



PROJECT TITLE:

THE USE OF DATA ANALYTICS FOR
ANALYZING DATA OF THE DAILY
AND WEEKLY EVALUATION OF FTC

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PROBLEM DESCRIPTION

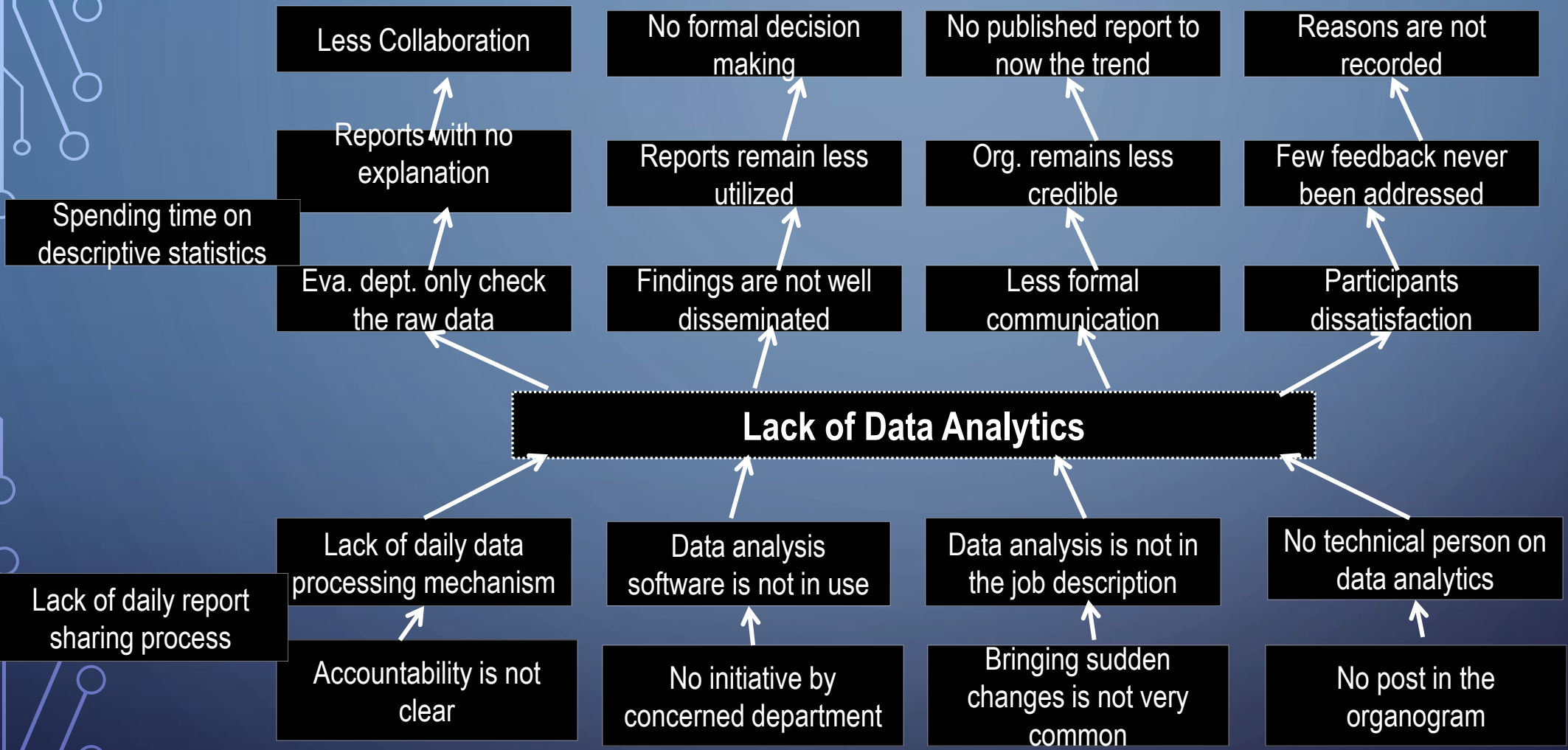
Data analytics is the process of examining raw data to find trends, patterns, and actionable insights, ultimately informing decision-making.

- Lack of an automatic system to generate usable reports in ERP: The Evaluation department collects huge amounts of data from the FTC participants and spends a lot of time in processing the data and generating reports.
- The data is not only about training management or curriculum, but also about different facilities, which should be addressed.
- All sections are not similarly responsive to the feedback of the participants; thus, they do not find the utilization of their feedback to be immediate. And, sometimes, never.
- In the present organogram, there is no person in data analytics.
- The responsible evaluation officer does not disseminate the processed data collected daily and weekly basic to the concerned or all faculty members.

TYPES OF DATA COLLECTED FROM FTC

- Daily:
 - Speaker Evaluation (by all participants)
 - Daily Evaluation (by the Manager of the Day)
- Weekly:
 - Weekly Evaluation (by all participants)
 - Sports Instructor Evaluation (by all participants)
- Big Work:
 - Mid-term Evaluation (by all participants- Group Work)
 - Course-end Evaluation (by all participants)

PROBLEM TREE



OBJECTIVES

- To co-create a daily and weekly FTC evaluation form within one month through consultation with concerned faculty members to support BPATC towards a data-driven training improvement.
- To develop and disseminate a daily summary and weekly dashboard of FTC evaluation data from August 2025, using data analysis software (SPSS or advanced Excel), ensuring 100% timely delivery to all service units and concerned departments.

PARTS OF WEEKLY EVALUATION (ALL), & PART OF MID-TERM EVALUATION (GROUP WORK)

1. Were the scheduled classes held? Yes No
2. If No, how many class(es) were not held? Please write down the names of the session(s) with code number(s).

3. The reasons for not holding classes

4. Please encircle the effectiveness of the following the issues.

	Lowest			Highest	
a. Overall Course Coordination	1	2	3	4	5
b. Personal Attention of the Course Management	1	2	3	4	5
c. Classroom Facility	1	2	3	4	5
d. Library Facility	1	2	3	4	5
e. Accommodation Facility	1	2	3	4	5
f. Cafeteria Facility	1	2	3	4	5
g. Telephone Facility	1	2	3	4	5
h. Games and Sports Facility	1	2	3	4	5
i. Medical Facility	1	2	3	4	5
j. ICT Facility	1	2	3	4	5

5. Please put your specific remarks on the performance of the course in this week.

Page-2 Strength of the Module/Facilities

Page-3 Weakness of the Module/Facilities

Page-4 Recommendation for the Module/Facilities

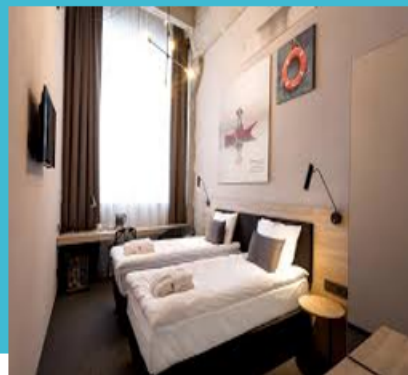
In weekly report participants cannot suggest anything regarding any module and facilities.

QUESTION ASKED IN COURSE-END-EVALUATION, & REPORT OF COURSE-END-EVALUATION

8.0 Please rate the effectiveness of the following areas:

- a) Course Contents
- b) Course Management
- c) Class Room Facilities
- d) Dormitory Facilities
- e) Library Facilities
- f) Cafeteria Management
- g) Medical Facilities
- h) Training Methodology
- i) ICT Facilities

Overall ratings on the diverse aspects of Training

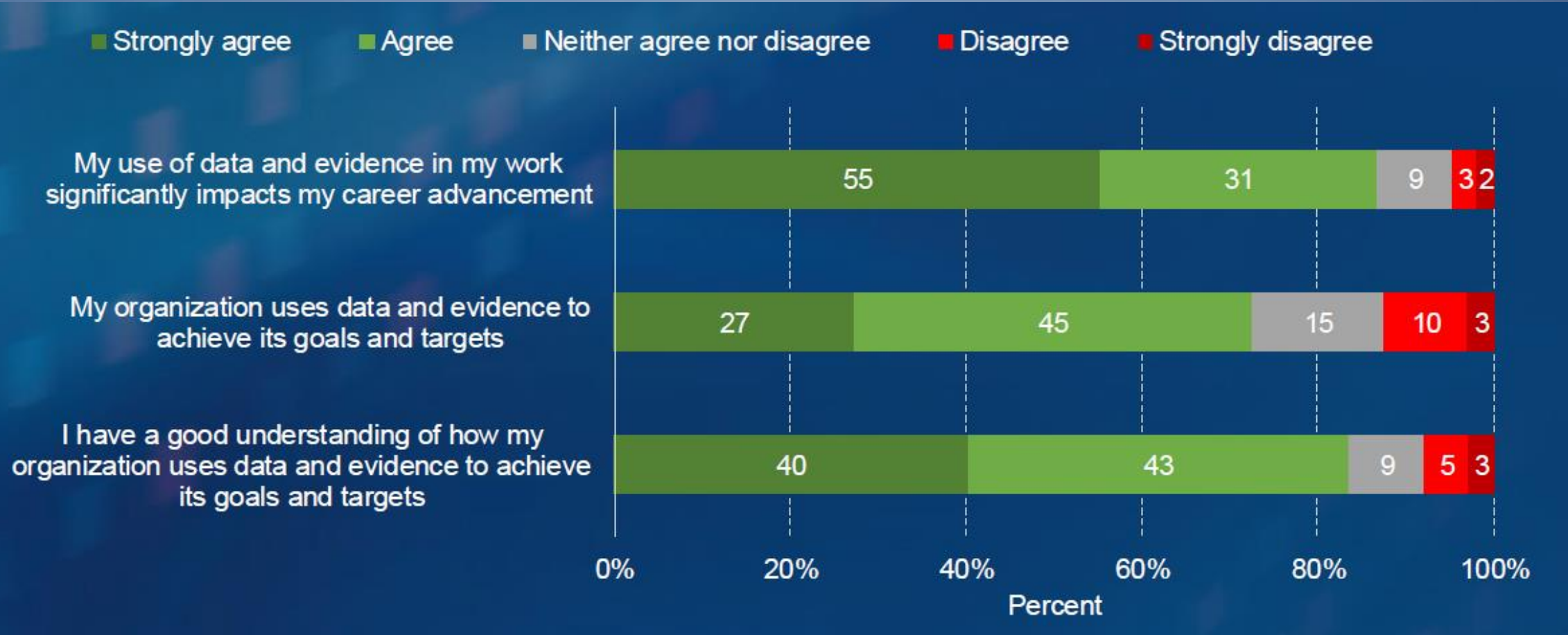


19/06/2025

Training Areas	Trainees' Ratings 77 th FTC	Trainees' Ratings 76 th FTC
Dormitory Facilities	↓ 76.72%	93.77%
Library Facilities	↓ 67.42%	84.97%
Classroom Facilities	↓ 59.90%	72.74%
Cafeteria Management	↓ 67.45%	83.31%
ICT Facilities	↓ 56.49%	77.37%
Course Management	↓ 57.78%	65.77%
Course Contents	↓ 55.56%	68.00%
Training Methodology	↓ 50.40%	67.89%
Medical Facilities	↓ 53.34%	73.60%

@Evaluation, BPATC

GOOD VISUALIZATION OF DATA



ACTION PLAN (I)

What	Who	When	How
Re-visiting the existing data collection forms (daily evaluation and weekly evaluation form)	RIO, Concerned Evaluation Officer / IT personnel	June, 2025 (3 rd week)	<ul style="list-style-type: none">• Taking the permission of Rector sir• Taking the consent from the Director (Evaluation) & System Analyst• Taking the help from concerned Evaluation Officer and Assistant Programmers
Consulting with concerned persons about the effectiveness of the existing forms	RIO, Selected Faculty Members for consultation	June (4 th week)	<ul style="list-style-type: none">• Consulting with the concerned officers who need the feedback from the participants for improvement
Developing a new form with necessary changes	RIO	July, 2025 (1 st week)	<ul style="list-style-type: none">• Focusing on the feedback and suggestions of concerned faculty members

ACTION PLAN (II)

What	Who	When	How
Gathering feedback and suggestions from all faculty members, and participants to finalize the forms	RIO, CMT	July, 2025 (2 nd week)	<ul style="list-style-type: none"> Sharing the updated forms in a common forum of the faculty members Getting help from CMT to disseminate the form to participants for feedback
Piloting the newly developed forms in the upcoming SFTC	RIO, Concerned Evaluation Officer	July, 2025 (3 rd week) to August, 2025 (2 nd week)	<ul style="list-style-type: none"> Sharing the new forms via ERP
Analyzed the data with self-explanatory diagrams	RIO, Concerned Evaluation Officer	August, 2025 (2 nd week)	<ul style="list-style-type: none"> Analyzing data with data analysis software
Make the data openly accessible by the faculty members and disseminate to the concerned	RIO, Concerned Evaluation Officer	August, 2025 (3 rd week)	<ul style="list-style-type: none"> Sending Reports via email to the concerns and keep in ERP

SWOT Analysis

	Policy [vision, mission, goals, rules, regulations, SOPs]	Executives [actors' competencies, training, their sufficiency]	Resources [budget, technology, materials, linkage with external organizations]	Culture [actors' behavioral patterns: beliefs, norms, relations, attitude, practice]
S	জনপ্রশাসন প্রশিক্ষণ ও উচ্চশিক্ষা নীতিমালা ২০২৩	-	Available budget on training	Initiatives on upgrading the knowledge and skill level of faculty members
W	Existing Distribution of Business, 1999 Existing Organogram	Lack of officials trained in data analytics	-	Unwillingness of responsible officials to learn something new
O	-	Available online courses on data analytics	-	-
T	-	-	-	-

RISK MAPPING

Risk	Mitigating Strategy
Getting raw data from the existing system	<ul style="list-style-type: none">• Getting consent from the higher authority• Talking to the Director (Evaluation), & System Analyst for their support
Searching for the perfect analysis model that can fit the data of BPATC	<ul style="list-style-type: none">• Taking help from the expert• Searching expert from the faculty members• Getting trained well to transfer the knowledge and skill to the desk officer
Test the system on a pilot basis	<ul style="list-style-type: none">• Get the prior consent from the Director (Evaluation) & the concerned Course Management Team
Train the responsive person (Evaluation Officer) about the data analytics	<ul style="list-style-type: none">• Motivating the concerned desk officer by demonstrating the ease of the report processing

TANZINA

6/22/2025

Your Valuable Feedback is requested...

-Thank you, Sir