

17. Fundamental Training Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	04 in each RPATC
Duration	26 days
Date	01-26 August 2021 31 October -25 November 2021 02-27 January 2022 03-28 April 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

1. To enable participants for understanding potentials and opportunities of Bangladesh;
2. To develop a sense of ethical values and patriotic feelings among the participants;
3. To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules;
4. To enable participants identify and analyze communication process and behavior patterns of management practices; and
5. To equip participants to utilize information and communication technology in office management.

Distribution of days

Duration	26 days	
Weekly holidays	6	
Working days	20	
	i. Inauguration-	1/2 day
	ii. Closing-	1/2 day
	iii. Field Visit	2 day
	iv. Exam/Exercises	1/2 day
	v. Cultural Program	1/2 day
Total		4 days

Available days for Classroom session 16 x (5 sessions everyday) = 80 sessions are admissible.
(Evening sessions may be arranged and weekly holidays may be utilized if required)

Total Sessions of the Modules- 84

Course Contents

Module-01 : Bangladesh and Bangabandhu Studies				
No. of Sessions : 12				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Background & Spirit of Liberation War of Bangladesh	Faculty/Guest speaker	L&D
01.03-04	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.05-06	2	Socio-economic Condition of Bangladesh	Faculty/Guest speaker	L&D
01.07-08	2	Sustainable Development Goals: Bangladesh Perspective	Faculty/Guest speaker	L&D
01.09-10	2	Vision 2041	Faculty/Guest speaker	L&D
01.11-12	2	Bangladesh on The March Towards Prosperity	Faculty/Guest speaker	L&D

Module-02 : Ethics for Government Employees				
No. of Sessions : 13				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Constitutional obligation of the public servants	Faculty/Guest speaker	L&D
02.03-04	2	Manner, Etiquettes, Attitudes, Morals and Dress Code of Government Employees	Faculty/Guest speaker	L&D
02.05	1	Religious Values in Controlling Corruption	Faculty/Guest speaker	L&D
02.06-09	4	Workshop on Empathy Building	Faculty/Guest speaker	L&E
02-10-13	4	Workshop On Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E

Module-03 : Service Rules and Office Management				
No. of Sessions : 17				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
03.02-03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
03.04-05	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
03.06	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
03.07	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
03.08	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
03.09-10	2	File Management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
03.11	1	Writing Note, Draft and Summary	Faculty/Guest speaker	L&E
03.12	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
03.13	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
03.14	1	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&D
03.15	1	Office Inspection	Faculty/Guest speaker	L&D
03.16-17	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&D

Module-04 : Financial Rules and Procedures				
No. of Sessions : 24				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	General Financial Rules	Faculty/Guest speaker	L&D
04.02	1	Treasury Rules	Faculty/Guest speaker	L&D
04.03-04	2	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
04.05	1	Pay fixation	Faculty/Guest speaker	L&E
04.06	1	Pension and Gratuity	Faculty/Guest speaker	L&E
04.07-08	2	Budgetary Process in Bangladesh using MTBF	Faculty/Guest speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.09-10	2	Overview on PPA 2006 & PPA 2008	Faculty/Guest speaker	L&E
04.11-12	2	Different Procurement Methods	Faculty/Guest speaker	L&D
04.13-14	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
05.15-16	2	Project Management and Project Cycle	Faculty/Guest speaker	L&E
04.17-18	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
04.19	1	VAT Rules	Faculty/Guest speaker	L&D
04.20	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
04.21-22	2	Self Tax Assessment and Income Tax Return Preparation	Faculty/Guest speaker	L&D
04.23-24	2	Store Management	Faculty/Guest speaker	L&D

Module-05 : Information and Communication Technology

No. of Sessions : 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
05.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
05.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
05.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
05.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
05.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
05.10-13	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
05.14	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
05.15	1	Laws Related to ICT and Digital Bangladesh	Faculty/Guest speaker	L&D

Module-06	:	Important Issues
No. of Sessions	:	05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Primary Health Care	Faculty/Guest speaker	L&D
06.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D
06.03	1	Health Awareness (Communicable and non Communicable Diseases)	Faculty/Guest speaker	L&D
06.04-05	2	Physical Exercise and Games	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 200 marks. The breakdown of the marks will be as follows:

a) Written Exam	100
b) Exercise/Group Work/Individual Assignment	80
c) Class Attendance and Overall Conduct & Discipline	20
Total	200



Cultural Programme at Regional Public Administration Training Centre, Rajshahi

18. Office Management and ICT Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	03 – 14 October 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s)

1. To enhance participants' knowledge and skills with regard to the proper applications of government systems and rules;
2. To enable participants about the basics of office management; and
3. To equip participants to utilize information and communication technology in office management.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
Total		4 days

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible. (Evening sessions may be arranged and weekend may be utilized if required)

Total Sessions of the Modules- 43

Course Contents

Module-01 : Service Rules and Office Management				
No. of Sessions : 14				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.04-05	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.06-07	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.08	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&D
01.09	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&D
01.10	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest speaker	L&D
01.11	1	File Management and Record management as per Secretariat Instructions 2014	Faculty/Guest speaker	L&D
01.12	1	Writing Note and Draft	Faculty/Guest speaker	L&D
01.13	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest speaker	L&E
01.14	1	Forms of Written Communication (Exercise)	Faculty/Guest speaker	L&E
01.15-16	2	Conducting Meeting, Preparing Working Paper and Writing Minutes	Faculty/Guest speaker	L&E
01.17	1	Office Inspection	Faculty/Guest speaker	L&E
01.18-19	2	Opening File, Writing Notes, Referencing and Flagging	Faculty/Guest speaker	L&E
01.20-21	2	Classifications of Files and Destructions of Files	Faculty/Guest speaker	L&E
01.22-23	4	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E
01.24-25	2	Store Management	Faculty/Guest speaker	L&E

Module-02 : Information and Communication Technology				
No. of Sessions : 16				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.06-09	4	Unicode: Bangla Typing, Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10-14	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
02.15	1	PC Maintenance and Troubleshooting	Faculty/Guest speaker	L&E
02.16	1	Laws Related to ICT & Digital Bangladesh	Faculty/Guest speaker	L&D

Module-03 : Contemporary Issues				
No. of Sessions : 02				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Health Awareness (Communicable and Non Communicable Diseases)	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
Total	100

19. Financial Management Course for Grade10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	28 November-09 December, 2021
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s):

1. To increase participants' level of understanding about aspects of financial management of Bangladesh;
2. To make participants aware about their role as financial managers; and
3. To enable participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
Total		2 days

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible.
(Evening sessions may be arranged if required)

Total Sessions of the Modules- 41

Course Contents

Module-01 : Financial Rules and Procedures				
No. of Sessions : 23				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest speaker	L&D
01.03	1	General Financial Rules	Faculty/Guest speaker	L&D
01.04	1	Treasury Rules	Faculty/Guest speaker	L&D
01.05-06	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest speaker	L&E
01.07-08	2	Overview of PPA 2006 & PPR 2008	Faculty/Guest speaker	L&D
01.09-10	2	Public Procurement emphasizing on eGP	Faculty/Guest speaker	L&E
01.11-12	2	Audit, Audit Objections and Settlement Procedure	Faculty/Guest speaker	L&E
01.13	1	TA & DA Rules (with exercise)	Faculty/Guest speaker	L&E
01.14	1	Pay Fixation,	Faculty/Guest speaker	L&E
01.15	1	Pension and Gratuity	Faculty/Guest speaker	L&E
01.16	1	VAT Rules	Faculty/Guest speaker	L&D
01.17	1	Laws Relating to Income Tax	Faculty/Guest speaker	L&E
01.18-19	2	Self Tax Assessment and Income Tax Return Preparation (With Exercise)	Faculty/Guest speaker	L&D
01.20-21	2	Store Management	Faculty/Guest speaker	L&D
01.22-23	2	Online Transactions: EFT, ibass++	Faculty/Guest speaker	L&E
Module-02 : Information and Communication Technology				
No. of Sessions : 16				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest speaker	L&E
02.02	1	Essential ICT Skill: MS Word	Faculty/Guest speaker	Practical
02.03	1	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Practical
02.04	1	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Practical
02.05	1	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Practical
02.06-09	4	Blind Typing practice (Bangla & English)	Faculty/Guest speaker	Practical
02.10	1	Unicode: Bangla Typing	Faculty/Guest speaker	Practical
02.11	1	Introduction to e-nothi	Faculty/Guest speaker	L&E
02.12-15	4	Workshop on e-nothi (Whole day)	Faculty/Guest speaker	L&E
02.16	1	PC Maintenance and Trouble shooting	Faculty/Guest speaker	L&D

Module-03 : Contemporary Issues				
No. of Sessions : 02				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Study Visit
5. Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Exam	50
b) Exercise/Group Work/Individual Assignment	30
c) Class Attendance and Overall Conduct & Discipline	20
Total	100



Premises of Regional Public Administration Training Centre, Khulna

20. Conduct and Discipline Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	13 – 17 February, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s):

To make the participants understand the essential service acts, rules and regulations: and to understand the application of different acts, rules and regulations.

Distribution of days

Duration	05 days	
Weekly holidays	00	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
Total		1 days

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.
(Evening sessions may be arranged if required)

Total Sessions of the Modules- 24

Course Contents

Module-01 : Official Rules and Regulations				
No. of Sessions : 13				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03-04	2	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest speaker	L&D
01.05	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest speaker	L&D
01.06-07	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest speaker	L&D
01.08-09	2	সরকারি চাকরি আইন ২০১৮	Faculty/Guest speaker	L&D
01.10	1	The Government Servants (Punctual Attendance) Rules 2019	Faculty/Guest speaker	L&E
01.11	1	Prescribed Leave Rules, 1959	Faculty/Guest speaker	L&E
01.12-13	2	Social Accountability Tools: NIS, APA, CC, GRS & RTI	Faculty/Guest speaker	L&E
Module-02 : Managing Disciplinary Cases				
No. of Sessions : 09				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	General Conditions of Service	Faculty/Guest speaker	L&D
02.03	1	Techniques Statement of Allegations	Faculty/Guest speaker	L&D
02.04	1	Framing of Charges Against the Accused	Faculty/Guest speaker	L&D
02.05	1	Inquiry Procedure of Departmental Cases	Faculty/Guest speaker	L&D
02.06	1	Writing of Inquiry Report	Faculty/Guest speaker	L&E
02.07	1	Preparing Statement of Allegations and Framing of Charges Against the Accused (Exercise)	Faculty/Guest speaker	L&E
02.08	1	Introduction to Norms, Ethics, Values and Morality	Faculty/Guest speaker	L&D
02.09	1	Manner, Etiquettes and Dress Code of Government Employees	Faculty/Guest speaker	L&D

Module-03 : Contemporary Issues				
No. of Sessions : 02				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise
4. Case Study

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
Total	100



Regional Public Administration Training Centre, Chattagram

21. Information & Communication Technology (ICT) Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	12 days
Date	29 May – 09 June 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s):

To enable participants use ICT effectively and efficiently for official purposes.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
Total		2 days

Available days for Classroom session $8 \times (5 \text{ sessions everyday}) = 40$ sessions are admissible.
(Evening sessions may be arranged if required)

Total Sessions of the Modules- 40

Course Contents

Module-01 : ICT Skills				
No. of Sessions : 26				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&E
01.03	1	Need Assessment of ICT Skills/ICT Skill Test	Faculty/Guest speaker	L&E
01.04	1	Use of ICT in Office Management	Faculty/Guest speaker	L&E
01.05-06	2	Essential ICT Skill: MS Word	Faculty/Guest speaker	Exercise
01.07-08	2	Essential ICT Skill: MS Excel	Faculty/Guest speaker	Exercise
01.09-10	2	Essential ICT Skill: MS Power Point	Faculty/Guest speaker	Exercise
01.11-12	2	Essential ICT Skill: MS Access	Faculty/Guest speaker	Exercise
01.13-14	2	Essential ICT Skill: Browsing Internet and using email	Faculty/Guest speaker	Exercise
01.15-16	2	Unicode: Bangla Typing	Faculty/Guest speaker	Exercise
01.17-20	4	Blind Typing Practice: Bangla & English	Faculty/Guest speaker	Exercise
01.21-24	4	e-Nothi (workshop)	Faculty/Guest speaker	L&E
01.25	1	Law Related ICT and Digital Bangladesh	Faculty/Guest speaker	L&D
01.26	1	Updating Office Website	Faculty/Guest speaker	L&D
Module-02 : PC Hardware and Troubleshooting				
No. of Sessions : 12				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01-02	2	Introduction to computer 1. Basics of Computer 2. Organization of Computer 3. Software and Hardware 4. Input Output Devices	Faculty/Guest speaker	L&E
02.03	1	How to Set up Different Devices on PC	Faculty/Guest speaker	L&E
02.04	1	Basic Tips on PC Hardware Maintenance	Faculty/Guest speaker	L&E
02.05-06	2	User Level Maintenance and Trouble shooting	Faculty/Guest speaker	L&E
02.07	1	Trouble shooting-Software	Faculty/Guest speaker	L&E
02.08-09	2	Trouble shooting-Hardware	Faculty/Guest speaker	L&E
02.10	1	Sharing Files in Google Drive	Faculty/Guest speaker	L&E
02.11-12	2	Uploading File in Networking Server with exercise	Faculty/Guest speaker	L&E

Module-03 : Important Issues				
No. of Sessions : 02				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Primary Health Care	Faculty/Guest speaker	L&D
03.02	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Training Method

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit
- Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
Total	100



Trainees of Regional Public Administration Training Centre, Khulna in a study tour at Karamjhal, Sundarban

22. Communicative English Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	12 days
Date	15-26 April, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s):

To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and competent in communication in English.

To make the participants know the basic grammatical issues of English Language to write and speak the language correctly.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
Total		2 days

Available days for Classroom session 8 x (5 sessions everyday) = 40 sessions are admissible.
(Evening sessions may be arranged if required)

Total Sessions of the Modules- 43

Course Contents

Module-01 : Bangabandhu Studies and Important Issues

No. of Sessions : 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Faculty/Guest speaker	L&D
01.03	1	Health and Well-being	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module-02 : Fundamentals of English

No. of Sessions : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Building Vocabulary Techniques	Faculty/Guest speaker	L&D
02.02	1	Building Sentences	Faculty/Guest speaker	L&D
02.03	1	Tense	Faculty/Guest speaker	L&D
02.04	1	Use of Right form of Verbs	Faculty/Guest speaker	L&D
02.05	1	Voice Change	Faculty/Guest speaker	L&D
02.06	1	Direct Speech & Indirect Speech	Faculty/Guest speaker	L&D
02.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest speaker	L&D
02.08-09	2	Common Mistakes in English	Faculty/Guest speaker	L&D

Module-03 : Speaking Skills

No. of Sessions : 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Art of Speaking	Faculty/Guest speaker	L&D
03.02	1	Providing Welcome Address, Vote of Thanks and Announcement	Faculty/Guest speaker	L&D
03.03	1	Asking and Answering	Faculty/Guest speaker	L&D
03.04	1	Introducing Oneself	Faculty/Guest speaker	Practice
03.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice	Faculty/Guest speaker	L&D
03.06	1	Basic Rules of Pronunciation	Faculty/Guest speaker	L&D
03.07-08	2	Speaking Extemporaneously	Faculty/Guest speaker	Exercise
03.09	1	Dialogue Practice	Faculty/Guest speaker	Exercise
03.10	1	Enhancing Presentation Skills	Faculty/Guest speaker	Exercise

Module-04 : Writing Skills				
No. of Sessions : 05				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
04.01	1	Techniques of Writing	Faculty/Guest speaker	D&E
04.02	1	Writing Skills: Practice sessions	Faculty/Guest speaker	Exercise
04.03	1	Paraphrasing	Faculty/Guest speaker	L&D
04.04	1	Summary, Application, E-mail communication	Faculty/Guest speaker	Exercise
04.05	1	Writing memorandum of Understanding	Faculty/Guest speaker	Exercise

Module-05 : Reading Skills				
No. of Sessions : 04				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
05.01	1	Techniques of Reading	Faculty/Guest speaker	L&D
05.02	1	Practice session on Reading	Faculty/Guest speaker	L&E
05.03-04	2	English Book/Article Review: with Practice	Faculty/Guest speaker	Presentation

Module-06 : Listening Skills				
No. of Sessions : 04				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
06.01	1	Techniques of Listening	Faculty/Guest speaker	L&D
06.02	1	Movie Show and Listening	Faculty/Guest speaker	Practice
06.03-04	2	Practice Session on Listening	Faculty/Guest speaker	Practice

Module-07 : IELTS Preparation and Practice				
No. of Sessions : 08				
Topic Code	Hours	Topics	Facilitator/ Speaker	TM
07.01-02	2	IELTS Speaking Skill	Faculty/Guest speaker	L&E
07.03-04	2	IELTS Listening Skill	Faculty/Guest speaker	L&E
07.05-06	2	IELTS Reading Skill	Faculty/Guest speaker	L&E
07.07-08	2	IELTS Writing Task-one and Two	Faculty/Guest speaker	L&E

Training Method

- a. Lecture and Discussion
- b. Practical Demonstration
- c. Exercise
- d. Study Visit
- e. Physical Exercise and Sports

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Written Examination/Exercise/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
Total	100



Faculty members of Regional Public Administration Training Centre, Rajshahi with the trainees

23. e-Nothi Course for Grade 10-12 Employees

Venue	All RPATCs
Number of course/RPATC	One in each RPATC
Duration	05 days
Date	12-16 June, 2022
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Employees holding the post of Grade 10-12
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective(s):

To enhance ICT Skills of the participants to make them able to leverage ICT in public sector governance

Distribution of days

Duration	05 days
Weekly holidays	00
Working days	05
a. Inauguration-	1/2 day
b. Closing-	1/4 day
c. Exam/Exercises	1/4 day
Total	1 days

Available days for Classroom session 4 x (5 sessions everyday) = 20 sessions are admissible.
(Evening sessions may be arranged if required)

Total Sessions of the Modules- 23

Course Contents

Module-01	:	Important Issues
No. of Sessions	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
01.01-02	2	Bangabandhu and His Administrative Reforms	Faculty/Guest speaker	L&D
01.03	1	Primary Health Care	Faculty/Guest speaker	L&D
01.04	1	Covid 19: Coping with Pandemic	Faculty/Guest speaker	L&D

Module- 02	:	e-Nothi
No. of Sessions	:	13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
02.01	1	Introduction to e-Nothi	Faculty/Guest speaker	L&D
02.02	1	e-Nothi Login Process	Faculty/Guest speaker	L&E
02.03	1	Major Feature of e-Nothi	Faculty/Guest speaker	L&E
02.04	1	Major Feature of Dak	Faculty/Guest speaker	L&E
02.05	1	Major Feature of Nothi	Faculty/Guest speaker	L&E
02.06	1	Preparation Digital Guard File	Faculty/Guest speaker	L&E
02.07	1	Preparation Office Seal	Faculty/Guest speaker	L&E
02.08	1	Preparation Drafting Letter	Faculty/Guest speaker	L&E
02.09	1	Preparation Online patrojari	Faculty/Guest speaker	L&E
02.10	1	Register, Report, Dashboard	Faculty/Guest speaker	L&E
02.11	1	Practice on Dak	Faculty/Guest speaker	L&E
02.12	1	Practice on Dak and Nothi	Faculty/Guest speaker	L&E
02.13	1	End of e-Nothi Session/Evaluation	Faculty/Guest speaker	L&E

Module-03	:	Typing
No. of Sessions	:	06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
03.01	1	Introduction to Unicode & Description of Bangla Software	Faculty/Guest speaker	L&E
03.02-03	2	Bangla Typing Nikosh Font	Faculty/Guest speaker	L&E
03.04	1	Bangla Typing: যুক্তবর্ণ	Faculty/Guest speaker	Practical
03.05-06	2	Bangla and English Typing Practice	Faculty/Guest speaker	Practical

Training Method

1. Lecture and Discussion
2. Practical Demonstration
3. Exercise

Evaluation Method

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Exercise/Practical Test/Individual Assignment	80
b) Class Attendance and Overall Conduct & Discipline	20
Total	100



Shaheed Minar at Regional Public Administration Training Centre, Khulna