

Thematic Area: Bangladesh Studies

Module 01: Bangladesh: History, Society and Culture

Module Director:

Evaluation Method: IA – 25; **Total Marks - 25**

Module Objectives: Objectives of the module are:

- a. to acquaint the participants with the anthropological milieu and culture of Bangladesh;
- b. to enhance understanding of the roots of socio-economic transformation of Bangladesh.

Code	Hrs	Topics	TM	RP
1.01	01	Anthropological Background of Bangladesh	L&D	
1.02	01	Social & Cultural Heritage and Transformation	L&D	
1.03	02	Potentials Resources of Bangladesh	D&GW	
1.04	02	Demographic Transformation: Opportunities & Challenges	L&D	
1.05	02	Glimpses OF BD history: Ancient, Medieval & Modern eras.	L & D	

Module -2

Liberation war of Bangladesh

Module Director:

Evaluation Method: GA -25; **Total Marks – 25**

Module Objectives: Objectives of the module are:

- a. to acquaint with the genesis and spirit of liberation war of Bangladesh;
- b. to have understanding of genocide and struggle of 1971;

Code	Hr	Proposed Topic	TM	RP
2.01	01	Background & Spirit of Liberation War	L & D	
2.02	01	Historic Speech of 7 March 1971: Declaration of Independence	L ,D & Film Show	
2.03	02	Nine Month Liberation War & Mujibnagar Government	L & D	
2.04	02	Genocide in Bangladesh , 1971	L ,D & Film Show	
2.05	02	Liberation War of Bangladesh: Dreams & Realities	L & D	

Module 03: Village Study

Module Director:

Evaluation Method: GR; **Total Marks - 50**

Module Objectives: Objectives of the module are:

- a. to expose participants to rural Bangladesh
- b. to enable participants to apply research techniques in collecting, processing and analyzing data; and
- c. to make them capable to prepare research reports.

Note: The participants will go to rural (village) or urban, and to explore informal sector, this sector of the economy is playing a vital role in regards to entrepreneur development, employment generation and poverty reduction. Notably, street vendors are a very common informal entrepreneur group in Bangladesh. Although unorganized, this group is developing in a very faster space across the country without any government support. This kind of attachment and survey protocol will find out the ways and means for developing street entrepreneurship and to explore its contribution to poverty reduction. Besides, it will also examine the obstacles faced by the street vendors in Bangladesh. In order to obtain the objectives of the study (field attachment programme) as well as to understand the demographic characteristics of the aforesaid vendors, a structured questionnaire will be used. Survey will be administered both in urban and rural regions by the Foundation Course Participants. Upon accomplishing the task, each group will find out a successful vendor and prepare a teaching case for entrepreneurship development as well economic development of Bangladesh. Two days attachment at urban or rural region, they will be given a research instruments for collecting data or information.

Each group will find out a successful vendor and prepare a teaching case for entrepreneurship development as well economic development in terms of poverty reduction and employment generation.

Module 04: Poverty Reduction and Rural Development: Bangladesh Perspective

Module Director:

Evaluation Method: WE – 25, GA – 15, Overall evaluation - 10; **Total Marks - 50**

Module Objectives: The objectives of the Module are:

- a. to acquaint the trainees with the history, concept and techniques of rural development; and
- b. to make them capable of dealing with the issues of rural development

Code	Hr	Topic	TM	RP
4.01	1	Poverty: Concepts and Measurements	L & D	BARD/ RDA
4.02	2	Poverty reduction in Bangladesh: Trends and strategies	L & D	
4.03	2	Poverty Reduction Models: Ekti Bari Ekti Khakar, Palli Sanchoy Bank, CVDP,SFDF,PDBF , CLP	CS & E	
4.04	1	Microfinance and Micro Savings in Poverty Reduction: Strategies for financial Inclusion.	D & E	
4.05	2	Social safety net programmes: critical analysis	D & E	
4.06	2	Cooperative Movement and Social development : An analysis	CS & E	
4.07	2	Introduction to Rural Development in Bangladesh: Basic Concepts and History, Major Approaches & Experiments	L & D	
4.08	1	Rural Economy in Bangladesh: Challenges and Potentials	L & D	
4.09	1	Rural – Urban migration: causes and impacts	L & D	
4.10	2	Cases in Rural Development: Experiences from home and abroad	L & D & GE	

Module 5: Field Attachment

Module Director:

Duration: 8 Weeks

Evaluation Method: IA- 15; GA & GP- 35, ICA -25; Total Marks-75

As FTC is undergoing in different training institutes and every participants will need to go for BARD/RDA attachment; all participants (including other training institutions) will be grouped in three (3) clusters named Group A, B, C. Assume that about two hundred (200) participants will make one group. Every group will again subdivided in two sections and one section will be attached with BARD and another will be attached with RDA simultaneously. All groups will perform in similar way by turn.

Week, task, output and evaluation at a glance:

	Group A (200)		Group B (200)		Group C (200)	
Week	Location	Activities	Location	Activities	Location	Activities
1st Week	Own Office	Individual Office Ins. Report Module-5 Evaluation-25	Own Office	Individual Office Ins. Report Module-5 Evaluation-25	Own Office	Individual Office Ins. Report Module-5 Evaluation-25
2nd Week	BARD/RDA	Module on Rural Development-40 Overall discipline in BARD/RDA-10	BARD/RDA	Module on Rural Development-40 Overall discipline in BARD/RDA-10	Know different Departments	Group Report & Presentation-20 (DEC)
3rd Week						
4th week	Know different Departments (District)	Group Report & Presentation-20 (DEC)	Know different Departments	Group Report & Presentation-20 (DEC)	BARD/RDA	Module on Rural Development-40 Overall discipline in BARD/RDA-10
5th week						
6th week	Understanding Local Govern./SSP/ Visit the Ultra poor (Upazilla)	Group Report & Presentation-15 before DEC on Eighth week Group Report-50 (M-10)	Understanding Local Govern./SSP / Visit the Ultra poor (Upazilla)	Group Report & Presentation-15 before DEC on Eighth week Group Report-50 (M-10)	Understanding Local Govern./SSP/ Visit the Ultra poor (Upazilla)	Group Report & Presentation-15 before DEC on Eighth week Group Report-50 (M-10)
7th week						
8th week	Explore Attached District Potential (District)	Preparation of individual Report-15 (DEC)	Explore Attached District Potential (District)	Preparation of individual Report-15 (DEC)	Explore Attached District Potential (District)	Preparation of individual Report-15 (DEC)
Overall Evaluation by District Evaluation Committee (DEC) 25						
District Attachment (40+35=75), M-5(25), BARD/RDA (40+10=50) M-10 (50)						

Note-1: A committee headed by DC will evaluate on 50 marks [task from 2nd to 7th wk (15+20) & 8th wk (15)] and by District Administration on 25 marks on Discipline, Norms and Attitude.

Note-1: Details Programmes of Field Attachment is attached in Annex 03

Thematic Area: Management Studies

Module 06: Fundamentals of Foundation Training Course

Module Director:

Evaluation Method: WE - 25; **Total Marks – 25**

Objectives: This module will enable the participants to understand the content, context and philosophical basis of the six- month- long training they will undertake. A major objective of this module is to develop the mindset of the newly recruited civil servants to meet their public service mandate and bring attitudinal change for that goal.

Code	Hrs	Topic	TM	RP
6.01	1	Foundation Training Course and its Philosophy	L&D	
6.02	2	Introduction to Cadre Services (including Bangladesh Judicial Service) and Inter Cadre Relationship	L&D	
6.03	4	Presentation on Role and Functions of Different Cadre Services	P	
6.04	2	Attitude and Building Mindset for Public Servants	L&E	
6.05	1	Etiquette, Manners, Dress code for Public Servants	L & Demo	
6.06	1	Table Manners	D&E	

Module 07: Organization and Human Resource Management

Module Director:

Evaluation Method: WE - 25, GR - 25; **Total Marks – 50**

Objectives: The objectives of the module are:

- to make trainees understand the basic forms, structure and nature of organizations;
- to apply the HR functions effectively in own organization for optimum utilization of available HR.

Code	Hrs	Topics	TM	RP
7.01	2	Organization: Concepts, Forms, Structure and Nature	L&E	
7.02	2	Basics and Practices of HRM and HRD in Organization;	L & D	
7.03	1	Coordination: Horizontal and Vertical	Case Study	
7.04	2	Leadership: Concepts and Styles	L&E	
7.05	2	Concept, Dynamics and Complexity of Change	L&E	
7.06	2	Team Building	Role Play	
7.07	2	Recruitment, Training, Placement and Promotion	L & D	
7.08	1	Motivation	Case Study	
7.09	2	Career Planning and Career Development	L & D	
7.10	1	Mind Mapping	E	
7.11	1	Self-Analysis	E	

7.12	1	Job Analysis, Design and Specification	L & D	
7.13	1	Communication	L & E	
7.14	1	Decision Making	L & D	

Module 08: Important Statutory Service Laws in Bangladesh

Module Director:

Evaluation Method: Open book Exam - 50, **Total Marks – 50**

Objectives: Objectives of the module are:

- a. to make understand the participants the essential service acts, rules and regulations; and
- b. to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hrs	Topics	TM	RP
8.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commission	L&D	
8.02	2	General Conditions of Service	L&D	
8.03	3	The Government Servants (Discipline and Appeal) Rules 1985	L, GD & E	
8.04	2	The Government Servants (Conduct) Rules, 1979	L, GD	
8.05	2	The government Servants (Special Provisions) Ordinance, 1979 The Public Servants (Dismissal on Convictions) Ordinance, 1985 The Public Employees Discipline (Punctual Attendance) Ordinance, 1982 The Administrative Tribunal Act,1980	L, GD	
8.06	2	Rules Related to Leave Rules related to Joining Time	L, GD & E	
8.07	1	Constitutional Provisions Relating to Public Servants and Public Service Commission	L,& GD	
8.08	2	The Bangladesh National Flag, Anthem and Emblem Order, 1972 and Rules Public Administration Award Rules	L, GD & E	
8.09	2	Right to Information Act, 2009 The Official Secrets Acts, 1923	L, GD & E	

Module 09: Modern Office Management

Module Director:

Evaluation Method: WE - 50, IA -25; **Total Marks – 75**

Objectives: Objectives of the module are:

- a. to enable participants to manage own office/business effectively;
- b. to apply effective techniques of new office management;
- c. to gather practical knowledge about office management procedures at ministerial level; and
- d. to have practical knowledge about file management and official procedures.

Note: 1. Secretariat attachment (SA) is an important component of the Foundation Training Course. Participants will be divided into different groups and will be attached to Ministries for two working days. They will get practical knowledge about the activities of the concerned section, its working procedures, decision-making and implementation process. The participant will study the decision making process of a file (from the receipt of a letter/memo, putting up of the same to final decision) from the initiation to the end. After that each participant will prepare an individual report based on the practical experiences of secretariat attachment.

2. As part of the field attachment, participants will visit their own office in the 1st week of 2 month field attachment. They will require preparing an Individual Inspection Report (IIR) based on the findings and submit it to the concern Module Director (Module 8).

Code	Hrs	Topics	TM	RP
9.01	3	Office Management Procedure: Docketing, Filing, Noting, Referencing and Flagging	L &E	
9.02	1	The Bengal Record Manual, 1943 (Relevant Portion)	L& D	
9.03	2	Writing Summary	L & E	
9.04	2	Forms of written communications	L &E	
9.05	2	Conducting Meeting, Video Conferencing, Preparing Working paper and Minutes	L &E	
9.06	1	Office Inspection	L &E	
9.07		Secretariat Attachment	Study Visit	

Module 10: Important Statutory Financial Management

Module Director:

Evaluation Method: WE - 25, IE - 25; **Total Marks – 50**

Objectives: Objectives of the module are:

- a. to acquaint the trainees with the national budgetary framework including MTBF;
- b. to make enable in managing public expenditure as a responsible DDO;
- c. to prepare organizational budget applying MTBF approach, and
- d. to implement budget following existing financial rules.

Code	Hrs	Topics	TM	RP
10.01	1	General Financial and Treasury Rules	L&D	
10.02	2	Public Budgetary Framework of Bangladesh & Preparation of Office Budget using MTBF	L&D	
10.03	2	Duties and Responsibilities of Drawing and Disbursing Officer	L&D	
10.04	2	Delegation of Financial Power	L&D	
10.05	1	Pay Fixation	L&IE	
10.06	2	Pension and Gratuity	L&IE	
10.07	2	TA and DA Rules	L&IE	
10.08	1	Income Tax Rules	L&D	
10.09	2	Preparing Income Tax Return	L&IE	
10.10	1	VAT Rules	L&D	
10.11	2	Audit Procedure: Objection and Reply	L&IE	

Thematic Area: Public Administration
Module 11: Governmental System and Essential Laws

Module Director:

Evaluation Method: GA + GP - 50; **Total Marks – 50**

Objectives: The objectives of the module are:

- a. to understand the governmental system of Bangladesh;
- b. to analyze the provisions of constitution and essential laws.

Code	Hrs	Topics	TM	RP
11.01	1	Salient Features of Bangladesh Constitution	L&D	
11.02	1	Legislature of Bangladesh	L&D	
11.03	1	Judiciary of Bangladesh	L&D	
11.04	1	Executive of Bangladesh	L&D	
11.05	2	Interrelation of Legislature, Judiciary & Executive	Panel Discussion	
11.06	2	Local Government System, Decentralization and development in Bangladesh	L,D & Film Show	
11.07	2	Minor Acts	L&D	
11.08	2	Overview of Land Management: Mutation, Land Dispute, Land Records and Land Acquisition Ordinance 1982	L, D & E	
11.09	2	Rules of Business & Allocation of Business	L&D	
11.10	2	Penal Code, CrPC, Evidence Act : Section essential for public servants	L&D	
11.11	2	The PDR Act 1913 and Limitation Act 1908	L&D	

Module 12: Public Service Management

Module Director:

Evaluation Method: GR – 25, IA - 25; **Total Marks – 50**

Objectives: The objectives of the module are:

- a. to enhance capability of dealing with the issues of public service delivery;
- b. to inform the role of civil service in the context of national and global level;
- c. to identify governance issues, solve problems and seek innovative ways of better public service delivery.

Code	Hrs	Topics	TM	RP
12.01	1	Essentials of Public Management	L&D	
12.02	1	Development Administration: Bangladesh Perspective	L&D	
12.03	1	Changing Dynamics of Public Sector Management	L&D	
12.04	2	Business Process Re-engineering	GE&P	
12.05	1	Citizen Charter: Bangladesh Perspective	L&E	
12.06	2	Policy Process	L&E	
12.07	1	Problems of Policy Implementation	L&D	
12.08	1	Good Governance: Principles and Practices	L&D	
12.09	2	Total Quality Management	L, D & E	
12.10	2	Public Private Partnership (PPP)	L,D & Case Study	
12.11	2	Strategic Management in Public Sector	L&E	
12.12	2	Performance Management: PA & APA	L&E	

Module 13: Child Rights, Gender and Development

Module Director:

Evaluation Method: GE –25; **Total Marks – 25**

Objectives: Objectives of the module are:

- a. to enable the participants to identify and analyze the prevailing social issues with respect to male and female,
- b. to recognize intervention required for ensuring rights of women and children.

Code	Hrs	Topics	TM	RP
13.01	2	Historical Overview of Gender and Development	L & D	
13.02	2	Women and Child Rights (National and International perspective- Convention on Child Right and CEDAW)	D & E	
13.03	1	Situation of Children in Bangladesh	L & D	
13.04	1	Initiatives of GoB for protecting Child Right	L & D	
13.05	1	Challenges of Working Women	L & E	
13.06	1	Prevention of Violence Against Woman and Children	Film Show Case Study	
13.07	1	Rehabilitation of Street Child in Bangladesh	Film Show &D	

Module 14: Integrity in Public Administration

Module Director:

Evaluation Method: WE –50; **Total Marks – 50**

Objectives: Objectives of the module are:

- a. to enable the participants to distinguish correctly between ethical and unethical practices, and
- b. to apply the ethical values in their respective work places and day to day life.

Code	Hrs	Topics	TM	RP
14.01	1	Introduction to Norms, Ethics, Values and Morality	L & D	
14.02	3	National Integrity Strategy (NIS)	Workshop	
14.03	1	Human Rights and Access to Public Services	L & D	
14.04	1	Combating Corruption in Public Service Delivery	L & D	
14.05	1	Religious Values in Controlling Corruption	L & D	
14.06	2	Transparency and Accountability in Service Delivery	L & E	

Thematic Area: Development Studies

Module 15: Macroeconomic Management

Module Director:

Evaluation: Method: WE – 50; **Total Marks – 50**

Objectives: Objectives of the module are:

- a. To make the trainees understand the basics of economics and
- b. Have an insight into various macro-economic aspects of Bangladesh.

Code	Hrs	Topics	TM	RP
15.01	1	Basic Concepts of Micro and Macro Economics	D & E	
15.02	1	Market Economy: Concept and Issues	D & E	
15.03	1	Key Macroeconomic Variables and their Implications	D & E	
15.04	1	National Income Accounting (GDP, GNP, NNP etc)	D & E	
15.05	1	Monetary Policy and Inflation	D & E	
15.06	1	Fiscal Policy and Deficit Financing	D & E	
15.07	2	Role of Financial Institutions in Economy	D & E	
15.08	1	Public Goods and Externalities	L & D	

Module 16: Economic Development: Bangladesh Perspective

Module Director:

Evaluation Method: GE – 25, GR- 25; **Total Marks – 50**

Objectives: Objectives of the module are:

- a. To provide idea about various issues related to economic development, and
- b. To get a holistic picture of strategies and the process of development of Bangladesh

Code	Hrs	Topics	TM	RP
16.01	1	Economic Development: Concept and Issues	D & E	
16.02	2	Experience of 6 th FYP and overview on 7 th FYP	Gr. E	
16.03	3	Sustainable Development Goal (SDG): Challenges for Bangladesh	Workshop	
16.04	1	Middle Income Country, LDCs (Graduation Criteria): Bangladesh Perspective	D & E	
16.05	1	Regional Cooperation and Economic Development	D & E	
16.06	2	Human Development Index	Gr. E	
16.07	1	Driving Forces of Economic Development of Bangladesh	L & D	

Module 17: Environment and Disaster Management

Module Director:

Evaluation Method: WE – 25; **Total Marks – 25**

Objectives: Objectives of the module are:

- a. to provide idea about various environmental issues,
- b. to acquaint with the disaster and disaster management in Bangladesh and
- c. to get a holistic picture of strategies and the process of development of Bangladesh

Code	Hrs	Topics	TM	RP
17.01	2	Sustainable Development: Concepts and Issues	L & D	
17.02	1	Environmental Pollution: Bangladesh Perspective	L & D	
17.03	1	Go Green: Green Economy and Green Energy	L & D	
17.04	2	Natural Resource Management and Nature Conservation: International Conventions and Protocols	L & D	
17.05	1	Waste Management : Role of Civil Servant	L & D	
17.06	2	Climate Change, its impacts on Bangladesh and way forward to overcome	L & D	
17.07	2	Environment Protection and Climate Change related International Conventions and Initiatives	L & D	
17.08	2	Comprehensive Disaster Management in Bangladesh: Strategy and Initiatives	L & D	

Module 18: Project Management

Module Director:

Evaluation Method: GE-25; IR- 25; **Total Marks – 50**

Objectives: Objectives of the module are:

- a. To make understand the trainees the different stages of project cycle; and
- b. Enable them to use different tools of project management.

Code	Hrs	Topics	TM	RP
18.01	2	Overview of Project Planning Process in Bangladesh	L & D	
18.02	2	Introduction to Project Cycle Management: Concepts and Issues	D & E	
18.03	3	Preparation of Log Frame and Result Based Project Management (RBM)	D & E	
18.04	1	Project Risk Analysis and Scoping	Case Study	
18.05	1	Project Implementation and Monitoring: Techniques, Issues and Challenges	D & E	

Module 19: Procurement Management

Module Director:

Evaluation Method: GE - 25; **Total Marks – 25**

Objectives: Objectives of the module are:

- a. to make understand the procurement act, rules and procedures to the trainees
- b. to make understand about the public procurement

Code	Hrs	Topics	TM	RP
19.01	1	Overview of PPA 2006 and PPR 2008	L&D	
19.02	1	Public Procurement Planning	L&D	
19.03	2	Procurement Methods	L&D	
19.04	1	Procurement Related Committees, Complaints and Appeals	L&D	
19.05	1	Standard Tender documents & Request for Proposal	L&D	
19.06	1	Exercise on tender data sheet	Exercise	
19.07	1	Electronic Government Procurement (E-GP)	L&D	
19.08	1	Approval of Tender/ Proposals	L&D	

Module 20: Basics of Social Research

Module Director:

Evaluation Method: WE 25; GR - 25; **Total Marks - 50**

Objectives: Objectives of the module are:

- a. to make understand the process and techniques of research, collect, process and analyze data;
- b. to enable participants to use statistical tools in research work;
- c. to enhance the capacity of the trainees in preparing research proposal and report.

Code	Hrs	Topics	TM	RP
20.01	1	Introduction to Social Research	L&D	
20.02	2	Research Problem Statement and Developing Research Question(s)	L&D	
20.03	1	Literature Review and Referencing	L&D	
20.04	1	Sampling Techniques	L&D	
20.05	1	Collecting Quantitative Data: Preparing Questionnaire	L&D	
20.06	1	Collecting Qualitative Data: Interview & Observation	L&D	
20.07	1	Collecting Qualitative Data: FGD	L&D	
20.08	2	Analyzing Quantitative Data	L&D	
20.09	2	Analyzing Qualitative Data	L&D	
20.10	1	Writing a Research Proposal	L&D	
20.11	1	Writing a Research Report	L&D	
20.12	1	Ethics in Social Research	L&D	

Module 21: Contemporary Issues

Module Director:

Evaluation Method: IR – 25; **Total Marks - 25**

Objectives: Objectives of the module are:

- a. To well orient with the contemporary important issues in regard to administration and development; and
- b. To share ideas with renowned personalities of the country.

Code	Hrs	Topics	TM	RP
21.01	2	Blue Economy	L & D	
21.02	2	Cyber Security	L & D	
21.03	2	Autism	L & D	
21.04	2	Management of Mega Project	L & D	
21.05	2	Universal health coverage : Bangladesh perspective	L & D	
21.06	2	Changing Interface between Politicians and Public Officials	L & D	
21.07	2	Challenges of Mega Cities	L & D	
21.08	2	Energy Security of Bangladesh	L & D	
21.09	2	Aging Problem in Bangladesh	L & D	
21.10	2	Trans Boundary Water Management	L & D	
21.11	2	Ensuring Expatriates Welfare in Bangladesh	L & D	
21.12	2	Social Media & Governance	L & D	
21.13	2	Challenges of black economy	L & D	
21.14	2	Food safety situation in Bangladesh	L & D	
21.15	2	Demographic Dividend	L & D	

*Course Management may arrange extension lectures on any other suitable issues.

Thematic Area: Skill Development

Module 22: Language Skill

Module Director:

Evaluation Method: WE – 25, IE - 25; **Total Marks - 50**

Objectives: Objectives of the module are:

- a. to improve Bangla spelling, syntax and pronunciation norms; and
- b. to improve English listening, speaking, reading and writing ability

Code	Hrs	Topics	TM	RP
22.01	2	প্রমিত বাংলা বানান রীতি	L & D	
22.02	1	Use of Correct Bangla	L&E	
22.03	1	Practice of Bengali Writing	L & D	
22.04	2	IELTS Listening Skills: A Brief Introduction	Exercise	
22.05	2	IELTS Listening Skills: Practice Session	Exercise	
22.06	1	IELTS Reading Skills: A Brief Introduction	L & E	
22.07	1	IELTS Reading Skills: Practice Sessions	L & E	
22.08	2	IELTS Speaking Skills: A Brief Introduction	L & E	
22.09	2	IELTS Speaking Skills-Practice Sessions	L & E	
22.10	2	IELTS Writing skills: A Brief Introduction	Exercise	
22.11	2	IELTS Writing Skills: Practice Sessions	L & E	
22.12	2	The Phonetic Symbols and The rules of Pronunciation	L & E	
22.13	1	Writing for Official purposes	L & E	
22.14	1	Writing for Academic Purposes	L & E	
22.15	2	Common Mistakes in English	L & D	
22.16	10	Debate Competition (Bengali & English)	P	
22.17	5	Extempore Speech	P	

Module 23: Art of Reviewing

Module Director:

Evaluation Method: IR : 20(Introduction- 4,Style & Format- 4, Main Discussion- 8, Suggestion & Conclusion- 4), IP: 30 (Material- 6, Delivery (Language, Style, Gesture & Posture, Sense of Humour, Time Mgt.)- 15, Q&A- 9); **Total Marks:** 50

Objectives: Objectives of the module are:

- a. To develop skills in critically reviewing books;
- b. To enhance public speaking capability of the trainees; and
- c. To develop reading habits.

Code	Hrs	Topics	TM	RP
23.01	2	Introduction to Book/Article/Case Study Review	L & D	
23.02	2	Art of Public speaking	L & D	
23.03	15	Book/Article/Case Studies Report Presentation (20 min. each presentation)	R & P	

Special Instruction:

- ✓ No bangla book / article
- ✓ Presentation will be in English
- ✓ Excluded books reviewed in last three courses
- ✓ Duration of presentation will be 20 minutes including Q&A

Module: 24 ICT and E-Governance

Module Director:

Evaluation Method: WE – 25, PT - 25; **Total Marks - 50**

Objectives: Objectives of the module are:

- a. To develop ICT skills and contribute towards e-Governance;
- b. To develop capacity in public sector for improving delivery of public service through ICT; and
- c. To adopt organizational changes in public sector related to technology, strategies and policies.

Code	Session	Topic	TM	RP
Essential ICT Skills				
24.01	1	Need assessment on ICT Skill	E	
24.02	2	Use of appropriate software for effective presentation & reporting	L & P	
24.03	2	Bangla Typing (Unicode)	L & P	
E- Governance				
24.04	1	Concept of e-Governance	L & D	
24.06	1	ICT Policy	L & D	
24.07	3	Innovation in service delivery	Workshop	
24.08	1	e-Filing	L & D	
24.09	1	Use of ICT for Effective Service Delivery	L & P	
24.10	1	Use of Social Media for Problem Solving	L & E	

Module 25: Physical conditioning & Games

Module Director:

Evaluation Method: IE – 10; IA – 15 (Participation, Dress, Fitness); **Total Marks – 25**

Objectives: Objectives of the module are:

- a. To enhance capacity of the participants to gain knowledge on health and nutrition;
- b. To manage stress in day to day life; and
- c. To improve and maintain physical fitness.

Code	Hrs	Topics	TM	RP
25.01	1	Nutrition & Physical Fitness	L & D	
25.02	1	Effect of Exercise on Different Organs	L & D	
25.03	1	Wellness Concept & Management	L & D	
25.04	1	Common Sports Injuries & Prevention / Rehabilitation of Back Pain	L & D	
25.05	1	Social Impact of Sports	L & D	
25.06	1	Sedentary Life Style and Effects	L & D	
25.07	1	Stress Management	L & D	
25.08	1	Work Related Musculo-Skeletal Disorder & Physiotherapy	L & D	
Mandatory Activities		Physical Conditioning (Morning): Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Yoga.	Exercise	
		Games (Evening): Volleyball, Basketball, Handball, Football, Tennis, Badminton, and Swimming.	Exercise	

Module 26: Car Driving

Module Director:

Evaluation Method: Individual Test.

Objectives:

At the end of the course the participants will be able to:

- a) drive the vehicle safely;
- b) qualify himself in the driving test to get a driving license; and
- c) detect and repair minor faults of engine

Code	Hour	Topics	TM
26.01	1	Introduction to Vehicles	L & P
26.02	1	Traffic Rules	L & E
26.03	1	Traffic Signals	L & E
26.04	1	Vehicle Maintenance	L & P
26.05	1	Vehicle Maintenance	L & E
26.06	1	Trouble Shooting	L & E
26.07	1	Motor Vehicle Ordinance	L & D
26.08	-	Car/Light Vehicle Driving	Demo. & Practice

