



National Academy for Educational Management (NAEM)

Secondary and Higher Education Division

Ministry of Education

NAEM Road, Dhanmondi, Dhaka - 1205

Website: www.naem.gov.bd

COURSE MODULES

A. Educational Administration and Management

Module-01: Administration and Management in Education

Topic No.	Topic Title/ Contents Name
AME 1.1	Management: Concept and Principles
AME 1.2	Educational Administration in Bangladesh: Structure, Development and Issues
AME 1.3	Salient Features of Fundamental Rights and Citizen Charter
AME 1.4	Conflict Management in Educational Administration
AME 1.5-6	Good Governance in Education

Module-02: Service Rules and Financial Management

Topic No.	Topic Title/ Contents Name
SFM 2.1	The Government Servants (Conduct) Rules, 2018
SFM 2.2-3	The Government Servants (Discipline and Appeal) Rules, 2018
SFM 2.4-5	General Financial Rules and Fundamental Rules
SFM 2.6	Public Procurement Rules 2025
SFM 2.7	Duties and Responsibilities of DDOs
SFM 2.8	Pension, Gratuity and GPF Rules
SFM 2.9	Preparation of Budget and Maintaining Expenditure
SFM 2.10	TA and DA Rules
SFM 2.11-12	Audit Procedures: Objection & Reply

Module- 03: Educational Policy and Development

Topic No.	Topic Title/ Contents Name
EPD3.1-2	Policy Formulation Process (Actors, Factors and Stakeholders)
EPD 3.3	National Education Policy 2010: Implementation and Challenges
EPD 3.4-3.5	Comparative Education: Developed and Developing Countries
EPD 3.6	Education and Development: Concepts and Issues
EPD 3.7	Education and Human Resource Development

Module-04: Strategic Plan and Management

Topic No.	Topic Title/ Contents Name
SPM 4.1	Strategic Plan: An Overview
SPM 4.2	Setting Vision & Mission Statement and Objectives
SPM 4.3	SWOT and PEST Analysis
SPM 4.4	Stakeholder Analysis

Module-05: Total Quality Management (TQM)

Code	Topic Title/ Contents Name
TQM 5.1	Overview of Total Quality Management (TQM): Concepts and Principles
TQM 5.2	Tools and Techniques of TQM
TQM 5.3	5S of TQM
TQM 5.4-5	Kaizen Action Plan and Its Implementation

B. Educational Environment and Sustainable Development

Module-06: Environment and Sustainable Development.

Topic No	Topic Title/ Contents Name
ESD 6.1-2	Environment Management and Sustainable Development: Concepts and Issues
ESD 6.3	Disaster Management: Climate Change and Its Impact on education in Bangladesh
ESD 6.4	Conservation of Biodiversity in Bangladesh
ESD 6.5	Education in Emergency & Action Plan on Disaster Risk Reduction at Educational Institution
ESD 6.6-7	Environmental Pollution and Waste Management: Bangladesh Perspective.
DEG 7.14-15	WTO and Developing Countries: Challenges and Opportunities for Bangladesh
DEG 7.16-17	Unlocking the Potential: Bangladesh Perspective

Module-08: Poverty Reduction Issues and Strategies

Topic No	Topic Title/ Contents Name
PRS 8.1	Poverty: Concepts, Issues and Reduction Strategies
PRS 8.2-3	Role of Education in Poverty Reduction reference to Sen's, Yunus' and other Models
PRS 8.4	Poverty Reduction Strategies: Education For All towards SDG
PRS 8.5	Role of NGOs in Enhancing Education for Poverty Reduction
PRS 8.6	Journey from Millennium Development Goals (MDGs) to Sustainable Development Goals (SDGs)

Module-9: Gender and Development

Topic No.	Topic Title/ Contents Name
GD 9.1	Gender: Concepts and Issues
GD 9.2	Constitutional Rights of Women and Women Development Policy (Evaluation)
GD 9.3-4	Reproductive Rights and Health: Concepts and Issues
GD 9.5	Violence Against Women in Bangladesh
GD 9.6	Human and Child Rights

Module-10: Project Management

Topic No.	Topic Title/ Contents Name
PM 10.1-2	Project: Concept, Issues and Project Cycle
PM 10.3-4	Tools and Techniques in Project Selection (Project Appraisal)
PM 10.5-6	Logical Framework
PM 10.7-8	Project Preparation (DPP & TPP)
PM 10.9-10	Project Implementation Techniques

C. Skill Development and Behavioral Change

Module-11: ICT in Education

Topic No	Topic Title/ Contents Name
ICT 11.1-2	Introduction of ICT in Education
ICT 11.3-4	ICT Policy and Education Development
ICT 11.5-6	Basic Hardware, Components and Operating System
ICT 11.7	MS Word
ICT 11.8	MS Power Point
ICT 11.9-10	Using Internet: E-mail, Website, Web Portal, Webpage etc.
ICT 11.11-12	EMIS and Database
ICT 11.13	Digital Content Development (Multimedia Classroom)

Module -12: Pedagogy and Andragogy

Topic No.	Topic Title/ Contents Name
PA12.1-2	Pedagogy & Andragogy: Blooms Taxonomy
PA 12.3-4	Adult Learning Principles and Effectiveness of Training
PA 12.5-6	Curriculum: Formulation and Implementation
PA 12.7-8	Assessment and Evaluation in Education System
PA 12.9	Teaching Methods
PA 12.10	Lesson Plan
PA 12.11	Teaching Learning Materials (emphasis on No-cost & Low-cost)
PA 12.12	Inclusive Education
PA 12.13-14	Monitoring & Supervision in Teaching Learning Process

Module-13: Language Skills (Bangla and English)

Topic No.	Topic Title/ Contents Name
LS 13.1-2	Improving Bangla Language : Spelling
LS 13.3	Improving Bangla Language : Pronunciation
LS 13.4	Listening Skill
LS 13.5-6	Speaking Skill
LS 13.7-8	Reading Skill
LS 13.9-10	Writing Skill

Module-14: Research in Education

Topic Title/ Contents Name	Topic Title/ Contents Name
RE 14.1	Concept and Approaches to Education Research
RE 14.2	Techniques of Data Collection, Process and Analysis
RE 14.3	Preparing Research Proposal
RE 14.4	Action Research in Education
RE 14.5	Report Writing: Techniques
RE 14.6-7	Final Research Report Presentation in the Seminar

*The title of a research proposal may be selected by the participants in consultation with the course coordination committee.

Module-15: Physical Exercise and Games

Topic No.	Topic Title/ Contents Name
PEG 15.1	Effects of Exercise on Different Organs of the Body
PEG 15.2-3	Dietary Practice and Physical Fitness
PEG 15.4	Physical Exercise: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercise, Ground Exercise, Stretching. Games: (evening) Volleyball, Table Tennis, Badminton and other Activities.
PEG 15.5-6	Meditation and Total Fitness Program

* Morning PT is Compulsory

Module-16: Ethics and Etiquette in Education

Topic No.	Topic Title/ Contents Name
EEE 16.1	Ethics, Morality and Values
EEE 16.2	Professional Ethics in Education
EEE 16.3-4	Table Manners and Etiquette
EEE 16.5	Protocol and Warrant of Precedence
EEE 16.6-7	Values Development in Education

C. Extension Issues

Module-17: Extension Module

Topic No.	Topic Title/ Contents Name
EXT 17.1-2	Liberation War of Bangladesh
EXT 17.3-4	e-Filing and D-Filing
EXT 17.5-6	Challenges of E-Governance in Bangladesh
EXT 17.7	Role of Associate Professors in Higher Education and Educational Management
EXT 17.8-9	Career Planning and ACR Writing
EXT 17.10-11	Leadership in Education
EXT 17.12-13	Team Building
EXT 17.14-15	Management of Public Examination
EXT 17.16-17	Performance Based Management
EXT 17. 18-19	Autism & NDDs
EXT 17. 19-20	c†Y" cvURvZ †gvo†Ki eva"Zvg~jK e"envi AvBb, 2010 Ges c†Y" cvURvZ †gvo†Ki eva"Zvg~jK e"envi wewagvjv, 2013
EXT 17.21-22	AI in Education
EXT 17.23-24	Z_ " AwaKvi AvBb, 2009
EXT 17.25-26	How to Improve the Teaching Learning Environment
EXT 17.27-28	miKvwi Kg©múv`b e"e`vcbv c×wZ
EXT 17.29	Innovation in Education
EXT 17.30	জাতীয় শুদ্ধাচার বাস্তবায়ন কৌশল
EXT 17.31-32	Govt. Servants Act -2018
EXT 17.33	Forth Industrial Revolution: Challenges in Education
EXT 17.34	Blended learning
EXT 17.35	Global Citizenship Education (GCED)

Module-18: Study Tour/ Exposure visit in Foreign Countries