



# Training *Calendar* 2024-2025



National Academy for Development Administration (NADA)  
Rupnagar, Mirpur, Dhaka-1216.  
[www.nada.gov.bd](http://www.nada.gov.bd)



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# Brief Statement

## About NADA

The National Academy for Development Administration (NADA) is a premier institution under the Ministry of Public Administration, dedicated to fostering excellence in governance, development administration, development management and sustainable development. Located in Rupnagar, Mirpur, Dhaka, NADA provides cutting-edge training, research and capacity-building programs for government officials and stakeholders, aimed at enhancing leadership, strategic management and operational efficiency.

With a commitment to innovation and professional growth, NADA serves as a hub for knowledge-sharing and collaboration, equipping participants with the skills and expertise needed to navigate the challenges of an evolving administrative landscape. Through its flagship courses and specialized training modules, NADA continues to contribute to the advancement of public service in Bangladesh.

## Vision & Mission

### *Vision*

To be a centre of excellence accelerating administrative transformation and sustainable development through capacity building of human resources.

### *Mission*

To develop competent and committed professionals through imparting quality training, conducting research and strategic studies, sharing knowledge and skill, developing partnership and promoting innovative culture of continuous professional learning.

## At a Glance

### National Academy for Development Administration

The National Academy for Development Administration (NADA) is a newly established modern training institute under the Ministry of Public Administration. It aims to address the shortage of visionary and skilled manpower for sustainable development. The academy is located in Rupnagar, Mirpur, under the jurisdiction of Dhaka North City Corporation. Its operations are led by a Rector with the rank of Secretary to the Government of Bangladesh.

## Goals and Objectives

- To provide training to enhance the professionalism and efficiency of BCS Administration and other Cadre officials involved in development activities.
- To improve the skills of government personnel in strategic planning, implementation, and monitoring of administrative economic and infrastructural development.
- To ensure Value for Money in public investments.

## Infrastructure

The 13-story building, including two basements, has been constructed according to international standards and is equipped with the following facilities:

- State-of-the-art classrooms, conference rooms, seminar halls, a language lab, and an auditorium.
- Modern gymnasium, prayer area, recreation room and swimming pool.
- Day-care center, rainwater harvesting reservoir and purified water tube wells.
- Forced ventilation and special light fittings for energy efficiency.

## **Training Programs**

### **Core Training**

1. Leadership and Strategic Management (LSM) for Joint Secretaries and equivalent officials.
2. Sustainable Development and Project Management (SDPM) for Senior Assistant Secretaries, Deputy Secretaries, or equivalent officials.
3. Development Administration (DA) only for BCS (Administration) Cadre Officers.

### **Other Training**

1. TOT Training
2. Enhancing skills in Information and Communication Technology (ICT) and English language proficiency.
3. Training on ethics, values, morality and anti-corruption measures.
4. Specialized training on public procurement and governance.
5. Training programs in partnership with domestic and international institutions.
6. Opportunities for faculty members to pursue higher education and advanced training at foreign universities and institutions.
7. Project Management Training.
8. PPP (Public Private Partnership) Training.
9. ICT in Development.
10. Staff Training.
11. Special Training for Faculty members.

### **Research and Publications**

NADA is equipped with the necessary personnel and resources to conduct research on administration, development and governance as well as to publish academic journals, books, and magazines.

### **Leadership and Think Tank**

The academy is committed to fostering visionary leadership with strategic skills among personnel engaged in the government's development sector. It aspires to function as a think tank for policy reforms, strategic planning and project management in the public development sector. The academy has the capability to provide recommendations to the government regarding policies and strategies for administration and development.

### **Specialized Institution**

Through specialized training programs, NADA is dedicated to improving the skills of personnel engaged in government development activities, thereby playing a pivotal role in enhancing the quality of life for citizens.

## **Our Flagship Courses**

### **Development Administration (DA) Course**

The Development Administration course seeks to enhance the analytical and decision-making capabilities of BCS (Administration) Cadre officials. It aims to develop a strong foundation in economics, governance and public policy while providing participants with practical skills in project management, public procurement and financial oversight.

## **Goals:**

- Build a strong knowledge base in economics, governance and policy.
- Develop analytical skills in project management, public procurement and budgeting.
- Enable effective decision-making and sustainable development practices.

## **Modules and Topics Covered:**

1. **Preparatory Work (18 hours):** This module introduces participants to basic tools like statistical methods and SPSS software, setting the groundwork for more advanced quantitative analysis and proposal writing.
2. **Fundamentals of Economics (26 hours):** Participants will study foundational concepts of micro and macroeconomics, including market dynamics and fiscal policies, to better understand the economic drivers of public policy.
3. **Development Economics (20 hours):** The module explores theories of economic growth, poverty alleviation, and rural development, providing insights into strategies for sustainable development.
4. **Economy of Bangladesh (24 hours):** This module examines the historical and contemporary aspects of Bangladesh's economy, focusing on industrial policy, trade, energy, and regional economic integration.
5. **Development Planning (22 hours):** Participants will learn about the intricacies of planning processes including the preparation of the Annual Development Plan (ADP) and integrating local and national development priorities.
6. **Financial Management Objectives (14 hours):** This module focuses on budgeting techniques, treasury rules and frameworks like MTBF, equipping participants with skills to manage public funds effectively.
7. **International Economic Relations of Bangladesh Objectives (24 hours):** The module addresses globalization, foreign direct investment (FDI), labor markets, and the role of diplomacy in economic development.
8. **Project Management Objectives (14 hours):** This section highlights governance challenges, total quality management (TQM) and innovative solutions for effective project execution.
9. **Preparation of Project Documents Objectives (46 hours):** This module focuses on equipping participants with the skills to prepare comprehensive project documents. It covers project planning and appraisal techniques including financial, economic, and social evaluations. Participants will learn to create Development Project Proposals (DPP), Technical Assistance Project Proposals (TAPP) and other government-approved documents. The module also delves into advanced project management tools like Critical Path Method (CPM), Program Evaluation Review Technique (PERT) and earned value management systems (EVM).
10. **Development Administration (24 hours):** Participants will explore state infrastructure, the role of NGOs and emerging technologies like artificial intelligence in public administration.
11. **Public Procurement-National and International Perspectives (18 hours):** This module provides an in-depth understanding of public procurement systems, reforms, methods, and consultant recruitment processes; emphasizing compliance with the Public Procurement Rules (PPR) of Bangladesh and international best practices. Participants will learn about procurement planning, methods and contract management including processes for goods, works and services procurement. The module also addresses the roles of major development partners and the application of e-Government Procurement (e-GP) systems.

**12. Development (Infrastructural) Works in Bangladesh (14 hours):** Participants will gain insights into managing and implementing public infrastructure projects, covering essential engineering concepts and administrative processes. Topics include construction materials, quality control measures, environmental issues and safety protocols during construction. Field visits to infrastructural and communication projects are incorporated to provide practical exposure.

**13. Project Document Reviews:** This module involves critical analysis of project documents, including Development Project Proposals (DPP), Technical Assistance Project Proposals (TAPP) and Project Completion Reports (PCR). Participants will review real-life examples, focusing on best practices, pitfalls and the alignment of project outcomes with national development goals.

**14. English Language Skill Development (14 hours):** This module is designed to enhance participants' proficiency in English for professional communication. It includes interactive sessions on listening, pronunciation, and speaking skills, culminating in practical presentations and conversations on development administration topics. By the end of the module, participants will be more confident in using English effectively in their professional roles.

### Training Hours for DA Course: 274 hours

**Participants:** Bangladesh Civil Service (Administration) Cadre officers ( Only for Assistant Commissioners).

## Sustainable Development and Project Management (SDPM) Course

The SDPM course aims to equip mid-level government officials with the essential knowledge and tools for effective development planning and project management. It emphasizes building critical thinking, leadership and negotiation skills. Participants will gain expertise in project preparation, appraisal, implementation, and monitoring, fostering a deeper understanding of

### Goals:

- Equip mid-level government officials with knowledge, skills, and tools for effective development planning and project management.
- Develop critical thinking, leadership and negotiation skills.
- Foster proficiency in project preparation, evaluation and implementation how to align projects with national and global development priorities like the SDGs.

### Modules and Topics Covered:

**1. Economic Development and Public Planning (13 hours):** This module explores the various dimensions of economic development, focusing on Bangladesh's planning practices.

**2. Development Partnerships and Policy Shifts (22.5 hours):** Participants will analyze global trends in development partnerships, focusing on policy shifts under frameworks like the Sustainable Development Goals (SDGs). The module highlights the importance of collaborative strategies for achieving long-term economic and social transformation.

**3. Project Management (12 hours):** This module covers the entire project cycle including the development of logical frameworks and quality control measures. It prepares participants to manage development projects efficiently while ensuring adherence to best practices.

**4. Project Identification and Compliance (12 hours):** Through a combination of theoretical and practical exercises, participants will learn about conducting feasibility studies, cost-benefit analyses and environmental impact assessments, which are critical for identifying and designing effective projects.

- 5. Project Appraisal (9 hours):** Participants will engage in hands-on exercises to conduct economic and financial appraisals, sensitivity analyses and risk evaluations to ensure the feasibility and sustainability of development initiatives.
- 6. Project Implementation, Monitoring, and Evaluation (16.5 hours):** This module delves into the practical aspects of project execution, including the roles of IMED and other monitoring bodies. Participants will learn about tools like earned value management and how to conduct impact evaluations.
- 7. Preparation of Project Documents (18 hours):** Participants will gain skills in preparing project documentation, including Development Project Proposals (DPP), Technical Assistance Project Proposals (TAPP) and Project Completion Reports (PCR).
- 8. Public Procurement (15 hours):** This module provides an in-depth understanding of the legal frameworks governing public procurement including guidelines under PPR and DIMAPPP, along with contract management techniques.
- 9. Government Budgeting and Auditing (15 hours):** Participants will learn about budgeting frameworks like MTBF, fund release procedures, and the use of the iBAS++ system to manage public funds effectively.
- 10. Development Projects and SDGs (18 hours):** This module focuses on localizing the SDGs within Bangladesh's national development agenda, ensuring alignment with global sustainability goals.
- 11. Managing Bangladesh's Economic Transformation (17 hours):** The final module covers critical issues like climate change, LDC graduation, and the blue economy, preparing participants to navigate emerging challenges in Bangladesh's development journey.
- 12. Negotiation Skills (33 hours):** This module trains participants in conflict management, international trade negotiations, and cross-cultural communication to foster collaborative and effective decision-making.

### Training Hours for SDPM Course: 201 hours

*Participants: Deputy Secretaries, Senior Assistant Secretaries or equivalent officers.*

## Leadership and Strategic Management (LSM) Course

The Leadership and Strategic Management course is designed to enhance the leadership capabilities and strategic thinking of high-level government officials. It emphasizes practical approaches to decision-making, negotiation and policy implementation in complex administrative environments.

### Goals:

- Develop leadership and negotiation skills among high-level officials.
- Enhance participants' understanding of strategic management concepts.
- Equip participants with skills for decision-making and policy implementation.

### Modules and Topics Covered:

- 1. Art of Leadership (16 hours):** This module delves into leadership theories and their application in real-world settings. Participants will learn about team building, mentoring and empowering others, enabling them to inspire and guide their teams effectively.
- 2. Strategic Management (17 hours):** Participants will explore the theoretical and practical aspects of strategic management including vision and mission formulation, SWOT and PESTLE analysis and strategy execution. Case studies will illustrate best practices from both public and private sectors.
- 3. Art of Negotiation (17 hours):** This module focuses on developing negotiation strategies, understanding power dynamics and drafting agreements. Participants will gain skills in conflict resolution and learn how Bangladesh's geopolitical context influences negotiations.

- 4. Overseas Training (1 week):** The final module offers participants exposure to international best practices in leadership and strategic management. Through site visits, expert lectures and case study presentations, participants will gain insights into governance structures and innovation hubs in countries like Thailand, Malaysia and Indonesia.

**Training Hours:** Approximately 50 hours.

**Participants:** Joint Secretaries or equivalent.

## Our Other Courses

### Training of Trainers (TOT) Course

The Training of Trainers (TOT) course is designed to develop the skills and capacity of participants in designing, developing and delivering training programs effectively. The course aims to enhance their communication and facilitation skills while equipping them to create digital content for training sessions. It fosters a participatory learning environment and ensures trainers are adept at managing and evaluating training programs.

#### Goals and Targets:

- Develop participants' capacity to design, develop and deliver effective training programs.
- Enhance facilitation, presentation and communication skills to create engaging training sessions.
- Equip participants with knowledge of adult learning principles and modern training methodologies.
- Build capacity in organizing, managing and evaluating training programs effectively.
- Foster digital content development skills for modern technology driven training environments.
- Strengthen understanding of training cycles, curriculum development and participatory approaches.
- Provide insights into development administration and the role of NADA in Bangladesh's governance framework.

#### Modules and Topics Covered:

1. **Adult Learning and Training Concepts (6 hours):** This module introduces the foundational principles of adult learning, focusing on understanding training objectives and approaches. Participants will explore key concepts like adult learning principles, the classifications of training, and diverse training methodologies ensuring they understand the core components of effective adult education.
2. **Training Design and Training Cycle (6 hours):** Participants will gain an in-depth understanding of the training cycle including conducting needs assessments and designing training curricula. This module also emphasizes the skills and qualities of an effective trainer, facilitation techniques and maintaining professional etiquette and manners, such as table etiquette during training events.
3. **Organizing and Managing Training Programs (8 hours):** This module equips participants with practical skills in managing and organizing training sessions. Topics include creating lesson plans, training calendars, budgets and reports. Additionally, participants will learn evaluation tools and techniques to assess the effectiveness of their training sessions.
4. **Training and Communication Skills (2 hours):** Aimed at enhancing the presentation and communication capabilities of trainers, this module also includes developing digital content for training purposes. Participants will refine their skills to ensure engaging and impactful delivery of training contents.

**5. Extension Lectures (2 hours):** This module broadens the understanding of development administration and future planning for training institutions like NADA. Topics include development administration in Bangladesh's context and insights into NADA's objectives and the Ministry of Public Administration's future plans.

## Training Hours: 24 hours

**Participants:** Assistant Directors, Deputy Directors, Directors, Senior Assistant Secretaries, Deputy Secretaries and other staff members involved in training at NADA.

### In-House Training:

#### Introduction to Computers and Digital Literacy

**Duration:** 14.01.2025 - 15.01.2025 (2 days)

**Participants:** 25 (Faculty members and other officials)

This course aims to enhance digital literacy and basic computer skills among participants. It covers the fundamentals of operating systems, word processing, spreadsheets, and presentations. Additionally, participants will learn to use internet-based services, manage emails effectively and maintain cybersecurity awareness. The program is designed to build confidence in navigating technology in professional environments.

#### Professional Office Management: Strategies for Efficiency

**Duration:** 10.02.2025 - 11.02.2025 (2 days)

**Participants:** 25 (Faculty members and other officials)

This training focuses on improving administrative and organizational skills required for efficient office management. It includes modules on time management, communication strategies, document handling and teamwork. Participants will also learn techniques for improving productivity and fostering a professional work environment, ensuring smooth office operations.

#### iBAS++ and Budgeting: A Practical Approach

**Duration:** 05.03.2025 - 06.03.2025 (2 days)

**Participants:** 25 (Faculty members and other officials)

This course provides a comprehensive introduction to the Integrated Budget and Accounting System (iBAS++). Participants will gain hands-on experience in creating budgets, processing transactions and generating financial reports within the government framework. The program also includes an overview of financial rules and compliance standards for effective public sector financial management.

#### D-nothi Essentials: Simplifying File Management

**Duration:** 02.04.2025 (1 day)

**Participants:** 25 (Faculty members and other officials)

This one-day program introduces participants to the D-nothi system for digital file management. It covers generating, tracking and managing electronic files, ensuring better transparency and efficiency in government processes. Participants will learn practical applications to streamline workflows and reduce reliance on traditional paper-based systems.

## **Etiquette and Manners: The Key to Professionalism**

**Duration:** 13.05.2025 (1 day)

**Participants:** 25 (Faculty members and other officials)

This course emphasizes the importance of workplace etiquette and interpersonal skills in a professional setting. Topics include effective communication, cultural sensitivity, office attire, and workplace ethics. The program also provides practical tips on formal dining etiquette and professional conduct during official interactions.

## **Foundations of Procurement: A Quick Guide**

**Duration:** 10.06.2025 - 11.06.2025 (2 days)

**Participants:** 25 (Faculty members and other officials)

This program offers a foundational understanding of public procurement processes. It covers key concepts such as procurement planning, tendering and contract management with a focus on adhering to the Public Procurement Act, 2006 (PPA) and Public Procurement Rules (PPR), 2008. Participants will gain practical knowledge to ensure transparency and efficiency in managing procurement activities.

# Training Calendar

## ***Core Training Programs***

Serial	Course Name	Duration	No. of Participants and Designation
1	2 <sup>nd</sup> Sustainable Development and Project Management (SDPM)	03.11.2024 - 31.12.2024 (8 weeks)	30 (Deputy Secretaries and Senior Assistant Secretaries)
2	3 <sup>rd</sup> Sustainable Development and Project Management (SDPM)	01.01.2025 - 25.02.2025 (8 weeks)	30 (Deputy Secretaries and Senior Assistant Secretaries)
3	5 <sup>th</sup> Development Administration (DA)	02.02.2025 - 08.05.2025 (4 months)	50 (Assistant Commissioners)
4	4 <sup>th</sup> Sustainable Development and Project Management (SDPM)	06.04.2025 - 31.05.2025 (8 weeks)	30 (Deputy Secretaries and Senior Assistant Secretaries)
5	I <sup>st</sup> Leadership and Strategic Management (LSM)	11.05.2025 - 24.05.2025 (3 weeks)	25 (Joint Secretaries)

## ***Training of Trainers (TOT) Programs***

Serial	Course Name	Duration	No. of Participants
1	1 <sup>st</sup> Training of Trainers (TOT)	09.03.2025 - 12.03.2025 (4 days)	25
2	2 <sup>nd</sup> Training of Trainers (TOT)	18.05.2025 - 21.05.2025 (4 days)	25

## ***In-House Training Programs***

Serial	Course Name	Duration	No. of Participants and Designation
1	Introduction to Computers and Digital Literacy	14.01.2025 - 15.01.2025 (2 days)	25 (Faculty members and other officials)
2	Professional Office Management: Strategies for Efficiency	10.02.2025 - 11.02.2025 (2 days)	25 (Faculty members and other officials)
3	iBAS++ and Budgeting: A Practical Approach	05.03.2025 - 06.03.2025 (2 days)	25 (Faculty members and other officials)
4	D-nothi Essentials: Simplifying File Management	02.04.2025 (1 day)	25 (Faculty members and other officials)
5	Etiquette and Manners: The Key to Professionalism	13.05.2025 (1 day)	25 (Faculty members and other officials)
6	Foundations of Procurement: A Quick Guide	10.06.2025 - 11.06.2025 (2 days)	25 (Faculty members and other officials)



## **Our Distinguished Faculties & Staff Members**

## **Dr. Md. Shahidullah**

### Rector



#### **Educational Qualifications:**

PhD in 'Government and Politics' researching on ' Human Resource Development and Poverty Reduction: A Study on the Poor Woman of Rural Bangladesh.'

BSS(Honours) and MSS in Government and Politics from Jahangirnagar University.

LLB from National University

#### **Special Achievements:**

Extensive administrative experience in Field Administration, among the Ministries as well as Government Agencies.

#### **Special Training:**

Advanced Course on Administration and Development (ACAD) at BPATC.

Sustainable Rural Development Training at Mekong Institute, Khon Kaen, Thailand.

Project Management Training at AIT, Thailand, and the University of Malaya, Kuala Lumpur, Malaysia.

Renewable Rural Energy, Environment, and Hygiene Training for Officials from Developing Countries at Jiangxi College of Foreign Studies, Nanchang, China.

Training on Operation and Maintenance of Power Plant at ALSTOM, Birr, Switzerland.

Training on Governance and Project Management, Monitoring System and Negotiation from Germany.

Training on Capacity Building Program for Bangladesh Civil Servants on Good Governance and Effective Public Administration at Administrative Staff College of India, Hyderabad, India.

Electronic Government Procurement Management Training at ITC, ILO, Italy.

## **Dr. A B M Mahbub Alam**

Member Directing Staff (MDS) (Administration)



#### **Educational Qualifications:**

PhD in Accounting (Murdoch University, Australia)

Master of Applied Commerce (University of Melbourne, Australia)

Master's in Fisheries Biology and Limnology and Bachelor of Science in Fisheries (Bangladesh Agricultural University)

#### **Awards Achieved:**

Chancellor Gold Medal and multiple academic awards

#### **Special Training:**

Financial Management and Good Governance (Denmark)

Project Monitoring and Evaluation (Thailand)

Trade Negotiation Techniques (BPATC)

#### **Professional Experience:**

Published extensively in international journals on governance, budgetary control, and organizational performance.

## Kazi Hosna Ara

### Member Directing Staff (MDS)

(Training Management, Capacity Development,  
Fellows and Mentorship Management)

MDS (Research, Publication and International Liaison) (Additional Charge)



#### Educational Qualifications:

Master's in Human Resource Management from the University of Windsor, Ontario, Canada

Master's in International Economic Relations from the University of Dhaka

Master's in Botany from the University of Dhaka

#### Special Achievements:

Over two decades of experience in various roles in field operations and central administration.

Expertise in leadership and human management

Expertise in Project Management and Procurement

Knowledge in Startup culture and Entrepreneurship in Bangladesh

#### Special Training:

Multiple certifications and service-related training programs, both domestic and international.

Mid-Career Training (NCGG, India)

Familiarization programme of South and South East countries investment promotion in Malaysia under IFC and BIDA

Capacity Development Training in South Korea

Capacity Development Training in South Korea and Singapore

Capacity Development training in Australia

## Mir Mohammad Mahbubur Rahman

### Director (Training Management)



#### Educational Qualifications:

Bachelor's and Master's in Chemistry (National University)

#### Special Trainings Completed:

##### Home:

Law and Administration Course (BCSAA)

Foundation Training Course (BPATC)

Advanced Course on Administration and Development (ACAD, BPATC)

##### Abroad:

2nd Foundation Training Programme for Bangladesh Civil Servants, India Module (IIPA, New Delhi, India)

Mid-Career Training (NCGG, India)

Short Training (KDI, South Korea)

#### Awards Achieved:

National Integrity Award as DC (2023-2024)

#### Special Achievements:

Secured 4th Position in the 62nd Law and Administration Training Course at BCS Administration Academy

Secured 10th position in the 38th Foundation Training Course at BPATC

Secured 8th Position in the 137th Advance Course on Administration and Management at BPATC

# **Abu Naser Bhuiyan**

**Director (Administration)**



## **Educational Qualifications:**

Master of Public Administration (MPA)

## **Special Achievements:**

Research in Governance and Administration.

## **Professional Courses:**

Finance for Non-Finance Managers (FNM), IBA, Dhaka University.

Accounting for Non-Accountants (AFNA), IBA, Dhaka University.

## **Professional Certificates:**

### **Home:**

Project Planning and Management-NAPD,BD

Public Administration and Public Finance-BCSAA, BD

Course on Prevention of Corruption-BCSAA, BD

Land Laws and land Management Course-LATC, Ministry of Land

BCS Officers Orientation Course-BMA-Ministry of Defense, BD

Digital Service Design Lab for Border-Coastal Area-ICTD, BD

Upazila Parishad law and Administration Refresher Training, NILG, Local Govt Division

Government Performance Management Training Course-Bangladesh Institute of Administration and Management (BIAM) Foundation, MoPA.

### **Around the World:**

PPP formulation and Management Issues-Malaysia

Urban Transportation Policy Program- Seoul Human Resource Development Center, South Korea.

Marine Security Administrative Capacity Building Maritime Policy-Korea international Cooperation Agency and the Korea Coast Guard Academy, Korea.

## **Research:**

Exploring The Potential of Natore District in the International Market of Processed Agricultural products.  
Submitted to- Cabinet Division on 30 June 2024.

## **Research Paper Work (On Going):**

Right to Information(RTI) as a tool of Good Governance in Upazila Administration of Bangladesh. Abstract published at 4th international integrative research conference on education, Governance and Development, Bangladesh.

## **S. M. Rafiqul Islam**

**Director (Academic Affairs-01)**



### **Educational Qualifications:**

Masters in Public Affairs(MPA) in International Economic Relations(IER), Bangladesh Institute of Governance and Management (BIGM), Dhaka University  
M.A. in History, Dhaka University

### **Professional Certificates:**

**Notification and Trade Policy Review of the WTO:** Transparency Mechanism-Conducted by Ministry of Commerce

**Trade Issues for the Officials of the Ministry of Commerce-**Conducted by Ministry of Commerce

**The Capacity Building Training on Trade and Development-**Conducted by Ministry of Commerce

**ADB Executive Program for Communications Professionals-**Conducted by Asian Development Bank(ADB) and Edelman.

### **Special Training:**

#### **Home:**

**Measures for Prevention of Corruption-**Conducted by BCS/Administration Academy, Shabagh, Dhaka.

**Financial Management, Audit and PPR-**Conducted by Bangladesh Institute of Management (BIM)

**Law and Administration of Upazila Parishad-**Conducted by Bangladesh Institute of Management (BIM)

**Multi-Hazard Risk and Vulnerability Assessment-**Conducted by Department of Disaster Management, Ministry of Disaster Management and Relief

**Basic Training on Law and Administration of Upazila Parishad-**Conducted by National Institute of Local Government(NILG)

**Training on Election Management and Operation-**Conducted by Electoral Training Institute,Dhaka, Bangladesh Election Commission

#### **Abroad:**

**26th Mid-Career Training Programme in Field Administration for Civil Servants of Bangladesh-**Conducted by National Centre for Good Governance(NCGG),India.

**Trade and Sustainable Development for Developing Countries-**Conducted by The Energy and Resources Institute(TERI),India

**Regional Economic Integration: ASEAN Experiences-**Conducted by Asian Institute of Technology (AIT), Thailand

**Training on Innovation-**Conducted by UTM SPACE,Malaysia

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## **Shakil Ahmed**

Director (Academic Affairs-02)



### **Educational Qualifications:**

Master's in Business Administration

### **Awards Achieved:**

National Integrity Award(2021-22) as Deputy Secretary of Energy and Mineral Resources Division.  
Best Deputy Commissioner of Rangpur Division(2023) for special contribution to primary education.

### **Special Achievements:**

Secured 8th position in the 64th Law and Administration Training Course.

### **Special Training:**

#### **Home:**

Course on Communicative English, BPATC,Dhaka.

National Portal Training (Prime Minister's Office, Bangladesh)

16th Orientation Course for Fit listed UNOs, BCS Administration Academy,Shahbag,Dhaka.

127th Advanced Course on Administration and Development (ACAD), BPATC,Savar,Dhaka.

Disaster Impact Assessment(DIA) and Digital Risk Information Platform(DRIP), Ministry of Planning,

Training on Election Management and Operation-Conducted by Electoral Training Institute,Dhaka,

Bangladesh Election Commission.

#### **Abroad:**

Governance for Deputy Commissioners in Bangladesh,NCGG,India.

Operational and Maintenance on IBFPL,NRL,India.

Accounting and Financial Management for Oil and Gas Industry, AIT Extension, Bangkok,Thailand.

Marine Resources Management and Blue Economy development for Bangladesh, Fujian Institute of Oceanography,China.

Problem solving and Decision Making skills for administrative professionals in Oil,Genovasi University College,Malaysia.

Information Technology Strategy and Security, Indonesia.

LNG value chain training program, JOGMEC,Japan.

Participated in foreign training programs and exposure visit in Australia, Singapore,Malaysia, USA.

## **Md. Aminul Islam**

**Director (Research and Publication)**



### **Educational Qualifications:**

M.A. in English Literature

### **Special Achievements:**

Worked in the field administration, land management and central government activities of Bangladesh about two decades.

### **Special Trainings:**

#### **Home:**

Foundation Training Course, Bangladesh Public Administration Training Centre  
Law and Administration Course, Bangladesh Civil Service Administration Academy  
BCS Officers' Orientation Course (BMA), Army Headquarters  
Surveys and Settlement Training Course, Land Record and Survey Department  
Project Management Training Course, BIAM Foundation  
Course on Upazila Administration & Development, Bangladesh Civil Service Administration Academy  
Upazila Parishad Act & Administration Training, Rural Development Academy, Bogura  
Land Law & Land Management Course, Land Administration Training Centre  
Land Record Management & Survey Course, Land Administration Training Centre

#### **Abroad:**

Mid-Career Training Programme, National Centre for Good Governance, Government of India  
Huawei Data Centre Training, Huawei University, China  
Seminar on Anti-Monopoly Law Enforcement for the Officials of Belt and Road Countries, Academy for International Business Officials, China  
Training on Employment of the Persons with Disabilities, JICA, Japan

# **Md. Sofiour Rahaman**

**Director (Monitoring and Evaluation)**



## **Educational Qualifications:**

Honours and Master's in Psychology (University of Dhaka)

## **Awards Achieved:**

Best Upazila Nirbahi Officer in Madaripur District (2018)

## **Special Achievements:**

Secured 9th position in the 72nd Law and Administration Training Course.

Secured 3rd position in the 92nd Survey and Settlement Training Course.

## **Special Training:**

### **Home:**

Training Course on Basic Network operation and Equipment Maintenance and Troubleshooting, Bangladesh Computer Council.

Land Law and Land Management Course, LATC, Ministry of Land.

Intermediate Training Course on Public Administration and Public Finance, BCS Administration Academy.

Training Programme on Building Sustainable Capacity for Investment Promotion in Bangladesh, Bangladesh Investment Climate Fund, IFC.

Training on National e-Government Procurement (e-GP) Portal as Procuring Entity (PE) User, CPTU, IMED.

Refresher's Training on Upazila Parishad Law and Administration, NILG, Dhaka.

Training of Trainers on Strengthening of Digital Centres in Bangladesh, Bangladesh Institute of Management (BIM), Dhaka.

### **Abroad:**

Mid Career Training Programme in Field Administration for Civil Servants of Bangladesh, NCGG, India.

Training on Effective Anti-Corruption Policy, Strategy and Practices, The Asian Institute of Technology (AIT), Thailand.

# Ashafur Rahman

## Director (International Liaison)



### Educational Qualifications:

Master's in Social Science/Public Administration (University of Dhaka)

### Special Training:

#### Home:

**Sustainable Development and Procurement Management (SDPM) Course**, National Academy for Development Administration, Ministry of Public Administration (8 weeks)

**Fiscal Economics and Economic Management (FEEM)** - Institute of Public Finance, Finance Division, Dhaka (11 weeks)

**Negotiation Skills and English Proficiency Course**-Bangladesh Institute of Administrative Management, Ministry of Public Administration, Dhaka (2 weeks)

**Consultation, Facilitation, and Management Techniques**-Bangladesh Civil Service (Administrative) Academy, Ministry of Public Administration, Dhaka (2 weeks)

**Policy Analysis Course**-Bangladesh Institute of Management (BIGM), Dhaka (10 weeks)

**Public Procurement**-Public Security Division, Bangladesh Secretariat (2 weeks)

**Capacity Building Training on Trade-Related Issues**-World Trade Organization (WTO) Cell, Ministry of Commerce, Dhaka (2 weeks)

**Rules and Procedures for Export, Import, and Customs**-Bangladesh Institute of Foreign Trade (BIFT), Ministry of Commerce (4 days)

**Basic Principles of WTO Agreements and Challenges after LDC Graduation**-Ministry of Commerce, Bangladesh Secretariat, Dhaka (3 days)

**National E-Government Procurement (E-GP) Portal as Procurement Entity (PE) User**-Engineering Staff College, Bangladesh (1 week)

**2nd Advanced Land Management Training Course**-Land Administration Training Centre, Dhaka, Ministry of Land (2 weeks)

**Government Performance Management Training Course**-Bangladesh Institute of Administrative Management, Ministry of Public Administration, Dhaka (1 week)

**Survey and Settlement Training Course on Land Management**-Land Survey Dept., Dhaka (6 weeks)

**Executive Magistrates Training Course on Mobile Court**-Bangladesh Civil Service Administration Academy, Dhaka (2 weeks)

**BCS Officers Orientation Course on Military Affairs**-Bangladesh Military Academy (BMA), Chittagong (6 weeks)

**Training Course on Land Management**-Land Administration Training Centre, Dhaka, Ministry of Land (2 weeks)

**Law and Administration Course**-Bangladesh Civil Service Administration Academy, Dhaka (5 months)

**Foundation Training Course for BCS Officers**-Public Administration Training Centre (BPATC), Savar, Dhaka (4 months)

#### Abroad:

**Seminar on Public Security and Counter Terrorism for Bangladesh**-Public People's University of China, Beijing (3 weeks)

**Land Registration and Management and Associated Matters**-Global Circle for Scientific, Technological and Management Research (GCSTM), Sydney, Australia (2 weeks)

**Effective Management Skills for Enhancing Administrative & HRM in the Oil & Gas Industry**-Mahanakorn University of Technology, Bangkok, Thailand (2 weeks)

**Mid-Career Training Program in Field Administration for Civil Servants of Bangladesh**-National Centre for Good Governance (NCGG), Mussoorie, India (2 weeks)

## Dewan Muhammad Tajul Islam

Director (Finance and Public Procurement)



### Educational Qualifications:

MSc in Management with Human Resources (Bournemouth University, UK)

### Awards Achieved:

National Integrity Award as UNO (2019)

### Special Achievements:

Secured 1st Position in the 77 Law and Administration Training Course at BCS Administration Academy

Secured 5th position in the 50th Foundation Training Course at BPATC

Secured 3rd Position in the 101st Survey and Settlement Training Course

Secured 3rd Position in the 31st Budget Management Specialist Course at the Institute of Public Finance, Finance Division

### Professional Certifications:

Member of Chartered Institute of Procurement and Supply (MCIPS)

Project Management Professional (PMP)

### Special Trainings Completed:

#### Home:

Basic Procurement Training Course-Central Procurement Technical Unit, IMED (3 weeks)

Public Procurement Training Course-Bangladesh Civil Service Administration Academy (BCSAA) (2 weeks)

Project Management Training Course-Skill and Training Enhancement Project (STEP) (2 weeks)

Project Management Training Course-Project Management Solutions Bangladesh (PMSBD), 35 Professional Development Units (PDU)

Financial Management Training Course-Skill and Training Enhancement Project (STEP) (2 weeks)

Budget Management Specialist Course-Institute of Public Finance (IPF), Finance Division (4 weeks)

Sustainable Development and Project Management (SDPM) Course, National Academy for Development Administration, Ministry of Public Administration (8 weeks)

#### Abroad:

Procurement Development Training Course-(ITC-ILO, Turin, Italy) (10 days)

## Md. Rajibul Alam

Deputy Director (cc)

(Research and International Liaison)



### Educational Qualifications:

PhD in Advanced Policy Analysis (Japan)

MA in Advanced Policy Analysis (Japan)

Master's in Urban and Regional Planning (Bangladesh University of Engineering and Technology, BUET)

Bachelor's in Urban and Regional Planning (Jahangirnagar University)

### Special Achievements:

Extensive experience in field administration, including roles as Assistant Commissioner, CEO of Municipalities, and Assistant Commissioner (Land).

Worked as a Consultant (Economist) for the Mitigation and Adaptation Co-benefit Project, a collaboration involving Columbia University, NASA, and ACIAR.

Published research on development economics, public policy, and policy analysis.

Join International Conference/Seminar (Canada, Japan, India)

### Special Trainings Completed (both at home and abroad):

Worked as Research Assistant (Japan)

Data Analysis using STATA (Japan)

Quantitative Research Design including Randomized Control Trial (RCT) (Japan)

# Mahfujul Alom Masum

PS to Rector



## Educational Qualifications:

BA (Hons) in English (Jahangirnagar University)

MA in English (Jahangirnagar University)

## Special Achievements:

Awarded 'Shuddhachar Padak' (2023-24) in the Grade 4-9 category

Recognized in Divisional and District Innovation Showcasing events

Champion in English Debate during the 56th Foundation Training Course

## Professional Experience:

Extensive roles across field administration and central government, including positions such as Upazila Nirbahi Officer and PS to Secretary. Involved in the Land Digitization Process with the Ministry of Land.

## Special Trainings Completed:

Data Analytics and Data Driven Decision Making (Bangladesh Institute of Management)

Mid-Career Training Programme (India)

Public Procurement training (BIAM)

Project Formulation, Appraisal and EIA (NAPD, Bangladesh)

National Portal Training (Prime Minister's Office, Bangladesh)

# Mamunoor Rahman

Deputy Director

(Training Administration and Management)



## Educational Qualifications:

MSc in International Development (University of Birmingham, UK)

Master's and Honours in Social Welfare (University of Dhaka)

## Professional Experience:

Extensive experience in governance and development roles within the public sector

## Special Trainings Completed (both at home and abroad):

Governance and Leadership (South Korea)

Development Administration (India)

Advanced Negotiation and Policy Analysis (UAE)

## **Mondip Gharai**

**Deputy Director (Administration)**



### **Educational Qualifications:**

M.A. in English (Jahangirnagar University)

### **Awards Achieved:**

Global Youth Leadership Award (2021, Nepal Global Youth Summit)  
Writers' Honorary Award (2019, India)  
Rising Youth Award (2022, Dhaka Youth Carnival)  
Young Diplomat Award (2022, Bangkok, Thailand)  
National Integrity Award (2022)

### **Special Achievements:**

Author of six books (poetry and fiction)

### **Special Trainings Completed (both at home and abroad):**

Procurement Training (World Bank, Dhaka Office)  
Governance Training (AIT, Thailand)  
Local Government and Good Governance Training (Jakarta, Indonesia)  
Mid Career Training Program (India)

## **A.H.M. Ariful Islam**

**Deputy Director**  
(Monitoring and Evaluation)



### **Educational Qualifications:**

Honours in Microbiology (University of Dhaka)

### **Awards Achieved:**

National Integrity Award (2021-2022)  
Public Administration Award (2021-2022)

### **Special Trainings Completed (both at home and abroad):**

Governance and Leadership (South Korea)  
Development Administration (India)  
SDG Localization (Australia)

# Mahnaz Hossain Fariba

Deputy Director (Publications)



## Educational Qualifications:

**MSc in International Health and Tropical Medicine** (University of Oxford, UK)  
**BS (Hons.), MS in Genetic Engineering and Biotechnology** (University of Dhaka)

## Special Achievements:

**Secured 1st Position in Foundation Training Course**, Achieved DG's Award awarded for excellence in academics and co-curricular activities.  
**Secured 3rd Position in 131st Law and Administration Course**, Bangladesh Civil Service Administration Academy.  
**Elected by 26 member countries as an Asia Pacific Regional Committee (APRC)** member of the World Association of Girl Guides and Girl Scouts (WAGGGS), enhancing international collaboration and leadership.  
**National Science and Technology Fellowship**, Ministry of Science and Technology (2014)  
**BST Fellowship**, Ministry of Science and Technology (2018)  
**Harun-Ur Rashid Memorial Scholarship**, University of Oxford (2018)  
**Orange Knowledge Program Fellowship** by Government of Netherlands.

## Professional Certifications:

Project Management Professional (PMP®)

## Special Trainings:

### Home:

**Public Financial Management: Concepts, Rules and Procedures** by Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS), Finance Division, Ministry of Finance in collaboration with the World Bank and Institute of Public Finance

**19th Basic Land Management Course, Land Administration Training Centre**, Ministry of Land (1 month)

**Training on Leadership Development for Enhanced Public Service Delivery** at Bangladesh Institute of Administration and Management

**Office Management Training Course** at Bangladesh Institute of Administration and Management

**Orientation Training for Bangladesh Civil Service Administrative Officers** at Dhaka Divisional Commissioner's Office

**Biosafety, Biosecurity, and Lab Management Training** at Bangabandhu Sheikh Mujib Medical University and University of Dhaka

**Basic Journalism Training** at the University of Dhaka

**Model United Nations and International Foreign Policy Training** at the University of Dhaka

**Mental Health First Aid Training** by MHFA Bangladesh.

**First Aid Training**, Bangladesh Girl Guides Association

**Life Skills Training**, Bangladesh Girl Guides Association

**English Language Course**, British Council

**Judo-Karate Training**, Dhaka University Judo Karate Center

### Abroad:

**Water Policy Training** at IHE Delft Institute for Water Education, under the auspices of UNESCO, Netherlands

**61st Capacity Building Programme for the Civil Servants of the People's Republic of Bangladesh** by National Centre for Good Governance, Ministry of Personnel, Public Grievances & Pensions, Government of India (ITEC Programme)

**Training Program on Leadership Development and Capacity Enhancement for the Civil Servants of Bangladesh**, at Central Queensland University, Melbourne, Australia

**Teachers' Training and Media Training organized** by Tropical Medicine, Nuffield Department of Medicine, University of Oxford

# **Peerzadi Farzana Hossain**

**Deputy Director**  
(Curriculum & Designing)



## **Educational Qualifications:**

MA in Development Studies (International Institute of Social Studies, Erasmus University Rotterdam)  
BS & MS in Botany (University of Dhaka)

## **Special Achievements:**

Secured 6th position in 125th Law and Administration Course, Bangladesh Civil Service Administration Academy.  
Secured 2nd Position in Foundation Training Course, Achieved DG's Award for excellence in academics and co-curricular activities, NAPD, Dhaka  
Dean's Award ((University of Dhaka)  
National Science and Technology Fellowship, Ministry of Science and Technology (2013)

## **Special Trainings:**

### **Home:**

**Public Procurement Management** (Bangladesh Public Procurement Authority, IMED, Ministry of Planning, 3 weeks)  
**Marine Spatial Planning for Bangladesh** by Ministry of Commerce and Fujian Fujian Institute of Oceanography, China (Held in Bangladesh)  
**Risk-informed development training course** by Programming Division, Bangladesh Planning Commission  
**Development Project Planning & Appraisal training course** by the General Economic Division, Bangladesh Planning Commission  
**Project Development & Processing Management training course** by NEC-ECNEC & Co-ordination wing, Planning Division, Bangladesh Planning Commission

### **Abroad:**

**72nd Capacity Building Programme for the Civil Servants of the People's Republic of Bangladesh** by National Centre for Good Governance, Ministry of Personnel, Public Grievances & Pensions, Government of India (ITEC Programme)  
**Mainstreaming Disaster Risk Reduction in changing climate scenario** at local level by All India Institute of Local Self-Government, National Institute of Disaster Management(NIDM), India.

# **Tamara Tasbiha**

**Deputy Director**  
(Finance and Public Procurement)



## **Educational Qualifications:**

M.Sc in Biochemistry & Molecular Biology (University of Dhaka)

## **Special Trainings Completed (both at home and abroad):**

**Training on Land Administration** (LATC, Bangladesh)  
**Training on Development Administration** (NAPD, Bangladesh)  
**Training on iBAS++ & BACS** (Arranged by Ministry of Finance in collaboration with Institute of Public Finance)

## Nazmul Hossain

### Deputy Director

(Senior Assistant Secretary) (On training)



#### Educational Qualifications:

Bachelor of Science (Engineering), Industrial & Production Engineering  
Jashore University of Science & Technology, Year: 2014

#### Awards Achieved:

Secured 2nd Position in the 28th Basic Land Management Course at LATC.

#### Research Paper:

Analysis of Different Inventory Control Techniques: A case Study in a Retail Shop

#### Special Trainings (both at home and abroad):

Garment Technology & Lean Manufacturing (IART, BKMEA)  
Mechanical Drafting, Machine shop, Plastic Processing & CNC Machine Tools (BITAC)  
Development Administration (NAPD, Bangladesh)  
Development Administration (AIT, Thailand)

## Md. Didarul Kadir

### Programmer



#### Educational Qualifications:

M.Sc in Computer Science (University of South Asia)  
B.Sc in Computer Science & Engineering (Islamic University, Kushtia)

#### Awards Achieved:

National Integrity Award (DoICT, 2022-23)

#### Special Achievements:

Secured 3rd position in the 4th Special Foundation Training Course at BPATC

#### Professional Certificates:

CCNA, HCNA(Routing and Switching).  
National Skill Certificate-I in IT support, NTVQF-I  
Member of Bangladesh Computer Society.

#### Special Trainings (both at home and abroad):

"3-Week Training on Public Procurement Management" organized by Bangladesh Public Procurement Authority (BPBA).

Special Foundation Training Course (BPATC).

Practical Course for ICT Engineers-Oversea Training (Held in Seoul, South Korea)

"Seminar on Information and Communication Technology Management for Bangladesh-2018" in Wuhan, Hubei, People's Republic of China.

## **Md. Abu Zafor**

**Assistant Engineer**



### **Educational Qualifications:**

B.Sc in Computer Science & Engineering (Stamford University, Bangladesh)

### **Professional Certificates:**

CCNA (Routing and Switching).

Member of Bangladesh Computer Society.

### **Special Trainings Completed (both at home and abroad):**

Training on Public Procurement Management-Special Foundation Training Course (BPATC).  
Financial and Office Management Training Course

Practical Course for ICT Engineers- Oversea Training (Held in Seoul, South Korea)

"Seminar on Information and Communication Technology Management for Bangladesh" in Wuhan, Hubei, People's Republic of China.

## **Swpna Rani Shome**

**Assistant Director**



### **Educational Qualifications:**

HSC: Humanities (Muminunnisa Govt Mohila College, Mymensingh)

### **Professional Certificates:**

OfficeJantra Sangrakkhyan Course

Fundamental Office Administration Training Course

Special Training Course organised by NSI

### **Special Training:**

Computer Training.

## Md. Muzibur Rahman

Assistant Director



### Educational Qualifications:

Graduate (B.A), Dhaka Tejgaon College

### Special Training:

Internal Basic Office Management Training Course

Internal Computer Literacy English Language Course

## Md. Azam Khan

Assistant Director



### Educational Qualifications:

Bachelor of Commerce (B.Com), Dhaka City College

### Special Training:

Basic Office Management Training Course

Computer Literacy English Language Course

Introduction to Budget Management (IBM) Course

## Md. Billal Hossain

Assistant Director



### Educational Qualifications:

HSC

### Special Achievements:

Extensive experience in various ministries, including the Ministry of Finance and Public Administration

### Special Training:

Sanjibani Training

Computer Literacy Training



# Photo Gallery



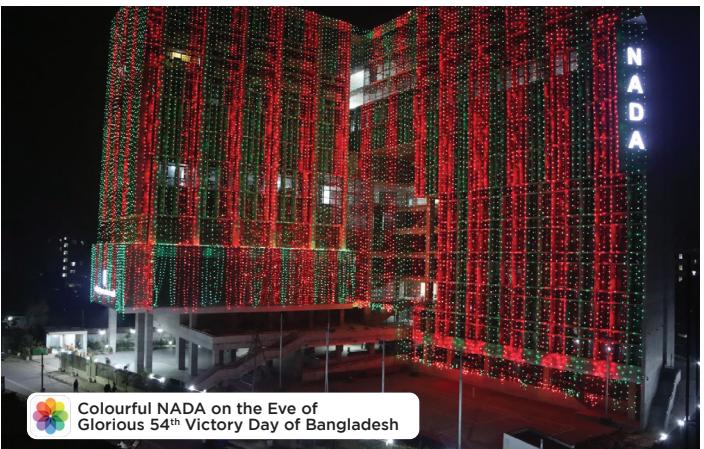




 Participants of the 2<sup>nd</sup> SDPM Course During Exposure Visit  
at Matarbari Deep Sea Port



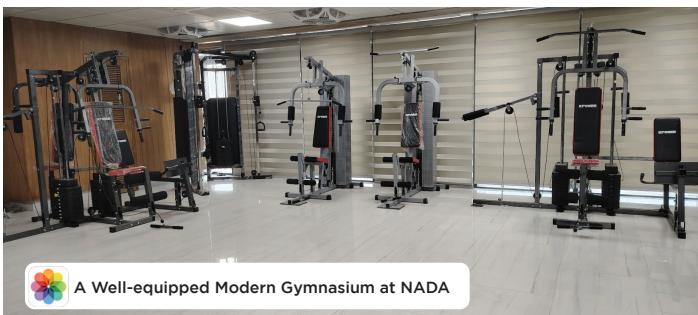
 NADA Faculties during exposure visit  
at Matarbari Coal Project.



 Colourful NADA on the Eve of  
Glorious 54<sup>th</sup> Victory Day of Bangladesh



NADA Auditorium



A Well-equipped Modern Gymnasium at NADA



A well-equipped Classroom at NADA



A Refreshing and Tranquil  
Rooftop Swimming Pool of NADA









Participants of the 2<sup>nd</sup> SDPM Course during exposure visit at Matarbari Deep Sea Port.



Participants of the 2<sup>nd</sup> SDPM Course during exposure visit at Deep Sea Port Jetty in Matarbari.



Exposure Visit of the 2<sup>nd</sup> SDPM Course faculty members and participants at KAFCO.





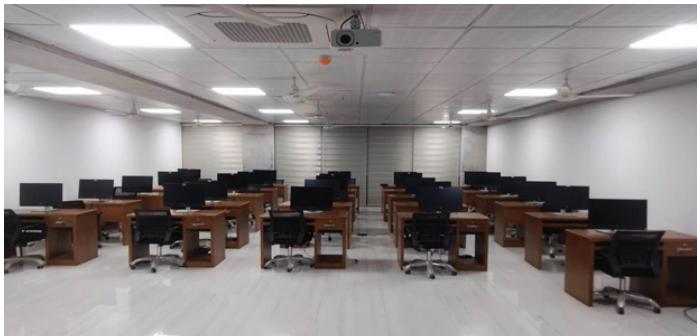
The Rector (Secretary) and Faculties of NADA with the participants of 2<sup>nd</sup> SDPM (Sustainable Development & Project Management) Course.



Spectacular wide angle view of NADA



The Participants of the 2<sup>nd</sup> SDPM Course are in the Classroom.



Computer Lab of NADA



An Extended Lecture Session was conducted by  
Nasimul Gani, Senior Secretary, Ministry of Home Affairs



**National Academy for Development Administration (NADA)**  
Ministry of Public Administration  
Rupnagar, Mirpur, Dhaka-1216.