

BANBEIS

An Introduction

(A Brochure)

**BANGLADESH BUREAU OF EDUCATIONAL
INFORMATION AND STATISTICS (BANBEIS)**

MINISTRY OF EDUCATION

**1, SONARGAON ROAD (PALASHI—NILKHET)
DHAKA-5**

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উচ্চশিক্ষা স্টেশন কেন্দ্র
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**BANGLADESH BUREAU OF EDUCATIONAL INFORMATION
AND STATISTICS (BANBEIS), MINISTRY OF
EDUCATION & CULTURE**

I. INTRODUCTION :

Bangladesh Bureau of Educational Information and Statistics (BANBEIS) is an institution/ organization which was created as an attached Department of the Ministry of Education and Culture, Government of the People's Republic of Bangladesh, in 1977. The Bureau is responsible for collection and dissemination of educational information from Primary to University levels. In addition, the Bureau will act as :—

- i) National Documentation Centre for educational matters.**
- ii) National Focal Point for RINSCA (Regional Informatics Network for South & Central Asia of UNESCO).**
- iii) Office authorised for computing Computerized Monthly Pay Order (MPO) for teachers & other employees of all affiliated/recognised non-government Educational Institutions, and,**
- iv) MIS nucleus for education sector through computer data base to conform to the needs generated at home and abroad.**

ii. FUNCTIONS :

The functions of the department are furnished below :—

- i) To collect, compile and disseminate all kinds of Information and Statistics relating to all stages of education in Bangladesh as well as in other countries.**
- ii) To work as the national documentation centre in educational matters.**
- iii) To analyse and evaluate information and statistics on education and prepare reports, bulletins etc.**
- iv) To make survey of all types of educational institutions.**
- v) To compile lists of educational institutions; Publish brochures, monographs etc. on educational systems, courses, curricula, syllabi etc.**
- vi) To publish educational data and information including reports on development activities, publish annual reports, periodicals bulletins etc.**
- vii) To exchange educational publications, information and data with various national and international organisations and agencies.**
- viii) To maintain a specialized library containing books, journals, reports, encyclopaedia etc. on education and allied subjects.**
- ix) To render assistance in educational research activities.**
- x) To collect and consolidate necessary information and statistics for the purpose of replying to questionnaires and queries from international agencies like UNESCO, International Bureau of Education (IBE) etc.**

- xii) To act as the Secretariate of National Focal Point for Regional Informatics Network for South and Central Asia (RINSCA, UNESCO).
- xiii) To prepare computerized monthly pay order (MPO) for all the teachers and other employees of all affiliated/recognised non-government educational institutions of the country in co-operation and collaboration with the Directorate of Secondary and Higher Education, Ministry of Education

III. ORGANISATIONAL STRUCTURE :

Headed by the Director, the Bureau has 2 (two) Divisions and 2 (two) Units, viz., Documentation, Library and Publication Division and Statistics Division each of which is headed by a Chief and Computer as well as Administration Units headed by a Senior Systems Analyst and Administrative Officer respectively. Out of a total strength of 73 posts, the department has on its roll 40 professional and 33 ancillary staff. ORGANOGRAM is attached :

A. Director

The Director, being the Chief Executive of this Bureau and responsible for overall management, supervision and administration of the organisation, some of his important responsibilities are as under :-

He guides the professional-cum-technical work of collection, collation, compilation, evaluation and monitoring work of educational information and statistics. He also guides the work

of educational documentation, library development and publication. The Director is responsible for all financial and administrative matters. He serves as member of various professional/academic committees of the Ministry of Education and its other agencies. He is responsible for initiating, formulating and implementing development programmes of this Bureau. He is also responsible for operation and management of the Computer. He is to evaluate the progress and standard of work of the Bureau as per the approved charter of duties and take appropriate measures for improvement of the quality of output. He is to make co-ordination of efforts and activities of all the Divisions & Units of the Bureau for over all improvement of the quality of work. He is to maintain liaison with all the agencies and organisations (including Ministry of Education) for proper functioning of the Bureau. He is to act as an adviser to the administrative Ministry on technical matters and on policy formulation concerning the Department

B. Documentation, Library and Publication Division :

This Division of the Bureau is responsible for management and execution of all educational documentation work, maintenance of a specialised Library and Documentation/Information Centre on education, publication of reports, bulletins, year-books and other publications. It is a national documentation centre for educational matters and maintains liaison with various national and International agencies for exchange of information. It provides information in response to queries and questionnaires on educational matters to International organisations, different countries and various ministries, government agencies and organisation within the country. Among the regular recipients of information are the ministry of Education and Planning Commission within the country and the international organisations including UNESCO, IBE, IIEP, UNICEF, APEID, ISESCO, Commonwealth Secretariate and various Universities and institutions. It is also responsible for computerisation of bibliographic information on education including establishment of a national and

international network. It also organises seminars, symposia, training programmes on educational matters including management information systems, library and documentation services etc.

C. Statistics Division :

The Statistics Division of this Bureau is responsible for planning, organising and administering the work of educational data collection, processing, storage and dissemination to users at home and abroad. The Division conducts annual and periodic surveys on education and also evaluate and monitor educational programmes and activities.

This Division is also responsible for establishment of a computerised data base on education.

Preparation of Monthly pay order (MPO) through the Computer for the teachers of non-government educational institutions of Bangladesh is also the responsibility of Statistics Division.

D. ADMINISTRATION UNIT :

Looking after the establishment matters of the Bureau is the regular job of this Unit. Directly supervised by the Director, it also ensures security aspects relating to government properties, documents, electrical gadgets and the computer installations. Providing logistic supports to various operations also come under its purview. This unit deals with all financial aspects of the Bureau and helps the Director in the administrative activities. This Unit is responsible for preservation and maintenance of all records of the Bureau in general and administrative and financial records in particular. For smooth functioning of the Bureau, the unit also carries out any other assignment given to as and when needed.

E. COMPUTER UNIT :

The unit consists of an IBM system/34 computer. Its capacity is 128 KB (CPU) and memory 128 MB. The printer speed is 300 LPM, with 6 terminals (11 KV transformer & a voltage stabilizer

installed for computer). This unit has eight professional staff headed by a Senior Systems Analyst. Others are-1 System Analyst, 2 Programmers and 4 Computer Operation Officers.

The unit works under the direct supervision of the Director of the Bureau. The Chief of Statistics Division assists the Director in the management of the unit. At present Monthly pay order (MPO) for nearly 1,60,000 teachers 60,000 other employees of non-government educational institutions are being prepared at computer unit.

IV. MAJOR PROGRAMMES UNDERTAKEN :

So far major programmes undertaken by BANBEIS are as under :

a. Surveys

- i) A nation-wide survey of all non-government educational institutions, 1980.
- ii) Survey of primary education, 1981
- iii) Survey of all affiliated/recognized non-government educational institutions-schools, colleges, professional/technical/vocational institutions, 1984-85.

b. Training Seminars & Workshops :

- i) Training Seminar on Methods for projecting school enrolment in Bangladesh 3-13 March 1980 (Unesco-BANBEIS jointly sponsored).
- ii) Training Seminar on 'Educational Statistics' 5-15 July, 1982 (Unesco-BANBEIS jointly sponsored).
- iii) Training Seminar on 'Systems approach to management, 4-9 September, 1982, (BMDC-BANBEIS jointly sponsored).
- iv) 'Educational Simulation Model'-Training Workshop, 12-16 February 1984 (Unesco-BANBEIS jointly sponsored).

V. PUBLICATIONS:
(As of February, 1986)

BANBEIS has so far 48 publications. Some of these are regular annual publications and some are occasional. List of some important titles are as follows :

Title of the important Publications :

1. Statistical profile of Education in Bangladesh (Printed) April, 1978. P. 87.
2. Education System of Bangladesh (An introduction) September, 1982. P. 65
3. প্রাথমিক শিক্ষা তথ্য, ১৯৮৩ (ছাপানো পৃ: ৩৩৪)
4. Education System of Bangladesh, 1984. Certificates, degrees and diploma awarded at various levels and types of education (Memeograph: P. 40).
5. Handbook of Educational Statistics (Annual)
6. Statistics on Population and Education by Upazila/ District, May 1985 (Printed), P. 107
7. Report of the Training Seminar on Educational Statistics, 1982 (Printed), 72.
8. Output of Statistics 1947-1984, 1985 (Memeograph) P. 177.
9. Educational Development and the application of Information Technology in Education and Training in Bangladesh (A draft report) 1978-85, (Memeograph) P. 57.
10. Educational Statistics of Bangladesh, 1986 (Memeograph) P. 114
11. Statistics on primary Education, 1947 to 1983, January, 1985, P. 68.
12. শিক্ষা ব্যবস্থা সংস্কারকল্পে জনমত যাচাই রিপোর্ট, জানুয়ারী, ১৯৮৪, পৃ: ১৫২।
13. Universalization of Primary Education, April, 1984, P. 32
14. বাংলাদেশের অনুমোদিত বেসরকারী নিম্নমাধ্যমিক/মাধ্যমিক স্কুল/মাদ্রাসা ও কলেজ সমূহের তথ্য (১৯৮০ সালের জরিপ অনুযায়ী), মে, ১৯৮৩, পৃ: ৩৯।
15. বাংলাদেশের অনুমোদিত বেসরকারী নিম্নমাধ্যমিক/মাধ্যমিক স্কুল/মাদ্রাসা ও কলেজ সমূহের তথ্য (১৯৮২ সালের জরিপ অনুযায়ী), আগস্ট, ১৯৮৩ পৃ: ১০৭।

VI. MISCELLANEOUS FACILITIES OFFERED

a) **Library & Documentation Centre.**

- * Books—7000
- * Journals—50
- * News papers—6
- * Text-book collections from grade I to X
- * News paper clippings-30 subject files on education, (from 1979-86)

Catalogue : Classification involves the use of Dewey Decimal System (DDC)

Library hours :

8 A. M. to 1-30 P. M. (Close on weekly holidays and all public holidays)

b) **BANBEIS Conference Hall :**

Equipped with modern public address system BANBEIS provides conference facilities with a seat capacity of 80 for educational meetings, conferences etc.

VII. FUTURE PROGRAMMES :

BANBEIS hopes to build up a national educational data bank and information base for M I S in educational sector of Bangladesh. A regional and international network of information will also be established here as required for the National Focal Point of RINSCA, UNESCO, and will be the base for Bangladesh National Co-ordinating Committee (BNCC). National Documentation Centre and Library will be developed further as per its cherished goals and ideals.

Further innovative and technological developments will be infused into BANBEIS programmes of activities. Professionals engaged will be exposed to in-country and foreign training.

Finally BANBEIS intends to establish a reproduction unit for stepping up its publication programme.

Computer capacity will be augmented further in the near future to strengthen management information system of the Ministry of Education.

Some other important works will be taken up according to the needs of the Ministry of Education and other users.

ORGANISATIONAL STRUCTURE OF BANEESIS

MINISTRY OF EDUCATION

DIRECTOR

1x Director
1x Stenographer
1x MLSS

CHIEF DOCUMENTATION LIBRARY & PUBLICATION DIVISION 20

1x Chief
1x Steno-Typist
1x MLSS

SPECIALIST DOCUMENTATION

DOCUMENTATION OFFICER

1x ADO
1x Compiler

SPECIALIST PUBLICATION

PUBLICATION OFFICER

1x APO
1x Phot. Asstt.
1x Dup. Mac. Operator
1x LDA/Typist
1x MLSS

SPECIALIST LIBRARY

LIBRARIAN

1x Asstt. Lib.
1x Cataloguer
1x LDA/Typist
1x Lib. Helper

ADMINISTRATIVE OFFICER (ADMINISTRATION UNIT) 17

1x Acctt.
1x Head Asstt.
1x UDA/Cashier
1x UDA
2x LDA/Typist
1x Store-keeper
1x Cash-Sarker
1x Driver
1x Messenger
1x MLSS
2x Night Guard
1x Parash
1x Sweeper
1x Mail

SENIOR SYSTEM ANALYST (COMPUTER UNIT) 10

1x LDA/Typist
1x MLSS

PROGRAMMER

COMPUTER OPERATING OFFICER

SYSTEM ANALYST

COMPUTER OPERATING OFFICER

PROGRAMMER

COMPUTER OPERATING OFFICER

CHIEF STATISTICS DIVISION 23

1x Chief
1x Steno-Typist
1x MLSS

SPECIALIST STATISTICS

SENIOR STATISTICAL OFFICER

STATISTICAL OFFICER

1x ASO
3x SI

STATISTICAL OFFICER

2x ASO
2x SI
1x LDA/Typist

STATISTICAL OFFICER

1x ASO
3x SI
1x LDA/Typist
1x MLSS

SUMMARY OF MANPOWER

1. Class - I	22
2. Class - II	9
3. Class - III	28
4. Class - IV	14

TOTAL: 73

Professional Staff: 40
Ancillary Staff - 33