

Bangladesh Public Administration Training Centre

Savar, Dhaka

PPR Department

Subject: Minutes of Curriculum Development Committee Meeting held on 19 March 2023

Chair: Dr. Md. Mohoshin Ali, MDS (P&S)

Date & Time: 19 March 2023; 9:30 am

Place: Rector's Conference Room

Annexure: List of Attendees.

At the outset, the Chair welcomed all to the meeting and expressed that, the Committee would review the existing curriculum of Foundation Training Course (FTC) as the 75th FTC was supposed to begin on 2 April, 2023. PPR department has already arranged a curriculum review workshop involving all the members of Faculty for their suggestions. A rapporteur's report has been placed already before the CDC. Moreover, Rector sir has also suggested a reduction of 15-20% of session-hours from the current curriculum. In this backdrop, the Chair invited all the members of CDC to put forth their recommendations.

02. After module-wise threadbare discussion, the CDC agreed on the following changes:

Mod ule No.	Session code & hour	Existing Curriculum topic	Suggested Change/Recommendation
01 B	1.08	Background, Spirit and Dreams of Liberation War	Merging code 1.08 and 1.09 in the following manner: Code 1.08: Genocide in Bangladesh and the spirit of Liberation War Time: 02 hours
	1.09	Genocide in Bangladesh: 1971	
02	2.01	My Village - My Town (SWOT and Gap Analysis)	My Village - My Town (SWOT Analysis and Action plan)
03 Poverty Reduction and Rural Development			At least half of the module has to be covered at BPATC
05	5.01 Time 1 hour	Foundation Training Course and its Philosophy	Merging the topics in the following manner: Philosophy of Foundation Training Course and Civil Service Values & Ethics Time: 2 hours
	5.04 Time 2 hrs	Civil Service Values, Ethics and Professionalism	
	5.05	Understanding the Potentials of the Self (self-assessment)	To be dropped from the module

06	6.01 Time 2 hrs	Organization: Concepts, Types, Nature and Structure	Session time reduced to 01 hour
	6.02 Time 2 hrs	Basics and Practices of HRM and HRD in Organization	Merging the topics in the following manner: HRM and HRD in Organization with focus on Career Plan and Development Time: 2 hours
	6.10 Time 2 hrs	Career Planning and Career Development	
	6.06	Emotional Intelligence: Developing Soft-skill for Better Workplace Management	
	6.09	Organizational Decision Making: Evidence-based & Evidence-informed	To be dropped from the module
	6.13	Human Behavior and the Art of Persuasion	
07	7.07	Constitutional Provisions Relating to Public Servants and Public Service Commission	To be dropped from the module.
	7:10 Time 2 hrs	From Module 11	Performance Management and Annual Confidential Report (ACR) Time: 2 hours
	7.11	Bangabandhu Public Administration Award Policy	To be relocated Module 23 (Contemporary Issues)
08	8.04	Writing Summary	To be dropped from the module
	8.05	Preparing Working Paper of a Meeting	Meeting preparation (notice, working paper) and effective meeting conduction
	8.08	E-Nothi & Digital Communication	E-nothi/D-nothi and Digital Communication
9A	9.02 2 hours	Basics of Macroeconomics: Some Conceptual Issues	Session time reduced to 01 hour
	9.09	Bangladesh on the March Towards Prosperity	Relocate to Contemporary Issue module
9B	9.16 2 hours	IBAS++	IBAS++ and its application
	9.17 2 hours	Debt Management	Session time reduced to 01 hour
	9.21 Time 2 hours	TA, DA Rules and Preparation of TA Bills Session time: 2 hours	01 hour added to session time. Total time: 2+1 (for practical session)
	9.25 2 hours	Audit System in the Public Sector	Merging the topics in the following manner: Code 9.25: Auditing in government offices and response to audit objection
	9.26 2 hours	Response to Audit Objection and Writing Broudsheet Reply	

			(writing broadsheet reply) Time: 2 hours
10	10.07	Land Management System of Bangladesh	Merging the topics in the following manner: Code 10.07: Land Management, litigation and dispute resolution in Bangladesh Time: 2 hours
	10.08	Land Litigation and Dispute Resolution	
	10.09	Concept of Decentralization & Local Government System in Bangladesh	Merging the topics in the following manner: Code 10:09: Local government system in Bangladesh: Functions of LGIs and Challenges Time: 2 hours
	10.10	Structure and Functions of LGIs LGIs: Issues, Challenges & Way Forward	
11	11.01 Time 2 hrs	Public Administration & Governance: Concept & Recent Trends	Merging the topics in the following manner: Code 11.01: Public Administration and governance: recent trends and case discussion (example of other countries) Time: 2 hours
	11.03 Time 2 hrs	Public Administration System (Institution, Policy Regime, Changing Trend) in Some Selected Countries (South Korea, India, Australia, Singapore, Malaysia)	
	11:07 Time 2 hrs	Business Process Re-engineering	Session time reduced to 01 hour
	11.08 Time 2 hrs	Management Improvement and Result Orientation: Total Quality Management (TQM) and Result-based Management (RBM)	Session time reduced to 01 hour
	11.09 Time 5 hrs	Social Accountability Tools and Practices in Bangladesh:	Session time reduced to 03 hours
	11.10 Time 2 hrs	Performance Management and Annual Confidential Report (ACR)	To be relocated in Module 07
	11.11 Time 2 hrs	e-Governance: Concept and Readiness	To be relocated in Module 20
	11.12 Time 5 hrs	Empathy Building and Innovation in Public Service Delivery	Session time reduced to 03 hours
12	12.01 Time 2 hrs	Concept of Gender and Development	Merging the topics in the following manner: Gender and Development: women in leadership for equal future
	12.06 Time 1 hr	Women in Leadership for Achieving Equal Future	

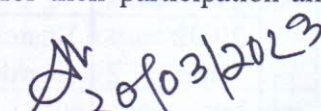
			Time: 2 hours
	12.02 Time 2 hrs	Women and Child Rights (National and International Perspective- Convention on the Rights of the Children and CEDAW and National Women Development Policy, 2011)	Women and Child Rights (National, Regional and International Perspective)
	12.03 Time 2 hrs	Initiatives of GoB for Protecting Women & Child Rights and Prevention of Child Marriage	Merging the topics in the following manner: Initiatives of Government of Bangladesh regarding women and child rights (gender-friendly work environment, prevention of gender-based violence, prevention of child marriage, gender responsive budgeting)
	12.04 Time 1 hr	Creating Gender Friendly Working Environment	
	12.05 Time 1 hr	Prevention of Violence Against Woman and Children	
	12.06 Time 1 hr	Gender Responsive Budgeting	Time: 2 hours
	12.08 Time 1 hr	Protection & Rehabilitation of Street Children in Bangladesh	To be dropped from the module
	12.09 Time 2 hrs	Open Session on Issues related to Women in Civil Service	To be dropped from the module
13	13.01 Time 2 hrs	Economic Planning: Concepts and Issues, Role of Planning Commission	Merging the topics in the following manner: Economic Development and Economic Planning: Concepts, Issues, Role of Planning Division
	13.03 Time 1 hr	Development: Concepts and Issues	Time: 2 hours
	13.07 Time 1 hr	Health Care and Development: Bangladesh Perspective	Universal Health Coverage and Development: Bangladesh Perspective Time: 2 hours
14	14.01 Time 1 hr	Basics of SDGs (with comparison to MDGs)	Merging the topics in the following manner:
	14.02 Time 2 hrs	Evolution of SDGs in the International Policy Framework for Development	Basics of SDGs and its evolution in the international development framework Time: 2 hours
	14.03 Time 2 hrs	SDGs in the Development Priorities of Bangladesh	Merging the topics in the following manner: Localization of SDGs:
	14.06 Time 2 hrs	Localization of SDGs: Approach, Strategies and Alignment with Local Planning	Approach, Strategies and Alignment with Local development priorities Time: 2 hours
	14.04 2 hrs	Administration of SDGs: Top down and Bottom-up	Merging the topics in the following manner:



	14.05 Time 2 hrs	Budgeting for SDGs: Challenges & Way-forward	Budgeting for SDGs and its administration: Challenges and Way forward Time: 2 hours
15	15.08 Time 2 hrs	Overview of PPA 2006 and PPR 2008	Merging the stopics in the following manner: Overview on PPA 2006, PPR 2008 and Different Procurement Methods Time: 2 hours
	15.09 Time 2 hrs	An Overview of Different Procurement Methods	
	15.12 Time 2 hrs	Use of Project Management Software (e.g. MS Project)	Session time reduced to 01 hour
16	16.01 Time 2 hrs	Introduction to Social Research: Concepts of Social Reality, Problem Statement, Research Objectives and Relevance to Public Sector	Introduction to Social Research: Concepts of Social Reality, Problem Statement, Research Objectives, Research ethics and Relevance to Public Sector
	16.03 Time 1 hr	Case Study	To be merged with 16.04
	16.04 Time 2 hrs	Methodology: Research Design and Approaches, Sampling, Data Collection Methods (Interview, FGD, Observation, Survey)	Methodology: Research Design and Approaches, Sampling, Data Collection Methods (Interview, FGD, Observation, Survey, Case study)
	16.09 Time 2 hrs	Research Ethics (Informed Consent, Deception, Confidentiality & Plagiarism)	Plagiarism and Academic Writing Standard Time: 1 hour
18	18.03 Time 1 hr	Proper Use of Modal Verbs in English	To be dropped from the module
	18.04 Time 1 hr	English Grammar: Clauses and Phrases	
	18.05 Time 1 hr	Transformation of Sentences	
	18.06 Time 1 hr	Academic Writing	
20	20.01 Time 1 hr	Need Assessment on ICT Skill	To be dropped from the module
	20.02 Time 2 hrs	Basic Hardware and Troubleshooting (Hardware & Software)	
	20.04 Time 4 hrs	Learning Blind Typing (Bangla & English)	Typing (Bangla & English) Time: 2 hours
	20.07 Time 2	Office Automation: ERP, e-services, Digital Communication etc.	To be dropped from the module

	hrs		
	20.08 Time 2 hrs	Digital Bangladesh: Concept and Selected Initiatives	From Digital to Smart Bangladesh: Concept and Initiatives
	20.09 Time 2 hrs	Cyber Security	Merging the topics in the following manner: Cyber Security and the Digital Security Act, 2018
	20.14 Time 1 hr	Digital Security Act-2018	Time: 2 hours
	20.10 Time 1 hr	Use of Social Media: Citizen Connectivity	Merging the topics in the following manner:
	20.11 Time 1 hr	Guidelines for Social Media Use	Social Media user guidelines and Citizen Connectivity Time: 1 hour
	20.12 Time 2 hrs	Cloud Computing: Concept and Usage	To be dropped from the module
21	21.02 Time 1 hr	Wellness Concept & Management	Wellness management: Balancing life and work
	21.04 Time 1 hr	Common Sports Injuries & Prevention/Rehabilitation of Back Pain	Sports Injuries and its Prevention
23	23.05 Time 2 hrs	State-capacity and Experience of Developmental States: Lessons for Bangladesh	Merging the topics in the following manner: State capacity, Developmental State and Middle-income Trap: Lessons for Bangladesh
	23.07 Time 2 hrs	Middle Income Trap and Sustaining Bangladesh's Economic Miracle	Time: 2 hours
	23.10 Time 2 hours	Ten Special Initiatives of the Honourable Prime Minister of Bangladesh	Ten Special Initiative of HPM and Bangladesh's March towards Prosperity
	23.14 Time 2 hrs	Introduction to Universal Health Coverage	To be dropped from the module and be merged with 13.07
		Bangabandhu Public Administration Award Policy	Added from Module 07

03. Having no other issues for discussion, the Chair thanked everyone for their participation and meaningful contribution and concluded the meeting.


 Dr. Md. Mohoshin Ali
 MDS (P&S)
 Chair, CDC

Copy to:

01. All members of CDC
02. PS to Rector, BPATC (for information of Rector)
03. Office Copy