

### **A. About BIAM Foundation:**

Bangladesh Institute of Administration and Management (BIAM) is one of the leading training institutes of the country established in 1991 for providing professional and career development training in the field of development administration and management. Later on the institute converted into Foundation by a government resolution in November 2002. It is a self financed associate organization of the Bangladesh Administrative Service Association. BIAM Foundation is mandated for enhancing professional skills, expertise and performance of the members of Bangladesh Civil Service (Administration) Cadre as well as other public and private organization of the country.

#### **i) Vision :**

BIAM strives to become a leading and unique training for developing capable, motivated, effective, efficient and proactive human resources.

#### **ii) Mission :**

To organize and offer effective, efficient and need based programs in training, research and consultancy for developing capacity of the trainees.

#### **iii) Objectives :**

- To provide training for developing responsible and motivated human resources and to improve organizational performance with a view to accelerating the growth and sustainable development of the country.
- To conduct appropriate training to inculcate a spirit of lifelong learning for both public and private sectors personnel which enable them to respond effectively to the changing environment
- To establish and maintain educational institutions for ensuring quality education from preprimary to higher secondary levels.
- To provide comfortable, affordable and homely accommodation to the service members and participants.
- To provide special assistance to the members of the Bangladesh Administrative Association for improving their skill, capacity and leadership qualities.
- To publish journals, on behalf, of the Bangladesh Administrative Service Association for improving creativity and innovativeness of its members.

#### **iv) Core Values of BIAM:**

- **People: We value them**

We value the people we serve as well as the personnel work in BIAM Foundation. Developing them to their fullest potential-respecting them, honoring their abilities, harnessing their talents and making BIAM a centre of excellence to learn and work in it.

- **Integrity: We uphold the truth**

We always uphold truth and fairness. We value honesty, stand up for what we believe in, take personal responsibility for what we do, and always contribute our best.

- **Quality: Our motto**

We always try to deliver prompt, effective and efficient services with the highest level of professionalism.

- **Effectiveness and Efficiency: We promote**

We strive to demonstrate the highest level of transparency and accountability in our administrative, managerial and academic activities.

- **Partnership: We believe**

BIAM believes in joint participation of public and private sectors personnel that could be mutuality beneficial to all. We also strive to promote local and international partnership and networking.

#### **B. Facilities in BIAM:**

As a multi-faceted organization, BIAM offers an excellent academic environment with all modern facilities for creating a center of excellence.

##### **i) Session rooms**

For organizing training, workshops, seminars and conferences there are seven air-conditioned modern training rooms with projectors, white boards and other logistic. Each training room can accommodate 30-60 persons. Besides, one multi purpose hall with 200 capacities and one modern auditorium with 575 capacities provide added advantage for organizing larger events.

##### **ii) Computer Lab**

To facilitate training and computer use efficiency there are three air-conditioned Computer Lab having capacity of 20-40 persons each.

##### **iii) Language Lab**

To increase English Language skills BIAM's air-conditioned Language Lab is well equipped with modern facilities for 40 persons at a time.

### **C. About the Departmental Foundation Training Course for RAJUK Officers**

Rajdhani Unnayan Kartripakkha (RAJUK) has been started its journey with the authority of the development, improvement and expansion of the Capital Dhaka City under The Town Improvement Act, 1953

As per provisions of the said act, employees of the RAJUK are assigned not only to provide mandated services to the citizen, but also to perform various administrative, managerial and executive functions. With this end, in view, the Foundational Training Course is designed for developing officer's professional skills and service delivery capacities of the RAJUK at large. The course also aims at building personality, creativity and leadership qualities of the officials participating in the Foundation Training Course. The course also provides an opportunity to familiarize themselves with various dimensions and issues of socio-economic development of the country. Moreover, the contents of this course are carefully selected so that the participants can acquire the basic knowledge of the various laws, theories, concepts and issues of RAJUK administration and development.

#### **i) Duration of Course:**

It is a 40 days long Foundation training course for five (5) days a week. The training is non-residential.

#### **ii) The Course Objectives:**

##### **General**

To create a set of skilled, innovative minded, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context

##### **Specific**

Through the course the participants will be able to:

- develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically.
- translate essential laws, basic service norms, rules, policies and procedures of RAJUK into practice.
- identify the real needs of the service receiver and realize their problems and way out.
- internalize the real problems of the stakeholder/ service receiver and take initiatives for probable solution.
- recognize the role of civil servants in a changing national and global environment.
- utilize information and communication technology in management.
- prepare research papers, reports and other documents professionally.
- communicate in English with accuracy and reasonable fluency.

- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders and
- maintain ethical values to meet challenges.

**iii) Training Methodology:**

The training methodology of the course includes lecture and discussion, assignment, library work, case study, seminar, workshop, group discussion, study tour, role play, office attachment, secretariat attachment, field study, extension lecture, book review and oral presentation, report writing, term paper preparation and presentation etc.

**iv) Medium of Instruction:**

The medium of instruction will be English and Bangla. However, use of English will be emphasized. The Center encourages the participants to develop their oral and written English skills. It is expected that they engage themselves in free conversation in English as much as possible during the entire period of their stay at BIAM.

**v) Knowing Each Other:**

As part of the tradition of Foundation Training, there will be a number of KEO sessions during which participants will introduce themselves with others using a standard format, designed by Course Administration.

**vi) Career Counseling:**

Course Adviser will provide the participants with counseling and consultation on their academic and professional career. The Course management will prepare the schedule of the counseling on the basis of specific needs of the participants.

**vii) Course Contents:**

The course contents are being continuously reviewed and updated by the BIAM faculty. To meet the training needs of the participants, the contents of the course have been segmented into the following major areas:

- 01 : Bangladesh Studies
- 02 : Office Management & Service Rules
- 03 : Organizational Behavior
- 04 : Project Management & Development Administration
- 05 : Financial Management
- 06 : Concern Act Rules Related To Rajuk
- 07 : Information & Communication Technology
- 08 : Extension Lecture
09. Study Tour/Practical Field Visit

**viii) Extension Lecture:**

Extension lecture will be held in the evening. These lecturers will dwell upon the issues of national/international importance and offer the participants an opportunity to interact and share experience with senior government officials and noted personalities. A number of extension lectures are conducted with external resource persons. The external resource persons, usually being the top civil servants of the government, share their experiences with the participants. With such exposures, the participants are expected to be well-groomed as career civil servants.

**ix) Syndicate Work:**

Participants are also required to carry out syndicate works. The Course Director gives the topics, which are discussed and deliberated by the group members. The group will select a Chairperson and a Secretary to conduct the exercise sessions. The exercise will be followed by the presentation of the syndicate report.

**x) DG's Evaluation:**

At the end of the course, the Director General of BIAM Foundation will evaluate the participants. This evaluation will help Director General (DG) to understand the knowledge of the participants which they acquired from training. Participants can also share their ideas and views with the Director General. DG's evaluation will be based on the participant's dress code, discipline, performance in the classroom, performance in different committees and on extensive viva.

**D. Examination and Evaluation:**

i) BIAM follows a two-way evaluation method. The learning achievements of the participants are assessed through their active participation, different tests, oral presentations and take-home exercises. The participants, on the other hand, evaluate performance of the resource persons of the course during each session and the overall course at the end of the training program.

**The participants will be evaluated on 1100 marks in total. Marks are distributed as follows:**

Written Test	800
Study Tour & presentation	100
Attendance (Class)	100
Evaluation by Director General	100
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<b>Total =</b>	<b>1100</b>

**ii) Evaluation of Participants:**

The National Training Policy for government officials has made it mandatory that all participants in a training course are graded on the basis of their performance and reports are forwarded to the concerned authority for retention in the officers' dossiers. All assessments are based on a quantitative scale and graded in the following way:

**Percentage of Marks**

90 and above

80-89

70-79

60-69

50-59

**Grading**

AA (Outstanding)

A+ (Very good)

A (Good)

B+ (Above average)

B (Average)

**E. Discipline to be followed:**

A strict conformity with the rules of the Institute is important for successful completion of the course. Violation of any rules, activities subversive to discipline or code of conduct, adoption of unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action.

**i) No smoking or Taking Drugs and Alcohol:**

The Institute has been declared as a Non-Smoking Area. No participant is allowed to smoke in the campus. Drugs and alcohol taking is strictly prohibited and any participant found violating these norms would be seriously dealt with.

**ii) Dress Code:**

In classrooms and other formal sessions, the male participants will have to wear light-colored full-sleeve shirts, full pants, shoes and the tie. Female participants will wear three pieces or sharees. The male participants, who will not wear ties because of religion, will have to wear sherwani, pajama and shoes. All participants must wear the name badge in all occasions.

**F. Miscellaneous****i) Interpersonal Relations:**

One of the objectives of the Departmental Foundation Training Course is to develop interpersonal relations and foster team spirit among the officers through interactions. This will create an attitude of cooperation and fellow feeling among the officers of different batches.

**ii) Meeting Faculty Members:**

No participant shall meet or otherwise be called by any faculty members in their office room. In case of urgency, the meeting between the participant and the faculty member may be held in course office intimating the course administration. Course administration will brief the participants accordingly and arrange the interview as and when necessary.

**iii) Committee Activities:**

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Tour Committee, are formed that help in developing leadership qualities among the officers.

## **G. Requirements of the Course**

Successful completion of the course demands strict adherence to the following conditions:

- Meet and complete all standards and formalities inside the classroom, such as academic exercises, examinations, syndicates, seminars, group discussion, etc.;
- Attend all instructional sessions regularly and other activities punctually, preferably at least five minutes earlier than the scheduled time;
- Submit term papers, field-study reports, book review reports and other assignments in time;
- Stay compulsorily in the dormitory of the Institute and abide by the rules and regulations thereof; and
- Abide by the rules of the Institute; maintain strict discipline and code of conduct.

Success or failure in meeting the above requirements will be reflected in the pen-picture of the participants.

## Course Contents

### Module – 01 : BANGLADESH STUDIES

Marks-100

SL No	Topic	Session Code	Hour
01	Historical Background of Bangladesh & Liberation War	01.01	2
02	Introduction to Bangladesh Constitution & Fundamental Principles of State Policy.	01.02	2
03	National Flag , Anthem & Emblem Rules and Warrant of Precedence	01.03	2
04	Evaluation Test	01.04	1
		<b>Total Hour=</b>	<b>07</b>

### Module – 02 : OFFICE MANAGEMENT & SERVICE RULES

Marks-100

SL No	Topic	Session Code	Hour
01	Mission, Vision and Citizen Charter of RAJUK	02.01	2
02	General conditions of Government services	02.02	2
03	Office Procedure: Opening, Docketing, Indexing, Referencing in File Management & Noting, Drafting.	02.03	2
04	Office Records: Preservation & Destruction.	02.04	2
05	Office Inspection and Report Writing.	02.05	2
06	Communication: Letter Writing.	02.06	2
07	Communication: Public Address /Speaking	02.07	2
08	Rules of Business/ Allocation of Business.	02.08	2
09	The Government Servants (Conduct) Rules, 1979	02.09	2
10	The Government Servants (Discipline & Appeal) Rules, 1985	02.10	2
11	The Public Employees discipline (Punctual Attendance) Ordinance, 1982, The Government Servants (Special provisions) Ordinance, 1979 and The Public Servants (Dismissal on Conviction) Ordinance, 1985	02.11	2
12	Performance Management & ACR Writing.	02.12	2
13	Evaluation Test	02.13	2
		<b>Total Hour=</b>	<b>26</b>

### Module – 03 : ORGANIZATIONAL BEHAVIOR

Marks-100

SL No	Topic	Session Code	Hour
01	Motivation and Human Relation	03.01	2
02	Decision Making Process	03.02	2
03	Team Building	03.03	2
04	Leadership style	03.04	2
05	Manners and Etiquette	03.05	2
06	Evaluation Test	03.06	1
		<b>Total Hour=</b>	<b>11</b>



**Module – 04 : PROJECT MANAGEMENT & DEVELOPMENT ADMINISTRATION****Marks-100**

SL No	Topic	Session Code	Hour
01	Planning Process of Bangladesh	04.01	1
02	Introduction to Project Management: Concepts, Techniques of Project Appraisal & Selection of Projects	04.02	2
03	TAPP & DPP:	04.03	2
04	Project Preparation and Project Implementation	04.04	2
05	Project Monitoring and Evaluation	04.05	2
06	Financial Management of Development projects.	04.06	2
07	Sustainable Development: Concept & Issue	04.07	1
08	Public Private Partnership of Field Management	04.08	1
09	Evaluation Test	04.09	1
		<b>Total Hour=</b>	<b>14</b>

**Module – 05: Financial Management****Marks-100**

SL No	Topic	Session Code	Hour
1.	General Principles of Financial Management	05.01	1
2.	Duties of Drawing and Disbursing officer & Delegation of Financial Power.	05.02	2
3.	Budget Preparation Process and Administration of Budgetary Control	05.03	2
4.	Leave Rules & Leave Calculation	05.04	2
5.	Pension and Gratuity	05.05	2
6.	Pay Fixation	05.06	2
7.	GPF, BF, and Group Insurance Rules	05.07	2
8.	Travelling Allowance Rules	05.08	2
9	Introduction to PPA & PPR,	05.09	1
10	Procurement Planning and Methods(Committees, Advertisement, Tender Submission, Evaluation & Approval)	05.10	2
11	Contract Administration, Disposal of Complain, Review & Appeal	05.11	2
12.	PPR: Practical Discussion	05.12	1
13.	Audit :Objection & Disposal	05.13	2
14.	Evaluation Test	05.14	2
		<b>Total Hour =</b>	<b>25</b>

**Module – 06 : Concern Act Rules Related to RAJUK****Marks-100**

SL No	Topic	Session Code	Hour
1.	The Town Improvement Act, 1953	06.01	2
2.	Building Construction Act, 1952	06.02	2
3.	Dhaka City Building (Construction, Development, Maintenance and Renewal) Rules, 2008	06.03	2
4.	The Environment Conservation Act, 1995	06.04	2
5.	Dhaka City Corporation Act.	06.05	2
6.	Land Management system in Bangladesh	06.06	2
7.	Mutation, RoR, Different Types of survey etc.	06.07	2
8.	Mobile Court Act- 2009	06.08	2
9	Evaluation Test	06.09	2
		<b>Total Hour =</b>	<b>18</b>

**Module – 07: INFORMATION & COMMUNICATION TECHNOLOGY****Marks-100**

SL No	Topic	Session Code	Hour
01	ICT Policy, Vision 2021 & E-Governance	07.01	2
02	Essential ICT Skill: MS Word	07.02	2
03	Essential ICT Skill: MS Power Point	07.03	2
04	Essential ICT Skill: Internet Browsing & E-Mail	07.04	2
05	Evaluation Test	07.05	1
		<b>Total Hour=</b>	<b>09</b>

**Module – 08: EXTENTION LECTURE****Marks-100**

SL No	Topic	Session Code	Hour
1.	National Integrity Strategy	08.01	2
2.	Right to Information Act, 2009	08.02	1
3.	TIN & filling up & Income Tax Return	08.03	2
4.	Anticorruption Interventions in Bangladesh	08.04	2
5.	Good Governance	08.05	2
6.	Evaluation Test	08.06	1
		<b>Total Hour =</b>	<b>10</b>

**Module – 09: STUDY TOUR/PRACTICAL FIELD VISIT****Marks-100**

SL No	Topic	Session Code	Day
1.	Study Tour/Practical Field Visit	9.01	<b>02/ 03 days</b>

