

# **Educational Administration and Management Training Course for Principals (College Level)**

## **COURSE CONTENTS**

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

<b>Module</b>	<b>Topic</b>	<b>Resource Person</b>
1.1	Concept and Principles of Management	Dr. Hafiz
1.2	Administration and Management	Mr. Mozammel
1.3	Supervision and Monitoring of Educational Institutions.	Prof. Shoukat
1.4	Transparency and Accountability in Administration.	GS
1.5	Leadership in Educational Administration	Mr. M Ali
1.6	Decision Making in Educational Administration	GS
1.7	Role and Responsibilities of the Institutional Heads	DG, NAEM
1.8	Leave Rules, 1959	GS/Faculty
1.9	Annual Work Plan for Institution	Mr. Shahid

## **Module 02: Management of Educational Development Program**

<b>Module</b>	<b>Topic</b>	<b>Resource Person</b>
2.1	Education Policy and Planning in Bangladesh	GS
2.2	Concepts of Quality Education	GS/Prof. Tapan
2.3	Quality Education Action Plan	Prof. Asma
2.4	Strategic Planning in Education	Mr. Mozammel
2.5	SWOT Analysis	Ms. Shahida
2.6	Community Participation in Institutional Development	GS/Faculty
2.7	Performance Based Management (PBM)	Prof. Monowara

## **Module 03: Institutional Management**

<b>Module</b>	<b>Topic</b>	<b>Resource Person</b>
3.1	Rules and Regulations for Institutional Management	GS
3.2	Office Procedure: File and Record Management	Dr. Arizul Islam
3.3	Communicating skills & Administrative Correspondence	GS/Faculty
3.4	Meeting Management	Dr. Litan
3.5	Role of BISE in Public Examination	GS/Mustafizur

## **Module 04: Curriculum Management**

<b>Module</b>	<b>Topic</b>	<b>Resource Person</b>
4.1	Managing of Co-Curricular Activities	Dr. Saima
4.2	Preparing Academic Work Plan	Dr. Harun
4.3	Learner Assessment	Dr. Rahman
4.4	Library Management	Faculty/Librarian
4.5	Teaching Aids	Prof. Rudaba
4.6	Teaching Evaluation	Dr. Ayet Ali
4.7	Teaching Method	Mst. Ayesha
4.8	Classroom Management & Lesson Plan	Mr. Swaraj

## **Module 05: Staff Development & Management**

<b>Module</b>	<b>Topic</b>	<b>Resource Person</b>
5.1	Human Resource Planning & Development	GS/Faculty
5.2	Job Description and Job Specification	Dr. Mst.Tahmina
5.3	Staff Motivation and Development	Mr Swaraj
5.4	Govt. Servants Conduct Rules 1979	Prof. Asma
5.5	Govt. Servants Discipline and Appeal Rules 2018	Prof. Dr. Nasima
5.6	Administrative Tribunal	GS

## **Module 06: Financial Management**

<b>Module</b>	<b>Topic</b>	<b>Resource Person</b>
6.1	Financial Management: Method and Regulations	Mr. Salimuzzaman
6.2	Accounts and Audit System of the Institution	GS/Mr. Salam
6.3	Public Procurement Rules-2008	Prof. Dr. Anwar
6.4	Role & Responsibilities of the Drawing & Disbursing Officer	Ms. Sabiha
6.5	Non-govt. Teachers & Employees Welfare and Retired Rules	GS
6.6	TA & DA Rules and Bill Preparation	AD Finance
6.7	Preparation of Budget for the Institutions under MTBF	GS/Mr. Rabiul
6.8	Source of Fund: Collection & Maintenance	GS
6.9	Audit Procedures : objection & reply	Mr. Sazzad

### Module 07: ICT and Communicative Skills

Module	Topic	Resource Person
7.1	Educational Management Information System (EMIS)	GS
7.2	ICT in Education	Mr. M. Ali/Mr. Rowsan
7.3	Digitization & Smart office	Mr. S. Alam
7.4	Multimedia Classroom & ICT	Prof. Joy /Mr. Rowsan
7.5	Globalization and Transformation	GS/Faculty
7.6	Common Mistakes in Bangla	Dr. Harun
7.7	Introduction to Communicative English	Prof. Jahangir
7.8	Blended Learning	Prof. S. Siddiqie

### Module 08: Extension Lecture

Module	Topic	Resource Person
8.1	Time Management	Prof. Abu Sayed
8.2	Conflict Management in Educational Institution	Dr. Rahman
8.3	Inclusive Education	Prof. Shoukat
8.4	HIV/AIDS and Prevention	Prof. Tamzidul
8.5	Gender in Education	GS
8.6	Disaster Management: Climate Change and its impact on education in Bangladesh	Prof. Asma/GS
8.7	Education in Emergency & Action Plan on Digester Risk Reduction at Educational Institution	GS/Faculty
8.8	Women and Children Rights	Ms Ayesha
8.9	Liberation War of Bangladesh	GS/Prof. Dr. Asisul
8.10	Professional Ethics & Etiquette	Prof. Luthfor
8.11	পণ্যে পাটজাত মোড়কের বাধ্যতামূলক ব্যবহার আইন, ২০১০ এবং পণ্যে পাটজাত মোড়কের বাধ্যতামূলক ব্যবহার বিধিমালা, ২০১৩।	GS/Faculty
8.12	তথ্য অধিকার আইন ২০০৯	Prof. Kotowal
8.13	প্রধানমন্ত্রীর শিক্ষা সহায়তা ট্রাস্ট	Prof. Dr. Shimul
8.14	SMART Bangladesh Vision 2041	GS
8.15	SDG's Goals	Ms. Tanzila
8.16	Global Citizenship Education for Development.	Dr A Rahman
8.17	National Skills Development Policy	Prof. Dr. Anowar
8.18	Meditation & Total Fitness Program	GS