

The honorable Chief Guest Mr. Suleman Khan, Secretary, SHED, MoE, felt happy and said that NAEM has been doing some activities like teacher training, updating Training Curriculum, holding workshop etc. very smartly. He expected that this initiative will act a lot to improve our training and to develop our teachers. He thanked UNESCO to help NAEM in this regard. He also thanked Director General of NAEM to invite him in this program.

Ms. Rokshana Bilkis, Director Research and Documentation, NAEM expressed her gratitude and thanked all to make this workshop successful.

5.1.3 Capacity Building Workshop on ICT Competency framework for Teachers

NAEM-UNICEF collaboratively a workshop on “Capacity Building Workshop on ICT Competency Framework Development” was held at the Conference Room of NAEM, Dhaka on 27 August 2023. A total 53 participants from different govt. & non-govt. schools, colleges, Teachers’ Training Colleges, Universities, UNESCO, UNICEF, administrative officers from the Ministry, DSHE, BANBEIS, DME and so forth took part in the workshop.

Mr. Suleman Khan, Secretary, SHED, MoE, was the Chief Guest of the closing session of the workshop. Mr. Md. Belayet Hossain Talukder, Additional Secretary (Dev), SHED, Ministry of Education, Professor Nehal Ahmed, Director General, DSHE, Dhaka, Ms. Rokshana Bilkis, Director, Research and Documentation, NAEM were the special guests of the program. Ms. Fan, Huhua, Education Program Specialist, UNESCO Dhaka office, UNESCO was present in the



workshop as the guest of honour. Prof. Dr. Md. Nizamul Karim, Director General, NAEM was the Chairperson.

(3) Capacity Building Workshop on ICT Competency Framework Development was held at the Conference Room of NAEM, Dhaka on 27 August 2023.



The objectives of the workshop were: to find suggestions on presentation of ICT Competency Framework for Teachers on the ICT Training Curriculum and ICT Training Modules of Different Courses of NAEM and proposed ICT curriculum and Module; to identify the possible challenges in Contextualization of ICT Competency Framework in the context of evolving changes in education, national priorities, aspiration, and vision for being a developed country by 2041.

The program was started with the key-note presentation by the Director General of NAEM. In his presentation he emphasized that it is high time to update the Training Curriculum of NAEM considering the rapid technological changes and their impact on transformation of education system and demand of teachers focusing on the use of Digital technology in teaching learning activities to transform our education system for Smart Bangladesh.

Professor Nehal Ahmed, Director General, DSHE, Dhaka said that we need to improve our ICT competency to adapt the rapid changes in this digital world. He pointed out that development of our technology enabled education system for making our learners fit for digital world of learning and work. But we do not have ICT skilled manpower. We have some computer operator cum programmers who cannot produce any program and software. We need to develop Technology enabled education system to produce the necessary manpower for the 21st century when we are now communicating with our global friends and partner even sitting in our drawing room using digital devices. We need teachers well skilled in ICTs to integrate technology into the way they teach. Without ICT competencies, teachers would not be able to use technology in their classroom practices or conduct online sessions.

The honorable Chief Guest Mr. Suleman Khan, Secretary, SHED, MoE, joined the program virtually. He expected to improve our training and to develop our teachers' ICT competency. He hoped that the workshop had a lot of fruitful discussion and would be very helpful as there were ICT experts from universities, colleges and schools. He thanked UNESCO to help NAEM in this regard.

Ms. Rokshana Bilkis, Director Research and Documentation, NAEM expressed her gratitude and thanked all to make this workshop successful.

5.1.4 Consultative meeting with UNESCO

A Consultative meeting with UNESCO and the consultants of the project was held at NAEM Conference Room on 12 September 2023. The meeting was chaired by Professor Dr. Md. Nizamul Karim, Director General, NAEM. At first DG, NAEM welcomed the invited members of the meeting and then he explained the progress of the project in a nut shell. Then he requested

the consultants to present their progress report.

Professor Dr. Muhammad Mahbubur Rahaman, Institute of Education and Research, University of Dhaka presented the progress report on his part. He explained his process to go forward to develop the ICT framework for NAEM Teacher Training Programs with the help of UNESCO through the Contextualization of ICT-CFT.

While Professor Dr. M. Tariq Ahsan, Institute of Education and Research, University of Dhaka presented the progress report on mainstreaming the GCED and ESD aspects in NAEM Teacher Training Programs. After observing both the presentation Ms. Fan Huhua, Education Program Specialist, UNESCO Dhaka Office, UNESCO gave her keen observation to both the consultants.

(4) Consultative meeting with UNESCO and the consultants of the project was held at NAEM



Conference Room on 12 September 2023.

Ms. Shereen Akther, Program Officer, Education, UNESCO Dhaka Office, UNESCO, requested both the consultants to address all the issues in their consultancy service raised in this meeting.

Finally, Ms. Rokshana Bilkis, Director (Research & Documentation), NAEM thanked all the members to attend the meeting.

5.1.5 Meeting with UNESCO for MGIEP

A meeting with UNESCO for MGIEP (Mahatma Gandhi Institute of Education for Peace and Sustainable Development) Global Partnership was held at NAEM on Thursday, 21 September 2023 to celebrate 'International Day of Peace'. The attendees emphasized on the potentials for fruitful collaboration of NAEM with UNESCO-MGIEP in the pursuit of common goals related to quality education and sustainable development. Professor Dr. Shah Md. Amir Ali, Director (Administration & Finance), NAEM was the chairperson in that meeting. Among others Mr. Md. Salimuzzaman, Director (Planning & Development) and Ms. Rokshana Bilkis, Director



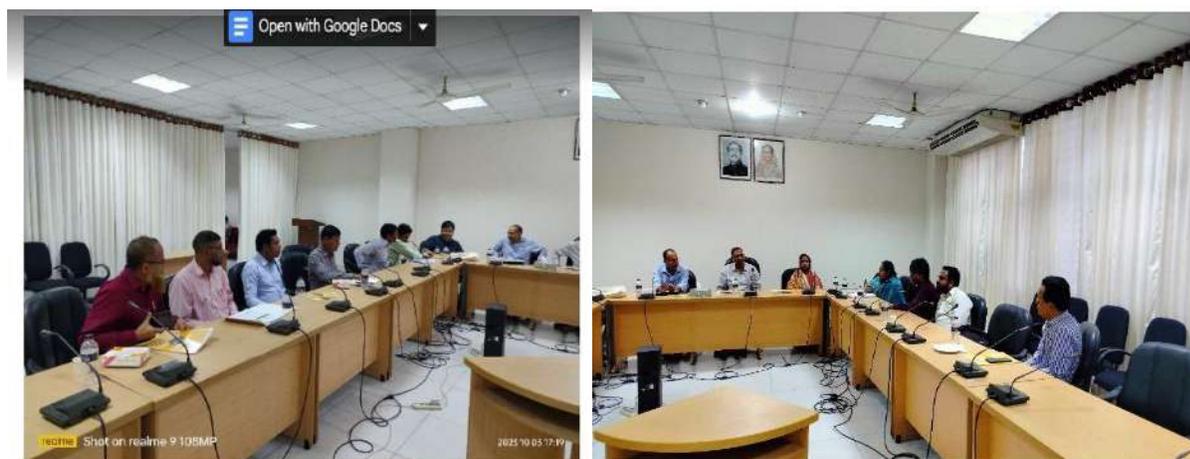
(Research & Documentation) were present in that meeting.

(4) A meeting with UNESCO for MGIEP (Mahatma Gandhi Institute of Education for Peace and Sustainable Development) Global Partnership was held at NAEM on Thursday, 21 September 2023

5.1.6 Project Technical Committee Meeting

A Project Technical Committee meeting with UNESCO and the consultants of the project was held at NAEM Conference Room on 3rd October 2023. The meeting was chaired by Professor Dr. Md. Nizamul Karim, Director General, NAEM. At first Director General of NAEM welcomed the invited members of the meeting and then he explained the progress of the project in a nut shell. The Committee discussed on the Progress of ICT Competency Framework Development and ICT Training Curriculum and Manual Development, Progress of Global Citizenship Education (GCED) Curriculum and Manual Development and Others issues.

The consultants of the project presented and explained their report. They also told the meeting that they will submit the final report soon. DG-NAEM, Professor Dr. Md. Nizamul Karim gave his keen observation regarding the progress of the consultations on GCED component of the project. He requested the consultant for GCED, Prof. Dr. M. Tariq Ahsan to submit the guidelines for embedding GCED and ESD by the end of October and arrange NAEM faculty development by 30 November and submit final revised GCED curriculum, Training manual, Final completion report of Consultancy service by mid of December. He also said that Formative assessment has to be done and progress monitoring should be there.



(5) Project Technical Committee meeting with UNESCO and the consultants of the project was held at NAEM Conference Room on 3rd October 2023.

The member secretary of the meeting Ms. Rokshana Bilkis, Director (Research & Documentation), NAEM thanked all the members to attend the meeting.

5.1.7 Capacity Building workshop on GGED Training curriculum Development

A Capacity Building workshop on GGED Training curriculum Development was held at NAEM Conference Room on 11-12 November 2023. A total 62 participants took part in this Workshop. The participants were from govt. and non-govt. school teachers (Assistant and Head Teachers), experts from govt. and non govt. colleges, universities, UNICEF, administrative officers from the Ministry, DSHE, BANBEIS, DME and so forth.

Ms. Khaleda Akhter, Secretary (routine duty), SHED, Ministry of Education joined virtually as the Chief Guest for both opening and closing ceremony. Among the two Special Guests Mr. Mohammad Khaled Rahim, Additional Secretary (Development), SHED, Ministry of Education also joined virtually while Professor Md. Shahedul Khabir, Director (College & Admin), DSHE as the representative of the DG of DSHE was present physically.



(7) Ms. Khaleda Akhter, Secretary (routine duty), SHED, Ministry of Education (left) and Prof. Dr. Md. Nizamul Karim, DG, NAEM are delivering valuable speech in the Workshop on 11-12 November 2023.

Ms. Shreen Akhter, Program Officer, Education, UNESCO Dhaka Office as the Facilitator and Ms. Fan Huhua, Head of Education, UNESCO Dhaka Office as Guest of Honor. The programme was chaired by Prof. Dr. Md. Nizamul Karim, Director General of NAEM.



(8) Participants are busy in the Capacity Building workshop on GGED Training curriculum Development was held at NAEM Conference Room on 11-12 November 2023.

After the opening session Professor M. Tareq Ahsan, PhD, IER, University of Dhaka showed the aims, objectives and broader picture of GCED and ESD. He also gave a concept to go forward to deal with GCED integrating with the existing curriculum. Ms. Shereen Akther, Program Officer (Education), UNESCO Dhaka Office facilitated two sessions where she explained the national context GCED & ESD and also the monitoring mechanism for practicing GCED and ESD. All the sessions were informative having a lot of group discussions, sharing ideas, poster presentation. The participants also reviewed the draft Manual on GCED prepared for Trainers and for the trainee teachers by the consultant.

Ms Rokshana Bilkis, Director (Research & Documentation), NAEM thanked the Chief Guest, Special Guest, Chairperson, NAEM Faculties, Project leading team members and all the participants of this program for their valuable time, patience and hard work to make the Workshop successful.

5.1.8 ICT-CFT Course Content Revision and Finalization Workshop

ICT-CFT Course Content Revision and Finalization Workshop was held on 19 February 2024 at ACEM Meeting Room, Academic Building, NAEM. The workshop on Information and Communication Technology (ICT) Competency Framework for Teachers (CFT) Course Content Revision and Finalization aimed to convene experts and stakeholders to review, refine, and finalize the course content aligned with the ICT-CFT. This workshop was crucial for ensuring that the curriculum equips educators with the necessary skills to effectively integrate ICT into their teaching practices.

The Participants of the workshop were curriculum developers, subject experts in ICT and education, teacher educators, representatives from educational institutions, and professionals from the technology industry. The workshop commenced with an introduction to the objectives and importance of revising the course content of NAEM Teacher Training Courses in alignment with the ICT-CFT. Mrs. Rokshana Bilkis, Director (Research and Documentation) NAEM welcomed the participants and guests.



(9) ICT-CFT Course Content Revision and Finalization Workshop was held on 19 February 2024 at Academic Building, NAEM.

Mr. Shireen Akhter, Program Officer, UNESCO delivered her speech as a special guest of the opening session of the workshop. She hoped that UNESCO and NAEM started the collaboration to produce national ICT Competency Framework for the teachers and under this project; ICT Framework has been prepared on the basis of findings of several workshops. She also hoped this ICT Competency Framework has been developed following the UNESCO ICT Competency Framework considering the national and global contexts and the teachers' needs and their challenges in classroom delivery so that they can contribute a lot to produce global citizens. The chairperson of the workshop, Professor Dr. Tahmina Begum, Director General, NAEM mentioned that developing a framework is not an easy task. NAEM is working with UNESCO to develop the ICT Competency Framework setting the goals, vision and mission, strategies and activities and revising NAEM training courses on the basis on ICT Competency framework. Project Technical Committee Members mentioned that UNESCO ICT Competency Framework for Teachers has been translated into Bangla. ICT Competency Framework has been developed and Course contents of 4 ICT courses of NAEM have been reviewed in the previous workshops.

5.1.9 Piloting Program on ICT Competency for Head Teachers in Bangladesh

National Academy for Educational Management (NAEM) arranged a Piloting program titled "ICT CFT Piloting Program for Head teachers" on 10 May 2024 at Teacher Training College, Cumilla. The program aimed to enhance the digital skills of head teachers, enabling them to effectively integrate technology into administrative tasks and educational practices. It was a day long program targeting a selected group of head teachers from various schools of Cumilla district.

In recent years, the importance of Information and Communication Technology (ICT) in education has increased rapidly. To ensure effective implementation of digital initiatives in schools, it is imperative for head teachers to possess adequate ICT skills. Recognizing this need, NAEM developed ICT Framework for Teachers based on UNESCO ICT Competency

Framework for Teachers. Besides, NAEM developed ICT-CFT Course for Head teachers to enhance their capacity to effectively integrate ICT into their institutional practices focusing the educational leadership and management.



(10) "ICT-CFT Piloting Program for Head teachers" was held on 10 May 2024 at Teacher Training College, Cumilla.

The piloting program on ICT competency for head teachers in Bangladesh has demonstrated promising outcomes in enhancing digital skills and capabilities. By equipping Head teachers with the necessary ICT competencies, the program contributes to improve educational outcomes in the country.

5.1.10 Workshop on Final Research Report presentation

A workshop on Final Research Report presentation was held on 13 May 2024 at NAEM conference Room. Prof. Dr. Tahmina Begum, respected Director General NAEM chaired the workshop. Prof. Md. Khorshed Alam, Director (Training and Implementation), Prof. Dr. Shah Md. Amir Ali, Director (Admin and Finance), Prof Dr. Shafiul Alam, Department of Public Administration, Mr. Mirza Didarul Anam, a2i. Mr. Kabir Hossain, PD Dhikha project and Ms Shereen Akther, Program Officer (Education) Dhaka Office along with NAEM faculties were present in the workshop.



(11) Workshop on Final Research Report presentation was held on 13 May 2024 at NAEM conference Room.

5.1.11 Project Completion Workshop

The Project Completion Workshop on “Enhancing Secondary School Teachers Capacity in Bangladesh: Mainstreaming Global Citizenship Education (GCED) and Education for Sustainable Development (ESD) in Training Programs and Contextualizing ICT Competency Framework for Teachers” was held at Conference Room of NAEM on 30 May 2024.

A total 60 participants took part in this Workshop. The participants were from the NAEM faculties, govt. and non-govt. school teachers (Assistant and Head Teachers), experts from govt. and non govt. colleges, universities, UNICEF, administrative officers from the Ministry, DSHE, BANBEIS, DME and so forth.

Mr. Suleman Khan, Honorable Secretary, SHED, Ministry of Education was present in the workshop as the Chief Guest of the project completion workshop. Mr. Mohammad Khaled Rahim, Additional secretary (Admin & Finance), SHED, Ministry of Education, Prof. Nehal Ahmed, Director General, DSHE; Professor Dr. Mohammad Nizamul Karim, Chairman, BISE, Cumilla were present in the opening session of the workshop as the special guests. Ms. Susan Vize, Head of Office, UNESCO Dhaka Office was the Guest of Honor of the workshop. Prof. Dr. Tahmina Begum, Director General, NAEM was the chairperson of the workshop.



(12) Project Completion Workshop on “Enhancing Secondary School Teachers Capacity in Bangladesh: Mainstreaming Global Citizenship Education (GCED) and Education for Sustainable Development (ESD) in Training Programs and Contextualizing ICT Competency Framework for Teachers” was held at Conference Room of NAEM on 30 May 2024.

The opening session started with the presentation of the keynote by Prof. Dr. Tahmina Begum, Director General, NAEM. After the keynote presentation, Ms Susan Vize delivered her remarks as the Guest of Honor. Then the special guests delivered their speeches. At last, the honorable Chief Guest of the session, Mr. Suleman Khan, Secretary, SHED, Ministry of Education delivered his speech in the program.

After the opening session, Ms Fan Huhua, Prof. Dr. Khorshed Alam, Director (Training & Implementation), NAEM, Prof. Dr. M Tariq Ahsan, IER-University of Dhaka presented the keynote on different issues including Mainstreaming GCED and ESD in the NAEM teacher Training programs in the workshop while Prof. Dr. Shafiul Islam, Dept. of Public Administration, University of Rajshahi presented a keynote on Contextualization of ICT Competency Framework for Teachers.

Professor Dr. Md. Nizamul Karim, Chairman, BISE, Cumilla; Mr. Mohammad Kabir Hossain, Project Director, Dikkha, ICT Division; Mr. Miza Didarul Anam, ICT Division, Ms. Shereen Akther, Program Officer, UNESCO took part in the discussion. After the discussion, Prof. Dr. Tahmina Begum, gave a closing remarks and the workshop ended with the Vote of thanks by Prof. Dr. Shah Md. Amir Ali, Director (Admin & Finance), NAEM.

5.2.1 NAEM-UNICEF

NAEM-UNICEF have been collaboratively working in a project focusing on Strengthening Institutional Capacity for Teachers' Professional Development; Teacher Education and Professional Development for Secondary Education; National Curriculum Framework (NCF), TG & Assessment; Sustainable Development Goals (SDG-4); 4th IR and its implication on TCF; Education in Emergency & National Education Policy-2010 and its implication on NCF; Teachers' Professional Development Framework and Teachers' Competency Framework; 21st Century's Teacher: Conceptualization of Competency-based Professional development.

Under this project a series of workshops were held in the fiscal year 2023-2024. Among them six regional workshops were held in six divisional headquarters namely: Sylhet, Rangpur, Rajshahi, Chattagram, Khulna and Mymensingh in August and September 2023.



(13) Six regional Workshops on Developing Teachers' Professional Development and Competency Framework were held in August and September 2023.

Among the participants DG, NAEM along with some NAEM Faculty members, the Chairmans of the Board of Intermediate and Secondary Education, the principals & the teachers of govt. and non-govt. colleges, Regional Directors & Deputy Directors, Upazila Secondary Education Officers, School teachers, guardians and students were present in those workshops. The participants unanimously gave their valuable opinions on Teachers' Professional Development Framework and Teachers' Competency Framework. They also opined that Competency-based Professional development is a must for all sorts of Teachers to meet the challenges of 21st Century.



(14) Participants in the Regional Workshops on Developing Teachers' Professional Development and Competency Framework were held in August and September 2023.

5.2.2 Workshop on Developing Teachers' Professional Development and Competency Framework (final shape)

Based on the opinions and findings from the six regional workshops, another workshop was held on 25-28 September 2023 to give the final shape of Teachers' Professional Development and Competency Framework. The Chief Guest of this program was Dr. Dipu Moni, MP, the Honourable Minister, Ministry of Education. The Special Guests were Mr. Mohibul Hasan Chowdhury MP, the Honourable Deputy Minister, Ministry of Education; NAEM Faculties, representatives from NCTB, DSHE, IER-Dhaka University & UNICEF attended in the workshop. The program was chaired by Prof. Dr. Md. Nizamul Karim, Director General, NAEM. The program was arranged by NAEM with the support of UNICEF.

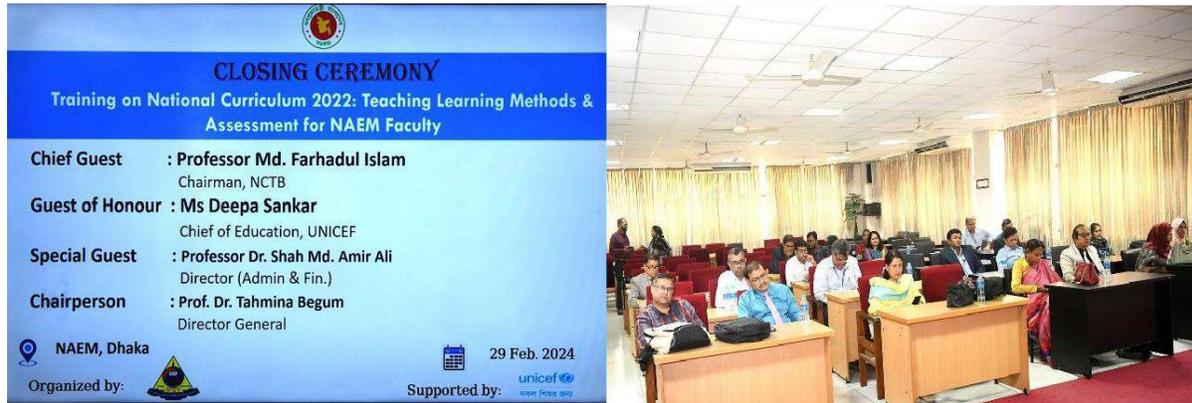


(15) Workshop on Developing Teachers' Professional Development and Competency Framework (final shape) was held on 25-28 September 2023 at BCDM, Savar, Dhaka in collaboration with UNICEF.

5.2.3 Training on National Curriculum 2022: Teaching Learning Methods and Assessment for NAEM faculty members

Under NAEM-UNICEF Collaboration Program, 2 training courses were arranged for NAEM faculty members. The 1st Training Course was: 'Training on National Curriculum 2022: Teaching Learning Methods and Assessment' for all NAEM Faculty Members and it was held in 3 batches in 3 different slots. The 1st batch started on February 13 and ended on

February 15, the 2nd batch started on February 17 and ended on February 19 and the 3rd batch started on February 27 and ended on February 29, 2024. In the Closing Ceremony Professor (16)



Training programme on National Curriculum 2022: Teaching Learning Methods and Assessment’ for all NAEM faculty members was held on 13-15, 17-19 and 27-29 February 2024 in collaboration with UNICEF.

Md. Farhadul Islam, Chairman, NCTB was present as a Chief Guest, Professor Dr. Shah Md. Amir Ali, Director (Admin & Finance) was Special Guest while Ms Deepa Sankar, Chief of Education, UNICEF was Guest of Honour in the Programme. Professor Dr. Tahmina Begum, DG, NAEM was present as a chairperson.

5.2.4 English Subject based Training on National Curriculum & Assessment 2022 for NAEM English Faculty Members

‘English Subject based Training on National Curriculum & Assessment 2022 for NAEM English Faculty Members was held in March 10 -14, 2024 at NAEM Conference Room. Professor Dr. Tahmina Begum, DG, NAEM attended in the Closing Ceremony as a chief Guest. Professor Md. Khorshed Alam, Director, Training & Implementation and Professor Rubaiyat Jahan (English Trainer) from IER University of Rajshahi were present as Special Guests while Mr. Md. Monirul Islam, UNICEF representative was the Guest of Honor. Ms. Roksana Bilkis, Director (Res. & Doc.) was the Chairperson in the Program.



(17) Prof. Dr. Tahmina Begum, DG, NAEM is delivering speech (left) while other guests are seen in the closing session.



(18) English Subject based Training programme on National Curriculum & Assessment 2022 for NAEM English Faculty Members was held on 10 -14 March 2024 in collaboration with UNICEF.

5.2.5 Workshop on Scope Analysis for an Integrated Training & Learning Management System (TLMS)

UNICEF extended its all-out cooperation and support to work in collaboration with NAEM. Apart from 21st Century Teachers' Professional Development and Competency Framework, a workshop on Scope Analysis for an Integrated Training & Learning Management System (TLMS) was held at BCDM, Savar, Dhaka on 25-26 May 2024.

Among the 37 participants, NAEM faculty members and the representatives from DSHE, NCTB, Govt. TTC, Dhaka, a2i, National University, Dhaka and UNICEF were attended in the workshop. Professor Dr. Tahmina Begum, DG, NAEM was the Keynote Presenter while (19)



Workshop on Scope Analysis for an Integrated Training & Learning Management System (TLMS) was held at BCDM, Savar, Dhaka on 25-26 May 2024

Ms. Deepa Sankar, Chief of Education, UNICEF, Bangladesh, Professor Dr. Shah Md. Amir Ali, Director, (Administration & Finance), NAEM, Prof. Md. Khorshed Alam, Director, (Training & Implementation), NAEM, Mr. Md. Salimuzzaman, Director, (Planning & Development), NAEM and Mr. Iqbal Hossain, Education Manager, UNICEF, Dhaka, Bangladesh were the discussants in the workshop. Mr. Abu Hena Mashukur Rahman, Assistant Director, Common Service, NAEM was the Moderator in the workshop.

5.2.6 Asia Pacific Center of Education in International Understanding (APCEIU) UNESCO

Asia Pacific Center of Education in International Understanding (APCEIU) UNESCO proposed to finance and provide logistics to establish a Global Citizenship Education (GCED) Cooperative Centre (GCC) under the International Capacity Building Project at NAEM for South Asian Region. On 9 January 2024, the Ministry of Education (MoE), Govt. of Bangladesh gladly approved the proposal and NAEM sent that approval letter to APCEIU. To perform the primary activities of the project an 11 members committee was formed with NAEM Faculty Members in this regard.

On 16 February 2024, Mr. Lim Hyun Mook, Director, APCEIU sent a letter to DG, NAEM and on 20 February 2024, a Zoom meeting was held between APCEIU and NAEM Faculty Members where APCEIU shows their interest to expand the ideas of GCED among Bangladeshi teachers by establishing Global Citizenship Education (GCED) Cooperative Centre (GCC) at NAEM.

On 20 March 2024, another Zoom Meeting was held in this regard. 2 high officials of GCC, GCC Malaysia (University of Sains Malaysia), GCC Philippine (Philippines Norma University) and 20 NAEM Faculty Members attended in that meeting. The representatives of GCC Malaysia and GCC Philippine expressed their experiences, challenges, prospects etc. about establishing the GCC in their country. A 'Memorandum of Understanding' is signed between APCEIU and NAEM as well as Ministry of Education, Government of Bangladesh.

3.3.1 NAEM-ADB

NAEM-ADB is working on the existing organizational structure and infrastructure of NAEM. A Master Plan will be developed for organizational restructuring and infrastructural development. A joint meeting in this regard was held with the representatives of ADB, NAEM and BETS (Bangladesh Engineering and Technological Services) Consulting Services Ltd. at NAEM Meeting Room on 'Proposed Master Plan and Floor Plan' on 9 August 2023 under 'Physical Facility Upgrading of the National Academy for Educational Management (NAEM)' project funded by ADB. Prof. Dr. Md. Nizamul Karim, DG, NAEM was the chairperson of the meeting.



(20) A meeting with the representatives of ADB and BETS was held on 9 August 2023 at NAEM Meeting Room.

5.3.0 Workshop at BCDM, Savar

A workshop on “Organizational Development of NAEM” was held at BCDM, Savar on 1 & 2, September 2023. Professor Dr. Md. Nizamul Karim, Director General, NAEM shared his ideas with Dr. Dipu Moni, Honorable Minister, Ministry of Education and other attendees. The participants expected that NAEM would turn into a modern training academy implementing the recommendations adopted at the workshop.



(21) workshop on “Organizational Development of NAEM” was held at BCDM, Savar on September 1 & 2, 2023.

5.3.1 Meeting with NAEM Officials

A meeting between NAEM and ADB was held on 18 September 2023 at NAEM Meeting Room.

The faculty members of NAEM exchanged ideas with ADB representatives on various types of in-service trainings and infrastructural development of NAEM. Professor Dr. Tahsina Akter, Director (Training & Implementation) was the chairperson in that meeting



(22) Meeting with the representatives of ADB was held on 18 September 2023 at NAEM Meeting Room.

3.3.4 NAEM-World Bank

A 6 day ‘Technology and Knowledge’ exchange program on ‘The Green Growth in Bangladesh leveraging Korea’s Experience of Green Growth Strategy’ was held in Korea on 17–22 September, 2024. Under the dynamic leadership of Mr. Soleman Khan, the honourable



Secretary, Secondary and Higher Education Division, Ministry of Education, Dhaka, Professor Dr. Md. Nizamul Karim, Director General, NAEM participated in the program. The program was financed and organized by World Bank.

(23) *‘Technology and Knowledge’ exchange program on ‘The Green Growth in Bangladesh leveraging Korea’s Experience of Green Growth Strategy’ was held in Korea on 17–22, September 2024.*

5.4.1 NAEM - British Council Bangladesh

The National Academy for Educational Management (NAEM) convened a significant discussion meeting with delegates from British Council Bangladesh in the Meeting Room of NAEM's Academic Building on June 23, 2024. The meeting was presided over by Prof. Dr. Tahmina Begum, Director General of NAEM. Prof. Md. Khorshed Alam, Director (T & I), Professor Swapan Kumar Saha, Training Specialist and other English faculties of NAEM attended the meeting. The delegates of the British Council Bangladesh were Mr. David Knox, Director Programmes, Mr. Imran Saifur, Senior Academic Manager (South Asia), and Mr. Shamresh Saha, Senior Manager, English Programmes.

The focus of the discussions was on potential areas of collaboration to bolster NAEM's capacity in improving English teacher education and leadership training programs. The British Council delegates expressed their interest in working collaboratively with NAEM to strengthen its educational programs notably English education, and enhance the skills of its educators and education administrators. Four primary areas for initial collaboration were identified in this meeting: 1) Development of an advanced training course for English teachers in Bangladesh, 2) Revision of training curriculum and manuals for NAEM's Educational Administration and Management (EAM) courses, 3) Capacity Development for NAEM's English Faculties, and 4) English Proficiency Development of NAEM's non-English faculties.

In the concluding remarks, Prof. Dr. Tahmina Begum, DG-NAEM announced the formation of a committee within NAEM to advance this collaborative effort. This committee will be responsible for coordinating with British Council Bangladesh to ensure the successful implementation of the proposed initiatives.

5.5.1 Representatives of HSEP visited NAEM

One of the components of NIS is “Innovation in Public Service” which encourages public servants in innovation for the betterment in public service. NAEM has decided to incorporate this component for encouraging the innovative ideas of the participants in order to help



ensure quality education. In this regard, a competition is organized on “Innovation in Public Service” for the participants of Foundation Training Courses (FTC). The representatives of HSEP (Higher Secondary Education Project) funded by USA shows their interest whether the
(24) *In a meeting with the Representatives of HSEP (Higher Secondary Education Project) on 5 June 2024 at NAEM.*

“Innovation Ideas” can be implemented in the education sector of Bangladesh. The representatives of HSEP visited NAEM on 5 June 2024 and held a discussion meeting with NAEM faculty members under the chair of DG NAEM.

They exchanged their views and discussed about the activities of NAEM. Ms. Shamsun Akhter Siddiqie, Training Specialist of NAEM handed over the HSEP Representatives 20 booklets on Innovation of previous Foundation Training Courses (FTC).

5.6.1 Representatives of SRHR, Netherlands visited NAEM

A delegation led by Ms Ella de Voogd, Senior Advisor of SRHR (Sexual and Reproductive Health and Rights) and Gender, Netherlands, visited NAEM on 14 September 2023. The Representatives of SRHR expressed their interest in participating the development and modernization of NAEM’s training activities. Prof. Dr. Md. Nizamul Karim, DG, NAEM was briefing them NAEM’s activities.



(25) *A delegation led by Ms Ella de Voogd, Senior Advisor SRHR, Netherlands visited NAEM on 14 September 2023.*

5.6.1 Representatives of Save the Children visited NAEM

The representatives of “Save the Children” visited NAEM and met with Prof. Dr. Md. Nizamul Karim DG, NAEM. They handed over a Module of Disaster Management to Director General, NAEM on September 14, 2023.



(26) The representatives of “Save the Children” visited NAEM and handed over a Module of Disaster Management to Director DG, NAEM

5.7.1 Representatives of the Universities of China visited NAEM

The representatives of some 10 universities visited NAEM and a meeting was held with NAEM faculty members on 29 May 2024. Professor Dr. Tahmina Begum, DG, NAEM was the chairperson in that meeting. DG, NAEM welcomed the Representatives and shared the activities of NAEM with them. She also emphasizes to extend their cooperation and to work collaboratively with NAEM so that the education system of Bangladesh especially the training sector can be developed. The representatives of the universities expressed their interest to work collaboratively with NAEM.



The Representatives of the Universities of China visited NAEM on 29 May 2024 and held a meeting with NAEM faculties.

Chapter 06

NAEM Library

6.1 Introduction: The NAEM has a rich library in its campus. It also started with its beginning. The books are arranged and cataloged by different categories like history, art and culture, research, statistics, novels, dramas, methods and techniques of teaching in selves. There is a wide space with modern furniture where audience can sit for studying. The library has a significant corner named “*Muktijuddho Corner*” to commemorate the Liberation war of Bangladesh named. At present, the library has more than 57517 (2740 books were added in 2021-2022 FY) books for the NAEM faculties, trainees and researchers for their different educational and research purpose. Outsiders from different Educational institutes can use the resource of this library with the written concern of NAEM authority. The time schedule of the library is from 8.30 am to 8 pm daily in a working day of the office.

A librarian, with the other staffs, maintains all the activities of this Library. Recently the librarian has gone to LPR. That’s why now a Teacher Trainer is in charge of this library.



NAEM Library

6.2 Staffs of NAEM Library:

- Librarian : 01(vacant), recent in LPR (A Senior Teacher Trainer now in charge of this position)
- Assistant Librarian : 01 (vacant)
- Cataloguer : 01 (vacant)

- Library Assistant 01
- Book Binder 01
- Book Sorter : 02 (01 vacant)
- Office Assistant 01

6.3 Book Collecting Process:

NAEM faculties can issue any types of book from this library in the condition of availability for a fix period of time. They are to fill in the form providing necessary information for issuing the books.

In the BCS foundation course there is book review chapter. For this purpose this library plays a vital role. The new Education cadre officers issue their required books and use the library according to their need.

Besides NAEM provides books to the position holders in each Training Course as the Prizes. Usually it provides famous books written on the founder of the Nation “Bangabandhu Sheikh Mujibur Rahman”

In this fiscal year (2021-2022) NAEM authority has purchased 2740 books on different categories.

Appendix:

(A) NAEM Publication till now

১.	NIEAER Code 1984	1984	NAEM -001/1984
২.	প্রতিবেদন: বুনিয়াদি প্রশিক্ষণ কোর্সেও পাঠসামগ্রী উন্নয়ন কর্মশিবির ২৫-২৬ এপ্রিল	1995	NAEM -002/1995
৩.	Educational Research in a Policy Perspective	1995	NAEM -003/1995
৪.	REPORT: National Workshop on Guidelines for Formulation and Implementation of School Curriculum in Bangladesh,	1995	NAEM -004/1995
৫.	নায়েম পরিচিতি	1996	NAEM -005/1996
৬.	REPORT : National Workshop on Examination System of Bangladesh and Its Reform	1996	NAEM -006/1996
৭.	ব্যবস্থাপনা প্রক্রিয়া, তৃতীয় খন্ড	1997	NAEM -007/1997
৮.	An Era of Training in NAEM Duration 1991-2003	2003	NAEM -008/2003
৯.	Training Clendar 2019-20: 2003 হতে	2003	NAEM -009/2003
১০.	কলেজ আরো ভালো কী ভাবে করা যায় (অধ্যক্ষদের জন্য)	2004	NAEM -010/2004
১১.	Training Manual for Secondary Level Subject Teachers Communicative English,	2004	NAEM -011/2004

১২.	Training Manual for Secondary Level Subject Teacher (Computer)	2004	NAEM -012/2004
১৩.	Foundation Training Manual (BCS Education Cadre)	2004	NAEM -013/2004
১৪.	মাধ্যমিক পর্যায়ের বিষয় শিক্ষকদের প্রশিক্ষণ ম্যানুয়াল (রসায়ন)	2004	NAEM -014/2004
১৫.	উন্নয়ন অর্থনীতি প্রথম খন্ড	2004	NAEM -015/2004
১৬.	লোক প্রশাসন প্রথম খন্ড	2004	NAEM -016/2004
১৭.	লোক প্রশাসন দ্বিতীয় খন্ড	2004	NAEM -017/2004
১৮.	Training Manual : Educational Research Methodology	2006	NAEM -018/2006
১৯.	Training Manual : Planning and Development	2006	NAEM -019/2006
২০.	Training Manual : Project Management	2006	NAEM -020/2006
২১.	NAEM : at a glance	2006	NAEM -021/2006
২২.	Communicative English Training Manual Trainee Õs Notes	2006	NAEM -022/2006
২৩.	Communicative English Training Manual Trainer Õs Notes	2006	NAEM -023/2006
২৪.	সম্মিলিত শিক্ষা কমিশন রিপোর্ট ১৮১৩-২০০৩	2006	NAEM -024/2006
২৫.	NAEM Annual Report-2006-2007	2007	NAEM -025/2007
২৬.	Research Methodology in Education (Collected Lecture Notes)	2007	NAEM -026/2007
২৭.	স্কুল আরো ভালো কী ভাবে করা যায় (প্রধান শিক্ষকদের জন্য)	2007	NAEM -027/2007
২৮.	Training Manual : Library Plainning and Management, 2	2007	NAEM -028/2007
২৯.	Training Manual : Library Plainning and Management, 3	2009	NAEM -029/2009
৩০.	NAEM Research report 2009-2010	2010	NAEM -030/2010
৩১.	শিক্ষা প্রতিষ্ঠানে উৎকর্ষ অর্জন (অধ্যক্ষদের জন্য)	2011	NAEM -031/2011
৩২.	NAEM Research report 2010-2011	2011	NAEM -032/2011
৩৩.	Gender Mainstreaming in Education	2011	NAEM -033/2011
৩৪.	NAEM : Enhancing Teaching Excellence, June-2013	2013	NAEM -034/2013
৩৫.	NAEM : At a glance	2013	NAEM -035/2013
৩৬.	প্রশিক্ষণ ম্যানুয়াল (সিনিয়র স্টাফ কোর্স অন এডুকেশন এন্ড ম্যানেজমেন্ট)	2015	NAEM -036/2015
৩৭.	Research Abstracts (2003-2018)	2018	NAEM -037/2018
৩৮.	Research: abstracts of the research report of FY 2003-2018	2018	NAEM -038/2018
৩৯.	Research Report (2016-2017)	2018	NAEM -039/2018
৪০.	NAEM : At a glance,	2020	NAEM -040/2020

(B) JOURNAL

ক্রমিক	NAEM JOURNAL	প্রকাশকাল	ক্রম সংখ্যা
৪১	October 2005	2005	NAEM-41/2005
৪২	June 2006	2006	NAEM-42/2006
৪৩	December 2006	2006	NAEM-43/2006
৪৪	January-June 2007	2007	NAEM-44/2007
৪৫	December 2007	2007	NAEM-45/2007
৪৬	June 2008	2008	NAEM-46/2008
৪৭	December 2008	2008	NAEM-47/2008
৪৮	June 2009	2009	NAEM-48/2009
৪৯	December 2009	2009	NAEM-49/2009
৫০	June 2010	2010	NAEM-50/2010
৫১	December 2010	2010	NAEM-51/2010
৫২	June 2011	2011	NAEM-52/2011
৫৩	December 2011	2011	NAEM-53/2011
৫৪	June 2012	2012	NAEM-54/2012
৫৫	December 2012	2012	NAEM-55/2012
৫৬	-June 2013	2013	NAEM-56/2013
৫৭	December 2013	2013	NAEM-57/2013
৫৮	June 2014	2014	NAEM-58/2014
৫৯	December 2014	2014	NAEM-59/2014
৬০	June 2015	2015	NAEM-60/2015
৬১	December 2015	2015	NAEM-61/2015
৬২	June 2016	2016	NAEM-62/2016
৬৩	December 2016	2016	NAEM-63/2016
৬৪	June 2017	2017	NAEM-64/2017
৬৫	December 2017	2017	NAEM-65/2017
৬৬	June 2018	2018	NAEM-66/2018
৬৭	December 2018	2018	NAEM-67/2018
৬৮	June 2019	2019	NAEM-68/2019
৬৯	December 2019	2019	NAEM-69/2019
৭০	June 2020	2020	NAEM-69/2021
৭১	December 2022	2022	NAEM-70/2021
৭২	June 2022	2022	NAEM-21/2021

(C) NAEM NEWSLETTER

ক্রমিক	Volume	Issue	Duration	প্রকাশ কাল	ক্রম সংখ্যা
৭০	01	01	October-December 1995		NAEM-070/1995
৭১	01	02	January-March 1996		NAEM-71/1996
৭২	01	03	April 1996-March 1997		NAEM-072/1997
৭৩	0	04	April -June 1997		NAEM-073/1997
৭৪	01	05	July-September 1997		NAEM-074/1997
৭৫	01	06			
৭৬	01	07	January-March 1998		NAEM-076/1998
৭৭	01	08	April -June 1998		NAEM-077/1998
৭৮	01	09	July-September 1998		NAEM-078/1998
৭৯	01	10			
৮০	01	11	April -June 1999		NAEM-080/1999
৮১	01	12	July 1999-December 2000		NAEM-081/2000
৮২	02	1-6	January 2001-June 2002		NAEM-082/2002
৮৩	02	7-9	July 2002-April 2003		NAEM-083/2003
৮৪	03	10	July-September 2003		NAEM-084/2003
৮৫	03	11	October-December 2003		NAEM-085/2003
৮৬	03	12	January-March 2004		NAEM-086/2004
৮৭	03	13	April-June 2004		NAEM-087/2004
৮৮	03	14			
৮৯	03	15	October-December 2004		NAEM-089/2004
৯০	03	16	January-March 2005		NAEM-090/2005
৯১	03	17	April-June 2005		NAEM-091/2005
৯২	03	18	July-September 2005		NAEM-092/2005
৯৩	03	19			
৯৪	03	20	January-March 2006		NAEM-094/2006
৯৫	03	21	April-June 2006		NAEM-095/2006
৯৬	04	22	July-September 2006		NAEM-096/2006
৯৭	04	23	October-December 2006		NAEM-097/2006
৯৮	04	24	January-March 2007		NAEM-098/2007
৯৯	04	25	April-June 2007		NAEM-099/2007
১০০	05	26	July-September 2007		NAEM-100/2007
১০১	05	27	October-December 2007		NAEM-101/2007
১০২	05	28	January-March 2008		NAEM-102/2008
১০৩	05	29	April-June 2008		NAEM-103/2008
১০৪	05	30	July-September 2008		NAEM-104/2008
১০৫	05	31	October-December 2008		NAEM-105/2008
১০৬	05	32	January-March 2009		NAEM-106/2009
১০৭	05	33	April-June 2009		NAEM-107/2009
১০৮	05	34	July-September 2009		NAEM-108/2009
১০৯	05	35	October-December 2009		NAEM-109/2009
১১০	05	36	January-March 2010		NAEM-110/2010
১১১	05	37	April-June 2010		NAEM-111/2010
১১২	05	38	July-September 2010		NAEM-112/2010

১১৩	05	39	October-December 2010	NAEM-113/2010
১১৪	05	40	January-March 2011	NAEM-114/2011
১১৫	05	41	April-June 2011	NAEM-115/2011
১১৬	05	42	July-September 2011	NAEM-116/2011
১১৭	05	43	October-December 2011	NAEM-117/2011
		44	Drop Out	--
১১৮	05	45	July-September 2012	NAEM-118/2012
১১৯	05	46	October-December 2012	NAEM-119/2012
		47-54	Drop Out	
১২০	08	55	January-March 2015	NAEM-120/2015
১২১	08	56	April-June 2015	NAEM-121/2015
১২২	08	57	July-September 2015	NAEM-122/2015
১২৩	08	58	October-December 2015	NAEM-123/2015
১২৪	09	59	January-March 2016	NAEM-124/2016
১২৫	09	60	April-June 2016	NAEM-125/2016
১২৬	09	61-62	July-December 2016	NAEM-126/2016
১২৭	10	63-66	January-December 2017	NAEM-127/2017
১২৮	11	67	January-March 2018	NAEM-128/2018
১২৯	11	68	April-June 2018	NAEM-129/2018
১৩০	11	69	July-September 2018	NAEM-130/2018
১৩১	11	70	October-December 2018	NAEM-131/2018
১৩২	12	71	January-March 2019	NAEM-132/2019
১৩৩	12	72	April-June 2019	NAEM-133/2019
১৩৪	12	73	July-September 2019	NAEM-134/2019
১৩৫	12	74	October-December 2019	NAEM-135/2019
১৩৬	13	75	January-March 2020	NAEM-136/2020
১৩৭	13	76	April-June 2020	NAEM-137/2020
১৩৮	13	77	July- September 2019	NAEM-138/2020
১৩৯	13	78	October-December 2020	NAEM-139/2020
১৪০	14	79	January-March 2021	NAEM-140/2021
১৪১	14	80	April-June 2021	NAEM-141/2021
১৪২	14	81	July- September 2021	NAEM-142/2021
১৪৩	14	82	October-December 2021	NAEM-143/2021
১৪৪	15	85	July-September 2022	NAEM-177/2022
১৪৫	15	86	October-December 2022	NAEM-178/2022
১৪৬	16	87	January-March 2022	NAEM-179/2023

১৪৪ চিরন্তন শিখা NAEM-144/2019

(D) Training Calendar

ক্রমিক	Training Calendar	প্রকাশ কাল	ক্রম সংখ্যা
১৪৫	Training Calendar 2003-2004	2003	NAEM-145/2003
১৪৬	Training Calendar 2004-2005	2004	NAEM-146/2004
১৪৭	Training Calendar 2005-2006	2005	NAEM-147/2005
১৪৮	Training Calendar 2006-2007	2006	NAEM-148/2006

၂၈၈	Training Calendar 2007-2008	2007	NAEM-149/2007
၂၉၀	Training Calendar 2008-2009	2008	NAEM-150/2008
၂၉၁	Training Calendar 2009-2010	2009	NAEM-151/2009
၂၉၂	Training Calendar 2010-2011	2010	NAEM-152/2010
၂၉၃	Training Calendar 2011-2012	2011	NAEM-153/2011
၂၉၄	Training Calendar 2012-2013	2012	NAEM-154/2012
၂၉၅	Training Calendar 2013-2014	2013	NAEM-155/2013
၂၉၆	Training Calendar 2014-2015	2014	NAEM-156/2014
၂၉၇	Training Calendar 2015-2016	2015	NAEM-157/2015
၂၉၈	Training Calendar 2016-2017	2016	NAEM-158/2016
၂၉၉	Training Calendar 2017-2018	2017	NAEM-159/2017
၃၀၀	Training Calendar 2018-2019	2018	NAEM-160/2018
၃၀၁	Training Calendar 2019-2020	2019	NAEM-161/2019
၃၀၂	Training Calendar 2020-2021	2020	NAEM-162/2020
၃၀၃	Annual Report 2021	2021	NAEM-163/2021
၃၀၄	Training Calendar 2021-2022	2021	NAEM-164/2021
၃၀၅	NAEM Newsletter, January-March 2021, Vol. 14, Issue-79	2021	NAEM-165/2021
၃၀၆	NAEM Newsletter, April-June 2021, Vol. 14, Issue-80	2021	NAEM-166/2021
၃၀၇	NAEM Newsletter, July-September 2021, Vol. 14, Issue-81	2021	NAEM-167/2021
၃၀၈	NAEM Newsletter, October-December 2021, Vol. 14, Issue-82	2021	NAEM-168/2021
၃၀၉	NAEM JOURNAL, Vol. 15, Issue-1 January -June 2020, Serial NO. 29	2021	NAEM-169/2021
၃၁၀	NAEM JOURNAL, Vol. 15, Issue-2 July-December 2020, Serial NO. 30	2021	NAEM-170/2021
၃၁၁	ELT Course Curriculum	2021	NAEM-172/2021
၃၁၂	ELT Training Manual	2021	NAEM-173/2021
၃၁၃	NAEM Research finding (2004-2022)	2022	NAEM-174/2022
၃၁၄	NAEM Newsletter, January-March 2022, Vol. 15, Issue. - 83	2022	NAEM-175/2022
၃၁၅	NAEM Newsletter, April-June 2022 Vol. 15, Issue-84	2022	NAEM-176/2022
၃၁၆	NAEM Newsletter, July-September 2022 Vol. 15, Issue-84	2022	NAEM-176/2022
၃၁၇	NAEM Newsletter, October-December 2022 Vol. 15, Issue-85	2022	NAEM-176/2022
၃၁၈	NAEM Newsletter, January-March 2023 Vol. 16, Issue-86	2023	NAEM-178/2022
၃၁၉	NAEM Newsletter, April-June 2023 Vol. 16, Issue-87	2023	NAEM-179/2023

Chapter- 07

Physical Well-being Program, NAEM

Physical Well-being Program

8.1 Introduction

Physical exercise training and sports are included in the training courses namely FTC, ACEM, SSCEM arranged by National Academy for Educational Management (NAEM). It is made compulsory for all teacher trainees of these three training courses to participate in the physical exercise session that holds in the early morning. Mainly two sessions called morning session and afternoon session are arranged by the physical education program under the Training and Implementation Division, NAEM. The morning session holds from 5:30 to 6:30 am while the afternoon session holds from 4:30 to 8:30 pm. In the afternoon session, the trainee teachers participate in different sports and physical exercises.

Physical exercise can improve human health and reduce the risk of developing several diseases. Physical exercise reduces LDL cholesterol, increases HDL (the good cholesterol) and reduces blood pressure so it lowers the stress on the heart. It also strengthens your heart muscle. Regular exercise helps to control blood glucose levels. It improves the human body's ability to pump the oxygen and nutrients around the body that are required to fuel the cells that fight bacteria and viruses. It helps stay active that reduces the likelihood of developing some degenerative bone diseases and other deadly diseases like diabetes, cancer, and cardiovascular disease.

Physical exercise and sports can have immediate and long-term health benefits. Most importantly, regular activity can improve the quality of life. Regular physical activity can relieve stress, anxiety, depression and anger. Without regular activity, the human body slowly loses its strength, stamina, and ability to function properly. Exercise increases muscle strength, which in turn increases the ability to do other physical activities. Additionally, exercise helps to prevent obesity. Keeping fit can reduce some of the effects of aging. Exercise not only makes us physically fitter but also improves our mental health and a general sense of well-being. Physical activity stimulates the release of endorphins which make us feel better and more relaxed. These in turn improve our mood and lower our stress levels.

8.2 Physical exercise session in the morning

The physical exercise session is held from 5:30 to 6:30 am every day except Friday and Saturday in the week. It starts with raising the national flag and singing the national anthem, reciting the verses from the holy Qur'an, and taking an oath. Then the trainee teachers participate in PT, walking in different groups, jogging, running, free hand exercise, floor exercise, and so forth.



Participants of 165th FTC taking an oath of serving the country



Participants of 164th FTC in physical exercise at the PT ground



Participants of 170th FTC in physical exercise at the PT ground



DG, NAEM, Director (Training), CD, 170th FTC and two Physical Instructors are with the participants

8.3 Physical exercise session in the afternoon

Physical exercise session in the afternoon is also held from 4:30 to 8:30 pm every day except Friday and Saturday. Trainee teachers participate in different sports and games

such as volleyball, badminton, table tennis, chess, carom board game, and card game.

Separate sports competitions for the teacher trainees of each training course, i.e., FTC, ACEM, and SSCEM. Winners of each event in the sports competitions are awarded after the competition.



Participants of 23rd SSCEM training course taking part in volleyball competition



Participants of 170th FTC taking part in the volleyball competition



Participants of 170th FTC along with DG, NAEM and Physical Instructor, NAEM are in the volleyball ground

Chapter- 9
NAEM Medical Unit

NAEM Medical Unit

9.1 Introduction:

NAEM Medical Unit is one of the most important and sensitive parts of the training academy that provides *medical* facilities, and it runs successfully. A full-time medical officer along with one medical assistant in this unit working to advise the participants and NAEM faculties & staff. Any participants can visit the doctor, take advice, and some medicines from this medical unit. The unit is equipped with four (04) modern medical beds for emergency patient management.

9.2 Services provided by the NAEM Medical Unit:

NAEM Medical Unit provides the emergency and ‘**FIRST AID**’ medical services to the trainee and the other faculties and staff of NAEM. Some services are listed as follows:

1. Emergency Medical Help.
2. First Aid management of any medical condition.
3. Free medical consultation.
4. Free drugs according to need & supply.
5. Blood pressure checkup.
6. Blood sugar checkup.
7. Oxygen saturation monitoring by the pulse oximeter.
8. Nebulization facility.
9. Intravenous (IV), Intramuscular (IM) injections, and saline.
10. Surgical works like- dressing, incision and drainage and stitching of cut injury, etc.
11. All the surgical instruments are properly sterilized after every operation by the sterilizer machine.
12. We have four (04) patient beds to keep some patients under observation for few hours.
13. Conduct some awareness-building activities (poster, banner) regarding any endemic/epidemic outbreak or any emergency health issues.
14. Conduct some sessions related to some important and burning health topics.
15. Monitoring the health status of any sick participants and advice for bed rest or even help them for Hospitalization if needed, with continuous coordinating with the course coordinator and the administration as well.
16. Preparing medicine and other logistic support requirements to ensure uninterrupted quality healthcare service.
17. Every foundation batch at the end of their training donates blood voluntarily in the Voluntary Blood Donation Program. NAEM medical unit in collaboration with ‘Red Crescent Society’/ ‘Quantam Foundation’ always facilitates the total program to run smoothly by logistic as well as other clinical support.

9.3 Infrastructure of NAEM Medical Unit:

NAEM medical unit is in the old administrative building, just at the entrance of NAEM, gate no. 1 and beside the beautiful garden. It has a modern room for patient examination, patient care support, medicine and another logistic store. Another small room for patient consultation and examination with an attached washroom. Both the room has got air conditioning facilities. This whole area of the medical unit is also under CC camera coverage with Wi-Fi facilities.

9.4 Manpower in NAEM Medical Unit:

1. Medical Officer- 1.
2. Medical Assistant- 1. (Md. Kamrujjaman)

9.5 List of medicine support provided by the NAEM medical unit (depending on supply):

SL	Medicine		Medicine
1	Tab. Paracetamol	30	Cap. Flucloxacillin
2	Tab. Pantoprazole	31	Inj. Avil
3	Tab. Bisoran 5/20 mg	32	Inj. B50 forte
4	Tab. Comet XR 5000 mg	33	Inj. Ascobex
5	Tab. D-Rise 40000 IU	34	Inj. Sergel
6	Tab. Antacid	35	Inj. Rolac
7	Tab. Domperidone	36	Inj. Emistate
8	Tab. Cetirizine	37	Inj. Algin
9	Tab. Vitamin B complex	38	Inj. Cotson
10	Tab. Vitamin C	39	ORS
11	Tab. Calcium	40	Koloride Saline 1000 ml
12	Tab. Ibuprofen	41	Normal saline 1000 ml
13	Tab. Hyoscine Butyl Bromide	42	5% Dexoride saline 1000 ml
14	Tab. Olmezest 20 mg	43	5% Dexaqua saline 1000 ml
15	Tab. Ciprofloxacin	44	Nitromin spray
16	Tab. Metronidazole	45	Windel plus nebulizer solution
17	Tab. Azithromycin	46	Burna ointment
18	Tab. Ketorolac tromethamine	47	Viodin ointment
19	Tab. Neso 500 mg	48	Viodin solution
20	Tab. Fexo 120 mg	49	Lidocain
21	Tab. Calboral D 500 mg	50	Voligel
22	Tab. Alben DS 400 m	51	Moove spray
23	Tab. Monas 10 mg	52	Pevison cream
24	Tab. Ribson	53	Micoral gel
25	Tab. Angilock 50 mg	54	Mebendazole
26	Tab. Bistol 2.5 mg	55	Oral Rehydration salt
27	Cap. Cefixime	56	Afrin nasal drop 0.05%
28	Cap. Omeprazole	57	Moxibac eye drop
29	Cap. Esomeprazole	58	Syp. Gasttid 100 ml

NB: Most of the medicines are supplied by Government Essential Drugs Company Limited (EDCL) and very few drugs that are not available in EDCL, are taken from different renowned pharmaceutical companies of Bangladesh.

9.6 Logistic Supports at NAEM medical unit:

SL	Logistics	SL	Logistics
1	Nebulizer machine	14	Patient bed with full set
2	Glucometer set	15	Patient examination bed
3	BP machine	16	Refrigerator
4	Stethoscope	17	Mineral water supply (Hot/ Cold)
5	Thermometer	18	Air Conditioner
6	X-ray view box	19	Chair, Table enclosed by glass shield.
7	Weight machine	20	Intercom facilities.
8	Stretcher	21`	Internet (Wi-Fi, Land line)
9	Wheelchair	22	First Aid Box and stitch cutter
10	Sterilizer machine	23	Dressing tools
11	Sugar measuring set	24	Alchonol pad, needle
12	Surgical musk, hand gloves	25	Fine scissor, cutting scissor
13	Artery forceps, tissue forceps	26	Saline set

9.7 Special responsibilities done by NAEM medical unit:

NAEM medical unit is always alert, updated and always provides information to the respective authority regarding any suspected upcoming or current health issues which can hamper the activities of NAEM. The unit provides information to the trainee as well as the authority so that they can take initiatives smoothly. A few examples during this fiscal year may be mentioned here:

1. NAEM medical unit facilitated 5 (five) diarrhea patients who were trainee teachers in providing health services at NAEM medical unit and outside hospitals in the earliest possible time.
2. NAEM medical unit tried its best to treat 5 (five) fracture patients who needed proper care and support.

9.8 During Dengue outbreak:

1. NAEM Medical Unit with the help of administration ensures regular mosquito spraying and cleanliness program throughout the NAEM
2. Conducting sessions about Dengue fever on how to deal with it
3. Awareness building up by conducting sessions and making a poster, banner about Dengue and the safety measures by which we can prevent Dengue
4. Regular close monitoring and advice are provided to dengue patients
5. Helping the patients for hospitalization if needed.
6. Regular monitoring and follow-up of both hospitalized and non-hospitalized Dengue patients
7. Provided regularly updated information about the condition of hospitalized and non-hospitalized Dengue patients to the respected authority.
8. Regularly follow-up of the condition of a hospitalized patient, sometimes physically with the Director General and the Directors of NAEM

Chapter-10

E-governance and Innovation

1. Service Simplification/digitization: Forming Officers' Group in D-nothi for giving notice, daily routine, office orders and other course related urgent documents to the participants of FTC . It may be done with the Gmail ids of the participants in single mail delivery without using any paper.
2. Data base of the previous simplified service innovation has been done with the purview of the cabinet division.
3. Continuation of the previous simplified and digitized innovative events.
4. Taking initiatives for smooth functioning of E-nothi/ D-nothi
5. Formulation of a plan to mitigate the challenges of 4iR for short/mid/long term that will be implemented in the period from 2922-23 to 2026-27 fiscal years.
5. Organizing two training workshops on smooth functioning of d-nothi.
6. Updating NAEM Website for all the service boxes.
7. Organizing four training workshops for all officers with the issue og using google tools in training and other office activities
8. Visit to BNCU for getting the idea of a simplified and digitized service.
9. Arranging six innovation showcasing for 6 FTC batches.



National Academy for Educational Management (NAEM)
Secondary and Higher Education Division
Ministry of Education
Dhanmondi, Dhaka-1205
Website: www.naem.gov.bd
E-mail: info@naem.gov.bd
Phone: 02-5516741-2 (PABX)