



# *Training Calendar*

## 2017-2018



**NATIONAL INSTITUTE OF MASS COMMUNICATION**  
Ministry of Information

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



# *Training Calendar* **2017-2018**



**NATIONAL INSTITUTE OF MASS COMMUNICATION**  
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125/A, Darus Salam, A.W. Chowdhury Road, Dhaka-1216



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## Foreword

National Institute of Mass Communication (NIMC) is the country's apex training centre for media & communication professionals. It imparts training to the Bangladesh Civil Service (Information) cadre officials, electronic media personnel, freelance learners and officials under the Ministry of Information. Since the establishment of the National Institute of Mass Communication (NIMC), various training programmes have been offered to strengthen the skills of media & communication professionals. According to its charter of duties, NIMC also arranges workshop, seminar and conference.

National Institute of Mass Communication publishes its training calendar annually that contains detailed information of the courses to be run during the financial year. NIMC, through training need assessment, introduces new courses which are time befitting and useful for enhancing professional knowledge of the trainees.

I acknowledge the immense contribution made by the editors of the training calendar and in particular the Directors of NIMC. I would like to thank all those who are involved in compilation of the calendar. I hope that the new training calendar for 2017-2018 will give further impetus to National Institute of Mass Communication's continuous journey to equip the media & communication trainees with latest knowledge and skill for building a happy, prosperous and knowledge based SONAR BANGLA as dreamt by our Father of the Nation Bangabandhu Sheikh Mujibur Rahman.

**Md. Rafiquzzaman**  
Director General(Addl Secy)  
**National Institute of Mass Communication**  
**Ministry of Information**

Daka, June 01 2017



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## 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 of set up phase-II. It is the apex training institute under the Ministry of Information for professional training of officials under 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 a Conference room, which can accommodate about 50 persons and are air-conditioned fitted with public address system. It has an ENG/EFP store room fully air conditioned for audio and video equipment. It has a beautiful fountain situated near the entrance of the building which has given an added attraction to the training complex. NIMC campus is under wi-fi connection which is used by the participants also.

### Library

NIMC has a automate 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

Noted and experienced 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 university are invited to conduct sessions in their relevant fields and by this way participants get scope to enrich themselves. The faculties of NIME also conducts 50% of the regular session in the training classes throughout the year.

## Research

NIMC conducts two researche works every year on a 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 stakeholder which is also published in the NIMC website: [www.nimc.gov.bd](http://www.nimc.gov.bd).

## Journal

NIMC has published its own journal named "National Institution 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. Its faculty members are trained 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 dining, 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 cold 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 a badminton court. The institute puts due importance on physical exercises of participants at 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 and aggressive 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.



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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-2017-2018**

| SI No | Name of Courses  | Duration  |                             | Course Director               | Course Coordinator   |
|-------|--|-----------|-----------------------------|-------------------------------|--|
|       |  |           |                             |                               |  |
| 01    | Digital Office Management  | 04 Weeks  | 09.07.2017-03.08.2017       | Mr.Md. Zahidul Islam          | Mr. Md. Russel   |
| 02    | Radio and Television News Reporting  | 04 weeks  | 23.07.2017-17.08.2017       | Ms. Rawnak Jahan              | Mr. Md. Sohel Parvez   |
| 03    | Modern Broadcast Technology  | 04 week   | 30.07.2017-24.08.2017       | Mr. Md. Abu Sadique           | Mr. Nafis Ahmed  |
| 04    | Law Training Course for Focal Point Officers of different directorates under MoI | 01 Week   | 30.07.2017-03.08.2017       | Mr. Md. Abdul Jalil           | Mr. Sheikh Ejabur Rahman   |
| 05    | Techniques of News Presentation  | 04 week   | 10.09.2017-05.10.2017       | Mr. Md. Abuzar Gaffari        | Ms. Irin Sultana   |
| 06    | Basic Training for Broadcast Technicians   | 04 Weeks  | 17.09.2017-12.10.2017       | Mr.Md. Abu Sadique            | Ms. Ismat Jahan Chowdhury  |
| 07    | Advanced Course on Media Management  | 04 Weeks  | 17.09.2017-12.10.2017       | Ms. Rawnak Jahan              | Mr. Md. Fahim Siddique   |
| 08    | BCS (Information-Engineering) Professional Induction Course                      | 12 Weeks  | 08.10.2017-28.12.2017       | Ms. Shahida Sultana           | Mr. Dewan Ashraful Islam<br>Mr. Md. Russel   |
| 09    | Non-Linear Video Editing   | 03 weeks  | 22.10.2017-16.11.2017       | Mr. Maruf Hossain             | Mr. Masud Monwar Bhuiyan   |
| 10    | Communicative English Course for Media   | 03 week   | 05.11.2017-23.11.2017       | Mr. Md. Abdul Jalil           | Mr. Md. Sohel Parvez   |
| 11    | Broadcast Networking and Cyber Security  | 03 Weeks  | 26.11.2017-14.12.2017       | Mr. Netai Kumer Bhattacharjee | Mr. Md. Abdus Salam  |
| 12    | Television Drama Production Course for University Students (27th)                | 03 Weeks  | 03.12.2017-21.12.2017       | Mr. Md. Zahidul Islam         | Ms. Irin Sultana   |
| 13    | Television Drama Production Course for University Students (28th)                | 03 Weeks  | TBD                         | Mr. Md. Zahidul Islam         | Ms. Irin Sultana   |
| 14    | Basic Training for Broadcast Technicians   | 04 Weeks  | 24.12.2017-18.01.2018       | Mr. Md. Abu Sadique           | Mr. Nafis Ahmed  |
| 15    | Radio Programme Production   | 04 Weeks  | 31.12.2017-25.01.2018       | Mr. Md. Abuzar Gaffari        | Ms. Sumona Parvin  |
| 16    | Training of Trainers   | 02 Weeks  | 07.01.2018-18.01.2018       | Mr. Sufi Zakir Hossain        | Mr. Abdul Hannan   |
| 17    | Digital Camera Operation & Lighting  | 06 Weeks  | 07.01.2018-15.02.2018       | Ms. Rawnak Jahan              | Mr. Masud Monwar Bhuiyan<br>Mr. Pradip Kumar Dhali   |
| 18    | BCS (Information) Professional Induction Course                                  | 12 Weeks  | 21.01.2018-12.04.2018       | Mr. Md. Zahidul Islam         | Mr. Md. Jasim Uddin<br>Mr. Abdul Hannan  |
| 19    | New Media VS Traditional Media   | 04 weeks  | 04.02.2018-01.03.2018       | Mr. Netai Kumer Bhattacharjee | Mr. Dewan Ashraful Islam   |
| 20    | Radio & Television Program presentation  | 04 Weeks  | 08.03.2018-29.03.2018       | Mr. Md. Abuzar Gaffari        | Ms. Sumona Parvin  |
| 21    | Online Digital Audio Recording and Editing                                       | 02 Weeks  | 11.03.2018-22.03.2018       | Mr. Md. Abu Sadique           | Mr. Md. Abdus Salam  |
| 22    | Television Program Production  | 06 Weeks  | 25.03.2018-03.05.2018       | Mr. Netai Kumer Bhattacharjee | Ms. Sumona Parvin  |
| 23    | Digital Photography  | 02 Weeks  | 08.04.2018-19.04.2018       | Ms. Shahida Sultana           | Mr. Md. Jasim Uddin  |
| 24    | Online course on Branding Ten Initiatives of Honourable Prime Minister           | 02 Weeks  | 15.04.2018-26.04.2018       | Mr. Md. Munzurul Alam         | Mr. Md. Abdus Salam  |
| 25    | Television Drama Production Course for University Students (29th)                | 03 Weeks  | TBD                         | Mr. Maruf Hossain             | Ms. Ismat Jahan Chowdhury  |
| 26    | Capacity Building for Community Radio  | 01 Week   | TBD                         | Mr. Md. Nazrul Islam          | Mr. Nafis Ahmed  |
| 27    | Training of Trainers   | 02 Weeks  | TBD                         | Ms. Rawnak Jahan              | Mr. Nafis Ahmed  |
| 28    | PGD BJ -Batch 2 (Semester 1, 2)  | 06 Months | August 2017 to January 2018 | Mr. Sufi Zakir Hossain        | Ms. Rawnak Jahan<br>Mr. Md. Abuzar Gaffari<br>Mr. Md. Sohel Parvez<br>Ms. Sumona Parvin<br>Ms. Hena Beauty |
| 29    | PGD BJ -Batch 3 ( Semester 1 )   | 06 Months | July 2017 to December 2018  | Mr. Netai Kumer Bhattacharjee | Mr. Dewan Ashraful Islam<br>Ms. Sumona Parvin  |
|       | PGD BJ -Batch 3 ( Semester 2 )   | 06 Months | January 2018 to June 2018   | Ms. Rawnak Jahan              | Mr. Md. Sohel Parvez<br>Mr. Md. Jasim Uddin  |



## NIMC Training Programme: 2017-2018 (Category of Courses)

### Core Courses

| SI No | Name of Courses   | Duration                              | Course Director                  | Course Coordinator                                 |
|-------|---|---------------------------------------|----------------------------------|--|
| 01    | Radio and Television News Reporting                         | 04 weeks<br>23.07.2017-<br>17.08.2017 | Ms. Rawnak Jahan                 | Mr. Md. Sohel Parvez                               |
| 02    | Modern Broadcast Technology                                 | 04 week<br>30.07.2017-<br>24.08.2017  | Mr. Md. Abu Sadique              | Mr. Nafis Ahmed                                    |
| 03    | Techniques of News Presentation                             | 04 week<br>10.09.2017-<br>05.10.2017  | Mr. Md. Abuzar Gaffari           | Ms. Irin Sultana                                   |
| 04    | Basic Training for Broadcast Technicians                    | 04 Weeks<br>17.09.2017-<br>12.10.2017 | Mr.Md. Abu Sadique               | Ms. Ismat Jahan Chowdhury                          |
| 05    | BCS (Information-Engineering) Professional Induction Course | 12 Weeks<br>08.10.2017-<br>28.12.2017 | Ms. Shahida Sultana              | Mr. Dewan Ashraful Islam<br>Mr. Md. Russel         |
| 06    | Basic Training for Broadcast Technicians                    | 04 Weeks<br>24.12.2017-<br>18.01.2018 | Mr. Md. Abu Sadique              | Mr. Nafis Ahmed                                    |
| 07    | Radio Programme Production                                  | 04 Weeks<br>31.12.2017-<br>25.01.2018 | Mr. Md. Abuzar Gaffari           | Ms. Sumona Parvin                                  |
| 08    | Digital Camera Operation & Lighting                         | 06 Weeks<br>07.01.2018-<br>15.02.2018 | Ms. Rawnak Jahan                 | Mr. Masud Monwar Bhuiyan<br>Mr. Pradip Kumar Dhali |
| 09    | BCS (Information) Professional Induction Course             | 12 Weeks<br>21.01.2018-<br>12.04.2018 | Mr. Md. Zahidul Islam            | Mr. Md. Jasim Uddin<br>Mr. Abdul Hannan            |
| 10    | Radio & Television Program presentation                     | 04 Weeks<br>08.03.2018-<br>29.03.2018 | Mr.Md. Abuzar Gaffari            | Ms. Sumona Parvin                                  |
| 11    | Television Program Production                               | 06 Weeks<br>25.03.2018-<br>03.05.2018 | Mr. Netai Kumer<br>Bhattacharjee | Ms. Sumona Parvin                                  |



## NIMC Training Programme: 2017-2018 (Category of Courses)

### Special Courses

| SI No | Name of Courses  | Duration  |                             | Course Director               | Course Coordinator  |
|-------|--|-----------|-----------------------------|-------------------------------|---|
| 01    | Digital Office Management  | 04 Weeks  | 09.07.2017-03.08.2017       | Mr.Md. Zahidul Islam          | Mr. Md. Russel  |
| 02    | Law Training Course for Focal Point Officers of different directorates under Mol | 01 Week   | 30.07.2017-03.08.2017       | Mr. Md. Abdul Jalil           | Mr. Sheikh Ejabur Rahman  |
| 03    | Advanced Course on Media Management  | 04 Weeks  | 17.09.2017-12.10.2017       | Ms. Rawnak Jahan              | Mr. Md. Fahim Siddique  |
| 04    | Non-Linear Video Editing   | 03 weeks  | 22.10.2017-16.11.2017       | Mr. Maruf Hossain             | Mr. Masud Monwar Bhuiyan  |
| 05    | Communicative English Course for Media   | 03 week   | 05.11.2017-23.11.2017       | Mr. Md. Abdul Jalil           | Mr. Md. Sohel Parvez  |
| 06    | Broadcast Networking and Cyber Security  | 03 Weeks  | 26.11.2017-14.12.2017       | Mr. Netai Kumer Bhattacharjee | Mr. Md. Abdus Salam   |
| 07    | Television Drama Production Course for University Students                       | 03 Weeks  | 03.12.2017-21.12.2017       | Mr. Md. Zahidul Islam         | Ms. Irin Sultana  |
| 08    | Television Drama Production Course for University Students                       | 03 Weeks  | TBD                         | Mr. Md. Zahidul Islam         | Ms. Irin Sultana  |
| 09    | Training of Trainers   | 02 Weeks  | 07.01.2018-18.01.2018       | Mr. Sufi Zakir Hossain        | Mr. Abdul Hannan  |
| 10    | New Media VS Traditional Media   | 04 weeks  | 04.02.2018-01.03.2018       | Mr.Netai Kumer Bhattacharjee  | Mr. Dewan Ashraful Islam  |
| 11    | Online Digital Audio Recording and Editing                                       | 02 Weeks  | 11.03.2018-22.03.2018       | Mr. Md. Abu Sadique           | Mr. Md. Abdus Salam   |
| 12    | Digital Photography  | 02 Weeks  | 08.04.2018-19.04.2018       | Ms. Shahida Sultana           | Mr. Md. Jasim Uddin   |
| 13    | Online course on Branding Ten Initiatives of Honourable Prime Minister           | 02 Weeks  | 15.04.2018-26.04.2018       | Mr. Md. Munzurul Alam         | Mr. Md. Abdus Salam   |
| 14    | Television Drama Production Course for University Students                       | 03 Weeks  | TBD                         | Mr. Maruf Hossain             | Ms. Ismat Jahan Chowdhury   |
| 15    | Capacity Building for Community Radio  | 01 Week   | TBD                         | Mr. Md. Nazrul Islam          | Mr. Nafis Ahmed   |
| 16    | Training of Trainers   | 02 Weeks  | TBD                         | Ms. Rawnak Jahan              | Mr. Nafis Ahmed   |
| 17    | PGD BJ -Batch 2 (Semester 1, 2)  | 06 Months | August 2017 to January 2018 | Mr. Sufi Zakir Hossain        | Ms. Rawnak Jahan<br>Mr.Md. Abuzar Gaffari<br>Mr. Md. Sohel Parvez<br>Ms. Sumona Parvin<br>Ms. Hena Beauty |
| 18    | PGD BJ -Batch 3 ( Semester 1 )   | 06 Months | July 2017 to December 2018  | Mr. Netai Kumer Bhattacharjee | Mr. Dewan Ashraful Islam<br>Ms. Sumona Parvin   |
|       | PGD BJ -Batch 3 ( Semester 2 )   | 06 Months | January 2018 to June 2018   | Ms. Rawnak Jahan              | Mr. Md. Sohel Parvez<br>Mr. Md. Jasim Uddin   |



## Branchwise category of the courses Programme Branch

| SI No | Name of Courses  | Duration  | Course Director             | Course Coordinator            |  |
|-------|--|-----------|-----------------------------|-------------------------------|--|
| 01    | Radio and Television News Reporting  | 04 weeks  | 23.07.2017-17.08.2017       | Ms. Rawnak Jahan              | Mr. Md. Sohel Parvez   |
| 02    | Law Training Course for Focal Point Officers of different directorates under MoI | 01 Week   | 30.07.2017-03.08.2017       | Mr. Md. Abdul Jalil           | Mr. Sheikh Ejabur Rahman   |
| 03    | Techniques of News Presentation  | 04 weeks  | 10.09.2017-05.10.2017       | Mr. Md. Abuzar Gaffari        | Ms. Irin Sultana   |
| 04    | Advanced Course on Media Management  | 04 Weeks  | 17.09.2017-12.10.2017       | Ms. Rawnak Jahan              | Mr. Md. Fahim Siddique   |
| 05    | Communicative English Course for Media   | 03 weeks  | 05.11.2017-23.11.2017       | Mr. Md. Abdul Jalil           | Mr. Md. Sohel Parvez   |
| 06    | Television Drama Production Course for University Students                       | 03 Weeks  | 03.12.2017-21.12.2017       | Mr. Md. Zahidul Islam         | Ms. Irin Sultana   |
| 07    | Television Drama Production Course for University Students                       | 03 Weeks  | TBD                         | Mr. Md. Zahidul Islam         | Ms. Irin Sultana   |
| 08    | Radio Programme Production   | 04 Weeks  | 31.12.2017-25.01.2018       | Mr. Md. Abuzar Gaffari        | Ms. Sumona Parvin  |
| 09    | Training of Trainers   | 02 Weeks  | 07.01.2018-18.01.2018       | Mr. Sufi Zakir Hossain        | Mr. Abdul Hannan   |
| 10    | BCS (Information) Professional Induction Course                                  | 12 Weeks  | 21.01.2018-12.04.2018       | Mr. Md. Zahidul Islam         | Mr. Md. Jasim Uddin<br>Mr. Abdul Hannan  |
| 11    | Radio & Television Program presentation  | 04 Weeks  | 08.03.2018-29.03.2018       | Mr. Md. Abuzar Gaffari        | Ms. Sumona Parvin  |
| 12    | Television Program Production  | 06 Weeks  | 25.03.2018-03.05.2018       | Mr. Netai Kumer Bhattacharjee | Ms. Sumona Parvin  |
| 13    | Television Drama Production Course for University Students                       | 03 Weeks  | TBD                         | Mr. Maruf Hossain             | Ms. Ismat Jahan Chowdhury  |
| 14    | Training of Trainers   | 02 Weeks  | TBD                         | Ms. Rawnak Jahan              | Mr. Nafis Ahmed  |
| 15    | PGD BJ -Batch 2 (Semester 1, 2)  | 06 Months | August 2017 to January 2018 | Mr. Sufi Zakir Hossain        | Ms. Rawnak Jahan<br>Mr. Md. Abuzar Gaffari<br>Mr. Md. Sohel Parvez<br>Ms. Sumona Parvin<br>Ms. Hena Beauty |
| 16    | PGD BJ -Batch 3 (Semester 1)   | 06 Months | July 2017 to December 2018  | Mr. Netai Kumer Bhattacharjee | Mr. Dewan Ashraful Islam<br>Ms. Sumona Parvin  |
|       | PGD BJ -Batch 3 (Semester 2)   | 06 Months | January 2018 to June 2018   | Ms. Rawnak Jahan              | Mr. Md. Sohel Parvez<br>Mr. Md. Jasim Uddin  |

## Engineering Branch

| SI No | Name of Courses  | Duration | Course Director       | Course Coordinator            |  |
|-------|--|----------|-----------------------|-------------------------------|--|
| 01    | Digital Office Management  | 04 Weeks | 09.07.2017-03.08.2017 | Mr. Md. Zahidul Islam         | Mr. Md. Russel                                     |
| 02    | Modern Broadcast Technology  | 04 week  | 30.07.2017-24.08.2017 | Mr. Md. Abu Sadique           | Mr. Nafis Ahmed                                    |
| 03    | Basic Training for Broadcast Technicians                               | 04 Weeks | 17.09.2017-12.10.2017 | Mr. Md. Abu Sadique           | Ms. Ismat Jahan Chowdhury                          |
| 04    | BCS (Information-Engineering) Professional Induction Course            | 12 Weeks | 08.10.2017-28.12.2017 | Ms. Shahida Sultana           | Mr. Dewan Ashraful Islam<br>Mr. Md. Russel         |
| 05    | Non-Linear Video Editing   | 03 weeks | 22.10.2017-16.11.2017 | Mr. Maruf Hossain             | Mr. Masud Monwar Bhuiyan                           |
| 06    | Broadcast Networking and Cyber Security                                | 03 Weeks | 26.11.2017-14.12.2017 | Mr. Netai Kumer Bhattacharjee | Mr. Md. Abdus Salam                                |
| 07    | Basic Training for Broadcast Technicians                               | 04 Weeks | 24.12.2017-18.01.2018 | Mr. Md. Abu Sadique           | Mr. Nafis Ahmed                                    |
| 08    | Digital Camera Operation & Lighting                                    | 06 Weeks | 07.01.2018-15.02.2018 | Ms. Rawnak Jahan              | Mr. Masud Monwar Bhuiyan<br>Mr. Pradip Kumar Dhali |
| 09    | New Media VS Traditional Media   | 04 weeks | 04.02.2018-01.03.2018 | Mr. Netai Kumer Bhattacharjee | Mr. Dewan Ashraful Islam                           |
| 10    | Online Digital Audio Recording and Editing                             | 02 Weeks | 11.03.2018-22.03.2018 | Mr. Md. Abu Sadique           | Mr. Md. Abdus Salam                                |
| 11    | Digital Photography  | 02 Weeks | 08.04.2018-19.04.2018 | Ms. Shahida Sultana           | Mr. Md. Jasim Uddin                                |
| 12    | Online course on Branding Ten Initiatives of Honourable Prime Minister | 02 Weeks | 15.04.2018-26.04.2018 | Mr. Md. Munzurul Alam         | Mr. Md. Abdus Salam                                |
| 13    | Capacity Building for Community Radio                                  | 01 Week  | TBD                   | Mr. Md. Nazrul Islam          | Mr. Nafis Ahmed                                    |



## Responsibilities of Course Adviser, Course Director and Course Co-ordinators

### 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



## Radio and Television News Reporting

01. Duration : 04 Weeks
02. Date : **23 July to 17 August 2017**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Personnels 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.
05. Course Fee : Tk. 4000.00 (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 personnels of BTV and Bangladesh Betar.
06. Type : Non-residential.
07. Nomination Procedure : For freelancers, open advertisement will be floated in national dailies. Nomination by the concerned authority of BTV, Bangladesh Betar & Private Channels.
08. Objectives : At the end of the training course the participant will be able to:–
- write news stories
  - prepare news reports
  - learn presentation skill
  - learn recording/shooting, Editing skill and
  - learn technical know how of operation
09. 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.  
**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 : Class room attendance, presentation, production, report writing and study tour.
12. Course Director : **Rawnak Jahan**
13. Course Coordinator : **Md. Sohel Parvez**



## Modern Broadcast Technology

01. Duration : 04 Weeks
02. Date : **30 July to 24 August 2017**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Course Fee : Tk. 4000.00 (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. No course fee is charged from Bangladesh Betar and Bangladesh Television.
05. Type : Non-residential
06. 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. Science Graduates are preferred. Four Year Diploma Engineers can also apply.
07. Objectives : After successful completion of the course, the participants will be able to-
- equip themselves with the latest knowledge of Broadcast Technology;
  - achieve theoretical and practical knowledge and increase their skills on Modern Broadcasting System;
  - differentiate between various dynamics of traditional media and social media;
  - use appropriate methodology for Design, Planning of Modern Broadcasting Station.
  - contribute to their organization through exchanging views and experiences with their colleagues on professional matters.
  - develop their skill to fulfill the HR requirements at the emerging private broadcasting sector in home and abroad.
08. 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.
- : **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.

**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

**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.

**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.

09. 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
10. Evaluation : Classroom attendance-10%  
Class Participation and attentiveness -10%  
Exam-20%  
Group and Individual Presentation-30%  
Study tour report 10%  
Project paper Submission-20%.
11. Course Director : **Mohammad Abu Sadique**
12. Course coordinator : **Nafis Ahmed**



## Techniques of News Presentation

01. Duration : 04 Weeks
02. Date : **10 September to 05 October 2017**
03. No. of Participants : The desired number of participants is 20. In special case, the number may vary.
04. 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.
05. Course Fee : Tk. 4000.00 (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 of Ministry of Information and its attached departments.
06. Type : Non-residential.
07. Nomination Procedure : Open advertisement will be floated in National dailies for selecting the participants and authority of different departments will nominate the participants.
08. Objectives : At the end of the course, the participants will be able to:-
- acquire the techniques of news presentation.
  - learn correct pronunciation, while presenting news.
  - share experience with other participants of the course and media representatives.
  - present news on any TV/radio channel efficiently.
  - learn and understand of different aspects and formate of News Presentation.
09. Course Contents : **General Contents:** Emergence of Bangladesh, Constitution of Bangladesh, Honorable Prime Minister Sheikh Hasina's Special ten Initiatives, SDGs, 7th Five year plan, National Integrity Strategy, RTI, Environment & Autism.
- : **Core Contents:** Definition, Nature, Characteristic 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.
12. Course Director : **Md. Abuzar Gaffari**
13. Course Coordinator : **Irin Sultana**



## Basic Training for Broadcast Technicians

01. Duration : 04 Weeks
02. Date : **17 September To 12 October 2017**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Course Fee : No course fee is charged from the participants of Bangladesh Television and Bangladesh Betar.
05. Type : Non-residential
06. Nomination Procedure : Nomination by Bangladesh Betar and Bangladesh Television.
07. Objectives : At the end of the course, the participants will be able to:-
- learn and understand about Radio broadcasting equipment;
  - be sensitized about new technology;
  - learn about studio and transmitter operation and maintenance;
  - gather professional skills about technology related to recording, editing, transmission and power management;
08. 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.
- 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.
- 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
- 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.
09. Methodology : Classroom lectures, participatory exercises in the classroom, use of multimedia, discussions, question and answer sessions, practical exercise and evaluation.



10. 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%.
11. Course Director : **Mohammad Abu Sadique**
12. Course coordinator : **Ismat Jahan Chowdhury**



## BCS Information (Engineering) Professional Induction Course

01. Duration : 12 weeks  
02. Date : **08 October to 28 December 2017**  
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.  
04. Level of Participants : BCS Information (Engineer) cadre officers.  
05. Course Fee : No course fee is charged.  
06. Type : Residential course. Staying in the dormitory is mandatory.  
07. Nomination Procedure : Bangladesh Betar authority will nominate the participants.  
08. Objectives : After successful completion of the training course, the participants will be able to:-
  - acquire knowledge about emergence, culture, constitution, development and environmental issues of Bangladesh;
  - learn and understand all forms of programme of Bangladesh Betar and broadcast techniques;
  - attain theoretical and practical knowledge about radio engineering;
  - know the charter of duties of the Ministry of Information and its attached departments;
  - acquire knowledge on acts, rules, regulations & ethics which is essential for BCS Officers.

09. Course contents :

### **Module-01: a) Bangladesh Affairs**

Emergence of Bangladesh, Constitution of Bangladesh, Constitutional Bodies, Culture & heritage, SDG, 7th five year plan, Ten initiatives of Honourable Prime Minister Sheikh Hasina, Digital Bangladesh, Development Trend of Bangladesh, RTI & Good Governance, Environment, Energy, Autism, NIS, Investment Policy.

b) Office Management, Related Laws and Regulations: Charter of Duties of Ministry of Information, BSR, FR, Rules of Business, Secretariat Instructions-2014, Etiquette and Manners, PPR 2008, e- file, e-tender, History of Bangladesh Betar, Organizational structure of Bangladesh Betar, Charter of Duties of Assistant Radio Engineer.

### **Core Contents:**

### **Module-02: Digital Audio Recording and Editing**

Theory of Sound, Broadcasting quality sound and its parameters, Microphone and its characteristics, Matching Microphone, Load Speaker, Audio Console, Tape Recorder, DB-Definition, significance and use, Analogue and Digital Signal, Preliminary Recording Concepts, Sound and Digital audio, Introducing Audio Processing software, Sound card, Digital Audio File format, Studio Fundamentals, Multitask with Audition software.

### **Module-03: Studio Equipment and Design: Broadcast Technology**

What is studio, Reverberation time, Optimum R.T, Sound Insulation, Designing TV studio, Vibration Control, Noise In Audio studio, Distortion and Noise In Audio, Broadcasting Chain, Growth & Decay of sound in rooms, Typical results (rms and peak measurement).

**Module-04: Broadcast Technology****a) AM Transmitter:**

History of Traditional Broadcasting, Introduction to Radio Broadcasting, AM Modulation and Demodulation, Am Transmitter and frequency of BB, Block diagram and function of TX, Power supply control circuit, Air conditioning system, Transmitting and receiving equipment, Dummy Load, STL, MW/SW TX operation, Feeder cable, Grounding.

**b) FM Transmitter:**

FM Broadcast frequency band and channel, Modulation/Demodulation Techniques, FM coverage, FM broadcasting scenario in BD, FM links, Cooling of FM TX, FM combiner, Feeder cable and ancillary equipment, Interference in FM broadcasting, Grounding, Fm receiver, FM studio, Measuring Equipments, OB.

**c) Digital Technique, Antenna and Frequency Allocation:** Digital Terrestrial Broadcasting, Digital Video/Audio Broadcasting, Digital video format, Digital archive and automation, Optical network, DAB, DRM, Multiplexing, Digital Demodulator, Receiver, Multiple Access technique, Transmission lines, Antenna Fundamentals, Radio Broadcasting Antenna, HF Antennas, FM antenna System, Antenna matching, radio wave propagation and frequency management, Frequency Allocation System, International Broadcasting Organization, Role of BRTC on Frequency Allocation, Measurement Process of Coverage area, Various Antenna Of Betar and TV, Radiation Hazard of various Antenna and possible mitigation.

**Module-05: Power Electronics and Control Circuits**

Overall control system, Block diagram of control system, Local/ Remote, Transmitter control, Output circuit control, Protective circuits, Amplifier, Oscillator, Basic power electronics, rectification, transformer, substation equipment (Isolator, Breaker), relay, contactor .

**Module-06: Internet and Satellite Broadcasting**

Network topology, Models, IP distribution basics, IPV4 addressing, IPV6 addressing, Sub netting, LAN/MAN/WAN, Server, Router, Switch, Firewall, designing LAN/WAN for any enterprise/Organization, Internet of Things, 3G, 4G, Cyber Security, HD Radio, IP radio, Introduction to satellite communication, Satellite orbits and subsystems, repeater, Earth/Ground station, VSAT, Internet satellite link, Link design, Interference in Satellite system, Bandwidth Estimation, Bangabandhu Satellite Project.

**Module-07: Measuring Equipments and Maintenance**

Test and Measuring Equipment, Use of Multimeter, Ferro graph, Transmitter Measurement, Maintenance of Broadcasting Transmitter, Transmitter faults and causes, Analysis of Tests and Measurements.

**Module-08: Project Management**

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



**Module- 09: Research**

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

**Module-10: Skill Development**

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

10. Methodology : Classroom Lectures, Discussions, Research, 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.
12. Course Director : **Sahida Sultana**
13. Course Coordinator : **Dewan Ashraful Islam**  
**Md. Russel**



## Basic Training for Broadcast Technicians

01. Duration : 04 Weeks
02. Date : **24 December 2017 to 18 January, 2018**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Course Fee : No course fee is charged from the participants of Bangladesh Television and Bangladesh Betar.
05. Type : Non-residential
06. Nomination Procedure : Nomination by Bangladesh Betar and Bangladesh Television.
07. Objectives : At the end of the course, the participants will be able to:-
- learn and understand about Radio broadcasting equipment;
  - be sensitized about new technology;
  - learn about studio and transmitter operation and maintenance;
  - gather professional skills about technology related to recording, editing, transmission and power management;
08. 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.
- 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.
- 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.
- 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, Lightening 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

09. Methodology : Classroom lectures, participatory exercises in the classroom, use of multimedia, discussions, question and answer sessions, practical exercise and evaluation.
10. 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%.
11. Course Director : **Mohammad Abu Sadique**
12. Course coordinator : **Nafis Ahmed**



## Radio Program Production Course (28th)

01. Duration : 04 Weeks
02. Date : **31 December 2017 to 25 January 2018**
03. No. of Participants : Desired number of participants is 20 In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Betar and appropriate personnel from Private Radio channels as well as Freelancer.
05. Course Fee : Tk. 4000.00 (Taka Four 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.
06. Type : Non-residential.
07. Nomination Procedure : Nomination by respective authority of Bangladesh Betar, Private Radio channels. For freelancer, open advertisement will be floated in daily newspapers.
08. Objectives : At the end of the course, the participants will be able to acquire:
- learn theories, rules and techniques of radio program production
  - acquire knowledge, ideas, concepts of the subject matter and psychological preparations to produce a radio program.
  - in-depth knowledge of program production, presentation, Bengali pronunciation and the use and application of microphone and studio operations.
  - Attain enough capability to produce a radio program.
09. 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.
- Core Contents:** Duties and responsibilities of announcer/compare. 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.
12. Course Director : **Md. Abuzar Gaffari**
13. Course Coordinator : **Sumona Parvin**



## Digital Camera Operation & Lighting

01. Duration : 06 Weeks
02. Date : **07 January to 15 February 2018**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : TV camera related employees of Bangladesh Television, Private TV channels and Freelancers. For Freelancers, at least a graduation degree from any recognized university is required. Educational qualification may be relaxed in case of experienced candidates. Selection will be made by an interview board.
05. Course Fee : Tk. 9000.00 (Taka nine thousand) only for each participant coming from private TV channels and freelancers, payable to the Director General, NIMC, Dhaka by a pay order/bank draft. No course fee is charged from the participants of Bangladesh Television.
06. Type : Non-residential.
07. Nomination Procedure : Nomination by concerned authority of BTV and Private TV channels. For freelancers, open advertisement will be floated in national dailies.
08. Objectives : At the end of the training course, the participants will be able to
- use and control light during production.
  - know the color of light and its proper direction
  - operate television camera in various directions
  - coordinate the production in a systematic manner
09. 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, Climate Change & Autism.  
**Core Contents**  
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 and final production.
12. Course Director : **Rawnak Jahan**
13. Course Coordinator : **Masud Monwar Bhuiyan**  
**Prodip Kumar Dhali**



## BCS (Information) Professional Induction Course

01. Duration : 12 Weeks
02. Date : **21 January to 12 April 2018**
03. No. of Participants : Desired number of participants is 25. In special case, the number may vary.
04. Level of Participants : BCS (Information-General, Radio-Program & Radio- News) cadre officials.
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 training 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 : **Bangladesh and International Affairs:** Emergence of Bangladesh, Constitution of Bangladesh, 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, Environment, Climate Change & Disaster Management, 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, the art of public speaking persuasion, propaganda etc.



**Mass Media Production (Text/Print,Audio,Video):** Concepts, types, processes, news writing, news editing, format of electronic media program, generating idea, Planning, Script writing of electronic media program, Public Service broadcasting, recording, editing and presentation, writing skill development etc.

**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.

**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.

**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.

**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.
12. Course Director : **Md. Zahidul Islam**
13. Course Coordinator : **Md. Jasim Uddin**  
**Abdul Hannan**



## Radio & Television Program Presentation

01. Duration : 04 Weeks
02. Date : **08 to 29 March 2018**
03. No. of Participants : Desired number of participants is 25. In special case, the number may vary.
04. 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.
05. Course Fee : Tk. 4000.00 (Taka Four thousand) only for each participant of private radio/TV and freelancer 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.
06. Type : Non-residential.
07. Nomination Procedure : Departments of the Ministry of Information will nominate the participants. Open advertisement will be floated in national dailies for freelancers and NIMC website/ Facebook Group page.
08. Objectives : After successful completion of the course, the participants will be able to:-
- increase their knowledge, efficiency and expertise on program presentation.
  - learn concepts, process and effectiveness of communication, language and media.
  - learn and understand all forms of program and broadcasting system
  - improve their way of presentation;
  - gain confidence in their respective fields
  - make their presentation artistic and attractive to the audience;
  - contribute to their organization through exchanging views and experiences with their colleagues on professional matters.
09. 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.
- 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.
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.
12. Course Director : **Md. Abuzar Gaffari**
13. Course Coordinator : **Sumona Parvin**



## Television Program Production course (20th Course)

01. Duration : 06 Weeks
02. Date : **25 March to 03 May, 2018**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. 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.
05. Course Fee : Tk. 6000.00 (Taka Six thousand) only for each participant of private television channels 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 & attached departments of Ministry of Information.
06. Type : Non-residential.
07. Nomination Procedure : Nomination by authorities concerned. Open advertisement will also be floated on national dailies, NIMC website and different social media for freelance & participants from private radio/ TV channels.
08. Objectives : At the end of training course, the participants will be able to :-
- Learn and understand plan, formulate and design of TV program production;
  - Concepts, techniques and process of TV Program production;
  - Learn and understand different aspects and formats of TV Program;
  - Learn and understand diverse platform of traditional media & social/new media;
  - Generate idea, explore subject matter, plan and prepare script/screen play for TV production.
09. Course Contents : **General Contents:** Constitution of Bangladesh, Sheikh Hasina's 10 (ten) special initiatives, women empowerment, RTI, ICT, climate change & disaster management & Autism.
- Core Contents:** Concepts on TV & how it works; camera & its functions; arts & crafts of TV; Lighting & its different forms of use; different types of microphone; concepts on TV studio & set; background of TV graphics & animation; plan, design & formats of TV production.
- Concepts on TV production; pre-production, production and post production stages of TV Program, script writing & shot division; pre-shooting & shooting stages of TV production; talent artistes casting, makeup & costume; editing/vetting of TV programs; presenting & airing of TV program.
- Concept of different aspects of new media and traditional media platforms.
10. Methodology : Classroom Lectures, Discussion, question & answer session, field visits, 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 20%, Final Production 40%, Practical exercises and Final presentation.
12. Course Director : **Netai Kumer Bhattacharjee**
13. Course Coordinator : **Sumona Parvin**



# Special Courses & Workshops



## Digital Office Management

01. Duration : 04 Weeks
02. Date : **09 July to 03 August 2017**
03. No. of Participants : The desired number of participants is 20 (According to Computer Lab Facilities)
04. Level of Participants : Officials from different departments under Ministry of Information
05. Course Fee : No Course fee is charged.
06. Type : Non-residential.
07. Nomination Procedure : Authority of different departments under Ministry of Information will nominate the participants.
08. Objectives : At the end of the course, the participants will be able to:-
- Acquire knowledge on modern file management (e-file);
  - Learn different types of letter
  - Get knowledge on English and Bangla typing (unicode-NIKOSH)
  - Learn different initiatives taken by government
09. Course Contents : **General Contents** : Emergence of Bangladesh & The Constitution of Bangladesh; Sustainable Development Goals, 7th Five Year Plan & SDG, 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.
- Core Contents** : Secretariat Instructions 2014 - Different Types of Letter & Moods of Communication, E-File Management and practices, , English and Bangla (NIKOSH) typing, Word processing software (MS Word, Excel, Power Point), Basic Knowledge on Computer Hardware and Software, Operating System (OS), Application Software(Apps), Uses of Internet, e-mail, search engine (Techniques of Google search), PPR 2006 & 2008 and e-GP system.
10. Methodology : Classroom lecture, Multimedia presentation, Practice on Computer at computer Lab.
11. Evaluation : Classroom attendance, Regular participation in the Classes, practical exercises and Classroom exam.
12. Course Director : **Md. Zahidul Islam**
13. Course Coordinator : **Md. Rasel**



## Law Training Course for focal point officers of different Directorates under the Ministry of Information (Mol)

1. Duration : 01 Week
2. Date : **30 July to 03 August 2017**
3. No. of Participants : The desired number of participants is 20. In special cases the number may vary.
4. Level of participants : Focal point officers of different offices under the Ministry of Information (Mol).
5. Course fee : No course fee is charged.
6. Type : Non-residential.
7. Nomination Procedure : Head of the different offices under the Mol will nominate the candidates based on the requirement letter from NIMC.
8. Objectives : After successful completion of the course, the participants will be able to:
  - know the history of independence of Bangladesh.
  - know how to write petition & submission the case in the relevant courts.
  - know different rules/regulations relating to day to day office administration.
  - know the legal issues and of different rules in regards of land administration.
9. Course Contents : **General contents:**
  - History of land Reforms and Land Administration in Bangladesh.
  - Laws, Rules and Regulations of the office management.**Core contents:**
  - Procedure of writing petition and submission in courts, practical session on it with special emphasis of the cases pending in the different organizations under the Ministry of Information.
  - Law relating to contempt of Courts.
  - Preparation of Broad sheet Reply: Measures require for quick disposal of the cases pending in the different organizations under the Ministry of Information; practical session on it.
  - Writ petition/Cases: Its classifications and implications.
  - Laws and Rules related to media and other minor acts.
10. Methodology : Classroom Lectures, participatory exercise, practice, use of multimedia, discussion, question and answer session.
11. Course Director : **Md. Abdul Jalil, Deputy Director (Finance).**
12. Course Co-ordinator : **Sk. Ejabur Rahman, Assistant Director (Adm).**



## Advanced Course on Media Management

01. Duration : 04 Weeks
02. Date : **17 September to 12 October, 2017**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Class-1 (Mid Level) officials of different departments under Ministry of Information who have already done their foundation training.
05. Course Fee : No course fee is charged.
06. Type : Non-residential.
07. Nomination Procedure : Departments under the Ministry of Information will nominate the participants
08. Objectives : After successful completion of the course, the participants will be able to
- achieve knowledge about effective and dynamic media management (Strategic planning, financial & administrative management and governance)
  - face the challenges of modern media.
  - learn about new media
  - learn resource planning and resource management.
  - learn Bangladesh Affairs: History and culture of Bangladesh.
  - learn recent development trends of Bangladesh in various sectors
  - know the media legislation, regulation and ethical standard of journalism.
09. 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, & Autism.
- Core Contents:**  
Development Issues of Bangladesh (Socio-Economic development, prospect and challenges, Globalization, Disaster Management, Foreign Relation of Bangladesh)  
Role, responsibilities and challenges of media  
Financial and administrative management  
Technological change in media  
Media management: Present scenario  
Ethical standard and editorial independence of media  
Laws, rules and ethics related to print and electronic media
10. Methodology : Classroom lectures, discussions, practical sessions and study tour.
11. Evaluation : Classroom attendance, written examination, presentation, report writing and study tour.
12. Course Director : **Rawnak Jahan**
13. Course Coordinator : **Md. Fahim Siddique**



## Non-Linear Video Editing Course

01. Duration : 03 Weeks
02. Date : **22 October to 16 November 2017**
03. No. of Participants : The desired number is 20, In special case, the number may be vary.
04. Level of Participants : Related employee of MOI Departments, private TV channels and freelance. For freelance a graduation degree is required.
05. Course fee : Tk. 4500.00 (Taka Four thousand and five hundred) only for each participant of private TV channels and freelancer payable to the Director General, NIMC, Dhaka by a pay order/ bank draft.
06. Type : Non residential
07. Nomination procedure : Open Advertisement and related government and private channel officials.
08. 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.
09. 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.
- 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:**
- Video editing principle and techniques
  - Precise look at the artistic and aesthetic principles and practices of editing for both picture and sound
  - Introduction to digital video and formats.
  - Introduction to editing software:
  - Adobe Premiere, Final cut pro and ,Edius
  - Adobe Premiere Workflow Setting up a new project
  - Understanding the Interface
  - Importing: Importing Footage Importing Stills
  - Dealing with missing media Using the Source Monitor
  - Capturing: Capturing from Tape Logging Tapes
  - Organising: Using the Project panel, Organising items in bin
  - 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.



- Time: Changing the speed of a clip using the Rate Stretch tool Time remapping a clip Playing a clip backwards Creating Freeze frames
- Transitions: Types of transitions (examples) Adding a transition Adjusting a transition in the Effects Panel
- Previewing a Sequence: Previewing a Sequence, Reconnecting missing previews
- Audio: Editing audio, Controlling gain, Rubber-banding clip levels. Animating Motion and Effects
- What is a key frame: Animating Motion
- Title: various kind of title creating
- Exporting: Export to tape, Export to a file for the internet, Export to DVD

10. Methodology : Class room lectures, practical session, questioning and answering session, ppt. presentation. Use of multimedia.

11. Evaluation : 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.

12. Course Director : **Maruf Hossain**

13. Course Coordinator : **Md. Masud Manwar Bhuiyan**



## Communicative English Course for Media

01. Duration : 03 Weeks.
02. Date : **05 to 23 November 2017**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. 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.
05. Course Fee : i) No course fee is charged from government officers under the Mol.  
ii) Tk. 3000.00 (Taka Three thousand) only for each participant of Private Radio/Television and freelancer payable to the Director General, NIMC, Dhaka by a pay order/bank draft.
06. Type : Non-residential.
07. Nomination Procedure : i) Nomination by competent authority of various department under the Ministry of Information based on the requirement 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](http://www.nimc.gov.bd), selection will be made by an interview.
08. Objectives : At the end of the course the participants will be able to:-
- develop a reasonable command over the English Language;
  - communicate easily with each other;
  - conduct seminar, workshops and conference in English and
  - hold meeting, sitting bilateral talk with foreign delegates with grammatical precision in an organized manner and gain full confidence in written and spoken English;
09. 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.
- Core Contents:**
- a. Principles of Basic Grammar and Style of Speaking english**
- How to develop English skills • Difference between error and Mistake,
  - Synonyms, its categories, and Antonyms • Speaking about myself and on topic • Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/ sounds
- 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 : Class room attendance, Participation in regular practice session, group discussions, Report presentation and Class room examination.
- 12 Course Director : **Md. Abdul Jalil**
- 13 Course Coordinator : **Md. Sohel Parvez**



## Broadcast Networking and Cyber Security

01. Duration : 03 Weeks
02. Date : **26 November to 14 December 2017**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Television, Bangladesh Betar, other Departments of the Ministry of Information (Mol) and participants from private Television channels, FM Radio and freelancers.
05. Course Fee : Tk. 4,500/= (Taka Four thousand and Five Hundred) only for each participant of private television channels and freelancer payable to the Director General, NIMC, Dhaka by a Pay order/Bank draft. No course fee is charged from Officers of Mol & its attached Departments.
06. Type : Non-residential.
07. Nomination Procedure : Nomination by authorities concerned. Open advertisement will also be floated in daily newspapers, NIMC website and different social media.
08. Objectives : At the end of the training course, the participants will be able to:-
- learn and understand about different networking basics and ip network;
  - understand the strength of ip network;
  - learn the details of LAN, MAN, WAN technologies;
  - have profound idea about networking devices;
  - understand clearly how the Internet is working in the world;
  - get the knowledge to design LAN/WAN;
  - understand the efficient & effective use of LAN/WAN;
  - troubleshoot services and network related problems;
  - provide the basic understanding of various computer and network security threats.
09. Course Contents : **General Contents:** Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Women Empowerment, RTI, 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 session.
11. Evaluation : Classroom attendance-5%, Regular participation in the class-5%, Study tour and classroom examination-15%, Power Point Presentation-35%, Report Writing-20% and, Project submission-20%.
12. Course Director : **Netai Kumer Bhattacharjee**
13. Course Coordinator : **Md. Abdus Salam**



## Television Drama Production Course for University Students(27th)

01. Duration : 03 Weeks
02. Date : 03 to 21 December 2017.
03. No. of Participants : Desired number of participants is 30. In special case, the number may vary.
04. Level of Participants : Students of Masters/Honours Final year from the Drama and Dramatics/Theatre/Theatre and Performance Studies Department of University/Universities.
05. Course Fee : Tk. 3000.00 (Taka Three Thousand only) for each participant
06. Type : Non-residential.
07. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics /Theatre/ Department/Theatre and Performance studies of Dhaka/Rajshahi/Jahangirnagar/ Nazrul University.
08. Objectives : At the end of the course, participants would 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.
09. 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.
- 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.
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.
12. Course Director : **Md. Zahidul Islam**
13. Course Coordinator : **Irin Sultana**



## Television Drama Production Course for University Students (28th)

01. Duration : 03 weeks
02. Date : TBD
03. No. of Participants : Desired number of participants is 30. In special case, the number may vary .
04. Level of Participants : Students of Masters/Honours Final year from the Drama and Dramatics/ Theatre/Theatre and Performance Studies Department of University/ Universities.
05. Course Fee : Tk. 3000.00 (Taka Three Thousand only) for each participant
06. Type : Non-residential.
07. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics/Theatre/ Department/Theatre and Performance studies of Dhaka/Rajshahi/ Jahangirnagar/Nazrul University.
08. Objectives : At the end of the course, participants would 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.
09. 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.  
**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.
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.
12. Course Director : **Md. Zahidul Islam**
13. Course Coordinator : **Irin Sultana**



## Training of Trainers

01. Duration : 02 Weeks
02. Date : **07 to 18 January 2018**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of participants : Trainers of NIMC, Bangladesh Betar, Bangladesh Television, PID, DMC, DFP and freelance.
05. Course Fee : Tk. 2000.00 (Taka Two thousand) only for each 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.
06. Type : Non- residential.
07. Nomination Procedure : Open advertisement will be floated in National dailies for selecting the participants and authority of different departments will nominate the participants.
08. Objectives : At the end of the course, the participants will be able to-
- plan and design a training programme efficiently.
  - write the module of the training programme.
  - conduct training sessions effectively.
09. Course contents : **General contents:**  
Emergence of Bangladesh, Constitution of Bangladesh, Honourable Prime Minister Sheikh Hasina's Special Ten Initiatives, SDGs, 7th Five year plan, National Integrity Strategy, Right to Information, Climate Change, Disaster Management & Autism.  
**Core contents:**  
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%
12. Course Director : **Sufi Zakir Hossain**
13. Course Coordinator : **Md. Abdul Hannan**



## New Media VS Traditional Media

01. Duration : 04 Weeks
02. Date : **04 February to 01 March 2018.**
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Television, Bangladesh Betar and attached department of Mol; participants from private television channels, FM radio, community radio and freelancers.
05. Course Fee : Tk. 4,000.00 (Taka Four thousand) only for each participant payable to the Director General, NIMC, Dhaka by a Pay order/Bank draft. No course fee is charged from the officials of Mol and it's attached Departments.
06. Type : Non-residential.
07. Nomination Procedure : Nomination by authorities concerned. Open advertisement also will be floated in daily newspapers, NIMC website and different social media.
08. Objectives : At the end of the training course, the participant will be able to:-
- learn and understand about several social/New media platforms;
  - acquire necessary knowledge about how to maintain a social network service;
  - analyze the potential and threats of social networking;
  - differentiate between various dynamics of traditional media and new media;
  - troubleshoot services and network related problems;
09. Course Contents : **General Contents:**  
Emergence of Bangladesh, Constitution of Bangladesh, RTI & Good Governance, ICT, Digital Bangladesh, Climate Change, Disaster Management & Autism.  
**Core Contents:**  
Traditional Media; Different Media - Electronic Media, Print Media; Definition of Social Media; Different Types of Social Media; History of Social Media; Differences between social media and traditional media; Impact of Social Media in current life; Advertising through Social Media; Social Media in E-Commerce; E-Payment procedures; Social Media and Information War; Social Media and False Identification; Threats and Abuses of Social Media; Future of social media; Social Media and Freedom of Information; Social Media and Freedom of Expression; Social Media and national security; Policy regarding social media; Initiatives need to be taken etc.
10. Methodology : Classroom lectures, participatory exercise in the classroom, use of multimedia, discussions, study tour, question and answer sessions & produce project paper.
11. Evaluation : Classroom attendance-5%, regular participation in the class-5%, study tour and classroom examination-15%, Power Point Presentation-35%, Report Writing-20% and project submission-20%.
12. Course Director : **Netai Kumer Bhattacharjee**
13. Course Coordinator : **Dewan Ashraful Islam**



## Online Digital Audio Recording & Editing

01. Duration : 02 Weeks
02. Date : **11 to 22 March 2018**
03. No. of Participants : The desired number of participants is 25. In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Bangladesh Betar, other Departments of the Ministry of Information (MoI) and participants from private Television channels, FM Radio, Community Radio and freelancers.
05. Course Fee : Tk. 2,000.00 (Taka Two thousand) only for each participant of private Radio, Community Radio and freelancer payable to the Director General, NIMC, Dhaka by a Pay order/Bank draft. No course fee is charged from the Officials of MoI and it's attached Departments.
06. Type : Online course.
07. Nomination Procedure : Bangladesh Betar and other Departments of the Ministry of Information (MoI) will nominate the participants.  
Open advertisement will be floated in the Newspaper/website of NIMC for freelancers.
08. Objectives : At the end of the training course, the participant will be able to:-  
• To initiate experimental-based online course for the remote participants.  
• To develop skill on digital audio recording and editing.  
• To ensure paperless virtual learning environment.  
• To enhance better quality audio production skill.
09. 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 : The participants will be evaluated through submission of online project on digital audio recording and editing.
12. Course Director : **Mohammad Abu Sadique**
13. Course coordinator : **Md. Abdus Salam**



## Digital Photography Course

01. Duration : 02 Weeks
02. Date : 08 to 19 April 2018
03. No. of Participants : The desired number of participants is 20. In special cases, the number may vary.
04. Level of Participants : Digital Still Photographers or Suitable personnel of Press Information Department, Press Institute, Bangladesh Television, Bangladesh Parliament Secretariat, Cadre officials of BCS Information and freelance.  
For freelancers at least 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 of NIMC headed by the Director General.
05. Course Fee : Tk. 2000.00 (Taka Two thousand) only for freelance participant payable to Director General, NIMC, Dhaka by a pay order/bank draft. No course fee is charged from the personnel of Ministry of Information and it's attached Departments
06. Type : Non-residential.
07. Nomination Procedure : Departments under the Ministry of Information will nominate the participants. Open advertisement will be circulate in national dailies for freelancers.
08. Objectives : After successful completion of the course, the participants will be able to:-  
• know the theory, practice and evolution of still photography;  
• update their knowledge about digital still photography;  
• acquainted with digital format in photography, theoretical and practical aspects to select program and maintain digital camera properly;  
• will be able to operate digital camera perfectly.
09. Course Contents : **General Contents:** Emergence and the constitution of Bangladesh, SDG and 7th Five Year Plan, 10 initiatives of Honourable Prime Minister Sheikh Hasina, RTI etc.  
**Core Contents:** History of Photography; Timeline of photography and its evolution; Techniques of Digital photography, Various parts of digital still camera: shutter speed, aperture, iris, focal length, depth of field; lenses and its classification; Image and proper use of framing, rule of third; use of exposure and its different sizes; idea about basic lighting, flash; film manner; moment; resolution photography; caption making and ethics of photojournalism; preliminary idea of Photoshop; introduction to photographic paper, action picture; artistic photography, multimedia presentation.
10. Methodology : Classroom Lectures, participatory exercise, practice, use of multimedia, discussion, question and answer session.
11. Evaluation : Classroom exam, assessment and practical exercise.
12. Course Director : **Sahida Sultana**
13. Course Coordinator : **Md. Jasim Uddin**



## Online course on Branding Ten Initiatives of Honourable Prime Minister

01. Duration : 02 Weeks
02. Date : **15 to 26 April 2018**
03. No. of Participants : The desired number of participants is 25. In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Bangladesh Betar, other Departments of the Ministry of Information (Mol) and participants from private Television channels, FM Radio, Community Radio and freelancers.
05. Course Fee : Tk. 1,000.00 (Taka One thousand) only for each participant of private television channels, Radio, Community Radio and freelancer payable to the Director General, NIMC, Dhaka by a Pay order/Bank draft. No course fee is charged from Officials of Mol & its attached departments.
06. Type : Online course.
07. Nomination Procedure : Bangladesh Betar and other Departments of the Ministry of Information (Mol) will nominate the participants.  
Open advertisement will be floated in the website of NIMC for freelancers.
08. Objectives : At the end of the training course, the participant will be able to:-  
• To initiate experimental-based online course for the remote participants.  
• To provide individuals with the necessary knowledge of Ten Initiatives of Honourable Prime Minister.  
• To ensure paperless virtual learning environment.
09. Course Contents : Introduction of Course; Name of Ten Initiatives of Honourable Prime Minister; Branding and Brand Building; Initiatives Details, Achievement, Future Plan and Related Spot.
10. Methodology : 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. Information sharing will be done using e-mail.
11. Evaluation : The participants will be evaluated through submission of assignment.
12. Course Director : **Md. Munzurul Alam**
13. Course coordinator : **Md. Abdus Salam**



## Television Drama Production Course for University Students (29<sup>th</sup>)

01. Duration : 03 Weeks
02. Date : TBD
03. No. of Participants : Desired number of participants is 30. In special case, the number may vary.
04. Level of Participants : Students of Masters/Honours Final year from the Drama and Dramatics/Theatre/Theatre and Performance Studies Department of University/Universities.
05. Course Fee : Tk. 3000.00 (Taka Three Thousand only) for each participant
06. Type : Non-residential.
07. Nomination Procedure : Nomination by the concerned Chairman of Drama and Dramatics/Theatre/Department/Theatre and Performance studies of Dhaka/Rajshahi/Jahangirnagar/Nazrul University.
08. Objectives : At the end of the course, participants would 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.
09. 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.  
**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.
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.
12. Course Director : **Maruf Hossain**
13. Course Coordinator : **Ismat Jahan Chowdhury**



## Capacity Building for Community Radio

01. Duration : 05 Days
02. Date : TBD
03. No. of Participants : Desired number of participants is 30. In special case, the number may vary.
04. Level of Participants : Personnel of community radio. Minimum level of Computer literacy is a must.
05. Course Fee : Tk. 1000.00 (Taka one thousand) only per participant payable to the Director General, NIMC, Dhaka by a pay order/bank draft.
06. Type : Non-residential.
07. Nomination Procedure : Head of the community radio stations will nominate the participants.
08. Objectives : After successful completion of the course, the participants will be able to :-
  - know about the electronic media perspective of Bangladesh
  - develop skill in recording, editing and primary technical operation.
09. Course Contents : 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.
12. Course Director : **Md. Nazrul Islam**
13. Course Coordinator : **Nafis Ahmed**



## Training of Trainers

01. Duration : 02 Weeks
02. Date : TBD
03. No. of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of participants : Trainers of NIMC, Bangladesh Betar, Bangladesh Television, PID, DMC, DFP and freelance.
05. Course Fee : Tk. 2000.00 (Taka Two thousand) only per participant, payable to the Director General, NIMC, Dhaka. No course fee is charged from the personnel of the departments under the Ministry of Information.
06. Type : Non- residential.
07. Nomination Procedure : Open advertisement will be floated in National dailies for selecting the participants and authority of different departments will nominate the participants.
08. Objectives : At the end of the course, the participants will be able to-
- plan and design a training programme efficiently.
  - write the module of the training programme.
  - conduct training sessions effectively.
09. Course Contents : **General contents:**  
Emergence of Bangladesh, Constitution of Bangladesh, Honourable Prime Minister Sheikh Hasina's Special Ten Initiatives, SDGs, 7th Five year plan, National Integrity Strategy, Right to Information, Climate Change, Disaster Management & Autism.  
**Core contents:**  
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%
12. Course Director : **Rawnak Jahan**
13. Course Coordinator : **Nafis Ahmed**



## Post Graduate Diploma in Broadcast Journalism (PGD-BJ) Batch-2

01. Duration : 01 Year
02. Academic Session : **July 2016 to June 2017**
03. No. of Participants : The desired number of participants is 20.
04. Level of Participants : Personnel of Bangladesh Betar, Bangladesh Television, private radio and television channels, community radio channels, cadre officials and freelance. Applicants are expected to have Bachelor's degree in any discipline. Those who have appeared / appearing in final degree examination are also eligible to apply.
05. Course Fee : Approximately Tk. 40,000.00 only (Taka Forty Thousand Only)
06. Type : PGD-BJ is a post graduate diploma under Dhaka School of Broadcast Journalism (DSBJ). The degree is affiliated by University of Dhaka.
07. Nomination Procedure : a. Application form and prospectus can be obtained on payment of Tk. 200.00 only, payable to Director General, NIMC. Request for application forms should be accompanied with Demand Draft/Pay Order & self addressed envelope.  
b. Application form can be filled after downloading from [www.nimc.gov.bd](http://www.nimc.gov.bd). Each application form must be accompanied by a Demand Draft/Pay Order of Tk. 200.00 (Taka Two hundred only) payable to Director General, NIMC.  
c. The admission process will be completed according to the rules and regulations of DSBJ.
08. Objectives : After successful completion of the course the participant will be able
- to write scripts/screenplay, news & feature; copy and research stories for radio and television media;
  - to prepare, present and critically evaluate program / production, bulletins and documentaries in the television and radio media;
09. Course Modules : 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 Program: Practical  
PGD : BJ 005: Media Language  
PGD : BJ 006: Media Management  
PGD : BJ 007: New Media Journalism  
PGD : BJ 008: Television as a Mass Medium  
PGD : BJ 009: Television Program : 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 (PGD-BJ) degree. The degree course is concentrated to 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 traits 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.
12. Course Director : **Sufi Zakir Hossain**
13. Course Coordinator : **Rawnak Jahan, Md. Abuzar Gaffari, Md. Sohel Parvez  
Sumona Parvin, Hena Beauty**



## Post Graduate Diploma in Broadcast Journalism (PGDBJ) Batch-3

01. Duration : 01 Year
02. Date : **July 2017 to June 2018**
03. No. of Participants : The desired number of participants is 20.
04. Level of Participants : A graduate in any field of study having at least one first division/class and no third division/class in any examination is eligible to apply.
05. Course Fee : Approximately Tk. 40,000.00 (Taka Forty Thousand only).
06. Type : PGDBJ is a post graduate diploma under Dhaka School of Broadcast Journalism (DSBJ). The degree is affiliated by University of Dhaka.
07. Nomination Procedure : Candidates can apply in both ways i.e. directly or Online process. They can take any process as follows:
- Any eligible candidate must apply in the prescribed application form along with required documents. Application form and prospectus can be obtained on payment of Tk. 200.00 (Taka two hundred only) to the accounts section of NIMC.
  - Application form can be filled up by Online Application option under Admission Info from [www.nimc.gov.bd](http://www.nimc.gov.bd) website's main page directly. Online applicants pay in cash Tk. 200.00 (Taka Two hundred only) when he/she comes to sit for Exam at NIMC.
  - Applicants will have to appear a written examination and an oral examination. Multiple choice questions (MCQ) will be given in the written 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](http://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. The result sheet will accompany a waiting list too.
08. Objectives : The PGDBJ course is concentrated to 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
- write scripts/screenplay, news & feature; copy and research stories for radio and television;
  - prepare, present and critically evaluate programme/production, bulletins and documentaries in the television and radio media;
  - explain various dynamics of traditional, social and new media. platform.
09. Course Modules : 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 Program: Practical  
PGD : BJ 005: Media Language  
PGD : BJ 006: Media Management  
PGD : BJ 007: New Media Journalism



PGD : BJ 008: Television as a Mass Medium

PGD : BJ 009: Television Program : 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 to 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 traits 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.
12. Course Director : **Netai Kumer Bhattacharjee**  
**Rawnak Jahan**
13. Course Coordinator : **Dewan Ashraful Islam**  
**Sumona Parvin**  
**Md. Jasim Uddin**  
**Md. Sohel Parvez**

**List of Faculty Members and Officers**

| SI  | Name & Designation   | Telephone |                               |                            | E-mail                                   |
|-----|--|-----------|-------------------------------|----------------------------|--|
|     |  | PABX      | Office                        | Mobile                     |  |
| 01. | Md. Rafiquzzaman<br>Director General                             | 260       | (D) 55079429<br>(PA) 55079428 | 01580168888<br>01711112257 | dg@nimc.gov.bd                           |
| 02. | Mohd. Waliur Rahman<br>Additional Director General               | 224       | 55079430                      | 01714109538                | adg@nimc.gov.bd                          |
| 03. | Sufi Zakir Hossain<br>Director (Trg.Programme)                   | 253       | 55079432                      | 01823713445                | zakirnel2005@yahoo.com                   |
| 04. | Md. Nazrul Islam<br>Director (Trg.Engg.)                         | 255       | 55079433                      | 01552467957                | nisohel@gmail.com                        |
| 05. | Director (Admin & Dev)   | 254       | 55079431                      |                            | diraddevnim@gmail.com                    |
| 06. | Noorjahan Begum<br>Deputy Director (Research)                    | 229       | 55079448                      | 01552405248                | nimco@bangla.net                         |
| 07. | Md. Munzurul Alam<br>Deputy Director(Admin)                      | 215       | 55079450                      | 01716013955                | mmunzurulalam@yahoo.com                  |
| 08. | Netai Kumer Bhattacharjee<br>Deputy Director (TV Program Trg)    | 238       | 55079449                      | 01554325923                | netaiibb@yahoo.com<br>netaiibb@gmail.com |
| 09. | Md. Abdul Jalil<br>Deputy Director (Finance)                     | 220       | 55079446                      | 01911581010                | ajalil078@gmail.com                      |
| 10. | Md. Zahidul Islam<br>Deputy Director (Tv. Engg.)                 | 203       | 55079435                      | 01745-115588               | zahidrepon@gmail.com                     |
| 11. | Rawnak Jahan<br>Deputy Director (Set Design & Graphics)          | 241       | 55079453                      | 01819150395                | j_ranak72@yahoo.com                      |
| 12. | Md. Maruf Nawaz<br>Deputy Director(Film)                         | 216       | 55079451                      | 01552461184                | nawaznimc@yahoo.com                      |
| 13. | Mohammad Abu Sadique<br>Deputy Director (Radio-Engg.)            | 209       | 55079452                      | 01716121055                | sadique.nimc@gmail.com                   |
| 14. | Maruf Hossain<br>Maintenance Engineer                            | 217       | 55079436                      | 01710953030                | maruf66nimc@gmail.com                    |
| 15. | Sahida Sultana<br>Deputy Director                                | 212       | 55079438-42                   | 01747266712                | sahidasultana@yahoo.com                  |
| 16. | Md. Abuzar Gaffari<br>Deputy Director                            |           | 55079453                      | 01780372336<br>01747687898 | gaffarinimc@gmail.com                    |
| 17. | Md. Abdus Salam<br>Assistant Programmer                          | 219       | 55079437                      | 01712289738                | salam_cst4324@yahoo.com                  |
| 18. | Md. Jasim Uddin<br>Assistant Director                            | 211       | 55079438-42                   | 01726965974                | jasim12172@gmail.com                     |
| 19. | Dewan Ashrafal Islam<br>Assistant Programmer                     | 208       | 55079437                      | 01670078768                | dewanremon@gmail.com                     |
| 20. | Irin Sultana<br>Librarian  | 246       | 55079444                      | 01726944027                | irin7july@gmail.com                      |
| 21. | Md. Fahim Siddique<br>Research Officer                           | 206       | 55079445                      | 01918-160761               | fahim20ju@yahoo.com                      |
| 22. | Sumona Parvin<br>Assistant Director                              | 212       | 55079438-42                   | 01773-106975               | sumonanimc@gmail.com                     |
| 23. | Md. Sohel Parvez<br>Assistant Director                           | 206       | 55079445                      | 01716640030                | sohelprvz13@yahoo.com                    |
| 24. | Nafis Ahmed<br>Assistant Director                                | 206       | 55079438-42                   | 01726-321038               | nafis00102@gmail.com                     |
| 25. | Hena Beauty<br>Assistant Director (Finance)                      |           | 550079454                     | 01768525212                | henabeauty@gmail.com                     |
| 26. | Md. Masud Monowar Bhuiyan<br>Assistant Director (Camera & Light) | 248       | 55079438-42                   | 01552 383972               | mmbhuiyan67@gmail.com                    |
| 27. | Md. Abdul Mannan<br>Assistant Director (Set Design)              | 208       | 55079438-42                   | 01717 756741               | mam114ssh@gmail.com                      |
| 28. | Begum Ismat Jahan Chowdhury<br>Cameraman ( c.c )                 | 249       | 55079438-42                   | 01712 846398               | ismatjahan767@yahoo.com                  |
| 29. | Sk. Ejabur Rahman<br>Assistant Director (Admn.) (c.c)            | 241       | 55079455                      | 01823-213078               | ejabur.nimc@gmail.com                    |
| 30. | Mr. Prodig Kumar Dhali<br>Sub Assistant Engineer                 | 256       | 55079438-42                   | 01923 288025               | prodipkumardhali5@gmail.com              |
| 31. | Md. Abu Hasan<br>Sub Assistant Engineer                          | 240       | 55079438-42                   | 01720034931                | hassan.nimc@gmail.com                    |
| 32. | Md. Akram Hossain Khan<br>Store Officer                          | 235       | 55079438-42                   | 01737024473                | akramnimc@yahoo.com                      |
| 33. | Md. Abu Musa Sarker<br>Hostel Superintendent                     | 257       | 55079438-42                   | 01687114547                | musanimc@gmail.com                       |
| 34. | Md. Rasel<br>Sub Assistant Engineer                              | 247       | 55079438-42                   | 01616535162                | rasel.nimc@gmail.com                     |
| 35. | Abdul Hannan<br>Public Relation Officer                          | 244       | 55079438-42                   | 01716929573                | ahm01716@gmail.com                       |



## Picture Gallery : Indoor & Outdoor Training Activities



Inauguration of Sheikh Russel Auditorium by Honorable Information Minister



Closing ceremony of workshop on present scenario of ICT in Bangladesh



Workshop on capacity building for community radio professionals



Opening ceremony of 34th BCS (Information) Professional Induction Course



Award giving of 34th BCS (Information) Professional Induction Course



Workshop on present scenario of ICT in Bangladesh

## Picture Gallery : Indoor & Outdoor Training Activities



Director General is giving memento to Honorable Information Secretary



Presenting NIMC journal by editorial board



Awarding certificate to the participants



Opening program of Issue based workshop for Community Radio Producers'



Audience of a program in Sheikh Russel Auditorium



Resource person conducting session



## Picture Gallery : Indoor & Outdoor Training Activities



Honorable Secretary with participants in Sylhet



AIBD delegates visit NIMC



Program recording in Radio Studio of NIMC



Outdoor games of 34 BCS (Information) professional induction course



A group work on script writing



Performance in mess night



## Picture Gallery : Indoor & Outdoor Training Activities



Closing & Certificate giving ceremony



Outdoor shooting



Group discussion of online training course material development



Rehearsal & recording at Radio Studio



Session at Computer lab



Indoor games



**NATIONAL INSTITUTE OF MASS COMMUNICATION**  
**Ministry of Information**

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