



NAEM Annual Report 2022-23

30 June 2023



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

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Dhanmondi, Dhaka-1205
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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, two (02) Technical officers and 76 Support Staff.

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 Unit, Computer Labs, Language Lab, Cafeteria, Mosque, Medical Center, Gymnasium and ICT Cell etc.

Four (04) Divisional Activities:

- 1) **Administration and Finance Division:** Keeping accounts and preparing budgets, supervising the construction, repair, renovation, and regular procurement.
- 2) **Training and Implementation Division:** Conducting 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, Annual Report etc.

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

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সরকারি কর্মচারীদের উদ্দেশে বঙ্গবন্ধু

সবকিছুর ঊর্ধ্ব জাতীয় স্বার্থকে স্থান দেওয়ার পরামর্শ দিয়ে জনগণের সেবায় নিজেদের উৎসর্গ করতে ১৯৭২ সালের ০১ ফেব্রুয়ারি সরকারি কর্মচারীদের প্রতি আহ্বান জানান বঙ্গবন্ধু শেখ মুজিবুর রহমান। নিজেদেরকে জনগণের খাদেম ভাবতে বলে সরকারি কর্মচারীদের প্রতি প্রধানমন্ত্রী বলেন, অতীতের আমলাতান্ত্রিক মনোভাব পরিবর্তন করতে হবে।

একই বক্তব্যে বঙ্গবন্ধু বলেন, স্বাধীনতা সংগ্রামের ৯ মাসে পাকিস্তানি দখলদার বাহিনীর হাতে এদেশের লাখো জনতা অকথ্য নির্যাতনের শিকার হয়েছে। জনগণের আত্মত্যাগের কোনও তুলনা নেই। বর্বরদের নির্যাতন থেকে এদেশে একটি পরিবারও রেহাই পায়নি। বাংলাদেশের আদর্শকে রক্ষা করার জন্য জনগণ সর্বস্ব ত্যাগ করেছে, প্রাণ দিয়েছে। এতকিছুর পর অর্জিত হয়েছে স্বাধীনতা। এই স্বাধীন জাতির প্রতি সরকারি কর্মচারীদের রয়েছে এক নতুন দায়িত্ব। সরকারি কর্মচারীদের অবশ্যই এই দায়িত্ব সম্পর্কে সচেতন থাকতে হবে।



Prof. Dr. Md. Nizamul Karim
Director General, NAEM

Message

I am very happy to know that National Academy for Educational Management (NAEM) is going to publish its Annual Report 2022-2023 with a view to giving an account of the overall activities of NAEM. This Annual Report is a bridge between the past and future activities and achievements of NAEM in different fiscal year. I thank all of the faculties of NAEM and all the concerned who gave their sincere efforts for the publication of this Annual Report.

NAEM has been accomplishing most jobs regarding educational management like infrastructure development, course content development, faculty development, transparency and accountability, research methodology development, training activities monitoring as per its annual plans to achieve its organizational goals. To attain the global goal of sustainable development Goal (SDG), NAEM included SDG related contents in its all training programs to acclimatize participants mostly about the SDG4 related to quality education with ten targets for ensuring inclusive and equitable quality education and for promoting lifelong learning opportunities for all.

In this financial year NAEM has kept continuing most of the training courses in both online and offline mode, including the publication of two NAEM Journals, four Newsletter and other special publications. It is giving its outmost effort for the internal publication also. NAEM as a leading institution prepares its plans for the internal activities through Planning and Development Division, conducts different kind of training and training related activities through its Training and Implementation Division. Research and Documentation Division gives support for the successful completion of NAEM research activities and also arranges workshops, seminars and conferences and so forth. Administration and Finance Division supports to implement all planned activities of NAEM with their utmost quality even in any emergency. In this fiscal year, a total of 3631 Teachers have been trained up and total of 18 research works have been conducted. Besides, A good number of workshops and TOTs have been done. Under the financial year 2022-23, the academy received total Tk. **452910000.00** as a yearly budget. The academy has performed several activities under the FY 2022-23, and the amount of total expenditure is Tk. **416754100.00**. The total of 92.02% allocated budget has been spent in this fiscal year.

Education is fundamental and instrumental to development and national growth. For our national development, we have to invest smartly in education to build our nation as Sonar Bangla, the Dream of the Father of Nation, Bangabandhu Sheikh Mujibur Rahman. NAEM has taken more effective initiatives to discharge its best effort to ensure the goal of quality education by developing quality teacher through time wining teacher training programs developed by its faculties with the collaboration of global partner organizations.

Prof. Dr. Md. Nizamul Karim

Annual Report 2022-23

Editorial Board of NAEM

Prof. Dr. Md. Nizamul Karim, Director General	Advisor
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Dr. Md. Harunur Rashid, Assistant Director (R&D)	Member-Secretary

Camera

Md Tarikul Islam

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Mr. Md. Salimuzzaman, Director (P & D), NAEM

Prof. Swapan Kumer Saha, Training Specialist, NAEM

Mr. Md. Luthfor Rahman, Deputy Director (R&D), NAEM

Dr. Md Ayet Ali, Assistant Director (R & D), NAEM

The Annual Report 2022-2023
Prepared by-
NAEM

The Annual Report 2022-2023, NAEM

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Abbreviation

Abbre.	Elaboration	Abbre.	Elaboration
4IR	Fourth Industrial Revolution	HSTTI	Higher Secondary Teachers' Training Institute
ACEM	Advanced Course on Education and Management	ICT	Information and Communication Technology
ADB	Asian Development Bank	IER	Institute of Education and Research
APA	Annual Performance Agreement	IIEP	International Institute of Educational Planning
APA	Annual Performance Agreement	ISSN	International Standard Serial Number
APCEIU	Asia –Pacific Centre of Education for International Understanding	JICA	Japan International Cooperation Agency
BARD	Bangladesh Academy for Rural Development	LPG	Liquid Petroleum Gas
BCDM	BRAC (Bangladesh Rural Advancement Committee) Centre for Development Management	LPM	Library Planning and Management
BCS	Bangladesh Civil Service	LT	Low Tension
BEERI	Bangladesh Education Extension and Research Institute	MP	Member of Parliament
BIAM	Bangladesh Institute of Administration and Management	NAEM	National Academy for Educational Management
BIDS	Bangladesh Institute of Development Studies	NAPD	National Academy for Planning and Development
BMTTI	Bangladesh Madrasah Teachers' Training Institute	NATA	National Agricultural Training Academy
BNCU	Bangladesh National Council for UNESCO	NCF	National Curriculum Framework
BoG	Board of Governors	NCTB	National Curriculum and Textbook Board
BOU	Bangladesh Open University	NIEAMR	National Institute for Educational Administrations Extension and Research
BPATC	Bangladesh Public Administration Training Centre	NIS	National Integrity Strategy
CCF	Climate Change Education	OMTC	Office Management Training Course
CEC	Communicative English	PMTC	Project Management Training

	Course		Course
DCD	Digital Content Development	RDA	Rural Development Academy
DCD	Digital Content Development	RELO	Regional English Language Officer
DEO	District Education Officer	SDG	Sustainable Development Goals
DFID	Department of International Development	SHED	Secondary and Higher Education Division
DG	Director General	SSCEM	Senior Staff Course on Education and Management
DME	Directorate of Madrasah Education	STCTPD	Satellite Training Course on Teachers' Professional Development
DPE	Directorate of Primary Education	TA	Technical Assistance
DPOA	Doha Program of Action	TCPS	Training Course for Public Servants of NAEM
DRR	Disaster Risk Reduction	TG	Teacher's Guide
DTE	Directorate of Technical Education	TOT	Training of Trainers
EAM	Educational Administration and Management	TT	Teacher Trainer
EEC	Education Extension Center	TTC	Teachers' Training Institute
EGP	Electronic Government Procurement	TVET	Technical and Vocational Education and Training
ELT	English Language Teaching	UGC	University Grants Commission
EPD	Education Planning and Development	UN	United Nations
ERM	Educational Research Methodology	UNESCO	United Nations Educational, Scientific and Cultural Organization
FTC	Foundation Training Course	UNICEF	United Nations International Children Emergency Fund
GCED	Global Citizenship Education	USA	United States of America
GRS	Grevance Redress System	USAID	United States Agency for International Development
		VIP	Very Important Person

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 educational 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

Transforming NAEM as a center of excellence and a unique training academy to prepare teachers and education administrators.

1.3. Mission of NAEM

Building up skilled and professional teachers and education administrators with human and moral values for developing human resources by imparting quality training to educational administration, teaching-learning activities and for conducting educational research at the post-primary level with the spirit of the Great Liberation War.

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, quality management and administration at the secondary as well as tertiary level of education.

The core values of NAEM also include-

Discipline: We are pledged to create a congenial environment for training and maintaining discipline in every step of our activities. We trust in mutual respect and 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; 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 the 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 and 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 programmes 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 consists of the 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 the People's Republic of Bangladesh

Vice-Chairman

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

2. Honorable Secretary

Ministry of Finance
Government of the 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 circumstances 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. schools, colleges, and senior madrasahs)
ii) Pedagogical Training on Mathematics (for Secondary level Mathematics Teachers) [PTM]
iii) Training Course for Public Servants of NAEM (TCPS) In-Services Training under NIS (National Integrity Strategy)

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 in brief

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 2022-23

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 a 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' Offices
2nd Floor	(a) Classrooms (b) English Language Lab (c) Course Co-ordination room
3rd Floor	(a) Classrooms (b) Faculty Members' Offices
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	Offices of the faculty members
2nd Floor	Offices of the faculty members

Old Administrative Building-2

Ground Floor	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) classrooms
Second Floor	Three (03) classrooms

G. Auditorium Building

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

H. Hostels

Shaheed Buddhijibi	Accommodation capacity of 304 people
Shaheed Janani	Accommodation capacity of 56 people (female)
Shaheed Muktijoddha	Accommodation capacity of 60 people
Omar Ekushey	Accommodation capacity of 18 females with their minor wards
Sonar Bangla	Accommodation capacity of 76 people and a saloon

I. Careteria, Mosque, Games & Gymnasium

Cafeteria - 01	Accommodation of 150 people at a time and a special corner for NAEM faculty members
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Cafeteria - 02

Ground Floor
Accommodation of the 120 FTC participants at a time and a VIP Corner for 15 peoples.
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 Bungalow)
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

Chapter- 02

Training and Implementation Division, NAEM

Introduction

NAEM is a leading training academy of the country which has been running teacher training programs and other activities related to educational development for 6 decades. Following the tradition of previous years, it made a plan of training courses for the fiscal year 2023-24. NAEM has four (04) divisions and Training & Implementation Division is one of them which is responsible for planning and implementing the plan regarding training. Training and Implementation Division along with Planning & Development Division made the yearly plan of training courses in the name of 'training calendar' in the very beginning of the fiscal year and the training division executes them with the help of other divisions following this calendar. Other divisions also perform and arrange different kinds of activities such as doing different kinds of project works, 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 of the training & implementation division of the fiscal year of 2023-2024.

Training activities of NAEM

The main objective of NAEM is to develop human resources as quality teachers and efficient education administrators for the education sector of the country through training. With this view, NAEM is progressing with various kinds of training programs. Training & Implementation Division is mainly responsible for designing the course curriculum, developing training manuals and executing all training related functions. This division also conducts seminars, workshops and prepares course reports and facilitates the trainees to accomplish different training related assignments. Training division is also responsible of arranging in-house trainings and workshops for the professional development of its employees on National Integrity Strategy (NIS), Grievance Redress System (GRS), E-filing, Training of Trainers, Professional Skill Development, Citizen Charter, Training Curriculum Development and 4IR.

NAEM arranges different types of training courses for the teachers of the post primary and tertiary levels, educational institutions and the officials of the organizations under the ministry of education on pedagogy, educational administration and management, educational planning, research, ICT, etc. This year NAEM offered the following courses for its stakeholders:

- ✓ Foundation Training Course (FTC) for BCS (General Education) Cadre Officers;
- ✓ Senior Staff Course on Education and Management (SCEM);
- ✓ Advanced Course on Education and Management (ACEM);
- ✓ Educational Administration & Management (EAM) Training Course for the Heads of Secondary Level Institutions;
- ✓ Educational Administration & Management (EAM) Training Course for the Principals of Colleges;
- ✓ Educational Administration & Management (EAM) training Course for the DEOs and other Functionaries;
- ✓ Communicative English Course (CEC) for Lecturers (English) of College level institutions;
- ✓ Communicative English Course (CEC) for Secondary Level English Teachers;

- ✓ Communicative English Course (CEC) for the Officers under MoE;
- ✓ Education Planning and Development (EPD) Training Course (for Officers under MoE);
- ✓ Educational Research Methodology (ERM) Training Course;
- ✓ English Language Teaching (ELT) Training Course for Secondary Level English Teachers;
- ✓ Library Planning & Management (LPM) Training Course for the Librarians of Secondary Level Institutions;
- ✓ Library Planning & Management (LPM) Training Course for the Librarians of College Level Institutions;
- ✓ Office Management Training Course (OMTC) for the Officers under MoE;
- ✓ Project Management Training Course (PMTTC) for the Officers under MoE;
- ✓ Satellite Training Course on Teachers' Professional Development (STCTPD);
- ✓ Training Course on ICT (for the Lecturers of Colleges);
- ✓ Training Course on ICT (for Secondary Level Teachers);
- ✓ Training Course on ICT Application in Institutional Work (for the Heads of Secondary Level Institutions);
- ✓ Digital Content Development (DCD) Training Course for college teachers
- ✓ Training of Trainers (TOT) Course (for Officers/Trainers of Training Institutions under MoE)
- ✓ Apart from these training courses NAEM also arranged some in-house training courses and workshops for its officials and staffs of NAEM.

1. Foundation Training Course (FTC) for BCS (General Education) Cadre Officers

It is a basic foundation training program for the BCS (General Education) Cadre officers. It is one of the core courses of NAEM. The main objective 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, from this course the participants can recognize the role of civil servants in context of national and global environment; they can identify their individual strengths as well as weaknesses to promote interpersonal relations in overall management through interaction among trainee officers of the education cadre; they can learn and use Information and Communication Technology (ICT) skills in management; they can prepare research proposal, write reports and other documents professionally and can communicate in English with accuracy and reasonable fluency and can maintain physical fitness and ethical firmness to meet arduous challenges. It is a four (4) months long course full of academic and co-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, office attachment program, debate, blood donation program, study tour, own village study etc. To remove the backlog of foundation training, NAEM arranged two batches simultaneously at NAEM campus and apart from this, it arranged four-five batches at a time at different venues of the country outside NAEM.

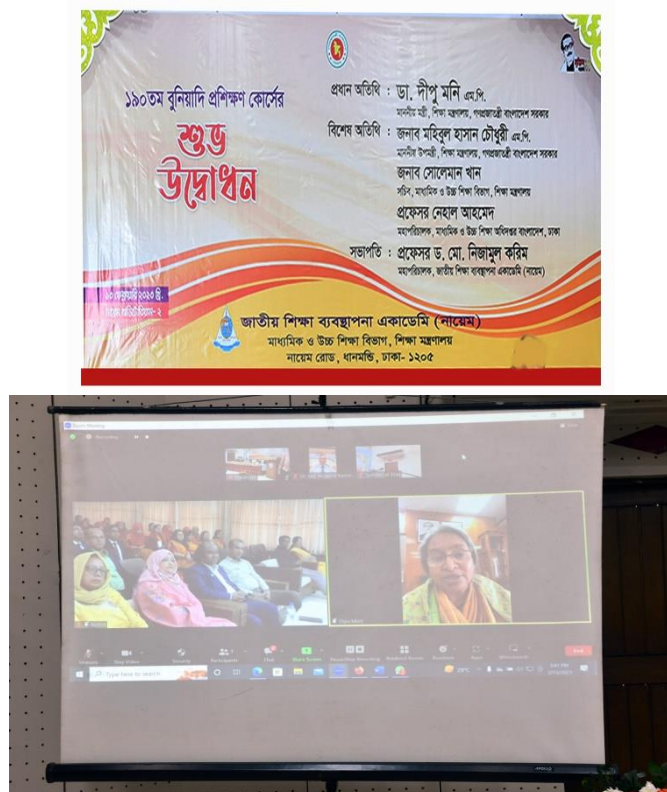


Figure 1: Opening ceremony of 190th FTC, NAEM Chief guest was Dr. Dipu Moni, MP, Hon'ble Minister.

Table-1: Foundation Training Course (FTC) for BCS (General Education) Cadre Officers

SL	Venue	Batch	Duration	Pps
1.	National Academy for Educational Management (NAEM)	179	17.05.2022-13.09.2022	160
2.	National Academy for Educational Management (NAEM)	180	06.06.2022-03.10.2022	120
3.	NAEM	181	10.10.2022-06.02.2023	160
4.	NAEM	182	24.10.2022-20.02.2023	120
5.	National Agricultural Training Academy (NATA), Gazipur	183	13.11.2022.12.03.2023	40
6.	NAPD	184	14.11.2022-13.03.2023	40
7.	Rural Development Academy (RDA), Bogura	185	14.11.2022-13.03.2023	50
8.	BIAM Foundation Regional Centre, Bogura	186	16.11.2022-15.03.2023	50
9.	Bangladesh Village Development Academy	187	20.11.2022-19.03.2023	50
10.	Telecommunication Staff College, Gazipur	188	21.11.2022-20.03.2023	35
11.	Bangladesh Academy for Rural Development (BARD), Cumilla	189	30.01.2023-29.05.2023	50
12.	NAEM	190	13.02.2023-12.06.2023	155
13.	NAPD	191	14.02.2023-13.06.2023	40
14.	NAEM	192	14.11.2022-13.03.2023	122
			Total=	119



Figure 3: Pictures of Foundation Training Courses Opening Ceremony, 190th Batch, NAEM

2. Advanced Course on Education and Management (ACEM)

It is also another core course of NAEM. It is for the Associate Professors of BCS (General Education) Cadre Officers and Majors from Bangladesh Army Education Corps. From this training course the participants can learn how to identify the basic constitutional provisions relating to educational development and administration; to conceptualize the theories and principles of administration and educational development; acquire the techniques of motivation and teaching professional development through research and higher studies; use ICT in imparting teaching learning process and management; acquire them with the fundamental issues of educational development, project management, developing research proposal and conducting research; enhance their analytical skills and abilities and to equip them to shoulder higher responsibilities in college administration both in teaching and administration; act as catalyst for change in educational administration, teaching and research; improve their career planning, assess personal qualities of leadership, behavioral strength and weakness and means to promote these qualities; develop interpersonal relationship for promoting the administrative capacity and ensuring the transparency and accountability

In this Fiscal Year (2022-2023) NAEM conducted 03 (Three) courses on Advanced Course on Educational Administration and Management (ACEM) which were held from 02/05/2023 to 15/06/2023 & 28.02.2023 to 11.04.2023 and 25.10.2022 to 08.12.2022. A total of 120 associate professors ranked BCS (General Education) cadre officers took part in this training program.

Table-2: Advanced Course on Educational Management (ACEM) for the associate professors of govt. colleges

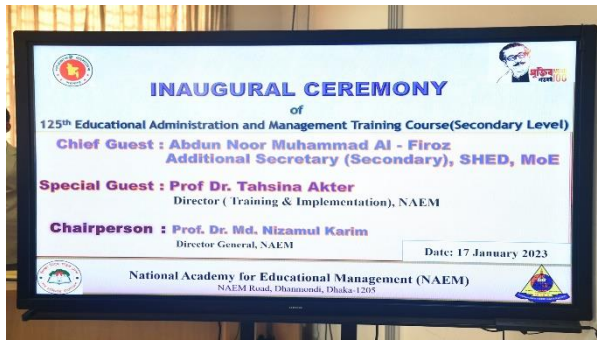
SL	Batch	Date	Duration	Participants
1.	40	02.05.2023-15.06.2023	45 days	40
2.	39	28/2/2023-11/4/2023	45 days	40
3.	38	25.10.2022-08.12.2022	45 days	40
			Total =	120



Figure 5: Pictures of ACEM Courses

3.Educational Administrational and Management (EAM) Course for the Heads of Secondary Level Institutions

Educational Administration and Management (EAM) is one of the most important courses for the head of secondary level institutions. It is an important course because after the completion of this training program, the heads of secondary level institutions learn to differentiate between the past and present system of education; analyze the educational plan and programs adopted by the government; demonstrate efficiency in personal management; explain the changing perspectives and ideas in institutional management; analyze and use the financial laws, rules and regulation for effective implementation and demonstrate positive attitudes and leadership qualities. It is a regular training program of NAEM.



[Honourable Director General, NAEM Prof. Dr. Md. Nizamul Karim speaking as the Chairperson in the opening Ceremony of 125th EAM course

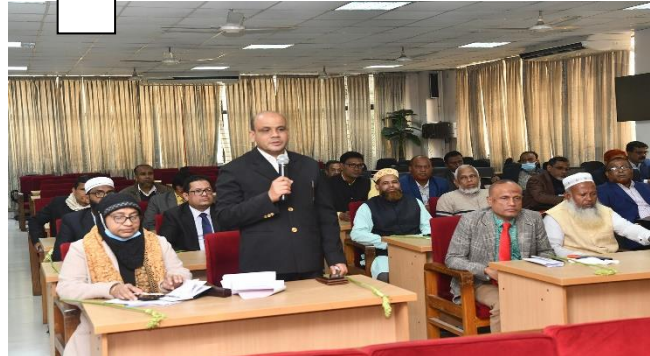


Table-3: Educational Administrational and Management (EAM) Course for the Heads of Secondary Level Institutions

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	122	Head teachers	Face-to-face	19.07.2022-08.08.2022	21 Days	36
2.	123	Head teachers	Face-to-face	06.09.2022-26.09.2022	21 Days	36
3.	124	Head teachers	Face-to-face	01.11.2022-21.11.2022	21 Days	38
4.	125	Head teachers	Face-to-face	17.01.2023-06.02.2023	21 Days	36
					Total	146

4.Senior Staff Course on Education and Management (SSCEM)

It is one of the core courses of NAEM. Through this course participant acquire the current concepts of education and development leading to national development for improving their problem solving and decision-making skills. They get the opportunities for in-depth appreciation of the complex and dynamics of socio-cultural, political economy and natural environment in which they work. It also provides them opportunity to use ICT in imparting quality teaching and improving management and acquaints them with the fundamental issues of educational development, project management. Besides, it provides an open forum for understanding their roles as the head of the institutions, policy makers and implementers of different plans and projects of the government and so forth. Overseas study tour is an integral part of this training course for gaining knowledge observing the activities of the visiting organizations and sharing ideas and experiences with the people there. In the financial year 2022-2023 NAEM arranged two Senior Staff Course on Education and Management for its stakeholders. A total of 80 professors of govt colleges and 04 Lt. Colonel of Bangladesh Army have been trained.

Table-4: Senior Staff Course on Education and Management (SCEM)

SL	Batch	Participants	Date	Duration	No. of Pps
1.	25	Professors of Govt. Colleges	18.07.2022-31.08.2022	45 days	40
2.	26	Professors of Govt. Colleges	06.09.2022-20.10.2022	45 days	40
Total =					80

5.Educational Administration and Management (EAM) Training Course for the Principals of Colleges

Educational Administration and Management (EAM) is one of the most important courses for the principals of colleges. It is an important course because after the completion of this training program, the participants learn to differentiate between the past and present system of education; analyze the educational plan and programs adopted by the government; demonstrate efficiency in personal management; explain the changing perspectives and ideas in institutional management; analyze and use the financial laws, rules and regulation for effective implementation and demonstrate positive attitudes and leadership qualities.

Table-5: Educational Administration and Management (EAM) Training Course for the Principals of Colleges

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	146	Principals	Face-to-face	13.09.2022-03.10.2022	21 Days	35
2.	147	Principals	Face-to-face	29.11.2022-19.12.2022	21 Days	30
3.	148	Principals	Face-to-face	21.03.2023-10.04.2023	21 Days	29
Total						94

6.Educational Administration and Management (EAM) Training Course for DEOs and other Functionaries

It is a regular training program of NAEM. In the fiscal year 2022-2023 a total of 27 DEOs and USEOs have been trained in one batch.

Tabel-6: Educational Administration and Management (EAM) Training Course for DEOs and other Functionaries

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	33	DEOs and USEOs	Face to Face	17.07.2022-21.07.202	5 Days	27
Total						27

7.Communicative English Course (CEC) for Lecturers (English) of College level institutions

It is also a regular course for college level English teachers. This is one of the courses of NAEM designed for subject based teachers on pedagogy. Main objectives of this course are to enable teachers 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 and presentation skills.

In 2022-2023 NAEM arranged one batch on Communicative English Courses (CEC) for college level English teachers which were held on blended mode. It is a 3-week long course.

Table-7: Communicative English Course (CEC) for Lecturers (English) of College level institutions

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	60	College level	Blended	09.05.2023-29.05.2023	21 Days	27
Total						27

NAEM introduced Blended (BL) approach in training as the first training institution of Bangladesh. 60th Communicative English Course (CEC) in Blended Approach was offered to the lecturers of English of government and non-government colleges. The duration of the course was 21 days.

8.Communicative English Course (CEC) for Secondary Level English teachers

It is also a regular course for secondary level English teachers. This is one of the courses of NAEM designed for subject based teachers on pedagogy. Main objectives of this course are to enable teachers 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 as well as Grammar tests; to demonstrate English sound system for developing better pronunciation skills and so on.

In 2022-2023 NAEM arranged two batches on Communicative English Courses (CEC) for secondary level English teachers in which a total of 68 secondary level English teachers were trained.



Figure 6: Pictures of CEC (blended) Course, NAEM

Table-8: Communicative English Course (CEC) for Secondary Level English teachers

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	71	Secondary level	Face-to-face	11.10.2022-31-10.2022	21 Days	34
2.	72	Secondary level	Face-to-face	14.03.2022-03-04.2022	21 Days	34
Total						68

9. Communicative English Course (CEC) for the functionaries

NAEM basically run training courses for the teachers and officials working in the education sectors to equip them with knowledge, skills and attitude needed for better educational planning, administration, management as well as classroom teaching. But there is only one training course of NAEM which focuses on the English language development of the participants and this is Communicative English Course (CEC) for the non-English college level teachers. The main objective of this course is English language development. Through this course participant are expected to achieve the knowledge to use English smartly both in written form and verbally. They come to know the basic characteristics of Communicative English. Besides, they come to know how to use four (04) language 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 2022-2023 three (03) Communicative English Courses (CEC) were held through which 37 teachers have been trained.

Table-9: Communicative English Course (CEC) for the Officers under MoE

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	42	Officers under MoE	Face-to-face	06.06.2023-26.06.2023	21 Days	37
Total						37



Honorable Chief Guest, Mr. Belayet Hossain Talukder, Additional Secretary, SHED, Ministry of Education & Hon'ble DG, NAEM speaking as the Chairperson in the opening ceremony of 41 EPD at NAEM.

10.Educational Planning and Development (EPD) Training Course for the Officers under MoE

EPD is a 30-day long training course of NAEM for the assistant and associate professors, which focusses on educational planning. The objectives of this course are to acquaint participants with the conceptual framework for planning with reference to Bangladesh; familiarize with existing procedures and practices, rules and methods of development, planning and management; enable them to identify problems of education sector and develop appropriate plan; develop professional and technical expertise.

In the training calendar of 2022-23 it was mentioned that NAEM would arrange only one course in this year and it executed the plan by arranging the course on March 2023 with 34 participants.

Table-10: Educational Planning and Development (EPD) Training Course for the Officers under MoE

SL	Batch	Participants	Date	Duration	Number of Participants
1.	41	College teachers	14/03/2023-12/04/2023	30 Days	34
Total=					34

11.English Language Teaching (ELT) Training Course

NAEM usually conducts on campus training courses. Participants come to have their training at NAEM from different districts of the country. But for some rural teachers living far away from Dhaka city, especially for the female teachers. It is very tough to attend training courses held at NAEM. To meet up this problem NAEM has taken steps to conduct some training courses at the doorsteps of the teachers since 2015.

The main objective of ELT training course to equip teachers with the modern pedagogical knowledge and skills of teaching English language. From this training English teachers get the idea about the methods and techniques of teaching English; they also come to know about the effective use of EFT (English for Today) in the classroom, presenting grammar in a communicative way; they also learn about CLT approach, presenting vocabulary, using teaching aids, practicing different skills like listening, speaking, reading and writing, using lesson plan. They also have the opportunity to apply the methods, techniques, skills etc. they learn from the training in the microteaching sessions.

NAEM has conducted two types of such training course sat the venues outside NAEM in this fiscal year. English Language Teaching (ELT) Course is one of them. Three batches of ELT training were held in 20 upazilas of four districts through which 796 secondary level English teachers have been trained.

Table-11: English Language Teaching (ELT) Course for secondary level English teachers

SL	Batch	Participants	Districts	Date	Duration	Number of Participants
1.	20	English teachers	Rangpur	24.07.2022-04.08.2022	12 Days	196
2.	21	English teachers	Hobiganj	05.02.2023-16.02.2023	12 Days	200
3.	22	English teachers	Rajbari	05.2023-25.05.2023	12 Days	200
4.	23	English teachers	Sathkhira	14.05.2023-25.05.2023	12 Days	200
Total						796



Figure 7: Pictures of ELT Courses held at Satkhira

12. Library Planning and Management (LPM) Training Course for the Librarians of Secondary Level Institutions

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 librarians. The main objective of this course is to ensure the best use of the library both for the teachers and students. Through this training course the participants can acquire up-to-date knowledge in library planning and management; develop positive attitude and professionalism; can learn the modern methods for motivating library users for the utilization of the resources and learn different techniques of providing library services and its applications in library management. Every year NAEM arranges at least two courses on Library Planning and Management one for the librarians of college level institutions and the other for the assistant librarians of secondary level institutions.

In this financial year one course on Library Planning and Management (LPM) for the Assistant Librarians were arranged at NAEM in which 37 participants had been given training on the subject.

Table-12: Library Planning and Management (LPM) Course for the Librarians of Secondary Level Institutions;

SL	Batch	Participants	Date	Duration	Number of Participants
1.	4	Assistant Librarians	16/05/2023-29/05/2023	14 Days	37
Total					37



35th Office Management Course

13. Office Management Course Training Course (OMTC)

Office Management Course training course is mainly arranged for the officers under ministry of education to enhance the skills and capacity of the participants about office management. The main purpose of this course is to provide professional and technical support to the education sector for improving institutional capacity in education management and administration, promote increased efficiency and effectiveness in the management and administration of the post primary education. The participants are given training on the concepts of management, basis concepts of office management, financial management, service rules and regulations and professional values.

In this Financial Year NAEM arranged two batches (35 and 36) of Office Management Course which were held in NAEM the month of May 2023. Total 61 participants took part in these training courses.

Tabel-13: Office Management Training Course (OMTC)

SL	Batch	Participants	Date	Duration	Number of Participants
1.	35	Officers under MoE	16.05.23 - 29.05.23	14 Days	35
2.	36	Officers under MoE	16.06.23 - 19.06.23	14 Days	40
Total					75

14. Project Management Training Course (PMTTC) for the Officers under MoE

This raining course helps the participants to improve their project management skills. The objectives of this course are to acquaint participants with the conceptual framework of planning with reference to Bangladesh; to familiarize them with the existing procedures, practices and rules and methods of project planning and management; to increase their technical competence of the project formulation, appraisal, implementation, monitoring and evaluation.

The officers of different organizations who are engaged in project works under ministry of education can participate in the this 2-week long course of NAEM.

In the year 2022-23 only one course was arranged at NAEM in the month of August 2022 and 40 officers were trained on project management through this training.

Table-14: Project Management Training Course (PMTTC)

SL	Batch	Participants	Date	Duration	Number of Participants
1.	23	Officers working at different projects	16.08.2022 - 29.08.2022	14 Days	40
Total					40

15.Satellite Training Course for Teachers' Professional Development

It is a 6-day long pedagogical training program for secondary level assistant teachers. It is held outside NAEM campus in satellite mode. Here teachers get the general principals of conducting classes in an effective way. They get the ideas regarding classroom management, methods and techniques of teaching, motivational techniques, integration of ICT skills, relationship between teachers and students, use of teaching aids, education policy, sustainable education and development, inclusive education and so forth.

In this Fiscal Year (2022-2023) NAEM arranged one batch of Satellite Training Course for Teachers' Professional Development in one district Munshiganj. This training program was held in different upazilas, five venues at a time, covering the whole areas of this district. Total 40*5=200 secondary level teachers from different subjects received this training.

Table-15: Satellite Training Course for Teachers' Professional Development

SL	Batch	Participants	Districts	Date	Duration	Number of Participants
1.	52	Assistant teachers	Munshiganj	03/06/2023-08/06/2023	6 Days	200
Total						200



Figure 8: Pictures of Satellite Training Courses held at different venues

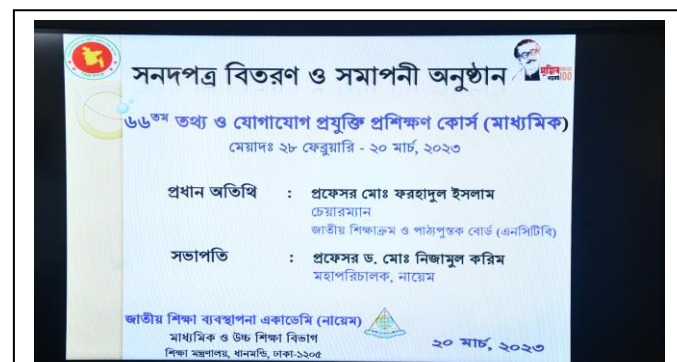
16.Training Course on ICT (for the Lecturers of Colleges)

It is a regular training program of NAEM on ICT for the college level ICT teachers. In every quarter NAEM usually arranges a good number of courses on it. The objectives of this training program are to grasp the concepts of a computer and its working principles; to understand the basic elements of computer system; to enhance knowledge and skills of the participants in application of ICT skills and to use computer in daily official activities effectively and so forth.

In this Fiscal Year (2022-2023) NAEM trained 32 ICT teachers of college level institutions in one batch.

Table-16: Training Course on (ICT) (for the Lecturers of Colleges);

SL	Batch	Participants	Date	Duration	Number of Participants
1.	32	College level ICT teachers	22.11.2022-12-12-2022	21 Days	33
Total					33



Honourable chief Guest Professor Mohammad Farhadul Islam, Chairman NCTB, & DG NAEM, received flower bouquet in the Certificate award ceremony. 66th Training Course on ICT for secondary level teachers.

17. Training Course on ICT (for the Secondary Level Teachers)

It is a regular training program of NAEM on ICT for the secondary level ICT teachers. In every quarter NAEM usually arranges a good number of courses on it. The objectives of this training program are to grasp the concepts of a computer and its working principles; to understand the basic elements of computer system; to enhance knowledge and skills of the participants in application of ICT skills and to use computer in daily official activities effectively and so forth.

In this Fiscal Year (2022-2023) NAEM trained 99 ICT teachers in three batches.

Table-17: Training Course on ICT (for the Secondary Level Teachers)

SL	Batch	Participants	Date	Duration	Number of Participants
1.	64	Secondary level ICT teachers	11.10.2022-31.10.2022	21 Days	32
2.	65	Secondary level ICT teachers	24.01.2023-13.02.2023	21 Days	34
3.	66	Secondary level ICT teachers	28.02.2023-20.03.2023	21 Days	33
Total					99

18. Training Course on ICT Application in Institutional Work for head teachers

NAEM also arranges a 5-day long short course on ICT application in the institutional works for the head teachers. The objectives of this training course are to making the participants accustomed with the uses of ICT in daily office activities; enabling them to keep office accounts using MS Excel; making them able to prepare and present digital contents using MS PowerPoint and using internet and related digital equipment searching essential sites in the internet for office communication. Statistics of the training on ICT application is given below:

Table-18: Training Course on ICT Application for head teachers

SL	Batch	Participants	Date	Duration	Number of Participants
1.	32	Head teachers	18.09.2022 - 22.09.2022	5 Days	31
2	33	Head teachers	21.05.2023 - 25.05.2023	5 Days	31
Total					62

19. Digital Content Development (DCD) Training Course for college teachers

This is a comparatively newly introduced training course of NAEM arranged for the college level teachers on digital content development to keep pace with the digital world. It is a 14-day long training course aiming at familiarizing teachers with computer and its working principles and preparing digital contents of their respective subject lessons for the delivery in the classroom. The objectives are to grasp the concepts of computer and its working principles; developing digital contents for conducting classes; enhancing knowledge and skills of the teachers in the applications of ICT.

Table-19: Digital Content Development (DCD) Training Course for college teachers

SL	Batch	Participants	Date	Duration	Number of Participants
1.	8	College teachers	26-07.2022-08.08.2022	14 Days	32
2.	9	College teachers	06.06.2023-19.06.2023	14 Days	33
Total					65

20. Training of Trainers (TOT) Course (for Officers/Trainers of Training Institutions under MoE)

Training of the Trainers (ToT) Course is a two-week long program of NAEM in which the trainers of National Academy for Educational Management (NAEM), Higher Secondary Teachers Training Institute (HSTTI), Bangladesh Madrasah Teachers Training Institute (BMTTI), and govt. Teachers' Training College (TTC) can attend this training as participants for their professional development of imparting training in their respective organizations more effectively and fruitfully. The objectives of the ToT course are to enhance capacity of participants for conducting raining; develop ability of the trainers to design and develop training course; build capacity of the participants to prepare digital content and to develop their communication skills.

In the financial year of 2022-23 there was only one training held with 31 PPs.

Table-20: Training of Trainers (TOT) Course

SL	Batch	Participants	Date	Duration	Number of Participants
1.	40	Officers/Trainers	23.08.2022 - 05.09.2022	14 Days	31
Total					31

21. Educational Research Methodology (ERM) Training Course

NAEM basically works on teacher training and educational research. NAEM provides funds for educational research as well as it arranges training course on educational research. Participants of previous FTC who secured top positions in the merit list can participate in this course. The major objective of this course is to enable participants to conduct educational research in order to create and enhance their professional expertise and efficiency. The participants are expected to learn educational research methods; basic concepts of research; basic statistics; report writing and computer application in data processing and analysis.

Every year NAEM organizes at least one course on educational research methodology to train up the top 20 position holders of FTC on educational research. This year it arranged the 47th batch of ERM training on the month of October in 2022 with 40 participants.

Table-21: Educational Research Methodology (ERM) Training Course

SL	Batch	Participants	Date	Duration	Number of Participants
1.	47	Top 40 FTC participants	11.10.2022- 24.11.2022	45 Days	40
Total=					40

Training plan for 2022 - 2023 financial Year at a glance

Sl. No.	Name of Courses	Duration	No. of Course	No. of Pps
1.	Foundation Training Course for BCS(Education) Cadre Officers	120 days	14	1192
2.	Advanced Course on Education and Management (ACEM)	45 days	03	120
3.	Educational Administrational and Management (EAM) Course	21 days	04	146
4.	Senior Staff Course on Education and Management (SSCEM)		02	80

Sl. No.	Name of Courses	Duration	No. of Course	No. of Pps
5.	Educational Administration and Management (EAM) Training Course	21	03	94
6.	Educational Administration and Management (EAM) Training Course for DEOs	5 Days	01	27
7.	Communicative English Course (CEC) for Lecturers (English) of College level institutions	21 days	01	27
8.	Communicative English Course (CEC) for Secondary Level English teachers	21 days	02	68
9.	Communicative English Course (CEC) for the Officers under MoE	21 days	01	37
10.	Educational Planning and Development (EPD) Training Course for the Officers under MoE	30 Days	01	34
11.	English Language Teaching (ELT) Course for secondary level English teachers	12Days	04	796
12.	Library Planning and Management (LPM) Course for the Librarians of Secondary Level Institutions	14 Days	01	37
13.	Office Management Training Course (OMTC	14 Days	02	75
14.	Project Management Training Course (PMTTC)	14 Days	01	40
15.	Satellite Training Course for Teachers' Professional Development	06 Days	05	200
16.	Training Course on (ICT) (for the Lecturers of Colleges	21 Days	01	33
17.	Training Course on ICT (for the Secondary Level Teachers)	21 Days	03	99
18.	Training Course on ICT Application for head teachers	5 Days	02	62
19.	Digital Content Development (DCD) Training Course for college teachers	14 Days	02	65
20.	Training of Trainers (TOT) Course	14 Days	01	31
21.	Educational Research Methodology (ERM) Training Course	45 Days	01	40
Total Target =				3303

Total Training Programs 55 & Total PPs 3303

3. Conclusion

The major responsibility of NAEM is to provide training to different level of teachers and officials working in the education sector. NAEM could achieve its target which it signed up for Annual Performance Agreement (APA). In this financial year, NAEM could train up **3303** teachers and officials working in the secondary and college level educational institutions and other organizations under ministry of education. Along with the teacher training program NAEM also arranged a number of in-house training and workshops for its employees for their professional development in which 760 officers and staff got the opportunity to attend these training and workshops.

Chapter- 3

Planning and Development Division, NAEM

3. Planning and Development Division



3.1 Introduction

The academic and administrative activities of NAEM are conducted by four divisions. The Planning and Development Division is one of them. There are 18 officers and staff under the division.

Director	01
Deputy Director	02
Assistant Director	04
Teacher Trainer	05
Computer Programmer	01
Technical Officer	02
Computer Supervisor	01
Personal Assistant	01
Support Staff	01
Total	18

The Planning and Development Division of NAEM has been preparing the overall plan for the internal activities of NAEM for a long time. It is also designing different projects and monitors the development activities of NAEM. This Division is preparing the Annual Training Calendar and Annual Performance Agreement (APA) of NAEM as per the schedule and is organizing special training programs on National Integrity Strategy (NIS) and workshops on SDG for NAEM faculties as

well. The ICT Cell of this esteemed Academy is also attached to this Division. The faculty members of this Division are involved in different training activities and work to cooperate with other divisions of NAEM.

The Planning and Development Division has two units.

1. Planning unit
2. Development unit

3.2 Major activities of the Planning and Development Division are given below.

- Formulation and Supervision of Annual Action Plans and Master Plans
- SDG Implementation and Monitoring
- Conceptualization and Supervision of Vision 2041 and Manifesto 2018
- Implementation and Supervision of APA
- Formulation of Annual Training Calendar
- Project formulation, Implementation, and Supervision

3.3 Formulation and Supervision of Annual Action Plans and Master Plans

The annual action plan of NAEM has been formulated on the 28th of July 2022. A draft of the Master plan has been formulated on September 2022 with the view of reshaping NAEM to meet the challenges of current globalization. For this, an efficient manpower structure, attractive infrastructure, better quality equipment, spacious playground, and adequate sports facilities have been proposed to be established.



The important steps identified for the implementation of the Master plan with year-wise projection are shown.

- a. Feasibility study – 2 yrs

- b. Project creation and implementation – 5 yrs
- c. Creation of organizational structure – 2 yrs
- d. Proposed wing creation -3 yrs
- e. Creation of trainee’s database- 1 yr
- f. Strong ICT support establishment – 2 yrs
- g. Information showcasing -1 yr
- h. Beautification of NAEM – 9 yrs
- i. Training implementation- 9 yrs
- j. Implementation of plan – 4 yrs

মাস্টার প্লান বাস্তবায়নের জন্য গুরুত্বপূর্ণ ধাপ নির্ণয় করা হয়েছে। বাস্তবায়নের রোডম্যাপ নিম্নে সারণী মাধ্যমে প্রকাশ করা হলো -

ক্রম	ধাপগুলোর নাম	মাস্টার প্লান বাস্তবায়নের জন্য বছর ভিত্তিক প্রক্ষেপন									
		২০২১- ২০২২	২০২২- ২০২৩	২০২৩- ২০২৪	২০২৪- ২০২৫	২০২৫- ২০২৬	২০২৬- ২০২৭	২০২৭- ২০২৮	২০২৮- ২০২৯	২০২৯- ২০৩০	
১.	ফিজিবিলিটি (Feasibility Study) তৈরি										
২.	প্রকল্প তৈরি ও বাস্তবায়ন										
৩.	সাংগঠিক কাঠামো তৈরি										
৪.	প্রস্তাবিত উইং তৈরি										
৫.	প্রশিক্ষার্থীর ডাটাবেইজ তৈরি										
৬.	শক্তিশালী আইসিটি তৈরি										
৭.	তথ্য প্রদর্শন										
৮.	নায়েম ক্যাম্পাসে সৌন্দর্য্যবর্ধন										
৯.	প্রশিক্ষণ বাস্তবায়ন (৬৯৬১৪ জন)										
১০.	ভবিষ্যৎ পরিকল্পনা বাস্তবায়ন										

In continuation of this plan, a training workshop on Service Facilitation under The Service Delivery Commitment Action Plan of NAEM was held on 27th December 2022. The Director General of NAEM, Professor Dr. Md. Nizamul Karim inaugurated the workshop and acted as moderator. The main article was presented by Dr. Srikanto Kumar Chanda, Joint Secretary of the Secondary and Higher Education Division, Ministry of Education. In his presentation, he provided a right and clear direction on service facilitation. After that 36 faculty and other officials of NAEM participated in the discussion. The speakers in the discussion emphasized the responsible behavior of the service provider, enhancement of institutional capacity, ensuring transparency & accountability, consolidation of good governance, and proper utilization of resources in terms of service facilitation. Director of Planning & Development Mr. Salimuzzaman presided over the workshop.

3.4 SDG Implementation and Monitoring

An action plan has been formulated and sent to the Secondary and higher education division for the proper implementation of the activities of the Doha Programme of Action (DPoA) for the least-developed countries for the decade 2022-2031. It is a 10-year plan to put Bangladesh back on track to achieving the UN-mandated Sustainable Development Goals (SDG). It consists of six key focus areas: poverty eradication, leveraging the potential of science and technology, addressing climate change, and environmental degradation, recovering from the COVID-19

pandemic, and building resilience against future shocks for risk-informed sustainable development.

3.5 Conceptualization and Supervision of Vision 2041 and Manifesto 2018

A workshop was held on the theme of NAEM's actions to implement Vision 2041 and Manifesto 2018 on 21 June 2023.

3.6 Implementation and Supervision of APA

4th three quarterly APA reports has been sent to the Ministry of Education on the 6th of July 2022. A preparatory meeting for the preparation of 1st quarterly APA report was held on the 30th of August 2022. A workshop on Annual Performance Agreement Implementation and Evidence preparation was held on the 15th of September 2022. The main article was presented by The Director General of NAEM, Professor Dr. Md. Nizamul Karim. In the main article, the presenter discussed the importance of APA, the role of officials in the implementation of APA, the challenges of implementing the APA, and the challenges to be met. Then three speakers participated in the discussion on APA. Professor Dr. Tahsina Akter, Director of Training and Implementation discussed the role of NAEM faculties and officers of five committees on Good Governance and Reforms. Director of Planning and Development, Mr. Md. Salimuzzaman spoke about the implementation process of APA at NAEM. Guest Speaker Mr. Noor E Alom, Joint Secretary, Secondary and Higher Education Division discussed the formulation, implementation, monitoring and evaluation, and evidence systems of APA. The workshop concluded with six group presentations. 1st quarterly APA report has been prepared and sent to the Ministry of Education on the 10th of October 2022. A preparatory meeting for the formulation of a model APA for the fiscal year 2023-2024 was held on the 19th of October 2022.



3rd quarterly APA report has been prepared and sent to the Ministry of Education on

the 5th of January 2023.

A preparatory meeting for the formulation of a model APA for the fiscal year 2023-2024 presided by The Director of Training and Implementation Prof. Dr. Tahsina Akter was held on the 24th of January 2023. The discussion was held on the semiannual implementation progress of APA 2022-23 and the formulation of modeling APA 2023-24. Four officers from four divisions along with the Deputy Director (Admin) and Assistant Director (Common service) were present in the meeting. After discussion, it was decided to plan various training courses for school and college teachers in this quarter. A decision was also taken to organize a workshop on revising the training curriculum. In addition, the decision was taken to hold the workshop on Administrative and Financial Management, publication of the journal, publication of the Training Calendar, and workshop on Meeting Challenges of the Fourth Industrial Revolution.

3.7 Formulation of Annual Training Calendar

The annual Training calendar 2023-24 has been formulated on 31 May 2023, through the joint activities of the Training & Implementation Division and Planning & Development Division.

3.8 Project Formulation, Implementation, and Supervision

An agreement with ADB has been completed for the formulation and implementation of NAEM's mega project. Consultants have been appointed through the Directorate of Architecture for project formulation including feasibility study, preparation of the master plan, organogram development, etc.

3.9 Coordination in Training Courses

Three training courses on ICT for secondary school teachers were coordinated by the ICT cell throughout the year. Moreover, officers of this division have also participated as course advisors, course directors, and course coordinators of various training courses (FTC, ACEM, SSCCEM, EAM, ERM, PMTC, etc.) last year.

3.10 Publication of updated information on the website

The ICT cell of this division has published a total of 47 updated pieces of information from the Training, Planning, Administration, and Research divisions. Moreover, it has also published the results and merit lists of the participants of various courses (FTC batch 179, 180, 181, 182, 190, 192; ACEM batch 38, 39, 40; SSCCEM batch 25, 26) on the website.

Chapter- 04

Administration and Finance Division, NAEM

Administration and Finance Division (2022-23)

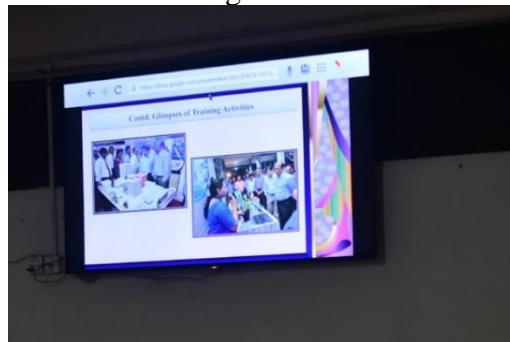
Introduction

Administration and Finance Division plays a vital role in the administrative and overall management of NAEM. Apart from the involvement in different administrative committee, it provides all kinds of logistic supports for implementing different training courses, workshops, and seminars, maintains liaison with the Ministry of Education and other allied organizations. Keeping accounts and preparing of budgets are two very important tasks performed by this division. This division also conducts internal audit and facilitates external audit. The division supervises construction, repair and renovation works at NAEM. Regular procurement of training materials, instruments and equipment is also performed by this division. This division meets up its expenditure from the budget allocated by the Government.

04. Activities of Administration and Finance Division (2022-23)

Under this financial year, the division performed the following activities:

1. Low Tension (LT) power line (electricity work) has been set-up at Academic Building and Cafeteria.
2. Repair and servicing of 98 AC has been done.
3. Procurement of trainee bags for all courses of NAEM through EGP for fiscal year 2022-23 has been done.
4. Notepads for officers have been purchased.
5. Trainer and Trainee Manual of ELT Course (for secondary level English teachers) has been developed and printed with the financial cooperation of UNESCO.
6. Binding of books and newspapers of NAEM library has been completed.
7. Amor Ekushey Hostel has been renovated and the playing room has been made ready for kids.
8. Civil works including tiles and new bathroom fittings of 3 washrooms at Sonar Bangla Hostel was done.
9. Repair works of doors and tiles at Shaheed Buddhijibi Hostel has been completed.
10. A small tin-shed house has been removed and prepared for a flower garden instead.
11. For the improvement of the working environment and ensuring cleanliness and hygiene of NAEM, vigilance team has been formed and its activities are going on.
12. By forming a committee, the abandoned goods of the NAEM campus were marked and dumped at one place.
13. The boundary walls of the Southern part of the NAEM Gymnasium and two sides of the road of the front part of the NAEM Science Building were beautified with tiles.
14. A digital display board (for displaying NAEM activities digitally) has been set up at One Stop on the ground floor of Administrative Building.



15. Two vehicles have been purchased and run.



16. LPG conversion, setting and fitting of bumper, and seat covers for newly two purchased vehicles have been done and commissioned procured in FY 2022-2023.
17. Regular cleaning of NAEM campus is continuing to contain the spread of Dengue fever.
18. Refurbishment work of NAEM Auditorium-2 has been done.
19. Servicing of AC, computer, printer, photocopier, multi-media projector and maintenance of 4 class rooms has been completed.
20. NAEM sub-station transformer has been replaced.
21. Low Tension (LT) panel in the NAEM electric sub-station has been set-up.
22. Electric metre and metre board have been set-up in all residential buildings at NAEM.
23. Water pump has been replaced at NAEM.
24. One additional lift at NAEM Administrative Building has been set-up.
25. Regularization of 26 Teacher Trainers, 1 Computer Programmer, 1 Accounts Officer, 1 Technical Officer and 1 Data Entry/ Control Supervisor NAEM officers has been completed.
26. Proposed Recruitment Rules 2016 (amendment) of NAEM is in progress.
27. Floral wreath was laid on behalf of NAEM at the portrait of Bangabandhu in Dhanmondi 32 on 15 August 2022.

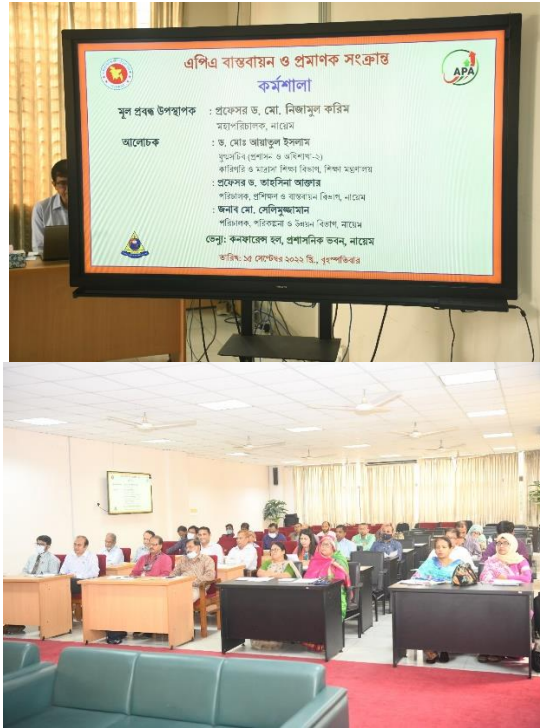


28. National Mourning Day 2022 was observed on 15 August through hoisting National Flag half-mast, laying floral wreaths to Bangabandhu Mural at NAEM and discussion meeting along with *doa mahfil*.





29. A workshop on APA documents and their preservation was held on 15 September 2022.



30. On the occasion of Martyr Intellectuals Day, a *doa mahfil* was arranged at NAEM Jame Masjid in memory of martyrs and their departed souls on 14 December 2022.

31. Great Victory Day was celebrated through laying floral wreaths, drawing competition among children, discussion meeting and *doa mahfil* at NAEM on 16 December 2022.



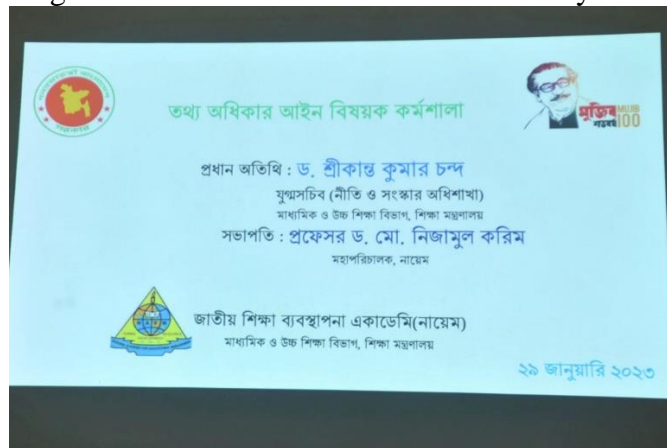
32. Planting of flower seedlings and beautification of the garden is continuing to enhance the beauty of NAEM flower gardens.



33. NAEM Annual Picnic was arranged at Shyamol Bangla Resort, Keraniganj on 21 January 2023.



34. A workshop on Right to information was held on 29 January 2023.



35. A stall was set up at Bangla Academy Book Fair 2023.



36. Shaheed Dibosh and International Mother Language Day 2023 was observed through hoisting flag half-mast, laying floral wreath at Shaheed Minar and arranging discussion meeting and *doa mahfil* on 21 February 2023.



37. 103rd birth anniversary of Bangabandhu Sheikh Mujibur Rahman was celebrated through laying floral wreaths at Bangabandhu Mural at NAEM and drawing competition among children of NAEM employees.



38. Great Independence Day 2023 was celebrated through illuminating of NAEM Buildings, hoisting of flag, laying floral wreath at Bangabandhu Mural and arranging discussion meeting and *doa mahfil*.



39. An almost desert garden has been made green with flower plants and renovated with tiles in its boundary.



40. Refurbishment work of ground floor of Academic Building and the link road from NAEM gate no.1 to Administrative Building has been completed.



41. A training on Rules of Discipline and Conduct 2018 for NAEM employees was arranged on 30 May 2023.



42. A training on GRS was arranged for NAEM officers on 31 May and for employees on 01 June 2023.



43. A workshop on Right to Information was arranged for NAEM officers on 13 June and for employees on 14 June 2023.



44. A training on Citizen Charter for NAEM employees was arranged on 15 June 2023.



45. Exchange of views with stakeholders of NAEM was held on 18 and 20 June 2023.

Farewell/ Joining of NAEM officials/ employees:

1. NAEM authority arranged farewell for Nasima Akhter, Office Assistant cum Computer Operator on 17 July 2022.



2. NAEM authority arranged farewell for Md. Asaduzzaman, Assistant Director (Common Service) on 25 July 2022.



3. Mr. Syed Ahsan Habib joined NAEM as Deputy Director (Admin & Finance) on 25 July 2022.



4. NAEM authority received Dr. Litan Kanti Halder as Assistant Director (Research & Documentation) on 25 July 2022.



5. Mr. Abu Hena Mashukur Rahman joined NAEM as Assistant Director (Common Service) on 26 July 2022.



6. NAEM authority arranged farewell for Professor Aklima Khanom, Training Specialist on 28 November 2022.



7. NAEM authority arranged farewell for two of its employees named Md. Ebadullah (Cleaner) and Kohinoor Begum (Office Assistant) on 29 December 2022.



8. NAEM authority arranged farewell for Md. Bacchu Mia, office attendant, on 21 January.



9. NAEM authority arranged farewell for Md. Md. Mahmudul Amin, Training Specialist, on 01 June 2023.



4.4 Statement of Income and Expenditure of the Financial Year 2022-23:

Under the financial year 2022-23, the academy received total Tk. **452910000.00** as a yearly budget. The academy has performed several activities under the FY 2022-23, and the amount of total expenditure is Tk. **416754100.00**

4.5 Financial Report of Administration and Finance Division

National Academy for Educational Management is a training 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 2021-2022, 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 one financial year are given in tables 1.

i. Financial Year 2022-2023: started on 1st July 2022 and ended on 30th June 2023

Table 1: Statement of Allocation & Expenditure of the Financial Year 2022-2023

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111 Officers' Pay				
311101 Basic Pay (Officer)	36000000.00	34281400.00	1718600.00	95.23
Sub Total	36000000.00	34281400.00	1718600.00	95.23
311110 Leave Encashment Pay (Officer)	620000.00	615000.00	5000.00	99.19
31112 Staffs' Pay				
3111201 Basic Pay (Employee)	18200000.00	18127800.00	72200.00	99.60
3111209 Leave Encashment Pay (Employee)	1400000.00	1349400.00	50600.00	96.39
Sub Total	19600000.00	19477200.00	122800.00	99.37
31113 Allowances				
3111202 Personal Pay	0.00	0.00	0.00	0.00
3111301 Charge Allowance	200000.00	176000.00	24000.00	88.00
3111302 Conveyance Allowance	110000.00	97800.00	12200.00	88.91
3111306 Education Allowance	1150000.00	1084500.00	65500.00	94.30
3111308-Hazardous job allowance	20000.00	0.00	20000.00	0.00

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111310 House rent Allowance	21000000.00	19945700.00	1054300.00	94.98
3111311 Medical Allowance	2700000.00	2573900.00	126100.00	95.33
3111312 Mobile/cellphone Allowance	130000.00	129800.00	200.00	99.85
3111314 Tiffin Allowance	200000.00	189200.00	10800.00	94.60
3111316 Washing Allowance	85000.00	74200.00	10800.00	87.29
3111325 Festival Allowance	9000000.00	8560400.00	439600.00	95.12
3111327 Overtime Allowance	700000.00	699900.00	100.00	99.99
3111328 Rest & Recreation Allowance	2700000.00	2379500.00	320500.00	88.13
3111329 Training Allowance	2850000.00	1643800.00	1206200.00	57.68
3111331 Refreshment Allowance	40000.00	36600.00	3400.00	91.50
3111332 Honorarium Allowance	200000.00	98400.00	101600.00	49.20
3111335 Bangla New Year Allowance	950000.00	856300.00	93700.00	90.14
3111344 Subsistence Allowance	120000.00	116700.00	3300.00	97.25
Sub Total: Cash Wages	42155000.00	38662700.00	3492300.00	91.71
32-Use of Goods & Services				
3211102 Cleaning & washing Items	300000.00	299800.00	200.00	99.93
3211106 Entertainment Expenses	150000.00	149000.00	1000.00	99.33
3211110 Legal Expenses	1500000.00	0.00	1500000.00	0.00
3211111 Seminar & Conference Expenses	1500000.00	1133600.00	366400.00	75.57
3211113 Electricity	7000000.00	6946077.00	53923.00	99.23
3211114 Utility Service Charge	1000000.00	711800.00	288200.00	71.18
3211115 Water	5000000.00	4724069.00	275931.00	94.48
3211117 Internet/Fax/ Telex	200000.00	132300.00	67700.00	66.15
3211119 Postage	100000.00	0.00	100000.00	0.00
3211120 Telephone	250000.00	97959.00	152041.00	39.18
3211125 Advertising Expenses	200000.00	199591.00	409.00	99.80
3211127 Books & Periodicals	4495000.00	307122.00	4187878.00	6.83
3211128 Publications	1500000.00	170000.00	1330000.00	11.33
3211130 Conveyance Expenditure	200000.00	145000.00	55000.00	72.50
3211131 Outsourcing	2000000.00	0.00	2000000.00	0.00
Sub Total: Administrative Expenses	25395000.00	15016318.00	10378682.00	59.13
3231301 Training	285000000.00	284994548.00	5452.00	100.00
3243101 Petrol, Oil & Lubricant	560000.00	558236.00	1764.00	99.69
3243102 Gas & Fuel	320000.00	311223.00	8777.00	97.26
3244101 Travel Expense	4000000.00	3974600.00	25400.00	99.37
3251109 Seeds & Plants	300000.00	217700.00	82300.00	72.57
3252108 Sanitation Materials	300000.00	170461.00	129539.00	56.82
3253103 Hiring of Security Services	2700000.00	2405949.00	294051.00	89.11
3255101 Computer Consumables	700000.00	442876.00	257124.00	63.27

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3255102 Printing & Binding	1000000.00	734600.00	265400.00	73.46
3255105 Other Stationary	2500000.00	2331199.00	168801.00	93.25
3256106 Uniforms	270000.00	239400.00	30600.00	88.67
3256107 Sports Material	100000.00	99000.00	1000.00	99.00
3257103 Research	8000000.00	7972700.00	27300.00	99.66
3257105 Innovation	1500000.00	1060850.00	439150.00	70.72
3257206 Honorarium	500000.00	460000.00	40000.00	92.00
3257301 Ceremonies/ Festivals	250000.00	238500.00	11500.00	95.40
3258101 Motor Vehicles	155000.00	71283.00	83717.00	45.99
3258102 Furniture	350000.00	0.00	350000.00	0.00
3258103 Computer	200000.00	148748.00	51252.00	74.37
3258105 Other Machineries & Equipment	700000.00	630004.00	69996.00	90.00
3258126 Telecommunications Equipment	30000.00	0.00	30000.00	0.00
3821102 Land Development Tax	50000.00	38640.00	11360.00	77.28
3821103 Municipal Rates & Taxes	250000.00	222800.00	27200.00	89.12
4112101 Motor Vehicles	0.00	0.00	0.00	0.00
4112201 ICT Equipment	3000000.00	156540.00	2843460.00	5.22
4112202 Computer & Accessories	3400000.00	0.00	3400000.00	0.00
4112204 Telecommunications Equipment	500000.00	149800.0	350200.00	29.96
4112302 Camera & Accessories	5000.00	4900.0	100.00	98.00
4112303 Electrical Equipment	3000000.00	24992.00	2975008.00	0.83
4112304 Engineering & other Equipment	8000000.00	467400.00	7532600.00	5.84
4112310 Office Equipment	1500000.00	574533.00	925467.00	38.30
4112314 Furniture	0.00	0.00	0.00	0.00
Sub Total =	329140000.00	308701482.00	20438518.00	93.79
Grand Total =	452910000.00	416754100.00	36155900.00	92.02

Chapter- 5

Research and Documentation Division, NAEM

Research and Documentation Division

5.1 Introduction

Research and Documentation Division is one of the four Divisions of NAEM. This Division is mainly responsible to conduct quality researches in different fields especially in Education. It provides the research findings to the policy level to alien them for having the best practices in Teaching Learning sector of Education. It also monitors the follow up and case study activities of researches. Every year, this division of NAEM invites research proposals from the NAEM faculty and researchers of other institutes related to Education Planning, Leadership, Innovation, Sustainable Development in Education, Innovative Techniques, Methods and Strategies of Teaching Learning process, 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), Lifelong Learning, TVET Education and so forth. This Division takes necessary steps for publishing NAEM Newsletter, a quarterly publication, NAEM Journal, a half yearly publication and Annual Report with summary of various annual activities conducted by NAEM in a particular Fiscal Year. This Division provides assistance in publishing books on Education Administration and Management.



Research Division has two units

- i) Research Unit &
- ii) Documentation Unit

This chapter describes and focuses on the activities relating to research and publication of the Academy in the last Fiscal Year.

5.2 Major Activities of Research and Documentation Division

The followings are the major activities of this 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
- To work with some International Organization Like UNESCO, USAID, International Institute of Educational Planning (IIEP), Thailand Regional Office, Office in Thailand clusters and so forth.

5.2.1 Managing Research Activities

Research and Documentation Division executes all of its activities under the overall guidelines and policy of this academy and also under the guidance of the Director General of NAEM. Director (Research and Documentation) monitors the tasks regarding research and development under the supervision of the NAEM research evaluation committee. Research activities of this division are mainly guided and supervised by the Research Policy of this Academy. There are lots of activities in different phases of researches like invitation of proposals, organize seminars and workshop to help the researchers for selecting the tools and instruments, presenting the draft and final report presentation of the ongoing researches and so forth. Research proposals are scrutinized and selected for funding following the process and procedure stated in the Research Policy.

5.2.2 Research Committee

There is a NAEM research committee headed by the Director General of NAEM. The other members of the research committee are Director, Training & Implementation Division, NAEM, Director, Planning and Development Division, NAEM, Director, Research and Development, BPATC, Director, Research and Publication, NAPD and Director, Research, BIDS. Member Secretary of this committee is the Director (Research & Documentation), NAEM. This high-profile committee take all sorts of decision and provides the guidelines within the existing rules and regulation to conduct the NAEM research smoothly time to time. NAEM does not compromise to its quality regarding research.

Form of NAEM Research Committee

Director General NAEM	Chairperson:
Director, Training & Implementation Division, NAEM	Member
Director, Planning and Development Division, NAEM	Member
Director, Research and Development, BPATC	Member
Director, Research and Publication, NAPD	Member
Director, Research, BIDS	Member
Professor, IER, Dhaka	Member
Director, Research and Documentation Division, NAEM	Member Secretary

5.2.2.1 Activity of NAEM Research Committee in the 2022-2023 Fiscal Year

Eight separate meetings of NAEM Research Committee were held in the last four quarters of the year. The committee was chaired by the Director General of NAEM. On the continuation of its strict rules NAEM authority cancelled a work order of a selected research even in the mid duration of the study in the last fiscal year. And this year two research teams were asked to present their final presentation again with adding the suggestion of the expert and evaluators and they had to do so virtually. It really threw a message to the other research groups for not being compromised to its quality. It could possible only due to the high level NAEM Research Committee decision.

Meeting held on the last Fiscal Year

SL No	Meeting No	Date of meeting
1	1 st meeting	17.08.22
2	2 nd meeting	05.09.22

3	3 rd meeting	07.09.22
4	4 th meeting	11.10.22
5	5 th meeting	30.11.22
6	6 th meeting	16.01.23
7	7 th meeting	15.05.23
8	8 th meeting	14.06.23

5.2.3.0 Selection process of the Research Proposal

This Division calls for research proposal from the NAEM Faculty and other researchers from different institutions of Bangladesh. This circular is widely circulated to the National Bangla and English dailies of the country. Besides it is uploaded to the NAEM website for a certain period of time. The Research Proposals are usually selected by the NAEM Research Committee. The Research Committee evaluates and recommends the proposals by observing the presentation conducted by the research teams. There are different marks in different stages of this proposal like portfolio of the researchers, previous research activities and publication, proposal quality considering the demand of the time, their presentation and so forth.

5.2.3.1. Research Proposal Invitation for FY 2022-2023 and response

In response to the invitation total 58 Research Proposal were submitted for FY-2022-2023. NAEM Research Proposal was invited through a circular which was published some renowned dailies of Bangladesh like *The Daily Prothom Alo*, *The Bangladesh Protidin*, *The Daily Star etc.* The Research Proposal (for FY 2022-23) invitation was circulated in May, 2022.

5.2.3.2. Work order for 17 selected Research Proposal in 2022-2023 FY

This division issued 17 work order for finally selected Research Work which will be conducted in the Fiscal Year 2022-2023. Every Research team consists of an Advisor, a Team Leader and two other members. The budget of each study is maximum 400000tk. The total process of research activity must be carried out with this fiscal year. After finishing their study every team will submit their research findings and an article based on this study to be published in the NAEM Journal.

5.2.3.3 List of selected Research works to be conducted in 2022-2023 Fiscal Year Research Teams of Financial Year 2022-23

(Duration: 1st July 2022-30th June 2023)

SL No.	Research Title	Research Teams
01	The Learning Gap of the Secondary School Students of Bangladesh due to COVID-19 Lockdown: Actions Required to Recover	<p>Advisor: Professor Dr. Md. Azharul Islam IER, University of Dhaka, Dhaka-1000 Cell: 01556-312203, E-mail: azharulislam.ier@gmail.com Team Leader: Dr. Happy Kumar Das Associate Professor, IER, University of Rajshahi, Rajshahi Cell: 01719-670068, E-mail: hkdasdu@gmail.com</p> <p>Member 1: G M Rakibul Islam Assistant Professor & Chairman (Acting), Department of Educational Administration, Noakhali Science and Technology University, Noakhali, Bangladesh, Cell: 01717-892472, E-mail: gmrakubulislam@nstu.edu.bd Member 2: Professor Shahida Afroz Training Specialist, NAEM, Dhanmondi, Dhaka Cell: 01716-492789, E-mail: shahidaafrose@yahoo.com</p> <p>Advisor: Professor Shamin Ahmed Chairmen, Splenor Services Ltd, Former Professor (English) and Principal of Government Degree College DSHE, Dhaka, Cell: 01714-096016/01793598471 E-mail: ashamim98@yahoo.com Team Leader: Md. Shahriar Shafiq Instructor (General), Primary Teachers' Training Institute Pirojpur, Directorate of Primary Education Cell: 01917823307, 01554705654 E-mail: shahriarshafique@gmail.com</p> <p>Member 1: Mohammad Abu Bakar Siddik Assistant Specialist, National Academy for Primary Education (NAPE), Mymensingh, Cell: 01798-703738 E-mail: siddiksumon@gmail.com Member 2: Professor Mafruha Nazneen Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01711-570132/01919-525526 E-mail: mafruhanazneen@gmail.com</p> <p>Advisor: Dr. S. M. Ali Reza Professor, Dept of Political Science, University of Dhaka Dhaka-1000, Cell: 01712-223209 E-mail: reza.namirah@du.ac.bd</p> <p>Team Leader: Dr. Md. Jahangir Alam Associate Professor, Dept. of Japanese Studies, Faculty of Social Science, University of Dhaka, Dhaka-1000 Cell: 01716-605128, E-mail: mjalam.jsc@du.ac.bd</p> <p>Member 1: Dr. Md. Harunur Rashid Assistant Director (Research and Documentation), NAEM Dhanmondi, Dhaka-1205, Cell: 01713-046073 E-mail: harun.ad.naem@gmail.com Member 2: Mr. Saifullah Akon Assistant Professor, Dept. of Japanese Studies, Faculty of Social Sciences, University of Dhaka, Dhaka-1000 Cell: 01520-103371, E-mail: saifullah.djs@du.ac.bd</p>
02	Exploring the Effectiveness of Low-tech Solutions for Implementing Blended Education Modality in Bangladesh	<p>Advisor: Professor Shamin Ahmed Chairmen, Splenor Services Ltd, Former Professor (English) and Principal of Government Degree College DSHE, Dhaka, Cell: 01714-096016/01793598471 E-mail: ashamim98@yahoo.com Team Leader: Md. Shahriar Shafiq Instructor (General), Primary Teachers' Training Institute Pirojpur, Directorate of Primary Education Cell: 01917823307, 01554705654 E-mail: shahriarshafique@gmail.com</p> <p>Member 1: Mohammad Abu Bakar Siddik Assistant Specialist, National Academy for Primary Education (NAPE), Mymensingh, Cell: 01798-703738 E-mail: siddiksumon@gmail.com Member 2: Professor Mafruha Nazneen Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01711-570132/01919-525526 E-mail: mafruhanazneen@gmail.com</p> <p>Advisor: Dr. S. M. Ali Reza Professor, Dept of Political Science, University of Dhaka Dhaka-1000, Cell: 01712-223209 E-mail: reza.namirah@du.ac.bd</p> <p>Team Leader: Dr. Md. Jahangir Alam Associate Professor, Dept. of Japanese Studies, Faculty of Social Science, University of Dhaka, Dhaka-1000 Cell: 01716-605128, E-mail: mjalam.jsc@du.ac.bd</p> <p>Member 1: Dr. Md. Harunur Rashid Assistant Director (Research and Documentation), NAEM Dhanmondi, Dhaka-1205, Cell: 01713-046073 E-mail: harun.ad.naem@gmail.com Member 2: Mr. Saifullah Akon Assistant Professor, Dept. of Japanese Studies, Faculty of Social Sciences, University of Dhaka, Dhaka-1000 Cell: 01520-103371, E-mail: saifullah.djs@du.ac.bd</p>
03	Assessment of NAEM's Foundation Training Course in Building Teachers' Professional Skills: Vision 2041 for Quality Education	<p>Advisor: Professor Shamin Ahmed Chairmen, Splenor Services Ltd, Former Professor (English) and Principal of Government Degree College DSHE, Dhaka, Cell: 01714-096016/01793598471 E-mail: ashamim98@yahoo.com Team Leader: Md. Shahriar Shafiq Instructor (General), Primary Teachers' Training Institute Pirojpur, Directorate of Primary Education Cell: 01917823307, 01554705654 E-mail: shahriarshafique@gmail.com</p> <p>Member 1: Mohammad Abu Bakar Siddik Assistant Specialist, National Academy for Primary Education (NAPE), Mymensingh, Cell: 01798-703738 E-mail: siddiksumon@gmail.com Member 2: Professor Mafruha Nazneen Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01711-570132/01919-525526 E-mail: mafruhanazneen@gmail.com</p> <p>Advisor: Dr. S. M. Ali Reza Professor, Dept of Political Science, University of Dhaka Dhaka-1000, Cell: 01712-223209 E-mail: reza.namirah@du.ac.bd</p> <p>Team Leader: Dr. Md. Jahangir Alam Associate Professor, Dept. of Japanese Studies, Faculty of Social Science, University of Dhaka, Dhaka-1000 Cell: 01716-605128, E-mail: mjalam.jsc@du.ac.bd</p> <p>Member 1: Dr. Md. Harunur Rashid Assistant Director (Research and Documentation), NAEM Dhanmondi, Dhaka-1205, Cell: 01713-046073 E-mail: harun.ad.naem@gmail.com Member 2: Mr. Saifullah Akon Assistant Professor, Dept. of Japanese Studies, Faculty of Social Sciences, University of Dhaka, Dhaka-1000 Cell: 01520-103371, E-mail: saifullah.djs@du.ac.bd</p>
04		Advisor: Dr. Mariam Begum

SL No.	Research Title	Research Teams
		Professor, IER, University of Dhaka, Dhaka Cell: 01715078011, E-mail: Mariam.ier@du.ac.bd Team Leader: Rajib Ahmed Faisal Assistant Professor, IER, University of Chittagong Hathazari, Chittagong, Cell: 01711-119790 E-mail: rahmed.ier@gmail.com/faisal.ier@cu.ac.bd
	Understandings and Perceptions of Bangladeshi teachers towards Information Literacy	Member 1: Umme Mustari Tithi Associate Professor, IER, University of Dhaka, Dhaka Cell: 01552386002, E-mail: mustari_tithi@du.ac.bd Member 2: Chameli Das Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01754-830289, E-mail: daschameli@gmail.com Advisor: Dr. Mohammad Tarikul Islam Associate Professor Department of Government and Politics Jahangirnagar University Cell: 01716-812265 E-mail: t.islam@juniv.edu Team Leader: A K M Mahmudul Haque Associate Professor, Department of Political Science University of Rajshahi Rajshahi, Cell: 01716-188401 E-mail: akmmahmudul@ru.ac.bd
05	Supervision as Quality Assurance Approach for Improving Teaching-Learning at Secondary Education in Bangladesh: Issues and Challenges	Member 1: Md. Jahangir Alam, PhD Assistant Professor, Department of Political Science Nawab Siraj-Ud-Govt. College, Natore, Bangladesh Cell: 01766-504683, E-mail: jahangironu@gmail.com Member 2. Ireen Rahman Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01721-754354, E-mail: ireen.naem@gmail.com Advisor: Dr. Provash Kumar Karmokar Professor, Department of Statistics, Rajshahi University Rajshahi, Cell:01712-633866 E-mail: sprovash@yahoo.com Team Leader: Md. Forhad Ilossain Assistant Professor, Department of Statistics Comilla University, Cumilla, Cell: 0 1724053226 E-mail: farhad390ju@gmail.com
06	Assessing the Level of Using Machine Learning Approaches in Higher Educational Institutions of Bangladesh: A Study of Three Science and Technology Universities	Member 1: A. K. M. Saiful Islam Teacher Trainer, NAEM, New Market, Dhaka- 1205 Cell: 01886-122441, E-mail: ttsaiful.naem@gmail.com Member 2: Mr. Nayan Banik Lecturer, Department of Computer Science and Engineering Comilla University, Cumilla Cell: 01516-134626, E-mail: cse.nayan@gmail.com Advisor: Prof. Dr. Niaz Ahmed Khan Professor, Department of Development Studies Faculty of Social Sciences, University of Dhaka, Dhaka Cell: 01711-364462, E-mail: niaz.khan@yahoo.com
07	Status of Knowledge-Management in Universities in Bangladesh: An Assessment of Four Selected Universities	Team Leader: Jannatul Ferdous Associate Professor, Dept. of Public Administration Comilla University, Cumilla, Cell: 01743-902996 E-mail: Jannat.lata@yahoo.com Member 1: Fahad Zeya Assistant Professor (Finance and Banking) Comilla University, Cumilla-3506, Cell: 01793-548793 E-mail:

SL No.	Research Title	Research Teams
08	Practicing Gender-responsive Inclusive Pedagogy in Higher Secondary Education in Bangladesh: Perspective of SDGs	<p>fahadzeya.cou@gmail.com/fahadzeya@cou.ac.bd Member 2: Munmun Muhury Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01726-095778, E-mail: ttmunmun.naem@gamil.com Advisor: Dr. Sharmin Huq Professor (Retired), IER, University of Dhaka, Dhaka 1000, Cell: 01911-936519, E-mail: huq_sharmin@yahoo.com Team Leader: Dr. Asim Das Assistant Professor, Department of Special Education, IER University of Dhaka, Dhaka-1000, Cell: 01774-736858 E-mail: asim.ier@du.ac.bd Member 1: Md. Mizanur Rahman Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01743-794364, E-mail: ttmizan.naem@gmail.com Member 2: Nilima Shill Assistant Professor (Bangla), Jatir Janak Bangabandhu Sheikh Mujibur Rahman Government College, Uttara Dhaka-1230, Cell: 01638-522194, E-mail: nilimashill360@gmail.com Advisor: Dr. Ranjit Podder Associate Professor of English, Teachers' Training College Dhanmondi, Dhaka-1205, Cell: 01715785156 E-mail: ranjitpodder67@gmail.com Team Leader: Sheikh Shahbaz Riad Associate Professor (Education), Teachers' Training College, Dhanmondi, Dhaka-1205, Cell: 01711-935850 E-Mail: riadisrat@gmail.com Member 1: Shamsun Akhter Siddiqie Training Specialist and Associate Professor, English NAEM, Dhanmondi, Dhaka-1205, Cell: 01312711977 E-mail: r.siddiqie@gmail.com Member 2: Mohammad Abu Hanif Assistant Professor (Islamic Ideology), Teachers' Training College (Women), Mymensingh, Cell: 01721-332974 E-mail: hanif.ttc@gmail.com Advisor: Dr. Md. Shamim Ahsan Assistant Professor, Department of Political Science Government Womens College, Jhalakathi Cell: 01712-673710, E-mail: ahsanbd25@yahoo.com Team Leader: Dr. Md. Miraj Hossen Associate Professor, Department of Management Studies, Jagananth University, Dhaka, Cell: 01911-643826 E-mail: miraj.hossen@yahoo.com Member 1: Golam Mahmud Assistant Director (Training and Implementation), NAEM Dhanmondi, Dhaka-1205, Cell: 01916-266099 E-mail: gmahmuddu@gmail.com Member 2: Muhammad Mahmudur Rahman Assistant Professor, Political Science, Nagorpur Govt. College, Nagorpur, Tangail, Cell: 01717-920744 E-mail: mrahman07rdo@gmail.com</p>
09	Present Status of Science Laboratory at Secondary Schools for Better Implementation of Experiential Learning	
10	Peer Relations Among the Classmates for Improving Teaching Learning Environment: A Study on Higher Secondary Level Education in Bangladesh Area: Secondary and Higher Education (School/College/Madrasha/	

SL No.	Research Title	Research Teams
	Tertiary Level)	<p>Advisor: Dr. Muhammad Nur-E-Alam Siddiquee Assistant Professor, IER, Dhaka University, Researcher and Consultant, JICA, Science Education Expert, NCTB Motijheel, Dhaka, Cell: 01858-104155 E-mail: siddiquee920@gmail.com Team Leader: : Dr. Mohammed Rashel Uddin Education Specialist, ADB, Cell: 01818-916491 E-mail: rashel87@gmail.com</p>
11	Primary Teachers' Attitude and Perception toward Blended Education in Bangladesh	<p>Member 1: Md. Shaiduzzaman Deputy Director (Training and Implementation), NAEM Dhanmondi, Dhaka-1205, Cell: 01911-629757 E-mail: szaman.babu@yahoo.com/ szaman.naem@gmail.com Member 2 : Md. Rony Instructor (General), Primary Teachers' Training Institute (PTI), Manikganj, Cell: 01893-53427 E-mail: rony.ier@gmail.com Advisor: Professor Dr. A. K. M. Jamal Uddin Department of Sociology, University of Dhaka, Dhaka-1000, Cell: 01919-409109, E-mail: akmjamaluddin2001@gmail.com/ akmjamal@du.ac.bd Team Leader: Yasmin Sultana Lecturer, Department of Sociology, Begum Rokeya University, Rangpur, Cell: 01772-349819 E-mail: sultana@brur.ac.bd Member 1: Mst. Umma Kulsum Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01716-636974, E-mail: umma2827@gmail.com Member 2: Md. Manjur Morshed Coordinating Officer, Student Support Services Division Bangladesh Open University, Board Bazar, Gazipur Cell: 01516-173052, E-mail: mmm@bou.ac.bd Advisor: Dr. Md. Seraj Uddin Professor & Head of the Department, Department of Management & Marketing Rajshahi College, Rajshahi Cell: 01716-696737, E-mail: dr.seraj1os@gmail.com Team Leader: Dr. Sushanta Roy Chowdhary Associate Professor, Department of Management, Rajshahi College, Rajshahi, Cell: 01718-020335 E-mail: sushantachowdhary75@gmail.com</p>
12	Practice of Lifelong Learning for Bangladeshi Professionals An Exploratory Study on Selected Occupations	<p>Member 1: Mojzammal Hoque Assistant Director (Planning and Development), NAEM Dhanmondi, Dhaka-1205, Cell: 01923-797278 E-mail: ad_planningl@naem.gov.bd/mozammelhoquelata@gmail.com Member 2: Md. Mominul Islam Lecturer, Department of Management, Rajshahi College Rajshahi, Cell: 01717-135808 E-mail: ananto.anto@gmail.com Advisor: Dr. Sunil Kumar Howlader Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01799-382615/01554-311857 E-mail: drsunilnaem@gmail.com Team Leader: Md. Zahangir Hossain</p>
13	The Effect of Transformational, Autocratic, Democratic and Laissez-faire Leadership on Teacher's Performance: A Study on Selective Govt. Colleges at Rajshahi and Dhaka Division in Bangladesh	<p>Member 1: Mojzammal Hoque Assistant Director (Planning and Development), NAEM Dhanmondi, Dhaka-1205, Cell: 01923-797278 E-mail: ad_planningl@naem.gov.bd/mozammelhoquelata@gmail.com Member 2: Md. Mominul Islam Lecturer, Department of Management, Rajshahi College Rajshahi, Cell: 01717-135808 E-mail: ananto.anto@gmail.com Advisor: Dr. Sunil Kumar Howlader Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01799-382615/01554-311857 E-mail: drsunilnaem@gmail.com Team Leader: Md. Zahangir Hossain</p>
14		<p>Advisor: Dr. Sunil Kumar Howlader Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01799-382615/01554-311857 E-mail: drsunilnaem@gmail.com Team Leader: Md. Zahangir Hossain</p>

SL No.	Research Title	Research Teams
	Role of Freelancing in Creating Self-employment by Combating unemployment of National University graduates in Bangladesh	Assistant Professor (Social Work), OSD, Directorate of Secondary and Higher Education, Dhaka, Insitu: Government Saadat College, Karatia, Tangail Cell: 01912-316687, E-mail: zahan.one@gmail.com Member 1: Ahmmad Ehsan Ul Hannan Associate Professor (Accounting), Government Saadat College, Karatia, Tangail, Cell: 01732-522326 E-mail: jewel.hannan71@mail.com Member 2: Dr. Md. Nazmul Ahsan Murad Assistant Professor (Philosophy), Assistant Director-2 (Training), DSHE, Shikha Baban, Dhaka Cell: 01717-731653, E-mail: nazmu128bcs@gmail.com Advisor: Md. Shameem Mahboob Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01790-248990/01918-155553 E-mail: shameemmahboob88@gmail.com
15	Assessing the Quality Teaching- Learning Activity: The Higher Secondary Level Perspective	Team Leader: Dr. M. Hasan Sarowardy Professor, Department of Political Science, Mikel Madhusudan College, Jashore, Cell: 01711-170683 E-mail: hasan13bcs@gmail.com Member 1: Deb Proshad Halder Lecturer, Department of English, Jashore Govt. Mohilla College, Jashore, Cell: 1674-007663 E-mail: debproshadhalder@gmail.com Member 2: Sajib Dey Lecturer, Department of Economics, Moulvibazar Government College, Moulvibaza, Cell: 01717-023404 E-mail: sajibd1111@gmail.com Advisor: Prof. Dr. Nazrul Islam Pro-Vice Chancellor, Northrn University of Bangladesh E-mail: dr.nazrul.uu@gamil.com , Cell:01716-370643 Team Leader: Mr. Shamim Hosen Assistant Director (Development), BPATC, Savar, Dhaka Cell: 01717-563992, E-mail: shamim.hosen@bpatc.org.bd /shamim.du207@gmail.com Member 1: Dr. Md. Wahidul Habib Assistant Professor, ASA University, Dhaka, Cell: 01824-636281, E-mail: wahidul123@hotmail.com Member 2: Dr. Md. Ayet Ali Assistant Director (Research and Documentation), NAEM Dhanmondi, Dhaka-1205, Cell: 01712099023 E-mail:ayetali42@gmail.com
16	Usefulness of Entrepreneurship Education in Bangladesh: A Link Between Education and Practice	

5.2.4. Research Workshops and Seminars

The Research and Documentation Division arranges seminars and workshops in different phases of the research: one workshop is for research proposal selection presentation where the resource persons, research committee members, evaluators give the final selection of the researches. Then a seminar is arranged to finalize the Research Tools or Instruments. Following a reasonable time, a draft research report presentation seminar is arranged to see the progress of data collection and to see the analysis procedure. Here the researchers get valuable suggestions from the expert pool so that they can add them to prepare their final

report. At last final research report presentation seminar is held. After getting feedback from evaluators and research experts each research team amends their findings or any areas they think, according to the comments and observation by the experts. Then all the teams submit their final report to this division.

5.2.4.1. Research Preparatory Workshop held

Three workshops bearing the title “Workshop for Research Preparatory” were held from 05-07 September, 2022 at NAEM where 17 Research Teams presented their Research proposals containing the Objectives, Methods and probable Output at the end of the Study. NAEM Research Committee observed their presentation and provided constructive Feedback.



5.2.4.2. A meeting with NAEM Faculties related to Research Work in 2022-2023 (FY)

An emergency meeting was held on 15 September, 2022 with NAEM Faculties related to research work in 2022-2023 (FY). Director General of NAEM provided some valuable guidelines regarding this issue.

Director General said that who would take part in NAEM research from our office must know the total procedure and they should present some part of their study in the different phase like methodology, data collection, research findings and so forth. It will certainly improve the skills and quality, he believes.

5.2.4.3. “Workshop on “Theory of Change for Developing Conceptual Framework in Research”





A day long workshop on “Theory of Change for Developing Conceptual Framework in Research” was held at NAEM on 3 November 2022. Mr. Md. Abul Kalam Azad, Chief Advisor, Bangladesh Evaluation Society was present as the Key Note Speaker and Chief Guest of this program. As discussants Dr. Md. Nuruzzaman, President, BES and Director (Research) NAPD, Dr. Khalid Hassan, Member, BES and Consultant, and Rokshana Bilkis, Director (Research & Documentation), NAEM were present. Besides all the Directors of this Academy were present as the invited guests of this Workshop. Participants of this workshop were **the researchers** of different Research teams selected for FY-2022-2023 and some selected NAEM faculties.

In his speech the Chief Guest described different issues related to education, economy, power and so for in our country and gave importance on the adaptation of the rapid global change. He said we should remember “Everything is changing and change is constant”. So if we do not accept the change and face the challenges it would be difficult for us to stay in the mainstream of the development. He again said that sole education truly comes from family. In this process we have to wait for three or four or more generations but to ensure our existence and to stand in the mainstream we have to adapt with the rapid change in different issues like education, culture, behavior and so forth.

In his speech Director General of NEAM said that in a long evaluation process and with an open competition, NAEM Research Committee have selected 17 Researches for the FY-2022-2023. Dr. Karim mentioned that Govt. has a sound intention to invest money for conducting research activities. So, we should be very much conscious to use the money for quality purpose. Output of such workshop will help us to improve the quality of the research. “We have a plan to publish a book containing the findings and recommendations of these ongoing researches” he added. So that the top authority can consider to take these as policy recommendations for the development of the Nation. Lastly, he thanked the Chief Guests, Special Guests, Discussants, Participants and so forth and requested all the participants to involve in each and every activity of this program.

The presenter Dr. Nuruzzaman, described the importance of the Theory of Change and also described how it could be incorporated for developing the Conceptual Framework of the ongoing researches of NAEM. He expected that the output of this program would definitely improve the quality of the research.

5.2.4.4. Seminars “Research Methodology and Data Collection Tools/Instrument Presentation (FY-2022-2023)”

Three seminars titled “Seminar on Research Methodology and Data Collection Tools/Instrument presentation (FY-2022-2023)” were held at NAEM on 25, 27 & 30 October 2022. Total 17 researches were finally selected for the fiscal year 2022-23. All the research groups were invited to show the methodology and tools to collect the data for carrying on their studies. All the group members presented their methodology and tools. NAEM research committee members and some experts on this field of this area were present on these seminars. They provided their valuable opinions and suggestions. Researchers took notes and gave words to incorporate them with their methods and processes. Director General of NAEM said that a feedback report on this seminar would be sent to them and expected that every research group must consider these feedbacks seriously and incorporate them with their studies. He also said that authority would take initiative to check this sort of amendment and changing as well and in case of negligence it will not back forward to take serious action. Director, Research & Documentation thanked all the invited guests and the persons concerned

5.2.4.5. Draft Research report presentation workshop

A seminar on “Draft Research Report Presentation-23’ was held from 14.02.23 to 16.02.2023” at NAEM. Total 15 research groups presented their draft reports in the seminar. Prof. Nazmul Haque, IER and Dr. Md. Nuruzzaman, Director, NAPD, Director (Training & Implementation) NAEM, Director (Planning & Development), NAEM and Director (Research & Documentation) were present as the members of NAEM Research Committee and provided their valuable opinions.

In her short speech Director (Research & Documentation) said that after getting the Final Report, NAEM authority would send them to the Evaluators. After getting the positive response, the Research Report Submission would be considered as the granted ones. She again said that from now NAEM would disseminate the research findings with the Ministry of Education and its stakeholders. NAEM Journal would publish the articles on the findings of these ongoing researches. That is why the research groups are requested to have a synopsis of their study findings.



5.2.4.6. Seminar on Final Research Report Presentation

Three seminars on “Final Research Report Presentation’ were held at NAEM on 7, 14 & 15 May 2023. All the members of NAEM research Committee namely Dr. Md.Nuruzzaman, Director (Research & Publication), NAPD, Dr. Monzur Hossain, Director (Research) BIDS, Mr. Nazmul Haq, Former Professor, IER, Dhaka University, all the directors of four divisions of NAEM, Director General of NAEM and so forth were present as the evaluators of the ongoing research in FY-2022-23. Of all the Final Research Report Presentations Prof. Dr. Md. Nizamul Karim, Director General of NAEM was present as the Chairperson. The evaluators provided their constructive feedback in different areas like tools preparation, sampling process, data collection, data processing techniques, writing report with these key points of policy suggestions and like to the members of the research teams. They expect that the research teams will incorporate all the opinions and suggestions to their final reports before submitting them to the NAEM authority. The Research Directors give her heartiest thanks to all the research teams and persons concerned.



5.3.0 Other workshops

5.3.1. Workshop on “Finalizing NAEM Publication guidelines-2022

A day long workshop on “Finalizing NAEM Publication guidelines-2022” was held on 20 September 2022 at the conference room of the Director General of NAEM. The Chief Guest of this workshop was Md. Saifullah Panna, Additional Secretary, Ministry of Finance. Besides Md. Nazrul Islam, Joint Secretary (Admin sub-section), Secondary and Higher Secondary Division, Ministry of Education; Dr. Muhammod Rezaul Karim, Deputy Director, BPATC; Mrs.Taniya Moon, Senior Assistant Secretary, BCS Admin Academy were present as the special guests. The workshop was chaired by Professor Dr. Nizamul Karim, the Director General of NAEM. Dr. Md, Harunur Rashid, Assistant Director (R & D), NAEM, presented the Workshop article whereas Rokshana Bilkis, Director, Research and Documentation Division moderated the program.

In this workshop chief guest, special guests, chairperson, and NAEM faculties actively participated in different sessions and issues related to NAEM publication and provided their important opinions and feedback. In her speech Director, Research & Documentation Division, NAEM said that Division will incorporate all the feedback and suggestion with

the draft of the NAEM publication guidelines-2022 and take steps to make it final.



5.3.2. A day long workshop on “Research Findings (FY-2020-21& 2021-2022)”

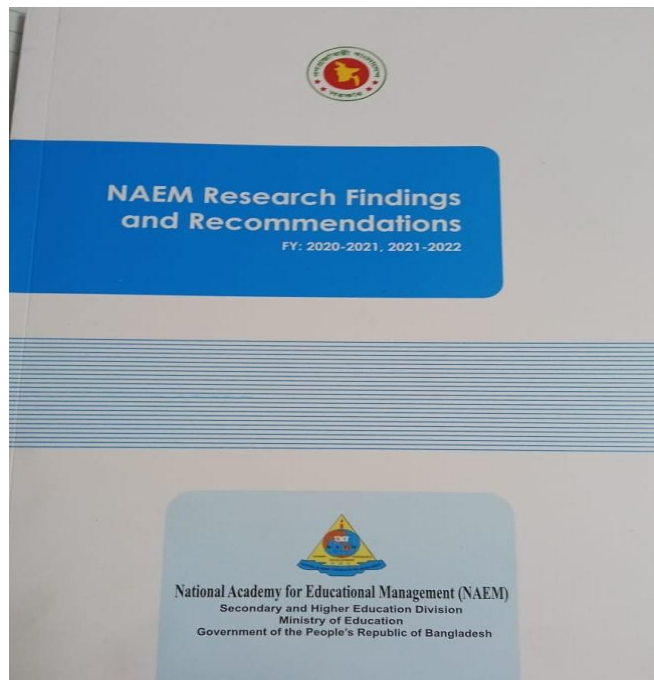
A day long workshop on “Research Findings’ of the last two Fiscal Year (FY-2020-21 & FY 2021-22) was held on 12 October 2022. A total 30 researches were conducted by the fund of Ministry of Education through NAEM. With the demand and advice of the Education Ministry, NAEM is going to publish a book containing the research findings of these last two years researches. So many recommendation and suggestions have come through these studies. Ministry can think of incorporating these suggestions and recommendation to frame some policy suggestions. So NAEM thinks that it will really be a nice work to motivate the researchers.

The Chief Guest of this workshop was AKM Aftab Hossain Pramanik, Additional Secretary (Admin & Finance) SHED, Ministry of Education. Special guest was Prof. Md. Nazmul haque, honorary professor, IER, Dhaka University where as Prof. Dr. Md. Nizamul Karim, Director General of NAEM was present as the Chairperson. The chief guest, special guest and the experts provided their constructive feedback to incorporate all the findings and to bring them into light.





5.3.3. A seminar on “The findings of Research conducted in 2020-21 & 2021-2022”



A seminar on “The findings of Research conducted in 2020-21 & 2021-2022” was held at NAEM on 14 March 2023. AKM Aftab Hossain Pramanik, Additional Secretary (Admin & Finance), Secondary and Higher Education Division, Ministry of Education joined this program as the chief guest. In his speech he said that Govt. has an aim to spend money in the purpose of Research and Innovation in Education. If we can alien the findings of the research in national level it can even change some areas of education positively. Director General of NAEM in his speech said that NAEM has taken initiatives in this regard. All the teams must submit their findings according to the demand and format of NAEM. He thanked the Chief Guest and all the research teams who have come to join this seminar from a long distance of Bangladesh.



5.3.4. Workshop on “Enriching and compilation of freedom fighter data sheet” at NAEM

A day long workshop on “Enriching and compilation of freedom fighter data sheet” was arranged on 15 March 2023 at DG’s Conference Hall. Own Village Study is an iatrical part of the Foundation Training Course. NAEM administration want to develop a questionnaire to have the original data from the freedom fighter of their own area. The workshops aimed to help forming this questionnaire which could help the FTC’s participants to have the data. Professor Nasrin Sultana presented the Key note paper. Prof. Dr. Md. Nizamul Karim, honorable Director General of NAEM was the Chief Guest. The program was chaired by Rokshana Bilkis, Director Research & Documentation, NAEM. Mamun Siddiqui was present as the main discussant



5.3.5 Workshops on preparing NAEM Annual Report and NAEM Newsletter

Four separate workshops for preparing NAEM Annual Report and NAEM Newsletter were held in every quarter of the year. The main aim of these workshops were to follow the progress of the huge volume of NAEM quarterly and in the same time Annual activities.



5.4.0 NAEM Journal publication

NAEM has been publishing a peer reviewed journal since 2005 “NAEM Journal” by name. NAEM Journal is a bilateral publication. It publishes research articles related to Education. NAEM conducts number of researches every year. After finishing these studies, the researchers are asked to prepare the research-based articles from their final research report. Besides, NAEM also invites the articles for NAEM Journal from its stakeholders and outside. After having all the submitted articles NAEM authority take steps to select the articles to be published in NAEM Journal.

It follows the editorial policy of NAEM Journal maintaining some pragmatic steps, that

- Invitation of Articles
- Selection of Articles by the Journal Committee
- Editing language and style of the articles
- Taking steps to Publish the selected articles in the NAEM Journal

5.4.1 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 index below 25% (Plagiarism below 25%) will be considered for publication. Acknowledgement must be incorporated.

5.5.0 NAEM Journal Publication in 2022-2023 FY

Research Division has received 17 Research articles in the first quarter of this Fiscal Year which were conducted in 2022-2023 FY. All the received articles will be published in NAEM Journal after a long peer review and evaluation process.

Name	: NAEM Journal
ISSN No.	: ISSN 1997-4248
Issue	: 31
Volume	: 16
Time	: January-June -2021 (Published April- 2023)
Published by NAEM	

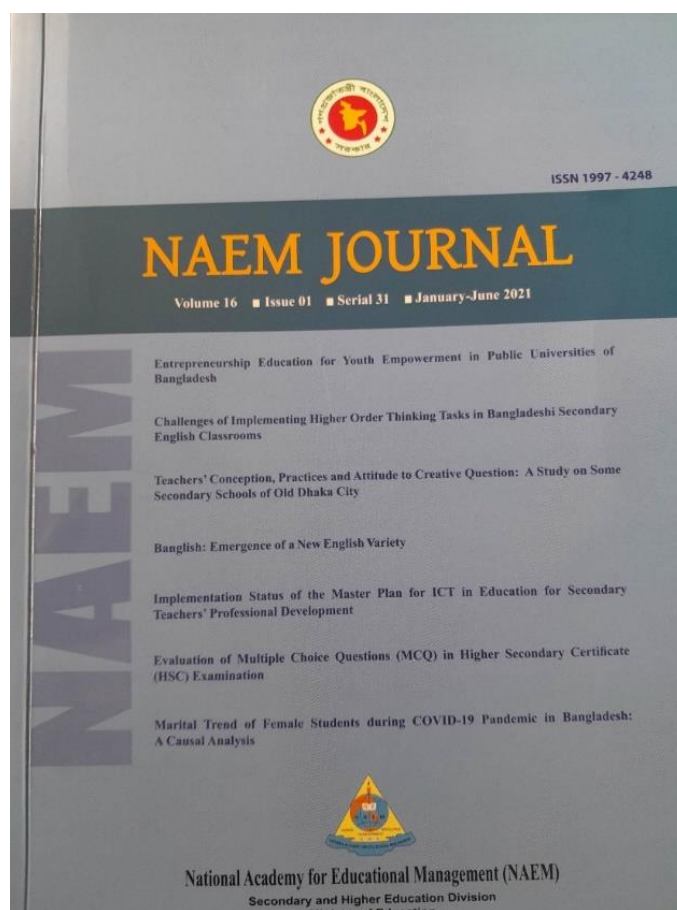
5.6.1 List of published articles in v-16, Serial-31

1. Entrepreneurship Education for Youth Empowerment in Public Universities of Bangladesh
2. Challenges of Implementing Higher Order Thinking Tasks in Bangladesh Secondary Classroom.
3. Teachers' Conception, Practices and Attitude to Creative Questions: A Study on Secondary Schools of Old Dhaka.
4. Banglish: Emergence of New English Variety.
5. Implementation Status of the Master Plan for ICT in Education for Secondary Teachers' Professional Development.
6. Evaluation of Multiple-Choice Questions (MCQ) in Higher Secondary Certificate (HSC) examination.
7. Marital Trend of Female Students during COVID-19 Pandemic in Bangladesh: A Casual Analysis.

Journal article V-16, Serial -32

1. Readiness of Tertiary Level Educational System of Bangladesh to Cope with the Challenges of the Fourth Industrial Revolution
2. Global Citizenship Education in the Secondary School Teacher Education Curriculum of Bangladesh
3. Developing the Entrepreneurial and Enterprising Aspiration in Higher Education in Bangladesh
4. Technical and Vocational Education and Training and its Relevance in Bangladesh for Youth Employability and Sustainable Career Planning
5. In Search of Blended Learning Framework for Secondary Education in Bangladesh
6. Investigating the Degree of Social Climate Embedded in the Educational Environment of Bangladesh Secondary Schools

5.6.2 Image of NAEM Journal



5.7.0. NAEM Newsletter

NAEM Newsletter is a quarterly publication. It publishes all sorts of news in this Academy, specially the different events of training programs and its statistics. It is published in systematic way. In the beginning of the year four different committee for four quarters are formed. This Newsletter committee sit together with the members. Then different news are prepared and photos are selected. After this process it is edited several times. NAEM English faculties are preferred as all the events are covered using English. After finishing the editing process, it is presented in the workshop to have the valuable comments and suggestion regarding this issue. Then it is finalized and sent to the press for publication. After having the copy, it is distributed among the NAEM faculties and stakeholders.

5.7.1. Newsletter Publication in 2022-2023 Fiscal Year

Four newsletters have been published in 2022-2023 (FY) from this division. Most of the events, training activities and some other activities from all the divisions have been incorporated in these newsletters.

In the running Fiscal Year following issues of NAEM newsletters have been published:

1. Volume: 15 Issue: 85 Time: July to September 2022
2. Volume: 15 Issue: 86 Time: October to December 2022
3. Volume: 16 Issue: 87 Time: January to March 2023
4. Volume: 16 Issue: 88 Time: April to June 2023

5.7.2 Image of NAEM Newsletter



5.8.0. Documentation Unit



Documentation Unit of NAEM

Research Division has a documentation Unit. The main responsibility of this unit is to preserve different documents like Research report, Journals, Newsletters, Different Bangla and English dailies, brochures, souvenirs or magazines and so forth. In the specific way This unit of research division does the following activities

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

5.8.1 Activities of Documentation Unit in 2022-2023 Fiscal Year

Receiving 15 Final Research Report based on the studies conducted in 2021-2022FY

In the very first month of this quarter Research Division received 15 Final Research Reports in 30 June, 2022 which were conducted in FY 2021-2022. All the teams were asked to submit their final report (10 copies each team) of their studies following the given structure. Besides, all the teams were also asked to submit a very short and precise Findings and Policy Recommendations on their own study. Because NAEM is planning to publish a book containing the Research findings which were conducted previously.



5.8.2. Old and rare books binding

With the advice of Director General of NAEM, Research Division has taken initiatives to bind some old and rare books. Binding work of 1000 books have already been done so far. A professional book binder, Md. Tazimul Islam has been working to bind these books with daily basis payment for the last four months



5.8.3 . Some video documentaries were prepared by Research and Documentation in the last Fiscal Year

5.8.3.1 A briefing on Research Division

This video documentary presents the Research and Documentation Division in brief. It covers the aims and objectives, functions and some important information of this Division. It helps the audience especially the participants of Foundation Training Course (FTC) to have some information at a glance.



5.8.3.2 NAEM Mural

This video documentary was prepared to explain the background and importance of building the Mural of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman at NAEM campus in the eve of celebrating the Birth Centenary of him



5.8.3.3 NAEM-UNESCO Participation Program

NAEM works with some National and International Organizations like US Embassy, British Council, UNESCO, UNICEF, UNDB, ADB, JICA, Universities and so forth. Research Division worked with UNESCO in 2020-2021 FY to prepare the Training Manual of English Language Teaching (ELT) Course. This video contains the aims and objectives, functions and the working process of this project. UNESCO considered it as the transparent document of this project.



**TRAINEE
BOOK**

**ENGLISH
LANGUAGE
TEACHING FOR
SECONDARY
SCHOOL
TEACHERS**
TRAINING MANUAL



National Academy for Educational Management (NAEM)
Secondary and Higher Education Division (SHED)
Ministry of Education, Government of the People's Republic of Bangladesh

5.8.3.4 A Briefing of NAEM

This 11-minute video documentary presents the NAEM at a glance. Both Bangla and English are used to describe the information. It describes the formation, function and responsibilities of NAEM. Many foreign delegates from international organizations and Institutions like US Embassy, British Council, UNESCO, UNICEF, UNDP, ADB, JICA and so forth visit NAEM time to time. This video documentary help them to have the basic idea of NAEM easily.



All these video documentaries were prepared by Dr. Md. Harunur Rashid, Assistant Director, Research & Documentation Division under the close supervision of Rokshana Bilkis, Research Director, R&D Division, NAEM.

5.8.4 Records and Achievements of Research and Documentation Division since 2003

- Research work done : 236 (Till 2022-23 FY)
- Newsletter published : 88
- Journal published : 32
- Total NAEM Publication till June 2023 : 177

There is a Documentation Officer (routine duty) to maintain this important Unit of NAEM.

5.8.4.1 Statistics of Research, seminars, workshop, meetings and so forth at a glance of Research and Documentation Division

5.8.4.2 Research

SL	Number of Researches	Remarks
1	17	Done

5.8.4.3 Meetings of Research Committee

SL no.	Name of Meetings	Done
1	First meeting of Research Committee of NAEM	17 August, 2022
2	Second meeting of Research Committee of NAEM	5 September, 2022
3	Third meeting of Research Committee of NAEM	7 September 2022

4	Fourth meeting of Research Committee of NAEM	11 September 2022
5	Fifth meeting of Research Committee of NAEM	30 October 2022
6	Sixth meeting of Research Committee of NAEM	16 January 2023
7	Seventh meeting of Research Committee of NAEM	15 May 2023
8	Eighth meeting of Research Committee of NAEM	14 June 2023

5.8.4.4. Workshops

SL no.	Name of Workshop	Date
1	Preparatory Workshop for 18 selected Research in 2022-2023 FY	5-7 September 2022
2	‘NAEM Publication Guideline -2022’ Workshop	20 September 2022
3	Research Findings (for 2020-2021 & 2021-2022 FY) Workshop	12 October 2022
4	Workshop on Preplanning of Annual Report at NAEM Newsletter	18 October 2022
5	Training Workshop on Theory of Change for Developing Conceptual Framework of Research	3 November 2022
6	Follow up Workshop on the Progress of Annual Report and NAEM Newsletter	31 January 2023
7	Workshop on OVS (Own Village Study)	15 March 2023
8	Follow up Workshop (3) on the Progress of Annual Report and NAEM Newsletter	9 April 2023
9	Workshop on Final Annual Report and Newsletter	15 June 2023

5.8.4.5. Seminars

SL no.	Name of Seminars	Date
1	Seminar on Research Methodology and Data Collection Tools/Instruments Presentation	25, 27, 30 October 2022
2	Seminar on Draft Research Report Presentation	14-16 February 2023
3	Seminar on the Findings of Research 2020-21 and 2021-22	14 March 2023
4	Seminar on Final Research Report Presentation	7, 15 & 15 May 2023

Chapter 05

Collaboration Work

Collaborative activities of NAEM with National and International Organizations

5.1.0. NAEM–UNESCO partnership Project

NAEM authority could build a very warm relation among some National and International donor agencies like UNESCO, UNICEF, British Council, American Embassy and so forth. An agreement has been signed up between NAEM and UNESCO Dhaka office for which aims to have Teachers' ICT competency Framework/standard.

In the last fiscal year (FY-2021-2022) NAEM has prepared English Language Teaching (ELT) Manual for the Secondary level English Language Teachers funded by UNESCO. This year NAEM is going to launch another great work with the collaboration of UNESCO and it is the teacher's ICT Framework and GCED Training Manual for mainstreaming this issue in NAEM Teacher Training Programs. It will really help our teachers to improve their quality and confidence.

5.1.1. 1st PIC meeting of UNESCO participation program.

1st PIC meeting was held at DG's meeting room on 1st February 2023. Here honorable Director (Research & Documentation) described the project through a presentation. Some decisions were taken like ICT experts' appointment for the project duration. Inaugural program preparation, existing GCED module of NAEM review and so forth.



5.4.2. Inception Workshop Program of NAEM project with the collaboration of UNESCO

An inception workshop for the Project “Capacity Enhancement for the Secondary Teachers in Bangladesh through Contextualization of ICT-CFT and mainstreaming GCED and ESD in NAEM Teacher training Programs” was held at NAEM on 18 May 2023. The program started on 2.30 pm and came to an end at 7 pm. The Chief Guest of this program was Dr. Dipu Moni, M.P, the Honourable Minister, Ministry of Education. The Special Guests were Mr. Mohibul Hasan Chowdhury M.P, the Honourable Deputy Minister, Ministry of Education; Mr. Suleman Khan, Secretary, SHED, MoE; Professor Nehal Ahmed, Director

General, DSHE and Mr. Belayet Hossain Talukder, Additional Secretary (Dev), SHED, Ministry of Education. Ms. Susan Maree Vize, Officer-in-Charge (OIC) of UNESCO Dhaka Office was also present as the Guest of Honor. Besides, Ms. Fan, Huhua, Education Program Specialist, UNESCO Dhaka office, and Ms Shereen Akther, Programme Officer, UNESCO were also present. As the participants representatives from UNICEF, World bank, ADB, Robi Telecom, D-Net, DFID, BRAC, IER-Dhaka University, SHED Ministry of Education, Ministry of Primary and Mass Education, NCTB, BNCU, DTE, DME, HSTTI, TTC, a2i, Consultants of this project and some selected NAEM faculties were present. This grand opening program started after having a lunch.

The program started with a welcome remarks and keynote presentation by Prof. Dr. Md. Nizamul Karim, the Director General, NAEM. In his presentation Mr. Karim provided some basic ideas regarding the Teacher Training programs of NAEM and his plan to utilize the output of this project. In her presentation Ms. Fan, Huhua, Education Program Specialist, UNESCO Dhaka office explained the necessity of such project and the function of it.

The Guest of Honor Ms. Susan Maree Vize, Officer-in-Charge (OIC) of UNESCO Dhaka Office

Mrs. Jihong Lee, Head of the Education and Training, APCEIU, UNESCO was connected virtually and gave a virtual presentation. She showed that how such project work in different regions in the world and also the importance of Global Citizenship Education. Mr. Suleman Khan, Secretary, SHED, MoE was connected virtually and gave his valuable opinions on this programs.

The Chief Guest thanked NAEM and specially the Director General of NAEM to think about the development of our teachers taking some initiatives like arranging training, developing curriculum, seminars, project like this and so forth. She said that it is a timely needed project and by the output of this project many teachers will be benefited.

At the end of this program Ms Rokshana Bilkis, Director (Research & Documentation) gave a vote of thanks to the Chief Guest, Special Guests, Guests of Honor, Participants and the persons concerned. Teacher Trainers Mr.Md Shah Abdul Mabud & Md. Masud Rana worked all sorts of file and paper works.

The program was chaired by Prof. Dr. Md. Nizamul Karim, Director General, NAEM. The program was arranged by NAEM with the support of UNESCO.



Inception workshop of “Capacity Enhancement for the Secondary Teachers in Bangladesh through Contextualization of ICT-CFT and mainstreaming GCED and ESD in NAEM

5.4.3 National Academy for Educational Management (NAEM) in collaboration with the US Embassy Dhaka successfully implemented the project titled “English Teachers’ Training Course & Professional Development of NAEM English Faculty Members Project”. It should be noted that this project was duly approved by SHED, the ministry of education, GoB. This project has two major aims: 1) enhancing the professional skills and expertise of NAEM’s 33 (thirty-three) English faculties and 2) leading English faculties to

develop an initial training curriculum and manual for a teacher training course offered by NAEM. Dr Lawrence N. Berlin, the Senior English Language Specialist appointed by the US Department of State and US Embassy Dhaka trained English language faculties of NAEM for 4 months on aspects of English language teaching, material development and assessment. Dr. Lawrence is a Professor Emeritus, Northeastern Illinois University, Chicago, USA. Under this project, a new curriculum and training manual for Communicative English Course (CEC) for Secondary Level English Teachers has been developed and Dr Lawrence was the editor and the Chief Adviser of these works.



NAEM received Dr. Lawrence N. Berlin, Professor Emeritus, Northeastern Illinois University, USA and Senior English Language Specialist, NAEM and US Embassy Dhaka on 31 July 2022.



The revision and development of CEC (Communicative English Course) training manual of NAEM has been successfully completed in collaboration with US Embassy, Dhaka and NAEM.



A conference on English Teaching Forum at its 60th anniversary was held at NAEM.
5.4.5.



A team of JICA visited NAEM on 24 August and 16 October 2022.



A seminar was held at NAEM on the prospects of NAEM's further collaboration with Regional English Language Officer (RELO) and English language (EL) Programs, US Embassy Dhaka on 30 August 2022.

5.4.6. NAEM-UNICEF Collaborative Work:

NAEM – UNICEF collaboratively worked in a project focusing on Strengthening Institutional Capacity for Teachers' Professional Development; Teacher Education and Professional Development for Secondary Education; National Curriculum Framework, NCF, TG & Assessment; Sustainable Development Goals (SDG-4); 4th IR and its implication on TCF; Education in Emergency & National Education Policy-2010 and its implication on TCF; Teachers' Professional Development Framework and

Teachers' Competency Framework; 21st Century's Teacher: Conceptualization of Competency-based Professional development.



Two workshops on Developing Teachers' Professional Development and Competency Framework were held at BCDM, Savar, Dhaka in collaboration with UNICEF on 6 - 8 January and 2 - 4 March.

5.4.7 NAEM-ADB Collaborative Work:

ADB is providing NAEM Technical Assistance (TA) support (TABANG-6950). Through these two TA support projects, consulting firms have been appointed. The consulting firms will analyze the existing organization structure and infrastructure and develop a masterplan for organizational restructuring and infrastructural development.



Meeting with ADB was held on 23 January and 18 May 2023.

5.4.8.



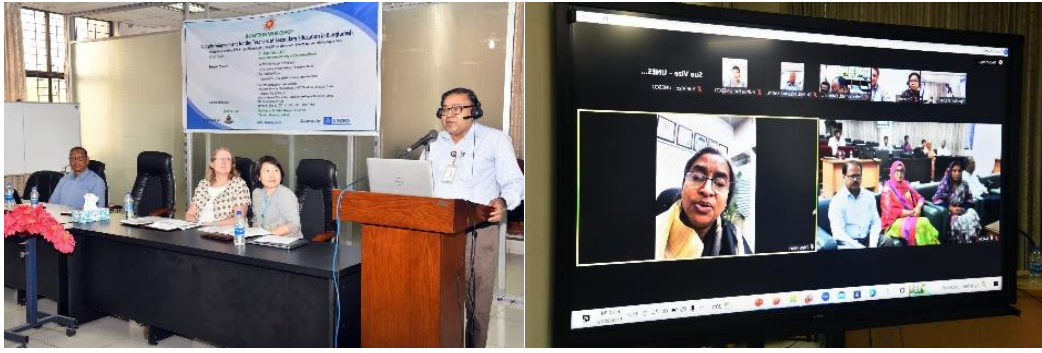
A workshop was arranged on DRR, Climate Change & Education in Emergency with the help of Save the Children on 22 - 23 February 2023.

1.



A technical workshop was arranged on 21st Century's Teacher: Conceptualization of Competency-based Professional Development in collaboration with UNICEF on 15 April 2023.

5.4.9. NAEM and UNESCO has signed a Contract of Services dated on 29.12.2022 and 02.01.2023 respectively to strengthen the education sector in light with SDG4- Education 2030 Agenda. As a part of this, within the framework of Capacity Development for education programme, under a project entitled "To build the capacity of NAEM to prepare a highly-skilled teaching workforce with a focus on teachers' ICT competency and Global Citizenship Education in the teacher training curriculum", UNESCO Dhaka office and NAEM are working for the implementation of two activities - Contextualization of ICT CFT and mainstreaming the GCED and ESD aspects in the teacher training curriculum - to ensure capacity enhancement support for teachers of secondary education in Bangladesh. The primary objective of the project is to build NAEM's capacity to produce a highly-skilled teaching workforce with a focus on teachers' ICT skills and GCED in the teacher training curriculum. The project, under two components of the project, will be implemented during the period (January-December, 2023). Action plans have been formulated to develop and implement training programs on ICT and GCED for teachers.



An Inception workshop on Capacity Enhancement for the Teachers of Secondary Education in Bangladesh was organized by NAEM and supported by UNESCO on 18 May 2023.

Chapter 06

NAEM Library

6.1. Introduction: The NAEM has a rich library in its campus. It also started with its beginning. The books are arranged and cataloged by different categories like history, art and culture, research, statistics, novels, dramas, methods and techniques of teaching in selves. There is a wide space with modern furniture where audience can sit for studying. The library has a significant corner named “*Muktijuddho Corner*” to commemorate the Liberation War of Bangladesh named. At present, the library has more than 57517 (2740 books were added in 2021-2022 FY) books for the NAEM faculties, trainees and researchers for their different educational and research purpose. Outsiders from different educational institutes can use the resource of this library with the written concern of NAEM authority. The time schedule of the library is from 8.30 am to 8 pm daily in a working day of the office.

A librarian, with the other staffs, maintains all the activities of this library. Recently the librarian has gone to LPR and that is why now a Teacher Trainer is in charge of this library.



NAEM Library

6.2. Staffs of NAEM Library:

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

6.3. Book Collecting Process:

NAEM faculties can issue any types of book from this library in the condition of availability for a fix period of time. They are to fill in the form providing necessary information for issuing the books.

In the BCS foundation course there is book review chapter. For this purpose, this library

plays a vital role. The new Education cadre officers are issued their required books and they can use the library according to their need.

Besides, NAEM provides books to the position holders in each Training Course as the Prizes. Usually, it provides famous books written on the founder of the Nation “Bangabandhu Sheikh Mujibur Rahman”

In the fiscal year 2021-2022, NAEM authority purchased 2740 books on different categories.

Appendix:

(A) NAEM Publications till now:

1.	NIEAER Code 1984	1984	NAEM -001/1984
2.	প্রতিবেদন : বুনিয়াদি প্রশিক্ষণ কোর্সের পাঠসামগ্রী উন্নয়ন কর্মশিবির ২৫-২৬ এপ্রিল	1995	NAEM -002/1995
3.	Educational Research in a Policy Perspective	1995	NAEM -003/1995
4.	REPORT: National Workshop on Guidelines for Formulation and Implementation of School Curriculum in Bangladesh,	1995	NAEM -004/1995
5.	নামের পরিচিতি	1996	NAEM -005/1996
6.	REPORT: National Workshop on Examination System of Bangladesh and Its Reform	1996	NAEM -006/1996
7.	ব্যবস্থাপনা প্রক্রিয়া, তৃতীয় খণ্ড	1997	NAEM -007/1997
8.	An Era of Training in NAEM Duration 1991-2003	2003	NAEM -008/2003
9.	Training Clendar 2019-20: ২০০৩ হতে	2003	NAEM -009/2003
10.	কলেজ আরো ভালো কী ভাবে করা যায় (অধ্যক্ষদের জন্য)	2004	NAEM -010/2004
11.	Training Manual for Secondary Level Subject Teachers Communicative English,	2004	NAEM -011/2004
12.	Training Manual for Secondary Level Subject Teacher (Computer)	2004	NAEM -012/2004
13.	Foundation Training Manual (BCS Education Cadre)	2004	NAEM -013/2004
14.	মাধ্যমিক পর্যায়ের বিষয় শিক্ষকদের প্রশিক্ষণ ম্যানুয়াল (রসায়ন)	2004	NAEM -014/2004
15.	উন্নয়ন অর্থনীতি প্রথম খণ্ড	2004	NAEM -015/2004
16.	লোক প্রশাসন প্রথম খণ্ড	2004	NAEM -016/2004
17.	লোক প্রশাসন দ্বিতীয় খণ্ড	2004	NAEM -017/2004
18.	Training Manual: Educational Research Methodology	2006	NAEM -018/2006
19.	Training Manual: Planning and Development	2006	NAEM -019/2006
20.	Training Manual: Project Management	2006	NAEM -020/2006
21.	NAEM: at a glance	2006	NAEM -021/2006
22.	Communicative English Training Manual Trainee Ōs Notes	2006	NAEM -022/2006
23.	Communicative English Training Manual Trainer Ōs Notes	2006	NAEM -023/2006
24.	সম্মিলিত শিক্ষা কমিশন রিপোর্ট ১৮১৩- ২০০৩	2006	NAEM -024/2006

25.	NAEM Annual Report-2006-2007	2007	NAEM -025/2007
26.	Research Methodology in Education (Collected Lecture Notes)	2007	NAEM -026/2007
27.	স্কুল আরো ভালো কী ভাবে করা যায় (প্রধান শিক্ষকদের জন্য)	2007	NAEM -027/2007
28.	Training Manual: Library Plainning and Management, 2	2007	NAEM -028/2007
29.	Training Manual: Library Plainning and Management, 3	2009	NAEM -029/2009
30.	NAEM Research report 2009-2010	2010	NAEM -030/2010
31.	শিক্ষা প্রতিষ্ঠানে উৎকর্ষ অর্জন (অধ্যক্ষদের জন্য)	2011	NAEM -031/2011
32.	NAEM Research report 2010-2011	2011	NAEM -032/2011
33.	Gender Mainstreaming in Education	2011	NAEM -033/2011
34.	NAEM: Enhancing Teaching Excellence, June-2013	2013	NAEM -034/2013
35.	NAEM: At a glance	2013	NAEM -035/2013
36.	প্রশিক্ষণ ম্যানুয়াল (সিনিয়র স্টাফ কোর্স অন এডুকেশন এন্ড ম্যানেজমেন্ট)	2015	NAEM -036/2015
37.	Research Abstracts (2003-2018)	2018	NAEM -037/2018
38.	Research: abstracts of the research report of FY 2003-2018	2018	NAEM -038/2018
39.	Research Report (2016-2017)	2018	NAEM -039/2018
40.	NAEM: At a glance,	2020	NAEM -040/2020

(B) JOURNAL

SI No.	NAEM JOURNAL	প্রকাশকাল	ক্রম সংখ্যা
41	October 2005	2005	NAEM-41/2005
42	June 2006	2006	NAEM-42/2006
43	December 2006	2006	NAEM-43/2006
44	January-June 2007	2007	NAEM-44/2007
45	December 2007	2007	NAEM-45/2007
46	June 2008	2008	NAEM-46/2008
47	December 2008	2008	NAEM-47/2008
48	June 2009	2009	NAEM-48/2009
49	December 2009	2009	NAEM-49/2009
50	June 2010	2010	NAEM-50/2010
51	December 2010	2010	NAEM-51/2010
52	June 2011	2011	NAEM-52/2011
53	December 2011	2011	NAEM-53/2011
54	June 2012	2012	NAEM-54/2012
55	December 2012	2012	NAEM-55/2012
56	-June 2013	2013	NAEM-56/2013
57	December 2013	2013	NAEM-57/2013
58	June 2014	2014	NAEM-58/2014
59	December 2014	2014	NAEM-59/2014
60	June 2015	2015	NAEM-60/2015

61	December 2015	2015	NAEM-61/2015
62	June 2016	2016	NAEM-62/2016
63	December 2016	2016	NAEM-63/2016
64	June 2017	2017	NAEM-64/2017
65	December 2017	2017	NAEM-65/2017
66	June 2018	2018	NAEM-66/2018
67	December 2018	2018	NAEM-67/2018
68	June 2019	2019	NAEM-68/2019
69	December 2019	2019	NAEM-69/2019
70	June 2020	2020	NAEM-69/2021
71	December 2022	2022	NAEM-70/2021
72	June 2022	2022	NAEM-21/2021

(C) NAEM NEWSLETTER

SI No.	Volume	Issue	Duration	প্রকাশকাল	ক্রম সংখ্যা
73	01	01	October-December 1995		NAEM-070/1995
74	01	02	January-March 1996		NAEM-71/1996
75	01	03	April 1996-March 1997		NAEM-072/1997
76	0	04	April -June 1997		NAEM-073/1997
77	01	05	July-September 1997		NAEM-074/1997
78	01	06			
79	01	07	January-March 1998		NAEM-076/1998
80	01	08	April -June 1998		NAEM-077/1998
81	01	09	July-September 1998		NAEM-078/1998
82	01	10			
83	01	11	April -June 1999		NAEM-080/1999
84	01	12	July 1999-December 2000		NAEM-081/2000
85	02	1-6	January 2001-June 2002		NAEM-082/2002
86	02	7-9	July 2002-April 2003		NAEM-083/2003
87	03	10	July-September 2003		NAEM-084/2003
88	03	11	October-December 2003		NAEM-085/2003
89	03	12	January-March 2004		NAEM-086/2004
90	03	13	April-June 2004		NAEM-087/2004
91	03	14			
92	03	15	October-December 2004		NAEM-089/2004
93	03	16	January-March 2005		NAEM-090/2005
94	03	17	April-June 2005		NAEM-091/2005
95	03	18	July-September 2005		NAEM-092/2005
96	03	19			
97	03	20	January-March 2006		NAEM-094/2006
98	03	21	April-June 2006		NAEM-095/2006
99	04	22	July-September 2006		NAEM-096/2006
100	04	23	October-December 2006		NAEM-097/2006
101	04	24	January-March 2007		NAEM-098/2007
102	04	25	April-June 2007		NAEM-099/2007
103	05	26	July-September 2007		NAEM-100/2007
104	05	27	October-December 2007		NAEM-101/2007
105	05	28	January-March 2008		NAEM-102/2008
106	05	29	April-June 2008		NAEM-103/2008
107	05	30	July-September 2008		NAEM-104/2008
108	05	31	October-December 2008		NAEM-105/2008

109	05	32	January-March 2009		NAEM-106/2009
110	05	33	April-June 2009		NAEM-107/2009
111	05	34	July-September 2009		NAEM-108/2009
112	05	35	October-December 2009		NAEM-109/2009
113	05	36	January-March 2010		NAEM-110/2010
114	05	37	April-June 2010		NAEM-111/2010
115	05	38	July-September 2010		NAEM-112/2010
116	05	39	October-December 2010		NAEM-113/2010
117	05	40	January-March 2011		NAEM-114/2011
118	05	41	April-June 2011		NAEM-115/2011
119	05	42	July-September 2011		NAEM-116/2011
120	05	43	October-December 2011		NAEM-117/2011
121		44	Drop Out		--
122	05	45	July-September 2012		NAEM-118/2012
123	05	46	October-December 2012		NAEM-119/2012
		47-54	Drop Out		
124	08	55	January-March 2015		NAEM-120/2015
125	08	56	April-June 2015		NAEM-121/2015
126	08	57	July-September 2015		NAEM-122/2015
127	08	58	October-December 2015		NAEM-123/2015
128	09	59	January-March 2016		NAEM-124/2016
129	09	60	April-June 2016		NAEM-125/2016
130	09	61-62	July-December 2016		NAEM-126/2016
131	10	63-66	January-December 2017		NAEM-127/2017
132	11	67	January-March 2018		NAEM-128/2018
133	11	68	April-June 2018		NAEM-129/2018
134	11	69	July-September 2018		NAEM-130/2018
135	11	70	October-December 2018		NAEM-131/2018
136	12	71	January-March 2019		NAEM-132/2019
137	12	72	April-June 2019		NAEM-133/2019
138	12	73	July-September 2019		NAEM-134/2019
139	12	74	October-December 2019		NAEM-135/2019
140	13	75	January-March 2020		NAEM-136/2020
141	13	76	April-June 2020		NAEM-137/2020
142	13	77	July- September 2019		NAEM-138/2020
143	13	78	October-December 2020		NAEM-139/2020
144	14	79	January-March 2021		NAEM-140/2021
145	14	80	April-June 2021		NAEM-141/2021
146	14	81	July- September 2021		NAEM-142/2021
147	14	82	October-December 2021		NAEM-143/2021
148	15	85	July-September 2022		NAEM-177/2022
149	15	86	October-December 2022		NAEM-178/2022
150	16	87	January-March 2023		NAEM-179/2023
151	16	88	April-June 2023		NAEM-180/2023
152			চিরন্তন শিখা		NAEM-144/2019

(D) Training Calendar

ক্রমিক	Training Calendar	প্রকাশকাল	ক্রম সংখ্যা
153	Training Calendar 2003-2004	2003	NAEM-145/2003
154	Training Calendar 2004-2005	2004	NAEM-146/2004
155	Training Calendar 2005-2006	2005	NAEM-147/2005
156	Training Calendar 2006-2007	2006	NAEM-148/2006

157	Training Calendar 2007-2008	2007	NAEM-149/2007
158	Training Calendar 2008-2009	2008	NAEM-150/2008
159	Training Calendar 2009-2010	2009	NAEM-151/2009
160	Training Calendar 2010-2011	2010	NAEM-152/2010
161	Training Calendar 2011-2012	2011	NAEM-153/2011
162	Training Calendar 2012-2013	2012	NAEM-154/2012
163	Training Calendar 2013-2014	2013	NAEM-155/2013
164	Training Calendar 2014-2015	2014	NAEM-156/2014
165	Training Calendar 2015-2016	2015	NAEM-157/2015
166	Training Calendar 2016-2017	2016	NAEM-158/2016
167	Training Calendar 2017-2018	2017	NAEM-159/2017
168	Training Calendar 2018-2019	2018	NAEM-160/2018
169	Training Calendar 2019-2020	2019	NAEM-161/2019
170	Training Calendar 2020-2021	2020	NAEM-162/2020
171	Annual Report 2021	2021	NAEM-163/2021
172	Training Calendar 2021-2022	2021	NAEM-164/2021

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 for 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 and afternoon sessions are arranged by the physical education program under the Training and Implementation Division, NAEM. The morning session is held from 5:30 to 6:30 am while the afternoon session is held 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 heart muscle. Regular exercise helps 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 against 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 fit but also improves our mental health and a general sense of well-being. Physical activity also 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.

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 are arranged 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 competitions.

Chapter- 9
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 medical officer along with one medical assistant in this unit working to advise the participants and NAEM faculties and staff. 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.

8.2. Services provided by the NAEM Medical Unit:

NAEM Medical Unit provides the emergency and '**FIRST AID**' medical services to the trainees 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 and supply.
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 pandemic/epidemic outbreak or any emergency health issues.
14. Conduct some sessions related to some important and burning health topics.
15. Monitoring the health status of any sick 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'/'Quantam Foundation' always facilitates the total program to run smoothly by logistic as well as other clinical support.

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 rooms have 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.
2. Medical Assistant- 1.

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

SL	Medicine		Medicine
1	Tab. Paracetamol	30	Cap. Flucloxacillin
2	Tab. Pantoprazole	31	Inj. Avil
3	Tab. Bisoran 5/20 mg	32	Inj. B50 forte
4	Tab. Comet XR 5000 mg	33	Inj. Ascobex
5	Tab. D-Rise 40000 IU	34	Inj. Sergel
6	Tab. Antacid	35	Inj. Rolac
7	Tab. Domperidone	36	Inj. Emistate
8	Tab. Cetirizine	37	Inj. Algin
9	Tab. Vitamin B complex	38	Inj. Cotson
10	Tab. Vitamin C	39	ORS
11	Tab. Calcium	40	Koloride Saline 1000 ml
12	Tab. Ibuprofen	41	Normal saline 1000 ml
13	Tab. Hyoscine Butyl Bromide	42	5% Dexoride saline 1000 ml
14	Tab. Olmezest 20 mg	43	5% Dexaqua saline 1000 ml
15	Tab. Ciprofloxacin	44	Nitromin spray
16	Tab. Metronidazole	45	Windel plus nebulizer solution
17	Tab. Azithromycin	46	Burna ointment
18	Tab. Ketorolac tromethamine	47	Viodin ointment
19	Tab. Neso 500 mg	48	Viodin solution
20	Tab. Fexo 120 mg	49	Lidocain
21	Tab. Calboral D 500 mg	50	Voligel
22	Tab. Alben DS 400 m	51	Moove spray
23	Tab. Monas 10 mg	52	Pevison cream
24	Tab. Ribson	53	Micoral gel
25	Tab. Angilock 50 mg	54	Mebendazole
26	Tab. Bistol 2.5 mg	55	Oral Rehydration salt
27	Cap. Cefixime	56	Afrin nasal drop 0.05%
28	Cap. Omeprazole	57	Moxibac eye drop
29	Cap. Esomeprazole	58	Syp. Gasttid 100 ml

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	14	Patient bed with full set
2	Glucometer set	15	Patient examination bed
3	BP machine	16	Refrigerator
4	Stethoscope	17	Mineral water supply (Hot/ Cold)
5	Thermometer	18	Air Conditioner
6	X-ray view box	19	Chair, Table enclosed by glass shield.
7	Weight machine	20	Intercom facilities.
8	Stretcher	21`	Internet (Wi-Fi, Land line)
9	Wheelchair	22	First Aid Box and stitch cutter
10	Sterilizer machine	23	Dressing tools
11	Sugar measuring set	24	Alchonol pad, needle
12	Surgical musk, hand gloves	25	Fine scissor, cutting scissor
13	Artery forceps, tissue forceps	26	Saline set

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. A few examples during this fiscal year may be mentioned here:

1. NAEM medical unit facilitated 5 (five) diarrhea patients who were trainee teachers in providing health services at NAEM medical unit and outside hospitals in the earliest possible time.
2. NAEM medical unit tries its best to treat 5 (five) fracture patients who need proper care and support.

8.8. During Dengue outbreak:

1. NAEM Medical Unit with the help of administration ensures regular mosquito spraying and cleanliness program throughout the NAEM;
2. Conducting sessions about Dengue fever on how to deal with it;
3. Awareness building 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. Helping the patients for hospitalization if it is needed;
6. Regular monitoring and follow-up of both the hospitalized and the 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 of the condition of a hospitalized patient, sometimes physically with the Director General and the Directors of NAEM.

Chapter-9

E-governance and Innovation

1. Service Simplification/digitization: Forming Officers' Group in D-nothi for giving notice, daily routine, office orders and other course related urgent documents to the participants of FTC. It may be done with the Gmail ids of the participants in single mail delivery without using any paper;
2. Data base of the previous simplified service innovation has been done with the purview of the cabinet division;
3. Continuation of the previous simplified and digitized innovative events;
4. Taking initiatives for smooth functioning of E-nothi/D-nothi;
5. Formulation of a plan to mitigate the challenges of 4iR for short/mid/long term that will be implemented in the period from 2022-23 to 2026-27 fiscal years;
5. Organizing two training workshops on smooth functioning of d-nothi;
6. Updating NAEM Website for all the service boxes;
7. Organizing four training workshops for all officers with the issue of using google tools in training and other office activities;
8. Visit to BNCU for getting the idea of a simplified and digitized service;
9. Arranging six innovation showcasing for 6 FTC batches.



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