

# **N-26<sup>th</sup> Foundation Training Course for NARS Scientists**

**(17 February to 16 June 2019)**

## **Course Administration**

### **Course Adviser**

**Dr. Md. A. Salam**

**Director General  
National Agriculture Training Academy (NATA)  
Gazipur-1701**

### **Course Director**

**Dr. Md. Abu Sayeed Miah**

**Director (Training)  
National Agriculture Training Academy (NATA)  
Gazipur-1701**

### **Course Coordinators**

**Md. Jamal Uddin  
Deputy Director (Entomology)  
NATA, Gazipur  
Cell : 01718-214607**

**Dr. Md. Mayen Uddin  
Deputy Director (Food Technology)  
NATA, Gazipur  
Cell : 01711-969688**



**National Agriculture Training Academy (NATA)  
Gazipur-1701**

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

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# **N-26<sup>th</sup> Foundation Training Course for NARS Scientists**

**(17 February - 16 June 2019)**

## **Part-I**

### **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-I 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 its 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 (1<sup>st</sup> Batch); 25-28 May 2015 (2<sup>nd</sup> Batch) and 07-10 June 2015 (3<sup>rd</sup> 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	DO
3.	Financial Management	05 days	DO
4.	Eco-Friendly plant protection technology	07 days	DO
5.	Food Security	05 days	DO
6.	Advance ICT Management	10 days	DO
7.	Disaster Management	05 days	DO
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	DO
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	DO
15.	Public Procurement Procedure	10 days	DO
16.	Project Appraisal and Formulation of DPP	05 days	DO
17.	Good Governance	05 days	DO
18.	Commercial Farm Management	05 days	DO
19.	Innovation in Public Service	05 days	DO
20.	Modern Office Management	06 days	DO
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
28.	Training cum workshop on e-Learning Course Design & Content Development	02 days	Officers of NATA
29.	Foundation Training Course for NARS Scientists	120 days	NARS Scientists
30.	Integrated water resource management in Agriculture	05 days	Officers (Grade 9 and above) of the different organizations under MoA.
31.	Soil Health Management	05 days	DO
32.	Good Agriculture Practice	05 days	DO

## **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
- Auditorium-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 1<sup>st</sup> 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 (17 February to 16 June, 2019)

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

Weekly holidays and Public holidays	44
Working days at NATA	64
Working days during Organizational attachment	08
Working days during Village study	04
<b>Total days</b>	<b>120</b>

### Distribution of Working days at NATA (64 days)

Inaugural and closing	02 days
Attachment to Secretariat	01 day
Field trips/Different Organizations visit	02 day
Sessions	59 day

### 3.2: Tentative Schedule of Daily Activities

Time	Activities
06.00-07.00	Physical Exercise *
07.30-08.20	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
13.15-14.30	Prayer & Lunch
14.30-15.30	Classroom Session/Library Work/Com. Lab etc.
16.00-17.00	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 and coordinate with relevant personnel.

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

### **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 dining 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 intended 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 emphasizes 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, WE-20		45
M-2	Government System and Essential Laws	IA-20,	GR-15	35
M-3	Agriculture of Bangladesh	WE-35,	GR-15	50
M-4	e-Governance, ICT and Public Service Innovation	WE-35, PT-20		55
M-5	Development studies	WE-35, IA-10		45
M-6	Globalization	WE-30	GE-15	45
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-35, RSA-15		50
M-12	Financial and Procurement Management	WE-35, IE-20		55
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	Social Research and its Methodology	WE-35		35
M-16	Scientific Research and its Methodology	WE-30, IA-20		50
M-17	Adaptive and Participatory Research	WE-35		35
M-18	Writing research report and preparing publishable article	WE-35		35
M-19	Transfer of Agricultural Technology	WE-30		30
M-20	Art of Reviewing and Language Skill	RW-20, Presentation-20(BR) WE-20, IE-15(LS)		75
M-21	Contemporary Important Issues	CA-20, OE-15		35
M-22	Physical Exercise and Games	WE-25, Participation-10 Fitness- 5, dress-5		45
M-23	Organization Attachment/ Field Visit	IR-15, ICA-20	GR-15, GP-5	55
M-24	Village Study	IR-15	GR-15 GP-5	35
M-25	Car/Light Vehicle Driving	-		
	Evaluation by CMT	Attendance-50 Overall Evaluation- 50		100
	<b>Total</b>	<b>925</b>	<b>175</b>	<b>1100</b>

\* **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, **BR**= Book Review

## 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** : Md. Abul Kalam Azad, Senior Assistant Director

**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

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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** : Md. Saiful Islam, Senior Assistant Director

**Assessment Techniques:** WE (35), GR (15) Total: 50

Session Code	Topics	Session Duration	Method of Delivery
3.01	Potentials and challenges of agriculture	1	L & D
3.02	Soils and Land Resource of Bangladesh	1	L & D
3.03	Agro-ecological Zones (AEZ) of Bangladesh	1	L & GD
3.04	Sustainable & Precision Agriculture	1	L & D
3.05	Good Agricultural Practices (GAP)	1	L & D
3.06	GMO and Biosafety Measures	1	L & D
3.07	Nano and Nuclear Technology in Agriculture	2	L & D
3.08	Biodiversity Conservation	1	L & D
3.09	Crop Zoning System	1	L & D
3.10	Green Technology	1	L & D
3.11	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 (35), IA (10) Total:45

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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 (30), GE (15) Total:45

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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 coping 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 coping techniques by the people during disaster.

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

**Assessment Techniques:** GE (25)

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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** : Hafsa Khatun, Senior Assistant Director

**Assessment Techniques:** GE (20)

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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	Scientists-administrator interface	1	L & D
10.10	Mind mapping	1	L & D
10.11	Team Building	1	L & D
10.12	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 (Pulse & Oil Crop)

**Assessment Techniques:** WE (35), RSA (15) Total:50

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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
11.11	Manner & Etiquette	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 (35), IE (20) Total: 55

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
12.01	Duties and responsibilities of drawing and disbursing officer	1	L & D
12.02	Delegation of financial power	1	L & D
12.03	Public budgetary framework of Bangladesh and MTBF	1	L&E
12.04	Audit procedures: findings/observations and reply	1	D & IE
12.05	General financial rules and treasury rules	1	L& IE
12.06	TA and DA rules	1	D & IE
12.07	Income tax and vat rules	1	D & IE
12.08	Preparing income tax return	1	D & IE
12.09	Public Procurement System, Value for Money, Key Principles of PPA-2006 and Key Features of PPR 2008	1	L & D
12.10	Procurement Related Documents, (STD, SRFP, SPD etc.), and Public Procurement Committees	1	L & D
12.11	Advertisement, Framework Contracts, Coplains and Appeals	1	L & D
12.12	Procurement Process in different Methods	1	L & D
12.13	Goods Procurement Procedure (PG-1)	1	L & D
12.14	Goods Procurement Procedure (PG-2)	1	L & D
12.15	Tender Evaluation Process	1	GE
12.16	Procurement Planning and Preparation of APP	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. Akhlas Uddin, Deputy Director (Planing & Publication)

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

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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	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

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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 : 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:

- Explain research and its classification;
- Differentiate the purpose of different research types.
- 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** : Sumaya Sharmin , Publication Officer

**Assessment Techniques:** WE (35)

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	Introduction and designing social research	1	D & E
15.04	Writing a research proposal	1	L & D
15.05	Impact Study/Assessment	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

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

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
18.01	Concept of adaptive and participatory research	1	L & D
18.02	Technological forecasting	1	L & D
18.03	PRA tools and techniques	1	D & GW
18.04	Data presentation: use of tables and graphs	1	L & GE
18.05	Monitoring and evaluation of field research activity	1	L & D

## **Module-18 : 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)

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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	Impact factor of Scientific journal and Scientific Citation Indexing (SCI)	1	L & D

## **Module-19: 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 & Spice)

**Assessment Techniques:** WE (30)

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



**Module-20 : 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** : Sharmin Akter, Senior Assistant Director (Hort. Crop Pest)

**Assessment Techniques:** RW (20), Presentation (20)- Book review Total:75  
WE (20), IE (15)- language skill

Session Code	Topics	Session Duration	Method of Delivery
20.01	Introduction to book review (objectives and format of report writing)	1	L & D
20.02	Book review report presentation	10	R & P
20.03	Debate Competition	3	Participation
20.04	Use of correct Bangla including spelling	2	L & D
20.05	Common mistakes in English	2	L & D
20.06	Developing vocabulary	3	L & D
20.07	Listening (IELTS)	4	L & E
20.08	Writing skills (IELTS)	3	L & E
20.09	Reading skills (IELTS)	2	L & E
20.10	Speaking (IELTS)	3	L & E
20.11	Enhancing professional writing skill	2	L & E

## **Module-21 : 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 (20), OE (15) Total: 35

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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-22 : 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** : Lialatul Rokhsana Lima, Senior Assistant Director

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

<b>Session Code</b>	<b>Topics</b>	<b>Session Duration</b>	<b>Method of Delivery</b>
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-23 : 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 (15), ICA (20); Total Marks-55

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	2	Presentation

**Module-24 : 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	2	Presentation
25.06	Case Study		Report

**Module-25 : 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** : Md. Anwarul Islam Juwel, Senior Assitant Direcotor (Agriculture Extension)

**Assessment Techniques:** WE, PT

Session Code	Topics	Session Duration	Method of Delivery	Resource Person
26.01	Introduction to vehicles, Traffic rules, signals	1	L & D	
26.02	Vehicle maintenance and Troubleshooting	1	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 স্বাধীনতায়ুদ্ধ দলিলপত্র (১৫ খন্ড), সম্পাদনা: হাসান হাফিজুর রহমান, হাক্কানী পাবলিশার্স, ঢাকা।
২. বাংলাদেশ সরকার ১৯৭১, লেখক: এইচ.টি.ইমাম, আগামীপ্রকাশনী।
৩. বাংলাদেশের ইতিহাস ১৭০৪ - ১৯৭১, সম্পাদনা: সিরাজুল ইসলাম, এশিয়াটিক সোসাইটি অব বাংলাদেশ।
৪. বাঙালির মুক্তি সংগ্রাম ও জাতিরজনক বঙ্গবন্ধু, লেখক: হাবুন-অর-রশিদ, ঢা.বি.।
৫. তাজউদ্দীন আহমদের ডায়েরী (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 রোজনামাচার 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 ঘিরে কিছু ঘটনা ও বাংলাদেশ, লেখক: এম.এ. ওয়াজেদ মিয়া, ইউপিএল।
১৫. স্বয়ত্বশাসন 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: মোনায়েম সরকার, আগামীপ্রকাশনী।
১৮. বাংলাদেশের মুক্তিযুদ্ধের ইতিহাস, লেখক: ড. মো: হান্নান, হাক্কানীপাবলিশার্স।
১৯. বাংলাদেশের রক্তের ঋণ, মূল: এছনীম্যাসকারেনহাস, হাক্কানীপাবলিশার্স।
২০. মুক্তিযুদ্ধের নয়মাস: অবরুদ্ধ রাজ-বিশ্ববিদ্যালয়, লেখক: আমানুল্লাহআহমদ, হাক্কানীপাবলিশার্স।
২১. লক্ষ প্রাণেরবিনিময়ে, লেখক: রফিকুল ইসলামবীরউত্তম, 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, জাতীয়ত্ব প্রকাশন।
২৫. মুক্তিযুদ্ধের প্রেক্ষাপটে ব্যক্তির অবস্থান, লেখক: এ. এস. এম. সামছুলআরেকিন, ইউপিএল।
২৬. সারেন্ডারঅ্যাটঢাকা: একটিজাতিরজন্ম, লেখক: লে.জে. জেএফআরজাকব, ইউপিএল।
২৭. The Cruel Birth of Bangladesh ...by Archer K. Blood, UPL.

২৮. বাংলাদেশ ১৯৭১ (১-৪ খন্ড), আফসান চৌধুরী, মাওলাবাদার্স।
২৯. সেক্টরকমান্ডাররাবলছেন মুক্তিযুদ্ধের স্বরণীয়ঘটনা, সম্পাদনায় শাহরিয়ারকবির, মাওলাবাদার্স।
৩০. ডেট লাইনবাংলাদেশ: নাইনটিন সেভেনটিওয়ান, মূল: সিডনিশনবার্গ, অনু: 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 09: Public Sector Management and Good Governance**

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### **Module 11: Modern Office Management**

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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 রুলস
4. আলম, মোহাম্মদ শফিউল ও আলম মোহাম্মদ শাহ (জানু. ২০১১) সরকারী চাকরির বিধিমালা
5. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
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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  
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## Module 13: Project Development and Management

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3. Majid, M. A. (2001): Project Monitoring and Evaluation System. M & M Publishers, Dhaka.
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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 রুলস
15. আলম, মোহাম্মদ শফিউল ও আলম মোহাম্মদ শাহ (জানু. ২০১১) সরকারী চাকরির বিধিমালা
16. মিয়া, মোহাম্মদ ফিরোজ, একচল্লিশতম সংস্করণ, চাকরির বিধানবলী
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19. মিয়া, মোতাহার হোসেন (১৯৮৭) ২য় সংস্করণ, বাজেটারী সিস্টেম
20. Finance Division, Ministry of Finance, General Financial Rules & Treasury Rules
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#### **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.
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#### **Module 15: Introduction to Research and Research Methodology**

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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)

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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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### **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. Abul kalam Azad
Module-2	Government System and Essential Laws	8	8	Dr. Md. Shariful Islam
Module-3	Agriculture of Bangladesh	11	14	Md. Saiful Islam
Module-4	e-Governance, ICT & Public Service Innovation	13	14	Dr. Md. Sayedur Rahman
Module-5	Development studies	10	10	Md. ZakirHossain
Module-6	Globalization	7	7	Ranjit Kumar Paul
Module-7	Environment and Disaster Management	11	13	Mst Anowara Akhter
Module-8	Gender and Agricultural Development	8	8	Hafsa Khatun
Module-9	Public Sector Management and Good Governance	10	10	Dr.Md. Mayen Uddin
Module-10	Organization and Human Resource Management (HRM)	12	12	Mst. Mushfiqua Hasneen
Module-11	Modern Office Management	11	13	Khabirun Nahar
Module-12	Financial and Procurement Management	16	16	Md. Tahajul Islam
Module- 13	Project Development and Management	10	11	Dr. Md. Akhlas Uddin
Module- 14	Integrity and Ethics in Public Service	6	6	Dr. Md. Delwar Hossain
Module-15	Social Research and its Methodology	5	6	Sumaya Sharmin
Module-16	Scientific Research and its Methodology	15	17	Md. Mahmud Hasan
Module-17	Adaptive and Participatory Research	5	5	Nilufa Akter
Module-18	Writing Research Report and Preparing Publishable Article	5	5	Mst. Nurnahar
Module-19	Transfer of Agricultural Technology	4	6	Md. Eskander Hossain
Module-20	Art of Reviewing and Language Skill	11	35	Mst. Sharmin Akhter
Module-21	Contemporary Important Issues	12	24	Dr. Md. Abdul Mazed
Module-22	Physical Exercise and Games	7	5	Lialatul Rokhsana Lima
Module-23	Organization Attachment/ Field Visit (Duration:2 week)	5	3	Dr. Md. Golam Mostafa
Module-24	Village Study (Duration: 1 week)	6	3	Md. Jamal Uddin
Module-25	Car/Light Vehicle Driving (Noncredit)	4	2	Md. Anwarul Islam Juwel
	<b>Total</b>	<b>217</b>	<b>258</b>	

**Table-2: Tentative Schedule of Daily Activities**

<b>Time</b>	<b>Activities</b>
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
	Dr. Md. A. Salam Director General (In-charge)	01711-459458 masalam1250@gmail.com
	Dr. Md. Abu Sayeed Miah Director (Training)	01712-024623 sayeedplp@gmail.com
	Md. Jakir Hossain Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
	Dr. Md. Shariful Islam Deputy Director (Agronomy)	01743-051115 mshariful60@yahoo.com
	Dr. Md. Delwar Hossain Mazumder Deputy Director (Agril. Ext. & Rural Economy)	01552-426576 01815-597304 dhossain1960@yahoo.com
	Ranjit Kumar Pal Deputy Director (Agril. Machinery & Water Management)	01818-600706 ranjitrkpbd@gmail.com
	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 kdbmostafa@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
	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
	Md. Saiful Islam Senior Assistant Director (Horticulture Crop Disease)	01710-511175 saiful.dae@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
	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 Rokhsana Lima Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com
	Sumaya Sharmin Publication Officer National Agriculture Training Academy (NATA)	01738-135204 sumayabau@gmail.com



## List of Nominated Participants

(N-26<sup>th</sup> Foundation Training Course for NARS Scientists)

ক্র. নং	নাম	পদবী	প্রতিষ্ঠান	মোবাইল নম্বর	ই-মেইল
১	ড. মোঃ আসাদুজ্জামান	বৈজ্ঞানিক কর্মকর্তা,	সবজি বিভাগ, উদ্যানতত্ত্ব গবেষণা কেন্দ্র, বিএআরআই, গাজীপুর	০১৭১৮১৩১৫৪৫	asadcbt@yahoo.com
২	মোঃ ইব্রাহীম আলী	বৈজ্ঞানিক কর্মকর্তা	কৃষিতত্ত্ব বিভাগ, বিনা, ময়মনসিংহ।	০১৭১৮-০২৯৮৭০	ibrahimbd402@gmail.com
৩	মোঃ জুনায়দ	রিসার্চ অফিসার	বন রক্ষণ বিভাগ, বিএফআরআই, চট্টগ্রাম।	০১৯১৩-৪৯৬২১৪	junayedbfri@gmail.com
৪	এ বি এম জাহিদুল হক	বৈজ্ঞানিক কর্মকর্তা	জেনেটিক রিসোর্সেস এন্ড সিড বিভাগ, ঢাকা	০১৭২১০৮৮১৮২	zahidulhoque.abm@gmail.com
৫	ডাঃ মোঃ জাকির হাসান	বৈজ্ঞানিক কর্মকর্তা	প্রাণিস্বাস্থ্য গবেষণা বিভাগ, বিএলআরআই, সাভার, ঢাকা	০১৭৩৭-৮৪০৩২৮	zhtitas@gmail.com
৬	মোঃ ইউসুফ আলী খান	বৈজ্ঞানিক কর্মকর্তা	প্রাণি উৎপাদন গবেষণা বিভাগ, বিএলআরআই, সাভার, ঢাকা	০১৭১৭-৭৪৪০৭৫	myak.blri@gmail.com
৭	কানিজ ফাতেমাতুজ জোহরা	বৈজ্ঞানিক কর্মকর্তা	বাংলাদেশ চা গবেষণা ইনস্টিটিউট, মৌলভীবাজার	০১৭৩১-৯২৭৫৩৩	kongkonsoilctg@yahoo.com
৮	খোন্দকার শামসুল আরেফিন	উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	ইলেক্ট্রনিক্স শাখা, বিনা, ময়মনসিংহ	০১৭১৫-৯৫১০০০	jewel.ape@gmail.com
৯	মোহাম্মাদ তানভীর রহমান	বৈজ্ঞানিক কর্মকর্তা	পাট বীজ উৎপাদন ও গবেষণা কেন্দ্র, নশিপুর, দিনাজপুর	০১৬৮৮৫৫৭৫১৯	tanvir2511@gmail.com
১০	সূচনা পাল	বৈজ্ঞানিক কর্মকর্তা,	আঞ্চলিক কৃষি গবেষণা কেন্দ্র, বিএআরআই, যশোর	০১৭৫৭৪৬০০৮৬	suchanapaul.sau@gmail.com
১১	মোঃ রাশেদুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, ঈশ্বরদী, পাবনা	০১৭১৭-২৫৩৬৩৮	pavel.bsri@gmail.com
১২	আবদুল্লাহ-আল-মাসুদ মজুমদার	রিসার্চ অফিসার	সিলভিকালচার রিসার্চ বিভাগ, বিএফআরআই, চট্টগ্রাম	০১৭২২-৪৪৬৩০০	masudbfri@gmail.com
১৩	শেখ শরীফ উদ্দিন আহমাদ	উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	প্রজনন বিভাগ, বিজেআরআই।	০১৭১৫-৬২৬৮৩৬	chistyagric@gmail.com
১৪	বীর জাহাঙ্গীর সিরাজী	বৈজ্ঞানিক কর্মকর্তা	আরএফএস বিভাগ, বিআরআরআই	০১৭১৬০১৭৮৭৬	bir.samrat@yahoo.com

ক্র. নং	নাম	পদবী	প্রতিষ্ঠান	মোবাইল নম্বর	ই-মেইল
১৫	মোঃ সৈকত হোসেন ভূইয়া	বৈজ্ঞানিক কর্মকর্তা	উদ্ভিদ প্রজনন বিভাগ, বিনা	০১৭১৭-১৮০৩৯৫	saikat.ag88@gmail.com
১৬	জুবাইদুর রহমান	বৈজ্ঞানিক কর্মকর্তা	আঞ্চলিক কৃষি গবেষণা কেন্দ্র, বিএআরআই, জামালপুর	০১৭২৮১১২৯৯২	jubaidurjp@gmail.com
১৭	মোঃ আবুল কালাম আজাদ	বৈজ্ঞানিক কর্মকর্তা	আঞ্চলিক কেন্দ্র, এসআরডিআই, বটিয়াঘাট, খুলনা	০১৭২৩-৫৫৫৫০৮	azad.shamim86@gmail.com
১৮	এ এ এম মোহাম্মদ মুস্তাকিম	বৈজ্ঞানিক কর্মকর্তা	ডাল গবেষণা, আঞ্চলিক কৃষি গবেষণা কেন্দ্র ঈশ্বরদী, পাবনা	০১৭১৭৪৭৫৭৭৯	mmm007.bari@gmail.com
১৯	মোঃ মিজানুর রহমান	বৈজ্ঞানিক কর্মকর্তা,	আঞ্চলিক কৃষি গবেষণা কেন্দ্র, বিএআরআই, আকবরপুর, মৌলভীবাজার	০১৯১১৮৮৪২৮৭	mizan_sau1057@yahoo.com
২০	মোঃ রিয়াজুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	আঞ্চলিক মসলা গবেষণা কেন্দ্র, বিএআরআই, মাগুরা	০১৭৯৩৬৬৮৫৫২	rislamriaz@gmail.com
২১	মোঃ আরিফুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	তৈল বীজ গবেষণা কেন্দ্র, বিএআরআই, গাজীপুর	০১৭১৯১৩৪১২৪	arif3746@yahoo.com
২২	মোঃ তরিকুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	ফল বিভাগ, উদ্যানতত্ত্ব গবেষণা কেন্দ্র, বিএআরআই, গাজীপুর	০১৭৩৯৬৭৬৪১৫	torikulbari1984@gmail.com
২৩	ড. মোঃ মজিবর রহমান	উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	পাট গবেষণা আঞ্চলিক কেন্দ্র, ফরিদপুর	০১৯১৫-২২৮৯৪৪	majibarphdplp@gmail.com
২৪	মোঃ শহিদুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, উপকেন্দ্র, জয়পুরহাট	০১৭২৬-৯৩৮১৯৮	shahid0565@yahoo.com
২৫	মনিরুজ্জামান	বৈজ্ঞানিক কর্মকর্তা	এসআরডিআই, আঞ্চলিক গবেষণাগার, কুমিল্লা	০১৭১৬-৬৬০৬৭৭	maniruzzamankajolsrdi@gmail.com
২৬	মোছা. মাহবুবা খানম	বৈজ্ঞানিক কর্মকর্তা	কৃষি গবেষণা কেন্দ্র, বিএআরআই, রাজবাড়ী, দিনাজপুর	০১৭৪৫১৮২৬১০	mahbuba.bari27@gmail.com
২৭	মোঃ মাহফুজুর রহমান	তুলা উন্নয়ন কর্মকর্তা	তুলা উন্নয়ন বোর্ড, খামারবাড়ী, ঢাকা	০১৭২২-৯৭৪৬৭৪	mahfuj004@gmail.com
২৮	মোঃ আমিনুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	সরেজমিন গবেষণা বিভাগ, বিএআরআই, গাইবান্ধা	০১৭২২৭৮৮৩১২	amin.agron@gmail.com
২৯	সেতারা বেগম	বৈজ্ঞানিক কর্মকর্তা	খামার ব্যবস্থাপনা, বিভাগ বিআরআরআই	০১৭৭০-১৯০৫৭১	setu.edu.bd@gmail.com

ক্র. নং	নাম	পদবী	প্রতিষ্ঠান	মোবাইল নম্বর	ই-মেইল
৩০	মোঃ ওমর খৈয়াম	বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, ঈশ্বরদী, পাবনা	০১৭১৭-৫৫৪৭৪৯	princesau88@gmail.com
৩১	এ.কে.এম আরিফুল হক	বৈজ্ঞানিক কর্মকর্তা	আঞ্চলিক উদ্যানতত্ত্ব গবেষণা কেন্দ্র, বিএআরআই, নরসিংদী	০১৭১৬১২১৪৬১	arif_tutul2000@yahoo.com
৩২	শম্পা দাস জয়া	বৈজ্ঞানিক কর্মকর্তা	বায়োটেকনোলজি বিভাগ, বিআরআরআই	০১৭৫৮-৮৫১৪৫৮	shampanjoya@gmail.com
৩৩	সামিমা নাসরীন	তুলা উন্নয়ন কর্মকর্তা	তুলা উন্নয়ন বোর্ড, রাজশাহী জোন, রাজশাহী	০১৭৫৪-৮৮১১৯৯	samimacdb@gmail.com
৩৪	এ কে এম সালাহউদ্দিন	বৈজ্ঞানিক কর্মকর্তা	উদ্ভিদ প্রজনন বিভাগ, বিআরআরআই	০১৭১৮-৭০১৪২৪	jojsau@gmail.com
৩৫	মোঃ ইমদাদুল হক	বৈজ্ঞানিক কর্মকর্তা	এআরইডি, বিনা, ময়মনসিংহ।	০১৯১৩-৬৩৭৮১৫	apu.pstu@gmail.com
৩৬	শর্মিলা দাস সেতু	বৈজ্ঞানিক কর্মকর্তা	আঞ্চলিক গবেষণা কেন্দ্র, বিএআরআই, রহমতপুর, বরিশাল	০১৭২৭৯৮১২২৭	sharmilasetu@gmail.com
৩৭	ড. মসউদ ইকবাল	উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	মৃত্তিকা বিজ্ঞান বিভাগ, বিআরআরআই	০১৭৪২-৯৯৬৭৯৮	miqbal.soil@brri.gov.bd
৩৮	নাদিয়া আকতার	বৈজ্ঞানিক কর্মকর্তা	বিআরআরআই, গাজীপুর	০১৯১৪-৬০৭৯০৭	nadia.akter21@yahoo.com
৩৯	মোছাদিকুর রহমান	বৈজ্ঞানিক কর্মকর্তা	বিএআরআই, গাজীপুর	০১৭২৫-৩৪৩৩১৫	mrrahi43@gmail.com
৪০	মহিদুল ইসলাম	বৈজ্ঞানিক কর্মকর্তা	বিএআরআই, গাজীপুর	০১৯১৮-৫৪৫৪১৪	mail2repon@yahoo.com

## **DAILY SCHEDULE**

**Date: 16/02/2019**

**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 & Cafeteria Incharge)	Cafeteria
5.30-6:00	Tea		Cafeteria
6.00-7.00	Course Briefing	Course Management Team	Class Room-1
7.30-8:30	Training Norms	Course Management Team	Class Room-1
8:30 -9.30	Dinner	Sr. AD (Cafeteria	Cafeteria

**Date: 17/02/2019**

**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

**Date: 18/02/2018****Day: 02**

<b>Time</b>	<b>Event</b>	<b>Speaker/Attached Faculty</b>	<b>Venue</b>
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



**জাতীয় কৃষি প্রশিক্ষণ একাডেমি, গাজীপুর**  
**প্রশিক্ষার্থীদের করণীয় ও বর্জনীয়**  
**সার্বিক**

**ক. করণীয়**

- ১। শৃঙ্খলা ও সময়ের প্রতি মনযোগী হোন।
- ২। নাটাতে অবস্থানকালে ডরমিটরির বাইরে সর্বদাই ‘নেম-ব্যাজ’ পরিধান করুন।
- ৩। আপনার কোন কথা বা কাজে যদি ভুল হয়ে থাকে তাহলে তা অকপটে স্বীকার করুন এবং দুঃখ প্রকাশ করুন।
- ৪। আপনার কোন অভিযোগ থাকলে তা কোর্স ম্যানেজমেন্ট কমিটিকে জানান। প্রশিক্ষণ-ব্যবস্থাপনা সংক্রান্ত বিষয় হলে প্রথমে কোর্স সমন্বয়কের সাথে আলাপ করুন।
- ৫। কেউ কোন ব্যাপারে আপনার প্রতি সাহায্য-সহযোগিতা-সৌজন্য প্রদর্শন করলে তাঁকে অবশ্যই ধন্যবাদ জ্ঞাপন করুন। কেউ আপনাকে ধন্যবাদ জানালে আপনি তার জবাব দিন।
- ৬। যথাসম্ভব নিচুস্বরে কথা বলুন।
- ৭। নাটার করিডোরে এবং রাস্তায় সদা ডান পাশ দিয়ে হাঁটুন। করিডোর দিয়ে হাঁটার সময় পাশাপাশি দু’জন হাটবেন না।
- ৮। টুকরা কাগজ/ব্যবহৃত টিস্যু ডাস্টবিনে ফেলুন।
- ৯। কেউ দ্রুত 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 আগমানে দাঁড়িয়ে সম্মান প্রদর্শন করুন।
- ১৫। পোশাক, কথা বলায় ও আচরণে পরিশীলিত হউন।
- ১৬। সিড়ি দিয়ে নামার সময় আস্তে কথা বলুন। আশেপাশে অন্য কোর্স চলমান থাকতে পারে।

**খ. বর্জনীয়**

- ১। যথাযথ কর্তৃপক্ষের অনুমিত ছাড়া কোন অবস্থায় একাডেমি ত্যাগ করা যাবে না।

- ২। একাডেমিতে কোন অবস্থাতেই এমন কিছু করবেন না যাতে পেশাভিত্তিক কিংবা বর্ণ ধর্ম নির্বিশেষে সম্প্রীতি বিনষ্ট হয়।
- ৩। যে কোন পরিস্থিতিতে উত্তেজনা পরিহার করুন।
- ৪। কারো ব্যক্তিগত বিশ্বাস বা অনুভূতিতে আঘাত করে কথা বলবেন না।
- ৫। যে কোন 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 দণ্ডায়মান রেখে নিজে বসা সমীচীন নয়।
- ৯। সতীর্থদের মধ্যে নিজেকে লুকিয়ে রাখা এবং নিজেকে দৃষ্টিকটুভাবে জাহির করা-উভয়ই বর্জনীয়।
- ১০। কাউকে দূর থেকে ডাকাডাকি করা বর্জনীয়।
- ১১। অন্যকে ছোট এবং নিজেকে বড় করে দেখার মানসিকতা পরিত্যাগ করুন।
- ১২। আবেগ তড়িত ভাষা ও রুক্ষ ব্যবহার পরিহার করুন।
- ১৩। করিডোরে/রাস্তায় দাঁড়িয়ে কথাবার্তা বলবেন না।
- ১৪। নাটা ধূমপানমুক্ত এলাকা। তাই নাটাতে অবস্থানকালীন সময়ে ধূমপান বর্জন করুন।
- ১৫। যথাযথ কর্তৃপক্ষের অনুমোদন ব্যতীত কেন্দ্রের কর্মকর্তা ও কর্মচারীদের জন্য নির্ধারিত পরিবহন এর সুযোগ নেয়া যাবে না।
- ১৬। নেতিবাচক মনোভাব বর্জন করুন।
- ১৭। সময়ের অপচয় করবেন না।
- ১৮। সংবেদনশীল রাজনৈতিক ও ধর্মীয় আলাপচারিতা থেকে বিরত থাকুন।
- ১৯। কোর্স ব্যবস্থাপনা টিমের অনুমতি ব্যতিরেকে কোর্স সচিবালয়ের কম্পিউটার ব্যবহার ও প্রিন্ট নেয়া নিষিদ্ধ।

### শ্রেণিকক্ষ

#### **ক. করণীয়**

- ১। অধিবেশন শুরু হওয়ার অন্তত পাঁচ মিনিট আগে আবশ্যিক ভাবে শ্রেণিকক্ষে নির্ধারিত আসনে বসুন।
- ২। বক্তার প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।
- ৩। অনিবার্য প্রয়োজনে শ্রেণি কক্ষের বাইরে যেতে হলে বক্তার অনুমতি নিয়ে গমন করুন।
- ৪। সরবরাহকৃত হ্যান্ডআউট একটি নিজে গ্রহণ করে অপরগুলো পাশের সহ-প্রশিক্ষার্থীকে গ্রহণের সুযোগ করে দিন।
- ৫। অধিবেশন চলাকালে মনোযোগী হোন।



- ৬। অধিবেশন শেষ না হওয়া পর্যন্ত নিরবতা পালন করুন।
- ৭। হাজিরা হকে স্বাক্ষর করার পর দ্রুত পার্শ্ববর্তী প্রশিক্ষণার্থীর অনুকূলে তা সরবরাহ করুন।
- ৭। শ্রেণিকক্ষে প্রয়োজন হলে বক্তার অনুমতি নিয়ে দাঁড়িয়ে কথা বলুন।
- 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।

#### খ. বর্জনীয়

- ১। শ্রেণি কক্ষে মোবাইল ফোন বহন ও ব্যবহার সম্পূর্ণ নিষিদ্ধ।
- ২। অন্য কেউ বক্তাকে প্রশ্ন করতে থাকলে আপনি বিরত থাকুন।
- ৩। বক্তাকে মাত্ৰাতিরিক্ত ও অপ্রাসঙ্গিক প্রশ্ন করবেন না।
- ৪। বক্তা/সভাপতির অনুমতি না পাওয়া পর্যন্ত প্রশ্ন উপস্থাপন কিংবা কথা বলা থেকে বিরত থাকুন।
- ৫। আক্রমণাত্মক প্রশ্ন/মন্তব্য করবেন না।
- ৬। বক্তা বা সতীর্থের বক্তব্যের সাথে দ্বিমত পোষণ করলে তবে তা বিনয়ের সঙ্গে উপস্থাপন করুন। সম্ভব হলে এড়িয়ে চলুন।
- ৭। কাউকে কটাক্ষ করে কিছু বলবেন না। তর্ক এড়িয়ে চলুন।
- ৮। অধিবেশন চলাকালে পার্শ্ববর্তী সতীর্থদের সাথে কথা বলবেন না।
- ৯। অধিবেশন চলাকালে অনিবার্য না হলে এবং বিনা অনুমতিতে শ্রেণি কক্ষের বাইরে যাবেন না।
- ১০। শারীরিক ও মানসিক আক্রমণের প্রবণতা থেকে বিরত থাকুন।
- ১১। ওয়াশরুমে গিয়ে অপ্রয়োজনীয়ভাবে সময় ক্ষেপন করবেন না।

#### খেলাধুলা ও শরীরচর্চা

##### ক. করণীয়

- ১। খেলার মাঠে অবশ্যই নির্ধারিত পোশাকে আসবেন।
- ২। খেলার মাঠে অবশ্যই নির্ধারিত সময়ে উপস্থিত 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 সম্মান প্রদর্শন এবং ক্রীড়া শাখার কর্মচারীর প্রতি শোভন আচরণ করুন।
- ৭। প্রতিযোগিতার নিয়ম-কানূনের প্রতি শ্রদ্ধাশীল হোন।
- ৮। রেফারীর/প্রশিক্ষকের সিদ্ধান্ত সহজভাবে গ্রহণ করুন।
- ৯। খেলার সময় অযথা উত্তেজনা পরিহার করুন এবং নিজের প্রতি সতর্ক থাকুন।
- ১০। নিজে দুর্ঘটনা এড়িয়ে চলুন এবং অন্যকেও সতর্ক থাকতে সহায়তা করুন।
- ১১। ঈর্ষ্যের পরিচয় বহন করুন।

#### খ. বর্জনীয়

- ১। প্রতিদ্বন্দ্বীর প্রতি উত্তেজনাপূর্ণ আচরণ পরিহার করুন।
- ২। এমনভাবে খেলবেন না যাতে নিজের এবং অন্যদের আহত হওয়ার ঝুঁকি থাকে।

#### গ্রন্থাগার

#### ক. করণীয়

- ১। নিরবতা বজায় রাখুন।
- ২। গ্রন্থাগারের পরিচ্ছন্নতা সম্পর্কে যত্নবান হোন।
- ৩। রেক/সেল্ফ থেকে নামানো বই টেবিলে রেখে দিন।
- ৪। গ্রন্থাগারের গেইট-কীপারকে তার কাজে সহযোগিতা করুন।
- ৫। গ্রন্থাগারের অন্যান্য নিয়ম যথাযথভাবে পালন করুন।
- ৬। সময়মত বই ফেরত দিন, অন্যের ব্যবহারে সহায়তা করুন।
- ৭। বইয়ের প্রতি যত্ন নিন।
- ৮। গ্রন্থাগারে ফরমাল পোশাক পরিধান করে 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 বা মলাট বিনষ্ট করা থেকে বিরত থাকুন।
- ৪। বইয়ের মধ্যে আঁকাআঁকি, লেখা বা দাগ টানা থেকে বিরত থাকুন।

### ব্যক্তিগত পড়াশুনা

#### ক. করণীয়

- ১। প্রতিদিনের পড়া প্রতিদিন পড়ুন।
- ২। প্রতিদিনের বক্তৃতার সারাংশ প্রতিদিন পড়ুন।
- ৩। নিজে পড়ুন এবং সতীর্থদের পড়তে সাহায্য করুন।
- ৪। গ্রন্থাগারের সদস্যবহার 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।

### মূল্যায়ন

#### 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 যথাযস্তুব আলোচনা করুন।

৪। যথাসময়ে সঠিকভাবে বক্তাকে পক্ষপাতবিহীনভাবে (without partiality) মূল্যায়ন করুন।

#### খ. বর্জনীয়

- ১। ব্যক্তিগত পছন্দ/অপছন্দ দ্বারা মূল্যায়ন কে প্রভাবিত করা থেকে বিরত থাকুন।
- ২। অযৌক্তিক দাবি/সুপারিশ উপস্থাপন এবং নিরর্থক আলোচনা থেকে বিরত থাকুন।
- ৩। মৌখিক মূল্যায়নের সময় কাউকে ব্যক্তিগতভাবে আঘাত দিয়ে কথা বলবেন না।
- ৪। প্রশংসা বা সমালোচনার ক্ষেত্রে অতিশয়োক্তি পরিহার করুন।

### পরীক্ষার হল

#### ক. করণীয়

- ১। নিরবতা বজায় রাখুন।
- ২। পরিদর্শকদের কাজে সহযোগিতা করুন।
- ৩। প্রশ্নোত্তর প্রাসঙ্গিক ও সংক্ষিপ্ত হওয়া বাঞ্ছনীয়।
- ৪। সময়ের সদব্যবহার করুন।
- ৫। উত্তরপত্রে নাম ও রোল নম্বর লিখেছেন কিনা তা নিশ্চিত করুন।

#### খ. বর্জনীয়

- ১। পরীক্ষার অসদুপায় অবলম্বনের চেষ্টা অসদাচরণ হিসেবে গণ্য হবে। 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 মোবাইল ফোন ব্যবহার নিষিদ্ধ।

### টেলিফোন

#### ক. করণীয়

- ১। টেলিফোন করার আগে সঠিক নম্বর সম্পর্কে নিশ্চিত হোন এবং এরপর নিজের পরিচয় দিন।

- ২। যিনি টেলিফোন ধরছেন, বিনয়ের সঙ্গে তার নাম জিঙ্গেস করুন এবং কাউকে ডেকে দেয়ার প্রয়োজন হলে অনুরোধের সুরে কথা বলুন।
- ৩। টেলিফোনে আলোচনা সংক্ষিপ্ত করুন।

#### খ. বর্জনীয়

- ১। টেলিফোনে বেশিক্ষণ কথা বলবেন না।
- ২। প্রথমে নিজের পরিচয় দিন। যিনি টেলিফোন ধরছেন, কখনো আগে তার পরিচয় জিজ্ঞাসা করবেন না।
- ৩। দাপ্তরিক টেলিফোন থেকে ব্যক্তিগত আলাপ করার সুযোগ দেয়ার জন্য একাডেমির 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। একাডেমিতে চলমান উচ্চতর প্রশাসন ও উন্নয়ন কোর্সের অংশগ্রহণকারী উর্ধ্বতন 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 ব্যবস্থাপনার মাধ্যমে আগে যোগাযোগ করে নিন।
- ৫। সমালোচনা থেকে বিরত থাকুন।

#### খ. বর্জনীয়

- ১। অনুষদ সদস্যদের সঙ্গে-পরিচয় কিংবা আত্মীয়তার দৃষ্টিকটু বহিঃপ্রকাশ বর্জনীয়।
- ২। অন্যান্য কোর্সে অংশগ্রহণকারী জ্যেষ্ঠ কর্মকর্তাদের সাথে এমন আচরণ করবেন না যাতে তাঁরা মর্মান্বিত হন।

### কর্মচারীদের সঙ্গে আচরণ

#### ক. করণীয়

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

- ২। আপনার সহ-প্রশিক্ষণার্থীও যাতে রুম বয়ের সেবা পেতে পারেন তার সুযোগ দিন।
- ৩। কোন কর্মচারী অশোভন আচরণ করলে কর্তৃপক্ষকে জানান।

#### খ. বর্জনীয়

- ১। কোন কর্মচারীকে তাঁর দায়িত্বের 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 উৎসাহিত করুন।
- ৫। অনুষ্ঠান উপভোগের সময় করতালির মাধ্যমে উৎসাহিত করুন।
- ৬। লক্ষ্য রাখতে হবে যেন অনুষ্ঠানাদি মার্জিত, রুচিপূর্ণ, মানসম্মত ও ভাবগম্ভীর হয়।
- ৭। সকল ক্ষেত্রে পরিমিতবোধ প্রদর্শন করুন।

#### খ. বর্জনীয়

- ১। অনুষ্ঠান চলাকালে মাত্রাতিরিক্ত উচ্ছ্বাস প্রকাশ করবেন না।
- ২। ব্যঙ্গোক্তি, 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।