



TRAINING CALENDAR

2018-2019



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



Training Calendar 2018-2019

www.nimc.gov.bd



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



Chief Editor	:	Md. Rafiquzzaman
Board of Editors	:	Md. Masud karim
	:	Md. Nazrul Islam
	:	Md. Zahidul Islam
	:	Ms. Shahida Sultana
	:	Ms. Sheuli Das
	:	Nafis Ahmed
Cover Design & Graphics	:	Tabassum Color Graphics 102/1 Fakirapool, Motijheel Dhaka-1000, Cell: 01970-234211
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Contact

National Institute of Mass Communication Ministry of Information

125/A, A.W. Chowdhury Road, Darus Salam, Dhaka-1216
Telephone : 88-02-55079438-42, Fax: 88-02-55079443
E-mail: dg@nimc.gov.bd, Web:www.nimc.gov.bd



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 programs 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 2018-2019 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 2018



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 research 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 stake holder which is also published in the NIMC website: 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 of residential courses.

Institutional Linkage

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

Our Pledge, Mission and Vision

NIMC is working relentlessly for producing trained and skilled manpower in the field of Mass Media including print, electronic, audio and video media. The institute has already established itself as one of the best training institutes in the country in the field of mass media, with a forward looking positive 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.

**Training Calendar-2018-2019**

SI No	Name of Courses	Duration	Course Director	Course Coordinator	Course Rapporteur	
01.	Advanced Course on Media Management	04 Weeks	08.07.2018-02.08.2018	Ms. Rawnak Jahan	Md. Fahim Siddique	Kazi Omar Khaiyam
02.	Broadcast Networking and Cyber Security	04 Weeks	15.07.2018-09.08.2018	Md. Abdus Salam	Dewan Ashraful Islam	Md. Rasel
03.	Television Drama Production Course for University Students	03 Weeks	22.07.2018-09.08.2018	Ms. Sheuli Das	Abdul Hannan	Irin Sultana
04.	Foundation Training Course for class -1 officers	12 Weeks	03.09.2018-22.11.2018	Md. Abuzar Gaffari	Ms. Sumona Parvin Kazi Omar Khaiyam	Md. Jasim Uddin
05.	Television Drama Production Course for University Students	03 Weeks	09.09.2018-27.09.2018	Md. Zahidul Islam	Ms. Ismat Jahan Chowdhury	Ms. Sahida Sultana
06.	Radio and Television News Reporting	04 Weeks	23.09.2018-18.10.2018	Ms. Rawnak Jahan	Md. Sohel Parvez	Mohammad Abu Sadique
07.	Modern Broadcast Technology	04 Weeks	30.09.2018-25.10.2018	Mohammad Abu Sadique	Nafis Ahmed	Abdul Hannan
08.	New Media & Traditional Media	04 Weeks	21.10.2018-15.11.2018	Md. Abdus Salam	Dewan Ashraful Islam	Md. Fahim Siddique
09.	Digital Office Management	04 Weeks	28.10.2018-22.11.2018	Md. Abdul Jalil	Md. Rasel	Sk. Ejabur Rahman
10.	Television Drama Production Course for University Students	03 Weeks	02.12.2018-20.12.2018	Md. Zahidul Islam	Ms. Sumona Parvin	Ms. Sheuli Das
11.	Introduction to Digital Cinema Production	10 Weeks	02.12.2018-07.02.2019	Md. Nazrul Islam	Md. Sohel Parvez Nafis Ahmed	Ms. Ismat Jahan Chowdhury
12.	Law Training Course	01 Week	09.12.2018-13.12.2018	Md. Munzurul Alam	Irin Sultana	Md. Abdus Salam
13.	Communicative English Course for Media	03 Weeks	17.12.2018-3.01.2019	Md. Abdul Jalil	Irin Sultana	Md. Maruf Hossain
14.	Foundation Training Course for Class II Officers	08 Weeks	23.12.2018-14.02.2019	Ms. Sahida Sultana	Md. Abdul Mannan Abdul Hannan	Dewan Ashraful Islam
15.	Television Drama Production Course for University Students	03 Weeks	06.01.2019-24.01.2019	Ms. Sheuli Das	Md. Jasim Uddin	Irin Sultana
16.	Non-linear Video Editing	04 Weeks	27.01.2019-20.02.2019	Md. Maruf Hossain	Md. Masud Manwar Bhuiyan	Abu Hassan
17.	Digital Photography	04 Weeks	17.02.2019-07.03.2019	Md. Abuzar Gaffari	Md. Abdul Mannan	Md. Masud Manwar Bhuiyan
18.	Digital Camera Operation & Lighting	06 Weeks	17.02.2019-28.03.2019	Ms. Rawnak Jahan	Md. Masud Manwar Bhuiyan Prodip Kumar Dhali	Ms. Sumona Parvin
19.	Television Program Production Course	06 Weeks	03.03.2019-11.04.2019	Ms. Sheuli Das	Irin Sultana Md. Jasim Uddin	Md. Fahim Siddique
20.	Radio & Television Program Presentation	04 Weeks	10.03.2019-04.04.2019	Ms. Sahida Sultana	Md. Abdul Mannan	Md. Abdul Jalil
21.	Sound System Operating Techniques	02 Weeks	31.03.2019-11.04.2019	Mohammad Abu Sadique	Md. Rasel	Prodip Kumar Dhali
22.	Techniques of News Presentation	04 Weeks	07.04.2019-25.04.2019	Ms. Sahida Sultana	Md. Jasim Uddin	Ms. Rawnak Jahan
23.	Radio Program Production Course	04 Weeks	14.04.2019-09.05.2019	Md. Abuzar Gaffari	Ms. Sumona Parvin	Md. Abdul Mannan
24.	Basic Training on Broadcast Technology	03 Weeks	14.04.2019-02.05.2019	Mohammad Abu Sadique	Nafis Ahmed	Abdul Hannan
25.	Online Digital Audio Recording and Editing	02 Weeks	05.05.2019-16.05.2019	Mohammad Abu Sadique	Md. Abdus Salam	Ismot Jahan chowdhury
26.	Training of Trainers	02 Weeks	19.05.2019-30.05.2019	Md. Masud Karim	Md. Jasim Uddin	Nafis Ahmed
27.	Capacity Building for Community Radio	01 Week	TBD	Md. Nazrul Islam	Irin Sultana	Nafis Ahmed
28.	PGD BJ- Batch 4 (Semester 1, 2)	12 Months	July 2018 to June 2019	Mohammad Abu Sadique	Md. Sohel Parvez Md. Jasim Uddin	



NIMC Training Programme: 2018-2019 (Category of Courses)

Core Courses

Sl No	Name of Courses	Duration	Course Director	Course Coordinator	
01.	Foundation Training Course for class -1 officers	12 Weeks	03.09.2018- 22.11.2018	Md. Abuzar Gaffari	Ms. Sumona Parvin Kazi Omar Khaiyam
02.	Radio and Television News Reporting	04 Weeks	23.09.2018- 18.10.2018	Ms. Rawnak Jahan	Md. Sohel Parvez
03.	Modern Broadcast Technology	04 Weeks	30.09.2018- 25.10.2018	Mohammad Abu Sadique	Nafis Ahmed
04.	Foundation Training Course for Class II Officers	08 Weeks	23.12.2018- 14.02.2019	Ms. Sahida Sultana	Md. Abdul Mannan Abdul Hannan
05.	Digital Camera Operation & Lighting	06 Weeks	17.02.2019- 28.03.2019	Ms. Rawnak Jahan	Md. Masud Manwar Bhuiyan Prodip Kumar Dhali
06.	Television Program Production Course	06 Weeks	03.03.2019- 11.04.2019	Ms. Sheuli Das	Irin Sultana Md. Jasim Uddin
07.	Radio & Television Program Presentation	04 Weeks	10.03.2019- 04.04.2019	Ms. Sahida Sultana	Md. Abdul Mannan
08.	Techniques of News Presentation	04 Weeks	07.04.2019- 25.04.2019	Ms. Sahida Sultana	Md. Jasim Uddin
09.	Radio Program Production Course	04 Weeks	14.04.2019- 09.05.2019	Md. Abuzar Gaffari	Ms. Sumona Parvin
10.	Basic Training on Broadcast Technology	03 Weeks	14.04.2019- 02.05.2019	Mohammad Abu Sadique	Nafis Ahmed



NIMC Training Programme: 2018-2019 (Category of Courses)

Special Courses

Sl No	Name of Courses	Duration		Course Director	Course Coordinator
01.	Advanced Course on Media Management	04 Weeks	08.07.2018-02.08.2018	Ms. Rawnak Jahan	Md. Fahim Siddique
02.	Broadcast Networking and Cyber Security	04 Weeks	15.07.2018-09.08.2018	Md. Abdus Salam	Dewan Ashraful Islam
03.	Television Drama Production Course for University Students	03 Weeks	22.07.2018-09.08.2018	Ms. Sheuli Das	Abdul Hannan
04.	Television Drama Production Course for University Students	03 Weeks	09.09.2018-27.09.2018	Md. Zahidul Islam	Ms. Ismat Jahan Chowdhury
05.	New Media & Traditional Media	04 Weeks	21.10.2018-15.11.2018	Md. Abdus Salam	Dewan Ashraful Islam
06.	Digital Office Management	04 Weeks	28.10.2018-22.11.2018	Md. Abdul Jalil	Irin Sultana Md. Rasel
07.	Television Drama Production Course for University Students	03 Weeks	02.12.2018-20.12.2018	Md. Zahidul Islam	Ms. Sumona Parvin
08.	Introduction to Digital Cinema Production	10 Weeks	02.12.2018-07.02.2019	Md. Nazrul Islam	Md. Sohel Parvez Nafis Ahmed
09.	Law Training Course	01 Week	09.12.2018-13.12.2018	Md. Munzurul Alam	Irin Sultana
10.	Communicative English Course for Media	03 Weeks	17.12.2018-03.01.2019	Md. Abdul Jalil	Md. Fahim Siddique
11.	Television Drama Production Course for University Students	03 Weeks	06.01.2019-24.01.2019	Ms. Sheuli Das	Md. Jasim Uddin
12.	Non-linear Video Editing	04 Weeks	27.01.2019-20.02.2019	Md. Maruf Hossain	Md. Masud Manwar Bhuiyan
13.	Digital Photography	04 Weeks	17.02.2019-07.03.2019	Md. Abuzar Gaffari	Md. Abdul Mannan
14.	Sound System Operating Techniques	02 Weeks	31.03.2019-11.04.2019	Mohammad Abu Sadique	Md. Rasel
15.	Online Digital Audio Recording and Editing	02 Weeks	05.05.2019-16.05.2019	Mohammad Abu Sadique	Md. Abdus Salam
16.	Training of Trainers	02 Weeks	19.05.2019-30.05.2019	Md. Masud Karim	Md. Jasim Uddin
17.	Capacity Building for Community Radio	01 Week	TBD	Md. Nazrul Islam	Irin Sultana
18.	PGD BJ- Batch 4 (Semester 1,2)	12 Months	July 2018 to June 2019	Mohammad Abu Sadique	Md. Sohel Parvez Md. Jasim Uddin



Branchwise category Programme Branch

SI No	Name of Courses	Duration		Course Director	Course Coordinator
01.	Advanced Course on Media Management	04 Weeks	08.07.2018-02.08.2018	Ms. Rawnak Jahan	Md. Fahim Siddique
02.	Television Drama Production Course for University Students	03 Weeks	22.07.2018-09.08.2018	Ms. Sheuli Das	Abdul Hannan
03.	Foundation Training Course for class -1 officers	12 Weeks	03.09.2018-22.11.2018	Md. Abuzar Gaffari	Ms. Sumona Parvin Kazi Omar Khaiyam
04.	Television Drama Production Course for University Students	03 Weeks	09.09.2018-27.09.2018	Md. Zahidul Islam	Ms. Ismat Jahan Chowdhury
05.	Radio and Television News Reporting	04 Weeks	23.09.2018-18.10.2018	Ms. Rawnak Jahan	Md. Sohel Parvez
06.	Television Drama Production Course for University Students	03 Weeks	02.12.2018-20.12.2018	Md. Zahidul Islam	Ms. Sumona Parvin
07.	Law Training Course	01 Week	09.12.2018-13.12.2018	Md. Munzurul Alam	Irin Sultana
08.	Communicative English Course for Media	03 Week	17.12.2018-3.01.2018	Md. Abdul Jalil	Md. Fahim Siddique
09.	Foundation Training Course for Class II Officers	08 Weeks	23.12.2018-14.02.2019	Ms. Sahida Sultana	Md. Abdul Mannan Abdul Hannan
10.	Television Drama Production Course for University Students	03 Weeks	06.01.2019-24.01.2019	Ms. Sheuli Das	Md. Jasim Uddin
11.	Television Program Production Course	06 Weeks	03.03.2019-11.04.2019	Ms. Sheuli Das	Irin Sultana Md. Jasim Uddin
12.	Radio & Television Program Presentation	04 Weeks	10.03.2019-04.04.2019	Ms. Sahida Sultana	Md. Abdul Mannan
13.	Techniques of News Presentation	04 Weeks	07.04.2019-25.04.2019	Ms. Sahida Sultana	Md. Jasim Uddin
14.	Radio Program Production Course	04 Weeks	14.04.2019-09.05.2019	Md. Abuzar Gaffari	Ms. Sumona Parvin
15.	Training of Trainers	02 Weeks	19.05.2019-30.05.2019	Md. Masud Karim	Md. Jasim Uddin
16.	PGD BJ- Batch 4 (Semester 1,2)	12 Months	July 2018 to June 2019	Mohammad Abu Sadique	Md. Sohel Parvez Md. Jasim Uddin

Engineering Branch

SI No	Name of Courses	Duration		Course Director	Course Coordinator
01.	Broadcast Networking and Cyber Security	04 Weeks	15.07.2018-09.08.2018	Md. Abdus Salam	Dewan Ashraful Islam
02.	Modern Broadcast Technology	04 Weeks	30.09.2018-25.10.2018	Mohammad Abu Sadique	Nafis Ahmed
03.	New Media & Traditional Media	04 Weeks	21.10.2018-15.11.2018	Md. Abdus Salam	Dewan Ashraful Islam
04.	Digital Office Management	04 Weeks	28.10.2018-22.11.2018	Md. Abdul Jalil	Md. Rasel
05.	Introduction to Digital Cinema Production	10 Weeks	02.12.2018-07.02.2019	Md. Nazrul Islam	Md. Sohel Parvez Nafis Ahmed
06.	Non-linear Video Editing	04 Weeks	27.01.2019-20.02.2019	Md. Maruf Hossain	Md. Masud Manwar Bhuiyan
07.	Digital Photography	04 Weeks	17.02.2019-07.03.2019	Md. Abuzar Gaffari	Md. Abdul Mannan
08.	Digital Camera Operation & Lighting	06 Weeks	17.02.2019-28.03.2019	Ms. Rawnak Jahan	Md. Masud Manwar Bhuiyan Prodip Kumar Dhali
09.	Sound System Operating Techniques	02 Weeks	31.03.2019-11.4.2019	Mohammad Abu Sadique	Md. Rasel Irin Sultana
10.	Basic Training on Broadcast Technology	03 Weeks	14.04.2019-02.05.2019	Mohammad Abu Sadique	Nafis Ahmed
11.	Online Digital Audio Recording and Editing	02 Weeks	05.05.2019-16.05.2019	Mohammad Abu Sadique	Md. Abdus Salam
12.	Capacity Building for Community Radio	01 Week	TBD	Md. Nazrul Islam	Irin Sultana



Training Programme: 2018 -2019

(Schedule of Course Duration & Participants)

Sl No	Name of Courses	Duration (Days)	Desired number of Participants	Minimum acceptable number of Participants	Maximum acceptable number of Participants
01.	Advanced Course on Media Management	04 Weeks	20	15	25
02.	Broadcast Networking and Cyber Security	04 Weeks	20	15	25
03.	Television Drama Production Course for University Students	03 Weeks	30	25	35
04.	Foundation Training Course for class -1 officers	12 Weeks	20	15	25
05.	Television Drama Production Course for University Students	03 Weeks	30	25	35
06.	Radio and Television News Reporting	04 Weeks	25	20	30
07.	Modern Broadcast Technology	04 Weeks	20	15	25
08.	New Media & Traditional Media	04 Weeks	20	15	25
09.	Digital Office Management	04 Weeks	20	15	25
10.	Television Drama Production Course for University Students	03 Weeks	30	25	35
11.	Introduction to Digital Cinema Production	10 Weeks	20	15	25
12.	Law Training Course	01 Week	20	15	25
13.	Communicative English Course for Media	03 Week	20	15	25
14.	Foundation Training Course for Class II Officers	08 Weeks	20	15	25
15.	Television Drama Production Course for University Students	03 Weeks	30	25	35
16.	Non-linear Video Editing	04 Weeks	20	15	25
17.	Digital Photography	04 Weeks	20	15	25
18.	Digital Camera Operation & Lighting	06 Weeks	20	15	25
19.	Television Program Production Course	06 Weeks	20	15	25
20.	Radio & Television Program Presentation	04 Weeks	25	20	30
21.	Sound System Operating Techniques	02 Weeks	25	15	30
22.	Techniques of News Presentation	04 Weeks	20	15	25
23.	Radio Program Production Course	04 Weeks	20	15	25
24.	Basic Training on Broadcast Technology	03 Weeks	20	15	25
25.	Online Digital Audio Recording and Editing	02 Weeks	20	15	25
26.	Training of Trainers	02 Weeks	20	15	25
27.	Capacity Building for Community Radio	01 Week	30	25	34
28.	PGD BJ- Batch 4 (Semester 1,2)	12 Months	20	15	25
			595	480	764



Charter of duties

Course Adviser

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

Course Director

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



Course Co-ordinator

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

Essential Documents for Training Course

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



Core Courses



Foundation Training Course for class - 1 officers

1. Duration : 12 Weeks
2. Date : **03 September to 22 November, 2018**
3. Number : Desired number of participants is 20. In special cases, the number may vary from 15 at the minimum to 25 at the maximum.
4. Level of Participants : Class one officials from Bangladesh Television, National Institute of Mass Communication and Parliament Secretariat.
5. Course Fee : No course fee is charged from participants of Bangladesh television & attached department under Ministry of Information. Tk. 12,000.00 (Taka Twelve thousand) only for each participant from other department payable to the Director General, NIMC, Dhaka by a pay order/Bank draft.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Process : Authority of different departments under Ministry of Information and other departments nominate the participants.
8. Objectives : After successful completion of the training course, the participants will be able to:-
 - I. Acquire knowledge about history, constitution, development and environmental issues of Bangladesh;
 - II. Learn basics of journalism, media and communication, public relations and news ;
 - III. Learn and understand all forms of program & broadcasting system;
 - IV. Learn basics of, public relations, News & Reporting for TV, Radio & Print Media;
 - V. Produce radio and television program;
 - VI. Learn and understand the steps of Publication and print materials;
 - VII. Acquire knowledge on acts, rules, regulations & ethics which are essential for public servant.
 - VIII. Explain emergence of new media and ICT, audience research, effectiveness & monitoring;
 - IX. Know the charter of duties of the Ministry of Information and its attached departments.
9. 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, National Integrity Strategy, RTI, Environment, SDG, 7th Five Year Plan, Ten Initiatives by Prime Minister Sheikh Hasina, 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 : Concepts, types , processes, news writing, news editing, format of electronic media program , generating idea, Planning, Script writing of electronic media program, recording, editing and presentation, writing skill development etc.

Office Management, Related Laws and Regulations : Charter of duties of the Ministry of Information and its attached departments, Office management, BSR, FR, Rules of Business, Secretariat instructions- 2014, PPR 2006 & 2008, RTI, Good governance, Etiquette & Manners etc.

Development Economics: 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 After study tour.
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. Abuzar Gaffari**
13. Course Coordinator : **Ms. Sumona Parvin**
Kazi Omar Khaiyam



Radio and Television News Reporting

01. Duration : 04 Weeks.
02. Date : **23 September 2018 to 18 October 2019.**
03. Number of Participants : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum. Participants are selected for the course on first come first serve basis.
04. Level of Participants : Personnel of Private Television Channels, Bangladesh Television, Bangladesh Betar and Freelance. For freelance participant at least a graduation degree from any recognized university is required. 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 for each freelancer and participant(s) of private TV channels payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee is charged from personnel of BTV and Bangladesh Betar.
06. Type : Non-residential.
07. Nomination Procedure : For freelancer, 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 report
 - Learn presentation skill
 - Learn recording/shooting, Editing skill and
 - Learn technical know how of operation
09. Course Contents : **General Contents**
Bangladesh Affairs: Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment & Autism.
- : **Core Contents**
Media in Bangladesh, Media and News, News sense and Basics of News, News editing, News and Time management, Writing headline and intro, Press release, Various kinds of reporting, Interview, Online reporting, , Laws and ethics of journalism etc.
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, Participation in regular practice session, Group discussions, Study tour, Report presentation and Class room examination.
12. Course Director : **Ms. Rawnak Jahan**
13. Course Coordinator : **Md. Sohel Parvez**



Modern Broadcast Technology

01. Duration : 04 Weeks
02. Date : From 30 September to 25 October 2018
03. Number of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Government & Private professionals. In case of freelancers, science graduates are preferred. Four year diploma engineers can also apply.
05. 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.
06. Type : Non-residential
07. 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.
08. Objectives : After successful completion of the course, the participants would 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;
 - 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.
09. Course Contents : **General Contents :**
Sustainable development goals, RTI.
- Core Contents:**
Broadcasting Chain
Definition, Types of Broadcasting, Broadcasting Process.
Audio Chain, Broadcasting House, Studio, Broadcasting related Software, Studio Transmitter Link, Transmission, Transmitting Equipments and process, Types of transmitting station, Broadcasting Chain of the national media, Receiver
Video Broadcast, Introducing Bangladesh Television, Video Broadcasting System, DTH, Relay Stations, Digital Terrestrial Broadcasting, Broadcasting through Satellite, Foot print, Up-linking, Satellite Transponder, Down-linking, Cable Operator, TV Receiver.
- Traditional Broadcasting:**
Modulation/Demodulation, Television broadcasting Studio Equipment, Transmitting Equipment, Transmission, VSB System, RF Generation, Study of different section of a VHF TV Transmitter, Input Equipment, Driver/Exciter, Conversion, Power Amplifiers (Aural/Visual), CIND/Co-axial Equipment, Feeder cable, Antenna System, Metering & Monitoring etc, Various Connectors, Technology & Use in Broadcasting, Antenna Radiation, Propagation, Operation & Maintenance of TV Transmitter.



Introducing Satellite:

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

Modern Communication:

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

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

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



Title of the Course: Foundation Course for Class- II Officers

01. Duration : 39 Days
02. Date : 23 December 2018 to 14 February, 2019
03. Number : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
04. Level of Participants : Class two officials from different departments under the Ministry of Information and other concerned departments.
05. Course Fee : No course fee will be charged. The expenditure would be met out from the budget of the Institute. In case of other departments rather than Ministry of Information the course fee will be tk 8,000 (taka eight thousand) per person.
06. Type : Residential course. Staying in the dormitory is mandatory.
07. Nomination Process : Authority of different departments under Ministry of Information and other departments will nominate the participants.
08. Objectives : After successful completion of the training course, the participants will be able to:-
- Acquire knowledge about history , culture, constitution, development and environmental issues of Bangladesh.
 - Learn basics of media and communication, public relations, news & reporting in Print and electronic media.
 - Learn about mass media production.
 - Explain emergence of new media; ICT in media and monitoring, audience research & effectiveness of media.
 - Acquire knowledge about various rules and regulations related to government service like BSR, FR, RTI, PPR, Office Management etc.
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, National Integrity Strategy, RTI, ICT, Environment, globalization, International politics & current scenario, Economic development of Bangladesh and International perspective etc;
- Media, Communication and Public Relations:** media in Bangladesh, media ethics, media management, new media, media journalism; concepts of communication, processes and effectiveness of communication, types of Communication, concepts of Public Relations, process, effectiveness, functions and ethics of public relations, image building, press conference, projection of Government policies and activities , the art of public speaking and its usefulness, persuasion, propaganda etc.
- Mass Media Production:** Concepts, types , processes, news writing, news editing, format of electronic media program , generating idea, Planning, Script writing of electronic media program, recording, editing and presentation, writing skill development etc.



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

10. Methodology : Classroom lectures, discussions, report writing, practical sessions and evaluation, survey, film appreciation, media production and study tour.
11. Evaluation : Written test, Viva voce, Practical test, Article writing, Survey Report & Field visits, Classroom attendance, Regular participation in the class activities, Group discussion, Program Production, Games, Discipline, Book review etc.
12. Course Director : **Ms. Sahida Sultana**
13. Course Coordinator : **Mr. Md. Abdul Mannan**
Mr. Abdul Hannan



Digital Camera Operation & Lighting

01. Duration : 06Weeks
02. Date : 17 February to 28 March 2019
03. Number : 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/NIMC website/ facebook page.
08. Objective : At the end of the training course, the participants will be able to
- use and control light during shooting.
 - know the types of light and its proper direction
 - operate television camera in various directions
 - coordinate camera and light in a systematic manner during production
09. Course Content : **General Content**
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 Content
TV camera: History, types and use, Construction of lens, IRIS, Aperture, Shutter speed, Focal length, Depth of field, Tripod, Camera adjustment, White and black balance, Microphone, Sound and its application, Lighting and its characteristics, Various equipment for use of light intensity, Basic lighting, Use of light and camera in TV production.
10. Method : 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



Television Program Production course (20th)

01. Duration : 6 Weeks
02. Date : 03 March to 11 April, 2019
03. Number 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 department under Ministry of Information.
06. Type : Non-residential.
07. Nomination Procedure : Nomination by authorities concerned. Open advertisement will also be floated in 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:**
Bangladesh Affairs: Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment & 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 etc.
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 programmes; presenting & airing of TV programme.
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, Regular participation in the class, Script writing, Report Presentation, Final Production, Practical exercises and Final presentation etc.
12. Course Director : **Ms. Sheuli Das**
13. Course Coordinator : **Irin Sultana**
Md. Jasim Uddin



Radio & Television Program Presentation

01. Duration : 4 weeks
02. Date : 10 March to 04 April 2019
03. Number : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum. Participants are selected for the course on first come first serve basis.
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 freelance and private radio/TV per participant payable to the Director General, NIMC, Dhaka by a pay order/bank draft. No course fee is charged from the personnel of the departments under the Ministry of Information.
06. Type : Non-residential.
07. Nomination Process : Departments of the Ministry of Information will nominate the participants. Open advertisement will be floated in national dailies / NIMC website/ Facebook Group page for freelancers .
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;
 - 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:** Bangladesh Affairs: Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 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 etc.
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 : **Ms. Sahida Sultana**
13. Course Coordinator : **Md. Abdul Mannan**



Techniques of News Presentation

01. Duration : 4 weeks
02. Date : 7 April to 25 April 2019
03. Number : The desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum. Participants are selected for the course on first come first serve basis.
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 from the departments under the Ministry of Information.
06. Type : Non-residential.
07. Nomination Process : Open advertisement will be floated in National dailies, nimc website, nimc facebook page 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 etc.
- 10 Methodology : Classroom lecture and participatory exercises in the classroom, Practices Visit to Television channels, Multimedia presentation, Discussions, Question and answer session etc.
- 11 Evaluation : Classroom attendance, regular participation in the class, practical exercise and final presentation etc.
12. Course Director : **Ms. Sahida Sultana**
13. Course Coordinator : **Md. Jasim Uddin**



Radio Program Production Course (29th)

01. Duration : 04 weeks
02. Date : 14 April to 09 May 2019
03. Number : Desired number of participants is 20 In special case, the number may vary from 15 at the minimum to 25 at the maximum. Participants are selected in the course on first come first serve basis.
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:
 - i) learn theories, rules and techniques of radio program production
 - ii) acquire knowledge, ideas, concepts of the subject matter and psychological preparations to produce a radio program.
 - iii) in-depth knowledge of program production, presentation, Bengali pronunciation and the use and application of microphone and studio operations.
 - iv) 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**



Basic Training for Broadcast Technology

01. Duration : 03 Weeks
02. Date : 14 April to 02 May 2019
03. Number of Participants : Desired number of participants is 20 .In special case, the number may vary from 15 to 25.
04. Level of Participants : Government Personnel.
05. Course Fee : No course fee is charged from the participants of Bangladesh Television and Bangladesh Betar.
06. Type : Non-residential
07. Nomination procedure : Nomination by Bangladesh Betar & Bangladesh TV .
08. Objectives : At the end of the course, the participants would 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
09. Course Contents : **General Contents** : Sustainable development goals, RTI,

Core Contents:

Concept of Radio Broadcasting:

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

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.

Camera and Lighting:

TV Camera types & use, construction of lens, IRIS, Aperture, shutter speed Focal length, Depth of field, Tripod, camera adjustment, white and black balance, Lighting and its characteristics, various equipment for use of light intensity, Basic lighting, use of light and camera in TV production.

Technique of Radio/TV transmission:

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



Power Management, Grounding System and Antenna:

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

Future Broadcasting:

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

Merits & Demerits of Analog & Digital System

10. Methodology : Classroom lectures, participatory exercises in the classroom, use of multimedia, discussions, question and answer sessions, practical exercise and evaluation
11. Evaluation : - Classroom attendance-10%
- Class Participation and attentiveness -10%
- Exam-20%
- Group and Individual Presentation-30%
- Study tour report 10%
- Individual article on any related issue-20%
12. Course Director : **Mohammad Abu Sadique**
13. Course Coordinator : **Nafis Ahmed**



Special Courses & Workshops



Advanced Course on Media Management

01. Duration : 4 Weeks
02. Date : 08 July to 02 August, 2018
03. Number : 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 completed their foundation training .
05. Course Fee : Not required
06. Type : Non-residential.
07. Nomination Process : Departments under the Ministry of Information will nominate the participants.
08. Objectives : After successful completion of the course, the participants would 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 content:**
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 Content:**
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
Public Procurement Rule (PPR)
Research Proposal
International Politics etc.
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**



Broadcast Networking and Cyber Security

01. Duration : 04 Weeks
02. Date : 15 July to 09 August 2018
03. Number of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Betar, Bangladesh Television and other Departments of the Ministry of Information (MOI); 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 under MOI & 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 would 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 Content:**
Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Women Empowerment, RTI, SDG Digital Bangladesh, Climate Change & Disaster Management and NDD.
- Core Content:**
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, Regular participation in the class, Study tour and classroom examination, Power Point Presentation, Report Writing and Project submission.
12. Course Director : **Md. Abdus Salam**
13. Course Coordinator : **Dewan Ashraful Islam**



Television Drama Production Course for University Students (30th)

01. Duration : 3 weeks
02. Date : 22 July to 09 August 2018
03. Number of Participants : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum.
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/Jagannath University.
08. Objective : 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. 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.
10. 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 etc.
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 etc.
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 etc.
Editing: Editing and continuity online-offline editing, linear and non-linear 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 etc.
Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-12 minute Television Drama productions. Evaluation of the final productions.
11. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
12. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.
13. Course Director : **Ms. Sheuli Das**
14. Course Coordinator : **Abdul Hannan**



Television Drama Production Course for University Students (31st)

01. Duration : 3 weeks
02. Date : 09 September to 27 September 2018
03. Number of Participants : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum.
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/Jagannath University.
08. Objective : 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. 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.
10. 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 etc.
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 etc.
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 etc.
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 etc.
Costume & Make-up: Different types of Costume design, make-up design and their uses etc.
Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning etc.
Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-12 minute Television Drama productions. Evaluation of the final productions.
11. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
12. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises ,Classroom exam and Final presentation.
13. Course Director : **Md. Zahidul Islam**
14. Course Coordinator : **Ms. Ismat Jahan Chowdhury**



New Media & Traditional Media

01. Duration : 04 Weeks
02. Date : 21 October to 15 November 2018.
03. Number of Participants : Desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Officers of Bangladesh Betar, Bangladesh Television and other Departments of the Ministry of Information (Mol); participants from private Television channels, FM radio and freelancers.
05. Course Fee : Tk. 4,000.00 (Taka Four thousand) only for each participant other than attached department of Mol payable to the Director General, NIMC, Dhaka by a Pay order/Bank draft.
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 would 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, SDG, RTI & Good Governance, ICT, Digital Bangladesh, Climate Change, Disaster Management & NDD.
- 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, regular participation in the class, study tour and classroom examination, Power Point Presentation, Report Writing and project submission.
12. Course Director : **Md. Abdus Salam**
13. Course Coordinator : **Dewan Ashraful Islam**



Digital Office Management

01. Duration : 04 Weeks
02. Date : 28 October to 22 November 2018
03. Number of Participants : The desired number of participants is 20 (According to Computer Lab Facilities)
04. Level of Participants : Officials from different departments under The Ministry of Information
05. Course Fee : No Course fee required.
06. Type : Non-residential.
07. Nomination Process : Authority of different departments under The 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 management);
 - have knowledge about Secretariat Instructions 2014, Different rules and regulations related to government service
 - learn and experience on advanced office application tools
 - get knowledge about Sustainable Development Goals, 7th Five Year Plan, Ten Initiatives of Honorable Prime Minister Sheikh Hasina, Rights to Information Act 2009
- 09 General Contents : Emergence & The Constitution of Bangladesh; Sustainable Development Goals, 7th Five Year Plan, Ten Initiatives of Honorable Prime Minister Sheikh Hasina; Digital Bangladesh, Climate Change and Disaster Management; Autism; Rights to Information Act 2009 .
- 10 Core Contents : Secretariat Instructions 2014, Different Types of Letter, E-File Management and practices, Basic Knowledge on Computer Hardware and Software and Operating System (OS), Application Software(Apps), e-mail configuration, Facebook page, Group and Youtube Channel, Search engine (Techniques of Google search), Advanced office application tools(Google Drive, Drop Box, One Drive and so on),Web file sharing, Team Viewer management, Web Design & Development (Domain Registration, Web Hosting and C- Panel), PPR 2006 & 2008 and e-GP system.
- 11 Methodology : Classroom lecture, Multimedia presentation, Practice on Computer at computer Lab.
- 12 Evaluation : Classroom attendance, Regular participation in the Classes, practical exercises and Classroom exam.
- 13 Course Director : **Md. Abdul Jalil**
- 14 Course Coordinator : **Md. Rasel**



Television Drama Production Course for University Students (32nd)

01. Duration : 3 weeks
02. Date : 02 to 20 December 2018
03. Number of Participants : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum.
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/Jagannath University.
08. Objective : 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. 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.
10. 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 etc.
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 etc.
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 etc.
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 etc.
Costume & Make-up: Different types of Costume design, make-up design and their uses etc.
Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning etc.
Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-12 minute Television Drama productions. Evaluation of the final productions.
11. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
12. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.
13. Course Director : **Md. Zahidul Islam**
14. Course Coordinator : **Ms. Sumona Parvin**



Introduction to Digital Cinema Production Course

01. Duration : 10 Weeks
02. Date : 02 December 2018 to 07 February 2019
03. Number of Participants : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
04. Level of Participants : Government, Private and Freelance.
05. Course Fee : i) No course fee is charged from government officers under the Ministry of Information.
ii) Tk. 10000.00 (Taka Ten thousand) only for freelance per participant payable to the Director General, NIMC, Dhaka by a pay order / bank draft.
06. Type : Non-residential.
07. Nomination Process : Public & Private Television, Department of Film and Publication and other Government offices will nominate their participants. Open advertisement will be floated in national dailies and NIMC website/face book for freelancers.
08. Objectives : To create a new generation of enterprising Cinema direction and to create refined viewers of feature and fiction Cinema and to help them technically sound for producing aesthetic fiction/feature Cinema.
09. Course Content : General Content:
Bangladesh Affairs: Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 7th Five year plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment & Autism.
Core Content:
01. Modern Cinema History and aesthetic;
02. Cinematography;
03. video graphy;
04. Sound technology;
05. Cinema and video editing;
06. Screenplay writing;
07. Art direction;
08. Acting;
09. Cinema direction for fiction/feature Cinema;
10. Cinema direction for documentary Cinema;
11. Cinema production management;
12. Cinema archiving;
13. Cinema distribution;
14. Animation in Cinema;
15. Music in Cinema;
16. Special Effects in Cinema;
17. MISE-EN-SCENE in Cinéma and
18. Digital Media Management.
10. Methodology : Classroom lectures, participatory exercises in the classroom, practical exercise and practice, visit to Bangladesh Film Development Corporation, Indoor and outdoor shooting, use of multimedia, discussions, question and answer sessions.
11. Evaluation : Classroom attendance, regular participation in the class, practical exercise, outside assignment and final production.
12. Course Director : **Md. Nazrul Islam**
14. Course Coordinator : **Md. Sohel Parvez**
Nafis Ahmed



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

1. Duration : 1 week
2. Date : 09 to 13 December 2018
3. Number 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 required.
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. Objective : After successful completion of the course, the participants will be able to:
 - I. know the history of independence of Bangladesh.
 - II. know how to write petition & submission the case in the relevant courts.
 - III. know different rules/regulations relating to day to day office administration.
 - IV. know the legal issues and of different rules in regards of land administration.
9. Course Contents : **General contents:**
 - I. History of land Reforms and Land Administration in Bangladesh.
 - II. Laws, Rules and Regulations of the office management.**Core contents:**
 - I. 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.
 - II. Law relating to contempt of Courts.
 - III. 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.
 - V. Writ petition/Cases: Its classifications and implications.
 - VI. 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. Munzurul Alam, Director (Admn & Dev.)**
12. CourseCo-ordinator : **Irin Sultana, Deputy Director (Research c.c.)**



Communicative English Course for Media

- 01 Duration : 03 Weeks.
- 02 Date : 17 December to 03 January 2019
- 03 Number : Desired number of participants of the course 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 MoI
ii) Tk. 3000.00 (Taka Three thousand) only for is per participant of private Radio /Television and Freelancer payable to the Director General, NIMC, Dhaka by a pay order / bank draft.
- 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, 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 and workshops and conference in English and
 - hold meeting, sitting bilateral talk with foreign delegates with grammatical precision in an organized fashion 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. Method : Classroom lectures, Participatory exercise in the classroom, Practice, use of multimedia, discussions, listening, question and answer sessions.
11. Evaluation : Classroom attendance, Participation in regular practice session, group discussions, Study tour, Report presentation and Class room examination.
12. Course Director : **Md. Abdul Jalil**
13. Course Coordinator : **Irin Sultana**



Television Drama Production Course for University Students (33th)

01. Duration : 3 weeks
02. Date : 06 to 24 January 2019
03. Number of Participants : Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum.
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/Jagannath University.
08. Objective : 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. 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.
10. 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 etc.
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 etc.
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 etc.
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 etc.
Costume & Make-up: Different types of Costume design, make-up design and their uses etc.
Script & Production Script: Steps of script development, screen play, shot division and story board etc. Script writing, Production script and shooting planning etc
Shooting, Editing & Final Productions: Shooting, Editing and finally production of two 10-12 minute Television Drama productions. Evaluation of the final productions.
11. Methodology : Classroom lecture, Discussions, Multimedia presentation, Practical sessions etc.
12. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, Classroom exam and Final presentation.
13. Course Director : **Ms. Sheuli Das**
14. Course Coordinator : **Md. Jasim Uddin**



Non-Linear Video Editing Course

1. Course Name : Non -Linear Video Editing Course
2. Duration : 04 weeks
3. Date : 27 January-20 February 2019
4. Level of Participants : Related Government employee, Private TV channels and freelances. At least a graduation Degree, Diploma in Engineering in Electrical/Electronics.
5. No. of Participants : 20 ,In special case , the number may be vary.
6. Course fee : Tk. 6000.00 (Taka Six thousand). per participant payable to the Director General, NIMC, Dhaka by a pay order/ bank draft.
7. Type : Non residential
8. Nomination procedure : Open Advertisement and related government and private channel officials.
9. Methodology : Class room lectures, practical session, questioning and answering session, ppt. presentation. Use of multimedia.
10. Course objectives : At the end of the course participants will be able to know the techniques of video editing using modern and latest software. Acquire Knowledge about video grammar and aesthetic.
11. 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.
12. 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
13. Technical contents :
 1. Video editing principle and techniques
 2. Precise look at the artistic and aesthetic principles and practices of editing for both picture and sound
 3. Introduction to digital video and formats.
 4. Introduction to editing software:
 5. Adobe Premiere, Final cut pro and ,Edius
 6. Adobe Premiere Workflow Setting up a new project
 7. Understanding the Interface
 8. Importing: Importing Footage Importing Stills
 - 9 Dealing with missing media Using the Source Monitor
 10. Capturing: Capturing from Tape Logging Tapes
 11. Organising: Using the Project panel, Organising items in bin
 12. Editing in the Timeline :Navigating the timeline Using tracks Selecting clips Moving clips Edits: Trim, Rolling, Slip and Slide Lifting and extracting clips The pacing of cuts Good editing practices
 13. Time: Changing the speed of a clip using the Rate Stretch tool Time remapping a clip Playing a clip backwards Creating Freeze frames



14. Transitions: Types of transitions (examples) Adding a transition Adjusting a transition in the Effects Panel
15. Previewing a Sequence: Previewing a Sequence, Reconnecting missing previews
16. Audio: Editing audio, Controlling gain, Rubber-banding clip levels. Animating Motion and Effects
17. What is a key frame: Animating Motion
18. Title: various kind of title creating
19. Exporting: Export to tape, Export to a file for the internet, Export to DVD
20. Assessment: Shoot high quality HD movie clips and photos using the digital devices and import and edit using software to create a 5-10 min movie which includes captions, picture-in- picture, slides, music and voice over and title. And also will be evaluated through Classroom Attendance, active participation in the classroom and final production.

14. Course Director : **Maruf Hossain**
15. Course Coordinator : **Md. Masud Manwar Bhuiyan**



Digital Photography Course

01. Duration : 3 weeks
02. Date : 17 February to 07 March 2019
03. Number : 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 personal DSLR camera.
Selection would be made by an Interview Board of NIMC headed by the Director General.
05. Course Fee : Tk. 3000.00 (Taka Three thousand) only for freelance participants payable to Director General, NIMC, Dhaka by a pay order/bank draft.
No course fee will be charged from the personnel under the departments of the Ministry of Information.
06. Type : Non-residential.
07. Nomination Procedure : Departments under the Ministry of Information will nominate the participants. Open advertisement will be circulated 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 etc.
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, rules 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 etc.
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 : **Md. Abuzar Gaffari**
13. Course Coordinator : **Md. Abdul Mannan**



Sound System Operating Techniques

01. Duration : 02 (Two) Weeks
02. Date : 31 March - 11 April 2019
03. Number of Participants : The desired number of participants is 25 (Twenty Five)
04. Level of Participants : Sound Recordist, PA Operator, Cine Operator, APA Operator from the Department of Mass Communication under The Ministry of Information
05. Course Fee : No Course fee required.
06. Type : Non-residential.
07. Nomination Process : Authority of Department of Mass Communication will nominate the participants.
08. Objectives : At the end of the course, the participants will be able to -
 - get knowledge on Audio-Visual system Operating and Maintenance;
 - acquire knowledge on Microphone, Speaker, Amplifier, Mixing Console
 - learn and experience on fault finding and troubleshooting of Audio-Visual equipment & PA system as well.
09. General Contents : Sustainable Development Goals : Rights to Information Act 2009 etc.
10. Core Contents : Audio-Visual Basics, Fundamentals of Microphone, Speaker, Amplifier, Mixing Console, Interfacing (Lines, Cables & Connectors), Operating and Maintenance of Audio-Visual & Public Address System Equipment, Fault Findings and troubleshooting of Audio-Visual and Public Address System, Digital Sound Recording, Health Safety and so on.
11. Methodology : Classroom lecture, Multimedia presentation, Practical exercise.
12. Evaluation : Classroom attendance, Regular participation in the classes, Practical exercises, and Classroom exam.
13. Course Director : **Mohammad Abu Sadique**
14. Course Coordinator : **Md. Rasel**



Online Digital Recording & Editing

01. Duration : 02 Weeks
02. Date : 05 May 2019 to 16 May 2019
03. Number of Participants : The desired number of participants is 20. In special case, the number may vary.
04. Level of Participants : Community radio, freelancers and interested officers.
05. Course Fee : 1000/-
06. Type : Non-Residential
07. Nomination Procedure : Open advertisement will be floated in the Newspaper/ website of NIMC.
08. Objectives : At the end of the training course, the participant will be able :-
- To develop skill on digital audio recording and editing.
 - To learn through virtual 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 sent to the participants in advance. The participants will attend everyday lesson online using email, facebook, skype and youtube. They will be given exercise on recording and editing. Information sharing will be done using facebook and e-mail.
11. Evaluation : As per the instruction in the tutorial participants will submit the assignment. The submitted assignment/ production will be evaluated individually.
12. Course Director : **Mohammad Abu Sadique**
13. Course Coordinator : **Md. Abdus Salam**



Training of Trainers

- 01 Duration : 02 weeks
- 02 Date : 19 May to 30 May 2019
- 03 Number : Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
- 04 Level of participants : 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 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 Objective : 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 content : **General content:**
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 content:**
Training concept, Training cycle, Training Plan, Training Need Analysis, Training Curriculum, Module development, Training Objective, Organizing training, Training Methods, Role of a trainer, Training monitoring and Evaluation, Training Report.
10. Methodology : Class room lecture, Group Discussion, role play and Energizer.
11. Evaluation : Class room attendance-10%
Class Participation-10%
Individual Presentation-50%
Exam-30%
12. Course Director : **Md. Masud Karim**
13. Course Coordinator : **Md. Jasim Uddin**



Capacity Building for Community Radio

01. Duration : 05 Days
02. Date : To be Announced
03. Number of Participants : Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 34 at the maximum. Participants are selected for the course on first come first serve basis.
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 : SDG, RTI, Communication by radio, Electronic media in Bangladesh, Radio program production; its steps and formats, Writing for radio, Reporting, Interview, Basics of audio broadcasting, Audio recording and editing.
10. Methodology : Class-lecture, Discussion, Participatory exercise, Use of multimedia, Practical, Question and answer.
11. Evaluation : Class-attendance, regular participation in the class, final production and evaluation.
12. Course Director : **Md. Nazrul Islam**
13. Course Coordinator : **Irin Sultana**



Post Graduate Diploma in Broadcast Journalism (PGDBJ) Batch-4

01. Duration : 01 year
02. Date : July, 2018 to June, 2019
03. Number : The desired number of participants is 20.
04. Level of Participants : A graduate in any field of study having at least Second division/class/ CGPA-2.5 out of 4.00 and no third division/class in any examination is eligible to apply.
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 Process : Candidates can apply in both ways i.e. directly or Online process. They can take any process as follows:
- Open advertisement will also be floated on national dailies, NIMC website and different social media
 - Applicants will have to appear a written examination and an oral examination. Each part of the examination is of 50 marks. Date of examination will be given in the notice board and website (www.nimc.gov.bd) of NIMC. Result based on total 100 marks of examination will be published accordingly in the same notice board and website. The result sheet will accompany a waiting list too.
08. Objectives : The PGDBJ course is concentrated on providing students a work-intensive foundation in radio production, radio journalism, television production and television journalism. After successful completion of the course, the participant will be able to
- 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 : Semester 01
- PGD : BJ 001: Introduction to Communication & Journalism
- PGD : BJ 002: Mass Media in Bangladesh.
- PGD : BJ 003: Radio as a Mass Medium
- PGD : BJ 004: Radio Program: Practical
- PGD : BJ 005: Media Language
- Semester 02
- PGD : BJ 006: Media Management
- PGD : BJ 007: New Media Journalism
- PGD : BJ 008: Television as a Mass Medium
- PGD : BJ 009: Television 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 on providing students a work-intensive foundation in radio production, radio journalism, television production and television journalism. Training sessions will be conducted on the basis of the theoretical and practical approaches using different teaching methodology. After completing all academic requirements for the Post Graduate Diploma degree, students will do a four-week internship in a radio or television station.
11. Evaluation : The participants will be evaluated on 100 marks for each of the 10 modules. Evaluation process will be given in details in the course guideline.
12. Director, DSBJ : **Md. Masud Karim**
13. Course Director : **Mohammad Abu Sadique**
14. Course Coordinator : **Md. Jasim Uddin**
Md. Sohel Parvez

**List of Faculty Members and Officers**

SI	Name & Designation	Telephone			E-mail
		PABX	Office	Mobile	
01.	Md. Rafiquzzaman Director General	260	55079429(D) 55079428 (PA)	01580-168888	dg@nimco.gov.bd
02.	Md. Masud Karim Additional Director General	224	55079430	01714-109538	adg@nimc.gov.bd
03.	Md. Nazrul Islam Director (Trg.-Engg.)	255	55079433	01552-467957	nisohel@gmail.com
04.	Md. Zahidul Islam Director (Trg.-Programme)	253	55079432	01745-115588	zahidrepon@gmail.com
05.	Md. Munzurul Alam Director (Adm & Dev)	254	55079450	01716-013955	mmunzurulalam@yahoo.com
06.	Md. Abdul Jalil Deputy Director (Finance)	234	55079446	01911-581010	ajalil078@gmail.com
07.	Rawnak Jahan Deputy Director (Set Design)	241	55079434	01819-150395	j_rawnak72@yahoo.com
08.	Mohammad Abu Sadique Deputy Director (Radio-Engg. Trg.)	229	55079452	01536118153	ddnet@nimc.gov.bd
09.	Maruf Hossain Maintenance Engineer	217	55079436	01710-953030	maruf66nimc@gmail.com
10.	Sahida Sultana Deputy Director (Camera & Light)	226	55079449	01747-266712	sahidasultana@yahoo.com
11.	Sheuli Das Deputy Director (Tv. Engg.)	238	55079448	01721-255707	sheuli_datta@gmail.com
12.	Md. Abuzar Gaffari Deputy Director (Betar Prog.)	211	55079453	01780-372336	gaffarinimc@gmail.com
13.	Md. Abdus Salam Programmer (c.c)	219	55079437	01712-289738	salam_cst4324@yahoo.com
14.	Irin Sultana Deputy Director (Research) (c.c)	-	55079444	01726-944027	irin7july@gmail.com
15.	Sumona Parvin Deputy Director (TV Prog. Trg.) (c.c)	212	55079438-42	01773-106975	sumonanimc@gmail.com
16.	Md. Jasim Uddin Assistant Director	211	55079438-42	01726-965974	jasim12172@gmail.com
17.	Dewan Ashrafal Islam Assistant Programmer	-	-	01670-078768	dewanremon@gmail.com
18.	Md. Fahim Siddique Research Officer	212	55079445	01918-160761	fahim20ju@yahoo.com
19.	Md. Sohel Parvez Assistant Director	212	55079445	01716-640030	sohelprvz13@yahoo.com
20.	Nafis Ahmed Assistant Director	208	55079445	01726-321038	nafis0102@yahoo.com
21.	Hena Beauty Assistant Director (Finance)	-	55079454	01768-525212	henabeauty@gmail.com
22.	Md. Masud Manwar Bhuiyan Asstt. Director (Camera & Light)	248	55079438-42	01552-383972	mmbhuiyan67@gmail.com
23.	Md. Abdul Mannan Asstt. Director (Set Design)	-	-	01717-756741	mam114ssh@gmail.com
24.	Begum Ismat Jahan Chowdhury Cameraman (c.c)	249	55079438-42	01712-846398	ismatjahan767@yahoo.com
25.	Sk. Ejabur Rahman Assistant Director (Admn.) (c.c)	221	55079455	01823-213078	ejabur.nimc@gmail.com
26.	Mr. Prodip Kumar Dhali Sub Assistant Engineer	256	55079438-42	01923-288025	prodipkumardhali5@gmail.com
27.	Md. Abu Hasan Sub Assistant Engineer	240	55079438-42	01720-034931	hassan.nimc@gmail.com
28.	Md. Akram Hossain Khan Store Officer	235	55079438-42	01737-024473	akramnimc@gmail.com
29.	Md. Abu Musa Sarker Hostel Super	257	55079438-42	01552-338615	musanimc@gmail.com
30.	Md. Rasel Sub -Assistant Engineer	247	55079438-42	01616-535162	rasel.nimc@gmail.com
31.	Abdul Hannan Public Relation Officer	244	55079438-42	01716-929573	ahm01716@gmail.com
32.	Mr. Kazi Omar Khaiyam Assistant Librarian	246	55079438-42	01916-874567	jamil2220@hotmail.com



Picture Gallery : Indoor & Outdoor Training Activities



Honorable Information Minister addressing in a Training for Women Reporter's of Community Radio



Hon'ble Minister receives complimentary gift from NIMC



Closing & certificate award ceremony of 17th BCS Information (Engineering) Professional Induction Course



Floral reception of Secretary



Secretary, MOI in a discussion with NIMC official



Closing & certificate award ceremony of Issue based Workshop for Community Radio Producers

Picture Gallery : Indoor & Outdoor Training Activities



Closing & certificate award ceremony of BCS Information Professional Induction Course



Writer Selina Hossain in a discussion on 25th March



Dr. Atiur Rahman in a session



Workshop on CRC, CEDAW Meena & Girls Education in Sunamgonj



Outdoor Shooting of a Training Programme



Closing ceremony of Radio & Television Program Presentation Course

Picture Gallery : Indoor & Outdoor Training Activities



Warm reception of Director General at Chandpur Press Club



Examination Hall



Group Discussion on child participation in media



Outdoor games of participants



Mess night performance by BCS Induction Course participants



Closing and Certificate giving ceremony of Hon'ble Prime Minister's Ten Initiative Branding



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