



## **National Academy for Educational Management (NAEM)**

Secondary and Higher Education Division

Ministry of Education

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## **COURSE CONTENTS AND MODULES**

### **Module 01: Educational Administration and Management**

Topic No.	Topic Title
1.1	Administration & Management: Concepts and Issues
1.2	Leadership in Educational Administration
1.3	Role and Responsibilities of the Institutional Heads
1.4	Decision Making in Educational Administration
1.5	Job Analysis: Job Description & Job Specification
1.6	Office Procedure: Files and Record Management
1.7	Communicating Skills & Administrative Correspondence
1.8	Leave Rules
1.9	Govt. Servants Conduct Rules 1979
1.10	Govt. Servants Discipline and Appeal Rules 2018
1.11	The Govt. Employees Regular Attendance Rules 2019
1.12	Time Management

## Module 02: Educational Policy: Planning and Program

Topic No.	Topic Title
1.	Policy, Planning and Program
2.	Quality Education: Indicators and Assurance
3.	Managing Public Examination
4.	Supervision and Monitoring of Educational Institutions
5.	Annual Performance Agreement (APA)
6.	Strategic Planning in Education
7.	Rbej KvVvřgv I Ggwcl bxwZgvjv-2021
8.	Quality Education: Action Plan (Practice)
9.	Innovation: Theory and Practice

## Module 03: Institutional Management

Topic No.	Topic Title
1.	Community Participation in Institutional Development
2.	SWOT Analysis for Institutional Management
3.	Performance Based Management (PBM)
4.	Parents-Teacher-Student Relationship
5.	Library and Laboratory Management
6.	School Managing Committee: Formulation & Functions
7.	Student and Teacher Counseling
8.	Students` Cabinet

## Module 04: Curriculum Implementation and Management

Topic No.	Topic Title
1.	Learners` Continuous Assessment (CA)
2.	Managing Co-curricular Activities
3.	Annual Academic Work plan
4.	Teaching Methods: Participatory Approaches
5.	ICT in Education

## Module 05: Human Resource Development and Management

Topic No.	Topic Title
1.	Human Resource Development and Management
2.	Teacher Learner Motivation and Development (In-house Training)
3.	Regulation of Non-Govt. Teachers Welfare Trust and Retirement Benefit
4.	Crisis and Conflict Management
5.	Sustainable Development Goals (SDGs) and Related Issues

## Module 06: Financial Management

Topic No.	Topic Title
1.	Financial Management: Method and Regulations
2.	Accounts and Audit System of the Institutions: Audit Objection and Reply
3.	Public Procurement (Amendment) Ordinance-2025; PPR (Amendment)-2025
4.	Role and Responsibilities of Drawing and Disbursing Officers (DDO)
5.	Sources of Funds and Preparation of Budget
6.	Rules of Traveling Allowance and Preparation of TA / DA Bill

## Module 07: ICT and Communicative Skills

Topic No.	Topic Title
1	Electronic File Management (e-Filing): Theory and Practice
2	Integrated Educational Management Information System (IEMIS)
3	Digital Content Development
4	Digital Bangladesh: Union Digital Centre, National Web Portal etc.
5	Innovation in Education
6	Developing Language Skills (Bangla)
7	Developing Language Skills (English)

## Module 08: Extension Lecture

Topic No.	Topic Title
1.	Liberation War of Bangladesh
2.	Child Psychology and Multiple Intelligence
3.	HIV/ AIDS, Drugs Addiction, Special Needs Issues
4.	Inclusive Education & Autism
5.	Gender and Education, Women and Child Rights
6.	Disaster Management
7.	Blended Education
8.	Professional Ethics & Office Manner
9.	Administrative Tribunal
10.	Z_” AwaKvi AvBb- 2009
11.	Education in Emergence