NAEM Annual Report 2020-21

30 June 2021

National Academy for Educational Management (NAEM)
Secondary and Higher Education Division
Ministry of Education
Dhanmondi, Dhaka-1205
www.naem.gov.bd

NAEM Annual Report 2020-21

NAEM Profile

Official Name : National Academy for Educational Management (NAEM)
Division   : Secondary and Higher Education Division (SHED)
Ministry   : Ministry of Education
Area   : NAEM Road, Dhanmondi, Dhaka-1205
Established   : 1959

Administrative Structure: Director General (DG), four (04) Directors, seven (07) Deputy Directors, sixteen (16) Assistant Directors, twenty-six (26) Training Specialists (recruited under SESIP), one (01) Computer Programmer, twenty-six (26) Teacher Trainers, one (01) Librarian, one (01) Medical Officer, one (01) Accounts Officer, one (01) Documentation Officer, one (01) Computer Supervisor, two (02) Physical Instructors and 76 Support Staffs.

Responsibilities: Its Principal responsibilities are to ensure efficient management at post-primary level of education offering training courses and conducting educational research.

Facilities: Academic Building and Auditorium, Library & Documentation, Computer Labs, Language Lab, Cafeteria, Mosque, Medical Center, Gymnasium and ICT Cell etc.

Four (04) Divisional Activities:

1) **Administrative and Finance Division:** Keeping accounts and preparing budgets, supervising the construction, repair, renovation, and regular procurement.
2) **Training and Implementation Division:** More than Twenty-five (25) types of training courses covering different types of education functionaries, teacher educators and related officers in this field under the guidance of Ministry of Education.
3) **Planning and Development Division:** Preparing Annual Training Calendar, Draft Annual Performance Agreement (APA), Monitoring APA, SDG & Vision 2041.
4) **Research and Documentation Division**: Organizing research work, preserving dailies and weeklies, publishing Newsletter, Journal and Annual Report, etc.

Future Action Plan: Establish itself as an international training institution to fulfill the goals of SDG4.

NAEM Annual Report 2021

Copyright   : National Academy for Educational Management (NAEM)-2021
Published by : NAEM
             ISBN: 978-984-35-1207-9

Annual Report 2020-21

Editorial Board of NAEM

Contents

The Annual Report Prepared by-
NAEM

CHAPTER- 01

INTRODUCTION TO NAEM

NAEM

1.1 Introduction

National Academy for Educational Management (NAEM) is the center of excellence in the field of educational management and training of Bangladesh and working for enhancing teaching excellence. The ultimate target of NAEM is to equip teachers and education managers with the professional knowledge, skills and leadership qualities. So that they can address the national as well as global demand in the education sector. NAEM is playing a leading role in the development of educational planning, administration, management, and research. The Education Extension Centre (EEC) was established in 1959 to enhance teaching quality. It has been transformed into National Academy for Educational Management (NAEM) in 1991 through an evolutionary process. The chronological development has been shown below:

1959	NAEM started its journey as Education Extension Center (EEC) providing in-service pedagogic training to secondary school teachers.
1975	EEC was upgraded and named Bangladesh Education Extension and Research Institute (BEERI) and was given the additional responsibility for research and management training of education functionaries including college and madrasah teachers and administrators.
1982	To minimize the cost of education and promote effective educational management, the National Institute of Educational Administration, Management & Research (NIEAMR) was amalgamated with BEERI and renamed as the National Institute of Educational Administration Extension & Research (NIEAER).
1991	NIEAER was once again transformed into National Academy for Educational Management (NAEM). The transformation aimed at creating a Centre of Excellence in the area of educational administration, management, planning, and research.

1.2 Vision of NAEM
Quality teachers for Quality Education

1.3 Mission of NAEM
To evolve Teachers' skills in educational administration, management, research and planning as well as to reinforce their moral and ethical values through training that targets to invigorate patriotism among them.

1.4. The Core Values of NAEM

The core values of NAEM are to ensure quality education at the post-primary level of education by ensuring teacher development and quality management and administration at the secondary and tertiary levels of education.

The core values of NAEM also include-
Discipline: We are pledged to create a congenial environment for training and maintain discipline in every step of our activities. We trust in mutual respect and person's dignity.

Integrity: We are guided by patriotism and maintain values and ethics in our activities. We apply and practice integrity and establish coherence between our words and works.

Inclusiveness: Our academy is promised to ensure inclusive and quality education for all irrespective of religion, race, sex, caste, physical constraints, and place of birth. We promote to remove social stigma regarding inclusive education and peaceful and tolerant society.

Professionalism: We strive to boost professionalism with utmost sincerity, honesty, and efficiency. We also encourage participants to bring excellence in all their official activities through the lifelong learning process.

Learning for results: We conduct training for positive and effective learning outcomes. We create and value an enabling vivid environment for continuous learning progress for our clients and ourselves.

Innovation: Innovation is now viewed as the application of better solutions that meet new requirements in our country's rapid development. We are respectful to our glorious history and cultural tradition. We are equally dedicated to find and encourage creative and sustainable solutions to problems.

Team Spirit: We stimulate team spirit in our activities and share our achievements as well as failures among ourselves. We proceed with strategic dynamism to instill team spirit among participants of our training courses.

1.5 Activities of NAEM

To achieve the set objectives, NAEM undertakes the following activities:

1) Plan, develop, conduct, and co-ordinate various training courses in educational administration & management, planning & development, and educational research for the education managers working at different levels and in different agencies;

2) Organize workshops, seminars, and meetings on problems and issues of educational development;

3) Undertake studies and research on educational issues;

4) Conduct Foundation Training Course for incumbents of Education Cadre of Bangladesh Civil Service;

5) Serve as documentation center for information on educational planning, administration and research;

6) Assist the Government in the formulation of education policies;

7) Cooperate with the institutions and agencies engaged in similar programmers both at national and international levels.

1.6 The BoG of NAEM

The Board of Governors (BoG) is the highest policy-making body of NAEM which consisted of the (16) sixteen high officials from different government offices. The structure of the BoG of NAEM is given below:

1.6.1 Chairman

Honorable Minister
Ministry of Education
Government of People's Republic of Bangladesh

Vice-Chairman

Honorable Secretary
Secondary and Higher Education Division
Ministry of Education
Government of People's Republic of Bangladesh

Member Secretary

Honorable Director General
National Academy for Educational Management (NAEM)
Secondary and Higher Education Division
Ministry of Education

1.6.2   Members

1.Honourable Secretary
   Ministry of Public Administration
   Government of People's Republic of Bangladesh

2. Honorable Secretary
   Ministry of Finance
   Government of People's Republic of Bangladesh

3. Chairman
   University Grants Commission (UGC)
   Agargaoan, Dhaka

6. Honorable Commandant
   Defence Services Command and Staff College
   Mirpur, Dhaka

7. Honorable Rector
   Bangladesh Public Administration Training Centre (BPATC)
   Savar, Dhaka

8. Honorable Rector
   BCS Administration Academy
   Dhaka

9. Honorable Director General
   Directorate of Secondary and Higher Education
   Ministry of Education

10. Honorable Director General
    Directorate of Technical Education (DTE)
    Dhaka

11. Honorable Director General
    Directorate of Primary Education (DPE)
    Dhaka

12. Honorable Director
    Institute of Education and Research (IER)
    University of Dhaka, Dhaka

13. Honorable Director General
    Directorate of Madrasah Education (DME)
    Dhaka

1.6.2 Meeting of the BoG

The 36th BoG meeting was held on 27th September 2018. The honorable Minister, Ministry of Education Mr. Nurul Islam Nahid MP was the Chairperson of the BoG meeting. The Director General of NAEM Prof. Dr. Syed Md. Golam Faruk extended all-out cooperation as the Member-Secretary of NAEM BoG Committee. The Chairperson delivered his welcome speech and expressed thanks to the other members of the committee who attended that meeting. Afterwards, the Member-Secretary moderated and shared the meeting agenda with some faculties of NAEM and gave directions to implement the decisions.

1.6.3 Major Decisions of the 36th BoG Meeting

The Revised NAEM Research Policy 2018 has been approved from the meeting. As per the approval, the NAEM Research Budget became double which is now 04 (Four) lac. Regarding the current digital circumstance and for ensuring quality education the meeting also approved some more research and pedagogical training courses proposed by NAEM. They are i) Digital Content Development (DCD) Training Course (for teachers of govt. & non-govt. school, college, and senior madrasah)

ii) Pedagogical Training on Mathematics (for Secondary level Mathematics Teachers) [PTM] (s)]

iii) Training Course for Public Servants of NAEM (TCPS) In-Services Training under NIS (National Integrity Strategy) Order

Besides that, in total 05(five) pay courses were approved, they are-
1. Education Research Methodology Training Course
2. Financial Management Training Course
3. Office Management Training Course
4. Digital Content Preparation Training Course
5. Basic English course for Communication

1.7 Organogram of NAEM

The Director General (DG) is the chief executive of NAEM. Four (04) Directors, seven (07) Deputy Directors, and sixteen (16) Assistant Directors support the DG in performing both academic and administrative functions. There are also a Computer Programmer, 26 Teacher Trainers, an Accounts Officer, an Administrative Officer, a Librarian, a Documentation Officer, a Medical Officer, a Computer Supervisor, Two (02) Physical Instructors, 02 Technical Officers, and 108 support staff working under revenue budget of NAEM. In addition, 26 Training Specialists have been working for strengthening NAEM under the Secondary Education Sector Investment Program (SESIP).

The academic and administrative activities of NAEM are performed through four (4) Divisions which are - (a) Planning and Development; (b) Training and Implementation; (c) Research and Documentation and (d) Administration and Finance.

1.8 Personnel of NAEM briefly

The total number of officers and employees of NAEM is One hundred Ninety Eight (198) under the revenue budget. Table 1.1 shows the number of employees, that are currently providing enormous services for NAEM.

Table 1.1: Sanctioned Posts in NAEM under the Revenue Budget in 2020-21

Level Of Post	Numbers of post
Director General	1
Directors	4
Deputy directors	7
Assistant Directors	16
Training Specialists	25
Teacher Trainers	26
Other officers	11
Employees (Grade 11-20)	84
Daily Basis Workers	24
Total =	198

1.9 NAEM Campus

NAEM is in the center of the capital city Dhaka. It has complete facilities for organizing training courses, workshops, and seminars.

Infrastructural Facilities

A. Auditorium: Two auditoriums of NAEM are equipped with all modern facilities. These are used for seminars, symposiums, workshops, meetings, and co-curricular activities for different training courses. There is a sitting arrangement of 100 people in auditorium-1 and that of Two hundred Twenty (220) people in auditorium-2.

B. Computer Laboratories: NAEM provides adequate computer facilities for trainees. There are three (03) well-equipped computer laboratories with a capacity of 90 PCs.

C. Administrative Building

Ground Floor	(a) Attractive photo gallery displaying valuable photos on the Language Movement and the Liberation war. (b) One-Stop service point for registration of the participants of all the training courses, photocopying, desktop facilities, e-mail, printing, composing etc. are available here.
1st Floor	(a) Office of the Director (Administration and Finance) (b) Finance, Accounts, and Cash Section

2nd Floor	(a) Office of the Director (Planning and Development) and other officers.
3rd Floor	(a) Office of the Director General, a meeting room and one Conference Hall
4th Floor	(a) Office of the Director (Training and Implementation) (b) Officers and Staff of Administration and Training Divisions
5th Floor	(a) Library of NAEM
6th Floor	(a) Office of the Director (Research and Documentation) (b) Documentation Centre

D. Academic Building

Ground Floor	(a) Waiting room (b) Music Corner (c) Generator (d) Office of the Faculty members and Photographer
1st Floor	(a) Classrooms (b) Faculty members Office
2nd Floor	(a) Classrooms (b) English Language Lab (c) Course Co-ordination room
3rd Floor	(a) Classrooms (b) Faculty members' Office
4th Floor	(a) FTC Classrooms (b) Co-ordination room
5th Floor	(a) Training & Implementation Division (Proposed)

E. Old Administrative and Academic Buildings

Old Administrative Building-1

Ground Floor	Living rooms for support staff
1st Floor	Office of the faculty members
2nd Floor	Office of the faculty members

Old Administrative Building-2

Ground	**One (01) classroom, one (01) co-ordination room, Medical Center**
1st Floor	Office of the faculty members and stores

F. Science Building

First Floor	Three (03) classroom One BOU Coordination Room
Second Floor	Three (03) classroom One BOU Coordination Room

G. Auditorium Building

Ground Floor	**Auditorium-1** Seat capacity: One hundred (100) in the auditorium 1 **Auditorium-2** Seat capacity: 220 (Two hundred in the auditorium 2
First Floor	a. Office of the faculty members, classrooms and server room. b. ICT Lab – Two (2) & Three (3)

H. Hostels

Shaheed Buddhijibi	**Accommodation capacity of 192 people**
Shaheed Janani	Accommodation capacity of 56 people (female)
Shaheed Muktijoddha	Accommodation capacity of 60 people
Omar Ekushey	Accommodation capacity of 34 females with their minor wards
Sonar Bangla	Accommodation capacity of 76 people, a saloon and a Medical Center

I. Cafeteria, Mosque, Games & Gymnasium

Cafeteria - 01	Accommodation of 150 people at a time and a special corner for NAEM faculty members
Cafeteria - 02	Ground Floor Accommodation of the 120 FTC participants at a time and a

	VIP Corner for 15 people 1st Floor Accommodation of 150 participants of other courses
Mosque	A two-storied building and a decorated open space in front of it with a capacity of 200 people's prayer at a time.
Games & Gymnasium	Office of the physical instructors, indoor game hall, and a Gymnasium for the participants

J. Residential Quarters

Director General	**Residence of the Director General (DG's Bangalow)**
Building-05	A two-storied building for the accommodation of Two (2) Directors
Building-06	A three-storied building for the accommodation of Six (6) faculty members
Building-07	A two-storied building for the accommodation of Four (4) faculty members
Building-08	A three-storied building for the accommodation of Twelve (12) employees
Building-09	A three-storied building for the accommodation of Twelve (12) fourth class staff

Divisional Activities of NAEM

Chapter- 2

Training and Implementation Division, NAEM

Training and Implementation Division

2.0 Introduction

The financial year 2020 - 2021 was really challenging not only for Bangladesh but also for other countries to carry on its as usual work and responsibilities due to Covid-19 virus issue. It is still going on. Nevertheless like other countries different Govt. and non-Govt. institutions in Bangladesh are also trying to carry on it activities meeting up all the challenges. NAEM is a National academy which has been dealing with Teacher Training programs and other Education related activities throughout 6 decades. In fiscal year 2020-2021 NAEM faced a lot of challenges to impart teacher training activities. But it also opened new dimension in its feathers. NAEM had to stop some of its activities on the way leaving incomplete when Covid19 situation was worsen. So being instructed by the ministry of education it introduced some online Teacher training programs and events in the first time of its history.

NAEM has four (04) divisions namely Admin and Finance Division, Training and Implementation Division, Planning and Development Division and Research and Documentation. Every division has its own events and activities. Planning Division provides the training calendar in the very beginning of a fiscal year and Training division conducts different kind of training and training related activities with the help of other divisions following this calendar. Other divisions also perform and arrange different kind of activities like offering and conducting different kind of project work, research activities, arranging conferences, seminars, development activities and so forth. It will be described in different chapters. This chapter only presents the training activities and events in the Fiscal Year of 2020-2021.

2.1 Training activities of NAEM

At present NAEM is conducting different types of training programs covering different types of teacher educators and related officers to this field. These are as follows: Advanced Course on Education and Management (ACEM), Communicative English Course (College), Communicative English Course (M o E), Communicative English Course (School), Education Administration & Management (Educational Functionaries)), Education Administration & Management (Head Teacher), Education Administration & Management (Principal) , Education Planning and Development (EPD) , Education Research Methodology (ERM) , English Language Training (ELT) Course, Foundation Training Courses (FTC), Library Planning & Management Training Course, Office Management Training Course , Project Management Training Course, Refreshers Course on Educational Administration & Management (College), Refreshers Course on Educational Administration & Management (Secondary), Satellite Training Course for Teachers Professional Development, Secretarial Science and Office Management, Senior Staff Course on Education and Management (SSCEM), Training Course on ICT (College), Training Course on ICT (Secondary), Training on ICT Application in Institutional Work (Heads of the Secondary level Institutions)

Apart from these training programs there are some other training courses for NAEM Officials and stuffs like:

- Digital Content Development
- National Integrity Strategy
- E-Filing
- Training of Trainers (ToT)
- E-Learning Training Program
- Online ICT Skill Training Program

Core Courses

Among them there are some core courses and some from other areas. Core training programs are as follows:

Senior Staff Course on Education and Management (SSCEM), Advanced Course on Education and Management (ACEM), Foundation Training Courses (FTC) for BCS (General Education) cadre officers, Education Planning and Development (EPD) Course, Education Research Methodology (ERM) Course and so forth.

2.3.0 Training activities at NAEM in the Fiscal Year 2020-2021

Among these core and other areas NAEM has conducted some courses in this Fiscal Year (2020-2021) facing the huge challenges of pandemic period. NAEM usually plans and executes Training activities according to quarterly. A Fiscal Year is basically divided into four (4) quarters and arranges training programs quarterly.

In the first and second quarter of this Fiscal Year (2020-2021) regular face to face training programs were really a challenge due to the covid-19 pandemic situation, 3rd and 4th quarter again started its actual training activities when this pandemic situation improved.

NAEM was not in stagnant in its activities even in the tough situation of global pandemic situation. Being instructed by the ministry of Education, NAEM introduced some online training courses on ICT skills, Faculty Development courses, National Integrity Strategy (NIS) course, and some other online training programs both for NAEM officials and for its participants. For the last two quarters of this year NAEM conducted number of core training courses, conferences, seminars and so on.

2.3.1 Senior Staff Course on Educational Administration Management (SSCEM)

It is one of the core courses at NAEM. Through this course participants acquire the current concepts of Education and development leading to national development for improving their problem solving and decision making, get the opportunities for depth appreciation of the complex and dynamics of socio-cultural, political economy and natural environment in which they work, it also provide them opportunity to use ICT in imparting quality teaching and improving management, it acquaint them with the fundamental issues of educational development, project management, besides it provides an open forum for understanding their roles as Head of the institutions, policy makers and implementers of different plans and projects of the government and so forth.

In the year 2020-2021 NAEM arranged two Senior Staff Course on Educational Administration Management from 03.03.20 to 11.04-21 and from 24.05.21 to 07.07.21. The duration of this course is basically two months but after being started on 3rd March 2020, 21st batch was stopped once covid-19 situation deteriorate, again started and came to an end on 11th April 2021. 22nd Batch started on 24th May 2021 and came to an end on due time. A total 75 Professors and Associate Professors ranked education cadre officers has taken this training. It is one of the core courses at NAEM.

Hon'ble Chief Guest Mr. Md. Mahbub Hossain, Secretary, Ministry of Education

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Face to Face Senior Staff Course on Educational Administration Management	21st Batch	03.03.20-11.04-21,			35
2	Face to Face Senior Staff Course on Educational Administration Management	22nd Batch	24.05.21-07.07.21			40

2.3.2 Advanced Course on Educational Administration and Management (ACEM)

It is also another core course of NAEM. It is for the Associate Professors of BCS (General Education) Cadres.

Objectives of ACEM course: Following are the general objectives of this course

- To identify the basic constitutional provisions relating to educational development and administration.
- To conceptualize the theories and principles of administration and educational development
- To acquire the techniques of motivation and teaching professional development through research and higher studies
- To use ICT in imparting teaching learning process and management
- To acquire them with the fundamental issues of educational development, project management, developing research proposal and conducting research
- To enhance their analytical skills and abilities and to equip them to shoulder higher responsibilities in college administration both in teaching and administration
- To act as catalyst for change in educational administration, teaching and research
- To improve their career planning, assess personal qualities of leadership, behavioral strength and weakness and means to promote these qualities
- To develop interpersonal relationship for promoting the administrative capacity and ensuring the transparency and accountability

In this Fiscal Year (2020-2021) NAEM conducted one batch of Advanced Course on Educational Administration and Management (ACEM) which started on 5th May 2021 and came to an end on 7th July 2021. A total 40 Associate Professors ranked BCS (General Education) Cadre Officers took part in this training program.

Opening Ceremony of 22nd SSCAM and 35th ACEM Course where Md. Mahbub Hossain, honorable Secretary of Ministry of Education joined as the chief guest virtually

Name of the Training Course: Advanced Course on Educational Administration and Management (ACEM)

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Face to face Advanced Course on Educational Administration and Management (ACEM)	35th Batch	24.05.21-07.07.21			40
					Total =	40

2.3.3 Foundation Training Courses (FTC) for BCS (General Education) Cadre Officers

It is basic Foundation Training program for the BCS (General Education) officers. It is one of the fundamental core courses of NAEM. The main objectives of this course is to ensure skilled, proactive and well – groomed civil servants committed to the welfare and development of the people in an ever-changing global context.

Besides the participants can recognize the role of civil servants in context of national and global environment, can identify their individual strength as well as weakness promote interpersonal relations in overall management through interaction among trainee officers of Education cadre, can learn and utilize Information and Communication Technology (ICT) in management, can prepare research papers, reports and other documents professionally, can communicate in English with accuracy and reasonable fluency and can maintain physical fitness and ethical firmness to meet arduous challenges.

A four (4) months long course in full of academic and curricular activities. These activities include different cultural activities like cultural and mess night, different national and international day observation, new year celebration, religious events like Milad Mahfil, cake in the festival, Office attachment program, debate, blood donation program, study tour, own village study and like.

Cultural and notable events of 158th and 159th FTCs. In different events Md. Hasanul Islam NDC, Additional Secretary, SHED, Ministry of Education, Professor Syed Anwar Hossain, Dhaka University, Professor Anwara Sayed Haque, Dhaka University were present to ornament these events

This Fiscal Year really faced huge challenges to carry on the regular training activities of this training academy. Facing these unavoidable challenges NAEM conducted Sixteen (16) batches of Foundation training successfully.
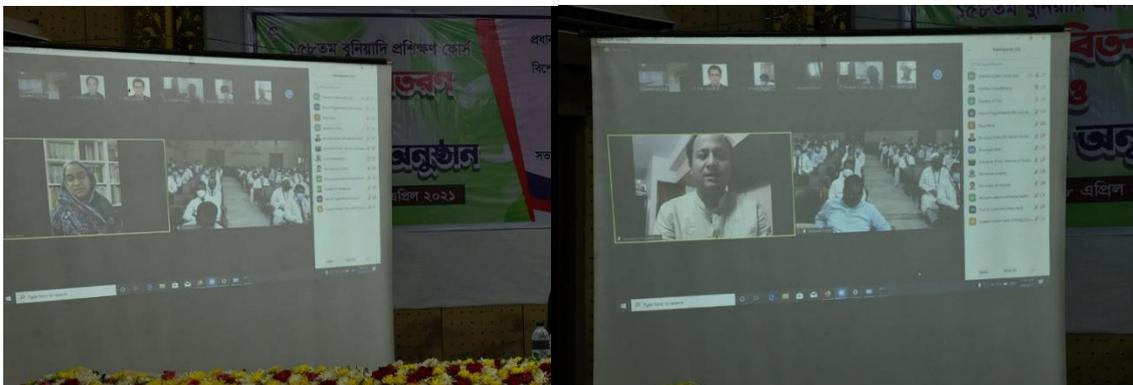
Closing and Certificate awarding Ceremony of 158th FTC where Dr.Dipu Moni MP, Honorable Education minister and Mr. Mohibul Hasan Chowdhury MP, Honorable deputy Minister, Ministry of Education joined virtually as the Chief guest and Special Chief guest respectively

But it is to be mentioned that to meet up the backlog of FTC training program NAEM used four (4) other venues namely BARD at Comilla, Bangladesh Institute of Administration and Management (BIAM) at Dhaka, Rural development Academy (RDA) at Bogura and Telecommunication Stuff College (TSC) at Gazipur.

Opening and Closing Ceremony of 159th FTC where Dr.Dipu Moni, MP, Honorable Education Minister, Ministry of Education was present in both the programs virtually. Professor Ahmed Sajjad Rashid, Director General was the chair of these programs. Besides Professor Dr. Md. Lokman Hossain, Director, Training and Implementation and Prof. Dr. Mustafa Kamal, Director, Admin &Finance were also present

It is to be mentioned also that 157th FTC started on 15th January 2020 but due to Corona it was stopped on 19th March, almost in the middle of this course. After long Seven (7) months, it was again started and came to an end successfully on 13 December 2020 facing all the challenges but it was not counted in this Fiscal Year (2020-2021).

Sessions of 158th and 159th FTCs conducted by distinguished personalities. In pictures Md. Hasanul Islam NDC, Additional Secretary, SHED, Ministry of Education, Great Freedom fighter Independence Medal receiver Sajjad Zahir, Prof. Dr. Syed Md. Golam Faruk, Director General, Directorate of Secondary and Higher Education, Justice Md. Ruhul Kuddus are conducting sessions

Name of Training Program: Foundation Training Courses (FTC) for BCS (General Education) Cadre Officers

SL	Name of the Training Course	Batch No.	Duration	Venue	Male PPs	Female PPs	Total Participants
1	BCS Education Foundation Training Course	158th Batch	09.03.21-08.04.21	NAEM	66	21	87
2	BCS Education Foundation Training Course	159th Batch	21.01.21-27.06.21	NAEM	78	26	104
3	BCS Education Foundation Training Course	160th Batch	16.02.21-15.06.21	BARD Cumilla			50
4	BCS Education Foundation Training Course	161st Batch	16.02.21-15.06.21	BIAM Dhaka			40
5	BCS Education Foundation Training Course	162nd. Batch	16.02.21-15.06.21	RDA Bogura			40
6	BCS Education Foundation Training Course	163rd Batch	16.02.21-15.06.21	TSC Gazipur			80
							Total = 401

2.3.4 English Language Teaching (ELT) Course

NAEM usually conducts in-house training courses. Participants come to have their training at NAEM from different districts. But for some countryside teachers especially for the female teachers it is very tough to join this training course. To meet up this problem NAEM has taken steps to conduct some training courses to the doorsteps of the teachers from last five years. In its continuation NAEM has conducted two types of such training within this pandemic situation of this fiscal year. English Language Teaching (ELT) Course is one of them. Two Batches of ELT training were held in Potuakhali and Sunamganj district.

14th Batch ELT Training was held in five (05) venues in Potuakhali district from 23.01.21-04.02.21. The names of five (05) venues were:

- *Potuakhali Sadar*
- *Dumki*
- *Bawfal*
- *Khepupara and*
- *Golachipa Upazilla.*

Total 149 teachers took part in this training course.

similarity 15th Batch of ELT Training Course was held in Sunamganj district in five venues namely

- *Sunamganj Sadar*
- *Derai*
- *Jagannathpur*
- *Satak*
- *Bisamvabpur Upazilla*

These venues almost covered the whole Sunamganj district. Here in this course 150 English teachers have received this training. The duration of this training program was 28.02.21-11.03.21.

Through ELT Training Secondary Level English teachers get the idea about the methods and techniques of presenting English classes, they also come to know about the use of EFT (English for Today) in the classroom, presenting grammar in a communicative way, CLT approach, presenting vocabulary, using teaching aids, applying different skills like Reading, Writing, Listening and Speaking, using lesson plan, micro teaching concept and so forth.

Some important moments of Satellite English Language Teaching (ELT) Course in Potuakhali and Sunamganj District. Prof. Dr. Md. Lokman Hossain, director, Training and Implementation, NAEM conducted some sessions in different venues. Besides local DEO, USEO, UNO of some respective venues were present in some formal sessions.

Name of the Training Program: English Language Teaching (ELT) Course

SL	Name of the Training Course	Batch No.	Name of the District	Name of venues	Duration	Male PPs	Female PPs	Total Participants
1	Face to face English Language Teaching Course (ELT) in satellite mode	14th	Potuakhali	Potuakhali,Sadar, Dumki Upazilla, Bawfal Upazilla. KhepuparaUpazil. and Golachipa Upazilla	23.01.21-04.02.21.			149
2	Face to face English Language Teaching Course (ELT) in satellite mode	15th	Sunamganj	Sunamganj Sadar, Derai Upazilla., Jagannathpur Upazilla, Chhatak Upazilla. And Bisamvabpur pazilla	28.02.21-11.03.21.			150
							Total Participants	299

2.3.5 Satellite Training Course for Teachers' Professional Development

In this Fiscal Year (2020-2021) NAEM arranged two (02) batches of Face-to-face Satellite Training Course for Teachers' Professional Development in two (02) districts namely Rangamati and Bagerhat. This training program was held in different upazillas covering the whole areas of these two districts. Total 350 teachers of secondary level from different subjects received this training program. The duration of this training program was from 13.02.21 to 18.02.21 and from 05.06.21 to 10.06.21 respectively for 43rd and 44th Batches. Name of venues of these two (02) districts were as follows:

Venues of Rangamati district (43rd Batch):

- *Rangamati Sadar*
- *Kawkhali*
- *Kaptai*
- *Longodu and*
- *Barkal Upazilla*

Vanues of Bagerhat District (44th Batch):

- *BagerhatSadar*
- *Mollarhat*
- *Fakirhat*
- *Morelganj and*
- *Chitalmari Upazilla*

It is a pedagogical training program. Here teachers get the general principals of conducting classes in an interactive way. They get the idea regarding classroom management methods and techniques, motivational techniques, integration if ICT skills, relationship between teachers and students and with the SMC members, using Teaching Aids, 21st century characteristics and skills both for teachers and students, learning styles, student psychology, education policy, sustainable education and development, inclusive education and so forth.

Some important moments of Satellite Training Course on Teachers Professional Development at Rangamati and Bagherhat District. Prof. Dr. Md. Lokman Hossain, Director General of NAEM, Prof. Dr. Md. Mustafa Kamal, Director, Admin &Finance, Md. Salimuzzaman, Director, planning and Development, local DEO, USEO, UNO were present in different events of these training programs.

**Name of the Training Program: Satellite Training Course for Teachers'
Professional Development**

SL	Name of the Training Course	Batch No.	Name of the District	Name of venues	Duration	Male PPs	Female PPs	Total Participants
1	**Face to face Satellite Training Course for Teachers' Professional Development**:	43rd Batch	Rangamati	1.Rangamati Sadar, Kawkhali Upazilla, Kaptai Upazilla, LongoduUpazilla and Barkal Upazilla.	13.02.21-18.02.21			150
2	Face to face **Satellite Training Course for Teachers' Professional Development**:	44th Batch	Bagerhat	1.Bagerhat Sadar, MollarhatUpazilla. Morelganj Upazilla, FakirhatUpazilla. and Chitalmari Upazilla	05.06.21-10.06.21.			200
							Total Participants	350

2.3.6 Educational Administrational and Management Course for both Secondary and College Level Teachers

Educational Administration and Management (EAM) is one of the most important courses both for Head of Secondary and College Level Institutions. It is so important course because after the completion of this programs Head Teachers and Principals of Non-government colleges and madrasahs gain the ability to describe the past and present system of Education, analyse the educational plan and programs adopted by the government, demonstrate efficiency in personal management, explain the changing perspectives and ideas in institutional management, analyse the financial laws, rules and regulation for effective implementation and the demonstrate positive attitudes and leadership qualities and so on.

Some important moments of online Educational Administration and Management Course of Secondary and College level Institutional Heads. Prof. Ahmed sajjad Rashid, Director General of NAEM, Prof. Dr.Md. Lokman Hossain, Director (Training & Implementation) were present in these programs.

It is a regular training programs at NAEM. In this financial year some online training courses were introduced for the first time in the history of NAEM because of the Covid-19 pandemic situation. EAM Training program both for Secondary and College Level Teachers was one of them. It was a very challenging as well as very effective endeavor for NAEM to organize and complete this type of online training. NAEM successfully completed two (02) batches online EAM courses for District Education Officers (DEO), three (03) Batches online EAM courses for the Head Teachers of Secondary level Institutions and two (02) batches online Training courses for the principles for non-government colleges and Madrasahs. Besides NAEM conducted one batch face to face 117th EAM course for Secondary level and one batch face to face EAM (142nd) course for college level institutions. The duration, time and the number of participants are given in the following table.

Name of Training Program:

Educational Administration and Management Training (for District Education Officer, Head of Secondary Level Institutions and Head of non-Government College Level Institutions)

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Online Educational Administration and Management Training Course (EAM) for District Education Officers	1st Batch	29.11.20-03-12.20			34
2	Online Educational Administration and Management Training Course (EAM) for District Education Officers	2nd Batch	10.01.21-14.01.21			38

3	Online Educational Administration and Management Training Course (EAM) for Institutional Head (Secondary Level)	1st Batch	02.12.20-22.12.20			29
4	Online Educational Administration and Management Training Course (EAM) for Institutional Head (Secondary Level)	2nd Batch	13.01.21-02.02.21,			31
5	Online Educational Administration and Management Training Course (EAM) for Institutional Head (Secondary Level)	3rd Batch	02.06.21-22.06.21			38
6	Online Educational Administration and Management Training Course (EAM) for Institutional Head (Higher Secondary/College Level)	1st Batch	02.12.20-22.12.20			29
7	Online Educational Administration and Management Training Course (EAM) for Institutional Head (Higher Secondary/College Level)	2nd Batch	13.01.21-02.02.21			31
8	Face to face Educational Administration Training Course (EAM) for Institutional Head (Secondary Level)	117th Batch	03.02.21-23.02.21			31
9	Face to face Educational Administration and Management Training Course (EAM) for Institutional Head (Higher Secondary/College Level)	142nd	02.03.21-22.03.21			33
					Total=	294

2.3.7 Online Communicative English Course (CEC): Functionaries

Through this course participants achieve the knowledge to use English smartly both in written and verbally. They come to know the basic characteristics of Communicative English. Besides they come to know how to use four (04) skills namely Listening, Speaking, Reading and Writing. They gain the knowledge regarding fluency and accuracy. For official functions and purposes they need to know and use English properly. Through this course they gain such knowledge.

In this Fiscal Year 2020-2021 two (02) batches of online Communicative English Course (CEC) was held for Institutional Head. Time, duration and the number of participants are presented through the following table.

Name of Training Program: Online Communicative English Course (CEC): Functionaries

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
01	Online Communicative English Course (CEC): Functionaries	1st Batch	02.12.20-22-12.20			25
02	Online Communicative English Course (CEC): Functionaries	2nd Batch	03.02.21-23.02.21			26
						Total = 51

2.3.8 Online Communicative English Course (CEC): For College Level Teachers

It is also a regular course both for Secondary and College Level English Teachers. Main objectives of this course are to demonstrate enhanced capacity of teaching English, to improve their own English, to handle the textbook effectively, to motivate learners to participate in various language practice activities, to construct Listening, Speaking, and Reading, Writing and Grammar tests, to demonstrate English sound system and develop better pronunciation skills and so on.

In 2020-2021 NAEM arranged two batches of Communicative English Course for College Teachers online for the first time in the history of NAEM. All the information of this course has been presented below.
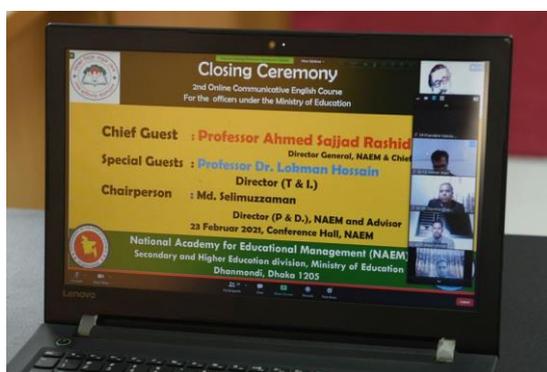
Closing Ceremony of 2nd online Communicative English Course for college level Teachers. Prof. Ahmed sajjad Rashid, Director General of NAEM was the chief guest whereas prof. Dr. Md. lokman Hossain was the special guest.

Name of Training Program: Online Communicative English Course (CEC): For College Level Teachers

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Online Communicative English Course (CEC) for College Teachers	1st Batch	28.05.21-07.06.21,			29
02	Online Communicative English Course (CEC) for College Teachers	2nd Batch	08.06.21-28.06.21			31
						Total = 60

2.3.9 Office Management Course

Main purpose of this course is to gain the managerial skill and also the applicable skill and to improve the confidence among the participants which they need to improve their organization and to advance the career of the stuff of schools and colleges. This program also helps participants to explore the economic foundations of strategy and discover what's behind the numbers in financial statements. Develop the leadership and management skills to get things done and bring out the best among the teachers. It also helps the teachers to improve their leadership skill.

In this Financial Year NAEM arranged one batch (32nd Batch) of Office Management Course which started on 1st June 2021 and came to an end successfully on 14th June 2021. Total 29 participants took part in this training

Name of the Training Program:

Face to face Office Management Course

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Face to face Office Management Course	32nd Batch	01.06.21-14.06.21			29
					Total = 29	

2.3.10 Project Management Course

This Training course helps the participants to improve their organization skills. They get the idea how to design a project following the rules and regulation of the government and to finish them successfully within the time frame. This curse also provides the knowledge and methodologies to ensure the teachers and students' requirements. Project management provides them with a range of tools and techniques that they can apply in their institutions to ensure that they are more productive and more able to meet the required deadlines.

In the year 2020-21 NAEM conducted one batch face to face Project Management Course which started with 19 participants from college level on 8th June 2021 and came to an end on 21st June 2021 successfully overcoming different challenges during this pandemic situation.

Name of the Training Program

Face to face Project management Course

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Face to face Project Management Course	21st Batch	08.06.21-21.06.21			19
					Total = 19	

2.3.11 Library Planning and Management Course

Library is considered the heart of an educational institutions where a librarian is considered the teacher of teachers according to Dr. Radhakrisna. So, this Library Planning and Management Course is very important for the teachers. Through this training program participants can gain the knowledge how to ensure the best use of the library both for the teachers and students.

In this financial year one batch of Library Planning and Management Training Course was held at NAEM. The Course started on face-to-face mode on 8th June 2021 and completed on 21st June 2021. Total 31 participants joined this program and successfully completed it.

Name of the Training Course
Face to face library Planning and Management Course

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Face to face Library Planning and Management Course	37th Batch	08.06.21-21.06.21	29	02	31
					Total = 31	

2.3.12 Online English Language Teaching (ELT) Course:

English Language Teaching (ELT) Course is an important course for the secondary Level English Teachers. It is also a regular Training Program at NAEM. Through thisTraining Secondary Level English teachers get the idea about the methods and techniques of presenting English classes in an interactive way, they also come to know about the use of EFT (English for Today) in the classroom, presenting grammar in a communicative way, CLT approach, presenting vocabulary, using teaching aids, applying different skills like Reading, Writing, Listening and Speaking, using lesson plan, micro teaching concept and so forth.

Due to pandemic situation it was really tough for NAEM to arrange face to face training following the training calendar. That's why being instructed by the Ministry of Education NAEM introduced some online courses using the zoom technology. ELT training is one of these online courses.

In the Financial Year 2020-2021 NAEM introduced two (02) batches of ELT training where total 59 (Fifty-Nine) English teachers took part in this training. Following table is presenting the training information in details.

Name of the Training Program
Online English Language Teaching (ELT) Course:

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
01	Online English Language Teaching (ELT) Course for Secondary Level English Teachers	1st Batch	06.12.20-17.12.20,			30
02	Online English Language Teaching (ELT) Course for Secondary Level English Teachers	2nd Batch	17.01.21-28.01.21			29
					Total = 59	

2.3.13 Information and Communication Training Course (ICT) both for Secondary and College level

It is a regular Training program of NAEM. Each and every quarter NAEM usually arranges this training both for Secondary level Head Masters and Head of College Level institutions. Main purpose of this training program is to grasp up the concepts of a computer and its working principles, to understand the basic hardware and installation software of a computer system, to enhance knowledge and skills of the participants in application packages and programming language, to enhance knowledge and skill communications procedure, to enhance knowledge of Web page designing, to use computer in daily official activities effectively and so forth.

In this Fiscal Year (2020-2021) NAEM conducted one batch (59th Batch) ICT Training for the general computer teacher in secondary level, three batches (26th, 27th and 28th) of ICT Training for the Head Masters of Secondary Level Schools and one batch (36th) ICT Training for the Head of College level institutions. Details of these training programs are as follows:

Certificate awarding moments of some Information and Communication Training Courses of Secondary and College Level Teachers. Prof. Dr. Md. Lokman Hossain, Director General of NAEM and Md. Salimuzzaman, Director, Planning and Development distributed certificate among the participants.

Name of the Training Program:
Information and Communication Training Course (ICT) both for Secondary and College level

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1.	Information and Communication Training Course (ICT) for Secondary level general Teachers	59th Batch	06.01.21-26.01.21			26
2.	Information and Communication Training Course (ICT) for Secondary level Head Teachers	26th Batch	23.05.21-27.05.21,			44
3.	Information and Communication Training Course (ICT) for Secondary level Head Teachers	27th Batch	30.05.21-03.06.21			38
4.	Information and Communication Training Course (ICT) for Secondary level Head Teachers	28th Batch	06.06.21-10.06.21			37
5.	Information and Communication Training Course (ICT) for college level Head Teachers	36th Batch	23.-03.21-12.04.21			29
					Total=	174

2.3.14 Digital Content Development Course

It is not the regular training course for NAEM. But both for the secondary and higher secondary level teachers is very important because teacher get the practical knowledge of preparing the class contents for digitally presentation like Power Point presentation. They come to know how to make Power Point presentation, presenting different types of data through Microsoft Excel and using other types of software. They know how to search suitable content from the net and how to edit and fit for the local needs and demands.

In this 2020-21-year NAEM arranged one batch (5th Batch) Digital Content Development

Training for college level teachers. Number of participants were 27. This Training program started on 2nd February 2021 and came to an end on 15th February 2021.

Closing and Certificate awarding ceremony of Digital Content Development Course. Prof. Ahmed sajjad Rashid, Director General of NAEM distributed certificate among the participants as the chief guests of this program. Prof. Khan Rafiqul Islam was also present of this program.

Name of the Courses

Digital Content Development Course

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Digital Content Development Course	5th Batch	02.02.21-15.02.21			27
					Total = 27	

2.4.0 Some Other Training Related Activities of the Fiscal Year 2020-2021

Apart from these training NAEM conducted two (02) batches of online ICT Skill Development Course, six (06) batches of National Integrity Strategy (NIS) Training, one seminar on Citizens 'Charter and a workshop on Innovative ideas for its officers and stuff. Training data and information of these activities are presented through the following table.

2.4.1 Online ICT Skill Development Course

NAEM arranged an online ICT Development Course. It was held from 07.09.2020 to 10.09.2020 and from 07.09.2020 to 10.09.2020 in two batches. Total 84 (38+ 46) NAEM Officials took part in this Training. It was really a very effective Training program which helped the NAEM Faculties arrange different types of online courses later on. During the Covid pandemic situation it was really a challenge to invite the teachers at NAEM from the different corner of the country to have their training. In this particular, Time only option was to arrange the training program online. This Orientation of online ICT skill Development Course really helped to do so smoothly. The information of this training program is as follows.

Online Skill Development Training for NAEM officials. Md. Belayet Hossain, Honorable additional secretary, SHED, MoE, was present as the chief guest of this program. Prof. Ahmed Sajjad Rashid, Director General of NAEM was the chair of this program.

Name of the program: Online ICT Skill Development Course

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Online ICT Skill Development	1	07.09.2020-10.09.2020			38
2	Online ICT Skill Development	2	07.09.2020-10.09.2020			46
						Total = 84

2.4.2 National Integrity Strategy (NIS) Training

NAEM arranged several batches of this Training program in this Fiscal Year. A total of 260 NAEM officers and employees took part in six (06) batches. From this training Officers and stuff of NAEM generally get the idea to perform their duties accordingly following the rules regulation of the government. This program also describes the responsibility, transparency and accountability of everyone's duties and actions. It also tells about the manners and etiquettes of professional field. All the information of this Training Program is given below.

NIS Training for NAEM Officials and stuff. Md. Hasanul Islam NDC, Additional Secretary, SHED, Ministry of Education was the chief guest of this program and Prof. Ahmed Sajjad Rashid, Director General of NAEM was the Chair.

Name of the Program: National Integrity Strategy (NIS) Training

SL	Name of the Training Course	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	National Integrity Strategy (NIS) Training (Officers)	1	20.09.2020-21.09.2020			44
2	National Integrity Strategy (NIS) Training (Officers)	2	22.09.2020-23.09.2020			45
3	National Integrity Strategy (NIS) Training (Stuff)	3	27.09.2020-28.09.2020			43
4	National Integrity Strategy (NIS) Training (Stuff)	4	29.09.2020-30.09.2020			43
5	National Integrity Strategy (NIS) Training for employees	5	04.10.2020-05.10.2020			43
6	National Integrity Strategy (NIS) Training for employees	6	06.10.2020-07.10.2020			42
					Total=	260

2.4.3 Seminar of Citizens' Charter

A workshop was arranged for NAEM Official in this Fiscal Year (2020-2021). The main theme of this workshop was to give emphasize on how we can make the service easy for the stakeholders and service seekers. A total 43 (Forty-Three) officers took part on this workshop. It was held on 20.12.2020.

Some moments of Seminar of Citizens' Charter held on 12 December 2020. Md. Aminul Islam Khan, Secretary, TMED, Ministry of Education addressing the Chief Guest while Prof. Ahmed Sajjad Rashid, Director General of NAEM was the Special Guest at this seminar on formulation and implementation of Citizen Charter Commitments.

Name of the Program: Seminar of Citizens' Charter

SL	Name of the activity	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Seminar on Citizens' Charter	1	20.12.2020			43
					Total = 43	

2.4.4 Workshop on Innovative Ideas

In this year NAEM arranged a workshop on Innovative Ideas. Now it is the time to find out the new ways and strategies to face the new challenges and to meet the changing situation in education. It was really a situation demanded workshop. It was held on 24.12.2020 and 28 Officers took part on this workshop.

Workshop on Innovative Ideas at NAEM held on 24th December 2020

Name of the Program: Workshop on Innovative Ideas

SL	Name of the activity	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	Workshop on Innovative Ideas	1	24.12.2020			28
					Total = 28	

2.4.5 E-Learning Orientation Program

On 16 August 2020 NAEM arranged an E-learning Orientation Program at NAEM auditorium. Seventy Five (75) officers of NAEM participated on this program maintaining the social Distance due to Covid-19 issue. A2i from Prime Minister's office provided the technical support for this program. Through this program participants get the idea how to record their classes, to prepare their class contents, and to prepare their scripts properly.

E-Learning Orientation Program held at NAEM auditorium on 16 August 2020. Prof. Dr. Md. Lokman Hossain, Director, Training and Implementation, NAEM addressing this program

Name of the Program: E-Learning Orientation Program.

SL	Name of the activity	Batch No.	Duration	Male PPs	Female PPs	Total Participants
1	E-learning Orientation Program	1	16.08.2020			75
					Total = 75	

2.5.1 Training held in Fiscal Year 2020-2021(July 2020- June 2021) at a glance
Following table is presenting the total training programs in 2020-21.

SL No.	Name of Training Course	Number of batches	Date/ Duration	Male participants	Female participants	Total participants
	Educational Administration and Management Course (EAM)					
1	Online Educational Administration Training Course (EAM) for District Education Officers	1st and 2nd Batch	29.11.20-03-12.20 10.01.21-14.01.21			72
2	Online Educational Administration Training	1st, 2nd and 3rd Batch	02.12.20-22.12.20,			98

	Course (EAM) for Institutional Head (Secondary Level)		13.01.21-02.02.21, 02.06.21-22.06.21			
3	Online Educational Administration Training Course (EAM) for Institutional Head (Higher Secondary/College Level)	1st and 2nd Batch	02.12.20-22.12.20 13.01.21-02.02.21			60
4	Face to face Educational Administration Training Course (EAM) for Institutional Head (Secondary Level)	117th Batch	03.02.21-23.02.21			31
5	Face to face Educational Administration Training Course (EAM) for Institutional Head (Higher Secondary/College Level)	142nd Batch	02.03.21-22.03.21			33
Foundation Training Course for BCS (General Education) Cadre						
6	BCS Education Foundation Training Course	158th Batch	09.03.21-08.04.21			87
	BCS Education Foundation Training Course	159th Batch	21.01.21-27.06.21			104
	BCS Education Foundation Training Course	160th Batch	16.02.21-15.06.21			50
	BCS Education Foundation Training Course	161st, Batch	16.02.21-15.06.21			40
	BCS Education Foundation Training Course	162nd. Batch	16.02.21-15.06.21			40
	BCS Education Foundation Training Course	163rd Batch	16.02.21-15.06.21			80
Total						401
Training Course for Secondary Level Teachers						
7	Online English Language Teaching Course (ELT)	1st and 2nd Batches	06.12.20-17.12.20, 17.01.21-28.01.21			30+29 =59
8	Face to face English Language Teaching Course (ELT) in satellite mode	14th and 15th Batch (5+5=10 batch all together)	23.01.21-04.02.21, 28.02.21-11.03.21			149+150 =299
8	Face to face Satellite Training Course for Teachers' Professional Development	43rd and 44th	13.02.21-18.02.21, 05.06.21-10.06.21			150+200 =350
Training Course for College Level Teachers						
9	Online Communicative English Course (CEC) Functionaries	1st and 2nd Batches	02.12.20-22-12.20, 03.02.21-			25+26= 51

			23.02.21			
10	Online Communicative English Course (CEC)	1st and 2nd Batches	28.05.21-07.06.21, 08.06.21-28.06.21			29+31=60
11	Face to face Office Management Course	32nd Batch	01.06.21-14.06.21			29
12	Face to face Project management Course	21st Batch	08.06.21-21.06.21			19
13	Face to face library Planning and Management Course	37th Batch	08.06.21-21.06.21			31
	Senior Stuff Course on Educational Administration Management (SSCEAM)					
14	Face to Face Senior Staff Course on Educational Administration Management	21st and 22nd Batches	03.03.20-11.04-21, 24.05.21-07.07.21			35+40=75
	Advanced Course on Educational Administration and Management (ACEM)					
15	Face to face Advanced Course on Educational Administration and Management	35th Batch	24.05.21-07.07.21			40
	Information and Communication Training Course (ICT) both for Secondary and College level					
16	Information and Communication Training Course (ICT) for Secondary level general Teachers	59th Batch	06.01.21-26.01.21			26
17	Information and Communication Training Course (ICT) for Secondary level Head Teachers	26th, 27th and 28th Batches	23.05.21-27.05.21, 30.05.21-03.06.21, 06.06.21-10.06.21,			44+38+37=119
18	Information and Communication Training Course (ICT) for College level Head Teachers	36th Batch	23.-03.21-12.04.21			29
19	Digital Content Development Course	5th Batch	02.02.21-15.02.21			27
					Grand Total=	1909

2.5.2 Some Other Training related activities of the Fiscal Year 2020-2021 at a glance

SL No	Name of Training programs/seminar/workshop	Batch No.	Time/Duration	Male PPs	Female PPs	Total PPs
1	Online ICT Skill Development	1	07.09.2020-10.09.2020			38
2	Online ICT Skill Development	2	07.09.2020-10.09.2020			46
3	National Integrity Strategy (NIS) Training (Officers)	1	20.09.2020-21.09.2020			44

4	National Integrity Strategy (NIS) Training (Officers)	2	22.09.2020-23.09.2020			45
5	National Integrity Strategy (NIS) Training (Stuff)	3	27.09.2020-28.09.2020			43
6	National Integrity Strategy (NIS) Training (Staff)	4	29.09.2020-30.09.2020			43
7	National Integrity Strategy (NIS) Training for employees	5	04.10.2020-05.10.2020			43
8	National Integrity Strategy (NIS) Training for employees	6	06.10.2020-07.10.2020			42
9	Seminar on Citizens' Charter	1	20.12.2020			43
10	Workshop on Innovative Ideas	1	24.12.2020			28
11	E-learning Orientation Program	1	16.08.2020			75
					Total =	490

2.6.0 Conclusion

The major responsibility of NAEM is to provide training to different level of teachers and officials related to education. Like other institutions NAEM also faced challenges to carry on its regular activities due to the pandemic situation of this year 2020-2021. NAEM has to stop some of its activities in the mid-way due to unavoidable situation during the covid-19 situation became worse. But it never stood still. Being instructed by the Ministry of Education and by following the guidelines of the government it carried on its training and other activities. This is the first time in history of NAEM, it introduced some online Training programs and completed successfully meeting up all its challenges. Though it was very tough, NAEM could achieve its target which it signed up for Annual Performance Agreement (APA). In this Financial Year, NAEM could train up 1909 teachers from a general secondary level teacher to the Principals of the Government College. It also provides different types of training for its officers and employees. The volume (number of participants) of such training is 490.

Chapter- 3

Planning and Development Division, NAEM

Planning and Development Division

3.1 Introduction

The planning and Implementation Division of NAEM has been preparing overall plans for the internal activities of NAEM for a long time. It is also designing different projects and monitoring the development activities of this academy regularly. In collaboration with the Training and Implementation division, this division prepares the Annual Training Calendar and Annual performance Agreement (APA) as per the schedule and organizes special training programs on National Integrity Strategy (NIS) and workshops on SDG for NAEM faculties as well. The ICT cell is attached to the division. The faculty members of this division are involved in different training activities and work in cooperation with other divisions.

The remarkable activities performed by the Planning and Development division of name under FY2020-2021 are:

3.2 Meeting focusing on the 8th Five Year Plan of the country

An online zoom meeting for determining the target of NAEM under the 8th Five Year plan was held on 27th October 2020. The honorable Director, Planning and Development chaired the meeting and fixes the targets in presence of all the Directors and APA team members.

3.3 Review Meeting regarding Annual Performance Agreement (APA)

The specific target of NAEM under the 8th Five Year Plan has been prepared and sent to the Ministry of Education. Regarding this, the 1st, 2nd and 3rd review meeting was held respectively 8th October19th November and 20th December 2020. The quarterly follow-up reports under FY 2021 of the Annual Performance Agreement (APA) of NAEM have been submitted to the Ministry of Education.

3.4 Zoom Training on Annual Performance Agreement (APA)

An online Zoom Training of Annual Performance Agreement (APA) was held on to ensure the capability of the faculty members regarding the performance agreement. The speakers from both the cabinet division and the Ministry of Education conducted useful sessions during the training course. The training course addressed all the faculty members in two phases.

3.5 Virtual Training on Global Citizenship Education (GCED)

Recently, global citizenship education is much emphasized by the global community. Giving the importance of this issue NAEM took initiatives and in collaboration with the UNESCO Dhaka office, virtual training on Global Citizenship in Education (GCED) was arranged for NAEM officials. The training is conducted in two (02) batches from 09.00 am to 05.00 pm. The First batch training was held on 18-19 June 2021, and the second (02) batch training was held 25-26 June,2021. The training program was chaired by Prof. Dr. Md. Lokman Hossain, honorable Director General, NAEM. The participants took part in online discussion and group work and group activities regarding the materialization of GCED in educational institutions practically. The training course was briefed by Ms. Shereen Akhter, UNESCO Representative, Dhaka Office. Prof. Dr. Syed Md. Golam

Faruk, honorable Director General, DSHE delivered his Special Guest speech and made commentary while the five (05) groups presented their teamwork. The closing session was ornamented by Mr. Md Mostafizur Rahman PA, honorable Secretary, Ministry of Land. Mr.Md.Belayet Hossain Talukder, honorable Additional Secretary (Dev.), SHED, Ministry of Education also participated in the closing ceremony and delivered their valuable speech.
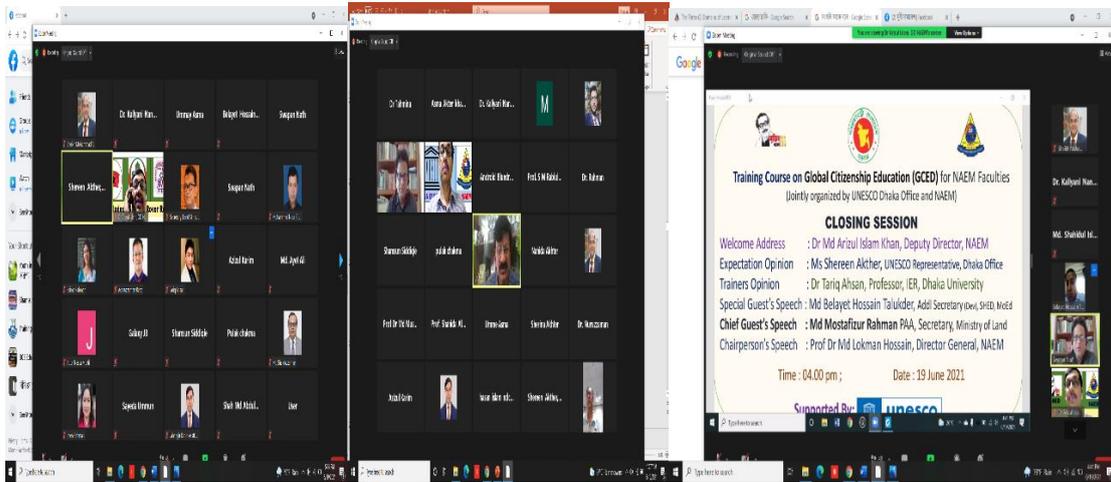
The Participants are on the virtual discussion on GCED.

6 APA Signing program to the Ministry of Education
The Annual Performance Agreement of NAEM constitutes by the Planning and Development division, NAEM. The APA signing ceremony was arranged by the Ministry of Education on 27/06/2021, with the presence of institutional Heads working under the direct supervision of MoE. Prof. Dr. Md. Lokman Hossain, honorable Director General handed over the APA document to Secretary Md. Mahbub Hossain on the day. The Secretary expressed his wholehearted congratulation to NAEM authority for materializing the National Integrity Strategy (NIS).

The APA Signing Ceremony

Chapter- 04

Administration and Finance Division, NAEM

Administration and Finance Division

4.1 Introduction

The Administration and Finance Division performs all the administrative activities and financial transactions along with all kinds of expenditures of the academy. Besides, this division also maintains and preserves the financial records of NAEM. The Section also ensures providing logistics support for arranging training, meeting, seminar and workshops.

The fund of the academy is raised from the following sources:
a) Grants allocated by the Government.
b) Sale Proceeds accumulating from the property owned by the academy.
c) Receipts from another source.

4.2 Activities of Administration and Finance Division (2020-21)

The Administration and Finance Division is responsible for the management of all administrative activities, financial activities, and HR Management issues of the academy. During this period the division has taken several steps to make the academy neat and clean and to enhance the beauty of the NAEM campus by making its garden colorful through the plantation of different beautiful flowers.

4.3 Major Activities of Administration and Finance Division (2020-21)

Under this Financial year, the division performed the following three (03) major activities:

1. **The official opening of the Mural of the Father of the Nation, Bangabandhu Sheikh Mujibur Rahman**

   The construction work of the prestigious mural was started on 2nd January 2020 by the direction of the Ministry of Education and completed on 30th November 2020. The Mural was established to celebrate Bangabandhu Sheikh Mujibur Rahman's Birth centenary. For worsening the corona situation, the mural was virtually unveiled on 25th January 2021 by the honorable Education Minister Dr. Dipu Moni, MP along with the honorable Deputy Education Minister Mr. Mohibul Hasan Chowdhury, MP.

   Unveiling the Mural of Bangabandhu

2. **Vertical Extension of the Administrative Building**

   The construction work for the extension of the NAEM administrative building has been initiated with the active supervision of this division under the direction of the

Ministry of Education. The building is now being extended from the seventh floor to the 10th floor.

Vertical Extension of the Administrative Building

3. **Additional lifts have been set up in both Administrative and Academic building**

   To manage the carrying pressure of the participants of several training courses and organize the time management, one more lift is being installed in the academic building in the fiscal year 2020-2021. Simultaneously, the administrative building has also equal trainees' pressure due to the location of the NAEM library. To minimize the carrying pressure one more lift has also been installed in the administrative building.

The Installation process of the additional Lift Some more activities are also completed in this fiscal year:

- Some trees are planted in different spots of the NAEM campus as a part of the tree plantation program courtesy of Rupali Bank Ltd., science Lab. Branch on National Mourning Day 2020.
- Mujib Year Calendar (March 2020- March 2021) has been published.
- Doctors/ health workers/other staff deployed in COVID-19 dedicated hospitals (Dhaka Medical College and Hospital, Shaheed Suhrawardy Medical College and Hospital, Mugda Medical College and Hospital) have been accommodated in NAEM hostels.
- The partial renovation of the cafeteria is completed by EEd.
- Sale through auction old computers with the permission of proper authority and depositing the money to govt. treasury.
- Arrangement of a separate cell for APA in the Administrative Building.
- Cutting down some risky trees with the permission of proper authority and selling them through auction and depositing the money to govt. treasury.

4.4 Birth Centenary of the Father of the Nation

Great inauguration of Mujib Year (Celebration of Birth centenary) of Father of the Nation Bangabandhu Sheikh Mujibur Rahman & National Children's Day observed by the NAEM family on 17th March 2020. To uphold the importance and significance of the day, discussion meeting, cultural program and cake-cutting activities were taken place on the day. On the day, some fascinating gifts including books were presented to the children who participated in the drawing competition and very nicely drew the image of the Father of the Nation.

Celebration of the Birth Centenary of the Father of the Nation

4.5 Co-ordination Meeting of NAEM

Holding the monthly coordination meeting is a regular administrative activity of the Administration and Finance division where the faculties have the open scope to share their opinions, suggestions and even their grievances. Regarding this, the 234th monthly coordination meeting was held on 07/06/2021 where all the NAEM faculties were present. The meeting was especially focused on the given views for the curriculum modification and modernization for some courses, separate room allocation for the NAEM Central Evaluation Committee and the fixed and unique place for printing training brochures and invitation letters for the participants to avoid unexpected errors.

The presence and sharing views of the NAEM Faculties during the meeting

4.6 NAEM App Finalization Workshop

NAEM App primarily contains training-related activities and would make activities easier using the digital platform. For example, participants would be able to register themselves from their home and workstation, would have information about the seat allocations during their staying in the NAEM hostels before they have physically entered the NAEM campus.

The idea was roughly generated by the NAEM Innovation team, later the participants of 148 foundation training course, The innovation team led by Shishir Chandra Paik and supervised by the NAEM faculty Dr. Sunil Kumar Hawlader, categorically materialized the idea of the NAEM App in their Innovation Showcasing program and the Ministry of Education highly appreciated that. Finally, the NAEM App finalization workshop was held on 24/06/2021 and the workshop was ornamented and sanguine with the presence of Mr. Hasanul Islam NDC, the Chief Innovation officer of the MoE, SHED. Dr. Md. Mostafa Kamal, Director (Administration and Finance) and Mr. Md. Salimuzzaman, Director (Planning and Development), were the discussants of the workshop. Prof. Dr. Md. Lokman Hossain, honorable Director General of NAEM chaired the workshop.

The Chief Guest is delivering a speech regarding the introduction of the NAEM App.

4.7 Joining and Transfer activities of Faculties

The division arranges official formalities for the joining and transferring process of its faculties. Under FY 2021, the most remarkable activities in this aspect are-

- ➢ the farewell ceremony marking the post-retirement leave of Prof. Ahmed Sazzad Rashid, honorable Director General, NAEM on 14/04/2021.
- ➢ the arrangement for the post-retirement leave of Prof. Mita Bhattacharya, honorable Training Specialist, NAEM on 01/01/2021.
- ➢ the arrangement for the post-retirement leave of Prof. Shahjahan, honorable Training Specialist, NAEM on 24/01/2021.
- ➢ Another very significant event is the welcoming ceremony of Prof. Dr. Md. Lokman Hossain to receive as the newly joined Director General of NAEM on 24/06/2021.

Floral Greetings to Prof. Dr. Md. Lokman Hossain

The division receives Prof. Dr. Tahsina Akter as the honorable Director of Training and implementation Division on 27/06/2021.

Floral Greetings to Prof. Dr. Tahsina Akter

4.8 Statement of Income and Expenditure of the Financial Year (2020-21)

Under the financial year 2020-21, the academy received total Tk. 269122000/- as a yearly budget. The academy has performed several activities under the FY 2021, and the amount of total expenditure is Tk. 253669498/-.

4.9 Financial Report of Administration and Finance Division

National Academy for Educational Management is a raining institute and run by revenue budget. Director General is the administrative head of NAEM and responsible for management and operation of fiscal budget allocation. For maintaining pace and transparency in fiscal budget implementation and financial management of NAEM, financial power has been delegated to the DG, NAEM.

As per the provision of Section-128 of the Constitution of the People's Republic of Bangladesh, C&AG (Additional Function) Act-1974, C&AG (Additional Function Amendment) Act-1975, the accounts of NAEM are being audited by the comptroller & Auditor General of Bangladesh. Up to financial year 2019-2020, expenditure and financial transactions of NAEM were audited by the audit team of CAG Office.

A detailed account of the allocation and expenditure that took place during the following two financial years are given in tables 1&2.

(i)   Financial Year 2019-2020: started on 1st July 2019 and ended on 30th June 2020
(ii) Financial Year 2020-2021: started on 1st July 2020 and ended on 30th June 2021

Table 1: Statement of Allocation & Expenditure of the Financial Year 2019-2020

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111 Officers' Pay				
3111101 Basic Pay (Officer)	32050000.00	31606900.00	443100.00	
Sub Total=	**32050000.00**	**31606900.00**	**443100.00**	**98.62**
31112 Staffs' Pay				
3111201 Basic Pay (Employee)	18500000.00	18249300.00	250700.00	
Sub Total	**18500000.00**	**18249300.00**	**250700.00**	**98.64**
31113 Allowances				
3111202 Personal Pay	0.00	0.00	0.00	0.00
3111301 Charge Allowance	200000.00	148500.00	51500.00	74.25
3111302 Conveyance Allowance	300000.00	207800.00	92200.00	69.27

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111306 Education Allowance	1250000.00	1187900.00	62100.00	95.03
3111310 House rent Allowance	20000000.00	19234500.00	765500.00	96.17
3111311 Medical Allowance	2800000.00	2742000.00	58000.00	97.93
3111312 Mobile/cellphone Allowance	169000.00	132048.00	36952.00	78.13
3111314 Tiffin Allowance	230000.00	200100.00	29900.00	87.00
3111316 Washing Allowance	100000.00	81100.00	18900.00	81.10
3111325 Festival Allowance	8200000.00	8069400.00	130600.00	98.41
3111327 Overtime Allowance	700000.00	615187.00	84813.00	87.88
3111328 Rest & Recreation Allowance	3000000.00	2374710.00	625290.00	79.16
3111332 Honorarium Allowance	400000.00	229200.00	170800.00	57.30
3111335 Bangla New Year Allowance	890000.00	812198.00	77802.00	91.26
3111338 Other Allowances	2200000.00	1905700.00	294300.00	86.62
Sub Total: Cash Wages	**40439000.00**	**37940343.00**	**2498657.00**	**93.82**
32 Use of Goods & Services	0.00	0.00	0.00	0.00
3211102 Cleaning & washing Items	500000.00	159000.00	341000.00	31.80
3211106 Entertainment Expenses	500000.00	211010.00	288990.00	42.20
3211111 Seminar & Conference Expenses	2000000.00	592150.00	1407850.00	29.61
3211113 Electricity	10000000.00	8952184.28	1047815.72	89.52
3211114 Utility Service Charge	1000000.00	647636.00	352364.00	64.76
3211115 Water	7000000.00	5691714.00	1308286.00	81.31
3211117 Internet/Fax/ Telex	150000.00	72450.00	77550.00	48.30
3211119 Postage	100000.00	0.00	100000.00	0.00
3211120 Telephone	300000.00	192585.00	107415.00	64.20
3211125 Advertising Expenses	700000.00	362246.55	337753.45	51.75
3211127 Books & Periodicals	1900000.00	159742.00	1740258.00	8.41
3211128 Publications	700000.00	183464.00	516536.00	26.21
3211130 Conveyance Expenditure	2900000.00	2677507.00	222493.00	92.33
Sub Total: Administrative Expenses	**27750000.00**	**19901688.83**	**7848311.17**	**71.72**
3231301 Training	101591000.00	75297900.00	26293100.00	74.12
3243101 Petrol, Oil & Lubricant	300000. 00	110410.00	189590.00	36.80
3243102 Gas & Fuel	500000.00	144176.00	355824.00	28.84
3244101 Travel Expense	4000000.00	3876962.00	123038.00	96.92
3251109 Seeds & Plants	300000.00	83460.00	216540.00	27.82
3252108 Sanitation Materials	400000.00	185932.30	214067.70	46.48
3253103 Hiring of Security Services	2500000.00	1996195.00	503805.00	79.85
3255101 Computer Consumables	1000000.00	12650.00	987350.00	1.27
3255102 Printing & Binding	1000000.00	804895.00	195105.00	80.49
3255105 Other Stationary	4000000.00	3684630.00	315370.00	92.12
3256106 Uniforms	700000.00	163600.00	536400.00	23.37
3256107 Sports Material	300000.00	0.00	300000.00	0.00
3257103 Research	5500000.00	4840820.00	659180.00	88.01

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3257105 Innovation	2500000.00	0.00	2500000.00	0.00
3257206 Honorarium	700000.00	500000.00	200000.00	71.43
3257301 Ceremonies/ Festivals	700000.00	197985.00	502015.00	28.28
3258101 Motor Vehicles	150000.00	68880.00	81120.00	45.92
3258102 Furniture	500000.00	59100.00	440990.00	11.82
3258103 Computer	200000.00	63412.00	136588.00	31.71
3258105 Other Machineries & Equipment	1200000.00	1119839.00	80161.00	93.32
3258126 Telecommunications Equipment	200000.00	0.00	200000.00	0.00
3821102 Land Development Tax	400000.00	77280.00	322720.00	19.32
3821103 Municipal Rates & Taxes	400000.00	247500.00	152500.00	61.88
4112101 Motor Vehicles	16300000.00	0.00	16300000.00	0.00
4112201 ICT Equipment	3500000.00	1276500.00	2223500.00	36.47
4112202 Computer & Accessories	3000000.00	2819250.00	180750.00	93.98
4112204 Telecommunications Equipment	100000.00	0.00	100000.00	0.00
4112302 Camera & Accessories	20000.00	0.00	20000.00	0.00
4112303 Electrical Equipment	4500000.00	11561.00	4488439.00	0.26
4112304 Engineering & other Equipment	5500000.00	2567614.00	2932386.00	46.68
4112310 Office Equipment	1500000.00	1299484.00	200516.00	86.63
4112314 Furniture	3000000.00	18000.00	2982000.00	0.60
Sub Total=	**166461000.00**	**101528035.30**	**64932964.70**	**60.99**
Grand Total=	**285200000.00**	**209226267.13**	**75973732.87**	**73.36**

Table 2: Statement of Allocation & Expenditure of the Financial Year 2020-2021

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111 Officers' Pay				
3111101 Basic Pay (Officer)	33300000.00	32007650.00	1292350.00	96.12
Sub Total	33300000.00	32007650.00	1292350.00	96.12
3111110 Leave Encashment Pay (Officer)	0.00	0.00	0.00	0.00
31112 Staffs' Pay				
3111201 Basic Pay (Employee)	17040000.00	16816713.87	223286.13	98.69
3111209 Leave Encashment Pay (Employee)	660000.00	654660.00	5340.00	99.19
Sub Total	**17700000.00**	**17471373.00**	**228626.13**	**98.71**
31113 Allowances				
3111202 Personal Pay	0.00	0.00	0.00	0.00
3111301 Charge Allowance	200000.00	131142.00	68858.00	65.50
3111302 Conveyance Allowance	150000.00	111900.00	38100.00	74.67
3111306 Education Allowance	1300000.00	1076322.58	223677.42	82.77
3111310 House rent Allowance	20000000.00	19624953.13	375046.87	98.12
3111311 Medical Allowance	2850000.00	2658967.74	191032.26	93.26
3111312 Mobile/cellphone Allowance	250000.00	148248.00	101752.00	59.20

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111314 Tiffin Allowance	230000.00	201400.00	28600.00	87.39
3111316 Washing Allowance	100000.00	76700.00	23300.00	76.00
3111325 Festival Allowance	9000000.00	8155680.00	844320.00	9061.00
3111327 Overtime Allowance	700000.00	690000.00	10000.00	98.57
3111328 Rest & Recreation Allowance	1000000.00	590000.00	410000.00	59.00
3111329 Training Allowance	2200000.00	1881261.00	318739.00	85.51
3111331 Refreshment Allowance	15000.00	0.00	15000.00	0.00
3111332 Honorarium Allowance	400000.00	273200.00	126800.00	68.30
3111335 Bangla New Year Allowance	900000.00	802521.00	97479.00	89.17
3111344 Subsistence Allowance	300000.00	116760.00	183240.00	38.92
Sub Total: Cash Wages	**39595000.00**	**36539055.45**	**3055944.55**	**92.28**
32 Use of Goods & Services				
3211102 Cleaning & washing Items	300000.00	211170.00	88830.00	70.39
3211106 Entertainment Expenses	350000.00	247658.00	102342.00	70.76
3211110 Legal Expenses	350000.00	0.00	350000.00	0.00
3211111 Seminar & Conference Expenses	1000000.00	384600.00	615400.00	38.46
3211113 Electricity	7000000.00	6043969.86	956030.14	86.34
3211114 Utility Service Charge	500000.00	245272.00	254728.00	49.05
3211115 Water	7000000.00	3866553.00	3133447.00	55.24
3211117 Internet/Fax/ Telex	150000.00	132000.00	18000.00	88.00
3211119 Postage	120000.00	120000.00	0.00	100
3211120 Telephone	350000.00	200211.00	149789.00	57.20
3211125 Advertising Expenses	800000.00	698713.00	101287.00	87.34
3211127 Books & Periodicals	1000000.00	200039.00	799961.00	20.00
3211128 Publications	1500000.00	1123600.00	376400.00	74.91
3211130 Conveyance Expenditure	2100000.00	1953575.20	146424.80	93.03
3211131 Outsourcing	2000.00	0.00	2000.00	0.00
Sub Total: Administrative Expenses	**22522000.00**	**15427361.06**	**7094638.94**	**68.50**
3231301 Training	111100000.00	110053035.00	1046965.00	99.06
3243101 Petrol, Oil & Lubricant	150000.00	51496.00	98504.00	34.33
3243102 Gas & Fuel	250000.00	194534.00	55466.00	77.81
3244101 Travel Expense	1250000.00	1250000.00	0.00	100
3251109 Seeds & Plants	350000.00	250085.00	99915.00	71.45
3252108 Sanitation Materials	250000.00	244195.00	5805.00	97.68
3253103 Hiring of Security Services	2500000.00	1886493.75	613506.25	75.46
3255101 Computer Consumables	500000.00	473250.00	26750.00	94.65
3255102 Printing & Binding	1500000.00	1312943.00	187057.00	87.53
3255105 Other Stationary	4000000.00	3884920.00	115080.00	97.12
3256106 Uniforms	400000.00	392500.00	7500.00	98.13
3256107 Sports Material	500000.00	4980000.00	2000.00	99.60

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3257103 Research	7500000.00	7460420.00	39580.00	99.47
3257105 Innovation	1000000.00	936450.00	63550.00	93.65
3257206 Honorarium	550000.00	480000.00	70000.00	87.27
3257301 Ceremonies/ Festivals	400000.00	396865.00	3135.00	99.22
3258101 Motor Vehicles	150000.00	11504.00	138496.00	7.67
3258102 Furniture	200000.00	121000.00	79000.00	60.50
3258103 Computer	150000.00	140601.00	9399.00	93.73
3258105 Other Machineries & Equipment	500000.00	465276.00	34724.00	93.06
3258126 Telecommunications Equipment	150000.00	0.00	150000.00	0.00
3821102 Land Development Tax	150000.00	38640.00	111360.00	25.76
3821103 Municipal Rates & Taxes	400000.00	222750.00	177250.00	55.69
4112101 Motor Vehicles	0.00	0.00	0.00	0.00
4112201 ICT Equipment	3300000.00	3221500.00	78500.00	97.62
4112202 Computer & Accessories	4000000.00	3997675.00	2325.00	99.94
4112204 Telecommunications Equipment	100000.00	100000.00	0.00	100
4112302 Camera & Accessories	5000.00	0.00	5000.00	0.00
4112303 Electrical Equipment	5000000.00	4933196.00	66804.00	98.66
4112304 Engineering & other Equipment	4200000.00	3905873.00	294127.00	93.00
4112310 Office Equipment	2500000.00	2474387.00	25613.00	98.98
4112314 Furniture	3000000.00	2972968.00	27032.00	99.10
Total =	**156005000.00**	**152370556.75**	**3634443.25**	**97.67**
Grand Total =	**269122000.00**	**253815997.13**	**15311342.87**	**94.31**

Chapter- 5

Research and Documentation Division, NAEM

Research and Documentation Division

5.1 Introduction

National Academy for Educational Management (NAEM) is assigned to conduct Research for producing knowledge and use the findings of the research in the training activities. For instance, research findings can be used to prepare cases as training material, to share understandings from the field in the training sessions as well as to update the training curriculum of a course. NAEM is also mandated to carry out consultancy to advise the government for policy involvement.

The Research and Documentation (R & D) Division of the Academy, in fact, has 02 (two) Sections:
 i) Research Section
ii) Documentation Section
  This chapter describes the activities relating to research and publication of the Academy.

5.2 Major Activities of Research and Documentation Division
The followings are the major activities of the division :
  - To conduct research
  - To publish NAEM Journal (a half-yearly publication of NAEM)
  - To publish NAEM Newsletter (a quarterly publication of NAEM)
  - To publish Annual Report of NAEM
  - To organize seminar/workshop
  - To manage NAEM Library
  - To manage Documentation Unit of NAEM

5.3 Research Activities

Research and Documentation Division executes all of its activities under the overall guidance of the Director General of NAEM. Director (Research and Documentation) does the tasks regarding research and development under the supervision of the NAEM research evaluation committee. Research activities of this division are majorly guided and supervised by the distinguished members of the NAEM Research Committee as per NAEM Research Policy.

5.3.1 Managing Research of the Academy

The Research branch organizes research activities started and funded by the revenue budget of the Academy. This organization activity involves the invitation of research proposals to submit final research reports. The NAEM Research Policy 2018 of the Centre guides its research activities. Research proposals are selected for funding following the process and procedure stated in the Research Policy.

5.3.2 Research Committee

According to the policy, a research committee supervises the overall management of the research activities. The research committee is presided by the Director General of NAEM, one of the members of Director (T & I), Director (P & D) are the internal members by the virtue of their position and four external experts from BPATC, NAPD, BIDS, and IER and are the members of the Research Committee. The Director (R&D) is the member secretary of the committee.

5.3.3 Conduct Research

NAEM calls for research proposal and it usually widely circulated to the National Daily Newspapers NAEM website and research areas are Assessment System, Education in Emergence Context, Entrepreneurship in Education, Ethics and Moral Education, Inclusive Education, Information Literacy/Data Management, Innovative and best Pedagogical Practices, Secondary and Higher Education (School/Madrasha/Tertiary Level), Sustainable Education & Lifelong Learning and TVET Education to generate employability. The Research Proposals have been selected by the NAEM Research Committee. The Research Committee evaluates and recommends the proposals by observing the presentation conducted by the research teams.

5.3.4 Research proposals Invitation of FY 2020-2021

The Advertisement for research proposals for FY2020-2021 was published in the *'Daily Samakal'* and *'Daily Independence'* on 27th February 2020. In response to the notice inviting research proposals, under the financial year-2020-21, from the faculty members of NAEM and experienced researchers from outside of NAEM.

5.3.5 Selection workshop of the Research Proposals of FY2020-2021

In total (Sixty-four) 64 research proposals were submitted the FY 2020-2021. For selecting fifteen (15) proposals as per the research budget, a four-day long selection workshop was held dated September 24, October 08,11, and 12,2020. It was the blended type of workshop to cope with the corona pandemic situation. Some attended the workshop through the virtual platform. The honorable Chief Guest Mr. Md. Saifullah Panna, Joint Secretary, Ministry of Finance inaugurated the workshop virtually.

Selection Workshop of Research Proposals of FY 2020-2021

In total Fifteen (15) research has been selected for the FY 2020-2021 by the authority. The titles of these research proposals along with the details of the research teams are given below-

Sl	Title	Team Members
01	Teaching–Learning Practices in Higher Education: An Exploratory Study at University Level in Bangladesh'	Advisor: Professor Dr. Nazrul Islam Dean, School of Business Canadian University of Bangladesh, Sheltech Marina, Flat 2A, House 23, Road 16 Sector 4, Uttara Model Town Dhaka-1230 Phone: +88029821306 E-mail: nazrulku@gmail.com/ nazruleu2012@gamil.com
		Team Leader: Dr. Khan Sarfaraz Ali Assistant Professor, Green University of Bangladesh 220/D Begum Rokeya Shoroni, Dhaka-1207, Cell: 01817528067, E-mail: sarfarazbim@gamil.com
		Member 1: Dr. Bilkis Begum Head & Associate Professor, Department of Library and Information Science, Lalmatia Girls College, Dhaka-1205, Cell:01552314431 E-mail: drbilkis2013@gamil.com
		Member 2: Touhid Hasan Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01712633783, E-mail: touhidhasan720@yahoo.com/ tttouhid.naem@gamil.com
02	Opportunities and Challenges of Digitalization of Higher Education in Bangladesh	Advisor: Professor Dr. A. F. M. Shafiqur Rahman Principal, Dhaka Commerce College, Mirpur, Dhaka Cell: 01716-802644/01556329034 E-mail: drshafiq57@gmail.com
		Team Leader: Professor Dr. Md. Shahidur Rahman Officer on Special Duty, DSHE, Shikha Bhaban, Dhaka-1000, Cell: 01912-469874 E-mail: r.shahidur@yahoo.com
		Member 1: Md. Khorshed Alam Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01712-046399 E-mail : m.khorshed8183@gmail.com
		Member 2: Dr. Muhammad Abdur Rahman Miah Assistant Director (Planning and Development) NAEM, Dhanmondi, Dhaka-1205, Cell: 01711- 00 67 73 E-mail : abdurrahaman777@yahoo.com
03	Õwek¦mvwnZ¨ †K‡›`ªi åvg¨gvY MÖš'vMvi: evsjv‡`‡ki gva¨wgK ch©v‡qi wkÿv_©x‡`i †UKmB I Rxebe¨vcx wkÿvq f~wgKvÕ	Advisor: Mohammed Al Mujaddade Al Fasane Ph.D. Professor of Botany, Department of Botany, University of Dhaka- 1000, Cell: 01712-864626, E-mail: mujaddade@yahoo.com
		Team Leader: Dr. Mohammad Ashaduzzaman Associate Professor, Department of Linguistics University of Dhaka, Dhaka, Cell: 01712221064 E-mail: ashad01zaman@gmail.com
		Member 1: Md. Kamal Hossain Director, Bishwo Shahitto Kendro, 17, Mymensingh Road Bangla motor, Dhaka-1000, Cell : 01711-535398/01971-535398 E-mail : kamal.kendro@gamil.com
		Member 2: Md. Asaduzzaman Assistant Director (Common service), NAEM Dhanmondi, Dhaka-1205, Cell: 01711-26 05 64 E-mail: asad4info@gamil.com

Sl	Title	Team Members
04	Transition of Students with Disabilities from Special School to Mainstream Inclusive Education in Bangladesh Context	Advisor: Dr. Sharmin Huq Professor (Retired), IER, University of Dhaka, Dhaka Cell: 01911-936519, E-mail: huq_sharmin@yahoo.com Team Leader: Dr. Asim Das Lecturer, Department of Education, IER, University Dhaka, Cell: 01774-736858, E-mail: asim.ier@du.ac.bd Member 1: Md. Mizanur Rahman Teacher Trainer, NAEM, Dhanmondi, Dhaka Cell: 01743-794364, E-mail: ttmizan.naem@gmail.com Member 2: Md. Shah Moazzem Hossain Lecturer (Adjunct), Bangladesh Institute of Special Education Dhaka, Cell: 01754-379475 E-mail: moazzem.shah@outlook.com
05	In Search of Quality Standard of Technical and Vocational Education and Training (TVET): An Evaluative Study of the Technical Training Centres (TTCs) in Bangladesh	Advisor: Dr. Sanwar Jahan Bhuiyan Joint Secretary and DEPD, SEIP, Ministry of Finance Cell: 01770-799903, E-mail: sanwarsamia@gmil.com Team Leader: Dr. Md. Shafiul Islam Associate Professor, Department of Public Administration University of Rajshahi, Rajshahi-6200 Cell: 01712-975828, E-mail: shafiul.pad@gmail.com Member 1: Dr. Kallyani Nandy Assistant Director (Research and Documentation) NAEM, Dhanmondi, Dhaka-1205, Cell : 01714-353730 E-mail: subratakallyani@gmail.com Member 2: Md. Azizur Rahman Lecturer, Dept. of Economics, Rajshahi Government City College Rajshahi, Cell: 01714842452 E-mail: arf06edu@gmail.com
06	Effectiveness of Process Approach of Teaching in Developing Students' English Writing Skill: An Experimental Study on the Ninth Grade Students of Quantum Cosmo School in Bandarban	Advisor: Mr. Ranjit Podder Associate Professor, TTC, Dhaka, Cell : 01715785156 E-mail: ranjitpodder67@gmail.com Team Leader: Rokshana Bilkis Director (Research and Documentation), NAEM, Dhaka Cell: 01552573798, E-mail: rokshana.naem@gmail.com Member 1: Sheikh Shahbaz Riad Associate Professor (Education), TTC, Dhaka Cell: 01711935850, E-Mail: riadisrat1971@yahoo.com Member 2: Mohammad Abu Hanif Assistant Professor, TTC, Dhaka, Cell: 01721332974 E-mail: hanif.ttc@gmail.com
07	Education and Socio-economic Situation at Char Areas in Faridpur: An Exploratory Study	Advisor: Md. Alamgir Hossain Associate Professor, IER, University of Dhaka, Dhaka-1000, Cell: 01552-433657, E-mail: alamgirier@du.ac.bd Team Leader: Dr. Abul Khaier Mohammad Rezvi Mamud Associate Professor (History), Charvadrasan Govt. College Faridpur, Cell : 01728-217800 E-mail: rezvimahmud13@gmail.com Member 1: Md. Ahsahnuzzaman Lecturer, Economics, Boalmari Govt. College, Faridpur Cell: 01722592594, E-mail: eco.rana28@gmail.com Member 2: Mst. Syeda Ummun Fetima

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08	wkÿv_©x‡`i ˆbwZK I gvbweK ¸Yvewj weKv‡k evsjv‡`‡k gva¨wgK wkÿv e¨e¯'vi f~wgKv	Advisor: Dr. Ashoke Kumar Ghosh Associate Professor, Department of Development and Poverty Studies, Faculty of Agribusiness Management, Sher-e-Bangla Agricultural University, Sher-e-Bangla Nagar Dhaka-1207 Cell: 01715-035317, E-mail: ashoke1971@yahoo.com
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09	Professionalism and Professional Development Practices of Secondary Teachers	Advisor: Dr. Aruna Biswas Additional Secretary (Administration and Finance) Secondary and Higher Education Division), Ministry of Education Dhaka, Cell: 01716-193710 E-mail: addsec_admn@moedu.gov.bd/biswasaruna@gmail.com
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10	Psychological Burnout among secondary school teachers in Dhaka city: Its Prevalence and causes	Advisor: Dr. Monira Jahan Director, IER, Jagannath University, Dhaka, Cell: 01923113159 e-mail: jahannottingham@yahoo.co.uk
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11	'Developing an Integrated Model of Teaching Method for	Advisor: Professor. Dr. Md. Awal Khan Former Director, IER, University of Dhaka, Dhaka Cell: 01911- 449966/01842-409551 E-mail: khanaawal@yahoo.com

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12	Tracer Study Polytechnic Graduates to Unearth Effectiveness, Efficiency and Challenges of the Diploma in Engineering Program in Bangladesh	Advisor: Shamim Ahmed Former Professor (English), Chairman, Splenor Services Limited, 70/A Green Road, Dhaka, Cell: 01714-096016 E-mail: ashamim98@yahoo.com
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13	Gender Equality and English in TVET: An investigation into women's participation and employability	Advisor: Professor Dr. Sayeedur Rahman Institute of Modern Languages University of Dhaka 14-B, South Fuller Road, University of Dhaka, Ramna Dhaka-1000, Cell:01747403344 Email: sayeedur@du.ac.bd
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		Member 2: Ms. Rudaba Rahman Training Specialist, NAEM, Dhaka, Cell: 01755304489 E-mail: rudaba1968@gmail.com
14	Investigating the scope of fostering democratic norms through student engagement in the Bangladeshi secondary schools	Advisor: Dr. Golam Kabir Professor & Director, IER, University of Rajshahi, Rajshahi, Cell: 01712-095589 E-mail: gkabir_3000@yahoo.com
		Team Leader: Rubaiyat Jahan Assistant Professor, IER, University of Rajshahi, Rajshahi Cell: 01716-889752, E-mail: finnegunwake@yahoo.com

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		Member 2: Md. Ayet Ali Assistant Director (Research and Documentation) NAEM, New market, Dhaka-1205, Cell: 01712-099023 E-mail: ayetali42@gmail.com/ sesipayet@yahoo.com
15	The Effect of teacher – students ethical relationship on citizenship behavior of students in college: Moderating role of students 'moral identity	Advisor: Prof. Dr. Md. Sirazul Hoque Senior Secondary Education Specialist, ADB & Ex-Director (Pl & Dev) DSHE, Bangladesh, Cell : 01819-441381 E-mail: Prof_dr_sirazul@yahoo.com
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5.3.6 Research Seminar

The Research and Documentation Division organizes four (04) types of the seminar- one is research proposal selection presentation seminar; Research Tools/Instruments Presentation, draft research report presentation seminar and final research report presentation seminar. After getting feedback from evaluators and research experts each research team amends their proposal according to the comments and observation by the expert and finally, the final research report is submitted to the division.

5.3.7 Draft Research report Presentation Seminar of FY 2020-2021

In total fifteen (15) research has been selected for the FY 2020-2021 by the authority. For finalizing the research data collection procedure, the draft seminar is very significant. In the seminar, fifteen research teams presented their proposed data collection tools before the NAEM Research Executive Committee who are experts in this arena. The two daylong draft research report presentation seminar was held 11-12 April 2021. The seminar was arranged virtually and physically also. Mr. Hasanul Islam NDC, Additional Secretary, SHED, Ministry of Education was present virtually as the Chief Guest. Prof. Nazmul Haq was present as the Special Guest as well as the research expert.

Draft Research report Presentation Seminar

5.3.8 Final Research Report Presentation Seminar of FY 2020-2021

This is the norm of NAEM Research Policy that researchers must share their research activities including the research findings and recommendations before their final touches on the report. To fulfill the norm the three-daylong final research report presentation seminar was held on 25th, 27th and 28th May 2021. The seminar was arranged virtually and physically also. Most of the researchers presented their final report before the research experts virtually. There were three (03) Chief Guests for the three (03) specific days of the seminar, i.e., Mr. Hasanul Islam NDC, Prof. Dr. Md. Golam Faruk and Mr. Md. Saifullah Panna. Prof Dr. Md. Lokman Hossain chaired the program and expressed his sincere thanks to the researchers and the research experts for their sincere efforts in completing the research activities during the pandemic situation.

Final Research Report Presentation Seminar

5.3.9 Research proposals Invitation of FY 2021-2022

In response to the notice of inviting research proposals, under the financial year 2021-22, a total of 43 (forty-three) research proposals have been received from the faculty members of NAEM and experienced researchers from several educational institutions outside of NAEM.

5.3.10 Steps to Publish NAEM Journal

The Academy is publishing the journal since 2005 following the NAEM journal editorial policy and maintaining some pragmatic steps, that are-

- Inviting Articles, selecting Articles and Editing Articles

- Selection of Articles

- Editing the Articles

- Taking steps to Publish the Articles in the NAEM Journal

5.3.11 NAEM Journal Editorial Policy

1. NAEM Journal is published to focus the teaching, training, and research activities through the research-based articles and abstracts of any recent research findings relating to education and other fields of publication of knowledge.

2. The articles should be original and demonstrate the authors' own thoughts and analysis.

3. Two copies of typed manuscript writing should be submitted on one side of the paper with a double space
and appropriate left and right margins (1x1x1x1x inch with A4 size paper). The length of the manuscripts should be limited to 5,000 words.

4. Bibliographical references to be prepared as follows:
   (a) For books: Author(s) name(s), year of publication, *Title of Book*, place of publications, and publisher.
   (b) For articles: Author(s) name(s), Title of article, *Title of Periodical/journal*, *Volume* (Issue No.), place of publication, publisher, and year of publication.
   (c) The title of books, articles, and periodicals should always be given in English.
   (d) References cited in the text should be placed alphabetically at the end of the article.

5. An abstract of 200 words should be given along with the article.

6. The main heading and sub-heading of the article(s) should be aligned left.

7. Articles or manuscripts submitted elsewhere for publication are not acceptable. The copyright of the paper will be reserved by NAEM authority once the article is published in NAEM Journal, the author of the article must obtain permission from the editor for publication elsewhere.

8. The views expressed in the published articles are those of the authors and do not constitute any
endorsement by the academy or the Editorial Board or the Editor.

9. No material will be published if it creates conflict with the aim and objectives of the academy as well as religious or cultural or political feelings of any section.

10. Article is to be organized generally into the following sections:

Abstract with Keywords

Introduction: Statement of the problem, Rationale/Significance of the study, Objectives, Limitations (if any)

Methodology: Study areas and Period of time, sampling and sampling procedures and data analysis **Findings/ Results/ Data Analysis, Interpretation and Presentation**

[The aforesaid format of preparing the research article may vary from discipline to discipline.]

Conclusion/Recommendations/Bibliography/References

11. The author should mention his/her name and address on the manuscript. Name(s) and designations(s) of the author(s), full mailing address, and telephone number with the title of the article should be sent on a separate sheet.

12. Tables, graphs, maps, diagrams may be used in the article. The titles and sources of such tables, etc. should be mentioned.

13. The article should be written in English. If the Editorial Board accepts any article for publication but thinks to modify it i.e., to make short or change particular expressions or rephrase then this article will be sent to the author for necessary modifications prior to its publication

14. Three copies of the Journal will be given to the writers free of cost.
15. The articles should be submitted with both hard and soft copies to the Editor, NAEM Journal, NAEM, Ministry of Education, New Market Dhaka-1205.
16. Articles containing text similarity below 25% (Plagiarism below 25%) will be considered for publication.
17. Acknowledgement must be incorporated.

5.3.12 Image of NAEM Journal
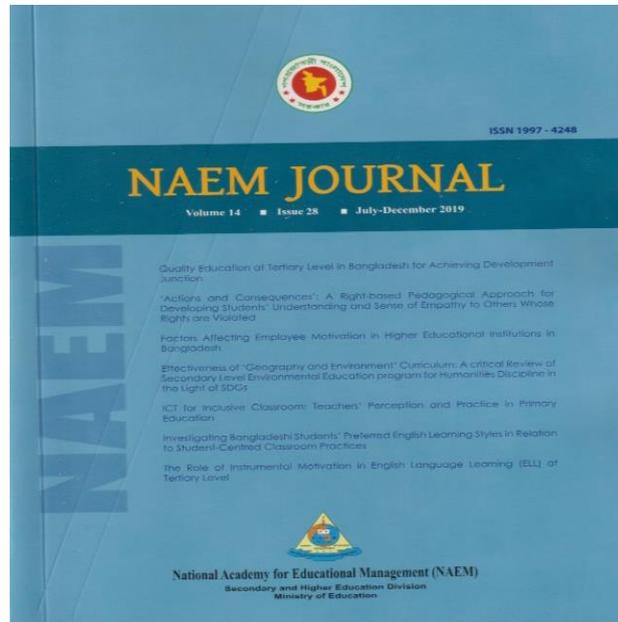
5.3.13 NAEM Journal and Newsletter Editing Workshop

NAEM Journal is publishing from the year 2003 regularly is holding the ISSN number (1997-4248). For boosting the setup of the journal more academically way, NAEM arranged a three-day-long workshop titled "NAEM Journal and Newsletter editing workshop" from 01-03, 2021. In total 39 (thirty-nine) NAEM faculties participated in the workshop. There were six renowned editors (Dr. Saimon Zakaria, Mr. Bodiuddin Nazir, Mr. Mahfuzur Rahman, Mr. Khan Mahbub, Mr. Jafor Ahmed Rashed, and Mr. Mobarok Hossain) of the country especially, from Dhaka University and Bangla Academy conducted sessions and involved discussion with the faculties regarding academic write-up and editorial issues.

NAEM Journal and Newsletter Editing Workshop

5.3.14 Steps to Publish NAEM Newsletter

- Collection of information from the 4 Divisions

- Collection of photographs of the specific quarter from the photographer of NAEM

- Finalizing relevant pictures and information

- Taking steps to publish the Newsletter.

5.3.15 Image of NAEM Newsletter

5.3.16 NAEM Newsletter Manual Preparation Workshop

The academy publishes its newsletter quarterly on a regular basis, but there are no outlines or directions regarding this newsletter publication. The academy for the first time arranged a daylong newsletter manual preparation workshop under the supervision of the Research and Documentation division on 27/06/2021. The faculty who participated in the workshop ensuring their valuable observation and comments to finalize the manual. Mr. Md. Mizanur Rahman Bhuiyan, ex. Prof. of Notre Dame University was present at the workshop as the honorable Chief Guest.

The Director General of NAEM is presenting the draft newsletter outlines.

5.3.17 Activities of Documentation Unit of NAEM

- To preserve important documents of NAEM (brochures, souvenirs, results, NAEM conducted research reports, NAEM Newsletter, NAEM Journal, annual report, etc.)
- To store national dailies in binding form.

- To collect important paper cutting on education and other issues (national and international);
- Necessary service is provided from this unit to the trainees who lose their certificate or who need the testimonial ;
- Necessary service is provided from this unit to the trainees who lose their certificate or who need the testimonial ;
- Collection of Documentation Unit is 6,444 (NAEM conducted research report, NAEM Newsletter, NAEM Journal, etc.).

5.3.18 Paper Clipping in Documentation Unit

5.3.19 Achievements of Research and Documentation Division since 2003

- Research work done : 205 (Till 2020-21)
- Newsletter published : 76
- No. of Newsletter Under processing : 01
- Journal published : 28
- No. of Journal Under Processing : 03 (29, 30 and 31)

Chapter 06

NAEM Library

NAEM Library

6.1 Introduction: The NAEM Library is the central library of the campus which also started in 1959. The library has a different and significant corner to memories the Liberation war of Bangladesh named *"Muktijuddho Corner"*. At present, the library has more than 54,777 books for the NAEM faculties, trainees and researchers for their different educational and research purpose.

6.2 Staffs of NAEM Library

- Librarian   : 01
- Assistant Librarian   : 01 (vacant)
- Cataloguer   : 01 (vacant)
- Library Assistant   : 01
- Book Binder   : 01
- Book Sorter   : 02 (01 vacant)
- Office Assistant   : 01

6.3 Books Collection Process

NAEM faculties are invited to submit the list of their expected books in a prescribed form. The concerned committee compiles the list and selects which books are to be collected. Then a tender notice is circulated and books are collected from the farm/agency which agrees to supply the books at the lowest rate.

Chapter- 07

Physical Well-being Program, NAEM

Physical Well-being Program

7.1 Introduction

Physical exercise training and sports are included in the training courses namely FTC, ACEM, SSCEM arranged by National Academy for Educational Management (NAEM). It is made compulsory for all teacher trainees of these three training courses to participate in the physical exercise session that holds in the early morning. Mainly two sessions called morning session and afternoon session are arranged by the physical education program under the Training and Implementation Division, NAEM. The morning session holds from 5:30 to 6:30 am while the afternoon session holds from 4:30 to 8:30 pm. In the afternoon session, the trainee teachers participate in different sports and physical exercises.

Physical exercise can improve human health and reduce the risk of developing several diseases. Physical exercise reduces LDL cholesterol, increases HDL (the good cholesterol) and reduces blood pressure so it lowers the stress on the heart. It also strengthens your heart muscle. Regular exercise helps to control blood glucose levels. It improves the human body's ability to pump the oxygen and nutrients around the body that are required to fuel the cells that fight bacteria and viruses. It helps stay active that reduces the likelihood of developing some degenerative bone diseases and other deadly diseases like diabetes, cancer, and cardiovascular disease.

Physical exercise and sports can have immediate and long-term health benefits. Most importantly, regular activity can improve the quality of life. Regular physical activity can relieve stress, anxiety, depression and anger. Without regular activity, the human body slowly loses its strength, stamina, and ability to function properly. Exercise increases muscle strength, which in turn increases the ability to do other physical activities. Additionally, exercise helps to prevent obesity. Keeping fit can reduce some of the effects of aging. Exercise not only makes us physically fitter but also improves our mental health and a general sense of well-being. Physical activity stimulates the release of endorphins which make us feel better and more relaxed. These in turn improve our mood and lower our stress levels.

7.2 Physical exercise session in the morning

The physical exercise session is held from 5:30 to 6:30 am every day except Friday and Saturday in the week. It starts with raising the national flag and singing the national anthem, reciting the verses from the holy Qur'an, and taking an oath. Then the trainee teachers participate in PT, walking in different groups, jogging, running, free hand exercise, floor exercise, and so forth.

Trainees of FTC course taking an oath of serving the country

Trainees of FTC course participating in physical exercise at the PT ground

Tow (2) Physical Instructors of NAEM along with trainee teachers taking a brisk walk in the morning

Trainee teachers of ACEM training course taking part in volleyball competition

7.3 Physical exercise session in the afternoon

Physical exercise session in the afternoon is also held from 4:30 to 8:30 pm every day except Friday and Saturday. Trainee teachers participate in different sports and games such as volleyball, badminton, table tennis, chess, carom board game, and card game.

Separate sports competitions for the teacher trainees of each training course, i.e., FTC, ACEM, and SSCEM. Winners of each event in the sports competitions are awarded after the competition.

The Champion team of volleyball competition arranged for SSCEM training course

Runner-up team of the volleyball competition for in SSCEM training course

Trainee teachers taking a morning walk on NAEM campus premises

Chapter- 8

NAEM Medical Unit

NAEM Medical Unit

8.1 Introduction:

NAEM Medical Unit is one of the most important and sensitive parts of the training academy that provides *medical* facilities, and it runs successfully. A full-time doctor along with one assistant in this unit working to advise the participants during the working days. Any participants can visit the doctor, take advice, and some medicines from this medical unit. The unit is equipped with four (04) modern medical beds for emergency patient management amongst the participants.

The Medical Officer of NAEM assisted by Medical Assistant is examining a patient at the medical unit of NAEM.

8.2 Services provided by the NAEM Medical Unit:

NAEM Medical Unit provides the emergency and '**FIRST AID**' medical services to the trainee and the other faculties and staff of NAEM. Some services are listed as follows:

1. Emergency Medical Help.
2. First Aid management of any medical condition.
3. Free medical consultation.
4. Free drugs according to need.
5. Blood pressure checkup.
6. Blood sugar checkup.
7. Oxygen saturation monitoring by the pulse oximeter.
8. Nebulization facility.
9. Intravenous (IV), Intramuscular (IM) injections, and saline.
10. Surgical works like- dressing, incision and drainage and stitching of cut injury, etc.
11. All the surgical instruments are properly sterilized after every operation by the sterilizer machine.
12. We have four (04) patient beds to keep some patients under observation for few hours.
13. Conduct some awareness-building activities (poster, banner) regarding any epidemic outbreak or any emerging health issues.
14. Conduct some sessions related to some important and burning health topics.
15. Monitoring the health status of any seek participants and advice for bed rest or even help them for Hospitalization if needed, with continuous coordinating with the course coordinator and the administration as well.
16. Preparing medicine and other logistic support requirements to ensure uninterrupted quality healthcare service.
17. Every foundation batch at the end of their training donates blood voluntarily in the *"Voluntary Blood Donation Program"*. NAEM medical unit in collaboration with

"Red Crescent Society" always facilitates the total program to run smoothly by logistic support and other clinical support.

Blood sugar check-up for Dr. Aruna Biswas, Ex-Additional Secretary, Ministry of Education. Prof. Dr. Sayeed Md. Golam Faruk, DG, DSHE and Prof. Ahmed Sazzad Rashid, DG, NAEM are also present.

8.3 Infrastructure of NAEM Medical Unit:

NAEM medical unit is in the old administrative building, just at the entrance of NAEM, gate no. 1 and beside the beautiful garden. It has a modern room for patient examination, patient care support, medicine and another logistic store. Another small room for patient consultation and examination with an attached washroom. Both the room has got air conditioning facilities. This whole area of the medical unit is also under CC camera coverage with Wi-Fi facilities.

8.4 Manpower in NAEM Medical Unit:
1. Medical Officer- 1. (Dr. Nuruzzaman)
2. Medical Assistant- 1. (Md. Kamrujjaman)

8.5 List of medicine support provided by the NAEM medical unit (depends on supply):

SL	Medicine		Medicine
1.	Tab. Paracetamol	18.	Inj. Sergel
2.	Tab. Pantoprazole	19.	Inj. Rolac
3.	Cap. Omeprazole	20.	Inj. Emistate
4.	Tab. Antacid	21.	Inj. Algin
5.	Tab. Domperidone	22.	Inj. Cotson
6.	Tab. Cetirizine	23.	Inj. Avil
7.	Tab. Vitamin B complex	24.	Nitromin spry
8.	Tab. Vitamin C	25.	Windel plus nebulizer solution
9.	Tab. Calcium	26.	Burna ointment
10.	Tab. Ibuprofen	27.	Viodin ointment
11.	Tab. Hyoscine Butyl Bromide	28.	Viodin solution
12.	ORS	29.	Lidocain
13.	Tab. Ciprofloxacin	30.	Voligel
14.	Tab. Metronidazole	31.	Moove spray

15.	Tab. Azithromycin	32.	Pevison cream
16.	Cap. Cefixime	33.	Micoral gel
17.	Cap. Flucloxacillin	34.	Mebendazole

NB: Most of the medicines are supplied by Government Essential Drugs Company Limited (EDCL) and very few drugs that are not available in EDCL, are taken from different renowned pharmaceutical companies of Bangladesh.

8.6 Logistic Supports at NAEM medical unit:

SL	Logistics	SL	Logistics
1.	Nebulizer machine	10.	Sterilizer machine
2.	Glucometer	11.	Patient bed with full set
3.	BP machine	12.	Patient examination bed
4.	Stethoscope	13.	Refrigerator
5.	Thermometer	14.	Mineral water supply (Hot/ Cold)
6.	X-ray view box	15.	Air Conditioner
7.	Weight machine	16.	Chair, Table enclosed by glass shield.
8.	Stretcher	17.	Intercom facilities.
9.	Wheelchair	18.	Internet (Wi-Fi, Land line)

8.7 Special responsibilities done by NAEM medical unit:

NAEM medical unit is always alert, updated and always provides information to the respective authority regarding any suspected upcoming or current health issues which can hamper the activities of NAEM. The unit provides information to the trainee as well as the authority so that they can take initiatives smoothly. Some of them are listed below:

1. NAEM medical unit with the help of administration ensures regular mosquito spraying and cleanliness program throughout the NAEM.
2. Conduct sessions about Dengue fever, how to deal with Dengue.
3. Awareness build up by conducting sessions and making a poster, banner about Dengue and the safety measures by which we can prevent Dengue.
4. Regular close monitoring and advice are provided to dengue patients.
5. Helped the patient for hospitalization if needed.
6. Regular monitoring and follow-up of both hospitalized and non-hospitalized Dengue patients.
7. Provided regularly updated information about the condition of hospitalized and non-hospitalized Dengue patients to the respected authority.
8. Regularly follow-up the condition of a hospitalized patient sometimes physically with the Director General and the directors of NAEM.

8.8 During the corona pandemic in 2020-2021:

NAEM medical unit has to pass a very crucial time and playing a very vital role since the training started in this corona pandemic. It is a huge challenge for the Ministry of Education and the NEAM authority to conduct the training during this corona pandemic. NAEM medical unit also takes the challenge with proper responsibility and sincerity. Some of the performances are highlighted below:

1. Before starting the training, NAEM medical unit attended a meeting and describe the plan regarding the health risk of the participants and how to mitigate those risks.
2. NAEM medical unit with the help of administration physically observed and selected a hostel as an *"Isolation Center"* for the COVID-19 positive patients among the trainees.

3. NAEM medical unit proposed administration make a contract with *"Sarkari Kormochari Hospital"* for quick test facilities and other admission facilities if needed.
4. The medical unit closely monitors all the participants for any kind of health issues.
5. Participants who are suspected of COVID-19; immediately keep them in "Quarantine" and inform the course coordinator.
6. NAEM medical unit facilitates in performing the COVID-19 test of suspected cases in the earliest possible time.
7. Participants who are found COVID-19 positive with mild to moderate symptoms are advised to keep themselves isolated in the *"Isolation Center"* of NAEM.
8. The medical officer and the medical assistant continuously follow up all the suspected and COVID-19 positive patients in the isolation center of NAEM and provide advice accordingly.
9. Provides some basic medicines for COVID-19 patients free of cost.
10. NAEM medical unit helped the patients those need to be hospitalized.
11. Awareness build up by conducting sessions and making a poster, a banner about CORONA VIRUS, and the safety measures by which we can prevent COVID-19.
12. NAEM medical unit after 14 days of every COVID-19 patient; give clearance for rejoining in the sessions by clinically and COVID-19 test negative reports.
13. NAEM medical unit maintained a register of COVID-19 suspected, positive and negative cases among the trainee and continuously informed the coordination, administration, and the Director General of NAEM.

Special Arrangement for maintaining social distance to cope with the Corona Situation.

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