



NAEM Annual Report 2021-22

30 June 2022



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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National Academy for Educational Management (NAEM)
Secondary and Higher Education Division

Ministry of Education
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 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, 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 উর্ধ্ব 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 ভাবে 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 2021-2022 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, as an apex institute for educational management training in Bangladesh, 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 even during the Covid 19 pandemic situation. 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 denormal pandemic situation, NAEM has kept continuing most of the training courses in both online and offline mode, including the publication of two NAEM Journals, three Newsletter and other special publications. It is giving its utmost 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 15 research works have been conducted. Besides, A good number of workshops and TOTs have been done. Under the financial year 2021-22, the academy received total Tk. 478137000.00 as a yearly budget. The academy has performed several activities under the FY 2021-22, and the amount of total expenditure is Tk. 430442385.11. The total of 90.14% 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 in 'Mujib Borsho' to discharge its best effort to ensure the goal of quality education by developing quality teacher through time winning teacher training programs developed by its faculties with the collaboration of global partner organizations.

Prof. Dr. Md. Nizamul Karim

Annual Report 2021-22

Editorial Board of NAEM

Prof. Dr. Md. Nizamul Karim, Director General	Advisor
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Dr. Md Ayet Alii, Assistant Director (R&D), NAEM

The Annual Report 2021-2022
Prepared by-
NAEM

The Annual Report 2021-2022, NAEM

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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 humane and moral values for developing human resources by imparting quality training to education 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; and quality management and administration at the secondary and tertiary levels of education.

The core values of NAEM also include-

Discipline: We are pledged to create a congenial environment for training and maintaining discipline in every step of our activities. We trust in mutual respect and person's dignity.

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

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

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

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

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

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

1.5 Activities of NAEM

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

- 1) Plan, develop, conduct, and co-ordinate various training courses in educational administration & management, planning & development, and educational research for the education managers working at different levels and in different agencies;
- 2) Organize workshops, seminars, and meetings on problems and issues of educational development;

- 3) Undertake studies and research on educational issues;
- 4) Conduct Foundation Training Course for incumbents of Education Cadre of Bangladesh Civil Service;
- 5) Serve as documentation center for information on educational planning, administration and research;
- 6) Assist the Government in the formulation of education policies;
- 7) Cooperate with the institutions and agencies engaged in similar programmers both at national and international levels.

1.6 The BoG of NAEM

The Board of Governors (BoG) is the highest policy-making body of NAEM which 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] (s)

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

Besides that, in total 05(five) pay courses were approved, they are-

1. Education Research Methodology Training Course
2. Financial Management Training Course
3. Office Management Training Course
4. Digital Content Preparation Training Course
5. Basic English Course for Communication

1.7 Organogram of NAEM

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

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

1.8 Personnel of NAEM 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 2020-21

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

1.9 NAEM Campus

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

Infrastructural Facilities

- 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.
- 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	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 One BOU Coordination Room
Second Floor	Three (03) classrooms One BOU Coordination Room

G. Auditorium Building

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

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. Cafeteria, Mosque, Games & Gymnasium

Cafeteria - 01	Accommodation of 150 people at a time and a special corner for NAEM faculty members
Cafeteria - 02	Ground Floor Accommodation of the 120 FTC participants at a time and a VIP Corner for 15 people 1st Floor Accommodation of 150 participants of other courses
Mosque	A two-storied building and a decorated open space in front of it with a capacity of 200 people's prayer at a time
Games & Gymnasium	Office of the physical instructors, indoor game hall, and a Gymnasium for the participants

J. Residential Quarters

Director General	Residence of the Director General (DG's 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- 2

Training and Implementation Division, NAEM

2.0 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 2021-22 and executed the plan throughout it. The last fiscal year 2020-2021 was very challenging for NAEM to implement the plan it made due to Covid-19 pandemic situation, as face-to-face training and in-person activities were compelled to be suspended and so NAEM had to adopt online training and work from home strategies to carry out its activities somehow and achieve the target it set. But the fiscal year 2021-2022 was not that much challenging as it was in the last year as pandemic was over and normal situation prevailed. So, NAEM again started face-to-face training activities with some online training courses in the form of blended learning for sustaining its organizational capacity built during pandemic situation.

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 which the training division executes with the help of other divisions following this calendar. Other divisions also perform and arrange different kind of activities such as doing different kind 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 2021-2022.

2.1 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 for 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 level 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 (SSCEM);
- 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 Training (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 arrange some in-house training courses and workshops for its officials and staffs of NAEM.

2.2 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 fundamental 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 four-month 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 or five batches at a time at different venues of the country outside NAEM.



Figure 1: Closing ceremony of 174th FTC, BARD



Figure 2: Opening ceremony of 179th FTC, NAEM

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

SL	Venue	Batch	Duration	Pps
1.	National Academy for Educational Management (NAEM)	164	30.08.2021-28.12.2021	160
2.	National Academy for Educational Management (NAEM)	165	30.09.2021-10.01.2022	120
3.	Bangladesh Academy for Rural Development (BARD), Cumilla	166	03.10.2021-30.01.2022	50
4.	Rural Development Academy (RDA), Bogura	167	09.10.2021-05.02.2022	40
5.	National Academy for Planning & Development, Dhaka	168	10.10.2021-06.02.2022	80
6.	BIAM Foundation Regional Centre, Bogura	169	14.10.2021-10.02.2022	40
7.	National Academy for Educational Management (NAEM)	170	12.01.2022-11.05.2022	160
8.	Telecommunication Staff College, Gazipur	171	25.01.2022-24.05.2022	82
9.	National Academy for Educational Management (NAEM)	172	25.01.2022-24.05.2022	120
10.	BIAM Foundation Regional Centre, Bogura	173	06.02.2022-08.06.2022	40
11.	Bangladesh Academy for Rural Development (BARD), Cumilla	174	09.02.2022-08.06.2022	50

12.	National Academy for Planning & Development, Dhaka	175	13.02.2022-12.06.2022	80
13.	Rural Development Academy (RDA), Bogura	176	13.02.2022-12.06.2022	40
14.	National Agricultural Training Academy (NATA), Gazipur	177	15.02.2022-14.06.2022	40
15.	Postal Academy, Rajshahi	178	20.02.2022-19.06.2022	50
16.	National Academy for Educational Management (NAEM)	179	17.05.2022-13.09.2022	running
17.	National Academy for Educational Management (NAEM)	180	06.06.2022-03.10.2022	running
			Total=	1140



Figure 3: Pictures of Foundation Training Courses organized at NAEM

2.3 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 and 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. The participants of these two batches visited Egypt and Turkey this year.

In the year 2021-2022 NAEM arranged two batches of Senior Staff Course on Education and Management for its stakeholders. A total of 76 professors of Govt. colleges and 04 Lt. Colonels of Bangladesh Army have been trained.

Tabel-2: Senior Staff Course on Education and Management (SCEM)

SL	Batch	Participants	Date	Duration	No. of Pps
1.	23	Professors of Govt. Colleges	29.08.2021-12.10.2021	45 days	40
2.	24	Professors of Govt. Colleges	03.01.2022-16.02.2022	45 days	40
				Total=	80



Figure 4: Pictures SCEM Courses

2.4 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 (2021-2022) NAEM conducted 02 (two) courses on Advanced Course on Education and Management (ACEM) which were held from 25.10.2021 to 04.12.2021 and 22.02.2022 to 07.04.2022. A total of 76 associate professors from BCS (General Education) cadre and 04 Majors from Bangladesh Army Education corps took part in this training program.

Tabel-3: Advanced Course on Education and Management (ACEM) for the Associate Professors of Govt. colleges

SL	Batch	Date	Duration	Participants
1.	36	25.10.2021-04.12.2021	45 days	40
2.	37	22.02.2022-07.04.2022	45 days	40
			Total=	80



Figure 5: Pictures of ACEM Courses

2.5 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 Heads of secondary level institutions. It is an important course because after the completion of this training program, the Heads of secondary level institutions and Madrasha Supers 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. In the last financial year all the EAM courses were held online due to Covid-19 pandemic situation but this year five (05) courses on EAM for the Heads of secondary level institutions were arranged by NAEM. Among them three (03) were online courses and the rest two (02) were held face-to-face. In the fiscal year 2021-2022 a total of 160 Heads of the Secondary Level institutions and Madrasha Supers have been trained on educational administration and management.

Tabel-4: 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.	4	Head Teachers	Online	28.07.21-17.08.21	21 Days	35
2.	5	Head Teachers	Online	28.08.21-13.09.21	21 Days	32
3.	6	Head Teachers	Online	30.11.21-20.12.21	21 Days	27
4.	120	Head Teachers	Face-to-face	29.12.21-18.01.22	21 Days	31
5.	121	Head Teachers	Face-to-face	04.01.22-24.01.22	21 Days	35
					Total	160

2.6 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.

It is a regular training program of NAEM. In the last financial year all the EAM courses for the principals of colleges were held online due to Covid-19 pandemic situation but this year three courses on EAM for the Principals of colleges were held. Among them two were online and the rest one was held face-to-face. In the fiscal year 2021-2022 a total of 96 participants have been trained in this course.

Tabel-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.	3	Principals	Online	28.07.21-17.08.21	21 Days	31
2.	143	Principals	Face-to-face	01.12.21-21.12.21	21 Days	33
3.	144	Principals	Face-to-face	08.03.22-28.03.22	21 Days	32
					Total	96

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

It is a regular training program of NAEM. In the fiscal year 2021-2022 a total of 55 DEOs and USEOs have been trained online in two batches.

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.	3	DEOs and USEOs	Online	01.08.21-05.08.21	5 Days	28
2.	4	DEOs and USEOs	Online	22.08.21-26.08.21	5 Days	27
					Total	55

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

It is also a regular course for college level English teachers. It 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 2021-2022 NAEM arranged two batches of Communicative English Courses (CEC) for college level English teachers which were held in blended mode. It is a 3-week long course out of which one week is done online and the remaining two weeks participants have face-to-face training at NAEM. A total 57 college level English teachers have been trained in this fiscal year.



Figure 6: Pictures of CEC (blended) Course (College)

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

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	57	College level	Blended	04.01.22- 24.01.22	21 Days	29
2.	58	College level	Blended	01.06.22- 21.06.22	21 Days	28
					Total	57

NAEM introduced Blended (BL) approach in training as the first training intuition of Bangladesh. 57th Communicative English Course (CEC) in Blended Approach offered to the lecturers of English of Government and Non-Government colleges. The duration of the course was from 04 to 24 January, 2022. The second one is from 1 to 21 June, 2022. BL approach includes both online and face-to-face sessions. It is cost and time effective. In 58 CEC the online phase covers 1 to 11 June, 2022 while the face-to face covers 12 to 21 June, 2022. BL approach has attained popularity among trainees.

2.9 Communicative English Course (CEC) for Secondary Level English teachers

It is also a regular course both 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 and Grammar tests; to demonstrate English sound system and develop better pronunciation skills and so on.

In 2021-2022 NAEM arranged two batches of Communicative English Courses (CEC) for secondary level English teachers in which a total of 65 secondary level English teachers have been trained.

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

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	69	Secondary level	Face-to-face	01.12.21- 21.12.21	21 Days	37
2.	70	Secondary level	Face-to-face	11.05.22- 31.05.22	21 Days	28
					Total	65

2.10 Communicative English Course (CEC) for the Functionaries

NAEM basically runs 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 participants are expected to achieve the knowledge to use English smartly both in written and verbally. They come to know the basic characteristics of Communicative English. Besides, they come to know how to use four (04) 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 2021-2022 three (03) Communicative English Courses (CEC) were held in which 114 teachers have been trained.

Tabel-9: Communicative English Course (CEC) for the Functionaries

SL	Batch	Participants	Mode of Training	Date	Duration	Number of Participants
1.	3	Officers under MoE	Online	03.08.21- 23.08.21	21 Days	39
2.	40	Officers under MoE	Face-to-face	08.03.22- 06.04.22	21 Days	38
3.	41	Officers under MoE	Face-to-face	08.06.22- 28.06.22	21 Days	37
					Total	114

2.11 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 Professors 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 2021-22 it was mentioned that NAEM would arrange only one course in this year and it executed the plan by arranging the course in March 2022 with 30 participants.

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

SL	Batch	Participants	Date	Duration	Number of Participants
1.	40	Govt. college teachers	08.03.22-06.04.22	30 Days	38
				Total=	38

2.12 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 46th batch of ERM training in the month of October in 2021 with 35 participants.

Tabel-11: Educational Research Methodology (ERM) Training Course

SL	Batch	Participants	Date	Duration	Number of Participants
1.	46	Top 20 FTC participants	11.10.21-24.11.21	45 Days	35
				Total=	35

2.13 English Language Teaching (ELT) Training Course

NAEM usually conducts on-campus training courses. Participants come to have their trainings 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 is 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 courses at the venues outside NAEM in this fiscal year. English Language Teaching (ELT) Course is one of them. Four batches of ELT training were held in 20 upazilas of four districts through which 600 secondary level English teachers have been trained.

Tabel-12: English Language Teaching (ELT) Course for secondary level English teachers

SL	Batch	Participants	Districts	Date	Duration	Number of Participants
1.	16	English teachers	Khagrachari	19.09.21-30.09.21	12 Days	150
2.	17	English teachers	Barguna	04.12.21-15.12.21	12 Days	149
3.	18	English teachers	Thakurgaon	15.01.22-20.01.22	12 Days	150
4.	19	English teachers	Rangamati	22.05.22-02.06.22	12 Days	146
					Total	595



Figure 7: Pictures of ELT Courses held at

Khagrachari & Rangamati

2.14 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 for both 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 three courses of Library Planning and Management (LPM) for the Assistant Librarians were arranged at NAEM in which 65 participants had been given training on the subject.

Tabel-13: Library Planning and Management (LPM) Course for the Librarians of Secondary Level Institutions;

SL	Batch	Participants	Date	Duration	Number of Participants
1.	2	Assistant Librarians	01.09.21- 14.09.21	14 Days	33
3.	3	Assistant Librarians	01.06.22- 14.06.22	14 Days	32
				Total	65

2.15 Library Planning and Management (LPM) Training Course for the Librarians of College Level Institutions;

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.

In this financial year one course of this category was held where 43 participants had been given training on the subject.

Tabel-14: Library Planning and Management (LPM) Course for the Librarians of College Level Institutions

SL	Batch	Participants	Date	Duration	Number of Participants
2.	38	Librarians	21.12.21- 03.01.22	14 Days	43
				Total	43

2.16 Office Management Training Course (OMTC)

Office Management 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 (33 and 34) of Office Management Course which were held in the month of May and June 2022. Total **61** participants took part in these training courses.

Tabel-15: Office Management Training Course (OMTC)

SL	Batch	Participants	Date	Duration	Number of Participants
1.	33	Officers under MoE	17.05.22- 30.05.22	14 Days	32
2.	34	Officers under MoE	01.06.22- 14.06.22	14 Days	29
				Total	61

2.17 Project Management Training Course (PMTC) 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 2021-22 only one course was arranged at NAEM in the month of September 2021 and 19 officers were trained on Project Management through this training.

Tabel-16: Project Management Training Course (PMTC)

SL	Batch	Participants	Date	Duration	Number of Participants
1.	22	Officers working at different projects	07.09.21-20.09.21	14 Days	19
				Total	19

2.18 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 principles 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 (2020-2021) NAEM arranged two four-batch Satellite Training Course for Teachers' Professional Development in four districts namely Sylhet, Kushtia, Chattagram and Nilphamari. These training programs were held in different upazilas, five venues at a time, covering the whole areas of these districts. Total 600 secondary level teachers from different subjects received this training.

Tabel-17: Satellite Training Course for Teachers' Professional Development

SL	Batch	Participants	Districts	Date	Duration	Number of Participants
1.	45	Assistant teachers	Sylhet	04.09.21-09.09.21	6 Days	150
2.	46	Assistant teachers	Kushtia	23.10.21-28.10.21	6 Days	150
3.	47	Assistant teachers	Chattagram	15.01.22-20.01.22	6 Days	150
4.	48	Assistant teachers	Nilphamari	11.06.22-16.06.22	6 Days	150
					Total	600



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

2.19 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 (2021-2022) NAEM trained 33 ICT teachers of college level institutions in one batch.

Tabel-18: Training Course on ICT for the Lecturers of Colleges;

SL	Batch	Participants	Date	Duration	Number of Participants
1.	37	College level ICT teachers	07.12.21-27.12.21	21 Days	33
				Total	33

2.20 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 (2021-2022) NAEM trained 101 ICT teachers in 3 batches.

Table-19: Training Course on ICT (for the Secondary Level Teachers)

SL	Batch	Participants	Date	Duration	Number of Participants
1.	61	Secondary level ICT teachers	26.10.21-15.11.21	21 Days	33
2.	62	Secondary level ICT teachers	11.01.22-31.01.22	21 Days	34
3.	63	Secondary level ICT teachers	08.02.22-28.02.22	21 Days	34
				Total	101

2.21 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 make the participants accustomed with the uses of ICT in daily office activities; enable 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-20: Training Course on ICT Application for head teachers

SL	Batch	Participants	Date	Duration	Number of Participants
1.	29	Head Teachers	26.09.21-30.09.21	5 Days	34
2.	30	Head Teachers	20.03.22-24.03.22	5 Days	30
3	31	Head Teachers	03.04.22-07.04.22	5 Days	34
				Total	98

2.22 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

Tabel-21: Digital Content Development (DCD) Training Course for college teachers

SL	Batch	Participants	Date	Duration	Number of Participants
1.	6	College Teachers	07.09.21-20.09.21	14 Days	32
2.	7	College Teachers	07.06.22-20.06.22	14 Days	34
				Total	66

2.23 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 to impart training in their respective organizations more effectively and fruitfully. The objectives of the ToT course are to enhance capacity of participants for conducting training; 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 2021-22 there was a plan to train up 30 Teachers' Trainers and NAEM could achieve the target partially by training up only 18 trainers.

Tabel-22: Training of Trainers (TOT) Course

SL	Batch	Participants	Date	Duration	Number of Participants
1.	39	Officers/ Trainers	15.09.21-28.09.21	14 Days	18
				Total	18

2.24 Some Other Training Related Activities of the Fiscal Year 2021-2022

Apart from these training NAEM conducted five (05) batches Of National Integrity Strategy (NIS) Training, four (04) batches of Grievance Redress Strategy (GRS) training, two (02) batches of e-filing training, four (04) batches of Professional Development Training, two (02) batches of training on Right to Information (Rtl), one batch of Training of Trainers (ToT) on ELT, several workshops on 4 IR, on Curriculum development, on Pedagogy, on Vision 2041 for its officers and staff. Training data and information of these activities are presented below:

SL No	Name of the Course	Date	No of participants
01.	Training on NIS	29 November 2021	40
02.	Training on NIS	30 November 2021	36
03.	Training on NIS	17 January 2022	28
04.	Training on NIS	18 January 2022	27
05.	Training on NIS	19 January 2022	22
06.	Training on GRS	10 November 2021	40
07.	Training on GRS	11 November 2021	33

SL No	Name of the Course	Date	No of participants
08.	Training on GRS	24 November 2021	39
09.	Training on GRS	25 November, 2021	38
10.	Training on e-filing	8 November 2021	19
11.	Training on e-filing	10 January 2022	18
12.	Training on RTI	21 December 2021	39
13.	Training on RTI	22 December 2021	39
14.	ToT on ELT	19.01.2022-21.01.2022	32
15.	Training on Professional Skill Development	6 December 2021	25
16.	Training on professional Skill Development	7 December 2021	23
17.	Training on professional Skill Development	13 January 2022	40
18.	Training on professional Skill Development	16 January 2022	31
19.	Workshop on Citizen Charter	27 December 2021	45
20.	Workshop on Curriculum Development	2 February 2022	13
21.	Workshop on Curriculum Development	9 June 2022	20
22.	Workshop on Curriculum Development	1 June 2022	20
23.	Workshop on 4IR	6 February 2022	30
24.	Workshop on 4IR	7 February 2022	30
25.	Workshop on Vision 2041	6 March 2022	33
		Total	760



Figure 9: Pictures of in-house training course and workshop

Training plan for 2021 - 2022 financial Year at a glance

Sl. No.	Name of Courses	Duration	No. of Course	No. of Pps
1.	Advanced Course on Education and Management (ACEM)	45 days	02	70
2.	Communicative English Course (for Lecturer of English of Colleges)	3 weeks	02	60
3.	Communicative English Course (for Officers under MoE)	3 weeks	01	30
4.	Communicative English Course (for Secondary level English Teachers)	3 weeks	02	60
5.	Digital Content Development Course for College Teachers	12 Days	2	60
6.	Educational Administration and Management Course (for Heads of Secondary Schools and Madrasahs)	3 weeks	04	120
7.	Educational Administration and Management Course (for Principals of College Level Institution)	3 weeks	03	90
8.	Educational Administration Course for DEO & Other Functionaries	1 week	2	60
9.	Educational Planning & Development Course (for officers under MoE)	30 days	01	30
10.	Educational Research Methodology Course (for top position holders in previous FTCs)	45 days	01	30
11.	English Language Teaching Course (for Secondary level English Teachers)	12 Days	04 (4x4)	480
12.	Foundation Training Course for BCS(Education) Cadre Officers	120 days	10	1200
13.	Library Planning and Management Course (for Librarians of college level institutions)	2 weeks	01	30
14.	Library Planning and Management Course (for Librarians of school level institutions)	2 weeks	01	30
15.	Office Management Training Course (for Officers under MoE)	2 weeks	02	60
16.	Pedagogical Training on Mathematics for secondary level Mathematics teachers	2 weeks	01	30
17.	Project Management Course (for Officers under MoE)	2 weeks	01	30
18.	Refresher Course on Educational Administration and Management Course (for Heads of Secondary level Institutions)	2 weeks	01	30
19.	Refresher Course on Educational Administration and Management Course (for Principals of College Level Institution)	2 weeks	01	30
20.	Satellite Training Course on Pedagogy (for Secondary level Teachers)	6 days	4 (4X4)	480
21.	Senior Staff Course on Education and Management (SSCEM) for Professors and Principals	45 days	02	70
22.	Training on ICT Application in Institutional Work (for Heads of Secondary Level Institutions)	5 days	03	90
23.	Training Course on ICT (for Lecturers of Colleges)	3 weeks	1	30
24.	Training Course on ICT (for Secondary Level Teachers)	3 weeks	3	90
25.	Training of Trainers (TOT) Course (for Officers/Trainers of Training Institutions under MoE)	2 weeks	01	30
	Total Target =			3320

Achievement of training in the fiscal year 2021-22 at a glance

Sl. No.	Name of Courses	Duration	No. of Course / batch	No. of Pps
1.	Advanced Course on Education and Management (ACEM)	45 days	02	80
2.	Communicative English Course (for Lecturer of English of Colleges)	3 weeks	02	57
3.	Communicative English Course (for Officers under MoE)	3 weeks	03	114
4.	Communicative English Course (for Secondary level English Teachers)	3 weeks	02	65
5.	Digital Content Development Course for College Teachers	12 Days	2	66
6.	Educational Administration and Management Course (for Heads of Secondary Schools and Madrasahs)	3 weeks	05	160
7.	Educational Administration and Management Course (for Principals of College Level Institution)	3 weeks	03	96
8.	Educational Administration Course for DEOs & Other Functionaries	1 week	2	55
9.	Educational Planning & Development Course (for officers under MoE)	30 days	01	38
10.	Educational Research Methodology Course (for top position holders in previous FTCs)	45 days	01	35
11.	English Language Teaching Course (for Secondary level English Teachers)	12 Days	04 (4x5)	595
12.	Foundation Training Course for BCS(Education) Cadre Officers	120 days	10	1140
13.	Library Planning and Management Course (for Librarians of college level institutions)	2 weeks	01	43
14.	Library Planning and Management Course (for Librarians of school level institutions)	2 weeks	02	65
15.	Office Management Training Course (for Officers under MoE)	2 weeks	02	61
16.	Pedagogical Training on Mathematics for secondary level Mathematics teachers	2 weeks	01	00
17.	Project Management Course (for Officers under MoE)	2 weeks	01	19
18.	Refresher Course on Educational Administration and Management Course (for Heads of Secondary level Institutions)	2 weeks	01	00
19.	Refresher Course on Educational Administration and Management Course (for Principals of College Level Institution)	2 weeks	01	00
20.	Satellite Training Course on Pedagogy (for Secondary level Teachers)	6 days	4 (4X5)	600
21.	Senior Staff Course on Education and Management (SSCEM) for Professors and Principals	45 days	02	80
22.	Training on ICT Application in Institutional Work (for Heads of Secondary Level Institutions)	5 days	03	98
23.	Training Course on ICT (for Lecturers of Colleges)	3 weeks	1	33
24.	Training Course on ICT (for Secondary Level Teachers)	3 weeks	3	101
25.	Training of Trainers (TOT) Course (for Officers/Trainers of Training Institutions under MoE)	2 weeks	01	30
	Total Achievement=			3631

2.25. Conclusion

The major responsibility of NAEM is to provide training to different level of teachers and officials working in the education sector. Like other institutions NAEM also faced challenges to carry on its regular activities due to the pandemic situation that prevailed through the last fiscal year. So, NAEM had to stop some of its activities in the mid-way due to unavoidable situation when the Covid-19 pandemic situation became worse. But it never stood still. Being instructed by the Ministry of Education and by following the guidelines of the Government it carried on its training and other activities. This is the first time in history of NAEM, it introduced some online training programs and completed successfully meeting up all its challenges. Though it was very tough, NAEM could achieve its target of which it signed up for Annual Performance Agreement (APA). But this fiscal year was different as the Covid-19 pandemic situation became better and NAEM could resume its face-to-face training activities though it had continued online raining for some time of the first quarter of this year. In this financial year, NAEM could train up 3631 teachers and officials working in the secondary and college level educational institutions and other organizations under Ministry of Education. Along with the teacher training programs 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

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 7 officers (1 Director, 2 Deputy directors, and 4 Assistant directors), 5 Teacher Trainers, 1 Computer Programmer, 2 Technical Officers, 1 Computer Supervisor, 1 Personal Assistant, and 1 support staff.

The planning and Development Division of NAEM has been preparing the overall plans for the internal activities of NAEM for a long time. It also designs 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 & Vision 2041 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 remarkable activities performed by the Planning and Development Division of NAEM under FY 2021-2022 are:

3.2 Online Zoom Meeting focusing on the APA target and progress

An online zoom meeting focusing on the activities performed in the previous month was held on the 27th of July 2021. The honorable Director, Planning and Development, chaired the meeting and fixes the targets in presence of all the Directors and APA team members. The monthly online zoom meeting of the APA team was held on the 29th of July 2021. An online zoom meeting presided over by the Director of Planning & Development and crowned by the Director General (in charge) as the chief guest was held on the 28th of August 2021.

3.3 Coordination in Training Courses

Three training courses on ICT for the secondary school teachers were coordinated by the ICT cell from July to September 2021. Moreover, officers of this Division have also participated as Course Advisors, Course Directors, and Course Coordinators of various training courses (FTC, ACEM, SSCM, PMTC, ERM, EAM, EPD, Office Management, etc.) throughout the year.

3.4 Publication of updated information on the website

The ICT cell of this division published a total of 85 updated information from 19/06/2021 to 21/06/2022 (Training: 31, Planning: 05, Admin: 41, Research: 08). Moreover, it also published the results and merit lists of the participants of various courses on the website.

3.5 Online Registration

An online registration system has been launched for all categories of training courses at NAEM. In continuation of this online registration of all courses for the year 2021-2022 has been accomplished.

3.6 Report on the implementation of the service commitment action plan

The 1st, 2nd, and 3rd quarterly reports on the implementation of the service commitment action plan have been prepared and submitted to the Ministry of Education.

3.7 Preparation of the new format of the quarterly progress report

A new format of 1st quarterly, 2nd quarterly, and 3rd quarterly progress reports have been sent to the respective Divisions on the 5th of September 2021, on the 4th of October 2021, and on the 5th of March 2022 respectively.

3.8 Connectivity and Software development

Training Management software was upgraded in August 2021. API (Application Program Interphase) was connected to DSHE in August 2021. LAN set up was accomplished in August 2021. In addition, internal E-services have been updated by the ICT cell.

3.9 Review Meeting regarding Annual Performance Agreement (APA)

A preparation meeting of the APA team and the other five subcommittees for the submission of the report of APA 2021-2022 was held on the 7th of October 2021. 1st three quarterly APA reports have been sent to the Ministry of Education on the 11th of October 2021. The monthly meeting of the APA team was held on the 31st of October 2021. A discussion meeting on the progress of the 2nd three quarterly APA was held on the 22nd of November 2021. A meeting of the APA coordination committee was held on the 10th of January 2022. The 2nd three quarterly APA reports have been sent to the Ministry of Education on the 11th of January 2022.

3.10 Workshop on `The role of NAEM in implementing the vision 2041`

A workshop on `The role of NAEM in implementing the vision 2041` was held on the 6th of March 2022. The workshop was chaired by Prof. Dr. Md. Nizamul Karim, honorable Director General, NAEM. The participants took part in open discussion and group work and group activities regarding the Vision 2030 and 2041. The workshop was briefed by Dr. Arizul Islam, DD, NAEM, and Dr. Md. Nuruzzaman, Director, NAPD delivered as Special Guest and made comments while the five (05) groups presented their teamwork. The closing session was ornamented by Prof. Nehal Ahmed as Chief Guest and was chaired by Prof. Dr. Md. Nizamul Karim, DG, NAEM. They delivered their valuable speech.

3.11 Submission of the report to `The Economic Survey 2022`

Information about the work done by NAEM for “The Economic Survey 2022” has been sent to the Ministry of Education on the 30th of March 2022.

3.12 National Integrity Strategy (NIS) Training

NAEM arranged several batches of this Training Program in this Fiscal Year. A total of

288 NAEM officers and employees took part in this training in eight (08) batches. From this training Officers and Staff of NAEM generally get the idea to perform their duties accordingly following the rules and regulations of the Government. This program also describes the responsibility, transparency, and accountability of everyone's duties and actions. It also tells about the manners and etiquettes of the professional field.

Date of Training	Group of Employees	Number of Trainees
29/11/2021	Officers	45
30/11/2021	Officers	45
07/12/2021	Staff	28
08/12/2021	Staff	30
13/01/2022	Staff	30
16/01/2022	Staff	28
17/01/2022	Officers	41
18/01/2022	Officers	41

3.13 APA Signing Program at the Ministry of Education

The Annual Performance Agreement of NAEM has been constituted by the Planning and Development Division of NAEM. The APA signing ceremony was arranged by the Ministry of Education on 27/06/2021, with the presence of institutional Heads working under the direct supervision of MoE. The Director General of NAEM handed over the APA document to The Secretary of Secondary and Higher Education Division, Ministry of Education that day. The Secretary gave his wholehearted congratulations to NAEM authority for materializing the National Integrity Strategy (NIS).

3.14 Preparing Annual Training Calendar 2021-2022

The annual training calendar for FY 2021-2022 has been prepared and published by the Planning and Development Division under the supervision of the Director of the same division.

3.15 Preparation of Master Plan

The formulation of a master plan has been initiated to increase the modern infrastructural facilities of NAEM. Initiatives have been taken to prepare a master plan to remove the dilapidated buildings of NAEM and construct a multi-storied building with modern infrastructural facilities and make NAEM visually pleasing. For this purpose, a list of NAEM employees has been made, a digital survey and a draft design have been formulated in collaboration with EED and the Department of Architecture has been contacted with a list of other physical structural needs as per the demand of the Department of Architecture. This was followed by a fruitful meeting with NAEM and the Department of Architecture on the 20th of June, 2022.

Chapter- 04

Administration and Finance Division, NAEM

Administration and Finance Division (2021-22)

4.1 Introduction

Administration and Finance Division plays a vital role in the administrative and overall management of NAEM. Apart from the involvement in different administrative committees, it provides all kinds of logistic support 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 revenue budget allocated by the Government.

4.2 Activities of Administration and Finance Division (2021-22)

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

1. NAEM Administration has taken different projects for the development/ revision of training manual/ curriculum and for faculty development in collaboration with UNESCO/ UNICEF/ US Aid & US Embassy.
2. Initiatives have been taken to prepare a DPP with a view to making a Master Plan, to conduct feasibility study, to declare old buildings abandoned inside NAEM campus and their removal as a part of implementing the Master Plan according to the directions of Hon'ble Secretary, SHED, MoE.
3. Water logging problem at NAEM during rainy season has been almost resolved.
4. Procurement process as per annual procurement plan and budget (vehicles, furniture, sanitary, stationary, electric & electronic goods) is being completed.
5. Allocated budget is being spent to implement e-governance work plan.
6. Procurement through EGP has been implemented.
7. Renovation work has been done on the ground floor of Science Building and different rooms have been decorated with curtains.
8. Regular cleaning of NAEM campus is an on-going task this division performs.
9. NAEM campus has been beautified by planting different kinds of flowers in the gardens.
10. Service has been simplified.
11. File notes are being disposed through e-file.
12. NAEM website has been updated and publishable information is being uploaded.

13. 3rd and 5th floor of Academic Building which remained unused for long have been cleaned and made suitable for use.
14. Cafeteria has been renovated.
15. Biometric attendance for officers and employees has been resumed following health guidelines.
16. Workshops/ seminars on different subjects for officers and employees have been arranged to improve the standard of service.
17. Training on GRS and GRS software have been arranged.
18. Training on citizen charter has been arranged.
19. Dissemination meeting on citizen charter with stake holders has been arranged.
20. Decision from monitoring committee of citizen charter has been implemented.
21. Dissemination meeting on Grievance Redress Management with stake holders has been arranged.
22. Meeting with stake holders has been arranged to establish good governance.
23. Vertical extension of Administrative Building is in progress.



24. National Mourning Day 2021 was observed on 15 August through laying floral wreath to Bangabandhu Mural at NAEM and discussion meeting along with *doa mahfil* was arranged.



25. Trees were planted on NAEM campus as a part of tree plantation program on 29.08.2021.



26. 30 trees were planted on 29.09.2021 on the occasion of birthday of Hon'ble Prime Minister.



27. Sheikh Russell Day was observed on 18.10.2021 through discussion meeting and *doa mahfil*.



29. *Milad & doa mahfil* was arranged on the occasion of *Eid-E Miladunnabi* on 20.10.2021.



30. A team of instructors and trainees of Army Education Corps visited NAEM on 07.11.2021.



31. DG, NAEM administered an oath for employees of all grades on 01.12.2021 on the occasion of Mujib Year and Golden Jubilee of Independence.



32. Discussion meeting including *doa* was arranged on 14.12.2021 remembering the martyred intellectuals.



33. Great Victory Day was celebrated on 16.12.2021 through flag hoisting, laying floral wreath, drawing competition, discussion meeting and *doa mahfil*. Hon'ble Prime Minister's speech was relayed directly to the audience at NAEM auditorium.



34. NAEM observed 'Swadesh Prottyabarton Dibosh' of Bangabandhu on 10 January 2022 through a discussion meeting.



35. National Integrity Strategy Training for employees was arranged.



36. Sree Sree Sarswati Puja was observed on 05.02.2022.



37. An US-Aid team visited NAEM on 13 .02.2022.



38. A book stall was set up at Bangla Academy Book Fair.



39. NAEM observed *Shaheed Dibos* and International Mother Language Day through flying the flag at half-mast, laying floral wreath at *Shaheed Minar* and arranging discussion meeting and *doa mahfil* on 21 February 2022.





40. Md. Abu Bakr Siddique, Hon'ble Secretary, SHED, MoE visited NAEM and sat in a meeting with NAEM faculties on 23.02.2022 with a view to sharing the activities of NAEM.



41. A discussion meeting was held on 07.03.2022 upholding the significance of Historic 7 March.



42. Birthday of Bangabandhu and the National Children Day was celebrated through decorating NAEM Campus with lights, laying floral wreath at the Mural of Bangabandhu, cutting birthday cake and discussion meeting, *doa mahfil* and a drawing completion among children of NAEM employees were arranged on 17.03.2022.



43. Genocide Day was observed with blackout for one minute at night on 25.03.22.

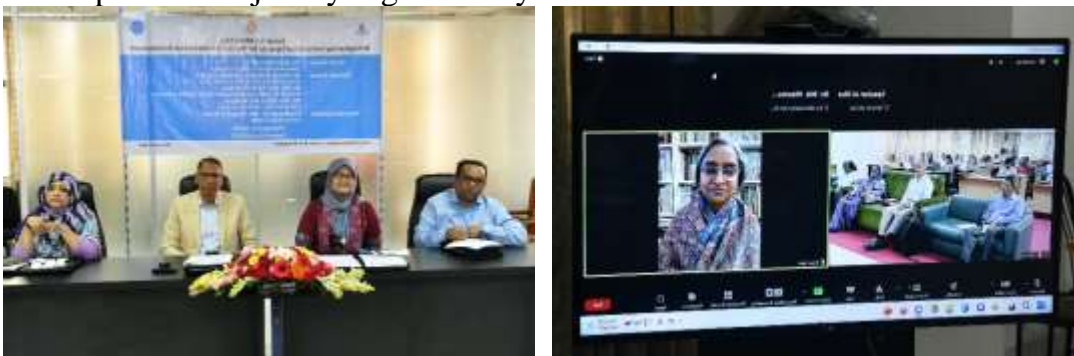
44. Great Independence Day was celebrated through decorating NAEM Campus with lights, flag hoisting, laying floral wreath and discussion meeting and *doa mahfil* were arranged on 26.03.2022.



45. Autism Blue Light was illuminated on 01.04.2022.



46. An Inception workshop on strengthening institutional capacity for teachers' development was jointly organized by NAEM & UNICEF on 06.04.2022.



47. Training on Treasury Rules and GFR for officers and employees has been arranged on 17.05.2022 and 18.05.2022 respectively.



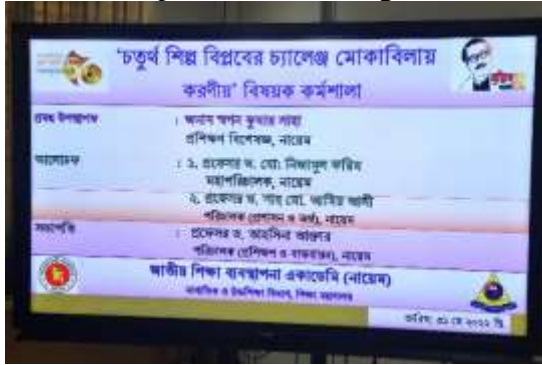
48. A meeting with SHED, MoE, was held on 23.05.2022.



49. A workshop for employees on Right to Information was held on 29.05.2022.



50. A workshop on the challenge of 4th Industrial Revolution was held on 31.05.2022.



51. NIS Award has been awarded to Md. Showkat Ali Khan, Training Specialist, NAEM, Md. Tarikul Islam, Cameraman, NAEM and Monohor Chandra, Gardener, NAEM.



4.3 Joining/ Farewell of NAEM officials/employees



1. Professor Dr. Shah Md. Amir Ali joined NAEM as Director (Admin & Finance) on 29 July 2021.
2. Professor Dr. Md. Nizamul Karim joined NAEM as Director General on 09.09.2021.



Hon'ble DG, NAEM bid Mr. Solaiman, Gardener of NAEM, farewell for his PRL.



A farewell reception was held on the occasion of going for PRL of Mosharrofa Naznin, Librarian, NAEM.



A farewell reception was held on the occasion of going for PRL of Md. Abdul Jalil Bepary, Library Assistant, NAEM.

4.4 Statement of Income and Expenditure of the Financial Year (2021-22)

Under the financial year 2021-22, the academy received total Tk. 478137000.00 as a yearly budget. The academy has performed several activities under the FY 2021-22, and the amount of total expenditure is Tk. 432600990.11

4.5 Financial Report of Administration and Finance Division

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

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

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

- (i) Financial Year 2020-2021: started on 1st July 2020 and ended on 30th June 2021
- (ii) Financial Year 2021-2022: started on 1st July 2021 and ended on 30th June 2022

Table 1: Statement of Allocation & Expenditure of the Financial Year 2020-2021

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111 Officers' Pay				
3111101 Basic Pay (Officer)	33300000.00	32007650.00	1292350.00	96.12
Sub Total	33300000.00	32007650.00	1292350.00	96.12
3111110 Leave Encashment Pay (Officer)	0.00	0.00	0.00	0.00
31112 Staffs' Pay				
3111201 Basic Pay (Employee)	17040000.00	16816713.87	223286.13	98.69
3111209 Leave Encashment Pay (Employee)	660000.00	654660.00	5340.00	99.19
Sub Total	17700000.00	17471373.00	228626.13	98.71
31113 Allowances				
3111202 Personal Pay	0.00	0.00	0.00	0.00
3111301 Charge Allowance	200000.00	131142.00	68858.00	65.50
3111302 Conveyance Allowance	150000.00	111900.00	38100.00	74.67
3111306 Education Allowance	1300000.00	1076322.58	223677.42	82.77
3111310 House rent Allowance	20000000.00	19624953.13	375046.87	98.12
3111311 Medical Allowance	2850000.00	2658967.74	191032.26	93.26
3111312 Mobile/cellphone Allowance	250000.00	148248.00	101752.00	59.20
3111314 Tiffin Allowance	230000.00	201400.00	28600.00	87.39
3111316 Washing Allowance	100000.00	76700.00	23300.00	76.00

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

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3253103 Hiring of Security Services	2500000.00	1886493.75	613506.25	75.46
3255101 Computer Consumables	500000.00	473250.00	26750.00	94.65
3255102 Printing & Binding	1500000.00	1312943.00	187057.00	87.53
3255105 Other Stationary	4000000.00	3884920.00	115080.00	97.12
3256106 Uniforms	400000.00	392500.00	7500.00	98.13
3256107 Sports Material	500000.00	4980000.00	2000.00	99.60
3257103 Research	7500000.00	7460420.00	39580.00	99.47
3257105 Innovation	1000000.00	936450.00	63550.00	93.65
3257206 Honorarium	550000.00	480000.00	70000.00	87.27
3257301 Ceremonies/ Festivals	400000.00	396865.00	3135.00	99.22
3258101 Motor Vehicles	150000.00	11504.00	138496.00	7.67
3258102 Furniture	200000.00	121000.00	79000.00	60.50
3258103 Computer	150000.00	140601.00	9399.00	93.73
3258105 Other Machineries & Equipment	500000.00	465276.00	34724.00	93.06
3258126 Telecommunications Equipment	150000.00	0.00	150000.00	0.00
3821102 Land Development Tax	150000.00	38640.00	111360.00	25.76
3821103 Municipal Rates & Taxes	400000.00	222750.00	177250.00	55.69
4112101 Motor Vehicles	0.00	0.00	0.00	0.00
4112201 ICT Equipment	3300000.00	3221500.00	78500.00	97.62
4112202 Computer & Accessories	4000000.00	3997675.00	2325.00	99.94
4112204 Telecommunications Equipment	100000.00	100000.00	0.00	100
4112302 Camera & Accessories	5000.00	0.00	5000.00	0.00
4112303 Electrical Equipment	5000000.00	4933196.00	66804.00	98.66
4112304 Engineering & other Equipment	4200000.00	3905873.00	294127.00	93.00
4112310 Office Equipment	2500000.00	2474387.00	25613.00	98.98
4112314 Furniture	3000000.00	2972968.00	27032.00	99.10
Total =	156005000.00	152370556.75	3634443.25	97.67
Grand Total =	269122000.00	253815997.13	15311342.87	94.31

Table 2: Statement of Allocation & Expenditure of the Financial Year 2021-2022

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3111 Officers' Pay				
311101 Basic Pay (Officer)	33000000.00	30530372.99	2469627.01	92.52
311110 Leave Encashment Pay (Officer)	1180000.00	557820.00	622180.00	47.27
Sub Total	34180000.00	31088192.99	3091807.01	90.95
31112 Staffs' Pay				
3111201 Basic Pay (Employee)	17500000.00	17374650.00	125350.00	99.28
3111209 Leave Encashment Pay (Employee)	650000.00	645120.00	125350.00	99.25
Sub Total	18150000.00	18019770.00	130230.00	99.28
31113 Allowances				
3111202 Personal Pay	0.00	0.00	0.00	0.00
3111301 Charge Allowance	200000.00	177156.00	22844.00	88.58
3111302 Conveyance Allowance	120000.00	108000.00	12000.00	90.00
3111306 Education Allowance	1100000.00	1049499.99	50500.01	95.41
3111308 Risk Allowance	100000.00	0.00	100000.00	0.00
3111310 House rent Allowance	19500000.00	18113073.54	1386926.46	92.89
3111311 Medical Allowance	2650000.00	2548499.99	101500.01	96.17
3111312 Mobile/cellphone Allowance	150000.00	125340.00	24660.00	83.56
3111314 Tiffin Allowance	200000.00	197600.00	2400.00	98.80
3111316 Washing Allowance	85000.00	78200.00	6800.00	92.00
3111325 Festival Allowance	12525000.00	11155920.00	1369080.00	89.07
3111327 Overtime Allowance	700000.00	696001.00	3999.00	99.43
3111328 Rest & Recreation Allowance	1320000.00	937848.00	382152.00	71.05
3111329 Training Allowance	1850000.00	1329632.24	520367.76	71.87
3111331 Refreshment Allowance	37000.00	32400.00	4600.00	87.57
3111332 Honorarium Allowance	250000.00	96800.00	153200.00	38.72
3111335 Bangla New Year Allowance	900000.00	794570.00	105430.00	88.29
3111344 Subsistence Allowance	120000.00	116760.00	3240.00	97.30
Sub Total: Cash Wages	41807000.00	37557300.76	4249699.24	89.83
32 Use of Goods & Services	0.00	0.00	0.00	0.00
3211102 Cleaning & washing Items	300000.00	285920.00	14080.00	95.31
3211106 Entertainment Expenses	200000.00	197977.00	2023.00	98.99
3211110 Legal Expenses	1000000.00	15000.00	985000.00	1.50
3211111 Seminar & Conference	3000000.00	1189800.00	1810200.00	39.66

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
Expenses				
3211113 Electricity	7000000.00	6495347.26	504652.74	92.79
3211114 Utility Service Charge	700000.00	440531.00	259469.00	62.93
3211115 Water	2400000.00	1983912.00	416088.00	82.66
3211117 Internet/Fax/ Telex	200000.00	198450.00	1550.00	99.23
3211119 Postage	5000.00	0.00	5000.00	0.00
3211120 Telephone	350000.00	102468.00	247532.00	29.28
3211125 Advertising Expenses	300000.00	93453.60	206546.40	31.15
3211127 Books & Periodicals	4400000.00	878530.00	3521470.00	19.97
3211128 Publications	1500000.00	521900.00	978100.00	34.79
3211130 Conveyance Expenditure	1960000.00	1920960.00	39040.00	98.01
3211131 Outsourcing	100000.00	0.00	100000.00	0.00
Sub Total: Administrative Expenses	23415000.00	14324248.86	9090751.14	61.18
3231301 Training	303520000.00	303518189.00	1811.00	100.00
3243101 Petrol, Oil & Lubricant	200000.00	190295.00	9705.00	95.15
3243102 Gas & Fuel	200000.00	164449.00	35551.00	82.22
3244101 Travel Expense	2500000.00	2497535.00	2465.00	99.90
3251109 Seeds & Plants	200000.00	42012.00	157988.00	21.01
3252108 Sanitation Materials	200000.00	153629.50	46370.50	76.81
3253103 Hiring of Security Services	2300000.00	2249740.00	50260.00	97.81
3255101 Computer Consumables	650000.00	639960.00	10040.00	98.46
3255102 Printing & Binding	1000000.00	997995.00	2005.00	99.80
3255105 Other Stationary	4500000.00	865672.00	3634328.00	19.24
3256106 Uniforms	630000.00	566509.00	63491.00	89.92
3256107 Sports Material	50000.00	0.00	50000.00	0.00
3257103 Research	9000000.00	7042930.00	1957070.00	78.25
3257105 Innovation	3000000.00	690388.00	2309612.00	23.01
3257206 Honorarium	500000.00	460000.00	40000.00	92.00
3257301 Ceremonies/ Festivals	400000.00	286590.00	113410.00	71.65
3258101 Motor Vehicles	150000.00	9470.00	140530.00	6.31
3258102 Furniture	100000.00	0.00	100000.00	0.00
3258103 Computer	150000.00	23794.00	126206.00	15.86
3258105 Other Machineries & Equipment	800000.00	453858.00	346142.00	56.73
3258126 Telecommunications Equipment	30000.00	0.00	30000.00	0.00
3821102 Land Development Tax	50000.00	38640.00	11360.00	77.28

Code & Item	Allocation	Expenditure	Refund	Percentage (%)
3821103 Municipal Rates & Taxes	300000.00	247500.00	52500.00	82.50
4112101 Motor Vehicles	10100000.00	9870000.00	230000.00	0.00
4112201 ICT Equipment	3000000.00	92304.00	2907696.00	3.08
4112202 Computer & Accessories	3500000.00	0.00	3500000.00	0.00
4112204 Telecommunications Equipment	50000.00	0.00	50000.00	0.00
4112302 Camera & Accessories	5000.00	0.00	5000.00	0.00
4112303 Electrical Equipment	4000000.00	91883.00	3908117.00	2.30
4112304 Engineering & other Equipment	5000000.00	24600.00	4975400.00	0.49
4112310 Office Equipment	1500000.00	93545.00	1406455.00	6.24
4112314 Furniture	3000000.00	299990.00	2700010.00	10.00
Total =	360585000.00	331611477.50	28973522.50	91.96
Grand Total =	478137000.00	432600990.11	45536009.89	90.48

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 on education. It provides the research findings to the policy level to align 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 Educational Administration and Management.



Research Division has two units namely:

- 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 following is 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.

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

5.5.2 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 Research Seminar

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 feedbacks 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.

5.3 Research Proposals Invitation of FY 2020-2021

Calls for research proposals for the Fiscal year was published in different Bangla and English Dailies like '*Daily Samakal*' and '*Daily Independence*', Daily Ittefaq, The Daily Star. In response to the advertisement 43 research proposals were submitted for this FY (2021-2022). Of them 15(fifteen) research proposal got the work order for the financial year 2021-22.

5.4 Seminars on selecting the Research Proposals for FY2021-2022

In comparison to the previous year the response for submitting the research proposal was a bit dissatisfactory. There is also the logical reason and that is the ongoing covid-19 situation. Everything was again somehow stuck by the second wave of corona virus. Omicron virus variation seemed deadly at this particular time of this year. So it is assumed that due to this effect the response was somehow slow. Only 43 research proposals were submitted for the fiscal year of 2021-2022.

As per the research budget 15 (fifteen) research proposals were selected through the different procedures. A 3-day long seminar for research proposal presentation was held from 06-08 September 2021. The Chief Guest of this seminar was Md. Hasanul Islam NDC, Additional Secretary (Admin & Finance) SHED, MoE and Prof. Dr. Syed Md. Golam Faruk, Director General, DSHE, MoE, and Md. Saifullah Panna, Joint Secretary, Ministry of Finance were present virtually as the Chief Guests. The seminar was chaired by Prof. Dr. Tahsina Akter, DG (Routine Duty). The research team presented their research proposal in face-to-face and online mode due to corona virus pandemic situation. Experts and members of evaluation committee selected 15 proposals for giving the work order.



Research proposal Selection Workshop of NAEM (6-8 September 2021)

5.4.1 Selected Researches for FY-2021-2022

Total fifteen (15) research proposals have been selected for the FY 2021-2022 by the NAEM authority. The titles of these research proposals along with the details of the research teams are given below:

Sl No	Title	Team Members
01	Assessing the Readiness of Tertiary Level Educational System of Bangladesh to Cope with the Challenges of the Fourth Industrial Revolution: A case Study on Rajshahi University	Advisor: Dr. Sanwar Janhan Bhuiyan Joint Secretary & DEPD, SEIP, Ministry Finance Cell: 01770-799903, E-mail: sanwarjahan@gmail.com
		Team Leader: Dr. Md. Shafiul Islam Professor, Department of Public Administration University of Rajshahi, Rajshahi, Cell: 01712-975828 E-mail: shafiul.pad@gmail.com
		Member 1: Dr. Muhammad Fakhru Islam Anwari Associate Professor, OSD, DSHE, Shikha Bhaban, Dhaka Cell: 01711-281209, E-mail: fakrulislamf@gmail.com
		Member 2: Dr. Kallyani Nandy Assistant Director (Research and Documentation), NAEM Dhanmondi, Dhaka, Cell: 01714-353730 E-mail: subratakallyani@gmail.com
02	A case study of Global Citizenship Education through in-service teacher education program for secondary school teachers in Bangladesh	Advisor: Dr. Selina Banu Professor, IER, University Dhaka, Dhaka-1000 Cell: 01777-633411, E-mail: selinabanu@du.ac.bd
		Team Leader: Dr. Md. Khairul Islam Professor, IER, University of Dhaka, Dhaka Cell: 01716-304044, E-mail: khairulislam@du.ac.bd
		Member 1: Prof. Dr. Ummay Asma Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01748389204, E-mail: asma_ummay@yahoo.com / asmaummay@gmail.com
		Member 2: Ms Aparna Rani Dey Lecturer, IER, University of Dhaka, Dhaka, Cell: 01716-

Sl No	Title	Team Members
		436200 E-mail: aparnadey512@gmail.com
03	Developing the Entrepreneurial and Enterprising Aspiration in Higher Education in Bangladesh	<p>Advisor: Dr. Mariam Begum Professor, IER, University of Dhaka, Dhaka Cell: 01715078011, E-mail: Mariam.ier@du.ac.bd</p> <p>Team Leader: Rajib Ahmed Faisal Lecturer, IER, University of Chittagong, Hathazari, Chittagong Cell: 01711-119790, E-mail: rahmed.ier@gmail.com</p> <p>Member 1: Umme Mustari Tithi Assistant Professor, IER, University of Dhaka, Dhaka Cell: 01552386002, E-mail: mustari_tithi@du.ac.bd</p> <p>Member 2: Chameli Das Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01754-830289, E-mail: daschameli@gmail.com</p>
04	Relevance of TVET in Bangladesh for youth Employability and Sustainable career Planning	<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 Assistant 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</p> <p>Member 2: Md. Mahbub Hasan Juwel Lecturer, Department of Political Science, Barguna Government Mahila College, Barguna, Cell: 01721-354097 E-mail: nayebjuwel@gmail.com</p>
05	Towards A Blended Learning Framework for Secondary Education in Bangladesh	<p>Advisor: Dr. Md. Azharul Islam Professor, IER, University of Dhaka, Dhaka Cell: 01556-312203, E-mail: azharulislam.ier@gmail.com</p> <p>Team Leader: Dr. Happy Das Associate Professor, IER, University of Rajshahi, Rajshahi Cell: 01719-670068, E-mail: hkdasdu@gmail.com</p> <p>Member 1: Goutom Roy Assistant Professor, IER, University of Rajshahi, Rajshahi Cell: 01712-018951, E-mail: goutamroy@ru.ac.bd</p> <p>Member 2: Professor Shahida Afroz Training Specialist, NAEM, Dhanmondi, Dhaka Cell: 01716-492789, E-mail: shahidaafrose@yahoo.com</p>
06	Investigating the degree of social climate embedded in the educational environment of Bangladeshi Secondary Schools	<p>Advisor: Dr. Md. Abul Kashem Professor (History), University of Rajshahi, Rajshahi-6205 Cell: 01712-824555, E-mail: makhistoryru@gmail.com/ mak_ruir@ru.ac.bd</p> <p>Team Leader: Rubaiyat Jahan</p>

Sl No	Title	Team Members
		<p>Professor, IER, University of Rajshahi, Rajshahi-6205 Cell: 01716-889752, E-mail: finnegunwake@yahoo.com</p> <p>Member 1: Subarna Sarker Assistant Professor, IER, Khulna University, Khulna Cell: 01711-146495, E-mail: subarnarul@gmail.com</p> <p>Member 2: Md. Ayet Ali Assistant Director (Research and Documentation) NAEM, New market, Dhaka-1205, Cell: 01712-099023 E-mail: ayetali42@gmail.com/sesipayet@yahoo.com</p>
07	Assessing the Assessment system in Bangladesh: An investigation into English Language assessment of Secondary School Certificate Examination (SSC)	<p>Advisor: Dr. Sayeedur Rahman, PhD Professor, Institute of Modern Languages, University of Dhaka, Ramna, Dhaka-1000, Cell: 01747-403344 E-mail: sayeedur@du.ac.bd</p> <p>Team Leader: Dr. Md. Mostafizur Rahman Lecturer in English, Rajshahi Government Model School and College, Kazihata, Rajshahi-6000, Cell: 01716-385550 E-mail: rahmanmostafiz1974@gmail.com</p> <p>Member 1: Dr. Md. Habibullah Associate Professor & Head, Dept. of Political Science Varandra University, Rajshahi, Cell: 01719-534907 E-mail: habib_umam@yahoo.com</p> <p>Member 2: Md. Masud Rana Teacher Trainer, Dhanmondi, Dhaka-1205, Cell: 01712-143620 E-mail: ttmasud.naem@gmail.com</p>
08	Mathematics Anxiety Among Secondary School Students of Dhaka City	<p>Advisor: Professor Dr. Md. Abul Ehsan Former Director, IER, University of Dhaka, Dhaka-1000 Cell: 01716-221719, E-mail: ehsanierdu@gmail.com</p> <p>Team Leader: Dr. Md. Billal Hossain Senior Teacher (Mathematics), Ideal School & College Motijheel, Dhaka-1000, Cell: 01716-221719 E-mail: billalhossainisc@gmail.com</p> <p>Member 1: Tahmina Mallik Head Teacher, Sholakuri Government Primary School Madhupur, Tangail-1902, Cell: 01719-815518 E-mail: tahminamallik@yahoo.com</p> <p>Member 2: Istaque Ahmed Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01712-075777, E-mail: isteeahmed@yahoo.com</p>
09	“Causes of Students’ Gangs and their Impact on Academic Environment at Secondary Level of Education in Dhaka City: An Exploratory Study”	<p>Advisor: Md. Fazlur Rahman Professor, IER, University of Dhaka, Dhaka Cell: 01711-985446, E-mail: frahman71@live.com</p> <p>Team Leader: Kazi Faruk Hossain Assistant Professor, IER, Jagannath University, Dhaka Cell: 01778-744644, E-mail: farukkazi.hossain@gmail.com</p> <p>Member 1: Rahul Chandra Shaha Lecturer, IER, Jagannath University, Dhaka</p>

Sl No	Title	Team Members
		Cell:01764867877/01536188011, E-mail: rahul.du.718@gmail.com
		Member 2: Syed Md. Abdul Hannan Teacher Trainer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01712-140360, E-mail: sma_hannan11@yahoo.com
10	A Study on Online Teaching for the Higher Secondary Level Students in Bangladesh: Prospects and Challenges	Advisor: Dr. Chanchal Kumar Biswas Associate Professor & HoD, Department English Govt. Ainuddin College, Md hukhali-7850, Faridpur Cell: 01711-946362, E-mail: ckbiswas68@gmail.com
		Team Leader: Dr. Md. Babul Hossain Associate Professor & HoD, Department Zoology, Rangpur Government College, Rangpur-5400, Cell: 01712-693203 E-mail: babulhossain2001@gmail.com
		Member 1: Dr. S.M. Mahbubur Rahman Associate Professor & Chairman (MIS), Department of Business Administration, Noakhali Science and Technology University Noakhali-3814, Cell: 01712-122849 E-mail: mmrahman987@gmail.com
		Member 2: Dr. Nuruzzaman (MBBS) Medical Officer, NAEM, Dhanmondi, Dhaka Cell: 01717-443467, E-mail: nuruzzamanshakil@gmail.com
11	Assignment as a tool for assessment at secondary level: Challenges and prospects	Advisor: Dr. Ranjit Podder Associate Professor, TTC, Dhaka, Cell: 01715785156 E-mail: ranjitpodder67@gmail.com
		Team Leader: Sheikh Shahbaz Riad Associate Professor (Education), TTC, Dhaka Cell: 01711935850, E-Mail: riadisrat1971@yahoo.com
		Member 1: Md. Asaduzzaman Assistant Director (Common service), NAEM Dhanmondi, Dhaka-1205, Cell: 01711-26 05 64 E-mail: asad4info@gamil.com
		Member 2: Mohammad Abu Hanif Assistant Professor, TTC, Dhaka, Cell: 01721332974 E-mail: hanif.ttc@gmail.com
12	Ensuring Quality Higher Education in Bangladesh: Performance Analysis of Institutional Quality Assurance Cell (IQAC)	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
		Team Leader: Jannatul Ferdous Assistant Professor, Dept. of Public Administration Comilla University, Cumilla, Cell: 01743902996 E-mail: Jannat.lata@yahoo.com
		Member 1: Md. Foyjul-Islam Lecturer, Dept. of Public Administration, Comilla University Cumilla, Cell: 01777-118677, E-mail: firoj.cou@gmail.com
		Member 2: Munmun Muhury

Sl No	Title	Team Members
		Teacher Trainer, NAEM, Dhanmondi, Dhaka Cell: 01726-095778, E-mail: ttmunmun.naem@gamil.com
13	Exploring the Efficacy of Religious and Moral Education Textbooks to Promote Morality and ethics among Students of the Secondary Level of Education in Bangladesh	<p>Advisor: Dr. Md. Nazrul Islam Former Professor of Dhaka University Dhaka, Cell: 01911-449966/01842409551 E-mail: khanaawal@yahoo.com</p> <p>Team Leader: Dr. M. Abdul Aziz Executive Director, Bangladesh Institute of Islamic Thought (BIIT), Islamic University of Technology (IUT), OIC Board Bazar, Gazipur, Cell: 01794-544557, E-mail: azizbiit@gmail.com</p> <p>Member 1: Prof. S. M. Rabiul Islam Training Specialist, NAEM, Dhanmondi, Dhaka-1205 Cell: 01556313982/01676-737898/01915-645186 G-mail: rabiulnaem@gmail.com</p> <p>Member 2: Rowshan Zannat Assistant Teacher, Bangladesh International School and College (BISC), Nirjhor, Dhaka Cantonment, Dhaka Cell: 01726-908952/01769005011 E-mail: maryammayen@yahoo.com/ rzannat79@gmail.com</p>
14	Teachers' Capacity and Readiness in Facilitation of Teaching Learning Activities in Pandemic Situation	<p>Advisor: Prof. Dr. Md. Abdur Rahman Biswas Vice Principal (PRL), Govt. Saroda Sundury Mohila College Faridpur, Cell: 01765-026237 E-mail: drrahamanbiswas@gmail.com</p> <p>Team Leader: Dr. Md. Abul Kalam Azad Assistant Professor in Political Science & Inspector, Directorate of Madrasha Education, Guide House (7th & 10th Floor), New Baily Road, Dhaka-1000, Cell: 01712-860703 E-mail: azad.dshe@gmail.com</p> <p>Member 1: Mohammad Kabir Hossain Associate Professor & Attached Officer Access to Information (a2i) Programme, Dhaka, Cell :01716-666196/01871038763 E-mail: kabirttc@yahoo.com</p> <p>Member 2: Kazi Humaun Kabir Accounts Officer, NAEM, Dhanmondi, Dhaka-1205 Cell: 01711-580548, E-mail: humaun74@gmail.com</p>
15	Identifying barriers young people with disabilities face when accessing educational institutions in Bangladesh and gaps in Policies that prevent the educational institutions from being inclusive	<p>Advisor: Prof. Dr. Md. Mustafa Kamal Director (Administration & Finance), NAEM, Dhanmondi Dhaka-1205, Cell: 01743-936787, Cell: kamalcuju@gmail.com</p> <p>Team Leader: Dr. Md. Arizul Islam Khan Deputy Director (Planning & Development), NAEM, Dhanmondi Dhaka-1205, Cell: 01552-410547, E-mail: ariznaem@gmail.com</p> <p>Member 1: Muhammad Shahnawaz Khan Chandan Lecturer, IER, Jagannath University, Dhaka, Cell: 01724-</p>

Sl No	Title	Team Members
		088373 E-mail: s.nawazk28@yahoo.com
		Member 2: Karishma Ahmed Director-Program, SEID, 6/6, Sir Syed Road, Mohammadpur Dhaka, Cell: 01723-080366, E-mail: karishmavarisha@gmail.com

5.5 Seminar on Research Tools/Instrument Presentation in FY 2021-2022

A 3-day long Seminar on Research Tools presentation was held from 15-17 November 2021. The Chief Guest of this seminar was Md. Hasanul Islam NDC, Additional Secretary (Admin & Finance), SHED, MoE. The Seminar was chaired by Prof. Dr. Md. Nizamul Karim, Director General of NAEM. In this seminar the Chief Guest said that the present Govt. wants to have the best output from the students. So we need to search for the innovation and new knowledge in the field of education so that our teachers can prepare our new generation. We need to find out the best practices and to add wherever it is needed. Without gaining the new knowledge and techniques it is not possible to meet up the modern challenges round the globe. So the researchers need to do their best to have the best output from their studies, he added.

In the speech Director General of NAEM said that there is no short cut way to do the research because it is a scientific study. “The main weapons of a study is its tools. If researchers fails to prepare their tools properly, they will not be able to have the authentic data, hence the study will be very poor. So that the researchers need to accept all the suggestions and advices from the expert pools and to redesign their tools, if needed.” he added. If the research teams will not do according to the advice of expert pool, NAEM authority will not compromise with its quality, he warned. Director (Training & Implementation), NAEM, Director (Planning & Development) NAEM, Expert from BPATC, NAPD and IER were present and gave valuable advices to the research team members.



Tools and instrument presentation workshop of NAEM (15-17 November 2021)

5.6 Draft Research Report Presentation Seminar of FY 2021-2022

A three-day long Draft Research Presentation Seminar of NAEM was held from 21-23 March, 2022 at the DG's Meeting Room. All the research teams (15) presented their draft research findings in this seminar. Prof. Dr. Md. Nizamul Karim, Director General of NAEM, inaugurated the seminar at the first day. He requested the research teams that they must incorporate the valuable advice and suggestion in their studies so that the study will be very much authentic and acceptable.

In the short speech Director (Research & Documentation) said that after getting the Final Report, NAEM authority will 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 will disseminate the research findings with the Ministry of Education and its stakeholders. NAEM Journal will 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. Prof. Nazmul Haque, IER and Dr. Nuruzzaman, Director, NAPD, Director (Training & Implementation) NAEM and Director (Planning and Development) NAEM were also present as the members of NAEM Research Committee.



Draft Research Report Presentation Seminar 2021-2022 (21-23 March, 2022)

5.7 Feedback Reports on Final Research Report Presentation (FY-2021-2022)

Three separate seminars for presenting the final research report were held from 20 May 2022 to 22 May 2022. It started on holiday due to some technical issues. Experts from NAEM, BPATC and BRDB were present as the Research Committee Members and as the Research Evaluators as well. They provided the constructive feedbacks and suggestions to the researchers. Among the resource persons Prof. Nazmul Haque, IER, DU; Dr. Nuruzzaman, Director, NAPD; Prof. Dr. Tahsina Akhter, Director (Training & Implementation), NAEM and Rokshana Bilkis, Director, Research & Documentation Division, NAEM were notable. Prof. Dr. Md. Nizamul Karim, Director General of NAEM was the Chief Guest for all the days of the seminars.

In his speech the Chief Guest described the importance of research and described the present works and responsibilities of NAEM. He said that NAEM would take initiatives to publish a hand book with the findings of the ongoing researches and take initiatives to provide the policy suggestions. He also said that through this projects are preparing some researchers who may work in this field

in a large scale. He thanked all the guests and researchers for their hard efforts in it. Rokhsana Bilkis, Director, Research and Documentation Division, NAEM also thanked all the guests and research teams. She requested the teams to incorporate the feedback and suggestions to their report before final submission. She also said that NAEM will take initiatives to publish these reports as the articles in NAEM Journal. She again mentioned her future plan regarding researches and the Research Division.



Final Research Report Presentation Seminar (FY 2021-2022)

5.8 NAEM Journal Publication

NAEM has been publishing a peer review journal since 2005 named “NAEM Journal”. It follows the Editorial Policy of NAEM Journal maintaining some pragmatic steps:

- 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

5.8.1 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 (1x1x1x1 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 wants to modify it i.e., to make short or change particular expressions or rephrase then this article will be sent to the author for necessary modifications prior to its publication.

14 Three copies of the Journal will be given to the writers free of cost.

15 The articles should be submitted with both hard and soft copies to the Editor, NAEM Journal, NAEM, Ministry of Education, New Market Dhaka-1205.

16 Articles containing text similarity below 25% (Plagiarism below 25%) will be considered for publication. Acknowledgement must be incorporated.

5.9 NAEM Journal Publication in FY 2021-2022

Two NAEM Journal have been published in FY 2021-2022.

Information of these two journals are as follows:

1.

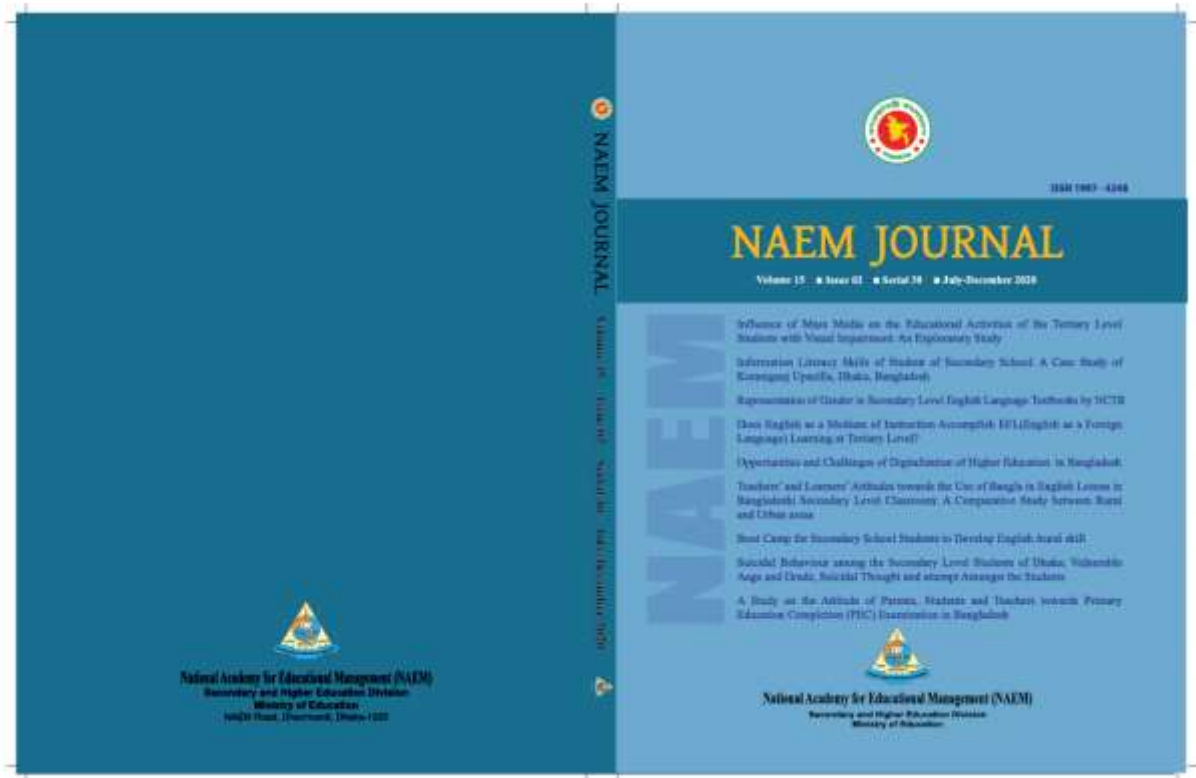
Name	: NAEM Journal
ISSN No.	: ISSN 1997-4248
Issue	: 29
Volume	: 15
Time	: January-June2020 (Published in December 2021)
Published by NAEM	

5.9.1 Published Articles of this issue:

1. Influence of Mass Media on the Educational Activities of the Tertiary Level Students with Visual Impairment: And Exploratory Study
2. Information Literacy Skills of Students of Secondary School: A Case Study of Keraniganj Upazilla, Dhaka Bangladesh.
3. Representation of Gender in Secondary Level English Language Textbooks by NCTB.
4. Does English as a Medium of Instruction Accomplish EFL (English as a Foreign Language) Learning at Tertiary Level?
5. Opportunities and Challenges of Digitalization of Higher Education in Bangladesh.
6. Teachers' and Learners' Attitude towards the Use of Bangla in English Lesson in Bangladeshi Secondary Level Classroom: A comparative Study between Rural and Urban areas.
7. Boot Camp for Secondary School Students to develop English Aural skill
8. Suicidal Behaviors among the Secondary Level Students of Dhaka: Vulnerable Age and Grade, Suicidal Thoughts and attempt amongst the students.
9. A study on the Attitude of Parents, Students and teachers towards Primary Education Completion(PEC) Examination in Bangladesh

Name	: NAEM Journal
ISSN No.	: ISSN 1997-4248
Issue	: 30
Volume	: 15
Time	: July-December 2020 (Published in June 2022)
Published by NAEM	

5.9.2 Image of NAEM Journal



Latest published NAEM Journal (Volume-15, Issue-30)

5.10 Publication of NAEM Newsletter

NAEM also publishes a quality Newsletter quarterly covering its activities in every quarter of the year for NAEM officers, Ministry of Education and for its stakeholders. It also follows some basic publication guidelines. Different steps of NAEM newsletter publication is as follows:

- Collection of information regarding different activities of its four divisions
- Collection of photographs of different events and programs held in the specific quarter of NAEM
- Finalizing relevant pictures with the information
- Proof reading and editing the style sheet
- Taking steps to publish the Newsletter.

5.10.1 Newsletter Publication in FY 2021-2022

Three newsletters have been published in FY 2021-2022 from this division. All the events, training activities and other activities from other divisions have been incorporated in these newsletters.

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

1. Volume: 13 Issue: 81 Time: July to September 2021
2. Volume: 13 Issue: 82 Time: October to December 2021
3. Volume: 14 Issue: 83 Time: January to March 2022
4. Volume: 15 Issue: 84 Time: April to June 2022

5.10.2 Image of NAEM Newsletter



Latest published Newsletter of NAEM (Volume-15, Issue-83, January-March 2022)

5.11 Other activities of Research & Documentation Division of NAEM throughout the FY 2021-2022

5.11.1 ELT Curriculum & Manual Dissemination Program

A dissemination program for ELT curriculum and manual was arranged on 29 December 2021 by the project that worked for a few months. National Academy for Educational Management (NAEM) in collaboration with Bangladesh National Commission for UNESCO (BNCU) worked for preparing and finalizing curriculum and manual for ELT, a regular training course of NAEM. Professor Dr. Syed Md. Golam Faruk, DG, DSHE, Dhaka was present as the Chief Guest and Professor Dr. Md. Nizamul Karim, DG, NAEM, Dhaka presided over the program. Ms. Rokshana Bilkis, Director (Research & Documentation) was also present and delivered welcome speech. Curriculum Specialist of NCTB, English for Today textbook writers, a number of dignitaries from different training and educational arena and institutional Heads attended the program.



Director General of NAEM and Director (Research and Documentation Division, NAEM) speak in ELT Curriculum & Manual Dissemination Program

In the speech the Chief Guest, Professor Dr. Syed Md. Golam Faruk, shared his experience of running ELT Course during his tenure at NAEM. He recalled visiting ELT training venues in Sylhet and found this course very effective. He found the teachers very enthusiastic and motivated. He thinks that this manual will undoubtedly develop the professionalism for teachers. In his speech the chair of the program, Professor Dr. Md. Nizamul Karim explained the necessity of preparing a curriculum and manual of ELT Course. He said that due to the lack of training and professional support the teachers cannot meet the demand of age and as per nation's expectation this manual will help teachers go a step ahead in this regard. He thanked all associated with preparing the manual and also thanked the Chief Guest to grace the program.

5.11.2 Seminar on ELT Training Manual Distribution

A Seminar on ELT Training Manual Distribution was held at the Conference Room of Director General of NAEM on 12 May 2022. Mr. Md. Shohel Imam Khan, Deputy Secretary of BNCU was present as Chief Guest of this program. The program was graced and chaired by Prof. Dr. Md Nizamul Karim, Director General of NAEM.

The Chief Guest and discussants described the necessity and importance of teacher training and training manuals. They all agreed that as the teaching methods and techniques are constantly changing, our teachers and teacher-educators should know these techniques and adapt them. They should be good presenters and innovators. In his speech the Chairperson, Director General of NAEM, gave his heartiest thanks to the UNESCO Dhaka office, discussants, teacher trainers and the people related to it. He also expressed his wishes and plan regarding the improvement of Secondary English in Bangladesh. UNESCO Dhaka office funded to prepare this ELT Training Manual.



Professor Dr.Md.Nizamul Karim, DG, NAEM speaks as the chairperson of this program (right), guests are showing the Manual (left)

Prof; Goutam Ray, Curriculum Specialist, NCTB gave a detailed description of this ELT curriculum. He mentioned the scope, characteristics and challenges of this newly designed ELT Training Manual. She gave special thanks to the NAEM authority for selecting him as a writer and editor. He also gave his sincere gratitude to all who have helped a lot to finalize this ELT curriculum.

5.12 Documentation Division



Documentation Unit of NAEM

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

- To preserve important documents of NAEM (brochures, souvenirs, results, NAEM conducted research reports, NAEM Newsletter, NAEM Journal, annual reports, etc.)
- To store national dailies in binding form.
- To collect important paper cutting on education and other issues (national and international);
- Necessary service is provided from this unit to the trainees who lose their certificate or who need the testimonial ;
- No. of Collection of Documentation Unit is 6,444 (NAEM conducted research report, NAEM Newsletter, NAEM Journal, etc.).

5.12.1 Records and achievements of Research and Documentation Division since 2003

- Research work done : 221 (Till FY 2020-21)
- Newsletter published : 84
- Journal published : 30
- Total NAEM Publication till June 2022 : 175

There is Documentation Officer (routine duty) to maintain this important unit.

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

5.13.1 Research

SL	Number of Researches	Remarks
1	15	Done

5.13.2 Meetings of Research Committee

SL no.	Name of Meetings	Date
1	First meeting of Research Committee of NAEM	24 August, 2021
2	Second meeting of Research Committee of NAEM	18 October, 2021
3	Third meeting of Research Committee of NAEM	17 November 2021
4	Fourth meeting of Research Committee of NAEM	23 March 2022
5	Fifth meeting of Research Committee of NAEM	21 May 2022

5.13.3 Workshops

SL no.	Name of Workshop	Date
1	Workshop on Pre-planning of Annual Report	March 2022
2	Follow-up Workshop on the Progress of Annual Report and NAEM Newsletter	20 April 2022

5.13.4 Seminars

SL no.	Name of Seminars	Date
1	Seminar for final selection of Research Proposal from the preliminary selection of 27 proposals submitted at NAEM	6-8 September 2022
2	Seminar on Research Methodology Tools/ Instruments	15-17 November
3	Seminar on Draft Research Report Presentation (G 1-6)	21 March 2022,
4	Seminar on Draft Research Report Presentation (G 7-11)	22 March 2022,
5	Seminar on Draft Research Report Presentation (G 12-16)	23 March 2022
6	Seminar on ELT Training Manual Distribution	12 May 2022
7	Seminar on Final Research Report Presentation(Group No: 1,2,3,5,6,10,13)	20 May 2022
8	Seminar on Final Research Report Presentation(Group No: 4, 7,8,9)	21 May 2022
9	Seminar on Final Research Report Presentation(Group No: 11,12,14,15)	22 May 2022

Chapter: 6

Collaborative activities of NAEM with National and International Organizations

Collaborative activities of NAEM with National and International Organizations

6.0. NAEM is an apex training academy of the country and its main functions are imparting training to teachers and officials of post primary educational institutions and conducting research works to enhance the quality of education. The list of activities NAEM undertakes to accomplish the above mentioned functions includes planning, developing and conducting different types of training courses, conducting training supportive researches, organizing workshops and seminars on the problems and issues related to educational development and assisting Government in the formulation of education policies.

Apart from these activities, NAEM also carries on collaborative programs with other national and international organizations for the capacity building of NAEM by reviewing and updating existing training curriculum and training materials and providing training to the faculties of NAEM.

In the fiscal year of 2021-22, under the dynamic leadership of the Director General, NAEM undertook such a collaborative project with BNCU and completed it successfully. Another project with US Embassy, Dhaka is going on, phase one of which has just been ended and the next phase will start very soon. Moreover, two more collaborative projects with UNICEF and UNESCO have just been started and are expected to be accomplished in the next financial year. The following are some of the collaborative works of NAEM:

6.1. ELT Training Curriculum and Manual Development Project in collaboration with BNCU

A collaborative project titled 'ELT Training Curriculum and Manual Development' with Bangladesh National Commission for UNESCO was accomplished by NAEM in the financial year of 2021-22, though the proposal was submitted to UNESCO Participation Program in the last financial year. The main objective of the project was to review and update the Curriculum and Training Manual of English Language Teaching (ELT) training course of NAEM, a 12-day long training course for the secondary level English teachers. The major achievements from this project are: (i) a new training curriculum, (ii) updated training manuals for both trainers and trainees and (iii) professional development of the trainers through the arrangements of Training of Trainers (ToT) Course.

NAEM attained these achievements following some planned and systematic procedures under this project. A number of committees were formed to accomplish different activities, such as (i) Eight-member Project Implementation Committee headed by the Director General of NAEM; (ii) Four-member Working Committee headed by Director, Research & Documentation of NAEM; (iii) Four-member Training Curriculum Development Committee headed by Prof. Goutam

Roy, Curriculum Specialist, NCTB; (iv) Three-member Training Manual Writing Committee headed by Prof. Goutam Roy, Curriculum Specialist, NCTB; (v) Eleven-member Training Manual Development Committee headed by Prof. Mariom Begum, IER for giving feedbacks on manual written by the three-member writing committee; (vi) One-member Editorial Committee with Prof. Goutam Roy, Curriculum Specialist, NCTB; and (vii) Four-member Coordination Committee for ToT Program headed by Director General of NAEM; The above mentioned committees worked sincerely and accomplished their assigned job in time which made it possible to implement the project successfully.

A number of meetings, workshops and conferences had been arranged to execute the project; such as 10 meetings of the Project Implementation Committee; 12 meetings of Working Committee; eight meetings of Curriculum Development Committee; four workshops of the Manual Development Committee and two conferences throughout the project period. The workshops and conferences were arranged with the participants working in different post-primary education sectors like secondary schools, general colleges, teacher's training colleges, National Curriculum & Textbook Board (NCTB), National Academy for Educational Management (NAEM) and University. The participants were selected meticulously to ensure a pool of professionals who are nationally acclaimed ELT experts who have vast experience of curriculum development, materials developments and teacher training. There were also a number of ELT practitioners having experience of both teaching English as well as teacher training as master trainers for different projects. The school teachers were mainly invited to prepare the list of topics of training contents based on their needs.



Figure 1: Prof. Dr. Md. Nizamul Karim, Director General, NAEM attending a meeting of Project Implementation Committee of UNESCO Participation



Figure 2: Md. Shohel Imam Khan, Deputy Secretary General, BNCU speaking at a Seminar on ELT Training Manual Distribution under UNESCO Participation Program, a collaborative project of NAEM with BNCU

Program, a collaborative project of NAEM with BNCU
as Chairperson

6.2. EL Specialist Program for NAEM English Faculty's Professional Development and CEC Training Manual Development

NAEM offers 4 INSET (In-Service Training) courses on TEFL (Teaching English as a Foreign Language) to in-service English teachers who are working in Government and Non-Government institutions in Bangladesh. Among these 4 courses, two INSET courses, 12-day long English Language Teaching (ELT) and 21-day long Communicative English Course (CEC), are organized for the teachers of secondary level education, another Communicative English Course (CEC) for the teachers of higher secondary level education and one course is for officers under the Ministry of Education, which is basically a language development course. But the curriculums and training contents of these TEFL courses have not been revised very formally since the courses were first designed. So, NAEM has taken initiatives to review and update the curriculums and manuals of these training courses and thus sent proposals to Bangladesh National Commission for UNESCO and US Embassy Dhaka. The curriculum and manual of 12-day long English Language Teaching (ELT) training course has already been reviewed and updated under a project in collaboration with BNCU mentioned above and the second project titled 'EL Specialist Program for NAEM English Faculty's Professional Development and CEC Training Manual Development in collaboration with US Embassy Dhaka is under way.

The goal of this project is updating the teacher training curriculum and manual of the TEFL course named Communicative English Course (CEC), a 21-day long course for Secondary and higher secondary Level English teachers to make it more contemporary and also improving further professional skills and expertise of NAEM English faculties.

The first phase of this project has already been completed. In the first phase an American English Language Specialist from Columbia worked with a team of NAEM English faculty members virtually for three months. He arranged some online workshops for the team members to equip them with the ideas and skills of training curriculum design and material development. He did the need assessment with the participants of ELT course and based on the data found in the need assessment and knowledge and experience of the English faculty members as well as the study of National Curriculum and other relevant documents, he designed the new curriculum for CEC. Then the team members were divided into groups and assigned topics to develop materials on them. The EL Specialist facilitated, monitored and mentored the whole process of materials development virtually.

Now, the second phase of the project is expected to start on 31 July, 2022 when the specialist Prof. Dr. Lawrence N. Berlin will visit Bangladesh and will work with NAEM English faculties face to face. It is expected that the training manual will be compiled and completed, piloted, reviewed and finalized as well as all the English faculties of NAEM will be trained for their professional development in the coming phase.



Figure 4:: Ms. Sharlina Hussain-Morgan, Cultural Affairs Officer, U.S. Embassy Dhaka speaking at the Launching Ceremony of EL Specialist Project of NAEM in collaboration with US Embassy Dhaka



Figure 3: Prof. Dr. Md. Nizamul Karim, Director General, NAEM speaking at the Launching Ceremony of EL Specialist Project of NAEM in collaboration with U.S. Embassy Dhaka



Figure 5: Ms. Khadija Mohamud, Assistant Cultural Affairs Officer, U.S. Embassy Dhaka speaking at the Closing Ceremony of EL Specialist Project of NAEM in collaboration with U.S. Embassy Dhaka



Figure 6: Prof. Dr. Md. Nizamul Karim, Director General, NAEM speaking at the Closing Ceremony of EL Specialist Project of NAEM in collaboration with U.S. Embassy Dhaka

6.3. Strengthening Institutional Capacity for Teachers' Professional Development in Collaboration with UNICEF-Bangladesh

NAEM has undertaken another collaborative project with UNICEF-Bangladesh, which started at the end of this financial year. The name of the project is 'Strengthening Institutional Capacity for Teachers' Professional Development' with the objective of capacity building of NAEM and for this purpose NAEM has signed a Memorandum of Understanding (MoU) with UNICEF-Bangladesh. Both NAEM and UNICEF have realized that before actual intervention to be taken place they need to prepare short and long term plan for capacity building. So, by this time two workshops have already been organized jointly by NAEM and UNICEF to gather information for the formulation of the plan. From the discussions of the first workshop, it was decided that first, NAEM should set the expected standard of NAEM as a good quality training academy and then review its existing capacity in terms of infrastructure, logistics, course curriculum and contents and human resources to find its gap with the standard. Based on the detailed information collected from the workshop UNICEF along with NAEM has set three activity plans for strengthening its capacity. These are as follows:

1. Revisiting and updating teacher's competency framework;
2. Strengthening NAEM to address evolving challenges on Teacher's professional development;
3. Improving existing teacher training courses

In the first activity, NAEM would review national, regional and global teacher's competency framework and update/develop/revise teacher's competency framework for secondary and higher secondary education in Bangladesh considering country context.

In the second activity, it would review the existing goal, objectives, roles, responsibilities, capacities, and the implementation strategies of NAEM, and considering the evolving changed context (21 century challenges, 4IR, developed country by 2041, SDGs and national priorities on education, NCF, blended learning master plan) it would draft a strategy paper for NAEM with revised goal, objectives, roles, responsibilities, and implementation modalities along with an action plan on how to achieve the reform.

In the third activity, it would review, revise, and improve existing training modules for secondary teachers and develop a separate module on National Curriculum Framework to integrate with all teacher's training courses.

The project is in progress and it will continue in the next financial year to execute the plan it is going to formulate for strengthening the capacity of NAEM.



Figure 7:: Dr. Dipu Moni M.P., Hon'ble Minister, Ministry of Education speaking virtually as Chief Guest at the Inception Workshop organized by NAEM in collaboration of UNICEF-Bangladesh



Figure 8: Mr. Mohibul Hassan Chowdhury M.P., Hon'ble Deputy Minister, Ministry of Education speaking virtually as Special Guest at the Inception Workshop organized by NAEM in collaboration of UNICEF-Bangladesh



Figure 9: Prof. Dr. Md. Nizamul Karim, Director General, NAEM speaking as chairperson in the Inception Workshop organized by NAEM in collaboration with UNICEF-Bangladesh



Figure 10: Ms. Nor Shirin Mokhtar, Chief of Education, UNICEF-Bangladesh speaking as Special Guest in the Inception Workshop organized by NAEM in collaboration with UNICEF-Bangladesh

Chapter 07
NAEM Library

NAEM Library

7.1 Introduction: NAEM has a rich library in its campus. It started functioning at the very 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 shelves. There is a wide space with modern furniture where readers can sit for studying. The library has a significant corner named “*Muktijuddho Corner*” to commemorate the Liberation war of Bangladesh. At present, the library has more than 57517 (2740 books were added in FY 2021-2022) books for the NAEM faculties, trainees and researchers for their different educational and research purpose. Outsiders from different Educational institutes can use the resources of this library with the written concern of NAEM authority. The time schedule of the library is from 8.30 am to 8;00 pm in the working days of the office.

A librarian, with the other staff, maintains all the activities of this Library. Recently the librarian has gone for PRL. That’s why now a Teacher Trainer is in charge of this library.



NAEM Library

7.2 Staff of NAEM Library:

- Librarian : 01 – vacant, A Teacher Trainer now in charge of this position
- Assistant Librarian : 01 - vacant
- Cataloguer : 01 - vacant
- Library Assistant : 01
- Book Binder : 01
- Book Sorter : 02 (01 vacant)
- Office Assistant : 01

7.3 Book Collecting Process:

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

In the Foundation Course there is a book review activity. For this purpose this library plays a vital role. The Cadre Officers issue their required books and 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 this fiscal year (2021-2022) NAEM authority has purchased 2740 books on different categories.

Appendix:

NAEM Publication till now

১.	NIEAER Code 1984	1984	NAEM -001/1984
২.	প্রতিবেদন : বুনয়াদী প্রশিক্ষণ কোর্সের পাঠসামগ্রী উন্নয়ন কর্মশিবির ২৫-২৬ এপ্রিল	1995	NAEM -002/1995
৩.	Educational Research in a Policy Perspective	1995	NAEM -003/1995
৪.	REPORT: National Workshop on Guidelines for Formulation and Implementation of School Curriculum in Bangladesh,	1995	NAEM -004/1995
৫.	নায়েম পরিচিতি	1996	NAEM -005/1996
৬.	REPORT : National Workshop on Examination System of Bangladesh and Its Reform	1996	NAEM -006/1996
৭.	ব্যবস্থাপনা প্রক্রিয়া, তৃতীয় খন্ড	1997	NAEM -007/1997
৮.	An Era of Training in NAEM Duration 1991-2003	2003	NAEM -008/2003
৯.	Training Clendar 2019-20: ২০০৩ হতে	2003	NAEM -009/2003
১০.	কলেজ আরো ভালো কী ভাবে করা যায় (অধ্যক্ষদের জন্য)	2004	NAEM -010/2004
১১.	Training Manual for Secondary Level Subject Teachers Communicative English,	2004	NAEM -011/2004
১২.	Training Manual for Secondary Level Subject Teacher (Computer)	2004	NAEM -012/2004
১৩.	Foundation Training Mannual (BCS Education Cadre)	2004	NAEM -013/2004
১৪.	মাধ্যমিক পর্যায়ের বিষয় শিক্ষকদেও প্রশিক্ষণ ম্যানুয়াল (রসায়ন)	2004	NAEM -014/2004
১৫.	উন্নয়ন অর্থনীতি প্রথম খন্ড	2004	NAEM -015/2004
১৬.	লোকপ্রশাসন প্রথম খন্ড	2004	NAEM -016/2004
১৭.	লোকপ্রশাসন দ্বিতীয় খন্ড	2004	NAEM -017/2004
১৮.	Training Manual : Educational Research Methodology	2006	NAEM -018/2006
১৯.	Training Manual : Planning and Development	2006	NAEM -019/2006

২০.	Training Manual : Project Management	2006	NAEM -020/2006
২১.	NAEM : at a glance	2006	NAEM -021/2006
২২.	Communicative English Training Manual Trainee 's Notes	2006	NAEM -022/2006
২৩.	Communicative English Training Manual Trainer 's Notes	2006	NAEM -023/2006
২৪.	সম্মিলিত শিক্ষা কমিশন রিপোর্ট ১৮১৩- ২০০৩	2006	NAEM -024/2006
২৫.	NAEM Annual Report-2006-2007	2007	NAEM -025/2007
২৬.	Research Methodology in Education (Collected Lecture Notes)	2007	NAEM -026/2007
২৭.	স্কুল আরো ভালো কী ভাবে করা যায় (প্রধান শিক্ষকদের জন্য)	2007	NAEM -027/2007
২৮.	Training Manual : Library Plaining and Management, 2	2007	NAEM -028/2007
২৯.	Training Manual : Library Plaining and Management, 3	2009	NAEM -029/2009
৩০.	NAEM Research report 2009-2010	2010	NAEM -030/2010
৩১.	শিক্ষা প্রতিষ্ঠানে উৎকর্ষ অর্জন (অধ্যক্ষদের জন্য)	2011	NAEM -031/2011
৩২.	NAEM Research report 2010-2011	2011	NAEM -032/2011
৩৩.	Gender Mainstreaming in Education	2011	NAEM -033/2011
৩৪.	NAEM : Enhancing Teaching Excellence, June-2013	2013	NAEM -034/2013
৩৫.	NAEM : at a glance,	2013	NAEM -035/2013
৩৬.	প্রশিক্ষণ ম্যানুয়াল (সিনিয়র স্টাফ কোর্স অন এডুকেশন এন্ড ম্যানেজমেন্ট)	2015	NAEM -036/2015
৩৭.	Research Abstracts (2003-2018)	2018	NAEM -037/2018
৩৮.	Research: abstracts of the research report of FY 2003-2018	2018	NAEM -038/2018
৩৯.	Research Report (2016-2017)	2018	NAEM -039/2018
৪০.	NAEM : at a glance,	2020	NAEM -040/2020

JOURNAL

ক্রমিক	NAEM JO URNAL	প্রকাশকাল	ক্রম সংখ্যা
৪১	October 2005	2005	NAEM-41/2005
৪২	June 2006	2006	NAEM-42/2006
৪৩	December 2006	2006	NAEM-43/2006
৪৪	January-June 2007	2007	NAEM-44/2007
৪৫	December 2007	2007	NAEM-45/2007
৪৬	June 2008	2008	NAEM-46/2008
৪৭	December 2008	2008	NAEM-47/2008
৪৮	June 2009	2009	NAEM-48/2009
৪৯	December 2009	2009	NAEM-49/2009
৫০	June 2010	2010	NAEM-50/2010
৫১	December 2010	2010	NAEM-51/2010
৫২	June 2011	2011	NAEM-52/2011
৫৩	December 2011	2011	NAEM-53/2011
৫৪	June 2012	2012	NAEM-54/2012
৫৫	December 2012	2012	NAEM-55/2012
৫৬	-June 2013	2013	NAEM-56/2013
৫৭	December 2013	2013	NAEM-57/2013
৫৮	June 2014	2014	NAEM-58/2014
৫৯	December 2014	2014	NAEM-59/2014

৬০	June 2015	2015	NAEM-60/2015
৬১	December 2015	2015	NAEM-61/2015
৬২	June 2016	2016	NAEM-62/2016
৬৩	December 2016	2016	NAEM-63/2016
৬৪	June 2017	2017	NAEM-64/2017
৬৫	December 2017	2017	NAEM-65/2017
৬৬	June 2018	2018	NAEM-66/2018
৬৭	December 2018	2018	NAEM-67/2018
৬৮	June 2019	2019	NAEM-68/2019
৬৯	December 2019	2019	NAEM-69/2019

NAEM NEWSLETTER

ক্রমিক	Volume	Issue	Duration	প্রকাশকাল	ক্রম সংখ্যা
৭০	01	01	October-December 1995		NAEM-070/1995
৭১	01	02	January-March 1996		NAEM-71/1996
৭২	01	03	April 1996-March 1997		NAEM-072/1997
৭৩	0	04	April -June 1997		NAEM-073/1997
৭৪	01	05	July-September 1997		NAEM-074/1997
৭৫	01	06			
৭৬	01	07	January-March 1998		NAEM-076/1998
৭৭	01	08	April -June 1998		NAEM-077/1998
৭৮	01	09	July-September 1998		NAEM-078/1998
৭৯	01	10			
৮০	01	11	April -June 1999		NAEM-080/1999
৮১	01	12	July 1999-December 2000		NAEM-081/2000
৮২	02	1-6	January 2001-June 2002		NAEM-082/2002
৮৩	02	7-9	July 2002-April 2003		NAEM-083/2003
৮৪	03	10	July-September 2003		NAEM-084/2003
৮৫	03	11	October-December 2003		NAEM-085/2003
৮৬	03	12	January-March 2004		NAEM-086/2004
৮৭	03	13	April-June 2004		NAEM-087/2004
৮৮	03	14			
৮৯	03	15	October-December 2004		NAEM-089/2004
৯০	03	16	January-March 2005		NAEM-090/2005
৯১	03	17	April-June 2005		NAEM-091/2005
৯২	03	18	July-September 2005		NAEM-092/2005
৯৩	03	19			
৯৪	03	20	January-March 2006		NAEM-094/2006
৯৫	03	21	April-June 2006		NAEM-095/2006
৯৬	04	22	July-September 2006		NAEM-096/2006
৯৭	04	23	October-December 2006		NAEM-097/2006
৯৮	04	24	January-March 2007		NAEM-098/2007
৯৯	04	25	April-June 2007		NAEM-099/2007
১০০	05	26	July-September 2007		NAEM-100/2007

၂၀၁	05	27	October-December 2007		NAEM-101/2007
၂၀၂	05	28	January-March 2008		NAEM-102/2008
၂၀၅	05	29	April-June 2008		NAEM-103/2008
၂၀၈	05	30	July-September 2008		NAEM-104/2008
၂၀၉	05	31	October-December 2008		NAEM-105/2008
၂၀၆	05	32	January-March 2009		NAEM-106/2009
၂၀၇	05	33	April-June 2009		NAEM-107/2009
၂၀၉	05	34	July-September 2009		NAEM-108/2009
၂၀၉	05	35	October-December 2009		NAEM-109/2009
၂၂၀	05	36	January-March 2010		NAEM-110/2010
၂၂၂	05	37	April-June 2010		NAEM-111/2010
၂၂၃	05	38	July-September 2010		NAEM-112/2010
၂၂၅	05	39	October-December 2010		NAEM-113/2010
၂၂၈	05	40	January-March 2011		NAEM-114/2011
၂၂၉	05	41	April-June 2011		NAEM-115/2011
၂၂၆	05	42	July-September 2011		NAEM-116/2011
၂၂၇	05	43	October-December 2011		NAEM-117/2011
		44	Drop Out		--
၂၂၉	05	45	July-September 2012		NAEM-118/2012
၂၂၉	05	46	October-December 2012		NAEM-119/2012
		47-54	Drop Out		
၂၃၀	08	55	January-March 2015		NAEM-120/2015
၂၃၂	08	56	April-June 2015		NAEM-121/2015
၂၃၃	08	57	July-September 2015		NAEM-122/2015
၂၃၅	08	58	October-December 2015		NAEM-123/2015
၂၃၈	09	59	January-March 2016		NAEM-124/2016
၂၃၉	09	60	April-June 2016		NAEM-125/2016
၂၃၆	09	61-62	July-December 2016		NAEM-126/2016
၂၃၇	10	63-66	January-December 2017		NAEM-127/2017
၂၃၉	11	67	January-March 2018		NAEM-128/2018
၂၃၉	11	68	April-June 2018		NAEM-129/2018
၂၅၀	11	69	July-September 2018		NAEM-130/2018
၂၅၂	11	70	October-December 2018		NAEM-131/2018
၂၅၃	12	71	January-March 2019		NAEM-132/2019
၂၅၅	12	72	April-June 2019		NAEM-133/2019
၂၅၈	12	73	July-September 2019		NAEM-134/2019
၂၅၉	12	74	October-December 2019		NAEM-135/2019
၂၅၆	13	75	January-March 2020		NAEM-136/2020
၂၅၇	13	76	April-June 2020		NAEM-137/2020
၂၅၉	13	77	July- September 2019		NAEM-138/2020
၂၅၉	13	78	October-December 2020		NAEM-139/2020
၂၈၀	14	79	January-March 2021		NAEM-140/2021
၂၈၂	14	80	April-June 2021		NAEM-141/2021
၂၈၃	14	81	July- September 2021		NAEM-142/2021

১৪৩	14	82	October-December 2021		NAEM-143/2021
১৪৪			চিরন্তন শিখা		NAEM-144/2019

ক্রমিক	Training Calendar	প্রকাশকাল	ক্রম সংখ্যা
১৪৫	Training Calendar 2003-2004	2003	NAEM-145/2003
১৪৬	Training Calendar 2004-2005	2004	NAEM-146/2004
১৪৭	Training Calendar 2005-2006	2005	NAEM-147/2005
১৪৮	Training Calendar 2006-2007	2006	NAEM-148/2006
১৪৯	Training Calendar 2007-2008	2007	NAEM-149/2007
১৫০	Training Calendar 2008-2009	2008	NAEM-150/2008
১৫১	Training Calendar 2009-2010	2009	NAEM-151/2009
১৫২	Training Calendar 2010-2011	2010	NAEM-152/2010
১৫৩	Training Calendar 2011-2012	2011	NAEM-153/2011
১৫৪	Training Calendar 2012-2013	2012	NAEM-154/2012
১৫৫	Training Calendar 2013-2014	2013	NAEM-155/2013
১৫৬	Training Calendar 2014-2015	2014	NAEM-156/2014
১৫৭	Training Calendar 2015-2016	2015	NAEM-157/2015
১৫৮	Training Calendar 2016-2017	2016	NAEM-158/2016
১৫৯	Training Calendar 2017-2018	2017	NAEM-159/2017
১৬০	Training Calendar 2018-2019	2018	NAEM-160/2018
১৬১	Training Calendar 2019-2020	2019	NAEM-161/2019
১৬২	Training Calendar 2020-2021	2020	NAEM-162/2020
১৬৩	Annual Report 2021	2021	NAEM-163/2021
১৬৪	Training Calendar 2021-2022	2021	NAEM-164/2021
১৬৫	NAEM Newsletter, January-March 2021, Vol. 14, Issue-79	2021	NAEM-165/2021
১৬৬	NAEM Newsletter, April-June 2021, Vol. 14, Issue-80	2021	NAEM-166/2021
১৬৭	NAEM Newsletter, July-September 2021, Vol. 14, Issue-81	2021	NAEM-167/2021
১৬৮	NAEM Newsletter, October-December 2021, Vol. 14, Issue-82	2021	NAEM-168/2021
১৬৯	NAEM JOURNAL, Vol. 15, Issue-1 January -June 2020, Serial NO. 29	2021	NAEM-169/2021
১৭০	NAEM JOURNAL, Vol. 15, Issue-2 July-December 2020, Serial NO. 30	2021	NAEM-170/2021
১৭১	ELT Course Curriculum	2021	NAEM-172/2021
১৭২	ELT Training Manual	2021	NAEM-173/2021
১৭৩	NAEM Research finding (2004-2022)	2022	NAEM-174/2022
১৭৪	NAEM Newsletter, January-March 2022, Vol. 15, Issue. - 83	2022	NAEM-175/2022
১৭৫	NAEM Newsletter, April-June 2022 Vol. 15, Issue-84	2022	NAEM-176/2022

Chapter- 08

Physical Well-being Program, NAEM

Physical Well-being Program

8.1 Introduction

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

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

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

8.2 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.



Participants of 165th FTC taking an oath of serving the country



Participants of 164th FTC in physical exercise at the PT ground



Participants of 170th FTC in physical exercise at the PT ground



DG, NAEM, Director (Training), CD, 170th FTC and two Physical Instructors are with the participants

8.3 Physical exercise session in the afternoon

Physical exercise session in the afternoon is also held from 4:30 to 8:30 pm every day except Friday and Saturday. Trainee teachers participate in different sports and games such

as volleyball, badminton, table tennis, chess, carom board game, and card game.

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



Participants of 23rd SSCEM training course taking part in volleyball competition



Participants of 170th FTC taking part in the volleyball competition



Participants of 170th FTC along with DG, NAEM and Physical Instructor, NAEM are in the volleyball ground

Chapter- 9
NAEM Medical Unit

NAEM Medical Unit

9.1 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.

9.2 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 below:

1. Emergency Medical Help
2. First Aid management of any medical condition
3. Free medical consultation
4. Free drugs according to need & 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. There four (04) patient beds to keep some patients under observation for few hours
13. Conducting some awareness-building activities (poster, banner) regarding any endemic/epidemic outbreak or any emergency health issues
14. Conducting 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, coordinating with the course coordinators 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 with logistic as well as other clinical support.

9.3 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.

9.4 Manpower in NAEM Medical Unit:

1. Medical Officer- 1. (Dr. Nuruzzaman)
2. Medical Assistant- 1. (Md. Kamrujjaman)

9.5 List of medicine support provided by the NAEM Medical Unit (depending on supply):

SL	Medicine		Medicine
1.	Tab. Paracetamol	18.	Inj. Sergel
2.	Tab. Pantoprazole	19.	Inj. Rolac
3.	Cap. Omeprazole	20.	Inj. Emistate
4.	Tab. Antacid	21.	Inj. Algin
5.	Tab. Domperidone	22.	Inj. Cotson
6.	Tab. Cetirizine	23.	Inj. Avil
7.	Tab. Vitamin B complex	24.	Nitromin spray
8.	Tab. Vitamin C	25.	Windel plus nebulizer solution
9.	Tab. Calcium	26.	Burna ointment
10.	Tab. Ibuprofen	27.	Viodin ointment
11.	Tab. Hyoscine Butyl Bromide	28.	Viodin solution
12.	ORS	29.	Lidocain
13.	Tab. Ciprofloxacin	30.	Voligel
14.	Tab. Metronidazole	31.	Moove spray
15.	Tab. Azithromycin	32.	Pevison cream
16.	Cap. Cefixime	33.	Micoral gel
17.	Cap. Flucloxacillin	34.	Mebendazole

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

9.6 Logistic Supports at NAEM Medical Unit:

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

9.7 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 trainees as well as the authority so that they can take initiatives smoothly. Some of them are listed below:

9.8 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 needed.
6. Regular monitoring and follow-up of both hospitalized and non-hospitalized Dengue patients
7. Provided regularly updated information about the condition of hospitalized and non-hospitalized Dengue patients to the respected authority.
8. Regularly follow-up of the condition of a hospitalized patient, sometimes physically with the Director General and the Directors of NAEM

9.9 During the Corona pandemic in FY 2021-2022:

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

1. Before starting the training after corona closure, NAEM Medical Unit attended a meeting and described the plan regarding the health risk of the participants and how to mitigate those risks
2. NAEM Medical Unit with the help of administration physically observed and selected a hostel as an ***“Isolation Center”*** for the COVID-19 positive patients among the trainees.
3. It proposed Administration to contract with ***“Sarkari Kormochari Hospital”*** for quick test facilities and other admission facilities if needed.
4. It closely monitors all the participants for any kind of health issues.
5. Participants who are suspects of COVID-19 are immediately kept in ***“Quarantine”*** and the course coordinator are informed.
6. NAEM Medical Unit facilitates in performing the COVID-19 test of suspected cases in the earliest possible time.

7. Participants who are found COVID-19 positive with mild to moderate symptoms are advised to keep themselves isolated in the ***“Isolation Center”*** of NAEM.
8. The Medical Officer and the Medical Assistant continuously follow up all the suspected and COVID-19 positive patients in the isolation center of NAEM and provide advice accordingly.
9. It provides some basic medicines for COVID-19 patients free of cost.
10. NAEM Medical Unit helped the patients who need to be hospitalized.
11. Awareness building up by conducting sessions and making a poster, a banner about CORONA VIRUS, and the safety measures by which we can prevent COVID-19.
12. NAEM Medical Unit after 14 days of every COVID-19 treatment give clearance for rejoining the sessions with COVID-19 test negative reports.
13. It maintains a register of COVID-19 suspect, positive and negative cases among the trainees and continuously inform the coordination, administration, and the Director General of NAEM.



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