

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

13-17 January 2019

Course Guidelines



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

Training Course
on
Food Processing and Preservation Techniques

13-17 January 2019

Course Management

Course Adviser : Dr. Md. Abu Sayeed Miah
Director General (In-charge)
NATA, Gazipur

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

Asst. Course Coordinator: 1. MD. Eskander Hossain
Senior Assistant Director
NATA, Gazipur

2. Nilufa Akter
Senior Assistant Director
NATA, Gazipur

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Introduction to National Agriculture Training Academy (NATA)

1.1 The Academy

National Agriculture Training Academy (NATA) is the apex training academy 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-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorum-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1

1.6.2. Digital Computer cum Language Lab. and IT facilities

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

1.6.3 Recreational Facilities

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

1.6.4 Linkage with other Training Organizations

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

1.7 Evaluation

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

1.8 Sessions

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

Daily Schedule

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

1.9 Norms to be followed during the training

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

Course at a glance

Introduction

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

Course objectives :

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

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

Duration of each session: 60 minutes.

Prerequisites of the course:

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

Training schedule

Duration: 13-17 January 2019

Ist Day : 13/01/2019

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

2nd Day : 14/01/2019

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

3rd Day : 15/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Food Preservation by increasing solids	L&D	Dr. MD. Miaruddin, CSO, Post-harvest Technology Division, BARI

10:00 –11.00	Preparation of Jam/Jelly/Marmalade	Practical	Do
11:00-11:15	Tea Break		
11:15-12:15	Food Processing by Frying	L&D	Dr. Golam Ferdous Ahmed Chowdhury, SSO, Post-harvest Division, BARI
12:15-01:15	Preparation of fried products	Practical	Do
01:15 - 02:30	Prayer and lunch break		
02:30-03:30	Fermentation as the methods of food processing and preservation	L & D	Dr. Md. Shahjahan Vising professor BSMAU, Gazipur
03:30-04:30	Overview on Minimal Processing of Fruits and Vegetables	Practical	Dr. Taslima Ayesha Akter Nasrin SSO, Horticulture Division, BARI
04:30-04:45	Tea Break		

4th Day : 16/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Food Processing and Preservation by Heat Treatments	Lecture	Amdadul Hoque, Associate Professor Dept. Agroprocessing, BSMAU, Gazipur
10:00 –11.00	Modern Techniques in Food Processing	Lecture	Do
11:00-11:15	Tea Break		
11:15-12:15	Food Processing by Drying	L & D	Dr. Md. Ayub Hossain CSO, Farm Machinery Division, BARI
12:15-01:15	Food Processing by drying	L & D	Do
01:15 - 02:30	Prayer and lunch break		
02:30-08:30	Field Visit (BARI, Aarong Dairy, BRAC, Bangobondhu safari Park)		

5th Day: 17/01/2019

Time	Topics	Method	Resource person
09:00 - 10:00	Food & Nutrition situation in BD	L & D	Dr. Delowar Hossain Mojumder DD, NATA
10:00 –11.00	Overview on Washing and Cooling of fresh produces	L & D	Md. HafizulHaque Khan PSO, Post-harvest Technology Division, BARI
11:00-11:15	Tea break		
11:15-12:15	Good Manufacturing Practices	L & D	Maruf Ahmed, Head of Q/C, PRAN RFL
12:15-01:15	Good Manufacturing Practices	L & D	Do
01:15 - 02:30	Lunch and prayer		

02:30-03:30	Pickling	Practical	Dr. Md. Shahjahan Vising professor BSMAU, Gazipur
03:30-04:30	Do	Practical	Do
04:30-05:00	Concluding session		Co-coordinator

List of Resource Speaker

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

List of Participants

SL.	Name	Designation, Posting place & Organization	Mobile	email
1.	MURSALEEN ZEBIN TURIN	Scientific Officer, BIRTAN, Shirajgonj	01723672192	turinbsmrau@gmail.com
2.	MD. SHAMSUZZOHA	Scientific Officer, BIRTAN, Pirgonj, Rangpur	01729814236	kbdzoha@gmail.com
3.	FARJANA SIMI	Scientific Officer, BIRTAN, Barishal	01712678047	farjana@birtan.gov.bd
4.	SONIA SARMIN	Scientific Officer, BIRTAN, Jhenaidah	01738573181	sharmin@birtan.gov.bd
5.	MUHAMMAD OMAR FARUQUE	Scientific Officer, BIRTAN, Noakhali	01675009943	omarbau07@gmail.com
6.	DR. MAHBUBA KANIZ HASNA	Senior Scientific Officer, BINA, Mymensingh	01713357095	kaniz69@yahoo.com
7.	DR. MD. SHAMSUL ALAM	Senior Scientific Officer, BINA, Mymensingh	01711124722	mithuhort@yahoo.com
8.	SADIA AFRIN JUI	Scientific Officer, BJRI, Dhaka	01768665456	sadiabsmru@gmail.com
9.	MAHMUDA HUQ	Additional Deputy Director (Admin & finance), SCA, Gazipur	01718-425311	mahmudahuq15@gmail.com
10.	AHMED RASHED-UN-NABI	Agriculture Extension Officer, DAE, Boda, Panchagarh	01724-886073	md.alamgirhossain78@yahoo.com
11.	MD. MARUF HOSSAIN	Agriculture Extension Officer, DAE, Haripur, Thakurgaon	01718140365	ahmedshuvo513@gmail.com
12.	MD. MOSHIUR RAHAMAN	Agriculture Extension Officer, DAE, Bochaganj, Dinajpur	01744635594	haripurdae@gmail.com
13.	MD. UZZAL HOSSSEN	Agriculture Extension Officer, DAE, Lohagara, Chattogram	01763466658	moshiur.bau@gmail.com
14.	SHYAMAL CHANDRA SARKER	Agriculture Extension Officer, DAE, Banskhali, Chattogram	01754818831	uaolohagora@dae.gov.bd
15.	SHAMIMA YESMIN	Agriculture Extension Officer, DAE, Aditmari, Lalmonirhat	01515615228	uaobanshali@dae.gov.bd
16.	MD AMZED HOSSAIN CHOWDHURY	Agriculture Extension Officer, DAE, Titas, Cumilla	01764975517	yesminrani32@gmail.com
17.	TANJILUL HASAN	Agriculture Extension Officer, DAE, Barguna Sadar, Barguna	01876070177	amzad.dae@gmail.com
18.	MAIN UDDIN AHMED	Agriculture Extension Officer, DAE, Laksam, Cumilla	01935449556	ddaebarguna@gmail.com
19.	MT. MIMI TALUKDAR	Assistant Director, Horticultural Development Centre, BADC, Rajshahi	01714435804	uao.laksham@gmail.com
20.	FARIA HOSSAIN SHANTA	Scientific Officer, BSRI, Sirajgonj	01740784179	mimitalukdar04@gmail.com
21.	MD. JAHIDUL ISLAM	Assistant Director, DAM, Khamarbari, Dhaka	01726234436	fsshanta_bau@hotmail.com
22.	DR. NILUFA FERDOUS	Senior Scientific Officer, GQN Division, BRRI, Gazipur	01723382914	adfs@dam.gov.bd
23.	DR. MD. MOSTAQUE AHMED	Senior Scientific Officer, Spices Research Sub-Centre, BARI, Lalmonirhat	01556302970	nilufa.ferdous.nm@gmail.com
24.	MST. SHAMSUN	Scientific Officer, Spices	01716314702	lalinsrsc@yahoo.com

SL.	Name	Designation, Posting place & Organization	Mobile	email
	NAHER	Research Centre, BARI, Shibganj, Bogura		
25.	MD. NURUL AMIN	Scientific Officer, BSPC, BARI, Debigonj, Panchagarh	01746174298	mahmud.nahar@yahoo.com
26.	MD. ZAKARIA MASUD	Scientific Officer, BSPC, BARI, Debigonj, Panchagarh	01774604295	nurul01141@yahoo.com
27.	ASHFAK AHMED SABUZ	Scientific Officer, Postharvest Technology Division, BARI, Gazipur	01736683788	zmasudbari@gmail.com
28.	LIALATUL ROKSHANA LIMA	Senior Assistant Director, NATA, Gazipur	01717805414	ashsabuz@gmail.com
29.	MOSTOFA HASAN IMAM	Agriculture Extension Officer, DAE, Ishwardi, Pabna	01714612029	limalgeb@gmail.com
30.	MD. ALAMGIR HOSSAIN	Seed Analyst, Regional Seed Certification Office, SCA, khulna	01717722710	hasan35878@gmail.com

NATA FACULTY MEMBERS

Photo	Name & Designation	Phone/Cell/ E-mail
	Dr. Md. Abu Sayeed Miah Director General (In-charge)	01712-024623 sayeedplp@gmail.com
	Dr. Md. Abdus Salam Director (Administration)	02-9263143 01711-459458 masalam1250@gmail.com
	Md. Jakir Hossain Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
	Dr. Md. Shariful Islam Deputy Director (Agronomy)	01743-051115 mshariful60@yahoo.com
	Dr. Md. Delwar Hossain Mazumder Deputy Director (Agril. Ext. & Rural Economy)	01552-426576 01815-597304 dhossain1960@yahoo.com
	Ranjit Kumar Pal Deputy Director (Agril. Machinery & Water Management)	01818-600706 ranjitrkpb@gmail.com

	Md. Mahmud Hasan Deputy Director (Horticulture)	01817-066613 mahamudhassandae@gmail.com
	Md. Jamal Uddin Deputy Director (Entomology)	01718-214607 jamaluddin6257@yahoo.com
	Anowara Akhter Deputy Director (Environment & Agroforestry)	01918-023360 anowaraakhter@yahoo.com
	Mahmudul Hasan Project Director	01715-101818 hasandae@yahoo.com
	Dr. Md. Akhlas Uddin Deputy Director (Planning and Publication)	01716-257354 akhlas.uddin@yahoo.com
	Dr. Md. Mayen Uddin Deputy Director (Food Technology)	01711-969688 mayen.dae85@yahoo.com
	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service)	02-49261075 01552-495564 sayedur.63@gmail.com
	Dr. Md. Golam Mostafa Senior Assistant Director (Environment & Agroforestry)	01814-849190 mazed13th.dae@gmail.com
	Dr. Md. Abdul Mazed Senior Assistant Director (Horticulture Crop Pest)	01712-803348 kdbmostafa@gmail.com
	KhabirunNahar Senior Assistant Director (Pulse & Oil Crops)	01733-995286 naharkhabirun@yahoo.com
	Mst. MushfiqaHasneenChowdhury Senior Assistant Director (Soil Physics)	01716-972977 mushfiqa21@yahoo.com
	Abul Kalam Azad Senior Assistant Director (Farm Machinery and Water Management)	01940-652412 azadipm@gmail.com

	Jharna Begum Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com
	Md. Eskandar Hossain Senior Assistant Director (Vegetables & Spices)	01938-615225 eskandarhossain@yahoo.com
	Nilufa Aktar Senior Assistant Director (Food Processing Technology)	01719-174775 nilufaa@yahoo.com
	Mist. Sharmin Akhter SAD (Horticulture Crop Pest)	01711-736571 slaboni1980@gmail.com
	Md. Saiful Islam Senior Assistant Director (Horticulture Crop Disease)	01710-511175 saiful.dae@gmail.com
	Tahazul Islam Senior Assistant Director (Cereal & Cash Crop)	01717-287940 tahazul@yahoo.com
	Sharmin Jui SAD (Biotechnology)	01670-709313 shrmn_jui@yahoo.com
	Hafsha Khatun SAD (Genetics & Plant breeding)	01721-670789 hafshahappy@yahoo.com
	Most. Nurnahar Senior Assistant Director (Flower & Fruit)	01712-672804 nrstdae2011@gmail.com
	Md. Anowarul Islam Jewel Senior Assistant Director (Agriculture extension)	01710-586075 juwelbau@gmail.com
	Lialatul Rokhsana Lima Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com



Sumaya Sharmin
Publication Officer
NATA, Gazipur

01738135204
sumayabau@gmail.com