Background Information

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 finance associate organization of the Bangladesh Administrative Service Association. BIAM Foundation is mandated for enhancing professional skill, 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 provide special assistance to the members of the Bangladesh Administrative Association for improving their skill, capacity and comfort.

- 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 Special Foundation Training Course for BCS (Health) Cadre Officers

Bangladesh Civil Service Recruitment Rules, 1981 makes foundation training compulsory for all new entrants to the Bangladesh Civil Service. BIAM Foundation has been organizing Special Foundation Training Course for BCS (Health) cadre officers since 2007. Till now BIAM Foundation has organized 58 (Fifty-Eight) Special Training Courses at Dhaka, 14 (Fourteen) courses at Bogra and 5 (Five) courses at Cox's Bazar. So far 2813 doctors have been trained under BIAM Foundation.

As medical officers, the doctors are assigned not only to provide medical services, but also to perform various administrative, managerial and executive functions. With this end in view, the Special Foundation Training Course is designed for developing among the BCS (Health) cadre officer's professional skills and capacities in development administration and financial management in public sector. The course also aims at building personality, creativity and leadership qualities into the officials participating in the Foundation Course. This course provides an opportunity to the officers 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 theories, concepts and issues of administration and development.

i) Duration of Course:

It is a two month-long special training course for six (6) days a week. The training is residential and the participants are required to stay at the dormitory of the Institute. With a view to utilizing time properly some programmes need to be organized in the weekends and also in the evening.

ii) The Course Objectives:

The broad objective of the training course is to create a corps of skilled, proactive and well-groomed civil servants in medical administration committed to the welfare and development of the people in the changing global context.

At the end of the course, the participants will be able to:

- Recognize the role of civil service in a changing national and global environment;
- Identify individual behavioral strengths and weaknesses and promote interpersonal relations in administration;
- Perceive and analyze socio cultural, political and economic development issues, strategies and processes realistically;
- Adhere to the basic administrative norms, rules, policies and procedures;
- Use information and communication technology in management;
- Prepare research papers, reports and other documents professionally;
- Foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- Maintain physical and ethical fitness to meet arduous 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 : The Constitution of Bangladesh
        03 : Administrative Rules and Procedures
        04 : Administration and Organizational Behavior
        05 : Office Management
        06 : Development Administration & Project Management
        07 : Development Economics
        08 : Financial Management
        09 : Computer and Information Technology
        10 : Book Review and Oral Presentation Program
        11 : Gender Awareness
        12 : Extension Lectures
        13 : Social Research Method
        14 : Communicative English
        15: Village Study
        16 : Study Tour
        17: Term Paper /Social Welfare Program
        18: DG's Evaluation

viii) Presentation on Village study:

Each participant shall preferably visit his/her upazilla to conduct a study on a particular subject and has to submit one study report. Participants have to prepare and present **an individual Power Point presentation on their report for half an hour.**

ix) 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.

x) Syndicate Work:

Participants are also required to carry out syndicate works. The Module 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.**

xi) Term Paper / Social Welfare Program:

Preparing term paper is also an important component of Foundation Training. The participants will prepare a term paper instantly in a group on current issues of national and international importance and then present. Otherwise, **the Participants in a group will conduct health related social welfare program.**

xii) Book Review and Oral Presentation Program:

Book Review another important component of the course. Each participant will write critical reviews of one book in Bangla or in English. **The presentation of the review will be followed by question-answer session.**

xiii) Co-Curricular Activities:

The participants are encouraged to perform extra curricular activities that involve themselves in activities which express their inner qualities. The trainees will be evaluated by the Course Administration throughout the course on their **active participation in classroom, sports, preparing wall-magazine, souvenir, organizing study tour & cultural activities etc.**

xiv) 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, 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 are evaluated on 1600 marks in total. Marks are distributed as follows:

Written Test	1100
Term Paper /Social Welfare Program	100
Book Review and oral presentation	100
Village Study report & presentation	50
Study Tour & presentation	50
Attendance (Class, P.T & Dormitory)	100
Evaluation by Director General	100
Total =	**1600**

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 administrative Ministries/Divisions for retention in the officers' dossiers. All assessments are based on a quantitative scale and graded in the following way:

Percentage of Marks	Grading
90 and above	AA (Outstanding)
80-89	A+ (Very good)
70-79	A (Good)
60-69	B+ (Above average)
50-59	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.** The course authority and the evaluation authority may visit the dormitory at any time and check the presence of the participants.

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 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, Cultural Committee, Tour Committee, Sports Committee, Souvenir and Wall Magazine 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;

- Participate in all co-curricular activities; 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
01.	Anthropological Background of Bangladesh.	1.01
02.	Historical Background of Bangladesh & Liberation war	1.02
03.	Environmental Policies and Related Laws in Bangladesh	1.03
04.	Cultural Heritage of Bangladesh including literature, arts, music etc.	1.04
05.	Health Policy of Bangladesh	1.05
06.	Export and Import Policy of Bangladesh	1.06
07.	Foreign Policy of Bangladesh	1.07
08.	Education Policy of Bangladesh	1.08
09.	Industrial Policy of Bangladesh	1.09
10.	Waste management	1.10
11.	Evaluation Test	1.11

Module – 02 : The Constitution of Bangladesh   Marks-100

SL No	Topic	Session Code
01.	Introduction to Bangladesh Constitution	2.01
02.	Fundamental Principles of State Policy	
03.	Human Rights and Fundamental Rights	2.02
04.	The Executive, The Legislature and The Judiciary	2.03
05.	Constitutional bodies	2.04
06.	The Rule of Law	2.05
07.	Rights & Obligations of Public Servants and Provisions Relating to the Services	
08.	Evaluation Test	2.06

Module – 03: Administrative Rules And Procedures   Marks-100

SL No	Topic	Session Code
01.	Rules of Business/Allocation of Business	3.01
02.	The Secretariat Instructions, 2014	3.02
03.	Local Govt. System in Bangladesh	3.03
04.	Government Servants (Conduct) Rules, 1979 (including case study)	3.04
05.	Government Servants (Discipline & Appeal) Rules, 1985 (including case study)	3.05
06.	The Public Employees Discipline (Punctual Attendance) Ordinance 1982, The Govt. Servants (Special Provisions) Ordinance, 1979 & The Public Servants (Dismissal on Conviction) Ordinance, 1985	3.06
07.	National Anthem, Flag & Emblem Rules and Warrant of Precedence	3.07
08.	Evaluation Test	3.08

Module – 04: **Administration And Organizational Behavior** **Marks-100**

SL No	Topic	Session Code
01.	Motivation	4.01
02.	Team Building	4.02
03.	Leadership	4.03
04.	Decision Making Process	4.04
05.	Conflict Management	4.05
06.	Essential Qualities of a Civil Servant/ Role Model	4.06
07.	Manners and Etiquette	4.07
08.	Religions, Social Values and Administration	4.08
09	Anti-corruption Interventions in Bangladesh	4.09
10.	Evaluation Test	4.10

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

SL No	Topic	Session Code
01.	File Management, Opening Files, Docketing, Indexing	5.01
02.	Noting Drafting and Summary Writing	5.02
03.	Letter Writing: Different Types	5.03
04.	Office Inspection and Report Writing	5.04
05.	Conducting Meeting and Writing Working Paper and Minutes	5.05
06.	ACR Writing	5.06
07.	Evaluation Test	5.07

Module – 06: **Development Administration & Project Management** **Marks-100**

SL No	Topic	Session Code
01.	Concept of Good Governance & Development	6.01
02.	Disaster Management in Bangladesh and Role of Doctors	6.02
03.	GO-NGO Relations for Development	6.03
04.	Development Planning and Project Management	6.04
05.	Techniques of Project Appraisal & Selection of Projects	
06.	TPP & DPP	6.05
07.	Project Preparation: Approval Processes	6.06
08.	Project Implementation: Land Acquisition, Purchase, Recruitment of Manpower, Fund release etc.	
09.	Project Monitoring and Evaluation	6.07
10.	Evaluation Test	6.08

Module – 07 : **Development Economics**

Marks-100

SL No	Topic	Session Code
01.	Dimensions of Economic Development	7.01
02.	Globalization/Market Economy	7.02
03.	Fiscal Policy of Bangladesh	7.03
04.	Monetary Policy of Bangladesh	7.04
05.	Foreign Aid and Foreign Direct Investment (FDI) in Bangladesh	7.05
06.	MDGs and NSAPR (PRS)	7.06
07.	Evaluation Test	7.07

Module – 08 : **Financial Management**

Marks-100

SL No	Topic	Session Code
01.	Budget Preparation Process	8.01
02.	National Budget Analysis	8.02
03.	Duties of Drawing and Disbursing Officers	8.03
04.	Delegation of Financial Power	8.04
05.	TA/DA Rules with exercise	8.05
06.	Leave Rules	8.06
07.	Pay Fixation, Pension and Gratuity	8.07
08.	GPF, BF, and Group Insurance Rules	8.08
09.	Audit Objection & its Disposal	8.09
10.	Public Procurement Act – 2006, Public Procurement Rules – 2008	8.10
11.	Foreign Tour, Foreign Employment, Out-sourcing Policy	8.11
12.	Current Charge, Additional Charge, Lien & Deputation	8.11
13.	Evaluation Test	8.12

Module – 09 : **Computer And Information Technology**

Marks-100

SL No	Topic	Session Code
01.	Introduction to the Computer and Operating System	9.01
02.	MS Word	9.02 - 05
03.	MS Excel	9.06 - 07
04.	MS Power Point	9.08 - 09
05.	Internet Explorer	9.10
06.	S P S S	9.11
07.	E-Governance	9.12
08.	Evaluation Test	9.13

Marks-100

Module – 10 : Book Review And Oral Presentations Programme

SL No	Topic	Session Code
01.	Each participant will critically review one English and one Bangla book to be selected by the Course Director. A separate guideline will be designed and distributed to the participants in time.	10.01
02.	Book Review Presentation	10.02 - 10.11

Module – 11 : Gender Awareness

Marks-50

SL No	Topic	Session Code
01.	Gender related concepts and issues (Sex & Gender, Gender Equity, Gender Equality, Gender Mainstreaming, Gender Roles, Gender Needs, Gender & Development etc.)	11.01
02.	Violence Against Women: Socio-cultural context of Bangladesh	11.02
03.	Constitutional provisions on Gender Rights etc: Achievement of Bangladesh & Gender Violence Related Acts (Nari O Shishu Nirjatan Doman Ain, 2000, The Dowry Prohibition Act, 1980. The Acid Violence Act, 2002/ Acid Control Act, Nari Unnayan Niti, 2008 etc)	11.03
04	Evaluation Test	11.04

Module – 12 : Extension Lectures

Marks-50

SL No	Topic	Session Code
01.	Right to Information Act. 2009.	12.01
02.	TIN & filling up Income Tax Return	12.02
03.	National Integrity Strategy	12.03
04.	Governance Innovation	12.04
05.	Medical Jurisprudence and Role of a Doctor	12.05
06.	Citizen's Charter	12.06
07.	Bio-diversity, Climate change and Ecological Balance	12.07
08.	Emergency Provision of Bangladesh Constitution	12.08
09.	Evaluation Test	12.09

Module – 13 : Social Research Method

Marks-50

SL No	Topic	Session Code
01.	Research: definition, classification usage and ideas formulation of hypothesis	13.01
02.	Writing Research proposal.	13.02
03.	Preparing questionnaires and exercise on preparing questionnaires	13.03
04.	Method of Data collection and sampling techniques	13.04
05.	Techniques of Data presentation: Classifications, tabulation and use of graphs	13.05
06.	Techniques of preparing research reports	13.06
07.	Evaluation Test	13.07

Module-14: Communicative English

<div align="right">Marks-50</div>

SL No	Topic	Session Code
01.	Listening Skill	14.01-14.02
02.	Writing Skill	14.03-14.04
03.	Speaking Skill	14.05
04.	Reading Skill	14.06-14.07
05.	Enriching Vocabulary	14.08
06.	Words widely mispronounced	14.09
07.	Determiners/ Debate	14.10
08.	Evaluation Test	14.11

Module – 15 : Village Study

<div align="right">Marks-50</div>

SL No	Topic	Session Code
01.	A Village study will be conducted by each participant independently. Participants will study the village for about three days and study a particular issue of the village selected by the course management and submit their individual written report and make verbal presentation at a seminar. Concerned UNOs will locally monitor and coordinate the village study programme. A member of the faculty will also supervise the study.	15.01-15.04

Module – 16 : Study Tour

<div align="right">Marks-50</div>

SL No	Topic	Session Code
01.	Study Tour & Presentation	16.01 - 16.03

Module – 17 : Term Paper /Social Welfare Program

<div align="right">Marks-50</div>

SL No	Topic	Session Code
01.	Social welfare program/ Preparation of Term Paper instantly in a group and it's presentation	17.01

Module – 18 : DG's Evaluation

<div align="right">Marks-100</div>

SL No	Topic	Session Code
01.	Discipline, dress code, performance in the class, performance in different committees etc.	18.01
02.	Course Viva	18.02