

# **6<sup>th</sup> Special Foundation Training Course for the LGED Officials**

**(10 February – 10 April 2021)**

## **Course Curriculum**



**Bangladesh Public Administration Training Centre**

**Savar, Dhaka**

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

## Course Content

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

1.	Behavioral Governance	2.	Bangladesh and Bangabandhu Studies
3.	Constitution and other Legal Provision Relating to Public Service Delivery	4.	Project and Procurement Management
5.	Digital Leadership and Strategic Management	6.	Public Sector Management
7.	Administrative and Organizational Management	8.	Sustainable Development Goals
9.	ICT and E-Governance	10.	Financial Management
11.	Book Review	12.	Field Attachment and Report Writing
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Research and Development Management	16.	Essential Issues for LGED's Officials
17.	Contemporary Issues		

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

## Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through written examination, presentation, exercise, assignment 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 900 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioral Governance	WE-35	-	35
2.	Bangladesh and Bangabandhu Studies		GR-25	25
3.	Constitution and other Legal Provision Relating to Public Service Delivery	WE-25	-	25
4.	Project and Procurement Management	IR-25	GE-25	50
5.	Digital Leadership and Strategic Management	-	GA-50	50
6.	Public Sector Management	WE-25	-	25
7.	Administrative and Organizational Management	WE-40	GA-50	90
8.	Sustainable Development Goals	-	GE-70	70
9.	ICT and E-Governance	PE-50	-	50
10.	Financial Management	IE-25	GE-25	50

11.	Book Review	R-30, Pr-20	-	50
12.	Field Attachment and Report Writing	-	GR-30	30
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	IA-75, WE-25	-	100
15	Research and Development Management	IA-60	-	60
16.	Essential Issues for LGED's Officials	WE-40	GA-20	60
17.	Contemporary Issues	-	GA-25	25
18	Evaluation by Evaluation Department Attendance (20) Speaker Evaluation (10)	30	-	30
19	Evaluation by Course Management Team	25	-	25
	i) Punctuality (5)			
	ii) Table Manners (5)			
	iii) Dress (5)			
	iv) Overall Conduct and Discipline(5)			
	v) Participation in co-curricular activities (5)			
Total		580	320	900
Grand Total				900

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, CT- Class Test,

## 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
<b>1</b>	<b>95 and above</b>	<b>A+ (Outstanding)</b>
<b>2</b>	<b>90- &lt;95</b>	<b>A (Excellent)</b>
<b>3</b>	<b>85- &lt;90</b>	<b>A- (Very Good)</b>
<b>4</b>	<b>80- &lt;85</b>	<b>B+ (Good)</b>
<b>5</b>	<b>70- &lt;80</b>	<b>B (Satisfactory)</b>
<b>6</b>	<b>60- &lt;70</b>	<b>B- ( Above Average)</b>
<b>7</b>	<b>50- &lt;60</b>	<b>C ( Average)</b>
<b>8</b>	<b>&lt;50</b>	<b>Fail</b>

**Module-01 : Behavioral Governance**

**Total Marks : 35**

**Evaluation Method : Written Examination-35**

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

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
1.01	02	Know Thyself: Understanding self to achieve improvement goals	Faculty/GS	L&E
1.02	05	Empathy Building	Faculty/GS	Saturday Workshop
1.03	02	Career Planning: Practical Aspects	Faculty/GS	L&D
1.04	01	Problem Solving and Decision Making Process	Faculty/GS	L&E
1.05	04	Good Governance and Social Accountability Tools: NIS, APA, Citizen Charter, RTI, GRS	Faculty/GS	Saturday Workshop
1.06	02	Combating against Corruption	Faculty/GS	L&D/Case Study

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

**Total Marks : 25**

**Evaluation Method : Group Report-25**

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

- Analyze social, political, scientific and cultural aspects of Bangladesh.

Topic Code	Session Hour	Topic	Facilitator	Training Method
2.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
2.02	02	Contribution of Different Events that Led to Evolve Leadership Capacity of the Father of the Nation	Faculty/GS	L&D
2.03	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.04	01	Potential Resources of Bangladesh: Natural Resources and Tourism	Faculty/GS	L&D
2.05	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
2.06	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	L&D

2.07	02	Mujib Borsho and Bangladesh	Faculty/GS	L&D
-	-	Visit to Bangabandhu's Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum at Dhanmondi-32	CMT	Visit

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

**Delivery**

**Total Marks : 25**

**Evaluation Method : Written Examination-25**

**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.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature and Judiciary)	Faculty/GS	L&D
3.03	01	Constitutional Body of the Nation (EC, PSC, C&G etc.)	Faculty/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
3.05	02	Local Government of Bangladesh	Faculty/GS	L&D

**Module-04 : Project and Procurement Management**

**Total Marks : 50**

**Evaluation Method : IR-25, GE-25**

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

- To make the trainees understand the different stages of project cycle;
- Enable them to use different tools of project management;
- To make the trainees understand the procurement act, rules and procedures;
- To make the trainees understand the electronic government procurement.

<b>Topic code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
4.01	02	Overview of Project Planning Process and Approval in Bangladesh	Faculty/GS	L&D
4.02	01	Introduction to Project Cycle Management	Faculty/GS	L&D
4.03	01	The Acquisition and Requisition of Immovable Property Act, 2017	Faculty/GS	L&D
4.04	02	Log Frame and Results Based Management (RBM)	Faculty/GS	D&E
4.05	01	Project Monitoring and Evaluation	Faculty/GS	D&E
4.06	02	Impact Assessment of Project	Faculty/GS	L&D
4.07	02	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
4.08	01	Annual Procurement Plan	Faculty/GS	L&E
4.09	02	Procurement Methods of Goods, Works and Services	Faculty/GS	L&E
4.10	01	Request for Quotation (RFQ) Method	Faculty/GS	L&E
4.11	02	Electronic Government Procurement (E-GP)	Faculty/GS	L&E
4.12	02	Public Private Partnership (PPP)	Faculty/GS	L&D/Case Study

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

**Total Marks : 50**

**Evaluation Method : Group Assignment-50**

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

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

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
5.01	02	Leadership and Personality Development, Group Dynamics and Team Building	Faculty/GS	L&E
5.02	02	SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model	Faculty/GS	L&P
5.03	01	Total Quality Management (TQM)	Faculty/GS	L,GD
5.04	02	Digital Bangladesh and Four Pillars of Bangladesh	Faculty/GS	L&E
5.05	02	Frontier Technologies (AI, IoT, Big Data, Block Chain etc.)	Faculty/GS	L,GD

**Module -06 : Public Sector Management**

**Total Marks : 25**

**Evaluation Method : a) Written Examination-25**

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

- Understand present condition of local government and HRM.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	HRM and HRD Practices in Public Sector Organization in Bangladesh	Faculty/GS	L&E
6.03	02	Introduction to Public Policy Making Process	Faculty/GS	L&E
6.04	01	Handling Middle Man and Pressure Group	GS	L&D
6.05	02	Perspective Plan and 8 <sup>th</sup> Five-Year Plan	Faculty/GS	L&D

**Module-07 : Administrative and Organizational Management**

**Total Marks : 90**

**Evaluation Method : a) Written Examination-40  
b) Group Assignment-50**

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

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
7.01	02	Secretariat Instructions 2014	Faculty/GS	L&D
7.02	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
7.03	04	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure and Report Writing (Case Study)	Faculty/GS	L,GD&E/ Case Study
7.04	01	□□□□□□ □□□□□□□□□□ □□□□□□□□ □□□□	Faculty/GS	L&D/Case Study
7.05	02	□□□□□□ □□□□□□ □□□, □□□□	Faculty/GS	L&GD
7.06	01	Rules related to Leave	Faculty/GS	L&E
7.07	02	Seniority Rules and Pension	Faculty/GS	L&E
7.08	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
7.09	02	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E
7.10	03	Forms of Written Communications (MoU/DO Letter/UO Note/Government Letter etc.)	Faculty/GS	L&E
7.11	01	Office Inspection	Faculty/GS	L&D
7.12	01	Equipment, Store and Stationary Management in Organization	Faculty/GS	L&P
7.13	01	Stock Entry and Use of Different Registers	Faculty/GS	L&D



**Module -08 : Sustainable Development Goals**

**Total Marks : 70**

**Evaluation Method : Group Exercise-70**

**Objectives : To enable the participants to:**

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

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
8.01	01	Sustainable Development Concept, Issues and Strategy for achieving Sustainable Development	Faculty/GS	L&D
8.02	01	Implementation challenges of SDGs: Institutions/Organization responsible for implementing of different Goals	Faculty/GS	L&D
8.03	01	GOAL 01: End Poverty; GOAL 02: Zero Hunger- Issues, Challenges and Way Forward; GOAL 10: Reduced Inequality- Issues, Challenges and Way forward	Faculty/GS	L&D
8.04	02	GOAL 03: Good Health and Well-being- Issues, Challenges and Way forward; GOAL 04: Quality Education- Issues, Challenges and Way forward; GOAL 05: Gender Equality- Issues, Challenges and Way forward	Faculty/GS	L&D
8.05	01	GOAL 08: Decent Work and Economic Growth- Issues, Challenges and Way forward; GOAL 09: Industry, Innovation and Infrastructure- Issues, Challenges and Way forward	Faculty/GS	L&D
08.06	01	GOAL 13: Climate Action (Climate Change and Disaster Risk Reduction); GOAL 14: Life below Water	Faculty/GS	L&D
08.07	01	GOAL 11: Sustainable Cities (urban management) and Communities-Issues, Challenges and Way Forward; GOAL 12: Responsible Consumption and Production-Issues, Challenges and Way Forward	Faculty/GS	L&D

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
8.08	01	GOAL 16+17: Peace, Justice and Strong Institutions, Partnerships to achieve the Goals: Challenges and Way Forward	Faculty/GS	L&D

**Module -09 : ICT and E-Governance**

**Total Marks : 50**

**Evaluation Method : Practical Exam-50**

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

- Develop their skill in operating computer for professional duties and responsibilities.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
9.01	01	Information Literacy for Better Public Service Delivery	Faculty/GS	L&D
9.02	02	Innovation in Service Delivery and Service Process Simplification	Faculty/GS	L&E
9.03	03	Essential ICT Skills: MS Word, Power Point, Excel etc.	Faculty/GS	L&P
9.04	02	E-Governance Conceptual Overview, Building Blocks/Critical Success Factors	Faculty/GS	L&D
9.05	02	E-Nothi, National Web Portal and Union Digital Centre	Faculty/GS	L&E
9.06	01	Use of Social Media: Citizen Connectivity	Faculty/GS	L&D
9.07	02	Digital Security Act 2018 and Email Policy-2018	Faculty/GS	L&D

**Module-10 : Financial Management**  
**Total Marks : 50**  
**Evaluation Method : a) Individual Exercise-25**  
**b) Group Exercise-25**

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

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
10.01	02	Budgetary System of Bangladesh, MTBF and Gender Responsive Budgeting	Faculty/GS	L&E
10.02	01	Government Accounting: Concepts and Principles	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	Faculty/GS	L&P
10.05	01	TA and DA Rules	Faculty/GS	L&P
10.06	02	Audit Objections and its Disposal	GS	L&E
10.07	02	Delegation of Power: Financial and Administrative	Faculty/GS	L&D
10.08	01	Financial Rules and Regulations: BSR Part 1&2	Faculty/GS	L,GD
10.09	02	IBAS++	Faculty/GS	L&D
10.10	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/GS	L&E

**Module -11 : Book Review**  
**Total Marks : 50**  
**Evaluation Method : a) Report-30**  
**b) Presentation-20**

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

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
11.01	01	Guidelines for Writing Book Review	Faculty/GS	L&D
11.02	06	Presentation	Faculty	P

**Module -12 : Field Attachment and Report Writing**

**Total Mark : 30**

**Evaluation Method : Group Report-30**

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

- Develop their analytical capability for problem solving, draw possible solution and they will be aware of different projects relevant to their profession and their implementation mechanism.

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
12.01	01	Briefing on Field Attachment Report	Faculty	Briefing
-	-	Visit: to LGED's Projects for Problem Assessment/Identification and Solution	Faculty	Study Visit
12.02	01	Presentation on Field Study Report	Faculty	Presentation

**Module-13 : English Language Skill Development**

**Total number : 50**

**Evaluation Method : Class Test-50**

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

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

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
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	01	Art of Communication	Faculty/GS	L&E
13.03	03	Extempore Speech	Faculty/GS	Presentation
13.04	01	Vocabulary: Administrative and Common office Use	Faculty/GS	L&E

**Module-14 : Physical Conditioning and Games****Total number : 100****Evaluation Method : Individual Assessment-75; WE-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	01	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
14.02	01	Effects of Exercise on Different Organs	Faculty/GS	L&D
14.03	01	Managing Wellness	Faculty/GS	L&D
14.04	02	Stress Management	Faculty/GS	L&E
14.05	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Faculty	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)		

**Module -15 : Research and Development Management****Total Marks : 60****Evaluation Method : a) Individual Assignment-60****Objectives : The participants will be able to –**

- Understand research methodology, prepare research papers and focus on output as well as outcomes of R&D projects.

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	01	Writing Research Proposal	Faculty/GS	L&E
15.05	01	Writing Research Report	Faculty/GS	L&E

**Module-16 : Essential Issues for LGED’s Officials**

**Total number : 60**

**Evaluation Method : Group Assignment-20; Written Examination-40**

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

- Identify and analyze significant issues of LGED’s function and
- Explore opportunities to apply basic learning to practical life.

Topic Code	Session Hour	Topic	Facilitator	Training Method
16.01	01	Vision, Mission and Functions of LGED and aligning the Workforce with Vision and Mission	GS	L&D
16.02	01	স্বাধীনতা সশস্ত্র সংগ্রামের ইতিহাস (স্বাধীনতা সংগ্রামের) স্বাধীনতা সংগ্রামের, স্বাধীনতা	Faculty/GS	L&D
16.03	01	Responsibility and duty of LGED as per Rules of Business	Faculty/GS	L&D
16.04	01	History and Organizational structure/ organogram of LGED	Faculty/GS	L&D
16.05	01	Rules related to Recruitment through Outsourcing	Faculty/GS	L&D
16.06	01	Report Writing: Investigation, Inspection	Faculty/GS	L&D
16.07	01	General Diary; FIR	Faculty/GS	L&E
16.08	01	Safeguard measures for protecting govt. property	Faculty/GS	L&D
16.09	01	Rules and Acts related to Land Management	Faculty/GS	L&D
16.10	01	স্বাধীনতা সংগ্রামের ইতিহাস স্বাধীনতা সংগ্রামের স্বাধীনতা সংগ্রামের	Faculty/GS	L&D
16.11	01	স্বাধীনতা সংগ্রামের ইতিহাস স্বাধীনতা সংগ্রামের স্বাধীনতা সংগ্রামের	Faculty/GS	L&D
16.12	01	স্বাধীনতা সংগ্রামের ইতিহাস স্বাধীনতা সংগ্রামের স্বাধীনতা সংগ্রামের	Faculty/GS	L&D

**Module-17 : Contemporary Issues**

**Total number : 25**

**Evaluation Method : Group Assignment-25**

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

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

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Training Method</b>
17.01	02	Ten Special Initiatives of the Honorable Prime Minister of Bangladesh	Faculty/GS	L&D
17.02	02	Bangladesh on the March Towards Prosperity	Faculty/GS	L&D
17.03	02	Vision 2021, Vision 2041 and Delta Vision 2100	Faculty/GS	L&D
17.04	02	COVID-19 and Changing Dynamics	Faculty/GS	L&D
17.05	01	Private Sector Development: Role of Public Sector	Faculty/GS	L&D
17.06	02	Corporate Social Responsibility in Bangladesh	Faculty/GS	L&D
17.07	02	Blue Economy: Sustainable Use of Marine Resource	Faculty/GS	L&D
17.08	02	Demographic Transformation: Dividend, Opportunity and Challenges	Faculty/GS	L&D
17.09	02	Autism and Its Management	Faculty/ GS	L&D
17.10	01	Woman and Child Rights, Rights of People with Disability	Faculty/GS	L&D
17.11	01	Rohingya Issues in Bangladesh	Faculty/ GS	L&D
17.12	01	□□□□□□□□ □□□□□□ □□□□□□□ □□□, □□□□	Faculty/ GS	L&D
17.13	01	E-Waste Management	Faculty/ GS	L&D