



**Training Course
on
Food Processing and Preservation Techniques**

13-17 January 2019

Course Guidelines

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

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Course Management

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Director General (In-charge)
NATA, Gazipur

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Introduction to National Agriculture Training Academy (NATA)

1.1 The Academy

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started its journey as a training academy.

After emergence as NATA, the Academy began its training functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

1.2 Vision

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

1.3 Mission

We are pledged to achieve the shared vision through:

- i. Development of skilled human resources of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhancement of linkage between education, research and extension to endow agriculture service delivery system;
- iii. Building a network with reputed institutions of home and abroad for organizational capacity development; and
- iv. Fostering a culture of continuous learning for development of knowledge-intensive agriculture service.

1.4 Functions

The NATA has been entrusted to perform the following functions:

- i. Develop skilled human resources of the government, semi-government, autonomous organizations under MoA through imparting training program on modern and sustainable agriculture technology and office management topics;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations obtaining higher yield of crops of the farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;

- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy, 2003; and
- ix. Perform all kinds of duties directed by the government.

1.5 Location of the Academy

The Academy is about 25 km away from the capital city Dhaka and 3 km away from JoydevpurChandanaChowrasta 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 get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh MujiburRahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

1.6 Facilities

1.6.1 Physical Facilities

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

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

1.6.2. Digital Computer cum Language Lab. and IT facilities

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

1.6.3 Recreational Facilities

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

1.6.4 Linkage with other Training Organizations

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

1.7 Evaluation

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

1.8 Sessions

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

Daily Schedule

Activities	Duration
1 st Session	09:00-10:00
2 nd Session	10:00-11:00
Tea Break	11:15-11:45
3 rd Session	11:45-12:45
Lunch & Prayer	12:45-02:00
4 th Session	02:00-03:00
5 th Session	03:00-04:00

1.9 Norms to be followed during the training

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

Course at a glance

Introduction

Food processing and preservation is a set of physical, chemical and biological processes that are performed to prolong the shelf life of foods and at the same time retain the features that determine their quality, like colour, texture, flavor and especially nutritional value. Food preservation is achieved by destroying enzymes and microorganisms using heat (blanching, pasteurization), or preventing their action by: removal of water, or increasing acidity or using low temperatures.

Course objectives :

1. To improve participant's skills in designing and implementing food processing operations in their own jurisdiction.
2. To develop advanced knowledge and idea of participants to investigate various parameters involved in food processing and preservation with respect to their influence on final product quality and safety
3. To develop knowledge of personnel working in agriculture about processing steps involved in a range of contemporary and novel manufacturing operations

Target population: officers of different organizations under Ministry of Agriculture.

Duration of each session: 60 minutes.

Prerequisites of the course:

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

Training schedule on Food Processing and Preservation

Duration: 13-17 January 2019

1st Day : 13/01/2019

Time	Topics	Methods	Speaker
08:30-09:00	Registration	-	Lucky
09:00-09:30	Pre evaluation		CC/ ACC
09:30-10:15	Inaugural session	-	DG/Directors/Faculties
10:15-11:15	Post-harvest transformation and value addition to agro-processed products	L&D	Prof. Dr. M. Burhan Uddin, Dept. of Food tech. & Rural Ind, BAU
11:15-11:45	Tea Break		
11:45-12:45	Do	L & D	Do
12:45-02:00	Prayer and lunch break		
02:00-03:00	Concept on Safe and Nutritious Foods	L & D	Prof. Dr. Mohammad Gulzarul Aziz, Dept. of Food tech. & Rural Ind, BAU
03:00-04:00	Do	L & D	Do
04:00-04:15	Tea Break		
04:15-05:15	Osmotic dehydration	L & D	Dr. Mohammad Mainuddin Molla SSO, PHTD, BARI

2nd Day : 14/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Packaging of fresh and processed foods	L & D	Dr. Saleh Ahmed Postharvest Technology Management Specialist, Safe Hort. Crops Production & Postharvest Technology Transfer Project, DAE, Khamarbari, Dhaka
10:00-11:00	GAP and SOP	L & D	Do
11:00-11:15	Tea Break		
11:15-12:15	Principles and Methods of Food Preservation	L & D	Prof. Dr. Abdullah Iqbal, Dept. of Food tech. & Rural Ind, BAU
12:15-01:15	Do		Do
01:15-02:30	Prayer and lunch break		
02:30-03:30	Causes of Food Spoilage	L & D	Do
03:30-04:30	Overview on Minimal Processing of Fruits and Vegetables	L & D	Dr. Taslima Ayesha Akter Nasrin SSO, Horticulture Division, BARI
04:30-04:45	Tea Break		

3rd Day : 15/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Food Preservation by increasing solids	L&D	Dr. MD. Miaruddin, CSO, Post-harvest Technology Division, BARI
10:00 –11:00	Preparation of Jam/Jelly/Marmalade	Practical	Do
11:00-11:15	Tea Break		
11:15-12:15	Food Processing by Frying	L&D	Dr. Golam Ferdous Ahmed Chowdhury, SSO, Post-harvest Division, BARI
12:15-01:15	Preparation of fried products	Practical	Do
01:15 - 02:30	Prayer and lunch break		
02:30-03:30	Fermentation as the methods of food processing and preservation	L & D	Dr. Md. Shahjahan Vising professor BSMAU, Gazipur
03:30-04:30	Overview on Minimal Processing of Fruits and Vegetables	Practical	Dr. Taslima Ayesha Akter Nasrin SSO, Horticulture Division, BARI
04:30-04:45	Tea Break		

4th Day : 16/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Food Processing and Preservation by Heat Treatments	Lecture	Amdadul Hoque, Associate Professor Dept. Agroprocessing, BSMAU, Gazipur
10:00 –11:00	Modern Techniques in Food Processing	Lecture	Do
11:00-11:15	Tea Break		
11:15-12:15	Food Processing by Drying	L & D	Dr. Md. Ayub Hossain CSO, Farm Machinery Division, BARI
12:15-01:15	Food Processing by drying	L & D	Do
01:15 - 02:30	Prayer and lunch break		
02:30-08:30	Field Visit (BARI, Aarong Dairy, BRAC, Bangobondhu safari Park)		

5th Day: 17/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Food & Nutrition situation in BD	L & D	Dr. Delowar Hossain Mojumder DD, NATA
10:00 –11:00	Overview on Washing and Cooling of fresh produces	L & D	Md. HafizulHaque Khan PSO, Post-harvest Technology Division, BARI
11:00-11:15	Tea break		
11:15-12:15	Good Manufacturing Practices	L & D	Maruf Ahmed, Head of Q/C, PRAN RFL
12:15-01:15	Good Manufacturing Practices	L & D	Do
01:15 - 02:30	Lunch and prayer		
02:30-03:30	Pickling	Practical	Dr. Md. Shahjahan Vising professor BSMAU, Gazipur
03:30-04:30	Do	Practical	Do
04:30-05:00	Concluding session		Co-coordinator

Co-coordinator

Training Course: Food Processing and Preservation

List of Resource Speaker

SL No.	Name	Designation	Organization	e-mail and mobile No.
1	Dr. M. BurhanUddin	Professor	Dept. of Food tech. & Rural Ind, BAU	01711-110509
2	Dr. Mohammad Gulzarul Aziz	Professor	Dept. of Food tech. & Rural Ind, BAU	01631-748866
3	Dr. MD. Miaruddin	CSO	Post-harvest Technology Division	01713-273806/ 01199-825632
4	Dr. Abdullah Iqbal	Professor	Dept. of Food tech. & Rural Ind, BAU	01712-555485
5	Dr. Delowar Hossain Mojumder	DD	NATA	01855-333570
6	Dr. Md. AyubHossain	CSO	Farm Machinery Division, BARI	01716-979034
7	Amdadul Hoque	AssociateProfessor	Dept. Agroprocessing, BSMAU, Gazipur	01934-499867
8	Dr. Golam Ferdous AhmedChowdhury	SSO	Post-harvest Division, BARI	01712-271163
9	Dr. Mohammad MainuddinMolla	SSO	PHTD, BARI	mainuddinmolla@yahoo.com 01712-231121
10	Maruf Ahmed	Head of Q/C	PRAN RFL	pblqc@pip.prangroup.com 01912-257201
11	Dr. Saleh Ahmed	Chairman	Kernel Foundation Dhaka	Saleh4s@yahoo.com 01712-740107
12	Dr. Shahjahan	Former CSO	BARI	shah_phd@yahoo.com 01716-174288
13	Dr. Taslima Ayesha Akter Nasrin	SSO	Horticulture Division, BARI	01751-904470
14	Md. EskandarHossain	Senior Assistant Director	NATA	01938-615225 eskandarhossain@yahoo.com

প্রশিক্ষণেরবিষয়ঃFood processing and PreservationTechniques

সময়কালঃ ১৩-১৭ জানুয়ারী ২০১৯ খ্রি:

ক্র. নং.	নাম	পদবী ও কর্মস্থল	মোবাইলনম্বর	ই-মেইল ঠিকানা
1.	মোরসালীনজীবীনতুরিন	বৈজ্ঞানিককর্মকর্তা, বারটান, সিরাজগঞ্জ	০১৭২৩-৬৭২১৯২	turinbsmrau@gmail.com
2.	সামসুজ্জোহা	বৈজ্ঞানিককর্মকর্তা, বারটান, রংপুর	০১৭২৯৮১৪২৩৬	kbdzoha@gmail.com
3.	ফারজানাছিমি	বৈজ্ঞানিককর্মকর্তা, বারটান, বরিশাল	০১৭১২-৬৭৮০৪৭	farjana@birtan.gov.bd
4.	সোনিয়াশারমিন	বৈজ্ঞানিককর্মকর্তা, বারটান, ঝিনাইদহ	০১৭৩৮-৫৭৩১৮১	sharmin@birtan.gov.bd
5.	মোহাম্মদওমরফারুক	বৈজ্ঞানিককর্মকর্তা, বারটান, নোয়াখালী	০১৬৭৫-০০৯৯৪৩	omarbau07@gmail.com
6.	ড. মাহবুবাকানিজহাসনা	উর্দ্ধতনবৈজ্ঞানিককর্মকর্তা, উদ্ভিদরোগতত্ত্ববিভাগ, বিনা, ময়মনসিংহ।	০১৭১৩-৩৫৭০৯৫	kaniz69@yahoo.com
7.	ড. মো: শামছুলআলম	উর্দ্ধতনবৈজ্ঞানিককর্মকর্তা, বিনা, ময়মনসিংহ।	০১৭১১-১২৪৭২২	mithuhort@yahoo.com
8.	সাদিয়াআফরিনজুঁই	বৈজ্ঞানিককর্মকর্তা, বিজেআরআই, ঢাকা।	০১৭৬৮-৬৬৫৪৫৬	sadiabsmru@gmail.com
9.	মাহমুদাহক	অতিরিক্তউপপরিচালক (প্রশাসন ও অর্থ), এসসিএ, গাজীপুর।	০১৭১৮-৪২৫৩১১	mahmudahuq15@gmail.com
10.	মো: আলমগীরহোসেন	বীজবিশ্লেষক, জেলাবীজপ্রত্যয়নঅফিস, যশোর	০১৭২৪-৮৮৬০৭৩	md.alamgirhossain78@yahoo.com
11.	আহমেদরাশেদ -উন-নবী	কৃষিসম্প্রসারণঅফিসার, বোদা, পঞ্চগড়	০১৭১৮-১৪০৩৬৫	ahmedshuvo513@gmail.com
12.	মো: মারুফহোসেন	এইও, হরিপুর, ঠাকুরগাঁও	০১৭৪৪-৬৩৫৫৯৪	haripurdae@gmail.com
13.	মো: মশিউররহমান	এইও, বোচাগঞ্জ, দিনাজপুর	০১৭৬৩-৪৬৬৬৫৮	moshiur.bau@gmail.com
14.	মো: উজ্জলহোসেন	এইও, লোহাগড়া, চট্টগ্রাম	০১৭৫৪-৮১৮৮৩১	uaolohagora@dae.gov.bd
15.	শ্যামলচন্দ্রসরকার	এইও, বাঁশখালি, চট্টগ্রাম	০১৫১৫-৬১৫২২৮	uaobanshali@dae.gov.bd
16.	শামিমাইয়াসমিন	এইও, আদিতমারী, লালমনিরহাট	০১৭৬৪-৯৭৫৫১৭	yesminrani32@gmail.com
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18.	তানজিমুলহাসান	এইও, বরগুনা সদর, বরগুনা	০১৯৩৫-৪৪৯৫৫৬	ddaebarguna@gmail.com
19.	মাইনউদ্দিনআহমেদ	এইও, লাকসাম, কুমিল্লা	০১৭১৪-৪৩৫৮০৪	uao.laksham@gmail.com
20.	মোছা: মিমিতালুকদার	সহকারীপরিচালক, বিএডিসি, রাজশাহী	০১৭৪০-৭৮৪১৭৯	mimitalukdar04@gmail.com
21.	ফারিয়াহোসেনশান্তা	বৈজ্ঞানিককর্মকর্তা, বিএসআরআই, সিরাজগঞ্জ	০১৭২৬-২৩৪৪৩৬	fsshanta_bau@hotmail.com
22.	মো: জাহিদুলইসলাম	সহকারীপরিচালক, কৃষিবিপণনঅধিদপ্তর, খামারবাড়ী, ঢাকা।	০১৭২৩-৩৮২৯১৪	adfs@dam.gov.bd
23.	ড. নিলুফাফেরদৌস	উর্দ্ধতনবৈজ্ঞানিককর্মকর্তা, ব্রি, গাজীপুর	০১৫৫৬-৩০২৯৭০	nilufa.ferdous.nm@gmail.com
24.	ড. মো: মোস্তাকআহমেদ	উর্দ্ধতনবৈজ্ঞানিককর্মকর্তা, মসলাগবেষণাকেন্দ্র, বারি, লালমনিরহাট	০১৭১৬-৩১৪৭০২	lalinsrsc@yahoo.com
25.	মোছা: শামসুন্নাহার	বৈজ্ঞানিককর্মকর্তা, মসলাগবেষণাকেন্দ্র, বারি, শিবগঞ্জ, বগুড়া	০১৭৪৬-১৭৪২৯৮	mahmud.nahar@yahoo.com
26.	মো: নুরুলআমিন	বৈজ্ঞানিককর্মকর্তা, বারি, দেবীগঞ্জ, পঞ্চগড়	০১৭৭৪-৬০৪২৯৫	nurul01141@yahoo.com
27.	জাকারিয়ামাসুদ	বৈজ্ঞানিককর্মকর্তা, প্রজননবীজউৎপাদনকেন্দ্র, বারি, দেবীগঞ্জ, পঞ্চগড়	০১৭৩৬-৬৮৩৭৮৮	zmasudbari@gmail.com
28.	আশফাকআহমেদসবুজ	বৈজ্ঞানিককর্মকর্তা, পোষ্টহারভেস্টটেকনোলজিবিভাগ, বারি, গাজীপুর	০১৭১৭-৮০৫৪১৪	ashsabuz@gmail.com
29.	লায়লাতুলরোকসানালিমা	সিনিয়রসহকারীপরিচালক নাট, গাজীপুর।	০১৭১৪-৬১২০২৯	limalgeb@gmail.com

ক্র. নং.	নাম	পদবী ও কর্মস্থল	মোবাইলনম্বর	ই-মেইল ঠিকানা
30.	মোস্তফাহাসানইমাম	কৃষিসম্প্রসারণঅফিসার, ইশ্বরদী, পাবনা	০১৭১৭-৭২২৭১০	hasan35878@gmail.com

NATA FACULTY MEMBERS

Photo	Name & Designation	Phone/Cell/ E-mail
	Dr. Md. Abu Sayeed Miah Director General (In-charge)	01712-024623 sayeedplp@gmail.com
	Dr. Md. Abdus Salam Director (Administration)	02-9263143 01711-459458 masalam1250@gmail.com
	Md. Jakir Hossain Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
	Dr. Md. Shariful Islam Deputy Director (Agronomy)	01743-051115 msharif60@yahoo.com
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