

The background features a dark blue gradient with a pattern of hexagons and a network of lines and dots. A prominent dark teal horizontal bar is centered, containing the title text in white. The overall aesthetic is modern and technical.

# **Courses for 10-12 Grade Employees**

## 19. Fundamental Training Course for Grade10-12 Employees

|  |  |
|--|--|
| Venue                                  | All RPATCs   |
| Number of course                       | 03 in each RPATC   |
| Duration                               | 26 days  |
| Date                                   | 1 <sup>st</sup> Course: 06 August – 31 August 2023<br>2 <sup>nd</sup> Course: 05 November – 30 November 2023<br>3 <sup>rd</sup> Course: 04 February – 29 February 2024 |
| Type of the programme                  | Residential/Non-Residential  |
| Expected number of participants        | 30 in each course  |
| 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 Objectives

- To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh;
- To develop a sense of ethical values and patriotic feelings among the participants;
- To enhance participants' knowledge and skills about Government systems and rules;
- To develop communication and behavior patterns of management practices and
- To equip participants for using ICT in office management.

### Distribution of days

|                 |                     |               |
|-----------------|---------------------|---------------|
| Duration        | 26 days             |               |
| Weekly holidays | 06                  |               |
| Working days    | 20                  |               |
|                 | a. Inauguration-    | 1/2 day       |
|                 | b. Closing-         | 1/2 day       |
|                 | c. Field Visit      | 2 day         |
|                 | d. Exam/Exercises   | 1/2 day       |
|                 | e. Cultural Program | 1/2 day       |
|                 | <b>Total</b>        | <b>4 days</b> |

Available days for classroom session 16 x (6 sessions everyday) = 96 sessions are admissible. (Evening sessions may be arranged and weekly holidays may be utilized if required)

**Total Session Hours of the Modules- 82**

## Course Contents

|                          |   |
|--------------------------|---|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>  |
| <b>Evaluation Method</b> | <b>: Group Presentation</b>   |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, history, culture and spirit of our liberation war and Smart Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 15</b>   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>   | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|---|-----------------------------|-----------|
| 1.01              | 1            | Background & Spirit of Liberation War of Bangladesh                               | Faculty/Guest Speaker       | L&D       |
| 1.02              | 1            | Bangladesh: History, Society & Culture  | Faculty/Guest Speaker       | L&D       |
| 1.03              | 2            | Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman | Faculty/Guest Speaker       | L&D       |
| 1.04              | 2            | Vision 2041: Smart Bangladesh   | Faculty/Guest Speaker       | L&D       |
| 1.05              | 2            | Sustainable Development Goals: Localization and Bangladesh Perspective            | Faculty/Guest Speaker       | L&D       |
| 1.06              | 1            | LDC Graduation for Bangladesh: Opportunities and Challenges                       | Faculty/Guest Speaker       | L&D       |
| 1.07              | 1            | Mega Projects and its Socio-Economic Impacts                                      | Faculty/Guest Speaker       | L&D       |
| 1.08              | 1            | Ten Special Initiatives of The Honourable Prime Minister                          | Faculty/Guest Speaker       | L&D       |
| 1.09              | 4            | Book Review on Bangabandhu and Four Leaders of the Nation                         | Faculty                     | L&D       |

|                          |   |
|--------------------------|---|
| <b>Module-02</b>         | <b>: Ethics for Government Employees</b>  |
| <b>Evaluation Method</b> | <b>: Group Exercise</b>   |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To develop a sense of ethical values and patriotic feelings among the participants</b> |
| <b>Session Hours</b>     | <b>: 13</b>   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>  | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 2.01              | 2            | Constitutional Obligation of the Public Servants                             | Faculty/Guest Speaker       | L&D       |
| 2.02              | 2            | Manner, Etiquettes, Attitudes, Morals and Dress Code of Government Employees | Faculty/Guest Speaker       | L&D       |
| 2.03              | 1            | Changing Mind and loyalty  | Faculty/Guest Speaker       | L&D       |
| 2.04              | 1            | Religious Values in Combating Corruption                                     | Faculty/Guest Speaker       | L&D       |
| 2.05              | 3            | Empathy Building   | Faculty/Guest Speaker       | Workshop  |
| 2.06              | 4            | Social Accountability Tools: RTI, CC, GRS, APA & NIS                         | Faculty/Guest Speaker       | Workshop  |

|                          |  |
|--------------------------|--|
| <b>Module-03</b>         | <b>: Service Rules and Smart Office Management</b>   |
| <b>Evaluation Method</b> | <b>: Individual Exercise/Written Examination</b>   |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules;</b> |
| <b>Session Hours</b>     | <b>: 19</b>  |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>   | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|---|-----------------------------|-----------|
| 3.01              | 1            | The Government Servants (Conduct) Rules, 1979               | Faculty/Guest Speaker       | L&D       |
| 3.02              | 2            | The Government Servants (Discipline and Appeal) Rules, 2018 | Faculty/Guest Speaker       | L&D       |
| 3.03              | 1            | সরকারি চাকরি আইন, ২০১৮                                      | Faculty/Guest Speaker       | L&D       |
| 3.04              | 1            | The Government Servants (Punctual Attendance) Rules, 2019   | Faculty/Guest Speaker       | L&E       |
| 3.05              | 1            | Prescribed Leave Rules, 1959                                | Faculty/Guest Speaker       | L&E       |
| 3.06              | 1            | Performance Management and Annual Confidential Report (ACR) | Faculty/Guest Speaker       | L&D       |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM       |
|------------|-------|--|-----------------------|----------|
| 3.07       | 2     | File and Record Management as per Secretariat Instructions                 | Faculty/Guest Speaker | L&D      |
| 3.08       | 1     | Preparing Draft, Writing Note & Summary                                    | Faculty/Guest Speaker | L&E      |
| 3.09       | 1     | Forms of Written Communication (Official Letter, DO and Office Memorandum) | Faculty/Guest Speaker | L&E      |
| 3.10       | 1     | Forms of Written Communication (Exercise)                                  | Faculty/Guest Speaker | L&E      |
| 3.11       | 1     | Conducting Meeting, Preparing Working Paper and Writing Minutes            | Faculty/Guest Speaker | L&D      |
| 3.12       | 1     | Office Inspection  | Faculty/Guest Speaker | L&D      |
| 3.13       | 1     | Seniority Rules & Criteria for Promotion                                   | Faculty/Guest Speaker | L&D      |
| 3.14       | 2     | D-Nothi  | Faculty/Guest Speaker | Practice |
| 3.15       | 1     | প্রমিত বাংলা বানান রীতি  | Faculty/Guest Speaker | L&D      |
| 3.16       | 1     | দাপ্তরিক কাজে ব্যবহৃত বাংলা  | Faculty/Guest Speaker | L&D      |

**Module-04 : Financial Rules and Procedures**

**Evaluation Method : Group Exercise**

**Total Marks : 25**

**Objective : The participants will be able to understand financial rules and procedures**

**Session Hours : 29**

| Topic Code | Hours | Topics                                     | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 4.01       | 1     | General Financial Rules                    | Faculty/Guest Speaker | L&D |
| 4.02       | 1     | Treasury Rules                             | Faculty/Guest Speaker | L&D |
| 4.03       | 1     | TA & DA Rules (with exercise)              | Faculty/Guest Speaker | L&E |
| 4.04       | 1     | Pay Fixation                               | Faculty/Guest Speaker | L&E |
| 4.05       | 2     | Pension and Gratuity                       | Faculty/Guest Speaker | L&E |
| 4.06       | 2     | Budgetary Process in Bangladesh Using MTBF | Faculty/Guest Speaker | L&E |
| 4.07       | 2     | Overview on PPA 2005 & PPA 2008            | Faculty/Guest Speaker | L&E |
| 4.08       | 1     | Annual Procurement Plan (APP)              | Faculty/Guest Speaker | L&E |
| 4.09       | 2     | Different Procurement Methods              | Faculty/Guest Speaker | L&D |
| 4.10       | 2     | Public Procurement Emphasizing on e-GP     | Faculty/Guest Speaker | L&E |
| 4.11       | 2     | Project Management and Project Cycle       | Faculty/Guest Speaker | L&E |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 4.12       | 2     | Audit, Audit Objections and Settlement Procedure             | Faculty/Guest Speaker | L&E |
| 4.13       | 1     | VAT Rules  | Faculty/Guest Speaker | L&D |
| 4.14       | 1     | Laws Relating to Income Tax                                  | Faculty/Guest Speaker | L&E |
| 4.15       | 2     | Self-Tax Assessment and Income Tax/ e-Tax Return Preparation | Faculty/Guest Speaker | L&D |
| 4.16       | 1     | Store Management   | Faculty/Guest Speaker | L&D |
| 4.17       | 1     | Delegation of Financial Power                                | Faculty/Guest Speaker | L&D |
| 4.18       | 2     | iBAS++   | Faculty/Guest Speaker | L&D |
| 4.19       | 2     | Preparation of DPP   | Faculty/Guest Speaker | L&D |

**Module-05 : Information and Communication Technology**

**Evaluation Method : Individual Practical Test**

**Total Marks : 25**

**Objective : To equip participants to utilize ICT in office management.**

**Session Hours : 16**

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM        |
|------------|-------|--|-----------------------|-----------|
| 5.01       | 1     | Introduction to Computer: Hardware and Software                  | Faculty/Guest Speaker | L&E       |
| 5.02       | 1     | Essential ICT Skill: MS Word                                     | Faculty/Guest Speaker | Practical |
| 5.03       | 1     | Essential ICT Skill: MS Excel                                    | Faculty/Guest Speaker | Practical |
| 5.04       | 1     | Essential ICT Skill: MS Power Point                              | Faculty/Guest Speaker | Practical |
| 5.05       | 1     | Essential ICT Skill: Browsing Internet and using email           | Faculty/Guest Speaker | Practical |
| 5.06       | 2     | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | Faculty/Guest Speaker | Practical |
| 5.07       | 4     | D-Nothi: Introduction, Application & Maintenance                 | Faculty/Guest Speaker | Workshop  |
| 5.08       | 1     | PC Maintenance and Troubleshooting                               | Faculty/Guest Speaker | L&E       |
| 5.09       | 1     | Smart Bangladesh: Concept and Selected Initiatives               | Faculty/Guest Speaker | L&D       |
| 5.10       | 1     | Laws related to ICT & Social Media Guidelines                    | Faculty/Guest Speaker | L&D       |
| 5.11       | 2     | Web Portal Management  | Faculty/Guest Speaker | Practical |

|                          |   |
|--------------------------|---|
| <b>Module-06</b>         | <b>: Good Health and Well-being</b>   |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>  |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively</b> |
| <b>Session Hours</b>     | <b>: 04</b>   |

| Topic Code | Hours | Topics                                       | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 6.01       | 1     | Primary Health Care and Awareness            | Faculty/Guest Speaker | L&D |
| 6.02       | 1     | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker | L&D |
| 6.03       | 1     | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker | L&D |
| 6.04       | 1     | Psychological Safety at Workplace            | Faculty/Guest Speaker | L&D |

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 175 marks. The breakdown of the marks will be as follows:

|   |            |
|---|------------|
| a) Group Presentation/Exercise  | 100        |
| b) Written Examination/Individual Practical Test  | 50         |
| c) Class Attendance and Overall Conduct & Discipline, Attendance in Sports, Cultural Programme and Tour | 25         |
| <b>Total</b>  | <b>175</b> |

## 20. Office Management and ICT Course for Grade 10-12 Employees

|  |   |
|--|---|
| Venue                                  | All RPATCs  |
| Number of course                       | One in each RPATC   |
| Duration                               | 12 days   |
| Date                                   | 19 May – 30 May, 2024   |
| Type of the programme                  | Residential/Non-Residential   |
| Expected number of participants        | 30  |
| 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 Objectives

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

#### Distribution of days

|                 |                     |               |
|-----------------|---------------------|---------------|
| Duration        | 12 days             |               |
| Weekly holidays | 02                  |               |
| 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       |
|                 | <b>Total</b>        | <b>2 days</b> |

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged and weekend may be utilized if required)

**Total Session Hours of the Modules- 47**



## Course Contents

|                          |  |
|--------------------------|--|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>   |
| <b>Evaluation Method</b> | <b>: Group Presentation</b>  |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: To know the Life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 06</b>  |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 1.01       | 2     | জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন                        | Faculty/Guest Speaker | L&D |
| 1.02       | 1     | Smart Bangladesh: Concept and Issues   | Faculty/Guest Speaker | L&D |
| 1.03       | 1     | Bangladesh's LDC Graduation: Opportunities & Challenges                        | Faculty/Guest Speaker | L&D |
| 1.04       | 2     | Ten Special Initiatives of The Honourable Prime Minister and its impact in SDG | Faculty/Guest Speaker | L&D |

|                          |   |
|--------------------------|---|
| <b>Module-02</b>         | <b>: Service Rules and Smart Office Management</b>  |
| <b>Evaluation Method</b> | <b>: Written Examination</b>  |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To enhance participants' knowledge and skills with regard to the proper applications of Government systems and rules in managing office;</b> |
| <b>Session Hours</b>     | <b>: 20</b>   |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 2.01       | 1     | The Government Servants (Conduct) Rules, 1979               | Faculty/Guest Speaker | L&D |
| 2.02       | 2     | The Government Servants (Discipline and Appeal) Rules, 2018 | Faculty/Guest Speaker | L&D |
| 2.03       | 1     | সরকারি চাকরি আইন ২০১৮                                       | Faculty/Guest Speaker | L&D |
| 2.04       | 1     | The Government Servants (Punctual Attendance) Rules 2019    | Faculty/Guest Speaker | L&E |
| 2.05       | 1     | Prescribed Leave Rules, 1959                                | Faculty/Guest Speaker | L&E |
| 2.06       | 1     | Performance Management and Annual Confidential Report (ACR) | Faculty/Guest Speaker | L&D |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM       |
|------------|-------|--|-----------------------|----------|
| 2.07       | 2     | Secretariat Instructions-2014  | Faculty/Guest Speaker | L&D      |
| 2.08       | 1     | File and Record Management as per Secretariat Instructions                 | Faculty/Guest Speaker | L&D      |
| 2.09       | 1     | Preparing Draft, writing Note & Summary                                    | Faculty/Guest Speaker | L&E      |
| 2.10       | 1     | Forms of Written Communication (Official Letter, DO and Office Memorandum) | Faculty/Guest Speaker | L&E      |
| 2.11       | 1     | Forms of Written Communication (Exercise)                                  | Faculty/Guest Speaker | L&E      |
| 2.12       | 1     | Conducting Meeting, Preparing Working Paper and Writing Minutes            | Faculty/Guest Speaker | L&D      |
| 2.13       | 1     | Office Inspection  | Faculty/Guest Speaker | L&D      |
| 2.14       | 1     | Seniority Rules & Criteria for Promotion                                   | Faculty/Guest Speaker | L&D      |
| 2.15       | 2     | Social Accountability Tools: NIS, APA, CC, GRS & RTI                       | Faculty/Guest Speaker | Workshop |
| 2.16       | 1     | দাপ্তরিক কাজে ব্যবহৃত বাংলা  | Faculty/Guest Speaker | L&D      |
| 2.17       | 1     | Kaizen & 5S  | Faculty/Guest Speaker | L&D      |

**Module-03 : Information and Communication Technology**

**Evaluation Method : Individual Practical Test**

**Total Marks : 25**

**Objective : To equip participants to utilize information and communication technology in office management.**

**Session Hours : 17**

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM        |
|------------|-------|--|-----------------------|-----------|
| 3.01       | 1     | Introduction to Computer: Hardware and Software                  | Faculty/Guest Speaker | L&E       |
| 3.02       | 1     | Essential ICT Skill: MS Word                                     | Faculty/Guest Speaker | Practical |
| 3.03       | 1     | Essential ICT Skill: MS Excel                                    | Faculty/Guest Speaker | Practical |
| 3.04       | 1     | Essential ICT Skill: MS Power Point                              | Faculty/Guest Speaker | Practical |
| 3.05       | 1     | Essential ICT Skill: Browsing Internet and using email           | Faculty/Guest Speaker | Practical |
| 3.06       | 3     | Unicode: Bangla Typing, Blind Typing practice (Bangla & English) | Faculty/Guest Speaker | Practical |
| 3.07       | 4     | D-Nothi: Introduction, Application & Maintenance                 | Faculty/Guest Speaker | L&E       |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 3.08       | 1     | PC Maintenance and Troubleshooting                                | Faculty/Guest Speaker | L&E |
| 3.09       | 1     | Laws Related to ICT and Digital Bangladesh                        | Faculty/Guest Speaker | L&D |
| 3.10       | 1     | Digital Bangladesh: Concept and Selected Initiatives              | Faculty/Guest Speaker | L&D |
| 3.11       | 1     | e-Governance and Innovation                                       | Faculty/Guest Speaker | L&D |
| 3.12       | 1     | Modern Apps Management (CHAT Gpt, Grammarly, Whatsapp and Others) | Faculty/Guest Speaker | L&D |

**Module-04 : Good Health and Well-being**

**Evaluation Method : Group Presentation/Report**

**Total Marks : 25**

**Objective : To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively**

**Session Hours : 04**

| Topic Code | Hours | Topics                                       | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 4.01       | 1     | Primary Health Care and Awareness            | Faculty/Guest Speaker | L&D |
| 4.02       | 1     | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker | L&D |
| 4.03       | 1     | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker | L&D |
| 4.04       | 1     | Psychological Safety at Workplace            | Faculty/Guest Speaker | L&D |

## Training Methods

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

## Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 125 marks. The breakdown of the marks will be as follows:

|  |            |
|--|------------|
| a) Group Presentation/Report/Exercise                | 50         |
| b) Individual Practical Test/Written Examination     | 50         |
| c) Class Attendance and Overall Conduct & Discipline | 25         |
| <b>Total</b>   | <b>125</b> |

## 21. Financial Management Course for Grade10-12 Employees

|  |   |
|--|---|
| Venue                                  | All RPATCs  |
| Number of course                       | One in each RPATC   |
| Duration                               | 12 days   |
| Date                                   | 15 – 26 October, 2023   |
| Type of the programme                  | Residential/Non-Residential   |
| Expected number of participants        | 30  |
| Eligible participants                  | Officials holding the post of grade 10-12 or above  |
| Nomination procedure                   | RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs. |
| Deadline for sending nomination letter | 07 days before the commencement of the course.  |

### Course Objectives

- To develop participants' level of understanding about financial management, procurement management, financial rules and procedures;
- To make participants aware of macroeconomic stability, budget-making process, audit objections, service rules and official procedures.

#### 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       |
|                 | <b>Total</b>        | <b>2 days</b> |

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 43**

## Course Contents

|                          |   |
|--------------------------|---|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>  |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>  |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 05</b>   |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 1.01       | 2     | জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার           | Faculty/Guest Speaker | L&D |
| 1.02       | 1     | Smart Bangladesh: Concept and Issues   | Faculty/Guest Speaker | L&D |
| 1.03       | 2     | Ten Special Initiatives of The Honourable Prime Minister and its impact in SDG | Faculty/Guest Speaker | L&D |

|                          |  |
|--------------------------|--|
| <b>Module-02</b>         | <b>: Financial Rules and Procedures</b>  |
| <b>Evaluation Method</b> | <b>: Group Exercise</b>  |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: To enhance the knowledge and skills of financial rules and procedures</b> |
| <b>Session Hours</b>     | <b>: 15</b>  |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 2.01       | 1     | General Financial Rules  | Faculty/Guest Speaker | L&D |
| 2.02       | 1     | Treasury Rules   | Faculty/Guest Speaker | L&D |
| 2.03       | 2     | Public Procurement Act, 2006 and Public Procurement Rules 2008                       | Faculty/Guest Speaker | L&E |
| 2.04       | 1     | Delegation of Administrative and Financial Power                                     | Faculty/Guest Speaker | L&E |
| 2.05       | 1     | Pay Fixation   | Faculty/Guest Speaker | D&E |
| 2.06       | 1     | VAT Rules  | Faculty/Guest Speaker | L&D |
| 2.07       | 1     | Laws and Practices Income Tax  | Faculty/Guest Speaker | L&D |
| 2.08       | 2     | Self-Tax Assessment and Income Tax Return Preparation                                | Faculty/Guest Speaker | L&E |
| 2.09       | 1     | Writing of Cash Book and Other Financial Registers and their Preservation Procedures | Faculty/Guest Speaker | L&D |

| Topic Code | Hours | Topics                                       | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 2.10       | 1     | Online Transactions: EFT, ibas++             | Faculty/Guest Speaker | L&D |
| 2.11       | 2     | Overview of Project Management in Bangladesh | Faculty/Guest Speaker | L&D |
| 2.12       | 1     | Store Management                             | Faculty/Guest Speaker | L&D |

**Module-03 : Governance and Financial Management**

**Evaluation Method : Group Exercise/Report**

**Total Marks : 25**

**Objective : To understand the governance and public financial System of Bangladesh**

**Session Hours : 10**

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM       |
|------------|-------|--|-----------------------|----------|
| 3.01       | 4     | Social Accountability Tools: RTI, CC, GRS, APA & NIS | Faculty/Guest Speaker | Workshop |
| 3.02       | 1     | Total Quality Management: Kaizen & 5S                | Faculty/Guest Speaker | L&D      |
| 3.03       | 1     | Overview of Four sector of Bangladesh Economy:       | Faculty/Guest Speaker | L&E      |
| 3.04       | 1     | Public Financial Management System in Bangladesh     | Faculty/Guest Speaker | L&D      |
| 3.05       | 2     | Budgetary Process in Bangladesh Using MTBF           | Faculty/Guest Speaker | L&E      |
| 3.06       | 1     | Audit, Audit Objections and Settlement Procedure     | Faculty/Guest Speaker | L&E      |

**Module-04 : Service Rules & Official Procedures**

**Evaluation Method : Individual Exercise**

**Total Marks : 25**

**Objective : To enhance knowledge and skills of Service Rules & Official Procedures**

**Session Hours : 09**

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 4.01       | 2     | Bangladesh Service Rules (BSR) Part 1 & Part 2    | Faculty/Guest Speaker | L&D |
| 4.02       | 1     | সরকারি কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯ | Faculty/Guest Speaker | L&D |
| 4.03       | 1     | TA & DA Rules and Preparation of Bills            | Faculty/Guest Speaker | L&E |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 4.04       | 1     | General Provident Fund, Benevolent Fund and Group Insurance Rules | Faculty/Guest Speaker | L&D |
| 4.05       | 1     | Bangladesh Staff Welfare Board Act & Rules                        | Faculty/Guest Speaker | L&D |
| 4.06       | 1     | Different Fees, Allowance and Honorarium                          | Faculty/Guest Speaker | L&E |
| 4.07       | 2     | Pension and Gratuity Rules  | Faculty/Guest Speaker | L&D |

**Module-05 : Good Health and Well-being**

**Evaluation Method : Group Presentation/ Report**

**Total Marks : 25**

**Objective : To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively**

**Session Hours : 04**

| Topic Code | Hours | Topics                                       | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 5.01       | 1     | Primary Health Care and Awareness            | Faculty/Guest Speaker | L&D |
| 5.02       | 1     | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker | L&D |
| 5.03       | 1     | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker | L&D |
| 5.04       | 1     | Psychological Safety at Workplace            | Faculty/Guest Speaker | L&D |

## Training Methods

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

## Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

|  |            |
|--|------------|
| a) Group Presentation/Report/Exercise                | 100        |
| b) Individual Exercise                               | 25         |
| c) Class Attendance and Overall Conduct & Discipline | 25         |
| <b>Total</b>   | <b>150</b> |

## 22. Conduct and Discipline Course

|  |   |
|--|---|
| Venue                                  | All RPATCs  |
| Number of course                       | One in each RPATC   |
| Duration                               | 05 days   |
| Date                                   | 09 - 13 July, 2023  |
| Type of the programme                  | Residential/Non-Residential   |
| Expected number of participants        | 30  |
| Eligible participants                  | Officials holding the post of grade 10 to 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 Objectives

- To make the participants understand the essential service rules, acts, regulations, disciplinary cases and their applications at offices

#### Distribution of days

|              |                   |              |
|--------------|-------------------|--------------|
| Duration     | 05 days           |              |
| Working days | 05                |              |
|              | a. Inauguration   | 1/2 day      |
|              | b. Closing        | 1/4 day      |
|              | c. Exam/Exercises | 1/4 day      |
|              | <b>Total</b>      | <b>1 day</b> |

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**



## Course Contents

|                          |   |
|--------------------------|---|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>  |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>  |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 04</b>   |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 1.01       | 2     | জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা           | Faculty/Guest Speaker | L&D |
| 1.02       | 1     | Smart Bangladesh: Concept and Issues  | Faculty/Guest Speaker | L&D |
| 1.03       | 1     | Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs | Faculty/Guest Speaker | L&D |

|                          |   |
|--------------------------|---|
| <b>Module-02</b>         | <b>: Official Rules and Regulations</b>                                       |
| <b>Evaluation Method</b> | <b>: Group Exercise</b>   |
| <b>Total Marks</b>       | <b>: 15</b>   |
| <b>Objective</b>         | <b>: To enhance knowledge and skills about official rules and regulations</b> |
| <b>Session Hours</b>     | <b>: 09</b>   |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM       |
|------------|-------|--|-----------------------|----------|
| 2.01       | 1     | Constitutional Provisions Relating to Public Servants and Public Service Commissions | Faculty/Guest Speaker | L&D      |
| 2.02       | 1     | The Government Servants (Conduct) Rules, 1979  | Faculty/Guest Speaker | L&D      |
| 2.03       | 2     | The Government Servants (Discipline and Appeal) Rules, 2018                          | Faculty/Guest Speaker | L&D      |
| 2.04       | 1     | The Government Servants (Punctual Attendance) Rules, 2019                            | Faculty/Guest Speaker | L&D      |
| 2.05       | 1     | সরকারি চাকরি আইন, ২০১৮   | Faculty/Guest Speaker | L&D      |
| 2.06       | 2     | Social Accountability Tools: RTI, CC, GRS, APA & NIS                                 | Faculty/Guest Speaker | Workshop |
| 2.07       | 1     | Use of Social Media: Guidelines  | Faculty/Guest Speaker | L&D      |

|                          |  |
|--------------------------|--|
| <b>Module-03</b>         | <b>: Managing Disciplinary Cases</b>                             |
| <b>Evaluation Method</b> | <b>: Individual Assignment / Exercise/Written Exam/MCQ</b>       |
| <b>Total Marks</b>       | <b>: 15</b>  |
| <b>Objective</b>         | <b>: To understand departmental proceeding and its execution</b> |
| <b>Session Hours</b>     | <b>: 08</b>  |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>   | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|---|-----------------------------|-----------|
| 3.01              | 1            | General Conditions of Service   | Faculty/Guest Speaker       | L&D       |
| 3.02              | 1            | Techniques of Writing Statement of Allegations                                | Faculty/Guest Speaker       | L&D       |
| 3.03              | 1            | Framing of Charges Against the Accused  | Faculty/Guest Speaker       | L&D       |
| 3.04              | 1            | Inquiry Procedure of Departmental Cases                                       | Faculty/Guest Speaker       | L&D       |
| 3.05              | 1            | Writing of Inquiry Report   | Faculty/Guest Speaker       | L&E       |
| 3.06              | 1            | Preparing Statement of Allegations and Framing of Charges Against the Accused | Faculty/Guest Speaker       | Exercise  |
| 3.07              | 1            | The Administrative Tribunal Act, 1980 (with Amendments)                       | Faculty/Guest Speaker       | L&D       |
| 3.08              | 1            | Bangladesh Service Rules (BSR) Part 1 & Part 2                                | Faculty/Guest Speaker       | L&D       |

|                          |   |
|--------------------------|---|
| <b>Module-04</b>         | <b>: Good Health and Well-being</b>                         |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>                          |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To aware trainees about Good Health and Well-being</b> |
| <b>Session Hours</b>     | <b>: 03</b>   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                                | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 4.01              | 1            | Primary Health Care and Awareness            | Faculty/Guest Speaker       | L&D       |
| 4.02              | 1            | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker       | L&D       |
| 4.03              | 1            | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker       | L&D       |

## Training Methods

- Lecture and Discussion
- Exercise

## Evaluation Methods

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) Group Presentation/Report/Exercise                | 65         |
| b) Individual Exercise/Written Exam/Assignment/MCQ   | 15         |
| c) Class Attendance and Overall Conduct & Discipline | 20         |
| <b>Total</b>   | <b>100</b> |



*RPATC Rajshahi Family*

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

|  |   |
|--|---|
| Venue                                  | All RPATCs  |
| Number of course                       | One in each RPATC   |
| Duration                               | 12 days   |
| Date                                   | 03 – 14 March, 2024   |
| Type of the programme                  | Residential/Non-Residential   |
| Expected number of participants        | 30  |
| 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 Objectives

- 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       |
|                 | <b>Total</b>        | <b>2 days</b> |

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 47**

## Course Contents

|                          |  |
|--------------------------|--|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>   |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>   |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 05</b>  |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 1.01       | 2     | জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা           | Faculty/Guest Speaker | L&D |
| 1.02       | 1     | Smart Bangladesh: Concept and Issues  | Faculty/Guest Speaker | L&D |
| 1.03       | 2     | Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs | Faculty/Guest Speaker | L&D |

|                          |  |
|--------------------------|--|
| <b>Module-02</b>         | <b>: ICT Skills</b>                                  |
| <b>Evaluation Method</b> | <b>: To enhance ICT skills in office management.</b> |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: To enhance ICT skills in office management.</b> |
| <b>Session Hours</b>     | <b>: 19</b>  |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM        |
|------------|-------|--|-----------------------|-----------|
| 2.01       | 1     | Use of ICT in Office Management                        | Faculty/Guest Speaker | L&E       |
| 2.02       | 2     | Essential ICT Skill: MS Word                           | Faculty/Guest Speaker | Exercise  |
| 2.03       | 2     | Essential ICT Skill: MS Excel                          | Faculty/Guest Speaker | Exercise  |
| 2.04       | 2     | Essential ICT Skill: MS Power Point                    | Faculty/Guest Speaker | Exercise  |
| 2.05       | 2     | Essential ICT Skill: MS Access                         | Faculty/Guest Speaker | Exercise  |
| 2.06       | 2     | Essential ICT Skill: Browsing Internet and Using email | Faculty/Guest Speaker | Exercise  |
| 2.07       | 1     | Unicode: Bangla Typing                                 | Faculty/Guest Speaker | Exercise  |
| 2.08       | 2     | Blind Typing Practice: Bangla & English                | Faculty/Guest Speaker | Exercise  |
| 2.09       | 4     | D-Nothi  | Faculty/Guest Speaker | Workshop  |
| 2.10       | 1     | Web Portal Management                                  | Faculty/Guest Speaker | Practical |

|                          |  |
|--------------------------|--|
| <b>Module-03</b>         | <b>: Troubleshooting Hardware Software</b>                         |
| <b>Evaluation Method</b> | <b>: To enhance ICT skills in office management.</b>               |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: Individual Exercise/Demonstration/Practical Test/Practice</b> |
| <b>Session Hours</b>     | <b>: 06</b>  |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>   | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|---|-----------------------------|-----------|
| 3.01              | 2            | Introduction to computer<br>1. Basics of Computer<br>2. Organization of Computer<br>3. Software and Hardware<br>4. Input Output Devices | Faculty/Guest Speaker       | L&E       |
| 3.02              | 1            | How to Set up Different Devices on PC   | Faculty/Guest Speaker       | L&E       |
| 3.03              | 1            | Basic Tips on PC Hardware Maintenance   | Faculty/Guest Speaker       | L&E       |
| 3.04              | 2            | Trouble shooting- Hardware & Software   | Faculty/Guest Speaker       | L&E       |

|                          |   |
|--------------------------|---|
| <b>Module-04</b>         | <b>: ICT and Digital Bangladesh</b>   |
| <b>Evaluation Method</b> | <b>: Group Report</b>   |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To enhance trainees' knowledge regarding digital Bangladesh, ICT related rules and its application</b> |
| <b>Session Hours</b>     | <b>: 13</b>   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>  | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 4.01              | 2            | Digital Bangladesh: Concept and Selected Initiatives                       | Faculty/Guest Speaker       | L&D       |
| 4.02              | 1            | Office Automation: ERP, Digital Communication etc.                         | Faculty/Guest Speaker       | L&E       |
| 4.03              | 2            | Web Portal Management  | Faculty/Guest Speaker       | P         |
| 4.04              | 2            | e-Services in Bangladesh   | Faculty/Guest Speaker       | L&E       |
| 4.05              | 2            | Use of ICT in Public Procurement: Electronic Government Procurement (e-GP) | Faculty/Guest Speaker       | L&E       |
| 4.06              | 1            | Use of social media: Rules and Guidelines                                  | Faculty/Guest Speaker       | L&D       |
| 4.07              | 1            | Cloud Computing: Concept and Usage   | Faculty/Guest Speaker       | L&D       |
| 4.08              | 1            | Fourth Industrial Revolution (4IR): Concept and Technology                 | Faculty/Guest Speaker       | L&D       |
| 4.09              | 1            | Law Related ICT, Cyber Security and Smart Bangladesh                       | Faculty/Guest Speaker       | L&D       |

|                          |   |
|--------------------------|---|
| <b>Module-05</b>         | <b>: Good Health and Well-being</b>                         |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>                          |
| <b>Total Marks</b>       | <b>: 25</b>   |
| <b>Objective</b>         | <b>: To aware trainees about Good Health and Well-being</b> |
| <b>Session Hours</b>     | <b>: 04</b>   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                                | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 5.01              | 1            | Primary Health Care and Awareness            | Faculty/Guest Speaker       | L&D       |
| 5.02              | 1            | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker       | L&D       |
| 5.03              | 1            | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker       | L&D       |
| 5.04              | 1            | Psychological Safety at Workplace            | Faculty/Guest Speaker       | L&D       |

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

|   |            |
|---|------------|
| a) Group Presentation/Report/Exercise                         | 75         |
| b) Individual Exercise/Demonstration/Practical Test/ Practice | 50         |
| c) Class Attendance and Overall Conduct & Discipline          | 25         |
| <b>Total</b>  | <b>150</b> |

## 24. Language Learning Course

|  |   |
|--|---|
| Venue                                  | All RPATCs  |
| Number of course                       | One in each RPATC   |
| Duration                               | 12 days   |
| Date                                   | 21 April - 02 May, 2024   |
| Type of the programme                  | Residential/Non-Residential   |
| Expected number of participants        | 30  |
| Eligible participants                  | Officials holding the post of grade 10-12 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 Objectives

- To improve the listening, speaking, reading and writing skills of the participants to make them more confident communicating in English; and
- To refresh the participants' knowledge about the basic grammatical issues to express and use 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       |
|                 | <b>Total</b>        | <b>2 days</b> |

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible.  
(Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 48**



## Course Contents

|                          |  |
|--------------------------|--|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>   |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>   |
| <b>Total Marks</b>       | <b>: 25</b>  |
| <b>Objective</b>         | <b>: To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 05</b>  |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 1.01       | 2     | জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন  | Faculty/Guest Speaker | L&D |
| 1.02       | 1     | Smart Bangladesh: Concept and Issues                     | Faculty/Guest Speaker | L&D |
| 1.03       | 1     | Bangladesh's LDC Graduation: Opportunities & Challenges  | Faculty/Guest Speaker | L&D |
| 1.04       | 1     | Ten Special Initiatives of The Honourable Prime Minister | Faculty/Guest Speaker | L&D |

|                          |  |
|--------------------------|--|
| <b>Module-02</b>         | <b>: Fundamentals of English</b>                               |
| <b>Evaluation Method</b> | <b>: Individual Exercise/MCQ</b>                               |
| <b>Total Marks</b>       | <b>: 15</b>  |
| <b>Objective</b>         | <b>: To refresh knowledge and skill in fundamental English</b> |
| <b>Session Hours</b>     | <b>: 10</b>  |

| Topic Code | Hours | Topics                                  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 2.01       | 2     | Building Vocabulary & Syntax            | Faculty/Guest Speaker | L&D |
| 2.02       | 1     | Building Sentences                      | Faculty/Guest Speaker | L&D |
| 2.03       | 1     | Tense                                   | Faculty/Guest Speaker | L&D |
| 2.04       | 1     | Use of Right form of Verbs              | Faculty/Guest Speaker | L&D |
| 2.05       | 1     | Voice Change                            | Faculty/Guest Speaker | L&D |
| 2.06       | 1     | Direct Speech & Indirect Speech         | Faculty/Guest Speaker | L&D |
| 2.07       | 1     | Use of Modal Auxiliaries & Prepositions | Faculty/Guest Speaker | L&D |
| 2.08       | 2     | Common Mistakes in English              | Faculty/Guest Speaker | L&D |

|                          |  |
|--------------------------|--|
| <b>Module-03</b>         | <b>: Speaking Skills</b>                       |
| <b>Evaluation Method</b> | <b>: Individual Speaking Test (Practical)</b>  |
| <b>Total Marks</b>       | <b>: 15</b>                                    |
| <b>Objective</b>         | <b>: To enhance speaking skills in English</b> |
| <b>Session Hours</b>     | <b>: 09</b>                                    |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>   | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|---|-----------------------------|-----------|
| 3.01              | 1            | Art of Speaking   | Faculty/Guest Speaker       | L&D       |
| 3.02              | 1            | Providing Welcome Address, Vote of thanks and Announcement                            | Faculty/Guest Speaker       | L&D       |
| 3.03              | 1            | Asking and Answering  | Faculty/Guest Speaker       | L&D       |
| 3.04              | 1            | Introducing Oneself   | Faculty/Guest Speaker       | Practice  |
| 3.05              | 1            | Greetings, Expressing Gratitude, Regret, Command, Request & Advice and Vote of Thanks | Faculty/Guest Speaker       | L&D       |
| 3.06              | 1            | Basic Rules of Pronunciation  | Faculty/Guest Speaker       | L&D       |
| 3.07              | 2            | Extempore Speech  | Faculty/Guest Speaker       | Exercise  |
| 3.08              | 1            | Dialogue Practice   | Faculty/Guest Speaker       | Exercise  |

|                          |  |
|--------------------------|--|
| <b>Module-04</b>         | <b>: Writing Skills</b>                      |
| <b>Evaluation Method</b> | <b>: Individual Writing Test</b>             |
| <b>Total Marks</b>       | <b>: 20</b>                                  |
| <b>Objective</b>         | <b>: To enhance writing skill in English</b> |
| <b>Session Hours</b>     | <b>: 06</b>                                  |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                              | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 4.01              | 1            | Techniques of Writing                      | Faculty/Guest Speaker       | D&E       |
| 4.02              | 1            | Writing Skills: Practice Sessions          | Faculty/Guest Speaker       | Exercise  |
| 4.03              | 1            | Paraphrasing                               | Faculty/Guest Speaker       | L&D       |
| 4.04              | 1            | Summary, Application, E-mail communication | Faculty/Guest Speaker       | Exercise  |
| 4.05              | 1            | Writing Memorandum of Understanding        | Faculty/Guest Speaker       | Exercise  |
| 4.06              | 1            | Report Writing for Press Release           | Faculty/Guest Speaker       | Exercise  |

|                          |   |
|--------------------------|---|
| <b>Module-05</b>         | <b>: Reading Skills</b>                       |
| <b>Evaluation Method</b> | <b>: Individual Practical Reading Test</b>    |
| <b>Total Marks</b>       | <b>: 15</b>                                   |
| <b>Objective</b>         | <b>: To enhance reading skills in English</b> |
| <b>Session Hours</b>     | <b>: 04</b>                                   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                              | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 5.01              | 1            | Techniques of Reading                      | Faculty/Guest Speaker       | L&D       |
| 5.02              | 1            | Practice session on Reading                | Faculty/Guest Speaker       | L&D       |
| 5.03              | 2            | English Book/Article Review: with Practice | Faculty/Guest Speaker       | L&D       |

|                          |  |
|--------------------------|--|
| <b>Module-06</b>         | <b>: Listening Skills</b>                                |
| <b>Evaluation Method</b> | <b>: Individual Practical Listening Test (Lab Based)</b> |
| <b>Total Marks</b>       | <b>: 10</b>  |
| <b>Objective</b>         | <b>: To enhance listening skills</b>                     |
| <b>Session Hours</b>     | <b>: 04</b>  |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                 | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|-------------------------------|-----------------------------|-----------|
| 6.01              | 1            | Techniques of Listening       | Faculty/Guest Speaker       | L&D       |
| 6.02              | 1            | Movie Show and Listening      | Faculty/Guest Speaker       | Practice  |
| 6.03              | 2            | Practice Session on Listening | Faculty/Guest Speaker       | Practice  |

|                          |  |
|--------------------------|--|
| <b>Module-07</b>         | <b>: ব্যবহারিক বাংলা</b>                                       |
| <b>Evaluation Method</b> | <b>: Individual Exercise/Written Examination</b>               |
| <b>Total Marks</b>       | <b>: 10</b>  |
| <b>Objective</b>         | <b>: দাপ্তরিক কাজে বিশুদ্ধ বাংলা ভাষার ব্যবহার নিশ্চিত করা</b> |
| <b>Session Hours</b>     | <b>: 06</b>  |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|------------------------------|-----------------------------|-----------|
| 7.01              | 2            | দাপ্তরিক কাজে বাংলার ব্যবহার | Faculty/Guest Speaker       | L&D       |
| 7.02              | 2            | প্রমিত বাংলা বানান রীতি      | Faculty/Guest Speaker       | Practice  |
| 7.03              | 2            | ব্যবহারিক বাংলা ব্যাকরণ      | Faculty/Guest Speaker       | Practice  |

|                          |   |
|--------------------------|---|
| <b>Module-08</b>         | <b>: Good Health and Well-being</b>                         |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>                          |
| <b>Total Marks</b>       | <b>: 15</b>   |
| <b>Objective</b>         | <b>: To aware trainees about Good Health and Well-being</b> |
| <b>Session Hours</b>     | <b>: 04</b>   |

| <b>Topic Code</b> | <b>Hours</b> | <b>Topics</b>                                | <b>Facilitator/ Speaker</b> | <b>TM</b> |
|-------------------|--------------|--|-----------------------------|-----------|
| 8.01              | 1            | Primary Health Care and Awareness            | Faculty/Guest Speaker       | L&D       |
| 8.02              | 1            | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker       | L&D       |
| 8.03              | 1            | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker       | L&D       |
| 8.04              | 1            | Psychological Safety at Workplace            | Faculty/Guest Speaker       | L&D       |

### Training Methods

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

### Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

|   |            |
|---|------------|
| a) Group Presentation/Report                              | 40         |
| b) Individual Exercise/Practical Test/Written Examination | 85         |
| c) Class Attendance and Overall Conduct & Discipline      | 25         |
| <b>Total</b>  | <b>150</b> |

## 25. D-Nothi Course for Grade 10-12 Employees

|  |   |
|--|---|
| Venue                                  | All RPATCs  |
| Number of course                       | One in each RPATC   |
| Duration                               | 05 days   |
| Date                                   | 02 - 06 June, 2024  |
| Type of the programme                  | Residential/Non-Residential   |
| Expected number of participants        | 30  |
| 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 Objectives

- To enhance skills of the participants for usage of D-nothi as well as ICT leveraging in official activities.

#### Distribution of days

|              |                   |              |
|--------------|-------------------|--------------|
| Duration     | 05 days           |              |
| Working days | 05                |              |
|              | a. Inauguration   | 1/2 day      |
|              | b. Closing        | 1/4 day      |
|              | c. Exam/Exercises | 1/4 day      |
|              | <b>Total</b>      | <b>1 day</b> |

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible. (Evening sessions may be arranged if required)

**Total Session Hours of the Modules- 24**

## Course Contents

|                          |  |
|--------------------------|--|
| <b>Module-01</b>         | <b>: Development Studies: Bangabandhu and Bangladesh</b>   |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>   |
| <b>Total Marks</b>       | <b>: 20</b>  |
| <b>Objective</b>         | <b>: To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.</b> |
| <b>Session Hours</b>     | <b>: 05</b>  |

| Topic Code | Hours | Topics   | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 1.01       | 2     | জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন  | Faculty/Guest Speaker | L&D |
| 1.02       | 1     | Smart Bangladesh: Concept and Issues                     | Faculty/Guest Speaker | L&D |
| 1.03       | 1     | Bangladesh's LDC Graduation: Opportunities & Challenges  | Faculty/Guest Speaker | L&D |
| 1.04       | 1     | Ten Special Initiatives of The Honourable Prime Minister | Faculty/Guest Speaker | L&D |

|                          |   |
|--------------------------|---|
| <b>Module-02</b>         | <b>: D-Nothi</b>  |
| <b>Evaluation Method</b> | <b>: Individual Practical Test</b>  |
| <b>Total Marks</b>       | <b>: 20</b>   |
| <b>Objective</b>         | <b>: To understand the different aspects of Digital Nothi System through practicing</b> |
| <b>Session Hours</b>     | <b>: 11</b>   |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM  |
|------------|-------|---|-----------------------|-----|
| 2.01       | 1     | Introduction to D-Nothi                                 | Faculty/Guest Speaker | L&D |
| 2.02       | 1     | D-Nothi Login Process Major Features                    | Faculty/Guest Speaker | L&E |
| 2.03       | 1     | Major Features of Dak                                   | Faculty/Guest Speaker | L&E |
| 2.04       | 1     | Major Feature of Nothi                                  | Faculty/Guest Speaker | L&E |
| 2.05       | 1     | Preparation Digital Guard File                          | Faculty/Guest Speaker | L&E |
| 2.06       | 1     | Preparation Drafting Letter                             | Faculty/Guest Speaker | L&E |
| 2.07       | 1     | Preparation Online Patrojari                            | Faculty/Guest Speaker | L&E |
| 2.08       | 1     | Preparation Office Seal, Register, Report and Dashboard | Faculty/Guest Speaker | L&E |
| 2.09       | 2     | Practice on Dak and Nothi                               | Faculty/Guest Speaker | L&E |
| 2.10       | 1     | Evaluation on D Nothi                                   | Faculty/Guest Speaker | L&E |

|                          |  |
|--------------------------|--|
| <b>Module-03</b>         | <b>: Typing</b>  |
| <b>Evaluation Method</b> | <b>: Individual Practical (Typing) Test</b>                  |
| <b>Total Marks</b>       | <b>: 20</b>  |
| <b>Objective</b>         | <b>: To enhance trainees Bangla and English Typing Skill</b> |
| <b>Session Hours</b>     | <b>: 05</b>  |

| Topic Code | Hours | Topics  | Facilitator/ Speaker  | TM        |
|------------|-------|---|-----------------------|-----------|
| 3.01       | 1     | Introduction to Unicode & Description of Bangla Software    | Faculty/Guest Speaker | L&E       |
| 3.02       | 2     | Bangla Typing Nikosh Font with Compound Letters (যুক্তবর্ণ) | Faculty/Guest Speaker | L&P       |
| 3.03       | 2     | Bangla and English Typing Practice                          | Faculty/Guest Speaker | Practical |

|                          |   |
|--------------------------|---|
| <b>Module-04</b>         | <b>: Good Health and Well-being</b>                         |
| <b>Evaluation Method</b> | <b>: Group Presentation/Report</b>                          |
| <b>Total Marks</b>       | <b>: 20</b>   |
| <b>Objective</b>         | <b>: To aware trainees about Good Health and Well-being</b> |
| <b>Session Hours</b>     | <b>: 03</b>   |

| Topic Code | Hours | Topics                                       | Facilitator/ Speaker  | TM  |
|------------|-------|--|-----------------------|-----|
| 4.01       | 1     | Primary Health Care and Awareness            | Faculty/Guest Speaker | L&D |
| 4.02       | 1     | Nutritional Management & Physical Fitness    | Faculty/Guest Speaker | L&D |
| 4.03       | 1     | Effect of Sedentary Lifestyle and Management | Faculty/Guest Speaker | L&D |

### Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

### Evaluation Methods

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) Group Presentation/Report                         | 40         |
| b) Individual Exercise/Practical Test                | 40         |
| c) Class Attendance and Overall Conduct & Discipline | 20         |
| <b>Total</b>   | <b>100</b> |