**Training Course
On**

Advanced ICT Management

03-17 February 2019

Course Guideline

**National Agriculture Training Academy (NATA)
Ministry of Agriculture
www.nata.gov.bd**

Training Course on Advanced ICT Management

03-17 February 2019

<u>Course Management</u>

Course Adviser **:** Dr. Md. Abu Sayeed Miah
Director General (In-charge)
NATA, Gazipur

Course Director **:** Dr. Md. Abdus Salam
Director (Admin)
NATA, Gazipur

Course Coordinator : Dr. Md. Sayedur Rahman
Deputy Director (Administration and Support Service)
NATA, Gazipur
Cell: 01552-495564

Asst. Course Coordinator

Most. Nurnahar
Senior Assistant Director
(Flower & Fruit)
NATA, Gazipur
Cell: 01721-672804

Asst. Course Coordinator

Sumaya sharmin
Senior Assistant Director
(Publication Officer)
NATA, Gazipur
Cell: 01738-135204

Expectation

Participants shall……

….be increased their knowledge and strengthened the capacity on ICT Dr. Md. Abu Sayeed Miah Director General (In-charge) NATA, Gazipur and Course Advisor	

….be increased their Skill and Change Attitude on ICT Dr. Md. Abdus Salam Director (Admin) NATA, Gazipur and Course Director	

…. be able to increase efficiency on ICT. Dr. Md. Sayedur Rahman Deputy Director (Administration and Support Service) NATA, Gazipur Cell: 01552-495564 and Course Coordinator	

Contents

NATA at a Glance

Back Ground/History of NATA

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The academy was established in Gazipur as **Central Extension Resources Development Institute (CERDI)** on 14 March 1975 as a joint venture of the Government of the People's Republic of Bangladesh and that of Japan with the financial assistance of Japan International Cooperation Agency (JICA). CERDI was established on 20.0 ha of land with a view to co-ordinate the extension activities, conduct training programmes and develop extension resources and minimize the gap between research and extension. Out of 49 ac of land there is a farm of about 26 ac, office area of 19 ac and residential area of 4.0 ac.

CERDI was an outcome of longtime work experience of Bangladesh and Japanese Experts in this country. Bangladeshi and Japanese Experts started collaboration work in the field of Agriculture since 1960, initially with the program of Agricultural Department in the name of "Pak-Japan Agricultural Extension Training Institute". The program proved as success and covered different agricultural subjects like Extension, Agronomy, Horticulture, Plant Protection, Irrigation and Farm Machinery. It offered different training of six months course to the Thana Agirultural Officers of the Department of Agricultural Extension until 1965. Later on the Institute was named as "Farm Mechanization Training Institute" under an agreement between the Government of the erstwhile East Pakistan and Japan. Union Agricultural Assistants and progressive young farmers were also trained at this Institute in a three-month course. The value of these activities was realizes and it was conceived to institutionalized the program for creating Bangladesh capabilities for running the same on continuous basis in upgrading form. As a result "**Central Extension Resources Development Institute" (CERDI)** physically came into operation in 1975. CEERDI was operated as joint project of the Government of Bangladesh and that of Japan upto October, 1983. Since then the Institute has been running without any foreign assistance and the same has been recognized and the business have been reallocated under the special Gazette Notification of June 27, 1984. Then CERDI was considering its changed rule according to NAEP and strategic plan decided to work on imparting training to Extension personnel of DAE, Private and public sectors.

On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established National Agriculture Training Academy (NATA) as an independent organization of MoA and on 07 June 2014, NATA has been started as a training academy.

Location

The Academy is situated at Gazipur City Corporation 25 km away from Dhaka city and 3 km away from Joydevpur Chandana Chowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI). The academy provides the trainees an ample scope to have free access to the adjacent institutions like Bangladesh Agricultural Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Bangladesh Sugarcrop Research Institute (BSRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication Staff College, and other government offices in Gazipur.

Vision

National Agriculture Training Academy will become a center of excellence for developing competent human resources in agriculture sector.

Mission

Developing a common platform of all organizations under the Ministry of Agriculture (MoA) for human resource development by

- imparting quality training, research, development and publications
- enhancing linkage between education, research and extension to endow agriculture service delivery system
- building strong network with reputed institutions of home and abroad for organizational capacity building and promote a culture of continuous learning to foster a knowledge-based governance in agriculture service

Core Functions of NATA

- Human resource development in agriculture sector
- Conducting inclusive capacity building training programs for officers from different organizations under MoA covering all dimensions of professional competencies in general and foundation course, senior staff course, induction course in particular
- Conducting exclusive capacity building training programs addressing particular competency area of interest of different organizations under MoA
- Organize seminars, symposiums, workshops for facilitation of knowledge on emerging issues of institutional, national and global importance

- Generating and facilitating of knowledge through research, demonstration, documentation and publication
- Providing consultancy service to other organizations for developing, updating and upgrading of course curriculum
- Introducing innovative approaches, methods and events for sustainability of service delivery system
- Developing and maintaining effective collaboration with similar organizations at home and abroad

Core Values of NATA

- Discipline
- Innovation
- Accountability
- Synergy and Teamwork
- Professionalism
- Integrity
- Excellence

Current Activities of NATA

- NATA is imparting inclusive and exclusive capacity-building training programs for officers of different organizations under MoA on various vibrant issues underlying technical and management domains
- Conducting special course as demanded and sponsored by other organizations
- Conducting research, demonstration and publication for facilitation of knowledge
- Providing training for faculty members at home and abroad for improving practice-skill
- Providing continued in-house training for updating practitioner's skill of NATA personnel
- Developing strong networks among domestic and international training organizations
- Successfully conducted 2 batches (N-60th & N-61st) training of newly recruited BCS Cadre officers under the guidance of BPATC
- Developed Foundation Training course curriculum for NARS scientists. This training program will come into effect very soon
- NATA is pledged with all of its potentials and endeavors to achieve the perception plan of Bangladesh 2021, 2041 and SDGs by 2030
- NATA is giving comments on national policy formulation related to Agriculture

Stakeholders

- Ministry of Agriculture (MoA)
- Ministry of Finance
- Ministry of Public Administration (MoPA)
- Ministry of Planning
- Department of Agricultural Extension (DAE)
- Soil Resource Development Institute (SRDI)
- Department of Agricultural Marketing (DAM)
- Seed Certification Agency (SCA)
- Agriculture Information Service (AIS)
- Cotton Development Board (CDB)
- Bangladesh Institute of Management (BIM)
- National Academy for Planning and Development (NAPD)
- Bangladesh Institute of Administration and Management (BIAM)
- Bangladesh Civil Service Administration Academy

- Bangladesh Agricultural Research Council (BARC)
- Bangladesh Agricultural Development Corporation (BADC)
- Bangladesh Agricultural Research Institute
- (BARI)
- Bangladesh Rice Research Institute (BRRI)
- Bangladesh Institute of Nuclear Agriculture (BINA)
- Bangladesh Jute Research Institute (BJRI)
- Barind Multipurpose Development Authority (BMDA)
- Bangladesh Sugarcrop Research Institute (BSRI)
- Bangladesh Institute of Research and Training on Applied Nutrition (BIRTAN)
- Bangladesh Academy for Rural Development (BARD)
- Rural Development Academy (RDA)
- Bangladesh Wheat and Maize Research Institute (BWMRI)

- Bangladesh Agricultural University (BAU)
- Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU)
- Ser-e-Bangla Agricultural University (BSRMAU)
- Hajee Mohammad Danesh Science and Technology University
- Patuakhali Science and Technology University
- Sylhet Agricultural University
- Bangladesh Public Administration Training Centre (BPATC)
- Food and Agriculture Organization (FAO)
- World Bank
- Japan International Cooperation Agency (JICA)
- United States Agency for International Development (USAID)
- Danish International Development Agency (DANIDA)

Organogram of NATA

Director General (DG) is the chief executive officer of the Academy. There are 2 Directors, Two Directors assist DG in overall matters of the Academy and oversee the activities of two Wings namely, (i) Administration Wing and (ii) Training Wing. Both Directors supervises Deputy Directors and other faculty members under 2 Wing. Total proposed manpower of NATA is 184. Different units faculties under two wings are as follows:

1. **Administration Wing**

    - Administration and Support Services
    - Planning and Publications

2. **Training Wing**

    - Agronomy
    - Horticulture
    - Plant Pathology
    - Entomology
    - Soil Science
    - Genetics and Plant Breeding
    - Agricultural Extension and Rural Economy
    - Environment and Agroforestry
    - Agricultural Implements and Water Management
    - Food Processing.

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Academy Resources

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Physical Facilities

The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the academy are as follows.

Infrastructures	Numbers	Laboratories
Office building	2	
Class room	4	
Computer cum Language lab	1	a. Plant Protection
Laboratory (Subject wise technical)	4	b. Agronomy
		c. Horticulture
Dormitory	4	d. Soil Science
Cafeteria	1	
Plant Protection Museum	1	
VIP Conference room	1	
Assembly Hall	1	
Farm Machineries Workshop	1	
Farm Godown	1	
Off-set Printing Press	1	
Deep Tube Well	3	
Glass House	3	
Demonstration and Research Field	1	
Residential Building	13	
Mosque	1	

Computer cum Language Lab. and IT facilities

There is one Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administration building. There are 50 User PC and 2 Master PC with high configuration. IT facilities include Star Board, LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay at NATA.

Plant Protection Museum

Established in   : 1996 (In the Plant Protection Laboratory)

Reinstalled in   : 1998

Funded by   : DAE-FAO.UNDP IPM Project

Implemented by   : Moksudur Rahman Ghazi, Senior Instructor (Plant Protection), CERDI, Gazipur.

Materials. Samples   : Crop wise insect pest collected, parasites, predators, beneficial insects preserved in the egg, nymph, larva and pupa of different insects. Insect infested and disease infected samples, vertebrate pests, predator birds, live samples of different insects, quality seeds of different crops, insect infested seeds etc.

Importance   : This kind of museum is essential

         i.   To use the samples as teaching aids.

         ii.   For Practical demonstration to the IPM. Plant protection trainees.

         iii.   To create awareness among the visitors.

         iv.   To help trainees for identification of pest. Parasites. Predators etc.

Methods used   : Dry, wet (Chemicals preservation).

Chemicals   : Ethyl Acetate, Formalin 40%, Absolute Alcohol, Chloroform, Copper Sulphate.

Impact of the Museum: Being attracted by NATA Plant Protection Museum some mini Plant Protection Museum were established at Agriculture Training Institute Hathajari, Daulatpur, Sherpur and Begumgonj. And also in some Upazila Agriculture Offices such as Bhairab (Kishoreganj), Goalanda (Rajbari), Baliakandi (Rajbari), Gazipur Sadar ect.

No. Of Samples   : Around 3500 (Continued)

Visitors Visited   : Around 10,000 (Continued)

Sports and Recreational Facilities

     a. Common room

     b. Indoor games

         i.   Table Tennis

         ii.   Ceram

         iii.   Chees

c. Outdoor games

    i.   Foot ball

    ii.   Volley ball

    iii.   Badminton

    iv.   Lawn Tennis

Residential Facilities

There are thirteen residential building for the accommodation of NATA Officers and staff. The details are as follows:

Sl. No.	Name of Building	Size (Square feet)	No. of Unit
01	Shapla	1500	1
02	Jui	1250	4
03	Torulota	1250	6
04	Madhobilota	1250	6
05	Mohua	1090	8
06	Polash	800	8
07	Maloncho	600	8
08	Shiuly	600	8
09	Bonophul	600	8
10	Dalia	500	8
11	Kamini	500	8
12	Chamily	500	8
13	Maloty	500	8

Training Activities

Importance of Training

Training brings desirable change in behavior and attitude and improves knowledge and develops skill. Skills and efficiency are two preconditions for development. Proper training can help to increase skills and efficiency of the officer. Modern technology increases the competitive ability of the organization and provides high quality services. Trained officers can properly utilize such technology. Adequate training of personnel in an organization can make the organization free from complexity and streamline simplicity. To ensure overall development of all sectors of an economy, training can play a significant role. In the era of globalization, the need of modern management tools and techniques cannot be exaggerated. In response to the current needs in the ever-changing world, government officers should serve the people with competency, sincerity and transparency. NATA attaches highest importance on moral teaching, as well as technical and technological capacity building which is the main goal and strategy of training. Participants become more motivated, responsive, efficient and competent after they go through these training. Training curricula is updated regularly to cope up with the changes in government policies and practices and as per need and demand of the stakeholders.

1.1 Facilities

1.1.1 Physical Facilities

The Academy is well equipped with some physical facilities to run the training programs successful though it began its voyage recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorum-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1

1.1.2. Digital Computer cum Language Lab. and IT facilities

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administrative building. IT facilities available include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of

government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

1.1.3 Recreational Facilities

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are also available in recreation room for the participants.

1.1.4 Linkage with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM, FIMA and so on. NATA has a plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations for research in agriculture sector.

1.2 Evaluation

Course coordinator and asst. course coordinators are given the responsibility to evaluate the participants. The course is evaluated during pre and post training situation. Furthermore, the participants are given the chance to evaluate the resource speakers by using a prescribed format.

1.3 Sessions

Every day the session is started at 9.00 am in the morning and ends at 5:00 pm in the afternoon. There are two health breaks started at 10.30 am for snacks and 03.30 pm for tea as well as lunch with prayer break at 01.05pm respectively. Participants are advised to attend in the class in time without fail for avoiding any kinds of disciplinary action.

1.4 Norms to be followed during the training

- No casual leave is allowed during training period;
- Participants living in the dormitory are advised to follow the norms of the dormitory;
- The campus area is a "Non Smoking Zone". Participants are advised to refrain from smoking inside the Academy; and
- Participants are not allowed to enter the dormitory after 10:00pm at night.

Course at a glance

National Agriculture Training Academy (NATA) is the apex training academy under the Ministry of Agriculture (MoA). NATA organizes training programs on the basis of the needs of16 organizations under the MoA. At present, Advanced ICT Management is crucial demand for an organization to run smoothly it's functions. To meet up the special needs of the personnel of different organizations under the MoA, NATA has designed this training course. From this training course, the participants will be equipped with intellectual inputs and necessary skills which will be helpful for their organizations to perform ICT management functions efficiently.

Course objectives:

1. To improve the participants skills in preparing and analyzing ICT tools and apply the regarding ICT knowledge in day to day works;

2. To develop advanced knowledge and skill on elemental ICT skills, e-Governance, Internet and Connectivity, website/web portal, e-services, mobile computing and GIS in agriculture etc.;

3. To develop knowledge on government contemporary issues for sustainable development.

Target population: Basic ICT experienced officers of different organizations under Ministry of Agriculture.

Duration of each session: 60 minutes.

Prerequisites of the course:

- To attend in the training class in time;
- To be present at least 99% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must be kept in silent mode.

Course Content

Module-1: Elemental ICT Skill and e-Governance for Development

Topics:

1. ICT Legal Framework in Bangladesh
2. Advanced MS Excel & Concept of databases and their management: Presentation and Use MS Access.
3. Advanced Multimedia Presentation: Mode of Presentation, Handling animation and multi-media files in PowerPoint
4. Cyber Security Awareness. Virus and Malware Protection, Routine Maintenance and updates of Computer.
5. e–Services at National, District, Upazila and Union Levels: Union Digital Center and its activities in Bangladesh.
6. Safe and responsible use of computer: Ergonomics, Cyber Security, Virus and Malware Protection, Routine Maintenance and updates.
7. Basic PC Trouble shooting: Hardware, Software and Antivirus.
8. Concept of databases and their management: Presentation and Use of MS Access.

Module 2: Website and Web Portal Management

Topics:

1. Discussing on National Portal Home Page Structure, Control panel.
2. National Portal UX, Apps and citizen services and Citizen Feedback and Future Plan.
3. Creation & Practice: Block Content Type & Link Content (Banner, Notice, News, Innovation, Corner, SPS, Service Box, Internal/ Important Link, Footer Menu etc…) With Practice.
4. Creation & Practice of Content: Link Content Type (Page, Office Order, Law, Policy, Citizen Charter, Gallery (Photo & Video), Tender, Officers List etc…) With Practice.
5. Service Box & Menu Linking Dynamic or View Link With Practice, Right Side Block Management (Office Head).
6. Website Development
7. Domain Hosting

Module 3: e-Filing & e-GP

Topics:

1. ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারনা
2. ডাক আপলোড (নাগরিক/দাপ্তরিক),ডাক ফরোয়ার্ড করা, ডাক ট্র্যাকিং,প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা, ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা
3. ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির ধরন তৈরি, নথি তৈরি, নথিতে অনুমতি দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা), নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক দেখা
4. ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভার্সন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা
5. নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি, পত্রের ভার্সন, পত্র সম্পাদনা ও পত্রজারীকরণ
6. Registration and Tendering Process in e-GP system

Module 4: Mobile Computing and GIS in Agriculture

Topics:
1. Importance and using techniques of Mobile Apps developed by different Organizations.
2. Preparation of Mobile responsive offline website
3. Preparation and Presentation of Geospatial Data in Maps using Free & Open Source Software (FOSS)
4. Installation & usage of Google Earth Pro for digitizing and visualizing of geo-data
5. Capturing and extracting Geo Photos and Geo Locations using smart devices (e.g. android phones) and processing and visualizing them in QGIS and Google Earth Pro

Module 5: Use of Essential Software

Topics:
1. Visit and Virtual Class Conduct at Virtual Class Room DUET, Gazipur, Topic: Importance & utility of Virtual Training System
2. GIS lab visit at BARI, Gazipur
3. Digital Photography and Introducing Photoshop
4. Preparation of Passport size photo and banner by Photoshop
5. Preparation of e-Book

Module 6: Digital Signature

Topics:
1. Overview of Public Key Infrastructure (PKI)
2. Legal aspect of PKI
3. Practical session:
    i) Creation of Digital Signature Request
    ii) Download Digital Signature Certificate
    iii) Uses of Digital Signature
4. Review of the Sessions, Open Discussion & Closing Ceremony
5. Cyber Security Awareness (Social media)

Module 7: Contemporary Issues

Topics:
1. Ethics in Public Service Delivery
2. Application of National Integrity Strategy (NIS)

National Agriculture Training Academy (NATA) Gazipur
Training Course on Advanced ICT Management
Duration: 15 days (03-17 February 2019)

Class Schedule

Date & Day	09.00-10.00 1st Session	10.15-11.15 2nd Session	11.45-12.45 3rd Session	2.00-3.00 4th Session	3.00-4.00 5th Session
03-2-19 Sunday	**9:00-9:30** Reg.& Pre-test **9:30-10:00** Course Inauguration DG, Directors (Training & Administration)	ICT Legal Framework in Bangladesh Md. Anwar Hossain Chief Executive officer Spine tech Universal Ltd. Dhaka	e–Services at National, District, Upazila and Union Levels: Union Digital Center and its activities in Bangladesh. Md. Anwar Hossain,	Cyber Security Awareness. Virus and Malware Protection, Routine Maintenance and updates of Computer. Md. Anwar Hossain	Continued Md. Anwar Hossain
04-2-19 Monday	Registration and Tendering Process in e-GP system Dr. Md. Sayedur Rahman, DD (Administration)	Continued Dr. Md. Sayedur Rahman, DD (Administration)	Basic PC Trouble shooting: Hardware, Software and Antivirus Prof. Dr. Md. Obaidur Rahman, CSE, DUET, Gazipur	Continued Dr. Md. Obaidur Rahman, Professor, Dept. of CSE, DUET, Gazipur	Practical Dr. Md. Obaidur Rahman, Professor, Dept. of CSE, DUET, Gazipur
05-2-19 Tuesday	Ethics in public service delivery Mir Nurul Alam DG, DAE	Application of National Integrity Strategy (NIS) Mir Nuru lAlam DG, DAE	Concept of databases and their management: Presentation and Use of MS Access Dr. Rafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Continued Dr. Rafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Continued Dr. Rafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur
06-2-19 Wednesday	Use of Survey Monkey, Google Forms, Google Drive, Google Maps and Google Calendar Animesh Chandra Bain National Consultant A2i, PMO	Continued Animesh Chandra Bain	Creation of Video clip. Video editing Using Windows Movie Maker and TechSmith Camtasia Studio Software Animesh Chandra Bain	Continued Animesh Chandra Bain	Continued Animesh Chandra Bain
07-2-19 Thursday	Advanced Multimedia Presentation: Mode of Presentation, Handling animation and multi-media files in PowerPoint Md. Shafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Continued Md. Shafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Continued Md. Shafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Advanced MS Excel Md. Shafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Continued Md. Shafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur ET
9-2-19 Saturday	ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারনা Dr. Md. Sayedur Rahman, DD (Administration)	ডাক আপলোড (নাগরিক/দাপ্তরিক),ডাক ফরোয়ার্ড করা, ডাক ট্র্যাকিং,প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা, ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা Dr. Md. Sayedur Rahman, DD (Administration)	ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির ধরন তৈরি, নথি তৈরি, নথিতে অনুমতি দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা), নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক দেখা Dr. Md. Sayedur Rahman, DD (Administration)	ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভার্সন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা Dr. Md. Sayedur Rahman	নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি, পত্রের ভার্সন, পত্র সম্পাদনা ও পত্রজারীকরণ Dr. Md. Sayedur Rahman

Date & Day	09.00-10.00 1st Session	10.15-11.15 2nd Session	11.45-12.45 3rd Session	2.00-3.00 4th Session	3.00-4.00 5th Session
10-2-19 Sunday	Overview of Public Key Infrastructure (PKI) Abul Mansur Mohammad Sharf Uddin Controller Office of the CCA, ICT Division	Legal aspect of PKI Ziauddin Ahmed Assistant Controller Office of the CCA, ICT Division Md. Khaled Hossain Chowdhury Law Officer Office of the CCA, ICT Division	Practical session: 1. Creation of Digital Signature Request 2. Download Digital Signature Certificate 3. Uses of Digital Signature Ziauddin Ahmed Assistant Controller Office of the CCA, ICT Division Naznin Akhtar Assistant Engineer Office of the CCA, ICT Division	Cyber Security Awareness (Social media) Md. Khaled Hossain Chowdhury Law Officer Office of the CCA, ICT Division	Review of the Sessions, Open Discussion & Closing Ceremony
11-2-19 Monday	Digital Photography and Introducing Photoshop Pankaj Sikder Photography Officer BARI, Gazipur	Preparation of Passport size Photo and Banner by Photoshop Pankaj Sikder	Continued Pankaj Sikder	Visit and Virtual Class Conduct at Virtual Class Room DUET, Gazipur Topic: Importance & utility of Virtual Training System Akram Hossain Network Engineer BSMRAU, Gazipur	GIS lab visit at BARI, Gazipur Dr. Saiful Islam PSO, BARI
12-2-19 Tuesday	Preparation of e-Book Sheikh Abu Hasan, JBO, BANSDOC, Dhaka	Continued Sheikh Abu Hasan	Continued Sheikh Abu Hasan	Continued Sheikh Abu Hasan	Practice Sheikh Abu Hasan
13-2-19 Wednesday	Preparation and Presentation of Geospatial Data in Maps using Free & Open Source Software (FOSS) Tarequl Islam, SSO, BARI, Gazipur	Continued Tarequl Islam, SSO, BARI, Gazipur	Continued Tarequl Islam, SSO, BARI, Gazipur	Installation & usage of GoogleEarth Pro for digitizing and visualizing of geodata Tarequl Islam, SSO, BARI, Gazipur	Capturing and extracting GeoPhotos and GeoLocations using smart devices (e.g. android phones) and processing and visualizing them in QGIS and Google Earth Pro Tarequl Islam, SSO, BARI, Gazipur
14-2-19 Thursday	Discussing on National Portal Home Page Structure, Control panel Shishir Ranjan Roy Cunsultant-MIS/ICT A2i, PMO	National Portal UX, Apps and citizen services and Citizen Feedback and Future Plan Shishir Ranjan Roy	Creation & Practice: Block Content Type & Link Content (Banner, Notice, News, Innovation, Corner, SPS, Service Box, Internal/ Important Link, Footer Menu etc…) With Practice ShishirRanjan Roy	Creation & Practice of Content: Link Content Type (Page, Office Order, Law, Policy, Citizen Charter, Gallery (Photo & Video), Tender, Officers List etc…) With Practice Shishir Ranjan Roy	Service Box & Menu Linking Dynamic or View Link With Practice, Right Side Block Management (Office Head) Shishir Ranjan Roy
16-2-19 Saturday	Website Development Shishir Ranjan Roy Cunsultant-MIS/ICT A2i, PMO	Continued Shishir Ranjan Roy	Continued Shishir Ranjan Roy	Domain Hosting Shishir Ranjan Roy	Continued Shishir Ranjan Roy

Date & Day	09.00-10.00 1st Session	10.15-11.15 2nd Session	11.45-12.45 3rd Session	2.00-3.00 4th Session	3.00-4.00 5th Session
17-2-19 Sunday	Importance and using techniques of Mobile Apps developed by different organizations Muhammad Shahadat Hossain Siddiquee,	Preparation of mobile responsive offline website Muhammad Shahadat Hossain Siddiquee, UAO (LR), DAE, Khamarbari, Dhaka	Continued Muhammad Shahadat	Post Evaluation	Closing Ceremony

Tea Break: 11.15-11.45 am
Lunch and Prayer Break: 12.45 – 2.00 pm.
This schedule may be changed due to unavoidable circumstances.

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