

# 24<sup>th</sup> Policy, Planning and Management Course

(06 August – 17 August 2023)

## Curriculum & Brochure



# BPATC

“Building Capacity for Effective,  
Inclusive and Accountable  
Public Administration System”



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka-1343

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**BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE**  
[www.bpatc.gov.bd](http://www.bpatc.gov.bd)

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**Planning, Programming and Recording (PPR) Department**

**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

August 2023

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## 1.0 Introducing BPATC

The core of the spirit of our struggle for freedom and the great liberation war is to build a glorious nation, a developed and prosperous Bangladesh free from all sorts 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. Civil 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, know-how is 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. Complex interactive process and technological advancement has brought about a radical change in the role of the state. An analytical insight into how structural injustices create divides between 'have' and 'have not's required to transform policies, plans, programmers and decisions into actions in this changing environment.

To attain the Vision 2041 and Agenda 2030 the civil service members must have a specific degree of professionalism and integrity and capability of translation of knowledge administrative and constitutional laws into action. Civil servants must possess analytical insight to construct, function and perform responsibilities in an appropriate manner across all public administration settings.

## 2.0 Vision of BPATC

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

## 3.0 Mission of BPATC

We are committed to achieve the shared vision through-

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

## 4.0 BPATC Theme

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

## 5.0 The Core Values of BPATC

The core values of BPATC include-

- **Discipline:**

We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

- **Integrity:**

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

- **Inclusiveness:**

We are committed to achieving a diverse and highly professional workforce at all levels of the organization 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.

- **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.

- **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. We are keen to build partnership and collaboration with local and international organizations.

- **Innovation:**

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

- **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 instill team spirit among participants of our programs.

# Policy, Planning and Management Course

## 6.0 Introduction

The **Policy, Planning and Management Course (PPMC)** strives to improve their competencies to bring about desired changes in public service management for the competitive future.

The focus of the PPMC is to facilitate the trainee officers to analyze and review development policies and public service delivery management of the Government in the light of their wisdom and experiences they have gathered during their service life.

## 7.0 Objectives of the PPMC

The course aims at improving leadership qualities so that the senior civil servants attain the capacity of taking steering role to translate the development agenda of the government into reality. Against this backdrop, the specific objectives of the course are to-

- enable Participants to contribute more to inclusive policy formulation, monitoring, evaluation and implementation;
- improve efficiency to critically look into sectoral policies and other important aspects on inclusive development issues through leadership role.

## 8.0 Course Outlines

Policy, Planning and Management Course is comprised of seven modules. These modules cover issues relating to policy development perspective of the government, policy analysis and review and public service management.

## 9.0 Training Methods

Unlike other training courses of BPATC, more participatory approach to training is employed in the PPMC so that participants can share their experiences and wisdom they have gained from their service life. However, the following training methods will be employed in this course-

- Workshop
- Panel Discussion
- Group/Team Exercise
- Case Study
- Lecture
- Field Visit etc.

Group/Team exercise in the course will get more priority. Please note that, teamwork requires maximum interaction among team members for the accomplishment of a team task followed by preparation and presentation of team report. Each team consisting of five/six members will present its report before the other teams in a plenary session. Each participant is responsible individually and jointly for the quality of the team report in terms of report presentation and responding to the questions raised on the presentation by other group members. It is worth mentioning that each

member of a group will be graded based on his/her role and contribution in group work, presentation and answering questions.

Dignified senior civil servants, civil society members, renowned personalities, and university teachers along with BPATC faculty members will facilitate the workshop and panel discussion sessions of the course.

## **10.0 Overseas Training (OT)**

Overseas training is an integral part of the PPMC. The in-country visit will provide participants with an opportunity to see and observe the practical aspects and situation of an organisation or a project. Such visits would help them not only to understand the real problems on the issues but also to assist them to formulate appropriate policy.

Another aspect of the course is arrangement of overseas training. Under this programme participants are exposed to some other country for seven days. During this visit they will have the opportunity to share experiences of policies, strategies, practices in the public service delivery with their counterpart in the visiting country. After this seven-day program beyond the 12-day long course, participants are required to present their group report in a 'Lessons Learned Workshop' (LLW) arranged by BPATC authority. Presentation of group report in the host country organisation on the concluding day of the exposure visit is also a requirement.

The overseas training is arranged with the specific objective of enabling participants to see for themselves how the visiting economy which started with a developmental base equal to or worse than Bangladesh has outperformed the Bangladesh economy.

## **11.0 Training Sessions**

There will be at least five to six sessions during daytime every day. Typically, duration of each session will be of one-hour. The first session of a day will start at 08:30 in the morning while evening sessions (if any) will begin at 18:30 hours. In between two sessions there will be a break of 10 minutes. After first two sessions of the day there will be a health break of 25 minutes while there will be prayer and lunch break of one hour duration after the fourth session.



## 12.0 Training Day Activity

Time	Session
06.00-07.00 (Tentative)	Morning Physical Training
07:30-08:15	Breakfast
08:30-09:30	1 <sup>st</sup> Session
09:40-10:40	2 <sup>nd</sup> Session
10.40- 11.05	Health Break
11:05-12:05	3 <sup>rd</sup> Session
12:15-13:15	4 <sup>th</sup> Session
13:15-14:15	Lunch & Prayer Break
14:15-15:15	5 <sup>th</sup> Session
15:25-16:25	6 <sup>th</sup> Session
17:00-17:45 (Tentative)	Afternoon Games
17:00-18:00 (Tentative)	Refreshing Hour
18:30-20:30 (Tentative)	Evening Session
20:30-21:30	Dinner

## 13.0 Medium of Instruction

The medium of instruction in classroom sessions will generally be English. BPATC encourages you to practice your oral English skills and as such, you are expected to speak English as far as it is possible with other colleagues and faculty members during your time in BPATC.

## 14.0 Evaluation methods

Performance of each participant in the course will be evaluated in 300 marks. Participants would also get an opportunity to evaluate the resource persons as well as the course management team and other aspects of the course. However, the marks allotted for evaluation are distributed as follows:

Sl. No.	Title of Module		Evaluation Methods and Allotted Marks		
			Individual	Group	Total
01	Public Administration, Public Policy and SDGs			50	50
02	Digital Governance			25	25
03	Budgeting, Public Procurement and Project Management			50	50
04	LDC Graduation			25	25
05	Issues in Development			25	25
06	Learning Best Practices	In Country Visit		25	25
		Overseas Training		50	50
07	Evaluation by Course Management Team & Evaluation Department		50		50
<b>Total</b>					<b>300</b>

## 15.1 Evaluation by the Course Management Team & Evaluation Department

Following is the break-down of 50 Marks of Evaluation by Course Management Team:

Evaluation by	Subject of Evaluation	Allotted Marks	Total
Course Management Team (CMT)	Punctuality	05	20
	Table Manners and Dress	05	
	Appropriate observation of BPATC's norms and values	05	
	Participation in Co-curriculum Activities	05	
Evaluation Department	Speakers' Evaluation	10	30
	Attendance	20	
<b>Total</b>			<b>50</b>

## 15.2 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	85 and above	A+ (Outstanding)
2	80 - <85	A (Excellent)
3	70 - <80	B+ (Good)
4	60 - <70	B (Satisfactory)
5	50 - <60	C (Average)
6	<50	Fail

## 15.3 Individual Course Evaluation Report for Dossier

On completion of the course an individual course evaluation report for each participant will be prepared. Performance of each participant in the course and a pen-picture written by the course management team (CMT) will be mentioned in the report. This final course evaluation report prepared by Evaluation Department will be forwarded to concerned Administrative Ministries/ Divisions for retention in your dossier.

## 16.0 Requirements of the Course

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 five minutes earlier than the scheduled time;
- submit individual assignments, teamwork report, Field Attachment and OT report (wherever applicable) and participate in such other tasks as may be assigned by the Course Management Team from time to time;
- stay compulsorily in the dormitory of the centre and abide by the rules and regulations thereof;
- refrain from using of cell phone in classroom, mosque, library and during formal programs or while walking on the corridor;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- follow the prescribed dress code for Training (**Annexure-3**);
- 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. However, marks allotted for attendance shall be deducted proportionately in such case.

## **17.0 Accommodation and Food**

PPMC is a fully residential course and during your time in BPATC you will live at the dormitory of International Training Complex (ITC) where meals for you will be arranged. The cost of food is to be met from the course fee provided by the government. A Mess Committee formed from amongst you consisting of a President of the Mess Committee (PMC) and other members will manage your meals. Selection of menu, deciding of meals in consultation with fellow participants and maintaining the overall quality of meals are the responsibilities of the Mess Committee. However, Course Management Team will provide all logistic supports in this regard.

## **18.0 Transportation**

BPATC will arrange transports for you to travel from Dhaka at the onset of the course, at the weekends and other visits relating to training during the course. The schedule will be given well ahead of the program.

## **19.0 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 1,25,000 books for circulation to the readers. You will have ready access to the reading facilities. Library, during weekdays, remains open from 8:00 a.m. to 10:00 p.m. while from 4:00 p.m. to 6:00 p.m. on Fridays and from 4:00 p.m. to 10:00 p.m. on Saturdays. You are encouraged to use the library facilities at the maximum effort.

## **20.0 Medical Facility**

BPATC has a small clinic with limited medical facilities, which is run by four registered doctors. You will get medical consultations, prescriptions and limited medical care from the clinic. As a participant, you are entitled to have medical prescription free of cost and some common medicines that are available at the clinic. 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.

## **21.0 Prayer Facility**

There is a beautiful mosque within the premises of the Centre. Interested male Muslim participants can offer their prayer in the mosque/ITC prayer room while female participants can offer their prayer in their respective rooms.

## **22.0 Any Question or Query**

This Course Guidelines/Brochure give an outline of the various aspects of the Policy, Planning and Management Course. However, in case of any emergency, you may contact Course Director or Course Coordinators.

# Course Contents of the PPMC

**Module-01 : Public Administration, Public Policy and SDGs**

**Evaluation Method : Group Exercise (50)**

**Module Objectives :** Enable participants to -

- analyze the cross-cutting issues in contemporary public administration
- evaluate public policy using different policy evaluation lenses
- track the progress of achievements of SDGs

Code	Hours	Topic Title	Facilitator	Training Method
1.1	03	Public Administration and State Capacity in Achieving Vision 2041	GS/FM	Lecture & Discussion
1.2	04	<b>Public Policy Evaluation: Theory and Methods</b> (Based on Real-life Case in Bangladesh Context)	GS/FM	Case Study/ Discussion & Group Work*
1.3	02	Policy Interventions in Mitigating National Crisis (Case-based)	GS/FM	Lecture & Discussion
1.4	20	Achieving SDGs through Policy Intervention	GS/FM	Lecture & Discussion

**Note:** A presentation/discussion for 1.5/2 hours will lay down the basic premises of public policy evaluation. After the lecture, participants will be divided into groups and will be presented with cases on Bangladesh context. The brainstorming should last for an hour. After that the groups will give presentations which will be followed by Q&A. All members of a group should be active in presentation and Q&A. Their contribution to the overall team-work will be assessed by the facilitator(s).

**Module-02 : Digital Governance**

**Evaluation Method : Group Exercise (25)**

**Module Objectives :** Enable participants to -

- Describe the technological advancements that will impact global governance in future
- Develop an understanding of the mega trends of 4IR

Code	Hours	Topic Title	Facilitator	Training Method
2.1	02	Civil Service 2041: A Digital Leadership Journey	GS	Discussion & Workshop
2.2	02	4 <sup>th</sup> Industrial Revolution and Its Potential Impact on Public Sector Governance	GS	Discussion & Brainstorming
2.3	02	Imagining Technology as a Governance Tool	GS	Lecture & Discussion

**Module-03 : Budgeting, Public Procurement and Project Management**

Evaluation Method : Group Exercise (50)

- Module Objectives : Enable participants to -
- *Understand the political economy of budgeting process*
  - *Critically look into the means of monitoring and evaluation of a development project*
  - *Appreciate the issues in public procurement*

Code	Hours	Topic Title	Facilitator	Training Method
3.1	04	Macro-Economic Management as Policy Tool for Growth and Development	GS/FM	Discussion & Workshop
3.2	04	Public Procurement in Bangladesh (Exercise with Case Study)	GS/FM	Discussion and Case Study*
3.3	06	Key Policy Issues in Understanding Project Planning, DPP Appraisal & Project Monitoring and Evaluation	GS	Discussion & Workshop**
3.4	02	Management of Mega Projects in Bangladesh: Take Away for the Senior Management	GS	Discussion & Lecture***

**Note:**

- *\* In the workshop on public procurement, participants will be provided with real-life case studies to be solved in group and to present afterwards for further elaboration and discussion by the facilitator(s).*
- *\*\* A lecture/presentation on Project Monitoring and Evaluation for 1.5/2 hours. Afterwards, a project monitoring/evaluation report will be given to the participants for reviewing.*
- *\*\*\* The session might be facilitated by a PD of any mega project. A visit to the site of any mega project/fast-track project may be organized for participants to learn about the challenges and management of big projects on spot.*

**Module-04 : LDC Graduation**

Evaluation Method : Group Exercise (25)

- Module Objectives : Enable participants to -
- Critically analyze the post-LDC challenges and opportunities
  - Prepare for any international negotiation
  - Appreciate the emerging mega trends and their implications for policy makers

Code	Hours	Topic Title	Facilitator	Training Method
4.1	02	Bangladesh Graduates from LDC: Challenges Ahead and Coping Strategies	GS/FM	Discussion & Group Work
4.2	02	Global/Regional Economic Trends: Challenges/ Opportunities for Bangladesh	GS/FM	Discussion & Lecture
4.3	03	International Contract Negotiation	GS/FM	Discussion & Simulation
4.4	02	Overseas Employment & Remittance: Key Issues	GS	Discussion

**Module-05 : Issues in Development**

Evaluation Method : Group Exercise (25)

- Module Objectives : To enable the participants to
- Identify and analyze issues of national importance
  - Explore opportunities to apply new learning to practical life

Code	Hours	Topic Title	Facilitator	Training Method
5.1	02	Prime Minister's Special Initiatives and Bangladesh's March Towards Prosperity	GS/FM	Discussion
5.2	02	Understanding the Growth Trajectory: Development Plans of Bangladesh and Strategic Vision (Perspective Plan 2021-2041, 8 <sup>th</sup> FYP, Delta Plan 2100)	GS/FM	Lecture & Discussion
5.3	03	Energy Security for Bangladesh: Global perspective and Scenario Planning	GS/FM	Panel Discussion
5.4	02	Food Security: Policy Issues and Plans for Bangladesh	GS/FM	Lecture & Discussion
5.5	03	Infrastructure as Driver of Growth and Development: Public-Private Partnership	GS/FM	Panel Discussion

**Module-06 : Learning Best Practices**

**06(a) : In-Country Visit:**

**Evaluation Method :** Individual Assignment/Presentation (In Country Visit)-25 Marks

PPMC participants will visit to a leading/premier public/private organization/institution/project to learn best practices in the host organization. They will interact with the management team and will discuss their experience of implementation of best practices and how do they overcome challenges. After the visit, the participants will write reports in group.

**06(b) : Overseas Training:**

**Evaluation Method :** Group Report/Presentation (Host Country 25+BPATC 25) =50 Marks

**Module Objectives :** Enable the participants to learn how the visiting country's economy developed and services provided by the public offices.

**Overall Task :** Under this program participants will visit any developed country for seven days. During the visit participants will come across policy, strategy, best practices in the public service of the host country and will find relevance with their learning at BPATC. Participants will make group presentations during their visit on issues set earlier and their presentation will be assessed by the host organization.

On return, participants will prepare for a *Lesson Learned Workshop (LLW)* at BPATC.

A detailed guideline for overseas training is following.



# Guidelines for Overseas Training (OT)

## **Purpose of the Overseas Training**

The purpose of the overseas training is to enable the participants to expose a case study of a civil service organization (and a country and its government) which has been developed significantly. The BPATC expects that the OT will be a very effective and successful learning journey. The OT would help the participants to identify the perceived reasons for the need for reforms, the change management process and development goals and how the host country/organization attempted to reach those goals.

The effective and fruitful participation in overseas training is one of the important requirements of successful completion of the respective training course. Mere observation and stock taking of the outstanding achievements and best practices of host country/organization are not sufficient to meet the requirement. Rather the visiting participants must know that there are some underlying reasons for their development and outstanding success. The inquisitiveness to know the reasons for their success, searching about the underlying strategies of their success, making questions about the exceptional process of the reform and change management styles would help them to learn effectively.

Moreover, in order to effective learning, the participants are requested to ask question to host organizations about the issues, such as: what were the processes, tools, strategies, and techniques they followed and how the host organizations attempted to reach the development goals; why these tools and strategies were selected; what impacts were achieved by the various policies and strategies and finally, overall outcomes and results of transformation.

The visiting participants would also be able to compare and contrast conditions in the host country with relevant conditions in Bangladesh.

The superficial observations and shallow conclusions about the success of host country are not expected. Rather, the participants are suggested to apply their inquisitiveness and invest their best efforts to search out and identify the following issues:

- i. The nature of the impacts and outcomes of improved situations of host country/organization;
- ii. The effects of the tools, techniques, policy interventions and strategies utilized in development process of the host country/organization;
- iii. The challenges to integrate Agenda 2030 with on-going development plan and undertaken strategies and mechanism for implementation of SDGs;
- iv. The reasons for overall sustainability of the achievements and outcomes of the host county/organization;
- v. The specific key learning points, the best practices and processes relevant to Bangladesh, arising from the foregoing inquiries;
- vi. The policy implications and replicability of those learning's and best practices in Bangladesh context.

## About presentation

The OT is a part and parcel of the core course of BPATC (specifically for ACAD, SSC and PPMC) and it will be evaluated applying specified mechanism and criteria under concerned module. A percentage of marks is allocated for the host organization. The host organization will observe the level of participation in different academic activities (classroom session, study visits and preparation as well as presentation of group works) for evaluation purpose. After coming back to the BPATC/country, all the groups have to present their group presentation on the specified themes which is also a part of evaluation under module titled “Learning Best Practices”.

## Coverage of Presentation in Host Organization

Each group has to present a group presentation on specified theme in Lessons Learned Workshop (LLW). The presentation will cover the following issues:

- a. The perceived outcomes of improved situations of host country/organization;
- b. The perceived effects of the tools, techniques, policy interventions and strategies utilized in development process of the host country/organization;
- c. The perceived challenges to integrate Agenda 2030 with development plans and undertaken strategies and mechanism for implementation of SDGs in host country;
- d. The perceived reasons for sustainability of the achievements and outcomes of the host country/organization; and
- e. A comparative analysis of perceived situations of host country with relevant conditions in Bangladesh.

## Coverage of Presentation in Lessons-Learned Workshop

After coming back from the OT, the participants have to make group presentations on respective themes. Each group will get 10 minutes for presentation and 20 minutes for discussion including question and answer session. The Lesson Learned Workshop will be participated by the participants of on-going other batches of BPATC (like FTC, ACAD, SSC). The objectives of the Lessons Learned Workshop are to disseminate the lessons learned in OT as well as evaluation of the level of individual learning from the exposure visit.

The coverage of the group-presentation will be as follows:

- a. The perceived outcomes of improved situations of host country/organization;
- b. The explored effects of the tools, techniques, policy interventions and strategies utilized in development process of the host country/organization;
- c. The revealed challenges to integrate Agenda 2030 with development plan and undertaken strategies and mechanism of implementation of SDGs in host country;
- d. The internalized reasons for sustainability of the achievements and outcomes of the host country/organization;

### And as the conclusions

- e. The specific key learning points, the best practices and processes relevant to Bangladesh;
- f. The policy implications and replicability of those learnings in Bangladesh context.

In the Lesson Learned Workshop, each participant will be evaluated individually according to his/her contribution in presentation, response to the questions and comments. The evaluation criteria are as follows:

Name of the Participant	
Number of Question answered	<b>Individual Contribution</b> 60%
Quality of answer (Clarity of answer and communication skill)	
Number of supplementary questions answered	
Perceived outcomes.... Explored Effects of Tools....	<b>Coverage of the Presentation</b> 40%
Revealed challenges to SDGs implementation....	
Internalized reasons for sustain.....	
Key Learning Points Policy implication & replicability	

# 24<sup>th</sup> Policy, Planning and Management Course Course Management Team (CMT)



Md. Ashraf Uddin  
Rector  
(Secretary to the Government) &  
Course Adviser



Md. Monirul Islam  
Member Directing Staff &  
Course Director



Dr. Md. Moshiur Rahman  
Deputy Director &  
Course Coordinator



Dr. Mohammad Ziaul Islam  
Director &  
Course Coordinator

## List of Participants

Sl. No.	Participant Name	Section Name	Roll	Dormitory Name	Room No.	Birth Date
1.	Sayeed Mahbub Khan	A	101	ITC Dormitory	716	01/01/1970
2.	K M ALI REZA	A	102	ITC Dormitory	802	01/07/1969
3.	Mohammed Yasin	A	103	ITC Dormitory	803	17/05/1969
4.	Ajay Kumar Chakraborty	A	104	ITC Dormitory	804	30/05/1968
5.	Saima Yunus	A	105	ITC Dormitory	702	03/01/1968
6.	Md. Ruhul Amin Khan	A	106	ITC Dormitory	805	31/12/1966
7.	Md. Habibur Rahman Hosaini	A	107	ITC Dormitory	806	26/12/1965
8.	Md Azimuddin Biswas,ndc	A	108	ITC Dormitory	807	09/01/1971
9.	Shish Haider Chowdhury, NDC	A	109	ITC Dormitory	811	08/10/1965
10.	Farooq Ahmed	A	110	ITC Dormitory	812	15/06/1967
11.	Md. Anwar Hussain	A	111	ITC Dormitory	813	01/01/1966
12.	SUBRATA SIKDER	A	112	ITC Dormitory	814	01/01/1968
13.	Md. Mizanur Rahman	A	113	ITC Dormitory	815	01/07/1967
14.	Md Nazmul Huda Siddiqui	A	114	ITC Dormitory	816	31/12/1969
15.	Sheikh Momena Moni	A	115	ITC Dormitory	703	01/01/1971
16.	Khorsheda Yasmeen, NDC	A	116	ITC Dormitory	-	-

24<sup>th</sup> Policy, Planning and Management Course**Important Telephone Numbers**

BPATC PABX: +88-02-7745010-16, 7742080-85, Fax: +88-02-7745029

Sl No.	Name	Designation	Mobile No.	Extension number
1.	Md. Razibul Islam	Director (Administration)	01712803934	4107
2.	Dewan Moudud Ahmed	DD (Service)	01671729015	4122
3.	Dr. Mustafizur Rahman	Medical Officer	01552444675	4143
4.	Md. Yousuf Ali	AD (Dormitory)	01723167298	4180
5.	Ratan Kumar Das	Physiotherapist	01911574514	4318
6.	Minara Akter	Physiotherapist	01677302243	4318
7.	Md. Sarowar Hossain	Training Assistant	015563011	4630
8.	Md. Anisur Rahman	Computer Typist		4630
9.	Abu Baker Siddiqui	Compounder, Clinic	01820524061	4231
10.	PABX (Operator)	07.30 - 23.00 hours	-	
11.	Cafeteria	Ground Floor	-	4621/4622
		First Floor	-	4623
12.	Library Counter	Ground Floor	-	4649
		First Floor	-	4650
13.	Computer Lab	Faculty Building- 2	7745017	4322
14.	Md. Saiful Islam	Programmer	-	4315
15.	Reception	24 hours on duty	-	4220
16.	Gate-1 (Residential Area)	24 hours on duty	-	4100
17.	Gate-2 (Main Gate)	24 hours on duty	-	4200
18.	Gate-3	24 hours on duty	-	

**Support Service**

1.	Mir Mohammad Forhadul Islam	Dormitory Supervisor	01716377144
2.	Mohammad Shahjahan	Cafeteria Supervisor	01723366721
3.	Robi Lal	Caretaker	01624236662

### ১৫তম অধ্যায়

#### পোশাক বিধি

#### ১৫.১ পোশাক সংক্রান্ত সাধারণ নির্দেশাবলী

- I. পোশাক সম্পর্কে প্রশিক্ষণ প্রতিষ্ঠানের ব্যাখ্যাই চূড়ান্ত।
- II. প্রত্যেক অনুষ্ঠানে প্রশিক্ষণ প্রতিষ্ঠান/ কোর্স ব্যবস্থাপনা কর্তৃপক্ষ কর্তৃক নির্ধারিত পোশাক পরিধান করতে হবে।

#### ১৫.২ পোশাকবিধি

ক্রম	অনুষ্ঠান/কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/শিক্ষাসফর/সংযুক্তি কার্যক্রম/ক্যাফেটেরিয়া (প্রশিক্ষণ দিনে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/রেস্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মত, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্রোসড্ সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড্ লম্বা মোজা। ৪। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্রোসড্ কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কট কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড্ সুজ (কালো); ৫। প্যান্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হালকা ল্যাভেন্ডার, কপার ব্রাউন, সি গ্রিন]; ২। রেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্রোসড্ সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড্ লম্বা মোজা।	১। স্যুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড্ সুজ (কালো); ৫। লম্বা মোজা (কালো)।

৩.	ক্রীড়া অধিবেশন	<p>১। পোলো শার্ট, ট্রাউজার, ট্র্যাকসুট (শীতকালীন);</p> <p>২। সালোয়ার-কামিজ-ওড়না;</p> <p>৩। লম্বা মোজা;</p> <p>৪। কেড্‌স।</p> <p>[সব সাদা]</p>	<p>১। পোলো শার্ট, ট্র্যাকসুট (শীতকালীন);</p> <p>২। ট্রাউজার/শার্টস;</p> <p>৩। লম্বা মোজা;</p> <p>৪। কেড্‌স।</p> <p>[সব সাদা]</p>
৪.	ক্যাফেটেরিয়া/লাইব্রেরি ওয়ার্ক/কম্পিউটার ল্যাব/ডরমিটরির বাইরে অবস্থান/অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	<p>১। শাড়ী/সালোয়ার-কামিজ-ওড়না;</p> <p>২। লেদার সুজ/স্যান্ডেল।</p>	<p>১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কট কাপড় প্রযোজ্য নয়);</p> <p>২। লেদার সুজ/স্যান্ডেল সু।</p>
৫.	জাতীয়/আন্তর্জাতিক অনুষ্ঠান/কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।



24<sup>th</sup> Policy, Planning and Management Course**List of Module Directors**

Module No.	Module Name	Faculty Name and Designation (not seniority-based)
1.	Public Administration, Public Policy and SDGs	Dr. Md. Mohoshin Ali, MDS
2.	Digital Governance	Mr. Md. Zakir Hossain, MDS
3.	Budgeting, Public Procurement and Project Management	Mr. Md. Shaugatul Alam, MDS
4.	LDC Graduation	Mr. Md. Siddiqur Rahman, Director
5.	Issues in Development	Dr. Rokeya Fahmida, Director
6.	Learning Best Practices: a) Country Visit b) Overseas Training	Course Management Team (CMT)