

COURSE CONTENTS

Module-01: Behavioral Governance

Total Marks : 50

Evaluation Method : Written Examination (50)

Module Director : Md. Nazmul Islam Sarker

Module Objectives : The participants will be able to -

- Understand and apply means of HRM and Good Governance in work place; and
- Maintain basic office procedures appropriately.

Topic Code	Session Hour	Topic.	Speaker	Training Method
01.01	02	Know Thyself	Rector/Banik	L&D
01.02	01	Attitude Change and Mindset Building	Hakim	L&D
01.03	01	Etiquette, Manner and Dress Code	Faculty/GS	L&D
01.04	01	Art of official Communication	Faculty/GS	L&D
01.05	01	Administrative Ethics and Values	Hakim	L&D
01.06	01	Problem Solving and Decision Making Process	Faculty/GS	L&D
01.07	01	Ethic in Administration: Transparency Accountability	Faculty/GS	L&D

Module-02: Bangladesh Studies

Total Marks : 50

Evaluation Method : Written Examination: 50

Module Director : Mohammad Sohrab Hoshen

Module Objectives : The participants will be able to-

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
2.01	01	Historical Background of Bangladesh	Sohrab	L&D
2.02	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.03	01	Natural Resources of Bangladesh	Mizan/ Basher	L&D
2.04	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/ GS	L&D
2.05	02	Industrial Development of Bangladesh	Faculty/GS	L&D

Module 3: Constitution and Other Legal Provision Relating to Public Service Delivery

Total Marks : 50

Evaluation Method : Written Examination: 50

Module Director : Roma Rani Biswas

Objectives : The participants will be able to -

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topic.	Speaker	Training Method
3.01	02	Salient Features of Bangladesh Constitution and Fundamental Rights	Roma	L&D
3.02	01	Executive Organ of Bangladesh Government	Faculty/GS	L&D
3.03	01	Legislature of Bangladesh	Roma	L&D
3.04	01	Judiciary of Bangladesh	Faculty/GS	L&D
3.05	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
3.06	01	Citizen Rights: Food Safety and Mobile Court and Prevention of Food Adulteration	Faculty/GS	L&D
3.07	01	BSTI and Consumer Rights Authority Act: Inter-ministerial /Inter-departmental Cooperation, Food Safety Authority	Faculty/GS	L&D
3.08	02	Innovation, IPRs, TRIPS and Patents Rights	Faculty/GS	L&D

Module 4: Strategic Management and Leadership

Total Marks : 50

Evaluation Method : Individual Assignment: 50

Module Director : Md. Sharif Hasan

Objectives : The participants will be able to -

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
4.01	02	Leadership and Personality Development, Group Dynamics and Team Building	Faculty/GS	L&D
4.02	01	Negotiation Skill	Faculty/GS	L&D
4.03	01	Conflict Management and Behavioral Attitude	Faculty/GS	L&D
4.04	02	Strategic Management: SWOT Analysis , Crafting Strategies, Setting SMART Objectives, 5 Force Model	Faculty/GS	L&P
4.05	01	Total Quality Management	Faculty/GS	L&D

Module 5 : Public Sector Management

Total Marks : 50

Evaluation Method : a) Written Examination: 25
b) Group Report: 25

Module Director : Dr. SM Zobayer Enamul Karim

Objectives : The participants will be able to –
• Understand present condition of Local Government and HRM.

Topic Code	Session Hour	Topic.	Speaker	Training Method
5.01	02	Development Administration: Concepts, Issues and Expectations	Mallick	L&D
5.02	01	Administrative Reforms in Bangladesh	Rizwan/ Sanwar	L&D
5.03	02	Good Governance and Citizen Charter for Research Organization	Zobayer/GS	L&E
5.04	02	HRM & HRD Practices Public Sector Organization in Bangladesh	Basher	L&E
5.05	01	Cooperation among Local Bodies and Research Organizations for Local Level Resource Exploitation/Industrialization	Zobayer/GS	L&D
5.06	01	Knowledge Sharing for Research and Development	Zobayer/GS	L&D
5.07	01	Performance Management, APA and ACR Writing	Sanwar/GS	L&E
5.08	01	Techniques of Fair Promotion and Posting/Placement	Rector	L&E
5.09	02	Legal Framework of HRM and Gender Perspective	Reza/ GS	L&D
5.10	02	Public Policy : Policy Process and Decision Making	Rizwan	L&D

Module 6: Administrative and Organizational Management

Total Marks : 100

Evaluation Method : a) Written Examination: 70
b) Individual Assignment: 30

Module Director : K. M. Abdul Kader

Objective : The participants will be able to –
• Discharge the duties assign to them to achieve administrative goals.

Topic Code	Session Hour	Topic.	Speaker	Training Method
6.01	02	Rules of Business	Kader	L&D
6.02	02	Service Rules for Government Servants	Razib	L&D
6.03	02	BCSIR Act-2013 and BCSIR Probidhanmala 1989 (Service Regulations)	BCSIR	L&D
6.04	02	Noting, Summary Writing and Preparation of Drafts	Kader	L&E
6.05	01	Importance of Recruitment, Selection and Training	Reza	L&D

6.06	02	Conducting Meeting, Writing Working Paper and Minutes of Meeting	Basher	L&E
6.07	01	Forms of Written Communications, The Office Inspection	Razzaque	L&E
6.08	01	Seminar, Workshop and Formal Meeting	Faculty/ GS	L&E
6.09	01	Equipment, Store & Stationary Management in Organization	Masud	L&P

Module 7: Research and Development Management

Total Marks : 100

Evaluation Method : a) Written Examination: 50
b) Individual Assignment: 50

Module Director : Mostak Ahmed

Objectives : The participants will be able to –

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
7.01	01	Evolution of Research & Development in Bangladesh	Amjed	L&D
7.02	02	Role of Scientific Research in Industrial Development	BCSIR	L&D
7.03	03	Scientific Research and Development Method: Concepts, Thought Process and Research Techniques	Mostak	L&E
7.04	02	R&D Project Development: Project Appraisal and Selection, ADP, DPP	BCSIR	L&E
7.05	02	Impact of R&D projects in National Development	BCSIR	L&E
7.06	01	Implementation Monitoring and Evaluation of R&D Projects	H. Imam/ GS	L&E
7.07	02	National R&D Projects: Selection, Implementation, Evaluation and Review	H. Imam/ GS	L&E
7.08	02	Research Laboratory Development and Sharing of Scientific Equipments for Research	BCSIR	L&E
7.09	02	Development of Scientific Process and Writing of Research Papers	BCSIR	L&E
7.10	01	Process Development: Scaling up, Piloting and Commercialization	Faculty/ GS	L&E
7.11	01	Govt. Research Institution and Industrial Development	Faculty/ GS	L&P
7.12	02	Utilization of R&D Output in Development	BCSIR	L&E
7.13	01	Contribution of BCSIR in National Development	BCSIR	L&D

Module 8: Achieving Sustainable Development Goals (part-1)

Total Marks : 50

Evaluation Method : Group Exercise: 50

Module Director : **Mohammad Rezaul Karim PhD**

Objectives : The participants will be able to –

- Explain the factors influencing the development and economic policies of Bangladesh.

Topic Code	Session Hour	Topic.	Speaker	Training Method
8.01	01	Basic Concepts of SDGs	Faculty/ GS	L&D
8.02	01	Socio Economic Indicators of Bangladesh	Faculty/ GS	L&D
8.03	02	Aligning SDGs with 7 th Five Year Plan and Vision 2021	Hakim	L&D
8.04	01	Public Private Partnership (PPP): R&D Collaboration for Development	Faculty/ GS	L&D
8.05	01	Disaster Management & SDGs	Faculty/ GS	
8.06	01	Goal 01: No Poverty	Faculty/ GS	L&D
8.07	01	Goal 02: Zero Hunger	Faculty/ GS	L&D
8.08	01	Goal 03: Good Health & Well-being	Faculty/ GS	L&D
8.09	01	Goal 04: Quality Education	Faculty/ GS	L&D
8.10	01	Goal 05: Gender Equality	Faculty/ GS	L&D
8.11	01	Goal 6: Clean Water and Sanitation	Faculty/ GS	L&D
8.12	01	Goal 7: Affordable and clean Energy	Faculty/ GS	L&D

Module 09: Achieving Sustainable Development Goals (Part-2)

Total Marks : 50

Evaluation Method : Group Exercise: 50

Module Director : **Md. Atikuzzaman**

Objectives : The participants will be able to -

- Prevent environmental degradation and negative impact of environmental change by taking appropriate R&D initiative and pave the way of furthering it by innovation and research.

Topic Code	Session Hour	Topic.	Speaker	Training Method
09.01	01	Sustainable Development : Concept and Issues in Context of Bangladesh	Mizan	L&D
09.02	01	Environmental Policies and Laws in Bangladesh	Atik	L&D
09.03	01	Goal 8: Decent Work & Economic Growth	Faculty/ GS	L&D
09.04	01	Goal 9: Industry, Innovation & Infrastructure	Faculty/ GS	L&D
09.05	01	Goal 10: Reduced Inequality	Faculty/ GS	L&D
09.06	01	Goal 11: Sustainable Cities (Urban Management) and Communities	Faculty/ GS	L&D

09.07	01	Goal 12: Responsible Consumption and Production	Faculty/ GS	L&D
09.08	01	Goal 13: Climate Action (Climate Change and Disaster Risk Reduction)	Faculty/ GS	L&D
09.09	01	Goal 14: Life below Water	Mozaher/ GS	L&D
09.10	01	Goal 15: Life on Land	Faculty/ GS	L&D
09.11	02	Goal 16: Peace, Justice and Strong Institutions Goal 17: Partnership to achieve the Goal	Faculty/ GS	L&D
09.12	01	Waste Management: Industrial Waste, Laboratory Waste	Faculty/ GS	L&E
09.13	01	Renewable Energy and Environmental Protection	Faculty/ GS	L&D

Module 10: ICT & E-Governance

Total Marks : 50

Evaluation Method : Practical Exam : 50

Module Director : Mohammad Masum Rahman

Objectives : The participants will be able to –

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
10.01	02	Information Literacy	Rector	L&D
10.02	02	Innovation in Service Delivery and Service Process Simplification	Mallick	L&E
10.03	02	Essential ICT skills: Power Point, Excel etc	Masum	L&P
10.04	02	E- governance Conceptual Overview, Building Blocks/Critical Success Factors,	Zakir	L&D
10.05	02	Information Literacy for Better Public Service Delivery	Faculty/ GS	L&D
10.06	02	E- service Project management & E-Tendering	Tanjur	L&E
10.07	02	E-Nothi	Zakir/ Rustom	L&E
10.08	02	E- Service Delivery Outlets and E- government Shared Access Points	Saiful	L&E
10.09	01	Social Networking and Blogging	Altab	L&E
10.10	01	Digital Divide	Faculty/ GS	L&D

Module 11: Financial Management

Total Marks : 100

**Evaluation Method : a) Individual Exercise - 50
b) Group Exercise - 50**

Module Director : Md. Masud Ahmed

Objectives : The participants will be able to -

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
11.01	02	Budgetary System of Bangladesh	GS/ Faculty	L&E
11.02	01	Government Accounting: Concepts and Principles	GS/ Faculty	L&E
11.03	01	Duties and Responsibilities of Drawing and Disbursing Officer	Razib/ Murtaza	L&D
11.04	02	R&D Project Accounts Management	GS/ Faculty	L&P
11.05	02	Basic Concepts on PPA, PPR & eGP System	Masud	L&D
11.06	02	General Financial Rules	GS/ Faculty	L&P
11.07	02	Causes of Audit Objection and its Disposal	GS/ Faculty	L&E
11.08	01	Delegation of Power : Financial and Administrative	GS/ Faculty	L&D

Module 12: Book Review

Total Marks : 50

**Evaluation Method : a) Report: 30
b) Presentation: 20**

Module Director : Md. Moin Uddin

Objectives : The participants will be able to –

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

Topic Code	Session Hour	Topic.	Speaker	
12.01	01	Ground Rules for Writing Book Review	Moin	
12.02	08	Presentation	Faculty	

Module 13: Field Attachments and report writing.**Total Mark : 50****Evaluation Method : Group Report: 50****Module Directors : Golam Mahmud****Objectives : The participants will be able to –**

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

Topic Code	Session Hour	Topic.	Speaker/ Resource Person/ CMT	Training Method
13.01	-	Industrial Visit: Problem Assessment/Identification and Scientific Solution	Faculty/ GS	Study Visit
13.02	01	Industrial Case Study: Technical Problem Study and Solution	Faculty/ GS	Exercise
13.03	01	Presentation on Field Study Report	Mahmud	Presentation

Module 14 : English Language Skill Development**Total number : 50****Evaluation Method : Class Test: 50****Module Director : Farzana Ferdous Zaman****Objectives : The participants will be able to –**

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
14.01	08	Listening Skill	Murtaza/ Helena	L&E
		Speaking Skill:	Murtaza/Farzana/Helena	L&E
		Reading skill: Reading technique	Murtaza/Farzana/Helena	L&E
		Writing skill : Descriptive writing, argumentative writing	Amir/ Helena	L&E
14.02	02	Extempore Speech	Razzaque/GS	Presentation
14.03	02	Debate	Amir	Presentation
14.04	02	Art of Communication: Art of Presentation, Formal Meetings, International Conference and Meetings	Faculty/GS	L&E
14.05	01	Vocabulary : Administrative and Common office Use	Amir	L&E

Module 15: Physical Conditioning and Games

Total number : 25

Evaluation Method : Individual Assessment: 25 (Dress-5, Participation-10, Attendance-10)

Module Director : **Dr. Md. Araf Zawad**

Objectives : The participants will be able to –

- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Session Hour	Topic.	Speaker	Training Method
15.01	1	Effects of Sedentary Lifestyle and Management	Faculty/ GS	L&D
15.02	1	Effects of Exercise on Different Organs	Zawad	L&D
15.03	1	Managing Wellness	Moshiour	L&D
15.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga. Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)	DD/AD Sports & Guest Instructor	Exercise

Module 16: Contemporary Issues

Total number : 25

Evaluation Method : Individual Assignment - 25

Module Director : **Md. Abul Basher**

Objectives : The participants will be able to -

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

Topic Code	Session Hour	Topic.	Speaker	Training Method
16.01	02	Public Service at Doorsteps	Faculty/ GS	L&D
16.02	02	Corporate Social Responsibility in Bangladesh	Faculty/ GS	L&D
16.03	02	Blue Economy : Sustainable Use of Marine Resource	Monowar (GS)	L&D
16.04	02	Water Resources Management in Bangladesh	Faculty/ GS	L&D

16.05	02	Demographic Transformation, Challenges & Opportunities	Mostak /GS	L&D
16.06	02	Energy Security of Bangladesh	Faculty/ GS	L&D
16.07	02	Challenges of Urbanization in Bangladesh	H. Imam	L&D
16.08	02	Challenges of Food Safety in Bangladesh	Faculty/ GS	L&D
16.09	02	Smoking and Health Hazard	Faculty/ GS	L&D
16.10	02	Sound Noise and Noise Pollution	Faculty/ GS	L&D
16.11	02	Value Chain Management of Agricultural Products	Faculty/ GS	L&D
16.12	02	National Integrity Strategy	Hakim	L&D
16.13	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/ GS	L&E
16.14	02	Protocol :Formal and informal Receiving and Seeing Off VIPs, Attending VIPs	Mallick	L&P