



TRAINING CALENDAR 2025-2026



NATIONAL ACADEMY FOR DEVELOPMENT ADMINISTRATION (NADA)
MINISTRY OF PUBLIC ADMINISTRATION

Training Calendar

2025-2026



NATIONAL ACADEMY FOR DEVELOPMENT ADMINISTRATION (NADA)
MINISTRY OF PUBLIC ADMINISTRATION

Plot No.: 1/A, Road No.: 39, Rupnagar, Mirpur, Dhaka-1216



National Academy for Development Administration (NADA)
Ministry of Public Administration

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Vision & Mission

Vision

To be a centre of excellence accelerating administrative transformation and sustainable development through capacity building of human resources.

Mission

To develop competent and committed professionals through imparting quality training, conducting research and strategic studies, sharing knowledge and skill, developing partnership and promoting innovative culture of continuous professional learning.

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About NADA

The National Academy for Development Administration (NADA) is a modern, state-of-the-art training institution under the Ministry of Public Administration of Bangladesh. Established to address the evolving challenges of governance and development; NADA aims to create a pool of competent, visionary and skilled civil servants who are equipped to lead and manage development initiatives across sectors. The academy is strategically located in Rupnagar, Mirpur, Dhaka with easy access to major government offices, making it a central hub for training, research and capacity-building.

NADA's vision is to become a center of excellence in administrative transformation and sustainable development through human resources development. Its mission includes imparting quality training, fostering research, encouraging strategic studies and promoting continuous professional learning.

With this framework, NADA designs and delivers training programs tailored to the evolving needs of Bangladesh's public sector, focusing particularly on development administration, planning, project management and strategic governance.

Among NADA's core offerings are its three flagship courses: Development Administration (DA), Sustainable Development and Project Management (SDPM) and Leadership and Strategic Management (LSM). These programs are carefully structured to serve different tiers of civil servants—from entry-level officers to joint secretaries—integrating theoretical knowledge with hands-on practical learning. Specialized modules cover topics such as economics, public

procurement, international trade, infrastructure development and negotiation of international contracts. The DA course, for example, uniquely fills the skill gap created after the merger of the Economic and Administration cadres, equipping BCS Administration officers with analytical and technical expertise in development functions.

The institution also stands out for its comprehensive infrastructure. Housed in a 13-storeyed building, NADA boasts modern classrooms, seminar halls, an auditorium containing more than 200 seats, a language lab, computer lab, gymnasium, dormitories and a rooftop swimming pool. It hosts a wide range of facilities to ensure not only academic rigor but also physical and mental well-being. Furthermore, the academy fosters global linkages through collaborations with international entities such as JICA, TICA, KOICA etc., enhancing its training relevance through exposure to international best practices.

Beyond training, NADA is emerging as a think tank, aiming to publish research through its journal Development Administration Review and conducting strategic studies to inform policy. Its leadership is committed to innovation, inclusion and global engagement, making NADA a pivotal institution in Bangladesh's journey toward sustainable, inclusive development.



National Academy for Development Administration

At a Glance

The National Academy for Development Administration (NADA) is a newly established modern training institute under the Ministry of Public Administration. It aims to address the shortage of visionary and skilled manpower for sustainable development. The academy is located in Rupnagar, Mirpur under the jurisdiction of Dhaka North City Corporation. Its operations are led by a Rector with the rank of a Secretary to the Government of Bangladesh.

Goals and Objectives

- To provide training to enhance the professionalism and efficiency of BCS Administration and other Cadre officials involved in development activities.
- To improve the skills of government personnel in strategic planning, implementation and monitoring of administrative, economic and infrastructural development.
- To ensure Value for Money in public investments.

Infrastructure

The 13-story building, including two basements, has been constructed to international standards and is equipped with the following facilities:

- State-of-the-art classrooms, conference rooms, seminar halls, a language lab and an auditorium.
- Modern gymnasium, prayer area, recreation room and swimming pool.
- Day-care center, rainwater harvesting reservoir and purified water tube wells.
- Forced ventilation and special light fittings for energy efficiency.

Research and Publications

NADA is equipped with the necessary personnel and resources to conduct research on administration, development and governance, as well as to publish academic journals, books and magazines.

Leadership and Think Tank

The academy is committed to fostering visionary leadership with strategic skills among personnel engaged in the government's development sector.

It aspires to function as a Think Tank for policy reforms, strategic planning and project management in the public development sector.

The academy has the capability to provide recommendations to the government regarding policies and strategies for administration and development.

Specialized Institution

Through specialized training programs, NADA is dedicated to improving the skills of personnel engaged in government development activities, thereby playing a pivotal role in enhancing the quality of life for citizens.

Training Programs

Core Training Programs



Other Training Programs

1. TOT Training
2. Enhancing skills in Information and Communication Technology (ICT) and English Language proficiency.
3. Training on ethics, values, morality and anti-corruption measures.
4. Specialized training on public procurement and governance.
5. Training programs in partnership with domestic and international institutions.
6. Opportunities for faculty members to pursue higher education and advanced training at foreign universities and institutions.
7. Project Management training
8. PPP (Public Private Partnership) Training
9. ICT in Development
10. Staff Training
11. Special Training for Faculty members
12. Internal Audit Training
13. Data-Driven Decision Making Training
14. Artificial Intelligence and Cyber Security Training
15. Training on Fire Safety and Fire Drill
16. Training on e-GP
17. Training on Public Financial Management and Preparing Summary for ACCEA/ACCGP

Our Flagship Courses

Development Administration (DA) Course

The Development Administration (DA) course is a flagship program of NADA designed for officers of the Bangladesh Civil Service (Administration) cadre at the Assistant Commissioner and Senior Assistant Commissioner level. It focuses on strengthening the analytical, managerial and policy-making capacity of officers to effectively plan, implement and evaluate development programs. Through a blend of economic theory, policy analysis, project management and governance practices, the course aims to develop future leaders equipped with strategic insight and practical competence in the field of development administration.

Goals:

- Build a strong foundation in economics, development planning and governance.
- Enhance analytical and decision-making skills in project management, public procurement and budgeting.
- Strengthen capacity for formulating, implementing and monitoring national development projects.
- Foster an understanding of international economic relations and the global development landscape.

Modules and Topics Covered:

Part- A: National Academy for Development Administration (2 months 15 days)

1. Fundamentals of Economics (16 hours):

This module introduces participants to the core principles of micro and macroeconomics, including consumer behavior, market equilibrium, production functions and the role of fiscal and monetary policy. Participants will analyze how economic theories apply to real-world public policy, with a focus on the Bangladeshi context.

2. Development Economics (10 hours):

Participants explore major theories and models of economic development, including classical, neoclassical and structuralist approaches. The module highlights issues such as inequality, sustainable growth and the role of institutions in driving economic transformation in developing countries.

3. Economy of Bangladesh (16 hours):

This module provides an in-depth understanding of the structure and dynamics of Bangladesh's economy. Key areas include fiscal and monetary policy, industrial development, remittances, digital economy and financial inclusion, with emphasis on emerging challenges and reform priorities.

4. Development Planning (14 hours):

Participants gain insights into national and local level planning processes, including formulation of short-, medium- and long-term plans. The module explains the role of key institutions such as the Planning Commission and the ERD, along with integration of ADP and Vision-based strategies into planning frameworks.

5. Financial Management (14 hours):

Focusing on budget preparation, treasury operations, auditing and financial reporting, this module equips participants with the tools to ensure fiscal discipline and accountability. It emphasizes the use of modern financial systems such as iBAS++ and compliance with financial rules and treasury regulations.

6. International Economic Relations of Bangladesh (18 hours):

This module examines Bangladesh's engagement with the global economy through trade, investment, foreign aid and labor migration. Participants analyze regional economic integration, debt sustainability and economic diplomacy, developing an understanding of negotiation processes for foreign assistance and FDI.

7. Project Management (10 hours):

Participants learn about the fundamentals of project planning and implementation, governance and financial management issues, and techniques for ensuring quality and timely delivery. The module emphasizes leadership, teamwork, motivation and conflict management as integral components of project success.

8. Preparation of Project Documents (28 hours):

This hands-on module trains participants in the preparation of DPP, TAPP and PCR documents. It covers feasibility studies, financial and economic appraisals, logical frameworks, environmental assessments and project approval procedures, ensuring participants can design and evaluate development projects effectively.

9. Development Administration (22 hours):

This module deepens participants' understanding of public administration and governance in the context of development. It explores IMED's role in project monitoring, the use of digital tools like EPMIS, and the importance of performance-based HRM. It also introduces applications of Artificial Intelligence and emerging technologies in development administration.

10. Public Procurement: National and International Perspectives (22 hours):

Participants gain comprehensive knowledge of the Public Procurement Act 2006 and Rules 2008, procurement methods, and contract management. The module also covers e-GP systems and international best practices, preparing participants to ensure transparency and efficiency in procurement processes.

11. Development (Infrastructural) Works in Bangladesh (14 hours):

This module introduces the fundamentals of infrastructure development and construction management. It includes understanding of construction materials, project estimation, environmental safety measures and quality control standards such as BNBC and FAR, enabling participants to oversee public works confidently.

12. Book/Project Document Reviews and Exposure Visit (62 hours):

Participants conduct analytical reviews of project documents and books related to development, followed by field visits and workshops. The exposure visits enhance practical understanding of project execution and evaluation, bridging theory and practice.

13. Mathematics and Statistics for Development Administration (12 hours):

This module strengthens participants' quantitative skills for evidence-based decision-making. It covers statistical concepts, correlation, regression, probability, SPSS applications and data visualization tools to support analytical work in policy and planning.

Part B: Overseas Training (15 Days):

14. International Trade: Theory, Policy and Legal Aspects (16 hours):

Participants explore global trade theories, comparative advantage, WTO frameworks, and trade policy negotiations. They analyze the impact of globalization, AI in trade and international investment law on developing economies.

15. Negotiation of International Contracts: Legal and Political Economy Perspective (16 hours):

This final overseas module builds participants' negotiation and contract management skills for the global context. Through simulations and case discussions, they learn to represent national interests effectively in international economic and trade agreements.

Training Hours: 258 hours (Bangladesh) + 32 hours (Overseas)

Participants: Assistant Commissioners / Senior Assistant Commissioners, BCS (Administration) Cadre

Sustainable Development and Project Management (SDPM) Course

The SDPM course aims to equip mid-level government officials with the essential knowledge and tools for effective development planning and project management. It emphasizes building critical thinking, leadership and negotiation skills. Participants will gain expertise in project preparation, appraisal, implementation and monitoring, fostering a deeper understanding of how to align projects with national and global development priorities like the SDGs.

Goals:

- Equip mid-level government officials with knowledge, skills and tools for effective development planning and project management.
- Develop critical thinking, leadership and negotiation skills.
- Foster proficiency in project preparation, evaluation and implementation.

Modules and Topics Covered:

Part A: National Academy for Development Administration (7 Weeks)

1. Economic Development and Public Planning: Theories and Practices in Bangladesh (12 hours):

This module explores the various dimensions of economic development, focusing on Bangladesh's planning practices. It includes discussions on modern governance and development.

2. Development Partnership and Critical Policy Shifts (12 hours):

Participants will analyze global trends in development partnerships, focusing on policy shifts under frameworks like the Sustainable Development Goals (SDGs). The module highlights the importance of collaborative strategies for achieving long-term economic and social transformation.

3. Project Management: Concept and Comprehensive Overview (8 hours):

This module covers the entire project cycle, including the development of logical frameworks and quality control measures. It prepares participants to manage development projects efficiently while ensuring adherence to best practices.

4. Project Identification, Preparation and Compliance (6 hours):

Through a combination of theoretical and practical exercises, participants will learn about conducting feasibility studies, cost-benefit analyses and environmental impact assessments, which are critical for identifying and designing effective projects.

5. Project Appraisal (6 hours):

Participants will engage in hands-on exercises to conduct economic and financial appraisals, sensitivity analyses and risk evaluations to ensure the feasibility and sustainability of development initiatives.

6. Project Implementation, Monitoring and Evaluation (18 hours):

This module delves into the practical aspects of project execution, including the roles of IMED and other monitoring bodies. Participants will learn about tools like earned value management and how to conduct impact evaluations.

7. Preparation of Project Documents (44 hours):

Participants will gain skills in preparing project documentation, including Development Project Proposals (DPP), Technical Assistance Project Proposals (TAPP) and Project Completion Reports (PCR).

8. Project Management: Regional & Global Perspective (42 hours):

Enable participants to analyze and compare project management practices across regional countries. Identify key lessons, challenges, and best practices to enhance Bangladesh's project management capabilities. To know the systematic process to develop a project globally. To understand project management and other related body of knowledge.

9. Public Procurement: National and International Perspective (16 hours):

This module provides an in-depth understanding of the legal frameworks governing public procurement, including guidelines under PPR and DIMAPPP, along with contract management techniques.

10. Government Budgeting, Accounting and Auditing (18 hours):

Participants will learn about budgeting frameworks like MTBF, fund release procedures and the use of the iBAS++ system to manage public funds effectively.

11. Managing Economic Transformation of Bangladesh (12 hours):

The final module covers critical issues like climate change, LDC graduation and the blue economy, preparing participants to navigate emerging challenges in Bangladesh's development journey.

Part B: Overseas Training (1 Week)

12. Development Project and Sustainable Development (12 hours):

To acquaint the participants with core concepts and needs for sustainable development both in country and global perspectives. To know about the different aspects, importance and needs SDG localization in Bangladesh. To enable them identify constraints including resources as the challenge in SDTG implementation and help them suggest ways forward.

13. Negotiation Skills (12 hours):

This module trains participants in conflict management, international trade negotiations and cross-cultural communication to foster collaborative and effective decision-making.

Training Hours: 194 hours (Bangladesh) + 24 hours (Overseas)

Participants: Deputy Secretaries, Senior Assistant Secretaries or equivalent officers

Leadership and Strategic Management (LSM) Course

The Leadership and Strategic Management course is designed to enhance the leadership capabilities and strategic thinking of high-level government officials. It emphasizes practical approaches to decision-making, negotiation and policy implementation in complex administrative environments.

Goals:

- Develop leadership and negotiation skills among the Joint Secretaries.
- Enhance participants' understanding of strategic management concepts.
- Equip participants with skills for decision-making and policy implementation.

Modules and Topics Covered:

1. Art of Leadership (16 hours):

This module delves into leadership theories and their application in real-world settings. Participants will learn about team building, mentoring and empowering others, enabling them to inspire and guide their teams effectively.

2. Strategic Management (24.5 hours):

Participants will explore the theoretical and practical aspects of strategic management, including vision and mission formulation, SWOT and PESTLE analysis and strategy execution. Case studies will illustrate best practices from both public and private sectors.

3. Art of Negotiation (17 hours):

This module focuses on developing negotiation strategies, understanding power dynamics and drafting agreements. Participants will gain skills in conflict resolution and learn how Bangladesh's geopolitical context influences negotiations.

4. Overseas Training on LSM (30 hours):

The final module offers participants exposure to international best practices in leadership and strategic management. Through site visits, expert lectures and case study presentations, participants will gain insights into governance structures and innovation hubs in countries like Thailand, Malaysia and Indonesia.

Training Hours: 57.5 hours (Bangladesh) + 30 hours (Overseas)

Participants: Joint Secretaries or equivalent officers

Our Other Courses

Training of Trainers (TOT) Course

The Training of Trainers (TOT) course is designed to develop the skills and capacity of faculties in designing, developing and delivering training programs effectively. The course aims to enhance their communication and facilitation skills while equipping them to create digital content for training sessions. It fosters a participatory learning environment and ensures trainers are adept at managing and evaluating training programs.

Goals and Targets:

- Develop participants' capacity to design, develop and deliver effective training programs.
- Enhance facilitation, presentation and communication skills to create engaging training sessions.
- Equip participants with knowledge of adult learning principles and modern training methodologies.
- Build capacity in organizing, managing and evaluating training programs effectively.
- Foster digital content development skills for modern, technology-driven training environments.
- Strengthen understanding of training cycles, curriculum development and participatory approaches.
- Provide insights into development administration and the role of NADA in Bangladesh's governance framework.

Modules and Topics Covered:

1. Adult Learning and Training Concepts (6 hours):

This module introduces the foundational principles of adult learning, focusing on understanding training objectives and approaches. Participants will explore key concepts like adult learning principles, the classifications of training and diverse training methodologies, ensuring they understand the core components of effective adult education.

2. Training Design and Training Cycle (6 hours):

Participants will gain an in-depth understanding of the training cycle, including conducting needs assessments and designing training curricula. This module also emphasizes the skills and qualities of an effective trainer, facilitation techniques and maintaining professional etiquette and manners, such as table etiquette during training events.

3. Organizing and Managing Training Programs (8 hours):

This module equips participants with practical skills in managing and organizing training sessions. Topics include creating lesson plans, training calendars, budgets and reports. Additionally, participants will learn evaluation tools and techniques to assess the effectiveness of their training sessions.

4. Training and Communication Skills (2 hours):

Aimed at enhancing the presentation and communication capabilities of trainers, this module also includes developing digital content for training purposes. Participants will refine their skills to ensure engaging and impactful delivery of training content.

5. Extension Lectures (2 hours):

This module broadens the understanding of development administration and future planning for training institutions like NADA. Topics include development administration in Bangladesh's context and insights into NADA's objectives and the Ministry of Public Administration's future plans.

Participants: Assistant Directors, Deputy Directors, Directors, Senior Assistant Secretaries, Deputy Secretaries and other staff members involved in training at NADA.

In-House Training

D-Nothi Essentials: Simplifying File Management

Duration: 1 day

Participants: 100 (Faculty members and other officials)

This one-day program introduces participants to the D-Nothi system for digital file management. It covers creating, tracking and managing electronic files, ensuring better transparency and efficiency in government processes. Participants will learn practical applications to streamline workflows and reduce reliance on traditional paper-based systems.

Foundations of Procurement: A Quick Guide

Duration: 1 day

Participants: 100 (Faculty members and other officials)

This program offers a foundational understanding of public procurement processes. It covers key concepts such as procurement planning, tendering and contract management, with a focus on adhering to the Public Procurement Act, 2006 (PPA) and Public Procurement Rules (PPR), 2008. Participants will gain practical knowledge to ensure transparency and efficiency in managing procurement activities.

Etiquette and Manners: The Key to Professionalism

Duration: 1 day

Participants: 100 (Faculty members and other officials)

This course emphasizes the importance of workplace etiquette and interpersonal skills in a professional setting. Topics include effective communication, cultural sensitivity, proper attire and workplace ethics. The program also provides practical tips on formal dining etiquette and professional conduct during official interactions.

iBAS++ and Budgeting: A Practical Approach

Duration: 1 day

Participants: 100 (Faculty members and other officials)

This course provides a comprehensive introduction to the Integrated Budget and Accounting System (iBAS++). Participants will gain hands-on experience in creating budgets, processing transactions and generating financial reports within the government framework. The program also includes an overview of financial rules and compliance standards for effective public sector financial management.

Professional Office Management: Strategies for Efficiency

Duration: 3 days

Participants: 100 Officials

This training focuses on improving administrative and organizational skills required for efficient office management. It includes modules on time management, communication strategies, document handling and teamwork. Participants will also learn techniques for improving productivity and fostering a professional work environment, ensuring smooth office operations.

Introduction to Computers and Digital Literacy

Duration: 2 days

Participants: 65 Staff

This course aims to enhance digital literacy and basic computer skills among participants. It covers the fundamentals of operating systems, word processing, spreadsheets and presentations. Additionally, participants will learn to use internet-based services, manage emails effectively and maintain cybersecurity awareness. The program is designed to build confidence in navigating technology in professional environments.

Internal Audit Training

Duration: 1 day

Participants: 40 (Faculty members and other officials)

This program is designed to strengthen the capacity of NADA officials in conducting systematic and objective evaluations of internal control systems, financial compliance and operational efficiency. It covers auditing principles, risk assessment, audit planning, report writing and follow-up procedures, enabling participants to ensure transparency, accountability and good governance within institutional operations.

Data-Driven Decision Making Training

Duration: 1 day

Participants: 40 (Faculty members and other officials)

This course equips NADA officials with the skills to analyze, interpret and apply data for informed decision-making. Participants learn data collection techniques, data visualization and the use of analytical tools (e.g., Excel, Power BI) to translate raw information into actionable insights. The training emphasizes evidence-based policy formulation and program evaluation to enhance institutional performance.

Artificial Intelligence and Cyber Security Training

Duration: 1 day

Participants: 40 (Faculty members and other officials)

This training focuses on building awareness and practical skills in Artificial Intelligence applications and cyber security measures relevant to public administration. Participants explore AI tools for improving efficiency and service delivery, alongside essential cyber security practices such as safeguarding digital platforms, identifying threats, managing data privacy and ensuring resilience against cyber attacks.

Training on Fire Safety and Fire Drill

Duration: 1 day

Participants: 110 (Faculty members and staff)

This training is essential to ensure workplace safety and comply with safety regulations. It equips staff with the knowledge and skills to respond effectively to fire emergencies, handle firefighting equipment, conduct safe evacuations and coordinate with emergency services. So, fire safety training is a vital part of creating a secure and resilient working environment.

Training on e-GP

Duration: 2 days

Participants: 40 (Faculty members and other officials)

e-GP training is crucial for NADA officials in Bangladesh to ensure transparent, efficient and accountable procurement aligned with government regulations. It enables officials to navigate the digital procurement system effectively from tendering to contract management. The training builds capacity, improves vendor selection and enhances institutional credibility, supporting NADA's mission through reliable and regulated procurement of goods and services essential for anti-doping operations.

Training on Public Financial Management and Preparing Summary for ACCEA/ACCGP

Duration: 3 days

Participants: 40 (Faculty members and other officials)

Public Financial Management training is essential for NADA officials in Bangladesh to ensure transparent, accountable and efficient use of public funds in line with national financial regulations. It enhances budgeting, reporting, audit preparedness and integration with systems like iBAS++ and e-GP. Preparing accurate summaries for ACCEA or ACCGP evaluations highlights officials' financial management contributions and supports career growth by documenting integrity, efficiency and compliance with public sector standards.

Training Calendar

Core Training Programs

SL	Course Name	Duration	No. of Participants and Designation
1	6 th Sustainable Development and Project Management (SDPM)	14.10.2025-01.12.2025	29 Person (Deputy Secretary and Senior Assistant Secretary)
2	7 th Sustainable Development and Project Management (SDPM)	25.12.2025-12.01.2026	30 Person (Deputy Secretary and Senior Assistant Secretary)
3	8 th Sustainable Development and Project Management (SDPM)	01.04.2026-19.05.2026	30 Person (Deputy Secretary and Senior Assistant Secretary)
4	6 th Development Administration (DA)	14.10.2025-27.12.2025	28 Person (Assistant Commissioner and Senior Assistant Commissioner)
5	7 th Development Administration (DA)	01.04.2026-14.06.2026	40 Person (Assistant Commissioner and Senior Assistant Commissioner)
6	2 nd Leadership and Strategic Management (LSM)	16.09.2025-29.09.2025	22 Person (Joint Secretary)
7	3 rd Leadership and Strategic Management (LSM)	02.12.2025-15.12.2025	25 Person (Joint Secretary)
8	4 th Leadership and Strategic Management (LSM)	13.01.2026-26.01.2026	25 Person (Joint Secretary)
9	5 th Leadership and Strategic Management (LSM)	02.03.2026-15.03.2026	25 Person (Joint Secretary)

Training of Trainers (TOT) Programs

SL	Course Name	Duration	No. of Participants and Designation
1	3 rd Training of Trainers (TOT)	09.12.2025 - 11.12.2025 (3 days)	40
2	4 th Training of Trainers (TOT)	12.03.2026 - 16.03.2026 (3 days)	40

In-House Training Programs

SL	Course Name	Duration	No. of Participants and Designation
1	D-nothi Essentials: Simplifying File Management	14.08.2025 (1 day)	40 (Faculty members and other officials)
2	Training on e-GP	21.10.2025-22.10.2025 (2 days)	40 (Faculty members and other officials)
3	Foundations of Procurement: A Quick Guide	03.12.2025 (1 day)	100 (Faculty members and other officials)
4	Etiquette and Manners: The Key to Professionalism	29.12.2025 (1 day)	100 (Faculty members and other officials)
5	iBAS++ and Budgeting: A Practical Approach	13.01.2026 (1 day)	100 (Faculty members and other officials)
6	Professional Office Management: Strategies for Efficiency	23.02.2026 - 25.02.2026 (3 days)	32 Officials
7	Introduction to Computers and Digital Literacy	09.03.2026 - 10.03.2026 (2 days)	65 Staff
8	Internal Audit Training	20.04.2026 (1 day)	40 (Faculty members and other officials)
9	Data-Driven Decision Making Training	11.05.2026 (1 day)	40 (Faculty members and other officials)
10	Artificial Intelligence and Cyber Security Training	28.05.2026 (1 day)	40 (Faculty members and other officials)
11	Training on Fire Safety and Fire Drill	10.06.2026 (1 day)	110 (Faculty members and staff)
12	Training on Public Financial Management and Preparing Summary for ACCEA/ACCGP	22.06.2026 - 24.06.2026 (3 days)	40 (Faculty members and other officials)

Our Distinguished Faculties and Staff Members



DR. A. K. M SHAHABUDDIN

Rector (Secretary)



Educational Qualifications:

- PhD in Environmental Science
- MSc in Botany, University of Dhaka (First Class, Third Position)
- BSc (Honors) in Botany, University of Dhaka (First Class, Fourth Position)
- Diploma in Global Development (Nine-month course, UK)

Special Achievements:

- Served as Additional Secretary and Wing Chief (World Bank and Japan & America Wing), Economic Relations Division, Ministry of Finance
- 18 years experience in the Field Administration in various capacities
- Worked in various departments and organizations
- Represented Bangladesh in bilateral and multilateral forums

Special Trainings (Home):

- Fiscal Economics and Economic Management (FEEM) Course
- ICT in Climate Change Adaptation (Asian Development Bank)
- Consultation, Facilitation & Management Technique (BCS Administration Academy)

Special Trainings (Abroad):

- Professional Development Training Program for Mid-Career Public Servants in Bangladesh, Monash University, Australia
- Overseas Training on Public Administration for Officers of Bangladesh Civil Service, National Academy of Public Administration, Vietnam
- Digital Mapping, GNSS/CORS and NSDI Study, Japan (JICA)

Awards and Acknowledgements:

- National Integrity Award (2024), Economic Relations Division, Ministry of Finance

DR. A B M MAHBUB ALAM

Member Directing Staff (MDS)(Administration)

MDS (Research, Publication and International Liaison)(Additional Charge)



Educational Qualifications:

- PhD in Accounting (Murdoch University, Australia)
- Master of Applied Commerce (University of Melbourne, Australia)
- Master's in Fisheries Biology and Limnology and Bachelor of Science in Fisheries (Bangladesh Agricultural University)

Awards Achieved:

- Chancellor Gold Medal and multiple academic awards

Special Training:

- Financial Management and Good Governance (Denmark)
- Project Monitoring and Evaluation (Thailand)
- Trade Negotiation Techniques (BPATC)

Professional Experience:

- Research and Published extensively in international journals focusing on governance, budgetary control and organizational behavior and performance.

KAZI HOSNA ARA

Member Directing Staff (MDS)

(Training Management, Capacity Development, Fellows and Mentorship Management)



Educational Qualifications:

- Master's in Human Resource Management from the University of Windsor, Ontario, Canada
- Master's in International Economic Relations from the University of Dhaka
- Master's in Botany from the University of Dhaka

Special Achievements:

- Over two decades experience in various roles in field operations and central administration.
- Expertise in leadership and human management
- Expertise in Project Management and Procurement
- Knowledge in Startup culture and Entrepreneurship in Bangladesh

Special Training:

- Multiple certifications and service-related training programs, both domestic and international.
- Mid-Career Training (NCGG, India)
- Familiaraton programme of South and South East countries investment promotion in Malaysia under IFC and BIDA
- Capacity Development Training in South Korea and Singapore
- Capacity Development training in Australia

REYASAT AL WASIF

Member Directing Staff (MDS)
(Academic Affairs – 1 & 2)



Educational Qualifications:

- Master in Public Policy, GRIPS, Japan
- BSS (Hons), MSS in Public Administration (University of Dhaka), First Class 7th Position (MSS).

Special Trainings Completed:

Home:

- 31st Foundation Training Course at BPATC.
- 48th Law and Administration Course, BCS Administration Academy.
- 44th BCS Orientation Training Course.
- 118th Senior Staff Course (SSC) at BPATC.
- Procurement Training Course, BPPA

Abroad:

- Conflict Management and Negotiation Skills, NIDA, Bangkok, Thailand.
- ITEC Training in India.
- Various Short and Long-term training on development and administrative issues in the USA, Denmark, Germany, Sri Lanka and China.

Special Achievements:

- Served more than five years in various sections of the Cabinet Division and also worked in different sections/branches of the Local Government Division.
- Served as Deputy Director and Faculty Member at BPATC.
- Conduct sessions as a Guest Speaker in the Foundation Training Course.
- Served in various capacities in field administration.

MIR MOHAMMAD MAHBUBUR RAHMAN

Director (Finance and Procurement)



Educational Qualifications:

- B.Sc in Chemistry (National University)
- M.Sc in Chemistry (National University)

Special Trainings Completed:

Home:

- Law and Administration Course (BCSAA)
- Foundation Training Course (BPATC)
- Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka.

Abroad:

- 2nd Foundation Training Programme for Bangladesh Civil Servants, India Module (IIPA, New Delhi, India)
- Mid-Career Training (NCGG, India)
- Short Training (KDI, South Korea)

Special Achievements:

- Secured 4th Position in the 62nd Law and Administration Training Course at BCS Administration Academy
- Secured 10th position in the 38th Foundation Training Course at BPATC
- Secured 8th Position in the 137th Advance Course on Administration and Management (ACAD), BPATC, Savar, Dhaka.

SHAKIL AHMED

Director (Academic Affairs-2)



Educational Qualifications:

- Master's in Business Administration

Awards Achieved:

- National Integrity Award (2021-22) as Deputy Secretary of Energy and Mineral Resources Division.
- Best Deputy Commissioner of Rangpur Division (2023) for special contribution to primary education.

Special Achievements:

- Secured 8th position in the 64th Law and Administration Training Course.

Special Training:

Home:

- Course on Communicative English, BPATC, Dhaka.
- National Portal Training (Prime Minister's Office, Bangladesh)
- 16th Orientation Course for Fit listed UNOs, BCS Administration Academy, Shahbag, Dhaka.
- 127th Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka.
- Disaster Impact Assessment (DIA) and Digital Risk Information Platform (DRIP), Ministry of Planning.
- Training on Election Management and Operation-Conducted by Electoral Training Institute, Dhaka, Bangladesh Election Commission.
- Training of the trainers (ToT) and Physical & Psychological wellbeing NADA.

Abroad:

- Governance for Deputy Commissioners in Bangladesh, NCGG, India.
- Operational and Maintenance on IBFPL, NRL, India.
- Accounting and Financial Management for Oil and Gas Industry, AIT Extension, Bangkok, Thailand.
- Marine Resources Management and Blue Economy development for Bangladesh, Fujian Institute of Oceanography, China.
- Problem solving and Decision Making skills for administrative professionals in Oil, Genovasi University College, Malaysia.
- Information Technology Strategy and Security, Indonesia.
- LNG value chain training program, JOGMEC, Japan.
- Participated in foreign training programs and exposure visit in Australia, Singapore, Malaysia, USA.

ABU NASER BHUIYAN

Director (Research and Publication)



Educational Qualifications:

- Master of Public Administration (MPA) and BSc Ag (BAU)

Special Achievements:

- Research in Governance and Administration.

Professional Courses:

- Advance Course on Business Administration (ACBA), IBA, Dhaka University.
- Finance for Non-Finance Managers (FNM), IBA, Dhaka University.
- Accounting for Non-Accountants (AFNA), IBA, Dhaka University.

Professional Certificates:

Home:

- Project Planning and Management-NAPD, BD
- Public Administration and Public Finance-BCSAA, BD
- Course on Prevention of Corruption-BCSAA, BD
- Land Laws and Land Management Course-LATC, Ministry of Land
- BCS Officers Orientation Course-BMA-Ministry of Defense, BD
- Digital Service Design Lab for Border-Coastal Area-ICTD, BD
- Upazila Parishad Law and Administration Refresher Training, NILG, Local Govt. Division
- Government Performance Management Training Course-Bangladesh Institute of Administration and Management (BIAM) Foundation, MoPA.

Abroad:

- PPP formulation and Management Issues-Malaysia Urban Transportation Policy Program-Seoul Human Resource Development Center, South Korea.
- Marine Security Administrative Capacity Building Maritime Policy-Korea international Cooperation Agency and the Korea Coast Guard Academy, Korea.

Research:

- Exploring The Potential of Natore District in the International Market of Processed Agricultural products.
- Submitted to- Cabinet Division on 30 June 2024.

Research Paper Work (On Going):

- Right to Information (RTI) as a tool of Good Governance in Upazila Administration of Bangladesh. Abstract published at 4th international integrative research conference on education, Governance and Development, Bangladesh.

MD. AMINUL ISLAM

Director (International Liaison)



Educational Qualifications:

- M.A. in English Literature

Special Achievements:

- Working in the Field Administration, Land Management and Central Government activities of Bangladesh for about two decades.

Special Trainings:

Home:

- Foundation Training Course, Bangladesh Public Administration Training Centre
- Law and Administration Course, Bangladesh Civil Service Administration Academy
- BCS Officers' Orientation Course (BMA), Army Headquarters
- Survey and Settlement Training Course, Land Record and Survey Department
- Project Management Training Course, BIAM Foundation
- Course on Upazila Administration & Development, Bangladesh Civil Service Administration Academy
- Upazila Parishad Act & Administration Training, Rural Development Academy, Bogura
- Land Law & Land Management Course, Land Administration Training Centre
- Land Record Management & Survey Course, Land Administration Training Centre
- Advanced Course on Administration and Development (ACAD), BPATC, Dhaka

Abroad:

- Mid-Career Training Programme, National Centre for Good Governance, Government of India
- Huawei Data Centre Training, Huawei University, China
- Seminar on Anti-Monopoly Law Enforcement for the Officials of Belt and Road Countries, Academy for International Business Officials, China
- Training on Employment of the Persons with Disabilities, JICA, Japan

MD. NASIR UDDIN MAHAMUD

Director (Academic Affairs -1)



Educational Qualifications:

- Master of public Administration of Jagannath University, SUB and Islamic History

Special Achievements:

Expertise in Soft Skills:

- Analytical and Critical Thinking, Organizational Strategic Management skill, Collaboration and Teamwork, Adaptability and Flexibility, Problem Solving, communication skill.

Professional Courses:

- Law and Administration Training Course Bangladesh Civil Service Administration Academy.
- 42nd Foundation Training Course (FTC) Bangladesh Public Administration Training Centre (BPATC).

Professional Certificates:

Home:

- BCS Officers Orientation Course-BMA-Ministry of Defense, BD
- Upazila Parishad Law and Administration Refresher Training, NILG, Local Govt. Division
- Military Orientation Training of Bangladesh Civil Service (BCS) & Bangladesh Judicial Service (BJS) Officers' Course-68
- Basic Training on Law and Administration for Uapzila Parishad, National Academy for Planning and Development, Ministry of Planning
- Workshop on Innovation in Public Service Course Certificate, Ministry of Housing & Public Works

Abroad:

- 27th Mid-Career Training Programme in Field Administration, NCGG, India
- Local Level Planning, Implementation, Monitoring & Resource Mobilization Course, Kerala Institute of Local Administration

S. M. RAFIQUL ISLAM

Director (Training Management)



Educational Qualifications:

- Masters in Public Affairs (MPA) in International Economic Relations (IER), Bangladesh Institute of Governance and Management (BIGM), Dhaka University
- M.A. in History, Dhaka University
- B.A. (Hon's) in History, Dhaka University

Professional Certificates:

- Notification and Trade Policy Review of the WTO: Transparency Mechanism-Conducted by Ministry of Commerce
- Trade Issues for the Officials of the Ministry of Commerce-Conducted by Ministry of Commerce
- The Capacity Building Training on Trade and Development-Conducted by Ministry of Commerce
- ADB Executive Program for Communications Professionals-Conducted by Asian Development Bank (ADB) and Edelman.

Special Achievement:

- Over 12 years experience in the Field Administration in the various capacities.

Special Training:

Home:

- Measures for Prevention of Corruption-Conducted by BCSAA, Shabagh, Dhaka.
- Financial Management, Audit and PPR-Conducted by Bangladesh Institute of Management (BIM)
- Law and Administration of Upazila Parishad-Conducted by Bangladesh Institute of Management (BIM)
- Multi-Hazard Risk and Vulnerability Assessment-Conducted by Department of Disaster Management, Ministry of Disaster Management and Relief
- Basic Training on Law and Administration of Upazila Parishad-Conducted by National Institute of Local Government (NILG)
- Training on Election Management and Operation Conducted by Electoral Training Institute, Dhaka, Bangladesh Election Commission
- Training of the trainers (ToT) and Physical and Psychological wellbeing (3 days), NADA
- 153rd Advanced course on Administration and Development (ACAD), BPATC

Abroad:

- 26th Mid-Career Training Programme in Field Administration for Civil Servants of Bangladesh-Conducted by National Centre for Good Governance (NCGG), India.
- Trade and Sustainable Development for Developing Countries-Conducted by The Energy and Resources Institute (TERI), India
- Regional Economic Integration: ASEAN Experiences-Conducted by Asian Institute of Technology (AIT), Thailand
- Training on Innovation-Conducted by UTM SPACE, Malaysia

ASHAFUR RAHMAN

Director (Administration)

**Educational Qualifications:**

- Master's in Social Science/Public Administration (University of Dhaka)

Special Training:**Home:**

- Sustainable Development and Procurement Management (SDPM) Course, National Academy for Development Administration, Ministry of Public Administration (8 weeks)
- Fiscal Economics and Economic Management (FEEM) - Institute of Public Finance, Finance Division, Dhaka (11 weeks)
- Negotiation Skills and English Proficiency Course-Bangladesh Institute of Administrative Management, Ministry of Public Administration, Dhaka (2 weeks)
- Consultation, Facilitation and Management Techniques-Bangladesh Civil Service (Administrative) Academy, Ministry of Public Administration, Dhaka (2 weeks)
- Policy Analysis Course-Bangladesh Institute of Management (BIGM), Dhaka (10 weeks)
- Public Procurement-Public Security Division, Bangladesh Secretariat (2 weeks)
- Capacity Building Training on Trade-Related Issues-World Trade Organization (WTO) Cell, Ministry of Commerce, Dhaka (2 weeks)
- Rules and Procedures for Export, Import and Customs-Bangladesh Institute of Foreign Trade (BIFT), Ministry of Commerce (4 days)
- Basic Principles of WTO Agreements and Challenges after LDC Graduation-Ministry of Commerce, Bangladesh Secretariat, Dhaka (3 days)
- National E-Government Procurement (E-GP) Portal as Procurement Entity (PE) User-Engineering Staff College, Bangladesh (1 week)
- 2nd Advanced Land Management Training Course-Land Administration Training Centre, Dhaka, Ministry of Land (2 weeks)
- Government Performance Management Training Course-Bangladesh Institute of Administrative Management, Ministry of Public Administration, Dhaka (1 week)
- Survey and Settlement Training Course on Land Management-Land Survey Dept., Dhaka (6 weeks)
- Executive Magistrates Training Course on Mobile Court-Bangladesh Civil Service Administration Academy, Dhaka (2 weeks)
- BCS Officers Orientation Course on Military Affairs-Bangladesh Military Academy (BMA), Chittagong (6 weeks)
- Training Course on Land Management-Land Administration Training Centre, Dhaka, Ministry of Land (2 weeks)
- Law and Administration Course-Bangladesh Civil Service Administration Academy, Dhaka (5 months)
- Foundation Training Course for BCS Officers-Public Administration Training Centre (BPATC), Savar, Dhaka (4 months)
- Basic Training on Public Procurement Management (17 days)

Abroad:

- Seminar on Public Security and Counter Terrorism for Bangladesh-Public People's University of China, Beijing (3 weeks)
- Land Registration and Management and Associated Matters-Global Circle for Scientific, Technological and Management Research (GCSTMR), Sydney, Australia (2 weeks)
- Effective Management Skills for Enhancing Administrative & HRM in the Oil & Gas Industry-Mahanakorn University of Technology, Bangkok, Thailand (2 weeks)
- Mid-Career Training Program in Field Administration for Civil Servants of Bangladesh-National Centre for Good Governance (NCGG), Mussoorie, India (2 weeks)

MD. SOFIOUR RAHAMAN

Director (Monitoring and Evaluation)



Educational Qualifications:

- Honours and Master's in Psychology (University of Dhaka)

Awards Achieved:

- Best Upazila Nirbahi Officer in Madaripur District (2018)

Special Achievements:

- Secured 9th position in the 72nd Law and Administration Training Course.
- Secured 3rd position in the 92nd Survey and Settlement Training Course.

Special Training:

Home:

- Training Course on Basic Network operation and Equipment Maintenance and Troubleshooting, Bangladesh Computer Council.
- Land Law and Land Management Course, LATC, Ministry of Land.
- Intermediate Training Course on Public Administration and Public Finance, BCS Administration Academy.
- Training Programme on Building Sustainable Capacity for Investment Promotion in Bangladesh, Bangladesh Investment Climate Fund, IFC.
- Training on National e-Government Procurement (e-GP) Portal as Procuring Entity (PE) User, CPTU, IMED.
- Refreshers Training on Upazila Parishad Law and Administration, NILG, Dhaka.
- Training of Trainers on Strengthening of Digital Centres in Bangladesh, Bangladesh Institute of Management (BIM), Dhaka.

Abroad:

- Mid-Career Training Programme in Field Administration for Civil Servants of Bangladesh, NCGG, India.
- Training on Effective Anti-Corruption Policy, Strategy and Practices, The Asian Institute of Technology (AIT), Thailand.

MD. RAJIBUL ALAM

Deputy Director (International Liaison)



Educational Qualifications:

- PhD in Advanced Policy Studies (Japan)
- MA in Advanced Policy Studies (Japan)
- Master in Urban and Regional Planning (Bangladesh University of Engineering and Technology, BUET)
- Bachelor in Urban and Regional Planning (Jahangirnagar University)

Special Achievements:

- Extensive experience in Field Administration, including roles as Assistant Commissioner, CEO of Municipalities and Assistant Commissioner (Land).
- Worked as a Consultant (Economist) for the Mitigation and Adaptation Co-benefit Project, a collaboration involving Columbia University, NASA and ACIAR.
- Published research on development economics, public policy and policy analysis.
- Join International Conference/Seminar (Canada, Japan, India)

Special Trainings Completed (both at home and abroad):

- Worked as Research Assistant (Japan)
- Data Analysis using STATA (Japan)
- Quantitative Research Design including Randomized Control Trial (RCT) (Japan)

ZIAUL ISLAM CHOWDHURY

Deputy Director (Resource Persons Management)



Educational Qualifications:

- BSS (Hons) and MSS in Social Welfare (University of Dhaka)

Professional Certificates:

- 62nd Foundation Training Course.
- 103rd Law and Administration Course.

Special Training completed: (Both at Home and Abroad)

- SDG and Good Governance (Australia)
- Sustainable Development and Project Management (Bangladesh)

Award and Acknowledgement:

- National Integrity Award 2023-2024, Tangail.
- International Public Service day-2016 Award, Sylhet.

JEPY DEWAN

PS to Rector (Additional Charge)
Deputy Director (Physical & Psychological Well-being)



Educational Qualification:

- Master of Arts in Public Policy, University of Nottingham, UK
- BSc in Textile Engineering, Bangladesh University of Textiles, Dhaka, Bangladesh

Special Achievements:

- Represented Bangladesh in DC-DM level border conference, held between Bangladesh and India

Professional Certifications:

- 61st Foundation Training Course
- 101st Law and Administration Course

Special Trainings: (Home and Abroad)

- Administration and Management Training, Universiti Putra Malaysia (Malaysia)
- Capacity Enhancement on Formulation and Implementation of Local Disaster Risk Reduction Plan (Japan)
- Capacity Building Programme for the Civil Servants of People's Republic of Bangladesh (India)

Awards and Acknowledgement:

- Best UNO for contribution to education (2023), Cox's Bazar
- Best UNO in birth and death registration (2024), Cumilla

FERDOUS WHAHID

Deputy Director (Administration)



Educational Qualifications:

- MS in Horticulture, Bangladesh Agricultural University, Mymensingh

Special Trainings (both at home and abroad)

- Public Procurement Management Course, Bangladesh Public Procurement Authority (BPPA)
- Sustainable Development and Procurement Management (SDPM) Course, National Academy for Development Administration, Ministry of Public Administration
- Survey and Settlement Training Course, Land Record and Survey Department
- Law and Administration Course-Bangladesh Civil Service Administration Academy, Dhaka
- Foundation Training Course for BCS Officers-Public Administration Training Centre (BPATC), Savar, Dhaka
- Mid-Career Training Program in Field Administration for Civil Servants of Bangladesh-National Centre for Good Governance (NCGG), Mussoorie, India
- Innovation in Development Communication, Indonesia

DIPANGKAR TANGCHANGYA

Deputy Director (Academic Affairs - 2)



Educational Qualification:

- BSS(Hons)and MSS in Public Administration (Chittagong University)

Professional Certificates:

- 61st Foundation Training Course
- 101st Law and Administration Training Course

Special Trainings: (Home and Abroad)

- Mid-Career Training Programme in Field Administration for Civil Servants of Bangladesh (India)

RABEYA AKTAR

Deputy Director (Academic Affairs-1)



Educational Qualification:

- B.B.A and M.B.A (Finance), University of Dhaka

Professional Certificates:

- P 62nd Foundation Training Course
- 105th Law and Administration Course
- 37th Orientation Course for the Fit-listed UNOs
- 9th Basic Land Management Course
- E-GP and Public Procurement Professional Certificate, CPTU, IMED, Ministry of Planning

Professional Qualifications:

- Completed 600 marks out of 2000 marks from the Institute Of Cost and Management Accountants of Bangladesh (ICMAB)

Special Trainings: (Home and Abroad)

- 63rd Capacity Building Program for the Civil Servants of Peoples Republic of Bangladesh (India)
- Strengthening Public Financial Management Framework, IMF SARTTAC and Institute for Capacity Development (India)

Awards and Acknowledgements:

- Secured 9th place at 34th BCS (Administration) Cadre Batch in Bangladesh
- Best UNO for contributing to Primary Education (2023), Cumilla
- Top 8th position in Fiscal Economics and Economic Management Course (FEEM), IPF, Ministry of Finance, Bangladesh

ANTARA HALDER

Deputy Director (Research)



Educational Qualifications:

- Bachelor of Medicine and Bachelor of Surgery (MBBS), Sher-E-Bangla Medical College, Barishal

Work Experience:

- Over 8 Years' experience in the field Administration
- Over 1 year of work experience at BPATC

Award & Acknowledgements:

- Received the Best Assistant Commissioner (Land) Award for Dhaka District in 2020, presented by the Divisional Commissioner of Dhaka.
- Secured 1st position in the Special Land Acquisition Training conducted by the Land Administration Training Centre (LATC).

Professional Courses:

- 62nd Foundation training course
- 105th law and Administration course
- 9th basic Land Management course
- Special training on Land Acquisition arranged by LATC
- 120th Survey and Settlement training
- 40th orientation training for fit listed UNO
- Special Training for Additional Deputy Commissioner (revenue) arranged by LATC
- TOT training on Land automation arranged by Land Automation project, Ministry of Land, Bangladesh

Special Training (Home & Abroad):

- Participated in the 57th Capacity Building Programme for Civil Servants of the People's Republic of Bangladesh in India.

Certificate Courses:

- Completed 3 month training on basic to advance research course organized by the Research help Bangladesh.
- Completed a certificate course on Stress and Anger Management organized by PTDC Bangladesh.

SHIFAT ANWAR TUMPA

Deputy Director (Finance & Public Procurement)



Educational Qualifications:

- Master of Development Studies, University of Melbourne, Australia (2020-2021)
- Australia Awards Scholarship (2019)
- MBA in Human Resource Management, University of Dhaka (2013)
- BBA in Management Studies, University of Dhaka (2008-2011)

Special Training:

- 64th Foundation Training Course
- 121st Law and Administratio Course
- 29th Departmental Training Course for BCS (Economic) Cadre Officers
- 14th Advanced Land Management Course.
- 2nd Land Management Project Management Training Course For UNO Fit-List
- Result Based Monitoring and Evaluation
- New Budget and Accounting Classification with Integrated Budget and Accounting System (iBAS++).
- Financial & Economic Appraisal for Development Project.
- Adaptive Delta Management (ADM) in Bangladesh Delta Plan 2100.
- Project Development and Processing Management.
- Public Procurement Planning & Monitoring for Development Projects.
- Focused Optimization Management (FOM).
- Advanced Evidence Informed Policy Making course.
- National Income Accounting.
- E-GP and Public Procurement Professional Certificate, BPPA.

Key Skills:

- Public Policy & Strategic Planning
- Local Government Administration
- Stakeholder Engagement & Coordination
- Project & Program Management
- Training Design & Facilitation
- Climate Change Focal Point

Achievements:

- Australia Awards Scholarship (2019)
- Top 7th, 29th Departmental Training Course, NAPD
- Duke of Edinburg Award, 2015
- Best Cub Scout (National), 1999
- Co-editor of the "Handbook Mapping of Ministries by Targets in the Implementation of SDGs (2016)"
- Co-translator of the "SDG Goals, Targets and Indicators (2017)" into Bangla.
- APD, "Vision- 2041" project

AFIA SHARMIN

Deputy Director (Monitoring & Evaluation)



Educational Qualification:

- MSc in Public Policy and Management, University of Melbourne, Australia
- BBA in Marketing, University of Jagannath, Bangladesh
- MBA in Marketing, University of Jagannath, Bangladesh

Special Achievements:

- Secured first class 6th position in Bachelor of Business Administration program, University of Jagannath.
- Secured first class 4th position in Master of Business Administration program, University of Jagannath.
- Secured 25th place at 35th BCS (Administration) in Bangladesh.
- Prime Minister Fellowship 2019-20 by Government of Bangladesh.
- Best UNO for Preventing Early Marriage and initiating awareness programs at Tala Upazila, Satkhira, Bangladesh.

Professional Certifications:

- Project Management Professional (PMP®)

Special Trainings: (Home and Abroad)

- Completed P64th foundation training course for six (06) months at BPATC.
- Completed 110th Law and Administration course for five (05) months at Bangladesh Civil Service Administration Academy.
- Completed 23rd Basic Land Management course at Land Administration Training Center.
- Completed 8th Executive Magistracy and Mobile Court affairs course at BCSAA.
- Completed upazila administration and development for fit-listed UNOs course.
- Completed attachment program on poverty reduction and rural development at Bangladesh Academy for Rural Development (BARD).
- Completed 68th capacity building program for the civil servants of People's Republic of Bangladesh organized by NCG, Government of India.
- Completed upazila resource team instructor training program at National Institute of Local Government (NILG).
- Completed 5th Sustainable Development & Project Management (SDPM) training course at National Academy for Development Administration (NADA)

MAHNAZ HOSSAIN FARIBA

Deputy Director (Publication)



Educational Qualifications:

- MSc in International Health and Tropical Medicine (University of Oxford, UK) (Passed with Merit)
- BS (Hons.), MS in Genetic Engineering and Biotechnology (University of Dhaka)

Special Achievements:

- Secured 1st Position in Foundation Training Course, Achieved DG's Award awarded for excellence in academics and co-curricular activities.
- Secured 3rd Position in 131st Law and Administration Course, Bangladesh Civil Service Administration Academy.
- Elected by 26 member countries as an Asia Pacific Regional Committee (APRC) member of the World Association of Girl Guides and Girl Scouts (WAGGGS), enhancing international collaboration and leadership.
- National Science and Technology Fellowship, Ministry of Science and Technology (2014).
- BST Fellowship, Ministry of Science and Technology (2018).
- Harun-Ur Rashid Memorial Scholarship, University of Oxford (2018).
- Orange Knowledge Program Fellowship by Government of Netherlands (2022).
- Sunitomo Scholarship in University of Dhaka (2011-2014).
- Dhaka Board Scholarship in SSC & HSC (Talentpool).
- Junior Scholarship 2008 (General)

Professional Certifications:

- Project Management Professional (PMP®)
- PMI Authorized PMP® Instructor

Special Trainings:

Home:

- Public Financial Management: Concepts, Rules and Procedures by Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS), Finance Division, Ministry of Finance in collaboration with the World Bank and Institute of Public Finance
- 19th Basic Land Management Course, Land Administration Training Centre, Ministry of Land (1 month)
- Training on Leadership Development for Enhanced Public Service Delivery at Bangladesh Institute of Administration and Management
- Office Management Training Course at Bangladesh Institute of Administration and Management
- Orientation Training for Bangladesh Civil Service Administrative Officers at Dhaka Divisional Commissioner's Office
- Biosafety, Biosecurity and Lab Management Training at Bangabandhu Sheikh Mujib Medical University and University of Dhaka
- Basic Journalism Training at the University of Dhaka
- Model United Nations and International Foreign Policy Training at the University of Dhaka
- Mental Health First Aid Training by MHFA Bangladesh.
- First Aid Training, Bangladesh Girl Guides Association
- Life Skills Training, Bangladesh Girl Guides Association
- English Language Course, British Council
- Judo-Karate Training, Dhaka University Judo Karate Center

Abroad:

- Water Policy Training at IHE Delft Institute for Water Education, under the auspices of UNESCO, Netherlands
- 61st Capacity Building Programme for the Civil Servants of the People's Republic of Bangladesh by National Centre for Good Governance, Ministry of Personnel, Public Grievances & Pensions, Government of India (ITEC Programme)
- Training Program on Leadership Development and Capacity Enhancement for the Civil Servants of Bangladesh, at Central Queensland University, Melbourne, Australia
- Teachers' Training and Media Training organized by Tropical Medicine, Nuffield Department of Medicine, University of Oxford

Acknowledgment:

- Published 11 research articles in National and International Journals

AHANA JINNAT

Deputy Director (Curriculum & Design)



Educational Qualification:

- M.S.S in Sociology, University of Dhaka

Special Achievements:

- Secured 2nd Best UNO for birth & death registration in Mymensingh division for 3 times as Upazila Nirbahi Officer, Madan, Netrokona .

Special Trainings: (Home and Abroad)

- Completed T64th Foundation Training Course for six (06) months.
- Completed 120th Law and Administration course for five (05) months at Bangladesh Civil Service Administration Academy.
- Completed Basic Land Management course at Land Administration Training Center.
- Completed 9th Executive Magistracy and mobile court affairs course at BCSAA.
- Completed Upazila Administration and Development for fit-listed UNOs course.
- Completed attachment Program on poverty reduction and rural development at Bangladesh Academy for Rural Development (BARD).

TAMARA TASBIHA

Deputy Director (Training Administration and Management)



Educational Qualifications:

- M.Sc in Biochemistry & Molecular Biology (University of Dhaka)

Special Trainings Completed (both at home and abroad):

- Completed Foundation Training Course (FTC) at Bangladesh Public Administration Training Center (BPATC)
- Completed 139th Law & Administration Course at Bangladesh Civil Service Administration Academy (BCSAA)
- Training on Land Administration (LATC, Bangladesh)
- Training on Development Administration (NAPD, Bangladesh)
- Training on iBAS++ & BACS (Arranged by Ministry of Finance in collaboration with Institute of Public Finance)

MD. TARIKUL ALAM

Assistant Director



Educational Qualification:

- Master of Laws (LL.M.), University of Dhaka
- LL.B. (Hons.), University of Dhaka

Special Trainings (Home and Abroad):

- 40th Basic Land Management Course at Land Administration Training Center
- 39th Public Procurement Management Course held at BCS Administration Academy
- 3rd Higher Land Management Course at Land Administration Training Center
- 72nd Foundation Training Course

Award:

- Awarded District Level Integrity Award in 2022

MD. DIDARUL KADIR

Programmer



Educational Qualifications:

- M.Sc in Computer Science, University of South Asia
- B.Sc in Computer Science & Engineering, Islamic University, Kushtia

Awards Achieved:

- National Integrity Award (DoICT, 2022-23)

Special Achievements:

- Secured 3rd position in the 4th Special Foundation Training Course at BPATC

Professional Certificates:

- CCNA, HCNA (Routing and Switching).
- National Skill Certificate-I in IT support, NTVQF-I
- Member of Bangladesh Computer Society.

Special Trainings (both at home and abroad):

- "3-Week Training on Public Procurement Management" organized by Bangladesh Public Procurement Authority (BPPA).
- Special Foundation Training Course (BPATC).
- Practical Course for ICT Engineers-Oversea Training (Held in Seoul, South Korea)
- "Seminar on Information and Communication Technology Management for Bangladesh-2018" in Wuhan, Hubei, People's Republic of China.
- Sustainable Development and Project Management Course (SDPM) at National Academy for Development Administration (NADA)

MD. ABU ZAFOR

Assistant Engineer (Maintenance)



Educational Qualifications:

- B.Sc in Computer Science & Engineering, Stamford University, Bangladesh

Professional Certificates:

- CCNA (Routing and Switching).
- Member of Bangladesh Computer Society.

Special Trainings Completed (both at home and abroad):

- Training on Public Procurement Management-Special Foundation Training Course (BPATC).
- Financial and Office Management Training Course
- Practical Course for ICT Engineers- Oversea Training (Held in Seoul, South Korea)
- "Seminar on Information and Communication Technology Management for Bangladesh" in Wuhan, Hubei, People's Republic of China.

DR. MD. NAHID NOOR TUSAR

Medical Officer



Educational Qualifications:

- MPH in Community Medicine (National Institute of Preventive and Social Medicine)
- MBBS (Holy Family Red Crescent Medical College)

Professional Certifications:

- Bangladesh Medical and Dental Council (BMDC)

Special Achievements:

- Primary Scholarship in Talent pool (Stood First) in 1992.
- Conducted Research on Hepatitis B virus in 2012.
- Conducted Research on Diabetic Foot in 2022.

Special Trainings: (Home and Abroad)

Home:

- Medical Affairs Training from 18-20 March 2010 at Roche
- Effective Communication skill from 26-27 March 2011 at BRIDDHI
- 77th Special Foundation Training Course from 19 January 2020 - 18 March 2020 at BIAM

Abroad:

- Biotech Update Training from 05-06 July 2010 at India
- Strategic training from 20-23 December 2010 at Singapore
- Biotech Update Training from 06-07 April 2011 at India
- Clinical Trial Management System from 05-13 September 2011 at India
- Excellence in Clinical Trials Management - ELINA from 13-15 December 2011 at India
- Strategic training from 19-23 December 2011 at France
- Medical affairs excellence program from 06-09 February 2012 at Switzerland

Awards and Acknowledgement:

- Attended the 3rd National Cub Camp Uri of Bangladesh Scouts in 1992.
- 1st Prize in Water Color Painting in National Children Award Competition in 1992.
- 2nd Prize in Pencil sketch in National Children Award Competition in 1992.
- 1st Prize in Carom in Annual Games Competition of Medical College in 2005.
- Worked as an Assistant Editor of Orion Medical Journal from 2009 to 2010
- Worked as an Assistant Editor of CME Journal from 2024 to 2025.

SWPNA RANI SHOME

Assistant Director (Language Expert Bangla)



Educational Qualifications:

- HSC: Humanities (Muminunnisa Govt Mohila College, Mymensingh)

Professional Certificates:

- Office Jantra Sangrakkhyan Course
- Fundamental Office Administration Training Course
- Special Training Course organised by NSI

Special Training:

- Computer Training.

MOHAMMAD ZAHIR UDDIN

Assistant Director (Resource Persons Management)



Educational Qualifications:

- Master's in Management (University of Jagannath)

Special Achievements:

- In writing Shorthand both English & Bangla language.
- Well trained in Income Tax Return Prepare (Individual)
- Vehicle Management Training Course organized by BRTA.

Professional Certifications:

- Modern Office Management at BIAM Foundation, Dhaka
- Two weeks training at BCS Admin Academy related PPR & PPA -3 times
- Three weeks training on Basic Procurement Course at Engineering Staff College, Dhaka
- Well trained in e-GP at BPPA.
- Trained on ACR organized by MOPA
- Trained on e-Nothi organized by Ministry of ICT

Special Trainings: (Home and Abroad)

- PPR & PPA at home.
- Factory Visit for Vehicle Management in Japan.

Awards and Acknowledgement:

- Award received from Prime Minister's Office for Social Service for giving free training to outsourcing workers of PMO in Shorthand writing.

MD. MOHIUDDIN

Assistant Director (Publication)



Educational Qualifications:

- M.A in Islamic History, Tejgaon College, Dhaka

Special Trainings: (Home and Abroad)

- Sanjeebani Training Course, Sylhet, Cox's Bazar, Rangamati and Khagrachari
- Fundamentals of Office Administration Course, RPATC, Dhaka
- Conduct and Discipline Course, RPATC, Dhaka
- File Management Course, RPATC, Dhaka
- Operating System, Word Processing & DTP, The Computers & Communications, H-67, Block-E, R-11, Banani, Dhaka

MD. AZAM KHAN

Assistant Director (Finance & Public Procurement)



Educational Qualifications:

- Bachelor of Commerce (B.Com), Dhaka City College

Special Training:

- Basic Office Management Training Course
- Computer Literacy English Language Course
- Introduction to Budget Management (IBM) Course

MD. ABDUL ALIM

Assistant Director (Publication)



Educational Qualification:

- Bachelor of Arts (B.A)
- Government College of Shazadpur, Sirajgonj

Special Trainings:

- Internal Basic Computer Training Course: Windows 95, MS-Word, MS-Excel, PowerPoint).

MD. GOLAM NABI

Assistant Director (Budget)



Educational Qualification:

- Bachelor of Arts (B.A) National University

Special Trainings: (Home and Abroad)

Home:

- Advance Computer Operation, Economic Relations Division, Ministry of Finance
- Office Productivity & Basic Troubleshooting, UNDP
- Secretariat Instruction-2008, Economic Relations Division, Ministry of Finance

Abroad:

- Seminar of Agriculture Management of Bangladesh, Hubei Vocational Collage of Bio Technology, China
- Seminar on Chinas Foreign Assistance for Bangladesh, Ministry of Commerce and organized by Jiangxi Collage of Foreign Studies, China
- Managing Development and Social Protection in a Globalised Economy, V.V. Giri National Labour Institute, India

ABUL HASHEM

Assistant Director (Training Management-2)



Educational Qualification :

- H.S.C

Special Trainings: (Home and Abroad)

- Basic Office Management Course
- Computer Literacy Training
- Refreshment Training
- Advanced Archival Records Management Course
- Information & Communication Technology Course.

MD. MUZIBUR RAHMAN

Assistant Director (Training Management-2)



Educational Qualifications:

- Graduate (B.A), Dhaka Tejgaon College

Special Training:

- Internal Basic Office Management Training Course
- Internal Computer Literacy English Language Course

SUFIA KHATUN

Assistant Director (International Liaison)



Educational Qualification:

- HSC

Special Trainings: (Home and Abroad)

- Basic Office Management Course
- Microsoft Office Specialist Training
- Refresher Training
- Introduction to Budget Management (IBM) Course.

MD. RAFIQL ISLAM

Assistant Director (Academic Affairs-2)



Educational Qualification

- HSC: Humanities

Special Trainings: (Home and Abroad)

- E-Governance, Digital Nothi and Office Management Training Course.
- Advance Archival Records Management Training Course.
- Training of the Trainers (ToT) and Physical & Psychological Wellbeing Training.

MD. MOHSIN REZA

Assistant Director (Monitoring & Evaluation)



Educational Qualification

- Bachelor of Arts (BA)

Special Trainings: (Home and Abroad)

- Training of the (ToT) and Physical & Psychological Wellbeing - National Academy for Development Administration (NADA)
- Basic Office Management Training Course
- Trained on e-Nothi
- Refreshment Training Course - Regional Population Training Institute (RPTI), Rangamati
- Refreshment Training Course - Bangladesh Institute of Administration and Management (BIAM), Cox's Bazar
- Refreshment Training Course - Bangladesh Rural Development Training Institute (BRDTI), Sylhet
- Hospital Management training Malaysia, Thailand (Mahidol University), Sri Lanka

MD. ASLAM UDDIN

Assistant Director (Curriculum & Design)



Educational Qualification:

- Bachelor of Arts (BA)

Special Trainings: (Home and Abroad)

- Training of the (ToT) and Physical & Psychological Wellbeing - National Academy for Development Administration (NADA)
- Trained on e-Nothi
- Basic Office Management Training Course
- Refreshment Training Course - Regional Population Training Institute (RPTI), Rangamati
- Refreshment Training Course - Bangladesh Institute of Administration and Management (BIAM), Cox's Bazar
- Refreshment Training Course - Bangladesh Rural Development Training Institute (BRDTI), Sylhet

MD. SHAFIQ

Assistant Director (Protocol)



Educational Qualification:

- BSS, Govt. Bangla Collage, Mirpur, Dhaka
- Advance Computer Training, New Horizons Computer Learning Center
- Sonjiboni Training course, Cox-Bazar, Sylhet, Khulna, Sundarban, Bandarban, Khagrachoiri

Special Trainings:

- Bangladesh Institute of Applied Nutrition Research and Training (BARTAN): Food-Based Nutrition
- Mushroom Development Institute, Savar, Dhaka: Mushroom Cultivation

Photo Gallery





Policy Dialogue – Keynote speech by the Chair of the Local Government Reforms Commission at the 5th DA Course workshop “Evaluation of Local Government System in Bangladesh: Comparison and Way Forward”.



Expert Perspective – Extended lecture by Finance Secretary Dr. Md. Khairuzzaman Mozumder.



Beyond the Classroom – Cox's Bazar tour of 4th SDPM participants, blending learning with exploration.



Collaborative Insights – Group presentation at the 4th SDPM Seminar "Strengthening Project Governance: Standardizing Ministerial and Sectoral Assessment Formats for Efficient Project Management in Bangladesh" held at Chuti Resort, Gazipur.



Cultural Evening – A participant performing at the Mess Night of the 3rd SDPM Course.



Expert Insights – Speaker's address at the seminar on Managing the Economic Transformation of Bangladesh and Sustainable Ocean Economy: Bangladesh's Journey on the Roadmap to a Blue Economy, 3rd SDPM Course.



Collaborative Exercise – Participants of the 3rd SDPM Course engaged in group work activities.



Engaged Learning – Participants of the 3rd SDPM Course in an interactive group discussion session.



Holistic Development – Health and Well-being session during the TOT training program for NADA officials.



Shared Moments – Participants of the 3rd SDPM Course with NADA officials.



Skill Enhancement - Capacity Building Training for outsourcing staff at NADA to strengthen operational efficiency.



Practical Learning - Workshop on Project Identification, Preparation and Compliance as part of the 5th DA Course.



Cultural Festivity - NADA officials celebrating Pohela Boishakh (Bengali New Year 1432) with joy and tradition.



Teamwork in Progress - Group work session of 4th SDPM Course participants.



Joint Inaugural Ceremony – Opening of the 1st LSM and 5th DA Courses, graced by the Chief Guest, Dr. Md. Mokhles ur Rahman Senior Secretary, Ministry of Public Administration.



NATIONAL ACADEMY FOR DEVELOPMENT ADMINISTRATION (NADA)

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