Training Course
on
Advanced ICT

15-24 September 2019

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

Course Director : **Md Jamal Uddin**
Deputy Director (Entomology); and
Head of training cell
NATA, Gazipur

Course Coordinator :**Abu Syed Md. Jobaydul Alam**
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Asst. Course Coordinator
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Expectation

Participants shall......

.... increase their knowledge and strengthened the capacity on ICT

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

.... increase their Skill andChange Attitudeon ICT

Md Jamal Uddin
Deputy Director (Entomology); and
Head of training cell
NATA, Gazipur
and
Course Director

.... beable to increase efficiency on ICT.

Abu Syed Md Jobaydul Alam
Deputy Director (Genetics and Plant Breeding)
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NATA at a Glance

Back Ground/History of NATA

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The academy was established in Gazipur as **Central Extension Resources Development Institute (CERDI)** on 14 March 1975 as a joint venture of the Government of the People'sRepublic of Bangladesh and that of Japan with the financial assistance of Japan International Cooperation Agency (JICA). CERDI was established on 20.0 ha of land with a view to co-ordinate the extension activities, conduct training programmes and develop extension resources and minimize the gap between research and extension. Out of 49 ac of land there is a farm of about 26 ac, office area of 19 ac and residential area of 4.0 ac.

CERDI was an outcome of longtime work experience of Bangladesh and Japanese Experts in this country. Bangladeshi and Japanese Experts started collaboration work in the field of Agriculture since 1960, initially with the program of Agricultural Department in the name of "Pak-Japan Agricultural Extension Training Institute". The program proved as success and covered different agricultural subjects like Extension, Agronomy, Horticulture, Plant Protection, Irrigation and Farm Machinery. It offered different training of six months course to the Thana Agirultural Officers of the Department of Agricultural Extension until 1965. Later on the Institute was named as "Farm Mechanization Training Institute" under an agreement between the Government of the erstwhile East Pakistan and Japan. Union Agricultural Assistants and progressive young farmers were also trained at this Institute in a three-month course. The value of these activities was realizes and it was conceived to institutionalized the program for creating Bangladesh capabilities for running the same on continuous basis in upgrading form. As a result **"Central Extension Resources Development Institute" (CERDI)**physically came into operation in 1975. CEERDI was operated as joint project of the Government of Bangladesh and that of Japan upto October, 1983. Since then the Institute has been running without any foreign assistance and the same has been recognized and the business have been reallocated under the special Gazette Notification of June 27, 1984. Then CERDI was considering its changed rule according to NAEP and strategic plan decided to work on imparting training to Extension personnel of DAE, Private and public sectors.

On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established National Agriculture Training Academy (NATA) as an independent organization of MoAand on 07 June 2014, NATA has been started as a training academy.

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Location

The Academy is situated at Gazipur City Corporation 25 km away from Dhaka city and 3 km away from JoydevpurChandanaChowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI). The academy provides the trainees an ample scope to have free access to the adjacent institutions like Bangladesh Agricultural Research Institute (BARI), Bangladesh Rice Research Institute (BRRI),BangladeshSugarcrop Research Institute (BSRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication Staff College, and other government offices in Gazipur.

Vision

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

Mission

Developing a common platform of all organizations under the Ministry of Agriculture (MoA) for human resource development by

- imparting quality training, research, development and publications
- enhancing linkage between education, research and extension to endow agriculture service delivery system
- building strong network with reputed institutions of home and abroad for organizational capacity building and promote a culture of continuous learning to foster a knowledge-based governance in agriculture service

Core Functions of NATA

- Human resource development in agriculture sector
- Conducting inclusive capacity building training programs for officers from different organizations under MoA covering all dimensions of professional competencies in general and foundation course, senior staff course, induction course in particular
- Conducting exclusive capacity building training programs addressing particular competency area of interest of different organizations under MoA
- Organize seminars, symposiums, workshops for facilitation of knowledge on emerging issues of institutional, national and global importance

- Generating and facilitating of knowledge through research, demonstration, documentation and publication
- Providing consultancy service to other organizations for developing, updating and upgrading of course curriculum
- Introducing innovative approaches, methods and events for sustainability of service delivery system
- Developing and maintaining effective collaboration with similar organizations at home and abroad

Core Values of NATA

- Discipline
- Innovation
- Accountability
- Synergy and Teamwork
- Professionalism
- Integrity
- Excellence

Current Activities of NATA

- NATA is imparting inclusive and exclusive capacity-building training programs for officers of different organizations under MoA on various vibrant issues underlying technical and management domains
- Conducting special course as demanded and sponsored by other organizations
- Conducting research, demonstration and publication for facilitation of knowledge
- Providing training for faculty members at home and abroad for improving practice-skill
- Providing continued in-house training for updating practitioner's skill of NATA personnel
- Developing strong networks among domestic and international training organizations
- Successfully conducted 2 batches (N-60th & N-61st) training of newly recruited BCS Cadre officers under the guidance of BPATC
- Developed Foundation Training course curriculum for NARS scientists. This training program will come into effect very soon
- NATA is pledged with all of its potentials and endeavors to achieve the perception plan of Bangladesh 2021, 2041 and SDGs by 2030
- NATA is giving comments on national policy formulation related to Agriculture

Stakeholders

- Ministry of Agriculture (MoA)
- Ministry of Finance
- Ministry of Public Administration (MoPA)
- Ministry of Planning
- Department of Agricultural Extension (DAE)
- Soil Resource Development Institute (SRDI)
- Department of Agricultural Marketing (DAM)
- Seed Certification Agency (SCA)
- Agriculture Information Service (AIS)
- Cotton Development Board (CDB)
- Bangladesh Institute of Management (BIM)
- National Academy for Planning and Development (NAPD)
- Bangladesh Institute of Administration and Management (BIAM)
- Bangladesh Civil Service Administration Academy

- Bangladesh Agricultural Research Council (BARC)
- Bangladesh Agricultural Development Corporation (BADC)
- Bangladesh Agricultural Research Institute (BARI)
- Bangladesh Rice Research Institute (BRRI)
- Bangladesh Institute of Nuclear Agriculture (BINA)
- Bangladesh Jute Research Institute (BJRI)
- Barind Multipurpose Development Authority (BMDA)
- Bangladesh Sugarcrop Research Institute (BSRI)
- Bangladesh Institute of Research and Training on Applied Nutrition (BIRTAN)
- Bangladesh Academy for Rural Development (BARD)
- Rural Development Academy (RDA)
- Bangladesh Wheat and Maize Research Institute (BWMRI)

- Bangladesh Agricultural University (BAU)
- Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU)
- Ser-e-Bangla Agricultural University (BSRMAU)
- Hajee Mohammad Danesh Science and Technology University
- Patuakhali Science and TechnologyUniversity
- Sylhet Agricultural University
- Bangladesh Public Administration Training Centre (BPATC)
- Food and Agriculture Organization (FAO)
- World Bank
- Japan International Cooperation Agency (JICA)
- United States Agency for International Development (USAID)
- Danish International Development Agency (DANIDA)

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Organogram of NATA

Director General (DG) is the chief executive officer of the Academy. There are 2 Directors, Two Directors assist DG in overall matters of the Academy and oversee the activities of two Wings namely, (i) Administration Wing and (ii) Training Wing. Both Directors supervises Deputy Directors and other faculty members under 2 Wing. Total proposed manpower of NATA is 184. Different units faculties under two wings are as follows:

1. **Administration Wing**
   - Administration and Support Services
   - Planning and Publications

2. **Training Wing**
   - Agronomy
   - Horticulture
   - Plant Pathology
   - Entomology
   - Soil Science
   - Genetics and Plant Breeding
   - Agricultural Extension and Rural Economy
   - Environment and Agroforestry
   - Agricultural Implements and Water Management
   - Food Processing.

Academy Resources

Physical Facilities

The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the academy are as follows.

Infrastructures	Numbers	Laboratories
Office building	2	
Class room	4	
Computer cum Language lab	1	a. Plant Protection
Laboratory (Subject wise technical)	4	b. Agronomy
		c. Horticulture
Dormitory	4	d. Soil Science
Cafeteria	1	
Plant Protection Museum	1	
VIP Conference room	1	
Assembly Hall	1	
Farm Machineries Workshop	1	
Farm Godown	1	
Off-set Printing Press	1	
Deep Tube Well	3	
Glass House	3	
Demonstration and Research Field	1	
Residential Building	13	
Mosque	1	

Computer cum Language Lab. and IT facilities

There is one Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administration building. There are 50 User PC and 2 Master PC with high configuration. IT facilities include Star Board, LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a 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 at NATA.

Plant Protection Museum

Established in : 1996 (In the Plant Protection Laboratory)

Reinstalled in : 1998

Funded by : DAE-FAO.UNDP IPM Project

Implemented by : Moksudur Rahman Ghazi, Senior Instructor (Plant Protection), CERDI, Gazipur.

Materials. Samples : Crop wise insect pest collected, parasites, predators, beneficial insects preserved in the egg, nymph, larva and pupa of different insects. Insect infested and disease infected samples, vertebrate pests, predator birds, live samples of different insects, quality seeds of different crops, insect infested seeds etc.

Importance : This kind of museum is essential

    i.   To use the samples as teaching aids.

    ii.   For Practical demonstration to the IPM. Plant protection trainees.

    iii.   To create awareness among the visitors.

    iv.   To help trainees for identification of pest. Parasites. Predators etc.

Methods used : Dry, wet (Chemicals preservation).

Chemicals : Ethyl Acetate, Formalin 40%, Absolute Alcohol, Chloroform, Copper Sulphate.

Impact of the Museum: Being attracted by NATA Plant Protection Museum some mini Plant Protection Museum were established at Agriculture Training Institute Hathajari, Daulatpur, Sherpur and Begumgonj. And also in some Upazila Agriculture Offices such as Bhairab (Kishoreganj), Goalanda (Rajbari), Baliakandi (Rajbari), GazipurSadarect.

No. Of Samples : Around 3500 (Continued)

Visitors Visited : Around 10,000 (Continued)

Sports and Recreational Facilities

    a. Common room

    b. Indoor games

        i.   Table Tennis

        ii.   Ceram

        iii.   Chees

c. Outdoor games

    i.   Foot ball

    ii.   Volley ball

    iii.   Badminton

    iv.   Lawn Tennis

Residential Facilities

There are thirteen residential building for the accommodation of NATA Officers and staff. The details are as follows:

Sl. No.	Name of Building	Size (Square feet)	No. of Unit
01	Shapla	1500	1
02	Jui	1250	4
03	Torulota	1250	6
04	Madhobilota	1250	6
05	Mohua	1090	8
06	Polash	800	8
07	Maloncho	600	8
08	Shiuly	600	8
09	Bonophul	600	8
10	Dalia	500	8
11	Kamini	500	8
12	Chamily	500	8
13	Maloty	500	8

Training Activities

Importance of Training

Training brings desirable change in behavior and attitude and improves knowledge and develops skill. Skills and efficiency are two preconditions for development. Proper training can help to increase skills and efficiency of the officer. Modern technology increases the competitive ability of the organization and provides high quality services. Trained officers can properly utilize such technology. Adequate training of personnel in an organization can make the organization free from complexity and streamline simplicity. To ensure overall development of all sectors of an economy, training can play a significant role. In the era of globalization, the need of modern management tools and techniques cannot be exaggerated. In response to the current needs in the ever-changing world, government officers should serve the people with competency, sincerity and transparency. NATA attaches highest importance on moral teaching, as well as technical and technological capacity building which is the main goal and strategy of training. Participants become more motivated, responsive, efficient and competent after they go through these training. Training curricula is updated regularly to cope up with the changes in government policies and practices and as per need and demand of the stakeholders.

1.1 Facilities

1.1.1 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

1.1.2. 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.

1.1.3 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.

1.1.4 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.

1.2 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.

1.3 Sessions

Every day 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 prayerbreak at 01.05pmrespectively. Participants are advised to attendin the class in time without fail for avoiding any kinds of disciplinary action.

1.4 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

Heraclitus said, "Only change is constant", and we are immensely imbibing the truth of this quote. If we look at the telephone, introduced long since in Bangladesh, has been supplanted by mobile phone. And even the button phone has been receded from view in maximum five to eight years of period from Bangladesh. Nowadays, smart phones are very common even in bucolic areas of the country. The era of typewriter has dwindled long since. And the jobs of cartographers are no more in the market nowadays. Those who polished themselves up with this ever-changing environment, are still in work and those who dismounted, failed to keep the pace with this changing environment, has been relinquished.

Agriculture sector is not an exception. If you juxtapose the agriculture of now and 20 years before, we will see the country plough has been supplanted by tractor, labor is merely being used to harvest the crops, reaper and even in many cases the combined harvester is very common. These are the example of mechanization. Apart from this mechanization, use of ICT in agriculture is also burgeoning. Rustic farmers do have a smart phone, gathering information regarding price drop, production technologies, prognosticating of weather and even where to sell their produce. Similarly, our working ambient is being changed and will be continuing. If we can't keep us updated, we will be useless in near future.

Keeping all these in mind, we are revamping our course content every time, we have recast the content. We have taken in video editing, photo editing, GIS, Big data analysis, Internet of Things (IOT) and many more advanced and time befitting topics.

Objectives:

At the end of this training, participants will be able to:

1. Cope up with advanced and digitized working environment of offices;
2. Increase work efficiency of the officers;
3. Keep the records of their daily activities;
4. Produce the documentary of what they have achieved;
5. Use eFiling system;
6. Be expert in using advanced tools of MS Office ;
7. Have an idea about Big data and IOT ; and
8. Set up LAN Computers, printers, WAN etc.

Target Population:

Officers belongs to different organization under the ministry of Agriculture ranked 9th grade and above.

Duration of each session: 60 minutes

Prerequisites of the course:

- Participants should be in time
- They should have at least 99% of the class attendence
- 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.

Class Schedule

Date & Day	9.00-9.30 Recap	09.30-10.30 1st Session	10.30-11.30 2nd Session	11.45-12.45 3rd Session	12.45-2.30	2.30-3.30 4th Session	3.30-4.30 5th Session
15 Sep '19 Sunday		Registration Pre-evaluation and Course Inauguration. Director General Course Co-Ordinator Assistant Course Co-Ordinator.	Importance of Advanced ICT in Agriculture. DG NATA	Advanced Use of Social Media (facebook, youtube, twitter etc). Account's security, marketing etc. Md. Mostafizur Rahman Manik Editor in chief, HOTTITI-Wild Life (Bangla)		Outsourcing basics and what needed to learn to earn and how Md. Mostafizur Rahman Manik Editor in chief, HOTTITI-Wild Life (Bangla)	Continued
16 Sep '19 Monday	Recap of the previous day program CC, ACC	Profile creation, log in to eFile system, Profile Management postal upload (citizen / official), post forwarding, postal tracking, Create documents on documents, Submit in postal document, ArifMdMojakkir PS to DG, DAE	Write paragraph, send to the next recipient Preparation of draft letter on e-file (document) system, issue of letter, In the notes sheet, attachments of different types (prior letter, law and order rules etc) ArifMdMojakkir PS to DG, DAE	Rules for the use of social media by govt officials. Few more discussion about what to do and what not to do. Mohammad Boni Amin ADD 2, Admin & Finance wing, DAE, Khamarbari, Dhaka.	Lunch break	Advanced Power Point Slide preparation, video export from PowerPoint, Recording of slides and others Md Monjurul Islam, Associate Professor, BSMRAU	Continued
17 Sep '19 Tuesday		Concept of Geographical Information System Free and Open Source GIS software and their uses, Hands-on exercise on mapping with QGIS Mahbub, SSO, BARI 01816 194 986 Or	Continued	Continued		Concept of databases and their management: Presentation and Use of MS Access Dr. Rafiqul Islam Associate Professor, Dept. of CSE, DUET, Gazipur	Continued
18 Sep '19 Wednesday		Introduction to Computer Hardware, Parts of PC and its assembly, Windows set up Prof. Dr. Md. Obaidur Rahman, CSE, DUET, Gazipur 01930 706 863	Continued	Basic PC troubleshooting and antivirus Prof. Dr. Md. Obaidur Rahman, CSE, DUET, Gazipur		Introducing Virtual Class room at BSMRAU & BDREN Md. Akram Hossain Computer Programmer, ICT Cell, BSMRAU	Visit and Virtual Class Conduct at Virtual Class Room DUET, Gazipur Topic: Importance & utility of Virtual Training System Md. Akram Hossain Computer Programmer, ICT Cell, BSMRAU
19 Sep '19 Thursday	Recap of the previous day program CC, ACC	Introduction and use of project preparation software FAO Representatives	Continued	Continued		Continued	Continued
20 Sep '19 Friday		Use of Survey Monkey, Google Forms, Google Drive, Google Maps and Google Calendar Animesh Chandra Bain National Consultant A2i, PMO	Continued	Creation of Video clip, Video editing by Camtasia/Other Software Animesh Chandra Bain	Lunch break	Continued	Continued
21 Sep '19 Saturday		Use of Internet of Things (IOT) in Agriculture MdRashidul Hasan, Professor, Dept of Computer Science, BSMRAU	Continued	Continued		Big Data Analysis in Agricultural research MdRashidul Hasan, Professor, Dept of Computer Science, BSMRAU	Continued

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18 Sep '19 Wednesday		Introduction to Computer Hardware, Parts of PC and its assembly, Windows set up Prof. Dr. Md. Obaidur Rahman, CSE, DUET, Gazipur 01930 706 863	Continued	Basic PC troubleshooting and antivirus Prof. Dr. Md. Obaidur Rahman, CSE, DUET, Gazipur		Introducing Virtual Class room at BSMRAU & BDREN Md. Akram Hossain Computer Programmer, ICT Cell, BSMRAU	Visit and Virtual Class Conduct at Virtual Class Room DUET, Gazipur Topic: Importance & utility of Virtual Training System Md. Akram Hossain Computer Programmer, ICT Cell, BSMRAU
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21 Sep '19 Saturday		Use of Internet of Things (IOT) in Agriculture MdRashidul Hasan, Professor, Dept of Computer Science, BSMRAU	Continued	Continued		Big Data Analysis in Agricultural research MdRashidul Hasan, Professor, Dept of Computer Science, BSMRAU	Continued

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22 Sep '19 Sunday		Offline Website Development Md. Shahadat Hossain PhD Fellow, BSMRAU	Use of mobile apps in Agriculture sectors. Md. Shahadat Hossain	Remotely controlling of PC from distant. Use of team viewer. AbulMuktadir		Advanced use of Microsoft word: Creation of Fillable form templates, Auto table of content, list of tables, list of figures etc. preparation, special features of thesis formatting (i.e. portrait and landscape page, different style of page number formatting in the same file) Md Monjurul Islam, Associate Professor, BSMRAU	Advanced use of MS Office: Formation of pad using watermarks, Use of Review tools of MS Office, addition of comments, track changes, accept the changes etc. Md Monjurul Islam, Associate Professor, BSMRAU
23 Sep '19 Monday		Discussing on National Portal Home Page Structure, Control panel National Portal UX, Apps and citizen services and Citizen Feedback and Future Plan Shishir Ranjan Roy Cunsultant-MIS/ICT A2i, PMO	Creation & Practice: Block Content Type & Link Content (Banner, Notice, News, Innovation, Corner, SPS, Service Box, Internal/ Important Link, Footer Menu etc...) With Practice ShishirRanjan Roy	Creation & Practice of Content: Link Content Type (Page, Office Order, Law, Policy, Citizen Charter, Gallery (Photo & Video), Tender, Officers List etc...) With Practice Shishir Ranjan Roy		Introduction to Network computer, creation of LAN and WAN. Set up of Network Computer. Md. Akram Hossain Computer Programmer, ICT Cell, BSMRAU	Continued Md. Akram Hossain Computer Programmer, ICT Cell, BSMRAU
24 Sep '19 Tuesday		Camera and Digital Photography Pankaj Sikder Photography Officer BARI, Gazipur	Introduction of Photoshop, Preparation of Passport size Photo by Photoshop Pankaj Sikder	Introduction on Adobe Illustrator, preparation of banner by Adobe Illustrator. Pankaj Sikder		Post Evaluation	Closing Ceremony

List of Resource Personnel

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