



# JP Technical Training Center (JPTTC)

## Profile



**2025**

<https://jpttc-bd.org/>

BS Tower, Main Road, Opposite of Cox's  
Bazar City College gate, Alir Jahal  
(Rumaliarchara), Cox's Bazar.

Mobile: 01558006423/01884569278

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# About JPTTC

JP Technical Training Center (JPTTC) is a sister concern of Samaj Kalyan O Unnayan Shangstha (SKUS). Established in 2021, JPTTC initially began various training activities in Cox's Bazar with the approval of the National Skills Development Authority (NSDA). Subsequently, the institution expanded its training activities throughout the Cox's Bazar district. Since 2021, JPTTC has clustered all trades in one center and promoted sectoral training in accordance with NSDA approval.

The skill development training courses we provide offer maximum Level IV to the upper level in all aspects. JP Technical Training Center (JPTTC) also offers a well-decorated training venue for organizing training courses, seminars, meetings, workshops, roundtable conferences, and guest room/dormitory facilities in Cox's Bazar.

## Vision

Our vision is to build a skilled society and eliminate unemployment and poverty through creating income-generating opportunities for women and young people

## Mission

Our journey involves improving commitment, developing a one-stop service-delivering system, and innovating income-generating opportunities.

## Aims and Objectives of the organization

- Empowerment of women and girls through skill development training and credit support.
- Ensure social and economic support for persons living with disability by providing vocational training and rehabilitation.
- Livelihood skills Training of "Strengthen Family Livelihood Skills/Business" to urban working children.
- Small and micro-enterprise development for social and economic uplift of poor marginal.

### Detail Address

#### Cox's Bazar Office

BS Tower, Main Road, Opposite of Cox's Bazar City College gate, Alir Jahal (Rumaliarchara), Cox's Bazar.  
Mobile: 01558006423/01884569278,  
E-mail: jpttcinfo@gmail.com

#### Ukhiya Office

Dr. Abdur Rahim Building, Near the Ukhiya Sadar Hospital gate,  
Mobile: 01558006423/01898366721,  
E-mail: jpttcinfo@gmail.com

### Legal Status

JPTTC is legally registered with different registration authorities of the People's Republic of Bangladesh.

Details of registration-related information are given below:

Sl. No.	Name of Registration Authority	Registration Number	Date Of Registration	Renewal
01	National Skills Development Authority-NSDA	STP-COX-000973	16/06/2023	
02	Trade License, Municipality Cox's Bazar	01225		29/8/2023
03	JPTTC Cox's Bazar RTO – BTEB	Applied		

### Target Beneficiaries

The target beneficiaries of JPTTC are the disadvantaged people, men and women, and adolescents constituting the bulk of the population, i.e., the destitute women and children, other occupational groups who are victims of hunger and social injustice, ethnic and religious communities, construction Workers, Tourism Workers, transport workers, Bench children/street children, Dry fish workers, and fisherman slum dwellers as well.

### Working Team

JPTTC, with its skilled and efficient working team under the execution of its principal, has successfully and professionally been running its vocational and skill development training programs. JPTTC's working team consists of professional and competent staff; most of them have come from technical and Management parts like Chairperson, Director, Assistant Director, Principal, Vice Principal, Chief instructor, and the instructor who provides strategic direction to JPTTC.

### Staff Strength

JPTTC has many skilled and efficient staff to carry out its activities. The JPTTC staff are responsible for adequately implementing all vocational skills development training. The training center and liaison office staff are responsible for coordination, marketing strategic development, job placement, advocacy, networking, reporting, and monitoring of activities. The following numbers of staff are currently working with JPTTC–

Particulars	Male	Female	Total	Remarks
Full time	16	15	31	<b>All instructors NSDA/BTEB certified</b>
Per time	10	10	20	
Total	26	25	51	

### Providing Vocational Skill Training

Approved by NSDA

Course duration: 3/6-month course (360 Hours), equivalent to 72 classes.

### Trade name:

- ✓ Knit Sewing Machine Operation & Maintenance, Level-2
- ✓ Tailoring and Dress Making, Level 2 & 3
- ✓ Refrigeration and Air-conditioning, Level-1
- ✓ General Caregiving, Level-2
- ✓ Mobile Phone Servicing, Level-1
- ✓ Block Batik and & Screen Print, Level-2 & 3
- ✓ Masonry, Level-2
- ✓ Electrical Installation and Maintenance for Construction, Level-2
- ✓ Beautification, Level-2
- ✓ Driving, Level-2
- ✓ Housekeeping, Level-2 & 3
- ✓ IT Support Service, Level-3
- ✓ Digital Marketing and freelancing, Level-3
- ✓ Computer Operation, Level 2 & 3
- ✓ Consumer Electronics, Level-1
- ✓ Plumbing, Level 1 & 2
- ✓ Tiles and Marbles Works, Level-2
- ✓ Rod Binding, Level-2
- ✓ Pipe Fitting, Level-2
- ✓ Electrical Installation and Maintenance for Light Engineering, Level-3
- ✓ Hand Stitching and Embroidery, Level-2
- ✓ Solar Electrical System Installation and Maintenance, Level-1
- ✓ Graphic Design, Level-3

## Achievement

SL	Trade Name	Duration	# of Student		Remarks
			Female	Male	
1	Knit Sewing Machine Operation & Maintenance, Level-2	3 months	31	09	
2	Tailoring and Dress Making, Level-2	3 months	173	30	
3	Tailoring and Dress Making, Level-3	3 months	75	25	
4	Refrigeration and Air-conditioning, Level-1	3 months	17	23	
5	General Caregiving, Level-2	3 months	5	35	
6	Block Batik and & Screen Print, Level-2	3 months	97	3	
7	Block Batik and & Screen Print, Level-3	3 months	48	02	
8	Masonry, Level-2	3 months	40	00	
9	Electrical Installation and Maintenance for Construction, Level-2	3 months	1	99	
10	Electrical Installation and Maintenance for Light Engineering, Level-3	3 months	25	15	
11	Beautification, Level-2	3 months	40	00	
12	Driving, Level-3	3 months	6	34	
13	Housekeeping, Level-2	3 months	40	00	
14	Housekeeping, Level-3	3 months	15	05	
15	IT Support, Level-3	3 months	20	20	
16	Digital Marketing and freelancing, Level-3	3 months	5	15	
17	Computer Operation, Level-2	3 months	48	52	
18	Computer Operation, Level- 3	3 months	35	15	

19	Consumer Electronics, Level-1	3 months	1	29	
20	Plumbing, Level-1	3 months	00	40	
21	Plumbing, Level-2	3 months	00	20	
22	Tiles and Marbles Works, Level-2	3 months	00	40	
23	Mobile Phone Servicing, Level-1	3 months	10	50	
24	Rod Binding, Level-2	3 months	00	40	
25	Pipe Fitting, Level-2	3 months	00	40	
26	Hand Stitching and Embroidery, Level-2	3 months	30	00	
27	Solar Electrical System Installation and Maintenance, Level- 1	3 months	05	15	
28	Graphic Design, Level-3	3 months	10	25	

#### **Job Placement for graduated students**

- As we have a job placement cell, we prefer to arrange job opportunities for our Graduated students
- We arrange industrial visits of our students for outside practical experience.
- We arrange job fairs to create job opportunities as a yearly plan
- We always coordinate with respective industrial personnel for the employment of our students.

#### **Additional activities**

- Every month, we arrange assessments to justify our students' knowledge. If any improvement is needed, we take the necessary steps to improve training.
- We always supervise when the class is running, and if we find any weaknesses, we correct them suddenly.

#### **Other Facilities at JPTC Training Center**

- Accommodation for Guest (Single & Double), Cox's Bazar
- Training Venue with a capacity of 100 Participants (A/C & Non-A/C)
- LED Scan
- Laptop with Internet
- Multimedia with screen and sound system
- Generator Support
- Photocopy, Printing
- Food and Catering Service
- Dining Room
- Training Materials
- Wi-Fi zone at the campus
- Special Lunch/Dinner would be arranged as per the requirements of the booking organization.



## **Excellent Feature & Our Commitment**

Our commitment is to provide innovative, collective and quality items/services for the clients.

## **Financial Management**

To ensure transparency in financial management, JPTTC has skilled manpower in the finance section. The finance department of JPTTC manages finance and accounting by following a standard accounting system using double-entry cash and ledger books

JPTTC regularly has an external audit firm and conducts an annual audit of its finances and accounts. To ensure internal control, it has a system of internal audit, delegation of duties, and segregation of authorizes. JPTTC has appointed many qualified and experienced accounts staff.

JPTTC maintains separate bank accounts for each donor-funded project and uses two or three signatories for each account. It regularly prepares monthly, quarterly, or annual finance reports to fulfil the donors' needs.

## **Management Structure**

JPTTC has 09 members of the Governing Body as Executive Committee (EC) who have been elected for 5 years and are reportable to the general committee. The governing body's chairman is a chief executive managing, monitoring, and documenting all activities. S/he is reportable to the EC.

## **General Committee**

The General Committee is JPTTC's highest body and holds the supreme authority in the organization. Presently, the General Committee has a total of 09 members, and it works as an electoral body to elect the Executive Committee for five years. The General Committee meets once a year, but it can summon an emergency meeting if necessary.

## **Executive Committee**

The organization has a four-member Executive Committee. The members of the general committee elect the members of this committee for five years. The EC performs all responsibilities on behalf of the General Committee. It meets quarterly to oversee the organization's activities and make necessary decisions if necessary.

## **Advisory Committee**

The constitution of JPTTC provides for an advisory committee. The advisory committee consists of 3 members. The executive committee appoints the members of the advisory committee. Its function is to advise the Executive Committee and the Chief Executive.

## **The expertise of JPTTC**

JPTTC has the expertise for direct project implementation with different ministries, particularly the Ministry of Education and Social Welfare Ministry, as well as National and International Organizations like BTEB, NSDA, UNWOMEN, UNDP, World Bank, ILO, a2i, Canada, ICT Division, and Cabinet Division etc

### Current and Existing Programs

Sl.#	Name of the Project	Project period	Working Area	Beneficiary	Donor
1.	Refrigeration and air-conditioning	February 2024 to date	Cox's Bazar	40 nos	ILO-ISEC
2.	Car Driving	February 2024 to date	Cox's Bazar	40 nos	ILO-ISEC
3.	General Caregiving	February 2024 to date	Cox's Bazar	40 nos	ILO-ISEC
4.	Block Batik and & Screen Print	May 2024 to date	Cox's Bazar	100 nos	ASSET_BETB
5.	Electrical Installation and Maintenance for Construction	May 2024 to date	Cox's Bazar	100 nos	ASSET_BETB
6.	Dress Making and Tailoring-	May 2024 to date	Cox's Bazar	203 nos	ASSET_BETB
7.	Car Driving	October 2024 to date	Cox's Bazar	40 nos	UN Women
8.	Computer Operation	2021 to Date	Cox's Bazar	100 nos	Own

### Financial Policy:

a. Financial Management and Audit: To maintain transparency in the financial system, JPTTC practices maintaining proper books of account and has proper control of its funds, cash in hand, and at the Bank. For this purpose, a separate bank account is maintained for each project. The Chairman, the Secretary-General, and the Treasurer, either of the two other signatories, can withdraw funds from the Bank. In such cases, the signature of the Executive Director is mandatory.

b. Fund Control & Banking: The donor's funds are deposited in a separate Bank Account. For this purpose, individual bank accounts are maintained against each donor. Books of Accounts: Separate Bank and Cashbooks are maintained, and all the transaction-related funds received from donors and expenses made for the operation of the said project are recorded.

c. Audit: JPTTC has maintained a standard account system transparently. Accounts are audited every financial year (July - June) by a government-approved chartered accounting firm.



## LOGISTIC FACILITIES OF JPTTC

The Academy Building JPTTC is situated at Alir Jahal, Cox'e Bazar Sadar. Details of JPTTC are shown in the following table:

SL	Description of the Office	Number of Office	Total Land (sq.ft)
01	Training venue, Alir Jahal, Cox's	01	10312 sq. ft

JPTTC may enhance and develop its activities with your cooperation and support. Please extend your cooperation by sharing lessons learned/ experiences, exchanging publications and printed materials, forming Partnerships for implementation development activities, and providing technical and financial support to JPTTC.

**For further information, please contact:**

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