

## COURSE CONTENTS

### Module-01: Behavioural Governance & Spirit of Liberation War

**Module Director: Md. Abdul Hakim, Director (Public Administration)**

**Evaluation: Individual Assignment (50 Marks)**

**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;
- Spirit of liberation war.

Session code	Session hour(s)	Topic Title	Speaker	Training Method
01.01	02	Know Thyself: Understanding self for achieving improvement goals	Rector	L&D
01.02	02	Prevention of Corruption and Unethical Behavior	Chairman, ACC	L&D
01.03	02	National Integrity Strategy: Implementation Challenges	Baki	Workshop
01.04	02	Strategies for Implementing Spirit of Liberation War	GS	L& D

### Module 2: Research Methodology

**Module Director: Dr. Md. Shafiqul Haque**

**Evaluation Method: Individual Assessment (25)**

**Objectives:** Acquainted participants with the research methodology, learn how to prepare research proposal, conduct research, collection data, data analysis and prepare research report.

**Overall Task:** A two days research methodology workshop will be conducted where trainees will be acquainted with the basics of research methodology, taught them, how to prepare research proposal, conduct research, collect data, analyse data and prepare research report.

### Module 3: Seminar Paper

**Module Director: Dr. Rizwan Khair, MDS (P&S)**

**Evaluation: Individual Assignment (100 Marks)**

**Objectives:** The participants' will be able to-

- use research method in writing their seminar paper;
- understand logical sequence of a research paper;
- improve their professional writing and presentation skills;

- sharpen their analytical and problem solving competence;
- develop innovative ideas that may influence public policy-making; and
- respond productively to the writing of others.

Session code	Session hour(s)	Topic Title	Speaker	Training Method
3.1	01	Writing Seminar Paper: Title, Objective, Statement, Research Question and Methodology.	Dr. Rizwan	L & D
3.2	08	Session with Mentor	Mentor	Panel Discussion
3.3	8	Seminar Paper Presentation	External Evaluator and Internal Evaluator	

## **Guideline for Writing a Seminar Paper**

### **Introduction**

‘Writing seminar paper’ is an integral part of Advanced Course on Administration and Development. Each participant is required to write a seminar paper and present the paper before a panel of evaluators comprising faculty members of BPATC and renowned relevant professionals. This brief guideline is expected to facilitate the participants of the training courses in writing a seminar paper.

### **Seminar**

A *seminar* is an occasion where a group of interested people known as participants, key note speaker/presenter, discussant(s), moderator and rapporteur assemble to discuss/share/disseminate a particular issue of concern.

### **Seminar Paper**

A seminar paper is a complete record of works on the topic, the author has studied to disseminate/present before the targeted group of people. A seminar paper is a record of what the author wish to disseminate to the group about a topic studied. A seminar paper may be a research proposal/report/project/thesis/article/in any area of interest. It is expected that the participants shall make an original contribution to the field.

### **Purpose**

The purpose of this assignment is to facilitate the participants to do practice in technical writing which will enrich the skills of the participants when they write a seminar paper in their service life.

## **General Structure of a Seminar Paper**

### **Title**

The title of a seminar paper should state topic exactly in the smallest possible number of words so that a reader can visualize a complete picture of what the paper contains. A seminar paper title should be simple, short and easy to understand.

### **Author's Name**

Put your name, designation, your serial number, course name, the name of your institution i.e. BPATC below the title on the cover page.

### **Executive Summary**

The executive summary should state the most important facts and ideas in the paper. It should be complete in itself. The length of the executive summary should be about 200 to 300 words. Do not put information in the executive summary which is not in the main text of your paper. Do not put references, figures, or tables in the executive summary

### **Text**

The main text of your paper should be divided into sections, each with a separate heading. The first section should be an introduction to your topic. This section should review the background of your topic and give an outline of the contents of your paper.

You may collect information/data for your paper from various sources, such as books, journals, reports, lecture notes, etc. You must write the paper yourself using information. *You must not copy text written by other authors.* Instead, select only the information/data you need and summarize this information in your own words, give your own analysis. When you use other's ideas or findings or information, you must give recognition by citing reference. You must avoid plagiarism. The final section of your paper should summarize your conclusions.

The sections of the seminar paper should be numbered 1, 2, 3, the sub-sections in the sections should be numbered 1.1, 1.2....., 2.1, 2.2 ..., 3.1, 3.2, ... , etc.).

### **1. Section: Introduction**

Introduction is like a brain of a human being that guides thought process, imagination, ideas, actions etc. It should provide motivation for the reader to read your entire paper. Reader should know what the paper is going to be about by reading introduction.

This section consists of-

- The general background of your work,
- The objective of your own work,

- The reasons why your work is interesting and useful
- Define issues and any key terms
- Limit scope as necessary
- State problem by defining the gap
- Explain how present study attempts to fill the gap.
- End with idea and outline of the rest of the paper

## **2. Section: Literature Review**

Literature review is the most critical part of any intellectual discourse. Literature is the source of knowledge or stock of knowledge like an ocean. The purpose of literature review is to critically analyse the existing concepts, thoughts, ideas, and theories to identify the gaps.

- Indicate the current state of the issue/problem/topic
- Define or qualify terms
- Engage sources in analyzing the issue.

## **3. Section: Methods and Materials**

This section should contain sources of information/data, how information/data shall be collected, what method shall be used to collect data, why certain method is being applied and why certain method is relevant etc.

## **4. Section: Data Analysis/Argument/Discussion**

- Examine issue
- Argue how issue can be mitigated, mediated, or dealt with
- Provide evidence and support
- Make some lively commentary along the way

## **5. Sections: Conclusion**

- Conclusion is the wheel of a vehicle that leads the reader move on i.e. the way forward derived from the findings. It should not be the copy of abstract or introduction or results rather findings and recommendations are discussed here.
- Summarize research question
- Qualify argument/discussion if you need to explain where we go now
- End well

On the basis of conclusion and findings, you should give suggestions which must be supported by your findings, arguments and logic. You must establish linkage with your research issue/question, objective(s) and findings. You should not write too many recommendations which are too general and not supported by your findings and arguments.

## **6. Section: References**

Writing reference is an art. A participant is required to follow strictly the style that he/she has chosen. The most common citation style is the Harvard Style. BPATC does not impose any restriction on citation style. However, it is expected that the participants should follow specific reference style (preferably Harvard reference style). Double check — is everything listed on the works cited?

## **7. Appendix**

You can attach questionnaire or any relevant document to your paper as annexure.

## **8. Miscellaneous**

### **Tables**

Tables must have a number and a caption above the table. The reader should be able to understand the table by reading the caption without looking at the main text. Every table must be mentioned in the main text.

### **Figures**

Figures must have a number and a caption below the figure. The reader should be able to understand the figure by reading the caption without looking at the main text. Every figure must be mentioned in the main text.

## **Structure of a Final Seminar Paper**

### **I. Preliminaries**

Cover Page: Title of your seminar paper, Institution's Name, Course Name, Your Name, ID Number, Roll Number, and Date of Submission

Acknowledgement

Table of Contents

Lists of tables/figures etc

Abstract

Lists of Abbreviations/Acronyms

### **II. Main Text**

**Chapter-1:** Background/Introduction:

- Problem Statement/Research Questions/Research Issue/Conceptual Framework of the Study,
- Objectives,
- Scope,
- Rationales,
- Limitations
- Outline of the Study

**Chapter-2:** Literature Review (Details of sub-heads will be worked out by the participants)

**Chapter-3:** Methods and Materials (Details of sub-heads will be worked out by the participants)

**Chapter-4:** Data Processing and Analysis (Details of sub-heads will be worked out by the participants)

**Chapter-5:** Findings, Conclusion and Recommendation(s) (Details of sub-heads will be worked out by the participants)

### III. References

### IV. Appendix

## Seminar Paper Evaluation Criteria

The Seminar Papers will be evaluated on the basis of following criteria:

Seminar Report Writing				Seminar Presentation		Total
Format/ Structure/ Linkage of the Report	Language, References and Style	Ability to Identify the Problem, Internal Consistency, Analytical Ability and Relevance of Contents	New Insights/ Ideas	Oral Presentation	Question Answer	Total
(10)	(10)	(30)	(10)	(30)	(10)	(100)

Please note that figures within parenthesis indicate marks allocated for each relevant criterion. Every Seminar paper will be evaluated by two resource persons; one from the member of the relevant faculty and the other will be an eminent resource person from outside.

### Mentoring Seminar Paper

Seminar paper writing and presentation is an individual assignment. One faculty member will be assigned as ‘**Mentor**’ for 3 participants to assist and guide in conducting research, preparing seminar paper and make progress and final presentation. Each participant will identify an issue relevant to his/her work/office and will collect data from his/her office and relevant organizations. The Module Director will collect the proposed title from each participant and will assign one Mentor for 3 participants. After finalization of the seminar title, participants will have to meet their assigned Mentor for guidance and advice. It should be noted that no Mentor will be assigned in the evaluation processes of his/her own group but no seminar paper will be accepted without a clearance certificate of the relevant Mentor.

Mentor will ensure that participants follow the schedule and deadline of submission of progress report and final report, and also make progress presentation and also final presentation. If any participant unable to submit progress report on time and unable to make progress presentation, he/she will not be allowed to make final presentation. Thus, he will be considered as fail in seminar paper, as well as will not be allowed that participant to attend foreign exposure visit.

The schedule of progress reporting/progress presentation and final report/final presentation is shown below:

1 <sup>st</sup> week (Thursday):	Seminar Paper proposal submission and proposal presentation
2 <sup>nd</sup> week (Thursday):	Progress report (draft of Chapter-I: Background/Introduction) Submission and progress presentation
3 <sup>rd</sup> Week (Thursday):	Progress report submission (Revised version of Chapter-I: Background/Introduction and Draft of Chapter -2: Literature Review) and Progress presentation
4 <sup>th</sup> week (Thursday):	Progress report submission (Final version of Chapter-I: Background/Introduction, Revised version of Chapter -2: Literature Review and Draft of Chapter 3: Materials and Methods) and Progress presentation
5 <sup>th</sup> week (Thursday):	Progress report submission (Final version of Chapter-I: Background/Introduction, Final version of Chapter -2: Literature Review, Revised version of Chapter 3: Materials and Methods and Draft of Chapter 4: Data Processing and Analysis) and Progress presentation
6 <sup>th</sup> week (Thursday):	Progress report submission (Final version of Chapter-I: Background/Introduction, Chapter -2: Literature Review, and Chapter 3: Materials and Methods and Revised version of Chapter 4:Data Processing and Analysis; Draft of Chapter-5: Findings, Conclusion and Recommendation(s)) and Progress presentation
7 <sup>th</sup> week (Thursday):	Progress report submission (prepare draft of final report) (Final version of Chapter-I: Background/Introduction, Chapter -2:

Literature Review, Chapter 3: Materials and Methods and Chapter 4: Data Processing and Analysis; Revised of Chapter-5: Findings, Conclusion and Recommendation(s) and prepare cover page, Acknowledgement, Tables/Figures, Abstract, List of Abbreviations/Acronyms, References and Appendix) and final Progress presentation

8<sup>th</sup> Week (Sunday): Submission of Final Report and Final Version of Presentation Slides  
 (Monday, Tuesday & Wednesday): Presentation before the Evaluator (External and Internal)

#### **Module 04: Governmental Business Process**

**Module Director: Ranjit Kumar Sen, Member Directing Staff (M&D).**

**Evaluation: Individual Assignment (50 Marks), Group Assignment (25 Marks)**

**Objectives:** Participants will be able to

- analyse different governmental systems,
- public policy process,
- know various provisions of the Constitution of Bangladesh and
- acquaint themselves with laws, rules and regulations.

<b>Session code</b>	<b>Session hour(s)</b>	<b>Topic Title</b>	<b>Speaker</b>	<b>Training Methods</b>
4.1	02	Governmental System	GS/ Faculty	L & D
4.2	01	Rules of Business and Allocation of Business	Hakim/GS	Reading Assignment
4.3	03	Public Policy Formulation and Policy Exercise	Dr. Rizwan	L & GW
4.4	01	Right to Information Act	Morshed/GS	Reading Assignment

#### **Module 05: Public Service Management**

**Module Director: Mallick Sayeed Mahub, Director (ST& RC)**

**Evaluation: Individual Assignment (75 Marks)**

**Objectives:** Participants will be able to

- identify and analyse the role of government in the context of market economy



- use analytical tools to formulate/review policies/programme of the government in a changing world.

code	Session hour (s)	Topic Title	Speaker	Training Methods
5.1	01	Changing Trends of Public Service Management and Reform Initiatives	Sharif	L & E / L & GW
5.2	02	Business Process Re-engineering for Effective Service Delivery	GS	L & E / GW
5.3	01	Leadership	Faculty member/ GS	L & D
5.4	01	Annual Performance Agreement (APA)	GS	L & D
5.5	02	Team Building	GS	L & RP/GW
5.6	01	Total Quality Management for Improving Public Service Delivery	Enam	L & E/GW
5.7	01	Innovation in Public Service	Mallick	L & D
5.8	01	Concept and Process of Strategic Management	Dr. Rizwan	L & D
5.9	02	Techniques of Strategic Planning: SWOT and PEST Analysis, Devising Strategy	Dr. Rizwan	E / GW

#### **Module 06: Development Economics & Gender Issues**

**Module Director: Banik Gour Sundar, Member Directing Staff (D&E)**

**Evaluation: Individual Assignment (25 Marks) and Group Exercise (50 Marks)**

**Objectives:** Participants will be able to

- understand the major policy issues of the economy of Bangladesh;
- identify the challenges of economy of Bangladesh in the context of globalisation;
- explore strategies to overcome those challenges;
- explain gender issues in the light of existing policies, laws and acts; and
- explore opportunities to create gender friendly environment in the family, workplace and society.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
6.1	02	Analysis of Key Macro-economic Issues/Indicators of Bangladesh	Banik	L & GW
6.2	02	Economic Development: Sector Analysis	Baki/GS	L & E
6.3	01	Regional Cooperation and Economic Development	Baki/GS	L & D
6.4	02	Gender Issues	Fahmida	Workshop

#### **Module 07: Poverty Reduction: Bangladesh Perspective**

**Module Director: Abdul Baki, Director (PPR)**

**Evaluation: Group Assignment (75 Marks)**

**Objectives:** Participants will be able to enhance their skills in translating knowledge into action through analysis of issues, policies and strategies of Poverty Reduction.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
7.1	Workshop 1 Day	Poverty issues and Approaches: National Plans and Programmes	Banik/ Baki/ Faculty member /GS	Workshop
7.2		Poverty Reduction Approaches in Bangladesh		
7.3		The Political Economy of Social Safety Net Programmes, Effectiveness of other Poverty Reduction Programmes including 'Ekti Bari Ekti Khamar' and PKSF		
7.4		Experiences of the Sixth Five Year Plan in Addressing Poverty Issues and the Seventh Five Year Plan and the Perspective Plans		
7.5	02	MDGs and Beyond 2015: SDGs and Vision 2021 & Target 2041	GS	L&GW

### Module 08: Public Project Management

**Module Director: Dr. Muhammad Abu Yusuf, MDS (M&PA)**

**Evaluation: Group Assignment (50 Marks)**

**Objectives:** Participants will be able to deal with the issues of project management effectively.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
8.1	01	Basic Concepts of Project & Project Cycle Management	Imam/ Jahid	L & D
8.2	02	Project Identification, Selection and Implementation	Imam	L & GE
8.3	03	Logical Framework Analysis (LFA) and Result Based Management(RBM)	Dr. Yusuf	L & GW
8.4	02	Review of Profile /DPP/TPP and Drafting DPP	Dr. Yusuf	L & GW

### Module 09: Procurement Management

**Module Director: Md. Zaydul Hoque Molla ndc, Member Directing Staff ( Project)**

**Evaluation: Group Assignment (50 Marks)**

**Objectives:** Participants will be able to explain the general features, processes and methods of public procurement and manage public procurement in a transparent way.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
9.1	Workshop 1 Day	Overview on PPA 2006 and PPR 2008	Banik/ Molla	Workshop
9.2		Steps of Public Procurement: Works, Goods and Services		
9.3		Tender and Proposal Evaluation		
9.4		Exercise on Tender Evaluation		

## Module 10: Environment and Disaster Management

**Module Director: Dr. Mohd. Shahadt Hossain Mahmud, MDS (R&C)**

**Evaluation: Group Exercise (50 Marks)**

**Objectives:** Participants will be able to analyse different issues of environment, sustainable development and disaster management.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
10.1	02	Natural Resources Management and Conservation of Bio-diversity	Dr. Mizan	L & D
10.2	02	Integrated Disaster Management in Bangladesh	Rector	L & D
10.3	02	Climate Change Adaptation and Mitigation Strategy and Implementation Plan 2009	GS	L & D
10.4	01	Sustainable Development Concepts and Issues	Dr. Yusuf	L&D

## Module 11: Conflict Management and Negotiation

**Module Director: Tahsinur Rahman, Director (Evaluation)**

**Evaluation: Group Exercise (50 Marks)**

**Objectives:** Participants will be able to

- explain the concepts and issues of conflict and negotiation;
- understand the nature and complexity of multi-level conflicts and negotiations;
- apply effectively and efficiently essential skills and techniques for managing conflict and negotiation; and
- lead trade/aid negotiations with full confidence.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
11.1	01	Understanding Organizational Conflict & Conflict Resolution	GS	L& RP
11.2	01	Techniques of Writing MoU and Agreement	Dr. Yusuf	L & E
11.3	01	Effective Negotiation a. Preparation for Negotiation b. Conducting Negotiation c. Concluding Negotiation	GS	L&E
11.4	<b>One Day Workshop</b>	Simulation on Negotiation	GS	Simulation

## Module 12: Improving Language Skill

**Module Director: Hasan Murtaza Masum, Deputy Director (Finance)**

**Evaluation: Individual Presentation (25 Marks)**

**Objectives:** Participants will be able to communicate in English more confidently and use Bangla appropriately.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
12.1	01	Techniques of Enhancing Professional English Writing Skills	Masum/Amir	D & E
12.2	02	English Writing Skills: Practice Sessions	Masum/Amir	D & E
12.3	04	English Speaking: Practice Sessions	Masum	P & E
12.4	02	Enhancing Presentation Skills	Masum	P & E
12.5	06	Extempore Speech	Razzaque/Masum	P & E
12.6	02	Bangla Spelling & use of proper words/phrases	GS	L & E
12.7	02	Enhancing Listening Skills	Masum	E
12.8	01	Art of Public Speaking	Dr. Yusuf	L&E

## Module 13: ICT & E-Governance

**Module Director: Md. Saiful Islam, Programmer**

**Evaluation: Individual Assignment (25 marks), Group Work (25 marks)**

**Objectives:** Participants will be able to

- Develop ICT Skills and contribute towards e-Governance;
- Develop capacity in public section for improving delivery of public service through ICT; and
- Adopt organisational changes in public sector related to technology, strategies and policies.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
13.1	01	Orientation on e –Learning Platform	Zakir/Tanjur	L & P
13.2	02	e-filing	A2i, Zakir, Rustom, Rabbani	Exercise
13.3	1	Techniques of Bangla Typing	Zakir	L & P
13.4	1	Service Delivery through ICT in Bangladesh	Zakir	L & D
13.5	05	Learning uses of Microsoft Office (Practice Session)	Tanjur/ Rustom/ Rabbani	Practice Session

## Module 14: Attachment / Organization Visit Programme

**Module Director: Mr. Md. Atikuzzaman, Deputy Director (Regional Centre)**

**Duration of Attachment: 3 Days**

**Evaluation Method: Group Report 50 Marks.**

**Objectives:** To enable the participants to

- use different tools and techniques for analyzing organization and
- Identify and solve organizational problems.

**Overall Task:** Attached to Private Organization/ Corporate House/ NGOs / PKSf / Micro Credit Regulatory Authority etc. After back to BPATC based on their practical experience, participants have to submit a group report.

### **Module 15: Contemporary Issues\***

**Module Director: Dr. Muhammad Abu Yusuf, MDS (M&PA)**

**Evaluation Method: Individual Assignment (50 Marks)**

**Objectives:** To enable the participants to

- identify and analyze issues of national importance and
- explore opportunities to apply new learning to practical life.

<b>Session Code</b>	<b>Session hour(s)</b>	<b>Topic</b>	<b>Resource person</b>	<b>Training Method</b>
15.1	02	FDI Challenges in Bangladesh	GS	L & D
15.2	02	Corporate Social Responsibility in Bangladesh	GS	L & D
15.3	02	Maritime Boundary and Challenges of Exploring Economic Potentials for Bangladesh	GS	L & D
15.4	02	Linking of Innovations in Public Service Management with Democratic Process	GS	L & D
15.5	02	WTO : Role of GOB & TRIPs	GS	L & D
15.6	02	Energy Security of Bangladesh	GS	L & D
15.7	02	Civil-Military Relationship	GS/ Faculty	L & D
15.8	02	Challenges of Food Security in Bangladesh	GS	L & D
15.9	02	AID Effectiveness / Management	GS	L & D
15.10	02	Public Private Partnership	GS	L & D
15.11	02	Transparency and Accountability in Administration	GS	L & D
15.12	02	Role of Private Sector in Development	GS	L&D

\* Subject to include or exclude.

### **Module 16: Foreign Exposure Visit**

**Module Director: Senior Faculty Member of the exposure visit team**

**Duration of Visit:** Ten (10) days

**Evaluation: Group Report (50 Marks)**

**Objectives:** To enable the participants to observe how the visiting country's economy which started with a developmental base equal to or worse than Bangladesh has out-performed the Bangladesh economy. On return they will present their experiences in a feedback seminar at the BPATC. If a participant unable to go abroad because of unavoidable reasons must submit a special assignment as instructed by the CMT instead of feedback seminar presentation

**Overall Task:** Participants will visit one country under the auspices of Ministry of Public Administration. The purpose of this visit is to enhance the capacity of the participating officers through sharing experiences of policies, strategies; practices in the public service delivery in the country will be visited.