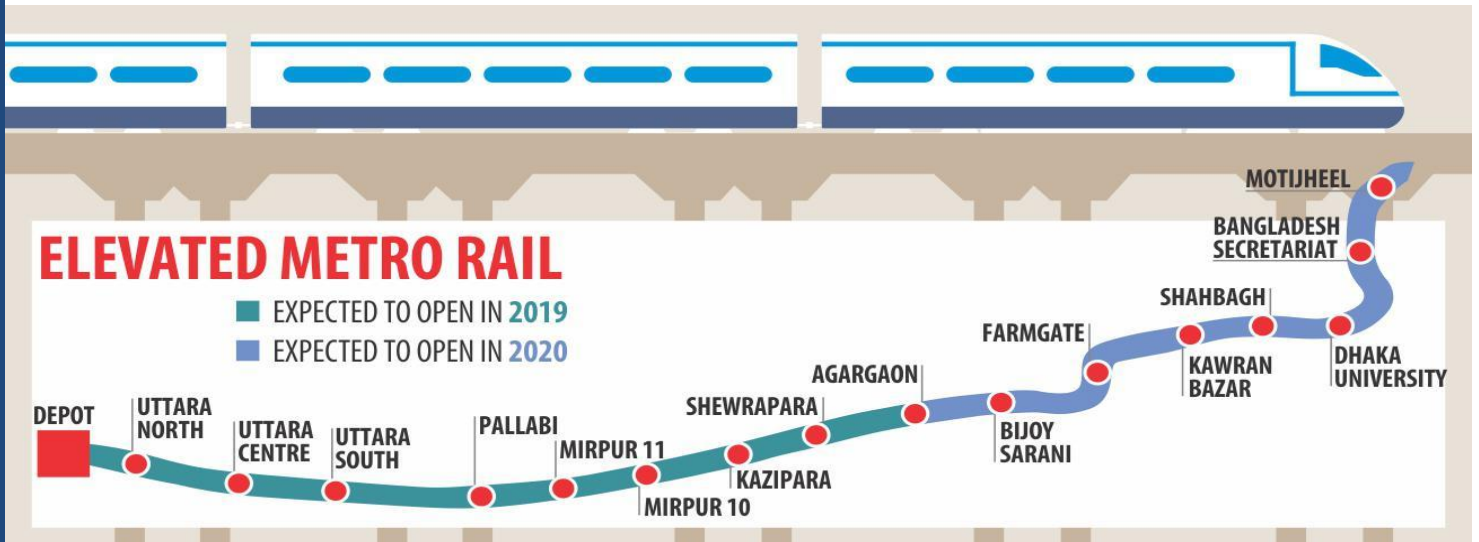


# Special Foundation Training Course

For  
The Sub-Assistant Engineers  
Of  
Dhaka Metro Rail Transit Company Ltd, Bangladesh  
(16 September – 14 November, 2018)

## Course Guidelines



Building Effective, Inclusive and Accountable Public Administration System



Regional Public Administration Training Centre, Dhaka

[www.rpatcdhaka@yahoo.com](mailto:www.rpatcdhaka@yahoo.com)

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for the Sub-Assistant Engineer of  
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# Course Guidelines



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# Course Management

## Principal Adviser



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## Course Adviser



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## Course Coordinators



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## Liaison Officer

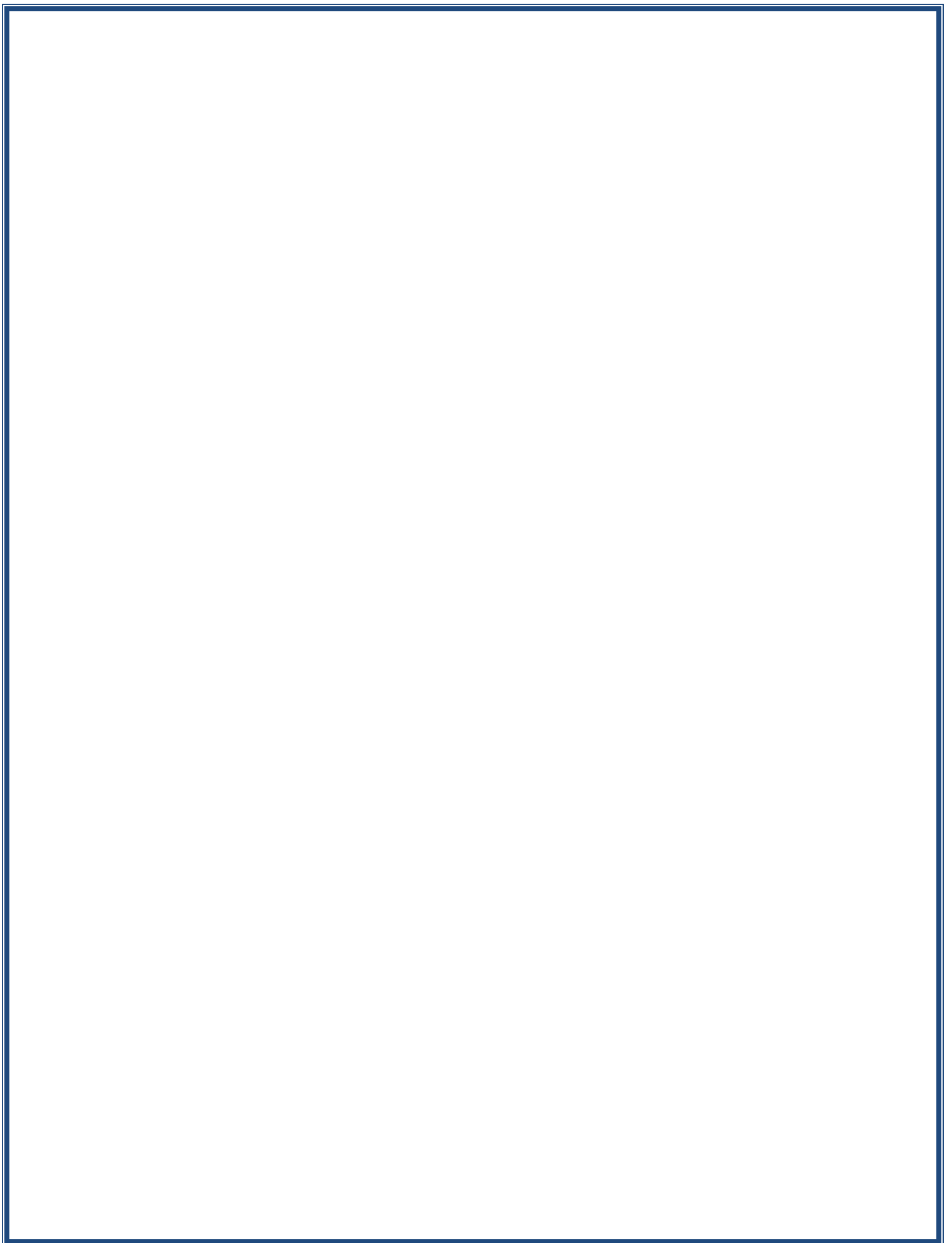


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## **Introduction**

The spirit of our liberation war in 1971 is to build a glorious, developed and prosperous Bangladesh free from all sorts of exploitation and injustices. Imbued with the spirit of liberation war the whole BPATC headed by the Rector is working all day long to fulfill this demand with the missionary zeal and effective commitment to make it a 'Preaching House' in the real sense.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge 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. In view of attaining the vision 2021, the civil service has to be shaped as an institution. The civil servants also need the capabilities to translate the knowledge of administrative and constitutional laws into action. Civil servants must possess analytical insight to discharge their responsibilities in a proper and lawful manner across all public administrative settings.

## **02. BPATC at a Glance**

- Bangladesh Public Administration Training Centre (BPATC) was established on 28<sup>th</sup> April 1984.
- The Centre is located in a lush of natural environment especially marked for its ever-green, clean and serene specialty. It lies at a distance of 28 kilometers north-west from Dhaka, the capital city of the country.
- The Centre is headed by a Rector who is a Secretary to the Government followed by Six Members Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government. Each MDS heads a division.
- Each division consists of a number of departments headed by a Director of the rank of Deputy Secretary. Below them are Deputy Directors, Assistant Directors, Evaluation Officers and Research Officers.
- The Centre has four Regional Centres called Regional Public Administration Training Centres (RPATC) at four old Divisional Headquarters. Establishment of RPATC at other Divisional Headquarters is under process.

- BPATC enjoys substantial autonomy in both financial and administrative matters. The twelve-member Board of Governors (BoG) chaired by a Cabinet Minister provides general policy directions as and when required to.
- BPATC conducts core training courses, short training courses and special courses.
- Core courses include 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 and ACAD for Deputy Secretaries and their equivalent officers in the Defense Services and public sector departments while SSC for the Joint Secretaries to the government and their equivalents from Defense Services.
- BPATC carries out research in the fields relevant to public service management.
- Providing consultancy services to the government is another integral function of BPATC.

## **2.1 Vision**

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

## **2.2 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.

## **2.3 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 ourselves. As a public sector human resource development organization, we value:

**Discipline**

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

**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.

**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.

**Innovation**

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

**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.

**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.

**Team spirit**

We foster *spirit 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.

**3. About Regional Public Administration Training Centre, Dhaka**

Bangladesh Public Administration Training Centre (BPATC) has four regional Centers at four divisional headquarters. RPATC, Dhaka is one of them. RPATC's conduct job and skill oriented training courses for class I and class II officers and Class III & IV employees of the Government,

Semi-government and Autonomous bodies. RPATC Dhaka is located at Moghbazar, the heart of the city, is equipped with modern training facilities e.g. language lab, computer lab, multi-media, etc. Apart from regular training programmes, it organises workshop/seminar on contemporary issues in collaboration with partners from home and abroad.

#### **4. About Dhaka Mass Transit Company Ltd.**

The urgency to mitigate the mass transportation problems in Dhaka prompted the Bangladesh Government to seek expansion and modernization of the city's Mass transit mode. In 1998, Bangladesh Government created the Dhaka Transport Coordination Authority. An urban transport plan was commissioned in 2008, wherein the Government laid out a comprehensive transport plan naming Strategic Transport Plan (STP) for the Greater Dhaka City and its adjoining areas. The plan looked at various Key Policy issues including safety, pedestrian preferences, public transport, non-motorized transport, travel demand management, mass transit systems, etc. From 70 different policy recommendations under the STP, 10 comprehensive transportation strategies were evaluated. Later the Strategic Transport Plan was revised and the newly adopted plan includes construction of 5 Metro Rail lines across the City. Under the Road Transport and Highways Division of the Ministry of Road Transport and Bridges, the Dhaka Mass Rapid Transit Development Project (DMRTDP) was taken up by the Government. In June 2013, Dhaka Mass Transit Company Limited (DMTC) was established by the Government to implement the Metro Rail Lines across the city.

#### **5. The objectives of the Special Foundation Training Course**

##### **5.1 Main Objectives**

The main objective of the course is to equip the participants with the basic knowledge and skill to develop their professionalism, improve effectiveness in the delivery of public services.

##### **5.2 Specific Objectives**

- To create awareness among the participants about political, socio-economic and cultural roots of Administration of Bangladesh.
- To analyse the provisions of the Bangladesh Constitution and Administrative Stairs.
- To give the participants a clear perception about the ideal role of a civil servant to combating corruption.
- To enable participants to understand basic features of the market economy and economic policies of the Government.
- To create awareness on environmental management and sustainable development.



- To familiarise the participants with planning process in the Government and enable them to formulate specific planning document.
- To enhance capacity of the participants for office management and compliance of rules and regulations of the service.
- To enable the participants to discharge their financial responsibilities effectively.
- To enable participants to understand the basic features of corruption, historical perspective of corruption in Bangladesh.
- To familiarise the participants with criminal laws, penal code, Evidence Act, Anti Corruption Act and other laws, Acts, Rules and regulations related to corruption and performing their duties.
- To develop skills to understand socio-cultural impact of corruption and the way of resisting corruption.
- To improve the skills of participants to the use of ICT.
- To enhance ability to listening, speaking, writing and reading in English.

## 6. Duration of the Course and Distribution of Working Days

The duration of the course is 60 days commencing from 18 September 2016. The Course will end on 16 November 2016. Distribution of training days available and the course activities are given in table 1.

**Table 1 : Days available and activities**

Items	Number of Days
Weekly & Public Holidays	18
Opening and Closing	2
Field visits and Case study	4
Workshop on PPA/PPR	1
Sub-total	25
Days available for academic sessions	35
Total no. of days	60
Number of session/lectures available	
Total no. of Sessions	180

## 7. Daily Schedule

This Course consists of 16 academic modules. To cover all topics under these modules, 5-6 instructional sessions will be organised in every working day. Each session will be of 60 minutes. There will be a tea break after the second session and prayer and lunch break after the third session. Most of the extension lectures on contemporary issues and sessions on skill development will be held in the evening. Classroom session will start at 08.30 a.m. Time for

afternoon games and recreation will be fixed by the course management. A tentative daily schedule of the course has been shown in the table 2.

**Table 2 : Daily Schedule**

<b>Time</b>	<b>Sessions</b>
08:30 – 09:30	1 <sup>st</sup> Session
09:40 – 10:40	2 <sup>nd</sup> Session
10:40 – 11:05	Tea Break
11:05 – 12:05	3 <sup>rd</sup> Session
12:15 – 13:15	4 <sup>th</sup> Session
13:15– 14:00	Lunch & Prayer
14:00 – 15:00	5 <sup>th</sup> Session
15:10 – 16:10	6 <sup>th</sup> Session
16:10 – 16:30	Tea & Prayer
16:30 – 18:30	Afternoon Games and Recreation
18:30 – 20:30	Evening Session

## **8. Training Methodology**

Different training methods e.g. lecture and discussion, exercise, workshop, role play, case study, group work, panel discussion, field visit, study tour, film show, reading assignment and other experiential learning methods will be used.

### **8.1 Lecture & Discussion**

Although lecture method will be used to a certain extent in this course, the course management believes that the method can significantly be improved by active participation of the attending trainees. In each session the speaker will encourage the participants to take part in the discussion process. At least one-fourth of a session time may be devoted to such discussions.

### **8.2 Case Study & Field Visits**

Case study method will be used to develop participants' problem solving skills and reinforce learning in the relevant subject. The participants will be required to prepare and present group reports based on the field visits.

### **8.3 Team Work**

This is a team activity focusing on maximum interactions among the members of a group assigned to do a particular task. Each group may consist of 5-6 participants. A participant

is responsible individually and jointly for the quality of the report. Each group will present its report in a plenary session

## **9. Medium of Instruction**

Generally English will be the medium of instruction in most of the session in the classroom. Participants are expected to interact in English during classes as well as in other course activities. The reports are also to be written and presented in English.

## **10. Course Requirements**

To complete the course successfully, every participant must fulfil the following conditions;

1. They must maintain discipline and follow norms, values and rules and regulations of BPATC;
2. Wear formal dresses during academic sessions and official functions;
3. Follow official manners and etiquettes;
4. Follow table manners during lunch and dinner;
5. Be punctual in attending all activities prescribed for the course;
6. Attend all sessions and course activities as per schedule. Exceptions are allowed only in case of unforeseen emergency;
7. Undertake study visit, prepare assignment paper and reports and perform other tasks assigned by the course management and resource persons;
8. Secure a minimum of 50% marks in each module/activity/assignment.

If any Participant secure less than 50% marks in any of modules, s/he will be considered as unsuccessful in the module and will not be able to obtain course completion certificate. The participant who is unsuccessful will get maximum two chances to re-appear in the module/paper/subject failed. In such circumstances, upon approval of ACC she/he will be required to stay at RPATC for at least seven days for each module on this own cost and prepare for re-examination to be held in a suitable time fixed by RPATC.

## **11. Evaluation**

BPATC has a prescribed system of evaluation. Each participant will be evaluated individually. Participant's behaviour, attitude towards discipline, maintenance of discipline etc. will be observed and shall be reflected in their pen-picture, which is considered as confidential training report. Not only participant's activities will be evaluated but they, on the other hand, will evaluate the speakers, course management and

other aspects of the course. Their feedback will help in redesigning the future course curricula.

**Table 3 : The contents of the curricula**

serial	Title of the modules	Individual Marks	Group Marks	Total Marks	
1	Behavioral Governance	(WE) 25	-	25	
2	Bangladesh Studies	-	(GR) 30	30	
3	Constitution & Other Legal Provisions Relating to Public Service Delivery	(WE) 25	----	25	
4	Public Sector Management	(WE) 30	(GR) 25	45	
5	Departmental Laws, Regulations and other Important Issues	(IA) 35	(GR) 35	70	
6	Essential Service Rules	(WE) 40	(GA) 25	65	
7	Integrity in Public Service Management		(GE) 50	50	
8	Achieving Sustainable Development Goals (SDGs)	(WE) 30	-----	30	
9	Project Management	-	(GE) 65	65	
10	Financial Management	(WE) 30	(GE) 30	60	
11	Office Management		(GR) 60	60	
12	Developing Verbal Competency	(WE) 25, (IE) 35		60	
13	ICT and E-Governance	(WE) 40, (PT)-35		75	
14	Contemporary Issues	(IR) 25		25	
15	Total Marks of Other Module	375	<b>320</b>	<b>695</b>	
16.	Book Review	Rep.-30, Pres.20	-	50	
17	Physical Conditioning & Games	(IE) 25,(IA) 75	-	100	
18	Evaluation by Evaluation department	30	-	30	
19	Class Attendance				20
20	Speaker evaluation				10
21.	Evaluation by Course Management	25	-	<b>25</b>	
	i) Punctuality				5
	ii) Table Manner				5

	iii) Dress Code	5			
	iv) Overall Conduct and Discipline	5			
	vi) Participation in co-curriculum activities	5			
<b>Total</b>		<b>580</b>	<b>320</b>	<b>900</b>	

## 12. Grading System

All the participants will be graded on the basis of their performance. A report on their performance will be forwarded to the ACC for retention in the officers' dossier. All Assessments are based on quantitative scale and graded as follows:

Sl.	Percentage of Marks	Grading
1	95 and above	A+ (Outstanding)
2	90 to <95	A (Excellent)
3	85 to <90	A- (Very Good)
4	80 to <85	B+ (Good)
5	70 to <80	B (Satisfactory)
6	60 to <70	B-(Above Average)
7	50 to <60	C (Average)
8	<50	Fail

## 13. Food Arrangements

The participants will take their tea, lunch & dinner at the specified dining place of the RPATC. The Schedule will be notified during course briefing.

## 14. Table Manners and Dress Code

Participants must wear formal dresses in all formal course activities. Male Participants must wear full-sleeved shirts and with or without suit in academic sessions. It is mandatory to wear suits during mess night, official dinners, official functions and other formal activities. Table manners and observance of etiquettes will be noted and evaluated. Participants who are not willing to wear tie on religious ground must wear sherwani. Lady participants may wear saree or shalwar-kameej in academic sessions and saree for formal occasions.

**15. Physical Exercise and Games**

RPATC, Dhaka has limited facilities for physical conditioning and games. However, physical exercise in the morning and games in the afternoon are mandatory for the participants. The RPATC will provide the participants with facilities for sports and games. During games, participants must wear appropriate sports dress and shoes.

Female participants must wear white colour three pieces/track suit, kades, socks and male participants must wear track suit, kades and socks.

**16. Computer Lab Facilities**

There is a computer Lab at RPATC, Dhaka where most of the ICT sessions will be conducted. Participants can also avail the RPATC Computer Lab facilities for practice and other purposes which remains open from 09:30 to 20:30 on working days.

**17. Medical Facilities**

One part time doctor will be available for consultation. Time will be notified later on.

**18. Recreational Facilities & Social Events**

A TV connected with cable net at the class room # 1 and another in the dining room are available for recreation of the participants.

**19. Library**

RPATC Dhaka has a rich library with thousands of collections at its second floor. The participants are encouraged to use the library during training period.

**20. Others**

The course contents, list of faculty members, resource persons, nominated participants and important telephone numbers are attached to this brochure as Annex A to E.

**Table 4: Name of the Module Directors**

<b>Module No.</b>	<b>Title of Module</b>	<b>Module Director (not as per Seniority)</b>
1.	Behavioral Governance	BM Benojir Ahmed
2.	Bangladesh Studies	Mohammad Sohrab Hoshen
3.	Constitution and other Legal Provisions relating to Public Service Delivery	Rabiul Alam Lokman
4.	Public Sector Management	Mallick Sayeed Mahub
5.	Departmental Laws, Regulations and other Important Issues	Dr. Abdul Aleem Khan
6.	Administrative and Organizational Management	K. M. Abdul Kader
7.	Integrity in Public Service Management	Md Nazim Uddin
8.	Achieving Sustainable Development Goals (SDGs)	Md. Masud Ahmed
9.	Project Management	Md. Jahidul Islam
10.	Financial Management	Hasan Murtaza Masum
11.	Office Management	Mohammad Razibul Islam
12.	Developing Verbal Competency	A.F.M. Amir Hussain
13.	ICT and E-Governance	Mohammad Masum Rahman
14.	Physical Conditioning & Games	A T M Arif Hossain
15.	Book Review	Md. Masud Alam
16.	Contemporary Issues	Dr. Abdul Aleem Khan

# COURSE CONTENTS



**Module-01** : Behavioral Governance  
**Total Marks** : 25  
**Evaluation Method** : Written Examination-25  
**Module Director** : BM Benojir Ahmed

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

- a. understand the human and office behaviour in work place; and
- b. 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	01	Changing Attitude and Mindset for better service delivery	Faculty/GS	L&D
01.03	01	Art of Civility	Faculty/GS	L&D

**Module-02** : Bangladesh Studies  
**Total Marks** : 30  
**Evaluation Method** : Group Report-30  
**Module Director** : Mohammad Sohrab Hoshen

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

- a. analyze social, political, scientific and cultural aspects of Bangladesh.

Topic Code	Session Hour	Topic	Facilitator	Training Method
2.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
2.02	02	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.03	01	Natural Resources of Bangladesh	Faculty/GS	L&D
2.04	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D

**Module-03 : Constitution and other Legal Provisions relating to Public Service Delivery**  
**Total Marks : 25**  
**Evaluation Method : Written Examination-25**  
**Module Director : Rabiul Alam Lokman**

**Module Objectives :** The participants will be able to -  
a. recognize the functions of the executive, legislature judicial organs of the government; and  
b. adhere to the basic rules and procedures appropriately.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
3.02	01	Different Organs of the Government (Executive, Legislature & Judiciary)	Faculty/GS	L&D
3.03	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
3.04	01	Local Government of Bangladesh	Faculty/GS	L&D

**Module -04 : Public Sector Management**  
**Total Marks : 55**  
**Evaluation Method : a) Written Examination-30**  
**b) Group Report-25**  
**Module Director : Mallick Sayeed Mahbub**

**Objective :** The participants will be able to –  
a. understand present condition of local government and HRM.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
4.01	01	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
4.02	02	Good Governance and Citizen Charter	Faculty/GS	L&E
4.03	02	HRM & HRD Practices in Public Sector Organization in Bangladesh	Faculty/GS	L&E
4.04	02	Public Policy: Policy Process and Decision Making	Faculty/GS	L&E
4.05	01	Performance Management, APA and ACR Writing	Faculty/GS	L&E
4.06	01	Handling Middle Man and Pressure Group	GS	L&D

## **Module 05: Departmental Laws, Regulations and other Important Issues**

**Module Director: Dr. Abdul Aleem Khan**

**Total Marks: 70**

**Evaluation Method: IA-35**

**Study Tour/Field Visit-**

**Evaluation Method: GR-35**

**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.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
5.01	01	Railways Signaling and Telecommunication System	Faculty/GS	L&D
5.02	02	Railways Rolling Stock and Workshop	Faculty/GS	L&E
5.03	02	Railways Transportation	Faculty/GS	L&E
5.04	01	Motor Vehicle Ordinance	Faculty/GS	L&D
5.05	01	Railways Track	Faculty/GS	L&D
5.06	02	Labour Law	Faculty/GS	L&D
5.07	02	Land Acquisition Process	Faculty/GS	L&D
5.08	01	Axle Load Control	Faculty/GS	L&D
5.09	02	Public Procurement Act 2006 and Rules 2008	Faculty/GS	L&D
5.10	02	Electronic Government Procurement (E-GP)	Faculty/GS	L&D
5.11	02	Ministry of Road Transport and Bridges, Road Transport and Highway Division and RHD Administration	Faculty/GS	L&D
5.12	-	Study Tour/Field Visit	CMT	I&R

**Module-06 : Essential Service Rules**  
**Module Director : K. M. Abdul Kader**  
**Total Marks : 65**  
**Evaluation Method : a) Written Examination-40**  
**b) Group Assignment-25**

**Objective : The participants will be able to –**  
a. discharge the duties assign to them to achieve organizational goals.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
6.01	01	Secretariat Instructions 2014	Faculty/GS	L&D
6.02	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
6.03	02	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/GS	L,GD&E
6.04	02	The Government Servants (Special Provisions) Ordinance, 1979; The Public Servants (Dismissal on Convictions) Ordinance, 1985; and The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	Faculty/GS	L&GD
6.05	01	Rules related to Leave	Faculty/GS	L&E

### **Module 07: Integrity in Public Service Management**

**Module Director: Md Nazim Uddin**

**Evaluation Method: GE –50; Total Marks – 50**

**Objectives:** Objectives of the module are:

- a. to enable the participants to distinguish correctly between ethical and unethical practices;  
and
- b. to apply the ethical values in their respective work places and day to day life.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
7.01	04	National Integrity Strategy (NIS)	Faculty/GS	Workshop
7.02	01	Corruption: Its nature and Dimension	Faculty/GS	L&D
7.03	01	Combating Corruption in Public Service Delivery	Faculty/GS	L&D

## **Module 08: Achieving Sustainable Development Goals (SDGs)**

**Module Director: Md. Masud Ahmed**

**Evaluation Method: WE – 30; Total Marks – 30**

**Objectives:** Objectives of the module are:

- a. to provide idea about challenges of implementing SDGs;
- b. to get the trainees acquainted with the departmental roles in implementing SDGs; and
- c. to get a holistic picture of strategies and the process of sustainable development of Bangladesh.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
8.01	02	Socio Economic Indicators of Bangladesh	Faculty/GS	L&GD
8.02	01	Sustainable Development: Concept and Issues in context of Bangladesh	Faculty/GS	L&D
8.03	01	Disaster Management and SDGs	Faculty/GS	L&D
8.04	02	SDG 9 and 11 and Building Resilient Infrastructure, Roads and Regional Connectivity	Faculty/GS	L&D
8.05	02	SDGs 12, 13, 14 & 15: Sustainable production and Consumption; Combating Climate Change; Blue Economy and Maintaining Ecosystem	Faculty/GS	L&D
8.06	02	Public Private Partnership (PPP) in Road Construction and Communication Sector	Faculty/GS	L&D

## **Module 09: Project Management**

**Module Director: Md. Jahidul Islam**

**Evaluation Method: GE-65; Total Marks – 65**

**Objectives:** Objectives of the module are:

- a. To make the trainees understand the different stages of project cycle; and
- b. Enable them to use different tools of project management.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
9.01	01	Project Definition, Types and Cycle	Faculty/GS	L&D
9.02	01	Techniques of Project Appraisal and Selection of Projects	Faculty/GS	L&E
9.03	01	Project Preparation and Approval Processes	Faculty/GS	L&D
9.04	01	Project Proforma (Investment Project): DPP Formulation and Exercise	Faculty/GS	Exercise
9.05	01	Project Proforma (Investment Project): TPP Formulation and Exercise	Faculty/GS	Exercise

9.06	01	Exercise on Logical Framework	Faculty/GS	Exercise
9.07	01	Project Supervision and Execution	Faculty/GS	L&D
9.08	01	Project Monitoring and Evaluation	Faculty/GS	L&D
9.09	01	Preparing Project Completion Report	Faculty/GS	Exercise
9.10	-	Visit to Mega Project of R&H (Metro Rail)	CMT	Visit

## **Module 10: Financial Management**

**Module Director: Hasan Murtaza Masum**

**Evaluation Method: WE - 30, GE - 30; Total Marks – 60**

**Objectives:** Objectives of the module are:

- a. to acquaint the trainees with the national budgetary framework including MTBF;
- b. to enable trainees in managing public expenditure as a responsible DDO;
- c. to prepare organizational budget applying MTBF approach; and
- d. to implement budget following existing financial rules.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
10.01	01	General Financial Rules (GFR) & Treasury Rules (TR)	Faculty/GS	L&D
10.02	02	Preparing office budget under Medium-term Budgetary Framework (MTBF)	Faculty/GS	Exercise
10.03	01	Delegation of Financial Power	Faculty/GS	L&D
10.04	01	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
10.05	02	Pay Fixation, Pension and Gratuity	Faculty/GS	Exercise
10.06	02	Rules of TA and DA; provisions regarding joining time	Faculty/GS	Exercise
10.07	02	Audit Objection and its Disposal	Faculty/GS	L&D
10.08	02	VAT and Income Tax Rules	Faculty/GS	Exercise
10.09	01	General Provident Fund, Benevolent Fund and Group Insurance Fund	Faculty/GS	L&D
10.10	02	Measurement Book Writing	Faculty/GS	Exercise
10.11	02	Preparation of Engineering Estimates	Faculty/GS	Exercise

## Module 11: Office Management

Module Director: Mohammad Razibul Islam

Evaluation Method: GR – 60, Total Marks – 60

**Objectives:** Objectives of the module are:

- a. to enable participants to manage own office/business effectively;
- b. to apply effective techniques of new office management;
- c. to gather practical knowledge about office management procedures at ministerial level; and
- d. to have practical knowledge about file management and official procedures.

Topic Code	Session Hour	Topic	Facilitator	Training Method
11.01	02	File Management: Opening of Files, Docketing, Indexing	Faculty/GS	L&E
11.02	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
11.03	01	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E
11.04	01	Forms of Written Communications (MoU/ DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
11.05	01	Office Inspection and Report Writing	Faculty/GS	L&E
11.06	01	Store Management	Faculty/GS	L&D
11.07	01	Total Quality Management (TQM) in Public Sector	Faculty/GS	L&GD
11.08	01	Management of Office Security	Faculty/GS	L&D
11.09	02	Team-building in Organization	Faculty/GS	L&E

## Module 12: Developing Verbal Competency

Module Director: A.F.M. Amir Hussain

Evaluation Method: WE – 25, IE - 35; Total Marks – 60

**Objectives:** Objectives of the module are:

- a. to improve Bangla spelling, syntax and pronunciation norms; and
- b. to improve English listening, speaking, reading and writing ability.

Topic Code	Session Hour	Topic	Facilitator	Training Method
12.01	08	Recap Session	CMT	Presentation
12.02	02	Listening Skills: Introduction and Practice	Faculty/GS	Practice
12.03	02	Speaking Skills: Introduction and Practice	Faculty/GS	Practice
12.04	02	Reading Skills: Introduction and Practice	Faculty/GS	Practice
12.05	02	Writing Skills: Introduction and Practice	Faculty/GS	Practice
12.06	01	Art of Public Speaking	Faculty/GS	L&E
12.07	01	Common Mistakes in Bangla	Faculty/GS	L&E
12.08	01	Common Mistakes in English	Faculty/GS	L&E
12.09	02	Extempore Speech	Faculty/GS	Practice

### Module-13: ICT and E-Governance

**Module Director: Mohammad Masum Rahman**

**Evaluation Method: WE – 40, PT - 35; Total Marks – 75**

**Objectives:** Objectives of the module are:

- a. To develop ICT skills and contribute towards e-Governance;
- b. To develop capacity in public sector for improving delivery of public service through ICT; and
- c. To adopt organizational changes in public sector related to technology, strategies and policies.

Topic Code	Session Hour	Topic	Facilitator	Training Method
13.01	02	MS Word	Faculty/GS	Practice
13.02	02	MS Excel for estimation	Faculty/GS	Practice
13.03	02	MS PowerPoint	Faculty/GS	Practice
13.04	01	Typing Bangla using Unicode	Faculty/GS	Practice
13.05	01	ICT Policy, Guidelines and Strategies	Faculty/GS	L&D
13.06	01	E-Governance: Basics, Architecture and Systems	Faculty/GS	L&D
13.07	01	Usage of different Apps	Faculty/GS	L&D
13.08	01	National Web Portal and Union Digital Centre	Faculty/GS	L&E
13.09	02	E-nothi	Faculty/GS	Practice
13.10	02	Innovation in Service Delivery	Faculty/GS	L&GD
13.11	02	E-Governance practices in Bangladesh and other countries	Faculty/GS	L&D

### Module 14: Physical Conditioning & Games

**Module Director: A T M Arif Hossain**

**Evaluation Method: IE – 25; IA – 75 (Participation, Dress, Fitness); Total Marks - 100**

**Objectives:** Objectives of the module are:

- a. To enhance capacity of the participants to gain knowledge on health and nutrition;
- b. To manage stress in day to day life; and
- c. To improve and maintain physical fitness.

Topic Code	Session Hour	Topic	Facilitator	Training Method
14.01	01	Wellness Concept & Management	Faculty/GS	L & D
14.02	01	Sedentary Life Style and Effects	Faculty/GS	L & D
14.03	01	Stress Management	Faculty/GS	L & D
Mandatory Activities	-	Physical Conditioning (Morning): Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Yoga etc.	Faculty/GS	Exercise
		Games (Evening): Volleyball and Badminton etc.	Faculty/GS	



## Module 15: Book Review

**Module Director: Md. Masud Alam**

**Evaluation Method: Report: 30, Presentation: 20; Total Marks - 50**

**Objectives:** Objectives of the module are:

- c. Develop the skills of critically reviewing and analyzing Research books and scientific journals;
- d. Use of audio- visual aids in presentation;
- e. Develop competency in presenting issues before audience.

Topic Code	Session Hour	Topic	Facilitator	Training Method
15.01	01	Ground Rules of Book Review	Faculty/GS	L&D
15.02	07	Presentation	Faculty/GS	Presentation

## Module 16: Contemporary Issues

**Module Director: Course Director**

**Evaluation Method: IR – 25; Total Marks - 25**

**Objectives:** Objectives of the module are:

- a. To orient the trainees to the contemporary important issues in regard to administration and development; and
- b. To share ideas with renowned personalities of the country.

Topic Code	Session Hour	Topic	Facilitator	Training Method
16.01	02	Autism	Faculty/GS	L&D
16.02	01	Introduction to RHD Projects	Faculty/GS	L&D
16.03	01	Road Safety	Faculty/GS	L&D
16.04	01	Sustainable and Cost Effective Road Construction	Faculty/GS	L&D
16.05	02	Preparation of DPP, RDPP and e-DPP	Faculty/GS	L&D
16.06	02	Challenges of Mega Cities	Faculty/GS	L&D
16.07	02	Demographic Transformation and Land	Faculty/GS	L&D
16.08	01	Smoking and Health Hazard	Faculty/GS	L&D
16.09	01	Sound and Noise Pollution	Faculty/GS	L&D
16.10	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/GS	L&E
16.11	01	Gender & Development	Faculty/GS	L&D
16.12	02	10 Mega Projects of the Government of Bangladesh	Faculty/GS	L&D

## **Annexure-A**

### **Profile of Rector, BPATC**



Dr. M Aslam Alam is the Senior Secretary to the Government of Bangladesh and the Rector of Bangladesh Public Administration Centre (BPATC). Prior to his current appointment, Dr. Alam served as Rector, BCS Administration Academy. Before that he was the Secretary, Bank and Financial Institutions Division (BFID) of the Ministry of Finance, Government of Bangladesh. Before assuming that position he was the Secretary of the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh. Previously, he was the Director General of the Department of Land Records and Surveys, where he pursued formulation and implementation of a land digitization strategy and action plan, involuntary resettlement as well as land use planning. Previously, he was the Director General-3 at the Prime Minister's Office. Prior to that, Dr. Alam was on lien to UNDP/UNOPS from October 2004 to July 2008, and worked as Senior Program Manager of the Comprehensive Disaster Management Programme (CDMP).

Dr. Alam is a career civil servant and started his career in the administrative service of Bangladesh. At the field level, he has served as Assistant Commissioner at Faridpur, Gopalganj, Jamalpur and Chittagong Districts. He worked as Upazila Nirbahi Officer and Additional Deputy Commissioner at Chandpur District. He was a faculty member (Deputy Director) of BCS Administration Training Academy as well. He also served as Deputy Secretary at the Ministry of Establishment and Project Director of two projects under the Ministry of Primary and Mass Education.

Dr. Alam obtained his PhD in Social Science and Policy (Environmental Policy) from the University of New South Wales at Sydney, Australia. Prior to doing PhD, he did an MA in International Relations with specialization in international economic cooperation at the International University of Japan (IUJ). He originally graduated from the University of Dhaka, Bangladesh. He obtained his M. Com and B. Com (honours) degrees in Accounting. He has undergone a number of professional training at home and abroad. He has presented numerous papers at various academic and professional conferences/ seminars/ workshops at home and abroad. He has published extensively in professional journals on training and development, public administration, climate change and disaster reduction and environmental protection.

## ANNEXURE – B

S.L.	Names	Designations	Telephone Numbers	
			Phone	Residence/Cell Phone
1.	Dr. M Aslam Alam	Rector	7745028	
2.	Mr. Mohammad Moshour Rahman	Director	Ext. 4116,	01758389375
3.	Dr. Abdul Aleem Khan	Deputy Director	9361150	01715258168
4.	Mr. Md. Masud Alam	Assistant Director	9361765	01716-041011
5.	Mr. Mohammad Mozaherul Islam	Assistant Director		01912972652
6.	Mr. Shamim Adnan	Assistant Director		01843056582
7.	<b>IMPORTANT TELEPHONE NUMBERS</b> BPATC PABX: 7742080 – 85, 7745010 – 16 FAX: 7745029; Web: WWW.bpatc.org.bd			
8	<b>RPATC, DHAKA: Tel: 9361150, 9361795</b> Web: rpatcdhaka@yahoo.com			

**RECOMMENDED READING LIST**

**Changing Public Sector**

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## **Strategic Management**

1. The Business of Government: Strategy, Implementation & Results T.G. Kessler and P.A. Kelly.
2. Hanson, D. et al. 2002. Strategic Management: Concept and Cases Australia: Thomson Learning.
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## **Governmental System**

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2. The Rules of Business.
3. The Secretariat Instructions.
4. The Bangladesh Service Rules, Part-1
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## **Development Economics**

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### **Poverty Reduction Issues**

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## **Environment & Sustainability**

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**ANNEXURE – D**

**List of Participants of Participants**