**N-61th Foundation Training Course**

**(13 December 2015 – 12 May 2016)**

**Course Administration**

**Course Adviser**

**Dr. Muhammad Math hurul Haque**

**Director General**

**National Agriculture Training Academy (NATA)**

**Gazipur**

**Course Director**

**Dr. Muhammad Abu Yusuf**

**Deputy Secretary**

**Ministry of Agriculture**

**Bangladesh Secretariat, Dhaka**

**Cell : 01988085881**

**Course Coordinators**

|  |  |
| --- | --- |
| **Dr. Md. Mayen Uddin****Senior Assistant Director****NATA, Gazipur****Cell : 01** | **Dr. Md. Sayedur Rahman****Senior Assistant Director****NATA, Gazipur****Cell : 01** |

 

National Agriculture Training Academy (NATA)

**Gazipur-1701**

Website: [www.nata.gov.bd](http://www.nata.gov.bd)

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National Agriculture Training Academy

**Gazipur-1701**

N-61th Foundation Training Course

(13 December 2015 – 12 May 2016)

Part-I

# Introduction to National Agriculture Training Academy

##  The Academy

 National Agriculture Training Academy (NATA) is the apex training institute for human resources development of class-1 officers under the Ministry of Agriculture (MoA) for providing training on diversified field of professional interest in agriculture sector. The Academy organizes various Agriculture-discipline related training programs throughout the year. The Academy established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 under the JICA project. Afterwards, on 27 June 1984, CERDI was taken under Training Wing of Department of Agriculture Extension (DAE). On 03 April 2013, Government of the Peoples’ Republic of Bangladesh abolished CERDI and established NATA as an attached Organization of the Ministry of Agriculture. On 07 June 2014, it’s started to function.

Initially, the Academy started it’s functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 74 faculty members and support staffs. The first course the Academy hosted a 4 day long training course titled ‘e-Agriculture & it’s development initiatives’. A total of 120 participants from 16 organizations under MoA attended the training course in 3 batches started from 18-21 May 2015 (1st Batch); 25-28 May 2015 (2nd Batch) and 07-10 June 2015 (3rd batch)

##  Location

The Academy is 25 km away from Dhaka city and 3 km away from Gazipur Chandana Chourasta junction towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. 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), Seed Certification Agency (SCA), Bangobondhu Sheikh Mujibor Rahman Agricultural University (BSMRAU), Telecommunication College, DC Office and other Government Offices in Gazipur.

##  Vision

To establish as a centre of excellence for development of competent human resources and a ‘think tank’ of knowledge-intensive governance of agriculture service.

##  Mission

It’s mission is to develop a common platform of all organizations under the Ministry of Agriculture (MoA) for human resource development by imparting quality training, research & development and publications; to enhance linkage between education, research and extension to endow agriculture service delivery system; to 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 of agriculture service.

##  Goals

The Academy has set some goals for achieving it’s Vision & Mission successfully. These are as follows:

i) Human resources development of class-1 or equivalent officers under the Ministry of Agriculture (MoA) through training on diversified field of professional interest in agriculture service; ii) conduct R&D, adaptive research demonstration and provide publication and library service to facilitate quality training; iii) impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course; iv) help Govt. and policy makers in framing and analyzing agricultural policies; v) organize seminars, workshops, symposiums and conferences on various issues of national and sectoral interest

##  Organogram of the Academy

Director General (DG) is the Chief Executive Officer of the Academy. There are 2 Directors, 12 Deputy Directors, 1 System Analyst, 1 Programmer, 17 Senior Assistant Directors, 1 Publication Officer, 1 Medical Officer, 1 Librarian, 1 Asst. Maintenance Engineer, 1 Account Officer, 1 Administrative Officer and 45 support staffs. Two directors assist DG in overall matters of the Academy and oversee the activities of two Departments namely (i) Department of Administration, Planning & Publication and (ii) Department of Training. Both Directors supervises Deputy Directors and other faculty members under 2 Departments. Total proposed manpower of NATA is 184, but at present 74 officials are working. Different units under two departments are as follows:

1. Department of Administration, Planning and Publication
* Administration and support services
* Planning and Publication
1. Department of Training
* Agronomy
* Horticulture
* Plant Pathology
* Entomology
* Soil Science
* Genetics & Plant Breeding
* Agril. Extension & Rural Economy
* Environment & Agroforestry
* Agril. Implements & Water Management and
* Food Processing.

##  Members of the Faculty

Academy has a pool of very dedicated and proficient faculty members. At present, there are 26 faculty members. Over 50% NATA’s faculty members are PhD degree holder and the remaining have master’s degree from the reputed universities. The Academy invites famous academia and researcher from reputed universities, senior civil servants, researcher from the research organizations and eminent persons to conduct training session and involve them in conducting research and providing advisory services.

##  Importance of Training

Training brings desirable change in behavior and attitude and improve knowledge and develop 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 provide 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 trainings. Training curricula regularly updated to cope up with the changes in government policies and practices and as per need and demand of the beneficiary.

##  Training Courses

### Offered Courses and participants

The first training course of the Academy conducted from 18-21 May 2015, 25-28 May 2015 and 07-10 June 2015 and 120 participants attended the course. At present Academy offers various types of courses related to Agriculture. The following table illustrates the training courses offered so far by NATA since its inception, duration of the course and number of participants attended:

**Table: Training Courses offered by NATA since it’s inception (2014)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the course** | **Duration** | **Participants** |
| 01. | Information Management & monitoring system | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 02. | Orientation Course or Induction Training | 84 days | Newly appointed Agriculture Extension Officers (B.C.S Agriculture Cadre) |
| 03. | Computer Fundamental & Applications | 21 days | Class-l officers of the organizations under MOA. |
| 04. | Communicative English | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 05. | e-Government | 28 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 06. | Modern Office Management | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 07. | Training of Trainers (TOT) | 15 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 08. | Conflict Management | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 09. | Food Security | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |

|  |  |  |  |
| --- | --- | --- | --- |
| 10. | Competency development course | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 11. | Gender & Development | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 12. | Modern technologies of horticulture | 12 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 13. | Media Preparation | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 14. | Irrigation & Water management | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 15. | Soil Health Management | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 16. | Modern plant protection tech. | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 17. | Seed Technology | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 18. | Post-Harvest Technology | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 19. | Disaster Management | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 20. | Financial Management | 05 days | Class-l officers of DAE & other Departments under the ministry of Agriculture |
| 21 | Foundation Training Course | 6 (Six) Months | Members of Different Cadres of Bangladesh Civil Service |

## Training methods in the Academy

The Academy is keen enough to maintain the appropriateness and effectiveness of training programs. Designs of both short and long term training courses are regularly improved and tailored to meet the beneficiary institution’s needs and goals. The methods followed are practice oriented rather than the theoretical discussions. Study tours arranged for the trainees to expose them to real practice in the field and society. There are some variations in the training method based on the nature and the purpose of the training course. With some exceptions, the Academy generally follows the following methods:

a) Lecture,

b) Participatory discussion,

c) Case study,

d) Role-play,

e) Workshop/Seminar

f) Field Visit,

g) Brain storming

h) Simulation,

i) Games etc.

NATA analyzes the training methods of worldwide similar training academies and regularly updates training methods accordingly. The Academy committed to maintain international standard.

## Facilities

###  Physical Facilities

The Academy is well equipped with physical facilities in organizing training programs though it began it’s journey recently. Existing facilities of the Academy is given below:

* 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

###  Computer Lab. and IT facilities

There is one computer lab. in the Academy. The computer lab. is located on the 1st floor of the Administrative building. IT facilities including LAN and Wi-Fi and the whole campus under Wi-Fi coverage.

###  Language Lab.

To expedite foreign language learning, NATA set up a 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.

###  Recreational Facilities

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

## Links with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM and FIMA and so on. NATA’s plan to collaborate with international training institutes. NATA also collaborate with national research organizations in research in agriculture sector.

**Part-II**

# Foundation Training Course (FTC)

FTC is the basic training course on Administration and development. As per Bangladesh Civil Service Recruitment Rules, 1981, Foundation Training Course is compulsory for all the new entrants to the Bangladesh Civil Service. The contents of this course have been carefully selected so that the participants can enhance the basic knowledge of various theories, concepts and issues on administration and development and on different rules, regulations, process, procedure in public service delivery system in public sector. The course aims at building personality, stimulating creativity and instilling leadership qualities into the trainee officers. The course also provides an opportunity to the officers to familiarize themselves with various dimensions of history, culture and socio-economic development of the country.

## 2.1 Course Objectives

### 2.1.1 General Objective

To create a corps of skilled, proactive and well-groomed scholar Civil Servants committed to the welfare and development of the people in a changing global context.

### 2.1.2 Specific Objectives

Through the course the participants will be able to:

* develop an insight into the national goals and objectives through analyzing socio­cultural, political and economic development issues, strategies and processes realistically
* identify individual behavioral strengths & weaknesses and promote interpersonal relations in administration;
* learn and adhere to the basic administrative norms, rules, policies and procedures;
* identify the real needs of the backward society and realize their problems and way out,
* internalize the real problems of the backward section of the society and take initiatives for probable solution,
* recognize the role of civil servants in a changing national and global environment,
* develop a model of activity which is sensitive to the opportunities yielded by new information and communication technologies.
* prepare research papers, reports and other documents professionally,
* communicate in English with reasonable accuracy and fluency,
* foster esprit de corps, empathy, common perception and understanding among diverse stakeholders, and
* maintain physical and ethical fitness to meet arduous challenges.
* develop decision-making ability.

##

## 2.2 Course Duration

The duration of the foundation course is six months from 13 December 2015 to 12 May 2016. No leave will be granted during the whole tenure. With a intension to utilize the time properly, some programs may be organized in the weekends.

## 2.3 Course Management Team (CMT)

The CMT comprises Course Advisor (CA), Course Director (CD) and Course Coordinator (CC). The CD assumes the overall responsibility and management of the course. He supervises and guides the coordinators and consults with the CA on various academic, administrative and other related issues. One CC, whose responsibility is to ensure implementation of academic, extra-academic and administrative activities related to FTC participants and another CC will be primarily responsible for preparing daily schedules, budget and coordination of the programs. CD and CC are to ensure implementation of academic, extra-academic and administrative activities of the course and coordinate with relevant personnel.

 Course contents are segmented into several modules. Faculty members are in-charge of each module. Concerned faculty members supervise the imparting training on the specific topics of their modules. The members of the assigned committee are responsible for ensuring the execution of co-curricular activities under the guidance of course management team and faculty members.

## 2.4 Requirements of the Course

Successful completion of the course demands strict adherence requires to the following conditions:

* meeting and completing all standards and formalities inside the classroom such as academic discussions, exercises, examinations, seminars, group discussions, etc. and also outside the classroom,
* attending all instructional sessions and other training activities punctually. Participants must enter the classroom at least five minutes earlier than the scheduled time,
* participating in Secretariat attachment, BPATC attachment and field visit programs,
* submitting ‘exploring Bangladesh’ report, ‘village study’ report, ‘book review’ report and other assignments,
* staying compulsorily in the dormitory of the Academy and follow the rules and regulations thereof,
* carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor are strictly prohibited,
* participating in all co-curricular activities such as debate, extempore speech etc.,
* maintaining strict discipline; follow the rules of the Academy and code of conduct.

Success or failure in meeting the above requirements will be reflected in the final evaluation by the course management and it will be noted in pen-picture of the participants which will be sent to participants relevant ministry to keep in the dossier of the participants.

## 2.5 Training Methodology

The course includes different training techniques, such as, lecture, discussion, reading assignment, library work, case study, seminar, workshop, group discussion, group work, group exercise, film show, study tour, role play, secretariat attachment, field study, extension lecture, book review and presentation, term paper, research paper writing etc.

## 2.6 Medium of Instruction

The medium of instruction is English. The Academy encourages the participants to develop their oral and written English skills. However, Bangla may be used in special circumstances to make the deliberations more stimulating, interactive and participatory.

## 2.7 Career Counseling

The Director General and the Course Director will provide the participants counseling and consultation on their academic and professional career. The CMT will prepare the schedule of the counseling on the basis of specific needs of the participants.

## 2.8 Course Contents

The contents of the course are:

* Bangladesh Studies**,**
* Public Administration,
* Management Studies,
* Development Studies,
* Ethics and Human Rights, and
* Skill Development

Each area is divided into separate modules on several topics. There are 24 modules in the course. The details of course contents are given in the later part of the brochure.

## 2.9 Attachment Programmes

### 2.9.1 Exploring Bangladesh Programme

The participants will visit different districts in groups under this programme. The purpose of this programme is to explore the potentials of the area. They will collect information on the services and co-ordination mechanisms among various departments at upazila and district levels. They will prepare group reports as well as individual reports and make presentations.

### 2.9.2 Village Study Programme

Under this programme the participants will be divided into teams and attached to different upazilas. Each team will select a theme and collect data on the selected theme through interview and focus group discussion and analyze the collected data and prepare a study report and present this in a plenary session. Detailed guidelines will be given to participants before visiting upazilas. Moreover, the participants will identify individually one or two disadvantaged families (poorest of the poor), identify their socio-economic problems and arrange measures to address the problems. They will also prepare and present an individual report and present afterward. The report will focus on their initiative to address problems of the disadvantaged families.

### 2.9.3 Attachment to Secretariat and BPATC

Secretariat attachment is an important component of the FTC. The purpose of this attachment is to orient the participants with the decision making process through files. The participants divided into different groups and attached to different ministries will get practical knowledge about the activities of the concerned section, its work procedures, decision-making and implementation process. Each participant will prepare an individual report based on the practical experiences of secretariat attachment.

The purpose of BPATC attachment is to acquaint the participants with what the functions of BPATC provide and how it performs these. The participants will submit a report as per format provide to them.

## 2.10 Extension Lecture

Extension lectures usually will be held in the evening. These lectures will focus on the issues of national/international importance and offer the participants a scope to interact and share experiences with senior government officials and eminent persons.

## 2.11 Workshop/Seminar/Group Work

Participants are required to participate in workshop/seminar/group works and group exercises. Topics of group works and exercises given by the Module Directors will be discussed and presented by the group members. The group will select a Chairperson and a Secretary from their group to conduct the exercise session. The exercise will be followed by presentations of the group reports.

## 2.12 Book Review

Book Review is another important component of the foundation course. Each participant will write a critical review of a book, journal or article which is to be presented in a session where a faculty member will evaluate the participants' performance. The presentation of the review will be followed by a question-answer session.

# Grading

According to the National Training Policy for Government Officials, it is mandatory that all participants in a training course are graded on the basis of their performance and reports are forwarded to the concerned Administrative Ministries/Divisions for retention in the officers' dossiers. All assessments are based on a quantitative scale and graded in the following ways using scales and ranges:

|  |  |  |
| --- | --- | --- |
| Sl. | Marks (%) | Grading |
| 01. | 90 and above | AA (Outstanding) |
| 02. | 80 to less than 90 | A+ (Very Good) |
| 03. | 70 to less than 80 | A (Good) |
| 04. | 60 to less than 70 | B+ (Above Average) |
| 05. | 50 to less than 60 | B (Average) |

The participants must ensure their attendance in at least 95% of the instructional sessions and physical conditioning and sports. Absence from classroom sessions by one percent will result in a deduction of 10% marks. **A participant will be instantly released from the course for unauthorized absence in a single session.** Qualifying marks in each module/subject is 50%.

Qualifying in all the examinations will make a participant eligible for obtaining the certificate. A participant failing to obtain requisite pass marks gets chances to sit for supplementary examinations. The supplementary examination is held after the course, provided that the Ministry of Public Administration nominates the participants. A participant will be finally disqualified if he/she fails in a single module/subject even after availing him/herself of the two chances.

# Examination and Evaluation

NATA has a transparent output-based prescribed system of evaluation.

* The participants will be evaluated on the basis of the prescribed evaluation form.
* The participants will also evaluate the speakers, course administration and other

 aspects of the course as well as the Academy.

* Participants will give feedback which will facilitate NATA in redesigning the

curriculum of the future course.

In addition, a test will be conducted to assess the pre-training level of knowledge of the participants at the beginning of the course. A post-test will also be taken to assess the achievement level of the participants.

In conformity with the Public Administration Training Policy, the training courses are evaluated individually and comprehensively. The entire process of evaluation, pursued by the Academy corresponds to a two-pronged system. First, the Academy evaluates the Trainees. Secondly, all the Trainees evaluate the overall training program of the Academy and the performance of the trainers.

The course management with the following sequence of activities evaluates the trainees’ performance:

(i) The subject-wise score of the trainees are consolidated in a prescribed broadsheet and averaged in percentage to determine grades. Each trainee is graded as A+, A, B+ and B. A consolidated merit list is prepared and finalized through this process

(ii) The subject-wise scores of the trainees are also shown in the 1st part of Trainees Confidential Report (T.C.R) and the 2nd part is used for evaluating their subjective qualities numerically. The trainee who is rated at 90% or above is regarded as “Outstanding”. A precise pen-picture reflecting the distinctive qualities of a trainee’s personality is also incorporated into the T.C.R.

(iii) The draft forms of TCR are placed before the Faculty meeting of the Academy for approval. The Faculty Members actively participate in analyzing and reviewing the entries of (scores, remarks, ratings etc.) every T.C.R critically. It leaves good scope for revision, amendments, addition as proposed and agreed upon by majority faculty members. The interview of the trainees by the core faculty also provides a basis for evaluation of the performance of individual trainee.

(iv) Mark-sheet and merit-list are handed over to each trainee along with Certificate while the broad-sheet, merit list & T.C.R. are sent to the Ministry of Public Administration to preserve in the individual dossier

(v) During the initial period of every training course, the trainees are required to sit for pre-training test. Trainee’s pre-test performance does not affect final evaluation. This test is conducted only to assess their pre-training knowledge level and to identify their training needs. This also eventually helps the Academy to determine the extent of progress and effectiveness of training. Each Module is considered to be an independent training subject.

1.
2.

### 4.1 Director General’s (DG’s) Award

DG’s Award is the much coveted recognition for academic and other accomplishment during the course. The awardee is selected not only for his/her academic brilliance, but also for overall performance throughout the course. Some special types of analytical skills and abilities are taken into consideration for the said award.

### 4.2 DG's Medal and Merit Medals

The Academy awards a unique prestigious medal, the “DG’s Medal” to the participant securing the top most position in the course by overall evaluation. The five other top merit position holders are given “Merit Medals”.

# Discipline

A strict conformity with the rules of the Academy is important for successful completion of the course. Violation of any rules, activities subversive to discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course authority and the evaluation authority may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities.

The course management expects the participants to follow the norms and values of the civil service while they are in training. The course management ensures that the participants maintain strict ethical and disciplinary rules.

Late attendance in the sessions; improper dress; discourteous behavior to the faculty, guest speakers and female colleagues; embezzlement; unauthorized leave; academic dishonesty; plagiarism etc. are deemed as misconduct and subject to penalty.

Any violation of discipline may result in disciplinary action leading to expulsion from the course, withholding certificates and departmental proceedings. However, the authority believes that participants are mature enough and are guided by their conscience.

# Manager of the Day

Participants are also part of the Course Management. Every day by rotation, a ‘Manager of the Day’ (M.o.D) is nominated from the trainees. M.o.D is the representative of the class for the day. M.o.D performs the following tasks:

(a) Receives the guest speakers of the day at the lobby and takes them to the classroom, thanks them on behalf of the class at the end of each session and sees them off.

(b) Ensures the class is ready for the sessions. If someone is absent in any session (including games and P.T), the M.o.D informs the course management.

(c) Maintains liaison with the course management and submits a brief written report about daily sessions to the Course Coordinator.

# Dress Code

1.
2.
3.

### 7.1 Male Participants

**Formal Sessions:** All participants must wear official dresses in all academic sessions and formal occasions. Male participants will wear tie, black trousers, full-sleeved white shirts with or without suit and black shoes. It is advisable that male participants wear suits during mess nights, guest nights and official dinner. Participants may wear sherwani/prince coat.

**Sports and PT Session:** All participants must wear white-coloured English/tennis half pant/tracksuit, white-coloured T-shirt and white-coloured keds with white-coloured socks.

### 7.2 Female Participants

**Formal Sessions:** Female participants will wear sari in official functions and other formal activities. They are encouraged to wear decent salowar and kamiz or sari in the regular academic sessions as well.

**Sports and PT Sessions:** All female participants must wear white-coloured three­pieces/tracksuit, white scarves and white-coloured keds with white-coloured socks.

# Table Manners

Government officials attend banquettes, formal lunch and dinner with guests from home and abroad. Besides, they have to arrange formal dinner in various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners with formal dress.

# Accommodation and Food

The Foundation Training Course is residential. The participants will have to stay in the room allocated to them at NATA dormitory. End of every month, room and roommate will be changed to train the participants how to live with different personalities and develop the empathy and patience to colleagues. Leaving the Academy without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time in cafeteria of the Academy. The Mess Committee is responsible for maintaining the overall quality of meals served. Dress codes, table manners and other dinning norms will be observed and evaluated.

# Miscellaneous

1.
2.
3.

### 10.1 Interpersonal Relations

One of the objectives of the FTC is to develop interpersonal relations and foster team spirit among the officers of different cadres services through interactions. This will create an attitude of collaboration, cooperation and fellow-feeling among the officers of different cadre services.

### 10.2 Visiting Faculty Members

No participant shall meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

### 10.3 Activities of Different Committee

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee, Environment Committee, Audit Committee and ICT Committee are formed with a view to developing leadership and coordination skill among the officers.

### 10.4 Extra-Curricular Activities

As part of the Foundation Training Course, various extra-curricular activities like cultural programmes, debate competitions, drama show etc. are organized with a view to enhancing group dynamics among the participants. Besides, participants are supposed to prepare a wall magazine and publish a souvenir as part of extra-curricular activities. Such activities also help them to develop and flourish their leadership quality. These activities raise the confidence level of the participants by enhancing their interpersonal communication skills.

### 10.5 Other Skills Development Programmes

The Academy provides the participants with a good number of facilities to develop their skills. Computer training is compulsory for all participants. In the computer lab., all the computers are connected with Broadband Internet facilities.

### 10.6 Library Facilities

NATA has a rich library. It contains approximately 5 thousand books on Law, Public Administration, Diplomacy, Economics, Management, Sociology, Humanities, Agriculture, Environment, Literature and so on. As part of training programs, the participants are attached to the library from time to time for study, research and group work. The library remains open from 8.30 a.m. to 9 p.m. during the course. The trainees can use the library as well as borrow books at that time.

###

### 10.7 Medical/Clinical Facilities

The Academy has a small clinic with limited medical facilities which run by a qualified doctor. Participants are given free medical consultation, prescriptions and limited medical care. The participants are entitled to have medical prescription free of charge and some common medicines that will be supplied, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness.

### 10.8 Recreational Facilities

As Foundation Course is very intensive, there is very limited scope for recreation. However, there are well be television set in the dormitories with cable connection. Facilities for playing Table Tennis, Carom and Chess etc. are available in the dormitories. Participants arrange cultural programmes and mess nights every month. They are also taken to visit different sites.

###

### 10.9 Smoking or Drug Restriction

The Academy has been declared non-smoking area. No participant is allowed to smoke in the campus. Taking drugs is strictly forbidden and any participant found violating these norms would be severely dealt with and would be discharged from Academy at any stage of training. The appropriate authority will be notified to start disciplinary action against the participants.

### 10.10 Going Digital

Given the current impetus for going digital in the public offices, the Academy emphases on I.T-based learning. Most of the classroom sessions are presented via multimedia. Participants also use multimedia while presenting their reports and assignments. Participants are provided with course materials electronically. In order to improve their I.T skills, participants can use computer lab. beyond office time. An I.T Committee is also formed to oversee and facilitate the activities of I.T based learning. NATA’s whole campus is under Wi-Fi coverage, thus participants can have the access to internet throughout the tenure of their stay in the Academy.

### 10.11 Any Question or Query

This Course Guideline gives an outline of the various aspects of the Foundation Training Course. If there is any other query, participants may contact the Course Coordinators personally. List of faculty members, list of participants, reading list are shown in Annexes. In case of any emergency, participants may contact with the Course Director or Course Coordinators through their office telephone numbers.

Course Content

# Course Content

|  |  |  |
| --- | --- | --- |
| **Cluster** | **Core Area** | **Guide** |
| 01 | Management Studies  | Mir Nurul Alam, Deputy Director, NATADr. Md. Delwar Hossain Mazumder, Deputy Director, NATADr. Md. Abu Sayeed Miah, Deputy Director, NATAMd. Jamal Uddin, Deputy Director, NATATahmina Khatun, Sr. Asst. Director, NATADr. Md. Akhlas Uddin, Sr. Asst. Director, NATA |
| 02 | Public Administration | Dr. Md. Mayen Uddin, Sr. Asst. Director, NATADr. Md. Shariful Islam, Deputy Director, NATA |
| 03 | Bangladesh Studies | Dr. Arabinda Kumar Roy, Sr. Asst. Director, NATANadira Khanam, Sr. Asst. Director, NATADr. Md. Golam Mostafa, Sr. Asst. Director, NATA |
| 04 | Integrity and Ethics in Public Services  | Most. Mushfiqua Hasneen Chow., Sr. Asst. Director, NATAAnowara Akhter, Deputy Director , NATA &Nilufar Yasmin, Sr. Asst. Director, NATA |
| 05 | Development Studies | Dr. Md. Abdul Mazed., Sr. Asst. Director, NATAMd. Eskandar Hossain, Sr. Asst. Director, NATADr. Ataur Rahman Howlader, Deputy Director, NATADr. Mohit Kumar Dey, Sr. Asst. Director, NATADr. Md. Golam Mostafa, Sr. Asst. Director, NATA |
| 06 | Skill Development | Dr. Mohit Kumar Dey, Sr. Asst. Director, NATADr. Md. Sayedur Rahman, Sr. Asst. Director, NATAA.K.M. Amdadul Hoque, Sr. Asst. Director, NATA& Mst. Irin Parvin, Publication Officer, NATA |

# Modules and Marks at a Glance

|  |  |  |  |
| --- | --- | --- | --- |
| **Module No.** | **Name of the Module** | **Evaluation Method** |  **Marks** |
| **Individual** | **Group** |
| **A. Management Studies** |  |
| 1 | Fundamentals of Foundation Training Course | WE (25) |  | 25 |
| 2 | Organization and Human Resource Management  | IE (20) | GR (30) | 50 |
| 3 | Total Quality Management | IA (25) |  | 25 |
| 4 | Service Laws and Rules in Bangladesh | CT(40) +IE (10) | GR (25) | 75 |
| 5 | Office Management | WE (35) + RSA (15) + IIR (25) |  | 75 |
| 6 | Financial Acts, Rules, Regulations and Procedures | WE (25) + IE (25) |  | 50 |
| **B. Public Administration** |  |
| 7 | Governmental System & Essential Laws  |  | GR (50) | 50 |
| 8 | Public Sector Management  | IA (20)  | GR (30) | 50 |
| **C. Bangladesh Studies** |  |
| 9 | Bangladesh: History, Society and Culture | IR(25) | GR (25)  | 50 |
| 10 | Village Study  |  | GR (50) | 50 |
| 11 | Rural Development in Bangladesh | WE (25) |  | 25 |
| **D. Ethics and Human Rights** |  |
| 12 | Integrity & Ethics in public service  | ICS (25)  | GR (25)  | 50 |
| 13 | Gender and Development |  | GE (25) | 25 |
| **E. Development Studies** |  |
| 14 | Basics of Economics  | WE (50)  |  | 50 |
| 15 | Bangladesh Economy: Development Perspective | IA (25) |  | 25 |
| 16 | Environmental & Disaster Management  |  | GE (25)  | 25 |
| 17 | Project and Procurement Management | CT (15) + IA (20)  | GE (15) | 50 |
| 18 | Basics of Social Research  |  CT (20)  | GE (30) | 50 |
| **F. Skill Development** |  |
| 19 | Language Skills  | WE (25) + IE (25)  |  | 50 |
| 20 | ICT and e-Governance  | WE (25) + PT (25)  |  | 50 |
| 21 | Art of Reviewing | RW (20) + PR (30)  |  | 50 |
| 22 | Field Attachment | IR (15) + ICS (25) | GR (35) | 75 |
| 23 | Physical Conditioning and Games | WE (30) + Part (10) + Fitness (05) + Dress (05) |  | 50 |
| **G. Special Training Activities** |  |
| 24 | Contemporary Important Issues | IR (25)  |  | 25 |
| **H. CMT**  |  |
|  | Evaluation by the CMT | Attendance (50) |  | 50 |
| Overall Evaluation (50)  |  | 50 |
| **Total**  | **850** | **350** | **1200** |

* **ATT**= Attendance, **CMT**= Course Management Team, **CT**= Class Test, **IA**= Individual Assignment, **ICS**= Individual Case Study **IE**= Individual Exercise, **IR**= Individual Report, **GE**= Group Exercise, **GR**= Group Report, **PT**= Practical Test, **PR**= Presentation, R**SA**= Report on Secretariat Attachment, **RW**= Report Writing, **WE**= Written Examination, **IIR**= Individual Inspection Report

# Modules at Details

**Cluster 1 : Management Studies**

**Module 01: Fundamentals of Foundation Training Course**

**Module Director :** Mir Nurul Alam, Deputy Director, NATA

**Evaluation Method:** WE 25 Marks

**Objectives:** This module will enable the participants to understand the content, context and philosophical basis of the six month long training they will undertake. A major objective of this module is to develop the mindset of the newly recruited civil servants to meet their public service mandate and bring attitudinal change for that goal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 1.01 | 1 |  Introduction to Foundation Training Course | L & D |
| 1.02 | 2 | Changing Attitude and Building Mindset | L & E |
| 1.03 | 1 | Philosophy of Foundation Training Course | L & D |
| 1.04 | 1 | Etiquette, Manners and Dress Code for Public Servants  | L & D |
| 1.05 | 1 | Introduction to Cadre Services (including Judicial Services) and inter-cadre relationship | L & D |
| 1.06 | 4 | Presentation on Role and Function of Different Cadre Services | L & E |

**Module-02: Organization and Human Resource Management**

**Module Director :** Dr. Md. Delwar Hossain Mazumder, Deputy Director, NATA

**Evaluation Method:** WE 50 Marks

**Objectives:**

1. To make trainees understand the basic forms, structure and nature of organizations;
2. Manage the HR functions effectively in own organization for optimum utilization of available HR and
3. Create favorable environment by practicing proper supervision and effective motivation.

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 2.01 | 1 | Basics of HRM | L & D |
| 2.02 | 1 | HRM and HRD Practices in Organization | D & E |
| 2.03 | 1 | Coordination: Horizontal and Vertical | L & D |
| 2.04 | 2 | Managerial Leadership  | L & D  |
| 2.05 | 1 | Concept, Dynamics and Complexity of Change: Managing Resistance to Change | L & D |
| 2.06 | 2 | Team Building | L & D |
| 2.07 | 1 | Recruitment, Training and Placement  | L & D |
| 2.08 | 1 | Motivation  | L & D |
| 2.09 | 2 | Performance Management & ACR writing | L & D |
| 2.10 | 1 | Strategies for Career Planning and Career Development |  D & CS |
| 2.11 | 1 | Self Analysis and mind mapping  | L & E |
| 2.12 | 1 | Decision Making  | L & D  |
| 2.13 | 1 | Communication  | L & D  |
| 2.14 | 2 | Managing Conflicts and Developing Negotiation Skills | L & D |

**Module 03: Total Quality Management**

**Module Director :** Dr. Md. Abu Sayeed Miah, Deputy Director, NATA

**Evaluation Method: IA 25 Marks**

**Objectives:** Objectives of the module are:

a. To explain the major concepts of TQM to trainees and

b. Apply TQM concepts and tools for continuous improvements in their workplaces.

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 3.01 | 1 | Concepts and Principles of TQM | L & D |
| 3.02 | 1 | Tools and Techniques of TQM | L & D |
| 3.03 | 2 | Cases of TQM Applications in Public Sector: Experience and small improvement project planning  | L & D & Exercise  |

**Module 04: Service Laws and Rules in Bangladesh**

**Module Director :** Md. Jamal Uddin, Deputy Director, NATA &

 Niufar Yasmin, Sr. Asst. Director, NATA

**Evaluation Method:** CT 40, IE 10, GP 25 Total Marks 50

**Objectives:** Objectives of the module are:

1. to make understand the participants the essential service acts, rules and regulations; and
2. to understand the application of different acts, rules and regulations in appropriate situation.

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 4.01 | 3 | The Government Servant (Discipline and Appeal) Rules, 1985 | GD  |
| 4.02 | 1 | Protections and Privileges of Government Servants as depicted in laws | L & D |
| 4 | 1. The Government Servant Special Provision Ordinance (1979), 2. The Government Servant Dismissal on Conviction Ordinance, 1985, 3. The Public Employees Discipline (Punctual Attendance) Ordinance, 19824. The Government Servant Conduct Rules, 1979 | GD  |
| 1 | Administrative Tribunal Act, 1980 | GD |
| 4.03 | 3 | Leave Rules, 1959 (BSR 144-203) & Joining Time (BSR 80-91) | GD |
| 4.04 | 2 | Constitutional Provisions Relating to Public Servants and Public Service Commission | L & E |
| Official Secrets Act, 1923  | L & E |
| The Flag Order & Rules, The National Anthem Order & Rules | L & D |
| 4.05 | 3 | Recruitment, Promotion and Seniority Rules | L & E |
| 4.06 | 1 | General conditions of Govt. Services | L & E |

**Module 05: Office Management**

**Module Director :** Tahmina Khatun, Sr. Asst. Director, NATA

**Evaluation Method:** WE 35 Marks, RSA 15 Marks, IIR 25 Marks, Total Marks 50

**Objectives:** Objectives of the module are:

1. to enable participants to manage own office/business effectively;
2. to apply effective techniques of new office management;
3. to gather practical knowledge about office management procedures at ministerial level; and
4. to have practical knowledge about file management and official procedures.

**Note: 1.** Secretariat attachment (SA) is an important component of the Foundation Training Course. Participants will be divided into different groups and will be attached to Ministries for two working days. They will get practical knowledge about the activities of the concerned section, its working procedures, decision-making and implementation process. The participant will study the decision making process of a file (from the receipt of a letter/memo, putting up of the same to final decision) from the initiation to the end. After that each participant will prepare an individual report based on the practical experiences of secretariat attachment.

 **2.** As part of the field attachment, participants will visit their own office in the 1st week of 2 month field attachment. They will require preparing an Individual Inspection Report (IIR) based on the findings and submit it to the concern Module Director (Module 5).

| **Code** | **Session** | **Topic** | **Training Method** |
| --- | --- | --- | --- |
| 5.01 | 3 | Office management procedure: Docketing, Filing , Referencing and Flagging | L & IE |
| 5.02 | 1 | The Bengal Records Manual, 1943 |  D & E |
| 5.03 | 1 | Writing Summary as per Secretariat Instruction, 2014 | L & E |
| 5.04 | 2 | Forms of Written Communications |  |
| 5.05 | 2 | Conducting Meeting, Preparing Working Paper and Minutes |  D & E |
| 5.06 | 1 | Office Inspection |  D & E |
| 5.07 | 2 | Exercise  | E  |

**Module 06: Financial Acts, Rules, Regulations and Procedures**

**Module Director :** Dr. Md. Akhlas Uddin, Sr. Asst. Director, NATA

**Evaluation Method:** WE 25 Marks, IE 25 Marks, Total Marks 50

**Objectives:** Objectives of the module are:

1. To acquaint the trainees with the national budgetary framework including MTBF;
2. Enable to manage public expenditure as a responsible DDO;
3. Prepare organizational budget applying MTBF approach, and
4. Implement budget following existing financial rules.

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 6.01 | 1 | General Financial Rules | L & D |
| 6.02 | 2 | Public Budgetary Framework of Bangladesh & MTBF & Preparation of Office Budget using MTBF | L & D |
| 6.03 | 1 | Duties and Responsibilities of Drawing and Disbursing Officer | L & D |
| 6.04 | 1 | Delegation of Financial Power | L & D |
| 6.05 | 1 | Pay Fixation | D & IE |
| 6.06 | 2 | Pension and Gratuity | D & E |
| 6.07 | 2 | TA & DA Rules | D & IE |
| 6.08 | 1 | Income Tax and VAT Rules |  D & E |
| 6.09 | 2 | Preparing Income Tax Return  | D & IE |
| 6.10 | 2 | Audit Procedures: Objection and Reply | D & IE |

**Cluster 2: Public Administration**

**Module 07: Governmental System and Essential Laws**

**Module Director :** Dr. Md. Mayen Uddin, Sr. Asst. Director, NATA

**Evaluation Method:** GR 50 Marks

**Objectives:** Objectives of the module are:

1. The participants will be able to understand the governmental system of Bangladesh; and
2. analyze the provisions of constitution and essential laws.

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 7.01 | 1 | Salient Features of Bangladesh Constitution  | L&D |
| 7.02 | 1 | Legislature of Bangladesh | L & D |
| 7.03 | 1 | Judiciary of Bangladesh | L & D |
| 7.04 | 1 | Executive Organ of the Bangladesh Government  | L & D |
|  7.05 | 1 | Local government system and Decentralization in Bangladesh | D & E |
| 7.06 | 1 | Overview of Land Management System: Registration, Mutation, etc. |  D & E |
| 7.07 | 1 | Mobile Court Act, 2009 | L & D  |
| 7.08 | 2 | Laws of Inheritance (Muslim & Hindu)  | L & D  |
| 7.09 | 2 | PDR Act, 1913 |  |
| 7.10 | 2 | Rules of Business & Allocation of Business | L & D |
| 7.11 | 1 | Personal Laws | L & D |
| 7.12 | 1 | Court Procedure : Civil and Criminal | L & D |

**Module 08: Public Sector Management**

**Module Director :** Dr. Md. Shariful Islam, Deputy Director, NATA

**Evaluation Method:** GR 30, IA 20 Marks, Total Marks- 50

**Objectives:** Objectives of the module are:

a. To enhance capability of dealing with the issues of public service delivery;

b. to inform the role of civil service in the dynamic environment both national and global; and

c. Identify governance issues, solve problems and seek innovative ways of better public service delivery mechanism.

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 8.01 | 1 | Essentials of Public Management | D & E |
| 8.02 | 1 | Development Administration: Bangladesh Perspective  |  GE |
| 8.03 | 1 | NPM: Changing Dynamics of PSM | GE |
| 8.04 | 1 | Quick Decision and Quick Disposal | D & E |
| 8.05 | 2 | Business process re-engineering: Innovations in Service Delivery | CS & GE |
| 8.06 | 1 | Citizen Charter: Bangladesh Perspective  | D & E |
| 8.07 | 1 | Policy Process | L & D |
| 8.08 | 2 | Problems of policy Implementation | D & CA |
| 8.09 | 1 | Good Governance : Principles and practices  | L & GE |
| 8.10 | 2 | Strategic Planning in Public Sector | L & CS |

**Cluster 3: Bangladesh Studies**

**Module 09: Bangladesh: History, Society and Culture**

**Module Director :** Dr. Arabinda Kumar Roy, Sr. Asst. Director, NATA

**Evaluation method:** IR 50 Marks

**Objectives:** Objectives of the module are:

1. To acquaint the participants with the anthropological milieu, history and culture of Bangladesh;
2. To converse with the genesis and spirit of liberation war of Bangladesh;
3. To enhance understanding of the roots of socio-economic transformation of Bangladesh.

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 9.01 | 2 | Anthropological Background of Bangladesh | D & E |
| 9.02 | 1 | Background and Spirit of Liberation War of Bangladesh | L & D |
| 9.03 | 2 | Tourism: Natural and Archaeological Potentials in Bangladesh (Potentials of Bangladesh)  | D & GW |
| 9.04 | 2 | Demographic Transformation, Challenges and Opportunities | L & D |
| 9.05 | 0 | Field Attachment for practical knowledge  | R  |

**Module-10: Village Study**

**Module Director :** Nadira Khanam, Sr. Asst. Director, NATA

**Evaluation:** GR 50 (transcript writing, report writing & presentation)

**Duration: 07 days**

**Objectives:** Objectives of the module are:

1. To enable participants to apply research techniques in collecting, processing and analyzing data; and
2. Make them capable to prepare research reports.

**Note:** The participants will go to village, conduct study to identify at least one disadvantaged household, identify their problem, and analyze the problem by developing a problem tree.

Participants shall be provided with a format to develop problem tree and writing study report. Two days attachment to Union parishad to study LGI will be given to participants.

Participants will identify activities taken under Social Safety Net Programmes by visiting two disadvantaged family (poorest of the poor), identify their social problems and assess the effectiveness of the Social Safety Net Programmes. They shall prepare an action plan to solve the problems which are not covered by the Social Safety Net Programmes. Detail guidelines have been depicted in week 7 in the 2 month field attachment (Module 21).

**Module 11: Rural Development in Bangladesh**

**Module Director :** Dr. Md. Golam Mostafa, Sr. Asst. Director, NATA

**Evaluation Method:** WE 25 Marks

**Objectives:** Objectives of the module are:

1. To acquaint the trainees with the history, concept and techniques of rural development; and
2. to make them capable of dealing with the issues of rural development

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| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 11.1 | 2 | Introduction to Rural Development in Bangladesh  | L & D |
| 11.2 | 1 | Rural Economy in Bangladesh: Challenges and Potentials  | L & D |
| 11.3 | 2 | Government Programmes/ Initiatives for Rural Development  |  |
| 11.4 | 2 | Micro-credit to Rural Development: Achievement, Challenges, Potentials and Future | L & D |

**Cluster 4: Integrity and Ethics in Public Service**

**Module 12: Maintaining Ethics, Values and Morality in Public Service Delivery**

**Module Director :** Most. Mushfiqua Hasneen Chow., Sr. Asst. Director, NATA

**Evaluation Method:** ICS 25 Marks, GA 25 Total Marks 50

**Objectives:** Objectives of the module are:

a. Enable the participants to distinguish correctly between ethical and unethical practices, and

b. Apply the ethical values in their respective work places and day to day life.

| **Code** | **Session** | **Topic** | **Training Method** |
| --- | --- | --- | --- |
| 12.01 | 1 | Introduction to Ethics, Culture, Religion and Social Perspective  | L & D |
| 12.02 | 1 | Ethics in Public Service Delivery  | L & D |
| 12.03 | 2 | Corruption in the Public Sector  | PD |
| 12.04 | 2 | Anti-Corruption: Existing Acts and Policies in Bangladesh | D & GW |
| 12.05 | 2 | Implementation of National Integrity Strategy | D & GW |
| 12.06 | 2 | Right to Information Act, 2009 | L & D  |

**Module 13: Gender and Development**

**Module Director :** Anowara Akhter, Deputy Director, NATA &

 Nilufar Yasmin, Sr. Asst. Director, NATA

**Evaluation Method:** GE 25 Marks

**Objectives:** Objectives of the module are:

1. Enable the participants to identify and analyze the prevailing social issues with respect to male and female,
2. Recognize intervention required for ensuring rights of women and children.

| **Code** | **Session** | **Topic** | **Training Method** |
| --- | --- | --- | --- |
|  13.01 | 1 | Gender: Conceptual Aspects |  D & E |
| 13.02 | 2 | Women and Child Rights : Legal Coverage in Bangladesh | L & D |
| 13.03 | 1 | Gender and Reproductive Health Rights | L & E |
| 13.04 | 1 | Role of Women in Development | L & D |
| 13.05 | 1 | Challenges of Working Women | L & D |
| 13.06 | 3 | Workshop/Syndicate | CS  |

**Cluster 5: Development Studies**

**Module 14: Basics of Economics**

**Module Director :** Dr. Md. Abdul Mazed, Sr. Asst. Director, NATA

**Evaluation Method:** WE 50

**Objectives:** Objectives of the module are:

1. To make the trainees understand the basics of economics and
2. Have an insight into various macro-economic aspects of Bangladesh.

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 14.01 | 1 | Basic Concepts of Micro and Macro Economics  |  D & E |
| 14.02 | 1 | Market Economy | D & E |
| 14.03 | 1 | National Income Accounting (GDP, GNP, NNP etc.)  | D & E |
| 14.04 | 1 | Monetary Policy and Inflation  |  D & E |
| 14.05 | 1 | Fiscal Policy and Deficit Financing  | D & L  |

**Module-15: Bangladesh Economy: Development Perspective**

**Module Director :** Md. Eskandar Hossain, Sr. Asst. Director, NATA

**Evaluation Method:** IA 25 marks

**Objectives:** Objectives of the module are:

a. To provide idea about various issues related to economic development, and

b. To get a holistic picture of strategies and the process of development of Bangladesh

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 15.01 | 1 | Driving Forces of Economic Development of Bangladesh  | L & D |
| 15.02 | 1 | Poverty Reduction Trends and Strategies  | L & GE, P |
| 15.03 | 1 | Public Private Partnership (PPP) : Approaches, Administration and Implications  | L & CS |
| 15.04 | 2 | Perspective plan 2010-21 | L & D  |
| 15.05 | 1 | Macro-economic Indicators & their implementation  | L & E  |

**Module 16: Environmental and Disaster Management: GE 25 marks**

**Module Director :** Dr. Md. Golam Mostafa, Sr. Asst. Director, NATA

**Evaluation Method:** GE 25 Marks

**Objectives:** Objectives of the module are:

a. To provide idea about various environmental issues,

b. To acquaint with the disaster and disaster management in Bangladesh and

c. To get a holistic picture of strategies and the process of development of Bangladesh

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 16.01 | 1 | Environmental Pollution: Bangladesh Perspective  | L & D |
| 16.02 | 2 | Sustainable Development: Concept & Issues  |  |
| 16.03 | 2 | Climate Change Impacts and Adaptation in Bangladesh: Facing the Challenges | L & E |
| 16.04 | 1 |  National Disaster Management Strategy in Bangladesh | L & D |
| 16.05 | 2 | Acts relating to Environment  | L & D  |
| 16.06 | 1 | Issues of Environmental Governance  | L & D |
| 16.07 | 1 | Integrated Disaster Risk management  | L & D  |

**Module 17: Project and Procurement Management**

**Module Director :** Dr. Ataur Rahman Howlader, Deputy Director, NATA

**Evaluation Method:** CT 20 Marks, GE 30 Marks, Total Marks 50

**Objectives:** Objectives of the module are:

1. To make understand the trainees the different stages of project cycle; and
2. Enable them to use different tools of project management.
3. To make understand the procurement act, rules and procedures to the trainees

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 17.01 | 2 | Overview of Planning Process in Bangladesh  | L & GE |
| 17.02 | 2 | Introduction to Project Management ,Concepts & Issues  |  D & E |
| 17.03 | 1 | Project Implementation and Monitoring: Techniques, Issues and Challenges |  D & E |
| 17.04 | 4 | Two days workshop on PPA, 2006 & PPR, 2008  | W & E  |

**Module 18: Basics of Social Research**

**Module Director :** Dr. Mohit Kumar Dey, Sr. Asst. Director, NATA

**Evaluation Method:** WE 50 Marks

**Objectives:** Objectives of the module are:

1. To make understand the process and techniques of research, collect, process and analyze data;
2. Enable participants to use statistical tools in research work;
3. Enhance the capacity of the trainees in preparing research proposal and report.

| **Code** | **Session** | **Topic**  | **Training Method** |
| --- | --- | --- | --- |
| **Part A: Basics of Research** |
| 18.01 | 2 | Introduction to social research |  D & E |
| 18.02 | 2 | Problem Statement, Developing Research Questions and Research Design |  D & E |
| 18.03 | 1 | Sampling Techniques | L & D |
| 18.04 | 1 | Collecting Quantitative Data: Survey, Questionnaire  | D & E |
| 18.05 & 18.06  | 2 | Collecting Qualitative Data: FGD, Interview and Observation, Transcripts/Notes  | D & E |
| 18.07 | 2 | Analyzing Data: Using simple Statistical method  | L & D, E |
| 18.08 | 1 | Data Presentation: Use of tables and graphs  | L & D  |
| 18.09 | 2 | Literature Review, referencing and Introduction to Endnote Software | D & E |
| 18.10 | 1 | Writing a Research Proposal | L & D |
| 18.11 | 1 | Writing a Research Report | L & D |

**Cluster 6: SKILL DEVELOPMENT**

**Module 19: Language Skills**

**Module Director :** Dr. Mohit Kumar Dey, Sr. Asst. Director, NATA

 & Mst. Irin Parvin, Publication Officer, NATA

 **Evaluation Method:** WE 25 Marks, IE 25 Marks, Totals Marks 50

**Objectives:** Objectives of the module are:

1. To improve Bangla spelling, syntax and pronunciation norms; and
2. To improve English listening, speaking, reading and writing ability.

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 19.01 | 2 | Bangla Spelling | L & D |
| 19.02 | 1 | Use of Correct Bangla  | L&E |
| 19.03 | 1 | IELTS Listening Skills: A Brief Introduction | **Exercise** |
| 19.04 | 2 | IELTS Listening Skills: Practice Session | **Exercise** |
| 19.05 | 1 | IELTS Reading Skills: A Brief Introduction  | L & E |
| 19.06 | 1 | IELTS Reading Skills: Practice Sessions  | L & E |
| 19.07 | 1 | IELTS Speaking Skills: A Brief Introduction  | L & E |
| 19.08 | 2 | IELTS Speaking Skills-Practice Sessions  | L & E |
| 19.09 | 1 | IELTS Writing skills: A Brief Introduction  | Exercise |
| 19.10 | 2 | IELTS Writing Skills: Practice Sessions  | L & E |
| 19.11 | 2 | The Phonetic Symbols  | L & E |
| 19.12 | 1 | Enhancing Presentation Skills  | L & E |
| 19.13 | 6 | Supplied Topic/Newspaper Editorial Presentation | Presentation |
| 19.14 | 9 | Debate Competition | Presentation |
| 19.15 | 2 | Extempore Speech  | Presentation |

**Module 20: ICT & e-Governance**

**Module Director :** Dr. Md. Sayedur Rahman, Sr. Asst. Director, NATA

**Evaluation Method:** WE 25 Marks, PT 25 Marks

**Objectives:** Objectives of the module are:

1. To develop ICT skills and contribute towards e-Governance;
2. To develop capacity in public sector for improving delivery of public service through ICT; and
3. To adopt organizational changes in public sector related to technology, strategies and policies.

| **Code** | **Session** | **Topic** | **Training Method** |
| --- | --- | --- | --- |
| **Essential ICT Skills** |
| 20.01 | 1 | Survey on ICT Skill and Wi-Fi Connection | E  |
| 20.02 | 1 | Basics of ICT: Computer Hardware and Software | L & D |
| 20.03 | 2 | Essential ICT Skill: Word Processing | L & P |
| 20.04 | 2 | Essential ICT Skill: Spreadsheet Analysis | L & P |
| 20.05 | 1 | Essential ICT Skill: Computer Aided Presentation (Power Point) | L & P |
| 20.06 | 1 | Bangla Typing( Unicode) | L & P |
| **E-Governance**  |
| 20.07 | 1 | E-Governance : Basics, Architecture and Systems | L & P  |
| 20.08 | 1 | Networked Government | L & P |
| 20.09 | 2 | ICT for Development: Policy and Challenges | L & E |
| 20.10 | 2 | e-Services at District, Upazila and Union levels: Administrative and Regulatory Provisions  | WS  |
| 20.11 | 1 | ICT as Means for Good Governance and Service Delivery | D & E |
| 20.12 | 1 | E-Governance Conceptual Overview and Building Blocks/Critical Success factors | WS |
|  | 1 | Innovation in service delivery | L & D |

**Module 21: Art of Reviewing**

**Module Director :** A.K.M. Amdadul Hoque, Sr. Asst. Director, NATA

**Evaluation Method:** RW 20 Marks, Presentation 30 Marks

**Objectives:** Objectives of the module are:

1. To develop skills in critically reviewing books;
2. To enhance public speaking capability of the trainees; and
3. To develop reading habits.

**Note:** Details will be provided to the participants before the review work.

| **Code** | **Session** | **Topic** | **Training Method** |
| --- | --- | --- | --- |
| 21.01 | 2 | Introduction to Book Review ( Objectives and Format of Report writing) | L & D |
| 21.02 | 2 | Art of Public speaking | L & D |
| 21.03 | 12 | Book Review Report Presentation | R & P |

**Module 22: Field Attachment**

**Module Director :** Khabirun Nahar, Sr. Asst. Director, NATA

**Duration:** 2 Month **Evaluation methods:** GR+GP 35, IR+IP 15, ICA (Individual Conduct Assessment) 25, Total 75.

 **Objectives**: Objectives of the module are:

a. To acquaint well the participants with the district administrative system;

b. To provide a clear idea about activities of different nation building departments;

1. Enhance skills of participants through visit and report writing

###### Week, task, output and evaluation at a glance:

|  |  |  |  |
| --- | --- | --- | --- |
| **Week**  | **Task**  | **Output**  | **Evaluation**  |
| 1st Week  | Exploring own office  | A detailed Inspection Report and an Individual Action Plan to be submitted to Module Directors, Module 03 & 05 respectively.  | CMT/ MD |
| 2nd Week  | Knowing the district (own office associated) as a whole and findings its socio-economic potentials.  | Prepare a individual report. The report shall be submitted to Module Director (M 9) at NATA.  | CMT/MD |
| 3rd  - 5th week  | Understanding activities prevalent in the districts both in public and private sector  | Prepare a group report making a linkage with national plan to be submitted to DC. | 20 MarksThe committee headed by DC |
| 6th week  | Understanding the Local Government Bodies  | Prepare a group report to be submitted to DC.  | 15 marksThe committee headed by DC |
| 7th week  | Disadvantaged citizen visit to internalize the problems and focus on SSNPs  | Prepare a group reportto solve problems. The report shall be submitted to Module Director (M 10) at NATA. | CMT/ MD |
| 8th week  | Developing analytical ability in comparison with own office  | Detail individual inspection report with an Action Plan to be submitted to DC.  | 15 Marks The committee headed by DC  |

**Note: A committee headed by DC will evaluate on 50 marks [Task of 3rd- 5th wk (20), 6th wk (15)] and by District Administration on 25 marks on Discipline, Norms and Attitude.**

**First Week: Exploring Own Office**

**Objective: Re-inventing own office**

**Tasks:**

* + Identify the objectives and functions of the office;
	+ Identify the work culture in the office;
	+ Analyze SWOT of the office;
	+ Identify actual performance of the office;
	+ Identify gaps between set objectives and actual performances;
	+ Identify the root causes for the gaps;
	+ Suggest ways and means to reduce the gap and improve the work culture.

**Methodology:**

* + Study and analyze concerned files and documents
	+ Observation of work culture;
	+ Discussions with staffs and dignified citizens, stakeholders;
	+ Consultation with supervisors.

**Output:**

* + - Prepare detail individual inspection report as a participant of the FTC along with an action plan.

**First week monitoring mechanism:**

* Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected officers/ Focal point
* ADC/Focal point/supervising officer monitor the activities
* Examine/inspect the progress of the assigned works
* Inspect the learning diary of the trainees.

**Second Week: Exploring Own Office Associated District**

**Objective:** Knowing the district as a whole and finding out its potentials.

* Discover/ explore economic potentials and Social /cultural /historical importance of the visiting district.

**Tasks:**

* Identify the productivity and economic trend of last 10 years;
* Identify the present resources and expected future demand;
* Identify the major two economic products and its potentials;
* Explore the marketing channel of the products and identify the barriers;
* Study the social/cultural/historical importance of the visited district.

**Methodology:**

* Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected officers/ Focal point
* Study the achievement/performance of the offices/organizations for at least one year (last fiscal year);
* Discuss with concerned dignified citizens, personnel/stakeholders.

**Output**

* Prepare an analytical individual report.

**2nd week monitoring:**

* Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected officers/ Focal point
* Examine/inspect the progress of the assigned works
* Inspect the learning diary of the trainees.

**Third, fourth and fifth weeks**

**Objective:** Understanding activities prevalent in the districts both in public and private sector.

* Know the activities and work culture of all district level offices and a potential cooperative society/any potential firm/NGO etc. of the district (Selected by Deputy Commissioner)

**Tasks:**

* Identify the objectives and charter of works perform by the organizations
* Identify the gaps
* Identify the work culture
* Conduct stakeholder analysis.

**Methodology:**

* Study the objectives and functions of the offices/cooperative society/firm/NGO etc.;
* Study the achievement/performance of the offices/organizations for at least one year (last fiscal year);
* Discuss with concerned dignified citizens, personnel/stakeholders.

**Output:**

* Prepare a group report on overall activities of the district both in public and private sector and make a linkage with national plan.

**3rd - 5th week monitoring:**

* ADC/Focal point will coordinate and monitor the activities
* Concerned officer will put remarks in the learning diary at the completion of the task and may report the ADC/Focal point regarding the progress and relevant issues (if any)
* Reports on the activities of week 3rd - 5th will be presented before the committee headed by the Deputy Commissioner (nice to present in front of all district level officers).

**Sixth week**

**Objective:** Understanding the Local Government Bodies and receive ideas about difficulties they face.

**Task:**

* Visit a Union Parishad/Municipality
* Explore the works and service delivery process of Union Parishad/Municipality
* Identify gaps between set objectives and actual performances;
* Discover success story;
* Identify the problems and challenges of visited Union Parishad /Municipality.

**Methodology:**

* Study/examine the performance of the visited Union Parishad/Municipality;
* Discussion with the Chairman/Mayor/members/councilors of the Union Parishad/Municipality;
* Secondary data collection and analysis;
* Discussion with the local officials, social leaders, academics and local stakeholders.

**Output:** Prepare a group report.

**Sixth week monitoring:**

* ADC/Focal point will monitor and coordinate the tasks
* The UNO/Chief executive of the concerned local government organization will report ADC/Focal point about the progress of the tasks
* Also will put remarks in the learning diary of the participants at the completion of the tasks
* The report will be presented in front of the committee headed by DC and other district level officials in Eight week and,
* The task will be evaluated by the Committee headed by DC.

**Seventh week**

**Objective:** Knowing the poor and find out ways to overcome their problems, if possible making linkage with any appropriate programme.

* Know the effectiveness of the Government Social Safety Net Programmes /Study disadvantaged family (poorest of the poor).

**Task:**

* Identify activities taken under Social Safety Net Programmes;
* Visit & Identify one or two disadvantaged family (poorest of the poor)
* Identify their social problems;
* Identify effectiveness of the Social Safety Net Programmes;
* Prepare an action plan to solve the problems which are not covered by the Social Safety Net Programmes;
* Attempt to solve some of the problems, if not all.

**Methodology:**

* Secondary data collection and analysis;
* Interview family members of the identified disadvantaged family;
* Discussion with the concerned officials, social leaders, academics and local stakeholders.

**Output:** Prepare a group report on initiative to solve problems.

**Seventh week monitoring:**

* ADC/Focal point/UNO will monitor and coordinate the tasks
* The assigned officer will report to ADC/Focal point about the progress of the tasks
* Also will put remarks in the learning diary of the participants at the completion of the tasks.

**Eighth Week**

**Objective:** Developing analytical ability in comparison with own office.

* Attachment with an office (selected by Deputy Commissioner) at district level for exploring the performance of the selected office of the visiting district.

**Task:**

* Identify the objectives and functions of the office;
* Identify the work culture in the office;
* Analyze SWOT of the office;
* Identify actual performance of the office;
* Identify gaps between set objectives and actual performances;
* Identify the root causes for the gaps;
* Suggest ways and outcomes to reduce the gaps and improve the work culture.

**Methodology:**

* Study and analyze concerned files
* Observation of work culture;
* Discussions with staffs and stakeholders;
* Consultation with supervisors.

**Output:** Prepare a detail individual inspection report along with an action plan.

**Eighth week monitoring:**

* ADC/Focal point will monitor and coordinate the tasks
* The officer of the respected office will report ADC/Focal point about the progress of the tasks
* Also will put remarks in the learning diary of the participants at the completion of the tasks
* The report will be presented in front of the committee headed by DC and other district level officials and,
* The task will be evaluated by the committee headed by DC.

**Overall Monitoring Mechanism:**

* One Senior Assistant Commissioner will be assigned by DC as a focal point with the responsibility to coordinate.
* Course coordinators will be assigned for specific districts to monitor from the course management.
* The authority may assign faculties both from NATA & BPATCs for visiting the districts.
* Officers from research section will be assigned to supervise preparing research paper.
* The authority may assign faculty as mentor for a group of 8-10 participants for the whole course and the mentor may be given some responsibilities regarding monitoring and other aspects of training.
* Reports on the activities of week 3rd-5th, 6th and 8th (3 reports) may be presented before the committee headed by Deputy Commissioner (nice to present in front of all district level officers).

**Evaluation Committee**

|  |  |  |
| --- | --- | --- |
| 1. | Deputy Commissioner | * + Chairperson
 |
| 2. | Superintendent of Police | * + Member
 |
| 3. | Deputy Director (Agriculture) | * + Member
 |
| 4. | ADC (General) | * + Member- Secretary
 |

* Writing Learning Diary for 8 weeks is a compulsory work for the trainee officers which needs to be signed by the respected officer/ Focal point
* Know Bangladesh and Disadvantaged Citizen Visit report will be presented at NATA
* Submission of the Learning Diary to the Course Management Team is a mandatory task for the participants.

**Module 23: Physical Conditioning and Games**

**Module Director : Mohammad Emdadul Haque, PhD**, Deputy Director, NATA

**Evaluation Method:** WE 30, Fitness: 05, Participation: 10, Dress: 05 Marks, Total 50 marks

**Objectives:** Objectives of the module are:

1. Enhance capacity of the participants to gain knowledge on health and nutrition;
2. Management of stress in day to day life, and
3. To improve and maintain physical fitness

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Session** | **Topic** | **Training Method** |
| 23.01 | 1 | Nutrition & Physical Fitness  | L & D |
| 23.02 | 1 | Effect of Exercise on Different Organs  | L & D |
| 23.03 | 1 | Wellness Concept & Management  | L & D |
| 23.04 | 1 | First Aid: Common Sports Injury & Management  | L & D  |
| 23.05 | 1 | Social Impact of Sports  | L & D |
| 23.06 | 1 | Sedentary Life Style and Effects  | L & D |
| 23.07 | 1 | Stress Management | L & D |
|  | Physical Conditioning (Morning): Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Yoga.  | Exercise |
| Games (Evening): Volleyball, Basketball, Handball, Football, Tennis, Badminton, and Swimming. | Exercise |

**Special Training Activities**

**Module 24: Contemporary Important Issues**

**Module Director :** Ranjit Kumar Pal**,** Deputy Director, NATA

**Evaluation Method:** Class Attendance 50, over all Evaluation 50, Total Marks 100

 Assessment by course management team

**Objectives:** Objectives of the module are:

1. To well orient with the contemporary important issues in regard to administration and development; and
2. To share ideas with renowned personalities of the country**.**

| **Code** | **Session** | **Topic** | **Training Method** |
| --- | --- | --- | --- |
| 24.01 | 2 | Global Economy and Impact on Bangladesh Economy & Policy Regime | WS |
| 24.02 | 2 | Foreign policy of Bangladesh  | WS |
| 24.03 | 1 | Food Security | L & D |
| 24.04 | 2 | Civil-military Relationship | PD |
| 24.05 | 2 | New Frontiers of Regional Cooperation  | PD |
| 24.06 | 2 | Public Relations and Facing Media  | L & E, T |
| 24.07 | 2 | Preparedness for Disaster Rescue and Recovery | L & D |
| 24.08 | 2 | Management of Water Resources in Bangladesh | L & D |
| 24.09 | 2 | Growth of Capital Market and its Implications  | L & D |
| 24.10 | 2 | Role of Banking Sector in Macro-economic Transformation | L & D |
| 24.11 | 2 | Blue Economy | L & D |
| 24.12 | 1 | Foreign Direct Investment (FDI) Policy: Problems and Prospects of Bangladesh | L & D |
| 24.13 | 1 | Renewable Energy and Development | L & D |
| 24.14 | 1 | How to handling press  | L & D |
| 24.15 | 1 | Outsourcing: Concepts & Implication  | L & D |
| 24.16 | 1 | Development Experience: Global Perspectives  | L & D |
| 24.17 | 1 | Global Recession  | L & D |

Annex-A

# Tentative Schedule of Daily Activities

|  |  |
| --- | --- |
| **Time** | **Activities** |
| **05:45-06:45** | **Physical Exercise\***  |
| **07:30-08:15** | **Breakfast**  |
| **08:30-09:30** | **Classroom Session**  |
| **09:40-10:40** | **Classroom Session**  |
| **10:40-11:05** | **Tea Break**  |
| **11:05-12:05** | **Classroom Session**  |
| **12:15-13:15** | **Classroom Session**  |
| **13:15-14:15** | **Prayer and Lunch**  |
| **14:15-15:15** | **Classroom Session/library work/computer lab etc.** |
| **15:45-17:15** | **Games & Sports\***  |
| **19:00-21:00** | **Extension Lecture/Library Work/Film Show** |
| **20:30-21:30** | **Dinner (subject to change)** |
| **\* Subject to change according to sunrise and sunset** |

Duration of training days and the course activities are as follows:

Allocation of days

|  |  |
| --- | --- |
| **Total days**  | **180 days** |
| Week-ends and public holidays in NATA | 36 days |
| Working days in NATA | 88 days |
| Total days in NATA | 124 days |
| Field Attachment | 56 days |
| Total days  | 180 days |
| Inaugural and closing | 2 days |
| Attachment to Secretariat | 2 days |
| Field trips/visit | 2 days |
| Sessions | 182 days |
| **Total working days in NATA** | **88 days** |

 Annex-B

# FACULTY MEMBERS OF NATA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name & Designation | Designation | Phone & Cell | e-mail |
| 1 | Dr. Mohammad Math hurul Haque | Director General | 02-926329801711-316530 | dgnata14@gmail.com |
| 2 | Samir Kumar Sarker,  | Director (Admin) | 02-929422701717-250250 | samirkumarsarker@yahoo.com |
| 3 | Mir Nurul Alam | Deputy Director(Planning & Publication) | 02-929422801755-507728 | mirnurulalam.dae@gmail.com |
| 4 | Dr. Md. Abu Sayeed Miah  | Deputy Director(Plant Pathology) | 01712-024623 | sayeedplp@gmail.com |
| 5 | Dr. Ataur Rahman Howlader  | Deputy Director(Soil Science) | 02-926314301814-301360 | ataurhowlader@yahoo.com |
| 6 | Dr. Md. Shariful Islam | Deputy Director(Agronomy & Farm) | 01743-051115 | mshariful60@yahoo.com |
| 7 | Dr. Md. Delwar Hossain Mazumder  | Deputy Director(Agril. Ext. & Rural Economy) | 01552-42657601815-597304 | dhossain1960@yahoo.com |
| 8 | Ranjit Kumar Pal | Deputy Director (Agril. Implements & Water Mgt.) | 02-926325601818600706 | ranjitrkpbd@ gmail.com |
| 9 | Mohammad Emdadul Haque PhD | Deputy Director (G.P.B) | 01715-373207 | emdaddae@gmail.com |
| 10 | Md. Jamal Uddin | Deputy Director (Admin & Support Service) | 01718-214607 | jamaluddin6257@yahoo.com |
| 11 | Anowara Akhter | Deputy Director(Environment & Agroforestry) | 01918-023360 | anowaraakhter@yahoo.com |
| 12 | Dr. Mohit Kumar Dey | Sr. Asst. Director (Agril. Extension) | 01716-477549 | mohitdey85@yahoo.com |
| 13 | Dr. Md. Akhlas Uddin | Sr. Asst. Director(Cereal & Cash Crop) | 01716-257354 | akhlas.uddin@yahoo.com |
| 14 | Dr. Md. Mayen Uddin | Sr. Asst. Director(Biotechnology) | 01711-969688 | mayen.dae@yahoo.com |
| 15 | Dr. Md. Sayedur Rahman  | Sr. Asst. Director(Field Crop Disease) | 01552-495564 | sayedur.63@gmail.com |
| 16 | Dr. Arabinda Kumar Roy  | Sr. Asst. Director(G.P.B) | 01720-638405 | arabinda\_kroy@yahoo.com |
| 17 | Dr. Md. Abdul Mazed | Sr. Asst. Director(Horticulture Crop Pest) | 01814-849190 | mazed13th.dae@gmail.com |
| 18 | Dr. Md. Golam Mostafa | Sr. Asst. Director(Environment & Agroforestry) | 01712-803348 | kbdmostafa@gmail.com |
| 19 | Khabirun Nahar | Sr. Asst. Director(Pulse & Oil Crops) | 01733-995286 | naharkhabirun@yahoo.com |
| 20 | Most. Mushfiqua Hasneen Chow. | Sr. Asst. Director(Soil Physics) | 01716-972977 | mushfiqua21@yahoo.com |
| 21 | Nilufar Yasmin | Sr. Asst. Director(Soil Chemistry) | 01711-789565 | nilufar\_cerdi@yahoo.com |
| 22 | Tahmina Khatun | Sr. Asst. Director(Field Crop Pest) | 01715-014537 | tahminakhatun2005@gmail.com |
| 23 | A.K.M. Amdadul Hoque | Sr. Asst. Director(Horticulture Crop Disease) | 01720-364979 | amdadhoque74@gmail.com |
| 24 | Md. Eskandar Hossain | Sr. Asst. Director(Vegetables & Spices) | 01938-615225 | eskandarhossain@yahoo.com |
| 25 | Nadira Khanam | Sr. Asst. Director(Fruits & Flower) | 01778-066360 | nadira\_khanam81@yahoo.com |
| 26 | Mst. Irin Parvin | Publication Officer | 01727249448 | irin.dae28@gmail.com |

**Annex -C**

# List of the Nominated participants

 **(N- 60thFOUNDATION TRAINING COURSE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **µ. bs** | **Kg©KZ©vi bvg** | **c`we** | **eZ©gvb Kg©¯’j** |
| 1 | gynv¤§` wRqvDj nK Ry‡qj | Dc‡Rjv grm¨ Kg©KZ©v | wbKjx, wK‡kviMÄ |
| 2 | G. ‡K. Gg mv¾v`yj Avjg | mnKvix cywjk Kwgkbvi | GmGgwc, wm‡jU |
| 3 | ‡gvt Avkivdzj Avjg cÖavb | mnKvix Ki Kwgkbvi | Ki AÂj, MvRxcyi |
| 4 | Avãyj Kv‡`i  | mnKvix cywjk mycvi | i¨ve-14, gqgbwmsn |
| 5 | Avey mvC` | mnKvix cywjk mycvi | i¨ve-14, gqgbwmsn |
| 6 | ‡gvt Gbvg~j nK | mnKvix Kwgkbvi | ‡Rjv cÖkvm‡Ki Kvh©vjq, KzwoMªvg |
| 7 | ‡gvt †gv¯Ídv Rv‡e` Kvqmvi | mnKvix Kwgkbvi | ‡Rjv cÖkvm‡Ki Kvh©vjq, cvebv |
| 8 | ‡gvt Avj gyRvwn` miKvi | K…wl m¤úªmviY Awdmvi | Dc‡Rjv K…wl Awdm, †eov, cvebv |
| 9 |  †gvt iwKey¾vgvb | K…wl m¤úªvmviY Awdmvi | Dc‡Rjv K…wl Awdm, bwoqv, kixqZcyi |
| 10 | ‡gvt AvRnviæj Bmjvg | mnKvix cÖ‡KŠkjx | gvV ch©v‡qi moK M‡elYvMvi, gqgbwmsn |
| 11 | Wvt †gvt kvgxg †nv‡mb | ‡f‡Uwibvwi mvR©b | Dc‡Rjv cÖvwYm¤ú` Awdm, †nvgbv, Kzwgjøv |
| 12 | kvgmyj kvnwiqvi f‚Bqv | mnKvix cª‡KŠkjx | gvV ch©v‡qi moK M‡elYvMvi, Kzwgjøv |
| 13 | ‡gvt Av³vi †nv‡mb kvwnb | mnKvix Kwgkbvi  | ‡Rjv cÖkvm‡Ki Kvh©vjq, w`bvRcyi |
| 14 | gvngy` Avjb~i mv‡jnxb | mnKvix cª‡KŠkjx | moK mv‡K©j, Rvgvjcyi |
| 15 | ‡eMg mvwgqv Zvgvbœv nK | mnKvix cÖ‡KŠkjx (B/Gg) | MYc~Z© G/Gg mv‡K©j-1, XvKv |
| 16 | ‡eMg bvw`iv Bqvmwgb | e¨vUvwjqb Dc-AwabvqK | 24, weGb, gv`vixcyi |
| 17 | ‡gvt dqmvj Avjg | mnKvix cÖ‡KŠkjx/ Dc-wefvMxq cÖ‡KŠkjx | h‡kvi MYc~Z© Dc-wefvM-1, h‡kvi |
| 18 | RvbœvZzb kvnxb | Dc‡Rjv grm¨ Kg©KZ©v | Kvwjqv‰Ki, MvRxcyi |
| 19 | ‡gvnv¤§` †mwjg †nv‡mb | mnKvix cÖavb | hye I µxov gš¿Yvjq |
| 20 | Rbve Zvbfxi Avn‡g` | mnKvix cÖ‡KŠkjx | moK mv‡K©j, †MvcvjMÄ |
| 21 | Wv: gvndzR DwÏb f‚Bqv | ‡f‡Uwibvwi mvR©b | Dc‡RjA cÖvYxm¤ú` `ßi, LvwjqvRywo, †bÎ‡KvYv |
| 22 | Rbve †gvt Avey eKi wmwÏK | mnKvix cywjk mycvi | i¨ve-5, ivRkvnx |

|  |  |  |  |
| --- | --- | --- | --- |
| **µ. bs** | **Kg©KZ©vi bvg** | **c`we** | **eZ©gvb Kg©¯’j** |
| 23 | Rbve †gvnv¤§` AvRnviæj Avjg | Dc‡Rjv grm¨ Kg©KZ©v | iv½ywbqv, PÆMÖvg |
| 24 | Rbve †gvt Rwmg DwÏb | Dc‡Rjv grm¨ Kg©KZ©v | nwiivgcyi, gvwbKMÄ |
| 25 | Rbve †iRv ZvBgyi gvwjK | mnKvix cÖ‡KŠkjx | XvKv MYc~Z© B/Gg †Rvb, XvKv |
| 26 | ‡eMg jvqjvZzj †ivKmvbv | wdì Awdmvi | exR cÖZ¨qb G‡RÝx |
| 27 | Rbve ‡gvt AvkivdzwÏb | mnKvix cÖ‡KŠkjx | XvKv MYc~Z©, Dc wefvM, wefvM-1, XvKv |
| 28 | Rbve Wvt cwibxZv emvK | ‡f‡Uwibvwi mvR©b | Mjvdzjv wUKvkvLv, GjAviAvB, gnvLvjx, XvKv |
| 29 | Rbve ‡gvt nvmvb-D`-†`Šjv | K…wl m¤úªmviY Kg©KZ©v | Dc‡Rjv K…wl Awdm, RMbœv\_cyi, mybvgMÄ |
| 30 | W. †gv. bvRgyj nK | ‡f‡Uwibvwi mvR©b | Dc‡Rjv cÖvwYm¤ú` Awdm, e`jMvwQ, bIMvu| |
| 31 | Rbve †gvt kvwnb~j Bmjvg | K…wl m¤úªmviY Kg©KZ©v | Dc‡Rjv K…wl Awdm, evMvBQwo, iv½vgvwU |
| 32 | ‡gvQvt Avdwibv Av³vi  | K…wl m¤úªmviY Kg©KZ©v  | Dc‡Rjv K…wl Awdm , †g‡Uªv cuvPjvBk, PÆMÖvg |
| 33 | Rbve †gvt †gv¯ÍvwdRyi ingvb | K…wl m¤úªmviY Kg©KZ©A | Dc‡Rjv K…wl Awdm, AóªMÖvg, wK‡kviMÄ| |
| 34 | Rbve Avjfxi ingvb | K…wl m¤úªmviY Kg©KZ©v | Dc‡Rjv K…wl Awdm, ivqcyi, jÿxcyi |
| 35 | D‡¤§ mvw`qv Avdwib | nuvm gyiMx Dbœqb Kg©KZ©v | miKvix gyiMx Lvgvi, mvfvi, XvKv |
| 36 | ‡eMg †gvQvt kvgxgv LvZzb | K…wl m¤úªmviY Kg©KZ©v | Dc‡Rjv K…wl Awdm, bvMicyi, Uv½vBj |
| 37 | ‡eMg †invbv cvifxb | K…wl m¤úªvmviY Kg©KZ©v | Dc‡Rjv K…wl Awdm, fziæ½vgvwi, KywoMªvg |
| 38 | Wvt †gvnv¤§` kwdKzj Bmjvg | ‡f‡Uwibvwi mvR©b | Dc‡Rjv cÖvwYm¤ú` `ßi, mwLcyi, Uv½vBj |
| 39 | ‡gvt bvRgyj Bmjvg  | K…wl m¤úªmviY Kg©KZ©v  | Dc‡Rjv K…wl Awdm, `~Mv©cyi, †bÎ‡KvYv  |

**Annex-D**

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1.evsjv‡`‡ki ¯^vaxbZv hy× `wjjcÎ (15 LÛ), m¤úv`bv: nvmvb nvwdRyi ingvb, nv°vbx cvewjkvm©, XvKv|

2. evsjv‡`k miKvi 1971, †jLK: GBP.wU.Bgvg, AvMvgx cÖKvkbx|

3. evsjv‡`‡ki BwZnvm 1704 - 1971, m¤úv`bv: wmivRyj Bmjvg, GwkqvwUK †mvmvBwU Ae evsjv‡`k|

4. evOvwji gyw³ msMÖvg I RvwZi RbK e½eÜz, †jLK: nviyb-Ai-iwk`, Xv.we.|

5. ZvRDÏxb Avng‡`i Wvqix (1 I 2 LÛ), m¤úv`K: wmwgb †nv‡mb wiwg|

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12. †jL‡Ki †ivRbvgPvq Pvi `k‡Ki ivRbxwZ - cwiµgv 1953-93, †jLK: Ave`yj nK, BDwcGj|

13.evsjv‡`‡ki gyw³ msMÖv‡gi BwZnvm 1947-1971, m¤úv`bv: mvjvnDÏxb Avng` I Ab¨vb¨, AvMvgx cÖKvkbx|

14.e½eÜz †kL gywRe‡K wN‡i wKQy NUbv I evsjv‡`k, †jLK: Gg.G. Iqv‡R` wgqv, BDwcGj|

15. ¯^vqZ¡kvmb †\_‡K ¯^vaxbZv 1966-1971, †jLK: Kvgvj †nv‡mb, A¼zi cÖKvkbx|

16.gyw³hy‡× evsjv‡`k, g~j †jLK: †gRi †Rbv‡ij †K.Gg. kwdDjøvn, AvMvgx cÖKvkbx

 g~javiv 71, †jLK: gC`yj nvmvb, BDwcGj|

17.evOvjxi KÚ, m¤úv`bv: †gvbv‡qg miKvi, AvMvgx cÖKvkbx|

18.evsjv‡`‡ki gyw³hy‡×i BwZnvm, †jLK: W. †gv: nvbœvb, nv°vbx cvewjkvm©©|

19. evsjv‡`‡ki i‡³i FY, g~j: Gš’bx g¨vmKv‡ibnvm, nv°vbx cvewjkvm©|

20. gyw³hy‡×i bq gvm: Aeiæ× ivR-wek¦we`¨vjq, †jLK: Avgvbyjøvn Avng`, nv°vbx cvewjkvm©|

21. j¶ cÖv‡Yi wewbg‡q, †jLK: iwdKzj Bmjvg exi DËg, Abb¨v|

22. evOvwji gyw³hy‡×i BwZe„Ë, †jLK: gvneye-Dj-Avjg, Abycg cÖKvkbx|

23. ¯^vaxbZv msMÖv‡g cÖevmx evOvwj, †jLK: Ave`yj gwZb, Abb¨v|

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†jLK: Dr. M.A. Mannan Chowdhury & Sharifa Mannan, RvZxq MÖš’ cÖKvkb|

25.gyw³hy‡×i †cÖ¶vc‡U e¨w³i Ae¯’vb, †jLK: G. Gm. Gg. mvgQyj Av‡iwdb, BDwcGj|

26. mv‡iÛvi A¨vU XvKv: GKwU RvwZi Rš§, †jLK: †j.†R. †RGdAvi R¨vKe, BDwcGj|

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32. †WU jvBb evsjv‡`k: bvBbwUb †m‡fw›U Iqvb, g~j: wmWwb kbevM©, Aby: gwd`yj nK, mvwnZ¨ cÖKvk|

33. evsjv‡`‡ki gyw³msMÖvg I AvIqvgx jxM: cÖvmw½K `wjj, †jLK: AvwZDi ingvb, mvwnZ¨ cÖKvk|

34. DËice© gywRebMi, kIKZ Imgvb, mgq cÖKvkb|

35. `yw`©‡bi w`bwjwc, Aveyj dRj, mgq cÖKvkb|

36. civwRZ cvwK¯Ívbx †Rbv‡ij‡`i `„wó‡Z gyw³hy×, gybZvmxi gvgyb m¤úvw`Z, mgq cÖKvk|

37. 1971: Av‡gwiKvi †Mvcb `wjj, wgRvbyi ingvb Lvb, mgq cÖKvkb|

38. cvwK¯vbx hy×vcivax 191 Rb, Wv. Gg.G. nvmvb, mgq cÖKvkb|

39. Evidence (1 & 2), Lt. Gen. (Retd.) Mir Shawkat Ali.

40. evsjv‡`‡ki gyw³hy×, cwÎKvcÄx, m¤úv`K: KzZze AvRv`, kv‡n` ggZvR, evsjv GKv‡Wgx|

41. gyw³hy‡× evOvjx †eŠ× m¤úª`vq, †jLK: cÖYe Kzgvi eozqv, evsjv GKv‡Wgx|

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**Module 17: Project and Procurement Management**

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3. Murray, K (2006). First Look 2007 Microsoft Office System. Washington: Microsoft Press.
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Module 21: Art of Reviewing

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**Module 23: Physical Conditioning and Games**

1. Fox, Borwers, Foss, Exercise Physiology
2. Hardyail Singh, Sports Training
3. Zegler, Sports Management
4. I.B.F. Official Rules Book of Basketball
5. F.I.F.A. Official Rules Book of Football
6. I.V.E Official Rules Book of Volleyball.
7. I.C.C. Official Rules Book of Cricket
8. I.T.F. Official Rules Book of Tennis
9. I.H.F. Official Rules Book of Handball

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16. “Measurements of Human Development: Seven Questions”. Presentation at the First Human Development Course at Oxford University. U.K. September.
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19. Cleland, David I. and King, William R. (1985).: System Analysis and Project Management. McGraw-Hill Book Company, International Student Edition, Humburg....New Delhi.
20. Imam, Kazi Hasan (2001): Curriculum Development and Evaluation of ACAD. Bangladessh Public Administration Training Centre, Savar, Dhaka.
21. Khan, Ansar Ali (1991): Project Evaluation. Students- Friend Book House, Dhaka.
22. Majid, M.A.(1995): Project Management. Bangla Academy, Dhaka.
23. Majid, M. A. (2001): Project Monitoring and Evaluation System. M & M Publishers, Dhaka.

**Annex-E**

# . Tentative Course Activities

**DAILY SCHEDULE**

 **Date: 03.10.2015**   **Day: Saturday**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Event** | **Speaker/Attached Faculty** | **Venue** |
| 12.00-15.30 | Arrival of the participants and Registration | Course Management Team and Sr. AD (Dormitory) /Sr.AD (Cafeteria) | Auditorium |
| 15.30-16.00 | Check-in Dormitory | Sr. AD (Dormitory) and Care Taker | Dormitory-3 & Dormitory-4 |
| 16.30-17.45 | Course Briefing | Course Management Team  | Class Room-1 |
| 19.20 | Assemble of participants infront of the Gate of Cafeteria | Course Management Team  | Cafeteria lobby |
| 19:30 | Participants enter in Cafeteria and take seats | Course Management Team | Cafeteria |
| 19.35-20.00 | DG’s Message | DG | Cafeteria |
| 20:00 -21.00 | Welcome Dinner | Sr. AD (Cafeteria | Cafeteria |

**Date: 04.10.2015**   **Day: Sunday**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Event** | **Speaker/Attached Faculty** | **Venue** |
| 07.30-08.15 | Breakfast | Sr. AD (Cafeteria) | Cafeteria |
| 08.30-09.30 | Pre-Training Evaluation | Evaluation Team &Course Management Team  | Class Room -1 |
| 09.40- 10.20 | Visit library facilities and course secretariat  | Course Management Team & Library  | Class Room -1 |
| 10.30 | Taking seats for Inaugural ceremony | Course Management Team& Sr. AD (Auditorium) | Auditorium |
| 11.00-12.30 | Inaugural ceremony | Course Management Team | Auditorium |
| 13.15-14.15 | Lunch Break | Sr. AD (Cafeteria) | Cafeteria |
| 14.15-15.15 | Knowing each other | Course Management Team& Sr. AD (Cafeteria) | Class Room-1 |
| 15.45-17.15 | Director General's Tea | Course Management Team& Sr. AD (Cafeteria) | Garden in front of Administration Building |
| 20.30-21.30 | Dinner | Sr. AD (Cafeteria) | Cafeteria |

 **Date: 05.10.2015**  **Day: Monday**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Event** | **Speaker/Attached Faculty** | **Venue** |
| 07.30-08.15 | Breakfast | Sr. AD (Cafeteria) | Cafeteria |
| 08.30-09:30 | Briefing Evaluation System  | Course Coordinator | Class Room -1 |
| 09:40-10:40 | Presentation on different services in NATA | Course Management Team | Class Room -1 |
| 10.40- 11:05 | Tea Break | Cafeteria |
| 11:05-13:15 | Briefing on sports and norms | Sports Unit/Course Coordinator | Class Room -1 |
| 13:15- 14:30 |  Prayer & Lunch | Mosque & Cafeteria  |
| 14:30-18:00 | Medical Test aid Distribution of Kit Allowance | Course Coordinator | Class Room -1 |
| 20:00-21:00 | Dinner |  | Cafeteria |

**Date: 06.10.2015**  **Day: Tuesday**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Event** | **Speaker/Attached Faculty** | **Venue** |
| 05.35-06.35 | Physical Exercise  | Sports Team | Entrance of Auditorium |
| 07.30-08.15 | Breakfast | Sr. AD (Cafeteria) | Cafeteria |
| 08.30-09:30 | Formation of different committees | Course Coordinator | Class Room -1 |
| 09:40-10:40 | Formation of different committees | Course Management Team | Class Room -1 |
| 10.40- 11:05 | Tea Break | Cafeteria |
| 11:05-12:05 | Presentation on Book Review and field attachment | Course Management Term & Module Director | Class Room -1 |
| 12:15-13:15 | Presentation and finalise Committees formed | Course Management Term | Class Room-1 |
| 13:15- 14:15 |  Prayer & Lunch | Mosque & Cafeteria  |
| 14:15-15:15 | Introduction to Foundation Training Course (1.01) | Dr. Muhammad Abu YusufCourse CoordinatorN-60th FTC | Class Room -1 |
| 15:45-17:15 | Sports  | Sports Team | Play ground |
| 20:00-21:00 | Dinner | Sr. AD (Cafeteria) | Cafeteria |