

BPATC

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

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1ST SFTC for the Officials of Department of Narcotics Control

29 September to 27 November 2024

CURRICULUM AND BROCHURE



Bangladesh Public Administration Training Centre
Savar, Dhaka

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Planning, Programming and Recording (PPR) Department
Bangladesh Public Administration Training Centre
Savar, Dhaka

September, 2024

1st SFTC for the Officials of Department of Narcotics Control Course Management Team (CMT)



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1. 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 2041 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 About 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 where 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 Policy Dialogue for the Senior Secretaries and 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

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

2. About the Department of Narcotics Control (DNC)

The Department, established under the President's Secretariat in January, 1990 is now placed under the administrative control of the Ministry of Home Affairs. It is charged with the responsibility of implementing the policies formulated by the INCB. As the designated Nodal Agency of the Government, the DNC is to deal with all aspects relating to drug problem in the country. It has a network of field level offices across the country with its headquarters in Dhaka. The Director General is the head of the Department and he is also the ex-officio Member-Secretary to the National Narcotics Control Board.

The following functions are carried out by Department:

- Administration of the laws relating to Narcotics Drugs and Psychotropic Substances.
- Regulation of the production of the sale of liquors and alcoholic preparations including collection of the duties on this accountant.
- Prevention and control of drug trafficking.
- Prevention of drug abuse through research, education and training.
- Running process for treatment and rehabilitation of drug abuse.
- Co-ordination of the activities of various departments and NGOs involved in treatment and rehabilitation of drug abuse.
- Maintain liaison with similar agencies in other countries and with the concerned international and regional organizations.
- To act as the secretariat of the Narcotics Control Board.

3. Special Foundation Training Course for the Officials of DNC

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). A six month long FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Besides this, BPATC on request conducts special Foundation Training Course for officials of various departments. The recent decision of the National Training Council (NTC) states the provision of mandatory foundation training course for all the public officials in service.

A candidate through a competitive examination steps into the structured system of government. Training 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 or promotees 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. This Special Foundation Training Course (SFTC) for the officials of DNC 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.

3.1 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.

3.2 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;
- 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;
- enhance work skill through physical and mental labour to meet arduous challenges and
- develop the team spirit in performing their task to achieve the organisational goal.

3.3 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;
- follow the dress code properly;
- 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.

3.4 Training Duration

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

Sl. No.	Thematic Areas	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	35
3	Field Attachment Programme	3
4	Study Tour	2
5	Certificate Awarding and Closing Ceremony	1
6	Domestic exposure Visit: Historical places/Govt. office/Parliament/ Government initiatives	1
7	Total Working Days	43 (Tentative)
8	Weekends and Holidays*	17
9	Total Days	60

** The following list of Public Holidays have been taken under consideration:*

Observation	Day	Date
Durga Puja	01 day	13 th October
Total	01 day	

3.5 Tentative Daily Schedule

Usually there will be five to 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.

Time	Activity
06:00 - 07:00	Physical Exercise*
07:30-08:15	Breakfast
08:30- 09:30	1st Session
09:40 - 10:40	2nd Session
10:40 - 11:05	Health Break
11:05 - 12:05	3rd Session
12:15 - 13:15	4th Session
13:15 - 14:15	Lunch and Prayer Break

Time	Activity
14:15 - 15:15	5th Session
15:25 - 16:25	6th 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*

4. About Training

4.1 Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, 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.

4.2 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.

4.3 Course Content

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

1.	Bangladesh Studies	2.	Behavioral Governance
3.	The Constitution of Bangladesh	4.	ICT & e-Governance
5.	Organizational Management and Leadership	6.	Public Management & Governance
7.	Service Rules and Administrative Procedures	8.	Sustainable Development Goals
9.	Public Procurement	10.	Economics and Economic Development
11.	Public Financial Management	12.	Project Management
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Basics of Research	16.	Issues related to Department of Narcotics Control
17.	Field Attachments and Report Writing	18.	Contemporary Issues
19.	Car Driving		

Each module has several topics. The details of course contents are given from page 18.

4.4 Field Study Programme

A three-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.

4.5 Extension Lecture

Extension Lectures (ELs) are usually conducted by Guest Resource Persons and are held usually after the regular session hours. EL is a great opportunity for the participants to interact with senior policy makers, civil society members and domain experts. These lectures focus on issues of notional or international importance and cross-cutting issues. ELs are not coded under any module.

4.6 Physical Training and Sports

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.

4.7 Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, 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 800 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Bangladesh Studies	-	GR-25	25
2.	Behavioral Governance	IA-25	-	25
3.	The Constitution of Bangladesh	WE-50	-	50
4.	ICT & e-Governance	IR-50	-	50
5.	Organizational Management and Leadership	-	GA-25	25
6.	Public Management & Governance	-	GR-50	50
7.	Service Rules and Administrative Procedures	WE-75	-	75
8.	Sustainable Development Goals	-	GA-40	40
9.	Public Procurement	-	GE-50	50
10.	Economics and Economic Development	IA-30	-	30
11.	Public Financial Management	IE-30	-	30
12.	Project Management	-	GE-50	50
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	WE-25 IA-25	-	50
15.	Basics of Research	IA-50	-	50
16.	Issues related to Department of Narcotics Control	WE-75	-	75
17.	Field Attachments and Report Writing	-	GR&P-20	20
18.	Contemporary Issues	-	-	-
19.	Car Driving	-	-	-
20.	Evaluation by Evaluation Department i. Attendance (20) ii. Speaker Evaluation (10)	30	-	30
21.	Evaluation by Course Management Team i) Punctuality (5) ii) Table Manners (5) iii) Dress (5) iv) Overall Conduct and Discipline (5) v) Participation in co-curricular activities (5)	25	-	25
	Total	540	260	800
	Grand Total			800

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

4.8 Group Work

Participants are required to carry out 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 group work amongst their group report.

4.9 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

4.10 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.

4.11 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.

4.12 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 unauthorized 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.

4.13 Dress Code

Participants must follow the prescribed dress code during training. A detailed dress code as approved by NTC is enclosed in Annexur 3.

4.14 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.

4.15 Accommodation and Food

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory, Savar, Dhaka. 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.

The 15-Storey Dormitory Building:

To enhance the accommodation capacity of BPATC a 15-Storey Dormitory Building has been built for trainees and officials attending training programs at the center. The dormitory offers modern amenities and facilities to ensure the comfort and convenience of the residents including living rooms, a day-care centre for the participants' children aged 1-3 years old with indoor playground and kitchen, common areas, dining facilities, recreational spaces, and conference rooms or classrooms for conducting sessions, workshops and seminars. It was inaugurated by the Honorable Prime Minister in October 2023. The building, covering an area of 35,512 square meters.

Different facilities included at the dormitory building are: leisure room with a large-screen TV at each floor, WiFi-internet connection and an automated management system, fire extinguisher system, one IP-based telephone, wooden wall cabinet, sofa, and two reading tables in each room, geyser arrangement for hot water supply, water filters, washing machines and fridges in common space, indoor games and gym facility at the basement, a computer lab, prayer rooms for male and female participants, etc. And last but not the least, there are 500 rooms capable of accommodating 1000 trainees, all are equipped with air conditioning and a private balcony.

4.16 Library Facility

The BPATC library is one of the best administration libraries in the country. The library plays an important role in achieving the goals of training. Collection of relevant books, journals, magazines, and other reading materials and processing these for the readers are the main tasks of the library. There are approximately 1,25,000 books for circulation to the readers in its possession. Participants will have ready access to the reading facilities. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters, and magazines as complimentary copies through exchange programmes with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available.

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library.

4.17 Medical Facilities

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), two physiotherapists, two dentists, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advise from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

Contact number of the Doctors:

Name	Designation	Cell No.	Ext. Tel	Timing
Dr. Bilkis Laila	Medical Officer	01711073636	4308	Roaster Duty
Dr. Shamima Akter	Medical Officer	01711001084	4308	
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	

Emergency Number for Medical Purpose: 01723966111

Contact number of Physiotherapists:

Name	Designation	Cell No.	Ext. Tel	Timing
Ratan Kumar Das	Physiotherapist	01911574514	4318	3:30-6:30pm
Minara Akter	Physiotherapist	01677302243	4318	3:30-6:30pm

4.18 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 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.

4.19 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 or designated place of the dormitory.

4.20 Smoking or Taking Drugs to Alcohol Prohibition

Smoking and taking drugs and alcohol in BPATC is 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.

4.21 Any Question or Query?

This Course Guidelines give an outline of the various aspects of the Special Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. In case of any emergency, participants may contact with Course Coordinators or Course Director.

5. Course Content

Module-01 : Bangladesh Studies

Total Marks : 25

Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Appraise the socio-political and cultural context of Bangladesh
- Describe the evolution of poverty alleviation strategies and their implication

Total Module Time : 06 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
1.01	01	Anthropological Background of the People of Bangladesh	FM/GS	L&D
1.02	01	Social Structure and Cultural Heritage of Bangladesh	FM/GS	L&D
1.03	01	Liberation War of Bangladesh: Background and Spirit	FM/GS	L&D
1.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	FM/GS	L&D
1.05	02	Social Business & Cooperative Movement in Bangladesh	FM/GS	L&D

Module-02 : Behavioral Governance

Total Marks : 25

Evaluation Method : Individual Assignment-25 (Word Limit: 500-800)

Module Objectives : The participants will be able to-

- Apply appropriate skills, knowledge, experience and judgement in professional capacity
- Create public value in service delivery

Total Module Time : 08 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
2.01	02	Public Service Values and Importance of Ethics	FM/GS	L&D
2.02	02	Changing Attitude & Mindset, and Empathy Building for better service delivery	FM/GS	L&E
2.03	02	Manners, Etiquettes and Dress Code for the Public Officials	FM/GS	L&D
2.04	01	Public hearing in combating corruption	FM/GS	Case and Discussion
2.05	01	Corruption Reduction Strategies in Bangladesh Context	FM/GS	L&D

Module-03 : The Constitution of Bangladesh**Total Marks : 50****Evaluation Method : Written Exam – 50**

Module Objectives : The participants will be able to –

- Understand the functions of all three organs of a state
- Explain the basic feature of the Constitution of Bangladesh with regard to public service provisions

Total Module Time : 04 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	FM/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	FM/GS	L&D
3.03	01	Constitutional Bodies of the State (EC, BPSC, CAG etc.)	FM/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	FM/GS	L&D

Module-04 : ICT and e-Governance**Total Marks : 50****Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)**

Module Objectives : The participants will be able to –

- Identify the key activities towards e-governance
- Apply different e-services in their respective offices

Total Module Time : 9 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
4.01	01	e-Governance: Concept and Architecture	FM/GS	L&GD
4.02	02	Use of ICT for better service delivery (national e-services, web portal, social media etc.)	FM/GS	L&P
4.03	02	D-Nothi and its Practical Usage	FM/GS	L&GD
4.04	02	4IR & its Implications in Bangladesh	FM/GS	L&GD
4.05	02	Cyber Security: Related Acts & Issues	FM/GS	L&GD

Module-05 : Organizational Management and Leadership

Total Marks : 25

Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to -

- Identify the key issues in HRM and HRD in public sector organizations
- Develop leadership capability to achieve organizational goal

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
5.01	01	Concept of Organization, and HRM & HRD Practices in Public Sector	FM/GS	L&D
5.02	02	Team Building	FM/GS	L, E & Role Play
5.03	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis	FM/GS	L&E
5.04	02	Total Quality Management (TQM)	FM/GS	L&GD
5.05	02	Leadership in Public Organization	FM/GS	L&GD
5.06	01	Art of Communication	FM/GS	L&GD
5.07	01	Performance Management and Annual Confidential Report (ACR)	FM/GS	L&D

Module-06 : Public Management & Governance

Total Marks : 50

Evaluation Method : Group Report-50 (Word Limit: 500-800)

Module Objectives : The participants will be able to –

- Explain different concepts of public administration and governance
- Achieve organizational effectiveness by improving quality of service and by reducing corruption

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	01	Social Accountability Tools (NIS, APA, Citizen Charter, RTI, GRS)	Faculty/GS	L&E
6.04	02	Change Management in Public Service	Faculty/GS	L, GD
6.05	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&D
6.06	02	Local Government System in Bangladesh	Faculty/GS	Workshop/L&D

Module-07 : Service Rules and Administrative Procedures**Total Marks : 75****Evaluation Method : Written Examination -75**

Module Objective : The participants will be able to –

- Apply different service rules in a real-life situation
- Communicate effectively with vertical and horizontal organizations
- Conduct and organize meeting efficiently

Total Module Time : 20 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
7.01	02	Overview of Secretariat Instructions 2024, Rules of Business, Rules of Procedure	FM/GS	L&D (Pre-reading)
7.02	01	The Government Servants (Conduct) Rules, 1979	FM/GS	L&GD
7.03	02+01	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing	FM/GS	L,GD&E (Case Study)
7.04	01	সরকারি চাকরি আইন, ২০১৮	FM/GS	L&GD
7.05	02	Rules related to Leave & Seniority	FM/GS	L&E
7.06	02	Pension and Universal Pension Scheme	FM/GS	L&E
7.07	02	Writing Notes and Preparation of Drafts	FM/GS	L&E
7.08	02	Conducting Meeting, Writing Working Paper and Minutes	FM/GS	L&Demonstration
7.09	02	Forms of Written Communications	FM/GS	L&E
7.10	01	Office Inspection & Use of Different Registers	FM/GS	L&D
7.11	01	Equipment, Store & Stationary Management in Organization	FM/GS	L&P
7.12	01	Office Automation (ERP and other Applications)	FM/GS	L&Demonstration

Module-08 : Sustainable Development Goals

Total Marks : 40

Evaluation Method : Group Assignment-40

Module Objectives : To enable the participants to:

- Acquaint the participants with the SDGs
- Analyze major issues underlying the implementation of SDGs

Total Module Time : 04 hours

Topic Codes	Hrs	Topic Titles	Facilitator	Training Method
8.01	01	Basics of SDGs (with reference to MDGs)	FM/GS	L & D
8.02	01	Evolution of SDGs in the International Policy Framework for Development	FM/GS	L & D
8.03	01	Localization of SDGs and Local Level Planning	FM/GS	L & D
8.04	01	Budgeting for SDGs: Challenges & Way-forward	FM/GS	L & D

Module-09 : Public Procurement

Total Marks : 50

Evaluation Method : Group Exercise - 50

Module Objectives : The participants will be able to -

- Identify key issues in the public procurement
- Apply basic rules of PPR/PPA in procurement

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
9.01	01	Overview of PPA 2006 and PPR 2008	FM/GS	L&D
9.02	02	Overview of Different Procurement Methods of Goods, Works and Services	FM/GS	L&E
9.03	01	Annual Procurement Plan	FM/GS	L&E
9.04	01	Preparation of Technical Specification and Official Cost Estimation	FM/GS	L&E
9.05	02	Tender Opening & Evaluation, Approval & Awarding	FM/GS	-
9.06	02	Request for Quotation Method (RFQM) PG-1 and DPM	FM/GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	FM/GS	L&D

Module-10 : Economics and Economic Development

Total Marks : 30

Evaluation Method : Individual Assessment-30

Module Objectives : The participants will be able to -

- Be familiarize with fundamental issues of economics and economic development
- Understand the various aspects of economic management and national economy

Total Module Time : 10 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
10.01	01	Microeconomics: Some Conceptual Issues and Indicators	FM/GS	L&D
10.02	01	Macroeconomics: Some Conceptual Issues and Indicators	FM/GS	L&D
10.03	01	Economic System, Market Failure and Government Intervention	FM/GS	Case/L&D
10.04	02	Concepts and Issues in Economic Development with reference to Planning in Bangladesh (Five Year Plans, Perspective Plans, Agenda-2030, Delta Plan)	FM/GS	L&D
10.05	02	Monetary Policy and Fiscal Policy: Dimensions and Implications	FM/GS	L&D
10.06	02	Budgeting in Bangladesh: Legal Basis, Preparation and MTBF	FM/GS	L&D
10.07	01	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	FM/GS	L&D

Module -11 : Public Financial Management**Total Marks : 30****Evaluation Method : Individual Exercise - 30****Module Objectives :** The participants will be able to -

- Understand and explain legal aspects of financial management system of Bangladesh
- Apply standard financial management practice in their day-to-day financial activity.

Total Module Time : 13 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
11.01	01	General Financial Rules (GFR)	FM/GS	L&E
11.02	01	Financial Rules & Regulations: BSR Part 1 & 2	FM/GS	L&D
11.03	02	Duties and Responsibilities of Drawing and Disbursing Officer	FM/GS	L&D
11.04	02	Delegation of Power: Financial and Administrative	FM/GS	L&P
11.05	02	Audit Objections and its Disposal Procedure	FM/GS	L&E
11.06	01	TA & DA Rules	FM/GS	L&E
11.07	02	IBAS++	FM/GS	L&Demonstration
11.08	02	Income Tax Rules and Income Tax Return Preparation	FM/GS	L&E

Module-12 : Project Management**Total Marks : 50****Evaluation Method : Group Exercise - 50****Module Objectives :** The participants will be able to -

- Understand the different stages of project cycle
- Use different tools of project management

Total Module Time : 09 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.01	01	Introduction to Project Cycle Management	FM/GS	L&D
12.02	02	Log Frame and Results Based Management (RBM)	Faculty	L&E
12.03	03	Preparation and Approval Process of DPP, RDPP and e-DPP	GS	L&E
12.04	01	Project Monitoring and Evaluation	FM/GS	L&D
12.05	02	Public Private Partnership (PPP); in Bangladesh Context	GS	L&D

Module-13 : English Language Skill Development

Total Marks : 50

Evaluation Method : Class Test - 50

Module Objectives : The participants will be able to –

- Apply improved skills in different communicative situations
- Identify and rectify the common mistakes in everyday use of English

Total Module Time : 11 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
13.01	06	Improving Listening Skill	FM/GS	L&E
		Improving Speaking Skill	FM/GS	L&E
		Reading Skill: Reading techniques	FM/GS	L&E
		Writing skill: Descriptive writing & argumentative writing	FM/GS	L&E
13.02	02	Extempore Speech/Debate	FM/GS	Presentation
13.03	02	Common Grammatical Mistakes in English	FM/GS	L&E
13.04	01	English at Workplace	FM/GS	L&E

Module-14 : Physical Conditioning and Games

Total Marks : 50

**Evaluation Method : a) Written Examination – 25
b) Individual Assessment - 25**

Module Objectives : The participants will be able to –

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

Total Module Time : 04 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
14.01	1	Effects of Sedentary Lifestyle and Management	FM/GS	L&D
14.02	1	Effects of Exercise on Health & Wellbeing	FM/GS	L&D
14.03	2	Occupational Pain and its Management	FM/GS	L&Demonstration
14.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga. Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)	Faculty	Exercise

Module-15 : Basics of Research

Total Marks : 50

Evaluation Method : Individual Assignment - 50

Objectives : The participants will be able to –

- Understand research methodology, prepare social research papers

Total Module Time : 09 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
15.01	01	Research for Decision Making	FM/GS	L&D
15.02	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	FM/GS	L&D
15.03	01	Sampling Techniques and Methods of Data Collection	FM/GS	L&E
15.04	02	Data Analysis and Tabulation	FM/GS	L&E
15.05	02	Writing Research Proposal	FM/GS	L&E
15.06	01	Writing Research Report	FM/GS	L&E

Module 16 : Issues related to Department of Narcotics Control**Total Marks : 75****Evaluation Method : Written Examination - 75****Module Objectives :** The participants will be able to –

- Enhance knowledge on departmental laws, rules and different procedure
- Apply the knowledge in their day to official activities

Total Module Time : 20 hours

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.01	02	মাদকদ্রব্য নিয়ন্ত্রণ অধিদপ্তরের সার্বিক কার্যক্রম পরিচিতি	GS	L&D
16.02	02	মাদকদ্রব্য নিয়ন্ত্রণ আইন, ২০১৮ (সংশোধিত ২০২০)	GS	L&D
16.03	02	The Evidence Act: Sections Related to Narcotics Cases 1872	GS	L&D
16.04	02	Investigation of the cases under the Narcotics Control Act, writing of Case Diary and forwarding report to court and Remand prayer.	GS	L&D
16.05	02	নারকোটিকস ড্রাগস ও সাইকোট্রপিক সাবস্ট্যান্স পরিচিতি	GS	L&D
16.06	02	মাদকদ্রব্যের পরিচিতি ও ব্যবহারিক পরীক্ষণ (With Field Testing Kit)	GS	L&D
16.07	02	বেসরকারি পর্যায়ে মাদকাসক্তি নিরাময় কেন্দ্র, মাদকাসক্তি পুনর্বাসন কেন্দ্র ও মাদকাসক্তি পরামর্শ কেন্দ্র প্রতিষ্ঠা ও পরিচালনা বিধিমালা, ২০২১	GS	L&D
16.08	02	অ্যালকোহল নিয়ন্ত্রণ বিধিমালা-২০২২	GS	L&D
16.09	02	বাজেয়াপ্তযোগ্য বস্তু আটক, ব্যবস্থাপনা ও নিষ্পত্তিকরণ বিধিমালা, ২০২২	GS	L&D
16.10	02	মাদকদ্রব্য নিয়ন্ত্রণ অধিদপ্তরের কর্মকর্তা/কর্মচারীদের পোশাক ও সামগ্রী প্রাধিকার বিধিমালা, ২০২১	GS	L&D

Module -17 : Field Attachment and Report Writing**Total Marks : 20****Evaluation Method : Group Report and Presentation - 20****Module Objectives :** The participants will be able to –

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence based resolution.

Total Module Time : 02 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
17.01	01	Briefing on Field Visit and Field Attachment Report	Faculty	Briefing
-	-	Field Visit/ Field Attachment	Faculty	Study Visit/ Field Attachment
17.02	01	Presentation on Field Study Report/Field Attachment	Faculty	Presentation

Module-18 : Contemporary Issues¹

Module Objectives : The participants will be able to -

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

Total Module Time : 16 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
18.01	02	Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh	FM/GS	L&D
18.02	01	Sustainable Renewable Energy	FM/GS	L&D
18.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	FM/GS	L&D
18.05	01	SMEs and Startups for Development	FM/GS	L&D
18.06	01	Disaster Management and Disaster Risk Reduction Programmes in Bangladesh	FM/GS	L&D
18.07	02	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার	FM/GS	L&D
18.08	02	Fire Safety and Control in Bangladesh	FM/GS	L&D
18.09	02	GO-NGO Relationship and Network Governance	FM/GS	L&D
18.10	02	Human Rights and Bangladesh's Accession to the Enforced Disappearance Convention	FM/GS	L&D
18.11	01	Media Relations	FM/GS	L&E

¹ This is an indicative list and may change overtime and is subject to availability of time. The CMT in consultation with the Rector can add and delete any topic based on the necessity and importance.

Module -19 : Car Driving

Module Objectives : To make the participants to be able to drive light vehicles, be qualified to pass the driving license test and get the license and be able to understand the minor faults of engine and fix the problems.

Total Module Time : 02 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
19.01	01	Introduction to Vehicles	L&P	GS
19.02	01	Traffic Rules, Signals	L&E	GS
-	18 days	Driving Practice	Practice	BRTA Team

1ST SFTC for the Officials of DNC Important Telephone Numbers

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

SI No	Name	Designation	E-mail & Cell NO
Course Management			
1.	Sayeed Mahbub Khan	Rector (Secretary to Govt.) Principal Advisor	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
2.	Md. Shaugatul Alam	Member Directing Staff & Course Advisor	01731658284 Shaugat20@gmail.com
3.	Md. Abul Basher	Director & Course Director	01711003637 basher.bpatc@gmail.com
4.	Mst. Tahmina Akter	Deputy Director & Course Coordinator	01716994817 tahminaa7@gmail.com
5.	Md. Mamun-Or-Rashid	Assistant Director & Course Coordinator	01742255395 mamun.lis@gmail.com
Medical Service			
1.	Dr. Bilkis Laila	Medical Officer	02224442080-86 Ext: 4308 01711073636
Support Service			
1.	Mir Md. Farhad Islam	Dormitory Supervisor	01716377144
2.	Ms. Armita Moon	Dormitory Supervisor	01817621625

Contact Details of Module Director/s

Module No and Name	Faculty Name and Designation (not seniority-based)	Cell Number and Email Address
01. Bangladesh Studies	Md. Moin Uddin Director	01715388116 moinu73@gmail.com
02. Behavioral Governance	BM Benojir Ahmed Director	01733797252 drbenojir@gmail.com
03. The Constitution of Bangladesh	S. M. Mehedi Hasan Director	01716626812 smmehedi36@gmail.com
04. ICT and e-Governance	Mohammad Altab Hossain Assistant Programmer	01717316623 altafunic@gmail.com
05. Organizational Management and Leadership	Md. Motaher Hossain Deputy Director	01818186287 mmanik164@gmail.com
06. Public Management & Governance	Dr. Mehedi Masud Director	01747074422 mmbp222@yahoo.com
07. Service Rules and Administrative Procedures	Mohammad Razibul Islam Director	01712222149 razibislam.15169@gmail.com
08. Sustainable Development Goals	Afia Rahman Mukta Senior Research Officer	01301958821 afia.mukta25@gmail.com
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12. Project Management	Dr. Md. Moshir Rahman Deputy Director	01716536726 moshir.patc07@yahoo.com
13. English Language Skill Development	Samiana Sultana Evaluation Officer	01715382977 samianasultana@yahoo.com
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15. Basics of Research	Abu Naser Mohammad Sajidul Ahsan Deputy Director	01918421241 sajidul@gmail.com
16. Issues related to Department of Narcotics Control	Md Abdullah Al Mamun Evaluation Officer	01885565555 mamun613@gmail.com
17. Field Attachments and Report Writing	Md. Mamun-Or-Rashid Librarian	01742255395 mamun.lis@gmail.com
18. Contemporary Issues	Course Management Team (CMT)	-
19. Car Driving	-	-

Bangladesh Public Administration Training Centre

Savar, Dhaka

Do's and Don'ts for the Participants

Overall

Do's

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in a single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too much introvert nor a too much extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.
13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.

15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.hsggs
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

Classroom

Do's

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on an inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission from the speaker.
12. Maintain silence until the session ends.

Don'ts

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

Games and Physical Exercise

Do's

1. Come to the field putting on the designated costume.
2. Be on time in the field.
3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.
5. Abide by the directions/suggestions of the instructors.

6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

Don'ts

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

Library

Do's

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to the library.
9. Know the time-table of the library.

Don'ts

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

Personal Study

Do's

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."
9. Give importance to the Recap Session/s.

Don'ts

1. Don't study in a way that disturbs others.

2. Don't put off any work for future.
3. Don't use mobile phone in the library.

Evaluation

Do's

1. Carefully read the Evaluation Guideline and abide by it.
2. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

Don'ts

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

Examination Hall

Do's

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

Don'ts

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

Telephone

Do's

1. Make sure the number is alright before dialling someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
4. Be brief in your telephonic conversation.

Don'ts

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

Behaviour towards the Faculty and Participants of other Courses

Do's

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

Don'ts

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

Behaviour towards the employees

Do's

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

Don'ts

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

Cultural Functions

Do's

1. Take your seat at least ten minutes prior to the commencement of any programme.
2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restrain while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.

6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

Don'ts

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more."

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা
www.bpatc.gov.bd

প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/ কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুযায়ের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মভ, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে র্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কাটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যান্টের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে র্লেজার; ৭। 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। র্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। সুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেড্‌স। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শর্টস, ৩। লম্বা মোজা; ৪। কেড্‌স। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যাভেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যাভেল সু।
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।

1st SFTC for the Officials of DNC
Participants' List

ক্রম	কর্মকর্তাদের নাম, পরিচিতি নম্বর (জ্যেষ্ঠতার ক্রমানুসারে নয়)	পদবী	বর্তমান কর্মস্থল	মোবাইল নম্বর
১.	জনাব মোঃ আহসানুল কবির বুলবুল পরিচিতি নং-13107	সহকারী পরিচালক	প্রধান কার্যালয়, ঢাকা।	01755113424
২.	জনাব মোঃ নজরুল ইসলাম পরিচিতি নং-13108	সহকারী পরিচালক	প্রধান কার্যালয়, ঢাকা।	01894007995
৩.	জনাব এম. সাইফুল ইসলাম পরিচিতি নং-13109	সহকারী পরিচালক	বিভাগীয় গোয়েন্দা কার্যালয়, চট্টগ্রাম।	01521460645
৪.	জনাব শাকিল আহমেদ পরিচিতি নং-13110	সহকারী পরিচালক	জেলা কার্যালয়, রাজশাহী।	01616190798
৫.	জনাব মোস্তাক আহমেদ পরিচিতি নং-1311১	সহকারী পরিচালক	প্রধান কার্যালয়, ঢাকা।	01711484149
৬.	জনাব মোঃ বেলাল হোসেন পরিচিতি নং- 13112	সহকারী পরিচালক	জেলা কার্যালয়, ফেনী।	01518351422
৭.	জনাব পলাশ পাল পরিচিতি নং-13113	সহকারী পরিচালক	বিভাগীয় গোয়েন্দা কার্যালয়, সিলেট।	01758049047
৮.	জনাব এইচ এম মোস্তাফিজুর রহমান পরিচিতি নং-13114	সহকারী পরিচালক	জেলা কার্যালয়, টাঙ্গাইল।	01711484149
৯.	জনাব মোঃ হারুন আর রশিদ পরিচিতি নং-13115	সহকারী পরিচালক	জেলা কার্যালয়, পাবনা।	01722934426
১০.	জনাব কাজী দিদারুল আলম পরিচিতি নং-13116	সহকারী পরিচালক	জেলা কার্যালয়, কুমিল্লা।	01675293798
১১.	জনাব হাসান সাদিক মাহমুদ পরিচিতি নং-13117	সহকারী পরিচালক	জেলা কার্যালয়, ফরিদপুর।	01738127535
১২.	জনাব নাহিদ হাসান সৌরভ পরিচিতি নং-13118	সহকারী পরিচালক	জেলা কার্যালয়, সুনামগঞ্জ।	01515262882
১৩.	জনাব শামসুন নাহার পরিচিতি নং-13119	সহকারী পরিচালক	প্রধান কার্যালয়, ঢাকা।	01521206564
১৪.	জনাব সিফাত উল্লাহ তাসনিম পরিচিতি নং-13120	সহকারী পরিচালক	টেকনাফ বিশেষ জোন, কক্সবাজার।	01533853256
১৫.	জনাব মোঃ আবু সাঈদ মিয়া পরিচিতি নং-13121	সহকারী পরিচালক (স্টাফ অফিসার)	প্রধান কার্যালয়, ঢাকা।	01516586578
১৬.	জনাব মোঃ আশরাফুল আলম পরিচিতি নং-85001	আইন কর্মকর্তা	প্রধান কার্যালয়, ঢাকা।	01712347784
১৭.	জনাব মোসাঃ মাহুড়া খাতুন পরিচিতি নং-১৫০০৩	রিহেবিলিটেশন কর্মকর্তা	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রাজশাহী।	01710512840
১৮.	জনাব মোঃ আসাদুজ্জামান পরিচিতি নং-১৫০০৪	রিহেবিলিটেশন কর্মকর্তা	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রংপুর।	01845995579

ক্রম	কর্মকর্তাদের নাম, পরিচিতি নম্বর (জ্যেষ্ঠতার ক্রমানুসারে নয়)	পদবী	বর্তমান কর্মস্থল	মোবাইল নম্বর
১৯.	জনাব মোছাঃ সুমি খাতুন পরিচিতি নং-১৫০০৫	রিহেবিলিটেশন কর্মকর্তা	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।	01735988352
২০.	জনাব ইমরান হোসাইন পরিচিতি নং-১৫০০৬	রিহেবিলিটেশন কর্মকর্তা	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, চট্টগ্রাম।	01838981068
২১.	জনাব রাসেল আহমেদ রনি পরিচিতি নং-১৫০০৭	রিহেবিলিটেশন কর্মকর্তা	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, খুলনা।	01711979356
২২.	জনাব মোঃ হাবিবুর রহমান পরিচিতি নং-১৫০০৮	রিহেবিলিটেশন কর্মকর্তা	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।	01714505219
২৩.	জনাব মোঃ সিফাত উল্লাহ পরিচিতি নং-৭২০০৪	সহকারী রাসায়নিক পরীক্ষক	বিভাগীয় রাসায়নিক পরীক্ষাগার, ময়মনসিংহ।	01929629671
২৪.	জনাব এস.এম. রাজিবুর রহমান পরিচিতি নং-৭২০০৫	সহকারী রাসায়নিক পরীক্ষক	বিভাগীয় রাসায়নিক পরীক্ষাগার, সিলেট।	01911376172
২৫.	জনাব নাজমুল ইসলাম পরিচিতি নং-৭২০০৬	সহকারী রাসায়নিক পরীক্ষক	বিভাগীয় রাসায়নিক পরীক্ষাগার, বরিশাল।	01567849185
২৬.	জনাব নুরুল্লাহর নাসরিন পরিচিতি নং-৭২০০৭	সহকারী রাসায়নিক পরীক্ষক	বিভাগীয় রাসায়নিক পরীক্ষাগার, খুলনা।	01731549323
২৭.	জনাব মোছাঃ খাদিজা খাতুন পরিচিতি নং-৭২০০৮	সহকারী রাসায়নিক পরীক্ষক	বিভাগীয় রাসায়নিক পরীক্ষাগার, রাজশাহী।	01743814804
২৮.	জনাব আদনান জোবায়ের পরিচিতি নং-১০০০০১	সাইকিয়াট্রিক সোসাল ওয়ার্কার	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।	01674420843
২৯.	জনাব মোঃ জাকির হোসেন পরিচিতি নং-১০০০০২	সাইকিয়াট্রিক সোসাল ওয়ার্কার	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রাজশাহী।	01951054404
৩০.	জনাব মোঃ মাহমুদুল হাসান পরিচিতি নং-১০০০০৩	সাইকিয়াট্রিক সোসাল ওয়ার্কার	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, রংপুর।	01738772636
৩১.	জনাব মোঃ আব্দুল মতিন পরিচিতি নং-১০০০০৪	সাইকিয়াট্রিক সোসাল ওয়ার্কার	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, চট্টগ্রাম।	01516161300
৩২.	জনাব জান্নাতুল নাসরিন পরিচিতি নং-১০০০০৫	সাইকিয়াট্রিক সোসাল ওয়ার্কার	কেন্দ্রীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, ঢাকা।	01521556142
৩৩.	জনাব মোছাঃ ফাতেমা খাতুন পরিচিতি নং-১০০০০৬	সাইকিয়াট্রিক সোসাল ওয়ার্কার	বিভাগীয় মাদকাসক্তি নিরাময় ও পুনর্বাসন কেন্দ্র, খুলনা।	01920902694

