

# **13<sup>th</sup> Special Foundation Online Training Course for the officials of DoICT**

**(22 November 2021- 20 January 2022)**

## **Course Guidelines**



**Bangladesh Public Administration Training Centre**

**Savar, Dhaka-1343.**

[www.bpatc.org.bd](http://www.bpatc.org.bd)

# 13<sup>th</sup> Special Foundation Online Training Course (SFOTC) For the officials of DoICT

(22 November 2021- 20 January 2022)

## Course Management Team



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## Profile of Rector, BPATC



**Mr. Md. Monjur Hossain**, a dynamic and result-oriented career bureaucrat, is a Secretary to the Government of Bangladesh and belongs to the 10th batch of BCS Administration Cadre. As a connoisseur of inclusive education, especially for persons with disabilities, he joined Bangladesh Public Administration Training Centre (BPATC), the *alma mater* for many legendary civil servants of Bangladesh, as the 23<sup>rd</sup> Rector on 24th of May 2021.

Mr. Hossain is a citizen-centric and humanistic civil servant with more than 29 years of experience in different capacities of the government and in international organization. He specializes in the areas of human resources management, strategic planning, policy formulation, implementation, and financing among others. He is an effective communicator with the spirit of team effort in building relationships with stakeholders nationally, regionally, and internationally.

He has vast experiences of working both in the field administration and at the policy level. He has served in several Ministries, namely; Ministry of Public Administration, Ministry of Health and Family Welfare Affairs, Ministry of Education, Bangladesh Public Service Commission (BPSC), and the Hon'ble President's Office of Bangladesh. As a young civil servant, he also served as Assistant Commissioner and Magistrate, Assistant Commissioner (Land), Senior Assistant Commissioner and Upazila Nirbahi Officer in the field level administration. His varied career includes a stint as Secretary/Deputy Secretary General at Bangladesh National Commission for UNESCO (BNCU), Ministry of Education. Before joining as Rector, the Chief Executive Officer of BPATC, he was *on lien* in the USA from January 2020 to May 2021 as Human Resource Specialist.

Mr. Hossain earned his Master Degree with excellence in International Relations from the University of Dhaka in 1990. He also obtained a Master Degree in Public Administration (MPA) from the prestigious National University of Singapore (NUS). He contributed a lot in inclusive education and had a number of articles published to his credit.

Mr. Hossain is married to Mrs. Afsari Khanam who is also a civil servant and the couple is blessed with a son Mr. Ayeman Monjur Anindya, an undergraduate student in the USA.

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## **1.0 Introduction**

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2021 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

### **1.1 Introduction to BPATC**

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometers to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e., Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation.

BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

## **1.2 Vision**

BPATC becomes a Centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

## **1.3 Mission**

We are committed to achieving the shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

## **1.4 BPATC Theme**

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

## **1.5 Core Values**

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organization, we value:

### **a) Discipline**

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

### **b) Integrity**

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

### **c) Inclusiveness**

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

#### **d) Professionalism**

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

#### **e) Learning for results**

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves

#### **f) Innovation**

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

#### **g) Team spirit**

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

### **1.6 Training Programmes of BPATC**

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- **Core courses** are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from Defence Services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organized to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organizations.

### **1.7 Other Activities of BPATC**

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.

- Organizes joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organizes international programmes.

## 2.0 About DoICT

The Department of ICT has been working relentlessly to implement of quality education, knowledge-based economy and good governance. The department provides training to empowerment of women through ICT and established 4176 (Four Thousand One Hundred Seventy-Six) Sheikh Russel Digital Labs in educational institutes. 501(Five Hundred One) women have already emerged as entrepreneurs. Department is working to improve ICT education and infrastructure in abolished enclaves. By organizing BPO Summit and Programming Contest perennially, a large number of people are turning to wealth. To commemorate the declaration of “Digital Bangladesh”, the department plays a key role to celebrate “Digital Bangladesh Day” nationwide.

### 2.1 DoICT – at a Glance:

Name of Organization	:	Department of Information and Communication Technology
Administrative Division	:	Information and Communication Technology Division
Ministry	:	Ministry of Posts, Telecommunications and Information Technology
Date of Establishment	:	31 July, 2013
Office	:	ICT Tower, Agargaon, Dhaka.

#### **Vision**

Reliable and secure Information and Communication Technology (ICT) towards Sustainable Development

#### **Mission**

Support attainment of overall socio-economic development of the country by establishing universal access to ICT for all through research, development successful utilization and digital management of ICT.

For more information, please visit: [www.doict.gov.bd](http://www.doict.gov.bd)



### **03. Special Foundation Training Course for the Officials of DoICT**

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Although compulsory for all new recruits, FTC is not any cadre or service oriented training course rather a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. It provides the foundation for subsequent professional training organized by various cadre-oriented training institutes. A candidate through a competitive examination steps into the structured system of government. FTC is the link point between the candidate pre-work life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. This underlying philosophy of the foundation training course is equally applicable for all new recruits to the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various departments. This Special Foundation Training Course (SFTC) for the officials of DoICT is one of such courses.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarize themselves with various dimensions of socio-economic development of the country.

### **04. Objectives of the Course**

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

### **05. The Specific Objectives of the Course**

Through this course participants will be able to-

- ❑ recognize their role as public servants in a changing national and global environment;
- ❑ identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- ❑ develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- ❑ understand and adhere to the basic service norms, rules, policies and procedures;
- ❑ learn skills on the practical aspects of management process;

- ❑ communicate in English with accuracy and reasonable fluency;
- ❑ foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- ❑ enhance work skill through physical and mental labor to meet arduous challenges and
- ❑ Develop the team spirit in performing their task to achieve the organizational goal.

## 06. Requirements of the Course

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- ❑ maintain the tradition, discipline, norms and values of BPATC;
- ❑ attend and actively participate in all sessions on time, preferably at least ten minutes earlier than the scheduled time;
- ❑ attend examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- ❑ secure at least 50% marks in all assignments, reports and other evaluation related activities;
- ❑ wear formal dresses during academic sessions and official functions;
- ❑ be punctual in attending all activities prescribed for the course; and
- ❑ have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

## 07. Training Duration

The duration of the course is 60 days and this duration is distributed in the following manner:

Sl. No.	Activities	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	<b>41</b>
3	Certificate Awarding and Closing Ceremony	1
4	<b>Total Working Days (Tentative)</b>	<b>43</b>
5	<b>Weekends and Public Holidays</b>	<b>17</b>
<b>Total Days</b>		<b>60</b>

## 08. Tentative Daily Schedule

Time	Activity
08:30- 09:30	1 <sup>st</sup> Session (Held Online)
09:40 - 10:40	2 <sup>nd</sup> Session (Held Online)
<b>10:40 - 11:05</b>	<b>Health Break</b>
11:05 - 12:05	3 <sup>rd</sup> Session (Held Online)
12:15 - 13:15	4 <sup>th</sup> Session (Held Online)
14:15 - 15:15	5 <sup>th</sup> Session (Held Online)
15:25 - 16:25	6 <sup>th</sup> Session (Held Online)
18:00 - 19:30	Extension Lecture*

\* Subject to sun rise and sun set

## 09. Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, syndicate group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

## 10. Training session

Usually there will be Six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

## 11. Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

## 12. Course Content

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	Behavioral Governance	2.	Bangladesh & Bangabandhu Studies
3.	Constitution and Other Legal Provision Relating to Public Service Delivery	4.	Digital Leadership & Strategic Planning
5.	Strategic Management and Leadership	6.	Public Sector Management
7.	Administrative and Organizational Management	8.	Achieving Sustainable Development Goals in Bangladesh
9.	Public Procurement and Management	10.	Financial Management

11.	Project Management	12.	Field Attachment and Report Writing
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Research and Development Management	16.	ICT Related Laws, Regulations and other Important Issues
17.	Contemporary Issues		

Each module has several topics. The details of course contents are given in **Annex-1**.

### **13. Field Study Programme**

A four-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants. However, the arrangement of this programme is subject to the prevailing COVID - 19 situation.

### **14. Extension Lecture**

A number of extension lectures are conducted with external resource persons. Extension lectures will be held in the evening. These lectures will focus on the issues of national/international importance and will offer the participants a scope to interact and share experiences with senior government officials and renowned personalities. After each lecture every participant have to submit a one page summary (learning points in bullet form) on the lecture in the following morning.

### **15. Group Work**

Participants are required to carry out syndicate/group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the syndicate/ group work amongst their group report.

### **16. Evaluation**

BPATC follows a two-way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 800 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioral Governance	IA-35	-	35
2.	Bangladesh & Bangabandhu Studies	-	GR-25	25
3.	Constitution and other Legal Provision Relating to Public Service Delivery	IA-25	-	25
4.	Digital Leadership & Strategic Planning	IR-50	-	50
5.	Strategic Management and Leadership	-	GA-25	25
6.	Public Sector Management	-	GR-50	50
7.	Administrative and Organizational Management	IA-75	-	75
8.	Achieving Sustainable Development Goals	-	GE-75	75
9.	Public Procurement and Management	PGE-50	-	50
10.	Financial Management	IE-50	-	50
11.	Project Management	IE-50	-	50
12.	Field Attachments and Report Writing	-	GR-25	25
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	IA-25	-	25
15.	Research and Development Management	IA-75	-	75
16.	ICT Related Laws, Regulations and other Important Issues	IA-25	-	25
17.	Contemporary Important Issues	-	GA-35	35
18.	Evaluation by Evaluation Department Attendance (20) Speaker Evaluation (10)	30	-	30
19.	Evaluation by Course Management Team	25	-	25
	i) Punctuality (5)			
	ii) Table Manners (5)			
	iii) Dress (5)			
	iv) Overall Conduct and Discipline (5)			
	v) Participation in co-curricular activities (5)			
<b>Total</b>		<b>565</b>	<b>235</b>	<b>800</b>
<b>Grand Total</b>				<b>800</b>

Note: WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R-Report, Pr- Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise, PGE- Practical Group Exercise

## 17. Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80- <85	A (Excellent)
3	70- <80	B+ (Very Good)
4	60- <70	B (Satisfactory)
5	50- <60	C (Average)
6	<50	Fail

## 18. Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may check online sessions at any time and check the presence of the participants

## 19. Dress Code

### **Male participants: Formal Sessions:**

All participants must wear formal dresses in all academic sessions and formal occasions. Male participants will wear tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during special programs and closing session.

Participants may wear sherwani/prince coat for religious ground.

### **Female participants: Formal Sessions:**

Although salwar-kamiz is allowed, female participants are encouraged to wear sari in all academic sessions. However, they must wear sari in official functions and other formal activities.

## 20. Library facility

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are almost 1, 12,000 books for circulation to the readers. Participants will have ready access to the reading facilities. The participants are encouraged to use the library facilities at the maximum effort. Due to the nature of this course being online, participants are encouraged to follow E-repository and E-library. Details: <http://dspace.bpatc.org.bd:8080/>

## 21. Medical Facilities

The centre, which is run by three qualified doctors, maintains a small clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited medical care. The participants are entitled to have medical prescription free of charge and

some common medicines that are available at the clinic, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The medical doctors can be contacted (phone numbers given in Annexure)

## **22. Any Question or Query?**

This Course Guidelines give an outline of the various aspects of the Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. Daily schedule of activities, list of faculty speakers, list of participants, reading list are shown in Annex. In case of any emergency, participants may contact with Course Director or Course Coordinators through their office and residence telephone numbers which are attached as **Annex**.

**[N.B – Training Methods, Academic & Sports Sessions, Formal Events and BPATC Facilities are, due to COVID - 19, subject to certain modifications so as to meet the demand of new-normal.]**

## Course Content

**Module-01 : Behavioral Governance**

**Total Marks : 35**

**Evaluation Method : Individual Assignment-35 (Word Limit: 500-800)**

**Module Objectives :** The participants will be able to-

- Understand the human and office behaviour in work place; and
- Apply basic office procedures appropriately.

Topic Code	Session Hour	Topic	Facilitator	Training Method
01.01	02	Know Thyself: Understanding self to achieve improvement goals	Faculty/GS	L&E
01.02	02	Changing Attitude and Mindset for better service delivery	Faculty/GS	L&E
01.03	05	Empathy Building	Faculty/GS	Workshop
01.04	02	Career Planning: Practical Aspects	Faculty/GS	L&E
01.05	01	Art of Communication	Faculty/GS	L,GD
01.06	01	Problem Solving and Decision Making Process	Faculty/GS	L&E
01.07	05	Public Service Values	Faculty/GS	Saturday Workshop
01.08	02	Different Behavioural Issues: Etiquette, Dress Code, Table Manners and General Office Norms of Public Servants	Faculty/GS	L&D

**Module-02 : Bangladesh & Bangabandhu Studies**

**Total Marks : 25**

**Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)**

**Module Objectives :** The participants will be able to-

- Analyze social, political, scientific and cultural aspects of Bangladesh.
- Know the philosophy of the Father of the Nation

Topic Code	Session Hour	Topic	Facilitator	Training Method
2.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
2.02	02	Political Philosophy of Bangabandhu and his Contribution to the Development of the “Bengali Nation”	Faculty/GS	L&D
2.03	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
2.05	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
2.06	02	Ten Special Initiatives of the Honorable Prime	GS	L&D



		Minister of Bangladesh		
2.07	02	Bangladesh on the March Towards Prosperity	Faculty/GS	L&D
2.08	02	Vision 2021, SDGs by 2030, Vision 2041 and Bangladesh Delta Plan 2100	Faculty/GS	L&D
2.09	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	Film show & L&D
2.10	02	Mujib Borsho and Bangladesh	Faculty/GS	L&D
-	-	Visit to Bangabandhu's Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum, Dhanmondi 32	CMT	Visit

**Module-03 : Constitution and other Legal Provisions relating to Public Service Delivery**

**Total Marks : 25**

**Evaluation Method : Individual Assignment – 25 (Word Limit: 500-800 Words)**

**Module Objectives :** The participants will be able to -

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topic	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	Faculty/GS	L&D
3.03	01	Constitutional Body of the Nation (EC, PSC, C&G etc.)	Faculty/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
3.05	01	Local Government of Bangladesh	Faculty/GS	L&D

**Module-04 : Digital Leadership & Strategic Planning**

**Total Marks : 50**

**Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)**

**Objectives :** The participants will be able to -

- Digital Bangladesh Strategy; and
- How to promote different e-services in field level offices.

Topic Code	Session Hour	Topics	Facilitator	Training Method
4.01	01	Digital Bangladesh and Four Pillars of Bangladesh	GS	L&E
4.02	01	Digital Leadership: Overview and Practices	Faculty/GS	L, GD

4.03	01	National e-Services: Web Portal, Data Centre etc & its Implementation Strategy in the Field Level	GS	L&P
4.04	02	E-Nothi and its Practical Usage	Faculty/GS	L, GD
4.05	02	Frontier Technologies (AI, IoT, Big Data, Block Chain etc), E-Waste Management	Faculty/GS	L, GD
4.06	02	e-Government: Concept and Architecture	Faculty/GS	L, GD
4.07	02	Service Process Simplification: Methodology and Present Status of Bangladesh	Faculty/GS	L, GD

**Module-05 : Strategic Management and Leadership**

**Total Marks : 25**

**Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)**

**Objectives : The participants will be able to -**

- Identify the behavioral strengths and weakness; and
- Promote interpersonal relations in administration.

Topic Code	Session Hour	Topic	Facilitator	Training Method
5.01	02	Leadership and Personality Development, Group Dynamics and Team Building	Faculty/GS	L&E
5.02	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis	Faculty/GS	L&P
5.03	01	Total Quality Management (TQM)	Faculty/GS	L, GD
5.04	02	Art of Leadership	Faculty/GS	L, GD
5.05	02	Change Management	Faculty/GS	L, GD
5.06	02	Stress Management	Faculty/GS	L, GD

**Module -06 : Public Sector Management**

**Total Marks : 50**

**Evaluation Method : Group Report-50 (Word Limit: 500-800)**

**Objectives : The participants will be able to –**

- Understand different issues of public sector

Topic Code	Session Hour	Topic	Facilitator	Training Method
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	02	HRM & HRD Practices in Public Sector Organization in Bangladesh	Faculty/GS	L&E
6.04	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&E
6.05	01	Decision Making Process	Faculty/GS	L&E
6.06	01	ACR Writing for Performance Management	Faculty/GS	L&E
6.07	01	Managing Middle Man and Pressure Group	GS	L&D
6.08	02	Media Relations	Faculty/GS	L&D

**Module-07 : Administrative and Organizational Management**  
**Total Marks : 75**  
**Evaluation Method : Individual Assignment-75 (Word Limit: 800-1000)**  
**Objective : The participants will be able to –**

- Discharge the duties assign to them to achieve organizational goals.

Topic Code	Session Hour	Topic	Facilitator	Training Method
7.01	02	Secretariat Instructions 2014	Faculty/GS	L&D
7.02	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
7.03	04	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L, GD&E
7.04	02	সরকারি চাকরি আইন ২০১৮	Faculty/GS	L&GD
7.05	01	Rules related to Leave	Faculty/GS	L&E
7.06	02	Seniority Rules and Pension	Faculty/GS	L&E
7.07	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
7.08	02	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E
7.09	01	Forms of Written Communications (MoU/ DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
7.10	01	Office Inspection	Faculty/GS	L&D
7.11	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&P
7.12	01	Stock Entry	Faculty/GS	L&D
7.13	01	Use of Different Register	Faculty/GS	L&D

**Module -08 : Achieving Sustainable Development Goals in Bangladesh**  
**Total Marks : 75**  
**Evaluation Method : Group Exercise-75**  
**Objectives : To enable the participants to:**

- acquaint the participants with SDGs
- prepare the participants to achieve the vision 2021 and 2041
- analyze major issues of environmental management and sustainable development;

Topic Code	Session Hours	Topics	Facilitator	Training Method
8.01	01	Evolution of SDGs in the international policy framework for development	Faculty/GS	L & D
8.02	01	Relevance of SDGs in the context of the development priorities in Bangladesh	Faculty/GS	L & D
8.03	01	Basics of SDGs in comparison to MDGs	Faculty/GS	L & D
8.04	01	Administration of SDGs : Top down and Bottom up	Faculty/GS	L & D
8.05	01	Budget for SDGs and other challenges	Faculty/GS	L & D

**Module-09 : Public Procurement and Management**

**Total Marks : 50**

**Evaluation Method : Practical Group Exercise - 50**

**Objectives : The participants will be able to –**

- To make the trainees understand the procurement act, rules and procedures;
- To make the trainees understand the electronic government procurement.

Topic code	Session Hour	Topic	Facilitator	Training Method
9.01	02	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
9.02	02	Procurement Methods of Goods, Works and Services	Faculty/GS	L&E
9.03	01	Annual Procurement Plan	Faculty/GS	L&E
9.04	01	Preparation of Technical Specification	Faculty/GS	L&E
9.05	01	Tender Opening & Evaluation, Approval & Awarding	Faculty/GS	L&E
9.06	01	Request for Quotation Method (RFQM) PG-1	GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	GS	L&E
9.08	02	G2G and Public Private Partnership (PPP)	Faculty/GS	L&D

**Module-10 : Financial Management**

**Total Marks : 50**

**Evaluation Method : Individual Exercise-50**

**Objectives : The participants will be able to -**

- Understand, analyze and explain constitutional and legal aspects of financial management system of Bangladesh; and
- Enable participants to apply standard financial management practice in their day-to-day financial activity.

Topic Code	Session Hour	Topic	Facilitator	Training Method
10.01	02	Budgetary System of Bangladesh and MTBF	Faculty/GS	L&E
10.02	01	TA & DA Rules	Faculty/GS	L&E
10.03	02	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
10.04	01	General Financial Rules (GFR)	Faculty/GS	L&P
10.05	02	Audit Objections and its Disposal	GS	L&E
10.06	02	Delegation of Power: Financial and Administrative	Faculty/GS	L&D
10.07	01	Financial Rules & Regulations: BSR Part 1& 2	Faculty/GS	L, GD
10.08	01	IBAS++	Faculty/GS	L&D
10.09	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/GS	L&D

**Module -11 : Project Management****Total Marks : 50****Evaluation Method : Individual Exercise - 50****Objectives** : The participants will be able to –

- Understand the different stages of project cycle
- Use different tools of project management

Topic Code	Session Hour	Topic	Facilitator	Training Method
11.01	02	Introduction to Project Cycle Management	Faculty/GS	L&D
11.02	02	Log Frame and Results Based Management (RBM)	Faculty	P
11.03	02	Preparation and Approval Process of DPP and TAPP	Faculty/GS	L&D
11.04	01	Project Monitoring and Evaluation	Faculty/GS	L&D

**Module -12 : Field Attachment and Report Writing****Total Mark : 25****Evaluation Method : Group Report-25****Objectives** : The participants will be able to –

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence-based resolution. To do so, they will apply the learning of Module No. 15 (Research and Development Management)

Topic Code	Session Hour	Topic	Facilitator	Training Method
12.01	01	Briefing on Field Attachment Report	Faculty	Briefing
-	-	Field Visit	Faculty	Study Visit
12.02	01	Presentation on Field Study Report	Faculty	Presentation

**Module-13 : English Language Skill Development****Total number : 50****Evaluation Method : Class Test-50****Objectives** : The participants will be able to –

- Identify and rectify the common mistakes in everyday use of English and improve the basic knowledge in English language; and
- Have knowledge on IELTS exam and prepare them for achieving scholarship in higher education.

Topic Code	Session Hour	Topic	Facilitator	Training Method
13.01	08	Listening Skill	Faculty/GS	L&E
		Speaking Skill	Faculty/GS	L&E
		Reading Skill: Reading techniques	Faculty/GS	L&E
		Writing skill: Descriptive writing, argumentative writing	Faculty/GS	L&E
13.02	03	Extempore Speech	Faculty/GS	Presentation
13.03	01	Vocabulary: Administrative and Common office Use	Faculty/GS	L&E

**Module-14 : Physical Conditioning and Games**

**Total number : 25**

**Evaluation Method : Individual Assignment-25**

**Objectives : The participants will be able to –**

- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Session Hour	Topic	Facilitator	Training Method
14.01	1	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
14.02	1	Effects of Exercise on Different Organs	Faculty/GS	L&D
14.03	1	Managing Wellness	Faculty/GS	L&D
14.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Faculty	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)		

**Module -15 : Research and Development Management**

**Total Marks : 75**

**Evaluation Method : Individual Assignment-75**

**Objectives : The participants will be able to –**

- Understand research methodology, prepare social research papers

Topic Code	Session Hour	Topic	Facilitator	Training Method
15.01	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	Faculty/GS	L&D
15.02	01	Sampling Techniques and Methods of Data Collection	Faculty/GS	L&E
15.03	02	Data Analysis and Tabulation	Faculty/GS	L&E
15.04	02	Writing Research Proposal	Faculty/GS	L&E
15.05	01	Writing Research Report	Faculty/GS	L&E

**Module 16 : ICT Related Laws, Regulations and other Important Issues**

**Total Marks : 25**

**Evaluation Method : Individual Assignment - 25**

**Objectives: The objectives of the module are:**

- a) to enhance knowledge on departmental laws and rules;
- b) to enable the participants in using departmental rules and regulations.

Topic Code	Session Hour	Topic	Facilitator	Training Method
16.01	02	Bangladesh National Digital Architecture (BNDA)	Faculty/GS	L&D
16.02	02	Bangladesh National ICT Policy	Faculty/GS	L&D

16.03	02	Managing, Controlling and Promoting E-Commerce	Faculty/GS	L&D
16.04	02	Digital Security Act 2018 and Cyber Security	Faculty/GS	L&D
16.05	02	Frontier Technologies and Different on-going Projects related to ICTD	Faculty/GS	L&D

**Module-17 : Contemporary Issues**

**Total number : 25**

**Evaluation Method : Group Assignment-25**

**Objectives : The participants will be able to -**

- Identify and analyse issues of national importance; and
- Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topic	Facilitator	Training Method
17.01	02	Corporate Social Responsibility in Bangladesh	Faculty/GS	L&D
17.02	02	Blue Economy: Sustainable Use of Marine Resource	Faculty/GS	L&D
17.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	Faculty/GS	L&D
17.04	02	Autism & Neuro Development Disorder & Its Management	Faculty/ GS	L&D
17.05	02	Covid – 19 and its Fallout	Faculty/GS	L&E
17.06	02	Combating Corruption	Faculty/GS	L&D
17.07	04	Social Accountability Tools NIS; APA; Citizen Charter; RTI; GRS	Faculty/GS	Workshop/ L&D
17.08	02	8 <sup>th</sup> Five Year Plan	Faculty/ GS	L&D
17.09	01	Service Provider & Client Relation Management	Faculty/ GS	L&D
17.10	01	Monetary Policy and its Dimensions	Faculty/GS	L&D
17.11	01	Fiscal Policy and its Dimensions	Faculty/GS	L&D
17.12	02	International Trade and Economic Development	Faculty/GS	L&D

## Important Telephone Numbers

BPATC PABX: 7745010-16, 7742080-85

Fax: 7745029

Sl No	Name	Designation	PABX Extension and Cell Number
<b>Course Management</b>			
1	Md. Monjur Hossain	Rector (Secretary)	02224445028 (Official) Fax: 02224445029 E-mail: <a href="mailto:rector@bpatc.org.bd">rector@bpatc.org.bd</a>
2	Abu Momtaz Saaduddin Ahmed	Member Directing Staff & Course Advisor	02224445026 (O), 02224442080-86, Ext. 4103 01552309307 <a href="mailto:kisluahmed@gmail.com">kisluahmed@gmail.com</a> <a href="mailto:Saaduddin6255@gmail.com">Saaduddin6255@gmail.com</a>
3	Md. Sharif Hasan	Director (LTA) & Course Director	02224442080-86 Ext-4118; 02224446610(o) 9131649(r), 01911308396(m) <a href="mailto:sharifheleenn@gmail.com">sharifheleenn@gmail.com</a>
4	Jakia Sultana	Deputy Director (Evaluation) & Course Coordinator	02224442080-86 Ext: 4169 01964920789 (M) <a href="mailto:js33ju@gmail.com">js33ju@gmail.com</a>
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9	Md. Rustom Rabbani	Assistant Programmer & Liaison Officer	02224442080-86 Ext: 4199 01718857231 ap4@bpatc.org.bd <a href="mailto:rustom_76@yahoo.com">rustom_76@yahoo.com</a>
10	Course Office	Course Coordinator	4195
<b>Support Service</b>			
1	Dr. Mohammad Ziaul Islam	Assistant System Analyst	02224442080-86 ext: 4320 (o), 02224445017, Cell: 01819448979, 01553283712 E-mail: <a href="mailto:likhon_26@yahoo.com">likhon_26@yahoo.com</a>
2	Mohammad Saiful Islam	Programmer	02224442080-86, Ext. 4315 Cell: 01737991133 E-mail: <a href="mailto:saifulju@gmail.com">saifulju@gmail.com</a>
3	Dr. Md. Mustafizur Rahman	Medical Officer	Ext: 4143 (O), 4143 Cell: 01932791761
4	Dr. Bilkis Laila	Medical Officer	Ext: 4142 Cell: 01711073636
Please Press <b>9</b> to reach the Telephone Exchange			



## **Do's and Don'ts of trainees (General)**

### **A. Do's**

1. Focus on discipline and time.
2. If something goes wrong with your words or deeds, openly admit it and express your regret.
3. Let the course authorities know if you have any complaints. Talk to the course coordinator first about training-management issues.
4. If someone shows you help-cooperation-courtesy in any matter, be sure to thank them. If someone thanks you, you reply.
5. Speak in as low a voice as possible.
6. Give others the opportunity to speak during the conversation rather than say it yourself. Listen carefully to others.
7. Show proper respect for each other.
8. Exercise restraint in speech and conduct.
9. Be sophisticated in dress, speech, and behavior.

### **B. Don'ts**

1. Under no circumstances should you do anything that destroys professional or personal harmony.
2. Avoid tension in any situation.
3. Don't talk about hurting someone's personal beliefs or feelings.
4. Avoid discriminatory and discriminatory behavior in any case.
5. Recklessness, incontinence and clowning in speech and behavior are to be avoided.
6. Hiding oneself among peers and posing for oneself visually both are to be avoided.
7. Get rid of the mentality of looking down on others.
8. Avoid emotional language and rude use.
9. Avoid negative attitudes.
10. Don't waste time.
11. Refrain from sensitive political and religious conversations.

## **Participation norms in online classes and sessions**

1. Ensure uninterrupted internet connection. Broadband connections are generally acceptable, but be sure about their proper functioning. Use mobile data if necessary.
2. It is recommended to use laptop. You can use a desktop computer, but keep alternatives when the power goes out. Consciously refrain from participating in sessions via mobile. Make sure the headphones and microphone are working properly.
3. Internet connection disconnection during the session will be considered as a lack of sincerity in your proper preparation.
4. Turn the camera on and off the microphone all the time during the session. Try to sit in an illuminated place. If necessary, go to the settings of the online platform and fix the issues in advance.
5. Consciously refrain from doing other work in the middle of the session. Refrain from taking any kind of food, drinking water or drinking tea. Can only take it during breaks.
6. Make it a habit to sit in a certain place every day during the session. Don't sit in a place where the surrounding environment affects you. Avoid sitting on the bed or sofa.
7. Use the background template provided by BPATC throughout the course. Refrain from using any other images or blur effects.
8. Use Decent official profile pictures on online platforms. Collaborate with course management on how to display your name on the screen.
9. Connect online 5 to 10 minutes before the scheduled time each day. Keep up the good work.
10. Concentrate on the session. Do not suffer from inferiority complex due to lack of physical presence. There is no need to discuss this in detail. The online course is being held due to the situation that has arisen. Respect the subject, then you can learn something good from the course.

11. Take necessary notes during the session.
12. You get the chance to ask questions in two ways; The first way is by verbally clicking on the "Hand Raise" option on the online platform; And the second way is by typing the question in the "Chat Box" of the online platform. You can get any one option in some sessions. The format for asking questions in all those sessions will be informed in advance.
13. When asking questions verbally, keep the questions short. Do not go to express opinions. Don't spend too much time asking questions. Give others a chance to ask questions. Consciously refrain from asking any questions that embarrass the respondent. Do not ask supplementary questions. It is recommended to ask questions in English.
14. When typing a question in the Chat Box, keep in mind the word limit. If necessary, you can share the link in favor of your question to the respondent. However, do not go to the supplementary question.
15. You can give a "Virtual Clap" to the co-trainees for any intelligent questions or if you like the speech of the session speaker.
16. Required training materials will be shared with the trainees.
17. Participation in any office work during the session is prohibited.
18. When the session starts, refrain from getting up from the chair or going around unnecessarily. Do not talk on the phone or exchange messages.
19. If you want to talk to the course management about any subject, leave a message in the chat box. You can also ask questions by clicking directly on the specific person in the chat box if necessary. Personal questions are recommended person-to-person. If you do not listen or if there is a technical problem, if necessary, inform the course management.
- 20 Refrain from posting any kind of unwanted information, questions, comments or comments on the online platform. Remember, the entire session will be recorded and your every behavior online will be thoroughly analyzed. So, refrain from doing anything that creates any kind of unpleasant situation for yourself, co-trainees or course speakers or coordinators.

21. Various announcements of the course will be communicated to the WhatsApp group. The course management team will create groups and involve everyone there. Everyone is requested to keep WhatsApp installed.
22. Course management may change the schedule at any time.

### **Personal study**

#### **A. Do's**

1. Do daily reading every day.
2. Read the summary of the daily lecture every day.
3. Read for yourself and help your peers read.
4. If necessary, take the help of the concerned faculty members.
5. Be prepared for the test any day.
6. Fill in the Learning Points every day.
7. Remember A stitch in time saves nine.
8. Emphasize Recap Session

#### **B. Don'ts**

1. Do not study in such a way that your peers feel difficulty.
2. Don't leave any work for the future.

### **Evaluation**

#### **A. Do's**

1. Carefully read and follow the assessment rules.
2. If you have any questions regarding the assessment, please know well during the briefing on the assessment. Moreover, if necessary, discuss with the assessment officer subject to the permission of the course management member.
3. When making verbal assessments, try to express group opinions, not personal opinions. Discuss as much as possible before presenting the statement.
4. Evaluate the speaker in a timely and accurate manner as there is a number allotted for it.

## **B. Don'ts**

1. Make sure that personal preferences / dislikes do not affect the assessment.
2. Refrain from making unreasonable demands / recommendations and from vain criticism.
3. Do not speak to anyone personally during the verbal assessment.
4. Avoid exaggeration in praise or criticism.