

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

**10-14 October, 2021**

**Course Guidelines**



**National Agriculture Training Academy (NATA)  
Ministry of Agriculture  
[www.nata.gov.bd](http://www.nata.gov.bd)**

**Training Course**  
**on**  
**Food Processing and Preservation Techniques**  
**10-14 October, 2021**  
**Course Management**

Course Adviser : Md. Mahbub Alam  
Director General (In-charge)  
NATA, Gazipur

Course Director : Md. Mahmud Hasan  
Director (Training)  
NATA, Gazipur

Course Coordinator : Dr. Md. Mayen Uddin  
Deputy Director(Food Technology)  
NATA, Gazipur  
Cell: 01711969688

Assistant Course Coordinator Lialatul Rokshana Lima Senior Assistant Director NATA, Gazipur. Cell: 01714612029	Assistant Course Coordinator Taufikun Nahar Senior Assistant Director, NATA, Gazipur. Cell: 01790828045
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# **Introduction to National Agriculture Training Academy (NATA)**

## **1.1 The Academy**

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

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

## **1.2 Vision**

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

## **1.3 Mission**

We are pledged to achieve the shared vision through:

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

## **1.4 Functions**

NATA has been entrusted to perform the following functions:

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

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

## **1.5 Location of the Academy**

The Academy is about 25 km away from the capital city Dhaka and 3 km away from Joydevpur Chandana Chowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

## **1.6 Facilities**

### **1.6.1 Physical Facilities**

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

- Office building-4
- Training Complex-1
- Residential Building-15
- Class room- 7
- Laboratory (Subject wise technical)-4
- Plant protection museum- 1
- Conference room- 2
- Auditorium-1
- Library- 2
- Dormitory- 6
- Cafeteria- 2
- Greenhouse- 3
- Workshop-1
- Store-1
- Mosque-1

### **1.6.2. Digital Computer cum Language Lab. and IT facilities**

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

### **1.6.3 Recreational Facilities**

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

### **1.6.4 Linkage with other Training Organizations**

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

### **1.7 Evaluation**

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

### **1.8 Sessions**

Every day the session is started at 9.30 am in the morning and ends at 5:00 pm in the afternoon. There are two refreshment breaks started at 11.30 am for snacks and 5.00 pm for tea as well as lunch with prayer-break at 1.00-2.30 pm respectively. Participants are advised to attend the class in time without fail for avoiding any kinds of disciplinary action.

#### **Daily Schedule**

<b>Activities</b>	<b>Duration</b>
<b>1<sup>st</sup> Session</b>	<b>9.30-10.30</b>
<b>2<sup>nd</sup> Session</b>	<b>10.30-11.30</b>
<b>Tea Break</b>	<b>11.30-12.00</b>
<b>3<sup>rd</sup> Session</b>	<b>12.00-1.00</b>
<b>Prayer and Lunch Break</b>	<b>1.00-2.30</b>
<b>4<sup>th</sup> Session</b>	<b>2.30-3.30</b>
<b>5<sup>th</sup> Session</b>	<b>3.30-4.30</b>
<b>6<sup>th</sup> Session</b>	<b>4.30-5.00</b>
<b>Evening Tea</b>	<b>5.00-5.30</b>

### **1.9 Norms to be followed during the training**

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

# Course at a glance

## Introduction

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

## Course Objectives :

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

**Target population:** Officers (Grade-9 and above) of different organizations under Ministry of Agriculture.

**Duration of each session:** 60 minutes.

## Prerequisites of the course:

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

## Training schedule on Food Processing and Preservation Techniques

Duration: 10 -14 October, 2021

Ist Day : 10/10/2021 ( Sunday)

Time	Topics	Methods	Resource Person
08:30-09.00	Registration	-	Sadikun Nahar
09.00-09.30	Pre evaluation	-	CC/ ACC
09:30-10:15	Inaugural session	-	DG/Directors/Faculties
10:20-11:20	National Food Policy, Rules & Regulation	L&D	Prof. Dr. M. Burhan Uddin, Dept. of Food tech. & Rural Ind, BAU
11:30-12.00	Tea Break	-	Aharjoo Cafeteria
12.00-1.00	Food Processing & Preservation: Implications for Assuring Food Security	L&D	Prof. Dr. M. BurhanUddin, Dept. of Food tech. & Rural Ind, BAU
1.00-2.00	Concept on Safe and Nutritious Foods	L & D	Prof. Dr. Mohammad Gulzarul Aziz, Dept. of Food tech. & Rural Ind, BAU
2.00-3.00	Prayer and Lunch Break		Aharjoo Cafeteria
3.00-4.00	Concept on Safe and Nutritious Foods	L & D	Do
4.00-5.00	Principles and Methods of Food Preservation	L & D	Do
5.00-5:30	Evening Tea	-	Aharjoo Cafeteria
9.00-10.00	Dinner	-	Aharjoo Cafeteria

**2nd Day : 11/10/2021 ( Monday)**

<b>Time</b>	<b>Topics</b>	<b>Method</b>	<b>Resource Person</b>
<b>8.30-9.20</b>	<b>Breakfast</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.30– 10.30</b>	<b>Food Processing by Drying</b>	<b>L &amp; D</b>	<b>Dr. Md. Ayub Hossain CSO, Farm Machinery Division, BARI</b>
<b>10.30-11.30</b>	<b>Do</b>	<b>L &amp; D</b>	<b>Do</b>
<b>11.30-12.00</b>	<b>Tea Break</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>12.00-1.00</b>	<b>Traditional Food Processing and Preservation Techniques</b>	<b>L &amp; D</b>	<b>Dr. Abdullah Iqbal, Professor Dept. of Food tech. &amp; Rural Ind, BAU</b>
<b>1.00-2.30</b>	<b>Prayer and Lunch Break ( Lunch Starts at 2.00 PM)</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>2.30-3.30</b>	<b>Food Processing and Preservation by Heat Treatment</b>	<b>L &amp; D</b>	<b>Dr. Abdullah Iqbal, Professor Dept. of Food tech. &amp; Rural Ind, BAU</b>
<b>3.30-4.30</b>	<b>Overview on Washing and Cooling of Fresh Produces</b>	<b>L &amp; D</b>	<b>Md. Hafizul Haque Khan CSO, Post-Harvest Technology Division, BARI,Gazipur</b>
<b>4.30-5.00</b>	<b>Principles and Methods of Osmotic Dehydration</b>	<b>L &amp; D</b>	<b>Dr. Golam Ferdous Ahmed Chowdhury SSO, Post-Harvest Technology Division, BARI,Gazipur</b>
<b>5.00-5.30</b>	<b>Evening Tea</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.00-10.00</b>	<b>Dinner</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>

**3rd Day : 12/10/2021 (Tuesday)**

<b>Time</b>	<b>Topics</b>	<b>Method</b>	<b>Resource Person</b>
<b>8.30-9.20</b>	<b>Breakfast</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.30-10.30</b>	<b>Food Adulteration and Safety</b>	<b>L &amp; D</b>	<b>Dr. Md. Monirul Islam Director (Nutrition), BARC, Dhaka</b>
<b>10.30 –11.30</b>	<b>Use of food Additives and Preservatives</b>	<b>L &amp; D</b>	<b>Do</b>
<b>11.30-12.00</b>	<b>Tea Break</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>12.00-1.00</b>	<b>Food Preservation by Increasing Solids</b>	<b>L &amp; D</b>	<b>Dr. Golam Ferdous Ahmed Chowdhury SSO, Post-Harvest Technology Division, BARI,Gazipur</b>
<b>1.00-2.30</b>	<b>Prayer and Lunch Break (Lunch Starts at 2.00 PM)</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>2.30-3.30</b>	<b>Good Agriculture Practice (GAP) and Standard Operating Procedure (SOP) for preservation &amp; Processing of Agricultural Products</b>	<b>L &amp; D</b>	<b>Md. Mahmud Hasan Director (Training), NATA, Gazipur</b>
<b>3.30-4.30</b>	<b>Packaging and Transportation of Fresh fruits and Vegetables</b>	<b>L &amp; D</b>	<b>Md. Eskandar Hossain DD, NATA, Gazipur</b>
<b>4.30-5.00</b>	<b>Evening Tea</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.00-10.00</b>	<b>Dinner</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>

**4th Day : 13/10/2021 (Wednesday)**

<b>Time</b>	<b>Topics</b>	<b>Method</b>	<b>Resource Person</b>
<b>8.30-9.20</b>	<b>Breakfast</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.30-10.30</b>	<b>Food Processing by Frying</b>	<b>L &amp; D</b>	<b>Dr. Golam Ferdous Ahmed Chowdhury</b> <b>SSO, Post-Harvest Technology Division, BARI,Gazipur</b>
<b>10.30 –11.30</b>	<b>Overview on Minimal Processing of Fruits and Vegetables</b>	<b>L &amp; D</b>	<b>Dr. Mohammad Mainuddin Molla</b> <b>SSO, PHTD, BARI, Gazipur</b>
<b>11.30-12.00</b>	<b>Tea Break</b>		
<b>11.30-12.00</b>	<b>Preparation of Jam/Jelly/Marmalade</b>	<b>Practical</b>	<b>Dr. Mohammad Mainuddin Molla</b> <b>SSO, PHTD, BARI, Gazipur</b>
<b>12.00-1.00</b>	<b>Overview on Minimal Processing of Fruits and Vegetables</b>	<b>Practical</b>	<b>Dr. Mohammad Mainuddin Molla</b> <b>SSO, PHTD, BARI, Gazipur</b>
<b>1.00-2.30</b>	<b>Lunch Break</b>		
<b>2.30-3.30</b>	<b>Preparation of Fried Products</b>	<b>Practical</b>	<b>Dr. Golam Ferdous Ahmed Chowdhury</b> <b>SSO, Post-Harvest Technology Division, BARI,Gazipur</b>
<b>4.30-5.00</b>	<b>Evening Tea</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.00-10.00</b>	<b>Dinner</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>

**5th Day: 14/10/2021 (Thursday)**

<b>Time</b>	<b>Topics</b>	<b>Method</b>	<b>Resource Person</b>
<b>8.30-9.20</b>	<b>Breakfast</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>9.30-10.30</b>	<b>Fermentation as the Methods of Food processing and preservation</b>	<b>L &amp; D</b>	<b>Dr. Md. Shahjahan Professor , Zarman University, Gazipur</b>
<b>10.30-11.30</b>	<b>Pickling (Practical)</b>	<b>Practical</b>	<b>Do</b>
<b>11.30-12.00</b>	<b>Tea Break</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>12.00-1.00</b>	<b>Pickling (Practical)</b>	<b>Practical</b>	<b>Dr. Md. Shahjahan Professor , Zarman University, Gazipur</b>
<b>1.00-2.00</b>	<b>Prayer and Lunch Break( Lunch Starts at 2.00 PM)</b>	<b>-</b>	<b>Aharjoo Cafeteria</b>
<b>2.00-3.00</b>	<b>Sustainable Development Goals (SDG) And NIS</b>	<b>L &amp; D</b>	<b>Abul Kalam Azad DD (Agriculture Extension), NATA, Gazipur</b>
<b>3.00-4.00</b>	<b>Causes of Food Spoilage and Remedies</b>	<b>L &amp; D</b>	<b>Dr. Md. Mayen Uddin DD( Food Technology), NATA, Gazipur</b>
<b>4.00-4.30</b>	<b>Post Evaluation &amp; Course Evaluation</b>		<b>CC/ACC/Participants</b>
<b>4.00-5.00</b>	<b>Awarding of Certificate &amp; Closing Session</b>		<b>DG/Directors/Faculties/CC</b>

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

**List of Resource Speaker**

<b>SL No.</b>	<b>Name</b>	<b>Designation</b>	<b>Organization</b>	<b>e-mail and mobile No.</b>
<b>1</b>	<b>Dr. Md. Burhan Uddin</b>	<b>Professor</b>	<b>Dept. of Food tech. &amp; Rural Ind, BAU</b>	<b>01711-110509 burhan.ftri@bau.edu.bd/ burhan992003@yahoo.com</b>
<b>2</b>	<b>Dr.Md.Gulzarul Aziz</b>	<b>Professor</b>	<b>Dept. of Food tech. &amp; Rural Ind, BAU</b>	<b>01631-748866 aziz_ftri@bau.edu.bd</b>
<b>3</b>	<b>Dr. Md. Abdullah Iqbal</b>	<b>Professor</b>	<b>Dept. of Food tech. &amp; Rural Ind, BAU</b>	<b>iqbal21155@bau.edu.bd</b>
<b>4</b>	<b>Dr. Md. Monirul Islam</b>	<b>Director (Nutrition)</b>	<b>BARC, Dhaka</b>	<b>01777-686866 dmmislam@yahoo.com</b>
<b>5</b>	<b>Md. Hafizul Haque Khan</b>	<b>CSO</b>	<b>Post-Harvest Technology Division,BARI, Gazipur</b>	<b>01556-631691 hafiz_hkhan@yahoo.com</b>
<b>6</b>	<b>Dr. Golam Ferdous Ahmed Chowdhury</b>	<b>SSO</b>	<b>Post-Harvest Technology Division, BARI,Gazipur</b>	<b>ferdous613@gmail.com</b>
<b>7</b>	<b>Dr. Md. Mayeen Uddin</b>	<b>Deputy Director</b>	<b>NATA,Gazipur</b>	<b>01711-969688 mayen.dae85@yahoo.com</b>
<b>8</b>	<b>Dr. Md. Ayub Hossain</b>	<b>CSO</b>	<b>Farm Machinery Division, BARI,Gazipur</b>	<b>01716-979034 mahossain.fmpe@gamil.com</b>

<b>SL No.</b>	<b>Name</b>	<b>Designation</b>	<b>Organization</b>	<b>e-mail and mobile No.</b>
<b>9</b>	<b>Md. Mahmud Hasan</b>	<b>Director (Training)</b>	<b>NATA,Gazipur</b>	<b>01817-066613 mahamudhassandae@gmail.com</b>
<b>10</b>	<b>Dr. Mohammad Mainuddin Molla</b>	<b>SSO</b>	<b>PHTD,BARI, Gazipur</b>	<b>mainuddinmolla@yahoo.com 01712-231121</b>
<b>11</b>	<b>Abul Kalam Azad</b>	<b>Deputy Director</b>	<b>NATA,Gazipur</b>	<b>01940-652412 azadipm@gmail.com</b>
<b>12</b>	<b>Dr. Shahjahan Ali</b>	<b>Professor</b>	<b>German University, Gazipur</b>	<b>shah_phd@yahoo.com 01716-174288</b>
<b>13</b>	<b>Md. Eskandar Hossain</b>	<b>Deputy Director</b>	<b>NATA,Gazipur</b>	<b>01938-615225 eskandarhossain@yahoo.com</b>

## NATA FACULTY MEMBERS

Photo	Name & Designation	Phone/Cell/ E-mail
	Md. Mahabub Alam Director General (In-charge)	02-49272104 01718-556100 dgnata14@gmail.com
	Md. Mahmud Hasan Director (Training)	01817-066613 mahamudhassandae@gmail.com
	Mahmudul Hasan Director Admin (In-charge)	01715-101818 hasandae@yahoo.com
	Mahmudul Hasan Deputy Director ( Admin & Support Service)	01715-101818 hasandae@yahoo.com
	Dr. Md. Mayen Uddin Deputy Director (Food Technology)	01711-969688 mayen.dae85@yahoo.com
	Md. Rafiqul Islam Deputy Director (Agril. Machinery & Water Management)	01718-970041 badal.rafiqul@gmail.com
	Dr. Md. Jamal Uddin Deputy Director (Plant Pathology)	01712-272859 jamaldae@yahoo.com

	<p>Abu Syed Md. Jobaydul Alam</p> <p>Deputy Director (Genetics &amp; Plant breeding)</p>	<p>01712-603248</p> <p>shaheenbindo@gmail.com</p>
	<p>Mohammad Abdul Hamid</p> <p>Deputy Director (Soil Science)</p>	<p>01712-943514</p> <p>mabdulhamid1972@gmail.com</p>
	<p>Abul Kalam Azad</p> <p>Deputy Director (Agril.Ext.&amp; Rural Economic)</p>	<p>01940-652412</p> <p>azadipm@gmail.com</p>
	<p>Md. Eskandar Hossain</p> <p>Deputy Director (Agronomy)</p>	<p>01938-615225</p> <p>eskandarhossain@yahoo.com</p>
	<p>Nilufa Aktar</p> <p>Deputy Director (Planning &amp; Publication)</p>	<p>01719-174775</p> <p>nilufaa@yahoo.com</p>
	<p>Mst. Sharmin Akhter</p> <p>Deputy Director (Agroforestry &amp; Environment)</p>	<p>01711-736571</p> <p>slaboni1980@gmail.com</p>
	<p>Md. Saiful Islam</p> <p>Senior Assistant Director (Horticulture Crop Disease)</p>	<p>01710-511175</p> <p>saiful.dae@gmail.com</p>
	<p>Tahazul Islam</p> <p>Senior Assistant Director (Cereal &amp;Cash Crop)</p>	<p>01717-287940</p> <p>tahazul@yahoo.com</p>

	Md. Sharif Iqbal Senior Assistant Director (Flower & Fruit)	01716-986339 sharif_dae27@yahoo.com
	Mahmuda Haque Senior Assistant Director (Genetics & Plant Breeding)	01718425311 mahmudahuq15@gmail.com
	Shamsun Nahar Senior Assistant Director (Field Crop Diseases)	01717-376172 shamsun27@gmail.com
	Md. Aklimuzzaman Senior Assistant Director (Pulse & Oil Crops)	01719-303797 akzaman237@yahoo.com
	Banani Karmaker Senior Assistant Director (Soil Physics)	01674866673 bananikarmaker@gmail.com
	Md. Anowarul Islam Juwel Senior Assistant Director (Agriculture extension)	01710-586075 juwelbau@gmail.com
	Mousumi Paul Senior Assistant Director (Biotechnology)	01712-680844 mplbcsag31@gmail.com
	Lialatul Rokshana Lima Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com

	Naima Sultana Senior Assistant Director (Agriculture Economics)	01716-245663 naimasultana2888@gmail.com
	Umme Habiba Senior Assistant Director (Vegetables & Spices)	01913-834183 ummeyhabiba1981@gmail.com
	Taufikun Nahar Senior Assistant Director (Food Processing Technology)	01790-828045 taufikun.nahar2913@gmail.com
	Shamima Akter Senior Assistant Director Environment & Agroforestry)	01717-417316 shamaraihan1549@gmail.com
	Md. Shahinul Islam Senior Assistant Director (Field Crop Pest)	01745-997741 shahinul_bsmrau02@yahoo.com
	Sharmin Sultana Senior Assistant Director (Horticulture Crop Disease)	01725-005287 sharminlabony325@gmail.com
	Tahmina Sultana Senior Assistant Director (Agricultural Machinaries & Water Mangement)	01723-007929 muna3160dae@gmail.com
	Sumaya Sharmin Publication Officer	01738-135204 sumayabau@gmail.com

	<p>Md. Shahiduzzaman shubho Medical Officer</p>	<p>01763-037171 shubho.415@gmail.com</p>
	<p>Lupu Rahman Librarian</p>	<p>01769-090390 lupu05du@gmail.com</p>

