

Special Foundation Training Course for the officials of DoICT

Course Guidelines

*Building
Capacity for
Effective, Inclusive
and Accountable
Public Administration
System*



Bangladesh Public Administration Training Centre

Savar, Dhaka-1343.

www.bpatc.org.bd

1.0 Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2021 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

1.1 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

1.2 Vision

BPATC becomes a Centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

1.3 Mission

We are committed to achieving the shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

1.4 BPATC Theme

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

1.5 Core Values

BPATC cherishes the spirit of our great liberation war, fundamental principles of state policy and patriotism; and strives to infuse those among the stakeholders effectively in all spheres of activities.

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organisation, we value:

a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

b) Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

c) Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

d) Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

e) Learning for results

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves

f) Innovation

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

g) Team spirit

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

1.6 Training Programmes of BPATC

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- **Core courses** are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Lunch time/Dinner time seminar/workshop for the Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre. .
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

1.7 Other Activities of BPATC

- BPATC carries out research in the fields relevant to public service management.
- It provides consultancy service, another core function of BPATC to the Government.
- It publishes journals, periodicals and research reports.
- It organises joint programmes with other training institutes, academies and universities of home and abroad.
- It networks through e-library.
- It organises international programmes.

2.0 About DoICT

The Department of ICT has been working relentlessly to implement of quality education, knowledge-based economy and good governance. The department provides training to empowerment of women through ICT and established 4176 (Four Thousand One Hundred Seventy-Six) Sheikh Russel Digital Labs in educational institutes. 501(Five Hundred One) women have already emerged as entrepreneurs. Department is working to improve ICT education and infrastructure in abolished enclaves. By organizing BPO Summit and Programming Contest perennially, a large number of people are turning to wealth. To commemorate the declaration of “Digital Bangladesh”, the department plays a key role to celebrate “Digital Bangladesh Day” nationwide.

02.01 At a glance of DoICT:

Name of Organization	:	Department of Information and Communication Technology
Administrative Division	:	Information and Communication Technology Division
Ministry	:	Ministry of Posts, Telecommunications and Information Technology
Date of Establishment	:	31 July, 2013
Office	:	ICT Tower, Agargaon, Dhaka.

Vision

Reliable and secure Information and Communication Technology (ICT) towards Sustainable Development.

Mission

Support attainment of overall socio-economic development of the country by establishing universal access to ICT for all through research, development successful utilization and digital management of ICT.

For more information, please visit: www.doict.gov.bd

03. Special Foundation Training Course for the Officials of DoICT

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Although compulsory for all new recruits, FTC is not any cadre or service oriented training course rather a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. It provides the foundation for subsequent professional training organised by various cadre-oriented training institutes. A candidate through a competitive examination steps into the structured system of government. FTC is the link point between the candidate pre-work

life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. This underlying philosophy of the foundation training course is equally applicable for all new recruits to the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various departments. This Special Foundation Training Course (SFTC) for the officials of DoICT is one of such courses.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarise themselves with various dimensions of socio-economic development of the country.

04. Objectives of the Course

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

05. The Specific Objectives of the Course

Through this course participants will be able to-

- ❑ recognise their role as public servants in a changing national and global environment;
- ❑ identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- ❑ develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- ❑ understand and adhere to the basic service norms, rules, policies and procedures;
- ❑ learn skills on the practical aspects of management process;
- ❑ communicate in English with accuracy and reasonable fluency;
- ❑ foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- ❑ enhance work skill through physical and mental labour to meet arduous challenges.
- ❑ Develop the team spirit in performing their task to achieve the organisational goal.

06. Requirements of the Course

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

As a participant of the course you must-

- ❑ maintain the tradition, discipline, norms and values of BPATC;
- ❑ attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- ❑ attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- ❑ stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- ❑ **Refrain from carrying and using of cell phone** in classroom, mosque, library and during formal programmes or walking on the corridor since it **is prohibited**;
- ❑ secure at least 50% marks in all assignments, reports and other evaluation related activities;
- ❑ wear formal dresses during academic sessions and official functions;
- ❑ follow table manners during breakfast, lunch and dinner;
- ❑ be punctual in attending all activities prescribed for the course; and
- ❑ have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

07. Training Duration

The duration of the course is 60 days and this duration is distributed in the following manner:

Sl. No.	Activities	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	34
43	Field Attachment Programme	4
4	Study Tour	2
5	Visit to Bangabandhu's Samadhi Soudho at Tungipara	1
5	Certificate Awarding and Closing Ceremony	1
6	Domestic exposure Visit: Bangabandhu Memorial Museum, Dhanmondi 32/CRP/Hi-Tec Park/Liberation Museum	1
6	Total Working Days	44 (Tentative)
7	Weekends and Public Holidays	16
8	Total Days	60

08. Tentative Daily Schedule

Time	Activity
06:00 - 07:00	Physical Exercise*
07:30-08:15	Breakfast
08:30- 09:30	1 st Session
09:40 - 10:40	2 nd Session
10:40 - 11:05	Health Break
11:05 - 12:05	3 rd Session
12:15 - 13:15	4 th Session
13:15 - 14:00	Lunch and Prayer Break
14:00 - 15:00	5 th Session
15:05 - 16:05	6 th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

* Subject to sun rise and sun set

09. Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, syndicate group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

10. Training session

Usually there will be Six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

11. Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

12. Course Content

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	Bangladesh & Bangabandhu Studies	2.	Constitution and Others Legal Provision Relating to Public Service Delivery
3.	Public Procurement & Management	4.	Digital Leadership & Strategic Planning
5.	Essential Service Rules	6.	Office Management
7.	Administrative and Organizational Management	8.	Achieving Sustainable Development Goals (SDGs) and Project Management
9.	Behavioral Governance	10.	Financial Management
11.	Book Review	12.	Field Attachment and Report Writing
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Research and Development Management	16.	ICT Related Laws, Regulations and other Important Issues
17.	Contemporary Issues		

Each module has several topics. The details of course contents are given in **Annex-1**.

13. Domestic Exposure Visit

Participants of the course will visit one or more places of interest under the Know Bangladesh Programme during the course to explore the country.

14. Field Attachment Programme

A four-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

15. Book Review

Book Review is another important component. Each participant will write critical review of one book (Bangla/English) and will present the review in a session before other participants. The presentation of the review will be followed by a question-answer session.

16. Extension Lecture

A number of extension lectures are conducted with external resource persons. Extension lectures will be held in the evening. These lectures will focus on the issues of national/international importance and will offer the participants a scope to interact and share experiences with senior government officials and renowned personalities. After each lecture every participant has to submit a one page summary (learning points in bullet form) on the lecture in the following morning.

17. Reading Assignment

There will be no classroom session on some topics of different modules rather concerned faculty members will provide participants with handouts on those issues.

18. Physical Training and Games

The Centre has a 2.2 kilometer jogging track. Participating in the jogging session, in the early morning, is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

19. Group Work

Participants are required to carry out syndicate/group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the syndicate/ group work amongst their group report.

20. Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through written examination, presentation, exercise, assignment and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 900 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Bangladesh & Bangabandhu Studies	-	GR-25	25
2.	Constitution and other Legal Provision Relating to Public Service Delivery	WE-25	-	25
3.	Public Procurement and Management	IR-25	GE-25	50
4.	Digital Leadership & Strategic Management	-	GA-50	50
5.	Essential Service Rules	WE-50	-	50
6.	Office Management	IE-50	-	50
7.	Administrative and Organizational Management	WE-40	GA-25	65
8.	Achieving Sustainable Development Goals(SDGs) & Project Management	WE-25	GE-50	75
9.	Behavioral Governance	WE-35	-	35
10.	Financial Management	IE-25	GE-25	50
11.	Book Review	R-30, Pr-20	-	50
12.	Field Attachments and Report Writing	-	GR-25	25
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	IA-75, WE-25	-	100

15	Research and Development Management	WE-30, IA-30	-	60
16.	ICT Related Laws, Regulations and Other Important Issues	WE-40	GA-20	60
17.	Contemporary Important Issues	-	GA-25	25
18	Evaluation by Evaluation Department Attendance (20) Speaker Evaluation (10)	30	-	30
19	Evaluation by Course Management Team	25	-	25
	i) Punctuality (5)			
	ii) Table Manners (5)			
	iii) Dress (5)			
	iv) Overall Conduct and Discipline(5)			
	v) Participation in co-curricular activities (5)			
Total		630	270	900
Grand Total				900

Note: WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R-Report, Pr-Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise,

21. Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	95 and above	A+ (Outstanding)
2	90- <95	A (Excellent)
3	85- <90	A- (Very Good)
4	80- <85	B+ (Good)
5	70- <80	B (Satisfactory)
6	60- <70	B- (Above Average)
7	50- <60	C (Average)
8	<50	Fail

22. Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

23. Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

24. Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorised absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear **name badges** in all occasions except sports activities. **Cell phone** uses and carries are strictly prohibited in the class.

25. Dress Code

a) Male participants

Formal Sessions: All participants must wear formal dresses in all academic sessions and formal occasions. Male participants will wear tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and at official dinner. Participants may wear sherwani/prince coat for religious ground.

PT and game Session: All participants must wear white-coloured English/tennis half pant/ tracksuit, white-coloured T-shirt and white-coloured keds with white-coloured socks.

b) Female participants

Formal Sessions: Female participants are encouraged to wear sari in all academic sessions and all officials programmes. However, they must wear sari in official functions and other formal activities.

PT and game Sessions: All female participants must wear white-colored three-pieces/tracksuit and white-coloured keds with white-coloured socks.

26. Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

27. Accommodation and Food

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dining place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dining norms will be observed and evaluated.

28. Library facility

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are almost 1, 12,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopy facilities are also available on payment. Library remains open from 8:00 a.m. to 10:00 p.m. Sunday to Thursday, from 4:00

p.m. to 6 p.m. on Friday and from 4:00 p.m. to 10 p.m on Saturday. The participants are encouraged to use the library facilities at the maximum effort.

29. Medical Facilities

The centre, which is run by three qualified doctors, maintains a small clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited medical care. The participants are entitled to have medical prescription free of charge and some common medicines that are available at the clinic, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness.

30. Recreation

Since Foundation Course is very intensive, there is very limited scope for recreation. However, there are some television sets in the dormitories with cable connection. Facilities for playing Table Tennis, Carom, Chess, and Billiard etc. are available in the dormitories and indoor games hall as well. Participants arrange cultural programmes and mess nights every month. They are also taken to visit different places of interest.

31. Prayer facility

There is a beautiful mosque within the premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their prayer in the mosque. However, female participants can offer their prayer in their respective rooms.

32. Smoking or Taking Drugs to Alcohol Prohibition

Smoking and taking drugs and alcohol in BPATC is strictly prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

33. Any Question or Query?

This Course Guidelines give an outline of the various aspects of the Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. Daily schedule of activities, list of faculty speakers, list of participants are shown in Annex. In case of any emergency, participants may contact with Course Director or Course Coordinators through their office and residence telephone numbers which are attached.

Module-01 : Bangladesh & Bangabandhu Studies

Total Marks : 25

Evaluation Method : Group Report-25

Module Objectives : The participants will be able to-

- Analyze social, political, scientific and cultural aspects of Bangladesh.

Topic Code	Session Hour	Topic	Facilitator	Training Method
1.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
1.02	02	Contribution of Different Events those Let do Evolve Leadership Capacity of the Father of the Nation.	Faculty/GS	L&D
1.03	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
1.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
1.05	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
1.06	02	Ten Special Initiatives of the Honorable Prime Minister of Bangladesh	GS	L&D
1.07	02	Bangladesh on the March Towards Prosperity	Faculty/GS	L&D
1.08	02	Vision 2021, SDGs by 2030, Vision 2041 and Bangladesh Delta Plan 2100	Faculty/GS	L&D
1.09	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	Film show & L&D
-	-	Visit to Bangabandhu's Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum, Dhanmondi 32	CMT	Visit

Module-02 : Constitution and other Legal Provisions relating to Public Service Delivery

Total Marks : 25

Evaluation Method : Written Examination-25

Module Objectives : The participants will be able to -

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topic	Facilitator	Training Method
2.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
2.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	Faculty/GS	L&D
2.03	01	Constitutional Body of the Nation (EC, PSC, C&G etc.)	Faculty/GS	L&D
2.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
2.05	02	Local Government of Bangladesh	Faculty/GS	L&D

Module-03 : Public Procurement and Management

Total Marks : 50

Evaluation Method : IR-25, GE-25

Objectives : The participants will be able to –

- To make the trainees understand the procurement act, rules and procedures;
- To make the trainees understand the electronic government procurement.

Topic code	Session Hour	Topic	Facilitator	Training Method
3.01	02	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
3.02	02	Procurement Methods of Goods, Works and Services	Faculty/GS	L&E
3.03	01	Public Procurement Committees	Faculty/GS	L&E
3.04	01	Annual Procurement Plan	Faculty/GS	L&E
3.05	02	Direct Cash Purchase, Delegation of Financial Power	GS	L&E
3.06	03	Request for Quotation Method (RFQM) PG-1	GS	L&E
03.07	03	Electronic Government Procurement (E-GP)	GS	L&E

Module-04 : Digital Leadership & Strategic Planning

Total Marks : 50

Evaluation Method : Group Assignment-50

Objectives : The participants will be able to -

- Digital Bangladesh Strategy; and
- How to Promote different e-services in field level offices.

Topic Code	Session Hour	Topic	Facilitator	Training Method
4.01	02	Digital Bangladesh and Four Pillars of Bangladesh	GS	L&E
4.02	02	Digital Leadership: Overview and Practices		
4.03	02	National e-Services Implementation	GS	L&P
4.04	02	Importance of E-Services: E-Nothi, Web Portal, E-Mutation, Data Center etc and its Implementation strategy in Field Level	Faculty/GS	L, GD
4.05	02	Frontier Technologies (AI, IoT, Big Data, Bloack Chain etc), E-Waste Management	Faculty/GS	L, GD
4.06	02	e-Government: Concept and Architecture	Faculty/GS	L, GD
4.07	02	Innovation in Service Delivery Platform	Faculty/GS	L, GD
4.08	02	SPS: Methodology and Present Status of Bangladesh		
4.09	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model	Faculty/GS	L, GD
4.10	01	Total Quality Management (TQM)	Faculty/GS	L, GD

Module-05 : Essential Service Rules

Total Marks : 50

Evaluation Method : Written Examination-50

Objectives : The participants will be able to –

- To acquaint with essential service rules and regulations

Code	Hour(s)	Topic	Facilitator	Training Method
5.01	01	Bangladesh Service Rules (Part 1 & Part 2)	Faculty/GS	L & D
5.02	01	General conditions of government service	Faculty/GS	L & D
5.03	01	Recruitment, joining time, promotion and Seniority Rules	Faculty/GS	L & D
5.04	01	Prescribe Leave Rules, 1959	Faculty/GS	L & D
5.05	01	The Government Servant Special Provision Ordinance (1979),	Faculty/GS	L & D
	01	The Government Servant Dismissal on Conviction Ordinance,	Faculty/GS	L & D
	01	1985 and The Government Servant Discipline (Punctual Attendance) Ordinance, 1982	Faculty/GS	L & D
5.06	01	The Government Servant Conduct Rules, 1979, Protocols, Etiquette, Netiquette and Manners	Faculty/GS	L & D
5.07	02	The Government Servant (Discipline and Appeal) Rules 2018	Faculty/GS	L & D
5.08	01	Administrative Tribunal and Administrative Appellate Tribunal Act	Faculty/GS	L & D
5.09	01	Flag Rules, Emblem Rules, National Anthem Rules	Faculty/GS	L & D

Module-06: Office Management**Total Marks : 50****Evaluation Method: Individual Exercise-50****Objective:** To enable to apply official procedures effectively and efficiently

Code	Hour(s)	Topic	Facilitator	Training Method
6.01	01	Office procedure: docketing, filing and referencing	Faculty /GS	L & D
6.02	01	Records management (relevant part of The Bengal records Manual, 1943)	Faculty /GS	L & D
6.03	02	Noting, Drafting and Summary writing	Faculty /GS	L & D
6.04	02	Forms of written communication	Faculty /GS	L & D
6.05	02	Organizing meeting, writing working paper and minutes	Faculty /GS	L & D
6.06	01	Equipment, Store and Stationary Management	Faculty /GS	L & D
6.07	01	Office inspection	Faculty /GS	L & D

Module-07 : Administrative and Organizational Management**Total Marks : 65****Evaluation Method : a) Written Examination-40
b) Group Assignment-25****Objective** : The participants will be able to –

- Discharge the duties assign to them to achieve organizational goals.

Topic Code	Session Hour	Topic	Facilitator	Training Method
7.01	02	Secretariat Instructions 2014	Faculty/GS	L&D
7.02	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
7.03	02	সরকারি চাকুরি আইন, ২০১৮	Faculty/GS	L&GD
7.04	01	Rules related to Leave	Faculty/GS	L&E
7.05	02	Seniority Rules and Pension	Faculty/GS	L&E
7.06	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
7.07	02	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E
7.08	01	Forms of Written Communications (MoU/ DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
7.09	01	Office Inspection	Faculty/GS	L&D
7.10	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&P

Module 08 : Achieving Sustainable Development Goals (SDGs) and Project Management

Total Marks : 75

**Evaluation Method : a) Written Examination-25
b) Group Exercise-50**

Objectives : The participants will be able to –

- provide idea about challenges of implementing SDGs;
- get the trainees acquainted with the departmental roles in implementing SDGs; and
- get a holistic picture of strategies and the process of sustainable development of Bangladesh.
- make the trainees understand the different stages of project cycle.

Topic Code	Session Hour	Topic	Facilitator	Training Method
8.01	02	Socio Economic Indicators of Bangladesh	Faculty/GS	L&GD
8.02	01	Sustainable Development: Concept and Issues in context of Bangladesh	Faculty/GS	L&D
8.03	01	Disaster Management and SDGs	Faculty/GS	L&D
8.04	02	Preparation and approval process of DPP and TAPP	Faculty/GS	L&D
8.05	02	Introduction to project Cycle Management	Faculty/GS	L&D
8.06	02	G2G: Public Private Partnership (PPP)	Faculty/GS	L&D

Module-09 : Behavioral Governance

Total Marks : 25

Evaluation Method : Written Examination-25

Module Objectives : The participants will be able to-

- Understand the human and office behavior in work place; and
- Apply basic office procedures appropriately.

Topic Code	Session Hour	Topic	Facilitator	Training Method
09.01	02	Know Thyself: Understanding self to achieve improvement goals	Faculty/GS	L&E
09.02	05	Changing Attitude and Mindset for better service delivery	Faculty/GS	Saturday Workshop
09.03	01	Art of Civility	Faculty/GS	L&D
09.04	01	Art of Communication	Faculty/GS	L,GD
09.05	01	Problem Solving and Decision-Making Process	Faculty/GS	L&E
09.06	06	Public Service Values	Faculty/GS	Saturday Workshop

Module-10 : Financial Management

Total Marks : 50

**Evaluation Method : a) Individual Exercise-25
b) Group Exercise-25**

Objectives : The participants will be able to -

- Understand, analyse and explain constitutional and legal aspects of financial management system of Bangladesh; and
- Enable participants to apply standard financial management practice in their day to day financial activity.

Topic Code	Session Hour	Topic	Facilitator	Training Method
10.01	02	Budgetary System of Bangladesh and MTBF	Faculty/GS	L&E
10.02	01	Government Accounting: Concepts and Principles	Faculty/GS	L&E
10.03	01	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
10.04	01	General Financial Rules	Faculty/GS	L&P
10.05	02	Audit Objections and its Disposal	GS	L&E
10.06	01	Delegation of Power: Financial and Administrative	Faculty/GS	L&D
10.07	01	Financial Rules & Regulations: BSR Part 1& 2	Faculty/GS	L, GD
10.08	02	Travelling Allowance (TA) & DA Rules	Faculty/GS	D&E
10.09	02	Introduction to iBAS++ System. Employee Pay bill and Budget distribution to Field level offices.	Faculty/GS	D&E

Module -11 : Book Review

Total Marks : 50

**Evaluation Method : a) Report-30
b) Presentation-20**

Objectives : The participants will be able to –

- Develop the skills of critically reviewing and analyzing Research books and scientific journals;
- Use of audio-visual aids in presentation; and
- Develop competency in presenting issues before audience.

Topic Code	Session Hour	Topic	Facilitator	Training Method
11.01	01	Guidelines for Writing Book Review	Faculty/GS	L&D
11.02	06	Presentation	Faculty	P

Module -12 : Field Attachment and Report Writing

Total Mark : 25

Evaluation Method : Group Report-25

Objectives : The participants will be able to –

- Develop their analytical capability for problem solving, draw possible solution and they will be aware of different projects relevant to their profession and their implementation mechanism.

Topic Code	Session Hour	Topic	Facilitator	Training Method
12.01	01	Briefing on Field Attachment Report	Faculty	Briefing
-	-	Field Visit	Faculty	Study Visit
12.02	02	Presentation on Field Study Report	Faculty	Presentation

Module-13 : English Language Skill Development

Total number : 50

Evaluation Method : Class Test-50

Objectives : The participants will be able to –

- Identify and rectify the common mistakes in everyday use of English and improve the basic knowledge in English language; and
- Have knowledge on IELTS exam and prepare them for achieving scholarship in higher education.

Topic Code	Session Hour	Topic	Facilitator	Training Method
-	08	RECAP	CMT	Presentation
13.01	08	Listening Skill	Faculty/GS	L&E
		Speaking Skill	Faculty/GS	L&E
		Reading Skill: Reading techniques	Faculty/GS	L&E
		Writing skill: Descriptive writing, argumentative writing	Faculty/GS	L&E
13.02	03	Extempore Speech	Faculty/GS	Presentation
13.03	01	Vocabulary: Administrative and Common office Use	Faculty/GS	L&E

Module-14 : Physical Conditioning and Games

Total number : 100

Evaluation Method : Individual Assessment-75; WE-25

Objectives : The participants will be able to –

- Realise the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Session Hour	Topic	Facilitator	Training Method
14.01	01	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
14.02	01	Effects of Exercise on Different Organs	Faculty/GS	L&D
14.03	01	Managing Wellness	Faculty/GS	L&D
14.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Faculty	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)		

Module -15 : Research and Development Management

Total Marks : 60

Evaluation Method : a) Written Examination-30

b) Individual Assignment-30

Objectives : The participants will be able to –

- Understand research methodology, prepare research papers and focus on output as well as outcomes of R&D projects.

Topic Code	Session Hour	Topic	Facilitator	Training Method
15.01	02	Introduction to Research, developing Research Question, Data and Variable	Faculty/GS	L&D
15.02	01	Sampling Techniques and Methods of Data Collection	Faculty/GS	L&E
15.03	02	Data Analysis and Tabulation	Faculty/GS	L&E
15.04	01	Writing Research Proposal	Faculty/GS	L&E
15.05	01	Writing Research Report	Faculty/GS	L&E

Module 16: ICT Related Laws, Regulations and other Important Issues**Total Marks: 60****Evaluation Method: WE-40****Study Tour/Field Visit-****Evaluation Method: GA-20****Objectives:** The objectives of the module are:

- a) to enhance knowledge on departmental laws and rules;
- b) to enable the participants in using departmental rules and regulations.

Topic Code	Session Hour	Topic	Facilitator	Training Method
16.01	02	Bangladesh National Digital Architecture (BNDA)	Faculty/GS	L&D
16.02	02	Bangladesh National ICT Policy 2018	Faculty/GS	L&D
16.03	02	Email Policy-2018	Faculty/GS	L&D
16.04	02	Digital Security Act 2018	Faculty/GS	L&D
16.05	02	Frontier Technologies and Different on-going Projects related to ICTD	Faculty/GS	L&D

Module-17 : Contemporary Issues**Total number : 25****Evaluation Method : Group Assignment-25****Objectives : The participants will be able to -**

- Identify and analyse issues of national importance; and
- Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topic	Facilitator	Training Method
17.01	02	Corporate Social Responsibility in Bangladesh	Faculty/GS	L&D
17.02	02	Blue Economy: Sustainable Use of Marine Resource	Faculty/GS	L&D
17.03	02	Demographic Transformation and Land	Faculty/GS	L&D
17.04	02	Autism & Its Management	Faculty/ GS	L&D
17.05	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/GS	L&E
17.06	01	Right to Information Act, 2009	Faculty/GS	L&D
17.07	02	Combating against Corruption	Faculty/GS	L&D
17.08	04	P4D: NIS; APA; Citizen Charter; RTI; Cyber Security and GRS etc	Faculty/GS	Workshop/ L&D
17.09	02	Mujib Borsho and Bangladesh	Faculty/ GS	L&D

Important Telephone Numbers

BPATC PABX: 7745010-16, 7742080-85
Fax: 7745029

Sl No	Name	Designation	PABX Extension and Cell Number
Course Management			
1	Md Rakib Hossain, ndc	Rector (Secretary)	Ph: 7745028 rector@bpatc.org.bd
2	Md. Nasir Uddin Ahmed	MDS & Course Adviser	Cell: 01715091089 Email: mdsmd@bpatc.org.bd
3	Md. Sharif Hasan	Director & Course Director	Cell: 01911308396 Email: sharifhelenn@yahoo.com
4	Afia Rahman Mukta	Research Officer & Course Coordinator	Cell: 01914890462 Email: afiaju2003@gmail.com
8	Mohammad Mamun	Research Officer & Course Coordinator	Cell: 01912146407 Email: mamun235@gmail.com
9	Mohammad Mozaherul Islam	Assistant Director & Liaison Officer	Cell: 01912972652 Email: mozaher.bpatc@gmail.com
10	Course Office	Course Coordinator	4648
Support Service			
1	Dr. Md. Mustafizur Rahman	Medical Officer	Ext: 4143 (O), 4443 Cell: 01932791761
2	Dr. Bilkis Laila	Medical Officer	Ext: 4308 Cell: 01711073636
3	Mir Md. Toufiqul Islam	Assistant Director (Logistics)	Cell: 01911121956 Ext: 4146.
4	Md Shamim Hosen	Assistant Director (Dormitory)	Cell: 01717563992 Ext:4145
5	Md. Fharid Mia	Class Room Attendant	Cell: 01727888022
6	Manager, Sonali Bank	-	4282
7	Library (Counter)	-	4649, 4650
8	Library (Journal Section)	-	4262
9	BPATC Main Reception	-	4220
Please Press 9 to reach the Telephone Exchange			

List of Faculty Members

(Not on Seniority Basis)

Sl.	Name & Designation	Code
1.	MD. RAKIB HOSSAIN _{ndc} , Rector (Secretary to the Govt.)	Rector
2.	Mohammad Munir Hossain, MDS	Munir
3.	Md. Zafar Iqbal _{ndc} , MDS	Zafar
4.	Md. Nasir Uddin Ahmed, MDS	Nasir
5.	Syed Mizanur Rahman _{ndc} , MDS	Syed Mizan
6.	Md. Sanwar Jahan Bhuiyan, MDS	Sanwar
7.	Md. Zakir Hossain, Director	Zakir
8.	Dr. Mohammed Amjed Hossain, Director	Amjed
9.	Dr. Md. Mizanur Rahman, Director	Mijan
10.	Md. Siddiqur Rahman, Director	Siddique
11.	Dr. Md. Zohurul Islam, Director	Zohur
12.	Md. Atikuzzaman, Director	Atik
13.	BM Benojir Ahmed, Director	Benojir
14.	Rokeya Fahmida, PhD, Director	Fahmida
15.	Mohammad Razibul Islam, Deputy Director	Razib
16.	Md. Sharif Hasan, Director	Sharif
17.	Hasan Murtaza Masum, Director	Masum
18.	Mohammad Saiful Islam, Programmer	Saiful(P)
19.	Md. Abul Basher, Deputy Director	Basher
20.	Mehedi Masud, PhD, Deputy Director	Mehedi
21.	ATM Arif Hossain, Deputy Director	Arif
22.	K.M. Abdul Kader, Deputy Director	Kader
23.	Mohammad Tazib Uddin, Deputy Director	Tazib
24.	Mohammad Rezaul Karim, PhD Deputy Director	Reza
25.	Dr. Md. Mostafizur Rahman, Medical Officer	Mostafiz
26.	Abdullah Al Mamun, Deputy Director	Mamun
27.	Dr. Md. Moshiur Rahman, Deputy Director	Moshiur
28.	Md. Motaher Hossain, Deputy Director	Motaher
29.	Parimal Kumar Roy, Deputy Director	Parimal
30.	Dr. Md. Arafe Zawad, Assistant Director (Sports)	Zawad
31.	Abu Naser Mohammad Sajidul Ahsan, Senior Research Officer	Sajid
32.	Md. Morshed Alom, Senior Research Officer	Morshed
33.	Afia Rahman Mukta, Research Officer	Afia
34.	Tanjur Ahmed Joarder, Assistant Programmer	Tanjur
35.	Mohammad Altab Hossain, Assistant Programmer	Altab
36.	Farjana Afrose, Assistant Director	Farjana
37.	Jakia Sultana, Evaluation Officer	Jakia
38.	Nasrin Akter, Evaluation Officer	Nasrin
39.	Golam Mahmud, Assistant Director	Mahmud
40.	Mir Md. Taufiqul Islam, Assistant Director	Taufiq
41.	Sanjoy Kumar Sarma, Evaluation Officer	Sanjoy

Sl.	Name & Designation	Code
42.	Razib Mia, Evaluation Officer	Razib
43.	Mohammad Masum Rahman, Assistant Programmer	Masum
44.	Md. Rustom Rabbani, Assistant Programmer	Rustom
45.	Mohammad Mozaherul Islam, Assistant Director	Mzaher
46.	Md. Nazim Uddin, Assistant Director	Nazim

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা

প্রশিক্ষার্থীদের করণীয় ও বর্জনীয়

সার্বিক

ক. করণীয়

- ১। শৃঙ্খলা ও সময়ের প্রতি মনোযোগী হোন।
- ২। বিপিএটিসি-তে অবস্থানকালে ডরমিটরির বাইরে সর্বদাই 'নেম-ব্যাজ' পরিধান করুন।
- ৩। আপনার কোন কথা বা কাজে যদি ভুল হয়ে থাকে তাহলে তা অকপটে স্বীকার করুন এবং দুঃখ প্রকাশ করুন।
- ৪। আপনার কোন অভিযোগ থাকলে তা কোর্স কর্তৃপক্ষকে জানান। প্রশিক্ষণ-ব্যবস্থাপনা সংক্রান্ত বিষয় হলে প্রথমে কোর্স সমন্বয়কের সাথে কথা বলুন।
- ৫। কেউ কোন ব্যাপারে আপনার প্রতি সাহায্য-সহযোগিতা-সৌজন্য প্রদর্শন করলে তাকে অবশ্যই ধন্যবাদ জ্ঞাপন করুন। কেউ আপনাকে ধন্যবাদ জানালে আপনি তার জবাব দিন।
- ৬। যথাসম্ভব নিচু স্বরে কথা বলুন।
- ৭। সর্বদা ডান পাশ দিয়ে হাঁটুন। করিডোর দিয়ে হাঁটার সময় পাশাপাশি দু'জন হাঁটবেন না।
- ৮। টুকরো কাগজ/ব্যবহৃত টিস্যু ডাস্টবিনে ফেলুন।
- ৯। কেউ দ্রুত হেঁটে গেলে তাঁকে জায়গা করে দিন।
- ১০। পোশাকের ব্যাপারে নির্দেশনাবলী যথাযথভাবে অনুসরণ করুন।
- ১১। কেন্দ্রের বাসে উঠার সময় শৃঙ্খলা বজায় রাখুন।
- ১২। কথোপকথনের সময় নিজে বলার চাইতে অন্যকে বলার সুযোগ দিন। অন্যদের কথা মনোযোগ দিয়ে শুনুন।
- ১৩। একে অপরের প্রতি যথাযথ সম্মান প্রদর্শন করুন।
- ১৪। কথাবার্তা ও চালচলনে সংযম প্রদর্শন করুন।
- ১৫। জ্যেষ্ঠদের আগমনে দাঁড়িয়ে সম্মান প্রদর্শন করুন।
- ১৬। পোষাকে, কথা বলায় ও আচরণে পরিশীলিত হউন।
- ১৭। সিঙ্কিট/আইসিটি বিল্ডিং এর সিঁড়ি দিয়ে নামার সময় আশে পাশে কথা বলবেন। আশে-পাশে অন্য কোর্স চলমান থাকে।

খ. বর্জনীয়

- ১। যথাযথ কর্তৃপক্ষের অনুমতি ছাড়া কোন অবস্থায় কেন্দ্র ত্যাগ করা যাবে না।
- ২। কোন অবস্থাতেই এমন কিছু করবেন না যাতে পেশাভিত্তিক কিংবা ব্যক্তিকেন্দ্রিক সম্প্রীতি বিনষ্ট হয়।
- ৩। যে কোন পরিস্থিতিতে উত্তেজনা পরিহার করুন।
- ৪। কারো ব্যক্তিগত কাজের বিশ্বাস বা অনুভূতিকে আঘাত করে কথা বলবেন না।
- ৫। যে কোন ক্ষেত্রে বিভেদ ও বৈষম্যমূলক আচরণ বর্জন করুন।
- ৬। জ্যেষ্ঠদের সঙ্গে দেখা-সাক্ষাৎ কথা বলার সময় পকেটে হাত রাখবেন না।
- ৭। কথাবার্তা ও চালচলনে হঠকারিতা, অসংযম ও ভাঁড়ামি বর্জনীয়।

- ৮। কোন মহিলাকে দন্ডায়মান রেখে নিজে বসা সমীচীন নয়।
- ৯। সতীর্থদের মধ্যে নিজেকে লুকিয়ে রাখা এবং নিজেকে দৃষ্টিকটুভাবে জাহির করা-উভয়ই বর্জনীয়।
- ১০। কাউকে দূর থেকে ডাকাডাকি করা বর্জনীয়।
- ১১। অন্যকে ছোট একং নিজেকে বড় করে দেখার মানসিকতা পরিত্যাগ করুন।
- ১২। আবেগতড়িত ভাষা ও রুক্ষ ব্যবহার পরিহার করুন।
- ১৩। করিডোরে/রাস্তায় দাঁড়িয়ে কথাবার্তা বলবেন না।
- ১৪। বিপিএটিসি ধূমপানমুক্ত এলাকা। তাই বিপিএটিসি-তে অবস্থানকালীন সময়ে ধূমপান বর্জন করুন।
- ১৫। যথাযথ কর্তৃপক্ষের অনুমোদন ব্যতীত কেন্দ্রের কর্মকর্তা ও কর্মচারীদের জন্য নির্ধারিত পরিবহন এর সুযোগ নেয়া যাবে না।
- ১৬। নেতিবাচক মনোভাব বর্জন করুন।
- ১৭। সময়ের অপচয় করবেন না।
- ১৮। সংবেদনশীল রাজনৈতিক ও ধর্মীয় আলাপচারিতা থেকে বিরত থাকুন।
- ১৯। কোর্স ব্যবস্থাপনা টিমের অনুমতি ব্যতিরেকে কোর্স সচিবালয়ের কম্পিউটার ব্যবহার ও প্রিন্ট নেয়া নিষিদ্ধ।

শ্রেণিকক্ষ

ক. করণীয়

- ১। অধিবেশন শুরু হবার অন্তত: পাঁচ মিনিট আগে আবশ্যিকভাবে শ্রেণিকক্ষে নির্ধারিত আসনে বসুন।
- ২। বক্তার প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।
- ৩। অনিবার্য প্রয়োজনে শ্রেণিকক্ষের বাইরে যেতে হলে বক্তার অনুমতি নিয়ে গমন করুন।
- ৪। সরবরাহকৃত হ্যান্ড-আউট একটি নিজে গ্রহণ করে অপরগুলো পাশের সহ-প্রশিক্ষার্থীকে গ্রহণের সুযোগ করে দিন।
- ৫। অধিবেশন চলাকালে মনোযোগী হোন।
- ৬। হাজিরা-ছকে স্বাক্ষর করার পর পার্শ্ববর্তী প্রশিক্ষার্থীর অনুকূলে দ্রুত তা সরবরাহ করুন।
- ৭। কথা বলার আগে বক্তা/সভাপতির অনুমতি গ্রহণ করুন।
- ৮। তথ্য সম্পর্কে নিশ্চিত হয়ে কথা বলুন।
- ৯। শ্রেণিকক্ষে বস্তুনিষ্ঠ ও প্রাসঙ্গিক প্রশ্ন করুন। প্রশ্ন করার আগে হাত উঠানো নিয়ম। তা অনুসরণ করুন।
- ১০। অন্যের মতামতের প্রতি শ্রদ্ধাশীল ও সহিষ্ণু হোন।
- ১১। শ্রেণিকক্ষে প্রয়োজন হলে বক্তার অনুমতি নিয়ে দাঁড়িয়ে কথা বলুন।
- ১২। অধিবেশন শেষ না হওয়া পর্যন্ত প্রয়োজন ছাড়া নিরবতা পালন করুন।

খ. বর্জনীয়

- ১। শ্রেণিকক্ষে মোবাইল ফোন বহন, ধারণ ও ব্যবহার সম্পূর্ণ নিষিদ্ধ।
- ২। অন্য কেউ বক্তাকে প্রশ্ন করতে থাকলে আপনি পরে সুযোগ নিন।
- ৩। বক্তাকে মাত্রাতিরিক্ত ও অপ্রাসঙ্গিক প্রশ্ন করবেন না।
- ৪। বক্তা/সভাপতির অনুমতি না পাওয়া পর্যন্ত প্রশ্ন উপস্থাপন কিংবা কথা বলা থেকে বিরত থাকুন।
- ৫। আক্রমণাত্মক প্রশ্ন/মন্তব্য করবেন না।
- ৬। বক্তা বা সতীর্থের বক্তব্যের সাথে দ্বিমত পোষণ করা যাবে। তবে তা বিনয়ের সঙ্গে করতে হবে।
- ৭। কাউকে কটাক্ষ করে কিছু বলবেন না। কুটতর্ক এড়িয়ে চলুন।
- ৮। অধিবেশন চলাকালে পার্শ্ববর্তী সতীর্থদের সাথে কোন কথা বলবেন না।
- ৯। অধিবেশন চলাকালে অনিবার্য না হলে এবং বিনানুমতিতে শ্রেণিকক্ষে বাইরে যাবেন না।
- ১০। শারীরিক ও মানসিক আক্রমণের প্রবণতা থেকে বিরত থাকুন।

- ১১। সেশন চলাকালে অননুদোতিদভাবে বই পড়বেন না এবং ল্যাপটপ ব্যবহার করবেন না।
১২। ওয়াশ রুমে গিয়ে অপ্রয়োজনীয়ভাবে সময় ক্ষেপণ করবেন না।

খেলাধুলা ও শরীরচর্চা

- গ. করণীয়
- ১। খেলার মাঠে অবশ্যই নির্ধারিত পোশাকে আসবেন।
২। খেলার মাঠে অবশ্যই নির্ধারিত সময়ে মাঠে উপস্থিত হবেন।
৩। সুশৃঙ্খলভাবে শরীরচর্চায় অংশ নিবেন।
৪। খেলার মাঠে এবং শরীরচর্চার সময় দলীয় চেতনাকে অবশ্যই ব্যক্তি-চেতনার উর্ধ্বে স্থান দিতে হবে।
৫। ক্রীড়া প্রশিক্ষকের নির্দেশনা/পরামর্শ মেনে চলুন।
৬। ক্রীড়া প্রশিক্ষকের প্রতি যথাযোগ্য সম্মান প্রদর্শন এবং ক্রীড়া শাখার কর্মচারীর প্রতি শোভন আচরণ করুন।
৭। প্রতিযোগিতার নিয়ম-কানূনের প্রতি শ্রদ্ধাশীল হোন।
৮। রেফারির/প্রশিক্ষকের সিদ্ধান্ত সহজভাবে গ্রহণ করুন।
৯। খেলার সময় অযথা উত্তেজনা পরিহার করুন এবং নিজের প্রতি সতর্ক থাকুন।
১০। নিজে দুর্ঘটনা এড়িয়ে চলুন এবং অন্যকেও সতর্ক থাকতে সহায়তা করুন।
১১। ধৈর্যের পরিচয় বহন করুন।
- ঘ. বর্জনীয়
- ১। প্রতিদ্বন্দ্বীর প্রতি উত্তেজনাপূর্ণ আচরণ পরিহার করুন।
২। এমনভাবে খেলবেন না যাতে নিজের এবং অন্যদের আহত হওয়ায় ঝুঁকি থাকে।

গ্রন্থাগার

- ক. করণীয়
- ১। নিরবতা বজায় রাখুন।
২। গ্রন্থাগারের পরিচ্ছন্নতা সম্পর্কে যত্নবান হোন।
৩। রেক/সেল্ফ থেকে নামানো বই টেবিলে রেখে দিন।
৪। গ্রন্থাগারের গেট-কীপারকে তার কাজে সহযোগিতা করুন।
৫। গ্রন্থাগারের অন্যান্য নিয়ম যথাযথভাবে পালন করুন।
৬। সময়মত বই ফেরৎ দিন, অন্যের ব্যবহারে সহায়তা করুন।
৭। বইয়ের প্রতি যত্ন নিন।
৮। গ্রন্থাগারে ফরমাল পোশাক পরিধান করে আসতে হবে।
৯। গ্রন্থাগারের সময়সূচি ভাল করে জেনে নিন।

- খ. বর্জনীয়
- ১। গ্রন্থাগারে ব্যক্তিগত কথোপকথন পরিহার করুন।
২। সশব্দে চেয়ার টানাটানি করবেন না।
৩। বইয়ের পাতা ছেঁড়া বা মলাট বিনষ্ট করা থেকে বিরত থাকুন।

ব্যক্তিগত পড়াশুনা

- ক. করণীয়**
- ১। প্রতিদিনের পড়া প্রতিদিন করুন।
 - ২। প্রতিদিনের বক্তৃতার সারাংশ প্রতিদিন পড়ুন।
 - ৩। নিজে পড়ুন এবং সতীর্থদের পড়তে সাহায্য করুন।
 - ৪। গ্রন্থাগারের সদ্যব্যবহার করুন।
 - ৫। প্রয়োজনে সংশ্লিষ্ট অনুষদ সদস্যদের সাহায্য নিন।
 - ৬। যে কোন দিন পরীক্ষার জন্য প্রস্তুত থাকুন।
 - ৭। প্রতি দিনের Learning Points প্রতিদিন পূরণ করুন।
 - ৮। স্মরণ রাখুন সময়ের এক ফোঁড়় অসময়ের দশ ফোঁড়়।
 - ৯। Recap Session-কে গুরুত্ব দিন

- খ. বর্জনীয়**
- ১। এমনভাবে পড়াশুনা করবেন না যাতে সতীর্থদের অসুবিধা ঘটে।
 - ২। কোন কাজ ভবিষ্যতের জন্য ফেলে রাখবেন না।
 - ৩। গ্রন্থাগারে মোবাইল ফোন ব্যবহার করবেন না।

মূল্যায়ন

- ক. করণীয়**
- ১। মূল্যায়নের নিয়মাবলী যত্ন সহকারে পড়ুন এবং মেনে চলুন।
 - ২। মূল্যায়ন সংক্রান্ত কোন জিজ্ঞাসা থাকলে মূল্যায়নের উপর ব্রিফিং এর সময় ভাল করে জেনে নিন। তাছাড়া প্রয়োজনে কোর্স ব্যবস্থাপনা সদস্যের অনুমতি সাপেক্ষে মূল্যায়ন কর্মকর্তার সঙ্গে আলোচনা করুন।
 - ৩। মৌখিক মূল্যায়নের সময় ব্যক্তিগত মতামত নয়, দলীয় মতামত প্রকাশের চেষ্টা করুন। বক্তব্য উপস্থাপনের আগে যথাসম্ভব আলোচনা করুন।
 - ৪। যথাসময়ে সঠিকভাবে বক্তাকে নির্মোহভাবে মূল্যায়ন করুন কারণ এর জন্য নম্বর বরাদ্দ আছে।

- খ. বর্জনীয়**
- ১। ব্যক্তিগত পছন্দ/অপছন্দ যাতে মূল্যায়নকে প্রভাবিত না করে সেদিকে লক্ষ্য রাখুন।
 - ২। অযৌক্তিক দাবি/সুপারিশ উপস্থাপন এবং নিরর্থক সমালোচনা থেকে বিরত থাকুন।
 - ৩। মৌখিক মূল্যায়নের সময় কাউকে ব্যক্তিগতভাবে আঘাত দিয়ে কথা বলবেন না।
 - ৪। প্রশংসা বা সমালোচনার ক্ষেত্রে অতিশয়োক্তি পরিহার করুন।

পরীক্ষার হল

- ক. করণীয়**
- ১। নিরবতা বজায় রাখুন।
 - ২। পরিদর্শকদের কাজে সহযোগিতা করুন।
 - ৩। প্রশ্নোত্তর প্রাসঙ্গিক ও সংক্ষিপ্ত হওয়া বাঞ্ছনীয়।
 - ৪। সময়ের সদ্যব্যবহার করুন।
 - ৫। উত্তরপত্রে নাম, রোল নম্বর ও সেকশন লিখেছেন কিনা তা নিশ্চিত করুন।

খ. বর্জনীয়

- ১। পরীক্ষায় অসদুপায় অবলম্বনের চেষ্টা অসদাচরণ হিসেবে গণ্য হবে এবং সেজন্য বিধি মোতাবেক প্রয়োজনীয় ব্যবস্থা গ্রহণ করা হবে।
- ২। পরীক্ষার হলে অপরকে সাহায্য করার এবং অপরের নিকট থেকে সাহায্য পাওয়ার মানসিকতা পরিহার করুন।
- ৩। পরীক্ষার হলে মোবাইল ফোন ব্যবহার নিষিদ্ধ।

টেলিফোন

ক. করণীয়

- ১। টেলিফোন করার সময় আগে সঠিক নম্বর সম্পর্কে নিশ্চিত হোন এবং এরপর নিজের পরিচয় দিন।
- ২। যিনি টেলিফোন ধরছেন, বিনয়ের সঙ্গে তার নাম জিজ্ঞেস করুন এবং কাউকে ডেকে দেয়ার প্রয়োজন হলে অনুরোধের সুরে কথা বলুন।
- ৩। মহিলাদের সঙ্গে কথা বলার সময় শালীনতা বজায় রাখুন।
- ৪। টেলিফোনে আলোচনা সংক্ষিপ্ত করুন।

খ. বর্জনীয়

- ১। টেলিফোনে বেশিক্ষণ কথা বলবেন না।
- ২। যিনি টেলিফোন ধরেছেন, কখনো আগে তার পরিচয় জিজ্ঞাসা করবেন না।
- ৩। দাপ্তরিক টেলিফোন থেকে ব্যক্তিগত আলাপ করার সুযোগ দেয়ার জন্য কেন্দ্রের কোন কর্মকর্তা/কর্মচারীকে অনুরোধ জানাবেন না।
- ৪। এক্সচেঞ্জ গিয়ে টেলিফোন লাইন দেয়ার জন্য অনুরোধ করবেন না।
- ৫। অনুমতি না নিয়ে কারো টেলিফোন ব্যবহার করবেন না।
- ৬। করিডোর দিয়ে হাঁটার সময় মোবাইল ফোনে কথা বলা নিষেধ।

অনুষদ সদস্যবৃন্দ এবং অন্যান্য কোর্সে অংশগ্রহণকারীদের সাথে আচরণ

ক. করণীয়

- ১। কেন্দ্রের অনুষদ-সদস্যবৃন্দের সঙ্গে বিনয় ও আন্তরিকতার সঙ্গে মেশার চেষ্টা করুন।
- ২। কেন্দ্রে চলমান অন্যান্য কোর্স বিশেষত: সিনিয়র স্টাফ কোর্স এবং পলিসি প্ল্যানিং ও ম্যানেজমেন্ট কোর্সের অংশগ্রহণকারী উর্ধ্বতন কর্মকর্তাদের প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।
- ৩। অনুষদ-সদস্যবৃন্দ ও অন্যান্য কোর্সে অংশগ্রহণকারীদের সঙ্গে দেখা হলে কুশল বিনিময় করুন।
- ৪। জরুরী প্রয়োজনে অনুষদ সদস্যদের সঙ্গে তাঁদের অফিস কক্ষে সাক্ষাৎ করতে হলে কোর্স ব্যবস্থাপনার মাধ্যমে আগে যোগাযোগ করে নিন।
- ৫। সমালোচনা থেকে বিরত থাকুন

খ. বর্জনীয়

- ১। অনুষদ-সদস্যদের সঙ্গে পূর্ব-পরিচয় কিংবা আত্মীয়তার দৃষ্টিকটু বহিঃপ্রকাশ বর্জনীয়।
- ২। অন্যান্য কোর্সে অংশগ্রহণকারী জ্যেষ্ঠ কর্মকর্তাদের সঙ্গে এমন আচরণ করবেন না যাতে তাঁরা মর্মান্বিত হন।

কর্মচারীদের সঙ্গে আচরণ

ক. করণীয়

- ১। রুমবয়, শ্রেণিকক্ষের এ্যাটেনডেন্ট, ক্যাফেটেরিয়া কর্মচারী ও লাইব্রেরির কর্মচারীদের সঙ্গে শোভন ও মানবিক আচরণ করুন।
- ২। আপনার সহ-প্রশিক্ষার্থীও যাতে রুমবয়ের সেবা পেতে পারেন তার সুযোগ দিন।
- ৩। কোন কর্মচারী অশোভন আচরণ করলে কর্তৃপক্ষকে জানান।

খ. বর্জনীয়

- ১। কোন কর্মচারীকে তার দায়িত্বের আওতা-বহির্ভূত কিংবা এখতিয়ার-বহির্ভূত কিছু করার জন্য বাধ্য করবেন না।
- ২। কোন কর্মচারী তার দায়িত্ব পালনে ব্যর্থ হলে, কিংবা আপনার সঙ্গে যথাযথ আচরণ না করলে কর্তৃপক্ষকে বলুন, সরাসরি শাসন করবেন না।

সাংস্কৃতিক অনুষ্ঠান

ক. করণীয়

- ১। কোন অনুষ্ঠান শুরু হওয়ার অন্তত: দশ মিনিট আগে নির্ধারিত আসন গ্রহণ করুন।
- ২। প্রধান অতিথির প্রবেশের সময় দাঁড়িয়ে সম্মান প্রদর্শন করুন।
- ৩। সাংস্কৃতিক অনুষ্ঠান চলাকালে নির্মল আনন্দ উপভোগের পাশাপাশি অফিসারসুলভ সংযম বজায় রাখুন।
- ৪। নির্ধারিত কর্মসূচি অনুযায়ী অনুষ্ঠান পরিচালনায় উদ্যোগীদের সহযোগিতা করুন।
- ৫। অনুষ্ঠান উপভোগের সময় প্রয়োজনীয় করতালির মাধ্যমে উৎসাহিত করুন।
- ৬। লক্ষ্য রাখতে হবে যেন অনুষ্ঠানাদি মার্জিত, রুচিপূর্ণ, মানসম্মত ও ভাবগম্ভীর হয়।
- ৭। সকল ক্ষেত্রে পরিমিতিবোধ প্রদর্শন করুন।

খ. বর্জনীয়

- ১। অনুষ্ঠান চলাকালে মাত্রাতিরিক্ত উচ্চস্বর প্রকাশ করবেন না।
- ২। ব্যাঙ্গোক্তি, কটুক্তি এবং অসংযত মন্তব্য ও ভাবভঙ্গি প্রকাশ করবেন না।
- ৩। সামনে উপবিষ্ট ব্যক্তির চেয়ারের নিচে পা রাখবেন না।
- ৪। অনুষ্ঠান চলাকালে পার্শ্বে উপবিষ্টদের সঙ্গে কথাবার্তা বলবেন না।
- ৫। নির্ধারিত অনুষ্ঠানসূচির অতিরিক্ত কোন কিছু পরিবেশনের জন্য পরিবেশককে অনুরোধ করবেন না।
- ৬। অনুষ্ঠান চলাকালে ওয়ান মোর, ওয়ান মোর বলে আওয়াজ করা থেকে বিরত থাকুন।