

73rd FOUNDATION Training Course

(20 February – 18 August 2022)

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

COURSE CURRICULUM & BROCHURE



**BANGLADESH PUBLIC
ADMINISTRATION TRAINING CENTRE**

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Organized by

Bangladesh Public Administration Training Centre (BPATC)

in association with

Bangladesh Institute of Administration and Management (BIAM) Foundation, Dhaka

BIAM Foundation, Bogura

Rural Development Academy (RDA), Bogura

Regional Public Administration Training Centre (RPATC), Chattogram

National Agriculture Training Academy (NATA), Gazipur

Planning, Programming and Recording (PPR) Wing

Bangladesh Public Administration Training Centre

February 2022

জাতীয় সংগীত

আমার সোনার বাংলা, আমি তোমায় ভালোবাসি।
চিরদিন তোমার আকাশ, তোমার বাতাস, আমার প্রাণে বাজায় বাঁশি ॥
ও মা, ফাগুনে তোর আমার বনে ঘ্রাণে পাগল করে,
মরি হয়, হয় রে—
ও মা, অঘ্রাণে তোর ভরা ক্ষেতে আমি কী দেখেছি মধুর হাসি ॥

কী শোভা, কী ছায়া গো, কী স্নেহ, কী মায়া গো—
কী আঁচল বিছায়েছ বটের মূলে, নদীর কূলে কূলে।
মা, তোর মুখের বাণী আমার কানে লাগে সুধার মতো,
মরি হয়, হয় রে—
মা, তোর বদনখানি মলিন হলে, ও মা, আমি নয়নজলে ভাসি ॥

প্রভাতি প্রার্থনা

হে পরম করুণাময় সৃষ্টিকর্তা
আমাদের উপর কল্যাণ বর্ষণ করুন।
রোগ, জরা, ব্যাধি থেকে আমাদের রক্ষা করুন।
লোভ, হিংসা, দুর্নীতি ও পরশ্রীকাতরতা থেকে মুক্ত রাখুন।

আমরা যেন নিজেকে উন্নীত করতে পারি
স্বার্থপরতা থেকে পরার্থপরতায়
কুপমন্ডকতা থেকে আলোকিত মানসিকতায়
সংকীর্ণতা থেকে উদারতায়, নৈতিকতায় ও মানবিকতায়।

হে করুণাময়,
আমরা যেন কাজ করতে পারি দেশের এবং বিশ্বের কল্যাণের জন্য
সবার উপরে যেন স্থান দিতে পারি জনস্বার্থকে।

List of Abbreviations

ADC	Additional Deputy Commissioner
ATT	Attendance
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BPATC	Bangladesh Public Administration Training Centre
BS	Bangladesh Studies
CA	Course Adviser
CC	Course Coordinator
CD	Course Director
CMT	Course Management Team
COTA	Civil Officers Training Academy
CT	Class Test
DC	Deputy Commissioner
DS	Development Studies
FGD	Focus Group Discussion
FM	Faculty Member
FT	Facilitation Team
FTC	Foundation Training Course
GA	Group Assignment
GD	Group Discussion
GDP	Gross Domestic Product
GE	Group Exercise
GNI	Gross National Income
GP	Group Presentation
GR	Group Report
GS	Guest Speaker
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
ICA	Individual Conduct Assessment
ICS	Individual Case Study
IE	Individual Exercise
IP	Individual Presentation
IR	Individual Report
IRP	Individual Research Proposal
L&D	Lecture and Discussion
L&E	Lecture and Exercise
L&P	Lecture and Practice
LGI	Local Government Institution
MDS	Member Directing Staff
MS	Management Studies
NIPA	National Institute of Public Administration
NNP	Net National Product

OBE	Open Book Examination
PA	Public Administration
PR	Presentation
PT	Practical Test
Q&A	Question and Answer
RA	Reading Assignment
RECAP	Recapitulation
RP	Role Play
RTI	Respective Training Institution
RTI	Right to Information
SAR	Secretariat Attachment Report
RW	Report Writing
SA	Secretariat Attachment
SD	Skills Development
SMART	Specific, Measurable, Achievable, Rationale and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination
WS	Workshop

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INTRODUCTION

Foundation Training Course (FTC)

FTC is the first and compulsory training course for the civil servants as they enter into the service. The contents of this course are designed in a way so that the participants can get an overall understanding of different aspects of governance, development and different national institutions and policies to undertake their roles as civil servants. Since the entry level civil servants come from diverse academic areas and social background, it is important to ensure that the participants have a common understanding of various theories, concepts and issues on administration and development in general and of rules, regulations, processes, procedures for the public sector. However, apart from enhancing professional knowledge of the trainee officers, the course also intends to enrich the behavior and character of the participants to enable them to perform their roles in the work place with due sincerity, commitment, fairness and objectivity. The course also provides an opportunity for the officers to familiarize themselves with various dimensions of history, culture and socio-economic development of the country. Instilling the spirit of liberation war and patriotism in the minds of participants is also a major expectation of the course.

While the foundation course has set different evaluation methods, it gives special attention to individual assignments as this method presents an opportunity to the participants to be more analytical, argumentative and illustrative in putting arguments. Therefore, participants are expected to be more engaged and active in the training to deepen their learning and enrich their analytical reasoning. It is important to be noted that public servants must possess the analytical insight to provide prudent input in decision making while they work on the ground.

Course Objectives

In general, the FTC intends developing the trainee officers as skilled, innovative, proactive and well-groomed to be committed to the well-being and development of the people in an ever-changing national and global context. With the completion of the course, it is expected that the participants will be able to:

- develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand the role of leadership in public sector;
- recognize the role of civil servants in a changing national and global environment;
- have a broader understanding of different national goals such as Vision 2041 and Delta Plan 2100 including the SDGs or Agenda 2030 and its localization;
- know essential laws, basic service norms, rules, policies and procedures;
- identify the root causes of the challenges that the marginalized people are

exposed to and to find the sustainable approach and strategies to address those challenges;

- understand the need of utilizing the ICT in service process simplification and efficient management of public services;
- be able to prepare analytical reports within stipulated time and present them before a large audience;
- communicate in English with competency and confidence;
- foster esprit de corps and empathy among the participants coming from the diverse academic and socio-economic background;
- maintain physical fitness and ethical values.

KEY ASPECTS OF THE FOUNDATION TRAINING COURSE

Course Duration

The length of the Foundation Training Course is 6 months (180 days). Sessions are held on all weekdays except holidays; however, depending on the necessity, sessions may be held on weekends. Participation of the trainees in all activities is mandatory.

Course Content

The course is conducted through 21 academic modules. Car driving is a non-academic module and under the comprehensive examination module, participants take part in the final examination at the end of the course and respond to questions analytically and elaborately. Topics covered under the contemporary issues remain out of evaluation. Course Management Team provides a briefing on the comprehensive examination before they undertake the examination. Academic modules are clustered into five broad thematic areas such as (1) Bangladesh Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development.

The titles of the modules are as follows.

1	Bangladesh and Bangabandhu Studies	7	Important Service Laws in Bangladesh
2	Village Study	8	Office Management and Communications
3	Poverty Reduction and Rural Development	9	Public Financial Management and Economic Governance
4	District and Upazila Attachment	10	Governmental System and Essential Laws
5	Fundamentals of Foundation Training Course	11	Public Administration and Governance
6	Leadership and Organizational Management	12	Child Rights and Gender Equality

13	Economic Planning and Development	19	Book Review and Presentation
14	Sustainable Development Goals	20	Information & Communication Technology (ICT)
15	Project and Procurement Management	21	Physical Conditioning & Games
16	Basics of Social Research	22	Comprehensive Examination
17	IELTS and Communication Skills in English	23	Contemporary Issues
18	Basics of English	24	Car Driving

Course Activities Number of Days

Number of days for the course activities is given below:

Course Activities and Number of Days Allocated

Items	No. of days
Total days	180
Week-ends and Public Holidays	63
Working Days	117
Total Days at BPATC	147
Field Attachment*	28
Inauguration and Closing	2
Pre-training Activities	3
Secretariat Attachment	2
Field Trips/Visits	3
Sessions	441
Total Working Days in BPATC	92

*Including Holidays

Tentative Schedule of Daily Activities

Time	Activities
05:30- 06:30	Physical Exercise*
07:30-08:15	Breakfast*
08:30-09:30	Classroom Session
09:40-10:40	Classroom Session
10:40-11:00	Tea Break
11:05-12:05	Classroom Session
12:15-13:15	Classroom Session
13:15-14:15	Prayer and Lunch

Time	Activities
14:15-15:15	Classroom Session/Library Work/Lab. Work etc.
16:30-17:30	Games & Sports/Driving*
19:15-20:30	Evening Session/Extension Lecture/Group Presentation/Library Work/ Film Show
20:30-21:30	*Dinner

*Subject to change according to sunrise and sunset

Training Methods

The Course includes different training methods such as lecture and discussion, group work, reading assignment, library work, case study, panel discussion, seminar, workshop, individual/group exercise, film show, study tour, field visit/attachment, extension lecture, role play, demo, survey etc.

A recap session is held at the first session of every week in which 5 (five) participants will present their learning points of the previous week. This session is an opportunity for the participants to enhance their presentation skills and learning abilities.

Medium of Instruction

The medium of instruction of the Foundation Training Course is English. The Centre encourages the participants to develop their oral and written skills in English through practicing inside and outside the classroom. More importantly, all assignments, both group and individual, presentations will be in English.

Resource Persons

Both faculty members and guest speakers will conduct training sessions. Eminent scholars, senior civil servants, renowned professionals are invited as guest speakers in the course.

Extension Lectures

Topics mentioned in the ‘contemporary issues’ module are usually conducted by guest speakers as Extension Lecture (EL). EL is a great opportunity for the young participants to learn from the guest speakers and interact with them. EL usually takes place in the evening. Senior level policy makers and experts of different fields speak in the EL sessions.

Attachments and Visits

Out of the six-month duration of the course, four weeks will be spent in several attachments and visits. The attachments and visits are organized to fulfill the objectives of some modules of the course. The attachments and visits include: (1) Own Village Visit (1 week); (2) Rural Development Institutes (BARD/RDA/BAPARD) Attachment (1 week); (3) District and Upazila Attachment (2 weeks). CMT organizes briefing before any attachment and visit. Detailed on the attachment is

given at the end of the module descriptions.

Evaluation and Grading System

According to the Evaluation Policy of the BPATC, performance in the training of all participants is evaluated and graded. The participants must ensure at least 95% attendance in the instructional sessions and physical training and games. Participants are strongly advised to consult the Evaluation Policy of BPATC to know details of the evaluation systems. Qualifying marks in each module/ subject is 50 percent of total marks. Only successful participants are given certificate at the end of the course. The following table presents the grading system.

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

Absence and Marks Deduction

In all types of training sessions, for 1% authorized absence (academic & sports sessions) 10% marks will be deducted from the marks of attendance. Authorized absence exceeding 5% for any participant will result in instant release of that participant from the course. The percentage of deduction of marks due to authorized absence in the sessions is enumerated in the below table.

Rate of Absence	Rate of Deduction of Marks
1%	10%
2%	20%
3%	30%
4%	40%
5%	50%

Rector's Medal/Merit Medal

Top 10% of the total participants will be awarded Merit Medal. The outstanding participant who secures the topmost position in the course by overall evaluation with a clean image regarding discipline and other issues maintained throughout the course will be awarded with special medal, such as 'Rector's Medal'.

Course Management Team (CMT)

The course management team comprises a Course Adviser, Course Director(s) and a number of Course Coordinators (CC) for each section. The course is organized under the direct supervision of the CMT. Each section of the course is managed by a Course Coordinator (CC) and the CC works under the guidance of the Course Director and Course Adviser. The CC is primarily responsible for the implementation of all academic, extra-academic and administrative activities of a section and s/he is the first interface between the participants and CMT.

Participants are encouraged to share any feedback with the CMT to ensure quality training and convenience in the training environment. However, they are advised to meet the CMT through the respective Coordinator.

Mandatory Responsibilities of the Participants

Successful completion of the course requires fulfillment of the following conditions by the participants and this compliance is compulsory.

- maintaining higher degree of discipline, ethics, norms and formalities inside and outside the classroom;
- attending all instructional sessions and other training activities punctually;
- entering the classrooms at least five minutes before the scheduled time;
- submitting the assignments within the stipulated time;
- staying compulsorily in the dormitory and following the rules and regulations there of;
- abstaining from carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor;
- participating in all co-curricular activities as instructed by the CMT;
- maintaining health protocol, with special reference to Covid-19 as prescribed by the institution;
- complete avoidance of plagiarism in reports and documents preparation;
- plagiarized documents/reports will result in serious disciplinary actions

It is important to note that the degree of the compliance with the above-mentioned issues will determine the CMT's comments in the pen-picture of the participants which is sent to the cadre controlling ministries/divisions to keep it in the dossier of each trainee. Moreover, CMT's observation in this regard also influences the CMT evaluation.

Meeting a Faculty Member

No participant shall meet or otherwise be called by any faculty member in his/her office room/office. In case of any necessity of meeting between the participant and the faculty member, faculty

member or participant concerned should inform the CC concerned. CC of that Section will make the arrangement of meeting time and it should be held in the course office in presence of the concerned CC. In case of any deviation/violation of this instruction, disciplinary action will be taken against the participant concerned.

Dress Code

Academic Sessions and Formal Events

All participants must wear formal dresses in all training sessions and formal occasions. No participant is supposed to leave dormitory area without formal dress. Formal dress for male participants includes wearing neck tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and official dinner. Participants not willing to wear neck tie on religious ground may wear sherwani/prince coat.

Female participants will wear sari and blazer in classroom sessions, official functions and other formal activities.

Sports Sessions

During sports sessions, male participants must wear white-coloured English/tennis tracksuit, white- coloured T-shirt and white-coloured keds with white-coloured socks. Female participants must wear white-coloured three-pieces/tracksuit, white scarves and white-coloured keds with white-coloured socks.

Table Manners

All participants must follow the table manners, etiquettes as briefed by the CMT at the beginning of the training. It is the responsibility of the CMT to inform the participants of the table manners and etiquettes properly and ensure the full practice. Failing to observe appropriate manners and etiquettes on the part of any trainee may result in disciplinary action.

Accommodation

The Foundation Training Course is residential and staying dormitory is mandatory. The participants will have to stay in the room allotted to them in the dormitory. During their stay in the dormitory, participants must wear decent dress. Leaving the dormitory without permission is treated as misconduct. At 10:30 pm, the dormitory gate will be closed. It is advised that all participants must enter dormitory building before 10 pm. No gambling, playing cards, taking drugs and alcohol are allowed in the dormitory. Participants are not allowed to take any guest in the dormitory. Participants cannot possess any arms and sharp materials with them during their stay in the dormitory. In case of any deviation, disciplinary action will be taken against the concerned trainee. In case of taking alcohol, drugs, possessing arms and sharp materials during their stay in the dormitory, the participants will be expelled from the course notifying the controlling ministry accordingly.

Food

Meals are arranged for participants through Mess Committee formed by the participants. Having meal in cafeteria is mandatory for all FTC participants. Using spoon, fork and knife during meal is mandatory. The participants will take their breakfast, lunch, evening tea and dinner within scheduled time at the specified dining room/cafeteria. The Mess Committee is responsible for maintaining the overall quality of meals served to participants. Mess Committee should be accountable to the participants for their expenditure. All costs should also be audited.

Male participants must wear full sleeve shirt, neck tie and trouser to attend the breakfast, lunch, snacks and dinner in cafeteria. Participants are allowed to take evening snacks with sports dress. Male participants can take their food at night without tie but will be in formal dress. Female participants are allowed to wear salwar kamiz and shoes for having dinner. Dress codes, table manners and other dinning norms will be observed and evaluated.

MODULE-WISE MARKS DISTRIBUTION

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh and Bangabandhu Studies	IA (25), IR (25)	-	50
2	Village Study	IR (30) IP (20)	-	50
3	Poverty Reduction and Rural Development	WE (20), ICA (05)	-	25
4	District and Upazila Attachment	District: ATT (5) ICA (5)	District: GP (20), BPATC: GR (20)	50
B. Management Studies				
5	Fundamentals of Foundation Training Course	-	-	-
6	Leadership and Organizational Management	IA (50)	-	50
7	Important Service Laws in Bangladesh	OBE (50)	-	50
8	Office Management and Communications	IE (25) SAR (25)	-	50
9	Public Financial Management and Economic Governance	IE (50)	-	50
C. Public Administration				
10	Governmental System & Essential Laws	OBE (50)	-	50
11	Public Administration and Governance	WE (25)	GE (25)	50
12	Child Rights and Gender Equality	-	GE (25)	25
D. Development Studies				
13	Economic Planning and Development	WE (50)	-	50
14	Sustainable Development Goals	IA (25)	-	25
15	Project & Procurement Management	-	GE (50)	50
16	Basics of Social Research	IRP (50)	-	50
E. Skill Development				
17	IELTS and Communication Skills in English	IE (50)	-	50
18	Basics of English	IE (25)	-	25
19	Book Review and Presentation	IR (30), IP (20)	-	50
20	Information & Communication Technology (ICT)	PT (50)	-	50

21	Physical Conditioning and Games	ATT (10+10), WE (20), ICA (10)	-	50
22	Comprehensive Examination	50	-	50
23	Contemporary Issues	-	-	-
24	Car Driving	-	-	-
F. CMT and Evaluation Department Marks				
25	Evaluation by the CMT	Overall Conduct & Discipline (25)	-	25
26	Evaluation by Evaluation Department	Attendance (20)	-	25
		Speaker’s Evaluation (05)		
Total		860	140	1000

ATT= Attendance, **CMT**= Course Management Team, **IA**= Individual Assignment, **ICA**= Individual Conduct Assessment, **IE**= Individual Exercise, **IP**= Individual Presentation, **IR**= Individual Report, **GE**= Group Exercise, **GP**= Group Presentation, **GR**= Group Report, **OBE**= Open Book Examination, **PT**= Practical Test, **WE**= Written Examination, **IRP**= Individual Research Proposal, **SAR**= Secretariat Attachment Report

DETAILED COURSE CONTENTS

Thematic Area A

Bangladesh Studies

Module 01: Bangladesh and Bangabandhu Studies

Evaluation Method: Individual Assignment-25 & Individual Report on Visit-25

Total Marks: 50

Module Objectives: To acquaint the participants with the following:

- the anthropological background, history and culture of Bangladesh
- the genesis and spirit of liberation war of Bangladesh
- different aspects of leadership, life and works of Bangabandhu
- the roots of socio-economic transformation of Bangladesh
- genocide and struggle of 1971

Module 01 A: Bangabandhu Studies

Code	Hrs	Topic	TM	RP
1.01	2	Emergence of Bangabandhu as a Leader	L&D	GS
1.02	2	Political Philosophy of Bangabandhu and his Contribution to the Development of the “Bengali Nation”	L&D	GS
1.03	2	Historic Speech of 7 March 1971: Declaration of Independence	L&D Film Show	FM/GS
1.04	2	Bangabandhu’s Strategic Outlook about Foreign Policy and Administrative Reforms	L&D	GS
1.05	2	Bangabandhu’s Economic Vision	L&D	GS
-	-	Seminar on the Life and Works of Bangabandhu	Seminar	CMT
-	-	Visits to Bangabandhu’s Mausoleum at Tungipara and Bangabandhu Memorial Museum at Dhanmondi 32, Dhaka	Visit	CMT

Module 01 B: Bangladesh at a Glance: History & Culture

Code	Hrs	Topic	TM	RP
1.06	01	Anthropology of Bengali People and Genesis of Bangladesh	L&D	GS/FM
1.07	01	Socio-Cultural Heritage and its Transformation	L&D	GS /FM
1.08	02	Background, Spirit and Dreams of Liberation War	L&D	GS/FM
1.09	02	Genocide in Bangladesh: 1971	L&D & Film Show	GS/FM
1.10	02	Potential Resources of Bangladesh (Special Emphasis on Tourism and District Branding)	L&D	FM/GS
1.11	02	The Influence of National Poet & Writer in Bangla Literature and Culture	L&D	GS
1.12	02	Bangladesh on the March Towards Prosperity	L&D	GS
1.13	02	Bangladesh’s LDC Graduation: Process, Strategy, Opportunities and Challenges	L&D	FM/GS

Module 02: Village Study

Evaluation Method: Individual Report and Individual Presentation on the visit

Total Marks: 50 (IR:30, IP:20)

Module Objectives: The participants will be able to identify

- the gap between existing and desired conditions of civic amenities in villages, and
- ways out of overcoming the challenges;
- problems of disadvantaged families,
- the standard of public services to them while taking initiatives to solve at least one or two of their problems

Code	Hrs	Topic	TM	RP
2.01	02	My Village - My Town (SWOT and Gap Analysis)	L&D	FM/GS
2.02	01	Briefing on Disadvantaged Citizen Visit (DCV)	L&D Q&A	FM/GS
2.03	-	Presentation on DCV (Each participant will get 10 minutes for presentation including Q & A)	Presentation	FM/GS

Module 03: Poverty Reduction and Rural Development

Module Management: BARD/RDA/BAPARD (as the case may be)

Evaluation Method: Written Examination and Individual Conduct Assessment (The evaluation will be conducted by the CMT of the host organization)

Total Marks : 25 (WE: 20, ICA:05)

Module Objectives: To make the participants aware of the history, concept and techniques of rural development; and the transformation of the rural economy and society of Bangladesh.

Code	Hrs	Topic	TM	RP
3.01	2	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	L&D	BARD/RDA/ BAPARD Management
3.02	2	Poverty Reduction Models: <i>Amar Bari, Amar Khamar, Palli Sanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme(CLP)</i>	CS&E	
3.03	1	Poverty Alleviation: Concepts and Measurements	L&D/CS	
3.04	1	Rural Economy in Bangladesh: Trends, Achievements and Challenges	L&D	
3.05	1	Microfinance & Micro Savings in Poverty Reduction: Strategies for Financial Inclusion	D&E	
3.06	1	Cooperative Movement and Social Development in Bangladesh	CS&E	
3.07	2	Rural - Urban Migration in Bangladesh: Causes and Consequences	L&D	
-	-	Field Visit to Rural Development Projects	Visit	

Module 04: District and Upazila Attachment

Evaluation Method: Group Report, Group Presentation and Individual Conduct Assessment

Total Marks: 50 (District level: GP-20, ICA-10 (Attendance -5, ICA -5) and at BPATC: GR-20)

Module Objectives: To present the opportunity for the participants to know the practical aspects of the field administration, changing dynamics of the rural society, history and economy and the potentials of Bangladesh.

Week 1: District Attachment

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential firm/NGO
- Studying the Annual Performance Agreements (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying different accountability and transparency tools (eg. Citizen Charter/NIS/GRS/RTI/APA) of different offices to analyse the impact of it on the service delivery

Week 2: Upazila Attachment

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and economically disadvantaged households, and (ii) studying service delivery by Upazila level offices. The tasks include the following:

Component 1

- Studying the functions and role of the Upazila Parishad
- Studying the roles and functions of the local government institutions (LGIs)

Component 2

Module Director of Module -4 and the CMT will assign task and coordinate the activities¹.

Week 3: Knowing Bangladesh/District Potentials

This activity is to meet the requirement of Module-1 (Module: 1A Bangladesh and Bangabandhu Studies and Module: 1B Bangladesh at a Glance: History & Culture). Upon finishing the visit participants will be required to submit individual report on the visits.

1 All host institutions should follow the attachment guidelines provided by BPATC.

Thematic Area B Management Studies

Module 05: Fundamentals of Foundation Training Course

Module Objectives: To enable the participants to understand the content, context and philosophical foundations of the FTC. A major objective of this module is to reorient the newly recruited civil servants to feel obligated to perform their roles with professionalism, fairness and objectivity.

Code	Hrs	Topic	TM	RP
5.01	1	Foundation Training Course and its Philosophy	L&D	GS/FM
5.02	2	The Whole of Government Approach in Civil Service of Bangladesh	L&D	GS/FM
5.03	2	Etiquette, Manners and Code of Conduct for Civil Servants	L&E	GS/FM
5.04	2	Civil Service Values, Ethics and Professionalism	L&Demo	GS/FM
5.05	2	Understanding the Potentials of the Self (self-assessment)	L&D Exercise	GS/FM

Module 06: Leadership and Organizational Management**Evaluation Method:** Individual Assignment**Total Marks:** 50

Module Objectives: To make the trainees understand the basic forms, structure and nature of organizations and apply the HR principles and strategies effectively in own organization for optimum utilization of available HR and enhance productivity.

Code	Hrs	Topic	TM	RP
6.01	2	Organization: Concepts, Types, Nature and Structure	L&E	GS/FM
6.02	2	Basics and Practices of HRM and HRD in Organization	L&E	GS/FM
6.03	2	Art of Leadership	L&D Case Study	GS/FM
6.04	1	Effective Crisis Management	L&D	GS/FM
6.05	2	Team Building, Motivation and Human Relationship in Organization	Case Study	GS/FM
6.06	2	Emotional Intelligence: Developing Soft-skill for Better Workplace Management	L&D	GS/FM
6.07	2	Change Management in Civil Service	L&D	GS/FM
6.08	1	Conflict Management in Organizational Situations: Negotiation & Coordination Techniques	Case Study	GS/FM
6.09	2	Organizational Decision Making: Evidence-based & Evidence-informed	Case Study	GS/FM
6.10	2	Career Planning and Career Development	L&D	GS/FM
6.11	2	Stress Management in Workplace	L&D	GS/FM
6.12	2	Media Relationship	L&D	GS/FM
6.13	2	Human Behavior and the Art of Persuasion	L&D	GS/FM
6.14	-	Motivational Speech Series by Change Maker	L&D	GS

Module 07: Important Service Laws in Bangladesh**Evaluation Method:** Open Book Examination**Total Marks:** 50

Module Objectives: To make the participants understand the essential service acts, rules and regulations; and to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hrs	Topic	TM	RP
7.01	2	Institutions and Process of Formulating Laws, Rules and Regulations (Overview of the Presidential Order; Act; Ordinance; Rules; Regulation; Executive Order; Code; Sanction; Gazette etc.)	L&D	GS/FM
7.02	2	Constitutional Provisions Relating to Public Servants and Public Service Commission	L&D	GS/FM
7.03	2	BSR: Part 1 & Part 2	L&D	GS/FM
7.04	1	General Conditions of Service including Seniority Rules	L&D	GS/FM
7.05	2+2	The Government Servants (Discipline and Appeal) Rules 2018 Inquiry Procedure and Report Writing (Case study)	L, GD&E	GS/FM
7.06	2	The Government Servants (Conduct) Rules, 1979	L, GD	GS/FM
7.07	2	সরকারী চাকুরী আইন, ২০১৮	L, GD	GS/FM
7.08	1	The Administrative Tribunal Act & Rules, 1980	L, GD	GS/FM
7.09	2	Rules Related to Leave Rules related to Joining Time	L, D&E	GS/FM
7.10	1	The Bangladesh National Flag, Anthem and Emblem Order, 1972 & Rules and Protocol	L&D	GS/FM
7.11	1	Bangabandhu Public Administration Award Policy	L&D	GS/FM

Module 08: Office Management and Communications**Evaluation Method:** Individual Exercise, Secretariat Attachment Report**Total Marks:** 50 (IE: 25, SAR:25)**Module Objectives:** To orient the participants with the following:

- basics of office management;
- government's guideline and instructions regarding office management and communication
- practical exposure to different Ministries/Divisions of Bangladesh Secretariat

Code	Hrs	Topic	TM	RP
8.01	2	Secretariat Instructions and Its Role in Public Office Management	L&D	GS/FM
8.02	2	Opening of Files, Writing Notes, References, Flagging and Maintaining Different Register	L&E	GS/FM
8.03	3	Types of Written Communications and Preparation and Issuance of Letters/Orders	L&Exercise	GS/FM
8.04	2	Writing Summary	L&D	GS/FM
8.05	2	Preparing Working Paper of a Meeting	L&E	GS/FM
8.06	2	Writing Meeting Minutes	L&E	GS/FM
8.07	2	Office Inspection with Case Studies	L&E	GS/FM
8.08	2	E-Nothi & Digital Communication	L&E Demo	FM
8.09	2	দাপ্তরিক কাজে প্রমিত বাংলার ব্যবহার	L&D	GS
-	-	Video Show on Meeting	Film Show	CMT
-	-	Secretariat Attachment	Study Visit	CMT

Module 09: Public Financial Management and Economic Governance

Evaluation Method: Individual Exercise(s)²

Total Marks: 50

Module Objectives: To enable the participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

Module 09 A: Basic Economic Concepts

Code	Hrs	Topic	TM	RP
09.01	1	Basics of Microeconomics: Some Conceptual Issues	L&D	GS/FM
09.02	2	Basics of Macroeconomics: Some Conceptual Issues	L&D	GS/FM
09.03	1	National Income Accounting	L&D	GS/FM
09.04	1	Monetary Policy, Fiscal Policy and their Dimensions	L&D	GS/FM
09.05	2	Four Sector Relationships (Interrelation and Implications – Real Sector, Fiscal Sector, Monetary Sector and External Sector)	L,D&E	GS/FM
09.06	1	Market Economy vs Mixed Economy: Concept and Issues	L&D	GS/FM
09.07	1	Capital Market and National Economy	L&D	GS/FM
09.08	2	International Trade and Globalization: Bangladesh Perspective	L&IE	GS/FM

Module 09 B: PFM and Economic Governance

Code	Hrs	Topic	TM	RP
9.09	2	Public Financial Management Systems & Reforms in Bangladesh	L&D	GS
9.10	2	General Financial Rules	L&D	GS/FM
9.11	2	Treasury Rules	L&D	GS/FM
9.12	2	Budget: Legal Basis, Preparation and MTBF Process	L&D	GS/FM
9.13	2	Fiscal Table (Budget in brief): Hands on Exercise	L,D&E	GS/FM
9.14	2	IBAS++	L&D	GS/FM
9.15	1	Debt Management	L&D	GS/FM
9.16	1	Duties and Responsibilities of Drawing and Disbursing Officer	L&IE	GS/FM

2 Module Director will decide the number of individual exercises for final evaluation.

9.17	2	Delegation of Financial and Administrative Powers	L&IE	GS/FM
9.18	2	Preparation of Pay Bill and Pay Fixation	L&D	GS/FM
9.19	2	TA, DA Rules and Preparation of TA Bills	L&D	GS/FM
9.20	1	Laws and Practice of VAT	L&E	GS /FM
9.21	1	Laws and Practice of Income Tax	L&IE	GS/FM
9.22	2	Preparation of Income Tax Return	L&IE	GS/FM
9.23	2	Audit System in the Public Sector	L&IE	GS/FM
9.24	2	Response to Audit Objection and Writing Broadsheet Reply	L&IE	GS/FM

Thematic Area C

Public Administration

Module 10: Governmental System and Essential Laws

Evaluation Method: Open Book Examination

Total Marks: 50

Module Objectives: To make the participants aware of the governmental system of Bangladesh and orient with the provisions of the Constitution and essential laws of the country.

Code	Hrs	Topics	TM	RP
10.01	2	Salient Features of Bangladesh Constitution	L&D	GS/FM
10.02	2	Organs of the State (Executive, Legislature & Judiciary) and their Interplay in Bangladesh Perspective	L&D	GS/FM
10.03	2	Penal Code, CrPC: Sections Essential for Public Service	L&D	GS/FM
10.04	2	CPC, Evidence Act, PRB, 1943: Sections Essential for Public Service	L&D	GS/FM
10.05	1	ভোক্তা অধিকার সংরক্ষণ আইন ২০০৯	L&D	GS/FM
10.06	2	Rules of Business & Allocation of Business	L&D	GS/FM
10.07	2	Land Management System of Bangladesh	L&D	FM/GS
10.08	2	Land Litigation and Dispute Resolution	L&D	FM/GS
10.09	2	Concept of Decentralization & Local Government System in Bangladesh	L&D	GS/FM
10.10	1	Structure and Functions of LGIs	L&D	GS/FM
	2	LGIs: Issues, Challenges & Way Forward	Panel Discussion	GS/FM
10.11	2	Interface and Coordination between Elected Representatives and Civil Servants	Panel Discussion	Invited Guests
10.12	-	Parliament Visit: Attending Parliamentary Session	Visit	CMT

Module 11: Public Administration & Governance**Evaluation Method:** Written Examination, Group Exercise**Total Marks:** 50 (WE: 25, GE: 25)**Module Objectives:** To make the participants aware of different aspects of public administration and governance and its changing dynamics.

Code	Hrs	Topics	TM	RP
11.01	2	Public Administration & Governance: Concept & Recent Trends	L&D	GS/FM
11.02	2	Public Administration Reforms in Bangladesh	L&D	GS
11.03	2	Public Administration System (Institution, Policy Regime, Changing Trend) in Some Selected Countries (South Korea, India, Australia, Singapore, Malaysia)	L&D	GS
11.04	2	Introduction to Public Policy and Policy Making Process	L&E	GS/FM
11.05	1	Challenges of Policy Crafting and Implementation	L&D	GS/FM
11.06	2	Non-State Stakeholders and Public Policy Formulation	L&D	GS/FM
11.07	2	Business Process Re-engineering	GE&P	GS/FM
11.08	2	Management Improvement and Result Orientation: Total Quality Management (TQM) and Result-based Management (RBM)	L&D	FM
11.09	5	Social Accountability Tools and Practices in Bangladesh: Citizen Charter; Right to Information Act; Grievance Redress System; Annual Performance Agreement ; National Integrity Strategy	L&D/W	FM
11.10	2	Performance Management and Annual Confidential Report (ACR)	L&D	FM
11.11	2	e-Governance: Concept and Readiness	L&D	GS/FM
11.12	5	Empathy Building and Innovation in Public Service Delivery	Workshop	GS/FM

Module 12: Child Rights and Gender Equality**Evaluation Method:** Group Exercise**Total Marks:** 25

Module Objectives: To sensitize the participants on the vulnerabilities of the women and children and orient them with the legal provisions to protect the rights and empower the women and children.

Code	Hrs	Topics	TM	RP
12.01	2	Concept of Gender and Development	L&D	GS/FM
12.02	2	Women and Child Rights (National and International Perspective- Convention on the Rights of the Children and CEDAW and National Women Development Policy, 2011)	D&E	GS/FM
12.03	2	Initiatives of GoB for Protecting Women & Child Rights and Prevention of Child Marriage	L&D	GS/FM
12.04	1	Creating Gender Friendly Working Environment	L&E	GS/FM
12.05	1	Prevention of Violence Against Woman and Children	Film Show & CS	GS/FM
12.06	1	Women in Leadership for Achieving Equal Future	L&D	GS/FM
12.07	1	Gender Responsive Budgeting	L&D	GS/FM
12.08	1	Protection & Rehabilitation of Street Children in Bangladesh	L&D	GS/FM

Module 13: Economic Planning and Development

Evaluation: Method: Written Examination

Total Marks: 50

Module Objectives: To orient the participants with different aspects of development and economic management. Moreover, the participants will learn the basic issues of economics and different sectors of national economy.

Code	Hrs	Topics	TM	RP
13.01	2	Economic Planning: Concepts and Issues, Role of Planning Commission	L&D	GS
13.02	2	Vision Trajectories of Hon'ble PM: Perspective Plan 2021-2041 (Vision 2041), Overview of 8 th Five-year plan; Delta Plan 2100	L&D	GS/FM
13.03	1	Development: Concepts and Issues	L&D	GS/FM
13.04	1	Socio Economic Indicators of Bangladesh	L&D	GS/FM
13.05	2	Agricultural Development and Food Security	L&D	GS/FM
13.06	1	Education and Development: Bangladesh Perspective	L&D	GS/FM
13.07	1	Health Care and Development: Bangladesh Perspective	L&D	GS/FM
13.08	1	Infrastructure and Growth: Bangladesh Perspective (Mega Projects)	L&D	GS
13.09	1	Poverty and Inequality: Concept, Poverty Line, Gini Coeff, Lorenz Curve, Pro-poor Policy, Inclusive Development	L&D	GS/FM
13.10	2	Social Protection Programs for Inclusive Development	L&D	GS/FM
13.11	2	Environment, Development and Sustainability	L&D	GS/FM
13.12	2	Disaster Management in Bangladesh	L&D	GS/FM
13.13	1	SMEs and Startups for Development	L&D	GS/FM

Thematic Area D Development Studies

Module 14: Sustainable Development Goals

Evaluation Method: Individual Assignment

Total Marks: 25

Module Objectives: To acquaint the participants with the concept of sustainable development, different aspects of SDGs, localization of SDGs in Bangladesh.

Code	Hrs	Topic	TM	RP
14.01	1	Basics of SDGs (with comparison to MDGs)	L&D	GS/FM
14.02	2	Evolution of SDGs in the International Policy Framework for Development.	L&D	GS/FM
14.03	2	SDGs in the Development Priorities of Bangladesh	L&D	GS/FM
14.04	2	Administration of SDGs: Top down and Bottom up	L&D	GS/FM
14.05	2	Budgeting for SDGs: Challenges & Way-forward	L&D	GS/FM
14.06	2	Localization of SDGs: Approach, Strategies and Alignment with Local Planning	L&D	GS/FM

Module 15: Project & Procurement Management

Evaluation Method: Group Exercise

Total Marks: 50

Module Objectives: To make the trainees orient with the following:

- different stages of project cycle; and different tools of project management
- procurement act, rules and procedures

Code	Hrs	Topics	TM	RP
15.01	2	Overview of Project Planning and Approval Process in Bangladesh	L&D	GS/FM
15.02	2	Introduction to Project Cycle and Project Management	D&E	GS/FM
15.03	3	Log Frame and Results Based Management (RBM)	D&E	GS/FM
15.04	1	Feasibility Study of a Project	D&E	GS/FM
15.05	2	Preparation of Development Project Proforma (DPP) and Technical Assistance Project Proforma (TAPP)	D&E	GS
15.06	1	Project Risk Management	CS	GS/FM
15.07	1	Project Monitoring and Evaluation	D&E	GS/FM
15.08	2	Overview of PPA 2006 and PPR 2008	L&D	GS/FM
15.09	2	An Overview of Different Procurement Methods	L&E	GS/FM
15.10	2	Steps in Procurement: Annual Procurement plan (APP); Technical Specification; Tender Opening; Tender Evaluation and Contract Signing	L&E	GS/FM
15.11	2	Electronic Government Procurement (E-GP)	L&E	GS/FM
15.12	2	Use of Project Management Software (e.g. MS Project)	Practical	GS/FM

Module 16: Basics of Social Research**Evaluation Method:** Individual Research Paper**Total Marks:** 50

Objectives: To orient the participants with different aspects of social research and its applicability and necessity in public sector governance.

Code	Hrs	Topics	TM	RP
16.01	2	Introduction to Social Research: Concepts of Social Reality, Problem Statement, Research Objectives and Relevance to Public Sector	L&D	FM/GS
16.02	2	Literature Review, Referencing & Bibliography	L&D	FM/GS
16.03	2	Methodology: Research Design and Approaches, Sampling, Data Collection Methods (Interview, FGD, Observation, Survey)	L&D	FM/GS
16.04	1	Writing Research Proposal	L&E	FM/GS
16.05	2	Exercise on Preparing Questionnaire	L&E	FM/GS
16.06	1	Data Analysis Technique: Qualitative	L&D	FM/GS
16.07	2	Data Analysis Technique: Quantitative	L&D	FM/GS
16.07	1	Research Ethics (Informed Consent, Deception, Confidentiality & Plagiarism)	L&D	FM/GS
16.08	1	Writing Research Report	L&E	FM/GS
16.09	4	Use of Software for Data Analysis in Research (e.g. SPSS, STATA)	Practical	FM/GS

Thematic Area E Skill Development

Module 17: IELTS and Communication Skills in English

Evaluation Method: Individual Exercise

Total Marks: 50

Module Objective: To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and competent in communication in English.

Code	Hrs	Topic	TM	RP
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Part 1: Improving English through IELTS Skills

17.01	1	Introduction to IELTS Speaking	L&D	GS/FM
17.02	1+1+1	Speaking Practice	Exercise	GS/FM
17.03	1	Introduction to IELTS Reading	L&D	GS/FM
17.04	1+1+1	Reading Practice	Exercise	GS/FM
17.05	1	Introduction to IELTS Listening	L&E	GS/FM
17.06	1+1+1	Listening Practice	Exercise	GS/FM
17.07	1	Introduction to IELTS Writing	L&E	GS/FM
17.08	1+1+1	Writing Practice	Exercise	GS/FM

Part 2: Oral Communication Skill Development

17.09	2	Techniques of Presentation and Public Speaking	L&D Q&A	GS/FM
17.10	6	Contemporary Issues/Theme based Extempore Speech	Speaking Exercise	FM
17.11	12	Debate Competition	Exercise	FM
17.12	10	Recap Sessions	Presentation	FM

Module 18: Basics of English**Evaluation Method:** Individual Exercise**Total Marks:** 25

Module Objective: To make the participants know the basic grammatical issues of English language to write and speak the language correctly.

Code	Hrs	Topic	TM	RP
18.01	2	Common Grammatical Errors in English	L&E	FM
18.02	1	Subject-Verb Agreement	L&E	GS/FM
18.03	1	Proper Use of Modal Verbs in English	L&E	GS/FM
18.04	1	English Grammar: Clauses and Phrases	L&E	GS/FM
18.05	1	Transformation of Sentences	L&E	GS/FM
18.06	2	Academic Writing	L&E	GS/FM
18.07	2	English at Work Place (Oral & Written Communication)	L&E	FM
18.08	2	Techniques of Translation (Bangla to English and vice versa)	L&E	GS/FM

Module 19: Book Review and Presentation

Evaluation Method: Individual Report and Individual Presentation

Total Marks: 50 (IR: 30³ + IP: 20⁴)

Module Objectives: To provide the participants with the opportunity to develop skills in critically reviewing books; to enhance public speaking skills and to develop reading habits.

Code	Hrs	Topics	TM	RP
19.01	2	Introduction to Art of Book Review	L&D	GS/FM
19.02	17 ⁵	Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A) (Books Written by Bangabandhu, HPM Sheikh Hasina and on Liberation War, Governance, Development, Public Administration, History Preferred)	R&P	MD

-
- 3 Structure and subject matter: 10, Language, writing style and logical sequence: 10, Consistency and relevance: 10, Analysis and command over the topic: 10
 - 4 Presentation skills and ability: 20, Q&A: 10, Time management: 5
 - 5 Total Hours will be subject to the number of the participants.

Module 20: Information & Communication Technology (ICT)**Evaluation Method:** Practical Test**Total Marks:** 50**Module Objectives:** To enhance ICT skills of the participants to make them able to leverage ICT in public sector governance.

Code	Hrs.	Topic	TM	RP
20.01	1	Need Assessment on ICT Skill	Survey	GS/FM
20.02	2	Basic Hardware and Troubleshooting (Hardware & Software)	L&P	GS/FM
20.03	2	Document Preparation	L&P	GS/FM
20.04	4	Learning Blind Typing (Bangla & English)	L&D	GS/FM
20.05	3	Presentation Preparation	L&P	GS/FM
20.06	3	Spreadsheet Analysis	L&P	GS/FM
20.07	2	Office Automation: ERP, e-services, Digital Communication etc.	L&P	GS/FM
20.08	2	Digital Bangladesh: Concept and Selected Initiatives	L&GW	GS/FM
20.09	1	Digital Signature	L&P	GS/FM
20.10	1	Use of Social Media: Citizen Connectivity	L&D	GS/FM
20.11	1	Guidelines for Social Media Use	L&D	GS/FM
20.12	2	Cloud Computing: Concept and Usage	L&P	GS/FM
20.13	2	Fourth Industrial Revolution (4IR): Internet of Things (IoT), Big Data, Block Chain, Crypto Currency	L&D	GS/FM
20.14	1	Digital Security Act-2018	L&D	GS/FM

Module 21: Physical Conditioning & Games

Evaluation Method: Written Examination and Assessment of Individual Attendance and Participation

Total Marks: 50 (Attendance: 20; Individual Conduct Assessment: 10; Written Examination: 20)

Module Objectives: To make the participants aware of the benefits of physical exercise and sports and support them to be motivated to stay physically fit and to be able to manage stress and to improve quality of life.

Code	Hrs	Topics	TM	RP
21.01	1	Nutrition & Physical Fitness	L&D	GS/FM
21.02	1	Wellness Concept & Management	L&D	GS/FM
21.03	1	Effect of Exercise on Different Organs	L&D	GS/FM
21.04	1	Common Sports Injuries & Prevention/Rehabilitation of Back Pain	L&D	GS/FM
21.05	1	Sedentary Life Style and Effects	L&D	GS/FM
21.06	1	Occupational Pain and its Management	L&D	GS/FM
21.07	1	Emotional Health and Psychological Wellbeing	L&D	GS/FM
21.08 Mandatory Activities	-	Morning Exercise: Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Meditation Afternoon Games: Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.	Exercise	FM & Guest Instructors

Module 22: Comprehensive Examination

Evaluation Method: Written Examination

Total Marks: 50

After the completion of all written examinations of FTC, all participants will be required to appear in a comprehensive written examination that covers all the contents of FTC (descriptive & analytical) of two hours duration or as fixed by the authority.

CMT/Concerned Module Director will brief the participants beforehand about the system and procedure of the examination.

Module 23: Contemporary Issues⁶

Module Management: CMT

Module Objectives: To provide the participants with the opportunities to learn different perspectives and aspects of the important contemporary issues from the experts and senior policymakers.

Code	Hrs	Topic	TM	RP
23.01	2	Blue Economy and the prospect of economic growth of Bangladesh	L&D	GS
23.02	2	Autism and Neuro-development Disorder	L&D	GS
23.03	2	COVID-19: How pandemic reshaped our world	L& D	GS
23.04	2	Rohingya Crisis and the Geopolitics of South-East Asia	L&D	GS
23.05	2	State-capacity and Experience of Developmental States: Lessons for Bangladesh	L&D	GS
23.06	2	Overseas Employment, Remittance and National Economic Progress: Opportunities and Challenges	L&D	GS
23.07	2	Middle Income Trap and Sustaining Bangladesh's Economic Miracle	L&D	GS
23.08	2	Public-Private Partnership: Models, Benefits and Risks	L&D	GS
23.09	2	Cyber Threats and Cyber Security: National Security Issues, Policy and Strategies	L&D	GS/FM
23.10	2	Ten Special Initiatives of the Honourable Prime Minister of Bangladesh	L&D	GS
23.11	2	Noise Induced Hearing Loss, Smoking related Health Risks, Mobile Phone Use and Health Hazards	L&D	GS
23.12	2	Demographic Dividend: Opportunities & Challenges	L&D	GS
23.13	2	বাংলা ভাষা ও সাহিত্য: সাম্প্রতিক অবস্থা	L&D	GS
23.14	2	Introduction to Universal Health Coverage	L&D	GS
23.15	2	Waste Management	L&D	GS

⁶ 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 24: 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.

Code	Hrs.	Topic	TM	RP
24.01	1	Introduction to Vehicles	L&P	GS
24.02	1	Traffic Rules, Signals	L&E	GS
24.03	1	Vehicle Maintenance	L&P	GS
24.04	1	Trouble Shooting	L&E	GS
24.05	1	Motor Vehicle Ordinance	L&D	GS
-	150	Driving Practice	Practice	BRTA Team

GUIDELINES FOR FIELD ATTACHMENTS AND VISITS

Module 02: Village Study

Duration: 1 Week

Under this module, each participant will go to his/her own village to observe his/her village, analyse SWOT, identify the gap between existing and desired conditions of civic amenities in villages, involve in the development process and prepare a report based on the study. During this visit, the participant can identify a disadvantaged family, internalize their problems, and take initiatives to address the problems. CMT will brief the participants on the visit and assignment.

Methodology

- Individual visits, face to face interview with several stakeholders
- Collection of Primary and Secondary data
- F.G.D
- Observation

Monitoring

- Maintaining learning diary, which will be examined by the concerned Coordinator.

Output to be Produced by the Participants (Report)

- Participants will prepare an individual report based on the visit. One copy of the report should be submitted to the local administration (UNO) and the final copy should be submitted to the Module Director.

Visit Schedule

CMT will inform the participants of the visit in due time.

Module 03: Poverty Reduction and Rural Development

BARD/RDA/BAPARD Attachment

Tasks

Participants will participate in the activities as designed by BARD/RDA/BAPARD. However, BARD/RDA/BAPARD will consult BPATC in designing the program under this module.

Duration: 1 week

Output: Completion of Module 3

Monitoring:

- Learning diary will be compulsory for the trainee officers and it will be examined/inspected by concerned CC/Focal Point
- Selected CC will stay with participants at BARD/RDA/BAPARD during the attachment

Module: 04

Upazila and District Attachment

Under this module, series of activities will have to be undertaken and several reports/assignments need to be generated. To make the participants fully informed of the roles and responsibilities, this note provides the list of tasks, methodology, evaluation procedure and expected outputs at different levels. The attachment will involve three broad segments within the two weeks visits or attachments. The attachment will start with the district level visit followed by upazila level visit. Within the district and upazila visits, the participants will explore the potentials of the district by visiting different areas and reading secondary material. Since, district and upazila visits are same in nature though not in scope, therefore, a common methodology has been put forward to undertake the tasks.

I. District Attachment Segment: Week 1

Tasks at the District Level

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential business firm/NGO
- Studying the Annual Performance Agreement (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying the citizen's charter of different offices to analyse the impact of it on the service delivery

II. Upazila Attachment Segment: Week 2

Tasks at the Upazila Level

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and also the changing environment of rural society and (ii) studying service delivery by Upazila level offices. The tasks include the following:

Component 1

- Studying the functions and role of the Upazila Parishad
- Studying the roles and functions of the local government institutions (LGIs)
- Understanding the rural economy and the constraints of the disadvantaged people

Component 2

Participants may identify the disadvantaged family (if unable to identify the one from their own village), internalize their problems, and take initiatives to address the problems.

District and Upazila Attachment Methodology

How to Perform the Tasks

- Office visits
- Observations
- Document analysis
- Meeting participation
- Stakeholder discussions

Output/Assignments of Visits I and II

Preparing a group report & presentation to District Evaluation Committee (DEC) on the overall activities of the attachment and visit. This report should be analytical and well-articulated and should reflect national development priorities and strategies while presenting the analysis. Group will be formed by the CMT.

III.

Knowing Bangladesh/District Potentials: Week 3

This activity is to meet the requirement of Module-1. Upon finishing the visit participants will be required to submit individual report on the visits. This segment will enable the participants to discover/ explore economic potentials and social /cultural /historical importance of the visiting district.

Tasks during the Visit

- Knowing the economic trend of last 5 years of the district
- Exploring the resources and expected future demand
- Identifying the major two economic products and its potentials
- Exploring the marketing channel of the products and identifying the barriers
- Studying the social/cultural/historical importance/branding of the visiting district

Methodology

- Discussion with government and non- government organizations
- Discussion with social leaders, academics and other local stakeholders
- Secondary data collection and analysis

Output/Assignment of III

Participants will be required to prepare an **individual report** on district potentials that will have to be submitted to the Module Director of Module-1.

Monitoring and Evaluation by District Administration during the Attachments (Segments: I, II & III)

The attachment will be guided and monitored by the district administration of the respective district. It is expected that the Deputy Commissioner will assign an officer, preferably an ADC, to coordinate and monitor the activities of the attachment. S/he will also request the UNO concerned to take necessary measures to manage the attachment activities smoothly at the Upazila level. The UNO concerned may also nominate a Focal Officer for this.

The participants will be required to maintain learning diary regularly and this diary will be examined and monitored by the district administration.

According to guidelines of the CMT, district attachment group report will have to be presented before the District Evaluation Committee (DEC) which will be constituted with several district level officials under the leadership of the DC of the respective district. The DEC will evaluate according to the evaluation guideline of Module-4. The marks for this evaluation will be 30 marks. Assigned participants will be distributed in several groups. Each group will make group presentation on the functions and roles of different government departments and LGIs. 20 marks will be allocated for this presentation. District administration (DC Office) will evaluate the participants individually on discipline, behaviour, punctuality and attitude and 5 marks will be allocated for this. Moreover, there will be 5 marks for attendance in all activities of the attachment and this will also be evaluated by the district administration.

District Evaluation Committee (DEC)

1. Deputy Commissioner	Chairperson
2. Superintendent of Police/Representative	Member
3. Deputy Director (Agriculture)	Member
4. District Livestock Officer	Member
5. District Fisheries Officer	Member
6. ADC(General/Education)	Member-Secretary

A Summary of the Number of Assignments/Reports under Module-4 for BPATC and District

(1) Group Report on District/Upazila Attachment. Presentation of this report will be made at the respective Deputy Commissioner's Office and report to be submitted to the Module Director of Module-4 .

(2) Individual Report by every participant; This report will be based on the visit as part of the knowing Bangladesh/district potential. This report will be part of Module-1.

Secretariat Attachment

Under this module, participants will get the opportunity to visit different ministries and divisions located at the Bangladesh Secretariat. The objective of this visit is to enable the participants to know the functions of the ministries and divisions on the ground. Since ministries and divisions deal with policy making roles, participants will learn the dynamics of policy making from this visit. Moreover, they get the opportunity to meet in-person the honourable Minister and Secretary of the ministries and divisions along with the senior-level policy makers and see the practical work. This engagement enhances the confidence and personality of the participants.

For arranging smooth visit, participants will be grouped and assigned to different ministries and divisions. CMT will organize the visit. The participants visit the ministries and divisions for two consecutive working days.

Output (Assignment): Individual report shall have to be prepared and submitted by the participants based on the visit.

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Module 02: Village Study

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5. চক্রবর্তীপ্রণব ২০১৫b) জেনারেল ফিন্যান্সিয়াল রুলস .ঢাকা, বাংলাদেশ.
6. ব্যয় নিয়ন্ত্রণ অনুবিভাগ, অর্থ মন্ত্রণালয় (২০১০)আর্থিক ক্ষমতা অর্পণ আদেশ .ঢাকা বাংলাদেশ.
7. মিয়ামোহাম্মদ হোসেন (১৯৮৭)বাজেটারী সিস্টেম .ঢাকা, বাংলাদেশ.
8. মিয়ামোহাম্মদ ফিরোজ (২০০৬)পেনশন বিধিমালা .রোদদুর প্রকাশনী, ঢাকা বাংলাদেশ.
9. মিয়ামোহাম্মদ ফিরোজ (২০১০)বাংলাদেশ সার্ভিস রুলস .ঢাকা, বাংলাদেশ :রোদদুর প্রকাশনী, ঢাকা বাংলাদেশ.
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8. ভূমি প্রশাসন ম্যানুয়াল
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10. বাংলাদেশের ভূমি ব্যবস্থাপনা, লেখক: নারায়ন চন্দ্র দেবনাথ
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Course Brochure

73rd FOUNDATION Training Course

(20 February – 18 August 2022)

- • BANGLADESH PUBLIC ADMINISTRATION
TRAINING CENTRE
- • BANGLADESH INSTITUTE OF ADMINISTRATION AND
MANAGEMENT (BIAM) FOUNDATION, DHAKA
- • BANGLADESH INSTITUTE OF ADMINISTRATION AND
MANAGEMENT (BIAM) FOUNDATION, REGIONAL CENTRE, BOGURA
- • REGIONAL PUBLIC ADMINISTRATION
TRAINING CENTRE, CHATTOGRAM
- • RURAL DEVELOPMENT ACADEMY (RDA)
BOGURA
- • NATIONAL AGRICULTURE TRAINING ACADEMY (NATA)
GAZIPUR

Bangladesh Public Administration Training Centre

Rector BPATC



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Secretary to the Government
BCS Administration (9th Batch)
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Bangladesh Public Administration Training Centre

1.0 Introduction

Every modern state generally strives to establish a public administration training institute at the national level for mitigating the demands for ready human resources for running the state affairs effectively and for rendering the best services to the citizenry. Bangladesh Public Administration Training Centre (BPATC), as a centre of excellence and a premier regional hub, is dedicated to providing effective, inclusive and self-mandated and bespoke training for civil servants in the public sector in Bangladesh. The Centre is entrusted to meet national and global challenges of the modern era through imparting state-of-the-art training in the public sector.

The spirit of our liberation war in 1971 was to build a glorious, developed, and prosperous Bangladesh free from all sorts of exploitations and injustices. In order to achieve the goal, a group of well-groomed, professional, and skilled civil servants in all tiers is a must. At present, the national commitment is to build up a digital Bangladesh and middle-income country by 2021. We need hardware, software, and human resources to achieve the target. Human Resource is the most important aspect to ensure digital Bangladesh and achieve Sustainable Development Goals, Vision 2021 and Vision 2041. BPATC can be treated as the nursing home of human resources to cater to these dire needs.

The main mandate of BPATC is to provide the highest quality training to groom up the officers of entry-level, mid-level, and even at the senior-level as the best administrative leaders of the soil. The Centre is relentlessly working to perform its assigned duties properly. We believe any training institution is preaching and practicing a house of good governance. Therefore, we try to encourage the participants by saying the best words and by demonstrating the best practices. We would like to reiterate that we religiously believe in transparency, accountability, justice, and fairness. Our humble expectation from our participants is that they will also avail themselves of the opportunity to reinforce their positive attitude, pro-activeness and working spirit through the training received here. We are always with our esteemed participants to provide the best services as much as possible.

Foundation Training Course (FTC) is the main core course of the Centre for the entry-level officers who are future administrative leaders of the country. They are to carry out their own responsibilities to provide efficient and quick delivery of services to the citizens of this country with less effort and minimum costs. We sincerely desire the participants of FTC will utilize their time here effectively to gather experience to perform their responsibilities efficiently with the highest professionalism.

2.0 Foundation of BPATC

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, creating a core of efficient, dynamic, competent, citizen-focused, proactive, and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization amalgamating the then four institutions:

1. Bangladesh Administrative Staff College (BASC)
2. National Institute of Public Administration (NIPA)

3. Civil Officer Training Academy (COTA)
4. Regional Staff Training Institute (STI)

3.0 Location and Landscape

Set amidst a landscape of the velvet of lush green natural environment and aesthetic beauties blended with planned trees with the abode of chirping birds, flowers, gardens, water body- a habitat of flora and fauna surrounded by a mini tea garden, a herbal garden, and plants and modern infrastructures, the Centre lies in Savar at a surface of 54 acres land which is 28 kms away from the maddening crowd of the capital city Dhaka. Notwithstanding the limitation imposed by its distant location, the Centre prides itself as the alma mater for most laurels in the civil service domain across the country.

4.0 Vision, Missions, Theme, and Core Values

Vision

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

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 an effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

Theme

Building an effective, inclusive, and accountable public administration system

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, make decisions, and determine our priorities. They strengthen our respect for the people we serve, our colleagues, and ourselves. As a public sector human resource development organization, we value:

Discipline

We maintain the 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 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.

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.

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 a 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.

Team Spirit

We foster spirit 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 programmes.

5.0 Faculty, Management, and Participants

The learned faculty of the Centre comprises a healthy blend of senior civil servants, academicians, and researchers, keeping spaces for dignified guest speakers with diversified backgrounds. The civil servants combine the richness of their field experience with strong academic credentials,

creating a stimulating atmosphere for learning knowledge, skills, and competencies attuned with a positive attitude. The faculty blended with academicians, experienced civil servants, and researchers contribute to the two-way synergy of theory and practice to respond to constantly changing environmental dynamics.

The Centre is headed by a Rector who is a Secretary to the government entrusted with transforming the vision, mission of the Centre into reality by managing the human and other resources holistically at his domain. Followed by the Rector, there are six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the government, devoted to supervising six divisions of the centre. There are a required number of specialized departments within each wing headed by Directors, equivalent to the rank of Deputy Secretaries. Other faculty members below Directors are designed as Deputy Directors, Senior Research Officers, Research Officers, Evaluation Officers, Assistant Director, Medical Officers, and Librarians. The total manpower of BPATC is about 650 of which class-I officers (Grade-9)-120, Class II Officers (Grade-10)-22 Support Staff belonging to class-III (Grade 11-16)-235 and Class-IV (17-20)-272 respectively. The Centre acts as a virtual melting pot where participants across the divergent generation, qualifications, and socio-economic backgrounds meet, interact and learn from each other ranging from the brilliant young women and men who begin their career in civil service after qualifying in rigorous competitive examination to mid-level and senior officials.

Above all, the Centre has a twelve-member Board of Governors (BOG) chaired by a Minister. Overall administration and policy guidelines of the Centre rest on the board.

6.0 Functions of BPATC

6.1 Training

Since its inception, the Centre has turned into a trusted home of training for the officials of government, autonomous and non-government organizations. Among the core courses conducted by the Centre, the FTC is for the new entrants to the Bangladesh Civil Service (BCS) while Advance Course on Administrative and Development (ACAD) is for mid-career Deputy Secretaries and their equivalent, Senior Staff Course (SSC) is for the Joint Secretaries and equivalent officials from Defence Services and Police while Policy Planning and Management Course (PPMC) is for the Additional Secretaries.

The Centre also conducts a plethora of short courses to make officers aware of the government's policies, familiarize them with the Rules, Regulations, etc and appraise them of the relevant reforms and changes. The Centre on occasions caters bespoke training, e.g., Special Foundation Training course (SFTC), to entertain the demands of the valued clients. Indeed, the Centre has four arms as Regional Public Administration Training Centre (RPC), planned to be extended up to all eight Divisions of the country shortly, mandated to discharge specialized training courses for supporting staff and officials at the regional level. Understanding rural people and the dynamics of field administration through field visits and attachments is a mandatory part of the training of BPATC. In BPATC, the medium of instruction in classroom sessions is preferably English. The Centre encourages participants to develop their oral English skills, and as such, they are expected to speak English with colleagues and faculty members during staying at BPATC. The participants

have to mandatorily abide by the norms, code of conduct, dress code, table manners, and standards set by the Centre.

6.2 Research and Consultancy

As the think-tank of the government, the Center conducts research and provides consultancy services to the government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and formulate sound policies. These emerging challenges are pertaining to poverty reduction, inequality, corruption, environmental degradation, child labour, water and sanitation, access to e-services, transport, and communication, quality education and health services, unemployment, terrorism, migration, refugee problem, etc. There is a research committee headed by the Vice-Chancellor of Jahangir Nagar University with spaces for two external experts nominated by the BOG for executing the research activities of the Centre.

6.3 Publication

The Centre publishes BPATC English and Bangla Journals, yearly Bangladesh Lok-Prashashon Potrika, bi-annual Lok-Prashason Samoeky. BPATC Barta, BPATC Newsletter, Training Calendar, Annual Report, Books, Seminar Paper, Training Programmes, research work, forms, cards, etc. There is a publication committee headed by the Rector of the Centre, keeping a professor of Jahangir Nagar University from the Department of Public Administration or Political Science as a member.

7.0 Foundation Training Course

FTC is the basic training course of the Centre on public service management and development. As per the Bangladesh Civil Service Recruitment Rules 1981, FTC is compulsory for all entrants to the Bangladesh Civil Service.

It is the mandate of BPATC to impart Foundation training to civil servants. Due to accommodation constraint, the government has taken the decision to use the Venues of BIAM Foundation Dhaka, BIAM Foundation Bogura, Rural Development Academy Bogura, Regional Public Administration Training Centre Chottogram and National Agriculture Training Academy (NATA) Gazipur to organize 73rd Foundation Training Course.

Daily Performance Record

The CMT will use apps to record day to day performance of the participants. It will be reflected in the Evaluation and pen picture.

8.0 Facilities of BPATC

Accommodation

The Foundation Training Course is a hundred percent residential. The participants will have to stay in the room allocated to them at the BPATC dormitory. Dormitory 3 allocated for male participants. Female participants will stay in Dormitory 2 and Dormitory 4. All rooms will be allocated during **the online registration** of the course. Dormitory supervisors, and room boys work in the dormitory

to make the participants stay comfortable in the dormitory. Every six participants will get one room boy. It may vary following the number of participants. The responsibilities of the room boys are well defined and hang at the front desk of the dormitory reception. In case of emergency, one-room boy will stay in the dormitory at night. Furthermore, one House Tutor is assigned for male Dormitories and one for female Dormitories. He or she will look after the overall dormitory activities. Participants have to get entry into the dormitory by 10.30 p.m. After 10.30 p.m., the collapsible gate will be closed.

Contact Persons and Phone Number

PABX : +88-02-224445010-16

Sl.	Name	Designation	Telephone No			Time
			Office		Residence	
			T&T/Mobile	Extension	Extension	
1.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530	07.30 to 23.00 hours
2.	Dormitory-2	Ground Floor/ Child Care	-	4760		
		First Floor	-	-		
		Second Floor	-	-		
		Third Floor		-		
		Fourth Floor		-		
3.	Mir Farhad Ul Islam Dormitory- 3	Supervisor	01716377144	4677	4571	07.30 to 23.00 hours
4.	Dormitory-3	Ground Floor/ First Floor	-	4651	-	
		Second Floor	-	4653	-	
		Third Floor	-	4655	-	
		Fourth Floor	-	4657	-	
		Fifth Floor	-	4660	-	
		Sixth Floor	-	4661		
		Seventh Floor				
5.	Armita Islam, Dormitory- 4	Supervisor	01817621625	4663	4570	07.30 to 23.00 hours
6.	Dormitory- 4	-	-	4664	-	
		First Floor	-	4664	-	
		Second Floor	-	4667	-	
		Third Floor	-	4668		

Leaving the Centre without permission is treated as misconduct.

Class Room

In BPATC, classes are conducted at various facilities of the Centre, especially at Academic Building, ITC, Multipurpose Hall, Lecture Theatre to suit the purpose. In each classroom, there will be a classroom attendant. He will manage the training aids of the classroom and assist all sorts of classroom support for smoothly running the training sessions. Technical Supervisor supervises her/him. The classes are under the constant vigilance of the CMT and evaluation wing.

Academic Building

It is a three-storied structure building (ex-Syndicate building) with classrooms and other facilities. The trainees' rooms are in close touch with the classrooms so that the faculty can carry various training materials and be in close touch with other offices and classrooms. The rooms are spacious and having regard to the hot and humid climate of Bangladesh.

Lecture Theatre

There are two modern lecture theatres at the Centre, designed to seat 125 trainees at a time. It is intended for the passing out exercises, especially when the classrooms are not suitable to accommodate a medium-sized assembly of trainees. The total covered area of the theatre is 4.400 sq. ft. with a fixed and curved gallery sitting arrangement.

Auditorium or Multi-Purpose Hall

It is the largest hall of multipurpose use where six hundred persons can be accommodated very comfortably. The seats can be arranged and stacked as and when necessary. This hall is intended to assemble outstanding speakers from time to time, available occasionally for international conferences and social and cultural functions.

International Training Complex (ITC)

It is one of the facilitating arms of the Centre for networking with foreign institutions for arranging training, workshops, seminars, meetings, etc. The office of the Rector and the Rector's Secretariat has recently been shifted here. This complex has modern accommodation facilities for all types of training programs, e.g., two mini auditorium, rector's conference room, seven classrooms, syndicate rooms, seminar room, one executive dining room, kitchen facilities, etc. The ITC has residential facilities for VIPs and trainees/ participants for higher course. Exquisitely designed double-seated rooms are fully furnished and equipped with modern facilities like refrigerator, television, telephone, etc. It has a computer laboratory with an internet connection that offers facilities for global communication networks for the participants. The complex is turning into a full-fledged abode of training, networking, and collaboration very shortly by converting it into a ten-storied self-sufficient modern Building.

Multi-Purpose Building

This three-storied building of the Centre meets the daily needs and activity services of the staff

and trainees. It provides services of a bank, ATM booth, post office, laundry, salon, canteen, etc.

ATM Booth

The Centre has Sonali Bank with an ATM booth facility. This ATM booth supports VISA, NPSB, and Q-cash. This is a newly added facility at BPATC.

Library

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. (cell no. 0174255395) is working as Librarian of the Centre.

Dining/Cafeteria

Assistant Director (Dormitory) supervises activities of the cafeteria. Participants must follow table manners and the time schedule as given below:

Regular tentative schedule for dining:

- Breakfast: 07:00 am to 8:15 am hrs
- Snacks & tea (morning): 10:40 am to 11:00 am hrs
- Lunch: 13:15 to 14:00 hrs
- Snacks & tea (evening): 17:00 pm – 17:45 pm hrs (subject to change based on sunset time)
- Dinner: 20:30-21:30 hrs

Computer Lab

Computer training is compulsory for all participants. All the computers of the two labs are connected with Broadband Internet facilities. The participants are encouraged to send and receive e-mail and browse the net. The lab will remain open from 03:00 pm to 10:00 pm during working days.

Language Lab

The Centre has two language labs for enhancing the listening capability of the participants where language classes are arranged. A lab attendant is assigned to every lab to maintain and assist trainees. Technical Supervisor supervises lab attendant and language lab.

Sports

Physical conditioning and games are vital parts of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all FTC participants. Every morning, physical conditioning and sports programme start by singing the National Anthem and Morning Prayer at 5.00 am. It is introduced from the 69th FTC. During Ramadan, sports time will be rearranged.

The physical conditioning program consists of stretching, walking, jogging, running, floor exercise (freehand exercise), swimming, calisthenics, therapeutic exercise, and a brief introduction to the selected yoga type. In the games sessions, participants actively participate in four different team games, which are (i) football, (ii) volleyball, (iii) handball, and (iv) basketball. Besides, female participants also take part in sports events such as volleyball, handball, and badminton. Furthermore, participants of both sexes have the opportunity to practice table tennis, carom, chess, and weight training on an optional basis. The Centre also has a mini gymnasium for the staff and the participants.

All the activities of games are arranged in three phases. In the first phase, participants are given theoretical and practical knowledge regarding the rules of the games and regulations and strategies of sports. In the second phase, strategies of different games are practiced individually and in groups. In the third phase, sports competitions are arranged, and winners give prizes.

Director (sports) and Deputy Directors (sports) coordinate this programme with the help of instructors.

Swimming Pool

Learning swimming is compulsory with the sole aim of life-saving for those who do not know how to swim. The swimming pool opens from 6.15 pm to 7.15 pm for practice only on Sunday and Monday. This schedule is optional for the participants. The training session will be arranged as per the schedule of the course.

Clinic

The BPATC clinic offers medical treatment to the participants of the various training courses and

the employees and their dependent family members who are residing on the BPATC campus. The clinic staff consists of four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. This medical team offers various medical services to the client round the clock. The medical officers of the clinic manage the daily outdoor patients and give consultations to them. They also attend emergency patients at any time round the clock and manage them as per circumstances. The clinic arranges health check-up sessions for the participants of all the core courses at the beginning of the course.

The medical clinic is run by four qualified doctors with limited medical facilities. Participants are given free medical consultation, prescriptions, and limited medical care. The participants are entitled to have medical prescriptions free of charge and some common medicines available at the clinic, especially on an emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness. Doctors are available in two shifts from 9.00 am - 3.00 pm and from 3.00 pm to 9 pm. From 9 am to 9 pm, doctors attend to the patients in case of emergency.

Contact number of the Doctors:

Dr. Mustafizur Rahman	Medical Officer	01552444675	4143	4443
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-
Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
Dr. Shamima Akter	Medical Officer	01711001084	4308	-

Emergency Number for Medical Purpose: 01705757690

Physiotherapy

There is a physiotherapy unit at the gymnasium hall of the Centre. It operates under the supervision of the clinic. An experienced graduate physiotherapist is appointed there to give required consultation and therapy to the participants and the employees of BPATC.

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

Transport

The center has a fair number of vehicles for meeting the varied nature of demands. The BPATC authority arranges the pick and drop facility for the participants. A minimal payment system is there, Tk. 25/- for each participant. The route is like this: BPAT-Savar-Gabtolli-Shamoli-Asadgate-Farmgate-RPATC, 49 New Eskaton; and BPATC-Asulia-Abdullahpur-Uttara-Airport

Station. Trainees are also given transport facility only for emergency medical purposes on the basis of requisition and approval from the competent authority. Apart from weekend pick, drop, and medical purposes, study tour transport facilities are also provided for the participants. On a payment basis, twice a week transport (Dhaka and Savar) is also arranged from BPATC for meal shopping purposes only.

Child Care

The female officers having infants aged lower than one year are not preferred to attend the training programme. There are only 21 seats for female participants having babies between 1-3 years.

Digital Attendance

To ensure participants' attendance, the center installed a significant number of Digital Attendance Machine at every point of classrooms, auditorium, dormitory, library, and academic building. Maintenance of punctuality is a must in all programs of FTC.

Mosque

BPATC has a large and splendid mosque surrounded by a lush green garden. Interested Muslim officers and staff and the participants of different training courses offer their prayer in the mosque. Around 1000 people can have their prayer in the mosque at a time. One Imam, one Muazzin, and one Khadem in the mosque work there and get their salaries from the government exchequer.

Recreation

As the course is very intensive, there is minimal scope for recreation. However, there are some television sets in the dormitories with dish connections. Facilities for playing Table Tennis, Carom, Chess, Billiard, etc., are available in the dormitories and indoor games hall as well. Participants will arrange cultural programmes and mess nights at the end of every month. They are also taken to different places for a visit of interest.

List of Faculty Members

(Not in order of seniority)

Sl.	Name & Designation	Code
1.	Ramendra Nath Biswas, Rector	Rector
2.	Abu Momtaz Saaduddin Ahmed, Member Directing Staff	Momtaz
3.	Md. Zakir Hossain, Member Directing Staff	Zakir
4.	Dr. Md. Mohoshin Ali, Member Directing Staff	Mohoshin
5.	Md. Moazzaim Hossain Moiumder, Project Director	Moazzaim
6.	Mohammad Razibul Islam, Director	Razib
7.	Md. Siddiqur Rahman, Director	Siddique

Sl.	Name & Designation	Code
8.	M. Arifur Rahman, PhD, Director	Arif
9.	Md. Atikuzzaman, Director	Atik
10.	Dr. Md. Zohurul Islam, Director	Zohur
11.	Mr. Mostak Ahammed, Director	Mostak
12.	Hasan Murtaza Masum, Director	Masum
13.	S M Mehedi Hasan, Director	Mehedi
14.	BM Benojir Ahmed, Director	Benojir
15.	Rokeya Fahmida, PhD, Director	Rokeya
16.	Md. Sharif Hasan, Director	Sharif
17.	ATM Arif Hossain, Director	ATM Arif
18.	Md. Abul Basher, Director	Basher
19.	Dr. Mohammad Ziaul Islam, Assistant System Analyst	Zia
20.	Mohammad Shaiful Islam, Programmer	Shaiful
21.	Mehedi Masud, PhD, Deputy Director	Mehedi
22.	K.M. Abdul Kader, Deputy Director	Kader
23.	Mohammad Rezaul Karim, PhD, Deputy Director	Reza
24.	Shamima Shormin, Deputy Director	Shamima
25.	Md. Akram Ali, Deputy Director & PS to Rector	Akram
26.	Md. Anisur Rahman, Deputy Director	Anis
27.	Md. Aminul Karim, Deputy Director	Amin
28.	Shohela Ferdous, Deputy Director	Shohela
29.	Abdullah Al Mamun, Deputy Director	Mamun
30.	Dr. Md. Moshiur Rahman, Deputy Director	Moshiur
31.	Md. Motaher Hossain, Deputy Director	Motaher
32.	Md. Mamun-Or-Rashid, Librarian	Mamun
33.	Abu Naser Mohammad Sajidul Ahsan, Deputy Director	Sajid
34.	Md. Morshed Alom, Ph.D., Deputy Director	Morshed
35.	Jakia Sultana, Deputy Director	Jakia
36.	Nasrin Akter, Deputy Director	Nasrin
37.	Afia Sultana Keya, Deputy Director	Afia
38.	Afia Rahman Mukta, Senior Research Officer	Afia
39.	Dr. Md. Mostafizur Rahman, Medical Officer	Mostafiz
40.	Dr. Bilkis Laila, Medical Officer	Bilkis
41.	Dr. Shamima Akter, Medical Officer	Shamima
42.	Dr. Syed Shamsul Aripheh, Medical Officer	Shamsul
43.	Tanjur Ahmed Joarder, Assistant Programmer	Tanjur
44.	Mohammad Altab Hossain, Assistant Programmer	Altab

Sl.	Name & Designation	Code
45.	Md. Azizul Hoque, Assistant Director	Aziz
46.	Farjana Afrose, Assistant Director	Farjana
47.	Shamim Adnan, Assistant Director	Shamim
48.	Md. Masud Ahmed, Assistant Director	Masud
49.	Shamim Hosen, Assistant Director	Shamim
50.	Mir Md. Taufiqul Islam, Assistant Director	Taufiq
51.	Roma Rani Biswas, Assistant Director	Ruma
52.	Mohammad Sohrab Hoshen, Assistant Director	Sohrab
53.	Md. Nazim Uddin, Assistant Director	Nazim
54.	Mohammad Mozaherul Islam, Assistant Director	Mozaher
55.	Anirban Das, Assistant Director	Anirban
56.	A.M. Shahrior Alam, Assistant Director	Shahrior
57.	Md. Nejam Uddin, Assistant Director	Nejam
58.	Razib Mia, Evaluation Officer	Razib
59.	Samiana Sultana, Evaluation Officer	Samiana
60.	Sanjoy Kumar Sarma, Evaluation Officer	Sanjoy
61.	Md. Mizanur Rahman, Research Officer	Mizan
62.	Mohammad Masum Rahman, Assistant Programmer	Masum
63.	Md. Rustom Rabbani, Assistant Programmer	Rustom
64.	Md. Golam Azam Khan, Assistant Director	Azam
65.	Md. Nurul Islam Biswas, Assistant Director	Biswas
66.	Md. Ratan Khan, Assistant Director	Ratan
67.	Md. Altab Hossain Joarder, Assistant Director	Altab
68.	Mohammad Nazrul Islam, Publication Officer	Nazrul

Important Telephone Numbers
(PABX: 7745010-16, 7742080-85; Fax 7745029)

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1.	Md. Razibul Islan	Director (Administration)	01712803934	4107
2.	Md. Motaher Hossain	DD (Service)	01637223454	4122
3.	Dr. Mustafizur Rahman	Medical Officer	01552444675	4143
4.	Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350
5.	Dr. Bilkis Laila	Medical Officer	01711073636	4308
6.	Mohammad Sohrab Hoshen	AD (Dormitory)	01882035442	4180
7.	Ratan Kumar Das	Physiotherapist	01911574514	4318
8.	Minara Akter	Physiotherapist	01677302243	4318
9.	Md. Sarowar Hossain	Training Assistant	015563011	4630
10.	Md. Zosim Uddin	Steno Typist	01723918693	4630
11.	Abu Baker Siddiqui	Compounder, Clinic	01820524061	4231
12.	PABX (Operator)	07.30 – 23.00 hours	-	
13.	Cafeteria	Ground Floor	-	4621/4622
		First Floor	-	4623
14.	Library Counter	Ground Floor	-	4649
		First Floor	-	4650
15.	Computer Lab	Faculty Building- 2	7745017	4322
16.	Md. Saiful Islam	Programmer	-	4315
17.	Reception	24 hours on duty	-	4220
18.	Gate-1 (Residential Area)	24 hours on duty	-	4100
19.	Gate-2 (Main Gate)	24 hours on duty	-	4200
20.	Gate-3	24 hours on duty	-	

List of Module Directors

Module No.	Title of the Module	Name of the Module Directors of P73 th FTC
Module -01	Bangladesh and Bangabandhu Studies	Dr. M. Arifur Rahman
Module -02	Village Study	Mst. Masuma Arefin
Module -03	Poverty Reduction and Rural Development	Ms. Afia Sultana Keya
Module-04	District and Upazila Attachment	Ms. Alina Akter
Module -05	Fundamentals of Foundation Training Course	Mr. Mohammad Razibul Islam
Module -06	Organization and Human Resource Management	Mr. Md. Zohurul Islam
Module -07	Important Service Laws in Bangladesh	Ms. Khatune Jannath
Module -08	Office Management and Communications	Mr. Md. Akram Ali
Module -09	Public Financial Management and Economic Governance	Mr. Mostak Ahmed
Module 10	Governmental System and Essential Laws	Dr. Mohammad Rezaul Karim
Module -11	Public Administration & Governance	Mr. Md. Sharif Hasan
Module -12	Child rights and Gender equality	Dr. Rokeya Fahmida
Module -13	Economic Planning and Development	Mr. Md. Anisur Rahman
Module -14	Sustainable Development Goals	Ms. Afia Rahman Mukta
Module -15	Project & Procurement Management	Dr. Md. Moshir Rahman
Module -16	Basics of Social Research	Dr. Md. Morshed Alom
Module -17	IELTS and Communications Skills	Mr. Abdullah Al Mamun
Module -17	Contemporary Issues	Mr. Hasan Murtaza Masum
Module-18	Basics of English	Dr. B M Benojir Ahmed
Module-19	Book Review and Presentation	Dr. Mohammad Ziaul Islam
Module –20	Information Communication Technology	Mr. A.T.M. Arif Hossain
Module-21	Physical Conditioning & Games	Mr. Md. Atikuzzaman
Module-22	Comprehensive Examination	Course Director
Module-23	Contemporary Issues	Course Director
Module-24	Car Driving	CMT

Bangladesh Public Administration Training Centre

Savar, Dhaka

73rd Foundation Training Course

Section: A

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Section: C

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306	Mst. Moliha Khanom	01715597078	Dormitory -4 (Chameli)	307	molihakhanom37@gmail.com
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308	SIDDHARTHA SARKAR	01749851847	Dormitory-3 (Shapla)	205	sksarkar199@gmail
309	MD. NAZMUL HUDA	01719221326	Dormitory-3 (Shapla)	208	ronyju1248@gmail.com
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311	MONAMI RAHMAN URMI	01751491065	Dormitory-2 (Tomal)	306	urmimonami22@gmail.com
312	Md. Sojib Hossain	01737463074	Dormitory-3 (Shapla)	212	sojibsau69@gmail.com
313	ASHIKUR RAHMAN	01686354930	Dormitory-3 (Shapla)	304	ashikbfd38@gmail.com

314	Debala Chakrobartty	01993083654	Dormitory-2 (Tomal)	307	debudebala@gmail.com
315	Shah Alam	01675250092	Dormitory-3 (Shapla)	310	shahalamcivil07@gmail.com
316	MD. SHAHINOOR RAHMAN	01723048503	Dormitory-3 (Shapla)	403	shahin07ce@gmail.com
317	Tahamina Khatun	01799489525	Dormitory -4 (Chameli)	310	tahaminabau70m@gmail.com
318	Shoylen Kumar Pal	01750755382	Dormitory-3 (Shapla)	403	baushoylen@gmail.com
319	Md. Kabirul Islam	01710039140	Dormitory-3 (Shapla)	805	nayan.kaabir@gmail.com
320	Muhammad Mohsin Mehedi	01920463567	Dormitory-3 (Shapla)	410	mohsinpwd38@gmail.com
321	Atahar Shakil	01671694429	Dormitory-3 (Shapla)	501	shakil.shaikat3@gmail.com
322	Md. Mahmudul Hasan	01728592522	Dormitory-3 (Shapla)	504	e.mahmudhasan@gmail.com
323	Sheikh Salman Zaman	01400292595	Dormitory-3 (Shapla)	507	salmanzaman258@gmail.com
324	Md.Jamiar Rahman	01737391543	Dormitory-3 (Shapla)	512	jamiarrahan.jami@yahoo.com
325	JASIM UDDIN	01732244984	Dormitory-3 (Shapla)	503	jasim.uddin.vet@gmail.com
326	SHAHANA AFROZE	01759033200	Dormitory-2 (Tomal)	404	ranu.dae.38@gmail.com
327	Mahdi Hasan	01710864507	Dormitory-3 (Shapla)	609	mahdi.bau12@gmail.com
328	Md. Sahenuzzaman	01710700303	Dormitory-3 (Shapla)	702	sahenuzzaman@gmail.com
329	MD. BASIT SATTAR	01795821439	Dormitory-3 (Shapla)	301	mohammadbasitsattar@gmail.com
330	MD. NAZMUL HAQUE	01737880396	Dormitory-3 (Shapla)	611	nazmul.ce.10@gmail.com
331	Shamsunnahar Sraboni	01717517994	Dormitory-2 (Tomal)	408	sraboni104du@gmail.com
332	Ashiq Ibn Aziz	01742998331	Dormitory-3 (Shapla)	711	ashiqibnaziz@yahoo.com
333	SALMAN NOOR ALAM	01683607934	Dormitory-3 (Shapla)	607	salman64.pharm@gmail.com
334	ZARIN TASNIM NILOY	01708354212	Dormitory -4 (Chameli)	301	zarintasnim261993@gmail.com
335	Sadeka Islam	01761782099	Dormitory -4 (Chameli)	302	sadeka88@gmail.com
336	Md. Mehade Hasan Tarafdar	01888106237	Dormitory-3 (Shapla)	405	mehade.bau.91@gmail.com
337	MD. AKRAMUL HAQUE	01793745460	Dormitory-3 (Shapla)	706	ronyakramulahbau@gmail.com

Section: D

Roll	Participant Name	Contact No.	Dormitory Name	Room No.	Email
401	Roshida Yasmin	01738583398	Dormitory-2 (Tomal)	105	roshida.bau90@gmail.com
402	Partha Chakrabartty	01750208702	Dormitory-3 (Shapla)	108	partha14du@gmail.com
403	Md.Mottaleb Ali	01723787505	Dormitory-3 (Shapla)	110	alidvm.90@gmail.com
404	Mst. Tasmina Hossain	01930355869	Dormitory-2 (Tomal)	301	tsuborna02@gmail.com
405	Nasrin Sultana	01745186026	Dormitory-2 (Tomal)	209	nasrinat080836@gmail.com

406	Md. Irtiza Hasan Tarafder	01912274043	Dormitory-3 (Shapla)	202	irtiza.antar@gmail.com
407	Md. Najmul Hasan	01737845231	Dormitory-3 (Shapla)	803	najmullds38@gmail.com
408	Md. Imran Hossain	01768312318	Dormitory-3 (Shapla)	208	i.shimul.ruet.ce10@gmail.com
409	Md. Rasedul Islam Mridha	01765031864	Dormitory-3 (Shapla)	301	rasedul16@gmail.com
410	Shadia Yasmin Ripa	01709210096	Dormitory-2 (Tomal)	305	shadiaripa96@gmail.com
411	Pranta Biswas	01685288496	Dormitory-3 (Shapla)	612	biswaspranta@gmail.com
412	MD. SHARIFUL ISLAM	01719364013	Dormitory-3 (Shapla)	305	sharifrucst8@gmail.com
413	Sabiha Sultana Dolly	01311086784	Dormitory-2 (Tomal)	308	sabiha1105038@gmail.com
414	Abdullah Al-Razi	01711086784	Dormitory-3 (Shapla)	310	alrazi2199@gmail.com
415	Md. Rayhan Imtuj	01738028698	Dormitory-3 (Shapla)	404	rayhan.buet11@gmail.com
416	Ashamony	01719868392	Dormitory-2 (Tomal)	303	ashaazmira@gmail.com
417	Md. oli-ur-rahaman	01716248828	Dormitory-3 (Shapla)	606	oliur.pwd@gmail.com
418	Md. Nazmul Islam	01778592557	Dormitory-3 (Shapla)	411	nazmul.islam.buet@outlook.com
419	Md. Bodruzzaman Rishad	01738236978	Dormitory-3 (Shapla)	501	rishadbau@gmail.com
420	FARZANA AZAD SHUMI	01738626526	Dormitory-2 (Tomal)	402	farzanaazad91@gmail.com
421	S. M. Harun-Or-Rashud	01731723168	Dormitory-3 (Shapla)	504	smromandvm@gmail.com
422	Md. Eklachur Rahman	01723374368	Dormitory-3 (Shapla)	508	eklasrahman24@gmail.com
423	MD. TIPU SULTAN	01756566798	Dormitory-3 (Shapla)	601	tipu11.bau@gmail.com
424	Junayed Al Sady	01676585212	Dormitory-3 (Shapla)	607	junayedalsadybau16@gmail.com
425	Al Mahmud Hasan	01680443264	Dormitory-3 (Shapla)	505	mahmuddvm11@gmail.com
426	Pallab Kumar Bagchi	01683472020	Dormitory-3 (Shapla)	703	kb.pallabkumar23@gmail.com
427	MD. AKTERUZZAMAN MIA	01726978810	Dormitory-3 (Shapla)	304	akash.agchem04@gmail.com
428	Md. Ashraful Islam	01674115050	Dormitory-3 (Shapla)	604	ashif1111buet@gmail.com
429	Md. Inun Nishat Khan	01683799969	Dormitory-3 (Shapla)	203	inun.rhd@gmail.com
430	SAIFUL ISLAM KHAN	01762467957	Dormitory-3 (Shapla)	708	saiful14august@gmail.com
431	Shafwat Nazifa	01819650678	Dormitory-2 (Tomal)	404	shafwat.nazifa@gmail.com
432	Masuma Aktar Kona	01947319656	Dormitory-2 (Tomal)	506	masumakonadu2018@gmail.com
433	MUHIBUR RAHAMAN SIDDIKEE	01672292196	Dormitory-3 (Shapla)	710	muhiburroney@gmail.com
434	MD SHAMIM REZA MITHU	01558901850	Dormitory-3 (Shapla)	712	shamimssku@gmail.com
435	Farzana Yeasmin	01722237631	Dormitory -4 (Chameli)	304	tama.1724@gmail.com

436	Md. Shahria Arefin	01671051780	Dormitory-3 (Shapla)	703	shahriar37pwd@gmail.com
437	Anuz Chanda	01718534906	Dormitory-3 (Shapla)	707	chandaanuz@gmail.com

Section: E

Roll	Participant Name	Contact No.	Dormitory Name	Room No.	Email
501	TAHMINA SHAHID	01639427416	Dormitory-2 (Tomal)	201	kanoktahmina@gmail.com
502	Rakib ZOBAIR	01309338988	Dormitory-3 (Shapla)	109	rakib.zobair@gmail.com
503	kalishangkar paul	01823515766	Dormitory-3 (Shapla)	111	julonspondon32@gmail.com
504	Syeda Israt Jahan	01747278687	Dormitory-2 (Tomal)	205	isratjahansyeda@gmail.com
505	Abdullah-Al-Mahbub	01914814753	Dormitory-3 (Shapla)	203	mahbubbau101@gmail.com
506	FARHAD JAMAN	01628073722	Dormitory-3 (Shapla)	206	galijaman38@gmail.com
507	NURNAHAR	01737496961	Dormitory-2 (Tomal)	304	nurnaharnury7046@gmail.com
508	Md. Abul Kalam Azad	01742016120	Dormitory-3 (Shapla)	209	aka.pwd@gmail.com
509	Ashrafun Sayma	01685037500	Dormitory -4 (Chameli)	302	ashrafunsayma09@gmail.com
510	Prianka Rani Poddar	01737920486	Dormitory-2 (Tomal)	307	piya.poddar38@gmail.com
511	KHORRUM AHAMAD	01515215640	Dormitory-3 (Shapla)	801	khorrumce09@gmail.com
512	Md. Sarwar Hossain	01737358851	Dormitory-3 (Shapla)	308	shimulsarwar92@gmail.com
513	Md. Zahidul Islam	01778277500	Dormitory-3 (Shapla)	311	zahid.rhd38@gmail.com
514	Bishwajit Roy	01768517400	Dormitory-3 (Shapla)	311	bishwajit.pwd38@gmail.com
515	Mst.Sharmin Akter	01740749787	Dormitory-2 (Tomal)	310	dvmborna@gmail.com
516	Mojahidul Kabir	01685369746	Dormitory-3 (Shapla)	608	mojahidulkabir132@gmail.com
517	SHAHIN MAHMUD	01719744806	Dormitory-3 (Shapla)	409	shahindvm38@gmail.com
518	Md. Nur Alam	01825611056	Dormitory-3 (Shapla)	410	nuralam.uni.bd@gmail.com
519	Md. Mamunur Rahman	01719470722	Dormitory-3 (Shapla)	510	mamun13dvm@yahoo.com
520	Md. Nasib Ahmed Khan	01738036185	Dormitory-3 (Shapla)	505	nasibbau328@gmail.com
521	Roushanara Akter	01745115335	Dormitory -4 (Chameli)	309	roushanbau@gmail.com
522	Md. Tawhidur Rahman Milon	01768584838	Dormitory-3 (Shapla)	509	milonbau247@gmail.com
523	Md. Mostafizur Rahman	01834558117	Dormitory-3 (Shapla)	602	nayanmostafiz1994@gmail.com
524	Md. Sazzadur Rahman	01816538608	Dormitory-3 (Shapla)	603	sajjad008@yahoo.com
525	Md- Faruque Mia	01303055718	Dormitory-3 (Shapla)	508	farukru23@gmail.com
526	Mir Rakibul Islam	01712555896	Dormitory-3 (Shapla)	610	mirrakibulislam.120@gmail.com
527	MD. MASUM ABDULLAH	01740892097	Dormitory-3 (Shapla)	704	masum38.dae@gmail.com
528	Farhana Mahjabeen	01554741956	Dormitory-2 (Tomal)	405	farhana.aecieu@gmail.com

529	MEHEDI HASAN	01714871299	Dormitory-3 (Shapla)	705	mhasan3576@gmail.com
530	Md. Al-Amin Tan	01733553929	Dormitory-3 (Shapla)	502	tandvm93@gmail.com
531	Md. Saddam Hossain	01722044805	Dormitory-3 (Shapla)	404	saddam.bau22@gmail.com
532	SHAHADATH HOSSAIN	01718305090	Dormitory-3 (Shapla)	201	shahadath.dae@gmail.com
533	Most. Mumtahena Khatun	01780636978	Dormitory -4 (Chameli)	316	mumtahena91@gmail.com
534	MD. SHAHIDUZZAMAN SHARKER	01912060653	Dormitory-3 (Shapla)	708	uccshas@gmail.com
535	TANJILA JANNAT RETINA	01781866974	Dormitory -4 (Chameli)	301	tjannat@isrt.ac.bd
536	MD. RAQIB HASAN	01715788754	Dormitory-3 (Shapla)	712	raqib.hasan22@gmail.com

Section: F

Roll	Participant Name	Contact No.	Dormitory Name	Room No.	Email
601	Survi Aktar	01750899660	Dormitory -4 (Chameli)	304	suroviag08@gmail.com
602	Md. Yeasir Arafat Hossen	01768733964	Dormitory-3 (Shapla)	110	yeasir887@gmail.com
603	Kamrun Nahar koly	01738196923	Dormitory-2 (Tomal)	206	knkolydvm@gmail.com
604	Md. Mustafijur Rahman	01736635008	Dormitory-3 (Shapla)	112	mrmiltonbau090@gmail.com
605	Tarun Roy	01718765334	Dormitory-3 (Shapla)	204	tarunku20@gmail.com
606	Md. Maksudul Islam Nahid	01718758179	Dormitory-3 (Shapla)	206	minahidbau72@gmail.com
607	Mofizul Islam	01515275322	Dormitory-3 (Shapla)	802	mofizul048@gmail.com
608	Shital Pal	01741235219	Dormitory-3 (Shapla)	609	shitalpal12@gmail.com
609	Himel Hossain	01521580661	Dormitory-3 (Shapla)	303	himelhossain94@gmail.com
610	MD. TARIQUL HASSAN	01764463420	Dormitory-3 (Shapla)	305	tariqul_shakil113@yahoo.com
611	Jubaida Ferdous	01321999743	Dormitory-2 (Tomal)	306	ferdousjubaida1620@gmail.com
612	Aninda Avi	01729471711	Dormitory-3 (Shapla)	308	avianinda66@gmail.com
613	Md. Alal Hossain	01918350994	Dormitory-3 (Shapla)	312	alal_buet@yahoo.com
614	MD. SADAKUL ISLAM KHAN	01744985953	Dormitory-3 (Shapla)	511	sadakul219@gmail.com
615	MD. DALOAR HOSSAIN	01737212974	Dormitory-3 (Shapla)	312	daloarag@gmail.com
616	Ariful Islam	01710520100	Dormitory-3 (Shapla)	406	arifsrabon@gmail.com
617	Md. Midul Hossain	01737098101	Dormitory-3 (Shapla)	407	midulpwd38@gmail.com
618	Shahedul Islam	01842522630	Dormitory-3 (Shapla)	412	shahed522630@gmail.com
619	S. M. NIYAZ MORSHED	01682152208	Dormitory-3 (Shapla)	405	niyazdvm124@gmail.com

	Md. Nasib Ahmed Khan	01738036185	Dormitory-3 (Shapla)	505	nasibbau328@gmail.com
620	Md. Abdul Kader Jilani	01675443796	Dormitory-3 (Shapla)	210	kaderjilani01675@gmail.com
	Md. Tawhidur Rahman Milon	01768584838	Dormitory-3 (Shapla)	509	milonbau247@gmail.com
621	Sumit Banik	01917091701	Dormitory-3 (Shapla)	510	alokitomonty17@gmail.com
	Md. Sazzadur Rahman	01816538608	Dormitory-3 (Shapla)	603	sajjad008@yahoo.com
622	MD. NURUL ISLAM	01755208267	Dormitory-3 (Shapla)	604	nurulaeobahubal@gmail.com
	Mir Rakibul Islam	01712555896	Dormitory-3 (Shapla)	610	mirrakibulislam.120@gmail.com
623	Ahatamul Hassan Sefath	01741125525	Dormitory-3 (Shapla)	205	sefathbuet@gmail.com
	Farhana Mahjabeen	01554741956	Dormitory-2 (Tomal)	405	farhana.aecieu@gmail.com
624	Ayesha Aktar	01945988422	Dormitory-2 (Tomal)	309	ayshaaktar62@gmail.com
	Md. Al-Amin Tan	01733553929	Dormitory-3 (Shapla)	502	tandvm93@gmail.com
625	Bethi Davanath	01778368312	Dormitory-2 (Tomal)	402	bithidebnath.pstu@gmail.com
	SHAHADATH HOSSAIN	01718305090	Dormitory-3 (Shapla)	201	shahadath.dae@gmail.com
626	Md. Motaher Hossen	01622859568	Dormitory-3 (Shapla)	509	hmanik.kuet@gmail.com
	MD. SHAHIDUZZAMAN SHARKER	01912060653	Dormitory-3 (Shapla)	708	uccshas@gmail.com
627	Md. Asaduzzaman	01718566796	Dormitory-3 (Shapla)	611	kbdazaman@gmail.com
	MD. RAQIB HASAN	01715788754	Dormitory-3 (Shapla)	712	raqib.hasan22@gmail.com
628	FARIHA YASMIN	01749050391	Dormitory-2 (Tomal)	408	sumifariha6@gmail.com
629	Sumyah Binti Abdul Wadud	01788164946	Dormitory-2 (Tomal)	406	sumayahnazu@gmail.com
630	RAJIA SULTANA	01755066665	Dormitory-2 (Tomal)	405	rajia.bau@gmail.com
631	MD. SHAON SHAHARIAR	01747996609	Dormitory-3 (Shapla)	605	shaon.kuet09@gmail.com
632	Nivash Sarker	01757255576	Dormitory-3 (Shapla)	802	nivash.sarker@gmail.com
633	Shabrina Sharmin	01926766274	Dormitory-2 (Tomal)	503	shabrina039@gmail.com
634	MD. MIZANUR RAHMAN	01324030411	Dormitory-3 (Shapla)	801	mizan.bau243@gmail.com
635	Ashrafunnessa	01775010313	Dormitory-2 (Tomal)	410	monirababu69@gmail.com

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

73rd Foundation Training Course

(20 February – 18 August 2022)

DAILY SCHEDULE

Date: 19.02.2022

Day: Saturday

Time	Section	Event	Speaker/Attached Faculty	Venue
14.00-15.00	Combined	Arrival of the participants and Registration checking	Course Management Team (CMT)/Asst. Director (Dormitory)	Coffee Corner (In Front of Library)
17.00-17.30		Evening Tea	Course Management Team/AD (Dormitory)	Cafeteria
19.00-20.30		Course Briefing	Course Management Team	Auditorium
20.30-21.00		Dinner	AD (Dormitory)	Cafeteria

- This schedule may be changed due to unavoidable circumstances.

12/02/2022

(Md. Yousuf Ali)

Course Coordinator

Cell: 01723167298

PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, 73rd FTC, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Course Coordinators (ongoing all courses), BPATC, Savar, Dhaka;
8. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
9. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;
10. All Notice Boards, reception, BPATC, Savar, Dhaka;
11. Office Copy/Omnibus Copy.

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

73rd Foundation Training Course

(20 February – 18 August 2022)

DAILY SCHEDULE

Date: 20.02.2022

Day 01: Sunday

Time	Section	Event	Speaker/ Attached Faculty	Venue
07.30-08.15	Combined	Breakfast	AD (Dormitory)	Cafeteria
08.30-10.30	A	Session with Coordinator	Course Coordinator	Lecture Theatre-A
	B	Session with Coordinator	Course Coordinator	Lecture Theatre -B
	C	Session with Coordinator	Course Coordinator	Academic Building-303
	D	Session with Coordinator	Course Coordinator	Academic Building-306
	E	Session with Coordinator	Course Coordinator	ITC Building-901
	F	Session with Coordinator	Course Coordinator	ITC Building-401
10.30-11.00	Combined	Tea Break		Cafeteria
11.00-12.30	Combined	Inauguration	CMT	Auditorium
12.40-13.00	Combined	Photo Session	CMT	Indoor Games Hall
13.00-14.15	Combined	Lunch & Prayer		Cafeteria & Mosque
15.00-16.00	Combined	Paying Tribute to the Martyrs	CMT	National Mausoleum, Savar, Dhaka
16.00-16.30	A	Paying Tribute to the Martyrs	Medical Officers	BPATC Clinic
16.35-17.05	B			
17.10-17.40	C			
17.40-18.05	Combined	Evening Tea	AD (Dormitory)	Cafeteria
18.05-18.30	D	Health Checkup	Medical Officers	BPATC Clinic
18.30-18.55	E			
18.55-19.20	F			
19.30-21.00	Combined	Formation of Various Committee	CMT	Auditorium
21.00-21.30	Combined	Dinner		Cafeteria

- This schedule may be changed due to unavoidable circumstances.

12/02/2022
(Md. Yousuf Ali)
Course Coordinator
Cell: 01723167298
PABX: 4629

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

73rd Foundation Training Course
(20 February – 18 August 2022)

DAILY SCHEDULE

Date: 21.02.2022

Day 02: Monday

**Attending the program of
Language Martyrs' Day and
International Mother Language Day 2022**

- The Schedule may be changed due to unavoidable circumstances

12/02/2022
(Md. Yousuf Ali)
Course Coordinator
Cell: 01723167298
PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, 73rd FTC, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Course Coordinators (ongoing all courses), BPATC, Savar, Dhaka;
8. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
9. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;
10. All Notice Boards, BPATC, Savar, Dhaka;
11. Receptionist, Bpatc,Savar, Dhaka;
12. Office Copy/Omnibus Copy.

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

73rd Foundation Training Course

(20 February – 18 August 2022)

DAILY SCHEDULE

Date: 22.02.2022

Day 03: Tuesday

Time	Section	Code	Event	Speaker/Attached Faculty	Venue
07.30-08.15	Joint		Breakfast	AD (Dormitory)	Cafeteria
08.30-10.40	A		Knowing Each Other	Course Coordinator	LT-A
	B		Knowing Each Other	Course Coordinator	LT-B
	C		Knowing Each Other	Course Coordinator	AB-303
	D		Knowing Each Other	Course Coordinator	AB-306
	E		Knowing Each Other	Course Coordinator	ITC -901
	F		Knowing Each Other	Course Coordinator	ITC -401
10.40- 11.05	Joint		Tea Break		Cafeteria
11.05-12.05	Joint		Briefing on Evaluation	Evaluation Department	Auditorium
12.15-13.15	Joint		Briefing on Various Services of the Centre	A.T.M. Arif Hossain/ Md. Motaher Hossain / Dr. Md. Mostafizur Rahman / Md. Mamun-Or-Rashid	Auditorium
13.15-14.15	Joint		Lunch & Prayer		Cafeteria & Mosque
14.15-15.00	A+B		Pre-Training Evaluation	Evaluation Department	Library Lab-1
	C+D		Pre-Training Evaluation	Evaluation Department	Library Lab-2
16.00-17.00	Joint		Rector's Tea	CMT	Auditorium
20.30- 21.30	Joint		Dinner	AD(Dormitory)	Cafeteria

- This schedule may be changed due to unavoidable circumstances.

12/02/2022
(Md. Yousuf Ali)
Course Coordinator
Cell: 01723167298
PABX: 4629

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

73rd Foundation Training Course

(20 February – 18 August 2022)

DAILY SCHEDULE

Date: 23.02.2022

Day 04: Wednesday

Time	Section	Code	Event	Speaker/Attached Faculty	Venue
06.00-07.00	Joint	-	Formal Commencement of Assembly and Morning PT	A.T.M. Arif Hossain, Director, BPATC	In Front of Reception
07.30-08.15	Joint	-	Breakfast	AD (Dormitory)	Cafeteria
08.30-09:30	Joint	-	Briefing on Different Module (01, 05, 06, 07)	Concern Module Directors	Auditorium
09.40-10.40	Joint	-	Briefing on Different Module (08, 09, 10) and Briefing on ERP Software		
10.40-11.05		-	Tea Break		Cafeteria
11.05-12.05	Joint	-	Open Discussion with Rector	Ramendra Nath Biswas, Rector, BPATC	Auditorium
12.15-13.15	Joint	-	Open Discussion with Course Advisor	Md. Zakir Hossain, MDS, BPATC	
13.15-14.15	Joint	-	Lunch & Prayer Break	AD (Dormitory)	Cafeteria
14.15-15.15	Joint	21.01	Need assessment of ICT Skill (Participants are requested to bring their Laptops)	Mohammad Ziaul Islam, Assistant System Analyst	Auditorium
16.30-17.30	Joint	23.06	Evening Games	Sports Department	Basketball Ground
18.00-19.00	Joint	-	Evening Tea	AD (Dormitory)	Cafeteria
20.30-21.30	Joint	-	Dinner	AD (Dormitory)	Cafeteria

- This schedule may be changed due to unavoidable circumstances.

12/02/2022

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Bangladesh Institute of Administration and Management (BIAM) Foundation

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About BIAM Foundation:

Bangladesh Institute of Administration and Management (BIAM) Foundation is one of the leading training institutions of the country established in 1992 for providing professional and career development training in the field of development administration and management. Later on the, BIAM was converted to a Foundation by a government resolution in November 2002. It is a self-financed associate organization of the Bangladesh Administrative Service Association. BIAM Foundation is mandated for enhancing professional skills, expertise and performance of the members of Bangladesh Civil Service (Administration) Cadre as well as other public and private organizations of the country.

i) Vision :

BIAM strives to become a leading and unique training institution for developing capable, motivated, effective, efficient and proactive human resources.

ii) Mission :

To organize and offer effective, efficient and need based programs in training, research and consultancy for developing capacity of the trainees.

iii) Objectives:

- To provide training for developing responsible and motivated human resources and to improve organizational performance with a view to accelerating the growth and sustainable development of the country.
- To conduct appropriate training to inculcate a spirit of lifelong learning for both public and private sectors personnel which enable them to respond effectively to the changing environment
- To establish and maintain educational institutions for ensuring quality education from preprimary to higher secondary levels.
- To provide comfortable, affordable and homely accommodation
- To provide special assistance to the members of the Bangladesh Administrative Service Association for improving their skill, capacity and comfort.
- To publish journals, on behalf of the Bangladesh Administrative Service Association for improving creativity and innovativeness of its members.

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Bangladesh Institute of Administration and Management (BIAM) Foundation

Regional Centre, Bogura

Bangladesh Institute of Administration and Management (BIAM) Foundation Regional Centre, Bogura is one of the leading training institutes of the country under the supervision of BIAM Foundation, Dhaka. This institution provides professional and career development training for the Government employees in the field of development administration and management. This institute has modernized clean dormitory for the trainees and guests. Apart from these accommodation arrangements, there are two ladies' hostels with twenty-three seats. At present BIAM Bogura is a centre of excellence through providing quality training, extending humanity, social and economic development in the greater North Bengal region.

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Regional Public Administration Training Centre Chattogram

Regional Public Administration Training Centre, Chattagram is one of the regional centres of BPATC which is located in the heart of the commercial capital city of the country. It's situated in South Pahartoli, at Khulsi Mouja under the Kotyali Thana. It is very near to M. A. Aziz Stadium at Kazir Deuri Crossing. There are good communication networks with capital city Dhaka and other Divisions of the country by all means like road, rail, air and water connectivity. Regional Public Administration Training Centre (RPATC), Chattagram conducts training to enhance the capacity and skill of the govt. employees for building effective, inclusive, accountable Public Administration system in line with BPATC.

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Rural Development Academy (RDA) Bogura

Bangabandhu Sheikh Mujibur Rahman, the father of the nation, established Rural Development Academy (RDA), Bogura on 19 June 1974 with a view to uplifting the quality of life of rural people. Its mandated functions include training, research and action research. It also provides advisory services and offers post graduate diploma. Since last four decades RDA has gained a strong reputation in the field of rural development and has provided an active link between its academic ventures and the application of research findings. Several national and international awards have recognized its outstanding performance. RDA is engaged in delivering sustainable rural development through innovation and practices. The academy contributes to:

- develop and disseminate models, technologies and approaches to address the rural development challenges;
- enhance capacity of rural development experts, practitioners, and change agents;
- promote climate change resilient development;
- reduce poverty; and
- promote gender parity and women's empowerment.

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Rural Development Academy (RDA)

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73rd Foundation Training Course

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National Agriculture Training Academy (NATA) Gazipur

National Agriculture Training Academy (NATA) is the apex training Academy for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA). The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. Government of the People's Republic of Bangladesh abolished CERDI in 2013 and established NATA as an independent organization of MoA. NATA has been started its journey as a training Academy on 07 June 2014.

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National Agriculture Training Academy (NATA)

Gazipur

73rd Foundation Training Course

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সাভার, ঢাকা

প্রশিক্ষার্থীদের করণীয় ও বর্জনীয়

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সার্বিক

ক. করণীয়

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

খ. বর্জনীয়

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

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

শ্রেণীকক্ষ

ক. করণীয়

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

খ. বর্জনীয়

- ১। শ্রেণীকক্ষে মোবাইল ফোন বহন, ধারণ ও ব্যবহার সম্পূর্ণ নিষিদ্ধ।
- ২। অন্য কেউ বক্তাকে প্রশ্ন করতে থাকলে আপনি পরে সুযোগ নিন।

- ৩। বক্তাকে মাত্রাতিরিক্ত ও অপ্রাসঙ্গিক প্রশ্ন করবেন না।
- ৪। বক্তা/সভাপতির অনুমতি না পাওয়া পর্যন্ত প্রশ্ন উপস্থাপন কিংবা কথা বলা থেকে বিরত থাকুন।
- ৫। আক্রমণাত্মক প্রশ্ন/মন্তব্য করবেন না।
- ৬। বক্তা বা সতীর্থের বক্তব্যের সাথে দ্বিমত পোষণ করা যাবে। তবে তা বিনয়ের সঙ্গে করতে হবে।
- ৭। কাউকে কটাক্ষ করে কিছু বলবেন না। কুটতর্ক এড়িয়ে চলুন।
- ৮। অধিবেশন চলাকালে পার্শ্ববর্তী সতীর্থদের সাথে কোন কথা বলবেন না।
- ৯। অধিবেশন চলাকালে অনিবার্য না হলে এবং বিনানুমতিতে শ্রেণীকক্ষের বাইরে যাবেন না।
- ১০। শারিরীক ও মানসিক আক্রমণের প্রবণতা থেকে বিরত থাকুন।
- ১১। সেশন চলাকালে অননুদোতিদভাবে বই পড়া এবং ল্যাপটপ ব্যবহার করবেন না।
- ১২। ওয়াশ রুমে গিয়ে অপ্রয়োজনীয়ভাবে সময় ক্ষেপন করবেন না।

খেলাধুলা ও শরীরচর্চা

ক. করণীয়

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

খ. বর্জনীয়

- ১। প্রতিদ্বন্দ্বীর প্রতি উত্তেজনাপূর্ণ আচরণ পরিহার করুন।
- ২। এমনভাবে খেলবেন না যাতে নিজের এবং অন্যদের আহত হওয়ায় ঝুঁকি থাকে।

গ্রন্থাগার

ক. করণীয়

- ১। নিরবতা বজায় রাখুন।
- ২। গ্রন্থাগারের পরিচ্ছন্নতা সম্পর্কে যত্নবান হোন।

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

খ. বর্জনীয়

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

ব্যক্তিগত পড়াশুনা

ক. করণীয়

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

খ. বর্জনীয়

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

মূল্যায়ন

ক. করণীয়

- ১। মূল্যায়নের নিয়মাবলী যত্ন সহকারে পড়ুন এবং মেনে চলুন।
- ২। মূল্যায়ন সংক্রান্ত কোন জিজ্ঞাসা থাকলে মূল্যায়নের উপর ব্রিফিং এর সময় ভাল করে জেনে নিন। তাছাড়া প্রয়োজনে

কোর্স ব্যবস্থাপনা সদস্যের অনুমতি সাপেক্ষে মূল্যায়ন কর্মকর্তার সঙ্গে আলোচনা করুন।

- ৩। মৌখিক মূল্যায়নের সময় ব্যক্তিগত মতামত নয়, দলীয় মতামত প্রকাশের চেষ্টা করুন। বক্তব্য উপস্থাপনের আগে যথাসম্ভব আলোচনা করুন।
- ৪। যথাসময়ে সঠিকভাবে বক্তাকে নির্মোহভাবে মূল্যায়নকরণ কারন এর জন্য নম্বর বরাদ্দ আছে।

খ. বর্জনীয়

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

পরীক্ষার হল

ক. করণীয়

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

খ. বর্জনীয়

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

টেলিফোন

ক. করণীয়

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

খ. বর্জনীয়

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

অনুষদ সদস্যবৃন্দ এবং অন্যান্য কোর্সে অংশগ্রহণকারীদের সাথে আচরণ

ক. করণীয়

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

খ. বর্জনীয়

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

কর্মচারীদের সঙ্গে আচরণ

ক. করণীয়

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

খ. বর্জনীয়

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

সাংস্কৃতিক অনুষ্ঠান

ক. করণীয়

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

খ. বর্জনীয়

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

Gantt Chart (Tentative) of 73rd Foundation Training Course (20 February - 18 August 2022) (For BPATC and Other Institutions)

Other Attachments: Parliament Attachment, Tungpara Visit, Bangabandhu Memorial Museum, CRP, Science Museum, Study Tour