

Training Calendar 2020-21



BCS Administration Academy
Ministry of Public Administration



Training Calendar 2020-21

Adviser

BadrunNessa

Rector (Secretary), BCS Administration Academy

Editor

Md. Mahbub-ul-Alam

Member Directing Staff (Additional Secretary)

BCS Administration Academy

Md. Abdul Awal

Director (Training)

BCS Administration Academy

Planning & Design

Dr.Subhas Chandra Biswas

Director (Research and Publication)

Jannatul Ferdous

Deputy Director (Research and Publication)

BCS Administration Academy

Bitan Kumar Mandal

Publication Officer

BCS Administration Academy

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Rector's Speech



A Training Calendar is an important document which carries a huge importance in this sense that it reflects the entire training activities of an institution with its vision, mission and goals. It gives the glimpses of how successfully the institution is running and achieving its target by keeping its commitment and transparency. Bangladesh Civil Service Administration Academy (BCSAA) is the core training institution with its mandate to impart training primarily to the members of the BCS (Administration) Cadre officials to materialize the national vision of transforming Bangladesh into a middle income country by 2021 and developed country by 2041. As per the desire of the government, it also imparts courses for other cadre officials.

To conduct training courses systematically and effectively, BCSAA publishes a Training Calendar at the beginning of the each financial year. It is helpful for nominating authorities and members of BCS Administration Cadre to choose the right courses in right time for the development of their career.

After getting the training schedule approved by Ministry of Public Administration, Training Calendar for 2020-21 has been prepared by reviewing the objectives and contents of each course.

I hope BCSAA with its competent faculties and experienced resource persons will be able to conduct the training programs according to the Training Calendar. Finally, I would like to express my sincere thanks and gratitude to all who are involved in compilation of the Training Calendar.

BadrunNessa
Rector (Secretary)
BCS Administration Academy

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1. About BCS Administrationacademy

1.1. Introduction

Bangladesh Civil Service Administration Academy (BCSAA) is the core training institute for the members of Bangladesh Civil Service (Administration) Cadre. The Academy is mandated to impart training for the newly recruited Civil Servants of Administration Cadre. It also offers many short and long courses including a six-month long Foundation Training Course for Probationary Officers of different Cadres of Bangladesh Civil Service (BCS) in collaboration with BPATC. It also conducts research on matters related to administration, governance, management, development etc. and publishes journals, books, magazines, souvenirs on pertinent issues.

The Academy began its journey on 21 October 1987 as an Attached Department under the erstwhile Ministry of Establishment (now Ministry of Public Administration). The premise of the Academy used to house Gazetted Officers' Training Academy (GOTA) till its renaming as the Civil Officers' Training Academy (COTA) in 1977. GOTA and COTA were assigned to train up officers of all Cadres of Bangladesh Civil Service.

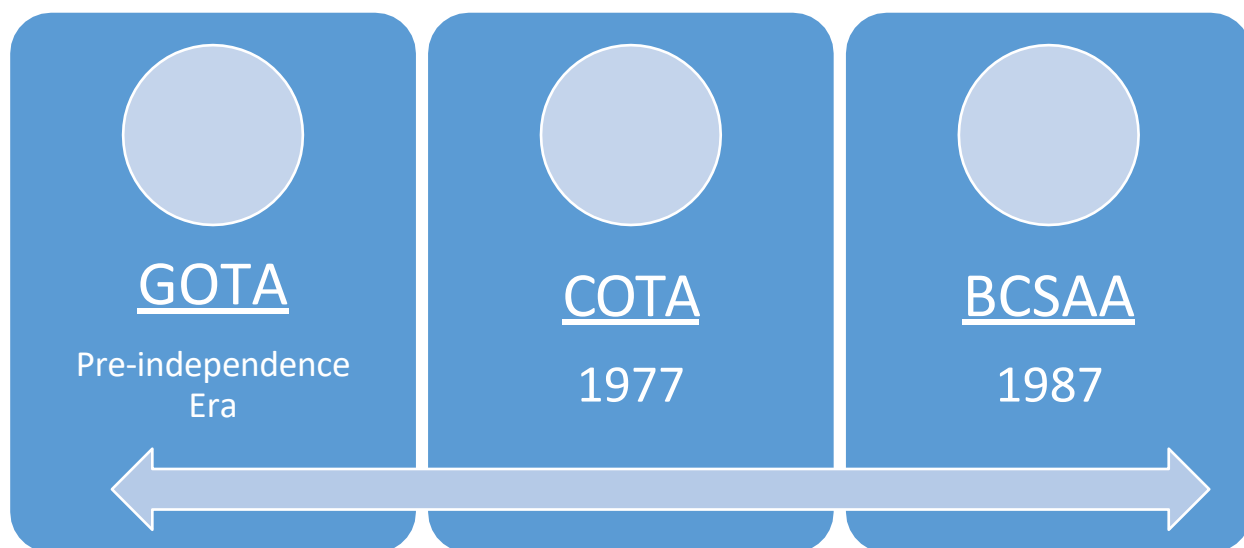


Figure 1: Background of BCS Administration Academy

In the beginning, function of this Academy was confined to train the entry and mid-level officers of BCS Administration Cadre only. Later, the Academy used to impart training to the officers of BCS Foreign Service until the establishment of a separate Foreign Service Academy in 1997.

Initially, the Academy started with only 8 faculty members. The number of faculty members and support staffs presently stands at 120. The first course of the Academy was a 3-month long Law and Administration Course which was held from 21.10.87 to 30.01.88 with 57 participants from BCS Administration Cadre. Mr. A. Z. M. ShamsulAlam, an Additional Secretary to the government was its first Director General.

The post of Director General was re-designated as 'Rector' on 31 March 2013. 'Additional Director General' was also renamed as 'Member Directing Staff (MDS).

1.2. Location

The Academy is situated on 2.35 acres of land in the Shahbag Avenue of Dhaka, the capital city of Bangladesh. Location of the Academy is in the heart of metropolis which gives trainees an opportunity to have access to different Ministries, offices of various Government Departments, Corporate Bodies, Universities, Training Institutes and other centers for learning and research and medical facilities like Bangabandhu Sheikh Mujib Medical University (BSMMU) and Bangladesh Institute of Research and Rehabilitation in Diabetes, Endocrine and Metabolic Disorders (BIRDEM).

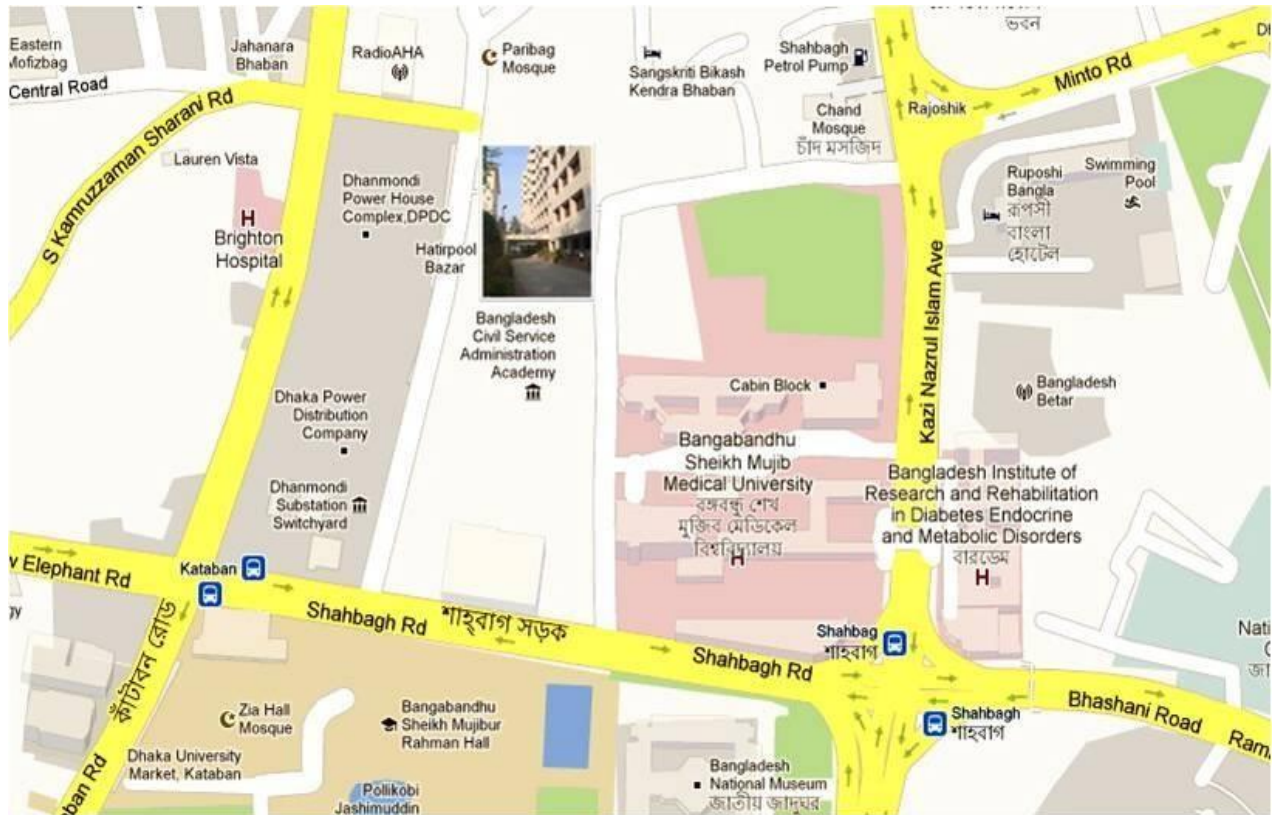


Figure 1: Location of BCS Administration Academy



Bangladesh Civil Service Administration Academy
 বাংলাদেশ সিভিল সার্ভিস প্রশাসন একাডেমী
 3.7 ★★★★★ (3)
 Government office

Directions Save Nearby Send to your phone Share

Habibullah Road, Dhaka 1000
 Habibullah Road, ঢাকা 1000



1.3. Vision, Mission and Goals

Vision

- To become a national hub of excellence for accomplished, competent and pro-active professional civil servants.

Mission

- To build up efficient, capable and upright civil servants through effective training and research

Goals

- To impart professional training
- To develop the esprit de corps among the trainees
- To mould the civil servants into a disciplined and responsive force
- To develop leadership quality among the officers
- To conduct research and publication
- To provide consultancy and advisory services to the government on administrative and development issues

1.4. Organogram of the Academy

The Rector, with the rank of a Secretary to the Government of Bangladesh, is the chief of the Academy. There are posts of two Member Directing Staff (M.D.S.), six Directors, six Deputy Directors, one Senior Librarian, one Programmer, four Assistant Directors, one Research Officer, one Publication officer, one Medical officer, one Accounts Officer and supporting staffs. While the MDS assists Rector in overall matters, six directors supervise six departments of the Academy. They are- a) Administration b) Training c) Planning and Development d) Information Technology e) Documentation and Evaluation and f) Research and Publication. Currently, a total of 120 officers and staffs are working in the academy. A proposal is under government’s consideration for further expansion of the present organogram.

1.5. Faculty

This Academy has a contingent of very committed and competent faculty members. All of them hold master's degree from reputed universities. Some have acquired 2nd master's degree or PhD from reputed foreign universities. In addition to that, BCSAA has a pool of knowledgeable resource persons including professors, current and retired civil servants, barristers, political leaders, and eminent civil society personalities. The Academy invites famous academics of reputed universities as well as noted civil servants to conduct classes on various topics. Besides, members from the civil society and political leaders are also invited in accordance with the nature and needs of the courses. Every year the list of the resource persons is updated to meet up new curricula of specific courses. Besides, trainees evaluate the resource persons separately in the prescribed form titled 'Course Evaluation Form' on the basis of the following criteria: knowledge of the subject, ability to present ideas clearly, to involve activity with the audience, ability to handle the questions and ability to manage the time.

1.6. National and International Linkages

Bangladesh Civil Service Administration Academy (BCSAA) maintains good relations with other training academies and institutions of the country. Besides, it exchanges cooperation in training programs with prestigious institutions in abroad. This collaboration with foreign institutions contributes to capacity building of the academy.

National Level:

- Bangladesh Public Administration Training Centre (BPATC)
- Land Administration Training Centre (LATC)
- National Academy for Planning and Development (NAPD)
- Bangladesh Institute of Administration and Management (BIAM)
- National Academy for Educational Management (NAEM)
- Foreign Affairs Training Institute (FATI)
- Bangladesh University of Professionals (BUP)

International Level:

- Asian Institute of Technology (AIT), Thailand
- Administrative Staff College of India (ASCI), India
- Lal Bahadur Shastri National Academy of Administration (LBSNAA), India
- Japan International Cooperation Agency (JICA), Japan
- Korean International Cooperation Agency (KOICA), Korea
- Chinese Academy of Governance (CAG), China
- Universiti Putra Malaysia (UPM), Malaysia
- British Council, Dhaka

2. Infrastructures and Facilities

2.1. Physical Facilities

The Academy is well equipped with various types of physical facilities for conducting state of the art training programs. It has two multi-storied buildings. The old building is five-storied. The fourteen- storied new building started functioning in 2001 and is equipped with modern facilities. The following Table depicts floor-wise distribution of facilities in the old and new multi-storied building:

Table 1: Floor-wise distribution of facilities in BCSAA

Old building	New Multi-storied building
Ground Floor: Auditorium, Medical Centre, Library, Gymnasium	Ground Floor: Reception, dining halls, kitchen, executive dining hall and generator room
1 st Floor: Library, Cyber Café, Dormitory	1 st Floor: Rector’s office, office accommodation for other officers, conference room with video conferencing facilities and Storeroom
2 nd floor: Dormitory, Computer lab	2 nd floor: Classrooms, syndicate rooms and office accommodation
3 rd Floor: Dormitory and Indoor Game center	3 rd Floor: Classrooms, computer lab, syndicate rooms and office accommodation
4 th Floor: dormitory	4 th Floor: Syndicate rooms, Examination Hall 5 th Floor: Dormitory for female 6 th Floor: dormitory for Female 7 th Floor: for Multipurpose Usage 8 th Floor: Rector’s suite, Language lab, Syndicate room, Guest room and Multipurpose rooms 9 th and 10 floors: Dormitory 11 th Floor: Examination Hall 12 th Floor: Classroom and Computer Lab 13 th and 14 th Floor: Auditorium and Indoor Games Hall

With these facilities, BCSAA has the ability to run 4 to 5 courses at a time. Moreover, the Academy has a residential complex for both the officers and the staffs situated at Nilkhet.

2.2. Computer Lab and IT Facilities

There are two computer labs one cyber cent in the academy. One lab is housed on 13rd floor of the first multi-storied building and the other one is on 2nd floor of the old building. The cyber center on the first floor of the Library building has internet facility which remains open till 9.00 p.m. on working days for trainees. Wi-Fi connection is also available in the classrooms. An ERP system has also been introduced recently. The participants are being able to register online before arrival and getting all sorts of course related materials, i.e handouts, notice, course contents through this system. Moreover, e-learning platform has been introduced as a pilot project with the assistance of Access to Information (a2i) program of ICT Division.

2.3. Library

The library of the Academy has about 45 thousand plus books on various subjects and a number of reputed journals. It regularly procures 22 copies of Daily leading newspapers and important local and foreign magazines. Besides these, the library receives a good number of books, journals, research reports, annual reports, newsletters, and magazines as complimentary copies from different national & international organizations through exchange programs. The New York Times, the Economist, The Time and the Readers Digest (monthly) are among the list of foreign magazines that the Academy subscribes regularly. Recently a separate corner for Liberation War books has been established in the library. The library remains open from 8:30 a.m. to 9:00 P.m. during weekdays.

2.4. Language Lab

To facilitate language learning Bangladesh Civil Service Administration Academy (BCSAA) has set up a Language Lab as a part of the academy's drive for capacity building. It is situated on the 8th floor of the new building and can accommodate 40 participants at a time. Academy has a plan to renovate the Language Lab to make it user friendly and technologically more advanced.

2.5. Games and Recreational Facilities

Very recently the Academy has established two new courts for Badminton and Basketball besides a volleyball ground and a Lawn Tennis court. Altogether now the Academy has four courts. 120 participants can play at a time in these courts. The Academy also has indoor games and exercise facilities. As a part of their training, the participants can make the best use of those.

The academy has a well-furnished recreation room containing TV, music system and such. The trainees are provided with musical instruments including Harmonium, Tabla and Guitar. These are used for rehearsal and stage performance during cultural functions.

2.6. Medical Facilities

The Academy has a full-time Medical Officer and a Pharmacist for primary healthcare of the participants. Before registration the trainees are to undergo a routine medical check-up by the Medical Officer. If any trainee falls sick during his/her stay, the Academy takes measures for the primary treatment.

2.7. Research and publication

Bangladesh Civil Service Administration Academy (BCSAA) has a research and publication wing. It publishes a highly acclaimed half-yearly academic journal titled “Bangladesh Journal of Administration and Management”. First issue of this journal came to light in January 1989. Till date, 32 volumes of this journal have been published. BCSAA conducts research on contemporary issues and arranges seminars and workshops to explore these research outcomes. This Academy has been publishing Academy Barta (Newsletter) regularly. BCSAA also publishes Annual Report and Yearly Academic Calendar regularly. Over the years, the academy also published a few books and conducted research on gender, training, governance and cultural issues.

3. Training Courses

3.1. Offered Courses and Participants

The Academy offers various types of courses to junior and mid-level officers of BCS Administration and other cadres. Besides, the academy has been conducting a one year long special master’s degree course called Masters’ in Public Policy and Management (MPPM), in collaboration with the Northern University Bangladesh. The following table illustrates the courses offered by the academy:

Training Courses offered by B.C.S.A.A.

Sl.	Name of the course	Duration	Participants
01	Law and Administration Course	05 months	Assistant Commissioner/Assistant Secretary
02	Foundation training course	06 months	Officers of different BCS Cadres
03	Development Administration and Management	04 weeks	Newly promoted Deputy Secretary of other than BCS (Administration) Cadre
04	Public Procurement Management Course	02 weeks	Assistant Commissioner/Assistant Secretary to Deputy Secretary
05	Orientation Course for Fit-listed UNOs	02 weeks	Fit-listed Upazila Nirbahi Officer
06	Course on Negotiation Skills	04 weeks	Assistant Commissioner/ Assistant Secretary to Deputy Secretary
07	Course on Executive Magistracy	02 weeks	Executive Magistrates of different levels
08	Project Management Course	06 weeks	Assistant Commissioner/Assistant Secretary to Deputy Secretary

09	Governance, IT and Management Training	02 weeks	Deputy secretary to Assistant secretary
10	Course on Budget Management and Audit disposal	04 weeks	Assistant Commissioner/Assistant Secretary to Deputy secretary
11	Course on etiquette and manner	01 week	Assistant Commissioner/Assistant Secretary to Deputy Secretary
12	Course on Innovation in Public service	04 weeks	Assistant Commissioner/Assistant secretary to Deputy secretary
13	Masters Course in Public Policy and Management (MPPM)	01 Year	members of B.C.S. (Administration) Cadre who have completed 10 years of service
14	Advanced Course on Law and Administration	02 weeks	Additional Deputy Commissioner, Upazila Nirbahi Officer and equivalent Officer
15	Refresher Course on Law and Administration	02 weeks	Assistant Commissioner/Assistant secretary, Senior Assistant Secretary
16	English Language Course	04 weeks	Assistant Commissioner/Assistant Secretary to Deputy Secretary
17	Computer Course	04 weeks	Assistant Commissioner/Assistant Secretary to Deputy Secretary
18	Public Relation Management Course	04 weeks	Assistant Commissioner/Assistant Secretary to Deputy Secretary
19	Intermediate Course on Public Administration and Public Finance	01 weeks	Faculty of BCS Administration Academy and Officers
20	Building Inspection & Monitoring Course	03 weeks	Assistant Commissioner/Assistant Secretary to Deputy Secretary

Apart from above courses the Academy also organizes-

- a) Workshops/Seminars on different aspects of Law, Administration and Management.
- b) Lecture programs by senior members of the Administrative Service on topics of National and International importance;
- c) Special training and orientation course for different levels of government officers as and when assigned by the government;
- d) Interactive sessions on policy issues particularly by the senior Secretary/ Secretary to the government;

- e) Courses on Mobile Courts and Executive Magistracy for Assistant Commissioners and executive Magistrate as and when requested by MoPA.
- f) 60 hours of internal training for the officers and staffs of BCSAA.

3.2. Degree/Certificate conferred

In each training course, BCSAA awards the successful participants proper certificates. Besides, there are provisions of foreign tour for the best participants as incentive. In recent past, the Academy has sent best participants to Australia, Thailand, China, Vietnam, India, Singapore, Malaysia to gather practical knowledge and experience of what is happening in the government sector overseas.

3.3. Importance of Training

Training is an effective tool to widen knowledge and improve skills and update knowledge of the officers. In the age of globalization, the need to be well equipped with modern management tools and techniques cannot be overlooked. Moreover, democratic practice in the country demands a culture of democratic value in government organizations. To respond to the current needs in the ever-changing world, government officers should serve the people with competence, sincerity and utmost transparency. BCSAA attaches supreme importance on moral teaching as well as technical and technological capacity building. Participants become more motivated, more responsive, more efficient as well as more competent after they go through these training courses. Training curricula are regularly evaluated and updated to cope up with the changes in government policies and practices. The participants get themselves updated and exposed to new vision and ideas regarding administration and management.

3.4. Training methods

The academy is keen to maintain effectiveness of training programs. Structure of both short- and long-term training courses are constantly improved and tailored to meet institutional needs and goals. The methods followed are based more on practical work in comparison to theoretical discourse. Study tours, attachments with different organization and training institutions are arranged for the participants. There are some variations in the training methods based on nature and purpose of the training courses. With some exceptions, the academy generally uses the following methods:

- | | |
|--|---------------------|
| a) Lecture | b) Workshop/Seminar |
| c) Participatory discussion | d) Field Visit |
| e) Cases study | f) Brainstorming |
| g) Role play | h) Simulation |
| i) Individual Assignment (Handwritten) | j) Debate |
| k) Panel Discussion | |

The academy also analyses training methods followed by other training academies in order to update its own training methods as well as to maintain standard.

3.5. Training Calendar 2020-21

Proposed Training Calendar of the BCS Administration Academy for 2020-21 Fiscal Year

SL	Name of the Course & Duration	Level of Participant	Date		Total Participant	Type of Course
			Beginning	Ending		
01	116 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	20-09-20 Sunday	02-12-20 Wednesday	40	Residential
02	117 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	20-09-20 Sunday	02-12-20 Wednesday	40	Residential
03	118 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	20-09-20 Sunday	02-12-20 Wednesday	40	Residential
04	1 st Pandemic Management Course (5days)	DS/ SAS/SAC/ Assistant Commissioner/ Assistant Secretaries	20-12-20 Sunday	24-12-20 Thursday	20	Online
05	2 nd Online Executive Magistracy and Mobile Court Training Course (30 working days – 1hour per day)	DS/ SAS/SAC/ Assistant Commissioner/ Assistant Secretaries	03-01-21 Sunday	11-02-21 Thursday	32/40	Online
06	119 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	10-01-21 Sunday	10-06-21 Thursday	32	Online/ Residential

07	120 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	10-01-21 Sunday	10-06-21 Thursday	32	Online/ Residential
08	121 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	10-01-21 Sunday	10-06-21 Thursday	32	Online/ Residential
09	121 th Law and Administration Course (5 Months)	Assistant Commissioner/ Assistant Secretaries	10-01-21 Sunday	10-06-21 Thursday	32	Online/ Residential
10	121 th Law and Administration Course (05 Months)	Assistant Commissioner/ Assistant Secretaries	10-01-21 Sunday	10-06-21 Thursday	32	Online/ Residential
11	7 th Modern Office Management Course (04 Weeks)	BCS Administration Cadre Officers	15-02-21 Monday	18-02-21 Thursday	25	Online
12	22 nd Training Course for the Executive Magistrates (2 weeks)	ADM/ADC and Executive Magistrates	28-02-21 Sunday	11-03-21 Thursday	32	Residential /Non-residential
13	33 rd Public Procurement Management Course (2 weeks)	DS/ SAS/SAC/ Assistant Commissioner/ Assistant Secretaries	28-03-21 Sunday	08-04-21 Thursday	32	Residential /Non-residential
14	Refresher's Course (1 week)	DS/ SAS/SAC/ Assistant Commissioner/ Assistant Secretaries	18-04-21 Sunday	22-04-21 Thursday	32	Residential /Non-residential

15	6 th Governance, IT and Management Training (2 weeks)	Officials from field Administration and Secretariat	25-04-21 Sunday	06-05-21 Thursday	20	Residential /Non-residential

Possible courses to be offered by the Ministry of Public Administration

SL	Name of the Course & Duration	Level of Participant	Duration	No. of Participants	Type of Course
16	32 th Orientation Course for UNOs	fit-listed as Upozila Nirbahi Officers (UNOs)	2 weeks	40	Non-residential
17	26 th Development Administration and Management Course	Deputy Secretary (excluding BCS Administration cadre)	4 weeks	32	Non-residential
18	27 th Development Administration and Management Course	Deputy Secretary (excluding BCS Administration cadre)	4 weeks	32	Non-residential
19	7 th E-Governance Course	Deputy Secretary (BCS Administration cadre)	2 weeks	32	Non-residential

4. Long Courses

4.1. Law and Administration Course

Law and Administration Course at a glance:

Duration	: 5 Months
Total Days	152
Working Days	103
Working Hours	618
No. of Course	06
No. of participants	240
Total Modules	18
Total Numbers of Sessions	: 648 (per Course)
Participant's level	: Assistant/Sr. Assistant Commissioner, Assistant/Sr. Assistant Secretary, Assistant/Sr. Assistant Chief

Objectives of the course	<p>Objectives of the course are to enable the participants in-</p> <ul style="list-style-type: none">● Understanding the norms and values of civil service● Performing the magisterial and administrative functions efficiently● Acquiring good understanding and knowledge on land management system● Ensuring good governance and administration for development● Team building● Earning good command on communication, research and presentation skills● Acquiring Knowledge on ICT
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4.1.1. Contents of Law and Administration Course

<p>Module 01: Manner, Etiquettes and Protocol</p>	<ul style="list-style-type: none"> ▪ Introducing Self: <ul style="list-style-type: none"> ○ Get-up: Dress/Attire, Stance ○ Introducing: In person and over telephone ▪ Ethics and Morality of Public Servants ▪ Common Etiquettes: <ul style="list-style-type: none"> ○ Courtesy to Ladies, Children, Senior Citizens, Physically Challenged Persons etc. ○ Courtesy Call, Pleasantries ▪ Attitude and Mindset <ul style="list-style-type: none"> ○ Organizing & Participating Manner, Formal Meetings, ○ Formal Ceremonies, Award Giving Ceremonies, laying of floral wreath and photo sessions, Banquets, Attending Formal Lunch & Dinner, Group Tours, Hotel/Airport Titbits ▪ International Conference; Boarder Conference ▪ Table Manners (Open Session) ▪ State Functions: Formal and Informal Protocol <ul style="list-style-type: none"> ○ Receiving and Seeing off VIPs, attending more than one VIP, Warrant of Precedence ▪ <i>Practical Sessions on Manners and Etiquettes</i>
<p>Module-02: Introduction to Jurisprudence and the Constitution of Bangladesh</p>	<ul style="list-style-type: none"> ▪ Jurisprudence ▪ Introduction to Jurisprudence ▪ Law: Basis and Genesis ▪ Principles of equity ▪ The Judicial Structure of Bangladesh ▪ Universal Declaration of Human Rights ▪ Rule of Law ▪ Criminology and Theories of Punishment ▪ The Constitution of Bangladesh ▪ Introduction to the Constitution of Bangladesh ▪ Salient Features of Bangladesh Constitution ▪ Principles of State Policy ▪ Fundamental Rights ▪ Amendments of the Constitution ▪ Constitutional Bodies and Parliamentary Committees ▪ Statutory Bodies i.e. ACC, HRC, RITC etc. ▪ Rights & Obligations of Public Servants and Provisions relating to the services ▪ Writ Petition ▪ Contempt of Court

Module-03: Laws Relating to Criminal Procedure	<p>Part-A: The Code of Criminal Procedure</p> <ul style="list-style-type: none"> ▪ Types of Criminal Courts, their Constitutions & Jurisdictions ▪ Types of Criminal Cases, their Institutions & Jurisdictions ▪ CrPc Chapter-II, Section 10-14; Chapter-III, Section: 32,33,36,37 Chapter-IV: Section 42,46; Chapter-VII, Section: 98, 100 ▪ Preventive Measures taken by the Police under CrPc ▪ Preventive Measures taken by the Magistrates under CrPc (106-127) ▪ Preventive Measures taken by the Magistrates under CrPc (128-148), ▪ CrPc Sections: 174-176, 186, 190,221, 260, 373,386, 403,412,413, 426, 439, 537 ▪ Consideration of Charge/Charge framing ▪ Procedure of a criminal case
	<p>Part-B: The Penal Code</p> <ul style="list-style-type: none"> ▪ Introduction (Section: 1-5) & General Explanations (Section: 6-52) ▪ Punishments (Section: 53-75), General Exceptions (Section: 76-95), Right of Private Defense (Section: 96-106) ▪ Abetment and Criminal Conspiracy (Section: 107-120), Offences against the State and offences relating to the Army, Navy and Air Force (Section: 120-140); Offences against the Public Tranquility (Section: 141-160), Offences by or relating to Public Servants and relating to Elections (Section: 161-171) ▪ Contempt of the Lawful Authority of Public Servants (Section: 171- 190) ▪ False Evidence and Offences against Public Justice (Section: 191- 229), ▪ Sections of The Penal Code, 1860 scheduled under Mobile Court Act, 2009
	<p>Part- C: The Evidence Act</p> <ul style="list-style-type: none"> ▪ History of Evidence Act and Importance; Title & Interpretation Clause (Section: 1-3), Presumption (Section: 1-4) ▪ Relevancy of Facts (Section: 5-16), Admissions (Section: 17-31) ▪ Statement by persons who cannot be called as witness (Section: 32, 33), Statements made under special circumstances (Section: 34-38) ▪ How much of a statement to be proved (Section: 39), Judgments of courts of Justice when relevant (Section: 40-44) ▪ Opinions of third persons when relevant (Section: 45-51), Character when relevant (Section: 52-55) ▪ Facts which need not be proved (Section: 56-58), Oral and documentary evidence (Section: 59-73), Use of Digital Evidence ▪ Public document and presumption as to documents (Section: 74-90), Exclusion of oral evidence by documentary evidence (Section: 91- 100) ▪ Burden of Proof (Section: 101-114), Estoppels (Section: 115-117), Affidavit by Magistrate and Notary Public ▪ Witness (Section: 118-134), Examination of witness (Section: 135-150), Examination of witness (Section: 151-166) Improper admission and rejection of evidence (Section: 167)

	<p>Part-D: PRB, Jail Code and Fire Arms Act, Special Power Act</p> <ul style="list-style-type: none"> ▪ PRB: Police Magistracy Relation. Executive Inquiry ▪ Jail Code: Inspection by District Magistrate, Jail Management by Magistracy, Parole, Non-Govt. Jail Inspection, Detention ▪ Firearms Act, Special Power Act, ▪ Intelligence functions of District Magistrate
<p>Module-04: Mobile Court, Magisterial Responsibilities and Minor Acts</p>	<p>Part A: Mobile Court, Magisterial Responsibilities</p> <ul style="list-style-type: none"> ▪ Functions and Responsibilities of District Magistrate (DM)/Collector/Deputy Commissioner (DC) ▪ Functions of an Executive Magistrate, Challenges of Executive Magistracy <p>Conducting Mobile Courts</p> <ul style="list-style-type: none"> ▪ The Mobile Court Act, 2009 ▪ Preparatory and Practical Aspects of Mobile Court ▪ Writing order sheets, framing charges and recording statements by witnesses, judgments ▪ Do's and Don'ts of Mobile Court ▪ Procedure of Mobile Court (Exercise) ▪ Use of technology in conducting Mobile Court (e-mobile court system) ▪ Exercise on Mobile Court <p>Part B: Minor Acts</p> <ul style="list-style-type: none"> ▪ Presentation on Minor Acts scheduled under Mobile Court Act, 2009 ▪ Frequently used Minor Acts
<p>Module-05: Land Laws, Administration and Management</p>	<ul style="list-style-type: none"> ▪ History of Land Administration and Land Reforms in Bangladesh ▪ The Bengal Tenancy Act, 1885 ▪ The State Acquisition and Tenancy Act (SA&T) 1950 ▪ The Background of the SA & T Act 1950: The Land Revenue Commission, 1938 & the General Features of the SA & T Act, 1950 ▪ Commencement of the rights of agricultural/non-agricultural tenants and management of Alluvian and Diluvian land (Section 79- 87) ▪ Ceiling of land, extinguishment of interest of Raiyats& resumption process ▪ Right of Pre-emption (Section –96) ▪ Amalgamation, Subdivision and Consolidation of holdings (Section 116,117,118 & 119) and Provisions as to rent and realization of rent (Section 135-142) ▪ Maintenance and preparation of Record of Rights (Section 143-145),

	<p>Jurisdiction, Appeal, Revision and Review (Section 146-151), The Bengal Records Manual, 1943</p> <ul style="list-style-type: none"> ▪ The Tenancy Rules, 1954 and 1955 ▪ Vested Property Act, 2013 ▪ The Public Demand Recovery Act 1913 & Certificate Manual ▪ The Procedures of Rent Certificate Cases ▪ The Hats and Bazars (Establishment & Acquisition) Ordinance, 1959 ▪ The Government and Local Authority Lands and Buildings (Recovery of Possession) Ordinance, 1970 ▪ The Land Development Tax Ordinance 1976 ▪ The Land Development Tax Rules 1976 ▪ The Land Reform Ordinance, 1984 ▪ The Land Reforms Rules, 1984 ▪ The Acquisition of Immovable Property Rules 1982 ▪ The Requisition of Immovable Property Rules, 1982 ▪ The Acquisition and Requisition of Immovable Properties Act, 2017
<p>Module-06: Civil Laws</p>	<ul style="list-style-type: none"> ▪ Introduction to the Code of Civil Procedure ▪ Civil Courts, its Jurisdiction, Suits, Pre & Sub-Judice, and other important preliminary concepts ▪ Judgment, Decree, Order, Temporary Injunction and Ad-Interim Injunction, Perpetual Injunction ▪ Appointment of Receiver ▪ Appeal, Reference, Review, Revision and Inherent power of the Court ▪ Personal Laws (Muslim & Hindu) ▪ (Marriage and inheritance under Muslim, Hindu, Christian and Buddha laws) ▪ The General Clauses Act, 1897, Public Demand Recovery Act, 1913 ▪ The Contract Act 1872, The Transfer of Property Act, 1882 ▪ The Registration Act, 1908 ▪ The Limitation Act, 1908 ▪ The Stamp Act, 1899
<p>Module-07: Administrative Rules and Procedures</p>	<ul style="list-style-type: none"> ▪ The Government Servants (Conduct) Rules, 1979 ▪ The Government Servants (Discipline & Appeal) Rules, 2018 ▪ The Rules of Business, 1996 ▪ The National Flag Rules/National Anthem Rules/National Emblem Rules ▪ Government Accounting System and Roles of DDO ▪ Office management and handling of classified documents ▪ Classification of records and Destruction of records ▪ File Management: Preparation of Notes & Summaries ▪ Official correspondence: Drafting of Letters ▪ Exercise or practical session on summary writing ▪ Preparation of Notice, Agenda, Working Paper for a Meeting, Minutes Writing ▪ Office Inspection & Report Writing

	<ul style="list-style-type: none"> ▪ (According to Secretarial Instruction) ▪ Audit Objection & its Disposal ▪ Inquiry for administrative purposes ▪ Exercise on Annual Performance Agreement (APA) ▪ Post Creation, Retention and Confrontation process in Public Sector ▪ Inclusion process of office equipment, transport etc, in TO&E and approval process of organogram ▪ Recruitment rule and recruitment process in public sector organization ▪ Press Release and Media Management ▪ শুদ্ধ বাংলা বানান রীতি ▪ বাংলা ভাষার শুদ্ধ প্রয়োগ
<p>Module-08: Development Plan and Administration</p>	<p>Part: A</p> <ul style="list-style-type: none"> ▪ Budget Making Process ▪ Management of Development Assistance and ADB, IMF, WB and other Bi-lateral and Multilateral Development Partners ▪ Annual Development Plan and Five-Year Plan ▪ Public Private Partnership, Private EPZ, BEPZA, BEZA ▪ Foreign Direct investment (FDI) in Bangladesh ▪ BIDA ▪ National skills development ▪ Social Protection: Principles and Practices ▪ Macro-Economic Tools for Economic Development and Stability ▪ Local Government system in Bangladesh ▪ Development Challenges: Bangladesh Perspectives <p>Part: B</p> <ul style="list-style-type: none"> ▪ 10 Special initiatives of Honorable Prime Minister Sheikh Hasina, Fast Track Projects ▪ Vision 2021, 2041 and Delta Plan 2100 ▪ SDG 2030 ▪ আমার গ্রাম-আমার শহর
<p>Module-09: Public Policy and Management</p>	<ul style="list-style-type: none"> ▪ Understanding Public Administration, Public Management and Public Sector Organizations ▪ Strategic Management and Planning for Public Sector Organizations ▪ Public Policy-Making Process ▪ Role of Evidence in Policymaking ▪ Policy Actors and Institutions: Roles in Policymaking and Implementation (with focus on policymaking in Bangladesh) ▪ Disaster management ▪ Standing Orders on Disaster (SOD) ▪ Role of District Administration ▪ Managing Change in Public Sector Organizations ▪ Workshop on National Integrity Strategy ▪ Addressing Social threats in Bangladesh ▪ Negotiation Techniques ▪ Conflict Management ▪ GO/NGO cooperation

<p>Module-10: Project Management and Procurement Management</p>	<p>Part A: Project Management</p> <ul style="list-style-type: none"> ▪ Foundations of Project Management ▪ The Role of Project Managers ▪ The Standard for Project Management: ▪ Project Life Cycle and Process Groups ▪ Preparation of DPP and TAPP (With Exercise) ▪ Project Approval Procedure and Different Committees ▪ Project Appraisal ▪ Monitoring, Controlling and Evaluation of Projects <p>Part B: Public Procurement</p> <ul style="list-style-type: none"> ▪ Overview of PPA 2006 and PPR 2008 ▪ Procurement Plan (with Exercise) ▪ Procurement Cycle ▪ eGP ▪ Committees relating to Procurement (with reference to Tender Security, Performance Security and Tender Validity Period) ▪ Preparation of Tender Documents (With Exercise)
<p>Module-11: E- governance and Innovation in Public Service</p>	<ul style="list-style-type: none"> ▪ Digital Bangladesh: Background, Policies, Issues and Potentials ▪ ICT Initiatives in Bangladesh (ICT Park, HiTech Park, Field Visit) ▪ E-governance: Conceptual Overview, Building Blocks/Critical Success Factors and Global Best Practices ▪ Workshop on Innovation in Service Delivery ▪ E-filing ▪ Cyber security and cyber-crime, ICT Act
<p>Module-12: English Language Skill</p>	<ul style="list-style-type: none"> ▪ IELTS Skills Practice Sessions ▪ Communicative English ▪ English Sentences ▪ Basic Sentences Structures ▪ Structure Paragraph ▪ Email Writing and Short Message Writing ▪ Report Writing and Speech Writing ▪ Idea of Key Words ▪ Skimming and Scanning ▪ Extensive and Intensive Reading ▪ Speed Reading and Finding Obstacles ▪ Steps of Active Listening ▪ Techniques of Effective Listening ▪ Barriers of Effective Listening ▪ Non-Verbal Communication ▪ Presentation Skills ▪ Group Discussions

	<ul style="list-style-type: none"> ▪ English for Negotiations ▪ Interview ▪ Preview and review ▪ Evaluation of communicative English
Module-13: Field Study and Social Research	<ul style="list-style-type: none"> ▪ Introduction to Research ▪ Approach of Social Research ▪ Literature Review and Referencing ▪ Data Collection and Analysis ▪ Collecting Quantitative Data: Survey, Questionnaire ▪ Collecting Qualitative Data: FGD, Interview and Observation, Transcripts/Notes ▪ Writing Research Proposal ▪ Writing Research Paper and Seminar Paper ▪ Workshop on Research Methodology ▪ Seminar Paper Presentation ▪ Presentation of Field Study/Visit Reports ▪ Attachment in Government Organization, ▪ Visit to a Public/Private Organization, ▪ Attachment in Private Organization/Autonomous Body ▪ Upazila Attachment
Module-14: Bangladesh and Global Studies	<ul style="list-style-type: none"> ▪ Background of Liberation War ▪ Organization of Liberation War ▪ General features of Bangladesh Economy ▪ Art, Literature, Archaeological and Cultural Heritage of Bangladesh ▪ Energy, Power and Mineral Resources: Bangladesh Perspective ▪ Overseas employment and Remittance: Problems and Prospects ▪ UN System and Bangladesh ▪ Climate Change: Bangladesh Perspectives ▪ Rio Convention ▪ Introduction to UNFCCC, UNCBD, UNCCD ▪ 4th Industrial Revolution ▪ Bangladesh in Regional and Sub-regional Cooperation ▪ Contemporary Global Politics ▪ Gender and Development in Bangladesh ▪ Blue Economy ▪ Bangladesh and District Branding ▪ Study Tour ▪ Preview and Review Sessions
Module 15: Debate and Creative Skills	<ul style="list-style-type: none"> ▪ There shall be debate practice sessions and competitions arranged throughout the course. ▪ Film shows and discussions will be arranged in regular intervals ▪ Public Speaking sessions will also be held. ▪ There will a preview session on this module.

Module – 16:	<ul style="list-style-type: none"> ▪ Mental Health and Stress Management ▪ Nutrition and Food
Health and wellbeing	<ul style="list-style-type: none"> ▪ Gym orientation ▪ Autism ▪ Yoga Workshop ▪ Scout Orientation
Module-17: Rector's Evaluation	<ul style="list-style-type: none"> ▪ Due emphasis will be given on compliance of a trainee's overall discipline
Module-18: Course Management Team's Evaluation	<ul style="list-style-type: none"> ▪ Class Attendance and Active Participation in Classroom ▪ Dress Code, Manner and Etiquettes <ul style="list-style-type: none"> ○ Classrooms/Exam Halls/Seminar/Workshops ○ Dining ○ On Sports Ground ○ Dormitory ▪ Co-curricular activities ▪ Overall Assessment by Course Management

4.2. Foundation Training Course

Foundation Training Course at a glance:

Duration	: 06 Months
Total Days	180
Working Days in BCSAA	87
Field Attachment	: 56 days
Working Hours	738
Total Modules	24
Participant's level	: Officers of different BCS Cadres

Objectives of the course	<ul style="list-style-type: none">● To develop an insight into the national goals and objectives through analyzing sociocultural, political and economic development issues, strategies and processes realistically.● To translate essential laws, basic service norms, rules, policies and procedures into practice.● To identify the real needs of the backward societies and realize their problems and way out.● To internalize the real problems of the backward section of the society and take initiatives for probable solution.● To recognize the role of civil servants in a changing national and global environment.● To utilize information and communication technology in management.● To prepare research papers, reports and other documents professionally.● To communicate in English with accuracy and reasonable fluency.● To foster esprit de corps, empathy, common perception and understanding among diverse stakeholders and● To maintain physical fitness and ethical values to meet emerging challenges.
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4.2.1. Contents of Foundation Training Course

Thematic Area: A: Bangladesh and Bangabandhu Studies

<p>Module: 1A Bangabandhu Studies 25 IA</p>	<ul style="list-style-type: none"> ▪ Contribution of Different Events those Led to Evolve Leadership Capacity of the Father of the Nation ▪ Political philosophy of Bangabandhu and contribution of Bangabandhu to the development of the “Bangali Nation” ▪ Historic Speech of 7 March 1971: Declaration of Independence ▪ Bangabandhu’s strategic outlook with regard to foreign policy and administrative reforms ▪ Celebrating MujibBarsho: Seminar on the Life and Works of Bangabandhu ▪ Visits to Bangabandhu’s Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum at Dhanmondi 32
<p>Module: 1B Bangladesh Studies 25 GA</p>	<ul style="list-style-type: none"> ▪ Historical Background of Bangladesh ▪ Socio-Cultural Heritage and Transformation ▪ The Influence of National Poet KaziNazrul Islam in Bangla Literature and Culture ▪ Potentials Resources of Bangladesh: Special Emphasis on Tourism and District Branding ▪ Background, Spirit and Dreams of Liberation War with Special Reference to Mujibnagar Government ▪ Genocide in Bangladesh, 1971 ▪ Vision Trajectories of Honourable PM: Vision 2021; Agenda 2030; Vision 2041; and Delta Plan 2100
<p>Module 02: Village Study</p>	<ul style="list-style-type: none"> ▪ The participants will go to rural and/or urban areas to collect data using the questionnaire developed by the Team on the research proposal proposed under module 16 (Basics of Social Research). During Upazila attachment, the participants will visit at least two disadvantaged families & vulnerable community in order to internalize their sufferings. ▪ SWOT Analysis of Own Village and Action Plan for Development
<p>Module 03: Poverty Reduction and Rural Development</p>	<ul style="list-style-type: none"> ▪ Introduction to Rural Development in Bangladesh: Basic Concepts and History, Major Approaches & Experiments ▪ Poverty Reduction Models: Amar Bari, Amar Khamar, PalliSanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme (CLP) ▪ Poverty: Concepts and Measurements; Poverty Reduction in Bangladesh and its Trends; Global Poverty Reduction Models ▪ Microfinance & Micro savings in Poverty Reduction: Strategies for Financial Inclusion ▪ Cooperative Movement and Social development: An analysis ▪ Rural Economy in Bangladesh: Challenges and Potentials and Rural–Urban migration: Causes and Impacts ▪ Cases in Rural Development: Experiences from home and abroad

<p>Module 04: District and Upazila Attachment</p>	<p>ACTIVITY 1 First Week:</p> <ul style="list-style-type: none"> ▪ The participants will study the functions and role of the District Development Coordination Committee ▪ Studying 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) ▪ Studying satisfaction of the service receivers/stakeholders: ▪ Studying the citizen’s charter of the office (service delivery process) <p>ACTIVITY 2 Second Week: UPAZILA ATTACHMENT</p> <p>This Upazila attachment activity will have three components:</p> <p>(i) studying activities Upazila level offices and local government bodies (ii) visiting disadvantaged families, and (iii) studying service delivery by Upazila level offices.</p> <ul style="list-style-type: none"> ▪ a) Studying the functions and role of the Upazila Development Coordination Committee ▪ b) Studying Local Government Bodies ▪ Visiting Disadvantaged Families: Module Coordinator of Module-2 will assign task and coordinate the activities. ▪ Studying service delivery by Upazila level offices: Module Coordinator of Module-16 will assign task and coordinate the activities. <p>ACTIVITY 3 Third Week: KNOWING BANGLADESH/DISTRICT POTENTIALS</p> <p>This activity is to meet the requirement of Module-1(Module: 1A Bangabandhu Studies and Module: 1B Bangladesh Studies). The participants will prepare a group assignment based on their findings following the specifications provided by the Module Coordinator of Module-1.</p>
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Thematic Area B: Management Studies

<p>Module 05: Fundamentals of Foundation Training Course</p>	<ul style="list-style-type: none"> ▪ Foundation Training Course and its Philosophy ▪ Introduction to Cadre Services and Inter Cadre Relationship ▪ Attitude and Building Mindset for Public Servants ▪ Different Behavioral Issues: Etiquette, Dress Code, Table Manners and General Office Norms for Civil Servants ▪ Workshop on Empathy Building (Section wise) ▪ National Integrity Strategy (NIS) (Half day) ▪ Human Rights and Access to Public Services (inclusive; accessible and quality service) ▪ Public Service Values/Ethics and Professionalism ▪ Combating Corruption in Public Service Delivery (with Special Reference to Transparency and Accountability)
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<p>Module 06: Organization and Human Resource Management</p>	<ul style="list-style-type: none"> ▪ Know Thyself: Understanding self for achieving improvement goals ▪ Organization: Concepts, Forms, Nature and Structure ▪ Basics and Practices of HRM and HRD in Organization ▪ Coordination: Horizontal and Vertical ▪ Leadership: Concepts and Styles and Application in Crisis Management ▪ Team Building ▪ Motivation and human relationship in organization ▪ Career Planning and Career Development ▪ Decision Making (Case Study of Upazila level) ▪ Negotiation Technique & Conflict Management
<p>Module 07: Important Service Laws in Bangladesh</p>	<ul style="list-style-type: none"> ▪ Institutions and Process of Formulating Laws, Rules and Regulations (Overview of the Presidential Order; Act; Ordinance; Rules; Regulation; Executive Order; Code; Sanction; Gazette etc.) ▪ Constitutional Provisions Relating to Public Servants and Public Service Commission ▪ General Conditions of Service including Seniority Rules ▪ The Government Servants (Discipline and Appeal) Rules 2018 ▪ Inquiry Procedure and report writing (Case study) ▪ The Government Servants (Conduct) Rules, 1979 ▪ সরকারি চাকুরি আইন ▪ The Administrative Tribunal Act, 1980 ▪ Rules Related to Leave ▪ Rules related to Joining Time ▪ The Bangladesh National Flag, Anthem and Emblem Order, 1972 and Rules ▪ Public Administration Award Rules ▪ Right to Information Act, 2009 ▪ The Official Secrets Acts, 1923 ▪ Formulation of Acts, Rules and Regulations
<p>Module 08: Office Management</p>	<ul style="list-style-type: none"> ▪ Opening of File ▪ Writing of notes, References & Flagging ▪ Writing Summary ▪ Forms of written communications ▪ Preparation and issue Letters/Order ▪ Preparing of Working paper of the meeting ▪ Writing of Minutes of the meeting ▪ Office Inspection with case study ▪ Secretariat Instruction 2014 ▪ Managerial Role of an Officer ▪ Secretariat Attachment ▪ Film show on Meeting ▪ E-mail and E-communication
<p>Module 09: Financial</p>	<ul style="list-style-type: none"> ▪ General Financial and Treasury Rules ▪ Public Budgetary Framework of Bangladesh & Preparation of Office Budget using MTBF

Management	<ul style="list-style-type: none"> ▪ Duties and Responsibilities of Drawing and Disbursing Officer ▪ Delegation of Financial Power ▪ Preparation of Pay Bill and Pay Fixation ▪ TA ,DA Rules and preparation of TA bills ▪ Laws and practice of VAT and Income Tax ▪ Preparation of Income Tax Return ▪ Audit system in the public sector ▪ Response to audit objection and writing Broadsheet Reply ▪ Employee Welfare
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Thematic Area- C: Public Administration

Module 10: Governmental System and Essential Laws	<ul style="list-style-type: none"> ▪ General Financial and Treasury Rules ▪ Public Budgetary Framework of Bangladesh & Preparation of Office Budget using MTBF ▪ Duties and Responsibilities of Drawing and Disbursing Officer ▪ Delegation of Financial Power ▪ Preparation of Pay Bill and Pay Fixation ▪ TA ,DA Rules and preparation of TA bills ▪ Laws and practice of VAT and Income Tax ▪ Preparation of Income Tax Return ▪ Audit system in the public sector ▪ Response to audit objection and writing Broadsheet Reply ▪ Employee Welfare
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Module 11: Public Administration & Governance	<ul style="list-style-type: none"> ▪ Public Administration & Governance: Concept & New Trends ▪ Business Process Re-engineering ▪ Citizen Charter ▪ Grievance Redressal System (GRS) ▪ Policy Making Process ▪ Challenges of Policy Implementation ▪ Good Governance: Principles and Practices ▪ Governance and innovation ▪ Total Quality Management ▪ Performance Management and Annual Confidential Report (ACR) ▪ Annual Performance Agreement (APA)
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Module 12: Child Rights and Gender Equality	<ul style="list-style-type: none"> ▪ Concept of Gender and Development ▪ Women and Child Rights (National and International perspective- Convention on Child Right and CEDAW ▪ Initiatives of GoB for protecting Women & Child Rights and Prevention of Child Marriage Challenges of Working Women ▪ Prevention of Violence Against Woman and Children ▪ Rehabilitation of Street Child in Bangladesh
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Thematic Area- D: Development Studies

Module 13:	<ul style="list-style-type: none"> ▪ Basic Concepts of Micro and Macro Economics ▪ Market Economy: Concept and Issues
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National Economic Management	<ul style="list-style-type: none"> ▪ Key Socio-economic Indicators of Bangladesh ▪ Overview on National Income Accounting (GDP, GNP, NNP etc) ▪ Monetary Policy and Inflation ▪ Fiscal Policy and Deficit Financing ▪ Role of Financial Institutions in Economy ▪ Social Safety Net Programs: Strategies; Process and Database Management ▪ Demographic Dividend: Opportunities & Challenges ▪ Public Goods and Externalities ▪ Stock Market and Security Exchange Commission
Module 14: Achieving Sustainable Development Goals	<ul style="list-style-type: none"> ▪ Sustainable Development Concept, Issues and Strategy for achieving sustainable Development ▪ Overview of SDGs ▪ Aligning SDGs with 7th Five Year Plan ▪ Implementation challenges of SDGs: Institutions/Organization responsible for implementing of different Goals ▪ Indicators of SDGs ▪ GOAL 1: No Poverty ▪ GOAL 2: Zero Hunger ▪ GOAL 3: Good Health and Well-being ▪ GOAL 4: Quality Education ▪ GOAL 5: Gender Equality ▪ GOAL 6: Clean Water and Sanitation ▪ GOAL 7: Affordable and Clean Energy ▪ GOAL 8: Decent Work and Economic Growth ▪ GOAL 9: Industry, Innovation and Infrastructure ▪ GOAL 10: Reduced Inequality ▪ GOAL 11: Sustainable Cities (urban management) and Communities ▪ GOAL 12: Responsible Consumption and Production ▪ GOAL 13: Climate Action (Climate change and Disaster Risk Reduction) ▪ GOAL 14: Life below Water and GOAL 15: Life on Land ▪ GOAL 16+17: Peace, Justice and Strong Institutions Partnerships to achieve the Goal ▪ Workshop on Effective, Inclusive & Accountable Public Administration
Module 15: Project & Procurement Management	<ul style="list-style-type: none"> ▪ Overview of Project Planning Process in Bangladesh ▪ Introduction to Project Cycle Management ▪ Log Frame and Results Based Management (RBM) ▪ Project Risk Management ▪ Project Monitoring and Evaluation ▪ Overview of PPA 2006 and PPR 2008 ▪ Procurement Methods of Goods: OTM, RFQ, DCP ▪ Electronic Government Procurement (E-GP)
Module 16:	<ul style="list-style-type: none"> ▪ Introduction to social research: concepts of social reality, problem statement, research objectives

Basics of Social Research	<ul style="list-style-type: none"> ▪ Research ethics (informed consent, deception, confidentiality & plagiarism) ▪ Literature search, Referencing & Bibliography ▪ Methodology: research design and approaches, sampling, data collection methods (interview, FGD, observation, survey) ▪ Writing a research proposal ▪ Data analysis techniques: qualitative and quantitative ▪ Writing a research report ▪ Exercise on preparing questionnaire ▪ Use of Software for Data Analysis in Research (e.g. SPSS)
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Module 17: Contemporary Issues	<ul style="list-style-type: none"> ▪ Blue Economy : Sustainable Use of Marine Resource ▪ Cyber Security and Digital Security Act ▪ Autism and Neurodevelopment Disorder ▪ Changing Interface between Politicians and Civil Servants ▪ Media Relations ▪ Food safety challenges and way forward ▪ Event Management ▪ Dimension of Rohingya crisis ▪ Ensuring Clients Satisfaction during Public Service Delivery ▪ Understanding Needs of Private Sector ▪ Coordination & Partnership with NGOs in Public Service Delivery ▪ Public Private Partnership ▪ Bangladesh on The March Towards Prosperity ▪ Ten Special Initiatives of the Honourable Prime Minister of Bangladesh (One Hour for Each Initiative) ▪ ভোক্তা অধিকার সংরক্ষণ আইন, ২০০৯ ▪ Overview of BEZA; BEPZA; BIDA; Private Export Processing Zone Authority (P-EPZ); National Skills Development Authority ▪ Fourth Industrial Revolution (4IR): AI and Public Sector ▪ International Trade: Opportunities and Challenges (Technical Barriers to Trade and other Issues) ▪ Intellectual Property: Patent, Trade Mark, Geographical Indications (GI); Traditional Knowledge and Intellectual Property Rights (IPR)
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Thematic Area- E: Skill Development

Module 18: IELTS Preparation	<ul style="list-style-type: none"> ▪ IELTS Listening Skills: A Brief Introduction ▪ IELTS Listening Skills: Practice Session ▪ IELTS Reading Skills: A Brief Introduction ▪ IELTS Reading Skills: Practice Sessions ▪ IELTS Speaking Skills: A Brief Introduction ▪ IELTS Speaking Skills-Practice Sessions ▪ IELTS Writing skills: A Brief Introduction ▪ IELTS Writing Skills: Practice Sessions ▪ Common Errors in English with Grammarly ▪ The Phonetic Symbols and The rules of Pronunciation
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<p>Module 19: Verbal Competency</p>	<ul style="list-style-type: none"> ▪ Recap ▪ Art of Public Speaking ▪ Enhancing presentation skill ▪ Debate competition (Bengali and English) ▪ Extempore speech ▪ প্রমিত বানান রীতি
<p>Module 20: Art of Reviewing Book/Journals</p>	<ul style="list-style-type: none"> ▪ Introduction to Art of Book Review ▪ 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 will Get Priority)
<p>Module 21: ICT and E- Governance</p>	<ul style="list-style-type: none"> ▪ Need Assessment on ICT Skill ▪ Basic Hardware and Trouble Shooting ▪ MS Word ▪ Learning Blind Typing (bangle and English) ▪ Learning Blind Typing [Bangla (Unicode) & English] ▪ MS PowerPoint: Presentation Preparation ▪ MS Excel: Calculation and Graph Preparation ▪ e-Governance: Concept and Readiness ▪ Digital Bangladesh: Concept and Selected Initiatives ▪ e-Nothi ▪ Digital Signature ▪ Use of Social Media: Citizen Connectivity ▪ Art and Norms of Using Social Media by Civil Servants ▪ Cloud Computing: Concept and Uses ▪ Internet of Things (IoT)
<p>Module 22: Car Driving Programme</p>	<ul style="list-style-type: none"> ▪ Introduction to Vehicles ▪ Traffic Rules, Signals ▪ Vehicle Maintenance ▪ Trouble Shooting ▪ Motor Vehicle Ordinance
<p>Module 23: Physical Conditioning & Games</p>	<ul style="list-style-type: none"> ▪ Nutrition & Physical Fitness ▪ Wellness Concept & Management ▪ Effect of Exercise on Different Organs and stress Management ▪ Common Sports Injuries & Prevention / Rehabilitation of Back Pain ▪ Sedentary Life Style and Effects ▪ Occupational pain and its management ▪ Physical Education Lesson (Morning): Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Meditation. ▪ Games (Evening): ▪ Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.

**Module 24:
Comprehensive
Examination**

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

5. Short Courses

5.1. Course for the Fit-Listed UNOs

Duration	: 2 Weeks
Participants	: Senior Assistant Secretary from other than BCS Administration) Cadre
No. Of Participants	: 40 (Per Course)
Nature of Course	: Residential/Non- Residential
Total Module	6

Objective of the Course

- To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision making process.
- To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- To improve system of Governance and public service.
- To motivate and inspire the officers to work in team spirit and ensure good Governance.
- To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- To acquaint the officers with computer operation, information and communication technology.

Course Content

Module 01: Introduction to Upazila Administration	<ul style="list-style-type: none">Administration, Structure and functions of Upazila Parishad & Role of UNO.Preparation of WorkplanRelation among UNO, Other Departments and Public RepresentativesArt of Public SpeakingFormal and Informal Protocol of VIPs
Module 02: Office Management	<ul style="list-style-type: none">E-filingPreparation of Notice, Agenda, Working Paper, Conducting Meeting and Minutes WritingAnnual Performance Agreement (APA)Office Inspection & Report WritingNational Integrity Strategy
Module 03: Development Administration & Management	<ul style="list-style-type: none">SDG-Sustainable Development GoalsHPM's Special InitiativesManagement of Educational Institution, Public ExaminationsDisaster ManagementSocial Safety Net Programs of the Govt.Election (Open Session)

Module 04: Land Management	<ul style="list-style-type: none"> ▪ Modernization & digitalization of Land Management ▪ Khas Land Management & Responsibility of UNO ▪ Management of Vested and Abandoned Property ▪ Adarsha Gram/Planned Human Settlement/Rehabilitation of Climate Victims ▪ SairatMahal/Hat/Bazar Management
Module 05: Financial & Project Management	<ul style="list-style-type: none"> ▪ Financial Rule Related to UpazilaParishad ▪ UpazilaParishad Budget & Local Resource Mobilization ▪ Formulation, Monitoring and Evaluation of Projects ▪ PPR 2008 and PPA 2006 ▪ Drawing & Disbursing Responsibility of UNO, Audit objection & Its Disposal
Module 06: Laws and Rules of UpazilaParishad	<ul style="list-style-type: none"> ▪ The Mobile Court Act, 2009 ▪ Preventive Sections of CrPC and Relevant Laws ▪ PDR Act and certificates procedures

5.2. Course on Executive Magistracy

Duration : 2 Weeks

Participants : ADM/ADC and Executive Magistrates of different levels

No. Of Participants : 40 (Per Course)

Nature of Course : Residential/Non- Residential

Total Module 4

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision-making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.
- d. To motivate and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

<p>Module 01: Introduction to Executive Magistracy</p>	<ul style="list-style-type: none"> ▪ Judicial System of Bangladesh and Constitution of Criminal Courts ▪ Power and Functions of Executive Magistrates after the Judicial Separation, General Problems of Executive Magistrates ▪ Important Aspects of PRB 1943 ▪ Arrest without warrant (Cr PC Sections 54-67) ▪ Sections Related to Keeping Bond (Cr PC Sections 106-109) ▪ Sections Related to Disperse of Unlawful Assembly (Cr PC Sections 129-132) ▪ Disputes as to Immovable Property, Breach of Peace, Urgent Cases of Nuisance or Apprehended Danger (Cr PC Sections 144-148) ▪ Inquest, Disinter and Administrative Inquiry in case of death, TI Parade, Dying Declaration and Police Remand
<p>Module 02: Introduction to Mobile Court</p>	<ul style="list-style-type: none"> ▪ The Mobile Court Act, 2009 (with Schedule) ▪ Important Considerations: Do's and Don'ts for the Mobile Court and ways how to tackle up the difficult and tough situations ▪ Writing Order-sheet ▪ Types of Punishment, Right of Private Defence, Appellate Authority of Mobile Court ▪ Sections of the Penal Code triable by the Mobile Court
<p>Module 03: Important Laws</p>	<ul style="list-style-type: none"> ▪ Present Topic ▪ The General Clauses Act, 1897 ▪ Contempt of Court and its relevance to Executive Magistracy ▪ The Government and Local Authority Lands and Building (Recovery of Possession) Ordinance, 1970 ▪ The Motor Vehicles Ordinance, 1983 ▪ The Electricity Act, 1910 ▪ নিরাপদ খাদ্য আইন, ২০১৩ ▪ Bangladesh Hotel and Restaurant Act, 2014 ▪ The Protection and Conservation of Fish Act, 1950 ▪ The Fish and Fish Products (Inspection and Quality Control) Ordinance, 1983 ▪ The Public Examination Offences Act, 1980 ▪ The Prohibition of Note Book Act, 1980 ▪ গনপরিবহন অধ্যাদেশ, ২৯৭২ ▪ The Medical Practice and Private Clinics and Laboratories (Regulation) Ordinance, 1982 ▪ The Safe Blood Transfusion Act, 2002 ▪ The Bangladesh Standards and Testing Institution Ordinance, 1985 ▪ ভোক্তা অধিকার আইন, ২০০৯ ▪ ধূমপান ও তামাকজাত পণ্য (ব্যবহার) নিয়ন্ত্রন আইন, ২০০৫ ▪ কিশোর ধূমপান আইন, ১৯১৯ ▪ বাল্য বিবাহ নিরোধ আইন, ২০১৭ ▪ Section 509 of the Penal Code, 1860 with emphasis on Eve Teasing ▪ মাদকদ্রব্য নিয়ন্ত্রন আইন, ২০১৯ ▪ বঙ্গীয় জুয়া আইন, ১৮৬৭

Module 4: Miscellaneous Topics related to Mobile Court	<ul style="list-style-type: none"> ▪ Preparation for Mobile Court ▪ Preparation for Group Assignment Presentation ▪ Group Assignment Presentation ▪ Executive Magistracy and Human Rights ▪ Executive Magistracy and the Media ▪ Use and Abuse of Mobile Court
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5.3. Modern Office Management Course

Duration	: 4 Days
Participants	: BCS Administration) Cadre Officers
No. Of Participants	: 25 (Per Course)
Nature of Course	: Residential/Non- Residential
Total Module	1

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision-making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.
- d. To motivate and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

Modern Office Management	<ul style="list-style-type: none"> ▪ Recruitment Rule and Recruitment Process in Public Sector ▪ Post Creation, Retention, Confirmation Process in Public Sector ▪ Writing Note, Draft and Summary ▪ Conducting Meeting, Preparing Working Paper and Writing Minutes ▪ Office Inspection ▪ Sustainable Development Goals ▪ Annual Performance Agreement ▪ Innovation in Public Service Delivery ▪ E-filing ▪ Change Management ▪ Open Session
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5.4. Content for Professional Development Course

Duration : 4 Week

Participants : Five participants will be nominated from BCSAA and Field Administration.
Rest will be form IMED/Programming Division/Planning

No. Of Participants : 15 (Per Course)

Nature of Course : Residential/Non- Residential

Total Module 5

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision-making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.
- d. To motivate and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

Module 1: Training Management	<ul style="list-style-type: none">▪ Philosophy of Professional Training▪ Training Need Assessment▪ Management of Training Course▪ Effective Training Methods▪ Functions of Course Management▪ Financial Management, Procurement, Logistic Support for organizing a training Course of a Training▪ Session conduction techniques
Module 2: Communication Skills	<ul style="list-style-type: none">▪ English Communication Skills: Speaking▪ English Communication Skills: Writing▪ English Communication Skills: Listening▪ English Communication Skills: Reading▪ Art of Public Speaking▪ Art of effective Communication▪ Official Communication in English▪ Official Communication in Bangl▪ Common Mistakes in Bangla / English
Module 3:	<ul style="list-style-type: none">▪ Negotiation Skills

Professional Skills	<ul style="list-style-type: none"> ▪ Conflict Resolution ▪ Organizing Seminar and Workshop ▪ Research Methodology ▪ Writing research report or Paper ▪ Reflecting Practice (Self-Assessment) ▪ Event Management ▪ Self-Development Techniques/Approaches ▪ E-filling ▪ Innovation in public service delivery
Module 4: Leadership Development	<ul style="list-style-type: none"> ▪ Leadership: Theories and Practice ▪ Motivation and Supervision ▪ Coordination and Monitoring ▪ Teamwork ▪ Leadership in Crisis Management ▪ Information and Media Management ▪ Knowledge Management ▪ Mental health and Stress Management
Module 5: Contemporary Issues	<ul style="list-style-type: none"> ▪ Overview of planning Process and Development Plan of Bangladesh ▪ Vision 2021& 2041 ▪ Civil Military Relationship ▪ Bangladesh in Disaster Management ▪ Bangladesh in Contemporary World: Opportunities and Challenges ▪ Digital Bangladesh: Strengthening Public Service System ▪ Cyber Crime and Cyber Security ▪ SDGs ▪ Environment and Development ▪ Water Recourse Management ▪ Good Governance: Rule of Law ▪ Building Bangladesh: Image Building Activities/Approaches ▪ Attachment with Different Organizations and Institutions ▪ Open session

5.5. Public Procurement Management Course

Duration : 2 Week

Participants : Assistant Commissioner, Assistant Secretaries to Deputy Secretary

No. Of Participants : 40(Per Course)

Nature of Course : Residential/Non- Residential

Total Module 6

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.
- d. To motivate, and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

<p>Module 01: Introduction to Public Procurement</p>	<ul style="list-style-type: none"> ▪ Overview of Procurement and public Procurement ▪ Public Procurement and Good Governance ▪ General Overview and Key Features of P.P.A 2006 and P.P.R. 2008 ▪ Scope and Application of P.P.A 2006/Chapters and Schedules of P.P.R, 2008 ▪ Public Procurement Committees ▪ Procurement Plan Preparation ▪ Approval/Change of Procurement Plan
<p>Module 02: Methods of Procurement</p>	<ul style="list-style-type: none"> ▪ Different Procurement Methods (National/International) ▪ Conditions, Thresholds and Procedures Applied for Different Procurement Methods (National/International) ▪ Conditions & Procedures for Using Request for Quotation Method in International Procurement of Divisible Commodities in Bulk ▪ Framework Agreement with case study ▪ Joint Venture/Consortium and Association (J.V.C.A.) ▪ Specification/Terms of Reference (T.O.R) ▪ Prequalification/Short Listing ▪ Qualifications of Tenderness
<p>Module 03: Procurement Procedure</p>	<ul style="list-style-type: none"> ▪ Advertisement of Procurement Opportunities with case Study ▪ Preparation, Submission and Approval ▪ Delegation of Financial Powers ▪ Incoterms/Letter of Credit (L/C) ▪ Insurances/Settlement of Disputes ▪ Complaints and Appeals ▪ Review Panel ▪ Procurement Post Review ▪ Conflict of Interest ▪ Professional Misconduct and Offences
<p>Module 04: Procurement of Intellectual &Professional</p>	<ul style="list-style-type: none"> ▪ Quality and Cost Based Selection (QCBS) with case study ▪ Individual Consultancy Service (ICS) with case study ▪ Fixed Budget System (FBS) with case study ▪ Single Source Selection (SSS) with case study ▪ Other Intellectual & Professional Services with case study

Services	
Module 05: Evaluation of Tender	<ul style="list-style-type: none"> ▪ Instruction to Tenderer (I.T.T.) ▪ Preparation of Tender Data Sheet (T.D.S) ▪ General Condition of Contract (G.C.C.) ▪ Particular Condition of Contract (P.C.C.) ▪ Practical Session (with case study) ▪ Tender Opening ▪ Preliminary Examination ▪ Technical Evaluation & Responsiveness with case study ▪ Final Evaluation & Price Comparison with case study ▪ Prequalification Process and Post Qualification of the Lowest Evaluated Responsive Tenders ▪ Delegated Work/Retention Money/Force Account/Provisional Sums ▪ Tender Validity/Notification of Award/Performance Security/Rejection of Tenders ▪ Contract Management
Module: 06- Managing Electronic Government Procurement	<ul style="list-style-type: none"> ▪ Overview of E-GP ▪ E-GP Guidelines, 2011

5.6. Governance, IT, and Management Course

Duration : 2 Week

Participants : Officials from field Administration and Secretariat

No. Of Participants : 40(Per Course)

Nature of Course : Residential/Non- Residential

Total Module 0

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision-making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.

- d. To motivate and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

Governance	<ul style="list-style-type: none"> ▪ Good Governance: the Initiatives of Bangladesh ▪ e-Governance for Public Service Delivery ▪ Grievance Redress System: Initiatives and Reality ▪ National Integrity Strategy: the Way Forward ▪ Performance Appraisal in Public Service Delivery: PA & APA ▪ Right to Information: It's Impact on Public Service Delivery in Bangladesh ▪ Policy Making Process in Bangladesh ▪ Role of Local Government for Good Governance ▪ Vision 2021 & 2041: Dreams and Reality
IT	<ul style="list-style-type: none"> ▪ Introduction to Information Technology, Computer Hardware & Software, Basic of Network System and Internet ▪ ICT Policy and Cyber Security ▪ ICT in Public Service Delivery in Bangladesh ▪ ICT Initiatives in Bangladesh: Digital Bangladesh, a2i, ICT Park, Data Center etc. ▪ Networking: Topology and Architecture ▪ Network and Server Administration ▪ Basic of Web Design ▪ MS Excel, MS Access, MS Publisher ▪ Introduction to Bangla Writing Software and Bangla Fonts
Management	<ul style="list-style-type: none"> ▪ Strategic Management in Public Sector ▪ Stress Management ▪ Organizing National and International Events: Art and Techniques ▪ Information and Media Management ▪ The Art and Techniques of Negotiation ▪ Introduction to Research Methodology, Preparing Research Proposal and Framing Research Question ▪ Techniques of Data Collection, Data Presentation & Data Analysis ▪ Statistical Analysis using SPSS and other Data Analysis Tools ▪ Writing Research Report and Referencing using Tools/Techniques ▪ Inaugural and Closing Programme.

5.7. Development, Administration and Management Course

Duration : 4 Weeks

Participants : Newly promoted Deputy Secretaries of other than BCS Administration Cadre.

No. Of Participants : 40 (Per Course)

Nature of Course : Residential/Non- Residential

Total Module 6

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.
- d. To motivate, and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

<p>Module-1: Administrative Rules and Procedures</p>	<ul style="list-style-type: none"> ▪ Manner, Etiquettes, Protocol and Warrant of Precedence ▪ Media Management ▪ Art of Public Speaking ▪ Constitution & Functions of the Parliamentary Committees ▪ Parliamentary Question & Answer and Law-Making Process ▪ Rules of Business ▪ Drafting of Different Types of Letters (Practice) ▪ File Opening and Preparation of Notes (Practice) ▪ Summary Writing (Practice) ▪ Office & Record Management & Handling of Classified Documents ▪ Preparation of Agenda, Working Papers and Minutes for Meeting/Conference ▪ Office Inspection & Writing Inspection Report ▪ Use of Official Vehicle and its Management ▪ The Citizen's Charter (2nd generation) ▪ The Government Servant (Conduct) Rules, 1979 ▪ The Government Servant (Special Provisions) Ordinance, 1979 ▪ The Government Servant Discipline (Punctual Attendance) Ordinance, 1982 ▪ The Public Servants' (Dismissal on Conviction) Ordinance, 1985 ▪ The Government Servants' (Discipline & Appeal) Rules, 2018 ▪ The Administrative Tribunal Act, 1980 and Appellate Tribunal ▪ Charge Framing, Writing Order Sheet and Statement of Fact for DP ▪ Enquiry Procedure and Report Writing (Practice) ▪ The Prescribed Leave Rules, 1959 ▪ Annual Performance Agreement (APA) ▪ Management of Court Cases (S.F. Writing) ▪ Government/Non- Government/ corporate office visit
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<p>Module-2: Development Administration and Management</p>	<ul style="list-style-type: none"> ▪ Vision 2021, Vision 2041 and Delta plan ▪ Ten Initiatives of Honorable Prime Minister ▪ National Integrity Strategy ▪ Public Private Partnership with case study ▪ Public Policy Making Process and Policy Analysis Framework ▪ Policy Actors and Institutions: Role of Policy Making and Implementation (With Focus on Policy Making in Bangladesh) ▪ Negotiation Techniques with Development Partners ▪ Sustainable Development Goals ▪ Environmental Issues and Challenges: National and Global Context ▪ Gender and Development: Policies and Issues ▪ Macro-economic Features and Perspective: Bangladesh Economy
<p>Module 3: Project and Procurement Management</p>	<ul style="list-style-type: none"> ▪ An Overview of Planning Concept and Development Planning Process in Bangladesh ▪ Project Proposal (Preparation of DPP and TPP) ▪ Project Appraisal (Financial, Economic, Technical etc.) ▪ Approval, Monitoring and Evaluation of development projects ▪ Development Financing, Foreign Aid and Foreign Investment ▪ Overview and key features of PPA, 2006 and PPR, 2008 ▪ e- Government Procurement (Exercise) ▪ Procurement methods and Conditions & Procedures for using different methods ▪ Methods & Techniques of preparing Tender Document (Practice) ▪ Procurement Process for Goods and Works ▪ Procurement Process for Intellectual & Professional Services ▪ PPR : a) Complaints and Appeals b) Professional Misconduct
<p>Module-4: Important Laws and Acts</p>	<ul style="list-style-type: none"> ▪ সরকারি চাকরি আইন, ২০১৮ ▪ The Anti-Corruption Commission Act, 2004 ▪ (a)The VAT Act, 2012 (b) The VAT Rules and Tax Laws ▪ The Right to Information Act, 2009 ▪ The General Clauses Act, 1897
<p>Module-5: Financial Management</p>	<ul style="list-style-type: none"> ▪ Budgetary Framework of Bangladesh (With Special Emphasis on MTBF) ▪ Budget Making Process ▪ Functions and Responsibilities of DDO and PAO ▪ Delegation of Financial Power ▪ The Treasury Rules and General Financial Rules

Module-6: ICT and E-governance	<ul style="list-style-type: none"> ▪ ICT Act, 2018 (b) ICT Rules and National ICT Policy ▪ Innovation in Public Service Delivery (Example) ▪ E-file Management system ▪ Practical Session for E-file Management system ▪ Cyber Security and Cyber Crime
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5.8. Sustainable Development Goals (SDG) Course

Duration	: 5 Days
Participants	: BCS Administration) Cadre Officers
No. Of Participants	: 30/40
Nature of Course	: Residential/Non- Residential
Total Module	10

Objective of the Course

- a. To familiarize the Deputy Secretaries about secretariat Administration, Policy formulation and Decision-making process.
- b. To acquaint the Deputy Secretaries with the Govt. System, office management and poverty alleviation.
- c. To improve system of Governance and public service.
- d. To motivate and inspire the officers to work in team spirit and ensure good Governance.
- e. To acquaint the Deputy Secretaries with Govt. Policies, some important Laws/Acts and financial management of the government.
- f. To acquaint the officers with computer operation, information and communication technology

Course Content

<p>Module 1: Capacity development: Concepts and practices</p>	<p>Introduction:</p> <ul style="list-style-type: none"> ▪ Introduction of the participants ▪ Introduction of the course ▪ Knowing expectations of the participants ▪ Setting objectives of the TOT ▪ Setting ground rules ▪ Measuring existing knowledge level on SDGs and Training skills
	<p>Conceptual framework of Training</p> <ul style="list-style-type: none"> ▪ Meaning of training ▪ Why training` ▪ Types of training ▪ Key elements of training ▪ Training need assessment ▪ How to set training objectives ▪ How to prepare training schedule ▪ How to be a good trainer ▪ Do's and Don'ts of training program ▪ Report writing ▪ Training management
	<p>Methods of training</p> <ul style="list-style-type: none"> ▪ Lecture, Participatory, Workshop, Seminar ▪ Using topic lead-ins in training programs ▪ Role play and Case study ▪ Simulation ▪ Field visit ▪ Use of other innovative and mixed methods
	<p>Training materials and learning tools</p> <ul style="list-style-type: none"> ▪ Audio- visual materials ▪ Reading materials ▪ Demonstrating Championship ▪ Creating presentation ▪ Posters and Pamphlets ▪ Power Point Presentation ▪ Public speaking, Icebreaking, Warm-up ▪ Energizers ▪ Peer education–theory and practice
<p>Module 2: Introduction to</p>	<p>Definition and concepts</p> <ul style="list-style-type: none"> ▪ Development ▪ Sustainability ▪ Governance

SDGs	<ul style="list-style-type: none"> ▪ Human Resource Development (Reducing poverty & Inequality) ▪ History and essence of MDGs/SDGs: Paradigm shift <p>SDGs and its significance</p> <ul style="list-style-type: none"> ▪ Goals and Targets of SDGs ▪ Linking SDGs with national instruments ▪ Constitution ▪ NSDS ▪ MTBF ▪ Other policies, plans, rules etc
Module 3: Social and Economic Inclusiveness	<p>Policies of social and economic development (Part-1)</p> <ul style="list-style-type: none"> ▪ Definition, concepts and theories ▪ National Social Security Strategy (NSSS) of Bangladesh, 2015 <p>Policies of social and economic development (Part-2)</p> <ul style="list-style-type: none"> ▪ National women development policy 2011 ▪ National Children policy 2011 ▪ Special Needs and Affirmative Actions for under-privileged and challenged persons <p>Policies of social and economic development (Part-3)</p> <ul style="list-style-type: none"> ▪ SDGs and youth, adolescence and tribal people ▪ Best practices (local context) ▪ Challenges in Bangladesh context (what went wrong) ▪ Way forward (how to overcome)
Module 4: Health and Education for Sustainable Development	<p>Education and SDGs</p> <ul style="list-style-type: none"> ▪ Concepts and Ideas ▪ Education strategy for sustainable development ▪ Situation Analysis ▪ Challenges; Bangladesh context (what went wrong) ▪ Lessons learnt ▪ Way forward (how to overcome) <p>Health and SDGs</p> <ul style="list-style-type: none"> ▪ Concepts and Ideas ▪ Health strategy for sustainable development ▪ Situation Analysis ▪ Challenges; Bangladesh context (what went wrong) ▪ Lessons learnt ▪ Way forward (how to overcome)
Module 5: Sustainable Habitat, Environment and	<p>Sustainable consumption and production (SCP)</p> <ul style="list-style-type: none"> ▪ Definition and concepts ▪ 10 years framework of program (10YFP) ▪ SCP relevant targets and their contribution to sustainable development

<p>natural resource management</p>	<ul style="list-style-type: none"> ▪ Indicators of SCP ▪ Challenges in monitoring SCP ▪ Lessons learnt ▪ Way forward (how to overcome) <p>Reconciling development and environment</p> <ul style="list-style-type: none"> ▪ Definition and concepts ▪ Rio conventions ▪ Life under water and blue economy ▪ Water SDGs ▪ Blue sky, clean air: addressing pollutions ▪ Sustainable ecosystem, Fauna and flora ▪ Sustainable forest management ▪ Lessons learnt ▪ Best practices (local context) ▪ Challenges; Bangladesh context (what went wrong) ▪ Way forward (how to overcome) <p>Sustainable Agriculture and Food Security</p> <ul style="list-style-type: none"> ▪ Integrated agricultural system ▪ Sustainable management of soil and irrigation ▪ Toxics chemicals and waste ▪ Research and innovation linked to sustainability ▪ Best practices (local context) ▪ Challenges; Bangladesh context (what went wrong) ▪ Lessons learnt ▪ Way forward (how to overcome)
<p>Module 6: Sustainable development and Climate change</p>	<p>Climate policies and sustainable energy</p> <ul style="list-style-type: none"> ▪ Definition and concepts ▪ Global warming, Carbon emission ▪ Governance and climate change: UNFCCC, Kyoto protocol, National policies etc. ▪ National deep decarbonizations pathway (NDDP) ▪ Attaining energy solvency and efficiency ▪ Renewable energy (Solar, wind, hydro), Safe nuclear power ▪ Best practices (local context) ▪ Challenges; Bangladesh context (what went wrong) ▪ Lessons learnt ▪ Way forward (how to overcome) <p>Natural disaster management</p> <ul style="list-style-type: none"> ▪ Definition and concepts ▪ Disaster management: national and international governance ▪ National Plan for Disaster Management ▪ Standing Orders on Disaster ▪ Best practices (local context)

	<ul style="list-style-type: none"> ▪ Challenges; Bangladesh context (what went wrong) ▪ Lessons learnt ▪ Way forward (how to overcome)
	<p>Sustainable cities and industrialization</p> <ul style="list-style-type: none"> ▪ Definition and concepts ▪ Historical facts and evidences ▪ Urban governance, Urban planning and practices ▪ Waste management ▪ Pollutions, health and sanitation, etc ▪ Public transport system, Recreation ▪ Promotion of inclusive and sustainable industrialization ▪ Addressing Urban Poor: Dealing with migration ▪ Best practices (local context) ▪ Challenges; Bangladesh context (what went wrong) ▪ Way forward (how to overcome)

Module 7: Governance assessment tools	<p>Governance and SDGs: Tools</p> <ul style="list-style-type: none"> ▪ Definition and concepts ▪ National Governance Assessment Framework ▪ Grievance Redress System ▪ National Integrity Strategy ▪ Citizen charter ▪ Annual Performance Agreement ▪ Best practices (local context) ▪ Challenges; Bangladesh context (what went wrong) ▪ Lessons learnt ▪ Way forward (how to overcome)
	<p>Institutional arrangement</p> <ul style="list-style-type: none"> ▪ Local governance bodies ▪ Legislature ▪ Courts ▪ C&AG ▪ R2I Commission ▪ HRC ▪ ACC ▪ Law enforcing organizations ▪ Parliamentary standing committees ▪ National and local level different committees ▪ Different line ministries and attached departments, etc.

Module 8:	<p>Policies of technology and innovation</p> <ul style="list-style-type: none"> ▪ Definition and policies
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Technology and Innovation for Sustainable Development	<ul style="list-style-type: none"> ▪ Science and technology policies linked to SDGs (e.g. National policy, Digital Bangladesh) ▪ Promoting innovation (e.g. a2i, GIU) ▪ Open Government Data strategy ▪ Tech friendly infrastructural development ▪ Technology Transfer in different sectors
	<p>Carrying out technology and innovation</p> <ul style="list-style-type: none"> ▪ SDGs and UDC: Scope of further development ▪ Research, education, training and innovation ▪ Addressing digital divide/ technology gap ▪ Challenges; Bangladesh context ▪ Way forward

Module 9: Partnership for Sustainable Development	<p>Regional and Global partnership</p> <ul style="list-style-type: none"> ▪ Concepts ▪ History and Evolution , trends ▪ Global and regional cooperation and partnership: MDGs and SDGs context ▪ Tools and mechanisms of international and regional cooperation ▪ Managing multi-lateral, bilateral partnership, diplomatic relationship ▪ International negotiation (MDG experiences and SDG expectations) ▪ Analyzing the role of Bangladesh in the context of global and regional cooperation
	<p>National level efforts for strengthening partnership</p> <ul style="list-style-type: none"> ▪ Concepts (Coordination, collaboration and partnership) ▪ CSR, PPP, Social capital ▪ National and local level collaboration ▪ Institutions ▪ Existing practices
	<p>Opportunities and challenges</p> <ul style="list-style-type: none"> ▪ Government- citizens interface linked to SDGs ▪ Strengthening Partnership with Private Sectors, NGOs, Media, Political Parties, Public Representatives, Academics, Communities, etc. ▪ Interface between citizens and public organizations to attain SDGs ▪ Challenges Bangladesh context (what went wrong) ▪ Way forward (how to overcome)

Module 10:	<p>Financing for sustainable development</p> <ul style="list-style-type: none"> ▪ Financial Modalities, probable source analysis
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Financing and Monitoring	<ul style="list-style-type: none"> ▪ Role of public and private development finance ▪ Goal based investment partnerships
	Monitoring mechanism <ul style="list-style-type: none"> ▪ Monitoring mechanism; Local-National-Global (SDG progress) ▪ Voluntary National Reports (VNR)
	Monitoring mechanism <ul style="list-style-type: none"> ▪ Institutionalizing SDGs monitoring mechanism ▪ Comparing existing NSDS monitoring mechanism with SDGs ▪ Gaps in existing data system in Bangladesh ▪ Data generation and management (role of public & private sector, BBS and Line Ministries)
	A pragmatic stance <ul style="list-style-type: none"> ▪ What we did so far (Ministry specific action plan by Planning Division) ▪ SDG focused action plans ▪ The role of Government employees: organizational and individual context

5.9. Governance and Innovation Course for fit-listed DCs

Duration	: 1 Week
Participants	: Fit-listed DCs
No. of Participants	: 20-40 Depending on nomination from MoPA
Nature of Course	: Residential/Non-Residential

Course Content

5.9. Governance and Innovation	<ul style="list-style-type: none">▪ Work Plan Preparation▪ Role of DC as Coordinator▪ Land Management and Protection of Public Interest in Civil Suits▪ Role of District Magistrate to Maintain the Law and Order, Executive Magistracy and Mobile Court▪ Police Magistracy Relationship▪ Civil Military Relationship▪ Manner and Etiquette▪ Cyber Security▪ Innovation in Service delivery▪ Conducting Election▪ Art of Public Speaking▪ Border Conference▪ Sustainable Development Goals▪ Disaster Management▪ Use of Social Media▪ Panel Discussion
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5.10. Orientation Course for the Private Secretaries to the Ministers, Ministers of the State and Deputy Ministers - Course Contents

Module-1: Administrative Rules and Procedures		Total Sessions: 44
Session	Present Topic	Future Plan
01	The Ministers, Ministers of State and Deputy Ministers (Remuneration and privileges) Act 1973 and Amendment Act 2016	পূর্ব-নির্ধারিত টিকিট রূপ-পূর্ববন্ধ মতবগুণ-পুল-টিন-একায়-তমর
01	Warrant of Precedence, State Functions and Ceremonies	কারক-পুল-মক-মে-টিক-কর্তজ কার
01	Manners, Etiquettes and Protocol	কুল-ম-টিন-না-গা-দ-ক-রা-টয়
01	Bangladesh National Anthem, Flag and Emblem (Amendment) Act 2010 and rules	এ-টিন-না-গা-দ-ক-য-জ ম-এ-ক-ট-চ-ট-ম-ন-থ
01	APA & National Integrity Strategy	অ-ক-য-া-ক-ক-ট-জ এ-ক-ক-ল
01	Public Relations and Management	কুল-ম-টিন-না-গা-দ-ক-রা-টয় বা
01	Dealing with Foreign Delegates and Dignitaries	
01	Complaints and Grievance Redress System	
01	Secretariat Instructions 2014	
01	Dealing with Media & Press	
01	Rules of Business/Allocation of Business	
01	Different Committees of Cabinet Division (CCGP, CCEA, ECNEC, NEC, NICA, Admin Dev. Affairs Committee)	
01	Rules of Procedure, Bangladesh Parliament	
01	Election Manifesto	
01	Planning Process of Bangladesh	




5.11. Orientation Course for the Assistant Private Secretaries to the Ministers, Ministers of the State and Deputy Ministers - Course Contents

Session	Present Topic	Future Plan
01	The Ministers, Ministers of State and Deputy Ministers (Remuneration and privileges) Act 1973 and Amendment Act 2016	প্রতিটি কোর্স শুরু পূর্বেই একাডেমিক কমিটির সভা আয়োজন করে পূর্ববর্তী কোর্সের মূল্যায়ন প্রতিবেদনের আলোকে কোর্স কারিকুলামে পরিবর্তন আনয়ন।
01	Warrant of Precedence, State Functions and Ceremonies	
01	Manners, Etiquettes and Protocol	
01	Office File Management/Record Management	
01	Public Servants Conduct Rules/Discipline and Appeal Rules	
01	Public Relations and Management	
01	Dealing with Foreign Delegates and Dignitaries	
01	National Integrity Strategy and Best Practices in Governance	
01	Rules of Business/Allocation of Business Secretariat Instructions 2014	
01	Good Governance and Anti-Corruption Act 2004	
01	Transparency and Access to Information Act 2009	
01	Honorable Prime Minister's Ten Initiatives	
01	Citizen Charter and its impact on people's empowerment	
01	Different Committees of Cabinet Division (CCGP, CCEA, ECNEC, NEC, NICA, Admin Dev. Affairs Committee)	
01	Complaints and Grievance Redress System	

Faculty Members

The Academy has a contingent of very committed and competent faculty members. Presently, the Academy has 26 faculty members. All of them are master's degree holders from reputed universities. On top of that almost all the faculty members have master's degree from well-known universities of the USA, UK, Australia, Japan, India and so on. In addition, the Academy has a pool of resource persons including professors of different public and private universities, academicians and experts, in service and retired civil servants, lawyers, reputed social activists and eminent civil society personalities. The Academy also invites other prominent guest speakers in respective fields to conduct sessions.


Faculty Members

Sl.	Name & Designation	Phone/ Fax	Mobile and Email	Photograph
01.	Badrun Nessa Secretary to the Government Rector	55165901 Fax: 55165922	+8801730718718 rector@bcsadminacademy.gov.bd	
02.	Md. Mahbub-Ul-Alam Additional Secretary Member Directing Staff	55165903	+8801550153618 mds@bcsadminacademy.gov.bd	
03.	Saleh Ahmed Mujaffor Additional Secretary Director (Documentation and Evaluation)	55165905	+8801715200386 directortraining@bcsadminacademy.gov.bd	
04.	Md. Nazrul Islam Joint Secretary Director (Planning & Development)	55165907	+880 1711277331 directorpd@bcsadminacademy.gov.bd	

Sl.	Name & Designation	Phone/ Fax	Mobile and Email	Photograph
05.	Mohammad Khaled Rahim Joint Secretary Director (Information & Technology)	55465906	+88 01817747770 khaledrahim6265@gmail.com	
06.	Dr. Subhas Chandra Biswas Joint Secretary Director (Research and Publication)	55465907	+8801712062341 subhasdr@yahoo.com	
07.	Md. Abdul Awal Joint Secretary Director (Training)	55465990	+8801943241524 aristutul@gmail.com	
08.	Md. HamidulHoque Joint Secretary Director (Administration)	55165904	+8801716008190 hamidul18th@gmail.com	
09.	Dr. Mohammad Kamruzzaman Deputy Secretary Deputy Director (Administration)	55165916	01715375590/7273707 (Res) kamrumilonibs@yahoo.com ddde@bcsadminacademy.gov.bd	
10.	Md. Main Uddin Deputy Director (Planning and Development) Senior Assistant Secretary	-	01746425359	

Sl.	Name & Designation	Phone/ Fax	Mobile and Email	Photograph
11.	RupaliMandal Deputy Director (Documentation and Evaluation) Senior Assistant Secretary	55165922-	+8801915517517	
12.	JannatulFerdous Deputy Director (Training) Senior Assistant Secretary	-	+8801819164216 ddtraining@bcsadminacademy.gov.bd	
13.	Md. Nazmul Ahsan Deputy Director (Service) Senior Assistant Secretary	55165921	+880 1711963393 ddservice@bcsadminacademy.gov.bd	
14.	Mehruba Islam Deputy Director (Research and Publication) Senior Assistant Secretary	-	01915630825 mehruba85@yahoo.com	
15.	Bitan Kumar Mandal Research Officer Senior Assistant Secretary		+8801981905900 bitankm@gmail.com	

Sl.	Name & Designation	Phone/ Fax	Mobile and Email	Photograph
16.	Salma Parveen Assistant Director (Administration) Senior Assistant Secretary		+880 1916 398348 salma136@gmail.com	
17.	Md. Anwar UjJaman PS to Rector Senior Assistant Secretary	55165922	+8801675750380 junayed33jessore@gmail.com	
18.	Mst. Sharmin Islam Assistant Director (Training) Assistant Secretary	55165911	+8801776439033 adde@bcsadminacademy.gov.bd	
19.	Md. NyeemHasan Khan Assistant Director (Service, Documentation and Evaluation) Assistant Secretary		01731616877	
20.	Dr. Mst. SaifunNahar Medical Officer	55165924	01717642502 saifunprs@gmail.com medicalofficer@bcsadminacademy. gov.bd	

Sl.	Name & Designation	Phone/ Fax	Mobile and Email	Photograph
21.	Mohammad Hossain Accounts Officer	55165923	01740634959 accountsofficer@bcsadminacademy. gov.bd	
20.	MaharunNasa Librarian	55165917	+8801921401581 librarian@bcsadminacademy.gov.bd	