



# **Training Calendar**

## **2017–2018**

**National Academy for Planning and Development (NAPD)**  
**Ministry of Planning**  
Nilkhet, Dhaka-1205  
Website: [www.napd.gov.bd](http://www.napd.gov.bd)

## **Preface**

National Academy for Planning and Development (NAPD) is mandated for organizing training and conducting research in the area of development planning and project management to materialize the national vision of transforming Bangladesh into a middle income country by 2021.

To perform its duties systematically, NAPD publishes a training calendar at the beginning of each financial year. It helps not only the faculties and support staff of NAPD, but also the nominating agencies, public and private, by providing information to choose the right courses in right time for their officers.

The 2017-18 Training Calendar is prepared by reviewing the objectives and contents of each course, so that participants and nominating organization obtain clear idea about learning outcome of the courses. In addition to regular day and evening courses, NAPD offers different tailor-made (request) training courses to meet the organizations' needs. Moreover, new courses are added every year to cope with the challenges of current age. In 2017-18, course on statistical software SPSS is added for financial analysts and researchers. Similarly, workshops on various development issues like SDGs, Public-Private-Partnership will be arranged throughout the year.

I hope NAPD with its competent faculties and experienced resource persons from Universities, Government and Non-Government agencies with up-to-date training facilities will be able to conduct the training programs as schedule in this training calendar. Let me express my sincere thanks and gratitude to the head of different public and private organizations for extending their continuous support by nominating their officers in the Academy.

Kaniz Fatema ndc  
Director General  
(Secretary to the Government)  
NAPD

## Table of Contents

	NATIONAL ACADEMY FOR PLANNING AND DEVELOPMENT (NAPD)	1
	ACADEMY RESOURCES	3
	<b>Training Program: 2017 – 2018</b>	6
	<b>Day Courses</b>	
1.	Project Appraisal, EIA and Formulation of DPP	8
2.	Human Resource Management	9
3.	Project Appraisal Study	10
4.	Departmental Training for BCS (Economic) Cadre Officers	11
5.	Office Management	12
6.	Management Skills for Project Executives	13
7.	Public Financial Management	14
8.	Leadership and Strategic Planning	15
9.	IMED Monitoring & Reporting Procedure	16
10.	Microsoft Project	17
11.	Development Planning and Project Management	18
12.	Public Procurement Management	20
13.	Transparency, Accountability & Good Governance	22
14.	Financial and Economic Appraisal of Projects	23
15.	Monitoring and Evaluation of Development Projects	24
16.	Public Private Partnership (PPP)	26
17.	Research Methodology	27
18.	e-Governance for Sustainable Development	28
19.	Environmental Issues of Project Management	29
	<b>Evening Courses</b>	
20.	Advanced Microsoft Excel	30
21.	English Language Proficiency	31
22.	Project Planning, Development and Management (PPDM)	33
23.	Computer Basics	35
24.	Oracle based Database Application Design	36
25.	Office Automation for Organizational Development	37
26.	Microsoft Project	38
27.	Web page Development and Deployment	39
28.	Introduction to SPSS	40
29.	Post Graduate Diploma in Development Planning	41
30.	Post Graduate Diploma in ICT for Development	42
	<b>Special Foundation Training for BCS (Health) Cadre Officers</b>	43
	<b>Appendices</b>	
	<i>A. List of Faculty and Officers of NAPD</i>	45
	<i>B. NAPD Map</i>	47
	<i>C. Training Flow Chart 2017-2018</i>	48
	<i>D. Photo Gallery</i>	51

# **NATIONAL ACADEMY FOR PLANNING AND DEVELOPMENT (NAPD)**

## **INTRODUCTION**

National Academy for Planning and Development (NAPD) is one of the pioneers in the arena of public sector training in Bangladesh. It imparts training on Project Planning and Management, Economic Development, Administration and Information & Communication Technology (ICT). Besides, a Post Graduate Diploma in Development Planning is also offered by the Academy. Since its inception, NAPD has been providing quality training to the officials to orient them with development policies of the Government as well as developing themselves into human resource of the country. NAPD, by the time, has touched a number of milestones. It started its journey as a development project back in 1980. Later, it became a Body-Corporate on 3<sup>rd</sup> February, 1985. Then, onwards it embodies a tale of achievements, persistent experiences, learning processes and the inevitable outcomes of the organization. It observed 25<sup>th</sup> year of service as the ‘Silver Jubilee’ in 2010.

## **VISION**

To become one of the leading training institutes in the field of planning and development in the country by 2025

## **MISSION**

Developing competent and morally strong professionals in planning and development through training, research and consultancy

## **THE GOALS OF THE ACADEMY**

- i. To organize institutional in-service training programs for the officers of the Planning Commission, Economic Relations Division (ERD), Implementation Monitoring and Evaluation Division (IMED), Planning Wings under different Ministries/ Divisions and Agencies;
- ii. To arrange pre-service and functional training for the entrants in BCS (Economic) cadre and foundation training for the officers of the BCS (Health) cadre;
- iii. To conduct special training courses for officials of other organizations on request;
- iv. To provide consultancy services to the ministries and other agencies in pre-investment feasibility studies and in formulation, appraisal, monitoring and evaluation of development projects;

- v. To facilitate dissemination of knowledge and experience in Planning, Development Economics, Project Management and in other fields through publication, documentation, seminars and workshops; and
- vi. To conduct research and evaluation studies on development issues and maintain liaison with similar organizations at home and abroad.

Academy, since September 1981, has been conducting training courses regularly in pursuance of its assigned responsibilities in the areas of the national interest. Academy so far has imparted training to 36,727 trainees from different government offices, Private Agencies and NGOs. NAPD has been able to develop a core group of professionally trained project management executives and administrators. project planning and management, economic development and administration.

## **ACADEMY RESOURCES**

### **CAMPUS**

Academy is housed in a nine storied building at Nilkhet, Dhaka on the north-western side of the Dhaka University Campus. The location of the Academy is unique of its kind in the sense that it is in the hub of the city within the close vicinity of other seats of learning like Bangladesh University of Engineering and Technology (BUET), Bangbandhu Sheikh Mujib Medical University, Dhaka Medical College, Bangladesh Civil Service Administration Academy. The Academy auditorium is located on the ground floor of the main building. The auditorium, endowed with air-conditioned facilities having a sitting capacity of 300 persons, is a worth-possession to the Academy. It also is rented out to other organizations for convening seminars, conferences, workshops etc. The institution stimulates free academic discussion on development and planning issues of the country in particular and other disciplines in general. The campus is a smoking free one.

### **LIBRARY AND DOCUMENTATION SERVICES**

A specialized functional library with a collection of about 15,000 books, periodicals, journals and research reports has been set up for the benefits to the trainees and faculty members. The Academy is in the mailing list of various local and foreign academy and training institutions. The library procures books and other useful publications on a regular basis. The library is open for the users from 9.00 a.m. to 8.00 p.m. on all week days. Borrowing facility is provided to the trainees and faculty members. The Academy publishes an annual journal *Development Review* regularly, which contains articles on planning and issues related to development.

### **EQUIPMENT AND LOGISTICS**

Training aids of NAPD are quite sufficient for running four courses simultaneously. Those include computer lab., Language lab., CC-Camera, Video Camera, multimedia projectors, document camera, TV & Video, overhead projectors, duplo-copier, movie projector, duplicators, plain paper copier, public address system etc. The Academy has a number of micro computers to be used in the training courses.

## **DORMITORY**

Attached to the main building, there is a seven-storied dormitory with a residential accommodation for 115 trainees at a time. It is also rented out temporarily to persons attached with education and training organizations. The room-tariff is as follows:

Category	Single	Double	Triple
Participants (Regular course)	Tk.120.00	240.00	360.00
Participants(Request course)	Tk.250.00	500.00	750.00
Guest (Local Govt. Officials)	Tk.200.00	400.00	600.00
Guest (Local NGO Officials)	Tk.350.00	700.00	1050.00
Guest (Foreigner)	Tk.800.00	1600.00	2400.00
Alumni	Tk.100.00	200.00	300.00
NAPD Faculty Member	Tk. 50.00	100.00	150.00

## **CAFETERIA**

NAPD has a two storied cafeteria to accommodate 150 trainees in a single batch. Smiling hospitality of the staff members of the Academy makes the participants feel very much at home. The cost of lunch or dinner is Tk. 240.00 and that of breakfast is Tk. 80.00. The dormitory and cafeteria are independently run and managed by a committee of the participants designated by the Academy.

## **COMPUTER AND LANGUAGE LAB**

Academy has recently established three modern computer labs and one well equipped language lab. Each of these three labs can accommodate 25 - 30 persons. Academy has recently established Cyber Café for participants. The whole academy including dormitory is covered under Wi-Fi network. Video conferencing system is in operation. NAPD has an interactive dynamic web site [www.napd.gov.bd](http://www.napd.gov.bd)

## **FACULTY**

NAPD has a team of interdisciplinary faculty engaged in training and research relating to economic development. The faculty of the Academy consists of Director General, Additional Director General, three Directors, three Chief Instructors, a System Analyst, three Instructors, three Associate Instructors, a Deputy Director and an Assistant Director, besides, there are three Research Officers, two Training Officers, an Evaluation Officer, a Librarian and an Assistant Programmer.

## **GUEST SPEAKERS**

Academy, because of its unique location, enjoys a rare privilege of getting maximum services of renowned speakers from the Government, Autonomous organizations, Training & Research institutions and different Universities. Many of them are equally known at home & abroad.

## **LINKAGES**

Academy is keen to establish a linkage with relevant National and International Institutions to offer local and international course programs on respective discipline and conduct collaborative research works. Any initiative to this direction is always welcomed.

## **BREATHING SPACE**

There is a breathing space facility beside cafeteria for participants. About 20-25 persons may enjoy their leisure time to refresh themselves.

## **MOSQUE**

NAPD has a mosque for prayer on the 2<sup>nd</sup> floor of Cafeteria Building.



## Training Programs: 2017 – 2018 At a glance

### Day Courses

Sl. No.	Course Title	Course Duration	Working day	No. of participant	Details in page no.
1.	Project Appraisal, EIA and Formulation of DPP	16.07.2017 to 03.08.2017	15	25	8
2.	Human Resource Management (1 <sup>st</sup> Batch)	30.07.2017 to 03.08.2017	05	25	9
3.	Project Appraisal Study	06.08.2017 to 10.08.2017	05	25	10
4.	Departmental Training for BCS (Economic) Cadre Officer	10.09.2017 to 09.11.2017	45	25	11
5.	Office Management (1 <sup>st</sup> Batch)	20.08.2017 to 31.08.2017	10	25	12
6.	Management Skills for Project Executives	27.08.2017 to 31.08.2017	05	25	13
7.	Public Financial Management (1 <sup>st</sup> Batch)	10.09.2017 to 14.09.2017	05	25	14
8.	Leadership and Strategic Planning	24.09.2017 to 28.09.2017	05	25	15
9.	IMED Monitoring & Reporting Procedure	15.10.2017 to 19.10.2017	05	25	16
10.	Microsoft Project	15.10.2017 to 19.10.2017	05	25	17
11.	Development Planning and Project Management	22.10.2017 to 09.11.2017	15	25	18
12.	Public Procurement Management (1 <sup>st</sup> Batch)	19.11.2017 to 07.12.2017	15	25	20
13.	Human Resource Management (2 <sup>nd</sup> Batch)	26.11.2017 to 30.11.2017	05	25	9
14.	Transparency, Accountability & Good Governance	03.12.2017 to 07.12.2017	05	25	22
15.	Public Financial Management (2 <sup>nd</sup> Batch)	17.12.2017 to 21.12.2017	05	25	14
16.	Financial and Economic Appraisal of Projects	07.01.2018 to 11.01.2018	05	25	23
17.	Monitoring and Evaluation of Development Projects	14.01.2018 to 25.01.2018	10	25	24
18.	Public Private Partnership (PPP)	04.02.2018 to 08.02.2018	05	25	26
19.	Research Methodology	11.02.2018 to 15.02.2018	05	25	27
20.	E-Governance for Sustainable Development	25.02.2018 to 01.03.2018	05	25	28
21.	Public Procurement Management (2 <sup>nd</sup> Batch)	04.03.2018 to 22.03.2018	15	25	20
22.	Environmental Issues of Project Management	11.03.2018 to 15.03.2018	05	25	29
23.	Office Management (2 <sup>nd</sup> Batch)	11.03.2018 to 22.03.2018	10	25	12

## Evening Courses

Sl. No.	Name of the Course	Duration	Working day	No. of participant	Details in page no.
24.	Advance Microsoft Excel	20.08.2017 to 10.09.2017	10	25	30
25.	English Language Proficiency (1 <sup>st</sup> Batch)	20.08.2017 to 29.11.2017	45	25	31
26.	Project Planning, Development and Management (PPDM) (8 <sup>th</sup> batch)	24.09.2017 to 21.03.2018	75	25	33
27.	Computer Basics	08.10.2017 to 08.11.2017	15	25	35
28.	Oracle based Database Application Design	05.11.2017 to 19.12.2017	20	25	36
29.	Office Automation for Organizational Development	12.11.2017 to 06.12.2017	12	25	37
30.	English Language Proficiency (2 <sup>nd</sup> Batch)	14.01.2018 to 25.04.2018	45	25	31
31.	Microsoft Project	04.02.2018 to 25.02.2018	10	25	38
32.	Web page Development and Deployment	04.03.2018 to 29.04.2018	25	25	39
33.	Introduction to SPSS	18.03.2018 to 08.04.2018	10	25	40
34.	Post Graduate Diploma in Development Planning (30 <sup>th</sup> Batch)	January–December, 2018	130	25	41
35.	Post Graduate Diploma in ICT for Development (PGD ICT4D) (8 <sup>th</sup> Batch)	January- December, 2018	130	25	42

***Classes of evening courses will be held on Sunday, Tuesday and Wednesday***

## Request Course

Sl. No.	Name of the Course	Duration	Total Course	Total days	No. of participant	Details in page no.
36.	Special Foundation Training for BCS (Health) Cadre Officers	09 July – 06 September, 2017 (1 <sup>st</sup> & 2 <sup>nd</sup> Batch)  17 September – 15 November, 2017 (3 <sup>rd</sup> & 4 <sup>th</sup> Batch)  19 November, 2017 – 17 January, 2018 (5 <sup>th</sup> & 6 <sup>th</sup> Batch)  28 January – 28 March, 2018 (7 <sup>th</sup> & 8 <sup>th</sup> Batch)  01 April – 30 May, 2018 (9 <sup>th</sup> & 10 <sup>th</sup> Batch)	10	60 (for each batch)	400 (Each batch 40)	43

# Day Courses

## 01: Project Appraisal, EIA and Formulation of DPP

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 16.07.2017 to 03.08.2017
<b>Nomination Deadline</b>	: 10.07.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 18,000.00 (Eighteen thousand only ) per participant
<b>Participants' Level</b>	: Officers grade-9 and above who are responsible for planning and project management in different government, semi-government and autonomous bodies.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To familiarize the trainees aware about data and information requirements of the prescribed project proforma and provide them the technical competence to furnish such data where required; and</li><li>To acquaint with terms and concepts used in the DPP the way they are intended to be understood by the users.</li></ol>
<b>Course Contents</b>	<p><b>Module-1: Development and Planning Issues in Bangladesh</b></p> <ol style="list-style-type: none"><li>Development and Planning: concept &amp; relations</li><li>SDGs, vision 2021 and 7<sup>th</sup> five year plan</li><li>Budgetary Framework of Bangladesh with MTBF</li><li>Preparation of Annual Development Program (ADP)</li></ol> <p><b>Module-2: Project Appraisal</b></p> <ol style="list-style-type: none"><li>Importance of Feasibility Study</li><li>Demand Forecasting</li><li>Cash Flow of Project</li><li>Discounting Technique: NPV, B/C Ratio &amp; IRR</li><li>Financial Appraisal</li><li>Economic Appraisal</li><li>Technical Appraisal</li><li>Service Sector Project Appraisal</li><li>Participatory Rural Appraisal Issues</li><li>Project Sensitivity and Risk Analysis</li><li>Stakeholder Analysis</li><li>Gender Equity Planning Tools</li></ol> <p><b>Module-3: Environmental Issues</b></p> <ol style="list-style-type: none"><li>Climate Change and its Related Impact on Development Projects</li><li>Economic Evaluation of Environmental Impact of Development Project</li><li>Environmental Impact Assessment (EIA) of Development Project</li><li>Environmental Management Plan (EMP) of Development Project</li><li>Preparation of Project with EIA &amp; EMP Components exercise</li></ol> <p><b>Module-4: Project Planning, Financing and Formulation</b></p> <ol style="list-style-type: none"><li>Project cycle</li><li>Project Design with Logical framework</li><li>Explanation: DPP, TPP, etc.</li><li>Preparation of DPP</li><li>Delegation of Financial Power &amp; Fund release Procedure</li><li>Procurement Management: PPA-2006, PPR-2008, Procurement Plan &amp; E-Procurement</li><li>Use of CPM, PERT in Project Implementation</li><li>MS Project</li><li>Project visit</li></ol>
<b>Training Methods</b>	: Classroom lecture, group discussion & group work, practical exercise, case study and field visit.
<b>Evaluation System</b>	: Class participation, group exercise, report presentation, attendance & overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Hasan Tarik, Director (Research & Publication)
<b>Course Coordinator</b>	: Dipayan Chakraborty Partha, Research Officer

## 02: Human Resource Management

<b>Duration</b>	: 5 working days
<b>Date</b>	: 30.07.2017 to 03.08.2017 (1 <sup>st</sup> Batch) 26.11.2017 to 30.11.2017 (2 <sup>nd</sup> Batch)
<b>Nomination deadline</b>	: 23.07.2017 (1 <sup>st</sup> Batch), 19.11.2017 (2 <sup>nd</sup> Batch)
<b>No. of Course</b>	: 02
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of Public & Private sectors and NGO's dealing with Human Resource Development and Planning.
<b>Course Objectives</b>	: i. To develop participants' understanding on conceptual issues of HRM & HRD; ii. To acquaint them with legal framework in relation to HRM in Bangladesh; iii. To share the HRM practices along with tools and techniques used across the sectors in Bangladesh.
<b>Course Contents</b>	<b>Module-1: Conceptual Issues of HRM</b> a. HRM & HRD: Concept and Issues b. Motivation and Human Relations c. Job analysis: Job description & Job Specification d. Team Building for HRM e. Leadership in HRM f. Human Resource Information System g. Importance of Recruitment, Selection and Training <b>Module-2: Legal Framework and Managerial Issues of HRM</b> a. Legal Frameworks of HRM b. The Government Servants Conduct Rules, 1979 c. Performance Appraisal Measurement System (APA, KPI) d. Labor Laws e. Problem Solving & Decision Making Process f. Self-Analysis with Exercise g. Conflict Resolution h. Gender Perspectives of HRM <b>Module-3: HRM practices in Bangladesh</b> a. HRM Practices in Bangladesh with Exercise b. Techniques of Fair Promotion and Posting/Placement c. Compensation Management, Employee Benefit and Compliance d. Good Governance and NIS
<b>Training Methods</b>	: Class-room lecture, group discussion, practical exercise and case study
<b>Evaluation System</b>	: Attendance, class participation and evaluation of assignments
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Md. Nuruzzaman, Director (Training) (1 <sup>st</sup> Batch) Thouhidur Rahman Chowdhury , Deputy Director (R & P) (2 <sup>nd</sup> Batch)
<b>Course Coordinator</b>	: Mirza Noor Islam, Assistant Director (1 <sup>st</sup> Batch) Faria Zafreen, Librarian (2 <sup>nd</sup> Batch)

### **03: Project Appraisal Study**

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 06.08.2017 to 10.08.2017
<b>Nomination deadline</b>	: 31.07.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participants' Level</b>	: Officers grade-9 and above working in planning wings of different ministries, directorates, planning commission and development projects.
<b>Course Objectives</b>	: i. To familiarize the participants with the basic conceptual issues of project feasibility and appraisal study. ii. To improve participants' understanding on different methods and techniques of project feasibility/ appraisal study.
<b>Course Contents</b>	<b>Module 01: Conceptual Issues of Project Management</b> a. Planning and project: concept & relationship; b. Project & project cycle; c. Project appraisal and its relation to DPP. d. Logical framework and its implication in managing projects <b>Module 02: Technical Issues Involved in Project Appraisal</b> a. Definition, objectives, scope & types appraisal; b. Derivation of cash flow; c. Discounting technique, NPV, BCR and IRR; d. Financial Appraisal, Economic Appraisal, Technical Appraisal, Demand Forecasting; e. Environmental Impact Assessment (EIA) and EMP; f. Gender Dimension in Project Appraisal; g. Impacts of Climate Change on Development Intervention h. Service Sector Project Appraisal;
<b>Training Methods</b>	: Class room lecture, group discussion, report preparation and presentation, case study, hands on learning
<b>Evaluation System</b>	: Attendance, class participation & overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinator</b>	: Most. Abeda Sultana, Associate Instructor

## 04: Departmental Training for BCS (Economic) Cadre Officers

<b>Duration</b>	: 45 working days
<b>Date</b>	: 10.09.2017 to 09.11.2017
<b>Nomination</b>	: Nomination by Planning Division, Ministry of Planning.
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 45,000.00 (Forty five thousand only) per participant
<b>Participants' Level</b>	: Officers of the BCS (Economic) cadre
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To provide basic concepts and theories of economics</li><li>ii. To acquaint the participants with current state of Bangladesh economy</li><li>iii. To familiarize them with the administrative framework of development planning and public project management</li><li>iv. To acquaint the new entrants with government service rules and work procedure in public sector</li><li>v. To enhance the participants' capacity for conducting research; and</li><li>vi. To update the trainees' skills in communication and ICT</li></ol>
<b>Course Contents</b>	Module-1: Basic and Development Economics Module-2: Bangladesh Economy Module-3: Development Planning and Project Management Module-4: Govt. Service Rules and Procedures Module-5: Statistics and Research Module-6: Computer Literacy and Communicative English
<b>Training Methods</b>	: Classroom lecture, Group discussion, Practical exercise, Field visit
<b>Evaluation System</b>	: Test, group exercise, report writing, presentation and attendance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Ahmed Ullah, Chief Instructor
<b>Course Coordinators</b>	: Md. Ramjan Ali, Associate Instructor Md. Sirajul Islam, Research Officer

## 05: Office Management

<b>Duration</b>	: 10 working days
<b>Date</b>	: 20.08.2017 to 31.08.2017 (1 <sup>st</sup> Batch) 11.03.2018 to 22.03.2018 (2 <sup>nd</sup> Batch)
<b>Nomination Deadline</b>	: 13.08.2017 (1 <sup>st</sup> Batch), 04.03.2018 (2 <sup>nd</sup> Batch)
<b>No. of Course</b>	: 02
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 14,000.00 (Fourteen thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above working in ministries/ agencies,
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To equip the participants with concepts and theories of office management</li><li>To familiarize with the administrative, financial rules and procedure relevant for office management in Bangladesh.</li><li>To develop the participants' understanding about the tools and techniques of office management</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Concepts and Theories</b></p> <ol style="list-style-type: none"><li>Concept of modern office management</li><li>Human Resource Management (HRM)</li><li>Human Resource Information System (HRIS)</li></ol> <p><b>Module-2: Administrative and Financial Rules</b></p> <ol style="list-style-type: none"><li>Rules of Business</li><li>Delegation of Financial Powers and fund Release Procedures;</li><li>Role and Responsibilities of DDO;</li><li>Pension, Gratuity, GPF &amp; CPF Rules etc.;</li><li>Travelling Allowances Rules;</li><li>Public Procurement Rules-2008</li><li>The Govt. Servants (Conduct) Rules, 1979</li><li>The Govt. Servants (Discipline and Appeal) Rules, 1985</li><li>Leave Rules</li><li>Public Servant and Anti-Corruption Commission Act;</li><li>Right to Information Act-2009.</li><li>NIS</li></ol> <p><b>Module-3: Tools for Office Management</b></p> <ol style="list-style-type: none"><li>Office Procedures, Distribution of Works in the Office</li><li>Recruitment, Training and Promotion/Posting;</li><li>Leadership and Team Building;</li><li>Job Analysis: Job Description and Job Specification;</li><li>Noting, Summary writing and Preparation of Drafts;</li><li>Different forms of Written Communication;</li><li>Conducting Meeting, Preparation of Working Paper &amp; Writing Minutes of Meeting;</li><li>Office Inspection, Office Layout and Office Securities;</li><li>Store Management</li><li>Annual Confidential Report (ACR) Writing and Evaluation;</li><li>Public Service Innovation (PSI)</li><li>APA</li></ol>
<b>Training Methods</b>	: Class room lecture, interaction, assignments, study visit in related field (Private/Public office visit)
<b>Evaluation System</b>	: Attendance, class participation & overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Engr. Md. Abdur Rashid, Director (Admin & Finance) (1st Batch) Md. Nurul Islam, Chief Instructor (2nd Batch)
<b>Course Coordinator</b>	: Most Lipia Khatun, Evaluation Officer (1st Batch) Mohammad Ziaur Rahman, Associate Instructor (2nd Batch)

## 06: Management Skills for Project Executives

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 27.08.2017 to 31.08.2017
<b>Nomination deadline</b>	: 20.08.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participants' Level</b>	: Officers of grade-9 or above working as executives in public organizations, private enterprises and NGOs.
<b>Course Objectives</b>	: i. To develop participants' understanding about project planning and formulation along with related rules and procedures; and ii. To equip them with applied tools and techniques of project management.
<b>Course Contents</b>	: <b>Module 1: Planning and Formulation of Project Document</b> a. Strategic Planning & Project Formulation b. Implementation Plan of a Project c. Concessionary Contents and PPP d. Duties & Responsibilities of Project Executives e. Delegation of Financial Power and Fund Release Procedure; f. Procurement in Development Project;  <b>Module 2: Project Management Skills</b> a. Monitoring and Evaluation Techniques; b. Negotiation Technique and Conflict Resolution; c. Collaboration Skill with Stakeholders; d. Effective leadership & team building; e. Time and Risk management; f. Organizational behavior; g. Communication skills; h. Personal skills & self-development; i. Innovation and change management
<b>Training Methods</b>	: Class-room lecture, group discussion, exercise and presentation.
<b>Evaluation System</b>	: Attendance, Class participation & overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Mohammad Anwar Hossain, Instructor
<b>Course Coordinator</b>	: Md. Emamul Hafiz Nadim, Research Officer



## 07: Public Financial Management

<b>Duration</b>	: 05 working days
<b>Date</b>	: 10.09.2017 to 14.09.2017 (1 <sup>st</sup> Batch) 17.12.2017 to 21.12.2017 (2 <sup>nd</sup> Batch)
<b>Nomination deadline</b>	: 03.09.2017 (1 <sup>st</sup> Batch), 10.12.2017 (2 <sup>nd</sup> Batch)
<b>No. of Course</b>	: 02
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 or above of public offices or executives of private organizations who are dealing with Financial Management and also people who are interested in building a career in this field.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To enhance participants' understanding on fiscal and monetary policy, budget and auditing system;</li><li>To enable them to perceive, interpret, analyze and apply financial, treasury and other related rules correctly in day to day works.</li></ol>
<b>Course Contents</b>	: <b>Module-1: Economic Policy, National Budget and Statutory Audit</b> <ol style="list-style-type: none"><li>Fiscal policy and the macro-economic framework of Bangladesh;</li><li>Monetary policy of Bangladesh and its relationship with fiscal policy;</li><li>Fiscal deficit and deficit financing</li><li>Public debt management in Bangladesh;</li><li>Preparation of non-development and development budget;</li><li>Accounting and auditing system in Bangladesh;</li><li>External audit and accountability;</li></ol> <b>Module-2: Financial and Treasury Rules</b> <ol style="list-style-type: none"><li>General Financial Rules and Treasury Rules</li><li>Public Finance and Budget Management Act 2009</li><li>Financial Reporting Act 2015</li><li>Role and Responsibilities of Drawing and Disbursing Officer;</li><li>Delegation of Financial Powers and Fund Release Procedures;</li><li>Pay Fixation; Pension and Gratuity;</li><li>General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent Fund and Group Insurance Rules;</li><li>Traveling Allowances Rules;</li><li>Public Procurement Rules-2008;</li><li>Anti-Corruption Act;</li></ol>
<b>Training Methods</b>	: Classroom lecture, group discussion and exercise
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Nurul Islam, Chief Instructor (1 <sup>st</sup> Batch & 2 <sup>nd</sup> Batch)
<b>Course Coordinators</b>	: Mohammmd Ziaur Rahman, Associate Instructor (1 <sup>st</sup> Batch) Most. Abeda Sultana, Associate Instructor (2 <sup>nd</sup> Batch)

## 08: Leadership and Strategic Planning

<b>Duration</b>	: 05 working days
<b>Date</b>	: 24.09.2017 to 28.09.2017
<b>Nomination deadline</b>	: 17.09.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers of grade-9 and above in public organizations or working as executives in public enterprises
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To develop trainees' understanding on conceptual issues of strategic planning;</li><li>ii. To acquaint the trainees with various leadership skills.</li></ol>
<b>Course Contents</b>	: <p><b>Module - 1 : Skills for Leadership</b></p> <ol style="list-style-type: none"><li>a. Leadership theories and core competencies;</li><li>b. Leadership skills;</li><li>c. Leadership and Decision Making;</li><li>d. Negotiation and Conflict Management;</li><li>e. Leadership and Strategic Planning: Unlocking leadership potential;</li><li>f. Challenges in leadership and change;</li><li>g. Developing and Empowering other as Leaders;</li><li>h. Leadership behaviors and Practices and their Impact on Strategic Process.</li></ol> <p><b>Module – 2: Conceptual issues of Strategic Planning</b></p> <ol style="list-style-type: none"><li>a. Context of Strategic Planning;</li><li>b. Strategic planning process;</li><li>c. Strategic Planning: From vision to Action;</li><li>d. Strategic Planning for Good Governance</li><li>e. Principles of Strategic Planning for Leadership Teams;</li><li>f. Impact of Strategic Planning on Leadership;</li></ol>
<b>Training Methods</b>	: Classroom lecture, Group discussion, Panel discussion.
<b>Evaluation System</b>	: Attendance, class participation & overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Hasan Tarik, Director (Research & Publication)
<b>Course Coordinator</b>	: Mouful Nahar, Instructor

## **09: IMED Monitoring and Reporting Procedure**

<b>Duration</b>	: 05 Working days
<b>Date</b>	: 15.10.2017 to 19.10.2017
<b>Nomination deadline</b>	: 08.10.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participants' Level</b>	: Officers of grade-9 and above of ministries/agencies who are directly or indirectly related to projects.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To acquaint the participants with monitoring and evaluation procedure of IMED;</li><li>ii. To orient the participants with IMED forms and their proper use for reporting.</li></ol>
<b>Course Contents</b>	<p><b>Module 01: IMED Monitoring and Evaluation Procedure</b></p> <ol style="list-style-type: none"><li>a. Conceptual Issues on Monitoring and Evaluation</li><li>b. Role of IMED for proper implementation of projects.</li><li>c. Importance of IMED in monitoring projects.</li><li>d. Role of IMED for Evaluation of Projects.</li></ol> <p><b>Module 02: Practical aspects of IMED reporting</b></p> <ol style="list-style-type: none"><li>a. Explanation of IMED Forms like quarterly report 01, 02, 03. Project completion form 04 and form 05.</li><li>b. Exercise on form 01, 02, 03, 04 and 05.</li><li>c. Procurement monitoring</li><li>d. Evaluation design and reporting.</li><li>e. PMIS</li></ol>
<b>Training Methods</b>	: Lecture, individual exercise, question and answer, discussion visit to IMED
<b>Evaluation System</b>	: Attendance, participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Md. Nuruzzaman, Director (Training)
<b>Course Coordinator</b>	: Md. Emamul Hafiz Nadim, Research Officer

## 10: Microsoft Project

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 15.10.2017 to 19.10.2017
<b>Nomination deadline</b>	: 08.10.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To familiarize and acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluation; and</li><li>To help for the preparation of development project proposal within shortest possible time.</li></ol>
<b>Course Contents</b>	: <p><b>Module-01: Project Scheduling and Network Analysis</b></p> <ol style="list-style-type: none"><li>Network Analysis PERT/CPM</li><li>Project Management tools, Terminology</li><li>Problems on CPM</li><li>Overview of Microsoft Project 2010</li><li>Project Scheduling with Gantt Chart &amp; Network Diagram using Microsoft Project 2010</li></ol> <p><b>Module-02: Resource Allocation, costing &amp; reporting</b></p> <ol style="list-style-type: none"><li>Creating and Allocating Resources</li><li>WBS, EVM using Microsoft Project 2010</li><li>Project Report using Microsoft Project 2010</li></ol>
<b>Training Methods</b>	: Classroom lecture, Group discussion, Case Study Hands on Learning
<b>Evaluation System</b>	: Attendance, class participation & overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air condition class room</li><li>• Multimedia Presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer

## 11: Development Planning and Project Management

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 22.10.2017 to 09.11.2017
<b>Nomination deadline</b>	: 15.10.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 18,000.00 (Eighteen thousand only) per participant
<b>Participants' Level</b>	: Officers of grade-9 or above of project managers and other officers working in development projects, mid-level officers of the Government, semi-govt. and autonomous bodies.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with conceptual and administrative framework of planning with reference to Bangladesh;</li><li>To familiarize them with existing procedures, practices, rules and methods of project planning and management;</li><li>To update the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.</li></ol>

### Course Contents

#### **Module 1: Conceptual and Administrative Framework of Development Planning**

- Planning and development: concept and relations
- Planning process in Bangladesh
- Sustainable development goals (SDG)
- Recent Trends in Bangladesh Economy
- Strategies and Approaches for 7<sup>th</sup> Five Year Plan
- Local Level Planning
- Role of NGOs in Economic Development
- Role and Responsibilities of Planning Commission, ERD and line Ministries
- Budgetary Framework of Bangladesh with MTBF
- Preparation of Annual Development Program (ADP)
- Role of Private Sector in Economic Development of Bangladesh

#### **Module 2: Planning, Formulation and Financing of Projects**

- Project cycle
- Project Design with Logical framework
- Explanation of DPP, TPP formats and exercise
- Gender Policy and Gender Related Concepts and Issues
- Climate Change Risk Management in Project Planning
- Project Financing : Concept and Techniques
- Sources of Project Financing
- Domestic Resource Mobilization
- Foreign Aid and its use
- Delegation of Financial Power & Fund release Procedure
- Public-Private Partnership

#### **Module 3: Project Appraisal**

- Project Appraisal: Objectives and Scope
- Demand Forecasting
- Cash Flow of Project
- Discounting Technique
- Financial Appraisal with NPV, B/C Ratio & IRR calculation
- Economic Appraisal

- g. Technical Appraisal
- h. Service Sector Project Appraisal
- i. Participatory Rural Appraisal
- j. EIA and EMP of Development Projects
- k. Project Sensitivity and Risk Analysis
- l. Approval Procedure of Development Projects

#### **Module 4: Project Implementation**

- a. Role of a Project Manager/ Project Directors
- b. Leadership and Team Building
- c. Managing Project Team
- d. Implementation Plan of a Project
- e. Project Scope Management (WBS/PBS etc.)
- f. Use of CPM, PERT in Project Implementation
- g. Total Quality Management
- h. Project Risk Management
- i. Procurement Management: PPA-2006, PPR-2008
- j. Procurement Plan & E-Procurement
- k. MS Project
- l. Management Information System (MIS)
- m. Project Visit.

#### **Module 5: Project Monitoring and Evaluation**

- a. Concepts of Monitoring and Evaluation
- b. Types of Monitoring
- c. Earned Value Management
- d. Role of IMED in Project Monitoring and Evaluation
- e. Explanation and exercise of IMED formats
- f. IMED Forms (PMIS): Online Submission
- g. Result Based Management
- h. Sustainability of Development Projects
- i. Project Completion Report

<b>Training Methods</b>	: Classroom lecture, group discussion, practical exercise, film show, study tour and case study.
<b>Evaluation System</b>	: Test, group exercise, report writing, presentation, attendance and overall performance.
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Nazma Chowdhury, Chief Instructor
<b>Course Coordinator</b>	: Mouful Nahar, Instructor

## 12: Public Procurement Management

<b>Duration</b>	:	15 working days
<b>Date</b>	:	19.11.2017 to 07.12.2017 (1 <sup>st</sup> Batch) 04.03.2018 to 22.03.2018 (2 <sup>nd</sup> Batch)
<b>Nomination deadline</b>	:	12.11.2017 (1 <sup>st</sup> Batch), 25.02.2018 (2 <sup>nd</sup> Batch)
<b>No. of Course</b>	:	02
<b>No. of Participants</b>	:	25 in each batch
<b>Course fee</b>	:	Tk. 18,000.00 (Eighteen thousand only) per participant
<b>Participants' Level</b>	:	Officers grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To acquaint participants with the legal framework of procurement in public sector;</li><li>ii. To familiarize the participants with the procedure and standard documents for acquiring goods and works;</li><li>iii. To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;</li><li>iv. To familiarize the participants with Electronic Procurement (e-GP) and other cross-cutting issues</li></ol>

### Course Contents

#### **Module-1 : Conceptual and Legal Framework for Public Procurement**

- a. An overview of PPA-2003 and PPR-2008
- b. Principles of Public Procurement
- c. Different Procurement Method
- d. Concessionary Contents (BOT, BOOT, BOO)
- e. Processing of Procurement
- f. Core Competences and Supply Chain Management
- g. Preparation of Tender or Proposal
- h. Formulation of Different Committees
- i. Professional Misconduct and Offences

#### **Module-2 : Standard Tender Document and Procedure for Goods and Works Procurement**

- a. Instructions to Tenderers (ITT)
- b. Preparation of Tender Data Sheet (TDS)
- c. Introducing Tender Forms of Goods and Works
- d. Technical Specifications and Schedule of Requirements
- e. General Conditions of Contracts (GCC)
- f. Particular Conditions of Contracts (PCC)
- g. Tender Evaluation
- h. Notification of Award (NOA)
- i. Case Studies on Procurement
- j. Contract Performance
- k. Incoterm L/C and Framework Agreement

#### **Module-3 : Procurement of Intellectual and Professional Services**

- a. Methods for Procurement of Intellectual and Professional Services
- b. Expression of Interest (EOI)
- c. Terms of Reference (TOR)
- d. Request for Proposal Document (RFP)
- e. Proposal Data Sheet (PDS)
- f. Evaluation of Proposals
- g. Negotiations under the methods QCBS, FBS and LCS
- h. Approval, Signing, Completion of the Process

#### **Module-4: eGP and other Cross-cutting Issues**

- a. Introduction of eGP
- b. Roles of PE user, PE admin, Organization admin, authorized users.
- c. Approval Procedures and Delegation of Financial Powers
- d. Right to Information Act 2009
- e. Anti-corruption Act
- f. NIS

<b>Training Methods</b>	:	Classroom lecture, group discussion, practical exercise, case study, study tour.
<b>Evaluation System</b>	:	Class participation, attendance, Individual exercise, Group work and presentation
<b>Course Advisor</b>	:	Director-General
<b>Course Co-Advisor</b>	:	Additional Director-General
<b>Course Director</b>	:	Md. Nurul Islam, Chief Instructor (1st Batch) Dr. Ahmed Ullah, Chief Instructor (2nd Batch)
<b>Course Coordinator</b>	:	Thouhidur Rahman Chowdhury, Deputy Director (R & P) (1st Batch) Mohammad Anwar Hossain, Instructor (2nd Batch)



### 13: Transparency, Accountability and Good Governance

<b>Duration</b>	: 05 working days
<b>Date</b>	: 03.12.2017 to 07.12.2017
<b>Nomination Deadline</b>	: 26.11.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers of grade-9 or above of different ministries/division/corp-orations/agencies.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To aware the participants about the conceptual issues of Good Governance;</li><li>To acquaint the participants with the tools and techniques of ensuring Transparency, Accountability and Good Governance ;</li><li>To familiarize the participants with integrity institutes and tools currently operating and practiced in Bangladesh.</li></ol>
<b>Course Contents</b>	: <p><b>Module – 01: Conceptual and Cross-cutting Issues of Good Governance</b></p> <ol style="list-style-type: none"><li>Good Governance: Conceptual issues</li><li>Democracy and Good Governance</li><li>Ethical leadership in Governance</li><li>Moral and Religious Education In Prevention of Corruption</li><li>Public Service Delivery System and Governance Practices</li></ol> <p><b>Module – 02: Tools and Techniques of Good Governance</b></p> <ol style="list-style-type: none"><li>Social Accountability as a Tool of Good Governance</li><li>Citizen participation and accountability</li><li>Parliamentary oversee and accountability</li><li>Civil Service Ethics</li></ol> <p><b>Module – 03: Current Practices of Good Governance in Bangladesh (Case study)</b></p> <ol style="list-style-type: none"><li>Role of Integrity Institutes to establish good governance</li><li>National Integrity Strategy</li><li>Right to Information Act</li><li>Anti-Corruption Act</li><li>Grievance Redress System</li><li>Public procurement Act and Rules</li><li>Procurement Monitoring</li><li>Role of Media and Civil Society in Combating Corruption and Establishing Good governance</li><li>Annual Performance Agreement</li><li>Case Study – Best practices</li></ol>
<b>Training Methods</b>	: Classroom lecture, practical exercise
<b>Evaluation System</b>	Class participation, attendance, Individual exercise, Group work and presentation
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	Additional Director-General
<b>Course Director</b>	Mohammad Anwar Hossain, Instructor
<b>Course Coordinator</b>	Dipayan Chakraborty Partha, Research Officer

## 14: Financial and Economic Appraisal of Projects

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 07.01.2018 to 11.01.2018
<b>Nomination deadline</b>	: 31.12.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers of grade-9 and above who are responsible for preparing project document in different Govt., Semi-Govt. and autonomous bodies.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with different techniques of financial appraisal;</li><li>To improve the understanding about the rationale and tools for economic appraisal.</li></ol>
<b>Course Contents</b>	<p><b>Module-01: Concepts and Methods of Financial Appraisals</b></p> <ol style="list-style-type: none"><li>Economic Planning, Development and Growth Scenario in Bangladesh</li><li>Project and Projects Cycle Management</li><li>Project Planning and Budgeting (with Excel operation)</li><li>Sources of project related information: online and offline</li><li>Concept of Cash flow, break-even point and its classification with introducing case study</li><li>Project Appraisal and Evaluation Criteria, selecting cost of capital or discount rate, state of capital budgeting techniques</li><li>Calculating NPV, IRR, B/C ratio</li><li>Measuring Benefits of Projects (with exercise)</li></ol> <p><b>Module-02: Concepts and Tools of Economic Appraisals</b></p> <ol style="list-style-type: none"><li>Economic appraisal vs. Financial appraisal</li><li>Social Cost-Benefit Analysis (with Excel operation)</li><li>Economic Rate of Return (ERR): Shadow Pricing, Economic Internal Rate of Return and Economic Net Present Value (ENPV) (with Excel operation)</li><li>Sensitivity, scenario and “what if” analysis with Case Study (with Excel operation)</li><li>Introducing DPP with special focus on EIA &amp; EMP</li></ol>
<b>Training Methodology</b>	: Classroom lecture, group discussion, hands on learning case study ( Padma and <b>Bangabandhu</b> bridge and Metro Rail Project etc.)
<b>Evaluation System</b>	: Attendance, Class participation & overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Kazi Muhammad Salatuzzaman, System Analyst
<b>Course Coordinator</b>	: Md. Ramjan Ali, Associate Instructor

## 15: Monitoring and Evaluation of Development Projects

<b>Duration</b>	:	10 Working days
<b>Date</b>	:	14.01.2018 to 25.01.2018
<b>Nomination deadline</b>	:	07.01.2018
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk.14,000.00 (Fourteen thousand only ) per participant
<b>Participants' Level</b>	:	Officers grade-9 and above of working in Planning Wings of different Ministries, Directorates, Planning Commission and development projects. other Govt./NGO's
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To familiarize the participants with the role and importance of monitoring and evaluation in the proper formulation and successful implementation of development projects</li><li>ii. To impart knowledge about various tools and techniques of monitoring in different stages of projects</li><li>iii. To enhance their knowledge about how to select and use appropriate techniques for different kinds of projects;</li><li>iv. To improve their level of efficiency through elaborate discussion on various techniques and strategies of project evaluation.</li></ol>
<b>Course Contents</b>	:	<p><b>Module 1: Concepts of Monitoring and Evaluation</b></p> <ol style="list-style-type: none"><li>a. Planning for Monitoring and Evaluation</li><li>b. Concepts of monitoring and Evaluation</li><li>c. Different types of Monitoring and Evaluation</li><li>d. Developing Indicators for Monitoring and Evaluation</li></ol> <p><b>Module 2: Designing for Monitoring and Evaluation framework</b></p> <ol style="list-style-type: none"><li>a. Monitoring and Evaluation Design</li><li>b. Sampling for Monitoring and Evaluation</li><li>c. Different Data Collection Methods</li><li>d. Questionnaire Preparation</li><li>e. Data Processing, Analysis and Interpretation</li><li>f. Evaluation Reporting</li><li>g. Developing Indicators for M and E</li></ol>

**: Module 3: Different Monitoring and Evaluation Models and Tools**

- a. RBM model
- b. Logical Framework Approach
- c. Use of CPM as Monitoring Tools
- d. Earned Value Method (EVM) as Monitoring Tools
- e. Role of IMED and its process
- f. Microsoft Project as a monitoring tool
- g. Procurement Monitoring
- h. Impact Evaluation.

<b>Training Methods</b>	: Classroom lecture, group discussion, report preparation and presentation, case study , field visit
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Dr. Ahmed Ullah, Chief Instructor
<b>Course Coordinator</b>	: Md. Moynul Hasan Chowdhury Instructor

## 16 : Public Private Partnership (PPP)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 04.02.2018 to 08.02.2018
<b>Nomination deadline</b>	: 28.01.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: 8,000.00 (Eight thousand taka only) per participant
<b>Participants' Level</b>	: Officers not below grade-9 of the Government, semi-govt., autonomous bodies and Non-government organization.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To provide participants with initial understanding and importance of PPP</li><li>To orientate them with policies, institutional framework and key elements of PPP;</li><li>To increase their efficiency to work with private sector more adequately</li></ol>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module 1 : PPP Concepts, Rationale, Strategies and Structuring</b><ol style="list-style-type: none"><li>Definition, concepts and rationale of PPP, Background of PPP, PPP benefits</li><li>PPP Development Stages, PPP Principles and good governance.</li><li>Structuring considerations for relevant PPP options</li></ol></li><li><b>Module 2 : PPP in Bangladesh</b><ol style="list-style-type: none"><li>Overview of PPP in Bangladesh.</li><li>PPP Institutional and Regulatory Framework in Bangladesh</li><li>PPP Process flow.</li></ol></li><li><b>Module 3 : PPP in Bangladesh Project Development</b><ol style="list-style-type: none"><li>PPP Project Identification, Assessment and Selection, VFM.</li><li>PPP Project Feasibility Analysis Technical and Commercial Considerations.</li><li>PPP Project Formulation, Appraisal and Approval</li></ol></li><li><b>Module 4 : Procurement Processes for PPP Project</b><ol style="list-style-type: none"><li>PPP and Private sector partners; Spectrum of relationship in PPP</li><li>Pre-qualification of PPP Investors.</li><li>Tender Package for PPP Projects</li></ol></li><li><b>Module 5 : Overview of PPP Contracts</b><ol style="list-style-type: none"><li>Understanding &amp; Mitigating PPP Project Risks.</li><li>Coverage of PPP contracts</li><li>PPP in Agriculture and Rural Development</li></ol></li></ul>
<b>Training Methods</b>	: Classroom lecture, group discussion, practical exercise, film show, study tour, case study, panel discussion
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Dr. Ahmed Ullah, Chief Instructor
<b>Course Coordinator</b>	: Mohammad Anwar Hossain, Instructor

## 17: Research Methodology

<b>Duration</b>	: 05 Working days
<b>Date</b>	: 11.02.2018 to 15.02.2018
<b>Nomination deadline</b>	: 04.02.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of Public, Private Offices, Banks and NGO's dealing with research and development activities
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To acquaint the participants with preparatory research works related to research including different methodology and data collection techniques</li><li>ii. To familiarize participants with the tools and techniques of data processing and to develop their skills in writing a research report.</li></ol>
<b>Course Contents</b>	<p><b>Module 01: Introduction to Research</b></p> <ol style="list-style-type: none"><li>a. Introduction to research and research process</li><li>b. Literature Review finding the knowledge gap</li><li>c. Funding for the research project</li><li>d. Collaborative research and work distribution</li><li>e. Selection and formulation of research problems and hypothesis</li><li>f. Choosing appropriate methodology: Quantitative, Qualitative or Mixed</li><li>g. Ethical Approval</li></ol> <p><b>Module 2: Data Types and Collection Methods</b></p> <ol style="list-style-type: none"><li>a. Types of Data: Primary vs. Secondary</li><li>b. Primary collection tools: Survey, FGD, Interview</li><li>c. Designing the tools: Drafting Questionnaire for survey or interview</li><li>d. Sources of secondary data</li><li>e. Measurement and scaling techniques</li></ol> <p><b>Module 3: Data Analysis and Report Writing</b></p> <ol style="list-style-type: none"><li>a. Processing and analysis of data</li><li>b. Testing hypothesis</li><li>c. Using SPSS for data analysis</li><li>d. Techniques of writing research proposal,</li><li>e. Presentation of research findings</li><li>f. Writing research reports.</li></ol>
<b>Training Methods</b>	: Classroom lecture, group discussion and exercise
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Md. Hasan Tarik, Director (Research & Publication)
<b>Course Coordinator</b>	: Thouhidur Rahman Chowdhury, Deputy Director (R & P)

## 18: e-Governance for Sustainable Development

<b>Duration</b>	: 05 working days
<b>Date</b>	: 25.02.2018 to 01.03.2018
<b>Nomination deadline</b>	: 18.02.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of public, private and autonomous bodies with basic computer literacy.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To develop skills in understanding about strategic issues related to e-Governance.</li><li>To develop participants' knowledge on e-Governance activities for sustainable development.</li></ol>
<b>Course Contents</b>	: <p><b>Module – 1: Concepts and Tools of e-Governance</b></p> <ol style="list-style-type: none"><li>Introduction to concepts of e-Governance</li><li>Policies and Strategies for ICT development</li><li>National ICT Policy-2009</li><li>Technical and Legal issues of e-governance</li><li>E-administration</li><li>Enterprise Resource Planning (ERP)</li><li>Challenges of e-governance</li><li>Right to Information Act-2009</li></ol> <p><b>Module – 2: Innovation for Sustainable Development through ICT</b></p> <ol style="list-style-type: none"><li>Sustainable Development Goals (SDGS)</li><li>Public Service Innovation (PSI)</li><li>Service Process Simplification</li><li>e-Learning</li></ol>
<b>Training Methods</b>	: Classroom lecture, exercise, case study, demonstration
<b>Evaluation System</b>	: Attendance, class participation, overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer

## 19 : Environmental Issues of Project Management

<b>Duration</b>	: 05 working days
<b>Date</b>	: 11.03..2018 to 15.03.2018
<b>Nomination deadline</b>	: 04.03.2018
<b>No. of Course</b>	: 1
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000 (Eight thousand) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
<b>Course Objective</b>	: <ol style="list-style-type: none"><li>i. To have a better idea on environment and climate change and its impacts;</li><li>ii. To share different environmental issues in project management;</li><li>iii. To comprehend the process of different environmental clearance process in development projects ;</li><li>iv. To able to understand the monitoring and auditing process of environmental impacts.</li></ol>
<b>Course Content</b>	<p><b>Module 1: Basic Concepts of Environment and Climate Change</b></p> <ol style="list-style-type: none"><li>a. Environment and Development: Concepts and Issues</li><li>b. National perspective to Environment and Climate Change</li><li>c. International Perspective to Environment and Climate Change</li><li>d. Climate Change and its impact in Bangladesh</li><li>e. Economic Evaluation of Environmental Impacts for development project</li></ol> <p><b>Module 2: Environmental issues in Project Management</b></p> <ol style="list-style-type: none"><li>a. Environmental Policy, Rules and Regulations of Bangladesh</li><li>b. Environmental Clearance Process in Bangladesh</li><li>c. Environmental Impact Assessment (EIA)</li><li>d. Environmental Management Plan (EMP)</li><li>e. Incorporation of Environmental and Climate Change issues into DPP</li></ol> <p><b>Module 3: Environmental Budgeting, Monitoring and Auditing</b></p> <ol style="list-style-type: none"><li>a. Environmental Auditing and Monitoring</li><li>b. Environmental Budgeting</li></ol>
<b>Training Methods</b>	: Classroom lecture, group discussion, practical exercise, film show, study tour, case study, panel discussion
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinator</b>	: Md. Sirajul Islam, Research Officer



## Evening Courses

### 20: Advanced Microsoft Excel

<b>Duration &amp; Time</b>	: 10 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
<b>Date</b>	: 20.08.2017 to 10.09.2017
<b>Nomination deadline</b>	: 13.08.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 10,000.00 (Ten thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above executives from government, semi-government, autonomous bodies, companies, banks, NGO's, Researchers, MIS personals who wishes to get expertise on MS Excel. It is recommended that the learners have basic knowledge on computer operation.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To enhance office productivity in accounts, budgets, billing and many other areas; and</li><li>To increase capability on analyze data in accounts, or keep records of stock or schedules.</li></ol>
<b>Course Contents</b>	: <ol style="list-style-type: none"><li>Travelling Around New Excel Interface;</li><li>Essential Formula Knowledge;</li><li>Intermediate Formula Knowledge;</li><li>Optimizing Data;</li><li>Data Analysis;</li><li>Presenting and Reporting;</li></ol>
<b>Training Methods</b>	: Classroom lecture, Group discussion, Case Study, Hands on training
<b>Evaluation System</b>	: Practical test, Attendance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia Presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Emamul Hafiz Nadim, Research Officer

## 21: English Language Proficiency

- Duration** : 45 Working Days  
(03 days in a week. Sunday, Tuesday, Wednesday)
- Date** : 20.08.2017 to 29.11.2017 (1st batch)  
14.01.2018 to 25.04.2018 (2nd Batch)
- Nomination deadline** : 13.08.2017 (1st Batch), 07.01.2018 (2nd Batch)
- No. of Course** : 02
- No. of Participants** : 25 in each batch
- Course fee** : Tk. 18,000.00 (Eighteen thousand only) per participant
- Participants' Level** : Officers not below grade-9 of Govt./Semi-Govt. Agencies and private organization who are required to use English effective communication in their job place.
- Course Objectives** : To improve the participants' English Language proficiency (listening, speaking, reading and writing) and to develop their competence in using English for both oral and written communication.
- Course Contents** :
- Module – 1: Language and Basic Grammar**
    - a. How to study
    - b. How to develop the skills of English
    - c. Tense
    - d. Modals
    - e. Conditionals
    - f. Comparison
    - g. Preposition
    - h. Sentence Correction
  - Module – 2: Speaking skill**
    - a. Speaking about myself
    - b. Speaking on topic
    - c. Speaking role playing
    - d. Speaking presentation
    - e. Speaking on topic
    - f. Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/ sounds
    - g. Developing Pronunciation- Consonant sounds, Aspiration
    - h. Developing Pronunciation- Vowel sounds- Monophthongs, Diphthongs, Checking words from the Dictionary with sounds, stress mark
    - i. News Presentation
  - Module – 3: Writing skill**
    - a. Basic Writing: Subject- Verb Agreement
    - b. Writing Practice – on topic
    - c. Writing Application
    - d. Report Writing
    - e. Official Writing
  - Module – 4: Listening skill**
    - a. Movie Show
    - b. Listening Practice (Beginner)
    - c. Listening Practice (Intermediate)
    - d. Listening Practice (Advance)

### **Module – 5: Reading skill**

- a. Reading Practice
- b. Reading Practice by solving comprehension ( Beginner)
- c. Reading Practice by solving comprehension ( Intermediate level)
- d. Reading Practice solving by comprehension (Advance level)

<b>Training Methods</b>	: Each lesson will be presented through a participatory approach, i.e. individual & group presentation, writing exercises, debate and assignments.
<b>Evaluation System</b>	: Assignment, Tests, Attendance, Class Participation & Overall Performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mohammad Anwar Hossain, Instructor (1st Batch) Md. Hasan Tarik, Director (R&P) (2nd Batch)
<b>Course Coordinator</b>	: Md. Sirajul Islam, Research Officer (1st Batch) Mirza Noor Islam, AD (2nd Batch) Md. Motiur Rahman Molla, Audio-Visual Officer (1st & 2nd Batch)

## 22: Project Planning, Development and Management (PPDM) (10<sup>th</sup> Batch)

<b>Duration</b>	:	75 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	:	24.09.2017 to 21.03.2018
<b>Nomination deadline</b>	:	17.09.2017
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 30,000.00 (Thirty thousand only) per participant
<b>Participants' Level</b>	:	Officers grade-9 and above of Project managers and other officers working in development projects, class-1 officers of the Government, semi-govt., autonomous bodies and Non-government organization.

<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To acquaint the participants with the conceptual framework of planning with reference to Bangladesh</li><li>ii. To familiarize them with existing procedures, practices, rules and Methodology of project planning and management</li><li>iii. To increase the technical competence of the trainees in project formulation, appraisal, implementation, monitoring and evaluation</li></ol>
--------------------------	---	---

### **Course Contents**                      **Module 1: Conceptual and Administrative Framework of Development Planning**

- a. Planning and development: concept & relations
- b. Planning Process in Bangladesh
- c. Strategic Planning
- d. Millennium Development Goals & SDGs
- e. Recent Trends in Bangladesh Economy
- f. Strategies and Approaches for 7<sup>th</sup> Five Year Plan
- g. Local Level Planning
- h. Role of NGOs in Economic Development
- i. Role and Responsibilities of Planning Commission, ERD and line Ministries
- j. Budgetary Framework of Bangladesh with MTBF
- k. Preparation of Annual Development Program (ADP)
- l. Role of Private Sector in Economic Development of Bangladesh

### **Module 2: Planning, Formulation and Financing of Projects**

- a. Project cycle
- b. Project Design with Logical framework
- c. Explanation of DPP, TPP formats and exercise
- d. Gender Policy and Gender Related Concepts and Issues
- e. Climate Change Risk Management in Project Planning
- f. Project Financing : Concept and Techniques
- g. Sources of Project Financing
- h. Domestic Resource Mobilization
- i. Foreign Aid and its use
- j. Delegation of Financial Power & Fund release Procedure
- k. Public-Private Partnership

### **Module 3: Project Appraisal**

- a. Project Appraisal: Objectives and Scope
- b. Demand Forecasting and Cash Flow of Project
- c. Discounting Technique
- d. Financial Appraisal with NPV, B/C Ratio & IRR calculation
- e. Economic Appraisal
- f. Technical Appraisal
- g. Service Sector Project Appraisal/ RRA
- h. Participatory Rural Appraisal
- i. EIA of Development Projects
- j. Project Sensitivity and Risk Analysis
- k. Approval Procedure of Development Projects

#### **Module 4: Project Implementation**

- a. Role of a Project Manager/ Project Directors
- b. Managing Project Team / Team Building and Leadership
- c. Implementation Plan of a Project
- d. Project Scope Management (WBS/PBS etc.)
- e. Use of CPM, PERT in Project Implementation
- f. Total Quality Management
- g. Project Risk Management
- h. Procurement Management: PPA-2006, PPR-2008
- i. Procurement Plan & E-Procurement
- j. MS Project for managing project
- k. Management Information System (MIS)
- l. Project visit.

#### **Module 5: Project Monitoring and Evaluation**

- a. Different concepts of Monitoring and Evaluation
- b. Methods and tools for Monitoring and Evaluation
- c. Earned Value Management
- d. Role of IMED in Project Monitoring and Evaluation
- e. Explanation and exercise of IMED formats
- f. IMED Forms (PMIS): Online Submission
- g. Result Based Management
- h. Sustainability of Development Projects
- i. Project Completion Report

<b>Training Methods</b>	:	Class-room lecture, Group discussion, Practical exercise, Film show, Project Visit, Case study, Panel Discussion
<b>Evaluation System</b>	:	Written Test, group exercise, report work, presentation, Attendance & overall performance.
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Dr. Md. Nuruzzaman, Director (Training)
<b>Course Coordinator</b>	:	Mohammad Ziaur Rahman, Associate Instructor

## 23: Computer Basics

<b>Duration &amp; Time</b>	: 15 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
<b>Date</b>	: 08.10.2017 to 08.11.2017
<b>Nomination Deadline</b>	: 01.10.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk.12,000.00 (Twelve thousand only) per participant
<b>Designed for</b>	: Officers grade-9 and above of Govt., Semi-Govt. Agencies and Private organization who are required to use computers for their efficiency in their job offices.
<b>Course Objectives</b>	: To enhance knowledge and skill of the participants operating computer in office.
<b>Course Contents</b>	: <ol style="list-style-type: none"><li>Fundamentals of Computer and MIS</li><li>Operating system (Windows 10)</li><li>Computer Typing (Software base, Bengli, English)</li><li>Microsoft word (Office- 2010)</li><li>ICT Devices, Network and Internet</li><li>MS Excel (Office- 2010)</li><li>Printer, Virus, Antivirus</li><li>MS Power Point (Office-2010)</li></ol>
<b>Training Methods</b>	: Classroom lecture, Group discussion, Case Study, Hands on Learning
<b>Evaluation System</b>	: Written test, Assignment, Attendance & practice on Computer
<b>Facilities</b>	: <ul style="list-style-type: none"><li>One person one computer</li><li>Acoustic &amp; air condition class room</li><li>Multimedia Presentation system</li><li>Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Thouhidur Rahman Chowdhury, DD (R & P)
<b>Course Coordinator</b>	: Zakia Begum, Documentation Officer

## 24: Oracle based Database Application Design

<b>Duration</b>	: 20 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	: 05.11.2017 to 19.12.2017
<b>Nomination Deadline</b>	: 29.10.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 15,000.00 (Fifteen thousand only) per participant
<b>Participants' Level</b>	: Officers not below grade-9 of from government, semi-government, autonomous bodies, companies, banks, NGO's, MIS personals who have some knowledge in computer applications.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint with Oracle database and its data access techniques</li><li>To build capacity on Oracle schema definition and CRUD operation</li><li>To build capacity on pl/sql program writing for Oracle Database</li><li>To build capacity on web application development using Oracle Application Express (APEX)</li></ol>
<b>Course Contents</b>	: Module 1 – Database Overview and Oracle Data Access Module 2 – Introduction to SQL (DDL and DML) Module 3 – PL/SQL Module 4 – Application Development with Oracle APEX
<b>Training Methods</b>	Classroom lecture, Group discussion, Case Study, Hands on learning
<b>Evaluation System</b>	: Written test, Assignment, Attendance & practice on Computer, Project preparation, Field Visit
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia Presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Kazi Muhammad Salatuzzaman, SA
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer

## 25: Office Automation for Organizational Development

<b>Duration</b>	: 12 working days (03 days in a week: Sunday, Tuesday, Wednesday)
<b>Date</b>	: 12.11.2017 to 06.12.2017
<b>Last date of Nomination</b>	: 05.11.2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only) per participant
<b>Designed for</b>	: Grade-9 Officers and above of government, semi-government, autonomous bodies and agencies having basic knowledge on computer.
<b>Course Objective</b>	: <ol style="list-style-type: none"><li>To provide knowledge on online office automation and its architecture;</li><li>To provide basic idea on relational database and online transaction;</li><li>To acquaint the participants with the contemporary technologies and cross-cutting issues;</li></ol>
<b>Course Content</b>	: <b>Module – 01: Online office automation and its architecture</b> <ol style="list-style-type: none"><li>Automation basics;</li><li>e-Governance;</li><li>e-Recruitment;</li><li>e-Document;</li><li>e-Filing;</li></ol> <b>Module – 02: Relational database and online transaction</b> <ol style="list-style-type: none"><li>Relational database software and their uses (MS Access &amp; Oracle)</li><li>Cloud Based Document Management</li><li>Effective use of known Office Automation Tools</li><li>ERP</li><li>Innovation in Public Service Delivery</li></ol>
<b>Training Methods</b>	: Class Room Lecture, Practical Exercise
<b>Evaluation System</b>	: Practical test, Attendance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinator</b>	: Md. Abul Hossain, Accounts Officer



## 26: Microsoft Project

<b>Duration</b>	: 10 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	: 04.02.2018 to 25.02.2018
<b>Nomination deadline</b>	: 28.01.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 10,000.00 (Ten thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To acquaint familiarize and acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluation; and</li><li>ii. To help for the preparation of development project proposal within shortest possible time.</li></ol>
<b>Course Contents</b>	: <b>Module-01: Project Scheduling and Network Analysis</b> <ol style="list-style-type: none"><li>a. Network Analysis PERT/CPM</li><li>b. Project Management tools, Terminology</li><li>c. Problems on CPM</li><li>d. Overview of Microsoft Project 2010</li><li>e. Project Scheduling with Gantt Chart &amp; Network Diagram using Microsoft Project 2010</li></ol> <b>Module-02: Project costing &amp; reporting</b> <ol style="list-style-type: none"><li>a. Creating and Allocating Resources</li><li>b. WBS, EVM using Microsoft Project 2010</li><li>c. Project Report using Microsoft Project 2010</li></ol>
<b>Training Methods</b>	: Classroom lecture, Group discussion, Case Study, Hands on Learning
<b>Evaluation System</b>	: Attendance, class participation & overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia Presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Nurul Islam, Chief Instructor
<b>Course Coordinator</b>	: Dipayan Chakraborty Partha, RO

## 27 : Web page Development and Deployment

<b>Duration</b>	: 25 working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	: 04.03.2018 to 29.04.2018
<b>Nomination deadline</b>	: 25.02.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 18,000.00 (Eighteen thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above working in government, semi-government, autonomous bodies and agencies those are involved in website development and maintenance.
<b>Course Objective</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with about Basic Web Technologies;</li><li>To enable the participants proficient to gain on both the client and server-side scripting language and integrate with Web Server and Database Technologies during constructing websites; and</li><li>To acquaint the participants with the Content Management Systems (CMS), contemporary web technologies and cross-cutting issues;</li></ol>
<b>Course Content</b>	: <ul style="list-style-type: none"><li>Module – 1: Basic Web Technologies;</li><li>Module – 2: Client Side Scripting;</li><li>Module – 3: Server Side Scripting;</li><li>Module – 4: Database driven dynamic website with PHP &amp; MySQL;</li><li>Module – 5: Content Management Systems (CMS);</li><li>Module – 6: Web page deployment and web security;</li><li>Module – 7: Public Service Innovation (PSI), Service Process Simplification (SPS) and e-Learning platform;</li></ul>
<b>Training Methods</b>	: Class Room Lecture, Practical Exercises/ Assignments, Lab Practices, Projects/ Case Studies, Report Writing and Presentations.
<b>Evaluation System</b>	: Attendance, Practical Test, Project Work
<b>Course Advisor</b>	: Director-General
<b>Course Co-Advisor</b>	: Additional Director-General
<b>Course Director</b>	: Kazi Muhammad Salatuzzaman, SA
<b>Technical Assistant</b>	: Md. Motiur Rahman Molla, Audio-Visual Officer

## **28: Introduction to SPSS**

<b>Duration</b>	:	10 working days
<b>Date</b>	:	18.03.2018 to 08.04.2018
<b>Nomination deadline</b>	:	11.03.2018
<b>No. of Course</b>	:	1
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 10,000 (Ten thousand only) per participant
<b>Participants' Level</b>	:	Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
<b>Course Objective</b>	:	<ul style="list-style-type: none"><li>i. To develop skills for selecting appropriate statistical tools for decision making</li><li>ii. To enhance managerial ability to apply different statistical tools, interpret and use the result using SPSS</li></ul>
<b>Course Content</b>	:	<ul style="list-style-type: none"><li>1. Introduction to statistical techniques and SPSS</li><li>2. Preparing the data file in SPSS</li><li>3. Descriptive statistics, using graph and explore the data</li><li>4. Correlation and regression analysis in SPSS</li><li>5. Statistical techniques to compare groups (T tests and Non-parametric tests)</li></ul>
<b>Training Methods</b>	:	Classroom lecture, practical exercise
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director-General
<b>Course Co-Advisor</b>	:	Additional Director-General
<b>Course Director</b>	:	Dr. Ahmed Ullah, Chief Instructor
<b>Course Coordinator</b>	:	Nurul Amin, Assistant programmer

## 29: Post Graduate Diploma in Development Planning (30th Batch)

<b>Duration</b>	: 10 Months, Each module: 12-15 days
<b>Date</b>	: January – December, 2018
<b>Nomination Deadline</b>	: December, 2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 40,000.00 (Forty thousand only) per participant
<b>Participants' Level</b>	: Officers grade-9 and above of Persons/officials who deal dealing with planning, development projects and are willing to specialize in development planning and aspire people who are interested in building a career in the field of planning and economic development.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To create efficient workforce for successful attainment of socio-economic development objectives of the country.</li><li>To equip the participants with most recent techniques of planning, project management as well as theoretical and practical knowledge of basic economics &amp; research; and</li><li>To orient them with recent issues of the global economy.</li></ol>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li>Module-01: Basic economics;</li><li>Module-02: Theories and models of economic development;</li><li>Module-03: Economy of Bangladesh;</li><li>Module-04: Development planning in Bangladesh;</li><li>Module-05: Mathematics &amp; statistics for planners;</li><li>Module-06: Research Methodology;</li><li>Module-07: Special issues relating to development;</li><li>Module-08: Appraisal &amp; formulation of development project;</li><li>Module-09: Financial management of development project;</li><li>Module-10: Implementation monitoring and impact evaluation of development projects</li></ul>
<b>Training Methods</b>	: Class-room lecture, Group discussion, Film Show, Case study, Study tour, Report presentation
<b>Admission Requirement</b>	: Second class post-graduate degree with Honours in any discipline from a recognized university or bachelor degree with 2 years of executive level job experience. Tk. 40,000/- (Tk. forty thousand only) for all the ten modules is to be paid by crossed cheque in favor of the Academy at the time of registration.
<b>Evaluation System</b>	: Examination, group exercise, report presentation, research, report writing, essay writing, attendance, class participation & overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Ahmed Ullah, Chief Instructor
<b>Course Coordinator</b>	: Md. Ramjan Ali, Associate Instructor

### 30: Post Graduate Diploma in ICT for Development (8th Batch)

<b>Duration</b>	: 10 Months, Each module: 12-15 days
<b>Date</b>	: January – December, 2018 (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Nomination Deadline</b>	: December, 2017
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 50,000.00 (Fifty thousand only) per participant
<b>Designed for</b>	: Officers grade-9 and above executives from government, semi-government, autonomous bodies, companies, banks, NGO's, Researchers, MIS personals. <b>It is recommended that the learners have some knowledge on computer basic operation.</b>
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To increase the theoretical and practical knowledge of participants about information and communication technology for development;</li><li>To build enough ICT knowledgeable skilled manpower in order to renovate Digital Bangladesh;</li><li>To build ICT capable workforce to meet up the national demand;</li></ol>
<b>Course Contents</b>	: Module-1 Fundamentals of Information and Communication Technology Module-2 Programming Language Module-3 System Analysis and Design Module-4 Database Application Design Module-5 Web Application and Information Security Module-6 Networking and Data Communication Module-7 Software Engineering and Quality Management Module-8 e-Governance, e-Commerce & ICT Project Management Module-9 Multimedia System Design Module-10 Major Project, Case Study, Viva (Comprehensive), Overall Performance, Field Visit
<b>Training Methods</b>	: Class Room Lecture, Exercises, Assignments, Lab Practices, Projects and Case Studies, Report Writing and Presentations, Lab/ Sessional, - Field Visit
<b>Admission Requirement</b>	: Minimum educational qualification for admission is a Bachelor Degree with Honors/ Pass course or equivalent in any subjects. Experienced candidates will get preference. At least second div./ class or equivalent grade up to Bachelor degree level. Participants will be required to pay the full amount of Tk. 50,000.00(Fifty thousand) for the Diploma (all the modules) in advance.
<b>Evaluation System</b>	: Examination, group exercise, report presentation, research, report writing, essay writing, attendance, class participation & overall performance.
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air conditioned class room</li><li>• Multimedia Presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Engr. Md. Abdur Rashid, Director (A&F)
<b>Course Coordinator</b>	: Faria Zafreen, Librarian
<b>Technical Assistant</b>	: Sultan Salauddin, Computer Operator

### 31: Special Foundation Training for BCS (Health) Cadre Officers

<b>Name of the Course</b>	:	Special Foundation Training for BCS (Health) Cadre Officers
<b>Duration</b>	:	2 Months
<b>Date</b>	:	09 July – 06 September, 2017 (1 <sup>st</sup> & 2 <sup>nd</sup> Batch) 17 September – 15 November, 2017 (3 <sup>rd</sup> & 4 <sup>th</sup> Batch) 19 November, 2017 – 17 January, 2018 (5 <sup>th</sup> & 6 <sup>th</sup> Batch) 28 January – 28 March, 2018 (7 <sup>th</sup> & 8 <sup>th</sup> Batch) 01 April – 30 May, 2018 (9 <sup>th</sup> & 10 <sup>th</sup> Batch)
<b>No. of Course</b>	:	10
<b>Total Days</b>	:	60 (for each batch)
<b>No. of Participants</b>	:	40 in each batch
<b>Designed for</b>	:	BCS (Health) Cadre Officers
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. Create corps of skilled, well groomed public administrators</li><li>ii. Develop decision making ability and analytical skills;</li><li>iii. Build-up physical and mental fitness;</li><li>iv. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;</li><li>v. Include a uniform perception in officers through imparting theoretical and</li><li>vi. Practical knowledge on administration and development of Bangladesh as a whole.</li></ol>
<b>Course Contents</b>	:	Module 1: Introducing Bangladesh Module 2: Constitution & Government System Module 3: Leadership & Change Management Module 4: Local Govt. & Public Management Module 5: Ethics & Etiquette Module 6: Human Resource Management Module 7: Office Management and Service Rules Module 8: Financial Rules and Procedures Module 9: Basics of Economics Module 10: Development Planning and Project Management Module 11: Research Methodology Module 12: Globalization Module 13: Sustainable Development and Environment Module 14: Gender and Child Rights Module 15: English Language Skill (ELS) Module 16: Information and Communication Technology (ICT) Module 17: Book Review Module 18: BARD/RDA/RDTI Attachment/Village study Module 19: Extension Lectures Module 20: Syndicate Work / Exercise Module 21: Term Paper / Assignment Module 22: PT and Games

- Training Methods** : • Class-room lecture  
• Group discussion  
• Study tour  
• Report Writing & Presentation  
• Book Review
- Evaluation System** : Tests, book review, term paper, research report, group work & presentation, extempore speech, physical training and sports, attendance, class participation & overall performance.
- Course Advisor** : Director General
- Course Co-Advisor** : Additional Director General

#### Course Directors

1. Dr. Md. Nuruzzaman, Director (Training)
2. Dr. Ahmed Ullah, Chief Instructor
3. Md. Hasan Tarik, Director (Research & Publication)
4. Md. Nurul Islam, Chief Instructor
5. Engr. Md. Abdur Rashid, Director (Admin & Finance)
6. Kazi Muhammad Salatuzzaman, System Analyst
7. Nazma Chowdhury, Chief Instructor
8. Dr. Md. Nuruzzaman, Director (Training)
9. Md. Hasan Tarik, Director (Research & Publication)
10. Engr. Md. Abdur Rashid, Director (Admin & Finance)

#### Course Coordinators

1. Mohammad Anwar Hossain, Instructor  
Most. Lipia Khatun, Evaluation Officer
2. Moynul Hasan Chowdhury, Instructor  
Most. Abeda Sultana, Associate Instructor
3. Mouful Nahar, Instructor  
Md. Sirajul Islam, Research Officer
4. Thouhidur Rahman Chowdhury, Deputy Director  
Dipayan Chakraborty Partha, Research Officer
5. Mohammad Ziaur Rahman, Associate Instructor  
Md. Nurul Amin, Assistant Programmer
6. Md. Ramjan Ali, Associate Instructor  
Md. Emamul Hafiz Nadim, Research Officer
7. Md. Helal Uddin Akanda, Deputy Director  
Moynul Hasan Chowdhury, Instructor
8. Mohammad Anwar Hossain, Instructor  
Faria Zafreen, Librarian
9. Mouful Nahar, Instructor  
Mirza Noor Islam, Assistant Director
10. Thouhidur Rahman Chowdhury, Deputy Director  
Mohammad Ziaur Rahman, Associate Instructor

## LIST OF FACULTY MEMBERS/OFFICERS

Kaniz Fatema ndc  
Director General (Secretary to the Government)  
Phone: 9615642 (O)

A.A.M. Nasihul Kamal ndc  
Additional Director General  
(Joint Secretary to the Government)  
Phone: 9615639 (O)

Dr. Md. Nuruzzaman  
Director (Training)  
Phone: 58611259 (O)  
9126427 (R)

Engr. Md. Abdur Rashid  
Director (Admin & Finance)  
Phone: 9665351 (O)  
8432573 (R)

Md. Hasan Tarik  
Director (Research & Publication)  
Phone: 9672357 (O)  
9008048 (R)

Dr. Ahmed Ullah  
Chief Instructor (Deputy Secretary)  
Phone: 58611261 (O)  
9123800 (R)

Nazma Chowdhury  
Chief Instructor  
Phone: 58611345 (O)  
55035454 (R)

Kazi Muhammad Salatuazzaman  
System Analyst  
Phone: 9675024 (O)  
01712-342305 (M)

Md. Nurul Islam  
Chief Instructor  
Phone: 58611260 (O)  
9664832 (R)  
01552-363381 (M)

Md. Helal Uddin Akanda  
Deputy Director  
Phone: 9672355 (O)  
9615244 (R)  
01819-163654 (M)

Mohammad Anwar Hossain  
Instructor  
Phone : 9672356 (O)  
01716-399063 (M)

Md. Moynul Hasan Chowdhury  
Instructor  
Phone: 58611358 (O)  
9668296 (R)  
01711-311933 (M)

Mouful Nahar  
Instructor  
Phone: 58614705-6/268 (O)  
58611866 (R)  
01916-861597 (M)

Thouhidur Rahman Chowdhury  
Deputy Director (Research & Pub.)  
Phone: 9611056 (O)  
9671631 (R)  
01716-550855 (M)

Mirza Noor Islam  
Assistant Director  
Phone: 58611362 (O)  
58614705-6/243 (R)  
01813-588660 (M)

Md. Ramjan Ali  
Associate Instructor  
Phone: 58614705-6/263 (O)  
58614705-6/269 (R)  
01816-264046 (M)



Most: Abeda Sultana  
Associate Instructor  
Phone: 58614705-6/266 (O)  
01816-207201 (M)

Mohammad Ziaur Rahman  
Associate Instructor  
Phone: 9675392 (O)  
58614705-6/245 (R)  
01717-160408 (M)

Md. Emamul Hafiz Nadim  
Research Officer  
Phone: 58614705-6/278 (O)  
01670-764094 (M)

Faria Zafreen  
Librarian  
Phone: 58614705-6/232 (O)  
58614705-6/270 (R)  
01720-531083 (M)

Most. Lipia Khatun  
Evaluation Officer  
Phone: 58614705-6/249 (O)  
58614705-6/269 (R)  
01816-264047 (M)

Md. Al-Amin  
Cafeteria Supervisor  
Phone: 9666304 (O)  
58614705-6/237 (R)  
01710-069380 (M)

Md. Zinnarul Islam  
Dormitory Superintendent  
Phone: 58614705-6/248 (O)  
58614705-6/271 (R)  
01931-149650 (M)

Zakia Begum  
Documentation Officer  
Phone: 58614705-6/246 (O)  
58614705-6/255 (R)  
01552-437952 (M)

Dr. Nur Mohammad Sayed Bin Aziz  
Medical Officer  
Phone: 58614705-6/253 (O)  
01717-386089 (M)

Md. Sirajul Islam  
Research Officer  
Phone: 58614705-6/234 (O)  
01688-738283 (M)

Md. Nurul Amin  
Assistant Programmer  
Phone: 58614705-6/217 (O)  
01818-357782 (M)

Dipayan Chakraborty Partha  
Research Officer  
Phone: 58614705-6/220 (O)  
01716-636296 (M)

Md. Matiur Rahman Molla  
Audio Visual Officer  
Phone: 58614705-6/240 (O)  
9663803 (R)  
01819-163684 (M)

Md. Abul Hossain  
Accounts Officer  
Phone: 58614705-6/242 (O)  
01913-756758 (M)

Md. Rajeur Rahman  
Care Taker  
Phone: 58614705-6/236 (O)  
58614705-6/261 (R)  
01717-920110 (M)

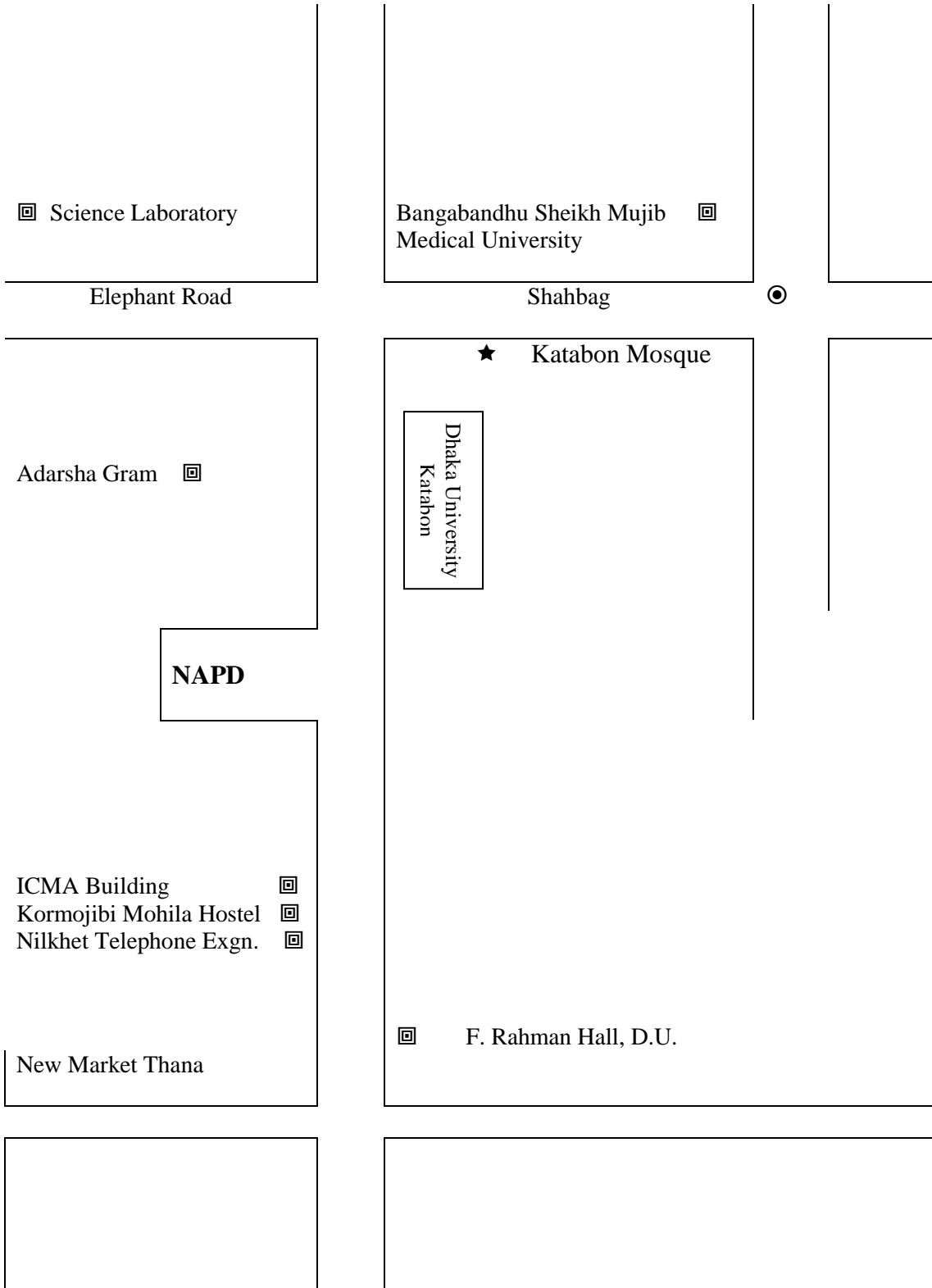
ATM Motaher Hossain  
Executive Officer  
Phone: 58614705-6/221 (O)  
58614705-6/233 (R)  
01815-706954 (M)

PABX: 58614705-6, 58613112, 58613115

Fax: 58615695, 9675416

Website: [www.napd.gov.bd](http://www.napd.gov.bd)

**North**



**South**

**Site map of National Academy for Planning and Development (NAPD)**

## Training Flow Chart 2017-2018

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Day Course</b>													
1.	Project Appraisal, EIA and Formulation of DPP	16	3										
2.	Human Resource Management (1 <sup>st</sup> Batch)	30	3										
3.	Project Appraisal Study		6 - 10										
4.	Departmental Training for BCS (Economic) Cadre Officer			10	9								
5.	Office Management (1 <sup>st</sup> Batch)		20 - 31										
6.	Management Skills for Project Executives		27 - 31										
7.	Public Financial Management (1 <sup>st</sup> Batch)			10 - 14									
8.	Leadership and Strategic Planning			24 - 28									
9.	IMED Monitoring & Reporting Procedure				15 - 19								
10.	Microsoft Project				15 - 19								
11.	Development Planning and Project Management				22	09							
12.	Public Procurement Management (1 <sup>st</sup> Batch)					19	7						
13.	Human Resource Management (2 <sup>nd</sup> Batch)					26 - 30							
14.	Transparency, Accountability & Good Governance						3 - 7						
15.	Public Financial Management (2 <sup>nd</sup> Batch)						17 - 21						
16.	Financial and Economic Appraisal of Projects							07 - 11					
17.	Monitoring and Evaluation of Development Projects							14 - 25					
18.	Public Private Partnership (PPP)								4 - 8				
19.	Research Methodology								11 - 15				
20.	E-Governance for Sustainable Development								25	01			
21.	Public Procurement Management (2 <sup>nd</sup> Batch)									4 - 22			
22.	Environmental Issues of Project Management									11 - 15			
23.	Office Management (2 <sup>nd</sup> Batch)									11 - 22			

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Evening Course</b>													
24.	Advanced Microsoft Excel		20	10									
25.	English Language Proficiency (1 <sup>st</sup> batch)		20			29							
26.	Project Planning, Development and Management (PPDM) (9 <sup>th</sup> Batch)			24						21			
27.	Computer Basics				8	8							
28.	Oracle based Database Application Design					5	19						
29.	Office Automation for Organizational Development					12	6						
30.	English Language Proficiency (2 <sup>nd</sup> batch)							14			25		
31.	Microsoft Project								04 - 25				
32.	Web page Development and Deployment									4	29		
33.	Introduction to SPSS									18	8		
34.	Post Graduate Diploma in Development Planning (30 <sup>th</sup> Batch)	<b>January – December, 2018</b>											
35.	Post Graduate Diploma in ICT for Development (PGDICT4D) (8 <sup>th</sup> Batch)	<b>January – December, 2018</b>											

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Request Course</b>													
34.	Foundation Training for BCS (Health) Cadre Officers (1 <sup>st</sup> & 2 <sup>nd</sup> batch)	09		06									
	(3 <sup>rd</sup> & 4 <sup>th</sup> batch)			17		15							
	(5 <sup>th</sup> & 6 <sup>th</sup> batch)					19		17					
	(7 <sup>th</sup> & 8 <sup>th</sup> batch)							28		28			
	(9 <sup>th</sup> & 10 <sup>th</sup> batch)										01	30	