

SFTC for the Officers of DoICT Course Curriculum

“Building Capacity for **Effective,**
Inclusive and **Accountable**
Public **Administration** System”



Bangladesh Public Administration Training Centre
Savar, Dhaka



**BANGLADESH PUBLIC ADMINISTRATION
TRAINING CENTRE**

16th Special Foundation Training Course for the Officials of DoICT (Online)

(27 February-27 April 2022)

Course Guideline



**Bangladesh Public Administration Training Centre
Savar, Dhaka-1343
www.bpatc.org.bd**

16th Special Foundation Training Course for the Officials of DoICT (Online)

(27 February - 27 April 2022)

Course Management Team



Ramendra Nath Biswas
Rector (Secretary to the
Government) &
Principal Advisor



Md. Zakir Hossain
Member Directing Staff
&
Course Advisor



Hasan Murtaza Masum
Director
&
Course Director



Md. Anisur Rahman
Deputy Director
&
Course Coordinator



Shamim Hosen
Assistant Director
&
Course Coordinator



**Md. Altab Hossain
Joadder**
Assistant Director
&
Liaison Officer

Profile of Rector, BPATC



Ramendra Nath Biswas, a career civil servant and currently a Secretary to the Government, joined Bangladesh Public Administration Training Centre (BPATC) as Rector on 02 Jan 2022.

Prior to joining BPATC, Biswas worked as a Member of Planning Commission, Ministry of Planning. Before this role, he served in Finance Division, Ministry of Finance in various capacities—Senior Assistant Secretary through Additional Secretary. He also spent more than a decade in the field administration working in Dhaka Divisional Commissioner's Office as a Senior Assistant Commissioner and Shariatpur District Administration as an Assistant Commissioner.

As a member of the BCS Administration Cadre (9th Batch), Biswas has been involved in designing and implementing public policies since 1991. Gained through civil service career spanning over 30 years, he has to his credit a wide range of experience covering public administration, public financial management, development planning and training. In his longest stint of nearly 20 years in Finance Division, he had been a member of the national budget preparation team specializing in budgeting, macro-fiscal policy analysis and forecasting, debt management, development financing, project management, training, and academic and corporate governance.

He holds BSS (Honours) and MSS degrees in economics from the University of Dhaka and MSc in Development Economics from the University of Birmingham (UK). He participated in many professional training programmes at reputed institutions including Asian Institute of Technology (Thailand), Asia-Pacific Finance and Development Institute (China), Carleton University (Canada), Duke University (USA), GRIPS (Japan) and University of the Philippines.

The leading courses he attended at the IMF Regional Training Institute (Singapore)

that shaped his career in public financial management include Financial Programming and Policies, Macroeconomic Diagnostics, Macroeconomic Impact of the Budget, Macroeconomic Management and Fiscal Policy and The Systems of Macroeconomic Accounts Statistics and Linkages.

Biswas was a member of the Royal Economic Society (UK) in 2008-2018 and is a Life Member of Bangladesh Economic Association. During 2010-2019 period, he was a regular trainer of FEEM, BMS and ABM courses at the Institute of Public Finance Bangladesh (IPF). He extensively made presentations in various ministries/organisations/institutions.

He served the Senate(s) of Dhaka University and Jahangirnagar University as a Member nominated by the Government. He also sat on the Boards of Directors of Bangladesh Institute of Capital Management (BICM), Bangladesh Petroleum Corporation (BPC), Coal Power Generation Company of Bangladesh Limited (CPGCBL) and Jiban Bima Corporation (JBC).

Table of Contents

1.0 Introduction	7
1.1 About BPATC	7
1.2 Vision	8
1.3 Mission	8
1.4 BPATC Theme	9
1.5 Core Values	9
1.6 Training Programmes of BPATC	10
1.7 Other Activities of BPATC	11
2.0 About DoICT	11
2.1 DoICT - at a Galance	12
03. Special Foundation Training Course for the Officials of DoICT	12
04. Objectives of the Course	13
05. The Specific Objectives of the Course	13
06. Requirements of the Course	14
07. Training Duration	15
08. Tentative Daily Schedule	15
09. Training Methods	15
10. Medium of Instruction	16
11. Course Content	16
12. Field Study Programme	17
13. Extension Lecture	17
14. Group Work	17
15. Evaluation	19
16. Grading	19
17. Discipline	19
18. Dress Code	20

19. Library facility	20
20. Medical Facilities	20
Annex-1: Course Content	22
Annex-2: Important Telephone Numbers	38
Annex-3: Standards Of Training Norms	40
Participant's List	44

1.0 Introduction

The aim of our struggle for freedom and liberation war was 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 achieve Vision 2041 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 About 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 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 at BPATC

BPATC conducts three types 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, 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 Business Process Outsourcing (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

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 skills 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

- ❑ 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 five 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:

S I . No.	Activities	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	40
3	Certificate Awarding and Closing Ceremony	1
4	Total Working Days (Tentative)	42
5	Weekends and Public Holidays	18
Total Days		60

08. Usual Class Time

Usually, the academic sessions start at 8:30 am. Given the arrangement of CMT, six sessions are conducted in a day. However, additional sessions specially the evening sessions are arranged if or when required. Online courses follow the same timings.

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

* Subject to sunrise and sunset

09. Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and

discussion method are 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. Course Content

In order to meet the training needs of the officers, academic and non-academic contents are covered in the following 17 modules:

1.	Behavioral Governance	9.	Public Procurement
2.	Bangladesh & Bangabandhu Studies	10.	Public Financial Management
3.	The Constitution of Bangladesh: Provisions Relating to Public Service	11.	Project Management
4.	Digital Leadership & Strategic Planning	12.	Virtual Attachment and Report Writing
5.	Strategic Management and Leadership	13.	English Language Skill Development
6.	Public Management & Governance	14.	Physical and Mental Health
7.	Service Rules and Administrative Procedures	15.	Basics of Research
8.	Sustainable Development Goals	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.

11. 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.

12. 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.

13. Group Work

Participants are required to carry out 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.

14. 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	Titles of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioral Governance	IA-35	-	35
2.	Bangladesh & Bangabandhu Studies	-	GR-25	25
3.	The Constitution of Bangladesh: Provisions Relating to Public Service	IA-25	-	25
4.	Digital Leadership & Strategic Planning	IR-50	-	50
5.	Strategic Management and Leadership	-	GA-25	25
6.	Public Management & Governance	-	GR-50	50
7.	Service Rules and Administrative Procedures	IA-75	-	75
8.	Sustainable Development Goals	-	GE-75	75
9	Public Procurement	P G E - 50	-	50
10.	Public Financial Management	IE-50	-	50
11.	Project Management	IE-50	-	50
12.	Virtual Attachment and Report Writing	-	GR-25	25
13.	English Language Skill Development	CT-50	-	50
14.	Physical and Mental Health	IA-25	-	25
15	Basics of Research	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	30	-	30
	i. Attendance (20)			
	ii. Speaker Evaluation (10)			
19	Evaluation by Course Management Team	25	-	25
	i) Punctuality (10)			
	ii) Dress (5)			
	iii) Overall Conduct and Discipline (5)			

	iv) Participation in co-curricular activities (5)			
	Total	565	235	800
	Grand Total			800

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

15. 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

16. 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. Instructions for online courses are to be strictly followed (annexure - 03)

17. 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.

18. 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/>

19. Medical Facilities

The centre, which is run by four 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)

20. Any Question or Query?

This Course Guidelines give an outline of the various aspects of the special 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 Coordinators or Course Director 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 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 behavior 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 Behavioral 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	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	Film show & L&D
2.04	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.05	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
2.06	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
2.07	02	Ten Special Initiatives of the Honorable Prime Minister of Bangladesh	GS	L&D
2.08	02	Bangladesh on the March Towards Prosperity	Faculty/GS	L&D

2.09	02	Overview of Perspective Plan 2021 - 2041 (Agenda 2030, Vision 2041), 8th Five Year Plan and Bangladesh Delta Plan 2100	Faculty/GS	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 : The Constitution of Bangladesh: Provisions relating to Public Service

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	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
------	----	---	------------	-----

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 -

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
4.01	01	Digital Bangladesh and its Four Pillars	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 (Demonstration and Practice)	Faculty/GS	L, GD
4.05	02	4IR & its Implications (Frontier Technologies & E-waste Management)	Faculty/GS	L, GD
4.06	01	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	HRM & HRD Practices in Public Sector	Faculty/GS	L&E
5.05	02	Art of Leadership	Faculty/GS	L, GD
5.06	01	Decision Making and Problem Solving	Faculty/GS	L&E

Module -06 : **Public Management & Governance**

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	01	Local Government System in Bangladesh	Faculty/GS	L&D
6.04	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&E
6.05	02	Change Management in Public Service	Faculty/GS	L, GD
6.06	01	Annual Confidential Report (ACR) and Performance Management	Faculty/GS	L&E
6.07	02	Media Relations	Faculty/GS	L&D

Module-07 : **Service Rules and Administrative Procedures**

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&E
7.03	02+02	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L&D
7.04	02	সরকারি চাকরি আইন ২০১৮	Faculty/GS	L&E
7.05	01	Rules related to Leave	Faculty/GS	L, GD
7.06	02	Seniority Rules and Pension	Faculty/GS	L&E
7.07	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&D
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&E
7.11	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&E
7.12	01	Use of Different Registers	Faculty/GS	L&E

Module -08 : **Sustainable Development Goals**

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 2041;
- analyze major issues of environmental management and sustainable development.

Topic Code	Session Hour	Topic	Facilitator	Training Method
8.01	01	Basics of SDGs (with reference to MDGs)	Faculty/GS	L & D
8.02	01	Evolution of SDGs in the International Policy Framework for Development	Faculty/GS	L & D
8.03	01	Relevance of SDGs in the Context of Development Priorities in Bangladesh	Faculty/GS	L & D
8.04	01	Localization of SDGs and Local Level Planning	Faculty/GS	L & D
8.05	01	Budgeting for SDGs: Challenges & Way-forward	Faculty/GS	L & D

Module-09 : **Public Procurement**

Total Marks : 50

Evaluation Method : Practical Group Exercise - 50

Objectives : The participants will be able to -

- understand the procurement act, rules and procedures;
- 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	Overview of Different 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	02	Request for Quotation Method (RFQM) PG-1 and DPM	GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	GS	L&E
9.08	01	Public Private Partnership (PPP)	Faculty/GS	L&D

Module-10 : **Public 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	Budgeting in Bangladesh: Legal Basis, Preparation & 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 Powers: 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	L&D
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 : **Virtual 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 (Basics of Research)

Topic Code	Session Hour	Topic	Facilitator	Training Method
12.01	01	Briefing on Virtual Attachment and Report Writing	Faculty	Briefing

-	-	Data Collection on Service Delivery	Faculty	-
12.02	01	Presentation on Attachment 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	02	Extempore Speech/Theme-based Presentation	Faculty/GS	Presentation
13.03	02	Common Grammatical Errors in English	Faculty/GS	L&E

Module-14 : **Physical and Mental Health**

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 Managing Wellness	Faculty/GS	L&D
14.02	1	Effects of Exercise on Different Organs	Faculty/GS	L&D
14.03	1	Stress Management in Workplace	Faculty/GS	L&D
14.04	1	Occupational Pain and its Management	Faculty/GS	L&D

Module -15 : **Basics of Research**

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

Total Marks : 25

Evaluation Method : Individual Assignment - 25

Objectives : The objectives of the module are:

- to enhance knowledge on departmental laws and rules;
- 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 : 35

Evaluation Method : Group Assignment-35

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	ICT and National Development: Local & Global Perspective	Faculty/GS	L&D
17.02	02	Blue Economy and the Prospect of Economic Growth of Bangladesh	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	01	COVID-19: How Pandemic Reshaped our World	Faculty/GS	L&E
17.06	02	Combating Corruption and the Role of ICT	Faculty/GS	L&D
17.07	02	Social Accountability Tools: NIS; APA; Citizen's Charter; RTI; GRS	Faculty/GS	Workshop/ L&D
17.08	02	SMEs and Startups for Development	Faculty/ GS	L&D
17.09	01	Disaster Management in Bangladesh	Faculty/ GS	L&D

17.10	02	Monetary & Fiscal Policies: Bangladesh Perspective	Faculty/GS	L&D
17.11	02	International Trade and Economic Development	Faculty/GS	L&D

Important Telephone Numbers

BPATC PABX: 7745010-16, 7742080-85

Fax: 7745029

S I No	Name	Designation	PABX Extension and Cell Number
Course Management			
1	Ramendra Nath Biswas	Rector (Secretary)	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
2	Md. Zakir Hossain	Member Directing Staff & Course Advisor	0 2 2 2 4 4 4 6 6 1 1 (O), 0 2 2 2 4 4 4 2 0 8 0 - 86 Ext. 4305(o), 0 1 7 2 7 7 4 5 0 4 4 (M), 01517263410 (M) zakir@bpatc.org.bd mzakirhossain@gmail.com
3	Hasan Murtaza Masum	Director (PPR) & Course Director	01686900243 hmurtaza@gmail.com
4	Md. Anisur Rahman	Deputy Director (Finance) & C o u r s e Coordinator	02224442080-86, Ext. 4126, 01712726254 anis.eng30@gmail.com

8	Shamim Hosen	Assistant Director & C o u r s e Coordinator	01717563992 (M) 02224442080-86 Extn: 4138; shamim.du207@ gmail.com
9	Md. Altab Hossain Joadder	Assistant Director & Liaison Officer	02224442080-86 Ext. 4188, 01714474716
Support Service			
1	Dr. Mohammad Ziaul Islam	Assistant System Analyst	02224442080-86 ext: 4320 (o), 02224445017, Cell: 01819448979, 01553283712 E-mail: likhon_26@ yahoo.com
2	Mohammad Saiful Islam	Programmer	02224442080-86, Ext. 4315 Cell: 01737991133 E-mail: saifulju@ gmail.com
3	Dr. Md. Mustafizur Rahman	Medical Officer	Ext: 4143 (O), 4143 Cell: 01932791761
4	Dr. Bilkis Laila	Medical Officer	Ext: 4142 Cell: 01711073636

STANDARDS OF TRAINING NORMS

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.

RULES FOR ONLINE PARTICIPATION

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.

Participant's List

Participant Name	Designation	Contact No.	Roll
Ms. Farhin Faiza Neha	Assistant Network Engineer	01710970451	101
Mr. Md. Al Amin	Assistant Network Engineer	01914006684	102
Mr. MD Sabuj Talukder	Assistent Network Engineer	01733899447	103
Mr. Md.Hassibul Hassan	Assistant Network Engineer	01789741588	104
Mr. Md. Kazi Kamal	Assistant Network Engineer	01797134187	105
Mr. Mofajjel Hossain	Assistant Network Engineer	01812272686	106
Mr. Md. Rakibul islam	Assistant network engineer	01725675580	107
Mr. Md. Manirul Islam	Assistant Network Engineer	01521501307	108
Mr. Abu Saleh Bin Shahadat	Assistant Network Engineer	01961138131	109
Mr. Md. Abdul Karim	Assistant Network Engineer	01714927419	110
Mr. Md. Sahinuzzaman	Assistant Network Engineer	01989489249	111
Mr. Mithun Kumar Roy	Assistant Network Engineer	01721583022	112
Ms. Farjana Jahan Nisa	Assistant Network Engineer	01959127137	113
Mr. Md. Repon Hossen	Assistant Network Engineer	01728238360	114
Mr. Md. Hedaet Ullah	Assistant Network Engineer	01746893445	115
Mr. Sheikh Mahabubul Haque	Assistant Network Engineer	01675846678	116
Mr. Abdullah-Al-Mamun	Assistant Network Engineer	01682229238	117
Mr. Abdullah Al Noman	Assistant Network Engineer	01766287690	118
Mr. Md. Amit Hasan	Assistant Network Engineer	01980871686	119
Mr. Arabi Mohammad	Assistant Network Engineer	01518620107	120
Mr. Kishore Kumar Biswas	Assistant Network Engineer	01735057287	121

Ms. Sabrina Sharmin	Assistant Network Engineer	01521120514	122
Mr. ABDULLAH AL NOMAN	Assistant Network Engineer	01717825236	123
Mr. ASHIKUR RAHMAN	Assistant Network Engineer	01920869809	124
Mr. Md. Tajmilur Rahman	Assistant Network Engineer	01763474834	125
Mr. Jasim Uddin	Assistant Network Engineer	01713219511	126
Mr. Md. Mahamudul Hasan	Assistant Network Engineer	01714812464	127
Mr. MD. SAIF BIN HASAN	assistant Network Engineer	01701057528	128
Mr. Mehadi Hossain	Assistant Network Engineer	01745249030	129
Mr. Romanonda Roy	Assistant Network Engineer	01737851863	130