

DIRECTORATE OF  
**CONTINUING EDUCATION**

BANGLADESH UNIVERSITY OF ENGINEERING & TECHNOLOGY (BUET)

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https://dce.buet.ac.bd

No. DCE- 007(249, 251, 252, 253)/45

Date **17 MAY 2025**

**Announcement for the Short Courses Organized by the Directorate of Continuing Education (DCE), BUET**

Dear Sir/ Madam,

The Directorate of Continuing Education (DCE) at BUET is a dedicated platform for promoting lifelong learning, professional development, and industry-academia collaboration. It organizes a wide range of short courses, workshops, and certificate programs to enhance the skills and competencies of engineers, professionals, and practitioners across various sectors. By addressing contemporary challenges and emerging technologies, DCE plays a vital role in bridging academic knowledge with practical application, contributing to national capacity building and sustainable development.

Sl. No.	Name of the Short Course	Date	Registration Deadline	Course Fee (BDT)	Seat Capacity
1	Advanced Project Management	24-26 July & 31 July, 1-2 August, 2025 (6 days- 09.00 AM- 06.00 PM Approx.)	15 <sup>th</sup> July 2025	25,000/-	40
2	Cyber Security for Government and Industries	12-14 September 2025 (3 days- 09.00 AM- 06.00 PM Approx.)	02 <sup>nd</sup> September 2025	20,000/-	
3	Boiler Operation, Maintenance & Safety	19-21 September 2025 (3 days- 09.00 AM- 06.00 PM Approx.)	09 <sup>th</sup> September 2025	15,000/-	
4	Efficient HVAC System: Design & Maintenance	26-28 September 2025 (3 days- 09.00 AM- 06.00 PM Approx.)	16 <sup>th</sup> September 2025	15,000/-	

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

The registration fee for these short courses must 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, Dhaka**. Course Fee includes all costs of printed course materials, exams & certificates, etc., and excludes VAT & TAX.

Seats are limited, and the application /nomination will be selected on a first-come, first-served basis. For further information, please get in touch with us at **01611510056**, email: [info@dce.buet.ac.bd](mailto: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.

Thank You,

**Prof. Dr. Mohammad Ali**

Director, Directorate of Continuing Education (DCE)  
Bangladesh University of Engineering and Technology



**CONTINUING EDUCATION**  
Path to Excellence



## CONTACT

### Director

**Directorate of Continuing Education (DCE)**  
BUET, Dhaka-1000

Tel: 02 58610738

PABX: 02 55167228-57 ext. 7848, 7452

Email: [info@dce.buet.ac.bd](mailto:info@dce.buet.ac.bd)

**Office hours:** Sat-Wed; 09:00 AM- 05:00 PM

### 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, **250** short courses/training workshops have been offered to serve more than **12,000** professionals.

September						
S	M	T	W	T	F	S
	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

By the end of this course, participants will be able to:

1. **Understand the Principles of HVAC Efficiency**
2. **Identify Key Components of HVAC Systems**
3. **Apply Best Practices in HVAC System Design**
4. **Design Efficient Air Distribution Systems (Duct Design)**
5. **Perform Load Calculations and System Sizing**
6. **Develop and Implement Maintenance Plans**
7. **Assess and Improve Indoor Air Quality (IAQ)**
8. **Use HVAC Controls and Automation Effectively**
9. **Conduct Energy Audits and Performance Evaluations**
10. **Integrate Renewable Energy with HVAC Systems**
11. **Ensure Code Compliance and Green Building Standards**
12. **Troubleshoot Common HVAC Issues**
13. **Promote Sustainable Design and Cost-Effective Solutions**

## RESOURCE PERSON

Experts from the Academic, Public, and Private sectors who have demonstrated track records in project management will deliver the lectures of the short course, along with practical knowledge sharing and case studies.

For details, please visit: [dce.buet.ac.bd](http://dce.buet.ac.bd)

## Registration Deadline

**16<sup>th</sup> September 2025**

## LANGUAGE

English and Bangla

## CERTIFICATE

A certificate of attendance will be provided.

## Short Course On

# Efficient HVAC System: Design and Maintenance



**26-28 September, 2025**  
**(3 days)**

**BUET, Dhaka**

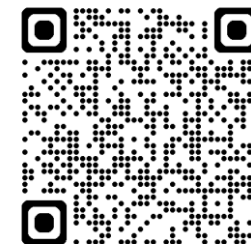
*Organized by*

**Directorate of Continuing Education (DCE)**

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

For registration in this course,

Please Scan below –



An efficient HVAC (Heating, Ventilation, and Air Conditioning) system is essential for reducing energy consumption, lowering utility bills, and minimizing environmental impact by cutting greenhouse gas emissions. These systems are designed to operate with less energy while providing consistent indoor comfort through stable temperature, humidity control, and proper ventilation. Improved efficiency also enhances indoor air quality, which is vital for health, especially in spaces like hospitals, offices, and schools. Additionally, efficient HVAC systems have lower operating and maintenance costs, are more durable, and help ensure compliance with modern building codes and environmental standards. Overall, investing in an efficient HVAC system leads to better performance, cost savings, and a healthier indoor environment.

This short course on HVAC Systems, organized by the DCE, BUET, is designed to provide the participants with comprehensive knowledge of HVAC and efficient execution, designing, and maintenance in the context of Bangladesh by mastering modern tools, techniques, and strategies.

### WHO SHOULD ATTEND?

This short course is designed for anyone who has an interest in HVAC Systems. The following participants will get the most benefit from attending this short course:

- Aspiring HVAC Technicians & Installers
- Junior Electricians & Technicians
- Vocational & Technical Training Students
- Home Appliance Repair Professionals
- Sales & Support Staff (Technical Products)
- Freelancers & Self-Employed Individuals
- Entrepreneurs & Small Business Owners

***Seats are limited to 40, and the selection procedure will be on a first-come, first-served basis.***

### PROGRAM OVERVIEW

#### Contents of the course are:

- ✓ Introduction to HVAC systems and their role in comfort cooling
- ✓ Understanding the refrigeration cycle, main components, and types of compressors used
- ✓ Types of compressors used in household air conditioning systems
- ✓ Common types of residential air conditioning systems
- ✓ Basics of cooling load calculation
- ✓ Inverter vs. Non-Inverter ACs: Working principle and benefits
- ✓ Key components of inverter-based cooling systems
- ✓ Best practices in residential HVAC installation and maintenance
- ✓ Duct design fundamentals and air distribution techniques
- ✓ Minimizing environmental impact in residential HVAC systems
- ✓ Know about the approach to dealing with flammable refrigerants
- ✓ Know about the safe workplace organization handling flammable refrigerants
- ✓ Practical handling of safely organizing the workspace
- ✓ Practical handling of key tools and dealing with flammable refrigerants
- ✓ Know about the importance of OFDN when handling flammable refrigerants
- ✓ Having the correct and safe tools and equipment for handling flammables and knowing how to use them
- ✓ Apply OFDN in general work practice

### VENUE

Directorate of Continuing Education (DCE),  
3<sup>rd</sup> 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, comprehensive materials, lunch & refreshments, certificates, etc.

### PAYMENT

The 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 Continuing Education (DCE), Sonali Bank Ltd., BUET Branch, Dhaka

### REGISTRATION FORM

## Advanced Project Management

#### DCE, BUET

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

Name: .....

Affiliation: .....

Company Name: .....

Address: .....

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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: .....