TRAINING CALENDAR | 2020-2021

NATIONAL INSTITUTE OF MASS COMMUNICATION
Ministry of Information

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

Preface

The National Institute of Mass Communication (NIMC) was established in 1980 to provide training and strengthen the skills of media professionals. NIMC imparts training to the members of BCS Information Cadre officers from Grade 9 and above, engineers, technicians and staff under the Ministry of Information, professionals of electronic media, community radio personnel and freelancers. NIMC's charter of duties also include arranging workshops, seminars and conferences on current media related issues.

NIMC is regarded as a centre of excellence in South Asia. The organization plans to organize 22 courses during the training year 2020-2021. The courses are divided into several categories, such as core courses, short courses and special courses. It includes a project entitled "Advocacy, Communication and Awareness Building for Children and Women (5th phase)" jointly financed by the Government of Bangladesh and UNICEF, Bangladesh. This is specially designed to impart training on children and women issues.

Since its inception, NIMC has completed 871 courses and imparted training to 15,038 participants. It has also been conducting research work every year on media related issues. So far, 45 research papers have been published.

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

Dhaka   **Shahin Islam, ndc**
01 September 2020   Director General (Additional Secretary)

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 an air-condition Conference room with public address system, which can accommodate about 50 persons and it has an ENG/EFP store room fully air conditioned for audio and video equipment. It has a beautiful fountain situated in the centre at the main building, giving an added attraction to the training complex. NIMC campus is connected with Wi-Fi connection which is also free for all the participants.

Library

NIMC has an automated library with **7,715** books on mass communication, journalism, public relations, radio, television, film and others. It has also national and international journals, publications, magazines and periodicals. The library has also books on Constitution and liberation war of Bangladesh, history, culture, general knowledge and various types of encyclopedia. 20 National daily newspapers are available in the library.

Resource Persons

Renowned and esteemed resource persons from media and the government contribute to the Institute. Experienced high ranking government officials, retired and in service, are invited to deliver extension lecture for long courses. Eminent educationists, media personalities from the universities are invited to conduct sessions in their relevant fields and by this way participants get scope to enrich themselves. The faculties of NIME also conducts 50% of the regular sessions 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 web: 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. The 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 kitchen and pantry in the training complex, where morning and evening tea/coffee for the participants in the training courses are served.

Auditorium

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

Physical training and games

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

Institutional Linkage

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

Our Pledge, Mission and Vision

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

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

Training Calendar 2020-2021

SI No	Name of the Course	Duration		Course Director	Course Coordinator
1.	Training of Trainers	02 Weeks	16 August 2020 to 27 August 2020	Rawnak Jahan	Irin Sultana
2.	Communicative English Course for Media Professionals	04 Weeks	13 September 2020 to 8 October 2020	Sahida Sultana	Md. Abdul Mannan Md. Rasel
3.	Advanced Course on Media Management	04 Weeks	27 September 2020 to 22 October 2020	Nibedita Ahmed Tuli	Irin Sultana
4.	Online Digital Audio Recording and Editing	02 Weeks	27 September 2020 to 8 October 2020	Md. Abdus Salam	Ashif Mohammad
5.	BCS (Information) Professional Induction Course	12 Weeks	25 October 2020 to 14 January 2021	Sheuli Das	Md. Sohel Parvez Abdul Hannan
6.	Digital Office Management	04 Weeks	1 November 2020 to 26 November 2020	Mohammad Abu Sadique	Md. Fahim Siddique
7.	Television Drama Production Course for University Students	03 Weeks	8 November 2020 to 26 November 2020	Nibedita Ahmed Tuli	Irin Sultana
8.	Modern Broadcast Technology	04 Weeks	15 November 2020 to 10 December 2020	Mohammad Abu Sadique	Nafis Ahmed
9.	Broadcast Networking and Cyber Security	04 Weeks	6 December 2020 to 31 December 2020	Md. Abdus Salam	Ashif Mohammad
10.	Television Drama Production Course for University Students	03 Weeks	13 December 2020 to 31 December 2020	Nibedita Ahmed Tuli	Md. Abdul Mannan
11.	Radio Program Production Course	04 Weeks	20 December 2020 to 14 January 2021	Md. Abuzar Gaffari	Md. Abu Hassan
12.	Professional Video Camera Operation Techniques	06 Weeks	27 December 2020 to 4 February 2021	Md. Masud Manwar Bhuiyan	Md. Rasel Omar Khaiyam
13.	BCS (Information-Engineering) Professional Induction Course	12 Weeks	17 January 2021 to 8 April 2021	Sahida Sultana	Nafis Ahmed S. M. Rafiul Abedin
14.	Television Drama Production Course for University Students	03 Weeks	17 January 2021 to 4 February 2021	Nibedita Ahmed Tuli	Ismat Jahan Chowdhury
15.	Techniques of News Presentation	04 Weeks	24 January 2021 to 18 February 2021	Md. Abuzar Gaffari	Md. Abdul Mannan
16.	Basic Training on Broadcast Technology	04 Weeks	14 February 2021 to 11 March 2021	Ashif Mohammad	Abdul Hannan
17.	Radio & Television Program Presentation	04 Weeks	28 February 2021 to 25 March 2021	Md. Abuzar Gaffari	Md. Fahim Siddique
18.	Radio and Television News Reporting	04 Weeks	7 March 2021 to 1 April 2021	Md. Sohel Parvez	Md. Abdul Mannan
19.	Professional Video Editing Techniques	04 Weeks	14 March 2021 to 8 April 2021	Md. Munzurul Alam	Md. Masud Manwar Bhuiyan
20.	Sound System Operating Techniques	02 Weeks	23 May 2021 to 3 June 2021	Nafis Ahmed	Abdul Hannan
21.	Capacity Building for Community Radio	01 Week	TBD	Md. Nazrul Islam	Nafis Ahmed
22.	PGD BJ- Batch 6 (Semester 1,2)	52 Weeks	July 2020 to June 2021	1) Nibedita Ahmed Tuli Batch 6 (1st Semister) 2) Md. Abuzar Gaffari Batch 6 (2nd Semister)	Md. Abdul Mannan Omar Khaiyam

NIMC Training Programme: 2020-2021
(Category of Courses)

Core Courses

Sl No	Name of the Course	Duration		Course Director	Course Coordinator
1.	BCS (Information) Professional Induction Course	12 Weeks	25 October 2020 to 14 January 2021	Sheuli Das	Md. Sohel Parvez Abdul Hannan
2.	Modern Broadcast Technology	04 Weeks	15 November 2020 to 10 December 2020	Mohammad Abu Sadique	Nafis Ahmed
3.	Radio Program Production Course	04 Weeks	20 December 2020 to 14 January 2021	Md. Abuzar Gaffari	Md. Abu Hassan
4.	Professional Video Camera Operation Techniques	06 Weeks	27 December 2020 to 4 February 2021	Md. Masud Manwar Bhuiyan	Md. Rasel Omar Khaiyam
5.	BCS (Information-Engineering) Professional Induction Course	12 Weeks	17 January 2021 to 8 April 2021	Sahida Sultana	Nafis Ahmed S. M. Rafiul Abedin
6.	Techniques of News Presentation	04 Weeks	24 January 2021 to 18 February 2021	Md. Abuzar Gaffari	Md. Abdul Mannan
7.	Basic Training on Broadcast Technology	04 Weeks	14 February 2021 to 11 March 2021	Ashif Mohammad	Abdul Hannan
8.	Radio & Television Program Presentation	04 Weeks	28 February 2021 to 25 March 2021	Md. Abuzar Gaffari	Md. Fahim Siddique
9.	Radio and Television News Reporting	04 Weeks	7 March 2021 to 1 April 2021	Md. Sohel Parvez	Md. Abdul Mannan

NIMC Training Programme: 2020-2021
(Category of Courses)

Special Courses

Sl No	Name of the Course	Duration		Course Director	Course Coordinator
1.	Training of Trainers	02 Weeks	16 August 2020 to 27 August 2020	Rawnak Jahan	Irin Sultana
2.	Communicative English Course for Media Professionals	04 Weeks	13 September 2020 to 8 October 2020	Sahida Sultana	Md. Abdul Mannan Md. Rasel
3.	Advanced Course on Media Management	04 Weeks	27 September 2020 to 22 October 2020	Nibedita Ahmed Tuli	Irin Sultana
4.	Online Digital Audio Recording and Editing	02 Weeks	27 September 2020 to 8 October 2020	Md. Abdus Salam	Ashif Mohammad
5.	Digital Office Management	04 Weeks	1 November 2020 to 26 November 2020	Mohammad Abu Sadique	Md. Fahim Siddique
6.	Television Drama Production Course for University Students	03 Weeks	8 November 2020 to 26 November 2020	Nibedita Ahmed Tuli	Irin Sultana
7.	Broadcast Networking and Cyber Security	04 Weeks	6 December 2020 to 31 December 2020	Md. Abdus Salam	Ashif Mohammad
8.	Television Drama Production Course for University Students	03 Weeks	13 December 2020 to 31 December 2020	Nibedita Ahmed Tuli	Md. Abdul Mannan
9.	Television Drama Production Course for University Students	03 Weeks	17 January 2021 to 4 February 2021	Nibedita Ahmed Tuli	Ismat Jahan Chowdhury
10.	Professional Video Editing Techniques	04 Weeks	14 March 2021 to 8 April 2021	Md. Munzurul Alam	Md. Masud Manwar Bhuiyan
11.	Sound System Operating Techniques	02 Weeks	23 May 2021 to 3 June 2021	Nafis Ahmed	Abdul Hannan
12.	Capacity Building for Community Radio	01 Week	TBD	Md. Nazrul Islam	Nafis Ahmed
13.	PGD BJ- Batch 6 (Semester 1,2)	52 Weeks	July 2020 to June 2021	1) Nibedita Ahmed Tuli Batch 6 (1st Semister) 2) Md. Abuzar Gaffari Batch 6 (2nd Semister)	Md. Abdul Mannan Omar Khaiyam

Branchwise category
Programme Branch

Sl No	Name of the Course	Duration		Course Director	Course Coordinator
1.	Training of Trainers	02 Weeks	16 August 2020 to 27 August 2020	Rawnak Jahan	Irin Sultana
2.	Communicative English Course for Media Professionals	04 Weeks	13 September 2020 to 8 October 2020	Sahida Sultana	Md. Abdul Mannan Md. Rasel
3.	Advanced Course on Media Management	04 Weeks	27 September 2020 to 22 October 2020	Nibedita Ahmed Tuli	Irin Sultana
4.	BCS (Information) Professional Induction Course	12 Weeks	25 October 2020 to 14 January 2021	Sheuli Das	Md. Sohel Parvez Abdul Hannan
5.	Television Drama Production Course for University Students	03 Weeks	8 November 2020 to 26 November 2020	Nibedita Ahmed Tuli	Irin Sultana
6.	Television Drama Production Course for University Students	03 Weeks	13 December 2020 to 31 December 2020	Nibedita Ahmed Tuli	Md. Abdul Mannan
7.	Radio Program Production Course	04 Weeks	20 December 2020 to 14 January 2021	Md. Abuzar Gaffari	Md. Abu Hassan
8.	Television Drama Production Course for University Students	03 Weeks	17 January 2021 to 4 February 2021	Nibedita Ahmed Tuli	Ismat Jahan Chowdhury
9.	Techniques of News Presentation	04 Weeks	24 January 2021 to 18 February 2021	Md. Abuzar Gaffari	Md. Abdul Mannan
10.	Radio & Television Program Presentation	04 Weeks	28 February 2021 to 25 March 2021	Md. Abuzar Gaffari	Md. Fahim Siddique
11.	Radio and Television News Reporting	04 Weeks	7 March 2021 to 1 April 2021	Md. Sohel Parvez	Md. Abdul Mannan
12.	PGD BJ- Batch 6 (Semester 1,2)	52 Weeks	July 2020 to June 2021	1) Nibedita Ahmed Tuli Batch 6 (1st Semister) 2) Md. Abuzar Gaffari Batch 6 (2nd Semister)	Md. Abdul Mannan Omar Khaiyam

Engineering Branch

Sl No	Name of the Course	Duration		Course Director	Course Coordinator
1.	Online Digital Audio Recording and Editing	02 Weeks	27 September 2020 to 8 October 2020	Md. Abdus Salam	Ashif Mohammad
2.	Digital Office Management	04 Weeks	1 November 2020 to 26 November 2020	Mohammad Abu Sadique	Md. Fahim Siddique
3.	Modern Broadcast Technology	04 Weeks	15 November 2020 to 10 December 2020	Mohammad Abu Sadique	Nafis Ahmed
4.	Broadcast Networking and Cyber Security	04 Weeks	6 December 2020 to 31 December 2020	Md. Abdus Salam	Ashif Mohammad
5.	Professional Video Camera Operation Techniques	06 Weeks	27 December 2020 to 4 February 2021	Md. Masud Manwar Bhuiyan	Md. Rasel Omar Khaiyam
6.	BCS (Information-Engineering) Professional Induction Course	12 Weeks	17 January 2021 to 8 April 2021	Sahida Sultana	Nafis Ahmed S. M. Rafiul Abedin
7.	Basic Training on Broadcast Technology	04 Weeks	14 February 2021 to 11 March 2021	Ashif Mohammad	Abdul Hannan
8.	Professional Video Editing Techniques	04 Weeks	14 March 2021 to 8 April 2021	Md. Munzurul Alam	Md. Masud Manwar Bhuiyan
9.	Sound System Operating Techniques	02 Weeks	23 May 2021 to 3 June 2021	Nafis Ahmed	Abdul Hannan
10.	Capacity Building for Community Radio	01 Week	TBD	Md. Nazrul Islam	Nafis Ahmed

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

BCS (Information) Professional Induction Course

1.	Duration	:	12 weeks.
2.	Date	:	25 October 2020 to 14 January 2021.
3.	Number of Participants	:	Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
4.	Level of Participants	:	BCS (Information-General, Radio-Program & Radio- News) cadre officials, who joined the service, but did not receive any professional training.
5.	Course Fee	:	No course fee is charged. The expenditure would be met out from the budget of the Institute.
6.	Type	:	Residential course. Staying in the dormitory is mandatory.
7.	Nomination Procedure	:	Authority of different departments under Ministry of Information will nominate the participants.
8.	Objective	:	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 & reporting for TV, Radio & Print Media;
iii. Learn and understand all forms of program & broadcasting system;
iv. Produce radio and television program;
v. Learn and understand the steps of publication and print materials;
vi. Acquire knowledge on acts, rules, regulations & ethics which are essential for public servant;
vii. Explain emergence of new media and ICT, audience research, effectiveness & monitoring;
viii. Know the charter of duties of the Ministry of Information and its attached departments.

9. Course Content :

A. General Content

Module-01: Bangladesh and International Affairs

Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Constitutional Bodies, Culture & Heritage, Digital Bangladesh, Ten initiatives of Honorable Prime Minister Sheikh Hasina, SDGs, 7th & 8th Five Year Plan, Perspective Plan 2021-2041, Women Empowerment, Activities & Functions of Union Digital Centre, NIS, CC, APA, RTI & Good Governance, Development Trend of Bangladesh, Different Priority and Agenda of the Government, Energy, Autism, Environment, Climate Change & Disaster Management, Globalization, International Politics & Current Scenario, Economic Development of Bangladesh: International Perspective, Leadership, Corona and Adaptation etc.

B. Core Content:

Module- 02: Media, Communication and Public Relations

Media in Bangladesh, Media Ethics, Media Management, New Media, Media Journalism; Media Related Laws, 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, Propaganda etc.

Module- 03: Mass Media Production (Text/Print, Audio, Video)

Concepts, Types, Processes, News Writing, News Editing, Format of Electronic Media Program, Generating Idea, Planning, Script Writing of Electronic Media Program, Public Service Broadcasting, Recording, Editing and Presentation, Writing Skill Development etc.

Module- 04: Digital Office Management, Related Laws and Regulations: Charter of Duties of Ministry of Information and its Attached Departments, Office Management, BSR, FR, Rules of Business, Secretariat Instructions-2014, Sarkari Chakri Ain 2018, PPR 2008, E- file, E-gp, Investment Policy, Annual Procurement Plan, Good Governance, Etiquette & Manners etc.

Module- 05: Development Economics & Project Management

a) 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.

b) Project Management:

Project: Concepts, Issues and Project Cycle, Tools and Techniques for Project Appraisal, Preparation of DPP & TPP; Project Approval Process, Logical Framework: A Tool for Effective Project Management, Project Implementation: Techniques, Problems and Issues Project Evaluation and Monitoring.

Module- 06: Information & Communication Technology (ICT)

Basics of Computer: Hardware and Software; Ms Office, Effective Use of LAN/MAN/WAN, E-file Management, Bangla English Typing, Info-Sarkar, E-tender, Traditional Media; Different Media - Electronic Media, Print Media; Differences between Social Media and Traditional Media; Impact of Social Media in Current Life; Social Media in E-Commerce; E-Payment Procedures; Threats and Abuses of Social Media; Policy Regarding Social Media; Initiatives need to be Taken, Future Technology etc.

Module- 07: Skill Development

Bangla & English Language Proficiency, Book Review, Movie Appreciation and Physical Fitness, Yoga and Sports.

Module- 08: Comprehensive Exam Test

10. Methodology	:	Classroom Lectures, Discussions, If necessary Online Session through Zoom or Google Class Room, Role Play, Report Writing, Practical Sessions and Evaluation, Group Exercise, Survey, Film Appreciation, Media Production and Study Tour/Excursion.
11. Evaluation	:	Classroom Attendance, Recap, Written Test, Practical Test, Article Writing, Survey Report, Regular Participation in the Class Activities, Group Discussion, Field Visits, Program Production, Games, Discipline, Book Review etc.
Course Director	:	Sheuli Das
Course Coordinators	:	Md. Sohel Pavez
		Abdul Hannan

Modern Broadcast Technology

1. Duration : 04 Weeks.
2. Date : 15 November 2020 to 10 December 2020.
3. Number of Participants : Desired number of participants is 14. In special case, the number may vary.
4. Level of Participants : Government & Private professionals. In case of freelancers, science graduates are preferred. Four year diploma engineers can also apply.
5. Course Fee : Tk. 4000.00 (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.
6. Type : Non-residential
7. Nomination Procedure : Bangladesh television and private media will nominate the participants. Open advertisement will be floated in national dailies and NIMC website/ Face book for freelancers.
8. Objective : After successful completion of the course, the participants will be able to-
   i. Equip themselves with the latest knowledge of Broadcast Technology;
   ii. Achieve theoretical and practical knowledge and increase their skills on Modern Broadcasting System;
   iii. Use appropriate methodology for Design, Planning of Modern Broadcasting Station.
   iv. Contribute to their organization through exchanging views and experiences with their colleagues on professional matters.
   v. Develop their skill to fulfill the HR requirements at the emerging private broadcasting sector in home and abroad.
9. Course Content : **A. General Content :**
   Sustainable Development Goals, 7th & 8th RTI etc.

   B. Core Content:

   Broadcasting Chain:

   Definition, Types of Broadcasting, Broadcasting Process, Audio Chain, Broadcasting House, Studio, Broadcasting Related Software, Studio Transmitter Link, Transmission, Transmitting Equipments and Process, Types of Transmitting Station, Broadcasting Chain of the National Media, Receiver Video Broadcast, Introducing Bangladesh Television, Video Broadcasting System, DTH, Relay Stations, Digital Terrestrial Broadcasting, Broadcasting through Satellite, Foot Print, Up-linking, Satellite Transponder, Down-Linking, Cable Operator, TV Receiver.

   Traditional Broadcasting:

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

Introducing Satellite:

Brief on Satellite Communication, Earth Station, Operation of Relay Stations, Introduction to Satellite Communication, Satellite Orbits, Satellite Anatomy /Sub-Systems, Satellite Communication Repeater, Satellite Earth/Ground Station, VSAT, Internet Satellite Link, Bangabandhu Satellite.

Technology Today:

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, Brief on Antenna etc.

Future in Broadcasting

Will 5G be the Future of DTT Broadcast? What Role will 5G Play? Will 5G Replace or Complement DVB or ATSC Broadcast?

How Satellite Remains Critical in the Age of OTT

10. Methodology　：Classroom Lectures, Participatory Exercise in the Classroom, Use of Multimedia, Discussions, If necessary Online Session through Zoom or Google Class Room, Study Tour, Question and Answer Sessions, Group Work to Draw the Block Diagram of the Broadcasting Chain.

11. Evaluation　：Attendance-10%
- ► Class Participation and Attentiveness -10%
- ► Exam-20%
- ► Group and Individual Presentation-30%
- ► Study Tour Report 10%
- ► Project Paper Submission-20%.

Course Director　：Mohammad Abu Sadique

Course Coordinator　：Nafis Ahmed

Radio Program Production Course (31th)

1.	Duration	:	04 weeks.
2.	Date	:	20 December 2020 to 14 January 2021.
3.	Number of Participants	:	Desired number of participants is 20 In special case, the number may vary from 15 at the minimum to 25 at the maximum. Participants are selected in the course on first come first serve basis.
4.	Level of Participants	:	Officers of Bangladesh Betar and appropriate personnel from Private Radio Channels as well as Freelancer.
5.	Course Fee	:	Tk. 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.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Nomination by respective authority of Bangladesh Betar, Private Radio channels. For freelancer, open advertisement will be floated in daily newspapers.
8.	Objective	:	At the end of the course, the participants will be able to: i. Learn theories, rules and techniques of radio program production; ii. 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, the use and application of microphone and studio operations and iv. Attain enough capability to produce a radio program.
9.	Course Content	:	**A. General content:** Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Government Agenda, SDG, 7th & 8th Five Year Plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment & Autism. Corona and Adaptation. **B. Core Content:** 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, Question & Answer Session.
11.	Evaluation	:	Classroom Attendance, Regular Participation in the Class and Final Production.
	Course Director	:	Md. Abuzar Gaffari
	Course Coordinator	:	Md. Abu Hassan

Professional Video Camera Operation Techniques

1.	Duration	:	06 Weeks.
2.	Date	:	27 December 2020 to 4 February 2021.
3.	Number of Participants	:	15- 25 Participants.
4.	Level of Participants	:	Government Officials & Freelancers.
5.	Course Fee	:	6000.00 (Taka Six Thousand) only for each Participant.
6.	Course Type	:	Non- residential.
7.	Nomination Procedure	:	Nomination by concerned authority of Government departments and Private TV channels. For freelancers, open advertisement will be floated in national dailies/ NIMC website.

8. Objective　　　　　　　 : At the end of the training course, the participants will be able to:
   i. Operate television camera and its various functions;
   ii. Coordinate camera and light in a systematic manner during production;
   iii. Learn television studio equipment & its functions;
   iv. Use and control light during shooting and
   v. Know the lighting equipment and its proper placing.

9. Course Content　　　　 : **A. General content:**

   Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th & 8th Five Year Plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Disaster Management, Climate Change & Autism.

   B. Core Content:

   TV Camera: History, Types and Use, Construction of Lens, IRIS, Aperture, Shutter Speed, Focal Length, Depth of Field, Tripod, Camera Adjustment, White and Black Balance, Microphone, Sound and Its Application, Lighting and its Characteristics, Various Equipment for Use of Light Intensity, Basic Lighting, Use of Light and Camera in TV Production.

10. Methodology　　　　　 : Classroom Lectures, Participatory Exercises in the Classroom, Use of Multimedia, Discussions, If necessary Online Session through Zoom or Google Class Room, Question and Answer Sessions, Practical Exercise and Evaluation.

11. Evaluation　　　　　　 : Classroom Attendance, Class Participation, Field Exercise, Indoor/Outdoor Assignment, Final Production, Discipline & Conduct.

　　Course Director　　　 : Md. Masud Manwar Bhuiyan

　　Course Coordinators : Md. Rasel
　　　　　　　　　　　　　　Omar Khaiyam

BCS (Information-Engineering) Professional Induction Course

1.	Duration	:	12 weeks.
2.	Date	:	17 January to 08 April 2021.
3.	Number of Participants	:	Desired number of participants is 12.
4.	Level of Participants	:	BCS (Information-Engineer) cadre officers.
5.	Course Fee	:	No course fee is charged. The expenditure would be met out from the budget of the Institute.
6.	Type	:	Residential course. Staying in the dormitory is mandatory.
7.	Nomination Procedure	:	Bangladesh Betar authority will nominate the participants.
8.	Objective	:	After successful completion of the training course, participants will be able to:-

    i. Describe the emergence, constitution, development and environmental issues of Bangladesh;

    ii. Explain the broadcast techniques of Bangladesh Betar;

    iii. Handle assigned station independently;

    iv. Define theoretical and practical aspects of radio engineering;

    v. Identify the charter of duties of the Ministry of Information and its attached departments and

    vi. State the acts, rules, regulations & different strategies, policies of the government.

9. Course Content : **A. General Content**

Module-01: a) Bangladesh and International Affairs

Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Constitutional Bodies, Culture & Heritage, Digital Bangladesh, Ten initiatives of Honorable Prime Minister Sheikh Hasina, SDGs, 7th & 8th Five Year Plan, Perspective Plan 2021-2041, Women Empowerment, Activities & Functions of Union Digital Centre, NIS, CC, APA, RTI & Good Governance, Development Trend of Bangladesh, Different Priority and Agenda of the Government, Energy, Autism, Environment, Climate Change & Disaster Management, Globalization, International Politics & Current Scenario, Economic Development of Bangladesh: International Perspective , Corona and Adaptation etc.

b) Digital Office Management, Related Laws and Regulations

Charter of Duties of Ministry of Information and its Attached Departments Office Management, BSR, FR, Rules of Business, Secretariat Instructions-2014, Sarkari Chakri Ain 2018, Etiquette and Manners, PPR 2008, E- file, E-gp, Annul Performance Agreement (APA), Investment Policy, Annual Procurement Plan, History of Bangladesh Betar, Organizational Structure of Bangladesh Betar, Charter of Duties of Assistant Radio Engineer.

B. Core Content:

Module-02: Digital Audio Recording and Editing

Theory of Sound, Broadcasting Quality Sound and its Parameters, Microphone and its Characteristics, Matching Microphone, Load Speaker, Audio Console, Tape Recorder, DB-Definition, significance and Use, Analogue and Digital Signal, Preliminary Recording Concepts, Sound and Digital Audio, Introducing Audio Processing Software, Sound Card, Digital Audio File Format, Studio Fundamentals, Multitask with Audition Software.

Module-03: Studio Equipment and Design: Broadcast Technology

What is Studio, Reverberation Time, Optimum R.T, Sound Insulation, Designing TV Studio, Vibration Control, Noise In Audio Studio, Distortion and Noise In Audio, Growth & Decay of Sound in Rooms, Typical Results (rms and peak measurement).

Module-04: Broadcast Technology

a) AM Transmitter:

History of Traditional Broadcasting, Introduction to Radio Broadcasting, AM Modulation and Demodulation, Am Transmitter and frequency of BB, Block Diagram and Function of TX, Power Supply Control Circuit, Air Conditioning System, Transmitting and Receiving Equipment, Dummy Load, STL, MW/SW TX Operation, Feeder Cable, Grounding.

b) FM Transmitter:

FM Broadcast Frequency Band and Channel, Modulation/Demodulation Techniques, FM Coverage, FM Broadcasting Scenario in BD, FM Links, Cooling of FM TX, FM Combiner, Feeder Cable and Ancillary Equipment, Interference in FM Broadcasting, Grounding, FM Receiver, FM Studio, Measuring Equipments, OB.

c) Digital Technique, Antenna and Frequency Allocation:

Digital Terrestrial Broadcasting, Digital Video/Audio Broadcasting, Digital Video Format, Digital Archive and Automation, Optical Network, DAB, DRM, Multiplexing, Digital Demodulator, Receiver, Multiple Access Technique, Transmission Lines, Antenna Fundamentals, Radio Broadcasting Antenna, HF Antennas, FM Antenna System, Antenna Matching, Radio Wave Propagation and Frequency Management, Frequency Allocation System, International Broadcasting Organization, Role of BRTC on Frequency Allocation, Measurement Process of Coverage Area, Various Antenna of Betar and TV, Radiation Hazard of Various Antenna and Possible Mitigation.

Module-05: Power Electronics and Control Circuits

Overall Control System, Block Diagram of Control System, Local/ Remote, Transmitter Control, Output Circuit Control, Protective Circuits, Amplifier, Oscillator, Basic Power Electronics, Rectification, Transformer, Substation Equipment (Isolator, Breaker), Relay, Contactor .

Module-06: Internet and Satellite Broadcasting

Network Topology, Models, IP Distribution Basics, IPV4 Addressing, IPV6 Addressing, Sub Netting, LAN/MAN/WAN, Server, Router, Switch, Firewall, Designing LAN/WAN for any Enterprise/Organization, Internet of Things, 3G, 4G, Cyber Security, HD Radio, IP Radio, Introduction to Satellite Communication, Satellite Orbits and Subsystems, Repeater, Earth/Ground Station, VSAT, Internet Satellite Link, Link Design, Interference in Satellite System, Bandwidth Estimation, Bangabandhu Satellite Project.

Module-07: Measuring Equipments and Maintenance

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

Module- 08: Project Management

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

Module- 09: Research

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

Module-10: Skill Development

Bangla & English Language Proficiency, Book Review, Movie Appreciation and Physical Fitness, Yoga and Sports.

10. Methodology	:	Classroom Lectures, Field Attachment, Discussions, Online Classes, Research Methodology, Practical Sessions and Evaluation, Survey, Power Point Presentation, Study Tour, Regular Physical Exercise etc.
11. Evaluation	:	Classroom Attendance, Regular Participation in the Class, Adaptation, Attitude and Behavior, Table Manner, Tour Report, Movie Appreciation, Classroom Examination, Report Writing, Project Paper Submission, Power Point Presentation, Attachment, Group Work, Individual and Group Assignment, Recording and Editing etc.
Course Director	:	Sahida Sultana
Course Coordinators	:	Nafis Ahmed S. M. Rafiul Abedin

Techniques of News Presentation

1.	Duration	:	04 weeks.
2.	Date	:	24 January to 18 February 2021.
3.	Number of Participants	:	The desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum. Participants are selected for the course on first come first serve basis.
4.	Level of Participants	:	Suitable personnel of Bangladesh Betar, Bangladesh Television, Private Radio and Television station, Cadre officials of BCS Information and freelance. For freelancers at least a graduation degree from any recognized university is required, but preference will be given to applicants having Master degree. Selection would be made by an Interview Board to be held at NIMC, headed by the Director General.
5.	Course Fee	:	Tk. 4000.00 (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.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Open advertisement will be floated in National dailies, NIMC website, NIMC face book page for selecting the participants and authority of different departments will nominate the participants.
8.	Objective	:	At the end of the course, the participants will be able to:-

       i. Acquire the techniques of news presentation;
      ii. Learn correct pronunciation, while presenting news;
     iii. Share experience with other participants of the course and media representatives;
     iv. Present news on any TV/Radio channel efficiently and
     v. Learn and understand of different aspects and format of News Presentation.

9. Course Content :

A. General Content:

Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Honorable Prime Minister Sheikh Hasina's Special Ten Initiatives, Government Agenda, SDGs, 7th & 8th Five Year Plan, National Integrity Strategy, RTI, Environment & Autism.

B. Core Content:

Definition, Nature, Characteristic and Types of Communication, Nature and Characteristics of Radio and Television News, Definition, Source, Elements and Types of News, Correct Pronunciation and Rules of Pronunciation, Phonetics, Techniques of Clearing Tongue, Exercise of Lips, Jaw and Tongue, Elements of Sounds, Control of Breathing, Pause and Exercise of Sound; Microphone and Television Camera, Color, Costume & Makeup, Presentation & Review of Various Recorded News of TV Channels, Recording of News, News Review & Evaluation.

10.	Methodology	:	Classroom Lecture and Participatory Exercises in the Classroom, Practices, Visit to Television Channels, Multimedia Presentation, Discussions, Question and Answer Session.
11.	Evaluation	:	Classroom Attendance, Regular Participation in the Class, Practical Exercise and Final Presentation.
	Course Director	:	Md. Abuzar Gaffari
	Course Coordinator	:	Md. Abdul Mannan

Basic Training on Broadcast Technology

1. Duration   : 04 Weeks.

2. Date   : 14 February 2021 to 11 March 2021.

3. Number of Participants : Desired Number of Participants is 20.In special case, the number may vary.

4. Level of Participants : Government Personnel.

5. Course Fee   : No course fee is charged from the participants of Bangladesh Television and Bangladesh Betar.

6. Type   : Non-Residential.

7. Nomination Procedure : Nomination by Bangladesh Television, Bangladesh Betar.

8. Objective   : At the end of the course, the participants will be able to:-
    i.   Learn and understand about Radio/TV broadcasting equipment;
    ii. Be sensitized about new technology;
    iii. Learn about studio and transmitter operation and maintenance and
    iv. Gather professional skills about technology related to recording, editing, transmission and power operation.

9. Course Content   : **A. General Content:**
    Sustainable Development Goals, 7th & 8th Five Year Plan, RTI.

    B. Core Content:

    Concept of Radio/TV Broadcasting:

    Basic Concept of Broadcasting System, Broadcast Chain of Radio/TV Transmission, Introduction on BTV and Bangladesh Betar, Present Status and Future Plan of BTV and Betar, Frequency Spectrum. AM, FM and SW Radio Frequency Band and Channel Allocation and Planning, Application of ICT in Broadcasting, Role of BTCL, BTRC, BSCCL & BCSCL etc.

    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 and Use, Construction of Lens, IRIS, Aperture, Shutter Speed, Focal Length, Depth of Field, Tripod, Camera Adjustment, White and Black Balance, Lighting and its Characteristics, Various Equipment for Use of Light Intensity, Basic lighting, Use of Light and Camera in TV Production.

    Technique of Radio Transmission:
    MW/FM/SW Transmitter Organization,
    Studio Transmitter Link,
    How to Ensure Signal Quality
    MW Transmitter (Analog & DRM), MW Antenna System,
    FM Transmitter, Feeder Line, Antenna.
    SW Transmitter, Feeder Line, Antenna.
    Transmission from Satellite Reception.

Power Management, Grounding System and Antenna:

Electrical Sub-Station and Power Supply System, Power Supply & Cooling System, HVAC (Heating, Ventilation & Air Conditioning), Grounding, Lightening Protection & Surge Protector, Antenna Mast and Propagation. Antenna Types, Polarization, Grounding and Design Of Radial Wire, TV Antenna.

Future Broadcasting:
Digital TV (HDTV),IPTV,CATV
Digital Broadcasting (DRM, HD, DAB, IBOC etc.)
Merits & Demerits of Analog & Digital System.

10. Methodology	:	Classroom Lectures, Participatory Exercises in The Classroom or Online Session at Zoom/ Google meet, Discussions, Question and Answer Sessions, Practical Exercise and Evaluation.
11. Evaluation	:	Classroom attendance-10% Class Participation and attentiveness -10% Exam-20% Group Presentation-10% Individual Presentation-20% Study Tour Report-10% Individual Article on any related Issue-20%
Course Director	:	Ashif Mohammad
Course Coordinator	:	Abdul Hannan

Radio & Television Program Presentation

1.	Duration	:	04 weeks.
2.	Date	:	28 February to 25 March 2021.
3.	Number of Participants	:	Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum. Participants are selected for the course on first come first serve basis.
4.	Level of Participants	:	Suitable personnel of Bangladesh Betar, Bangladesh Television, Department of Mass communication, Press Information Department, Private Radio and Television channels and freelancers. For freelancers at least a graduation degree from any recognized university is required, but preference will be given to applicants having Master degree. Selection will be made by an Interview Board to be held at NIMC headed by the Director General.
5.	Course Fee	:	Tk. 4000.00 (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.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Departments of the Ministry of Information will nominate the participants. Open advertisement will be floated in national dailies / NIMC website/ Face book Group page for freelancers.
8.	Objective	:	After successful completion of the course, the participants will be able to:-

     i. Increase their knowledge, efficiency and expertise on program presentation;
     ii. Learn concepts, process and effectiveness of communication, language and media;
     iii. Learn and understand all forms of program and broadcasting system;
     iv. Make their presentation artistic and attractive to the audience and
     v. Contribute to their organization through exchanging views and experiences with their colleagues on professional matters.

9. **Course Content** :　**A. General Content:**

Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDG, 7th & 8th Five Year Plan, Women Empowerment, National Integrity Strategy, RTI, ICT, Environment & Autism.

B. Core Content:

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, Color, Costume and Makeup; Presentation and Review of Various Recorded Presentation of Television Channels, Recording of Program Presentation for a few Occasions, their Review and Evaluation.

10.	Methodology	:	Classroom Lectures, Participatory Exercises in the Classroom, Classroom Practices, Visit to Radio and Television Channels, Use of Multimedia, Discussions, Question and Answer Sessions etc.
11.	Evaluation	:	The Participants will be Evaluated through Classroom Attendance, Active Participation in the Class and Final Production of Short Program.
	Course Director	:	Md. Abuzar Gaffari
	Course Coordinator	:	Md. Fahim Siddique

Radio and Television News Reporting

1.	Duration	:	04 Weeks.
2.	Date	:	7 March 2021 to 1 April 2021.
3.	Number of Participants	:	Desired number of participants is 25. In special case, the number may vary from 20 at the minimum to 30 at the maximum. Participants are selected for the course on first come first serve basis.
4.	Level of Participants	:	Personnel of Private Television Channels, Bangladesh Television, Bangladesh Betar and Freelancers. For freelance participant at least a graduation degree from any recognized university is required. Selection would be made by an Interview Board.
5.	Course Fee	:	Tk. 4,000/- (Taka Four Thousand) only for each freelancer, participant(s) of private TV channels payable to the Director General, NIMC, Dhaka by a Pay Order/Bank Draft. No course fee is charged from personnel of BTV and Bangladesh Betar.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Nomination by the concerned authority of BTV, Bangladesh Betar & Private Channels. For freelancers, open advertisement will be floated in national dailies.
8.	Objective	:	At the end of the training course, the participant will be able to:–

i.   Write news stories;
ii. Prepare news reports;
iii. Learn presentation skill;
iv. Learn recording/shooting & edit the report correctly and
v.   Learn technical know how to operation.

9.	Course Content	:	**A. General Content:**

Bangabandhu & Emergence of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 7th & 8th Five Year plan, RTI, ICT etc.

B. Core Content:

Media in Bangladesh, Media and News, News Sense and Basics of News, Basics of Reporting, News Editing, News and Time management, Writing Intro and Headlines, Various kinds of Reporting, Interview, Online Reporting, Live Reporting and Ethics of Journalism.

10.	Methodology	:	Class Lecture & Discussion, Audio & Video Projections, Learning about Pre-Production, Production and Post –Production, Practical Exercise and Evaluation.
11.	Evaluation	:	Classroom Attendance, Participation in Regular Practice Session, Presentation, Group Discussions, Report Writing and Study Tour, Production Evaluation and Examination.
	Course Director	:	Md. Sohel Parvez
	Course Coordinator	:	Md. Abdul Mannan

Special Courses

Training of Trainers

1.	Duration	:	02 weeks.
2.	Date	:	16 August to 27 August 2020.
3.	Number of Participants	:	Desired number of participants is 20. In special case, the number may vary from 15 at the minimum to 25 at the maximum.
4.	Level of Participants	:	Trainers of NIMC, Bangladesh Betar, Bangladesh Television, PID, DMC, DFP and BCTI.
5.	Course Fee	:	Not Applicable
6.	Type	:	Non- residential.
7.	Nomination Procedure	:	Authority of different departments will nominate the participants.
8.	Objective	:	At the end of the course, the participants will be able to:-

    i.   Plan and design a training programme efficiently;
    ii.   Create the module of the training programme and
    iii. Conduct training sessions effectively.

9. Course Content :

A. General Content:

Bangabandhu & Emergence of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, SDGs, 7th & 8th Five Year Plan, RTI etc.

B. Core Content:

Training Concept, Role of a Trainer, Training Cycle, Training Plan, Training Need Analysis, Objective Setting, Lesson Plan, Curriculum Design, Module Development, Organizing Training, Training Methods, Training Monitoring and Evaluation, Training Report.

10.	Methodology	:	Online Training, based on Classroom Lecture, Group Discussion, Role Play and Energizer etc.
11.	Evaluation	:	Class Room Attendance-10%
			Class Participation-10%
			Group Assignment & Individual Presentation -50%
			Exam-30%
	Course Director	:	Rawnak Jahan
	Course Coordinator	:	Irin Sultana

Communicative English Course for Media Professionals

1. Duration : 04 Weeks.
2. Date : 13 September to 8 October 2020.
3. Number of Participants : Desired number of participants of the course is 15.
4. Level of Participants : Grade 9 and above officials of various departments under the Ministry of Information.
5. Course Fee : i) No course fee is charged from government officers under the MoI.
6. Type : Non-residential.
7. Nomination Procedure : Nomination by competent authority of various departments under the Ministry of Information based on the requirement letter from NIMC.
8. Objective : At the end of the course, the participants will be able to:-
   i. Develop a reasonable command over the English Language;
   ii. Communicate easily with each other;
   iii. Conduct meeting, seminar, workshops and conference in English confidently and
   iv. Writing report, meeting minutes with grammatical precision.
9. Course Contents : **A. General Content:**

   Bangabandhu and & Emergence of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, ICT, Disaster Management, Autism & Government Agenda.

   B. Core Content:

   a) Principles of Basic Grammar

   Basic English Grammar Rules, Difference between Error and Mistake, False and Blunder, Synonyms and Antonyms.

   b) Speaking

   Language as Social Habit. Pronunciation- 44 Phonemes/Sounds, Collocations, Media Language, Concept of Storytelling, Translations, Speaking about Myself and on Topic.

   c) Writing Skill

   Writing Practice-on Topic, Writing Formal and Informal Correspondences, Report Writing, Official Writing, Developing Writing to Media, News and Feature Writing, Seminar on Topic.

   d) Listening Skill

   Listening Practice and Answer the Script.

   e) Reading Skill

   Reading Practice by Solving Comprehension.
10. Methodology : Online Classes, Practice, Discussions, Listening, Writing etc.
11. Evaluation : Attendance, Participation, Individual Presentation, Writing, Reading, Listening and Assignment Submission etc.

   Course Director : Sahida Sultana
   Course Coordinators : Md. Abdul Mannan
   Md. Rasel

Advanced Course on Media Management

1.	Duration	:	04 Weeks.
2.	Date	:	27 September to 22 October 2020.
3.	Number of Participants	:	Desired number of participants is 20. In special case, the number may vary.
4.	Level of Participants	:	Mid Level Officers of Grade-9 and above of different departments under Ministry of Information and other government agencies who involve in media and communication.
5.	Course Fee	:	i) No Course fee is charged from government officers under the Ministry of Information.
			ii) Tk. 4000.00 (Taka Four Thousand) only for the officers of other government agencies payable to the director General, NIMC Dhaka by a Pay Order/Bank Draft.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Departments under the Ministry of Information and other government agencies will nominate the participants.

8. Objective : After successful completion of the course, the participants will be able to:-

    i.   Achieve knowledge about effective and dynamic media management (Strategic planning, financial & administrative management and governance);

    ii.   Face the challenges of modern media;

    iii.   Learn about new media;

    iv.   Learn human resource planning and resource management;

    v.   Learn Bangladesh Affairs: History ,Culture and Constitution of Bangladesh;

    vi.   Learn recent development trends of Bangladesh in various sectors;

    vii. Know the media legislation, regulation and ethical standard of journalism and

    viii.   Learn basic rules and regulations of Government service etc.

9. Course Content : **A. General Content:**

Bangabandhu & Emergence of Bangladesh, Constitution of Bangladesh, Prime Minister Sheikh Hasina's Special Initiatives, Government Agenda, SDGs, 7th & 8th Five Year plan, Women Empowerment, NIS, RTI & ICT etc.

B. Core Content:

Development Issues of Bangladesh (Socio-Economic Development, Globalization, Disaster Management & Climate change, Foreign Relation of Bangladesh etc.) Roles, responsibilities and Challenges of Media Financial and Administrative Management, Technological Changes in Media, Media management: Present Scenario, Laws, Rules and Ethics Related to Print and Electronic Media, Public Procurement Rule (PPR), International Affairs etc.

10.	Methodology	:	Classroom Lectures, Discussions, Practical Sessions and Study Tour.
11.	Evaluation	:	Classroom Attendance, Written Examination, Individual & Group Presentation, Report Writing etc.
	Course Director	:	Nibedita Ahmed Tuli
	Course Coordinator	:	Irin Sultana

Online Digital Audio Recording and Editing Course

1.	Duration	:	02 Weeks.
2.	Date	:	27 September 2020 to 8 October 2020.
3.	Number of Participants	:	The desired number of participants is 25. In special case the number may vary.
4.	Level of Participants	:	Officers of Bangladesh Betar and Community Radio Professional, Freelancers and interested officers.
5.	Course Fee	:	1000.00 (One Thousand Only).
6.	Type	:	Non Residential.
7.	Nomination Procedure	:	Bangladesh Betar and Community Radio will nominate the participants. Open advertisement will be floated in the Newspaper/website of NIMC for freelancers.

8. Objective : At the end of the training course, the participant will be able to:-
   i. To initiate experimental-based online course for the remote participants;
   ii. To develop skill on digital audio recording and editing;
   iii. To ensure paperless virtual learning environment and
   iv. To enhance better quality audio production skill.

9. Course Content :

   A. General Content:

   Sustainable Development Goals, 7th & 8th Five Year Plan, RTI.

   B. Core Content:

   Digital Audio Environment and Its Utility, Steps of Radio Program, Basic of Audio Software, Terms Used in Digital Environment, Studio-Based Digital Recording, Outdoor Digital Recording, Functions of Editing Process, Editing Using Adobe Audition, Use of Microphone.

10. Methodology : NIMC will Provide the Necessary Software for the Course if Required. Day to day Audio/Audio-Visual Lecture Content will be Uploaded to the Website in Advance. The Participants will Attend Everyday Lesson Online Using e-mail, Face book, Skype and YouTube. A Feedback Time will be Given for the Participants through Skype. They will be Given Exercise on Recording and Editing. Information Sharing will be Done Using Face book and e-mail.

11. Evaluation : Regular Participation, Examination and Project Submission.

    Course Director : Md. Abdus Salam

    Course Coordinator : Ashif Mohammad

Digital Office Management

1.	Duration	: 04 Weeks.
2.	Date	: 1 November to 26 November 2020.
3.	Number of Participants	: The desired number of participants is 15 (According to Computer Lab Facilities).
4.	Level of Participants	: Officials from different departments under the Ministry of Information.
5.	Course Fee	: No Course fee required.
6.	Type	: Non-residential.
7.	Nomination Procedure	: Authority of different departments under the Ministry of Information will nominate the participants.

8. Objective : At the end of the course, the participants will be able to:-
   i.   Practice the components of office management;
   ii.   Grasp the Secretariat Instructions 2014 and
   iii. Describe the different policies and strategies of the government.

9. Course Content : **A. General Content:**

Bangabandhu & Emergence of Bangladesh, Sustainable Development Goals, 7th FYP & 8th FYP, Perspective Plan of Bangladesh 2021-2041, Different National Strategies and Policies.

B. Core Content:

Office Management Concept & Components (file management, inspection, store management, inspection report, security etc), Secretariat Instructions 2014 (use of stamp, flag, record management), Types of Communication, E-File Management and Practices, Information Technology and IT Management, Basic Knowledge on Computer Hardware, Software and Operating System (OS), Application Software (Apps), Meeting Arrangement and Meeting Minutes Preparation, Budget Preparation, Audit, Procurement (PPR 2006 & 2008 and e-GP), Leadership, Role of Manager, Human Resource Management, Evaluation and Incentives.

10. Methodology : Classroom Lecture, Multimedia Presentation, Practice on Computer at Computer Lab, Online Class.

11. Evaluation : Attendance, Participation in the Classes, Report Submission, Practical Exercises and Exam.

Course Director : Mohammad Abu Sadique

Course Coordinator : Md. Fahim Siddique

Television Drama Production Course for University Students

1.	Duration	:	03 weeks.
2.	Date	:	08 November to 26 November 2020.
3.	Number of Participants	:	Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4.	Level of Participants	:	Students of Masters/Honours Final year from the Drama and Dramatics/ Theatre/Theatre and Performance Studies Department of University/ Universities.
5.	Course Fee	:	Tk. 3000.00 (Taka Three Thousand only) for each participant.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Nomination by the concerned Chairman of Drama and Dramatics /Theatre/ Theatre and Performance studies Department of Dhaka/Jagannath/ Rajshahi/ Jahangirnagar/ Nazrul University.
8.	Objective	:	At the end of the course, participants will be able to:

     i.   Learn theories, rules and techniques of Television Drama production;
    ii.   Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama and
    iii. Achieve enough capability to produce a Television Drama.

9. Course Content :

A. General Content:

Bangabandhu & Emergence of Bangladesh, Sustainable Development Goals, 7th & 8th Five Year Plan, Ten Initiatives of Honorable Prime Minister Sheikh Hasina, RTI etc.

B. Core Content:

Basics of Television Production: Comparative Discussion on Theatre, TV, Radio & Film Medium, Steps of TV Drama Production, Essential Elements of Standard TV Drama Production.

Camera: Digital Video Camera and its Uses. Still Camera, Video Camera, Movie Camera, Devices of TV Camera and their Uses, Different Types of Shots and their Uses.

Lighting: Lighting and its Natural and Artificial Sources, Three Point Lighting, Indoor-Outdoor Lights, Color Temperature etc.

Set: Set Design, Different Types of Set, Relationship between Light and Set Design.

Editing: Editing and Continuity Online-Offline Editing, Linier and Non-Linier Editing etc.

Sound & Microphone: Sound and Uses of Sound, Different Types of Microphones and their Uses in TV Drama Production.

Costume & Make-up: Different Types of Costume Design, Make-up Design and their Uses.

Script & Production Script: Steps of Script Development, Screen Play, Shot Division and Story Board etc. Script Writing, Production Script and Shooting Planning,

Shooting, Editing & Final Productions: Shooting, Editing and Finally Production of Two 10-12 Minute Television Drama Productions. Evaluation of the Final Productions.

10.	Methodology	:	Classroom Lecture, Discussions, Multimedia Presentation, Practical Sessions etc.
11.	Evaluation	:	Classroom Attendance, Regular Participation in the Classes, Practical Exercises, Classroom Exam and Final Presentation.
	Course Director	:	Nibedita Ahmed Tuli
	Course Coordinator	:	Irin Sultana

Broadcast Networking and Cyber Security

1.	Duration	:	04 Weeks.
2.	Date	:	6 December 2020 to 31 December 2020.
3.	Number of Participants	:	Desired number of participants is 20. In special case the number may vary.
4.	Level of Participants	:	Officers of Bangladesh Betar,Bangladesh Television and other Departments of the Ministry of Information(MoI); Participants from private Television channels, FM radio and Freelancers.
5.	Course Fee		Tk. 4000/-(Four Thousand) only for each participants of private Television channels and Freelancers payable to the Director General,NIMC,Dhaka by a Pay order/Bank Draft.No Course fee is charged from Officers under MoI and its attached Departments.
6.	Type		Non Residential
7.	Nomination Procedure	:	Nomination by authorities concerned. Open advertisement will also be floated in daily newspapers, NIMC website and different social media.
8.	Objective	:	At the end of the training course, the participants will be able to:-

       i. Learn and understand about different networking basics and IP network;
      ii. Understand the strength of IP network;
     iii. Learn the details of LAN, MAN, WAN technologies;
     iv. Have profound idea about networking devices;
      v. Understand clearly how the Internet is working in the world;
     vi. Get the knowledge to design LAN/WAN;
    vii. Understand the efficient & effective use of LAN/WAN;
   viii. Troubleshoot services and network related problems and
     ix. Provide the basic understanding of various computer and network security threats.

9. Course Content :

A. General Content:

Bangabandhu & Emergence of Bangladesh, Sustainable Development Goals, 7th & 8th Five Year Plan, Ten Initiatives of Honorable Prime Minister Sheikh Hasina, RTI etc.

B. 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, 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.
	Course Director	:	Md. Abdus Salam
	Course Coordinator	:	Ashif Mohammad

Television Drama Production Course for University Students

1.	Duration	:	03 weeks.
2.	Date	:	13 December to 31 December 2020.
3.	Number of Participants	:	Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4.	Level of Participants	:	Students of Masters/Honours Final year from the Drama and Dramatics/Theatre/Theatre and Performance Studies Department of University/Universities.
5.	Course Fee	:	Tk. 3000.00 (Taka Three Thousand only) for each participant.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Nomination by the concerned Chairman of Drama and Dramatics /Theatre/ Theatre and Performance studies Department of Dhaka / Jagannath/ Rajshahi/ Jahangirnagar/ Nazrul University.
8.	Objective	:	At the end of the course, participants will be able to:

    i. Learn theories, rules and techniques of Television Drama production;
    ii. Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama and
    iii. Achieve enough capability to produce a Television Drama.

9. Course Content :

A. General Content:
Bangabandhu & Emergence of Bangladesh, Sustainable Development Goals, 7th & 8th Five Year Plan, Ten Initiatives of Honorable Prime Minister Sheikh Hasina, RTI etc.

B. Core Content:
Basics of Television Production: Comparative Discussion on Theatre, TV, Radio & Film Medium, Steps of TV Drama Production, Essential Elements of Standard TV Drama Production.

Camera: Digital Video Camera and its Uses, Still Camera, Video Camera, Movie Camera, Devices of TV Camera and their Uses, Different Types of Shots and their Uses.

Lighting: Lighting and its Natural and Artificial Sources, Three Point Lighting, Indoor-Outdoor Lights, Color Temperature etc.

Set: Set Design, Different Types of Set, Relationship between Light and Set Design.

Editing: Editing and Continuity Online-Offline Editing, Linier and Non-Linier Editing etc.

Sound & Microphone: Sound and Uses of Sound, Different Types of Microphones and their Uses in TV Drama Production.

Costume & Make-up: Different Types of Costume Design, Make-up Design and their Uses.

Script & Production Script: Steps of Script Development, Screen Play, Shot Division and Story Board etc. Script Writing, Production Script and Shooting Planning,

Shooting, Editing & Final Productions: Shooting, Editing and Finally Production of Two 10-12 Minute Television Drama Productions. Evaluation of the Final Productions.

10.	Methodology	:	Classroom Lecture, Discussions, Multimedia Presentation, Practical Sessions etc.
11.	Evaluation	:	Classroom Attendance, Regular Participation in the Classes, Practical Exercises, Classroom Exam and Final Presentation.
	Course Director	:	Nibedita Ahmed Tuli
	Course Coordinator	:	Md. Abdul Mannan

Television Drama Production Course for University Students

1.	Duration	:	03 weeks.
2.	Date	:	17 January to 4 February 2021.
3.	Number of Participants	:	Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 35 at the maximum.
4.	Level of Participants	:	Students of Masters/Honours Final year from the Drama and Dramatics/Theatre/Theatre and Performance Studies Department of University/Universities.
5.	Course Fee	:	Tk. 3000.00 (Taka Three Thousand only) for each participant.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Nomination by the concerned Chairman of Drama and Dramatics /Theatre/ Theatre and Performance studies Department of Dhaka / Jagannath/ Rajshahi/ Jahangirnagar/ Nazrul University.

8. Objective : At the end of the course, participants will be able to:
   i. Learn theories, rules and techniques of Television Drama production;
   ii. Acquire knowledge/ideas, concept of the subject matter and psychological preparation of producing a Television Drama and
   iii. Achieve senough capability to produce a Television Drama.

9. Course Content : **A. General Content:**
   Bangabandhu & Emergence of Bangladesh, Sustainable Development Goals, 7th & 8th Five Year Plan, Ten Initiatives of Honorable Prime Minister Sheikh Hasina, RTI etc.

   B. Core Content:

   Basics of Television Production: Comparative Discussion on Theatre, TV, Radio & Film Medium, Steps of TV Drama Production, Essential Elements of Standard TV Drama Production.

   Camera: Digital Video Camera and its Uses, Still Camera, Video Camera, Movie Camera, Devices of TV Camera and their Uses, Different Types of Shots and their Uses.

   Lighting: Lighting and its Natural and Artificial Sources, Three Point Lighting, Indoor-Outdoor Lights, Color Temperature etc.

   Set: Set Design, Different Types of Set, Relationship between Light and Set Design.

   Editing: Editing and Continuity Online-Offline Editing, Linier and Non-Linier Editing etc.

   Sound & Microphone: Sound and Uses of Sound, Different Types of Microphones and their Uses in TV Drama Production.

   Costume & Make-up: Different Types of Costume Design, Make-up Design and their Uses.

   Script & Production Script: Steps of Script Development, Screen Play, Shot Division and Story Board etc. Script Writing, Production Script and Shooting Planning,

   Shooting, Editing & Final Productions: Shooting, Editing and Finally Production of Two 10-12 Minute Television Drama Productions. Evaluation of the Final Productions.

10. Methodology : Classroom Lecture, Discussions, Multimedia Presentation, Practical Sessions etc.

11. Evaluation : Classroom Attendance, Regular Participation in the Classes, Practical Exercises, Classroom Exam and Final Presentation.

Course Director	:	Nibedita Ahmed Tuli
Course Coordinator	:	Ismat Jahan Chowdhury

Professional Video Editing Techniques

1. Duration	:	04 weeks.
2. Date	:	14 March 2021to 08 April 2021.
3. Number of Participants	:	15- 20 Participants.
4. Level of Participants	:	Related Government employee, Private TV channels and freelances.
5. Course fee	:	4000/- (Four Thousand) Taka.
6. Type	:	Non- Residence.
7. Nomination procedure	:	Open Advertisement and related government and private channel officials.
8. Course objective	:	At the end of the course participants will be able to;- i. Know the techniques of video editing using modern and latest software; ii. Acquire Knowledge about video grammar and esthetic.
9. Course Content	:	**A. General Content:**

A. General Content:

Bangabandhu & emergence of Bangladesh,Prime Minister Sheikh Hasina's Special initiatives, SDG and 7th & 8th Five Year Plan etc.

B. Core Content:

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

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 and
19. Exporting: Export to Tape, Export to a File for the Internet, Export to DVD.

10. Methodology	:	Classroom Lecture, Practical Session, Questioning and Answering Session, PPT. Presentation, Individual Exercise.
11.Evaluation	:	Shooting 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.

Course Director	Md. Munzurul Alam
Course Coordinator	Md. Masud Manwar Bhuiyan

Sound System Operating Techniques

1.	Duration	:	02 Weeks.
2.	Date	:	23 May 2021 to 3 June 2021.
3.	Number of Participants	:	The desired number of participants is 20 (Twenty).
4.	Level of Participants	:	Sound Recordist, PA Operator, Cine Operator, APA Operator from the Department of Mass Communication under The Ministry of Information.
5.	Course Fee	:	No Course fee required.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Authority of Department of Mass Communication will nominate the participants.
8.	Objective	:	At the end of the course, the participants will be able to -

      i.   Get knowledge on Audio-Visual system Operating and Maintenance;

      ii.   Acquire knowledge on Microphone, Speaker, Amplifier, Mixing Console and

      iii.   Learn and experience on fault finding and troubleshooting of Audio-Visual equipment & PA system as well.

9.	Course Content	:	**A. General Content:**

Sustainable Development Goals, Rights to Information Act 2009 etc.

B. Core Contents:

Audio-Visual Basics, Fundamentals of Microphone, Speaker, Amplifier, Mixing Console, Interfacing (Lines, Cables & Connectors), Operating and Maintenance of Audio-Visual & Public Address System Equipment, Fault Findings and Troubleshooting of Audio-Visual and Public Address System, Digital Sound Recording, Health Safety and so on.

10.	Methodology	:	Classroom Lecture, Multimedia Presentation, Practical Exercise.
11.	Evaluation	:	Classroom Attendance, Regular Participation in the Classes, Practical Exercises and Classroom Exam.
	Course Director	:	Nafis Ahmed
	Course Coordinator	:	Abdul Hannan

Capacity Building for Community Radio

1.	Duration	:	01 Week.
2.	Date	:	To be Announced.
3.	Number of Participants	:	Desired number of participants is 30. In special case, the number may vary from 25 at the minimum to 34 at the maximum. Participants are selected for the course on first come first serve basis.
4.	Level of Participants	:	Personnel of community radio. Minimum level of Computer literacy is a must.
5.	Course Fee	:	Tk. 1000.00 (Taka One Thousand) only per participant payable to the Director General, NIMC, Dhaka by a pay order/bank draft.
6.	Type	:	Non-residential.
7.	Nomination Procedure	:	Head of the community radio stations will nominate the participants.
8.	Objective	:	After successful completion of the course, the participants will be able to :-

        i)   Know about the electronic media perspective of Bangladesh and

        ii)   Develop skill in recording, editing and primary technical operation.

9.	Course Content	:	**A. General Content:** SDGs, RTI etc.

        B. Core Content:

        Communication by Radio, Electronic Media in Bangladesh, Radio Program Production; Its Steps and Formats, Writing for Radio, Reporting, Interview, Basics of Audio Broadcasting, Audio Recording and Editing.

10.	Methodology	:	Class Lecture, Discussion, Participatory Exercise, Use of Multimedia, Practical, Question and Answer.
11.	Evaluation	:	Class Attendance, Regular Participation in the Class, Final Production and Evaluation.
	Course Director	:	Md. Nazrul Islam
	Course Coordinator	:	Nafis Ahmed

Post Graduate Diploma in Broadcast Journalism (PGDBJ) Batch-6

1. Duration : 01 year.

2. Date : July 2020 to June 2021.

3. Number of Participants : The desired number of participants is 20.

4. Level of Participants : A graduate in any field of study having at least Second division/class/ CGPA-2.5 out of 4.00 and no third division/class in any examination is eligible to apply.

5. Course Fee : Approximately Tk. 40,000.00 (Taka Forty Thousand only).

6. Type : PGDBJ is a Post Graduate Diploma under Dhaka School of Broadcast Journalism (DSBJ). The degree is affiliated by University of Dhaka.

7. Nomination Procedure : Candidates can apply in both ways i.e. directly or Online process. They can take any process as follows:
   a. Open advertisement will also be floated in national dailies, NIMC website and different social media;
   b. Applicants will have to appear a written examination and an oral examination. Each part of the examination is of 50 marks. Date of examination will be given in the notice board and website (www.nimc.gov.bd) of NIMC. Result based on total 100 marks of examination will be published accordingly in the same notice board and website.

8. Objective : The PGDBJ course is concentrated on providing students a work-intensive foundation in radio production, radio journalism, television production and television journalism. After successful completion of the course, the participant will be able to:-
   i. Write scripts/screenplay, news & feature; copy and research stories for radio and television;
   ii. Prepare, present and critically evaluate programme/ sproduction, bulletins and documentaries in the television and radio media;
   iii. Explain various dynamics of traditional, social and new media. platform.

9. Course Modules : **Semester 01**
   PGD : BJ 001: Introduction to Communication & Journalism
   PGD : BJ 002: Mass Media in Bangladesh.
   PGD : BJ 003: Radio as a Mass Medium
   PGD : BJ 004: Radio 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	:	Additional Director Genaral
Course Directors	:	Ms. Nibedita Ahmed Tuli (Batch 6, 1st Semester) Md. Abuzar Gaffari (Batch 6, 2nd, Semester)
Course Coordinator	:	Md. Abdul Mannan Omar Khaiyam.

List of Faculty Members and Officers

SI	Name & Designation	Telephone			E-mail
		PABX	Office	Mobile	
01.	Shahin Islam, ndc Director General	260	55079429 (D) 55079428 (PA)	01779-488199	dg@nimc.gov.bd
02.	Additional Director General	224	55079430	-	-
03.	Md. Nazrul Islam Director (Trg.Engg.)	255	55079433	01711-191909	nisohel@gmail.com
04.	Md. Munzurul Alam Director (Adm & Dev)	254	55079431	01716-013955	amdmunzurul@gmail.com
05.	Md. Zahidul Islam Director (Trg. Prog.)	253	55079432	01745-115588	zahidripon@gmail.com
06.	Mohammad Abu Sadique Deputy Director (Radio Engineering Training)	229	55079434	01536-118153	sadique.nimc@gmail.com
07.	Nibedita Ahmed Tuli Deputy Director (Film Trg.)	228	-	01552-325460	nibeditatuli@hotmail.com
08.	Maruf Hossain Maintenance Engineer	233	+8802-55079436	01710-953030	maruf66nimc@gmail.com
09.	Deputy Director (Admin)	-	55079450	-	-
10.	Sahida Sultana Deputy Director (TV Engg. Trg.)	226	55079448	01747-266712	sahidasultana@yahoo.com
11.	Sheuli Das Deputy Director (Finance)	204	55079448	01721-255707	sheuli_datta@yahoo.com
12.	Md. Abuzar Gaffari Deputy Director (Betar Prog.)	211	55079453	01747-687898	gaffarinimc@gmail.com
13.	Md. Abdus Salam Programmer	219	55079437	01712-289738	salam_cst4324@yahoo.com
14.	Sumona Parvin Deputy Director (TV Prog. Trg.)	213	55079438-47	01773-106975	sumonanimc@gmail.com
15.	Irin Sultana Deputy Director (Research) (c.c)	216	55079444	01726-944027	irin7july@gmail.com
16.	Md. Fahim Siddique Research Officer	212	55079445	01918-160761	fahim20ju@yahoo.com
17.	Md. Sohel Parvez Assistant Director (Film Trg.)	214	55079438-42	01716-640030	sohelnimc@gmail.com
18.	Nafis Ahmed Assistant Director (Radio Eng.trg.)	208	55079438-42	01726-321038	nafis00102@gmail.com
19.	Hena Beauty Assistant Director (Finance)	222	55079454	01768-525212	henabeauty@gmail.com
20.	Ashif Mohammad Assistant Director (TV Eng.)	206	55079438-42	01676-413504	makpushkin@gmail.com
21.	Assistant Programmer	-	55079438-42	-	-
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.	Tanjim Tamanna Assistant Director (TV Prog. Trg.)	-	-	01715-337082	purba127@gmail.com
25.	Sk. Ejabur Rahman Assistant Director (Admn.) (c.c)	241	55079455	01823-213078	ejabur.nimc@gmail.com
26.	Prodip Kumar Dhali Sub Assistant Engineer (Air-Con)	242	55079438-42	01923-288025	prodipkumardhali5@gmail.com
27.	Ismat Jahan Chowdhury Cameraman (c.c) (TV)	249	55079438-42	01712-846398	ismatjahan767@yahoo.com
28.	Md. Abu Hassan Sub Assistant Engineer (Elect.)	240	55079438-42	01720-034931	hassan.nimc@gmail.com
29.	Md. Akram Hossain Khan Store Officer	235	55079438-42	01737-024473	akramnimc@gmail.com
30.	Md. Abu Musa Sarker Hostel Superintendent	257	55079438-42	01687-114547	musanimc@gmail.com
31.	Md. Rasel Sub-Assistant Engineer (Radio)	247	55079438-42	01616-535162	rasel.nimc@gmail.com
32.	Abdul Hannan Public Relation Officer	244	55079438-42	01716-929573	ahm01716@gmail.com
33.	Kazi Omar Khaiyam Assistant Librarian	246	55079438-42	01916-874567	jamil2220@hotmail.com

Picture Gallery : Indoor & Outdoor Training Activities

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NATIONAL INSTITUTE OF MASS COMMUNICATION

Ministry of Information

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