



TRAINING
CALENDAR
2019-2020



BCS Administration Academy
Ministry of Public Administration





TRAINING CALENDAR

2019-2020

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Rector's Message

Bangladesh Civil Administration academy (BCSAA) is the core training institution with its mandate to impart training primarily to the members of the BCS Administrative cadre officials. 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. BCSAA provides trainings to the administrative civil servants to materialize the national vision of transforming Bangladesh into a middle-income country by 2021 and developed country by 2041. As per desire of the government the academy also imparts courses for other cadre officials.

To conduct training courses systematically and effectively, BCSAA publishes a Training Calendar at the beginning of 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 2019-20 has been prepared by reviewing the objectives and contents of each course.

I believe that 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.

Kazi Rowshan Akhter

Rector (Secretary)

BCS Administration Academy



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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 M.D.S. assists the 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 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 Training 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



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 main 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 main and first multi-storied building:

Table 1: Floor-wise distribution of facilities in BCSAA

Main building	First Multi-storied building
Ground Floor: Auditorium, Medical Centre, Library, Gymnasium	Ground Floor: Reception, dining halls, kitchen, executive dining hall and generator room
1st Floor: Library, Cyber Café, Dormitory	1 st Floor: Rector's office, office accommodation for other officers, conference room with video conferencing facilities and Storeroom
2nd floor: Dormitory, Computer lab	2 nd floor: Classrooms, syndicate rooms and office accommodation
3rd Floor: Dormitory and Indoor Game centre	3 rd Floor: Classrooms, computer lab, syndicate rooms and office accommodation
4th 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 centre in the academy. One lab is housed on 3rd floor of the first multi-storied building and the other one is on 2nd floor of the main building. The cyber centre 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 Academy library 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 received 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 state-of-the-art Language Lab as 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.

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 part of their training, the participants can make 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, Tabala and Guiter. 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 Training Academy (BCSAA) has a research and publication wing. It publishes a highly acclaimed annual academic journal titled "Bangladesh Journal of Administration Management". First issue of this journal came to light in January 1989. Till date, 14 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, which is the fronts of BCSAA. 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.

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:

Table: 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 (one) 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.

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 skill 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 overemphasized. 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 as its main goal and strategy of training. 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. They are 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, attachment 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 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 to help update its own training methods. This helps it to successfully maintain its own standard.

3.5. Training Calendar 2019-20

Proposed revised training calendar of the BCS Administration Academy's 2019-20 fiscal year

Sl	Name of the course & Duration	Level of Participant	Date		No of Participants	Type of Course
			Beginning	Ending		
01	113 th Law and Administration Course	Asst. Commissioner or Equivalent	14.07.19	12.12.19	40	Residential
02	114 th Law and Administration Course	Asst. Commissioner or Equivalent	14.07.19	12.12.19	40	Residential
03	115 Law and Administration Course	Asst. Commissioner or Equivalent	14.07.19	12.12.19	40	Residential
04	30 th Orientation Course for Fit-listed UNOs	Fit-listed UNOs	21.07.19	01.08.19	40	Residential/Non-Residential
05	20 th Course on Executive Magistracy	Executive Magistrates	25-08-19	05-09-19	40	Residential
06	5 th Modern Office Management Course	BCS Administration cadre Officers	01-09-19	04-09-19	25	Residential/Non-Residential
07	Refresher's Course for Additional district Magistrates	Additional dist. Magistrates	15-09-19	03-10-19	40	Residential/Non-Residential
08	3 rd Professional Development Course	5 Participants from BCSAA and Filed Administration. Rest from IMED/ Programming Division/ Planning Commission	13-10-19	07-11-19	15	Residential/Non-Residential
09	31 st Orientation Course for Fit-listed UNOs	Fit-listed UNOs	20-10-19	31-10-19	40	Residential/Non-Residential
10	31 st Public Procurement Management Course	Asst. Commissioner/ Assistant Secretary to Deputy secretary	17-11-19	28-11-19	40	Residential/Non-Residential
11	5 th Governance, IT and Management Training	Officials from field Administration and Secretariat	29/12/19	09/01/20	20	Residential/Non-Residential
12	116 th Law and Administration Course	Asst. Commissioner or Equivalent	05/01/20	04/06/20	40	Residential
13	117 th Law and Administration Course	Asst. Commissioner or Equivalent	05/01/20	04/06/20	40	Residential

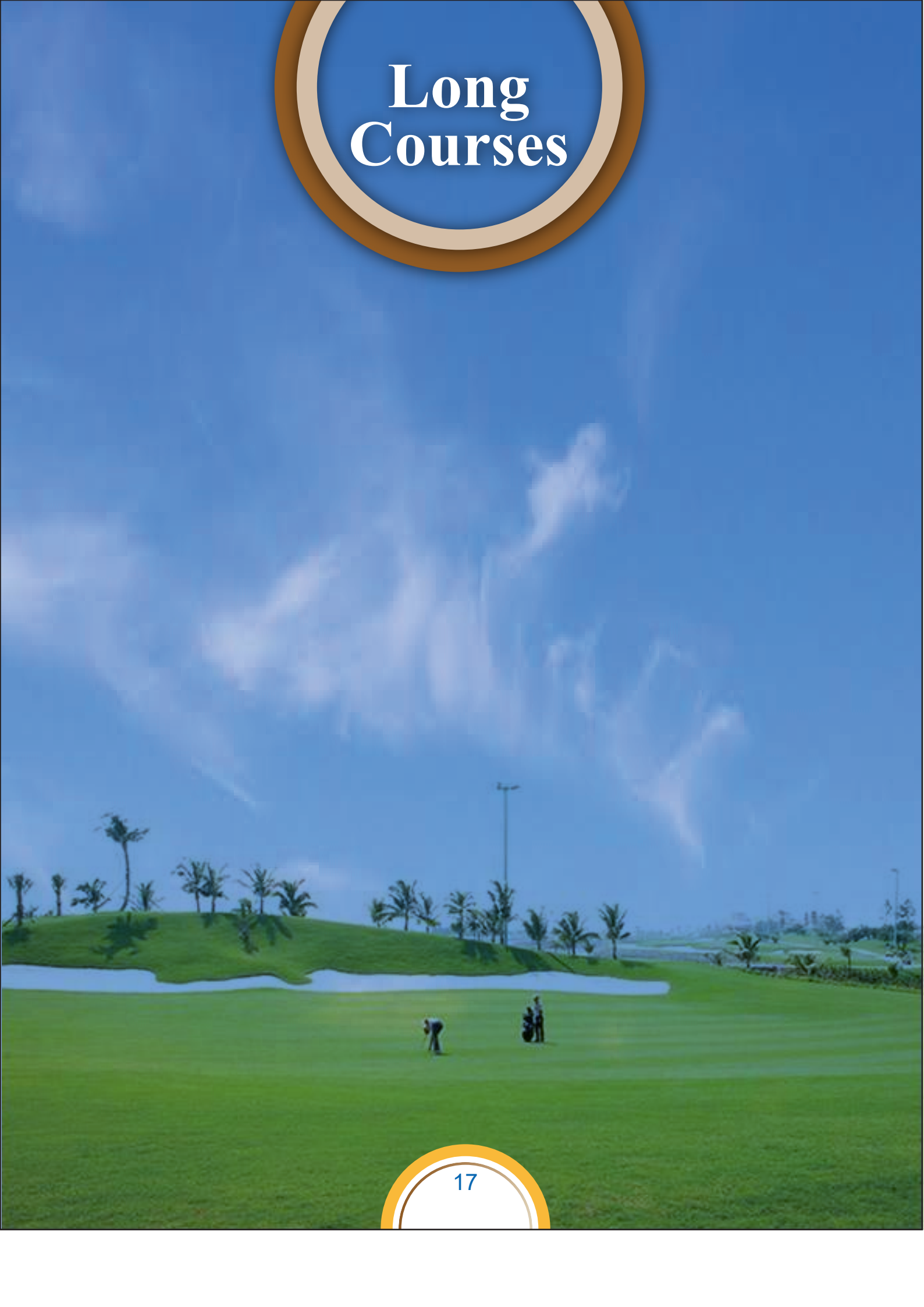
Sl	Name of the course & Duration	Level of Participant	Date		No of Participants	Type of Course
			Beginning	Ending		
14	118 th Law and Administration Course	Asst. Commissioner or Equivalent	05/01/20	04/06/20	40	Residential
15	Online Course on Executive Magistracy and Mobile Court affairs	Asst. Commissioner/ Sr. Asst. Commissioner or Equivalent	12/01/20	20/02/20	40	Residential
16	6 th Modern Office Management Course	BCS Administration cadre Officers	13/01/20	16/01/20	25	Residential/Non-Residential
17	21 st Course on Executive Magistracy	ADM/ADC/Executive Magistrate	19/01/20	30/01/20	40	Residential
18	32 nd Public Procurement Management Course	Asst. Commissioner/ Assistant Secretary to Deputy secretary	02/02/20	13/02/20	40	Residential/Non-Residential
19	Course on Monitoring of Construction Related Project	Asst. Commissioner/ Assistant Secretary to Deputy secretary	16/02/20	20/02/20	40	Residential/Non-Residential
20	5 th Governance, IT and Management Training	Officials from field Administration and Secretariat	01/03/20	12/03/20	40	Residential/Non-Residential
21	Course on IELTS Overview and Orientation	Asst. Commissioner/ Assistant Secretary to Deputy secretary	29/03/20	02/04/20	40	Residential/Non-Residential
22	Online Course on Executive Magistracy and Mobile Court affairs	Asst. Commissioner/ Sr. Asst. Commissioner or Equivalent	03/05/20	11/06/20	40	Non-Residential
23	Refresher's Course for ADC, GCO and LAOs	ADC/ General Certificate Officer/ Land Acquisition Officer	10/05/20	14/05/20	40	Residential/Non-Residential
24	Course on Public Speaking and Creative Arts	Asst. Commissioner/ Sr. Asst. Commissioner or Equivalent	17/05/20	21/05/20	40	Residential/Non-Residential

Possible courses to be offered by the Ministry of Public Administration

Sl.	Name of the course & Duration	Level of Participant	Date		No of Participants	Type of Course
			Beginning	Ending		
26	70 th Foundation Training Course (6 Months) (2 sections)	Officers of different BCS Cadres	20/10/2019		80	Residential
27	26 th Development Administration and Management course (4 weeks)	Newly promoted Deputy Secretary of other than BCS (Administration) Cadre	The date to be set by the Ministry of Public Administration		40	Residential/Non-Residential
28	27 th Development Administration and Management course (4 weeks)	Newly promoted Deputy Secretary of other than BCS (Administration) Cadre			40	Residential/Non-Residential
29	2 nd training course on Sustainable Development Goal (SDG)	Sr. Asst. Secretary/ Deputy Secretary/ Joint Secretary or equivalent			30/40	Residential/Non-Residential
30	6 th Governance and Innovation Course (2 Weeks)	Deputy Secretary of BCS (Administration) Cadre			40	Residential/Non-Residential



Long Courses



4.1 Law and Administration Course

Law and Administration Course at a glance:

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

Objective of the Course

Objectives of the course are to enable the participants in-

- 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

4.1.1. Contents of Law and Administration Course

Module 01 Manner, Etiquettes and Protocol

- Introducing Self:
 - Get-up: Dress/Attire, Stance
 - Introducing: In person and over telephone
- Ethics and Morality of Public Servants
- Common Etiquettes:
 - Courtesy to Ladies, Children, Senior Citizens, Physically Challenged Persons etc.
 - Courtesy Call, Pleasantries
- Attitude and Mindset
 - 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
 - Receiving and Seeing off VIPs, attending more than one VIP, Warrant of Precedence
- Practical Sessions on Manners and Etiquettes

Module-02 Introduction to Jurisprudence and the Constitution of Bangladesh

- 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

Part-A: The Code of Criminal Procedure

- 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

Part-B: The Penal Code

- 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

Part- C: The Evidence Act

- 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 style="text-align: center;">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 style="text-align: center;">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), Jurisdiction, Appeal, Revision and Review (Section 146-151), The Bengal Records Manual, 1943 ■ 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

	<ul style="list-style-type: none"> ■ 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 ■ (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 বানানরীতি ■ অফিসিয়াল বাংলাভাষার প্রয়োগ ও অপপ্রয়োগ

**Module-08
Development Plan
and Administration**

Part: A

- 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

Part: B

- 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 : লক্ষ্য অর্জন

**Module-09
Public Policy and
Management**

- 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

**Module-10
Project Management
and Procurement
Management**

Part A: Project Management

- 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

Module-10
Project Management
and Procurement
Management

Part B: Public Procurement

- 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)

Module-11
E-governance and
Innovation in Public
Service

- 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

Module-12
English Language
Skill

- 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
- English for Negotiations
- Interview
- Preview and review
- Evaluation of communicative English

Module-13
Field Study and Social
Research

- 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

- 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

- 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 be a preview session on this module.

<p>Module-16 Health and wellbeing</p>	<ul style="list-style-type: none"> ■ Mental Health and Stress Management ■ Nutrition and Food ■ Gym orientation ■ Autism ■ Yoga Workshop ■ Scout Orientation
<p>Module-17 Rector's Evaluation</p>	<ul style="list-style-type: none"> ■ Due emphasis will be given on compliance of a trainee's overall discipline
<p>Module-18 Course Management Team's Evaluation</p>	<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

- Develop an insight into the national goals and objectives through analyzing sociocultural, political and economic development issues, strategies and processes realistically.
- Translate essential laws, basic service norms, rules, policies and procedures into practice.
- Identify the real needs of the backward societies and realize their problems and way out.
- Internalize the real problems of the backward section of the society and take initiatives for probable solution.
- Recognize the role of civil servants in a changing national and global environment.
- Utilize information and communication technology in management.
- Prepare research papers, reports and other documents professionally.
- Communicate in English with accuracy and reasonable fluency.
- Foster esprit de corps, empathy, common perception and understanding among diverse stakeholders and
- Maintain physical fitness and ethical values to meet emerging challenges.

4.2.1. Contents of Foundation Training Course

Thematic Area: A: Bangladesh and Bangabandhu Studies

Module : 1A Bangabandhu Studies 25 IA	<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 Mujib Barsho: Seminar on the Life and Works of Bangabandhu▪ Visits to Bangabandhu’s Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum at Dhanmondi 32
Module: 1B Bangladesh Studies 25 GA	<ul style="list-style-type: none">▪ Historical Background of Bangladesh▪ Socio-Cultural Heritage and Transformation▪ The Influence of National Poet Kazi Nazrul 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
Module 02 Village Study	<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
Module 03 Poverty Reduction and Rural Development	<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, Palli Sanchay 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

Module 04: District and Upazila Attachment

ACTIVITY 1 First Week:

- (i) The participants will study the functions and role of the District Development Coordination Committee
- (ii) Studying the objectives and functions of all district level public offices including a potential cooperative society/a potential firm/NGO:
- (iii) Studying the Annual Performance Agreements (APA)
- (iv) Studying satisfaction of the service receivers/stakeholders:
- (v) Studying the citizen's charter of the office (service delivery process)

ACTIVITY 2 Second Week: UPAZILA ATTACHMENT

This Upazila attachment activity will have three components: (i) studying activities Upazila level offices and local government bodies (ii) visiting disadvantaged families, and (iii) studying service delivery by Upazila level offices.

- (i)
 - a) Studying the functions and role of the Upazila Development Coordination Committee
 - b) Studying Local Government Bodies
- (ii) Visiting Disadvantaged Families: Module Coordinator of Module-2 will assign task and coordinate the activities.
- (iii) Studying service delivery by Upazila level offices: Module Coordinator of Module-16 will assign task and coordinate the activities.

ACTIVITY 3 Third Week: KNOWING BANGLADESH/DISTRICT POTENTIALS

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.

Thematic Area B: Management Studies

Module 04: District and Upazila Attachment

- Foundation Training Course and its Philosophy
- Introduction to Cadre Services and Inter Cadre Relationship
- Attitude and Building Mindset for Public Servants
- Different Behavioural 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)

Module 06: Organization and Human Resource Management

- 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

Module 07: Important Service Laws in Bangladesh

- 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
- সরকারী চাকুরী আইন, ২০১৮
- 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

Module 08: Office Management

- 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

Module 09: Financial Management

- 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

Thematic Area- C: Public Administration

Module 11: Public Administration & Governance

- 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)

Module 12: Child Rights and Gender Equality

- 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

Thematic Area- D: Development Studies

Module 13: National Economic Management

- Basic Concepts of Micro and Macro Economics
- Market Economy: Concept and Issues
- 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

- 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

- 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: Basics of Social Research

- Introduction to social research: concepts of social reality, problem statement, research objectives
- 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)

Module 17: Contemporary Issues

- 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 Rahingya 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 ২০১৯
- 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)

Thematic Area- E: Skill Development

Module 18: IELTS Preparation

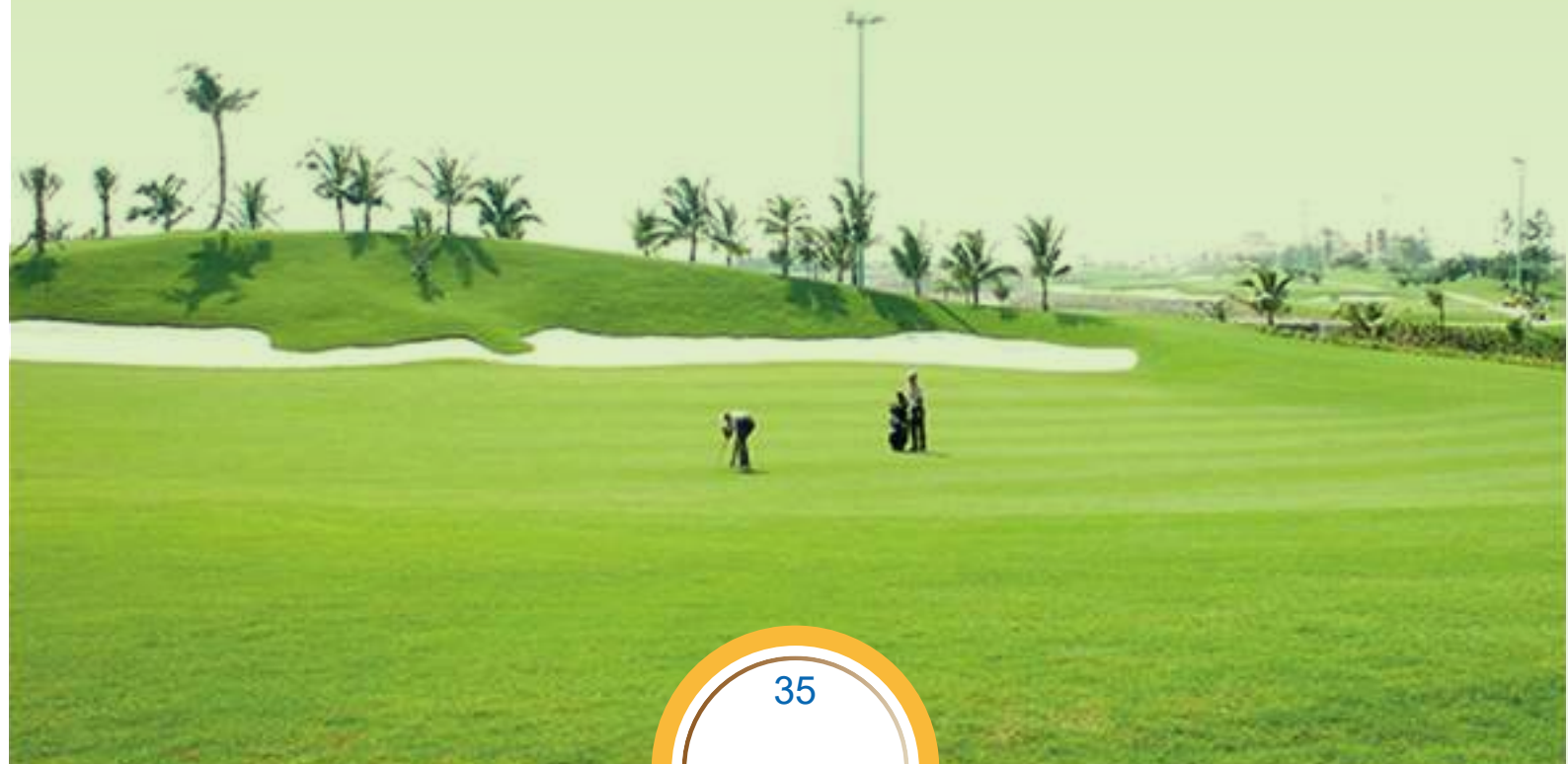
- IELTS Listening Skills: A Brief Introduction
- IELTS Listening Skills: Practice Session
- IELTS Reading Skills: A Brief Introduction
- IELTS Reading Skills: Practice Sessions
- IELTS Speaking Skills: A Brief Introduction
- IELTS Speaking Skills-Practice Sessions
- IELTS Writing skills: A Brief Introduction
- IELTS Writing Skills: Practice Sessions
- Common Errors in English with Grammarly
- The Phonetic Symbols and The rules of Pronunciation

Module 19: Verbal Competency

- Recap
- Art of Public Speaking
- Enhancing presentation skill
- Debate competition (Bengali and English)
- Extempore speech
- প্রমিত বাংলা 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>	
<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.
<p>Module 24: Comprehensive Examination</p>	<p>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.</p>

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 Workplan ■ Relation among UNO, Other Departments and Public Representatives ■ Art of Public Speaking ■ Formal and Informal Protocol of VIPs
Module 02 Office Management	<ul style="list-style-type: none"> ■ E-filing ■ Preparation of Notice, Agenda, Working Paper, Conducting Meeting and Minutes Writing ■ Annual Performance Agreement (APA) ■ Office Inspection & Report Writing ■ National Integrity Strategy
Module 03 Development Administration & Management	<ul style="list-style-type: none"> ■ SDG-Sustainable Development Goals ■ HPM's Special Initiatives ■ Management of Educational Institution, Public Examinations ■ Disaster Management ■ Social 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 ■ Sairat Mahal/Hat/Bazar Management
Module 05 Financial & Project Management	<ul style="list-style-type: none"> ■ Financial Rule Related to Upazila Parishad ■ Upazila Parishad 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 Upazila Parishad	<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

- 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 Executive Magistracy	<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
Module 02 Introduction to Mobile Court	<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

Module 03 Important Laws

- 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
- গণপ্রতিনিধিত্ব আদেশ, ১৯৭২
- 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 সংরক্ষণ আইন, ২০০৯
- ধূমপান ও তামাকজাত দ্রব্য ব্যবহার (নিয়ন্ত্রণ) আইন, ২০০৫
- কিশোর ধূমপান আইন, ১৯১৯
- বাল্য বিবাহ নিরোধ আইন, ২০১৭
- Section 509 of the Penal Code, 1860 with emphasis on Eve Teasing
- মাদকদ্রব্য নিয়ন্ত্রণ আইন, ১৯৯০
- বঙ্গীয় প্রকাশ্য জুয়া আইন, ১৮৬৭

Module 4 Miscellaneous Topics related to Mobile Court

- 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

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

- 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

Modern Office Management

- 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

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

- 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 1 Training Management	<ul style="list-style-type: none">Philosophy of Professional TrainingTraining Need AssessmentManagement of Training CourseEffective Training MethodsFunctions of Course ManagementFinancial Management, Procurement, Logistic Support for organizing a training Course of a TrainingSession conduction techniques
Module 2 Communication Skills	<ul style="list-style-type: none">English Communication Skills: SpeakingEnglish Communication Skills: WritingEnglish Communication Skills: ListeningEnglish Communication Skills: ReadingArt of Public SpeakingArt of effective CommunicationOfficial Communication in EnglishOfficial Communication in BanglCommon Mistakes in Bangla / English

Module 3 Professional Skills

- Negotiation Skills
- 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

- 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

- 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

- 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 Public Procurement	<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
Module 02 Methods of Procurement	<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

**Module 03
Procurement
Procedure**

- 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

**Module 04
Procurement of
Intellectual &
Professional Services**

- 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

**Module 05
Evaluation of Tender**

- 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

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

- 1.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

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

- 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

- 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-1 Administrative Rules and Procedures

- 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)
- (a) The Government Servant (Conduct) Rules, 1979
- (b) The Government Servant (Special Provisions) Ordinance, 1979
- (c) The Government Servant Discipline (Punctual Attendance) Ordinance, 1982
- (d) The Public Servants' (Dismissal on Conviction) Ordinance, 1985
- The Government Servants' (Discipline & Appeal) Rules, 2018
- The Administrative Tribunal Act, 1980 and Appellate Tribunal

<p>Module-1 Administrative Rules and Procedures</p>	<ul style="list-style-type: none"> ▪ 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
<p>Module-2 Development Administration and Management</p>	<ul style="list-style-type: none"> ▪ Vision 2021, Vision 2041 and Delta plan ▪ Ten Initiatives of Honourable 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

**Module-5
Financial
Management**

- 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**

- 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

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

- 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 1 Capacity development: Concepts and practices	Introduction: <ul style="list-style-type: none">Introduction of the participantsIntroduction of the courseKnowing expectations of the participantsSetting objectives of the TOTSetting ground rulesMeasuring existing knowledge level on SDGs and Training skills
	Conceptual framework of Training <ul style="list-style-type: none">Meaning of trainingWhy trainingTypes of trainingKey elements of trainingTraining need assessmentHow to set training objectivesHow to prepare training scheduleHow to be a good trainerDo's and Don'ts of training programReport writingTraining management
	Methods of training <ul style="list-style-type: none">Lecture, Participatory, Workshop, SeminarUsing topic lead-ins in training programsRole play and Case studySimulationField visitUse 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 SDGs</p>	<p>Definition and concepts</p> <ul style="list-style-type: none"> ▪ Development ▪ Sustainability ▪ Governance ▪ Human Resource Development (Reducing poverty & Inequality) ▪ History and essence of MDGs/SDGs: Paradigm shift <hr/> <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
<p>Module 3 Social and Economic Inlusiveness</p>	<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 <hr/> <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 <hr/> <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**

Education and SDGs

- Concepts and Ideas
- Education strategy for sustainable development
- Situation Analysis
- Challenges; Bangladesh context (what went wrong)
- Lessons learnt
- Way forward (how to overcome)

Health and SDGs

- 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
natural resource
management**

Sustainable consumption and production (SCP)

- Definition and concepts
- 10 years framework of program (10YFP)
- SCP relevant targets and their contribution to sustainable development
- Indicators of SCP
- Challenges in monitoring SCP
- Lessons learnt
- Way forward (how to overcome)

Reconciling development and environment

- 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)

Sustainable Agriculture and Food Security

- 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)

**Module 6
Sustainable
development
and Climate change**

Climate policies and sustainable energy

- 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)

Natural disaster management

- Definition and concepts
- Disaster management: national and international governance
- National Plan for Disaster Management
- Standing Orders on Disaster
- Best practices (local context)
- Challenges; Bangladesh context (what went wrong)
- Lessons learnt
- Way forward (how to overcome)

Sustainable cities and industrialization

- 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**

Governance and SDGs: Tools

- 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.
<p>Module 8 Technology and Innovation for Sustainable Development</p>	<p>Policies of technology and innovation</p> <ul style="list-style-type: none"> ▪ Definition and policies ▪ 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
<p>Module 9 Partnership for Sustainable Development</p>	<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
Financing and
Monitoring

Financing for sustainable development

- Financial Modalities, probable source analysis
- Role of public and private development finance
- Goal based investment partnerships

Monitoring mechanism

- Monitoring mechanism; Local-National-Global (SDG progress)
- Voluntary National Reports (VNR)

Monitoring mechanism

- 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

- 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

Governance and Innovation

- 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

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	প্রতিটি কোর্স শুরু পূর্বে বিসিএস প্রশাসন একাডেমির কারিকুলাম কমিটি কর্তৃক কারিকুলাম হালনাগাদ করা হয়। এ হালনাগাদ কার্যক্রম একটি চলমান প্রক্রিয়া। কোর্স শুরু পূর্বেই এর কারিকুলাম হালনাগাদ করা হবে।
01	Warrant of Precedence, State Functions and Ceremonies	
01	Manners, Etiquettes and Protocol	
01	Bangladesh National Anthem, Flag and Emblem (Amendment) Act 2010 and rules	
01	APA & National Integrity Strategy	
01	Public Relations and Management	
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	<p>প্রতিটি কোর্স শুরু পূর্বে কারিকুলাম বিসিএস প্রশাসন একাডেমির কারিকুলাম কমিটি কর্তৃক কারিকুলাম হালনাগাদ করা হয়। এ হালনাগাদ কার্যক্রম একটি চলমান প্রক্রিয়া। কোর্স শুরু পূর্বেই এর কারিকুলাম হালনাগাদ করা হবে।</p>
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, and India and so on. In addition, the Academy has 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.

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