



**Training Course
on
Advanced ICT Management**

1-15 October 2018

Course Guidelines

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

Training Course onAdvanced ICT Management

1-15 October 2018

Course Management

Course Adviser : Dr. Md. Abu Sayeed Miah
& Director General (In-charge)
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Expectation

Participants shall.....

....be increased their knowledge and strengthened the capacity on ICT

Dr. Md. Abu Sayeed Miah
Director General (In-charge)
NATA, Gazipur
and
Course Advisor & Course Director



.... beable to increase efficiency on ICT.

Jharna Begum
Senior Assistant Director
(Field Crop Pest)
NATA, Gazipur
and
Course Coordinator



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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

The 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 for 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 JoydevpurChandanaChowrasta 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 MujiburRahman 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 in the class in time without fail for avoiding any kinds of disciplinary action.

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

National Agriculture Training Academy (NATA) is the apex training academy under the Ministry of Agriculture (MoA). NATA organizes training programs on the basis of the needs of 16 organizations under the MoA. At present, Advanced ICT Management is crucial demand for

an organization to run smoothly its functions. To meet up the special needs of the personnel of different organizations under the MoA, NATA has designed this training course. From this training course, the participants will be equipped with intellectual inputs and necessary skills which will be helpful for their organizations to perform ICT management functions efficiently.

Course objectives:

1. To improve the participants skills in preparing and analyzing ICT tools and apply the regarding ICT knowledge in day to day works;
2. To develop advanced knowledge and skill on elemental ICT skills, e-Governance, Internet and Connectivity, website/web portal, e-services, mobile computing and GIS in agriculture etc.;
3. To develop knowledge on government contemporary issues for sustainable development.

Target population: Basic ICT experienced 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; and
- Cell phone must be kept in silent mode.

Course Content

Module-1 : Elemental ICT Skill and e-Governance for Development

- Topics: 1. ICT Legal Framework in Bangladesh
2. Advanced MS Excel
 3. Advanced Multimedia Presentation: Mode of Presentation, Handling animation and multi-media files in PowerPoint
 4. Concept of databases and their management: Presentation and Use MS Access
 5. e-Governance: Its Components, Strategies and Challenges
 6. e-Services at District, Upazila and Union Levels: Administrative and Regulatory Provisions, Digital Centers and its activities in Bangladesh.
 7. Safe and responsible use of computer: Ergonomics, Cyber Security, Virus and Malware Protection, Routine Maintenance and updates.
 8. Registration and Tendering Process in e-GP system

Module 2: Website and Web Portal Management

- Topics: 9. Planning and Designing of Web Portal
10. Content Preparation for Web Portal
 11. Uploading and Updating of Web Portal
 12. Design and Development of Webpage
 13. Website Development using Word press
 14. Domain Hosting

Module 3: e-Filing

- Topics: 15. ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারণা
16. ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরওয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা, ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা
 17. ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির ধরন তৈরি, নথি তৈরি, নথিতে অনুমতি দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা), নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক দেখা
 18. ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা
 19. নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ

Module 4: Mobile Computing and GIS in Agriculture

Topics: 20. Importance and using techniques of Mobile Apps developed by different organizations

21. Preparation of Mobile responsive offline website

22. Preparation and Presentation of Geospatial Data in Maps using Free & Open Source Software (FOSS)

23. Installation & usage of GoogleEarth Pro for digitizing and visualizing of geodata

24. Capturing and extracting GeoPhotos and GeoLocations using smart devices (e.g. android phones) and processing and visualizing them in QGIS and GoogleEarth Pro

Module 5: Use of Essential Software

Topics: 25. Use of Survey Monkey, Google Form and Google Drive

26. Application of Windows Movie Maker

27. Video Clip and Video Editing

28. Digital Photography and Introducing Photoshop

29. Preparation of Passport size photo and banner by Photoshop

30. Preparation of Animation using Photoshop

31. Preparation of e-Book

Module 6: Contemporary Issues

Topics: 32. Ethics in Public Service Delivery

33. Application of National Integrity Strategy (NIS)

34. Sustainable Development Goal (SDG)

Class Schedule

Time, day & date	09.00-10.00 1st Session	10.15-11.15 2nd Session	11.45-12.45 3rd Session	2.00-3.00 4th Session	3.00-4.00 5th Session
Monday 01-10-18	<p>9:00-9:30 Reg. & Pre-test Mst. IrinParvin and SharminAkhter</p> <p>9:30-10:00 Course Inauguration DG, Directors (Training & Administration)</p>	<p>ICT Legal Framework in Bangladesh</p> <p>Md. Anwar Hossain Chief Executive officer, Spinotech Universal, Dhaka</p>	<p>Continued</p> <p>Md. Anwar Hossain</p>	<p>Safe and responsible use of computer: Ergonomics, Cyber Security, Virus and Malware Protection, Routine Maintenance and updates.</p> <p>Md. Anwar Hossain</p>	<p>Continued</p> <p>Md. Anwar Hossain</p>
Tuesday 02-10-18	<p>e-Services at District, Upazila and Union Levels: Administrative and Regulatory Provisions, Digital Centers and its activities in Bangladesh.</p> <p>MustainBillah, DS, ICT Division</p>	<p>e-Governance: Its Components, Strategies and Challenges, Cyber Security awareness</p> <p>MustainBillah</p>	<p>Continued</p> <p>MustainBillah</p>	<p>Importance and using techniques of Mobile Apps developed by different organizations</p> <p>Muhammad ShahadatHossainSiddiquee, Sr. Asst. Director, NATA</p>	<p>Continued</p> <p>Muhammad Shahadat</p>
Wednesday 03-10-18	<p>Use of Survey Monkey, Google Forms, Google Drive and Google Calendar</p> <p>Animesh Chandra Bain National Consultant A2i, PMO</p>	<p>Continued</p> <p>Animesh Chandra Bain</p>	<p>Application of Windows Movie Maker</p> <p>Animesh Chandra Bain</p>	<p>Video clip and video editing</p> <p>Animesh Chandra Bain</p>	<p>Continued</p> <p>Animesh Chandra Bain</p>

Time, day & date	09.00-10.00 1st Session	10.15-11.15 2nd Session	11.45-12.45 3rd Session	2.00-3.00 4th Session	3.00-4.00 5th Session
Thursday 04-10-18	Ethics in public service delivery Mir NurulAlam Director (Planning, Project Implementation and ICT wing), DAE	Application of National Integrity Strategy (NIS) Mir NurulAlam	Concept of databases and their management: Presentation and Use MS Access Mohammad Abdul Kader, Junior Instructor, RPATC, Dhaka	Continued Mohammad Abdul Kader	Continued Mohammad Abdul Kader
Saturday 06-10-18	Website Development using Word press Md. RasidulHasan, Associate Professor, BSMRAU, Gazipur	Continued Md. RasidulHasan	Continued Md. RasidulHasan	Domain Hosting Md. RasidulHasan	Continued Md. RasidulHasan
Sunday 07-10-18	Digital Photography and Introducing Photoshop PankajSikder Photography Officer BARI, Gazipur	Preparation of Passport size photo and banner by Photoshop PankajSikder	Continued PankajSikder	Preparation of Animation using Photoshop Muhammad ShahadatHossainSiddiquee, Sr.Asst.Director NATA	Continued Muhammad Shahadat
Monday 08-10-18	Preparation and Presentation of Geospatial Data in Maps using Free & Open Source Software (FOSS) Dr. Md. GolamMahboob, SSO, BARI, Gazipur	Continued Dr. Md. GolamMahboob	Continued Dr. Md. GolamMahboob	Installation & usage of GoogleEarth Pro for digitizing and visualizing of geodata Kowshik Kumar Saha SO, ASICT Division BARI, Gazipur	Capturing and extracting GeoPhotos and GeoLocations using smart devices (e.g. android phones) and processing and visualizing them in QGIS and GoogleEarth Pro Kowshik Kumar Saha
Tuesday 09-10-18	Preparation of e-Book Sheikh Abu Hasan, JBO, BANSDOC, Dhaka	Continued Sheikh Abu Hasan	Continued Sheikh Abu Hasan	Continued Sheikh Abu Hasan	Practice Sheikh Abu Hasan

Time, day & date	09.00-10.00 1 st Session	10.15-11.15 2 nd Session	11.45-12.45 3 rd Session	2.00-3.00 4 th Session	3.00-4.00 5 th Session
Wednesday 10-10-18	Registration and Tendering Process in e-GP system Dr. Md. SayedurRahman, DD (Administration)	Sustainable Development Goal (SDG) Munshi Mohammad HedayetUllah DG, NATA	Orientation of Bangabudhu Satelite-1	GIS lab visit at BARI, Gazipur	GIS lab visit at BARI, Gazipur
Thursday 11-10-18	Planning and Designing of Web Portal ShishirRanjan Roy Cunsultant-MIS/ICT A2i, PMO	Content Preparation for Web Portal ShishirRanjan Roy	Uploading and Updating of Web Portal ShishirRanjan Roy	Design and Development of Webpage ShishirRanjan Roy	Continued ShishirRanjan Roy
Saturday 13-10-18	Advanced Multimedia Presentation: Mode of Presentation, Handling animation and multi-media files in PowerPoint Md. Jashim Uddin, Assistant Director, RPATC, Dhaka	Continued Md. Jashim Uddin	Continued Md. JashimUddin	Advanced MS Excel Md. Jashim Uddin	Continued Md. JashimUddin
Sunday 14-10-18	Preparation of mobile responsive offline website Muhammad ShahadatHossainSiddiquee, Sr. Asst. Director, NATA	Continued Muhammad ShahadatHossainSiddiquee	Continued Muhammad ShahadatHossainSiddiquee	ই-ফাইল (নথি) সিস্টেমের পরিচিতি, সিস্টেমে লগইন ও প্রোফাইল ব্যবস্থাপনা, নাগরিক কর্ণার বিষয়ে ধারণা Jharna Begum Sr. Asst. Director, NATA Gazipur	ডাক আপলোড (নাগরিক/দাপ্তরিক), ডাক ফরওয়ার্ড করা, ডাক ট্র্যাকিং, প্রেরিত ডাক দেখা, ডাক নিষ্পত্তি করা, ডাক নথিতে পেশ করা, অনুচ্ছেদ লেখা, পরবর্তী প্রাপককে পাঠানো, প্রেরিত নথি দেখা Jharna Begum
Monday 15-10-18	ই-ফাইল (নথি) সিস্টেমে নথি তৈরি (নথির ধরন তৈরি, নথি তৈরি, নথিতে অনুমতি দেওয়া ও পূর্বে তৈরিকৃত নথি সম্পাদনা করা), নথিতে সিদ্ধান্ত দেওয়া, ডাক নথিজাত করা, নথিজাত করা ডাক দেখা Dr. Md. SayedurRahman, DD (Administration)	ই-ফাইল (নথি) সিস্টেমে খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ, সার সংক্ষেপ তৈরি, নথি নিষ্পত্তি করা Dr. Md. SayedurRahman	নোটশীটে বিভিন্ন ধরনের (পূর্বের পত্র, আইন-কানুন, বিধি বিধান ইত্যাদি) সংযুক্তি প্রদান, খসড়া পত্র তৈরি, পত্রের ভাঙ্গন, পত্র সম্পাদনা ও পত্রজারীকরণ Dr. Md. SayedurRahman	Post Evaluation Mst. IrinParvin and SharminAkhter	Closing Ceremony

Tea Break: 11.15-11.45 am

Lunch and Prayer Break: 12.45 – 1.45 pm.

This schedule may be changed due to unavoidable circumstances.

FACULTY MEMBERS of NATA

Photo	Name & Designation	Phone/Cell/ E-mail
	Dr. Md. Abu Sayeed Miah Director General (In-charge)	01712-024623 sayeedplp@gmail.com
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	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
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	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. Abdul Mazed Deputy Director (LR)	01814-849190 mazed13th.dae@gmail.com
	Dr. Md. Golam Mostafa Senior Assistant Director (Environment & Agroforestry)	01712-803348 kbdmostafa@gmail.com
	Khabirunnahar Senior Assistant Director (Pulse & Oil Crops)	01733-995286 naharkhabirun@yahoo.com
	Mst. Mushfiqua Hasneen Chowdhury Senior Assistant Director (Soil Physics)	01716-972977 mushfiqua21@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
	A.K.M. Amdadul Hoque Senior Assistant Director (Horticulture Crop Disease)	01720-364979 amdadhoque74@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 Senior Assistant Director (Horticulture Crop Pest)	01711-736571 slaboni1980@gmail.com
	Tahazul Islam Senior Assistant Director (Cereal & Cash Crop)	01717-287940 tahazul@yahoo.com
	Sharmin Jui Senior Assistant Director (Biotechnology)	01670-709313 shrmn_jui@yahoo.com
	Mst. Irin Parvin Senior Assistant Director (Field Crop Disease)	01727-249448 irin.dae28@gmail.com
	Muhammad Shahadat Hossain Siddiquee Senior Assistant Director (Agriculture Economics)	01753-896598 muhammadsiddiquee@gmail.com
	Hafsha Khatun Senior Assistant Director (Genetics & Plant Breeding)	01721-670789 hafshahappy@yahoo.com
	Most. Nurnahar Senior Assistant Director (Flower & Fruit)	01712-672804 nrsdae2011@gmail.com
	Md. Anowarul Islam Jewel Senior Assistant Director (Agriculture extension)	01710-586075 juwelbau@gmail.com
	Lailatul Rokhsana Lima Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com

List of Resource Personnel

Sl. No.	Name	Designation and Address	Mobile	e-mail
1	Mir NurulAlam	Director (Planning, Project Implementation and ICT wing), DAE	01755-507728	mirnurulalam.dae@gmail.com
2	Munshi Mohammad HedayetUllah	Director General, NATA	01711193834	Hedayetullah59@gmail.com
3	Md. RasidulHasan,	Associate Professor, BSMRAU, Gazipur	01713313659	roshidul.hasan@gmail.com
4	Md. Anwar Hossain	Chief Executive officer Spine tech Universal Ltd. Dhaka	01730007789	msanwar@spinetechuniversal.com
5	Dr. Md. SayedurRahman	Deputy Director (Admin & Support Service)	01552495564	sayedur.63@gmail.com
6	MustainBillah,	DS, ICT Division	01752039572	Mustain15166@gmail.com
7	ShishirRanjan Roy	Consultant-MIS/ICT a2i, PMO	01786266087	shishir58.bd@gmail.com
8	Animesh Chandra Bain	National Consultant a2i, PMO	01913509712	animeshwp@gmail.com
9	Dr. Md. GolamMahboob	Senior Scientific Officer, BARI, Gazipur	01816194986	golam.mahboob@gmail.com
10	Md. ShahadatHossainSiddique	Senior Assist. Director (Agril Economics), NATA, Gazipur	01753896598	muhammadsiddique@gmail.com
11	Kowshik Kumar Saha	SO, ASICT Division BARI, Gazipur	01718883564	kksaha.bari@gmail.com
12	Md. Jashim Uddin	Assistant Director, RPATC, Dhaka	01712183228	uddin-jashim_1963@yahoo.com
13	Mohammad Abdul Kader	Junior Instructor, RPATC, Dhaka	01717299645	Akader782010@gmail.com
14	PankajSikder	Photography Officer, BARI, Gazipur	01711357143	pankajig@gmail.com
15	Sheikh Abu Hasan	JBO, BANSDOC, Dhaka	01748620240	villageit@yahoo.com

List of Participants

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