

# FOUNDATION Training Course

## Course Curriculum

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



**BANGLADESH PUBLIC ADMINISTRATION  
TRAINING CENTRE**

# **FOUNDATION**

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*Building Capacity for Effective, Inclusive & Accountable  
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# **COURSE CURRICULUM**



**BANGLADESH PUBLIC  
ADMINISTRATION TRAINING CENTRE**

**Planning, Programming and Recording (PPR) Department  
Bangladesh Public Administration Training Centre**

**October 2020**

## List of Abbreviations

ADC	Additional Deputy Commissioner
ATT	Attendance
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BPATC	Bangladesh Public Administration Training Centre
BS	Bangladesh Studies
CA	Course Adviser
CC	Course Coordinator
CD	Course Director
CMT	Course Management Team
COTA	Civil Officers Training Academy
CT	Class Test
DC	Deputy Commissioner
DS	Development Studies
FGD	Focus Group Discussion
FM	Faculty Member
FT	Facilitation Team
FTC	Foundation Training Course
GA	Group Assignment
GD	Group Discussion
GDP	Gross Domestic Product
GE	Group Exercise
GNI	Gross National Income
GP	Group Presentation
GR	Group Report
GS	Guest Speaker
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
IAP	Individual Action Plan
ICA	Individual Conduct Assessment
ICS	Individual Case Study
IE	Individual Exercise
IIR	Individual Inspection Report
IP	Individual Presentation
IR	Individual Report
IRP	Individual Research Proposal
L&D	Lecture and Discussion
L&E	Lecture and Exercise
L&P	Lecture and Practice
LGI	Local Government Institution
MDS	Member Directing Staff

MS	Management Studies
NIPA	National Institute of Public Administration
NNP	Net National Product
OBE	Open Book Examination
OOVR	Own Office Visit Report
PA	Public Administration
PR	Presentation
PT	Practical Test
Q&A	Question and Answer
RA	Reading Assignment
RECAP	Recapitulation
RP	Role Play
RTI	Respective Training Institution
RTI	Right to Information
SAR	Secretariat Attachment Report
RW	Report Writing
SA	Secretariat Attachment
SD	Skills Development
SMART	Specific, Measurable, Achievable, Rationale and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination
WS	Workshop
Q&A	Question and Answer

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# I. INTRODUCTION

## **Foundation Training Course (FTC)**

FTC is the first and compulsory training course for the civil servants as they enter into the service. The contents of this course are designed in a way so that the participants can get an overall understanding of different aspects of governance, development and different national institutions and policies to undertake their roles as civil servants. Since the entry level civil servants come from diverse academic areas and social background, it is important to ensure that the participants have a common understanding of various theories, concepts and issues on administration and development in general and of rules, regulations, processes, procedures for the public sector. However, apart from enhancing professional knowledge of the trainee officers, the course also intends to enrich the behavior and character of the participants to enable them to perform their roles in the work place with due sincerity, commitment, fairness and objectivity. The course also provides an opportunity for the officers to familiarize themselves with various dimensions of history, culture and socio-economic development of the country. Instilling the spirit of liberation war and patriotism in the minds of participants is also a major expectation of the course.

While the foundation course has set different evaluation methods, it gives special attention to individual assignments as this method presents an opportunity to the participants to be more analytical, argumentative and illustrative in putting arguments. Therefore, participants are expected to be more engaged and active in the training to deepen their learning and enrich their analytical reasoning. It is important to be noted that public servants must possess the analytical insight to provide prudent input in decision making while they work on the ground.

## **Course Objectives**

In general, the FTC intends developing the trainee officers as skilled, innovative, proactive and well-groomed to be committed to the wellbeing and development of the people in an ever-changing national and global context. With undergoing of the course, it is expected that the participants will be able to:

- develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand the role of leadership in public sector;
- recognize the role of civil servants in a changing national and global environment;
- have a broader understanding different national goals such as vision 2021 and 2041 including the SDGs or Agenda 2030 and its localization;
- know essential laws, basic service norms, rules, policies and procedures;
- identify the root causes of the challenges that the marginalized people are

exposed to and to find the sustainable approach and strategies to address those challenges;

- understand the need of utilizing the ICT in service process simplification and efficient management of public services;
- be able to prepare analytical reports within stipulated time and present them before a large audience;
- communicate in English with competency and confidence;
- foster esprit de corps and empathy among the participants coming from diverse academic and socio-economic background;
- maintain physical fitness and ethical values.

## II.

### KEY ASPECTS OF THE FOUNDATION TRAINING COURSE

#### Course Duration

The length of the Foundation Training Course is 6 months (180 days). Sessions are held on all weekdays except holidays; however, depending on the necessity, sessions may be held on weekend. Participation of the trainees in all activities is mandatory.

#### Course Content

The course is conducted through 21 academic modules. Car driving is a non-academic module and under the comprehensive examination module participants take part in the final examination at the end of the course and respond to questions analytically and elaborately. Topics covered under the contemporary issues remain out of evaluation. Course Management Team provides a briefing on the comprehensive examination before they undertake the examination. Academic modules are clustered into five broad thematic areas such as (1) Bangladesh and Bangabandhu Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development.

The titles of the modules are as follows.

1	Bangladesh and Bangabandhu Studies	13	Development and Economic Management
2	Village Study	14	Sustainable Development Goals
3	Poverty Reduction and Rural Development	15	Project and Procurement Management
4	District and Upazila Attachment	16	Basics of Social Research
5	Fundamentals of Foundation Training Course	17	IELTS and Communication Skills in English



6	Organization and Human Resource Management	18	Basics of English
7	Important Service Laws in Bangladesh	19	Book Review and Presentation
8	Office Management and Communications	20	Information Communication Technology (ICT)
9	Public Financial System	21	Physical Conditioning & Games
10	Governmental System and Essential Laws	22	Comprehensive Examination
11	Public Administration and Governance	23	Contemporary Issues
12	Child Rights and Gender Equality	24	Car Driving

### **Tentative Schedule of Daily Activities**

<b>Time</b>	<b>Activities</b>
05:30- 06:30	Physical Exercise*
07:30-08:15	Breakfast*
08:30-09:30	Classroom Session
09:40-10:40	Classroom Session
10:40-11:00	Tea Break
11:05-12:05	Classroom Session
12:15-13:15	Classroom Session
13:15-14:15	Prayer and Lunch
14:15-15:15	Classroom Session/library work/ lab. work etc.
16:30-17.30	Games & Sports/Driving*
19:15-21:15	Evening Session/Extension Lecture/Group Presentation/Library Work/ Film Show
20:30-21:30	*Dinner

\*Subject to change according to sunrise and sunset

### **Training Methods**

The course includes different training methods such as lecture and discussion, group work, reading assignment, library work, case study, syndicate work, seminar, workshop, individual/group exercise, film show, study tour, field visit/attachment, extension lecture, role play etc.

A recapitulation session is held at the first session of every week in which 5 (five) participants will present their learning points of the previous week. This session is an opportunity for the participants to enhance their presentation skills and learning abilities.

## Medium of Instruction

The medium of instruction of the Foundation Training Course is English. The Centre encourages the participants to develop their oral and written skills in English through practicing inside and outside the class room. More importantly, all assignments, both group or individual, presentations will be in English.

## Resource Persons

Both faculty members and guest speakers will conduct training sessions. Eminent scholars, senior civil servants, renowned professionals are invited as guest speakers in the course.

## Extension Lectures

Topics mentioned in the ‘**contemporary issues**’ module are usually conducted by guest speakers as Extension Lecture (EL). EL is a great opportunity for the young participants to learn from the guest speakers and interact with them. EL usually takes place in the evening. Senior level policy makers and experts of different fields speak in the EL sessions.

## Attachments and Visits

Out of the six-month duration of the course, seven weeks will be spent in several attachments and visits. The attachments and visits are organized to fulfill the objectives of some modules of the course. The attachments and visits include: (1) **own village visit** (1 week); (2) **district and upazila attachment** (3 weeks); (3) **own office attachment** (1 week); (4) **BARD/RDA/BRDTI attachment** (1 week); (4) **visiting historical places** as part of knowing Bangladesh (1 week). CMT organizes briefing before any attachment and visit. Detailed on the attachment is given at the end of the module descriptions.

## Evaluation and Grading System

According to the Evaluation Policy of the BPATC, performance in the training of all participants are evaluated and graded. The participants must ensure at least 95% attendance in the instructional sessions and physical training and games. Participants are strongly advised to consult the Evaluation Policy of BPATC to know details of the evaluation systems. Qualifying marks in each module/subject is 50 per cent of total marks. Only successful participants are given certificate at the end of the course. The following table presents the grading system.

Sl.	Percentage of Marks	Grading
1	95 and above	A+ (Outstanding)
2	90- <95	A (Excellent)
3	85- <90	A- (Very Good)
4	80- <85	B+ (Good)
5	70- <80	B (Satisfactory)

6	60- <70	B- (Above Average)
7	50- <60	C (Average)
8	<50	Fail

### **Absence and Marks Deduction**

In all types of training sessions, for 1% authorized absence (academic & sports sessions) 10% marks will be deducted from the marks of attendance. Authorized absence exceeding 5% for any participant will result in instant release of that participant from the course. The percentage of deduction of marks due to authorized absence in the sessions is enumerated in the below table.

<b>Rate of Absence</b>	<b>Rate of Deduction of Marks</b>
1%	10%
2%	20%
3%	30%
4%	40%
5%	50%

### **Rector's Medal/Merit Medal**

Top 10% of the total participants will be awarded Merit Medal. The outstanding participant who secures the topmost position in the course by overall evaluation with a clean image regarding discipline and other issues maintained throughout the course will be awarded with special medal, such as 'Rector's Medal'.

### **Course Management Team (CMT)**

The course management team comprises a Course Adviser, Course Director(s) and a number of Course Coordinators (CC) for each institution. The course is organized under the direct supervision of the CMT. Each section of the course is managed by a Course Coordinator (CC) and the CC works under the guidance of the Course Director and Course Adviser. The CC is primarily responsible for the implementation of all academic, extra-academic and administrative activities of a section and s/he is the first interface between the participants and CMT.

Participants are encouraged to share any feedback with the CMT to ensure quality training and convenience in the training environment. However, they are advised to meet the CMT through the respective Coordinator.

### **Mandatory Responsibilities of the Participants**

Successful completion of the course requires fulfilment of the following conditions by the participants and this compliance is compulsory.

- maintaining higher degree of discipline, ethics, norms and formalities inside and outside the classroom;
- attending all instructional sessions and other training activities punctually;
- entering the classrooms at least five minutes before the scheduled time;
- submitting the assignments within the stipulated time;
- staying compulsorily in the dormitory and following the rules and regulations thereof;
- abstaining from carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor;
- participating in all co-curricular activities as instructed by the CMT;
- maintaining health protocol, with special reference to Covid-19 as prescribed by the institution;
- complete avoidance of plagiarism in reports and documents preparation;
- plagiarised documents/reports will result in serious disciplinary actions

It is important to note that the degree of the compliance with the above-mentioned issues will determine the CMT's comments in the pen-picture of the participants which is sent to the cadre controlling ministries/divisions to keep it in the dossier of each trainee. Moreover, CMT's observation is this regard also influences the CMT evaluation.

### **Meeting a Faculty Member**

No participant shall meet or otherwise be called by any faculty member in his/her office room/ office. In case of any necessity of meeting between the participant and the faculty member, faculty member or participant concerned should inform the CC concerned. CC of that Section will make the arrangement of meeting time and it should be held in the course office in presence of concerned CC. In case of any deviation/violation of this instruction, disciplinary action will be taken against the participant concerned.

### **Dress Code**

#### ***Academic Sessions and Formal Events***

All participants must wear formal dresses in all training sessions and formal occasions. No participant is supposed to leave dormitory area without formal dress. Formal dress for male participants includes wearing neck tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and official dinner. Participants not willing to wear neck tie on religious ground may wear sherwani/prince coat.

Female participants will wear sari and blazer in classroom sessions, official functions and other formal activities.

#### ***Sports Sessions***

During sports sessions, male participants must wear white-coloured English/tennis tracksuit, white-coloured T-shirt and white-coloured keds with white-coloured socks. Female participants must wear white-coloured three-pieces/tracksuit, white scarves and white-coloured keds with white-coloured socks.

## **Table Manners**

All participants must follow the table manners, etiquettes as briefed by the CMT at the beginning of the training. It is the responsibility of the CMT to inform the participants of the table manners and etiquettes properly and ensure the full practice. Failing to observe appropriate manners and etiquettes on the part of any trainee may result in disciplinary action.

## **Accommodation**

The Foundation Training Course is residential and staying dormitory is mandatory. The participants will have to stay in the room allotted to them in the dormitory. During their stay in the dormitory, participants must wear decent dress. Leaving the dormitory without permission is treated as misconduct. At 10 pm, the dormitory gate will be closed. It is advised that all participants must enter dormitory building before 10 pm. No gambling, playing cards, taking drugs and alcohol are allowed in the dormitory. Participants are not allowed to take any guest in the dormitory. Participants cannot possess any arms and sharp materials with them during their stay in the dormitory. In case of any deviation, disciplinary action will be taken against the concerned trainee. In case of taking alcohol, drugs, possessing arms and sharp materials during their stay in the dormitory, the participants will be expelled from the course notifying the controlling ministry accordingly.

## **Food**

Meals are arranged for participants through Mess Committee formed by the participants. Having meal in cafeteria is mandatory for all FTC participants. Using spoon, fork and knife during meal is mandatory. The participants will take their breakfast, lunch, evening tea and dinner within scheduled time at the specified dining room/cafeteria. The Mess Committee is responsible for maintaining the overall quality of meals served to participants. Mess Committee should be accountable to the participants for their expenditure. All costs should also be audited.

Male participants must wear full sleeve shirt, neck tie and trouser to attend the breakfast, lunch, snacks and dinner in cafeteria. Participants are allowed to take evening snacks with sports dress. Male participants can take their food at night without tie but will formal dress. Female participants are allowed to wear salwar kamiz and shoes for having dinner. Dress codes, table manners and other dinning norms will be observed and evaluated.

**III.**  
**MODULE-WISE MARKS DISTRIBUTION**

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
<b>A. Bangladesh Studies</b>				
1	Bangladesh and Bangabandhu Studies	IA (40+35)		75
2	Village Study	IR (25) IP (25)		50
3	Poverty Reduction and Rural Development	WE (35), ICA (15)		50
4	District and Upazila Attachment	District: ATT (5) ICA (5)	District: GP (30), RTI: GR (20), GP (15)	75
<b>B. Management Studies</b>				
5	Fundamentals of Foundation Training Course	IA (50)		50
6	Organization and Human Resource Management	IA (50)		50
7	Important Service Laws in Bangladesh	OBE (70)		70
8	Office Management and Communications	IE (20) OOVR (30) SAR (20)		70
9	Public Financial System	IE (50)		50
<b>C. Public Administration</b>				
10	Governmental System & Essential Laws	OBE (60)		60
11	Public Administration and Governance	WE (50)	GE (20)	70
12	Child Rights and Gender Equality		GE (50)	50
<b>D. Development Studies and Economic Management</b>				
13	Development and Economic Management	WE (60)		60
14	Sustainable Development Goals	IA (30+30)		60
15	Project & Procurement Management		GE (50)	50
16	Basics of Social Research	IRP (50)		50
<b>E. Skill Development</b>				
17	IELTS and Communications Skills	IE (50)		50
18	Basics of English	IE (25)		25

19	Book Review and Presentation	IR (40), IP (35)		75
20	Information Communication Technology	PT (50)		50
21	Physical Conditioning and Games	ATT (50), WE (25); ICA (25)		100
22	Comprehensive Examination	200	-	200
<b>F. CMT and Evaluation Department Marks</b>				
-	Evaluation by the CMT	Overall Conduct & Discipline (25)	-	25
	Evaluation by Evaluation Department	Attendance (25)	-	35
		Speaker's Evaluation (10)		
<b>Total</b>		<b>1315</b>	<b>185</b>	<b>1500</b>

**ATT**= Attendance, **CMT**= Course Management Team, **IA**= Individual Assignment, **ICA**= Individual Conduct Assessment, **IE**= Individual Exercise, **IP**= Individual Presentation, **IR**= Individual Report, **GE**= Group Exercise, **GP**= Group Presentation, **GR**= Group Report, **OBE**= Open Book Examination, **OOVR**= Own Office Visit Report, **PT**= Practical Test, **WE**= Written Examination, **IRP**= Individual Research Proposal, **SAR**= Secretariat Attachment Report, **RTI**= Respective Training Institute

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# **DETAILED COURSE CONTENTS**

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## Thematic Area

### Bangladesh Studies

#### Module 01: Bangladesh and Bangabandhu Studies

**Evaluation Method:** Individual Assignments-2

**Total Marks:** 75

**Module Objectives:** To acquaint the participants with the following:

- the anthropological background, history and culture of Bangladesh
- the genesis and spirit of liberation war of Bangladesh
- different aspects of leadership, life and works of Bangabandhu
- the roots of socio-economic transformation of Bangladesh
- genocide and struggle of 1971

#### Module: 1A Bangabandhu Studies

Code	Hrs	Topic	TM	RP
1.01	2	Contribution of Different Events those Led to Evolve Leadership Capacity of the Father of the Nation	L&D	GS
1.02	2	Political Philosophy of Bangabandhu and Contribution of Bangabandhu to the Development of the “Bangali Nation”	L&D	GS
1.03	2	Historic Speech of 7 March 1971: Declaration of Independence	L&D Film Show	FM/GS
1.04	2	Bangabandhu’s Strategic Outlook about Foreign Policy and Administrative Reforms	L&D	GS
-		Celebrating Mujib Barsho: Seminar on the Life and Works of Bangabandhu		CMT
-		Visits to Bangabandhu’s Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum at Dhanmondi 32, Dhaka		CMT

#### Module: 1B Bangladesh Studies

Code	Hrs	Topic	TM	RP
1.05	01	Anthropological Background of Bangladesh	L&D	GS/FM
1.06	01	Socio-Cultural Heritage and Transformation	L&D	GS /FM
1.07	02	Background, Spirit and Dreams of Liberation War with Special Reference to Mujibnagar Government	L&D	GS/FM
1.08	02	Genocide in Bangladesh: 1971	L&D & Film Show	GS/FM
1.09	02	Potentials Resources of Bangladesh: Special Emphasis on Tourism and District Branding	L&D	FM/GS
1.10	02	Vision Trajectories of Honourable PM: Vision 2021; Agenda 2030; Vision 2041; and Delta Plan 2100	L&D	GS
1.11	02	The Influence of National Poet Kazi Nazrul Islam in Bangla Literature and Culture	L&D	GS

## **Thematic Area**

### **Bangladesh Studies**

#### **Module 02: Village Study**

**Evaluation Method:** Individual Report on the visit and Individual Presentation of the Report

**Total Marks:** 50 (IR: 25; IP: 25)

**Module Objectives:** To create opportunities for the participants to:

- get exposed to the reality and transformation of the rural Bangladesh
- identify the real problems and needs of the marginalized sections of the people and internalize their sufferings and subsequently provide suggestions for solution
- be able to prepare reports of field study/visit
- enhance presentation skills

<b>Code</b>	<b>Hrs</b>	<b>Topic</b>	<b>TM</b>	<b>RP</b>
2.01	02	Introduction to Observation and SWOT Analysis of Own Village and Preparing Reports and Presentation Guidelines	L&D Q&A	CMT

## Thematic Area

### Bangladesh Studies

#### Module 03: Poverty Reduction and Rural Development

**Module Management:** BARD/RDA/BRDTI (as the case may be)

**Evaluation Method:** Written Examination and Individual Conduct Assessment

**Total Marks:** 50 (WE: 35, ICA:15)

**Module Objectives:** To make the participants aware of the history, concept and techniques of rural development; and the transformation of the rural economy and society of Bangladesh.

Code	Hrs	Topic	TM	RP
3.01	2	Introduction to Rural Development in Bangladesh: Basic Concepts and History, Major Approaches & Experiments	L&D	BARD/RDA/BRDTI Management
3.02	2	Poverty Reduction Models: Amar Bari, Amar Khamar, Palli Sanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme (CLP)	CS&E	
3.03	3	Poverty: Concepts and Measurements; Poverty Reduction in Bangladesh and its Trends; Global Poverty Reduction Models	L&D CS	
3.04	1	Microfinance & Micro Savings in Poverty Reduction: Strategies for Financial Inclusion	D&E	
3.05	1	Cooperative Movement and Social development: An analysis	CS&E	
3.06	1	Rural Economy in Bangladesh: Challenges and Potentials and Rural–Urban migration: Causes and Impacts	L&D	
3.07	2	Cases in Rural Development: Experiences from Home and Abroad	L&D & GE	

## **Thematic Area**

### **Bangladesh Studies**

#### **Module 04: District and Upazila Attachment**

**Evaluation Method:** Group Report, Group Presentation and Individual Conduct Assessment

**Total Marks:** 75 (District level: GP-30, Attendance -5, ICA -5 and at BPATC: GR-20, GP-15)

**Module Objectives:** To present the opportunity for the participants to know the practical aspects of the field administration, changing dynamics of the rural society, history and economy and the potentials of Bangladesh.

#### **Week 1: District Attachment**

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential firm/NGO
- Studying the Annual Performance Agreements (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying different accountability and transparency tools (eg. citizen charter/NIS/GRS/RTI/ APA) of different offices to analyse the impact of it on the service delivery

#### **Week 2: Upazila Attachment**

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and economically disadvantaged households, and (ii) studying service delivery by Upazila level offices. The tasks include the following:

##### **Component 1**

- Studying the functions and role of the Upazila Parishad and Upazila Development Coordination Committee
- Studying the roles and functions of the local government institutions (LGIs)

##### **Component 2**

Module Director of Module-16 in consultation with the Module Director of Module -4 and the CMT will assign task and coordinate the activities<sup>1</sup>.

#### **Week 3: Knowing Bangladesh/District Potentials**

This activity is to meet the requirement of Module-1(Module: 1A Bangabandhu Studies and Module: 1B Bangladesh Studies). Upon finishing the visit participants will be required to submit individual report on the visits.

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1 All other institutions responsible for FTC will have to follow the guidelines of the BPATC CMT.

## Thematic Area

### Management Studies

#### Module 05: Fundamentals of Foundation Training Course

**Evaluation Method:** Individual Assignment

**Total Marks:** 50

**Module Objectives:** To enable the participants to understand the content, context and philosophical foundations of the FTC. A major objective of this module is to reorient the newly recruited civil servants to feel obligated to perform their roles with professionalism, fairness and objectivity.

Code	Hrs	Topic	TM	RP
5.01	1	Foundation Training Course and its Philosophy	L&D	GS/FM
5.02	2	Constitutional Obligations for Civil Servants	L&D	GS
5.03	2	Introduction to Cadre Services in the Civil Service and the Need for Inter-Cadre Collaboration	L&D	GS/FM
5.04	2	Public Service Values/Ethics, Proactive Mindset and Professionalism	L&E	GS/FM
5.05	3	Combating Corruption and the National Integrity Strategy (NIS)	L&D Exercise	GS
5.06	2	Different Behavioural Issues: Etiquette, Dress Code, Table Manners and General Office Norms for Civil Servants	L&Demo	GS/FM
5.07	2	Empathy Building in the Civil Service	L&D	GS/FM
5.08	2	Understanding the Potentials of the Self (self-assessment)	L&D Exercise	GS/FM

## Thematic Area Management Studies

### Module 06: Organization and Human Resource Management

**Evaluation Method:** Individual Assignment

**Total Marks:** 50

**Module Objectives:** To make the trainees understand the basic forms, structure and nature of organizations and apply the HR principles and strategies effectively in own organization for optimum utilization of available HR and enhance productivity.

Code	Hrs	Topic	TM	RP
6.01	2	Organization: Concepts, Forms, Nature and Structure	L&E	GS/FM
6.02	2	Basics and Practices of HRM and HRD in Organization	L&E	GS/FM
6.03	2	Leadership: Concepts and Styles and Application in Crisis Management	L&D Case Study	GS/FM
6.04	2	Motivation and Human Relationship in Organization	Case Study	GS/FM
6.05	2	Team Building	Case Study/GE	GS/FM
6.06	1	Coordination: Horizontal and Vertical	Case Study	GS/FM
6.07	2	Decision Making Process	Case Study	GS/FM
6.08	2	Career Planning and Career Development	L&D	GS/FM
6.09	2	Negotiation Technique & Conflict Management in Organizational Situation	L&D	GS/FM

## Thematic Area Management Studies

### Module 07: Important Service Laws in Bangladesh

**Evaluation Method:** Open Book Examination

**Total Marks:** 70

**Module Objectives:** To make the participants understand the essential service acts, rules and regulations; and to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hrs	Topic	TM	RP
7.01	2	Institutions and Process of Formulating Laws, Rules and Regulations (Overview of the Presidential Order; Act; Ordinance; Rules; Regulation; Executive Order; Code; Sanction; Gazette etc.)	L&D	GS/FM
7.02	2	Constitutional Provisions Relating to Public Servants and Public Service Commission	L&D	GS/FM
7.03	1	General Conditions of Service including Seniority Rules	L&D	GS/FM
7.04	4	The Government Servants (Discipline and Appeal) Rules 2018 Inquiry Procedure and Report Writing (Case study)	L, GD&E	GS/FM
7.05	2	The Government Servants (Conduct) Rules, 1979	L, GD	GS/FM
7.06	2	সরকারী চাকুরী আইন, ২০১৮	L, GD	GS/FM
7.07	1	The Administrative Tribunal Act, 1980	L, GD	GS/FM
7.08	2	Rules Related to Leave Rules related to Joining Time	L, D&E	GS/FM
7.09	2	The Bangladesh National Flag, Anthem and Emblem Order, 1972 and Rules Public Administration Award Rules	L&D	GS/FM

## Thematic Area

### Management Studies

#### Module 08: Office Management and Communications

**Evaluation Method:** Individual Exercise, Own Office Visit Report, Secretariat Attachment Report

**Total Marks:** 70 (IE: 20, OOV: 30, SAR: 20)

**Module Objectives:** To orient the participants with the following:

- basics of office management;
- government's guideline and instructions regarding office management and communication
- practical exposure to different Ministries/Divisions of Bangladesh Secretariat
- practical understanding about the own office of the participants

Code	Hrs	Topic	TM	RP
8.01	2	Secretariat Instructions and Its Role in Public Office Management	L&D	GS/FM
8.02	2	Opening of Files, Writing Notes, References & Flagging	L&E	GS/FM
8.03	3	Types of Written Communications and Preparation and Issuance of Letters/Orders	L&Exercise	GS/FM
8.04	2	Writing Summary	L&D	GS/FM
8.05	2	Preparing of Working Paper of a Meeting	L&E	GS/FM
8.06	2	Writing of Minutes of a Meeting	L&E	GS/FM
8.07	2	Office Inspection with Case Studies	L&E	GS/FM
8.08	2	E-Nothi	L&E Demo	FM
8.09	2	Film Show on Meeting	Film Show	CMT
8.10	-	Secretariat Attachment	Study Visit	CMT
		Own Office Attachment	Visit	CMT



## Thematic Area Management Studies

### Module 09: Public Financial Systems

**Evaluation Method:** Individual Exercise(s)

**Total Marks:** 50

**Module Objectives:** To enable the participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

Code	Hrs	Topic	TM	RP
9.01	2	Public Financial Management Systems in Bangladesh	L&D	GS
9.02	2	General Financial Rules	L&D	GS/FM
9.03	2	Treasury Rules	L&D	GS/FM
9.04	3	Public Budgetary Framework of Bangladesh (with Reference to Budget Management Act) & Preparation of Office Budget using MTBF	L&D Case Studies	FM
9.05	1	Duties and Responsibilities of Drawing and Disbursing Officer	L&D	GS/FM
9.06	2	Delegation of Financial and Administrative Powers	L&D	GS/FM
9.07	2	Preparation of Pay Bill and Pay Fixation	L&IE	GS/FM
9.08	2	TA, DA Rules and Preparation of TA bills	L&IE	GS/FM
9.09	2	Laws and Practice of VAT and Income Tax	L&D	GS/FM
9.10	2	Preparation of Income Tax Return	L&E	GS /FM
9.11	2	Audit System in the Public Sector	L&IE	GS/FM
9.12	2	Response to Audit Objection and Writing Broadsheet Reply	L&IE	GS/FM

## Thematic Area

### Public Administration

#### Module 10: Governmental System and Essential Laws

**Evaluation Method:** Open Book Examination

**Total Marks:** 60

**Module Objectives:** To make the participants aware of the governmental system of Bangladesh and orient with the provisions of the Constitution and essential laws of the country.

Code	Hrs	Topics	TM	RP
10.01	2	Salient Features of Bangladesh Constitution	L&D	GS/FM
10.02	2	Organs of the State	L&D	GS/FM
10.03	2	Penal Code, CrPC, CPC, Evidence Act: Sections Essential for Public Service	L&D	GS/FM
10.04	2	Rules of Business & Allocation of Business	L&D	GS/FM
10.05	2	Land Management System of Bangladesh	L&D	FM/GS
10.06	2	Protecting Public and Private Land and Recovery Process of Occupied Land	L&D	FM/GS
10.07	2	Concept of Decentralization & Local Government System in Bangladesh	L&D	GS/FM
10.08	1	Relevant Laws and Functions of Union Parishad	L&D	GS/FM
10.09	1	Relevant Laws and Functions of Upazila Parishad	L&D	GS/FM
10.10	1	Relevant Laws and Functions of Zila Parishad, Municipality and City corporation	L&D	GS/FM
10.11	2	Interface and Coordination between Elected Representatives and Civil Servants	Panel Discussion	Invited Guests
10.12	-	Parliament Visit: Attend Parliament Session	Visit	CMT

## Thematic Area

### Public Administration

#### Module 11: Public Administration & Governance

**Evaluation Method:** Written Examination, Group Exercise

**Total Marks:** 70 (WE: 50, GE: 20)

**Module Objectives:** To make the participants aware of different aspects of public administration and governance and its changing dynamics.

Code	Hrs	Topics	TM	RP
11.01	2	Public Administration & Governance: Concept & Recent Trends	L&D	GS/FM
11.02	2	An Overview of the Public Administration Reforms in Bangladesh	L&D	GS
11.03	3	Public Administration System (Institution, Policy Regime, Changing Trend) in Some Selected Countries (Korea, India, Australia, Singapore, Malaysia)	L&D	GS
11.04	2	Public Policy Making Process	L&E	GS/FM
11.05	2	Challenges of Policy Crafting and Implementation	L&D	GS/FM
11.06	5	Innovation in Public Service Delivery	Workshop	Team
11.07	2	Business Process Re-engineering	GE&P	GS/FM
11.08	2	Management Improvement and Results Orientation: Total Quality Management (TQM) and Results based Management (RBM)	L&D	FM
11.09	4	Governance Improvement and Different Tools and Strategies <i>Citizen Charter</i> <i>Right to Information Act</i> <i>Grievance Redress Mechanism</i> <i>Annual Performance Agreement</i> <i>National Integrity System</i>	L&D	FM
11.10	2	Performance Management and Annual Confidential Report (ACR)	L&D	FM
11.11	2	e-Governance: Concept and Readiness	L&D	GS/FM

## **Thematic Area**

### **Public Administration**

#### **Module 12: Child Rights and Gender Equality**

**Evaluation Method:** Group Exercise

**Total Marks:** 50

**Module Objectives:** To sensitize the participants on the vulnerabilities of the women and children and orient them with the legal provisions to protect the rights and empower the women and children.

<b>Code</b>	<b>Hrs</b>	<b>Topics</b>	<b>TM</b>	<b>RP</b>
12.01	2	Concept of Gender and Development	L&D	GS/FM
12.02	2	Women and Child Rights (National and International Perspective- Convention on the Rights of the Children and CEDAW	D&E	GS/FM
12.03	2	Initiatives of GoB for Protecting Women & Child Rights and Prevention of Child Marriage	L&D	GS/FM
12.04	1	Challenges of Working Women	L&E	GS/FM
12.05	1	Prevention of Violence Against Woman and Children	Film Show & CS	GS/FM
12.06	2	National Rehabilitation Strategies of the Street Children	L&CS	GS/FM

## Thematic Area

### Development Studies

#### Module 13: Development and Economic Management

**Evaluation: Method:** Written Examination

**Total Marks:** 60

**Module Objectives:** To orient the participants with different aspects of development and economic management. Moreover, the participants will learn the basic issues of economics and different sectors of national economy.

Code	Hrs	Topics	TM	RP
13.01	2	Understanding Development (with Special Reference to Human Development, Wellbeing, Inclusivity and Social Justice; Linking with the Philosophical Dimension of SDGs)	L&D	GS
13.02	1	Basic Concepts of Micro and Macro Economics	L&D	GS/FM
13.03	1	Key Socio-economic Indicators of Bangladesh	L&D	GS/FM
13.04	1	Overview on National Income Accounting (Shares in GDP/GNI)	L&D	GS/FM
13.05	1	Market Economy: Concept and Issues	L&D	GS/FM
13.06	1	Monetary Policy and Its Dimensions	L&D	GS/FM
13.07	1	Fiscal Policy and Its Dimensions	L&D	GS/FM
13.08	2	International Trade and Economic Development	L&D	GS
13.09	2	Approach and Strategies for Inclusive Development (Special Reference to Social Safety Net Programs)	L&D	GS/FM
13.10	2	Demographic Dividend: Opportunities & Challenges	L&D	GS/FM

## Thematic Area

### Development Studies

#### Module 14: Sustainable Development Goals

**Evaluation Method:** Individual Assignments-2

**Total Marks:** 60 (30+30)

**Module Objectives:** To acquaint the participants with the concept of sustainable development, different aspects of SDGs, localization of SDGs in Bangladesh.

Code	Hrs	Topic	TM	RP
14.01	2	Sustainable Development and SDGs: Concept, Goals and Indicators	L&D	GS/FM
14.02	2	Localization of SDGs: Approach, Strategies and Alignment with National Plans	L&D	GS/FM
14.03	1	GOAL 1: No Poverty: Challenges and Way Forward	L&D	GS/FM
14.04	1	GOAL 2: Zero Hunger: Challenges and Way Forward	L&D	GS/FM
14.05	1	GOAL 3: Good Health and Well-being: Challenges and Way Forward	L&D	GS/FM
14.06	1	GOAL 4: Quality Education: Challenges and Way Forward	L&D	GS/FM
14.07	1	GOAL 5: Gender Equality: Challenges and Way Forward	L&D	GS/FM
14.08	2	GOAL 12: Responsible Consumption and Production: Challenges and Way Forward	L&D	GS/FM
14.09	2	GOAL 13: Climate Action (Climate Change): Challenges and Way Forward	L&D	GS/FM
		GOAL 13: Climate Action (Disaster Risk Reduction): Challenges and Way Forward		GS/FM
14.10	2	GOAL 14: Life below Water and GOAL 15: Life on Land: Challenges and Way Forward	L&D	GS/FM
14.11	2	GOAL 16+17: Peace, Justice and Strong Institutions Partnerships to Achieve the Goals: Challenges and Way Forward	L&D	GS/FM

## Thematic Area

### Development Studies

#### Module 15: Project & Procurement Management

**Evaluation Method:** Group Exercise

**Total Marks:** 50

**Module Objectives:** To make the trainees orient with the following:

- different stages of project cycle; and different tools of project management
- procurement act, rules and procedures

Code	Hrs	Topics	TM	RP
15.01	2	Overview of Project Planning Process in Bangladesh	L&D	GS/FM
15.02	2	Introduction to Project Cycle Management	D&E	GS/FM
15.03	3	Log Frame and Results Based Management (RBM)	D&E	GS/FM
15.04	4	Preparation of Development Project Proforma (DPP) and Technical Assistance Project Proforma (TAPP)	D&E	GS
15.05	1	Project Risk Management	CS	GS/FM
15.06	1	Project Monitoring and Evaluation	D&E	GS/FM
15.07	2	Overview of PPA 2006 and PPR 2008	L&D	GS/FM
15.08	2	Different Procurement Methods	L&E	GS/FM
15.09	2	Electronic Government Procurement (E-GP)	L&E	GS/FM

## Thematic Area

### Development Studies

#### Module 16: Basics of Social Research

**Evaluation Method:** Individual Research Proposal

**Total Marks:** 50

**Objectives:** To orient the participants with different aspects of social research and its applicability and necessity in public sector governance.

Code	Hrs	Topics	TM	RP
16.01	2	Introduction to Social Research: Concepts of Social Reality, Problem Statement, Research Objectives and Relevance to Public Sector	L&D	FT
16.02	1	Research Ethics (Informed Consent, Deception, Confidentiality & Plagiarism)	L&D	FT
16.03	2	Methodology: Research Design and Approaches, Sampling, Data Collection Methods (Interview, FGD, Observation, Survey)	L&E	FT
16.04	2	Literature Search, Referencing & Bibliography	L&E	FT
16.05	1	Writing Research Proposal	L&E	FT
16.06	2	Data Analysis Techniques: Qualitative and Quantitative	L&E	FT
16.07	1	Writing Research Report	L&E	FT
16.08	2	Exercise on Preparing Questionnaire	Exercise	FT
16.09	4	Use of Software for Data Analysis in Research (e.g. SPSS)	Exercise	FT



## Thematic Area

### Skill Development

#### Module 17: IELTS and Communication Skills in English

**Evaluation Method:** Individual Exercise

**Total Marks:** 50

**Module Objective:** To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and competent in communication in English.

Code	Hrs	Topic	TM	RP
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#### Part 1: Improving English through IELTS Skills

17.01	1	Introduction to IELTS Speaking	L&D	GS/FM
17.02	1+1+1	Speaking Practice	Exercise	GS/FM
17.03	1	Introduction to IELTS Reading	L&D	GS/FM
17.04	1+1+1	Reading Practice	Exercise	GS/FM
17.05	1	Introduction to IELTS Listening	L&E	GS/FM
17.06	1+1+1	Listening Practice	Exercise	GS/FM
17.07	1	Introduction to IELTS Writing	L&E	GS/FM
17.08	1+1+1	Writing Practice	Exercise	GS/FM

#### Part 2: Oral Communication Skill Development

17.09	2	Techniques of Presentation and Public Speaking	L&D Q&A	GS/FM
17.10	6	Contemporary Issues/Theme based Extempore Speech	Speaking Exercise	FM
17.11	12	Debate Competition	Exercise	FM
17.12	10	Recap Sessions	Presentation	FM

## **Thematic Area**

### **Skill Development**

#### **Module 18: Basics of English**

**Evaluation Method:** Individual Exercise

**Total Marks:** 25

**Module Objective:** To make the participants know the basic grammatical issues of English language to write and speak the language correctly.

<b>Code</b>	<b>Hrs</b>	<b>Topic</b>	<b>TM</b>	<b>RP</b>
18.01	2+1	Common Grammatical Errors in English	L&E	FM
18.02	2	Subject-Verb Agreement	L&E	GS/FM
18.03	2+1	Academic Writing	L&E	GS/FM
18.04	2	Business Communication: Email, Minutes, Report etc.	L&E	FM
18.05	2+1	Techniques of Translation	L&E	GS/FM

## Thematic Area

### Skill Development

#### Module 19: Book Review and Presentation

**Evaluation Method:** Individual Report and Individual Presentation

**Total Marks:** 75 (IR: 40<sup>2</sup> + IP: 35<sup>3</sup>)

**Module Objectives:** To provide the participants with the opportunity to develop skills in critically reviewing books; to enhance public speaking skills and to develop reading habits.

Code	Hrs	Topics	TM	RP
19.01	2	Introduction to Art of Book Review	L&D	GS/FM
19.02	17	Book/Article/Case Studies Review Report Presentation (20 min. for Each Presentation including Q&A) (Books Written by Bangabandhu, HPM and on Liberation War, Governance, Development, Public Administration, History Preferred)	R&P	MC

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- 2 Structure and subject matter: 10, Language, writing style and logical sequence: 10, Consistency and relevance: 10, Analysis and command over the topic: 10
  - 3 Presentation skills and ability: 20, Q&A: 10, Time management: 5

## Thematic Area

### Skill Development

#### Module 20: Information Communication Technology (ICT)

**Evaluation Method:** Practical Test

**Total Marks:** 50

**Module Objectives:** To enhance ICT skills of the participants to make them able to leverage ICT in public sector governance.

Code	Hrs.	Topic	TM	RP
20.01	1	Need Assessment on ICT Skill	Survey	GS/FM
20.02	1	Basic Hardware and Trouble Shooting	L&P	GS/FM
20.03	2	MS Word	L&P	GS/FM
20.04	2	Learning Blind Typing (Bangla and English)	L&D	GS/FM
20.05	6	Learning Blind Typing [Bangla (Unicode) & English]	Practice	GS/FM
20.06	3	MS PowerPoint: Presentation Preparation	L&P	GS/FM
20.07	3	MS Excel: Calculation and Graph Preparation	L&P	GS/FM
20.08	2	Digital Bangladesh: Concept and Selected Initiatives	L&GW	GS/FM
20.09	1	Digital Signature	L&P	GS/FM
20.10	1	Use of Social Media: Citizen Connectivity	L&D	GS/FM
20.11	1	Guidelines for Social Media Use	L&D	GS/FM
20.12	2	Cloud Computing: Concept and Uses	L&P	GS/FM
20.13	1	Internet of Things (IoT)	L&D	GS/FM

## Thematic Area

### Skill Development

#### Module 21: Physical Conditioning & Games

**Evaluation Method:** Written Examination and Assessment of Individual Attendance and Participation

**Total Marks:** 100 (Attendance: Morning-30, Afternoon-20; Individual Conduct Assessment: 25; Written Examination: 25)

**Module Objectives:** To make the participants aware of the benefits of physical exercise and sports and support them to be motivated to stay physically fit and to be able to manage stress and to improve quality of life.

Code	Hrs	Topics	TM	RP
21.01	1	Nutrition & Physical Fitness	L&D	GS/FM
21.02	1	Wellness Concept & Management	L&D	GS/FM
21.03	2	Effect of Exercise on Different Organs and stress Management	L&D	GS/FM
21.04	1	Common Sports Injuries & Prevention / Rehabilitation of Back Pain	L&D	GS/FM
21.05	1	Sedentary Life Style and Effects	L&D	GS/FM
21.06	1	Occupational Pain and its Management	L&D	GS/FM
21.07 Mandatory Activities	-	<b>Morning Exercise:</b> Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Meditation  <b>Afternoon Games:</b> Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.	Exercise	AD Sports & Guest Instructors

## **Module 22: Comprehensive Examination**

**Evaluation Method:** Written Examination

**Total Marks:** 200

After the completion of all written examinations of FTC, all participants will be required to appear in a comprehensive written examination (descriptive & analytical) of two hours duration or as fixed by the authority.

CMT will brief the participants beforehand about the system and procedure of the examination.

## Module 23: Contemporary Issues<sup>4</sup>

### Module Management: CMT

**Module Objectives:** To provide the participants with the opportunities to learn different perspectives and aspects of the important contemporary issues from the experts and senior policy makers.

Code	Hrs	Topic	TM	RP
23.01	2	Blue Economy: Sustainable Use of Marine Resources	L&D	GS
23.02	2	Emotional Intelligence and Public Sector Leadership	L&D	GS
23.03	2	Autism and Neurodevelopment Disorder	L&D	GS
23.04	2	Covid-19 and the Lessons Learned	L&D	GS
23.05	2	Bangladesh's LDC Graduation: Process, Strategy, Opportunities and Challenges	L&D	GS
23.06	2	Fourth Industrial Revolution (4IR) and Public Sector	L&D	GS
23.07	2	Dimensions of Rahingya Crisis	L&D	GS
23.08	2	Central Bank and National Economy	L&D	GS
23.09	2	Capital Market and National Economy	L&D	GS
23.10	2	Recent Trends in Public Sector Governance	L&D	GS
23.11	2	Overseas Employment, Remittance and National Economic Progress: Opportunities and Challenges	L&D	GS
23.12	2	Private Sector's Roles in Economic Development	L&D	GS
23.13	2	Non-State Stakeholders and Public Policy Formulation	L&D	GS
23.14	2	Cyber Security and Digital Security Act	L&D	GS
23.15	2	Evidence based Decision Making	L&D	GS
23.16	2	Emerging Features of Public Private Partnership	L&D	GS
23.17	2	Bangladesh on The March Towards Prosperity	L&D	FM
23.18	3	Ten Special Initiatives of the Honourable Prime Minister of Bangladesh	L&D	GS
23.19	2	Noise Induced Hearing Loss, Smoking related Health Risks, Mobile Phone Use and Health Hazards	L&D	GS
23.20	1	ভোক্তা অধিকার সংরক্ষণ আইন ২০০৯	L&D	GS
23.21	3	বাংলা ভাষা ও সাহিত্য: সাম্প্রতিক অবস্থা	L&D	GS
23.22	2	দাপ্তরিক কাজে প্রমিত বাংলার ব্যবহার	L&D	GS

4 This is an indicative list and may change overtime and is subject to availability of time. The CMT in consultation with the Rector can add and delete any topic based on the necessity and importance.

## Module 24: Car Driving

**Module Objectives:** To make the participants to be able to drive light vehicles, be qualified to pass the driving license test and get the license and be able to understand the minor faults of engine and fix the problems.

Code	Hrs.	Topic	TM	RP
22.01	1	Introduction to Vehicles	L&P	GS
22.02	1	Traffic Rules, Signals	L&E	GS
22.03	1	Vehicle Maintenance	L&P	GS
22.04	1	Trouble Shooting	L&E	GS
22.05	1	Motor Vehicle Ordinance	L&D	GS
-	150	Driving Practice	Practice	BRTA Team



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# **GUIDELINES FOR FIELD ATTACHMENTS AND VISITS**

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## Module 2: Own Village Visit

### Duration: 1 Week

Under this module, each participant will go to his/her own village to observe his/her village, analyse SWOT and prepare a report based on the study. The visit should realize the key objectives of this module. Participants may put special emphasis on internalization of the constraints and challenges of the marginalized people and the government policy on “Amar Gram Amar Shohor” and পরিচ্ছন্ন গ্রাম, পরিচ্ছন্ন শহর. CMT will brief the participants on the visit and assignment.

### Tasks during the Visit

- SWOT analysis of the village
- Identifying development challenges and opportunities
- Understanding the miseries of the marginalized people

### Methodology

- Observation of the situation
- Review of literature, information and other documents (if available)
- Individual visits, face to face interview with several stakeholders

### Monitoring

- Maintaining learning diary, which will be examined by the concerned Coordinator.

### Output to be Produced by the Participants (Assignment)

- Participants will prepare an **individual report** based on the visit. One copy of the assignment should be submitted to the local administration (UNO).

### Visit Schedule

CMT will inform the participants of the visit in due time.

## **Module: 03**

### **BARD/RDA/BRDTI Attachment**

#### **Tasks**

Participants will participate in the activities as designed by BARD/RDA/BRDTI. However, BARD/RDA/BRDTI will consult BPATC in designing the program under this module.

**Duration:** 1 week

**Output:** Completion of Module 3

#### **Monitoring:**

- Learning diary will be compulsory for the trainee officers and it will be examined/inspected by concerned CC/Focal Point
- Selected CC will stay with participants at BARD/RDA/BRDTI during the attachment

## **Module: 04**

### **Upazila and District Attachment**

Under this module, series of activities will have to be undertaken and several reports/assignments need to be generated. To make the participants fully informed of the roles and responsibilities, this note provides the list of tasks, methodology, evaluation procedure and expected outputs at different levels. The attachment will involve three broad segments within the three weeks visits or attachments. The attachment will start with the district level visit followed by upazila level visit. Within the district and upazila visits, the participants will explore the potentials of the district by visiting different areas and reading secondary material. Moreover, at the same time, they will have to work for the assignment under Module-16. Since, district and upazila visits are same in nature though not in scope, therefore, a common methodology has been put forward to undertake the tasks.

#### **I. District Attachment Segment: Week 1**

##### **Tasks at the District Level**

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential business firm/NGO
- Studying the Annual Performance Agreements (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying the citizen's charter of different offices to analyse the impact of it on the service delivery

#### **II. Upazila Attachment Segment: Week 2**

##### **Tasks at the Upazila Level**

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and also the changing environment of rural society and (ii) studying service delivery by Upazila level offices. The tasks include the following:

##### **Component 1**

- Studying the functions and role of the Upazila Development Coordination Committee
- Studying the roles and functions of the local government institutions (LGIs)
- Understanding the rural economy and the constraints of the disadvantaged people

##### **Component 2**

Module Director of Module-16 in consultation with the Module Director of Module -4 and the CMT will assign task and coordinate the activities<sup>5</sup>.

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5 All other institutions responsible for FTC will follow the guidelines of the BPATC CMT.

## **District and Upazila Attachment Methodology**

### **How to Perform the Tasks**

- Office visits
- Observations
- Document analysis
- Meeting participation
- Stakeholder discussions

### **Output/Assignments of Visits I and II**

Preparing a group report & presentation to District Evaluation Committee (DEC) on the overall activities of the attachment and visit. This report should be analytical and well-articulated and should reflect national development priorities and strategies while presenting the analysis. Group will be formed by the CMT.

Under Component 2 of the Upazila Attachment, all participants shall have to submit **individual research proposal** according to the guidance of the CMT and Module Director-16.

### **III.**

#### **Knowing Bangladesh/District Potentials: Week 3**

This activity is to meet the requirement of Module-1. Upon finishing the visit participants will be required to submit individual report on the visits. This segment will enable the participants to discover/ explore economic potentials and social /cultural /historical importance of the visiting district.

#### **Tasks during the Visit**

- Knowing the economic trend of last 5 years of the district
- Exploring the resources and expected future demand
- Identifying the major two economic products and its potentials
- Exploring the marketing channel of the products and identifying the barriers
- Studying the social/cultural/historical importance/branding of the visiting district

#### **Methodology**

- Discussion with government and non- government organizations
- Discussion with social leaders, academics and other local stakeholders
- Secondary data collection and analysis

#### **Output/Assignment of III**

Participants will be required to prepare an **individual report** on district potentials that will have to be submitted to the Module Director of Module-1.

#### **Monitoring and Evaluation by District Administration during the Attachments (Segments: I, II & III)**

The attachment will be guided and monitored by the district administration of the respective district. It is expected that the Deputy Commissioner will assign an officer, preferably an ADC, to

coordinate and monitor the activities of the attachment. S/he will also request the UNO concerned to take necessary measures to manage the attachment activities smoothly at the Upazila level. The UNO concerned may also nominate a Focal Officer for this.

The participants will be required to maintain learning diary regularly and this diary will be examined and monitored by the district administration.

According to guidelines of the CMT, district attachment group report will have to be presented before the District Evaluation Committee (DEC) which will be constituted with several district level officials under the leadership of the DC of the respective district. The DEC will evaluate according to the evaluation guideline of Module-4. The marks for this evaluation will be 40 marks. Assigned participants will be distributed in several groups. Each group will make group presentation on the functions and roles of different government departments and LGIs. 30 marks will be allocated for this presentation. District administration (DC Office) will evaluate the participants individually on discipline, behaviour, punctuality and attitude and 5 marks will be allocated for this. Moreover, there will be 5 marks for attendance in all activities of the attachment and this will also be evaluated by the district administration.

#### ***District Evaluation Committee (DEC)***

- |  |                  |
|--|------------------|
| 1. Deputy Commissioner                     | Chairperson      |
| 2. Superintendent of Police/Representative | Member           |
| 3. Deputy Director (Agriculture)           | Member           |
| 4. District Livestock Officer              | Member           |
| 5. District Fisheries Officer              | Member           |
| 6. ADC(General/Education)                  | Member-Secretary |

#### **A Summary of the Number of Assignments/Reports under Module-4**

- (1) Group Report** on District/Upazila Attachment. Presentation of this report will be made at the respective Deputy Commissioner's Office and report to be submitted to the Module Director of Module-4 and again presentation will be made at the training institute.
- (2) Individual Research Proposal** by every participant. This will follow the requirements of Module-16.
- (3) Individual Report** by every participant. This report will be based on the visit as part of the knowing Bangladesh/district potential. This report will be part of Module-1.

## **Module 08**

### **Exploring Own Office**

**Duration:** 1 Week

#### **Tasks to be Undertaken**

- Understanding the roles and functions of the office
- Observing the work culture of the office
- Conducting SWOT of the office
- Assessing performance and productivity of the office
- Exploring improvement scope

#### **Methodology**

- Observation
- Discussion with different stakeholders, particularly service seekers
- Studying files and documents and decision-making process and styles
- Consultation with supervisors/senior officials

#### **Monitoring Mechanism**

- Maintaining learning diary is compulsory for all trainees and the diary will be examined/inspected by the supervising officer in the office
- Respective Course Coordinator will also monitor the performance/activities of the trainees

**Output:** Preparing an individual report on the visit which should be diagnostic in nature.

### **Secretariat Attachment**

Under this module, participants will get the opportunity to visit different ministries and divisions located at the Bangladesh Secretariat. The objective of this visit is to enable the participants to know the functions of the ministries and divisions on the ground. Since ministries and divisions deal with policy making roles, participants will learn the dynamics of policy making from this visit. Moreover, they get the opportunity to meet in-person the honourable Minister and Secretary of the ministries and divisions along with the senior-level policy makers and see the practical work. This engagement enhances the confidence and personality of the participants.

For arranging smooth visit, participants will be grouped and assigned to different ministries and divisions. CMT will organize the visit. The participants visit the ministries and divisions for two consecutive working days.

**Output (Assignment): Individual report** shall have to be prepared and submitted by the participants based on the visit.

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# **SUGGESTED READING LIST (MODULE-WISE)**

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## Module 01: Bangladesh and Bangabandhu Studies

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5. চক্রবর্তীপ্রণব ২০১৫b) জেনারেল ফিন্যান্সিয়াল রুলস .ঢাকা, বাংলাদেশ.
6. ব্যয় নিয়ন্ত্রণ অনুবিভাগ, অর্থ মন্ত্রণালয় (২০১০)আর্থিক ক্মমতা অর্পণ আদেশ .ঢাকা বাংলাদেশ.
7. মিয়ামোতাহার হোসেন (১৯৮৭)বাজেটারী সিস্টেম .ঢাকা, বাংলাদেশ.
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10. মিয়ামোহাম্মদ ফিরোজ (২০১৮)চাকরির বিধানাবলী .ঢাকা, বাংলাদেশ :রোদদুর প্রকাশনী, ঢাকা বাংলাদেশ.

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