N-25th Foundation Training Course for NARS Scientists

(05 August - 02 December 2018)

Course Administration

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Part-I

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Introduction to National Agriculture Training Academy

1.1. 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 96 faculty members and support staffs. The first course the Academy hosted a 4-day long training course titled 'e-Agriculture & its 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)

1.2.   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), Bangabandhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, DC Office and other Government Offices in Gazipur.

1.3. 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.

1.4. Mission

Its 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.

1.5. Goals

The Academy has set some goals for achieving its 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

1.6. Organogram of the Academy

Director General (DG) is the Chief Executive Officer of the Academy. There are 2 Directors. Two Directors assist DG in overall matters of the Academy and oversee the activities of two wings namely i) Administrative Wing and ii) Training Wing . Both Directors Supervises Deputy Directors and other faculty members under Two Wings Total proposed manpower of NATA is 184, but at present 96 officials are working. Different units / faculties under two wings are as follows:

1) Administration Wing
   - ➢ Administration and Support Services
   - ➢ Planning and Publications

2) Training Wing
   - ➢ Agronomy
   - ➢ Horticulture
   - ➢ Plant Pathology
   - ➢ Entomology
   - ➢ Soil Science
   - ➢ Genetics & Plant Breeding

- ➢ Agricultural Extension & Rural Economy
- ➢ Environment & Agroforestry
- ➢ Agricultural Implements & Water Management and
- ➢ Food Processing.

1.7. Members of the Faculty

Academy has a pool of very dedicated and proficient faculty members. At present, there are 29 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 sessions and involve them in consulting research related activities and providing advisory services.

1.8. Importance of Training

Training brings desirable change in behavior and attitude and improves 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 provides high quality services. Trained officers can properly utilize such technology. Adequate training of personnel in an organization can make the organization free from complexity and streamline simplicity. To ensure overall development of all sectors of an economy, training can play a significant role.

In the era of globalization, the need of modern management tools and techniques cannot be exaggerated. In response to the current needs in the ever-changing world, government officers should serve the people with competency, sincerity and transparency. NATA attaches highest importance on moral teaching, as well as technical and technological capacity building which is the main goal and strategy of training. Participants become more motivated, responsive, efficient and competent after they go through these 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.

1.9. Training Courses

1.9.1. 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 on "e-Agriculture and its development initiatives'' and 120 participants attended the course. At present Academy offers various types of courses related to Agriculture and others. The following table illustrates the training courses offered so far by NATA since its inception and duration of the courses:

Table: Training Courses offered by NATA since its Inception (2014)

Sl. No.	Name of the course	Duration	Participants
1	e-Agriculture and its development initiatives	04 days	Officers (Grade 9 and above)of the different organizations under MoA.
2.	ICT Management	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
3.	Financial Management	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
4.	Eco-Friendly plant protection technology	07 days	Officers (Grade 9 and above)of the different organizations under MoA.
5.	Food Security	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
6.	Advance ICT Management	10 days	Officers (Grade 9 and above)of the different organizations under MoA.
7.	Disaster Management	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
8.	Change Management through ICT	05 days	Officers (Grade 3 and above)of the different organizations under MoA.
9.	Tot on Innovation and Digital Bangladesh	04 days	Officers (Grade 9 and above)of the different organizations under MoA.
10	Climate Smart Agriculture	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
11.	Foundation Training Course	6(Six) Month (2 batches)	Members of Different Cadres of Bangladesh Civil Service
12.	Seed Technology	05/6 days	
13.	ToT on Teaching Techniques	05 days	Officers (Grade 9 and above) of the different organizations under MoA
14.	Value Chain Management of Important Horticultural Crops	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
15.	Public Procurement Procedure	10 days	Officers (Grade 9 and above)of the different organizations under MoA.
16.	Project Appraisal and Formulation of DPP	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
17.	Good Governance	05 days	
18.	Commercial Farm Management	05 days	Officers (Grade 9 and above)of the different organizations under MoA.
19	Innovation in Public Service	05 days	Officers (Grade 9 and above) of the different organizations under MoA.
20	Modern Office Management	06 days	Officers (Grade 9 and above) of the different organizations under MoA.
21.	Project Management and Procurement rules (BARI)	05 days	Scientists of BARI
22.	Capacity Building and Management of Extension Service (DAE)	4 days	Officers of DAE
23.	Project Management, Procurement and Monitoring (BRRI)	14 days	Scientists of BRRI
24	Civil Case, RTI, SDG, APA, NIS	02 days	Officers (Grade 9 and above) of the different organizations under MoA.
25	ICT Training (NATP, BARC)	05 days	
26	Modern Crop Production Technology (NATP, DAE)	02 days (20 batches)	Officers(Grade 9 and above)of DAE
27	Induction training for BIRTAN Scientists	01 month	Newly recruited BIRTAN Scientists

1.10. 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) Group work
i) Simulation,
j) 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.

1.11. Facilities

1.11.1. Physical Facilities
The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the Academy 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

1.11.2. 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.

1.11.3. 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.

1.11.4. Recreational Facilities

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

1.12. Links with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, IBCS 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

2. 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. It also should be mandatory for all newly recruited NARS scientists. The contents of the FTC for NARS scientists 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, and 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

General Objectives

The general objective of the course will be: i) to develop well-groomed intellectual research personnel capable to identify researchable problems, and to conduct and manage pro-people research efficiently; and ii) to develop the scientists as a committed public servant as well as a good manager.

Specific objectives

The specific objective of the course will be:
1) To familiarize with research strategy of Bangladesh;
2) To conduct research independently;
3) To familiarize with office management and also financial management;
4) To maintain inter-personal and inter-organizational relationship;
5) To familiarize with the use of ICT in every sphere of research;
6) To sensitize agricultural professionals to the issues of HRM in the organization;
7) To conceptualize development strategy of Bangladesh;
8) To communicate scientific writings to the intended audience.

3. Foundation Training Course Activities

3.1 Course Duration

The duration of the foundation course is four months from (05 August to 02 December 2018)

No leave will be granted during the whole tenure. With an intension to utilize the time properly, some programs may be organized in the weekends.

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

Allocation of days

Total days	120 Days
Weekly holidays and Public holidays at NATA	33
Working days in NATA	66
Organizational attachment (1 day attachment to BARC)	14
Village study	07
Total days	**120**
Inaugural and closing	02
Attachment to Secretariat	01
Field trips/visit	02
Sessions	61
Total working days at NATA	**66**

3.2: 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 & Lunch
14.15-15.15	Classroom Session/Library Work/Com. Lab etc.
15.15-17.15	Games &Sports /Driving
19.00-20.30	Extension Lecture/ Library Work/Film Show
20.30-21.30	Dinner*

* Subject to Change according to sunrise and sunset

3.3 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 Course Advisor on various academic, administrative and other related issues. One CC, whose responsibility is to ensure implementation of academic, administrative activities related to NARS FTC participants along with preparing daily schedules and another CC will be primarily responsible for budget management, extra-academic and coordination of the programs. CD and CC are to ensure implementation of academic, extra-academic and administrative activities of the course an d 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.

3.4 Requirements of the Course

Successful completion of the course demands strict adherence 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, Organizational 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 organization to keep in the dossier of the participants.

3.5 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.

3.6 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.

3.7 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.

3.8 Attachment Programmes

3.8.1 Exploring Organizational Activities

The participants will visit different research organization in groups under this programme. The purpose of this programme is to explore the activities, potentials, research strategies, limitations and achievements of the organizations. They will prepare group reports as well as individual reports and make presentations.

3.8.2 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. The report will focus on their initiative to address problems of the disadvantaged families.

3.8.3 Attachment to Secretariat

Secretariat attachment is an important component of the NARS 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 section of the ministry of agriculture will get practical knowledge about the activities of the concerned sections, its work procedures, decision-making and implementation process. Each participant will prepare an individual report based on the practical experiences of secretariat attachment.

3.9 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, head of the department and eminent persons.

3.10 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.

3.11 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.

3.12 Grading System

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 organization 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)
06	Less than 50	F (Fail)

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 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. Bangladesh Agriculture Research Council will nominate the participants for that course. A participant will be finally disqualified if he/she fails in a single module even after availing him/herself of the two chances.

3.13 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 system.
- 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, A+, A, B+ ,B and F   (Fail). 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 concerned organization.

(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.

3.14 Director General's (DG's) Award and Merit Medals

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. Top 10% of the total participants will be awarded Merit Medal. The Academy awards a unique prestigious Award, the "DG's Award" to the participant securing the topmost position in the course by overall evaluation. The rest of the top 10% position holders are given merit medal.

3.15 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 and discipline.

3.16 Manager of the Day

Participants are also part of the Course Management. Every day by rotation, a 'Manager of the Day' (MoD) is nominated from the trainees. MoD is the representative of the class for the day. MoD 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 MoD informs the course management.

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

3.17 Dress Code

3.17.1   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-colored English/tennis half pant/tracksuit, white-colored T-shirt and white-colored keds with white-colored socks.

3.17.2   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-colored three-pieces/tracksuit, white scarves and white-colored keds with white-colored socks.

3.18 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.

3.19 Accommodation and Food

The NARS 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.

3.20 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.

3.21 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 and Audit Committee are formed with a view to developing leadership qualities and coordination skill among the participants and give them opportunity to learn how to work in a team as a team member.

3.22 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 and innovative quality. These activities raise the confidence level of the participants by enhancing their interpersonal communication skills as well as they learn how to do other activities within their busy schedule.

3.23 Physical Training and Games

The Academy has congenial atmosphere for jogging. Participating in the jogging session in the early morning is compulsory. It is also compulsory for the participants to take part in physical exercise and game sessions. This is intendant to develop a sound body essential for civil administration to withstand workloads to cope with strenuous jobs. The academy has experienced physical instructor to conduct this session.

Attendance in morning physical exercise and evening/ afternoon games is mandatory. Due to physical ailment and medical reasons, if anyone cannot do exercise and the doctor provide certificate for exemption, still the participants have to come to field for giving attendance, though exempted from exercise, still have to remain around until others complete exercise or games. Trainees' attendance must be more than 95%, he or she will be released from the training course immediately and he or she has to complete full tenure of FTC again.

4 .0 Skill Development and other available facilities at NATA

4 .1 Interpersonal Relations

One of the objectives of the NARS FTC is to develop interpersonal relations and foster team spirit among the officers of different organizations through interactions. This will create an attitude of collaboration, cooperation and fellow-feeling among the officers of different research organizations which will be useful to perform their responsibilities effectively in their workplace.

4 .2 Computer lab.

Computer training is compulsory for all participants. The Academy provides the participants with computer facilities to develop their computer skills. In the computer lab., all the computers are connected with Broadband Internet facilities. The participants are encouraged to send and receive e-mail and browse the net. The lab. will remain open from 4.00 pm to 9.00 pm.

4 .3 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 am to 9 pm during the course. The trainees can use the library as well as borrow books at that time.

4 .4 Swimming

There is a provision for swimming for the FTC participants in assigned time. Those who do not know swimming can learn how to swim under the supervision of instructor.

4 .5 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.

4 .6 Recreational Facilities

As Foundation Course is very intensive, there is very limited scope for recreation. However, there is 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.

4 .7 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.

4. 8 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.

4 .9 Mosque

The Academy has a beautiful mosque. Books on religion are available in the mosque. Muslim participants can perform their prayer at the mosque as per prayer schedule.

4 .10 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

Modules and Marks Distribution at a Glance

Module No.	Name of the Module	Evaluation Method		Total Marks
		Individual	Group	
M-1	Bangladesh Studies	IR-25	GR-20	45
M-2	Government System and Essential Laws	IA-20,	GR-15	35
M-3	Agriculture of Bangladesh	WE-30,	GR-15	45
M-4	e-Governance, ICT and Public Service Innovation	WE-35, PT-20		55
M-5	Development studies	WE-30, IA-10		40
M-6	Globalization	WE-25	GE-15	40
M-7	Environment and Disaster Management		GE-25	25
M-8	Gender and Agricultural Development		GE-20	20
M-9	Public Sector Management and Good Governance	IA-20	GR-15	35
M-10	Organization and Human Resource Management	WE-45		45
M-11	Modern Office Management	WE-30, RSA-20		50
M-12	Financial and Procurement Management	WE-30, IE-20		50
M-13	Project Development and Management	CT-20,	GE-15	35
M-14	Integrity and Ethics in Public Service	ICS-15,	GA-15	30
M-15	Research and Research Methodology	WE-40		40
M-16	Scientific Research and Research Methodology	WE-30, IA-20		50
M-17	Basics of Social Research	WE-35		35
M-18	Participatory and Adaptive Research	WE-35		35
M-19	Writing research report and preparing publishable research	WE-35		35
M-20	Transfer of Agricultural Technology	WE-30		30
M-21	Art of Reviewing and Language Skill	RW-20, Presentation-20(BR) WE-15, IE-15(LS)		70
M-22	Contemporary Important Issues	CA-15, OE-10		25
M-23	Physical Exercise and Games	WE-25, Participation-10 Fitness- 5, dress-5		45
M-24	Organization Attachment/ Field Visit	IR-10, ICA-20	GR-15, GP-5	50
M-25	Village Study	IR-15	GR-15 GP-5	35
M-26	Car/Light Vehicle Driving	-		
	Evaluation by CMT	Attendance-50 Overall Evaluation- 50		100
	Total	**905**	**195**	**1100**

∗ **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, RSA= Report on Secretariat Attachment, **RW**= Report Writing, **WE**= Written Examination, **IIR**= Individual Inspection Report, ICA= Individual Conduct Assessment, OE= Overall Evaluation

COURSE CONTENTS (Modules at Details)

Module 01 : Bangladesh Studies

Aims : Gain knowledge about various aspects of development issues of Bangladesh.

Learning Outcomes : At the end of the module the participants will be able to:

- Mention various development issues of Bangladesh;
- Explain various aspects of micro and macro level issues of development;
- Identify problems and potentials of development of Bangladesh
- Describe policy issues related to national development; and
- Predict demographic transformation of Bangladesh.

Module Director : Muhammad Shahadat Hossain Siddiquee,

Senior Assistant Director (Rural Economics)

Assessment Techniques: IR (25), WE (20) Total: 45

Session Code	Topics	Session Duration	Method of Delivery
1.01	Anthropological background, history and culture of Bangladesh	1	D & E
1.02	Spirit of Liberation War 1971	1	L & D
1.03	Archeological sites in Bangladesh and their relevance to socio-economic development	1	D & GW
1.04	Demographic transformation, challenges and opportunities	1	L & D
1.05	Natural Resources of Bangladesh	1	L & D

Module-02   : Government System and Essential Laws

Aims   : Familiarize with Government system and essential laws required for smooth functioning of administration of various organs of the Government.

Learning Outcomes : At the end of the module the participants will be able to:

- Mention salient features of Bangladesh constitution;
- Name major administrative and judicial laws of the Government;
- State government system and major laws of various organs of the Government;
- Mention various types of legislature and panel code;
- Use rules of business in their working place;
- Utilize the rules according to the warrant of precedence; and
- Illustrate major bottlenecks of land administration and management.

Module Director   : Dr. Md. Shariful Islam, Deputy Director (Agronomy)

Assessment Techniques: IA (20), GR (15) Total: 35

Session Code	Topics	Session Duration	Method of Delivery
2.01	Salient features of Bangladesh constitution	1	L & D
2.02	Legislature of Bangladesh	1	L & D
2.03	Judiciary of Bangladesh	1	L & D
2.04	Executive organ of Bangladesh government	1	L &D
2.05	Empowering local government through decentralization	1	L & D
2.06	Right of self-defense and penal code	1	L & D
2.07	Flag rules, emblem rules, national anthem rules and warrant of precedence	1	L & D
2.08	Land administration and management	1	D & E

Module-03 : **Agriculture of Bangladesh**

Aims : Conceptualize various issues of agricultural situation, laws, acts and policies of Bangladesh

Learning Outcomes : At the end of the module the participants will be able to:

- Identify existing status of agricultural development;
- Mention agricultural transformation trend of Bangladesh;
- State future prospect of agricultural development;
- Explore potentials and challenges of future agriculture;
- Explain the elements of sustainable development of agriculture of Bangladesh;
- Compare agriculture between SAARC countries; and
- Name major laws, acts and policies formulated for overall agricultural development;

Module Director : Johana Begum, Senior Assistant Director (Field Crop Pest)

Assessment Techniques: WE (30), GR (15) Total: 45

Session Code	Topics	Session Duration	Method of Delivery
3.01	Transformation of agriculture in Bangladesh	1	L & D
3.02	Potentials and challenges of agriculture	1	L & D
3.03	Soils and Land Resource of Bangladesh	1	L & D
3.04	Agro-ecological Zones (AEZ) of Bangladesh	1	L & GD
3.05	Sustainable agriculture	1	L & D
3.06	Good Agricultural Practices (GAP)	1	L & D
3.07	GMO and Biosafety Measures	1	L & D
3.08	Nano and Nuclear Technology in Agriculture	2	L & D
3.09	Biodiversity Conservation	1	L & D
3.10	Crop Zoning System	1	L & D
3.11	Precision Agriculture	1	L & D
3.12	Green Technology	1	L & D
3.13	Different laws, acts and policies related to agriculture, livestock, fisheries, forestry, tea etc.	3	L & D

Module-04 : e-Governance, ICT and Public Service Innovation

Aims : Conceptualize service provider innovation so as to improve their job performance and Capacity building of the participants on the use of ICT in agricultural research

Learning Outcomes : At the end of the module the participants will be able to:

- Maintain desk work using different application software;
- Use ICT tools in conducting research;
- Mention about use of MIS and GIS in Agricultural Research;
- Mention importance of Service Process Simplification (SPS) for improvement of administration and management;
- Explain SPS cycle and service process framework;
- Illustrate the role of social media in agricultural development;
- Demonstrate both Bangla and English type writing; and
- Show improved presentation skills of scientific information.

Module Director : Dr. Md. Sayedur Rahman, Deputy Director

(Admin and Support Service)

Assessment Techniques: WE (35), PT (20) Total: 55

Session Code	Topics	Session Duration	Method of Delivery
4.01	Management information system (MIS)/ARMIS	1	L & D
4.02	Cyber security awareness, ICT policy and legal framework in Bangladesh	2	L & D
4.03	Social Media: New opportunity for communication & problem solution. Rules and regulations in using social media	1	L & D
4.04	Mobile ICT: Using techniques of agricultural mobile apps and offline website preparation	1	L & D
4.05	National portal framework managements	1	L & PT
4.06	Smart presentation preparation using MS Power Point	1	L & PT
4.07	Use of MS excel in accounting and graph preparation.	1	L & GE
4.08	Digital photography, photo editing	1	L & D
4.09	Preparation of video using different software	1	L & D
4.10	Basic PC troubleshooting: Hardware, software and antivirus	1	L & D
4.11	GIS &Remote Sensing, Preparation &presentation of Geo-spatial data in Maps	1	L & D
4.12	Innovator/Mentor Presenter: storytelling of innovation	1	L & D
4.13	Service Process Simplification (SPS) and Innovation in Public Service Delivery	1	L & D

Module-05 : **Development studies**

Aims : Gather knowledge about various issues related to economic development of Bangladesh.

Learning Outcomes : At the end of the module the participants will be able to:

- Mention various issues related to economic development;
- Mention sectoral contribution of Agriculture in GDP;
- State the strategies of development employed by Government of Bangladesh;
- Explain causes of rural poverty and economic issues of Bangladesh;
- Explore the possibility of PPP approach for economic development;
- Describe role of micro-credit towards sustainable development of the country; and
- State key features of the 7th Five Year Plan of Bangladesh.

Module Director : Md. Zakir Hossain, Deputy Director (GPB)

Assessment Techniques: WE (30), IA (10) Total:40

Session Code	Topics	Session Duration	Method of Delivery
5.01	Basic concepts of micro economics, macro economics	1	L & D
5.02	Market economy	1	L & D
5.03	National income accounting (GDP, GNP, NNP, NPV, CB ratio)	1	L & D
5.04	Monetary policy and inflation	1	L & D
5.05	Poverty reduction trends and strategies, Role of Agricultural sector	1	L & D
5.06	Public private partnership (PPP)	1	L & D
5.07	Sustainable development goal (SDG) and Agricultural sector	1	L & D
5.08	Micro-credit programme and its impact in Bangladesh	1	L & D
5.09	Sectoral contribution of Agriculture in GDP	1	L & D
5.10	Seventh Five Year Plan / Government Development Programme	1	L & D

Module-06 : Globalization

Aims : Familiarize with global scenario of agricultural development.

Learning Outcomes : At the end of the module the participants will be able to:

- State global scenario of agricultural development;
- Identify global scenario of agricultural research activities;
- Explain role of global economy and its impact on Bangladesh economy;
- Enumerate property right and patent right;
- Describe free market economy; and
- Mention potentials and future challenges of globalization and Bangladesh economy.

Module Director : Ranjit Kumar Paul, Deputy Director (Farm Machinery and Water Management)

Assessment Techniques: WE (25), GE (15)   Total:40

Session Code	Topics	Session Duration	Method of Delivery
6.01	Globalization: concepts, implications and challenges	1	L & D
6.02	Overseas Employment: recent trend in people resourcing	1	L & D
6.03	Bangladesh economy in global perspective	1	L & D
6.04	Intellectual property rights and management of patent right;	1	L & D
6.05	Foreign Investment in Bangladesh : In global Context	1	L & D
6.06	Global Scenario of agricultural research activities	1	L & D
6.07	Influence of Globalization in ICT Sector of Bangladesh.	1	L&D

Module-07   **: Environment and Disaster Management**

Aims   : Awareness building among the participants about environmental change and disaster management so as to increase copping and working ability in the adverse situation.

Learning Outcomes : At the end of the module the participants will be able to:

- Mention various environmental issues hampering livelihoods;
- Identify the causes of environmental pollution;
- Name the measures undertaken by the Government during and after disaster;
- Identify the effect of environmental degradation on agriculture;
- Describe laws, acts and policies related to environment; and
- Select appropriate eco-friendly copping techniques by the people during disaster.

Module Director   : Mst Anowara Akter, Deputy Director (Environment and Agroforestry)

Assessment Techniques: GE (25)

Session Code	Topics	Session Duration	Method of Delivery
7.01	Agro meteorological crop ecology	1	L & D
7.02	Environmental pollution: Bangladesh perspective	1	L & D
7.03	Climate change impacts and adaptation in Bangladesh	1	L & D
7.04	Effect of agriculture ecosystem	1	L & D
7.05	Strategies of eco-friendly plant protection	1	
7.06	National disaster management and future research design	2	L & D
7.07	Environmental acts and policies	1	L & D
7.08	Issues of environmental governance	1	L & D
7.09	Climatic Stress Management (salinity, drought, flood etc)	2	L & D
7.10	Environmental and Disaster Impact Assessment	1	L & D
7.11	Waste Management with an emphasis to agricultural waste	1	L & D

Module-08 : Gender and Agricultural Development

Aims : Conceptualize the importance of women participation in development process for creating congenial environment for empowerment of women.

Learning Outcomes : At the end of the module the participants will be able to:

- Identify and analyze the prevailing social issues with respect to gender imbalance;
- Recognize intervention required for ensuring rights and privileges of women and children;
- Accept women as potential force for development;
- Identify the challenges of mainstreaming of women in the development process;
- Execute movement related to gender issues in social perspective; and
- Explore ways and means to minimize challenges of women in working places.

Module Director : Mst. Sharmin Akhter, Senior Assistant Director (Horticulture Crop Pest)

Assessment Techniques: GE (20)

Session Code	Topics	Session Duration	Method of Delivery
8.01	Concept of gender issues	1	L & D
8.02	Gender and violence	1	L & D
8.03	Gender and reproductive rights and health	1	L & D
8.04	Role of women in agricultural development	1	L & D
8.05	Women and child rights: legal coverage in Bangladesh	1	L & D
8.06	Challenges of women in working place	1	L & D
8.07	Social movement against Dowry and Child abuse	1	D & E
8.08	Gender mainstreaming in development	1	L & D

Module-09 : Public Sector Management and Good Governance

Aim : Conceptualize the role of public sector management for ensuring good Governance.

Learning outcomes : At the end of the module the participants will be able to:

- Mention citizen charter various Offices;
- Mention the procedure of TQM in organizational management
- Illustrate good governance policy of the Government;
- Discuss administrative management policy of the Government;
- Implement Right to Information Act 2009
- Identify problems in policy formulation;
- Mention the indicators of good Governance; and
- State the potentials and challenges of good Governance in case of Bangladesh;

Module Director : Dr. Md. Mayen Uddin, Deputy Director (Food Technology.)

Assessment Techniques: GR (15), IA (20) Total:35

Session Code	Topics	Session Duration	Method of Delivery
9.01	Essential of public sector management	1	D & E
9.02	New Public Management (NPM)	1	GE
9.03	Development administration: Bangladesh perspective	1	GE
9.04	Citizen charter: Bangladesh perspective	1	L & D
9.05	Right to information Act 2009	1	L & D
9.06	Policy process	1	L & D
9.07	Annual Performance Agreement (APA)	1	L & D
9.08	Performance Based Management (PBM)	1	L & D
9.09	TQM system for better organizational management.	1	D & E
9.10	Concept and Trends of good-governance	1	L & D

Module-10 : **Organization and Human Resource Management (HRM)**

Aim : Familiarize about role of HRM and organizational performance

Learning outcomes : At the end of the module the participants will be able to:

- Mention the importance of HRM for conducting effective research;
- State the capacity building strategy of scientific personnel;
- Realize role of management personnel in improving organizational efficiency;
- Explain HRM plan for achieving effective research outcomes; and
- Explore ways and means to create congenial working climate for research personnel

Module Director : Mushfiqua Hasneen Chowdhury, Senior Assistant Director (Soil Physics)

Assessment Techniques: WE (45)

Session Code	Topics	Session Duration	Method of Delivery
10.01	Basics of HRM	1	L & D
10.02	Organization: forms, structure and nature	1	L & D
10.03	Basics approaches to organizational behavior	1	L & D
10.04	Human resource information system	1	L &D
10.05	Interpersonal relationships and organizational effectiveness	1	L & D
10.06	Labor law and management	1	L & D
10.07	Motivation techniques and working environment	1	L & D
10.08	Conflict management	1	L & D
10.09	Performance assessment of scientists	1	L & D
10.10	Scientists-administrator interface	1	L & D
10.11	Mind mapping	1	L & D
10.12	Team Building	1	L & D
10.13	Concept/types of leadership behavior and leadership style	1	L & D

Module-11 : Modern Office Management

Aim : Improve applied knowledge on administration and office management to increase efficiency of the scientists.

Learning outcomes : At the end of the module the participants will be able to:

- Manage own office efficiently;
- Apply modern techniques in office management;
- Gather knowledge about office management procedure at various levels of administration;
- Apply knowledge on e-filing, noting, docketing and other administrative activities;
- Mention etiquette and manner to be followed in formal gatherings;
- Explain administrative rules and ordinance in respective fields;
- Write annual confidential report efficiently; and
- Apply service rules, leave rules and other rules in office work.

Module Director : Khabirun Nahar, Senior Assistant Director (Agronomy)

Assessment Techniques: WE (30), RSA (20) Total:50

Session Code	Topics	Session Duration	Method of Delivery
11.01	Office management procedure: docketing, filing, noting, referencing and flagging	1	L & IE
11.02	Writing notes, drafts and summary as per secretariat instruction, 2014	1	L &E
11.03	Office inspection	1	D &E
11.04	Preparation of working paper, conduction of meeting, and writing minutes	1	D & E
11.05	Government Leave Rules and Lien and deputation	2	L & D
11.06	e-Filing	2	L & D
11.07	Disciplinary and appeal rules 1985	1	L & D
11.08	Recruitment, promotion and seniority rules for NARS	1	L & D
11.09	Self-Evaluation Report(SER)/Annual Confidential Report (ACR) Writing	1	L & D
11.10	Different types of letter writing	1	L & D

Module-12   : Financial and Procurement Management

Aim   : Capacity building of the participants on handling of financial rules in conducting financial activities.

Learning outcomes : At the end of the module the participants will be able to:

- Familiarize with financial rules and regulations;
- Mention financial rules and regulation;
- Prepare budget as per official need;
- Follow relevant rules regarding VAT and IT in financial management; and
- Apply precautionary measures in handling financial matters.
    - Make good use of financial rules in procuring goods, works and services; and
    - Apply e-GP system;

Module Director   : Md. Tahajul Islam, Senior Assistant Director (Cereal and Cash Crop)

Assessment Techniques: WE (30), IE (20) Total:50

Session Code	Topics	Session Duration	Method of Delivery
12.01	General financial rules and treasury rules	1	L & IE
12.02	Public budgetary framework of Bangladesh and MTBF	1	L & E
12.03	IBAS++	1	L & D
12.04	Duties and responsibilities of drawing and disbursing officer	1	L & D
12.05	Delegation of financial power	1	L & D
12.06	Different types of Allowances (Fee, Honorarium, Loan)	1	L & D
12.07	General and contributory provident fund, benevolent fund and group insurance	1	L & D
12.08	TA and DA rules	1	D & IE
12.09	Income tax and vat rules	1	D & IE
12.10	Preparing income tax return	1	D & IE
12.11	Audit procedures: findings/observations and reply	1	D & IE
12.12	Performance Audit	1	L & D
12.13	Pension and gratuity	1	L & D
12.14	Public procurement act 2006	1	D & GE
12.15	Public procurement rules 2008	1	D & GE
12.16	e-GP	1	L & D

Module-13   : Project Development and Management

Aim   : Conceptualize project cycle and Procurement management issues and   can improve managerial efficiency.

Learning outcomes : At the end of the module the participants will be able to:

- Prepare and develop project independently;
- Formulate project budget;
- Maintain financial accounts and reporting to the higher authority;
- Conduct monitoring and evaluation of project activities;
- Perform managerial activities of project.

Module Director   : Dr. Md. Ataur Rahman Howlader, Deputy Director (Soil Science)

Assessment Techniques: CT (20), GE (15) Total:35

Session Code	Topics	Session Duration	Method of Delivery
13.01	Project plan preparation and problem identification methods	2	L & GE
13.02	Logical Framework	1	L & GE
13.03	Development project proposal (DPP) and Technical project proposal (TPP) preparation	1	L & D
13.04	Feasibility Study of a project	1	D & E
13.05	Research project budget preparation and work plan	1	D & IE
13.06	Project Cycle Management	1	L & D
13.07	Project monitoring and evaluation	1	L & D
13.08	Project Approval Procedure	1	D & IE
13.09	Result Based Management (RBM)	1	D & GE
13.10	Project Completion Report (PCR)	1	L & D

Module-14   **: Integrity and Ethics in Public Service**

Aim   : Create awareness about integrity and ethical values among the participants working in an organization.

Learning outcomes : At the end of the module the participants will be able to:

- Differentiate between ethical and unethical practices;

- Practice ethical values in the job situation;

- Mention anti-corruption acts and policies of the Government; and

- Explore ways and means to have access to information in public sector institutions.

Module Director   : Dr. Md. Delwar Hossain Majumder, Deputy Director (Agriculture Extension and Rural Economics)

Assessment Techniques: ICS (15), GA (15) Total:30

Session Code	Topics	Session Duration	Method of Delivery
14.01	Introduction to ethics, culture, religion and social perspective	1	L & D
14.02	Ethics in public service delivery	1	L & D
14.03	Corruption in the public sector	1	L & D
14.04	Anti-corruption acts and policies in Bangladesh	1	D & GW
14.05	Implementation of national integrity strategy	1	D & GW
14.06	Grievance Redress System (GRS)	1	L & D

Module-15 : Introduction to Research and Research Methodology

Aim : Scaling up of knowledge and skills in conducting research.

Learning outcomes : After completion of the module the participants will be able to:

- Explain research and its classification;
- Conduct fundamental, scientific, social and adaptive research; and
- Differentiate the purpose of different research types.

Module Director : **Sharmin Akhter**, Senior Assistant Director (FCP)

Assessment Techniques: WE (40)

Session Code	Topics	Session Duration	Method of Delivery
15.01	History and development of agricultural research in Bangladesh	1	L & D
15.02	Research, classification and methodology	2	L & D
15.03	Basics of scientific research	1	L & D
15.04	Basics of fundamental research	1	L & D
15.05	Basics of applied research	1	L & D
15.06	Basics of adaptive research	1	L & D
15.07	Basics of participatory research	1	L & D
15.08	Basics of social research	1	L & D

Module-16 : **Scientific Research and its Methodology**

Aim : Gather knowledge about various methods of conduction of research

Learning outcomes : At the end of the module the participants will be able to:

- Define research methodology;
- Name and explain design of experiments;
- Select appropriate design of experiments in conducting research;
- Mention sampling and explain sampling techniques;
- State and select appropriate statistical methods of research;
- Conduct various statistical methods in conducting experiments; and
- Perform various techniques of data analyses and interpretation of research findings.

Module Director : Md. Mahmud Hassan, Deputy Director (Horticulture)

Assessment Techniques: WE (30), IA (20) Total:50

Session Code	Topics	Session Duration	Method of Delivery
16.01	Introduction to scientific research with an emphasis to fundamental and applied research	1	L & D
16.02	Research area identification	1	L & D
16.03	Experimental Design	1	L & D
16.04	Setting Priority objective	1	L & D
16.05	Sampling techniques	1	L & D
16.06	Variables measurement and scaling techniques	2	L & GE
16.07	Statistical analyses - descriptive and inferential	1	L & GW
16.08	Data collection Procedure, advanced Data analysis tool	1	D & E
16.09	Formulation and testing of hypothesis	1	L & D
16.10	Data processing, analysis and interpretation of research results	2	L & D
16.11	Analysis of variance	1	L & D
16.12	Multivariate analysis	1	L & D
16.13	Macro level research planning-policy issues	1	L & D
16.14	Software statistical tools	1	L & D
16.15	Research designing software	1	L & P
16.16	Need and Priority Assessment	1	L & D
16.17	Critical Path Method/Analysis	1	L & D

Module-17   **: Adaptive and Participatory Research**

Aim   : Scaling up of knowledge and skills in conducting adaptive and participatory research.

Learning outcomes   : After completion of the module the participants will be able to:

- Explain adaptive and participatory research.
- Identify farmer's problems in collaboration with concerned stakeholders;
- Analyze problems and prioritize researchable problems;
- Prepare research plan and proposal in a participatory manner;
- Conduct farmers'- led research in collaboration with all concerned stakeholders; and
- Use of PRA tools and techniques

Module Director   : Nilufa Akhter, Senior Assistant Director (Food Technology)

Assessment Techniques: WE (35)

Session Code	Topics	Session Duration	Method of Delivery
18.01	Concept of adaptive and participatory research	1	L & D
18.02	Development of adaptive and participatory research proposal	1	L & GE
18.05	Technological forecasting	1	L & D
18.06	Data collection, compilation and analysis	1	L & IE
18.07	PRA tools and techniques	1	D & GW
18.08	Monitoring and evaluation of field research activity	1	L & D

Module-18   **: Social Research and its methodology**

Aim   **:** Conceptualize issues on basic social research so as to able to conduct social research independently.

Learning outcomes   **:** After completion of the module the participants will be able to:

- Describe various techniques of conducting social research;
- Use statistical tools in conducting social research;
- Formulate research proposal related to rural social development;
- Conduct both quantitative and qualitative social research; and
- Prepare research report.

Module Director   **:** Mst. Sharmeen Jui, Senior Assistant Director (Biotechnology)

Assessment Techniques: WE (35)

Session Code	Topics	Session Duration	Method of Delivery
17.01	Introduction and designing social research	1	D & E
17.02	Analyzing data using descriptive and inferential statistics	1	L & D
17.03	Data presentation: use of tables and graphs	1	L & GE
17.04	Writing a research proposal	1	L & D
17.05	Impact Study/Assessment	1	L & D

Module-19 **: Writing Research Report and Preparing Publishable Article**

Aim : Capacity building for scientific report preparation.

Learning outcomes : After completion of the module the participants will be able to:

- Write down scientific report;
- Review scientific report; an
- Publish scientific report

Module Director : Mst. Nurnahar, Senior Assistant Director (Flower and Fruit)

Assessment Techniques: WE (35)

Session Code	Topics	Session Duration	Method of Delivery
19.01	Writing abstract and executive summary	1	D & E
19.02	Writing introduction and methodology of a scientific article	1	L & D
19.03	Writing results/findings/discussion/interpretation of a scientific article	1	L & GE
19.04	Writing conclusion and recommendations of a scientific article	1	L & D
19.05	Presentation of graph, table, photograph in a scientific article	1	L & D
19.06	Impact factor of Scientific journal and Scientific Citation Indexing (SCI)	1	L & D

Module-20:   Transfer of Agricultural Technology

Aim   : Improvement of communication skills in transfer of technology.

Learning outcomes   : At the end of the module the participants will be able to:

- Demonstrate writing skills on preparing scientific articles;
- Show communication skills both oral and written;
- Prepare and use of teaching aids in making presentation effective;

Module Director   : Md. Eskander Hossain, Senior Assistant Director (Vegetable)

Assessment Techniques: WE (30)

Session Code	Topics	Session Duration	Method of Delivery
20.01	Conduction of seminar, symposium, workshop and conference	1	D & E
20.02	Presentation techniques	1	L & D
20.03	Use of modern tools in scientific communication: computer, video, poster, flip chart, mobile apps, demonstration, field day, farmers' meeting, agriculture fair	2	L & GE
20.04	Research Extension Farmers Linkage and coordination	2	L & D

Module-21 : Art of Reviewing and Language Skill

Aim : Capacity building on book reading and reviewing and improve linguistics skills of the participants

Learning outcomes : At the end of the module the participants will be able to:

- Demonstrate skills in critically reviewing books and scientific articles
- Prepare and present the book review report
- Make good use of language in communication; and
- Reduce linguistic errors in communication.

Module Director : Mst. Irin Parvin, Senior Assistant Director (Field Crop Disease)

Assessment Techniques: RW (20), Presentation (20)- Book review   Total:70

WE (15), IE (15)- language skill

Session Code	Topics	Session Duration	Method of Delivery
21.01	Introduction to book review (objectives and format of report writing)	1	L & D
21.02	Book review report presentation	15	R & P
21.03	Debate Competition	10	Participation
21.04	Use of correct Bangla including spelling	1	L & D
21.05	Common mistakes in English	1	L & D
21.06	Developing vocabulary	1	L & D
21.07	Listening (IELTS)	2	L & E
21.08	Writing skills (IELTS)	2	L & E
21.09	Reading skills (IELTS)	2	L & E
21.10	Speaking (IELTS)	2	L & E
21.11	Enhancing professional writing skill	2	L & E

Module-22 : Contemporary Important Issues

Aim : Familiarize with contemporary development issues so as to enable the participants for better understanding and use of issues practical fields.

Learning outcomes : At the end of the module the participants will be able to:

- Explain the components of food security;
- Mention disaster management practices before, during and after disaster;
- Describe market economy and its merits and limitations; and
- Use GIS as tool in research activities.

Module Director : Dr. Md. Abdul Mazed, Deputy Director (LR)

Assessment Techniques: CA (15), OE (10)   Total: 25

Session Code	Topics	Session Duration	Method of Delivery
22.01	Foreign policy of Bangladesh	2	L &D
22.02	Food and nutrition security in Bangladesh	2	L & D
22.03	Development communication in agriculture	2	L & D
22.04	Management of water resources in Bangladesh	2	L & D
22.05	Growth of capital market and its implications	2	L & D
22.06	Renewable energy and development	2	L & D
22.07	Agriculture Marketing and Value chain management	2	L & D
22.08	Blue economy	2	L & D
22.09	Vision 2021 and Vision 2041: current priorities of the Govt.	2	L & D
22.10	Regional Issues (SAARC, BIMSTEC) in agriculture	2	L & D
22.11	Bioinformatics in agriculture	2	L & D
22.12	Biotechnology in agriculture	2	L & D

Module-23   **: Physical Exercise and Games**

Aim   **:** Create awareness about physical fitness for maintaining sound health and mind.

Learning outcomes   **:** At the end of the module the participants will be able to:

- Maintain physical fitness;
- Enjoy healthy life and healthy living; and
- Mention and select available nutritious food items for healthy living.

Module Director   **:** Dr. Md. Abu Sayed Miah, Deputy Director (Plant Pathology)

Assessment Techniques: WE (25), Fitness (5), Participation (10), Dress Code (5) Total: 45

Session Code	Topics	Session Duration	Method of Delivery
23.01	Nutrition and physical fitness	1	L & D
23.02	Wellness concept and management	1	L & D
23.03	Social impact of sports	1	L & D
23.04	First Aid: Common Sports Injury and Management	1	L & D
23.05	Physical conditioning (morning): walking, jogging, freehand exercises, ground exercises, etc.		Exercise
23.06	Games (evening): volleyball, basketball, handball, football, tennis, badminton, swimming etc.		Exercise
23.07	Nutritional status in good health	1	L & D

Module-24 : **Organizational Attachment/ Field Visit (Duration:2 week)**

Aim : Acquaint with research strategies of different research organizations.

Learning outcomes : At the end of the module the participants will be able to:

- Mention research strategies of different research organizations due to attachment;
- State the research achievement of a research organization;
- Identify potentials and limitations of research activities; and
- Describe development elements of a research organization.

Module Director : Dr. Md. Golam Mostafa, Senior Assistant Director (Environment)

Assessment Techniques: GR (15), GP (5), IR (10), ICA (20); Total Marks-50

Session Code	Topics	Session Duration	Method of Delivery
24.01	Attachment with Research Institutes (RIs)	1	L & D
24.02	Examine Research System, Strategy, Methods and Techniques (group assignment)		GA
24.03	BARC visit for having knowledge in NARS research activities		Visit
24.04	Research Achievement of NARS institutes (individual assignment)		IA
24.05	Presentation of attachment report	4	Presentation

Module-25   **: Village Study (Duration: 1 week)**

Aim   : Have exposure on village livelihoods and development issues.

Learning outcomes   : At the end of the module the participants will be able to:

- Study rural social structure;
- Examine rural livelihoods pattern;
- Identify potentials and limitations of rural development; and
- Select appropriate strategy to work with rural people.

Module Director   : Md. Jamal Uddin, Deputy Director (Entomology), NATA

Assessment Techniques: IR (15), GR (15), GP (5)   Total:35

Session Code	Topics	Session Duration	Method of Delivery
25.01	Village study: constraint and opportunity	1	L & D
25.02	Preparation of comprehensive village development plan (assignment)		Assignment
25.03	Data collection on adoption of agricultural research findings		Assignment
25.04	Data analysis and Report writing		Assignment
25.05	Presentation of village study report	4	Presentation
25.06	Case Study		Report

Detailed Work Plan of Field Attachment and Village Study

Module-26 : Car/Light Vehicle Driving (Non-credit)

Aim : Improve car driving skills through practice.

Learning outcomes : At the end of the module the participants will be able to:

- Name different parts of an engine;
- Mention traffic signal and rules;
- Repair minor trouble of an engine;
- State main features of motor vehicle ordinance; and
- Demonstrate car driving.

Module Director : A. K. M. Amdadul Haque, Senior Assistant Director (Horticulture Crop Disease)

Assessment Techniques: WE, PT

Session Code	Topics	Session Duration	Method of Delivery	Resource Person
26.01	Introduction to vehicles, Traffic rules, signals	2	L & D	
26.02	Vehicle maintenance and Troubleshooting	2	L & D	
26.03	Demonstration of car driving	-	Practice	
26.04	Practice car driving	-	Practice	

Module -24

Detailed Work Plan of Organizational Attachment (Two Week)

A. Exploring Research Institutes

Objective:
- To acquaint well with the participants with research strategies of research organizations;
- To provide a clear idea about activities, potentiality, limitations and development elements of research organization;
- Enhance skills of participants through visit and report writing.

Task:
- Examine research system;
- Exploring research strategy and methods;
- Identify potentiality and limitations of research; and
- List down development elements of assigned Research Institutes.

Methodology:
- Observation of on-going research;
- Studying of the achievement and performance of the research activities;
- Observation of research strategies, potentiality and limitations;
- Study and analyze concerned documents and annual report;
- Discussions with concerned Scientists.

Output:
Prepare a group report as a participant of NARS FTC

Monitoring mechanism:
- Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by Head of research Centre/CSO;
- Supervising officer will monitor the activities;
- Head of research Centre will examine/inspect the progress of the assigned works.

B. BARC **attachment**
Objective:
- Understanding activities done by BARC in coordinating research activities under the NARS;

- Knowing the research activities of different NARS research organizations under BARC.

Tasks:
- Explore the research activities carried out by different research organizations coordinated by BARC;
- Perceive the charter of works performed by BARC.

Methodology:
- Studying the performance of research achievements of different NARS organizations;
- Discussion with concerned dignified scientists and personnel.

Output:
- Preparation of an individual assignment on NARS activities

Overall Monitoring Mechanism:

- The respective module director will be assigned as a focal point with the responsibility to coordinate;
- Course coordinators will be assigned for specific organization to monitor from the course management;
- Officers from research section will be assigned to supervise preparing group report;
- 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/assignment on the activities of organizational attachment will be presented after returning to NATA.

Module -25

Detailed Work Plan of Village Study (One week)

Objective: Have exposure on village livelihood and development issues.

Task:
- Identify rural social structure and livelihood pattern
- Identify potentials and limitations of rural development;
- Select appropriate strategy to work with rural people;
- Attempt to collect data on adoption of agriculture technologies/ research findings.

Methodology:
- Secondary data collection and analysis;
- Discussion with local people; and
- Discussion with the concerned officials, social leaders, academics and local stakeholders.

Output: Prepare an individual report on rural development and adoption of agriculture technologies.

Monitoring:

- DD, DAE/Focal point/UAO will monitor and coordinate the tasks
- Examine/inspect the progress of the tasks
- Also will put remarks in the learning diary of the participants at the completion of the tasks.

Evaluation criteria

Group presentation

a) Contents: Creative and innovative ideas, relevance, consistence

b) Presentation style

c) Questions and answer

Individual Conduct

a) Discipline

b) Allegiance

c) Public relations (dealings with colleagues and clients)

Individual Assignment

a) Relevance
b) Creativity and innovative ideas

c) Consistence

d) Quality of analysis

e) Quality of recommendations and reliability

General Instructions

1. Every trainee officer must maintain a learning diary. A format of writing learning is attached. Each and every training activity must be written in the learning diary and signed by the concerned monitoring/ supervising officer or focal point.

2. Group and individual reports must be submitted to the concerned module director.

3. Group report will be presented at NATA

Reading List

Module1: Bangladesh Studies

১.বাংলাদেশের স্বাধীনতাযুদ্ধ দলিলপত্র (১৫ খন্ড), সম্পাদনা: হাসান হাফিজুর রহমান, হাক্কানী পাবলিশার্স, ঢাকা।

২. বাংলাদেশ সরকার ১৯৭১, লেখক: এইচ.টি.ইমাম, আগামীপ্রকাশনী।

৩. বাংলাদেশেরইতিহাস ১৭০৪ - ১৯৭১, সম্পাদনা: সিরাজুলইসলাম, এশিয়াটিক সোসাইটি অব বাংলাদেশ।

৪. বাঙালির মুক্তি সংগ্রাম ও জাতিরজনক বঙ্গবন্ধু, লেখক: হারুন-অর-রশিদ, ঢা.বি.।

৫. তাজউদ্দীনআহমদের ডায়রী (১ ও ২ খন্ড), সম্পাদক: সিমিন হোসেন রিমি।

৬. Sirajul Islam [Ed.], History of Bangladesh, 3 Vols. Asiatic Society of Bangladesh.

৭. NiharRanjan Roy, History of Bangladesh.

৮. J.N Sarker, History of Bengal, Vol. II: Muslim Period, DU, 1972

৯. R.C. Majumder, History of Bengal, Vol. I: Hindu Period, DU, 1963

১০. Bangabandhu Sheikh Muzib: A Leader with a difference, লেখক: ওবায়দুলহক, Radical Asia Publications.

১১. The Awami League, †jLK: ShyamaliGhosh, Academic Publications.
(বাংলাসংস্করণ,ইউপিএলপ্রকাশিত)।

১২. লেখকের রোজনামচায় চার দশকের রাজনীতি - পরিক্রমা ১৯৫৩-৯৩, লেখক: আবদুলহক, ইউপিএল।

১৩. বাংলাদেশের মুক্তি সংগ্রামের ইতিহাস ১৯৪৭-১৯৭১, সম্পাদনা: সালাহউদ্দীন আহমদ ও অন্যান্য, আগামী প্রকাশনী।

১৪.বঙ্গবন্ধু শেখ মুজিবকে ঘিরেকিছু ঘটনা ও বাংলাদেশ, লেখক: এম.এ. ওয়াজেদ মিয়া, ইউপিএল।

১৫. স্বায়ত্বশাসন থেকে স্বাধীনতা ১৯৬৬-১৯৭১, লেখক: কামাল হোসেন, অঙ্কুর প্রকাশনী।

১৬.মুক্তিযুদ্ধে বাংলাদেশ, মূল লেখক: মেজর জেনারেল কে.এম. শফিউল্লাহ, আগামীপ্রকাশনী
মূলধারা ৭১, লেখক: মঈদুলহাসান, ইউপিএল।

১৭.বাঙালীর কণ্ঠ, সম্পাদনা: মোনায়েমসরকার, আগামীপ্রকাশনী।

১৮.বাংলাদেশের মুক্তিযুদ্ধের ইতিহাস, লেখক: ড. মো: হান্নান, হাক্কানীপাবলিশার্স।

১৯. বাংলাদেশের রক্তের ঋণ, মূল: এ্যনীম্যাসকারেনহাস, হাক্কানীপাবলিশার্স।

২০. মুক্তিযুদ্ধের নয়মাস: অবরুদ্ধ রাজ-বিশ্ববিদ্যালয়, লেখক: আমানুল্লাহআহমদ, হাক্কানীপাবলিশার্স।

২১. লক্ষ প্রাণেরবিনিময়ে, লেখক: রফিকুলইসলামবীরউত্তম, অনন্যা।

২২. বাঙালির মুক্তিযুদ্ধের ইতিবৃত্ত, লেখক: মাহবুব-উল-আলম, অনুপমপ্রকাশনী।

২৩. স্বাধীনতাসংগ্রামেপ্রবাসীবাঙালি, লেখক: আবদুলমতিন, অনন্যা।

২৪. International Document of Great Liberation War in Bangladesh (Vol. 1,2 &,3)
লেখক: Dr. M.A. Mannan Chowdhury & Sharifa Mannan, জাতীয়গ্রন্থ প্রকাশন।

২৫.মুক্তিযুদ্ধের প্রেক্ষাপটে ব্যক্তির অবস্থান, লেখক: এ. এস. এম. সামছুলআরেফিন, ইউপিএল।

২৬. সারেন্ডারঅ্যাটঢাকা: একটিজাতিরজন্ম, লেখক: লে.জে. জেএফআরজ্যাকব, ইউপিএল।

২৭. The Cruel Birth of Bangladesh ...by Archer K. Blood, UPL.

২৮. বাংলাদেশ ১৯৭১ (১-৪ খন্ড), আফসান চৌধুরী, মাওলাব্রাদার্স।

২৯. সেক্টরকমান্ডাররাবলছেন মুক্তিযুদ্ধের স্বরণীয়ঘটনা, সম্পাদনায়শাহরিয়ারকবির, মাওলাব্রাদার্স।

৩০. ডেট লাইনবাংলাদেশ: নাইনটিন সেভেন্টিওয়ান, মূল: সিডনিশনবার্গ, অনুঃ মফিদুলহক, সাহিত্য প্রকাশ।

৩১. বাংলাদেশের মুক্তিসংগ্রাম ও আওয়ামীলীগ: প্রাসঙ্গিক দলিল, লেখক: আতিউররহমান, সাহিত্য প্রকাশ।

৩২. উত্তরপর্ব মুজিবনগর, শওকতওসমান, সময়প্রকাশন।

৩৩. দুর্দিনের দিনলিপি, আবুলফজল, সময়প্রকাশন।

৩৪. পরাজিতপাকিস্তানী জেনারেলদের দৃষ্টিতে মুক্তিযুদ্ধ, মুনতাসীরমামুনসম্পাদিত, সময়প্রকাশ।

৩৫. ১৯৭১: আমেরিকার গোপন দলিল, মিজানুররহমানখান, সময়প্রকাশন।

৩৬. পাকিস্তানীযুদ্ধাপরাধী ১৯১ জন, ডা. এম.এ. হাসান, সময়প্রকাশন।

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

৩৮. বাংলাদেশের মুক্তিযুদ্ধ, পত্রিকাপঞ্জী, সম্পাদক: কুতুবআজাদ, শাহেদ মমতাজ, বাংলাএকাডেমী।

৩৯. মুক্তিযুদ্ধে বাঙালী বৌদ্ধ সম্প্রদায়, লেখক: প্রণবকুমারবড়ুয়া, বাংলাএকাডেমী।

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Module 05: Development studies and Module 07: Environment and Disaster Management

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10. GOB, Ministry of Finance, Bangladesh Economic Review-2013
11. GOB, Ministry of Planning, Sixth Five Year Plan (FY2011-FY2015)
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30. *Climate Change Impacts and Adaptation in Bangladesh*
    a. MoEF, 2009, *Bangladesh Climate Change Strategy and Action Plan, 2009.*
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    a. DMRD, 2010, *National Plan for Disaster Management, 2010-2015.*
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Module 09: Public Sector Management and Good Governance

1. Administrative Reforms in Bangladesh, Mohammad Mohabbat Khan, UPL, Dhaka.
2. Administrative Reforms, PR Dubhashi, BR Publishing Corporation, Delhi.
3. Public Administration and Public Affairs, Nicholas Henry, Prentice Hall of India.
4. Development Administration, Dr. RK Sapru, Deep & Deep Publishers, India.
5. Development Administration, RD Sharma, HK Publications & Distributors, India.
6. Development Administration, TN Chaturvedi (Edited), Indian Institute of Public Administration.
7. Public Management & Administration, Owene E. Hughes, McMillan Press Limited (UK).
8. Towards Good Governance in Bangladesh, Kamal Siddiqui, UPL, Dhaka.
9. Governance: South Asian Perspective, Hasnat Abdul Hye (Edited), UPL, Dhaka.
10. Ombudsman for Bangladesh, Ali Ahmed, Academic Publishers, Dhaka.
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Module 10: Organization and Human Resource Management

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Module 11: Modern Office Management

1. The Constitution of the People's Republic of Bangladesh
2. General Financial Rules (GFR)
3. Rules of Business, 1996
4. Office Memorandum No. FM/FD/Exctr.1/DP-1/2000/2 Dated 03.02.2005.
5. General Provident Fund Rules – 1979
6. Benevolent Fund Rules – 1982
7. Group Insurance Rules – 1982
8. Local Audit Manual, Local and Revenue Audit Department.

Module 12: Financial and Procurement Management

1. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
2. Adhikary, Lal Bahadur (July 2013), Income Tax Manual, Part 1 & II
3. মিয়া, মোহাম্মদ ফিরোজ (২০১০), অষ্টাদশ সংস্করণ, বাংলাদেশ সার্ভিস রুল্‌স
4. আলম, মোহাম্মদ শফিউল ও আলম মোহাম্মদ শাহ (জানু. ২০১১) সরকারী চাকরির বিধিমালা
5. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
6. Adhikary, Lal Bahadur (July 2013), Income Tax Manual, Part 1 & II
7. মিয়া, মোহাম্মদ ফিরোজ (২০১০), অষ্টাদশ সংস্করণ, বাংলাদেশ সার্ভিস রুল্‌স
8. মিয়া, মোতাহার হোসেন (১৯৮৭) ২য় সংস্করণ, বাজেটারী সিস্টেম
9. Finance Division, Ministry of Finance, General Financial Rules & Treasury Rules
10. ব্যয় নিয়ন্ত্রণ অনুবিভাগ, অর্থ মন্ত্রণালয় (২০০৯), আর্থিক ক্ষমতা অর্পন আদেশ
    Arndt, Sven W et al, (ed) (1985) Exchange Rates, Trade and the U.S. Economy,

Module 13: Project Development and Management

1. Khan, Ansar Ali (1991): Project Evaluation. Students- Friend Book House, Dhaka.
2. Majid, M.A.(1995): Project Management. Bangla Academy, Dhaka.
3. Majid, M. A. (2001): Project Monitoring and Evaluation System. M & M Publishers, Dhaka.

11. আলম, মোহাম্মদ শফিউল ও আলম মোহাম্মদ শাহ (জানু. ২০১১) সরকারী চাকরির বিধিমালা
12. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
13. Adhikary, Lal Bahadur (July 2013), Income Tax Manual, Part 1 & II
14. মিয়া, মোহাম্মদ ফিরোজ (২০১০), অষ্টাদশ সংস্করণ, বাংলাদেশ সার্ভিস রুল্‌স
15. আলম, মোহাম্মদ শফিউল ও আলম মোহাম্মদ শাহ (জানু. ২০১১) সরকারী চাকরির বিধিমালা
16. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
17. Adhikary, Lal Bahadur (July 2013), Income Tax Manual, Part 1 & II
18. মিয়া, মোহাম্মদ ফিরোজ (২০১০), অষ্টাদশ সংস্করণ, বাংলাদেশ সার্ভিস রুল্‌স
19. মিয়া, মোতাহার হোসেন (১৯৮৭) ২য় সংস্করণ, বাজেটারী সিস্টেম
20. Finance Division, Ministry of Finance, General Financial Rules & Treasury Rules
21. ব্যয় নিয়ন্ত্রণ অনুবিভাগ, অর্থ মন্ত্রণালয় (২০০৯), আর্থিক ক্ষমতা অর্পন আদেশ
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29. Public Procurement Act 2006, Government of Bangladesh.
30. Public Procurement Rules 2008, Government of Bangladesh

Module 14: Integrity and Ethics in Public Service

1. Ethics in Public Administration Management H George Frederickson and Richard K. Ghere, Editors. Second
2. Mashite, Hiroyuki, Theology, Ethics and Meta-physics
3. Begum, Hasna, Ethics in Social Practice.
4. Sterba, James P., Ethics: Classical Western.
5. Rohr, John A., Ethics for Bureaucrats.
6. Werhane, Patricia H, Business Ethics
7. Sterpa, Jame P., Ethics.
8. Sadeq, AbulHasan, Ethics in Business and Management.

Module 15: **Introduction to Research and Research Methodology**

References

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Module 18: Social Research and its Methodology

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Module 19: Writing Research Report and Preparing Publishable Article

Module 20: Transfer of Agricultural Technologies

Module 21: Art of Reviewing and Language Skills

1. Cambridge IELTS (2007-2008). Cambridge: Cambridge University Press (All Volumes)
2. Hawthorn (2002). IELTS to Success, Preparation Tips and Practice Tests. Australia: John Willey & Sons Australia Ltd
3. Hornby, A.S. (2006). Oxford Advanced Learner's Dictionary. Oxford: Oxford University Press.

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7. Rahman, Mir Obaidur, ed.(1997) "Book Review on Local Government in Bangladesh, by Dr. Kamal Siddiqui" in Bangladesh Journal of Public Administration. Vol. VI, No.1. (Annual Issue) 1997, Dhaka, BPATC.
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Module 22: Important Contemporary Issues and Module 06: Globalization

3. Agere, S. and Mandaza, I. (1999) *Enhancing Policy Development and Management in the Public Service*, Managing the Public Service Strategies for Improvement Series: No.8, London, Commonwealth Secretariat.
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21. Imam, KaziHasan (2001): Curriculum Development and Evaluation of ACAD. Bangladessh Public Administration Training Centre, Savar, Dhaka.

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

Table-1: AT A GLANCE of NARS Foundation Training Curriculum

Module No.	Module Title	Topics	Session	Module Director
Module-1	Bangladesh Studies	5	5	Md. ShahadatHossainSiddique
Module-2	Government System and Essential Laws	8	8	Dr. Md. Shariful Islam
Module-3	Agriculture of Bangladesh	13	16	Mst. Jharna Begum
Module-4	e-Governance, ICT & Public Service Innovation	13	14	Dr. Md. SayedurRahman
Module-5	Development studies	10	10	Md. ZakirHossain
Module-6	Globalization	7	7	Ranjit Kumar Paul
Module-7	Environment and Disaster Management	11	13	MstAnowaraAkter
Module-8	Gender and Agricultural Development	8	8	Hafsa Khatun
Module-9	Public Sector Management and Good Governance	10	10	Dr.Md. MayenUddin
Module-10	Organization and Human Resource Management (HRM)	13	13	MstMushfiquaHasneen
Module-11	Modern Office Management	10	12	KhabirunNahar
Module-12	Financial and Procurement Management	16	16	Md. Tahajul Islam
Module- 13	Project Development and Management	10	11	Dr. Md. AtaurRahmanHowlader
Module- 14	Integrity and Ethics in Public Service	6	6	Dr. MdDelwarHossain
Module-15	Introduction to Research and Research Methodology	8	9	Mst. Sharmin Akter
Module-16	Scientific Research and its Methodology	17	19	Md Mahmud Hasan
Module-17	Adaptive and Participatory Research	6	6	NilufaAkter
Module-18	Social Research and its methodology	5	5	Mst. SharminJui
Module-19	Writing Research Report and Preparing Publishable Article	6	6	Mst. Nurnahar
Module-20	Transfer of Agricultural Technology	4	6	Md. EskanderHossain
Module-21	Art of Reviewing and Language Skill	11	39	Mst. IrinParvin
Module-22	Contemporary Important Issues	12	24	Dr. Md. Abdul Mazed
Module-23	Physical Exercise and Games	7	5	Dr. Md. Abu SayeedMiah
Module-24	Organization Attachment/ Field Visit (Duration:2 week)	5	5	Dr. Md. GolamMostafa
Module-25	Village Study (Duration: 1 week)	6	5	Md. Jamal Uddin
Module-26	Car/Light Vehicle Driving (Noncredit)	4	4	A. K. M. AmdadulHaque
	Total	**231**	**282**	

Table-2: 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 & Lunch
14.15-15.15	Classroom Session/Library Work/Com. Lab etc.
15.15-17.15	Games &Sports
19.00-20.30	Extension Lecture/ Library Work/Film Show
20.30-21.30	Dinner*

Subject to Change according to sunrise and sunset

FACULTY MEMBERS OF NATA

Photo	Name & Designation	Phone/Cell/ E-mail
	Munshi Mohammad Hedayet Ullah Director General (In-charge)	02-49263298 01711-193834 hedayetullah_59@yahoo.com
	Dr. Md. Abu Sayeed Miah Director Training (In-charge) &Deputy Director (Plant Pathology)	01712-024623 sayeedplp@gmail.com
	Dr. Ataur Rahman Howlader Director Admin (In-charge) & Deputy Director (Soil Science)	02-9263143 01814-301360 ataurdae87@gmail.com
	Md. Jakir Hossain Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
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	Md. Mahmud Hasan Deputy Director (Horticulture)	01817-066613 mahamudhassandae@gmail.com
	Md. Jamal Uddin Deputy Director (Entomology)	01718-214607 jamaluddin6257@yahoo.com
	Anowara Akhter Deputy Director (Environment & Agroforestry)	01918-023360 anowaraakhter@yahoo.com
	Mahmudul Hasan Project Director	01715-101818 hasandae@yahoo.com
	Dr. Md. Akhlas Uddin Deputy Director (Planning and Publication)	01716-257354 akhlas.uddin@yahoo.com

	Dr. Md. Mayen Uddin Deputy Director (Food Technology)	01711-969688 mayen.dae85@yahoo.com
	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service)	02-49261075 01552-495564 sayedur.63@gmail.com
	Dr. Md. Abdul Mazed Deputy Director (LR)	01814-849190 mazed13th.dae@gmail.com
	Dr. Md. Golam Mostafa Senior Assistant Director (Environment & Agroforestry)	01712-803348 kbdmostafa@gmail.com
	Khabirunnahar Senior Assistant Director (Pulse & Oil Crops)	01733-995286 naharkhabirun@yahoo.com
	Mst. Mushfiqua Hasneen Chowdhury Senior Assistant Director (Soil Physics)	01716-972977 mushfiqua21@yahoo.com
	Abul Kalam Azad Senior Assistant Director (Farm Machinery and Water Management)	01940-652412 azadipm@gmail.com
	Jharna Begum Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com
	A.K.M. Amdadul Hoque Senior Assistant Director (Horticulture Crop Disease)	01720-364979 amdadhoque74@gmail.com
	Md. Eskandar Hossain Senior Assistant Director (Vegetables & Spices)	01938-615225 eskandarhossain@yahoo.com
	Nilufa Akter Senior Assistant Director (Food Processing Technology)	01719-174775 nilufaa@yahoo.com
	Mist. Sharmin Akhter Senior Assistant Director (Horticulture Crop Pest)	01711-736571 slaboni1980@gmail.com

	Tahazul Islam Senior Assistant Director (Cereal &Cash Crop)	01717-287940 tahazul@yahoo.com
	Sharmin Jui Senior Assistant Director (Biotechnology)	01670-709313 shrmn_jui@yahoo.com
	Mst. Irin Parvin Senior Assistant Director (Field Crop Disease)	01727-249448 irin.dae28@gmail.com
	Muhammad Shahadat Hossain Siddiquee Senior Assistant Director (Agriculture Economics)	01753-896598 muhammadsiddiquee@gmail. com
	Hafsha Khatun Senior Assistant Director (Genetics & Plant Breeding)	01721-670789 hafshahappy@yahoo.com
	Most. Nurnahar Senior Assistant Director (Flower & Fruit)	01712-672804 nrsdae2011@gmail.com
	Md, Anowarul Islam Juwel Senior Assistant Director (Agriculture extension)	01710-586075 juwelbau@gmail.com
	Lailatul Roksana Lima Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com

List of Nominated Participnats

(N-25th NARS Scientists Foundation Training Course)

ক্র. নং	নাম	পদবী	প্রতিষ্ঠান	মোবাইল নম্বর	ইমেইল
1	কে এম আলী হায়দার	সহকারী পরিচালক (সংস্থাপন)	বাংলাদেশ কৃষি গবেষণা কাউন্সিল, ঢাকা	০১৭১২৯৯৮০২৫	haiderbarc@gmail.com
2	মেহেদী হাসান	বৈজ্ঞানিক কর্মকর্তা, মেশিনারি মেরামত ও রক্ষণাবেক্ষণ বিভাগ	বাংলাদেশ কৃষি গবেষণা ইনস্টিটিউট, গাজীপুর	০১৭১৬৫৮৪৫৪৭	mahedi_bari@yahoo.com
3	এ এফ এম রুহুল কুদ্দুস	বৈজ্ঞানিক কর্মকর্তা, সরেজমিন গবেষণা বিভাগ	বিএআরআই, ফরিদপুর	০১৭৩৩২৬৩৫৫৫	ruhul@bari.gov.bd
4	শাহাদাত হোসেন	বৈজ্ঞানিক কর্মকর্তা, আঞ্চলিক কৃষি গবেষণা কেন্দ্র	বিএআরআই, হাটহাজারী, চট্টগ্রাম	০১৯১৩-৯১২১০০	Shahadat.bari@gmail.com
5	ইফতেখার মাহমুদ	বৈজ্ঞানিক কর্মকর্তা আঞ্চলিক উদ্যানতত্ত্ব গবেষণা কেন্দ্র	বিএআরআই, পটুয়াখালী	০১৭১৮-৭৬৯৩৫	emahmud@bari.gov.bd
6	ইবনে সালেহ মোঃ ফরহাদ	বৈজ্ঞানিক কর্মকর্তা মৃত্তিকা বিজ্ঞান বিভাগ	বিএআরআই, গাজীপুর	০১৭১৭-৪৭৬৩২০	farhadsau@gmail.com
7	জামিল হোসেন	বৈজ্ঞানিক কর্মকর্তা ডাল গবেষণা কেন্দ্র	বিএআরআই, ঈশ্বরদী পাবনা	০১৯১২-৩০২৭৭৮	jamilbari11@gmail.com
8	সাইফুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা জীব প্রযুক্তি বিভাগ	বিএআরআই, গাজীপুর	০১৭২৬-৭৪৬৯৮৮	sislambau4@gmail.com
9	অঞ্জন কুমার দাস	আঞ্চলিক কৃষি গবেষণা কেন্দ্র	রহমতপুর, বরিশাল	০১৭১৭-৬৪৪০৬৪	dasanjan28@yahoo.com
10	তাসলিমা জাহান	বৈজ্ঞানিক কর্মকর্তা সরেজমিন গবেষণা বিভাগ	বিএআরআই, গাজীপুর	০১৭১৮-৪২৬৮৮০	taslimazahan_tzp@yahoo.com
11	সাদিয়া সাবরিনা আলম	বৈজ্ঞানিক কর্মকর্তা উদ্ভিদ প্রজনন বিভাগ	বিএআরআই, গাজীপুর	০১৮১৬-৭১৯৭২৯	ssafa07@yahoo.com
12	মো. মশিউর রহমান ভূঁইয়া অপু	বৈজ্ঞানিক কর্মকর্তা উদ্যানতত্ত্ব গবেষণা বিভাগ	বিএআরআই, গাজীপুর	০১১৯৫-০৯৬৮৮৮	opu128@yahoo.com
13	শ্যাম চন্দ্র হালদার	বৈজ্ঞানিক কর্মকর্তা জীব প্রযুক্তি বিভাগ	বিএআরআই, গাজীপুর	০১৭৫৫-৩৭৮০৫২	shyam.halder@yahoo.com
14	কৃষ্ণ চন্দ্র সাহা	বৈজ্ঞানিক কর্মকর্তা তৈলবীজ গবেষণা কেন্দ্র	বিএআরআই, গাজীপুর	০১৭২৬-৭৪০৪৮৩	krisna.sau@gmail.com
15	মোঃ ইমরান উল্লাহ সরকার	বৈজ্ঞানিক কর্মকর্তা মৃত্তিকা বিজ্ঞান বিভাগ	বিআরআরআই, গাজীপুর	০১৭২১৭১৫৯৯৮	imranbsmrau@gmail.com
16	ড. মো. আবু সাঈদ	বৈজ্ঞানিক কর্মকর্তা ব্রি আঞ্চলিক কার্যালয়	বিআরআরআই, বরিশাল	০১৯১৮১৪৭৩৮১	msyedso@yahoo.com
17	ড. আফছানা আনছারী	বৈজ্ঞানিক কর্মকর্তা হাইব্রিড রাইস	বিআরআরআই, গাজীপুর	০১৭১২০৮৪৭৩০	afsana_brri@yahoo.com
18	মো. আবদুল্লাহ আল মামুন	বৈজ্ঞানিক কর্মকর্তা কৃষি পরিসংখ্যান বিভাগ	বিআরআরআই, গাজীপুর	০১৭৩৮৭২৯৭৮৩	mamunru4777@gmail.com
19	মো. আরাফাত হোসেন	বৈজ্ঞানিক কর্মকর্তা জৈব প্রযুক্তি বিভাগ	বিআরআরআই, গাজীপুর	০১৭১৭০৫৩৭৬	Arafatbsmrau.07@gmail.com
20	মনিকা রানী দেবনাথ	বৈজ্ঞানিক কর্মকর্তা কৃষিতত্ত্ব বিভাগ	বিজেআরআই, ঢাকা	০১৭১৮২৩২৭৪৪	manika000474@yahoo.com
21	এস. এম. মাহরুফ হোসেন	বৈজ্ঞানিক কর্মকর্তা রসায়ন বিভাগ	বিজেআরআই, ঢাকা	০১৭৩৫৮৮৪৬২১	mahrufcu@yahoo.com
22	মাহমুদা খাতুন	বৈজ্ঞানিক কর্মকর্তা প্রোডাক্ট ডেভেলপমেন্ট বিভাগ	বিজেআরআই, ঢাকা	০১৭১৭৭৪০০৬৩৬	mahmudabjri@gmail.com
23	তাহনীন বিনতে কামাল	বৈজ্ঞানিক কর্মকর্তা, মেকানিক্যাল প্রসেসিং বিভাগ	বিজেআরআই, ঢাকা	০১৭৩৬১৬৯৫৮৬	tahninbjri@gmail.com
24	মো. মোস্তাক আহাম্মেদ	বৈজ্ঞানিক কর্মকর্তা	আরএসআরএস, গাজীপুর	০১৭১৮৫৪৩৬৮০	mostakerana85@gmail.com
25	এস এম রেজাউল করিম	বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, ঈশ্বরদী, পাবনা	০১৭১৯০১৭১৫৬	skarim2333@gmail.com

ক্র. নং	নাম	পদবী	প্রতিষ্ঠান	মোবাইল নম্বর	ইমেইল
26	রতন কুমার গনপতি	বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই উপকেন্দ্র, বরিশাল	০১৭১৭৬১২২৯৮	ratanpstu234@gmail.com
27	নাজমা খাতুন	রিসার্চ অফিসার মন্ড ও কাগজ বিভাগ	বিএফআরআই, চট্টগ্রাম	০১৭২২৭৭৯৫৬৭	nazma.bfri@gmail.com
28	সাদ্দাম হোসেন	রিসার্চ অফিসার কাষ্ঠ যোজনা বিভাগ	বিএফআরআই, চট্টগ্রাম	০১৭২৬৯১৫৮৮৯	saddam.hossain777@gmail.com
29	ননী গোপাল দাস	উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা প্রাণি উৎপাদন গবেষণা বিভাগ	বিএলআরআই, সাভার, ঢাকা	০১৭১৭৩৫৩৯৮৬	nani.gd@hotmail.com
30	ডা. মো. আবু ইউসুফ	বৈজ্ঞানিক কর্মকর্তা প্রাণিস্বাস্থ্য গবেষণা বিভাগ	বিএলআরআই, সাভার, ঢাকা	০১৭১৭৪৪৮৯৮৪৫	mayousuf@blri.gov.bd
31	মো. মিজানুর রহমান	তুলা উন্নয়ন কর্মকর্তা	সিডিবি, বগুড়া জোন, বগুড়া	০১৭২৪৩৬৪১১১	mr6467@gmail.com
32	মো. মাহমুদুল হাসান	তুলা উন্নয়ন কর্মকর্তা	সিডিবি, খামারবাড়ি, ঢাকা	০১৭৪৭২২৫৬৪৬	mahmudul170@gmail.com
33	মো. শফিকুল মওলা	বৈজ্ঞানিক কর্মকর্তা	এসআরডিআই, আঞ্চলিক গবেষণাগার, কুষ্টিয়া	০১৭১৯৪০৯৭৭৩	shafiqulmoula@srdi.gov.bd
34	মো. মোহসীন ফরাজী	বৈজ্ঞানিক কর্মকর্তা	এসআরডিআই, কেন্দ্রীয় গবেষণাগার, ঢাকা	০১৭১১১৫৪৫৬৮	farazi@srdi.gov.bd
35	মোহাম্মদ সাজ্জাদ হোসেন	বৈজ্ঞানিক কর্মকর্তা	এসআরডিআই, কেন্দ্রীয় গবেষণাগার, ঢাকা	০১৭১৬৮৫৭০৮০	sazzad01@gmail.com
36	ড. মোঃ বাবুল আক্তার	বৈজ্ঞানিক কর্মকর্তা ক্রপ ফিজিওলজি বিভাগ	বাংলাদেশ পরমানু কৃষি গবেষণা ইনস্টিটিউট, ময়মনসিংহ	০১৭১২৭৭০২১৯	ripon_kachua@yahoo.com
37	মোঃ সৈকত হোসেন ভূইয়া	বৈজ্ঞানিক কর্মকর্তা উদ্ভিদ প্রজনন বিভাগ	বাংলাদেশ পরমানু কৃষি গবেষণা ইনস্টিটিউট, ময়মনসিংহ	০১৭১৭১৮০৩৯৫	saikat.ag88@gmail.com
38	শ্রীমতি সম্পা রানী ঘোষ	বৈজ্ঞানিক কর্মকর্তা	বাংলাদেশ পরমানু কৃষি গবেষণা ইনস্টিটিউট, উপকেন্দ্র, মাগুরা	০১৭২৩৭৮৫৩৩৯	shampa37@gmail.com
39	রায়হান মুজিব হিমেল	বৈজ্ঞানিক কর্মকর্তা উদ্ভিদ রোগতত্ত্ব	বাংলাদেশ চা গবেষণা ইনস্টিটিউট, সিলেট	০১৭৩৮৪৫৯৬৭২	raihan_himel@yahoo.com
40	নাইম মোস্তফা আলী	বৈজ্ঞানিক কর্মকর্তা মৃত্তিকা বিজ্ঞান বিভাগ	বাংলাদেশ চা গবেষণা ইনস্টিটিউট, সিলেট	০১৭১১০২৬৮৬২	naim.btri@gmail.com

DAILY SCHEDULE

Date:04/08/2018   **Day: Arrival Day**

Time	Event	Speaker/Attached Faculty	Venue
03.00-5.30	Arrival of participants, Registration and Check-in Dormitory	Course Management Team &Sr. AD (Dormitory) /Sr.AD (Cafeteria)	NATA Auditorium
5.30-6:00	Tea		Cafeteria
6.00-7.00	Course Briefing	Course Management Team	Class Room-1
7.30-8:30	Pre- Evaluation Test	Evaluation Team and Course Management Team	Class Room-1
8:30 -9.30	Dinner	Sr. AD (Cafeteria	Cafeteria

Date: 05/08/2018   **Day: 01**

Time	Event	Speaker/Attached Faculty	Venue
7.30-08.15	Breakfast	Sr.AD (Cafeteria)	Cafeteria
8:30-9:30	Introduce to each other	Course Management Team	Class Room-1
09.30-10:15	NATA Orientation (Visit Course Office, Museum, Library, Computer Lab. And Language Lab.)	Course Management Team	Course Office, Museum, Library, Computer Lab. And Language Lab.
10:15-10:45	Tea	Sr.AD (Cafeteria incharge)	Cafeteria
10.45-11:00	Participants Take seats	Course Management Team	Class Room-1
11:00-12:30	Inauguration Ceremony	Course Management Team	Class Room-1
12.30-13.30	Discuss on Training Norms	Course Management Team	Class Room-1
13.30-14:30	Lunch	Sr.AD (Cafeteria incharge)	Cafeteria
14:30-16.30	Extension Lecture		Class Room-1
16:30-17:45	Committee Formation	Course Management Team	Class Room-1
17:45-18:00	Tea	Sr.AD (Cafeteria incharge)	Cafeteria
18.30-20.00	Medical Check-up	Medical Doctor and Medical team	Dormitory-1 (TV Room)
20:00 -21.00	Dinner	Sr. AD (Cafeteria incharge)	Cafeteria

Time	Event	Speaker/Attached Faculty	Venue
4:50-5.50	Physical Exercise	Sports Team	Playground
7.30-08.15	Breakfast	Sr.AD (Cafeteria incharge)	Cafeteria
08.30-09:30	Presentation on Evaluation System	Evaluation Team	Class Room-1
09:35-10:35	Briefing of Presentation on Book Review	Senior Assistant Director, NATA and Module Director	Class Room-1
10:40-11:05	Tea	Sr.AD (Cafeteria incharge)	Cafeteria
11.05-12.05	Classroom Session		Class Room-1
12:15-13:15	Classroom Session		Class Room-1
13.15-14.15	Prayer &Lunch	Sr.AD (Cafeteria incharge)	Cafeteria
14.15-15.15	Classroom Session/Library Work/ Computer Lab		
15:15-17:15	Sports	Sports Team	Play ground
17:15-17.45	Tea	Sr. .AD (Cafeteria incharge)	Cafeteria
18.00-20.00	Extension Lecture/ Library Work/Film Show		
20:00 -21.00	Dinner	Sr. AD (Cafeteria incharge)	Cafeteria

Annexure-viii

জাতীয় কৃষি প্রশিক্ষণ একাডেমি, গাজীপুর
প্রশিক্ষণের করণীয় ও বর্জনীয়
সার্বিক

ক. করণীয়

১।   শৃঙ্খলা ও সময়ের প্রতি মনযোগী হোন।

২।   নাটা তে অবস্থানকালে ডরমিটরির বাইরে সর্বদাই 'নেম-ব্যাজ' পরিধান করুন।

৩।   আপনার কোন কথা বা কাজে যদি ভুল হয়ে থাকে তাহলে তা অকপট স্বীকার করুন এবং দুঃখ প্রকাশ করুন।

৪।   আপনার কোন অভিযোগ থাকলেতা কোর্স কৃর্তৃপক্ষকে জানান। প্রশিক্ষণ-ব্যবস্থাপনা সংক্রান্ত বিষয় হলে প্রথমে কোর্সসমন্বয়কের সাথে কথা বলুন।

৫।   কেউ কোন ব্যাপারে আপনার প্রতি সাহায্য-সহযোগিতা-সৌজন্য প্রদর্শন করলে তাকে অবশ্যই ধন্যবাদ জ্ঞাপন করুন। কেউ আপনাকে ধন্যবাদ জানালে আপনি তার জবাব দিন।

৬।   যথাসম্ভব নিচুস্বরে কথা বলুন।

৭।   সদা ডান পাশ দিয়ে হাঁটুন।করিডোর দিয়ে হাটার সময় পাশাপাশি দু'জন হাটবেন না।

৮।   টুকরা কাগজ/ব্যবহৃত টিস্যু ডাস্টবিনে ফেলুন।

৯।   কেউ দুত হেঁটে গেলে তাঁকে জায়গা করে দিন।

১০।   পোশাকের ব্যাপারে নির্দেশনাবলী যথাযথভাবে অনুসরণ করুন।

১১।   কথোপকথনের সময় নিজে বলার চাইতে অন্যকে বলার সুযোগ দিন। অন্যদের কথা মনোযোগ দিয়ে শুনুন।

১২।   একে অপরের প্রতি যথাযথ সম্মান প্রদর্শন করুন।

১৩। কথাবার্তা ও চালচলনে সংযম প্রদর্শন করুন।

১৪। জ্যেষ্ঠদের আগমনে দাঁড়িয়ে সম্মান প্রদর্শন করুন।

১৫। পোষাক, কথা বলায় ও আচরণে পরিশীলিত হউন।

১৬। সিড়ি দিয়ে নামার সময় আস্তে কথা বলবেন। আশেপাশে অন্যকোর্স চলমান থাকে।

খ. বর্জনীয়

১। যথাযথ কর্তৃপক্ষের অনুমিত ছাড়া কোন অবস্থায় কেন্দ্র ত্যাগ করা যাবেনা।

২। কোন অবস্থাতেই এমন কিছু করবেন না যাতে পেশাভিত্তিক কিংবা ব্যক্তি কেন্দ্রিক সম্প্রীতি বিনষ্ট হয়।

৩। যেকোন পরিস্থিতিতে উত্তেজনা পরিহার করুন।

৪। কারো ব্যক্তিগত কাজের বিশ্বাস বা অনুভুতিতে আঘাত করে কথা বলবেন না।

৫। যেকোন ক্ষেত্রে বিভেদ ও বৈষম্যমূলক আচরণ বর্জন করুন।

৬। জ্যেষ্ঠদের সঙ্গে দেখা-সাক্ষাৎ কথা বলার সময় পকেটে হাত রাখবেন না।

৭। কথাবার্তা ও চালচলনে হঠকারিতা, অসংযম ও ভাঁড়ামি বর্জনীয়।

৮। কোন মহিলাকে দন্ডায়মান রেখে নিজে বসা সমীচীন নয়।

৯। সতীর্থদের মধ্যে নিজেকে লুকিয়ে রাখা এবং নিজেকে দৃষ্টিকভাবে জাহির করা-উভয়ই বর্জনীয়।

১০।কাউকে দূর থেকে ডাকাডাকি করা বর্জনীয়।

১১।অন্যকে ছোট এবং নিজেকে বড় করে দেখার মানসিকতা পরিত্যাগ করুন।

১২।আবেগ তাড়িত ভাষা ও রুক্ষ ব্যবহার পরিহার করুন।

১৩।করিডোরে/রাস্তায় দাঁড়িয়ে কথাবার্তা বলবেন না।

১৪।নাটা ধূমপানমুক্ত এলাকা।তাই নাটাতে অবস্থানকালীন সময় ধূমপান বর্জন করুন।

১৫।যথাযথ কর্তৃপক্ষের অনুমোদন ব্যতীত কেন্দ্রের কর্মকর্তা ও কর্মচারীদের জন্য নির্ধারিত পরিবহন এর সুযোগ নেয়া যাবেনা।

১৬। নেতিবাচক মনোভাব বর্জন করুন।

১৭।সময়ের অপচয় করবেন না।

১৮।সংবেদনশীল রাজনৈতিক ও ধর্মীয় আলাপচারিতা থেকে বিরত থাকুন।

১৯।কোর্স ব্যবস্থাপনা টীমের অনুমতি ব্যতিরেকে কোর্স সচিবালয়ের কম্পিউটার ব্যবহার ও প্রিন্ট নেয়া নিষিদ্ধ।

শ্রেণিকক্ষ

ক. করণীয়

১।অধিবেশন শুরু হবার অন্তঃপাঁচ মিনিট আগে আবশ্যিক ভাবে শ্রেণিকক্ষে নির্ধারিত আসনে বসুন।

২। বক্তার প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।

৩। অনিবার্য প্রয়োজনে শ্রেণি কক্ষের বাইরে যেতে হলে বক্তার অনুমোতি নিয়ে গমনক রুন।

৪।সরবরাহকৃত হ্যান্ড – আউট একটি নিজ গ্রহণ করে অপরগুলো পাশের সহ-প্রশিক্ষণার্থীকে গ্রহণের সুযোগ করে দিন।

৫। অধিবেশন- চলাকালে মনোযোগী হোন।

৬। হাজিরা –ছকে স্বাক্ষর করার পর দ্রুত পার্শ্ববর্তী প্রশিক্ষণার্থীর অনুকূলে তা সরবরাহ করুন।

৭।কথা বলার আগে বক্তা/সভাপতির অনুমতি গ্রহন করুন।

৮।তথ্য সম্পর্কে নিশ্চিত হয়ে কথা বলুন।

৯।শ্রেণি কক্ষে বস্তুনিষ্ঠ ও প্রাসঙ্গিক প্রশ্ন করুন। প্রশ্ন করার আগে হাত উঠানো নিয়ম। তা অনুসরণ করুন।

১০। অন্যের মতামতের প্রতি শ্রদ্ধাশীল ও সহিষ্ণু হোন।

১১।শ্রেণি কক্ষে প্রয়োজন হলে বক্তার অনুমতি নিয়ে দাঁড়িয়ে কথা বলুন।

১২। অধিবেশন-শেষ নাহওয়া পর্যন্ত প্রয়োজন ছাড়া নিরবতা পালন করুন।

খ. বর্জনীয়

১।শ্রেণি কক্ষে মোবাইল ফোন বহন, ধারণ ও ব্যবহার সম্পূর্ণনিষিদ্ধ।

২।অন্যকেউ বক্তাকে প্রশ্ন করতে থাকলে আপনি পরে সুযোগ নিন।

৩।বক্তাকে মাত্রাতিরিক্ত ও অপ্রাসঙ্গিক প্রশ্ন করবেন না।

৪।বক্তা/সভাপতির অনুমতি না পাওয়া পর্যন্ত প্রশ্ন উপস্থাপন কিংবা কথা বলা বিরত থাকুন।

৫।আক্রমণাত্মক প্রশ্ন/মন্তব্য করবেন না।

৬।বক্তা বা সতীর্থের বক্তব্যের সাথে দ্বিমত পোষণ করা যাবেনা। তবে তা বিনয়ের সঙ্গে করতে হবে।

৭।কাউকে কটাক্ষ করে কিছু বলবেন না।কুট তর্ক এড়িয়ে চলুন।

৮।অধিবেশন চলাকালে পার্শ্ববর্তী সতীর্থদের সাথে কোন কথা বলবেন না।

৯।অধিবেশন চলাকালে অনিবার্য নাহলে এবং বিনা অনুমতিতে শ্রেণি কক্ষের বাইরে যাবেন না।

১০।শীরীরিক ও মানসিক আক্রমনের প্রবণতা থেকে বিরত থাকুন।

১১।ওয়াশরুমে গিয়ে অপ্রয়োজনীয়ভাবে সময় ক্ষেপন করবেন না।

খেলাধুলা ও শরীর চর্চা

ক. করণীয়

১।   খেলার মাঠে অবশ্যই নির্ধারিত পোশাকে আসবেন।

২।   খেলার মাঠে অবশ্যই নির্ধারিত সময়ে উপস্তিত হবেন।

৩।   সুশৃঙ্খলভাবে শরীর চর্চার অংশ নিবেন।

৪।   খেলার মাঠে এবং শরীরচর্চার সময় দলীয় চেতনাকে অবশ্যই ব্যক্তি-চেতনার উর্ধ্বে স্থান দিতে হবে।

৫।   ক্রীড়া প্রশিক্ষকের নির্দেশনা/পরামর্শ মেনে চলুন।

৬।   ক্রীড়া প্রশিক্ষকের প্রতি যথাযোগ্য সম্মানপ্রদর্শন এবং ক্রীড়া শাখার কর্মচারীর প্রতি শোভন আচরণ করুন।

৭।   প্রতিযোগিতার নিয়ম-কানুনের প্রতি শ্রদ্ধাশীল হোন।

৮।   রেফারীর/প্রশিক্ষকের সিদ্ধান্ত সহজভাবে গ্রহণ করুন।

৯।   খেলার সময় অযথা উত্তেজনা পরিহারকরুন এবং নিজের প্রতি সতর্ক থাকুন।

১০।   নিজে দুর্ঘটনা এড়িয়ে চলুন এবং অন্যকে ও সতর্ক থাকতে সহায়তা করুন।

১১।   ধৈর্য্যের পরিচয় বহন করুন।

খ. বর্জনীয়

১।   প্রতিদ্বন্দীর প্রতি উত্তেজনাপূর্ণ আচরণ পরিহার করুন।

২।   এমনভাবে খেলবেননা যাতে নিজের এবং অন্যদের আহত হওয়ায় ঝুঁকি থাকে।

গ্রন্থগার

ক. করণীয়

১।   নিরবতা বজায় রাখুন।

২।   গ্রন্থাগারের পরিচ্ছন্নতা সম্পর্কে যত্নবান হোন।

৩।   রেক/সেল্ফ থেকে নামানো বই টেবিলে রেখে দিন।

৪।   গ্রন্থাগারের গেট-কীপারকে তার কাজে সহযোগিতা করুন।

৫।   গ্রন্থাগারের অন্যান্য নিয়ম যথাযথভাবে পালন করুন।

৬।   সময়মত বই ফেরৎ দিন, অন্যের ব্যবহারে সহায়তা করুন।

৭।   বইয়ের প্রতি যত্ন নিন।

৮।   গ্রন্থাগারে ফরমাল পোশাক পরিধানকরে আসতে হবে।

৯।   গ্রন্থাগারের সময়সূচি ভাল করে জেনে নিন।

খ. বর্জনীয়

১।   গ্রন্থাগারে ব্যক্তিগত কথোপকথন পরিহার করুন।

২।   সশব্দে চেয়ার টানাটানি করবেন না।

৩।   বইয়ের পাতা ছেঁড়া বামলাট বিনষ্ট করা থেকে বিরত থাকুন।

ব্যক্তিগত পড়াশুনা

ক. করণীয়

১।   প্রতিদিনের পড়া প্রতিদিন করুন।

২।   প্রতিদিনের বক্তৃতার সারাংশ প্রতিদিন পড়ুন।

৩।   নিজে পড়ুন এবং সতীর্থদের পড়তে সাহায্য করুন।

৪।   গ্রন্থাগারের সদ্ব্যবহার করুন।

৫।   প্রয়োজনে সংশ্লিষ্ট অনুষদ সদস্যদের সাহায্য নিন।

৬।   যে কোন দিন পরীক্ষার জন্য প্রস্তুত থাকুন।

৭।   প্রতিদিনের Learning Points প্রতিদিন পূরণ করুন।

৮।   স্মরণ রাখুন সময়ের এক ফোঁড় অসময়ের দশ ফোঁড়।

৯।   Recap Session কে গুরুত্ব দিন।

খ. বর্জনীয়

১।   এমনভাবে পড়াশুনা করবেন না যাতে সতীর্থদের অসুবিধা ঘটে।

২।   কোন কাজ ভবিষ্যতের জন্য ফেলে রাখবেন না।

৩।   গ্রন্থাগারে মোবাইল ফোন ব্যবহার করবেন না।

<center>মূল্যায়ন</center>

ক. করণীয়

১। মূল্যায়নের নিয়মাবলী যত্নসহকারে পড়ুন এবং মেনে চলুন।

২। মূল্যায়ন সংক্রান্ত কোন জিজ্ঞাসা থাকলে মূল্যায়নের উপর ব্রিফিং এর সময় ভাল করে জেনে নিন। তাছাড়া প্রয়োজনে কোর্স ব্যবস্থাপনা সদস্যের অনুমতি সাপেক্ষে মূল্যায়ন কর্মকর্তার সঙ্গে আলোচনা করুন।

৩। মৌখিক মূল্যায়নের সময় ব্যক্তিগত মতামত নয়, দলীয় মতামত প্রকাশের চেষ্টা করুন। বক্তব্য উপস্থাপনের আগে যথাযথভাবে আলোচনা করুন।

৪। যথাসময়ে সঠিকভাবে বক্তাকে নির্মোহভাবে (without partiality) মূল্যায়ন করুন কারণ এর জন্য নম্বর বরাদ্দ আছে।

খ. বর্জনীয়

১। ব্যক্তিগত পছন্দ/অপছন্দ যাতে মূল্যায়ন কে প্রভাবিত না করে সেদিকে লক্ষ রাখুন।

২। অযৌক্তিক দাবি/সুপারিশ উপস্থাপন এবং নিরর্থক আলোচনা থেকে বিরত থাকুন।

৩। মৌখিক মূল্যায়নের সময় কাউকে ব্যক্তিগতভাবে আগাত দিয়ে কথা বলবেন না।

৪। প্রশংসা বা সমালোচনা ক্ষেত্রে অতিশয়োক্তি পরিহার করুন।

<center>পরীক্ষার হল</center>

ক. করণীয়

১। নিরবতা বজায় রাখুন।

২। পরিদর্শদের কাজে সহযোগিতা করুন।

৩। প্রশ্নোত্তর প্রাসঙ্গিক ও সংক্ষিপ্ত হওয়া বাঞ্ছনীয়।

৪। সময়ের সদ্ব্যবহার করুন।

৫। উত্তরপত্রে নাম, রোল নম্বর ও সেকশন লিখেছেন কিনা তা নিশ্চিত করুন।

খ. বর্জনীয়

১। পরীক্ষার অসদুপায় অবলম্বনের চেষ্টা অসদাচরণ হিসেবে গণ্য হবে এবং সেজন্য বিধি মোতাবেক প্রয়োজনীয় ব্যবস্থা গ্রহণ করা হবে।

২। পরীক্ষার হলে অপরকে সাহায্য করার এবং অপরের নিকট থেকে সাহায্য পাওয়ার মানসিকতা পরিহার করুন।

৩। পরীক্ষার হলে মোবাইলফোন ব্যবহার নিষিদ্ধ।

<center>টেলিফোন</center>

ক. করণীয়

১। টেলিফোনকরার আগে সঠিক নম্বর সম্পর্কে নিশ্চিত হোন এবং এরপর নিজের পরিচয় দিন।

২। যিনি টেলিফোন ধরছেন, বিনয়ের সঙ্গে তার নাম জিজ্ঞেস করুন এবং কাউকে ডেকে দেয়ার প্রয়োজন অনুরোধের সুরে কথা বলুন।

৩। টেলিফোনে আলোচনা সংক্ষিপ্ত করুন।

খ. বর্জনীয়

১। টেলিফোনে বেশিক্ষণ কথা বলবেন না।

২। যিনি টেলিফোন ধরছেন, কখনো আগে তার পরিচয় জিজ্ঞাসা করবেন না।

৩। দাপ্তরিক টেলিফোন থেকে ব্যক্তিগত আলাপ করার সুযোগ দেয়ার জন্য কেন্দ্রের কোন কর্মকর্তা/কর্মচারীকে অনুরোধ জানাবেন না।

৪। অনুমতি না নিয়ে কারো টেলিফোন ব্যবহার করবেন না।

৫। করিডোর দিয়ে হাঁটার সময় মোবাইল ফোনে কথা বলা নিষেধ।

অনুষদ সদস্যবৃন্দ এবং অন্যান্য কোর্সে অংশগ্রহণকারীদের সাথে আচরণ

ক. করণীয়

১। একাডেমির অনুষদ-সদস্যবৃন্দের সঙ্গে বিনয় ও আন্তরিকতার সঙ্গে মেশার চেষ্টা করুন।

২। কেন্দ্রে চলমান উচ্চতর প্রশাসন ও উন্নয়ন কোর্সর অংশগ্রহণকারীর উর্ধ্বন কর্মকর্তাদের প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।

৩। অনুষদ- সদস্যবৃন্দ ও অন্যান্য কোর্সে অংশগ্রহণকারীদের সঙ্গে দেখা হলে কুশল বিনিময় করুন।

৪। জরুরী প্রয়োজনে অনুষদ সদস্যদের সঙ্গে তাঁদের অফিস কক্ষে সাক্ষাৎ করতে হলে কোর্স ব্যবস্থপনার মাধ্যমে আগে যোগাযোগ করে নিন।

৫। সমালোচনা থেকে বিরত থাকুন।

খ. বর্জনীয়

১। অনুষদ- সদস্যদের সঙ্গে-পরিচয় কিংবা আত্মীয়তার দৃষ্টিকটু বহি:প্রকাশ বর্জনীয়।

২। অন্যান্য কোর্সে অংশগ্রহণকারী জ্যেষ্ঠ কর্মকর্তাদের এমন আচরণ করবেন না যাতে তাঁরা মর্মাহ তহন।

কর্মচারীদের সঙ্গে আচরণ

ক. করণীয়

১। রুমবয়, শ্রেণিকক্ষের অ্যাটেন্ডেন্ট, ক্যাফেটেরিয়া কর্মচারী ও লাইব্রেরির কর্মচারীদের সঙ্গে শোভন ও মানবিক আচরণ করুন।

২। আপনার সহ-প্রশিক্ষণার্থী ও যাতে রুম বয়ের সেবা পেতে পারেন তার সুযোগ দিন।

৩। কোন কর্মচারী অশোভন আচরণ করলে কর্তৃপক্ষকে জানান।

খ. বর্জনীয়

১। কোন কর্মচারীকে তাঁর দায়িত্বে আওতা _বহির্ভূত কিংবা এখতিয়ার- বহির্ভূত কিছু করার জন্য বাধ্য করবেন না।

২। কোন কর্মচারী তার দায়িত্ব পালনে ব্যর্থ হলে, কিংবা আপনার সঙ্গে যথাযথ আচরণ না করলে কর্তৃপক্ষকে বলুন, সরাসরি শাসন করবেন না।

সাংস্কৃতিক অনুষ্ঠান

ক. করণীয়

১। কোন অনুষ্ঠান শুরু হওয়ার অন্তত দশ মিনিট আগে নির্ধারিত আসন গ্রহণ করুন।

২। প্রধান অতিথির আগমনের সময় দাঁড়িয়ে সম্মান প্রদর্শন করুন।

৩। সাংস্কৃতিক অনুষ্ঠান চলাকালে নির্মল আনন্দ উপভোগের পাশাপাশি অফিসার সুলভ সংযম বজায় রাখুন।

৪। নির্ধারিত কর্মসূচি অনুযায়ী অনুষ্ঠান পরিচালনায় মাধ্যমে উৎসাহিত করুন।

৫। অনুষ্ঠান উপভোগের সময় প্রয়োজনীয় করতালির মাধ্যমে উৎসাহিত করুন।

৬। লক্ষ্য রাখতে হবে যেন অনুষ্ঠানাদি মার্জিত, রুচিপূর্ণ, মানসম্মত ও ভাবগম্ভীর হয়।

৭। সকল ক্ষেত্রে পরিমিতিবোধ প্রদর্শন করুন।

খ. বর্জনীয়

১। অনুষ্ঠান চলাকালে মাত্রাতিরিক্ত উচ্ছ্বাস প্রকাশ করবেন না।

২। ব্যাঙ্গোক্তি, কটুক্তি এবং অসংযত মন্তব্য ও ভাবভঙ্গি প্রকাশ করবেন না।

৩। সামনে উপবিষ্ট ব্যক্তির চেয়ারের নিচে পা রাখবেন না।

৪। অনুষ্ঠান চলাকালে পার্শ্বে উপবিষ্টদের সঙ্গে কথা বার্তা বলবেন না।

৫। নির্ধারিত অনুষ্ঠান সূচির অতিরিক্ত কোন কিছু পরিবেশনের জন্য পরিবেশককে অনুরোধ করবেন না।

৬। অনুষ্ঠান চলাকালে ওয়ানমোর ওয়ানমোর বলে আওয়াজ করা থেকে বিরত থাকুন।