

Training Completion Report

Training Course On 'Rules & Regulations for Organizational Management'



07-11 November 2021



National Agriculture Training Academy
Gazipur-1701



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Rules & Regulations for Organizational Management

Course Management

Course Advisor : **Dr. A K M Nazmul Hoque**
Director General (In-Charge)
NATA, Gazipur
Phone: 02-49272104

Course Director : **Md. Mahmud Hasan**
Director (Training)
NATA, Gazipur
Phone: 0249272106
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Course Coordinator : **Mst. Sharmin Akhter**
Deputy Director
(Environment and Agroforestry)
NATA, Gazipur
Cell: 01711-736571
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Assistant Course Coordinator
Ummey Habiba
Senior Assistant Director
NATA, Gazipur
Cell phone: 01913-834183

Assistant Course Coordinator
Shamima Akter
Senior Assistant Director
NATA, Gazipur
Cell Phone: 01712-680844

Introduction

Need based training programs are organized by NATA for sixteen organizations under MoA. In the present day scenario establishment and maintenance of an office are an art in itself. A great sense of professionalism is required for running an office efficiently to meet the ever increasing demand of trained executives for various administrative levels. To increase efficiency of office manager, a modern office management courses have been designed by NATA. The course serves as a suitable career oriented course, keeping in view the latest technological advancement and modern trends. By perusing modern office management course, candidates become professionally trained in various aspects of modern office management. It also provides professional expertise for the candidates and result in increased productivity and efficiency for the organization. Officers of different organization under Ministry of Agriculture need to develop their knowledge “Civil Case”, “Different types of law” and Contemporary issues. This training program will provide advanced knowledge and skill on “Civil Case”, “Different types of law” and Contemporary issues etc.

Course objectives

1. To improve skills on filling and solving of different cases.
2. To increase knowledge on “Different types of law”.
3. To solve the problems related to organizational management

Duration of the Course

Duration of the course is 5 days starting from 07 November and ends 11 November 2021.

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: Civil Case

Module-2: Different types of law

Module-3: Contemporary issues

1. National Integrity Strategy (NIS)
2. Annual Performance Agreement
3. Sustainable Development Goal
4. Social Safety Program

♣ Training Methods & Materials:

Following method were followed and materials were used in the training session-

Method: Lecture/Open discussion/ Group work/ Paired sharing/ Question and Answer, Review

Materials: Slides, Computer, Multimedia Projector, White board, Marker, Duster, Internet, Sound system

♣ Sports & Recreation:

There is a playground, a tennis court and a volley ball court in NATA campus. So the participants can avail the opportunity to play sports in that areas. There is also a recreation room with color T.V in the dormitory. The daily newspapers are also available in the recreation room for the participants.

♣ Course evaluation by the participants

The summary of the course evaluation of the participants are mentioned below:

- i. The course contents is sufficient;
- ii. Management of the training course is satisfactory;
- iii. Selection of the resource speaker is good;
- iv. Resource speaker from different related organization should be included;
- v. Topic related experts should be involved in the session and please avoid heavy profile person.
- vi. Speaker selection should be more specific according to topic specialist;
- vii. Tea break should be at 10.45am-11.00am;
- viii. Practical session should be included in this course;
- ix. Management team was very cordial and helpful;
- x. Some token/gift as recognition after completion of course (1st position holder);
- xi. Ice breaking session is necessary;

- xii. *Salat* room for women;
- xiii. Training honorarium should be increased up to 1000/-;
- xiv. Training oriented video should be used in lecture presentation;
- xv. Limited tea and lunch break time;
- xvi. Internet facilities should be increased further;
- xvii. Continues class without break.
- xviii. Wi-Fi network speed should be increased
- xix. A mini computer lab should be developed in dormitory

♣ Distribution of Certificate

The certificates were distributed among the participants after successfully completion of the Director General (DG) was present as chief guest.

List of Resource Personnel

<i>Sl. No.</i>	<i>Name</i>	<i>Address</i>	<i>Cell</i>	<i>e-mail</i>
1	Md. Mahbubul Islam	Additional Secretary, MoA, Dhaka	01911010083	mahbub4149@gmail.com
2	Dr. Md. Iqbal Hossain	Metropolitan Session Judge, Dhaka	01711185874	
3	Md. Jamal Uddin	Additional Director (PRL), DAE, Khamarbari, Dhaka	01718-214607	jamaldae1962@gmail.com
4	Md. Hasan Kabir	Deputy Director (PRL), SCA, Gazipur	01775223383	
5	Dr. Md. Jamal Uddin	Deputy Director (Plant Pathology), NATA, Gazipur	01712272859	jamaldae@yahoo.com
6	Md. Moshiur Rahman	Join Secretary, Extension-1 wing, MoA, Dhaka	01712544774	
7	A N M Shajadur Rahman	Addl. SP, Special Branch, Dhaka	-	-
8	Mahmuda Haque	SAD (Genetics & Plant breeding), NATA	01718-425311	mahmudahuq15@gmail.com
9	Md, Anwarul Islam Juwel	Senior Assistant Director, NATA	01710586075	juwelbau@gmail.com

Training Schedule

Title: Rules & Regulations for Organizational Management
(Duration: 07-11 November 2021)

Date: 07/11/2021

Day-01: Sunday

TIME	TOPIC	SPEAKER
8.30-9.00	Registration	Sadiqunnahar (Lucky), Demonstrator (Lab.)
9.00-9.30	Pre-Evaluation Test	CC/ACC
9.30-10.00	Inaugural Ceremony	DG/Faculties / CC /ACC
10.00-11.00	Different Types of Deeds, Buyer, Seller, Heba, etc & Foregery	Md. Jamal Uddin, Additional Director (PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718214607
11.00-11.20	Tea Break	
11.20 -12.20	Mutation, Record Correction, LD Tax	Md. Jamal Uddin, Additional Director (PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718214607
12.20-1.20	Mutation, Record Correction, LD Tax	Md. Jamal Uddin, Additional Director (PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718214607
1.20-2.30	Prayer & Lunch	
2.30-3.30	Land ownership , Diff types of Khatiana (CS,RS,SA,PS,BS, City etc), Maps , Land Registration Act 2004	Md. Jamal Uddin, Additional Director (PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718214607
3.30-4.30	Way to Identify Fake Documents	Md. Jamal Uddin, Additional Director (PRL), DAE, Khamarbari, Dhaka, Mob. No. 01718214607
4.30-5.00	Evening Tea	

☞ This Schedule is Subject to Change

Date: 08/11/2021

Day-02: Monday

TIME	TOPIC	SPEAKER
9.15-9.30	Review of the previous day	Shamima Akhter Sr. AD, NATA
9.30-10.30	Pesticide Regulation & Cases, Trial and Penalties for Violation of the Pesticides Act	Md. Anwarul Islam Juwel, Senior Assistant Director, NATA, Gazipur
10.30-11.30	Role of Police in Ensuring Public Safety	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
11.30-11.50	Tea Break	
11.50 -12.50	Terrorism & Counter Terrorism Prospective- Bangladesh.	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
12.50 - 1.50	Community Policing in Bangladesh	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
1.50 – 2.45	Prayer & Lunch	
2.45-3.45	Community Policing in Bangladesh	A N M Shajadur Rahman, Addl. SP, Special Branch, Dhaka
3.45-4.45	Right to Information Act (RTI)	Mahmuda Haque, SAD (Genetics & Plant breeding), NATA mahmudahuq15@gmail.com
4.45- 5.00	Evening Tea	

☞ This Schedule is Subject to Change

Date: 09/11/2021

Day-03: Tuesday

TIME	TOPIC	SPEAKER
9.15-9.30	Review of the previous day	Ummey Habiba, Sr. AD, NATA
9.30-10.30	Analysis to Implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for Transfer Project Personnel to Revenue Head.	Md. Mahbubul Islam Additional Secretary, MoA Mob. No.01911-010083
10.30-11.30	Analysis to implement the SC Ruling 17BLC (AD) 91 and 18 MLR (AD) 372 for Transfer Project Personnel to Revenue Head.	Md. Mahbubul Islam Additional Secretary, MoA Mob. No.01911-010083
11.30-11.50	Tea Break	
11.50 -12.50	Drafting of Written Statements Containing Para Wise Reply of the Plaintiff and Memorandum of Appeal and its Valuation	Md. Mahbubul Islam Additional Secretary, MoA Mob. No.01911-010083
12.50 - 1.50	Civil Petition for Leave to Appeal and Procedure of Filing Civil Appeal	Md. Mahbubul Islam Additional Secretary, MoA Mob. No.01911-010083
1.50 – 2.45	Prayer & Lunch	
2.45-3.45	Fertilizer Management/ Control Act & Cases, Trial and Penalties for Violation of the Fertilizer Act	Md. Mahbubul Islam Additional Secretary, MoA Mob. No.01911-010083
3.45-4.45	Citizen Charter	Dr. Md. Jamal Uddin, DD (Plant Pathology), NATA, Gazipur
4.45- 5.00	Evening Tea	

☞ This Schedule is Subject to Change

Date: 10/11/2021

Day-04: Wednesday

TIME	TOPIC	SPEAKER
9.15-9.30	Review of the previous day	Shamima Akhter, Sr. AD, NATA
9.30-10.30	Land law (Salient feature of state Acquisition and Tenancy Act, 1950; Non Agricultural Tenancy Act,1049; Land Reforms Ordinance1984;Transfer of property Act, 1882; Muslim law; Hindu Law etc.	Dr. Md. Iqbal Hossain Metropolitan Session, Judge,Dhaka Mob.01711-185874
10.30-11.30	Different Type of Civil Cases / Suits in different courts and various stages of a Case/ Suit	Dr. Md. Iqbal Hossain Metropolitan Session, Judge,Dhaka Mob.01711-185874
11.30-11.50	Tea Break	
11.50 -12.50	Procedure for Institution of Civil Cases	Dr. Md. Iqbal Hossain Metropolitan Session Judge Dhaka Mob.01711-185874
12.50 - 1.50	Steps to be Taken by the Government in Cases Filed in Different Civil Courts	Dr. Md. Iqbal Hossain Metropolitan Session, Judge,Dhaka Mob.01711-185874
1.50 – 2.45	Prayer & Lunch	
2.45-3.45	Role of the Public Servants in Preserving/Protection of Government land/ Properties	Dr. Md. Iqbal Hossain Metropolitan Session Judge, Dhaka Mob.01711-185874
3.45-4.45	National Seed Policy and Seed Act & Cases, Trial and penalties for violation of the Seed Act	Md. Hasan Kabir, DD (PRL), SCA, Gazipur, 01775223383
4.45- 5.00	Evening Tea	

☞ This Schedule is Subject to Change

Date: 11/11/2021

Day-05: Thursday

TIME	TOPIC	SPEAKER
9.15-9.30	Review of the previous day	Md. Shahinul Islam, Sr. AD, NATA
9.30 - 10.30	Time Limit for Filing Appeal in Different Courts and Procedure on Appeal	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
10.35-11.35	Discussion on Procedure of Filing Cases/ Appeals before the AT and AAT. Detail Discussion on Writ Petitions	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
11.35-12.00	Tea Break	
12.00 - 1.30	Essential Documents for Review Petition and its Procedure	Md. Moshir Rahman, DS, Extension -1 wing, MoA, Mob. No. 01712-544774
1.30 – 3.00	Prayer & Lunch	
3.00-3.30	Post Evaluation	CC/ACC
3.30- 4.30	Closing Ceremony & Certificate Distribution	DG, CC, ACC, Faculties of NATA, Gazipur

☞ This Schedule is Subject to Change

List of the Trainees

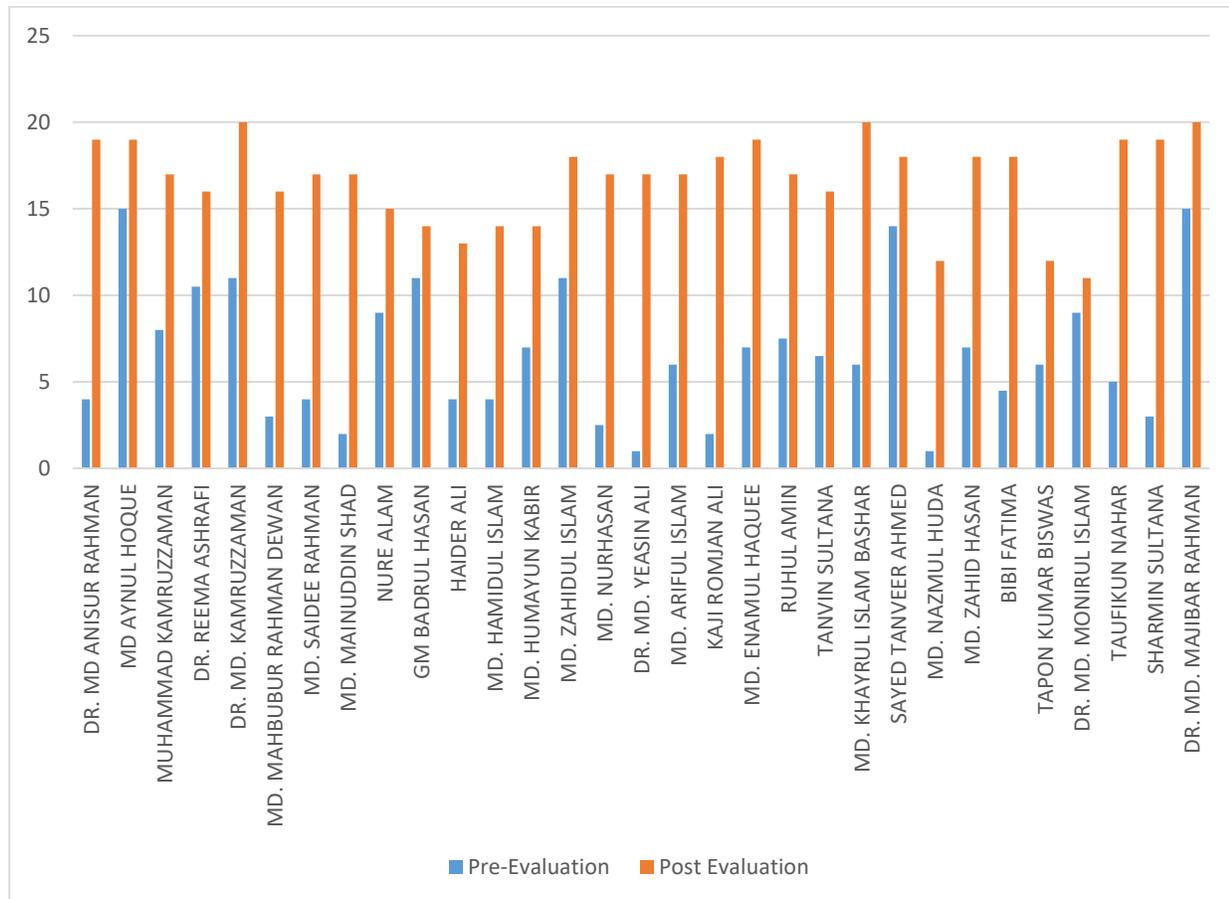
Sl. No.	Name	Designation	Organization
1	DR. MD ANISUR RAHMAN	Principal Scientific Officer (PSO)	BSRI, Ishurdi, Pabna
2	MD AYNUL HOQUE	Librarian	BSRI, Ishurdi, Pabna
3	MUHAMMAD KAMRUZZAMAN	Assistant Engineer	BMDA, Sirajganj
4	DR. REEMA ASHRAFI	Senior Scientific Officer	BINA, Mymensingh
5	DR. MD. KAMRUZZAMAN	Principal Scientific Officer (PSO)	BINA, Mymensingh
6	MD. MAHBUBUR RAHMAN DEWAN	Senior Scientific Officer	BRRI, Regional Station, Kushtia
7	MD. SAIDEE RAHMAN	Scientific Officer	BRRI, Regional Station, Sirajganj
8.	MD. MAINUDDIN SHAD	Agriculture Extension Officer	DAE, Pangsha, Rajbari
9	NURE ALAM	Agriculture Extension Officer	DAE, Bera, pabna
10	GM BADRUL HASAN	Agriculture Extension Officer	DAE, Kamrangirchar, Dhaka
11	HAIDER ALI	Agriculture Extension Officer	DAE, Kanaighat, Sylhet
12	MD. HAMIDUL ISLAM	Agriculture Extension Officer	DAE, Shahrasti, Chandpur
13	MD. HUMAYUN KABIR	Agriculture Extension Officer	DAE, Badarganj, Rangpur
14	MD. ZAHIDUL ISLAM	Agriculture Extension Officer	DAE, Mohangonj, Netrokona
15	MD. NURHASAN	Upazila Agriculture Officer	DAE, Sadar, Dinajpur
16	DR. MD. YEASIN ALI	District Training Officer	DAE, Natore
17	MD. ARIFUL ISLAM	Agriculture Extension Officer	DAE, Lama, Bandarban

Sl. No.	Name	Designation	Organization
18.	KAJI ROMJAN ALI	Agriculture Extension Officer	DAE, Borhanuddin, Bhola
19	MD. ENAMUL HAQUEE	Agricultural Engineer	DAE, Jhenaidah
20	RUHUL AMIN	Agriculture Extension Officer	Rangunia, Chittagong
21	TANVIN SULTANA	Scientific Officer	SRDI, Divisional Laboratory, Dhaka
22	MD. KHAYRUL ISLAM BASHAR	Scientific Officer	SRDI, Regional Laboratory, Mymensingh
23	SAYED TANVEER AHMED	DD (Administration)	SCA, Gazipur
24	MD. NAZMUL HUDA	Seed Certification officer	SCA, Satkhira
25	MD. ZAHID HASAN	Cotton Development Officer	CDB, Rangamati zone, Rangamati
26	BIBI FATIMA	Deputy Controller (Audit)	BADC, Krishibhaban, Dhaka
27	TAPON KUMAR BISWAS	Deputy Manager (Finance)	BADC, Krishibhaban, Dhaka
28	DR. MD. MONIRUL ISLAM	Senior Scientific Officer	BARI, Plant Pathology Division, Gazipur
29	TAUFIKUN NAHAR	Senior Assistant Director	NATA, Gazipur
30	SHARMIN SULTANA	Senior Assistant Director	NATA, Gazipur
31	DR. MD. MAJIBAR RAHMAN	Senior Scientific Officer	BJRI, Regional Station, Faridpur

Training Evaluation Report of Participants on Rules & Regulations for Organizational Management

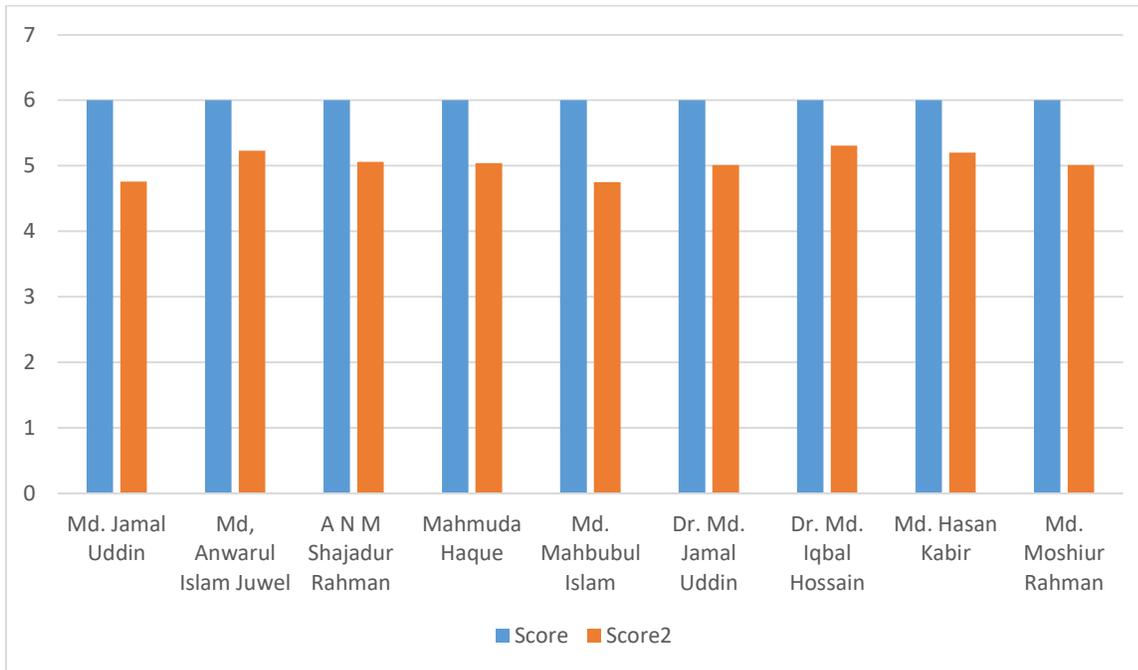
Full Marks: 20

Time: 25 minutes



Evaluation	Lowest Marks	Highest Marks	Average Marks
Pre-Evaluation	01	15	6.66
Post Evaluation	12	20	16.68

Speaker Evaluation by the Trainees



Training Course Evaluation by the Trainees

The topics they liked

1. Land law and land ownership, diff. types of khatians
2. Citizen charter & R2I, Social Safety net
3. National Seed Policy and Seed Act
4. Mutation, Record Correction, LD Tax
5. SDG
6. Role of Police in Ensuring Public Safety
7. Land ownership , Diff types of Khatiana (CS,RS,SA,PS,BS,City etc), Maps , Land Registration Act 2004
8. Steps to be Taken by the Government in Cases Filed in Different Civil Courts General Condition of services
9. Structure of Administrative Tribunal & its Activities
10. Essential Documents for Review Petition and its Procedure
11. Fertilizer management/ control act & cases, trail & penalties.
12. National seed policy

The topics need to be added

1. Need more Practical class related to land law and khatian
2. Need group work and discussion to solve the land related problems
3. Include land related topics
4. Include service rules
5. Miscase details
6. Mutation application in online
7. Specific case related problem in official job
8. Organizational Management (Institute act)
9. Office finance management
10. Short study tour inside in Gazipur
11. Divisional inquiry procedure
12. Natural Resource Management
13. General Financial Rules, Audit etc.
14. Tax & Vat related class
15. Mobile court law and penalties
- 16.

The issues that are disliked by the participants

1. Internet problem
2. Shortage of sport materials

3. Less time for Practice
4. Load shedding
6. Very tight schedule class
7. Shortage of recreation facilities
8. Broken glass and plate in cafeteria
9. Mosquito

The others associated issues they liked

1. Topic wise expert resource persons were selected very prudently.
2. Got scope to introduce with other officers of different organizations.
3. Management of dining by mess committee
4. Time management
5. Discipline & management
6. Management of dormitory
7. Expert resource persons
8. Wi-fi facilities
9. Cooperation of NATA Authority
- 10 Cooperation of Course Coordinator and Asst. Course Coordinator are very remarkable.

Provided Service Quality

1. Neat and cleanliness facilities-80%
2. Library facilities – 70%
3. Audio visual facilities – 70%

Recommendations for the improvement of the course

1. Uninterrupted internet and electricity supply should be provided
2. Class lecture should be more specific
3. More class about e- Filing, application software should be included
4. ACR writing may be practically exercised.
5. More group work& practical work
6. Supply of lecture sheet(hard copy) prior to class
7. Synchronization of the class
8. Ice breaking should be needed
9. More Budget allocation
10. More attention should be given in selecting resource speaker

The others associated issues they liked

2. Time management
3. Cooperation of Course Coordinator and Asst. Course Coordinator very Remarkable
5. Discipline & management
6. Management of dormitory
- 8 . Cooperation of NATA Authority

Provided Service Quality

1. Neat and cleanliness facilities-80%
2. Library facilities – 30%
3. Audiovisual facilities – 70%

Following Future planning should be considered to establish NATA as a centre of excellence

1. Specific team building to specific task
2. Expert faculty member
3. Uninterrupted electricity
4. Whole campus should be under CCTV

Pictorial View of Training Activities

Inaugural ceremony



Inaugural ceremony addressed by Chief Guest, Dr. A K M Nazmul Hoque, DG, NATA



Inaugural ceremony addressed by Course Coordinator Mst. Sharmin Akhter, DD (Environment & Agroforestry), NATA, Gazipur.



Inaugural ceremony



Inaugural ceremony addressed by Director (Training) MD. Mahmud Hasan, NATA, Gazipur



**Session conducted by Md. Jamal Uddin, Additional Director(PRL), DAE,
Khamarbari, Dhaka**



Session conducted by Md, Anwarul Islam Juwel, Senior Assistant Director (Agriculture extension), NATA, Gazipur



Session conducted by A N M Shajadur Rahman, Addl. SP, Special branch, Dhaka



Session conducted by Md. Moshir Rahman, DS, Extension-1, wing, MoA.



Cultural Programme Organized by Participant

