prayer and Lunch Break	
	2:00 PM- 3:30 PM	Lecture 7: Pinpointing Electrical Compliance Issues: Check List for Technical Audit, Appreciation, Remedial Actions	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	3:30 PM - 03:45 PM	Tea Break	



Short Course on Key Measures for Electrical Safety and Fire Prevention

Organized by: DCE, BUET

25-27 April, 2025

Program Schedule

Date	Time	Event/Topic and Resource Person	
26.04.2025 (Saturday)	03:45 PM - 05:15 PM	Lecture 7: Pinpointing Electrical Compliance Issues: Check List for Technical Audit, Appreciation, Remedial Actions	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
27.04.2025 (Sunday)	9:00 AM- 10:30 AM	Lecture 8: General Requirements for Earthing, Grounding and Bonding; Lighting Protection Systems(LPS), Earthing for LPS	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	10:30 AM- 11:00 AM	Tea Break	
	11:00 AM- 01:00 PM	Lecture 8: General Requirements for Earthing, Grounding and Bonding; Lighting Protection Systems(LPS), Earthing for LPS	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	1:00 PM - 2:00 PM	Prayer and Lunch Break	
	2:00 PM-4:30 PM	Lecture 9: Required Documentation/ Verification / Test Instruments / Measurements Equipment /First aid Kits Etc.	Yasir Arafat P.Eng., FIEB, SMIEEE Associate Professor, EEE, BUET
	4:30 PM-5:00 PM	Prayer and Tea Break	
	5:00 PM	Certificate Award Ceremony	