



Project Proposal

Submitted by:

Pabna Technology and skill Industry

Registered Office:



Md. Ikramul Haque

Chairman

01712406544

pabnatechnology@gmail.com

Ononto Bazar, Near of Sonali Bank, Pabna Sadar, Pabna-6600



Skills for Industry Competitiveness and Innovation Program (SICIP)

Institutional Capacity Assessment

A. Institutional Information

S.N.	Description	
1.	Name of the Institute	Pabna Technology and skill Industry
2.	Address	Ononto Bazar, Near of Sonali Bank Pabna sadar, 6600, Pabna, Bangladesh.
3.	Phone	01712406544
4.	E-mail	pabnatechnology@gmail.com
5.	Website	-
6.	Year of Establishment	2018 Registered office
7.	Year of Legal Entity	NSDA-2025
8.	Head of Institution	
	Name	Md. Ikramul Haque
	Designation	Chairman
	Mobile no	01712406544
	E-mail	pabnatechnology@gmail.com
	Address	Ononto Bazar, Near of Sonali Bank Pabna sadar, 6600, Pabna, Bangladesh.

B. Indicators and Scoring for the Capacity Assessment

Course-wise Training Infrastructure and Facilities	55 points
1.1 Course-wise Training Space (Theoretical Classroom, Workshop/Lab/ Classroom cum Workshop)	15 points



Course Name	SICIP required space for 25 trainees	Available Space	Scores (Max.)	Scores Obtained	Remarks
Food and Beverage Production and Entrepreneurship Development	Classroom – 420 sft Workshop/lab–500-600sft OR Classroom cum workshop– 800 sft	Classroom cum workshop– 1100 sft	15	15	✓
Bakery & Pastry Production and Entrepreneurship Development	Classroom – 420 sft Workshop/lab–500-600sft OR Classroom cum workshop– 800 sft	Classroom cum workshop– 1100 sft	15	15	✓
Professional Barista and Beverage Preparation and Entrepreneurship Development	Classroom – 420 sft Workshop/lab–500-600sft OR Classroom cum workshop– 800 sft	Classroom cum workshop– 1100 sft	15	15	✓
Fashion Design, Product Development and Entrepreneurship Development	Classroom – 420 sft Workshop/lab–500-600sft OR Classroom cum workshop– 800 sft	Classroom cum workshop– 1100 sft	15	15	✓
Beautification and Entrepreneurship Development	Classroom – 420 sft Workshop/lab–500-600sft OR Classroom cum workshop– 800 sft	Class room cum workshop– 1100 sft	15	15	✓



Document



NSDA Certificate



Trade Licence

লাইসেন্স ইস্যুর বিবরণ

ওয়ার্ড নং	নম্বর	লাইসেন্স ক্রমিক নম্বর
	43	873

পাবনা পৌরসভা

পাবনা

ট্রেড/প্রফেশন লাইসেন্স

পাবনা পৌরসভা

স্থাপিত ১৮৭৬ খ্রি

পাবনা

স্থানীয় সরকার পৌরসভা আইন-২০০৯-এর ৩য় তফসিল এর ৮, ১০, ১৯ ও ২২ আইটেম অনুসারে (ট্রেড, প্রফেশন, কলিং ও অনুমোদন পত্র নিয়ে বর্ণিত ব্যক্তি/প্রতিষ্ঠানের অনুকূলে দেওয়া হইল।) যাহার মেয়াদ ২০২৬ ইং সনের ৩০

লাইসেন্স নং	০০১২১
লাইসেন্স আইডি নং	০৩-০২০-০০১২১
রাস্তার আইডি নং	০৩
রাস্তা / মহল্লা / ব্যবসা	মজুমদার পাড়া সড়ক
লাইসেন্স ইস্যুর তারিখ	০১/০১/২০২৬
লাইসেন্স নবায়নের তারিখ	০১/০১/২০২৬
নবায়নের অর্থ বছর	২০২৫-২০২৬
১। ব্যবসা প্রতিষ্ঠানের নাম	পাবনা টেকনোলজি এন্ড ফিল ইন্ডাস্ট্রি
২। ব্যবসার ধরণ	খাদ্য উৎপাদন ও সংরক্ষণ ট্রেনিং সেন্টার
৩। ব্যবসা প্রতিষ্ঠানের ঠিকানা	অনন্ত, পাবনা সদর, পাবনা।
৪। মালিকের নাম	মোঃ ইকরামুল হক
৫। মালিকের পিতা/স্বামীর নাম	মৃত মিরজান আলী খান
৬। মালিকের মাতার নাম	মৃত খোদেজা খাতুন
৭। মালিকের ঠিকানা (বর্তমান)	অনন্ত, পাবনা সদর, পাবনা।
মালিকের ঠিকানা (স্থায়ী)	ধোপাঘাটা, পাবনা সদর, পাবনা।
৮। মালিকের ন্যাশনাল আইডি/জন্ম নিবন্ধন নম্বর	৮২৫০৬৬৫৬৬১
৯। মালিকের ফোন/মোবাইল নং	০১৭১২৪০৬৫৪৪
১০। আদায়ের বিবরণ	

আদায়ের বিবরণ	টাকা (অংকে)
ট্রেড লাইসেন্স / নবায়ন ফি	৪,৫০০
সাইনবোর্ড কর	১,০০০
বকেয়া	০
সারচার্জ	০
বিবিধ ভ্যাট ১৫%	৮২৫
মোট =	৬,৩২৫

সর্বমোট টাকা (কথায়) :

লাইসেন্স ধারীর নিকট হইতে সকল পাওনা বাবদ মোট = ৬,৩২৫ টাকা আদায় করা হইল। যাহার বিল / এম আর নং _____ তারিখ _____ উক্ত লাইসেন্সটি _____ নম্বর লাইসেন্স নিবন্ধন বহির _____ পৃষ্ঠায় দিগ্বিদ্ধ করা হয়েছে।

মির্জা মোঃ রইচ উদ্দিন
লাইসেন্স প্রার্থী
পাবনা পৌরসভা, পাবনা।

শরীফ উদ্দিন প্রধান
মেয়র মেয়র
পাবনা পৌরসভা, পাবনা।



BIN certificate



Details Of Our Courses



Food and Beverage Production and Entrepreneurship Development

Food and Beverage Production and Entrepreneurship Development has a total of 360 minimum hours for off-the-job component of the delivery. The nominal hour is a suggested duration to deliver the training. Training delivery of generic UoC can be accomplished through blended mode.

1. Purpose of the Qualification

Part B of the Course Accreditation Document (CAD) is a set of templates designed to assist the Skills Training Provider (STP) in the development of courses under the Bangladesh National Qualifications Framework (BNQF). It is an integral part of the application documents that will be submitted to National Skills Development Authority (NSDA) for accreditation and re-accreditation of programs following National Skills Quality Assurance System (NQAS).

The accreditation document is divided into three sections:

- ☐ Part 1 provides information on the Skills Training Provider (STP), Standard Setting Body, the Quality Assurance Body, and course classification and accreditation information.
- ☐ Part 2 contains details of rules and requirements under which the course may be structured, delivered and assessed.
- ☐ Part 3 includes the units of competency or modules that are contained in the course. The primary aim of NSDA Level 3 in Graphic Design is to prepare learners for employment or further training by enabling them to:
 - Understand the principles of visual communication.
 - Apply design techniques using industry-standard tools.
 - Create original visual content that meets client briefs and design standards.
 - Work safely, ethically, and professionally within a creative studio environment.



State the nominal duration of the course in hours. [The nominal duration of the course will indicate the

number of hours of Off-the-Job training at the STP. In addition to Off-the-Job training, the course may

contain On-the-Job (i.e. workplace based) training. The nominal duration of the course (Off-the- Job

and On-the-Job) should be in accordance with the national guidelines.

□ The length of training required for achieving a given level of the qualification could vary from

occupation to occupation. For example, welding competencies may take a longer time to develop

than machine operations competencies. The duration proposed for each qualification, though nominal, must be based on a clear and sound logic. □

□ The recommended Off-the-job training for a Bangladesh National Qualification Framework (BNQF)

Level 1 course is a minimum of 360 learning hours. A higher level BNQF course must have at least

270 hours of additional learning for each higher BNQF level. For example, a Level 2 BNQF course

will have $(360 + 270 =)$ 630 hours of learning and a Level 3 BNQF course will have $(360 + 270 +$

$270 =)$ 900 learning hours. □

□ The recommended work experience/On-the-Job training is a minimum of 160 hours for a BNQF

Level 1 course, and 216 hours for each higher BNQF level course. □

□ If the length of the Off Job and/or On Job training is more than the recommended minimum, there

must be adequate justification. Very strong justification is required if the nominal duration of the

course is more than 20% of the recommended minimum. However, the nominal duration of the □

course should not be more than 25% of the recommended minimum.



Assessment Methods

Assessment for NSDA Level 3 generally includes:

- Practical assignments (posters, logos, brochures, digital ads, etc.)
 - Portfolio development
 - Written tests and design analysis
 - Observation of practical tasks
 - Workplace-based projects or simulations
-

2. Career Opportunities

Learners who complete Graphic Design NSDA Level 3 may pursue roles such as:

3. Industry Relevance

Graphic design is essential in industries such as advertising, marketing, publishing, print media, web development, and digital content creation. NSDA Level 3 ensures that learners are prepared with practical

Food & Beverage Production and Entrepreneurship **Development Lab**





Training Tools, Equipment, and Furniture

List of Raw materials			
Food & Beverage Production and Entrepreneurship Development	SL	Name Specification	Unit QTY
	1	Stocks	Package 01
	2	Chicken bones and trimmings	Package 01
	3	Beef bones and trimmings	Package 01
	4	Fish bones and trimmings	Package 01
	5	Mirepoix (onion, carrot, celery and leek)	Package 01
	6	Bouquet Garni (Bunch of herbs)	Package 01
	7	Lemon	Package 01
	8	Sauces	Package 01
	9	Milk	Package 01
	10	Butter	Package 01
	11	Tomato paste	Package 01
	12	Tomato puree	Package 01
	13	Fresh Tomato	Package 01
	14	Mixed Herbs	Package 01
	15	Egg	Package 01
	16	Pepper	Package 01
	17	Fresh cream	Package 01
	18	Salt	Package 01
	19	Sugar	Package 01
	20	Chicken	Package 01
	21	Mixed Vegetables	Package 01
	22	Roux	Package 01
	23	Corn flour	Package 01
	24	Potato starches	Package 01
	25	Gram Flour	Package 01



Trainer's Certificate

Graphic Design Level – 3



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

OR

Graphic Design, Level- 3

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

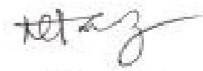
Md Masum Billah

Father's Name: Md Abdul Malek Pk, Mother's Name: Nazma Khatun, National ID/Birth Registration No: 1511511758 for successfully completing the requirements of the following units of competency:

- ✓ Access Information using Internet and electronic mail
- ✓ Apply Graphic Design Concepts and Guidelines
- ✓ Apply Occupational Safety and Health (OSH) Practices at Workplace
- ✓ Carry out workplace interaction in English
- ✓ Comply to Ethical Standards in IT Workplace
- ✓ Create Mock Up and print
- ✓ Create professional designs using Illustration software.
- ✓ Develop materials for output
- ✓ Operate a Personal Computer and Use Application programs
- ✓ Operate office application software
- ✓ Separate and compose Images

Serial No. : NSC-ICT-GD-L3-003252
Registration No. : RPL-ICT-GD-L3-002236
Result Published On: 25-01-2025
Valid until : 24-01-2030




Hasnain Akter
Executive Chairman, NSDA



Government of the People's Republic of Bangladesh
Prime Minister's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

Statement of Achievement
on
Graphic Design, Level- 3

is awarded to
Md. Masud Rana

Father's name: Md. Nazim Uddin & Mother's name: Aklama Begum bearing National ID/Birth
Registration no. 6414733088582 for successful completion of the following units of competency under
National Skills Qualification Framework; NSQF (BNQF Level 1-6):

- ✓ Operate office application software
- ✓ Apply Occupational Safety and Health (OSH) Practices at Workplace
- ✓ Separate and compose Images
- ✓ Apply Graphic Design Concepts and Guidelines
- ✓ Operate a Personal Computer and Use Application programs
- ✓ Carry out workplace interaction in English
- ✓ Access Information using Internet and electronic mail

Serial No. : NSC-ICT-GD-L3-001030
Registration No. : RPL-ICT-GD-L3-001004
Results Published On : 14-02-2023
Valid until : 14-02-2028




Nasreen Afroz
Executive Chairman, NSDA



Bakery & Pastry Production and Entrepreneurship Development:

Assessment and Certification Arrangements

a. To attain the Qualification of National Skills Certificate in Bakery and Pastry Production,

Level – 3, the candidate must demonstrate competence in all the units required. Successful candidates shall be awarded a National Skills Certificate issued by NSDA.

b. The qualification of National Skills Certificate in Bakery and Pastry Production, Level – 3, may be attained through:

- Accumulation of Statement of Achievement (SOA)
- Demonstration of Competency through project-type assessment covering all the required units of competency.

c. Assessment will be conducted in a simulated workplace environment (training institute) or online platform using equipment, machinery and tools as specified in the assessment tools.

d. The qualified Assessor (or Assessor Panel) will be responsible for making the final judgment of Competent or Not Yet Competent.

e. There will be open entry to assessment leading to certification through Recognition of Prior Learning (RPL).

Part B of the Course Accreditation Document (CAD) is a set of templates designed to assist the Skills Training Provider (STP) in the development of courses under the National Skills Qualifications Framework (NSQF/BNQF). It is an integral part of the application documents that will be submitted to National Skills Development Authority (NSDA) for accreditation and re-accreditation of programs following National Skills Quality Assurance System (NQAS).

The accreditation document is divided into three sections:

- Part 1 provides information on the Skills Training Provider (STP), Standard Setting Body, the Quality Assurance Body, and course classification and accreditation information.
- Part 2 contains details of rules and requirements under which the course may be structured, delivered and assessed.
- Part 3 includes the units of competency or modules that are contained in the course.

Bakery & Pastry Production and Entrepreneurship Development Lab





Training Tools, Equipment, and Furniture

List of Raw materials			
Bakery & Pastry Production and Entrepreneurship Development	SL	Name Specification	Unit QTY
	1	Stocks	Package 01
	2	Chicken bones and trimmings	Package 01
	3	Beef bones and trimmings	Package 01
	4	Fish bones and trimmings	Package 01
	5	Mirepoix (onion, carrot, celery and leek)	Package 01
	6	Bouquet Garni (Bunch of herbs)	Package 01
	7	Lemon	Package 01
	8	Sauces	Package 01
	9	Milk	Package 01
	10	Butter	Package 01
	11	Tomato paste	Package 01
	12	Tomato puree	Package 01
	13	Fresh Tomato	Package 01
	14	Mixed Herbs	Package 01
	15	Egg	Package 01
	16	Pepper	Package 01
	17	Fresh cream	Package 01
	18	Salt	Package 01
	19	Sugar	Package 01
	20	Chicken	Package 01
	21	Mixed Vegetables	Package 01
	22	Roux	Package 01
	23	Corn flour	Package 01
	24	Potato starches	Package 01
	25	Gram Flour	Package 01



Trainer's Certificate

Graphic Design For Freelancing Level – 3



Government of the People's Republic of Bangladesh
Chief Adviser's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate
on
Graphic Design for Freelancing, Level- 3
[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to
Rahat

Father's Name: Salam Biswas, Mother's Name: Hasina, National ID/Birth Registration No: 7802784608 for successfully completing the requirements of the following units of competency:

- ✓ Carry Out Communication with Clients
- ✓ Carry Out Workplace Interaction in English
- ✓ Comply to Ethical Standards in ICT Workplace
- ✓ Convert Raster to Vector
- ✓ Create Stationary Design
- ✓ Operate Office Application Software
- ✓ Perform Basic Color Correction
- ✓ Perform Basic Image Editing
- ✓ Use Graphic Design Application Software
- ✓ Work in a Self-directed Team

Serial No. : NSC-ICT-GDF-L3-001980
Registration No. : RPL-ICT-GDF-L3-001888
Result Published On: 14-12-2024
Valid until : 13-12-2029





Hasreena Akter
Executive Chairman, NSDA



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

OR

Graphic Design for Freelancing, Level- 3

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

ALOMGIR HOSSAIN

Father's Name: Md Romjan Ali Sorhab, Mother's Name: Mst Hasina Khatun Ambia, National ID/Birth

Registration No: 1954654685 for successfully completing the requirements of the following units of

competency:

- ✓ Carry Out Communication with Clients
- ✓ Carry Out Workplace Interaction in English
- ✓ Comply to Ethical Standards in ICT Workplace
- ✓ Convert Raster to Vector
- ✓ Create Stationary Design
- ✓ Operate Office Application Software
- ✓ Perform Basic Color Correction
- ✓ Perform Basic Image Editing
- ✓ Use Graphic Design Application Software
- ✓ Work in a Self-directed Team

Serial No. : NSC-ICT-GDF-L3-001987

Registration No. : RPL-ICT-GDF-L3-001783

Result Published On: 23-11-2024

Valid until : 22-11-2029



Hasreen Akter
Executive Chairman, NSDA



Professional Barista and Beverage Preparation and Entrepreneurship Development

Course Description

Course Overview

Digital Marketing for Freelancing (NSDA Level–3) is a competency-based vocational training program designed to prepare learners for independent online work in the global digital marketplace. This course develops practical skills in digital marketing tools, techniques, and platforms so that trainees can provide professional freelance services to local and international clients.

The program emphasizes hands-on practice, real client-oriented tasks, and ethical freelancing practices aligned with NSDA standards.

Course Objectives

The main objectives of this training are to:

- Build a strong foundation in digital marketing concepts
- Enable trainees to work as freelance digital marketers
- Develop skills for promoting products and services online
- Prepare learners to earn through freelancing platforms
- Improve communication and professional work ethics

Learning Outcomes

After completing this course, learners will be able to:

- Explain core digital marketing concepts
- Create and manage freelancing profiles
- Design and implement digital marketing campaigns
- Manage social media business pages
- Apply basic SEO techniques
- Run and monitor paid advertisements
- Communicate with clients professionally
- Deliver freelance projects on ti

Professional Barista and Beverage Preparation and Entrepreneurship Development





Training Tools, Equipment, and Furniture

List of Raw materials			
Professional Barista and Beverage Preparation and Entrepreneurship Development	SL	Name Specification	Unit QTY
	1	Stocks Package	01
	2	Chicken bones and trimmings	Package 01
	3	Beef bones and trimmings	Package 01
	4	Fish bones and trimmings	Package 01
	5	Mirepoix (onion, carrot, celery and leek)	Package 01
	6	Bouquet Garni (Bunch of herbs)	Package 01
	7	Lemon	Package 01
	8	Sauces	Package 01
	9	Milk	Package 01
	10	Butter	Package 01
	11	Tomato paste	Package 01
	12	Tomato puree	Package 01
	13	Fresh Tomato	Package 01
	14	Mixed Herbs	Package 01
	15	Egg	Package 01
	16	Pepper	Package 01
	17	Fresh cream	Package 01
	18	Salt	Package 01
	19	Sugar	Package 01
	20	Chicken	Package 01
	21	Mixed Vegetables	Package 01
	22	Roux	Package 01
	23	Corn flour	Package 01
	24	Potato starches	Package 01
	25	Gram Flour	Package 01



Trainer's Certificate

Digital Marketing For Freelancing- 3



Government of the People's Republic of Bangladesh
Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

or

Digital Marketing for Freelancing, Level- 4 (235 hours)
[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

Sumiya Sabnom

Father's Name: Md. Hafizul Mostafa, Mother's Name: Rokeya Khatun, National ID/Birth Registration No: 5569071797 for successfully completing the requirements of the following units of competency:

- ✓ Apply Local SEO Techniques
- ✓ Apply Video Marketing
- ✓ Carry out Workplace Interaction in English
- ✓ Create and Manage Ad Campaign
- ✓ Identify and Setup Google Webmaster Tool and Google Analytics
- ✓ Interpret and Practice Email Marketing

Serial No. : NSC-ICT-DMF-L4-001565
Registration No. : REG-ICT-DMF-L4-001139
Result Published On: 08-02-2025
Valid until : 07-02-2030



Hasan Ali
Executive Chairman, NSDA



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

on

Digital Marketing for Freelancing, Level- 4 (235 hours)

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

Md Taufiqur Rahman

Father's Name: Md Afzalur Rahman, Mother's Name: Sakhina Khatun, National ID/Birth Registration No: 1513537090 for successfully completing the requirements of the following units of competency:

- ✓ Apply Local SEO Techniques
- ✓ Apply Video Marketing
- ✓ Carry out Workplace Interaction in English
- ✓ Create and Manage Ad Campaign
- ✓ Identify and Setup Google Webmaster Tool and Google Analytics
- ✓ Interpret and Practice Email Marketing

Serial No. : NSC-ICT-DMF-L4-001566

Registration No. : REG-ICT-DMF-L4-001141

Result Published On: 08-02-2025

Valid until : 07-02-2030



Hasreen Akter
Executive Chairman, NSDA



Fashion Design, Product Development and Entrepreneurship Development

1. Qualification Overview

IT Support Service NSDA Level 3 is a competency-based technical qualification designed to provide learners with the essential knowledge and hands-on skills required to support, maintain, and troubleshoot computer systems and basic network environments.

This level prepares trainees for entry-level positions in ICT support roles, focusing on practical workplace tasks, customer service, and safe operational practices.

2. Purpose of the Qualification

The purpose of NSDA Level 3 in IT Support Service is to enable learners to:

- Provide basic technical assistance in a business or IT environment.
 - Identify and solve routine hardware, software, and connectivity issues.
 - Install and configure computer systems and standard applications.
 - Follow ICT service procedures, documentation standards, and workplace protocols.
 - Demonstrate professionalism, customer service, and safety awareness.
-

3. Key Learning Outcomes

Learners who complete this qualification will be able to:

a. Computer Hardware & Troubleshooting

- Identify computer components and peripheral devices.
- Assemble, disassemble, and maintain desktop systems.
- Diagnose and troubleshoot common hardware issues.
- Perform basic repairs and component replacements.

b. Software Installation & Configuration

- Install and configure operating systems (Windows/Linux basics).
- Install application software and drivers.
- Configure system settings, user accounts, and security preferences.
- Update systems and perform basic system maintenance.

c. Networking Basics

- Understand network concepts: LAN, IP addressing, cables, routers, switches.
- Set up and troubleshoot simple network connections.
- Configure Wi-Fi and basic sharing features.
- Perform basic network diagnostics.



IT Support Service Level - 3 Lab





Training Tools, Equipment, and Furniture

SL Item Specification

(for guidance only, some may vary depending on the workshop layout)

Unit QTY

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1. Trims Nos 40
2. Accessories Nos 40
3. Fabrics Yard 100
4. Machine oil Lit 4
5. Marking chalk Pcs 40
6. Interlining Yard 20
7. Pattern board Pcs 20
8. Brown Paper Pcs 200
9. Tracing wheel Pcs 20
10. Color paper Pcs 200
11. Color pencils Box 20
12. Oil palette Box 20
13. Water color Box 20
14. Poster color Box 20
15. Color Palette Nos 20
16. Color brush Nos 50
17. Pencils Nos 20
18. Pens Nos 20
19. Eraser Nos 20
20. Sharpener Nos 20
21. Masking tape Nos 05



Trainer's Certificate



Government of the People's Republic of Bangladesh

Prime Minister's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

Statement of Achievement

on

IT Support Service, Level- 3 (360 hours)

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

Md. Sohel Rana

Father's Name: Md. Lalu Pramanik, Mother's Name: Most. Morzina Begum, National ID/Birth
Registration No: 20037625502014388 for successfully completing the requirements of the following
units of competency:

- ✓ Access Information Using Internet
- ✓ Carry Out Workplace Interaction in English
- ✓ Install and Configure Application and Utility Software
- ✓ Install and Use Operating System and Optimize Utilities
- ✓ Interpret IT Support Service Fundamentals
- ✓ Maintain and Troubleshoot Personal Computer
- ✓ Perform Basic Data Backup and Recovery
- ✓ Perform PC Assembling

Serial No. : SOA-ICT-ITSS-L3-001296

Registration No. : REG-ICT-ITSS-L3-001146

Result Published On: 09-06-2024

Valid until : 09-06-2029



Hasreen Akter
Executive Chairman, NSDA



Government of the People's Republic of Bangladesh
Chief Adviser's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate
on
IT Support Service, Level- 3

is awarded to
Md. Shazzed Hossain

Father's name: Md. Ekbal Hossain & Mother's name: Shirin Akter bearing National ID/Birth
Registration no. 1505486587 for successful completion of the following units of competency under
National Skills Qualification Framework; NSQF (BNQF Level 1-6):

- ✓ Install and Use Operating System and Optimize Utilities
- ✓ Access Information Using Internet
- ✓ Maintain and Troubleshoot Personal Computer
- ✓ Carry Out Workplace Interaction in English
- ✓ Perform Basic Data Backup and Recovery
- ✓ Use Office Application Software
- ✓ Install and Configure Application and Utility Software
- ✓ Perform PC Assembling
- ✓ Interpret IT Support Service Fundamentals
- ✓ Perform Basic Networking

Serial No. : NSC-ICT-ITSS-L3-001870
Registration No. : REG-ICT-ITSS-L3-001550
Result Published On : 17-10-2024
Valid until : 16-10-2029




Nasreen Afroz
Executive Chairman, NSDA



Government of the People's Republic of Bangladesh
Chief Adviser's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate
on
IT Support Service, Level- 3

is awarded to
Md. Rasel Hossen

Father's name: Md. Mozammel Haque & Mother's name: Sabia Khatun bearing National ID/Birth Registration no. 1510061243 for successful completion of the following units of competency under National Skills Qualification Framework; NSQF (BNQF Level 1-6):

- ✓ Install and Use Operating System and Optimize Utilities
- ✓ Access Information Using Internet
- ✓ Maintain and Troubleshoot Personal Computer
- ✓ Carry Out Workplace Interaction in English
- ✓ Perform Basic Data Backup and Recovery
- ✓ Use Office Application Software
- ✓ Install and Configure Application and Utility Software
- ✓ Perform PC Assembling
- ✓ Interpret IT Support Service Fundamentals
- ✓ Perform Basic Networking

Serial No. : NSC-ICT-ITSS-L3-002433
Registration No. : REG-ICT-ITSS-L3-001542
Result Published On : 09-01-2025
Valid until : 08-01-2030



Nasreen Afroz

Executive Chairman, NSDA



Beautification and Entrepreneurship Development

Course Description

Beautification Level-3 is an advanced vocational training program designed to develop professional-level skills in beauty therapy. This course prepares trainees to work independently in beauty salons, spas, bridal studios, or to start their own beauty service business. The program follows **NSDA (National Skills Development Authority) Level-3 standards**, focusing on both practical expertise and professional workplace behavior.

Course Objectives

After completing this course, trainees will be able to:

- Perform advanced beauty treatments confidently and professionally
- Provide client consultation and recommend suitable beauty services
- Apply modern techniques in makeup, skin care, and hair care
- Maintain hygiene, safety, and sanitation standards in the workplace
- Manage salon operations and customer service effectively
- Work as a skilled beautician or beauty therapist at a professional level

Course Duration

- **Total Duration:** As per NSDA Level-3 guideline
- **Training Method:** Practical-based (70–80%) and Theory (20–30%)

Key Competency Areas

1. Professional Skin Care

- Skin analysis and consultation
- Advanced facial treatments
- Acne, pigmentation, anti-aging care
- Use of professional skin care equipment
- Facial massage techniques

2. Hair Care and Styling

- Hair analysis and treatments
- Hair cutting (basic & advanced styles)
- Hair coloring, highlights, and gray coverage
- Hair spa and conditioning treatments
- Hair styling for events and bridal looks

3. Makeup Techniques

- Day, evening, and party makeup
- Bridal makeup (traditional & modern)
- Corrective makeup techniques
- Use of professional makeup tools and products
- Makeup hygiene and skin preparation

4. Hand, Foot & Body Care

- Manicure and pedicure (advanced level)
- Nail shaping and nail art basics
- Waxing (full body techniques)
- Threading and eyebrow shaping
- Body massage basics



5. Salon Health, Safety & Hygiene

- Personal hygiene and grooming
- Salon cleanliness and tool sterilization
- Client safety and infection control
- Safe handling of cosmetics and equipment

6. Customer Service & Communication

- Client consultation skills
- Professional behavior and ethics
- Handling customer complaints
- Time management and teamwork

7. Entrepreneurship & Freelancing Skills

- Basic salon management
- Costing and pricing of services
- Record keeping
- Small business setup
- Freelancing and self-employment guidance

Assessment & Certification

- Continuous practical assessment
- Final practical and written examination
- Competency-based evaluation
- **NSDA Level-3 Certificate** upon successful completion

Employment Opportunities

After completing Beautification Level-3, trainees can work as:

- Professional Beautician
- Makeup Artist
- Salon Technician
- Bridal Makeup Specialist
- Spa Assistant
- Freelance Beautician
- Salon Owner (small scale)

Beautification Lab







Training Tools, Equipment, and Furniture

Beautification Level- 3	Facial Bed	6	Workable	We have included here Other Relevant Training Tools, Equipment, and Furniture
	Salon Chair	6		
	Makeup Chair	6		
	Magnifying Lamp	6		
	Facial Steamer	6		
	High Frequency Machine	6		
	Galvanic Machine	6		
	Wax Heater	6		
	Hair Dryer	12		
	Hair Straightener	12		
	Curling Iron	12		
	Makeup Kit	24		
	Makeup Brushes Set	24		
	Manicure Set	12		
	Pedicure Set	12		
	Nail Dryer	6		
	Trolley	6		
	Sterilizer	6		



Trainer Certificate



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

on

Beautification, Level- 3

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

Rokaya Aktar Laboni

Father's Name: Md. Abdur Razzak, Mother's Name: Parol Akter, National ID/Birth Registration No: 3278236934 for successfully completing the requirements of the following units of competency:

- ☐ Apply Hair Color
- ☐ Apply Hair Color
- ☐ Develop Entrepreneurship in Beautification Industry
- ☐ Manage Personal and Professional Development
- ☐ Perform Hair Treatment
- ☐ Perform Hair Treatment
- ☐ Perform Makeover
- ☐ Perform Plucking
- ☐ Perform Rebounding and Fanning
- ☐ Perform Rebounding and Fanning
- ☐ Perform Skin Care
- ☐ Work in a Team Environment

Serial No. : NSD-15-BEU-L3-001135

Registration No. : RPL-15-BEU-L3-001183

Recd. Published On: 12-01-2025

Valid until : 11-01-2030



Rokaya

Nasrin Akter

Executive Chairman, NSDA



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

on

Beautification, Level- 3

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

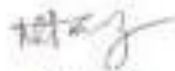
Shamima Akter

Father's Name: MD. Rezaul Karim, Mother's Name: Suraiya Begum, National ID/Birth Registration No: 4638904542 for successfully completing the requirements of the following units of competency:

- ❑ Apply Hair Color
- ❑ Apply Hair Color
- ❑ Develop Entrepreneurship in Beautification Industry
- ❑ Manage Personal and Professional Development
- ❑ Perform Hair Treatment
- ❑ Perform Hair Treatment
- ❑ Perform Makeover
- ❑ Perform Piercing
- ❑ Perform Rebonding and Perming
- ❑ Perform Rebonding and Perming
- ❑ Perform Skin Care
- ❑ Work in a Team Environment

Serial No. : NSD-19-BEU-L3-001213
Registration No. : RPL-19-BEU-L3-001209
Recd. Published On: 27-02-2025
Valid until : 28-02-2030




Executive Chairman, NSDA

During Admission Session (With External Guest)



**After Written test, a trainee must attend viva.
An external guest was present for the viva. It is
usually held in our seminar lab.
(Viva for the IT Support Level – 3)**

Certification



After a training Period, Assessment of the occupation is held. An assessor from NSDA conducts the assessment. A group of proud and successful trainees with the assessor after an assessment.



1.2 Course-wise training facilities (training tools, equipment, furniture & training facilities)	40 points
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The following conditions must be fulfilled–

- The institute shall not use the same facilities for any other projects/organizations offering a similar course.
- The institute must provide sufficient evidence to prove ownership of the proposed training equipment.

Subheading 1.2.1 lists the minimum training equipment required to effectively conduct training for a specific course. Additionally, the institute must ensure that all other necessary training tools, equipment and furniture are available to meet the requirement of competency standards (CS) provided by SICIP, which will be listed under subheading 1.2.2.

1.2.1 Major Training Equipment and Training Facilities	30 points
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- For each course, the institute must ensure at least 80% of the major training equipment and training facilities (as decided by SICIP according to the CS) to be eligible for SICIP training. If the score is between 80% and 99%, the remaining equipment and facilities need to be installed before the commencement of the training.



1.2.1.1 Information about Major Training Equipment and Training Facilities

a. Course-01:Graphics Design and Entrepreneurship Development

S.N.	Major Equipment and Training facilities	Required facilities	Available facilities	Weights (out of 10)	Weighted scores	Remarks
1	Laptop/ Desktop (Minimum Intel core i5 or AMD Ryzen 5, Ram: minimum 16 GB, Graphic Card: dedicated GPU, High Speed Internet (Minimum 10 Mbps), Graphic Design Software (Photoshop, Illustrator, InDesign, After effects), 3D Design Software (Blender, Cinema 4D or Auto deskMaya)	26	26	10	10	✓
2	Printer	1	1	10	10	✓
3	Scanner	1	1	10	10	✓
4	Projector or Large Display Screen	2	2	10	10	✓
5	Ergonomic chairs and desks	26	26	10	10	✓
Sum						
				Score out of 100		

Courser-Wise Training Facilities (Course Name to be Written here)	Points
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Course-02: Professional Digital Marketing

S.N.	Major Equipment and Training facilities	Required facilities	Available facilities	Weights (out of 10)	Weighted scores	Remarks
1	Laptop/ Desktop (Minimum Intel core i5 or AMD Ryzen 5, Ram: minimum 16 GB, Graphic Card: dedicated GPU, High Speed Internet (Minimum 10 Mbps), Graphic Design Software (Photoshop, Illustrator, InDesign, After effects), 3D Design Software (Blender, Cinema 4D or Autodesk Maya)	25	25	10	10	✓
2	Printer	1	1	10	10	✓
3	Scanner	1	1	10	10	✓
4	Projector or Large Display Screen	1	1	10	10	✓
5	Ergonomic chairs and desks	25	25	10	10	✓
Sum						
				Score out of 100		

Courser-Wise Training Facilities (Course Name to be Written here)	Points
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1.2.1.2 Indicators

S.N.	Indicators	Scores (Max.)	Scores Obtained			Remarks
			Course-1	Course-2	Course-3	
1.	Are the major training equipment and facilities proposed by the institute sufficient to conduct SICIP training according to the CS?	30	30	30	30	✓

1.2.2 Other Relevant Training Tools, Equipment, and Furniture	10 points
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S.N.	Indicators	Scores (Max.)	Scores Obtained			Remarks
			Course-1	Course-2	Course-3	
1.	Are the other necessary training tools, equipment and furniture proposed by the institute sufficient to conduct SICIP training according to the CS?	10	10	10	10	✓



1.2.2.1 Indicators

S.N.	Indicators	Scores (Max.)	Scores Obtained			Remarks
			Course-1	Course-2	Course-3	
1.	Are the other necessary training tools, equipment and furniture proposed by the institute sufficient to conduct SICIP training according to the CS?	10	10	10	10	✓



2.Trainers	10 points
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2.1 Trainer Information

S.N.	Course Name	Name of Trainer & Designation	Qualification	Working Experience (Years)	Qualification and experience Required as per BP
1	Food and Beverage Production and Entrepreneurship Development	Md Masum Billah	NSDA, Level-3 Diploma in Engineering Power Technology	03 Years	✓
		Masud Rana	NSDA, Level-3 MBA	05 Years	
2	Bakery & Pastry Production and Entrepreneurship Development	Alomgir Hossain	NSDA, Level-3 BA Honors	03 year	✓
		Rahat	NSDA, Level-3 BBA	04 Years	
		Ashikur Rahman	NSDA, Level-3 BA Honors	02 year	
3	Professional Barista and Beverage Preparation and Entrepreneurship Development	Sumiya Sabnam	NSDA, Level-3 Bsc Honors	03 Years	✓
		MD Toufiqur Rahman	NSDA, Level-3 BA Honors	02 year	
		MD Al Fahad	NSDA, Level-3 BA Honors	04 Years	



4	Fashion Design, Product Development and Entrepreneurship Development	MD. Sohel Rana	NSDA, Level-3 Bsc Honors	03 Years	✓
		Md. Shazzed Hossain	NSDA, Level-3 BBA	01 Years	
		Md. Rasel hossen	NSDA, Level-3 Bsc Honors	03 Years	
5	Beautification and Entrepreneurship Development	Shamima Akter	NSDA, Level-3 BA Honors	04 Years	✓
		Rukaya Akter laboni	NSDA, Level-3 Bsc Honors	01 Years	



2.2 Indicators

S.N.	Indicators	Scores (Max.)	Scores Obtained			Remarks
			Course-1	Course-2	Course-3	
1.	Does the institute have sufficient number of trainers for the proposed courses?	2	✓	✓	✓	✓
2.	Do the trainers have adequate academic Qualifications and experience according to the Business Plan?	4	✓	✓	✓	✓
3.	How many of the trainers of this course are permanent staff of the institute?	2	✓	✓	✓	✓
4.	How many of the trainers of this course are CBTA certified?	1	✓	✓	✓	✓
5.	Does the institute have trainers from SEIP master trainers' pool?	1	✓	✓	✓	✓



3. Other Facilities	17 Points
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3.1 OHS arrangement	05 Points
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3.1.1 Information about OHS Arrangement

Course Name	List of PPEs	Quantity	Remarks
1. Food and Beverage Production and Entrepreneurship Development 2. Bakery & Pastry Production and Entrepreneurship Development 3. Professional Barista and Beverage Preparation and Entrepreneurship Development 4. Fashion Design, Product Development and Entrepreneurship Development 5. Beautification and Entrepreneurship Development	1 Workstation Setup	25	✓
	2 Lighting	10	
	3 Electrical Safety	5	
	4 Eye Care	4	
	5 Fire Safety	2	
	6 Fast Aid Kit	5	
	7 Legal Compliance	1	
	1. Ergonomics Chair	25	
	2. Eye Safety	10	
	3. Mental Health Support	1	
	4. Electrical Safety	1	
	5. Cyber Security	2	
	6. Data & Digital Ethics	2	
	7. Training & Awareness	1	

Indicators	Scores (Max.)	Scores Obtained	Remarks
i) Does the institute have adequate PPE to conduct the training on specific course according to the CS?	3	3	✓
ii) Does the institute have adequate safety measures?	2	2	✓

3.2 Utilities	05points
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3.2.1 Indicators

Indicators	Scores (Max.)	Scores Obtained	Remarks
i) Does the institute have facilities to ensure uninterrupted power supply?	3	3	✓
ii) Does the institute have 3-Phase power supply?	1	1	✓
iii) Does the institute have water and gas supply?	1	1	✓
Subtotal			✓



*The institutes should provide facilities to ensure uninterrupted training sessions during power failures.

3.3 Accessibility	04 points
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3.3.1 Indicators

Indicators	Scores (Max.)	Scores Obtained	Remarks
i) Does the institute have adequate facilities to accommodate PWD?	1	1	✓
ii) Does the institute have adequate number of female washrooms?	1	1	✓
iii) Does the institute have female common room?	1	1	✓
iv) Does the institute have availability of drinking water facilities for trainees?	1	1	✓
Subtotal			✓

3.4 Greening measures	03 points
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3.4.1 Indicators

Indicators	Scores (Max.)	Scores Obtained	Remarks
i) Does the institute have any waste management practice?	1		✓
ii) Does the institute have adequate green environment?	1		✓
iii) Does the institute have alternative energy sources (solar power, biogas, wind power etc.)?	1		✓
Subtotal			✓



4.1.1 Indicators

Indicators	Scores (Max.)	Scores Obtained	Remarks
i) Is the institute registered under NSDA for the proposed courses?	2	2	✓
ii) How many trainees have been trained so far under NSDA/BTEB?	3	3	✓
Subtotal			



4.1.2 Manpower Information

S.N.	Name	Designation	Educational Qualification	Permanent/ Temporary	Date of Joining
1.	Md. Ikramul Haque	Managing Director& CEO	BA	Permanent	13-01-2026
2.	Mst Gulshanara Khushi	Director	BBA	Permanent	14-01-2026
3.	Naymul Munim Naym	Manager	BBA	Permanent	01-02-2026
4.	Most. Taslima Ansari	Accountant	BBA	Permanent	06-02-2026
5.	Md. Rashidul Islam	Job Placement Officer	BBA	Permanent	02-03-2026
6.	Tanjila Akter	Trainer (Food Beverage Production)	BA	Permanent	01-03-2020
7.	Umme Kulsum	Trainer (Food Beverage Production)	BSc	Permanent	25-05-2021
8.	Saleha Yesmin	Trainer (Bakery & Pastry Production)	BA	Permanent	03-02-2021
9.	Golam Robbani Rifat Munshi	Trainer (Bakery & Pastry Production)	BSc	Permanent	15-03-2020
10.	Md Mishal Hasan	Computer Operation	BSc	Permanent	02-02-2023
11.	Rakibul Islam	IT support	Diploma	Permanent	25-01-2022
12.	Md. Saidul Islam	Social Marketing	Honors	Permanent	26-06-2024
13.	Torikul Islam Shawon	Office Assistant	inter	Permanent	26-02-2024
14.	Soniya Khatun	Beatification	BBS	Permanent	26-02-2025
15.	Nishila Parvin Nodi	Beatification	BBS	Permanent	26-02-2025

