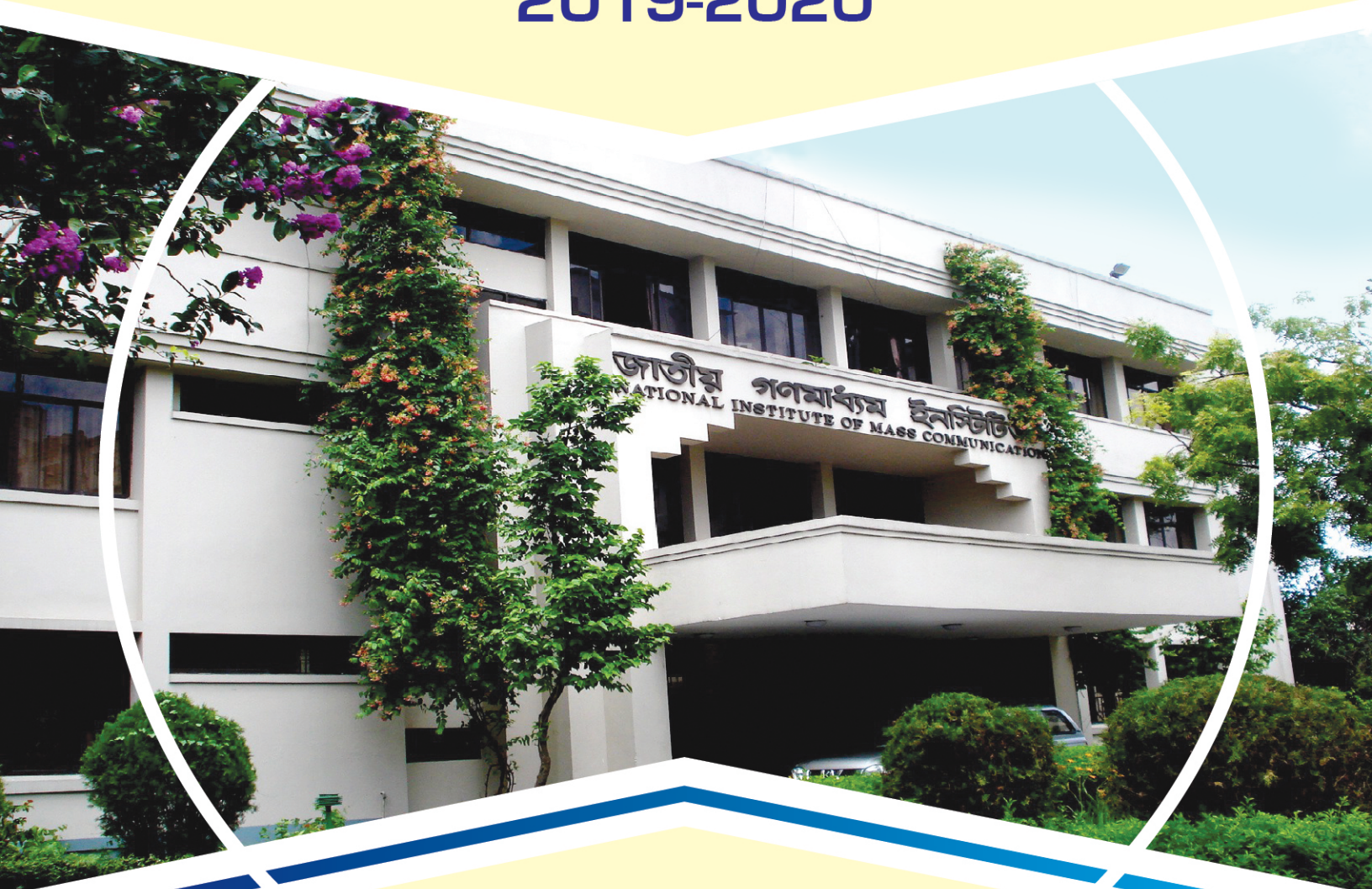




TRAINING CALENDAR

2019-2020



NATIONAL INSTITUTE OF MASS COMMUNICATION

Ministry of Information

125/A, Darus Salam, A.W. Chowdhury Road, Dhaka1216, Email: dg@nimc.gov.bd



Training Calendar 2019-2020



NATIONAL INSTITUTE OF MASS COMMUNICATION

Ministry of Information

125/A, A.W. Chowdhury Road, Darus Salam, Dhaka-1216



Chief Editor	:	Shahin Islam, ndc
Board of Editors	:	Md. Masud Karim
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	:	Md. Nazrul Islam
	:	Ms. Sahida Sultana
	:	Md. Sohel Parvez
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Preface

The National Institute of Mass Communication (NIMC) was established in 1980 to provide training and strengthen the skills of media professionals. NIMC imparts training to the members of BCS information cadre officers from Grade 4 to Grade 10 and staff under the Ministry of Information, professionals of electronic media, community radio personnel and freelancers. NIMC's charter of duties include arranging workshops, seminars and conferences on current media related issues.

NIMC is regarded as a centre of excellence in South Asia. The organization plans to organize 26 courses during the training year 2019-2020. The courses are divided into several categories, such as core courses, short courses and special courses. It includes a project entitled "Advocacy, Communication and Awareness Building for Children and Women (5th Phase)" jointly financed by the Government of Bangladesh and UNICEF, Bangladesh. This is specially designed to impart training on children and women issues.

Since its inception, NIMC has completed 850 courses and imparted training to 14,583 participants. It has also been conducting research work every year on media related issues. So far, 43 research papers have been published in total.

I acknowledge the immense contribution made by the editors of this training calendar and thank all those who are involved in its compilation. I sincerely believe this informative document will generate interest among those who are willing to build their career in the field of electronic media.

National Institute of Mass Communication
Ministry of Information

Shahin Islam, ndc
Director General (Additional Secretary)

Dhaka
June 01 2019



Structural Composition

Introducing NIMC

National Institute of Mass Communication (NIMC) is one of the leading training Institutes of the country under the Ministry of Information. Established in 1980 as the National Broadcasting Academy, it was renamed National Institute of Mass Communication in 1984 by the government following the report of the Martial Law Committee on reorganization set-up phase-II. It is the apex training institute under the Ministry of Information for professional training of officials of its various attached departments, and also for freelancers, personnel working in private radio, television and film media. It has 131 manpower working in different Levels.

Location

NIMC is located at 125/A, A. W. Chowdhury Road, Darus Salam, Dhaka-1216. It stands at the north eastern side of Mirpur Road, adjacent to Housing & Building Research Institute and Low Power Transmission Centre of Bangladesh Betar. The five storied building is unique in the sense that it is far from the crowded city centre and located in a calm and quiet atmosphere. The training complex, auditorium, dormitory and the staff quarters are located in an area of 2.55 acres of land.

Training Complex

NIMC has a training complex (TC) with 10 (ten) air-conditioned training class rooms with multimedia projector. It has two modern Radio Studios, one TV Studio, four non-linear Video Editing Suites, a Computer Laboratory and an air-conditioned Conference room with public address system, which can accommodate about 50 persons and it has an ENG/EFP store room fully air conditioned for audio and video equipment. It has a beautiful fountain situated in the centre at the main building, giving an added attraction to the training complex. NIMC campus is connected with wi-fi connection which is also free for all the participants.

Library

NIMC has an automated library with 6030 books on mass communication, journalism, public relations, radio, television, film and others. It has also national and international journals, publications, magazines and periodicals. The library has also books on constitution and liberation war of Bangladesh, history, culture, general knowledge and various types of encyclopedia. 20 national daily newspapers are available in the library.

Resource Persons

Renowned and esteemed resource persons from media and the government contribute to the Institute. Experienced high ranking government officials, retired and in service, are invited to deliver extension lecture for long courses. Eminent educationists, media personalities from the Universities are invited to conduct sessions in their relevant fields and by this way participants get scope to enrich themselves. The faculties of NIMC also conducts 50% of the regular sessions in the training classes throughout the year.

Research

NIMC conducts two research works every year on selected subject related to mass media, programme, impact of the programme on social life etc. under the supervision of Director General.

Citizen Charter

NIMC has printed Citizens Charter for its stake holder which is also published in the website: www.nimc.gov.bd.



Journal

NIMC has published its own journal named “National Institute of Mass Communication Journal”. It is a new inclusion of NIMC where media personnel write on different media related issues which will be helpful for media professionals, researcher, scholar etc.

Training Materials / Logistics

NIMC is well equipped with sufficient training materials and logistics. It has ten air conditioned classrooms, computer lab with 20 capacity, five video cameras, editing panel & control room, digital, photographic laboratory and a computer laboratory with LAN and Wi-Fi facilities. It has required number of training vehicles and a non-linear video editing room. NIMC has two full fledged Radio Studios and a TV Studio with all necessary equipments. The faculty members are trained in home and abroad, and they impart training to the trainees regularly.

Dormitory

NIMC has a four storied dormitory within the campus which can accommodate 55 participants/trainees at a time. The dormitory has facilities for dinning, a common area with a TV & indoor games.

Cafeteria

NIMC has a cafeteria which can accommodate 60 trainers/trainees at a time. Located at the ground floor of the training complex, it can meet the demand of the trainees for light refreshment and even lunch. Besides the cafeteria, there are two tea/refreshment rooms with kitchen and pantry in the training complex, where morning and evening tea/coffee for the participants in the training courses are served.

Auditorium

NIMC has a modern auditorium with 192 capacity. Which is also used by other organizations by paying rent.

Physical training and games

There is a volley-ball and badminton court. The institute puts due importance on physical exercises and sports of participants of residential courses.

Institutional Linkage

NIMC always welcome collaborative training courses offered by international organizations. NIMC has international collaboration with the Asia Pacific Institute for Broadcasting Development (AIBD), Voice of America (VOA), BBC, DW, JICA, ABU, UNESCO and AMIC.

Our Pledge, Mission and Vision

NIMC is working relentlessly for producing trained and skilled manpower in the field of Mass Media including print, electronic, audio and video media. The institute has already established itself as one of the best training institutes in the country in the field of mass media, with a forward looking positive approach and appropriate planning and with strategies; the institute strives to face upcoming challenges in the field of training in mass media in Bangladesh.

We welcome any response, advice, active cooperation and proper guidance in our committed journey towards realization of our mission, vision and proper execution of programmes and policies for the benefit of our clients and of the nation.

**Training Calendar 2019-2020**

SI No	Name of the Course	Duration		Course Director	Course Coordinator
1.	Foundation Training Course for Grade-10 Officers	09 Weeks	21 July to 19 September 2019	Md. Abuzar Gaffari	Ms. Sumona Parvin Md. Abdul Mannan
2.	Television Drama Production Course for University Students	03 Weeks	21 July to 8 August 2019	Ms. Sheuli Das	Md. Fahim Siddique
3.	Sound System Operating Techniques	02 Weeks	21 July to 1 August 2019	Mohammad Abu Sadique	Nafis Ahmed
4.	Radio and Television News Reporting	04 Weeks	25 August to 19 September 2019	Sufi Zakir Hossain	Md. Sohel Parvez
5.	Digital Audio Recording and Editing	04 Weeks	25 August to 19 September 2019	Mohammad Abu Sadique	Nafis Ahmed
6.	Television Drama Production Course for University Students	03 Weeks	22 September to 10 October 2019	Ms. Sheuli Das	Ms. Ismat Jahan Chowdhury
7.	Professional Induction Course for BCS Information (Engineering)	12 Weeks	22 September to 12 December 2019	Ms. Sahida Sultana	Dewan Ashraful Islam Ashif Mohammad
8.	Advanced Course on Media Management	04 Weeks	13 October to 7 November 2019	Ms. Rawnak Jahan	Md. Sohel Parvez
9.	Radio Program Production Course	05 Weeks	13 October to 14 November 2019	Md. Abuzar Gaffari	Md. Abu Hasan
10.	Television Drama Production Course for University Students	03 Weeks	27 October to 14 November 2019	Md. Zahidul Islam	Irin Sultana
11.	Digital Television Camera Operation & Lighting	06 Weeks	17 November to 26 December 2019	Ms. Rawnak Jahan	Md. Masud Manwar Bhuiyan Abdul Hannan
12.	Training of Trainers	02 Weeks	24 November to 5 December 2019	Sufi Zakir Hossain	Irin Sultana
13.	Techniques of News Presentation	04 Weeks	24 November to 19 December 2019	Ms. Sumona Parvin	Md. Abdul Mannan
14.	Communicative English Course for Media Professionals	04 Weeks	8 December 2019 to 2 January 2020	Md. Abdul Jalil	Md. Fahim Siddique
15.	Television Drama Production Course for University Students	03 Weeks	22 December 2019 to 9 January 2020	Md. Zahidul Islam	Ms. Ismat Jahan Chowdhury
16.	Broadcast Networking and Cyber Security	04 Weeks	29 December 2019 to 23 January 2020	Md. Abdus Salam	Ashif Mohammad
17.	Professional Induction Course for BCS Information (General)	12 Weeks	5 January to 25 March 2020	Ms. Rawnak Jahan	Md. Sohel Parvez Abdul Hannan
18.	Modern Broadcast Technology	04 Weeks	5 January to 30 January 2020	Mohammad Abu Sadique	Nafis Ahmed
19.	Introduction to Digital Cinema Production	10 Weeks	12 January to 19 March 2020	Md. Nazrul Islam	Md. Sohel Parvez Nafis Ahmed
20.	Radio & Television Program Presentation	04 Weeks	02 February to 27 February 2020	Ms. Sheuli Das	Md. Abdul Mannan
21.	Non-linear Video Editing	04 Weeks	26 January to 20 February 2020	Md. Munzurul Alam	Md. Masud Manwar Bhuiyan
22.	Digital Office Management	04 Weeks	23 February to 19 March 2020	Ms. Sahida Sultana	Md. Fahim Siddique
23.	Basic Training on Broadcast Technology	04 Weeks	29 March to 23 April 2020	Mohammad Abu Sadique	Nafis Ahmed
24.	Television Program Production Course	05 Weeks	29 March to 30 April 2020	Md. Zahidul Islam	Irin Sultana
25.	Online Digital Audio Recording and Editing	02 Weeks	03 May to 14 May 2020	Md. Abdus Salam	Dewan Ashraful Islam Ashif Mohammad
26.	Capacity Building for Community Radio Professionals	01 Week	TBD	Ms. Sheuli Das	Nafis Ahmed
27.	PGD BJ- Batch 5 (Semester 1, 2)	52 Weeks	July 2019 to June 2020	1) Ms. Sahida Sultana Batch 5 (1st Semester) 2) Sheuli Das Batch 5 (2nd Semester)	Md. Abdul Mannan Md. Sohel Parvez



NIMC Training Programme: 2019-2020 (Category of Courses)

Core Courses

Sl No	Name of the Course	Duration	Course Director	Course Coordinator
1.	Foundation Training Course for Grade-10 Officers	09 Weeks 21 July to 19 September 2019	Md. Abuzar Gaffari	Ms. Sumona Parvin Md. Abdul Mannan
2.	Radio and Television News Reporting	04 Weeks 25 August to 19 September 2019	Sufi Zakir Hossain	Md. Sohel Parvez
3.	Professional Induction Course for BCS Information (Engineering)	12 Weeks 22 September to 12 December 2019	Ms. Sahida Sultana	Dewan Ashrafur Islam Ashif Mohammad
4.	Radio Program Production Course	05 Weeks 13 October to 14 November 2019	Md. Abuzar Gaffari	Md. Abu Hasan
5.	Digital Television Camera Operation & Lighting	06 Weeks 17 November to 26 December 2019	Ms. Rawnak Jahan	Md. Masud Manwar Bhuiyan Abdul Hannan
6.	Techniques of News Presentation	04 Weeks 24 November to 19 December 2019	Ms. Sumona Parvin	Md. Abdul Mannan
7.	Professional Induction Course for BCS Information (General)	12 Weeks 5 January 2020 to 25 March 2020	Ms. Rawnak Jahan	Md. Sohel Parvez Abdul Hannan
8.	Introduction to Digital Cinema Production	10 Weeks 12 January to 19 March 2020	Md. Nazrul Islam	Md. Sohel Parvez Nafis Ahmed
9.	Radio & Television Program Presentation	04 Weeks 02 February to 27 February 2020	Ms. Sheuli Das	Md. Abdul Mannan
10.	Basic Training on Broadcast Technology	04 Weeks 29 March to 23 April 2020	Mohammad Abu Sadique	Nafis Ahmed
11.	Television Program Production Course	05 Weeks 29 March to 30 April 2020	Md. Zahidul Islam	Irin Sultana



NIMC Training Programme: 2019-2020 (Category of Courses)

Special Courses

SI No	Name of the Course	Duration	Course Director	Course Coordinator	
1.	Television Drama Production Course for University Students	03 Weeks	21 July to 8 August 2019	Ms. Sheuli Das	Md. Fahim Siddique
2.	Sound System Operating Techniques	02 Weeks	21 July to 1 August 2019	Mohammad Abu Sadique	Nafis Ahmed
3.	Digital Audio Recording and Editing	04 Weeks	25 August to 19 September 2019	Mohammad Abu Sadique	Nafis Ahmed
4.	Television Drama Production Course for University Students	03 Weeks	22 September to 10 October 2019	Ms. Sheuli Das	Ms. Ismat Jahan Chowdhury
5.	Advanced Course on Media Management	04 Weeks	13 October to 7 November 2019	Ms. Rawnak Jahan	Md. Sohel Parvez
6.	Television Drama Production Course for University Students	03 Weeks	27 October to 14 November 2019	Md. Zahidul Islam	Irin Sultana
7.	Training of Trainers	02 Weeks	24 November to 5 December 2019	Sufi Zakir Hossain	Irin Sultana
8.	Communicative English Course for Media Professionals	04 Weeks	8 December 2019 to 2 January 2020	Md. Abdul Jalil	Md. Fahim Siddique
9.	Television Drama Production Course for University Students	03 Weeks	22 December 2019 to 9 January 2020	Md. Zahidul Islam	Ms. Ismat Jahan Chowdhury
10.	Broadcast Networking and Cyber Security	04 Weeks	29 December 2019 to 23 January 2020	Md. Abdus Salam	Ashif Mohammad
11.	Modern Broadcast Technology	04 Weeks	5 January to 30 January 2020	Mohammad Abu Sadique	Nafis Ahmed
12.	Non-linear Video Editing	04 Weeks	26 January to 20 February 2020	Md. Munzurul Alam	Md. Masud Manwar Bhuiyan
13.	Digital Office Management	04 Weeks	23 February to 19 March 2020	Ms. Sahida Sultana	Md. Fahim Siddique
14.	Online Digital Audio Recording and Editing	02 Weeks	3 May to 14 May 2020	Md. Abdus Salam	Dewan Ashraful Islam Ashif Mohammad
15.	Capacity Building for Community Radio	01 Week	TBD	Ms. Sheuli Das	Nafis Ahmed
16.	PGD BJ- Batch 5 (Semester 1, 2)	52 Weeks	July 2019 to June 2020	1) Ms. Sahida Sultana Batch 5 (1st Semester) 2) Sheuli Das Batch 5 (2nd Semester)	Md. Abdul Mannan Md. Sohel Parvez



Branchwise category Programme Branch

Sl No	Name of the Course	Duration	Course Director	Course Coordinator
1.	Foundation Training Course for Grade-10 Officers	09 Weeks 21 July to 19 September 2019	Md. Abuzar Gaffari	Ms. Sumona Parvin Md. Abdul Mannan
2.	Television Drama Production Course for University Students	03 Weeks 21 July to 8 August 2019	Ms. Sheuli Das	Md. Fahim Siddique
3.	Radio and Television News Reporting	04 Weeks 25 August to 19 September 2019	Sufi Zakir Hossain	Md. Sohel Parvez
4.	Television Drama Production Course for University Students	03 Weeks 22 September to 10 October 2019	Ms. Sheuli Das	Ms. Ismat Jahan Chowdhury
5.	Advanced Course on Media Management	04 Weeks 13 October to 7 November 2019	Ms. Rawnak Jahan	Md. Sohel Parvez
6.	Radio Program Production Course	05 Weeks 13 October to 14 November 2019	Md. Abuzar Gaffari	Md. Abu Hasan
7.	Television Drama Production Course for University Students	03 Weeks 27 October to 14 November 2019	Md. Zahidul Islam	Irin Sultana
8.	Training of Trainers	02 Weeks 24 November to 5 December 2019	Sufi Zakir Hossain	Irin Sultana
9.	Techniques of News Presentation	04 Weeks 24 November to 19 December 2019	Ms. Sumona Parvin	Md. Abdul Mannan
10.	Communicative English Course for Media Professionals	04 Weeks 8 December 2019 to 2 January 2020	Md. Abdul Jalil	Md. Fahim Siddique
11.	Television Drama Production Course for University Students	03 Weeks 22 December 2019 to 9 January 2020	Md. Zahidul Islam	Ms. Ismat Jahan Chowdhury
12.	Professional Induction Course for BCS Information (General)	12 Weeks 5 January 2020 to 25 March 2020	Ms. Rawnak Jahan	Md. Sohel Parvez Abdul Hannan
13.	Radio & Television Program Presentation	04 Weeks 02 February to 27 February 2020	Ms. Sheuli Das	Md. Abdul Mannan
14.	Television Program Production Course	05 Weeks 29 March to 30 April 2020	Md. Zahidul Islam	Irin Sultana
15.	PGD BJ- Batch 5 (Semester 1, 2)	52 Weeks July 2019 to June 2020	1) Ms. Sahida Sultana Batch 5 (1st Semester) 2) Sheuli Das Batch 5 (2nd Semester)	Md. Abdul Mannan Md. Sohel Parvez

Engineering Branch

Sl No	Name of the Course	Duration	Course Director	Course Coordinator
1.	Sound System Operating Techniques	02 Weeks 21 July to 1 August 2019	Mohammad Abu Sadique	Nafis Ahmed
2.	Digital Audio Recording and Editing	04 Weeks 25 August to 19 September 2019	Mohammad Abu Sadique	Nafis Ahmed
3.	Professional Induction Course for BCS Information (Engineering)	12 Weeks 22 September to 12 December 2019	Ms. Sahida Sultana	Dewan Ashraful Islam Ashif Mohammad
4.	Digital Television Camera Operation & Lighting	06 Weeks 17 November to 26 December 2019	Ms. Rawnak Jahan	Md. Masud Manwar Bhuiyan Abdul Hannan
5.	Broadcast Networking and Cyber Security	04 Weeks 29 December 2019 to 23 January 2020	Md. Abdus Salam	Ashif Mohammad
6.	Modern Broadcast Technology	04 Weeks 5 January to 30 January 2020	Mohammad Abu Sadique	Nafis Ahmed
7.	Introduction to Digital Cinema Production	10 Weeks 12 January to 19 March 2020	Md. Nazrul Islam	Md. Sohel Parvez Nafis Ahmed
8.	Non-linear Video Editing	04 Weeks 26 January to 20 February 2020	Md. Munzurul Alam	Md. Masud Manwar Bhuiyan
9.	Digital Office Management	04 Weeks 23 February to 19 March 2020	Ms. Sahida Sultana	Md. Fahim Siddique
10.	Basic Training on Broadcast Technology	04 Weeks 29 March to 23 April 2020	Mohammad Abu Sadique	Nafis Ahmed
11.	Online Digital Audio Recording and Editing	02 Weeks 03 May to 14 May 2020	Md. Abdus Salam	Dewan Ashraful Islam Ashif Mohammad
12.	Capacity Building for Community Radio	01 Week TBD	Ms. Sheuli Das	Nafis Ahmed



Training Programme: 2019-2020 (Schedule of Course Duration & Participants)

SI No	Name of the Course	Duration (Days)	Desired number of Participants	Minimum acceptable number of Participants	Maximum acceptable number of Participants
1.	Foundation Training Course for Grade-10 Officers	09 Weeks	20	15	25
2.	Television Drama Production Course for University Students	03 Weeks	30	25	35
3.	Sound System Operating Techniques	02 Weeks	25	20	30
4.	Radio and Television News Reporting	04 Weeks	20	15	25
5.	Digital Office Management	04 Weeks	20	15	25
6.	Television Drama Production Course for University Students	03 Weeks	30	15	25
7.	Professional Induction Course for BCS Information (Engineering)	12 Weeks	20	15	25
8.	Advanced Course on Media Management	04 Weeks	20	15	25
9.	Radio Program Production Course	05 Weeks	20	15	25
10.	Television Drama Production Course for University Students	03 Weeks	30	25	35
11.	Digital Television Camera Operation & Lighting	06 Weeks	20	15	25
12.	Training of Trainers	02 Weeks	20	15	25
13.	Techniques of News Presentation	04 Weeks	20	15	25
14.	Communicative English Course for Media Professionals	04 Weeks	20	15	25
15.	Television Drama Production Course for University Students	03 Weeks	30	25	35
16.	Broadcast Networking and Cyber Security	04 Weeks	20	15	25
17.	Professional Induction Course for BCS Information (General)	12 Weeks	20	15	25
18.	Modern Broadcast Technology	04 Weeks	20	15	25
19.	Introduction to Digital Cinema Production	10 Weeks	20	15	25
20.	Radio & Television Program Presentation	04 Weeks	25	20	30
21.	Non-linear Video Editing	04 Weeks	20	15	25
22.	Digital Audio Recording and Editing	04 Weeks	20	15	25
23.	Basic Training on Broadcast Technology	04 Weeks	20	15	25
24.	Television Program Production Course	05 Weeks	20	15	25
25.	Online Digital Audio Recording and Editing	02 Weeks	25	20	30
26.	Capacity Building for Community Radio Professionals	01 Week	30	25	35
27.	PGD BJ- Batch 5 (Semester 1,2)	52 Weeks	20	15	25



Charter of duties

Course Adviser

- I) Will supervise the activities of Course Director and Course Coordinator;
- II) Will supervise the preparation of course module;
- III) Will advise the Course Director and Course Coordinator for proper conduct of training course;
- IV) Will be responsible for overall supervision of course administration;
- V) Will supervise the preparation of budget of the training course and get it approved by Director General;
- VI) Will maintain liaison with Director General, Additional Director General, Director (Administration and Development) for logistic of course management;
- VII) Will take proper action for smooth running of the training course and monitor the classroom activities regularly;
- VIII) Will ensure timely submission of bill-voucher regarding course expenditure after proper verification;
- IX) Will monitor activities of course administration regularly and keep Director General duly informed;
- X) Will contact prominent resource persons if and when necessary for extension lecture and
- XI) Will perform any other function/s related to the course assigned by Director General.

Course Director

- I) Will be responsible for overall management of the course;
- II) Will fix the day, date and select Chief Guest and Special Guest if any in case of course inauguration and course completion;
- III) Will be responsible for overall supervision and preparation of the course module;
- IV) Will fix the day, date and overall supervision of mess night and guest night in appropriate case;
- V) Will get approval of the course module from Director General at least a week before the inauguration of the course in consultation with Course Adviser;
- VI) Will prepare a list of resource persons of the course;
- VII) Will take proper action for maintaining strict discipline in the class room;
- VIII) Will be responsible for overall supervision of Course Coordinator and Course Attendant;
- IX) Will maintain liaison with Director General for course management if and when necessary;
- X) Will prepare the budget of the training course and through the Director (training) /Course Adviser get it approved by Director General;
- XI) Will prepare course certificates, course completion report, overall merit list/individual mark sheet and distribute to the trainees;
- XII) Will verify and authenticate bills and vouchers, with the assistance of Course Coordinator and through the Director (training) /Course Adviser get those approved by Director General and
- XIII) Will perform any other function/s related to the course assigned by Director General.



Course Co-ordinator

- I) Will have to maintain liaison with concerned office/s and contact the trainees;
- II) Will draft the course module in consultation with the Course Director;
- III) Will welcome the trainees and distribute training materials amongst them along with the Course Attendant;
- IV) Will make overall arrangement of inauguration of the course and ensuring proper discipline of the course;
- V) Will prepare daily and weekly training schedule and distribute those to trainees at the beginning;
- VI) Will maintain liaison with the resource persons and arrange transport if and when necessary with the approval of Director General;
- VII) Will introduce the resource person in the classroom;
- VIII) Will prepare and execute field trip in consultation with Course Director;
- IX) Will evaluate examination/exercise of the trainees if and when assigned;
- X) Will check realization of fees and other dues regarding the course;
- XI) Will make arrangement for mess night, guest night, opening and closing ceremonies;
- XII) Will prepare course certificates, course completion report, overall merit list/individual mark sheet and distribute to the trainees in time in consultation with Course Director;
- XIII) Will prepare and distribute handouts and documents during the course;
- XIV) Will take necessary step for payment of resource persons;
- XV) Will arrange physical exercise and games in consultation with Course Adviser/Course Director;
- XVI) Will submit course related bills and vouchers in consultation with Course Director in time and
- XVII) Will discharge any other function/s related to the course given by Director General.

Essential Documents for Training Course

- I) Office order for Course administration;
- II) Course notification;
- III) Advertisement for course in mass media when necessary;
- IV) Nomination of the trainees;
- V) Joining report, Registration, CV, Photograph;
- VI) Classroom attendance;
- VII) Script for the Presenter during inauguration and conclusion of the course;
- VIII) Daily activities, Library facilities and Committees for course tour & extracurricular activities;
- IX) Budget and Expenditure;
- X) Dormitory Room allotment;
- XI) Rules for trainees during course;
- XII) Trainee & Training Evaluation Sheet;
- XIII) Press release when necessary
- XIV) Release order and Authentication of Tour
- XV) Closing ceremony, Award of Certificate and any other relevant functions given by the Authority.



Core Courses



Foundation Training Course for Grade-10 Officers

1. Duration : 9 Weeks
2. Date : 21 July to 19 September 2019.
3. Number of Participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
4. Level of Participants : Grade-10 officials from different departments under the Ministry of Information and other concerned departments.
5. Course Fee : No course fee will be charged. The expenditure would be met out from the budget of the Institute. In case of other departments rather than Ministry of Information the course fee will be Tk 9,000/- (Taka Nine Thousand) per person.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Authority of different departments under Ministry of Information and other departments will nominate the participants.
8. Objectives : After successful completion of the training course, the participants will be able to:-
 - i) acquire knowledge about history, culture, constitution, development and environmental issues of Bangladesh.
 - ii) learn basics of media and communication, public relations, news & reporting in Print and Electronic Media.
 - iii) learn about mass media production.
 - iv) explain emergence of new media; ICT in media and monitoring, audience research & effectiveness of media.
 - v) acquire knowledge about various rules and regulations related to government service like BSR, FR, RTI, PPR, Office Management etc.
9. Course contents : **Bangladesh and International Affairs** : Emergence of Bangladesh, Constitution of Bangladesh, Digital Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Government Agenda, SDG, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment, Globalization, International politics & Current Scenario, Economic Development of Bangladesh and International Perspective etc.
Media, Communication and Public Relations : media in Bangladesh, media ethics, media management, new media, media journalism; concepts of communication, processes and effectiveness of communication, types of Communication, concepts of Public Relations, process, effectiveness, functions and ethics of public relations, image building, press conference, projection of Government policies and activities , the art of public speaking and its usefulness, persuasion, propaganda etc.
Mass Media Production : Concepts, types , processes, news writing, news editing, format of electronic media program , generating idea, Planning, Script writing of electronic media program, recording, editing and presentation, writing skill development etc.



Office management, related laws and regulations : Charter of duties of the Ministry of Information and its attached departments, Office management, BSR, FR, Rules of Business, Secretariat instruction 2014, E-filing, PPR, RTI, Disaster management, Good governance ; Basic Computer knowledge: MS Word, excel, power point presentation etc

10. Methodology : Classroom Lectures, Discussions, Report Writing, Practical Sessions and Evaluation, Survey, Film Appreciation, Media Production and Study Tour.
11. Evaluation : Written test, Viva voce, Practical test, Article writing, Survey Report & Field visits, Classroom attendance, Regular participation in the class activities, Group Discussion, Program Production, Games, Discipline, Book Review.
- Course Director : Md. Abuzar Gaffari
- Course Coordinator : Sumona Parvin
Md. Abdul Mannan



Radio and Television News Reporting

1. Duration : 4 Weeks
2. Date : 25 August to 19 September 2019.
3. Number of Participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
4. Level of Participants : Personnel of Private Television Channels, Bangladesh Television, Bangladesh Betar and Freelancers. For freelance participants at least a graduation degree from any recognized university is required. Selection would be made by an Interview Board.
5. Course Fee : Tk. 4000/- (Taka Four Thousand) only for each freelancer, participant(s) of private TV channels payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee is charged from personnel of BTV and Bangladesh Betar.
6. Type : Non-residential.
7. Nomination Procedure : Nomination by the concerned authority of BTV, Bangladesh Betar & Private Channels. For freelancers, open advertisement will be floated in national dailies.
8. Objectives : At the end of the training course the participant will be able to:–
 - i) write news stories
 - ii) prepare news reports
 - iii) learn presentation skill
 - iv) edit the report correctly
 - v) learn technical know how of operation
9. Course Contents : **General Contents**

Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Disaster Management, Climate Change, Autism & Governments Agenda.

Core Contents

Media in Bangladesh, Media and News, News sense and Basics of News, Basics of reporting, News editing, News and Time management, Writing intro and headlines, Various kinds of reporting, Interview, Online reporting, Live reporting and Ethics of journalism.
10. Methodology : Class-Lecture & Discussion, Audio & Video Projections, Learning about Pre-Production, Production and Post-Production etc, Practical exercise and evaluation.
11. Evaluation : Classroom attendance, presentation, production, report writing and study tour.

Course Director : Sufi Zakir Hossain
Course Coordinator : Md. Sohel Parvez



Professional Induction Course for BCS Information (Engineering)

1. Duration : 12 weeks
2. Date : 22 September to 12 December 2019
3. Number of Participants : Desired number of participants is 20.
4. Level of Participants : BCS Information (Engineer) cadre officers.
5. Course Fee : No course fee is charged. The expenditure would be met out from the budget of the Institute.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Bangladesh Betar authority will nominate the participants.
8. Objectives : After successful completion of the training course, the participants will be able to:-
 - i) acquire knowledge about emergence, constitution, development and environmental issues of Bangladesh;
 - ii) learn and understand broadcast techniques of Bangladesh Betar;
 - iii) attain theoretical and practical knowledge about radio engineering;
 - iv) know the charter of duties of the Ministry of Information and its attached departments;
 - v) acquire knowledge on acts, rules, regulations & different strategies, policies of the government.
9. Course contents : **General Contents**

Module-01:

a) Bangladesh Affairs

b) Office Management, Related Laws, Regulations and PPR 2008

Core Contents:

Module-02: Audio Fundamentals

Introduction of Sound, listening and Acoustics, Microphone Basics , Radio Studio Fundamentals, Noise in Audio studio

Module-03: Studio and MCR Equipment

Radio Studio Equipments, TV studio, MCR Equipment, Studio Equipment: Preventive & Corrective Maintenance

Module-04: Broadcast Technology

- a) Frequency Allocation
- b) AM Transmitter
- c) FM Transmitter
- d) Digital Transmission
- e) Antenna & Transmission line

Module-05: Communication Electronics & Power System

Basic Electronics, Sub-station, Generator, Power Supplies, Modern Control System.

Module-06: Advanced Broadcast Technology

Data Communication & Networks, Online Broadcasting, Cyber and Digital Security, Satellite Fundamentals

Module-07: Measuring Equipment and Maintenance

Test & Measuring Equipment: Multimeter, vacuum tube voltmeter, AF/RF signal generator, Audio analyzer, Noise & Distortion meter, Oscilloscope, Spectrum analyzer, network analyzer, Analog & Digital IC tester, Megger, Earth tester, Power supply, Frequency counter, Test & Measuring Equipment: Practical session, Maintenance



Module- 08: Audio Recording and Editing

Recording session, Editing a project, Editing Efficiency and Multi-track Mixing, Exporting and Formats

Module- 09: Project Management

Project Cycle, Project Management, Implementation, Evaluation and exercise on Project Management.

Module- 10: Research

Research Approach, Methodology, Conduct Research, Report Submission and Presentation.

Module-11: Skill Development

Language proficiency, Movie appreciation, Sports and physical exercise etc.

10. Methodology : Classroom Lectures, field attachment, Discussions, Research Methodology, Practical Sessions and Evaluation, Survey, Power Point Presentation, Study Tour, Regular Physical Exercise etc.
11. Evaluation : Classroom Attendance, Regular Participation in the Class, Adaptation, Attitude and behavior, Table Manner, Study Tour, Movie Appreciation, Classroom Examination, Report Writing, Project Paper Submission, Power Point Presentation etc.
- Course Director : Ms. Sahida Sultana
- Course Coordinator : Dewan Ashraful Islam
Md. Ashif Mohammad



Radio Program Production Course (30th)

1. Duration : 5 weeks
2. Date : 13 October to 14 November 2019.
3. Number of Participants : Desired number of participants is 20 In special case, the number may vary from 15 at the minimum to 25 at the maximum. Participants are selected in the course on first come first serve basis.
4. Level of Participants : Officers of Bangladesh Betar and appropriate personnel from Private Radio channels as well as Freelancer.
5. Course Fee : Tk. 5000/- (Taka Five thousand) only for each participant from Private Radio and freelancer, payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee is charged for Bangladesh Betar.
6. Type : Non-residential.
7. Nomination Procedure : Nomination by respective authority of Bangladesh Betar, Private Radio channels. For freelancer, open advertisement will be floated in daily newspapers.
8. Objectives : At the end of the course, the participants will be able:
 - i) learn theories, rules and techniques of radio program production;
 - ii) acquire knowledge, ideas, concepts of the subject matter and psychological preparations to produce a radio program;
 - iii) in-depth knowledge of program production, presentation, Bengali pronunciation and the use and application of microphone and studio operations and
 - iv) attain enough capability to produce a radio program.
9. Course Contents : **General contents:** Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Government Agenda, SDG, 7th Five Year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment & Autism
Core Contents: Duties and responsibilities of announcer/comperere. Theories of pronunciation of alphabet, Sound recording and exercise, Techniques and methods of presentation, Rules for writing script and announcement, Way of talking, Inclination, Breathing and Pause, Recording of programs, Exercise and Evaluation.
10. Methodology : Classroom lecture, Participatory exercises in the radio studio, practices, use of multimedia, discussions and question & answer session.
11. Evaluation : Classroom attendance, regular participation in the class and final production.
Course Director : Md. Abuzar Gaffari
Course Coordinator : Md. Abu Hasan



Digital Television Camera Operation & Lighting

1. Duration : 6 Weeks
2. Date : 17 November to 26 December 2019.
3. Number of Participants : 15- 25 Participants.
4. Level of Participants : Government Officials & Freelancers
5. Course Fee : Tk. 9000/- (Taka Nine Thousand) only for each Participant.
6. Course Type : Non- residential.
7. Nomination Procedure : Nomination by concerned authority of Government departments and Private TV channels. For freelancers, open advertisement will be floated in national dailies/ NIMC website.
8. Objectives : At the end of the training course, the participants will be able to:
 - i) use and control light during shooting;
 - ii) know the lighting equipment and its proper placing;
 - iii) operate television camera and its various functions ;
 - iv) coordinate camera and light in a systematic manner during production and
 - v) learn television studio equipment & its functions.
9. Course Contents : **General Content**

Bangladesh Affairs, Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Government Agenda, SDG, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Disaster Management, Climate Change & Autism.

Core Content

TV camera: History, types and use, Construction of lens, IRIS, Aperture, Shutter speed, Focal length, Depth of field, Tripod, Camera adjustment, White and black balance, Microphone, Sound and its application, Lighting and its characteristics, Various equipment for use of light intensity, Basic lighting, Use of light and camera in TV production.
10. Methodology : Classroom lectures, participatory exercises in the classroom, use of multimedia, discussions, question and answer sessions, practical exercise and evaluation.
11. Evaluation : Classroom attendance, class participation, field exercise, indoor/outdoor assignment, final production, discipline & conduct.

Course Director : Ms. Rawnak Jahan
Course Coordinators : Md. Masud Monwar Bhuiyan
Abdul Hannan



Techniques of News Presentation

1. Duration : 4 weeks
2. Date : 24 November to 19 December 2019.
3. Number of Participants : The desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum. Participants are selected for the course on first come first serve basis.
4. Level of Participants : Suitable personnel of Bangladesh Betar, Bangladesh Television, private Radio and Television station, Cadre officials of BCS Information and freelance. For freelancers at least a graduation degree from any recognized university is required, but preference will be given to applicants having Master degree. Selection would be made by an Interview Board to be held at NIMC, headed by the Director General.
5. Course Fee : Tk. 4000/- (Taka Four Thousand) only per participant, payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee will be charged from the personnel from the departments under the Ministry of Information.
6. Type : Non-residential.
7. Nomination Procedure : Open advertisement will be floated in National Dailies, NIMC website, facebook page for selecting the participants and authority of different departments will nominate the participants.
8. Objectives : At the end of the course, the participants will be able to:-
 - i) acquire the techniques of news presentation.
 - ii) learn correct pronunciation, while presenting news.
 - iii) share experience with other participants of the course and media representatives.
 - iv) present news on any TV/radio channel efficiently.
 - v) learn and understand of different aspects and formats of News Presentation.
9. Course Contents : **General Contents:** Emergence of Bangladesh, Constitution of Bangladesh, Honorable Prime Minister Sheikh Hasina's Special ten Initiatives, Government Agenda, SDGs, 7th Five Year Plan, National Integrity Strategy, RTI, Environment & Autism.
Core Contents: Definition, Nature, Characteristics and types of Communication; Nature and characteristics of Radio and Television news; Definition, Source, Elements and types of news; Correct pronunciation and rules of pronunciation, Phonetics, Techniques of clearing tongue, Exercise of lips, jaw and tongue, Elements of sounds, Control of breathing, Pause and exercise of sound; Microphone and Television camera, Color, costume & makeup, Presentation & review of various recorded news of TV channels, Recording of news, news review & evaluation.
10. Methodology : Classroom lecture and participatory exercises in the classroom, Practices, Visit to Television channels, Multimedia presentation, Discussions, Question and answer session.
11. Evaluation : Classroom attendance, regular participation in the class, practical exercise and final presentation.
Course Director : Ms. Sumona Parvin
Course Coordinator : Md. Abdul Mannan



Professional Induction Course for BCS Information (General)

01. Duration : 12 weeks
02. Date : 05 January to 25 March 2020.
03. Number of Participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
04. Level of Participants : BCS (Information-General, Radio-Program & Radio- News) cadre officials, who joined the service, but did not receive any professional training.
05. Course Fee : No course fee is charged.
06. Type : Residential course. Staying in the dormitory is mandatory.
07. Nomination Procedure : Authority of different departments under Ministry of Information will nominate the participants.
08. Objectives : After successful completion of the course, the participants will be able to:-
- acquire knowledge about history, constitution, development and environmental issues of Bangladesh;
 - learn basics of journalism, media and communication, public relations and news ;
 - learn and understand all forms of program & broadcasting system;
 - learn basics of public relations, News & Reporting for TV, Radio & Print Media;
 - produce radio and television program;
 - learn and understand the steps of Publication and print materials;
 - acquire knowledge on acts, rules, regulations & ethics which are essential for public servant.
 - explain emergence of new media and ICT, audience research, effectiveness & monitoring;
 - know the charter of duties of the Ministry of Information and its attached departments.
09. Course Contents : **Module - 01: Bangladesh and International Affairs:** Emergence of Bangladesh, Constitution of Bangladesh, Constitutional Bodies, Culture & Heritage, Digital Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th Five year plan, Women Empowerment, Digital Bangladesh-role, activities & function of Union Digital centre, National Integrity Strategy, RTI, Development Trend of Bangladesh, Environment, Climate Change & Disaster Management, Globalization, International politics & current scenario, economic development of Bangladesh and International perspective etc.
- Module - 02: Media, Communication and Public Relations :** Media in Bangladesh, media ethics, media management, new media, media journalism; concepts of communication, processes and effectiveness of communication, types of Communication, concepts of Public Relations, process, effectiveness, functions and ethics of public relations, image building, press conference, projection of Government policies, the art of public speaking persuasion, propaganda etc.
- Module- 03: Mass Media Production (Text/Print,Audio,Video):** Concepts, types, processes, news writing, news editing, format of radio and tv program, generating idea, Planning, Script writing of electronic media program, Public Service broadcasting, recording, editing and presentation, writing skill development etc.



Module- 04: Digital Office Management, Related Laws and Regulations: Charter of duties of the Ministry of Information and its attached departments, Office management, BSR, FR, Rules of Business, Secretariat instructions - 2014, PPR 2006 & 2008, RTI, E-file, E-GP, Annual Performance Agreement (APA), Good governance, Etiquette & Manners etc.

Module- 05: Development Economics & Project Management : Concepts of Micro and Macro Economics, National Income Accounting (GDP, GNP, NNP etc) Overview of Monetary and Fiscal Policy of Bangladesh, Public Budgetary Framework of Bangladesh and MTBF, Key indicators of Macro Economics and their Implications perspective Bangladesh Demand Supply Analysis. Project: Concepts, Issues and Project Cycle, Tools and Techniques for Project Appraisal, Preparation of DPP & TPP; Project Approval Process, Logical Framework: A tool for Effective Project Management, Project Implementation: Techniques, Problems and Issues Project Evaluation and Monitoring.

Module- 06: Information & Communication Technology (ICT):

Basics of Computer: Hardware and Software; MS Office, Effective use of LAN/MAN/WAN, E-file Management, Bangla English Typing, Info-Sarkar, E-tender, Traditional Media; Different Media - Electronic Media, Print Media; Differences between social media and traditional media; Impact of Social Media in current life; Social Media in E-Commerce; E-Payment procedures; Threats and Abuses of Social Media; Policy regarding social media; Initiatives need to be taken, Future Technology etc.

Module- 07: Skill Development: Bangla & English Language Proficiency, Book Review and Physical fitness, Yoga and Sports.

- 10 Methodology : Classroom lectures, discussions, role play, report writing, practical sessions and evaluation, group exercise, survey, film appreciation, media production and study tour/excursion.
- 11 Evaluation : Written test, Viva voce, Practical test, Article writing, Survey Report, Classroom attendance, Regular participation in the class activities, Group discussion, Field visits, Program Production, Games, Discipline, Book Review.
- Course Director : Ms. Rawnak Jahan
- Course Coordinator : Md. Sohel Pavez
Abdul Hannan



Introduction to Digital Cinema Production

01. Duration : 10 Weeks
02. Date : 12 January 2020 to 19 March 2020.
03. Number of Participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
04. Level of Participants : Government, Private and Freelance.
05. Course Fee : i) No course fee is charged from government officials under the Ministry of Information.
ii) Tk. 10000.00 (Taka Ten thousand) only for freelance per participant payable to the Director General, NIMC, Dhaka by a pay order / bank draft.
06. Type : Non-residential.
07. Nomination Procedure : Public & Private Television, Department of Film and Publication and other Government offices will nominate their participants. Open advertisement will be floated in national dailies and NIMC website/face book for freelancers.
08. Objectives : To create a new generation of enterprising Cinema director and to create refined viewers of feature and fiction Cinema and to help them technically sound for producing aesthetic fiction/feature Cinema.
09. Course Contents : **General Content:**
Bangladesh Affairs: Emergence of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, Environment & Autism.
Core Content:
01.Modern Cinema History and aesthetic;
02.Cinematography;
03. video graphy;
04. Sound technology;
05. Cinema and video editing;
06. Screenplay writing;
07. Art direction;
08. Acting;
09. Cinema direction for fiction/feature Cinema;
10. Cinema direction for documentary Cinema;
11. Cinema production management;
12. Cinema archiving;
13. Cinema distribution;
14. Animation in Cinema;
15. Music in Cinema;
16. Special Effects in Cinema;
17. MISE-EN-SCENE in Cinéma and
18. Digital Media Management.
10. Methodology : Classroom lectures, participatory exercises in the classroom, practical exercise and practice, visit to Bangladesh Film Development Corporation, Indoor and outdoor shooting, use of multimedia, discussions, question and answer sessions.
11. Evaluation : Classroom attendance, regular participation in the class, practical exercise, outside assignment and final production.
- Course Director : Md. Nazrul Islam
Course Coordinator : Md. Sohel Parvez
Nafis Ahmed



Radio & Television Program Presentation

1. Duration : 4 weeks
2. Date : 02 February to 27 February 2020.
3. Number of Participants : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum. Participants are selected for the course on first come first serve basis.
4. Level of Participants : Suitable personnel of Bangladesh Betar, Bangladesh Television, Department of Mass communication, Press Information Department, Private Radio and Television channels and freelancers. For freelancers at least a graduation degree from any recognized university is required, but preference will be given to applicants having Master degree. Selection will be made by an Interview Board to be held at NIMC headed by the Director General.
5. Course Fee : Tk. 4000/- (Taka Four Thousand) only for freelance and private radio/TV per participant payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee is charged from the personnel of the departments under the Ministry of Information.
6. Type : Non-residential.
7. Nomination Procedure : Departments of the Ministry of Information will nominate the participants. Open advertisement will be floated in national dailies / NIMC website/ Facebook Group page for freelancers.
8. Objectives : After successful completion of the course, the participants will be able to:-
 - i) increase their knowledge, efficiency and expertise on program presentation;
 - ii) learn concepts, process and effectiveness of communication, language and media;
 - iii) learn and understand all forms of program and broadcasting system;
 - iv) make their presentation artistic and attractive to the audience;
 - v) contribute to their organization through exchanging views and experiences with their colleagues on professional matters.
9. Course Contents : **General Contents:** Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th Five Year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment, Autism & Cyber security.
Core Contents: Mass media: Radio & Television; Duties and responsibilities of Radio and TV presenter, Rules for pronunciation of alphabets, capture of sound and rules for writing script and announcement sheet, mode of talking, inclination, breathing and pause, techniques of clearing tongue, exercise of lips, jaw and tongue; Microphone and Television camera, Colour, Costume and makeup; Presentation and review of various recorded presentation of Television channels, Recording of program presentation for a few occasions, their review and evaluation and Cyber security.
10. Methodology : Classroom lectures, participatory exercises in the classroom, classroom practices, visit to Radio and Television Channels, use of multimedia, discussions, question and answer sessions.
11. Evaluation : The participants will be evaluated through Classroom attendance, active participation in the class and final production of short program.
Course Director : Ms. Sheuli Das
Course Coordinator : Md. Abdul Mannan



Basic Training on Broadcast Technology

1. Duration : 4 Weeks
2. Date : 29 March to 23 April 2020.
3. Number of Participants : Desired number of participants is 20. In special case, the number may vary.
4. Level of Participants : Government Personnel.
5. Course Fee : No course fee is charged from the participants of Bangladesh Television and Bangladesh Betar.
6. Type : Non-residential
7. Nomination procedure : Nomination by Bangladesh Betar & Bangladesh TV.
8. Objectives : At the end of the course, the participants will be able to:-
 - i) learn and understand about Radio broadcasting equipment;
 - ii) be sensitized about new technology;
 - iii) learn about studio and transmitter operation and maintenance;
 - iv) gather professional skills about technology related to recording, editing, transmission and power management
9. Course Contents : **General Contents:** Sustainable development goals, 7th Five year plan, RTI.

Core Contents:

Concept of Radio Broadcasting:

Basic concept of Broadcasting System, Broadcast Chain of Radio Transmission, Introduction on Bangladesh Betar, Present Status and future plan of Betar, Frequency spectrum. AM, FM and SW Radio frequency Band and channel allocation and planning, Application of ICT in Broadcasting, Role of BTRC, BTCL, BSCCL & BCSCCL.

Technique of Studio operation, Maintenance:

Characteristics of Sound. Basics of Microphone, Studio Equipment (Console, MCR, PIE etc) & Its Operation, Analog & Digital Audio Recording Editing & Dubbing with Software, Internet Broadcast & Live streaming, Basic Electronics (Diode resistor, capacitor, transistor, IC, transformer etc.), Introduction to Tools and Measuring Equipment Basic.

Camera and Lighting

TV camera: Types and use, Construction of lens, IRIS, Aperture, Shutter speed, Focal Length, Depth of field, Tripod, Camera adjustment, White and Black Balance, Lighting and its Characteristics, Various Equipment for use of light intensity, Basic lighting, Use of light and camera in TV Production.

Technique of Radio transmission:

MW/FM/SW transmitter organization,
Studio Transmitter Link
How to Ensure signal Quality
MW Transmitter (Analog & DRM), MW Antenna system,
FM Transmitter, Feeder line, Antenna.
SW Transmitter, Feeder line, Antenna.
Transmission from satellite reception.

Power Management, Grounding System and Antenna:

Electrical Sub-Station and Power Supply System, power supply & cooling system, HVAC (Heating, Ventilation & Air conditioning), Grounding, Lightning Protection & Surge Protector, Antenna Mast and Propagation. Antenna types, polarization, grounding and design of radial wire.



Future Broadcasting:

Digital Broadcasting (DRM, HD, DAB, IBOC etc.)

Merits & Demerits of Analog & Digital System

10. Methodology : Classroom lectures, participatory exercises in the classroom, use of multimedia, discussions, question and answer sessions, practical exercise and evaluation

11. Evaluation : Classroom attendance-10%
Class Participation and attentiveness -10%
Exam-20%
Group and Individual Presentation-30%
Study tour report 10%
Individual article on any related issue-20%.

Course Director : Mohammad Abu Sadique

Course Coordinator : Nafis Ahmed



Television Program Production course

1. Duration : 5 weeks
2. Date : 29 March to 30 April 2020.
3. Number of Participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
4. Level of Participants : Officers from Bangladesh Television and attached department under Ministry of Information, Personnel of Private Television channels and Freelance. For freelance participants at least a Graduation Degree from any recognized university is required. Selection would be made by an Interview Board of NIMC headed by the Director General.
5. Course Fee : Tk. 5000.00 (Taka Five thousand) only for each participant of Private Television Channels, Community Radio and freelancer payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee is charged from participants of Bangladesh television and attached department under Ministry of Information.
6. Type : Non-residential.
7. Nomination Procedure : Open advertisement will be floated on National Dailies, NIMC website and different Social Media for freelancers.
8. Objectives : At the end of training course, the participants will be able to :-
 - i) learn and understand plan, formulate and design of TV programme;
 - ii) concepts, techniques and process of TV production;
 - iii) learn and understand different aspects and format of TV Programme;
 - iv) learn and understand diverse platform of traditional Media & New Media;
 - v) generate idea, explore subject matter, plan and prepare script/screen play for TV Production.
9. Course Contents : **General Contents:** Bangladesh Affairs: Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th Five year plan, Government Agenda, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment, Autism & Cyber security.
Core Contents: Concepts on TV Production, Camera & its Functions, Arts & Crafts of TV, Lighting & its different forms, use of different types of sound & Microphone, Background of TV Graphics & Set Design, Plan, Programme & Formates of TV Production, talent Artistes Custing, makeup & costume Production and Post Production of TV Programms, Promo Making, editing, Concept of different Aspect of New Media and Traditional Media platforms. Script writing and making short production on TV.
10. Methodology : Classroom Lectures, Discussion, question & answer session, field visit, Practical session on Pre-Production, Production and Post-Production, short production on TV program.
11. Evaluation : Classroom attendance 5%, Regular participation in the class 5%, Script writing 30%, Report Presentation on study tour 20 %, Final Production 40%, Practical exercises and Final presentation.

Course Director : Md. Zahidul Islam
Course Coordinator : Irin Sultana



Special Courses



Television Drama Production Course for University Students

1. Duration : 3 weeks
2. Date : 21 July to 8 August 2019.
3. Number of Participants : Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4. Level of Participants : Students of Masters/Honours Final year from the Drama and Dramatics/ Theatre/ Theatre and Performance Studies Department of University/ Universities.
5. Course Fee : Tk. 3000/- (Taka Three Thousand only) for each participant.
6. Type : Non-residential.
7. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics / Theatre / Department / Theatre and Performance studies of Dhaka / Rajshahi / Jahangirnagar / Kazi Nazrul Islam University / Jagannath University.
8. Objectives : At the end of the course, participants will be able to: -Learn theories, rules and techniques of Television Drama production; Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama; Attain enough capability to produce a Television Drama.
9. Course Contents : **General Contents**
Emergence of Bangladesh & The Constitution of Bangladesh; Sustainable Development Goals, 7th Five Year Plan & Ten Initiatives of Honorable Prime Minister Sheikh Hasina; Digital Bangladesh & Union Digital Center and activities; Climate Change and Disaster Management; Autism; Rights to Information Act 2009 & E-Service of Government, Government Agenda and Cyber security.
Core Contents
Basics of Television Production: Comparative discussion on Theatre, TV, Radio & Film Medium. Steps of TV drama production. Essential elements of standard TV drama production.
Camera: Digital video camera and its uses. Still camera, Video camera, Movie camera, Devices of TV camera and their uses, Different types of shots and their uses.
Lighting: Lighting and its natural and artificial sources. Three point lighting. In-door-outdoor-lights, colour temperature etc.
Set: Set design, Different types set, Relationship between light and set design.
Editing: Editing and continuity online-offline editing, linier and non-linier editing etc.
Sound & Microphone: Sound and uses of sound, Different types of microphones and their uses in TV drama production.
Costume & Make-up: Different types of Costume design, make-up design and their uses.
Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning,
Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-15 minute Television Drama productions. Evaluation of the final productions.
10. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
11. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.
Course Director : Ms. Sheuli Das
Course Coordinator : Md. Fahim Siddique



Sound System Operating Techniques

1. Duration : 2 (Two) Weeks
2. Date : 21 July to 1 August 2019.
3. Number of Participants : The desired number of participants is 20 (Twenty).
4. Level of Participants : Sound Recordist, PA Operator, Cine Operator, APA Operator from the Department of Mass Communication under The Ministry of Information.
5. Course Fee : No Course fee required.
6. Type : Non-residential.
7. Nomination Procedure : Authority of Department of Mass Communication will nominate the participants.
8. Objectives : At the end of the course, the participants will be able to -
 - i) get knowledge on Audio-Visual system Operating and Maintenance;
 - ii) acquire knowledge on Microphone, Speaker, Amplifier, Mixing Console;
 - iii) learn and experience on fault finding and troubleshooting of Audio-Visual equipment & PA system as well.
9. Course Contents : **General Contents**
Sustainable Development Goals : Rights to Information Act 2009 etc.
Core Contents
Audio-Visual Basics, Fundamentals of Microphone, Speaker, Amplifier, Mixing Console, Interfacing (Lines, Cables & Connectors), Operating and Maintenance of Audio-Visual & Public Address System Equipment, Fault Findings and troubleshooting of Audio-Visual and Public Address System, Digital Sound Recording, Health Safety and so on.
10. Methodology : Classroom lecture, Multimedia presentation, Practical exercise.
11. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, and Classroom exam.
Course Director : Mohammad Abu Sadique
Course Coordinator : Nafis Ahmed



Digital Audio Recording & Editing

1. Duration : 4 weeks
2. Date : 25 August to 19 September 2019.
3. Number of Participants : The desired number of participants is 20. In special case, the number may vary.
4. Level of Participants : Audio/Video Editor or concerned personnel from Bangladesh Betar, Bangladesh Television, DFP, DMC, Private Radio and Television station, BOU or freelancer.
5. Course Fee : Tk. 4000/- (Taka Four Thousand) only per participant, payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee will be charged from the personnel from the departments under the Ministry of Information.
6. Type : Non-residential.
7. Nomination Procedure : Open advertisement will be floated in National Dailies, NIMC website, NIMC Face book page for selecting the participants and authority of different departments will nominate the participants.
8. Objectives : At the end of the course, the participants will be able to:-
 - i) record and edit different kinds of programmes with audio processing software;
 - ii) follow systematic and correct procedures of digital recording;
 - iii) gather professional skills to the satisfaction of their supervisor;
 - iv) discharge professional duties efficiently and
 - v) function easily with available equipment, software, hardware and other resources.
9. Course Contents : **General Contents:** SDGs, 7th Five year plan & RTI.
Core Contents: Sound Basic, Tips for Audio personnel, Digital Recording: Preliminary Concept, Broadcasting chain , Recording/Editing with Adobe Audition , Effect menu option (Amplitude /Fade, Delay, Echo, Normalize, Reverb, Filter, Equalize, Noise & Hiss Reduction etc) & toolbar, Audio File Compression, Lossy & Lossless Compression, Audio Codec, News production Techniques, Audio Production Process and various formats, Digital Audio File format (.wav, . mp3, .cda, wma, ogg, .aiff etc), Audio File contents & Size, File, Edit, View Menu Recording in Edit View
Sound card basic & properties Microphone characteristic: Various types of Microphone, Use of Microphone, Simple Storage Devise: File Server, HDD, CD, DVD, USB etc , Recording in multi Track view, Introducing Port & interface, Maintain sound parameter from ctrl Panel, Troubleshooting Tips, Patching, Socket, Symbols and Amplifier, Balance, Unbalance, Connector Burning CD, DVD, Ripping Audio from CD, Separating Audio from Video CD etc., Capturing Audio from tape to HDD, HDD to tape, Define: Noise, Distortion, Different, types of Noise in Audio signal. Sampling process for digital audio, signal with effect of lower and higher sampling rate. Digitization of Bangladesh Betar, Introducing Analogue and Digital console, Security issues: Logical Security, Physical Security, Virus & Antivirus, Problems and solutions, Noise reduction process, Quantization process for digital audio, signal with effect of lower & higher bit depth, Steps to work with console :



Introducing Professional Production System, Music Production Technique, Visit to private professional production house / Radio station, Various Feature of Nuendo, Individual / Group production, Recording in Edit view (Single Track, Individual / Group production Preparation, Concept of DAB, Digital Transmission: problems and prospect in Bangladesh

Production presentation. Basic Networking, Prepare a simple Network for a mock radio station, Radiation hazard from various Antennas, its impact and possible mitigation.

10. Methodology : Classroom lecture and participatory exercises in the classroom, Practices, Visit to Radio or Television channels, Multimedia presentation, Discussions, Question and answer session.

11. Evaluation : Classroom attendance, regular participation in the class, practical exercise and final presentation.

Course Director : Mohammad Abu Sadique

Course Coordinator : Nafis Ahmed



Television Drama Production Course for University Students

1. Duration : 3 weeks
2. Date : 22 September to 10 October 2019.
3. Number of Participants : Desired number of participants is 30 In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4. Level of Participants : Students of Masters / Honours Final year from the Drama and Dramatics / Theatre / Theatre and Performance Studies Department of University / Universities.
5. Course Fee : Tk. 3000/- (Taka Three Thousand only) for each participant
6. Type : Non-residential.
7. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics / Theatre / Department / Theatre and Performance studies of Dhaka / Rajshahi / Jahangirnagar / Kazi Nazrul Islam University / Jagannath University.
8. Objectives : At the end of the course, participants will be able to:- Learn theories, rules and techniques of Television Drama production; Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama; Attain enough capability to produce a Television Drama.
9. Course Contents : **General Contents**
Emergence of Bangladesh & The Constitution of Bangladesh; Sustainable Development Goals, 7th Five Year Plan & Ten Initiatives of Honorable Prime Minister Sheikh Hasina; Digital Bangladesh & Union Digital Center and activities; Climate Change and Disaster Management; Autism; Rights to Information Act 2009 & E-Service of Government and Cyber security.
Core Contents
Basics of Television Production: Comparative discussion on Theatre, TV, Radio & Film Medium. Steps of TV drama production. Essential elements of standard TV drama production.
Camera: Digital video camera and its uses. Still camera, Video camera, Movie camera, Devices of TV camera and their uses, Different types of shots and their uses.
Lighting: Lighting and its natural and artificial sources. Three point lighting. In-door-outdoor-lights, colour temperature etc.
Set: Set design, Different types set, Relationship between light and set design.
Editing: Editing and continuity online-offline editing, linier and non-linier editing etc.
Sound & Microphone: Sound and uses of sound, Different types of microphones and their uses in TV drama production.
Costume & Make-up: Different types of Costume design, make-up design and their uses.
Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning,



Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-15 minute Television Drama productions. Evaluation of the final productions.

10. Methodology

Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.

11. Evaluation

Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.

Course Director : Ms. Sheuli Das

Course Coordinator : Ms. Ismat Jahan Chowdhury



Advanced Course on Media Management

1. Duration : 4 Weeks
 2. Date : 13 October to 7 November 2019.
 3. Number of Participants : Desired number of participants is 20. In special case, the number may vary.
 4. Level of Participants : Class-1 (Mid Level) officials of different departments under Ministry of Information who have already completed their foundation training and mid level officers of other government agencies who involve in media and communication.
 5. Course Fee :
 - i) No course fee is charged from government officers under the Ministry of Information.
 - ii) Tk. 4000.00 (Taka Four Thousand) only for the officers of other government agencies payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft.
 6. Type : Non-residential.
 7. Nomination Procedure : Departments under the Ministry of Information And other government agencies will nominate the participants.
 8. Objectives : After successful completion of the course, the participants will be able to:
 - i) achieve knowledge about effective and dynamic media management (Strategic planning, financial & administrative management and governance);
 - ii) face the challenges of modern media;
 - iii) learn about new media;
 - iv) learn human resource planning and resource management;
 - v) learn Bangladesh Affairs: History, culture and Constitution of Bangladesh;
 - vi) learn recent development trends of Bangladesh in various sectors;
 - vii) know the media legislation, regulation and ethical standard of journalism and
 - viii) learn basic rules and regulations of Government service etc.
 9. Course Contents :

General content:
Bangladesh Affairs, Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Government Agenda, SDG, 7th Five Year plan, Women Empowerment, National Integrity Strategy, RTI & ICT.

Core Content:
Development Issues of Bangladesh (Socio-Economic development, Globalization, Disaster Management & Climate change, Foreign Relation of Bangladesh etc.) Roles, responsibilities and challenges of media Financial and administrative management Technological changes in media.

Media management: Present scenario of laws, rules and ethics related to print and electronic media, Public Procurement Rule (PPR), International Affairs.
 10. Methodology : Classroom lectures, discussions, practical sessions and study tour.
 11. Evaluation : Classroom attendance, written examination, individual & group presentation, report writing and study tour.
- Course Director : Ms. Rawnak Jahan
Course Coordinator : Md. Sohel Parvez



Television Drama Production Course for University Students

1. Duration : 3 weeks
2. Date : 27 October to 14 November 2019.
3. Number of Participants : Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4. Level of Participants : Students of Masters / Honours Final year from the Drama and Dramatics/Theatre/Theatre and Performance Studies Department of University/Universities.
5. Course Fee : Tk. 3000/- (Taka Three Thousand only) for each participant.
6. Type : Non-residential.
7. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics / Theatre / Department / Theatre and Performance studies of Dhaka / Rajshahi / Jahangirnagar / Nazrul University / Jagannath University.
8. Objectives : At the end of the course, participants will be able to: -Learn theories, rules and techniques of Television Drama production; Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama; Attain enough capability to produce a Television Drama.
9. Course Contents : **General Contents**

Emergence of Bangladesh & The Constitution of Bangladesh; Sustainable Development Goals, 7th Five Year Plan, Election Manifesto & Ten Initiatives of Honorable Prime Minister Sheikh Hasina; Digital Bangladesh & Union Digital Center and activities; Climate Change and Disaster Management; Autism; Rights to Information Act 2009, E-Service of Government & Cyber security.

Core Contents

Basics of Television Production: Comparative discussion on Theatre, TV, Radio & Film Medium. Steps of TV drama production. Essential elements of standard TV drama production.

Camera: Digital video camera and its uses. Still camera, Video camera, Movie camera, Devices of TV camera and their uses, Different types of shots and their uses.

Lighting: Lighting and its natural and artificial sources. Three point lighting. In-door-outdoor-lights, colour temperature etc.

Set: Set design, Different types set, Relationship between light and set design.

Editing: Editing and continuity online-offline editing, linier and non-linier editing etc.

Sound & Microphone: Sound and uses of sound, Different types of microphones and their uses in TV drama production.

Costume & Make-up: Different types of Costume design, make-up design and their uses.

Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning,



Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-12 minute Television Drama productions. Evaluation of the final productions.

11. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
12. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.
- Course Director : Md. Zahidul Islam
- Course Coordinator : Irin Sultana.



Training of Trainers

1. Duration : 2 weeks
 2. Date : 24 November to 5 December 2019.
 3. Number of participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
 4. Level of participants : Trainers of NIMC, Bangladesh Betar, Bangladesh Television, PID, DMC, DFP and freelance.
 5. Course Fee : Tk. 2000/- (Taka Two Thousand) only per participant, payable to the Director General, NIMC, Dhaka. No course fee will be charged from the personnel of the departments under the Ministry of Information.
 6. Type : Non- residential.
 7. Nomination Procedure : Open advertisement will be floated in National dailies for selecting the participants and authority of different departments will nominate the participants.
 8. Objectives : At the end of the course, the participants will be able to :
 - i) plan and design a training programme efficiently;
 - ii) write the module of the training programme;
 - iii) conduct training sessions effectively.
 9. Course Contents : **General content**
Emergence of Bangladesh, Constitution of Bangladesh, Honourable Prime Minister Sheikh Hasina's Special Ten Initiatives, SDGs, 7th Five year plan, Government Agenda, National Integrity Strategy, Right to Information, Climate Change, Disaster Management & Autism.
Core content
Training concept, Training cycle, Training Plan, Training Need Analysis, Training Curriculum, Module development, Training Objective, Organizing training, Training Methods, Role of a trainer, Training monitoring and Evaluation, Training Report.
 10. Methodology : Class room lecture, Group Discussion, role play and Energizer.
 11. Evaluation : Class room attendance-10%
Class Participation-10%
Individual Presentation-50%
Exam-30%
- Course Director : Sufi Zakir Hossen
Course Coordinator : Irin Sultana



Communicative English Course for Media Professionals

1. Duration : 4 Weeks.
2. Date : 8 December 2019 to 2 January 2020.
3. Number of Participants : Desired number of participants of the course is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
4. Level of Participants : Class-1 officers of various departments under the Ministry of Information. Freelance may join the course when the number of officer is under 20.
5. Course Fee :
 - i) No course fee is charged from government officers under the Mol.
 - ii) Tk. 4000/- (Taka Four Thousand) only for is per participant of private Radio /Television and Freelancer payable to the Director General, NIMC, Dhaka by a Pay Order / Bank Draft.
6. Type : Non-residential.
7. Nomination Procedure :
 - i) Nomination by competent authority of various department under the Ministry of Information based on the required letter from NIMC.
 - ii) For freelance, an open advertisement will be given in a reputed Daily Newspaper and also the website www.nimc.gov.bd, Selection will be made by an interview
8. Objectives : At the end of the course the participants will be able to:-
 - i) develop a reasonable command over the English Language;
 - ii) communicate easily with each other;
 - iii) conduct seminar and workshops and conference in English and
 - iv) hold meeting, sitting, bilateral talk with foreign delegates with grammatical precision in an organized fashion and gain full confidence in written and spoken English.
9. Course Contents : **General contents**
Bangladesh Affairs: Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Disaster management, Autism & Government Agenda.
Core Contents
 - a. Principles of Basic Grammar and Style of Speaking English
How to develop English skills, media language, Collocations;
Difference between error and mistake, Language as social habit.
Synonyms, its categories and antonyms; Concept of story telling.
Speaking about myself and on topic, concept of report writing.
Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/sounds, Writing to media, News and feature writing, Seminar on topic, Translations, Reading practice.
 - b. Writing skill
Writing practice-on topic
Writing Formal and Informal Correspondences
Report Writing
Official Writing



- c. Listening skill
Listening Practice
- d. Reading skill
Reading Practice
Reading Practice by solving Comprehension

10. Methodology : Classroom lectures, Participatory exercise in the classroom, Practice, use of multimedia, discussions, listening, question and answer sessions.

11. Evaluation : Classroom attendance, Participation in regular practice session, group discussions, Study tour, Report presentation and Class room examination.

Course Director : Md. Abdul Jalil

Course Coordinator : Md. Fahim Siddique



Television Drama Production Course for University Students

1. Duration : 3 weeks
2. Date : 22 December 2019 to 9 January 2020.
3. Number of Participants : Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4. Level of Participants : Students of Masters/Honours Final year from the Drama and Dramatics / Theatre / Theatre and Performance Studies Department of University / Universities.
5. Course Fee : Tk. 3000/- (Taka Three Thousand only) for each participant.
6. Type : Non-residential.
7. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics / Theatre / Department / Theatre and Performance studies of Dhaka / Rajshahi / Jahangirnagar / Kazi Nazrul Islam University / Jagannath University.
8. Objectives : At the end of the course, participants will be able to: -Learn theories, rules and techniques of Television Drama production; Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama; Attain enough capability to produce a Television Drama.
9. Course Contents : **General Contents**
Emergence of Bangladesh & The Constitution of Bangladesh; Sustainable Development Goals, 7th Five Year Plan & Ten Initiatives of Honorable Prime Minister Sheikh Hasina; Digital Bangladesh & Union Digital Center and activities; Climate Change and Disaster Management; Autism; Rights to Information Act 2009 & E-Service of Government, Government Agenda and Cyber security.
Core Contents
Basics of Television Production: Comparative discussion on Theatre, TV, Radio & Film Medium. Steps of TV drama production. Essential elements of standard TV drama production.
Camera: Digital video camera and its uses. Still camera, Video camera, Movie camera, Devices of TV camera and their uses, Different types of shots and their uses.
Lighting: Lighting and its natural and artificial sources. Three point lighting. In-door-outdoor-lights, colour temperature etc.
Set: Set design, Different types set, Relationship between light and set design.
Editing: Editing and continuity online-offline editing, linier and non-linier editing etc.
Sound & Microphone: Sound and uses of sound, Different types of microphones and their uses in TV drama production.
Costume & Make-up: Different types of Costume design, make-up design and their uses.
Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning,



Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-15 minute Television Drama productions. Evaluation of the final productions.

10. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
11. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.
- Course Director : Md. Zahidul Islam
- Course Coordinator : Ms. Ismat Jahan Chowdhury



Broadcast Networking and Cyber Security

1. Duration : 4 Weeks
2. Date : 29 December 2019 to 23 January 2020.
3. Number of Participants : Desired number of participants is 20. In special case the number may vary.
4. Level of Participants : Officers of Bangladesh Betar, Bangladesh Television and other Departments of the Ministry of Information (Mol); Participants from private Television channels, FM radio and Freelancers.
5. Course Fee : Tk. 4000/- (Taka Four Thousand) only for each participants of private Television channels and Freelancers payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No Course fee is charged from Officers under Mol and its attached Departments.
6. Type : Non Residential.
7. Nomination Procedure : Nomination by authorities concerned. Open advertisement will also be floated in daily newspapers, NIMC website and different social media.
8. Objectives : At the end of the training course, the participants will be able to:-
 - i) learn and understand about different networking basics and IP network;
 - ii) understand the strength of IP network;
 - iii) learn the details of LAN, MAN, WAN technologies;
 - iv) have profound idea about networking devices;
 - v) understand clearly how the Internet is working in the world;
 - vi) get the knowledge to design LAN/WAN;
 - vii) understand the efficient & effective use of LAN/WAN;
 - viii) troubleshoot services and network related problems;
 - ix) provide the basic understanding of various computer and network security threats.
9. Course Contents : **General Contents:** Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Women Empowerment, RTI, SDGs, Digital Bangladesh, Climate Change & Disaster Management and Autism.
Core Contents: Broadcast Networking: Network topology; network models; IP distribution basics; IPV4 addressing; IPV6 addressing; sub-netting; transmission media; LAN/WAN/MAN in detail; IP television; VOIP; strength and threat of IP network; IP networking in detail; networking devices in detail; servers; routers; switch; firewalls; network design concepts; use of LAN/WAN in media; designing LAN/WAN for any enterprise/organization; efficient use of LAN/WAN to ensure quality of service;
Cyber Security: Introduction to security; securing operating systems; malware and antivirus; internet security; security on social networking sites; securing email communications; securing mobile devices; securing the cloud; securing network connections; data backup and disaster recovery, identity theft, virus and backdoors, emails hoaxes, loss of confidential information, hacking attacks and social engineering.
10. Methodology : Classroom lecture, Participatory exercises in the Computer Lab, use of multimedia, discussions, study tour and question & answer sessions.
11. Evaluation : Classroom attendance, Regular participation in the class, Study tour and classroom Examination, Power point Presentation, Report Writing and Project submission.
Course Director : Md. Abdus Salam
Course Coordinator : Ashif Mohammad



Modern Broadcast Technology

1. Duration : 4 Weeks
2. Date : 5 January to 30 January 2020.
3. Number of Participants : Desired number of participants is 20. In special case, the number may vary.
4. Level of Participants : Government & Private professionals. In case of freelancers, science graduates are preferred. Four year diploma engineers can also apply.
5. Course Fee : Tk. 4000/- (Taka Four Thousand) only for each participant of Private Television channels and freelancer payable to the Director General, NIMC, Dhaka by a Pay Order / Bank Draft.
6. Type : Non-residential
7. Nomination Procedure : Bangladesh television, Bangladesh betar and private Radio/Television will nominate the participants. Open advertisement will be floated in national dailies and NIMC website/Facebook for freelancers.
8. Objectives : After successful completion of the course, the participants will be able to:
 - i) equip themselves with the latest knowledge of Broadcast Technology;
 - ii) achieve theoretical and practical knowledge and increase their skills on Modern Broadcasting System;
 - iii) use appropriate methodology for Design, Planning of Modern Broadcasting Station;
 - iv) contribute to their organization through exchanging views and experiences with their colleagues on professional matters;
 - v) develop their skill to fulfill the HR requirements at the emerging private broadcasting sector in home and abroad.
9. Course Contents : **General Contents**
Sustainable development goals, 7th Five year plan & RTI.

Core Contents

Broadcasting Chain:

Definition, Types of Broadcasting, Broadcasting Process. Audio Chain, Broadcasting House, Studio, Broadcasting related Software, Studio Transmitter Link, Transmission, Transmitting Equipments and process, Types of transmitting station, Broadcasting Chain of the national media, Receiver Video Broadcast, Introducing Bangladesh Television, Video Broadcasting System, DTH, Relay Stations, Digital Terrestrial Broadcasting, Broadcasting through Satellite, Foot print, Up-linking, Satellite Transponder, Down-linking, Cable Operator, TV Receiver.

Traditional Broadcasting:

Modulation / Demodulation, Television broadcasting Studio Equipment, Transmitting Equipment, Transmission, VSB System, RF Generation, Study of different section of a VHF TV Transmitter, Input Equipment, Driver/Exciter, Conversion, Power Amplifiers (Aural/Visual), CIND/Co-axial Equipment, Feeder cable, Antenna System, Metering & Monitoring etc, Various Connectors, Technology & Use in Broadcasting, Antenna Radiation, Propagation, Operation & Maintenance of TV Transmitter, Role of BTRC & BTCL.

Introducing Satellite:

Brief on Satellite communication, Earth station, Operation of Relay stations, Introduction to Satellite communication, Satellite orbits, Satellite anatomy /sub-systems, satellite communication Repeater, Satellite Earth/Ground Station, VSAT, Internet Satellite Link, Bangabandhu Satellite.



Modern Communication:

Basic Digital Communication Chain, Technology Development in Broadcasting Sector. Digital terrestrial broadcasting, Digital Video/ audio broadcasting, Design, Planning of Modern Broadcasting Station.

Theory on Digital TV (HDTV), IPTV, CATV. Distribution Fiber to home. Optical FDM, OTDM, WDM Technology & Application. Submarine Cable: Future Internet Speed for Broadcasting. Automation of TV Station and Archiving, Modern Outdoor Broadcasting. DRM, DAB or FM, EM Wave & Antenna: FM, MW Antenna etc.

- 10. Methodology : Classroom lectures, participatory exercise in the classroom, use of multimedia, discussions, study tour, question and answer sessions. Group work to draw the Block Diagram of the Broadcasting Chain
 - 11. Evaluation :
 - i) Classroom attendance-10%
 - ii) Class Participation and attentiveness -10%
 - iii) Exam-20%
 - iv) Group and Individual Presentation-30%
 - v) Study tour report 10%
 - vi) Project paper Submission-20%
- Course Director : Mohammad Abu Sadique
Course Coordinator : Nafis Ahmed



Non-Linear Video Editing

1. Duration : 4 weeks
2. Date : 26 January to 20 February 2020.
3. Level of Participants : Related Government employee, Private TV channels and freelances. At least a graduation Degree.
4. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
5. Course fee : Tk. 6000/- (Taka Six Thousand only). Per participant payable to the Director General, NIMC, Dhaka by a Pay Order/ Bank Draft.
6. Type : Non residential.
7. Nomination Procedure : Open Advertisement and related government and private channel officials.
8. Course objectives : At the end of the course participants will be able to know the techniques of video editing using modern and latest software. Acquire Knowledge about video grammar and aesthetic.
9. Course Contents : **General Contents**

Emergence of Bangladesh and The Constitution of Bangladesh; Election Manifesto, SDG, 7th Five Year Plan & Ten Initiatives of Honorable Prime Minister Sheikh Hasina; Digital Bangladesh & Union Digital Center and activities; Climate Change and Disaster Management; Autism, RTI & E-Service of Government.

Core Contents

Techniques of shooting, mixing, editing and lighting. Attendees form production teams to put these techniques into actual hands-on practice. Attendees plan a project together, shoot it on the nearby location, edit the footage, then screen the results at the end of the training.

Technical contents

1. Video editing principle and techniques;
2. Precise look at the artistic and aesthetic principles and practices of editing for both picture and sound.
3. Introduction to digital video and formats ;
4. Introduction to editing software ;
5. Adobe Premiere, Final cut pro and Edius;
6. Adobe Premiere Workflow Setting up a new project;
7. Understanding the Interface;
8. Importing: Importing Footage Importing Stills;
9. Dealing with missing media Using the Source Monitor;
10. Capturing: Capturing from Tape Logging Tapes
11. Organising: Using the Project panel, Organising items in bin
12. Editing in the Timeline :Navigating the timeline Using tracks Selecting clips Moving clips Edits: Trim, Rolling, Slip and Slide Lifting and extracting clips The pacing of cuts Good editing practices
13. Time: Changing the speed of a clip using the Rate Stretch tool Time remapping a clip Playing a clip backwards Creating Freeze frames
14. Transitions: Types of transitions (examples) Adding a transition Adjusting a transition in the Effects Panel
15. Previewing a Sequence: Previewing a Sequence, Reconnecting missing previews



16. Audio : Editing audio, Controlling gain, Rubber-banding clip levels. Animating Motion and Effects
 17. What is a key frame: Animating Motion
 18. Title: various kind of title creating
 19. Exporting: Export to tape, Export to a file for the internet, Export to DVD
 20. Assessment: Shoot high quality HD movie clips and photos using the digital devices and import and edit using software to create a 5-10 min movie which includes captions, picture-in- picture, slides, music and voice over and title. And also will be evaluated through Classroom Attendance, active participation in the classroom and final production.
10. Methodology : Class room lectures, practical session, questioning and answering session, ppt. presentation, Use of multimedia.
11. Evaluation : Classroom attendance, participation in the classes, practical exercises and classroom exam.
- Course Director : Md. Munzurul Alam
- Course Coordinator : Md. Masud Manwar Bhuiyan



Digital Office Management

1. Duration : 4 Weeks
2. Date : 23 February to 19 March 2020.
3. Number of Participants : The desired number of participants is 20 (According to Computer Lab Facilities).
4. Level of Participants : Officials from different departments under The Ministry of Information.
5. Course Fee : No Course fee required.
6. Type : Non-residential.
7. Nomination Procedure : Authority of different departments under The Ministry of Information will nominate the participants.
8. Objectives : At the end of the course, the participants will be able to -
 - i) acquire knowledge on office management;
 - ii) learn and practice e-file management;
 - iii) have knowledge about Secretariat Instructions 2014;
 - iv) attain knowledge on different policies and strategies of the government like (SDG, 7th Five Year Plan, Branding of Ten Initiatives, RTI Act 2009, NIS, GRS etc).
9. Course Contents : **General Contents**
Sustainable Development Goals, 7th Five Year Plan, branding of ten initiatives of Honorable Prime Minister Sheikh Hasina; National Integrity Strategy (NIS), Grievance Redress System (GRS), Government Agenda etc.
Core Contents
Office Management (file management, inspection, store management, security etc), Secretariat Instructions 2014 (use of stamp, flag, record management), Types of communication, E-File Management and practices, Basic Knowledge on Computer Hardware, Software and Operating System (OS), Application Software (Apps), advanced office management tools, uses of internet (e-mail, social media, search engine), Budget preparation, Audit, Procurement (PPR 2006 & 2008 and e-GP), store management.
10. Methodology : Classroom lecture, Multimedia presentation, Practice on Computer at computer Lab.
11. Evaluation : Classroom attendance, participation in the classes, practical exercises and classroom exam.
Course Director : Sahida Sultana
Course Coordinator : Md. Fahim Siddique



Online Digital Audio Recording and Editing

1. Duration : 2 Weeks
2. Date : 3 May to 14 May 2020.
3. Number of Participants : The desired number of participants is 25. In special case the number may vary.
4. Level of Participants : Officers of Bangladesh Betar, Bangladesh Television and other Departments of the Ministry of Information (Mol), Community Radio Professional, Freelancers and interested officers.
5. Course Fee : Tk. 1000/- (One Thousand only)
6. Type : Non-residential.
7. Nomination Procedure : Bangladesh Betar and other Departments of the Ministry of Information (Mol) will nominate the participants. Open advertisement will be floated in the Newspaper/website of NIMC for freelancers.
8. Objectives : At the end of the training course, the participant will be able to:-
 - i) to initiate experimental-based online course for the remote participants.
 - ii) to develop skill on digital audio recording and editing.
 - iii) to ensure paperless virtual learning environment.
 - iv) to enhance better quality audio production skill.
9. Course Contents : Digital audio environment and its utility, steps of radio program, basic of audio software, terms used in digital environment, studio-based digital recording, outdoor digital recording, functions of editing process, editing using adobe audition, Use of Microphone.
10. Methodology : NIMC will provide the necessary software for the course if required. Day to day audio/audio-visual lecture content will be uploaded to the website in advance. The participants will attend everyday lesson online using email, facebook, Skype and Youtube. A feedback time will be given for the participants through Skype. They will be given exercise on recording and editing. Information sharing will be done using facebook and e-mail.
11. Evaluation : Online assignment and online Examination.
Course Director : Md. Abdus Salam
Course Coordinator : Dewan Ashraful Islam
Ashif Mohammad



Capacity Building for Community Radio Professionals

1. Duration : 1 Week
2. Date : To be Announced.
3. Number of Participants : Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum. Participants are selected for the course on first come first serve basis.
4. Level of Participants : Personnel of community radio. Minimum level of Computer literacy is a must.
5. Course Fee : Tk. 1000/- (Taka One Thousand) only per participant payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft.
6. Type : Non-residential.
7. Nomination Procedure : Head of the community radio stations will nominate the participants.
8. Objectives : After successful completion of the course, the participants will be able to:
 - i) know about the electronic media perspective of Bangladesh
 - ii) develop skill in recording, editing and primary technical operation.
9. Course Contents : SDG, RTI, Communication by radio, Electronic media in Bangladesh, Radio program production; its steps and formats, Writing for radio, Reporting, Interview, Basics of audio broadcasting, Audio recording and editing.
10. Methodology : Class-lecture, Discussion, Participatory exercise, Use of multimedia, Practical, Question and answer.
11. Evaluation : Class-attendance, regular participation in the class, final production and evaluation.
Course Director : Sheuli Das
Course Coordinator : Nafis Ahmed



Post Graduate Diploma in Broadcast Journalism (PGDBJ) Batch-5

1. Duration : 1 year
2. Date : July 2019 to June 2020.
3. Number of Participants : The desired number of participants is 20.
4. Level of Participants : A graduate in any field of study having at least Second division/class/ CGPA-2.5 out of 4.00 and no third division/class in any examination is eligible to apply.
5. Course Fee : Approximately Tk. 40,000.00 (Taka Forty Thousand only).
6. Type : PGDBJ is a Post Graduate Diploma under Dhaka School of Broadcast Journalism (DSBJ). The degree is affiliated by University of Dhaka.
7. Nomination Procedure : Candidates can apply in both ways i.e. directly or online process. They can take any process as follows:
 - a. Open advertisement will also be floated in national dailies, NIMC website and different social media;
 - b. Applicants will have to appear a written examination and an oral examination. Each part of the examination is of 50 marks. Date of examination will be given in the notice board and website (www.nimc.gov.bd) of NIMC. Result based on total 100 marks of examination will be published accordingly in the same notice board and website.
8. Objectives : The PGDBJ course is concentrated on providing students a work-intensive foundation in radio production, radio journalism, television production and television journalism. After successful completion of the course, the participant will be able to
 - i) write scripts/screenplay, news & feature; copy and research stories for radio and television;
 - ii) prepare, present and critically evaluate programme/production, bulletins and documentaries in the television and radio media;
 - iii) explain various dynamics of traditional, social and new media platform.
9. Course Modules : **Semester 01**
PGD : BJ 001: Introduction to Communication & Journalism
PGD : BJ 002: Mass Media in Bangladesh.
PGD : BJ 003: Radio as a Mass Medium
PGD : BJ 004: Radio Programme: Practical
PGD : BJ 005: Media Language
Semester 02
PGD : BJ 006: Media Management
PGD : BJ 007: New Media Journalism
PGD : BJ 008: Television as a Mass Medium
PGD : BJ 009: Television Programme : Practical
PGD : BJ 010: Broadcast News Patterns



10. Methodology : The course is a two-semester, 32-credit course leading to a Post Graduate Diploma on Broadcast Journalism (PGDBJ) degree. The degree course is concentrated on providing students a work-intensive foundation in radio production, radio journalism, television production and television journalism. Training sessions will be conducted on the basis of the theoretical and practical approaches using different teaching methodology. After completing all academic requirements for the Post Graduate Diploma degree, students will do a four-week internship in a radio or television station.
11. Evaluation : The participants will be evaluated on 100 marks for each of the 10 modules. Evaluation process will be given in details in the course guideline.
- Director, DSBJ : Md. Masud Karim
- Course Directors : Ms. Sahida Sultana (1st Semester)
Ms. Sheuli Das (2nd Semester)
- Course Coordinator : Md. Sohel Parvez
Md. Abdul Mannan

**List of Faculty Members and Officers**

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Picture Gallery : Indoor & Outdoor Training Activities





Picture Gallery : Indoor & Outdoor Training Activities





NATIONAL INSTITUTE OF MASS COMMUNICATION
Ministry of Information

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