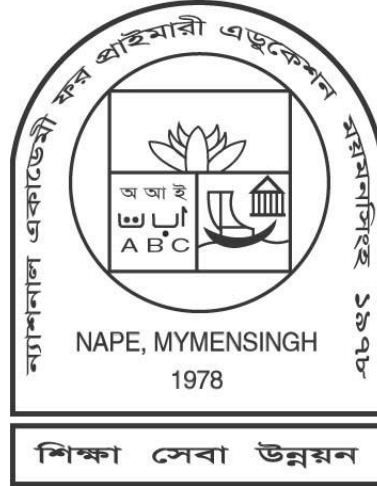


Annual Report on NAPE activities

Financial Year 2014-2015



National Academy for Primary Education (NAPE)

Mymensingh, Bangladesh

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Annual Report on NAPE activities

Financial Year 2014-2015

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Annual Report on NAPE activities Financial Year 2014-2015

Introduction

The NAPE, having its origin as the "Academy for Fundamental Education". was established in 1978. It was subsequently renamed as the **National Academy for Primary Education (NAPE)** in 1985. It has been functioning as an autonomous organization since 1st October 2004. It is an apex institution in the field of Primary Education of Bangladesh. Its prime goal is to enhance the quality of primary education through training, research, publication and expansion oriented activities. NAPE is proactively on the track of the Digital Bangladesh movement of the Government of People`s Republic of Bangladesh.



Vision:

NAPE as a centre of excellence, its vision is to improve the quality of primary education through strengthening different educational programs and enhancing the capacity of practitioners.

Mission

1. To develop and maintain the standards of competencies for Practitioner teachers in

primary education.

1. To engage in and conduct continuous research and development in curriculum, instructional effectiveness and innovations for quality primary teaching-learning process.
2. To develop instructional packages, organize and conduct training programmes in various subject areas on updated and innovative strategies and for practitioners.
3. To upgrade, update and manage the C-in-Ed / DPED Programme for the teachers of primary education.
4. To collaborate and co-operate with relevant other institutions in promoting and sustaining development initiatives and maintaining national and international linkages and networks for quality primary education.

Functions

1. Organize different programs to develop the capacity of teacher educators, supervisors and field level officers for improving the quality of primary education.
2. Initiate, promote, conduct and coordinate research studies on various aspects of primary education.
3. Review, redesign and upgrade the teacher education programs.
4. Develop models and related instructional materials for improving the quality of instruction and training in different educational programs.
5. Monitor and supervise the academic and administrative activities.
6. Initiate and promote innovative modalities and practices in the primary education system including adaptation of technology for educational purposes.
7. Provide professional advice in formulating national policies in education, in particular, in primary education.
8. Undertake collaborative programs with national and international organizations of similar nature for improving quality of primary education and enhancing the capacity of NAPE faculties.
9. Organize seminars, conferences and workshops at national and international levels and publish articles and journals to disseminate and share knowledge, ideas and experiences in primary education.
10. Undertake extension programs for different stakeholders

Board of Governors

NAPE has a Board of Governors comprises of 14 members. The board is the supreme authority to formulate and approve the over all programme of the academy. The Secretary of Ministry of Primary and Mass Education (MoPME) is the ex-officio chairman of the board and the Director General of NAPE is the member secretary of the board.

List of honorable members of the NAPE Board of Governors.

(Not in order of seniority)

- | | |
|---|------------------|
| 1. Secretary, Ministry of Primary and Mass Education | Chairman. |
| 2. Director General, Department of Primary Education | Member . |
| 3. A representative of the Rector, BPATC (not below the rank of MDS) | Member |
| 4. Joint Secretary, Ministry of Finance, Finance Division | Member |
| 5. Joint Secretary (Administration), Ministry of Public Administration | Member |
| 6. Joint Secretary (Development), Ministry of Primary and Mass Education | Member |
| 7. Chairman of NCTB | Member |
| 8. Additional Director General, Academy for Planning and Development | Member |
| 9. Director (Training), Department of Primary Education | Member |
| 10. Deputy Commissioner, Mymensingh | Member |
| 11. Mrs. Rashida Khanam, former Principal, Teachers' Training College (female),
Mymensingh | Member |
| 12. Mr. Aziz Ahmed Chowdhury, retired Director general of DPE | Member |
| 13. Prof. Kazi Afroz Jahan Ara, Institute of Education and Research, DU | Member |
| 14. Director General, National Academy for Primary Education (NAPE) | Member secretary |

Faculties

1. Planning and Management
2. Language
3. Social Studies
4. Science and Mathematics
5. Research and curriculum development
6. Monitoring and Supervision
7. Testing and Evaluation

The activities of NAPE are performed by the support of the above mentioned faculties.

Terms of References of NAPE Faculties:

Faculty of planning and management

- i. To assess training needs
- ii. To prepare the Annual Training Calendar
- iii. To prepare the Training Budget
- iv. To collect the Training Materials
- v. To assist the Authority to implement the training activities
- vi. To prepare the annual training report
- vii. To distribute works among the faculty members:
 - a. training related activities
 - b. environment
 - c. protocol
- viii. To monitor training programs
- ix. To coordinate the other faculties
- x. To assist the authority to conduct BOG & Academic council meeting
- xi. Other activities as desired by the authority

TOR of Language faculty

- i. To publishes Two issues halfyearly NAPE newsletter "NAPE Barta" and the annual Primary Education Journal.
- ii. To design and develop Test Items and Questions Structures in English and Bangla Language for the Primary Education Completion Examination
- iii. To conducts training sessions on Language in training courses held at NAPE
- iv. to do other duties assigned by the authority.

• Faculty of Sociology

- i. To develop, revise and renovate in collaboration with curriculum development faculties the Social Science curricula of the teacher education program.
- ii. To work in collaboration with NCTB to develop, revise and renovate the environment and social science part of the primary education curriculum.
- iii. To develop resource materials and impart TOT for dissemination of social science part of the primary education.
- iv. To develop instructional materials and impart training to the social science instructors of PTIs.

- v. To design and develop subject based training programmes in social science and provide TOT to URC instructors.
- vi. To plan, establish and run a low-cost teaching aids design and development centre at NAPE with a view to promoting teaching-learning strategies in social science education including arts and crafts.
- vii. To undertake in-house and hands on training for strengthening knowledge and skills of NAPE personnel.
- viii. To organise seminars, symposiums, workshops at NAPE on different issues relating to social science education.
- ix. To work in collaboration with other faculties to undertake research studies on environment and social science education at primary level.
- x. To assist the C-in-Ed/Dip-in-Ed board in preparing standardized tests in social science discipline.
- xi. To explore the training needs on social science and community mobilization of different stakeholders, plan and develop training programs, instructional materials and impart TOT and training where necessary.
- xii. To organise intra and inter faculty on progress of work, human resource management and disciplinary issues and shooting out problems and to sort out strategies for improvement and insuring coordinated efforts.
- xiii. To carry out other duties and responsibilities as instructed time to time by the authority for smooth running of administration and management activities of NAPE.

• Science and Mathematics

- i. To develop, revise and renovate, in collaboration with curriculum faculty, the Science and Mathematics curricula of the teacher education programme.
- ii. To work in collaboration with NCTB to develop, revise and renovate the Science and Mathematics parts of the primary curriculum.
- iii. To develop instructional materials and impart TOT for dissemination of Science and Mathematics part of the primary curriculum
- iv. To develop instructional materials and impart training to the Science and Mathematics instructors of PTIs
- v. To design and develop subject based training programs in Science and Mathematics education and provide TOT to URC Instructors
- vi. To plan, establish, run and maintain Science and Mathematics workshops cum lab at NAPE with a view to promoting innovative skills and creativity of the faculty professionals.
- vii. To provide expert services and guidance in planning establishing and running Science and Mathematics workshops cum lab at URCs and PTIs for development of innovative low cost teaching aids and doing research.
- viii. To undertake experimental research exercises to help improve quality of training in primary Science and Mathematics education.
- ix. To undertaken in house and hands on training for strengthening knowledge and practical skills of NAPE personnel.
- x. To organize (both national and international) seminars, symposiums and workshops at NAPE on different issues relating to primary Science and Mathematics education.
- xi. In collaboration with other faculties and institutions undertake research studies on issues involving Science and Mathematics education at primary level.
- xii. To assist C. Ed board in preparing standardized tests and question banks in Science and Mathematics subject areas.

- xiii. To explore the training needs on Science and Mathematics of different stakeholders, plan and develop training programs and material and impart TOT and training where necessary.
- xiv. To organize intra and inter faculty meeting on progress of work, human resource management and disciplinary issues and shooting out problems and to sort out strategies for improvement and ensuring coordinated efforts.
- xv. To carry out other duties and responsibilities as instructed time to time by the authority for smooth running of administration and management activities of NAPE.

- **Research and Curriculum Development Faculty**

- i. To conduct research according to the needs and demands of present important issues/problems in the field of primary education in Bangladesh.
- ii. To take necessary steps for the revision of Diploma in Primary Education (DPED) and to conduct baseline study for it.
- iii. To conduct different types of research may offer by Directorate of Primary Education (DPE), Ministry of Primary and Mass Education (MoPME), National Curriculum and Textbook Board (NCTB) or any other Ministry/NGO/ Projects/University/Institute/Development Partners/International organization like UNICEF.
- iv. To build up research capacity for the NAPE faculty members and enhance quality research at NAPE and send it to the different sectors related to primary education like DPE, MoPME and NCTB or any other organizations for the further policy formulation to ensure quality primary education.
- v. To conduct different research seminar, symposium, training and annual research workshops regarding to the need of NAPE research activities.

- **Monitoring and Supervision**

- i. To prepare observation format /monitoring format.
- ii. To prepare annual monitoring plan for PTI, URC, Sub-cluster and Government primary schools for yearly monitoring.
- iii. To visit PTI, URC, Sub-cluster and Government primary schools for monitoring their academic activities prepare report and submit to the higher authority for further improvement.
- iv. To follow up the post training utilization activities and to give suggestions for further initiative/development.
- v. To do enquiry on the basis of any complain from the field level offices and submitted report to authority.
- vi. 6.To conduct at least one research work every year on monitoring and supervision activities.
- vii. Follow up activities on inspection report of PTI, URC, Sub-cluster and Government primary schools.
- viii. To perform any other activities assigned by the authority.

- **Testing and Evaluation faculty**

- i. To prepare format for training course evaluation, collecting information, processing data and sending report to the authority for taking necessary steps in the light of recommendation.

- ii. To prepare format for resource person evaluation, collecting data through related course administration, processing data and providing written feedback to the resource persons.
- iii. To arrange pre and post test to know the training performance of the trainees who participate in different training programme arranged by NAPE. This faculty also collect and preserve performance records.
- iv. To prepare course report by the help of the Participants with the collaboration of the related course administration.
- v. To prepare and publish question structure for the PECE.
- vi. To help MOPME and DPE to prepare and distribute PECE questions.
- vii. To prepare competency based test item for using in the PECE. This activity is done under the supervision of an international consultant.
- viii. To arrange training programme for the marker, head marker and field level officers who related to PECE.
- ix. To prepare marking Scheme for the marker and head marker by the help of the skilled and experienced teachers and send it to the related persons.
- x. To do study for the development of assessment procedure to ensure the mastery learning.
- xi. To prepare a faculty report on its yearlong activities.
- xii. To prepare budget for the Taylor-made training course to strengthen assessment procedure and preparing training materials for it.
- xiii. Finally any other activities assigned by the NAPE authority are done by this faculty.

Activities of ICT Cell

- To manage the data/information of NAPE.
- To conduct and arrange training on ICT.
- To provide ICT supports to the C-in-Ed Board.
- To manage and maintain NAPE Website.
- To provide training on Digital Content Development for the master trainers.
- To exchange official information of NAPE with other organizations.

Bangladesh Certificate in Education Board (C-in-Ed Board)

This board has been established in 1982. The board controls the academic activities of 56 Govt. PTIs and 3 Private PTIs.

Currently 18 months Diploma in Primary Education (DPED) programme is running in 36 PTIs and 1 year C-in-Ed course is running in 23 PTIs. The Director General of the NAPE is the ex-officio chairman and the director of NAPE acts as the vice-chairman of the Board.

Certificate in Education (C-in-Ed) training courses conducted in Primary Teachers Training Institutes (PTIs).

Sl no	Session	Number of Students admitted	Number of students appeared in the final examinations (including irregular students)	Passed	Passing Rate	Comments
33	2013-2014	4940	5409	5240	96.87	
34	2014-2015	1727	1972			

Diploma in Primary Education (DPED) training courses conducted in Primary Teachers Training Institutes (PTIs).

Sl no	Session	Number of Students admitted	Number of students appeared in the final examinations (including irregular students)	Passed	Passing Rate	Comments
1.	July 2012 to December 2013	1280	1272	1108	87.10	
2.	July 2013 to December 2014	4986	4844 +156 (irregular) = 5000	4649	94.76%	
3.	January 2015- June 2016	5661				

Diploma in Primary Education (DPED) activities: (July 2014-June 2015)

From the January 2015 DPED training activities has been started in 36 PTIs in Bangladesh. The progress of DPED activities done in FY 2014-2015 is mentioned bellow:

DPED monitoring activities:

- Team leader, group leaders and research associates have monitored the DPED training activities in the PTIs and submitted monitoring reports.
- NAPE faculty members have done monitoring in 12 PTIs like Cox`s Bazar, Sylhet, Chittagong, Rangpur, Rajshahi, Mymensingh, Kulna, Satkhira, Faridpur, Naogaon, Jhenaidah and Dinajpur PTI.
- 12th quarterly report has been submitted

Printing of DPED Training materials

- Team leader, group leaders and the subject based writers have revised the training materials (by 30 June 2015)
- 29types of Materials have been printed and supplied copies to 36 PTIs.

Preparing NAPE, PTIs and Training Schools ready for DPED implementation:

- Fund hasbeen released for procuring training materials for 36 PTIs and 720 Training Schools (Taka 100,000.00 for each PTI and taka 10,000.00 for each training schools).

Training and workshops:

Two workshops for the orientation of the field level officers have been arranged respectively from 7-8 June 2015 and 18-19 June 2015 at NAPE, Mymensingh.

In these workshops 80 officers from different offices of field level primary education offices were the participants.

- DPED Training materials review and refinement training was conducted in 3(three) batches where total 87 PTI instructors were participants.

Training arranged for the instructors from those PTIs where DPED is introduced for the first time:

Batch no	Participants	Duration	Date
1.	PTI Instructors	26 Days	4-30 April 2015
2.	PTI Instructors	26 Days	25 April -21 April 2015
3.	PTI Instructors	26 Days	25 April -21 April 2015
4.	PTI Instructors	26 Days	4-29 May 2015
5.	PTI Instructors	26 Days	24 May to 19 June 2015
6.	PTI Instructors	26 Days	24 May to 19 June 2015

- A total of 174 instructors and resource persons are provided training on DPED curriculum in the above mentioned training courses.

- 1760 Training Schools Teachers have been provided 26 days training on DPED in 36 PTIs from 29 DPED PTIs in 44 batches.
- 5760 Own Schools Teachers have been provided 5 days training on DPED in 36 PTIs from 36 DPED PTIs in 144 batches.

DPED Certificate:

- IER of Dhaka University will confer the certificates
- On 31 December 2014 a MoU has been signed amongst NAPE, DPE and IER regarding issuing of DPED certificate.

UNICEF activities:

- During the period of 19-23 April 2015 a Workshop for the NAPE Management and TAs/Experts” has been arranged here at NAPE funded by UNICEF titled “Development of the Diploma in Primary Education (DPED) Courses Materials (Revision and Refinement)”. 38 personnel of primary education were participants in that workshop.

Research and publication

NAPE plays a significant role to ensure the quality of primary education through its research work. Most importantly, NAPE does research on basic issues of teaching learning process. Moreover, it has a vital role to develop C-in-Ed and DPED curriculum and text books.

NAPE also publishes a half yearly newsletter named “NAPE Barta” and a Journal named “Primary Education Journal”.

Research conducted in the FY 2014-2015:

Title: The Present Status of the Diploma in Primary Education Programme.



Research Seminar:

NAPE does its annual research work every year. According to this practice NAPE has conducted research work titled “Present Status of DPED Programme” in FY 2014-2015. The research report presentation seminar was held on 29 June 2015. 60 personnel from NAPE, IER, DPE, NCTB and BNFE attended the seminar to contribute it.

Training course done at NAPE in 2014-2015:

Training: According to the annual training calendar the following training courses have been conducted on different areas for different stakeholders.

Number of participants received training at NAPE during last 10 years: (July 2004 - June 2014)

SL. No.	Financial Year	Revenue			Development			Total
		Number of Participants			Number of Participants			
		Male	Female	Total	Male	Female	Total	
1	2004-2005	806	274	1080	291	107	398	1478
2	2005-2006	546	172	718	842	193	1035	1753
3	2006-2007	651	134	785	580	177	757	1542
4	2007-2008	711	215	926	791	164	955	1881
5	2008-2009	478	120	598	785	185	970	1568
6	2009-2010	984	266	1250	484	155	639	1889
7	2010-2011	592	127	719	399	97	496	1215
8	2011-2012	470	115	587	75	72	147	732
9	2012-2013	213	58	271	1315	350	1665	1936
10	2013-2014	305	83	388	532	144	676	1064
11	2014-15	243	49	292	1080	245	1325	1617
Total		5756	1564	7322	6094	1644	7738	15058

A. Summary of Training Activities under revenue budget: July 2014- June 2015

Name of Activities	Duration (days)	Batch	Participants		Cost Per Batch	Total Estimated Cost (Tk.)
			Per Batch	Total		
R-1: Annual work plan and PTI management training for PTI Superintendents.	3	2	29	57	215400	424000
			+		+	
			28		208600	
R-2: Training on quality primary education and field Level administration for DPEOs including ICT.	3	2	32	64	238500	477000
R-3: Training on good governance and quality primary education management for ADPEOs.	5	2	32	64	284300	568600
R-4 Training on PTI management for Assistant Superintendents of PTI	5	1	35	35	308450	308450
R-5: Training on office management for newly promoted/ recruited UEOs.	5	2	30	60	267200	534400
R-6: Basic training for AUEOs.	30	1	40	40	1131625	1131625
Total:						3444075

B. Summary of Other Activities (Revenue Miscellaneous): July 2014- June 2015

SL No.	Name of Activities	Number of Participants / Publications /Duration/No of event	Estimated Cost
1	RM-1: Monitoring and follow up activities of all field level offices of primary education including PTIs and URCs.	Year long	100000.00
2	RM-2 : Research	1	250000.00
3	RM-3 (a): NAPE Barta	2	100000.00
	RM-3(b) Primary education journal	1	100000.00
4	RM-4: Professional development training for NAPE faculties	1	100000.00
5	RM-5: Training need assessment workshop		143800.00
Total			793800.00

Revenue (A) + Revenue Miscellaneous (B) = 3444075.00+793800.00 = 4237875.00

(Total Taka Forty Two Lac Thirty Seven Thousand Eight Hundred Seventy Five Only)

Training courses offered by NAPE:

- Foundation/basic training courses for the newly recruited officers in the field of primary education.
- School management and Academic Supervision training courses for the field level personnel.
- Training courses on office and financial management.
- Training on ICT /computer.
- ToT and Professional Development training for Education Managers
- Tailor made (on request) training courses for other organizations.
- Subject based training courses for the PTI and URC instructors.

Stakeholders:

Sl	Positions
1.	District Primary Education Officers
2.	Superintendents of PTIs
3.	Assistant District Primary Education Officers
4.	Assistant Superintendents of PTIs
5.	Upazilla Education officers
6.	Assistant Upazilla Education officers
7.	PTI Instructors
8.	Instructors of URCs

Competency based Test Item development and implementation related trainings/ workshops
Financial Year: 2014-15

Sl. no	Name of the training/workshop	Date	Duration	Venue	Participants		Total
					Male	Female	
1	Item developer selection work-shop from the field level officers and teachers	3-4, 6-7, 8-9, 10-11 September,2014	2 days	NAPE	275	59	334
2	Item reviewers selection work-shop from the NAPE faculty members	14-15 September,2014	2 days	NAPE	15	06	21
3	Marker training manual revision work-shop	28-29 September,2014	2 days	NAPE	33	05	38
4	Orientation training on test items piloting for the test administrators and monitors	21 October, 2014	1 day	NAPE	21	04	25
5	Head Markers training	November,2014	3 days	URCs			4380
6	Master trainers refresher training(TOT) on competency-based evaluation (10 batches)	5-7, 8-10, 11-13 November,2014	3 days	NAPE	242	46	288
7	test item piloting	25-30 October, 2015	6 days				
8	Training work-shop on marker training and marking the piloted items	2-7 December, 2014	6 days	NAPE	21	06	27
9	Skill development training for the selected item reviewers.	5-10 January,2015	6 days	NAPE	11	07	18
10	Subject-based item development training for the selected item developers	12-18, 19-25 January,2015	7 days	NAPE	106	16	122
11	Work-shop on finalizing PECE question structure for 2015	14 February,2015	1 day	LGED Bhaban, Dhaka	32	15	47
12	Orientation training on test items piloting for the test administrators and monitors	07 May,2015	1 day	NAPE	21	04	25
13	Test item piloting	9-14, 16-21 May,2015	6 days				
14	Training work-shop on marker training and marking the piloted items	24-29 May,2015	6 days	NAPE	21	5	26

Conclusion

The government has taken effective steps to ensure the quality of primary education through ICT. Under the guidance of honourable minister of the MoPME, NAPE along with DPE is determined to promote ICT as well as digital activities which would help to implement Government's Vision 2021.

List of NAPE Officers:

Sl. No.	Name	Designation	e-mail and telephone
1	Md. Fazlur Rahman	Director General	dg_nape@yahoo.com, dgnape@gmail.com
2	Md. Shah Alam	Director	shahalam5846@gmail.com
3		Deputy Director(Admin)	
4	Md. Abdul Hye	Senior Specialist(DS)	abdulhye7640@gmail.com
5		Senior Specialist	
6	Md. Haidar Ali	Senior Specialist (DS)	mhali1469@gmail.com
7	Rangalal Ray	Senior Specialist	rangalal1965@gmail.com
11	Md. Abdul Wahab	Deputy Director (Evaluation)	wahab11060@yahoo.com
12	Dilip Kumar Sarker	Programmer	d.sarker69@gmail.com
13	Md. Alfaz Uddin	Specialist	alfazu74@gmail.com
14	Md. Zahurul Haque	Specialist	zahurul1969@gmail.com
15	Bhuan Abdul Haque Azad	Specialist	bahazad195@gmail.com
16	Mohammad Shahjahan Kabir	Specialist (DD Admin adnl. charge)	kabir.nape@gmail.com
17	Shelley Dutta	Specialist	shelleydtt61@gmail.com
18	Ratna Das	Specialist	dasratna366@gmail.com
25	AKM Monirul Hassan	Assistant Specialist	mhasan052@gmail.com
26	Ayesha Akter Khatun	Assistant Specialist	ayesha.nape@gmail.com
27	Md. Abdul Jalil	Assistant Specialist (Controller of C-in-Ed Board adnnl charge)	controller.bdcinedboard@gmail.com
28	Bithi Sarker	Assistant Specialist	bithsarker60@gmail.com
29	Dipti Devi	Assistant Specialist	diptidevi316@gmail.com
30	Shamsuddin Ahmed	Assistant Specialist	suahmednape@gmail.com
31	Dipak Kumar Sarker	Assistant Specialist	dipakptim@gmail.com
32	Majumder Paritosh Kumar	Assistant Specialist	Poritosh.nape@gmail.com
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40	Mohammad Aminul Haque	Assistant Specialist	amingfn@gmail.com

41	Md. Nazmul Hasan	Assistant Specialist	nazmulpti@gmail.com
42	Md. Moshir Rahman Khan Pathan	Assistant Specialist	athanpti@gmail.com
43	Shahnaz Begum	Assistant Specialist	
44	Md. Abu Bokor Siddik	Assistant Specialist	siddiksumon@gmail.com
45	Shaheen Momtaz	Assistant Specialist	
47	Md. Habibur Rahman	Accounts Officer	habibaonape@gmail.com
48	Shahnaz Nurunnahar	Assistant Controller of C-in-Ed Board	
49	Md. Abdul Gafur Khan	Physical Education Teacher	

Contact: National Academy for Primary Education (NAPE), Academy Road, Gohailkandi, Mymensingh-2200. 091-66305, www.nape.gov.bd, dgnape@gmail.com.
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Organizational Chart

National Academy for Primary Education (NAPE)

Mymensingh, Bangladesh

Vehicle:
 2 × Jeep
 1 × Microbus
 2 × Motor bike

Manpower at a Glance

Post name:	No. of Post
Class 1 Officers	46
Class 2 Officers	5
Class 3 Staff	26
Class 4 Staff	20
Total Manpower = 97	

