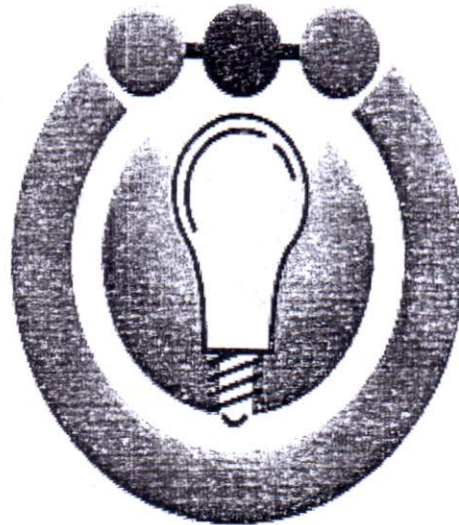


3rd Research Methodology Course

(05 - 19 January 2015)



RESEARCH

Course Guidelines



Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

www.bpatc.org.bd

3rd Research Methodology Course

(05 – 19 January 2015)

COURSE MANAGEMENT

COURSE ADVISOR

Md. Mahmudul Hassan, PhD

Member Directing Staff
(P & S)

COURSE DIRECTOR

Mr. Md. Shohel Imam Khan

Director (R & D)

COURSE COORDINATORS

Dr. Mohammed Anjed Hossain
Deputy Director

Tanjur Ahmed Joarder
Assistant Programmer



Bangladesh Public Administration Training Centre

Savar, Dhaka 343

Web: www.bpatc.org.bd

Vision, Mission and Core Values of BPATC

Bangladesh Public Administration Training Centre perceives and expresses common aspirations and expectations of its key stakeholder, the civil servants, who will uphold and remain committed to the core values of the nation i.e Democracy, Nationalism, Secularism, and Social Justice. Vision and mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the psyche of all the employees of the organisation.

BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation. The shared vision, mission and core values are stated below:

VISION

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

MISSION

We are committed to achieve the shared vision through

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

CORE VALUES

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

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions, and how we determine

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

- **Discipline:** We maintain discipline of 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 practise 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.
- **Professionalism:** We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.
- **Learning for results:** We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves. We are keen to build partnership and collaboration with local and international organizations.
- **Innovation:** We draw inspiration from our shared history and tradition. We are equally committed to finding creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.
- **Team spirit:** We foster *esprit de corps* in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognised. We take careful initiatives to instill team spirit among participants of our programmes.

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1. Introduction

Research comprises "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications. Knowledge, technology, know-how are ever changing and the pace of change is becoming faster and competitive. Shallow knowledge on the rules and regulations, law is not enough to deliver services effectively and professionally. Services providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Complex interactive process and technological advancement have brought about a radical change in the role of the public servants.

Public servants must possess analytical insight in identifying needs, formulate need based planning and implement accordingly across the total public administration settings. The 3rd Research Methodology course strives to improve their research capability to improve their competencies to deliver public services effectively.

2. Bangladesh Public Administration Training Centre

2.1 About BPATC

- Bangladesh Public Administration Training Centre (BPATC) was established in 1984.
- The Centre is located in a lush natural environment and lies at a distance of 28 kilometers north-west from the city centre Dhaka.
- The Centre is headed by a Rector who is a Secretary to the Government followed by Six Members Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government. MDS heads a Division.
- Each division consists of a number of departments headed by a Director of the rank of Deputy Secretary. Below them are Deputy Directors, Assistant Directors, Evaluation Officers and Research Officers.
- The Centre has four Regional Centres called Regional Public Administration Training Centres (RPATC) at four old Divisional Headquarters.
- BPATC enjoys substantial autonomy in both financial and administrative matters. The twelve-member Board of Governors (BOG) chaired by a Minister provides general policy directions as and when required.

Along with the set course contents, the Research Methodology Course will provide opportunities to get an exposure to development of analytical skills and exercises of research issues. It is expected that after successful completion of the course the participants will be able to conduct research independently.

3.1 Goals and Objectives of the Course

The goal of the course is to enhance participant's capability of dealing research issues confidently. The main objectives of the course are-

To enhance the capability of the participants to comprehend the fundamentals of research, research design, methodology, methods and techniques, the relationship of constructs, systems and processes of social, political, economic, cultural and environmental dynamics.

To improve the capability of defining research problem, designing research, collecting, processing and analyzing data.

To develop the capability of the participants of dealing with the IT package (e.g. SPSS) for analyzing the output of the data.

To enhance the participant's capability of dealing with the issues of intellectual discourse effectively and

To enhance capability to conduct research independently.

3.2 Expected results

The course is designed with focused interventions to achieve the following results-

- The capability of the participants to understand research issues analyze the relationship of constructs, systems and processes of social, political, economic, cultural and environmental dynamics enhanced;
- The participant's capability to identify problem and analyze the root causes of problems/issues improved;
- The capability of the participants of dealing with the research issues by using IT (SPSS) enhanced;
- The participant's capability of dealing with the issues of intellectual discourse effectively enhanced; and
- The participants are capable of conducting research independently.

3.3 Training Days

This is a 15-day-course having 10 workers days starts from 05 January and ends on 19 January 2015. The during days and distributed as under training days.

Activities	Days
Registration, Inauguration, Briefing	1
Training Sessions and Workshops	7
Study Tour/Data Collection	1
Syndicate Work and research Proposal Presentation	1
Weekends and Holidays	5
Total	15

3.4 Course Modular

The course is designed with the following 05 modules-

- Module 01: Fundamentals of Research and statistics
- Module 02: Research Design,
- Module 03: Computer Package for Social Research
- Module 04: Writing Research Report
- Module 05: Preparing a Research Project.

Contents of the modules are detailed in Annex 1

In addition to regular academic sessions under different modules a number of extension lecture will be arranged in the evening with external resource persons. These lectures will focus on the contemporary research issues and will offer the participants a scope to interact and share experiences with senior government officials and renowned personalities.

4.0 Physical Conditioning (Optional)

Along with a 2.2 kilometer jogging track the Centre provides participants with facilities for physical exercise, indoor and outdoor sports and games. Participants are strongly encouraged to take the opportunity to participate in physical activities.

5.0 Training Methods

BPATC follows various training methods like lecture, workshop and group discussion, group work/exercise, case study and presentation. Despite certain limitations, the lecture and discussion method will be extensively used in this course. However, the course management believes that this method of instruction can significantly be improved by active participation of the participants. As such participants are encouraged to take part in discussions.

5.1 Training Sessions

Usually there will be five sessions every day. However, additional sessions may be arranged as and when felt required. Moreover, as mentioned earlier, extension lectures will be held in the evening. Typically each session will be one-hour and fifteen minutes and first session of a day will start at 09:00 a.m.

5.3 Training day Activities

Time	Sessions
06:00-07:00	Morning walk (optional)
09:10-10:00	1 st Session
10:10-11:10	2 nd Session
11:10-11:40	Tea Break
11:40-12:40	3 rd Session
12:40-14:00	Prayer & Lunch Break
14:00-15:00	4 th Session
15:10-16:10	5 th Session
17:00-18:00	Games/Library Work
19:00-20:30	Evening Session

5.4 Your Participation in Sessions

We put much value on your participation in discussion. Although Lecture is used to a certain extent in this course, the course management believes that the method can significantly be improved by active participation of the attending members. In each session, the speaker encourages the participants to take part in the discussion. At least one-fourth of a session time is devoted to such discussions.

5.5 Team Work

We believe in team work. Several groups will be formed to enhance interactions among members of a group to do a particular task. Each group may consist of 5-6 participants. Each participant is responsible individually and jointly for the quality of the report. Each group will present its report in a plenary session.

5.6 Role Play

Role play method will be applied to enable the participants for the reinforcement of their learning on particular subjects like negotiation/conference techniques and preparing them in a way that they can apply the earned knowledge and skills in real life situations.

5.7 Case Study

Case study method may be used to develop participant's problem solving skills and reinforce learning in the relevant subject.

5.8 Field Visit

Field visit is an integral part of the training programme. A one day field visit will be arranged to provide the participants with an opportunity to experience the real life situation and to collect relevant data for their research project. The participants are required to prepare and present a research project and present the proposal before the panel. The participants are required to prepare and present research project and present the proposal before the panel.

6.0 Medium of Instruction

Generally, English will be the medium of instruction in most of the sessions in the class. Participants are expected to interact in English during sessions as well as in other activities. The reports and term papers must be submitted/presented in English. This encourages the participants to develop their oral English skills and as such, they are expected to speak English as far as it is possible with other colleagues and faculty members during the sessions at BPATC.

7.0 Performance Evaluation

7.1 Marks Distribution and Evaluation Methods

Performance of the participants is evaluated through various mechanisms such as individual assignment and team report submission, team work. However, participants of the course will be evaluated on 600 marks in total.

Marks are distributed as follows:

Module 5	Title of the Module for the 3 rd RMC	Evaluation Method and Marks Distribution		
		Individual	Group	Total
1	Fundamentals of Research	100		100
2	Research Design, Methods and Techniques of Data Collection and Processing	50	50	100
3	Computer Package for Social Research	50	50	100
4	Writing Research Proposal	100		100
5	Preparing a Research Project	50	50	100
6	Course Management	100		100
	Total Marks	450	150	600

7.2 Evaluation by the Course Management

Following is the break-down of 100 Marks for evaluation by the Course Management

Subject of Evaluation	Allotted Marks
Sincerity and Participation in Training Activities	40
Table Manners and Dress	20
Overall Conduct and Discipline	40

7.3 Speaker's Evaluation

The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course.

7.4 Grading

The National Training Policy has made it mandatory that all participants in a training course are graded on the basis of their performance and reports are forwarded to the concerned Administrative Ministries/Divisions for retention in the officer's dossiers. All assessments are based on a quantitative scale and graded in the following way:

Sl.	Percentage of Marks	Grading
1	90 and above	AA (Outstanding)
2	80 to <90	A+(Very Good)
3	70 to <80	A (Good)
4	60 to <70	B+ (Above Average)
5	50 to <60	B (Average)
6	<50	Fail

8.0 Requirements of the Course

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

- Adhere to follow the tradition, discipline and norms of BPATC;
- Attend and actively participate in all instructional sessions regularly and other activities punctually, preferably at least five minutes earlier than the scheduled time;
- Submit individual assignments, seminar paper, team work report, workshop and study tour reports and participate in such other tasks as may be assigned by the Course Management in time;
- Stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from using of cell phone in classroom, mosque, library and during formal programmes or while walking on the corridor;
- Secure at least 50% marks in all assignments and other evaluation related activities;
- Wear formal dresses during academic sessions and official functions;
- Follow table manners during lunch and dinner;
- Be punctual in attending all activities prescribed for the course;
- 100% attendance as per schedule is a must. Exceptions are made only in case of unforeseen emergency.

9.0 Accommodation and Food

Accommodation for the participants of Research Methodology Course will be arranged at BPATC Dormitory. The cost of food is to be met from the course fee provided by their Offices. A three member Mess Committee will be formed from the participants consisting of a President of the Mess Committee (PMC) and two members to manage their meals. Mess Committee is responsible for maintaining the overall quality of meals and would select menu and make arrangements of meals in consultation with their fellow participants. However, Course Management will provide all logistic supports in this regard.

10. Dress Code

Male participants must wear formal attire—that is, tie and full-sleeved shirts with or without suit in academic sessions, official functions and other formal activities. It is advisable to wear suit during guest night and official dinners. Participants who are reluctant to wear tie on religious ground may wear *Sherwani or Panjabi with koti*. Female participants may wear *sharee* or *salwar-kameej*.

11. BPATC Library and Photocopy Facilities

The BPATC Library is a modern and well equipped facility with various books, journals and audio-visual aids. In its possession there are almost 106,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Dailies are available in the newspaper reading room. Photocopying facilities are also available on payment. Library remains open from 8:00 a.m. to 10:00 p.m. (Sunday to Thursday) and 7:00 p.m. to 9:00 p.m. on Friday & Saturday 4:00 p.m.-10:00 p.m.

12. Computer Lab Facilities

BPATC has a Computer Centre that remains open from 07:30 a.m. to 09:30 p.m. on working days. One computer Lab is earmarked for training sessions. **A computer technician is available to answer the questions about how to use the computer hardware and software.** Participants can use the lab for practice and other purposes during their free time.

13. Telephone Facilities

The telephone exchange of BPATC remains operative from 07:00 a.m to 11:00 p.m every day. Participants can make telephone calls from the dormitory on payment.

Using mobile phones in the classroom is strictly prohibited.

14. Medical Clinic

The Centre maintains a small clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited medical care. Medicines are not available in the BPATC Clinic. Medicines need to be purchased by the participants themselves at their own cost.

15. Mosque

There is a beautiful mosque located within the BPATC campus. Please note, separate arrangement for prayer or *Namaj* is not available in the dormitory. Timing of different *wa'qt* of *Namaj* is adjusted as per seasonal rotation. A standard chart showing the timing of *Namaj* is maintained in the mosque.

16. Transportation

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

17. Recreational Facilities & Social Events

Every dormitory has TVs with cable network. Participants can enjoy TV programmes during their leisure time. Participants are encouraged to arrange cultural evenings.

18. Closing Formalities

Participants have to complete the requisite formalities before they obtain the release order to be issued to them on the eve of their departure. Each participant will produce clearances from *Dormitory, Telephone unit, and Library* to the course coordinator before he/she approaches course management for release.

Course Contents

Module 1: Fundamental of Research
Evaluation: Exam/Individual Assignment (100)
Module director: Md. Shohel Imam Khan

Outputs of the Module: At the end of this module participants will be able to

- i) understand basic concepts of research;
- ii) define research problem; and
- iii) develop research questions and objectives of the research.

Session	Topic	Training Methods	Resource Person
1	Introduction to Research	Lecture and Discussion	Shafiq
2	Concepts and Types of Research (with emphasis on Exploratory Research)	Lecture and Discussion	Shafiq
3	Approaches to Social Research	Lecture and Discussion	Mahmudul
4	Research design	Lecture and Discussion	Mahmud
5	Literature Review	Lecture and Discussion	Amjed
6	Defining a research problem and Developing Research Questions and Objectives	Lecture and Discussion	Shafiq
7	Setting and testing of hypothesis	Lecture and Discussion	Guest Speaker

Module 2: Research Design,
Module director: Md. Shafiqul Haque
Evaluation: Individual Exercise (50)
Group Assignment (50)

Outputs of the Module: At the end of this module participants will be able to

- i) apply concepts of research design, methods, technique:
- ii) identify the appropriate techniques to select sample and collect data;
- iii) conduct interview and focus group discussion (FGD)

Session	Topic	Training Methods	Resource Person
8	Research Design, Methods, Methodology and Techniques	Lecture and Discussion	Mahmud
9	Data and its Sources: Primary & Secondary		
10	Sampling techniques	Discussion & Exercise	Mahmud / Guest Speaker
11	Determining sample size	Lecture and Discussion	Mahmud / Guest Speaker
12	Collecting Quantitative Data: Survey Questionnaire	Lecture and Discussion	Shafiq
13	Preparing a Survey Questionnaire	Exercise	Shafiq
14	Collecting Qualitative data: Interview and Observation	Lecture and Discussion	
15	Collecting Qualitative Data: Focus Group Discussion	Discussion & Exercise	Kanka
16	Processing and Analyzing Quantitative Data: Use of Descriptive and Inferential Statistics	Discussion & Exercise	Mostaq/Guest Speaker
17	Analyzing Qualitative Data	Lecture and Discussion	Mostaq
18	Validity and Reliability of Data	Lecture and Discussion	Shafiq / Guest Speaker

Module III: Computer Packages for Social Research
Evaluation: Individual Exercise (100)
Module Director: Mostak Ahmed

Outputs of the Module: At the end of this module participants will be able to use the computer packages for producing outputs analyzing results;

Session	Topic	Training Methods	Resource Person
19	Use of Computer Programmes in Data Analysis	Lecture and Discussion	Mostak/Zakir
20	SPSS: Data Entry	Lecture and Discussion	Mostak/Zakir
21	SPSS: Manipulation and Managing Data	Discussion & Exercise	Mostak/Zakir
22	SPSS: Producing Reports and Tables	Discussion & Exercise	Mostak/Zakir
23	SPSS: Performing Simple Statistical Analysis	Discussion & Exercise	Mostak/Zakir
24	SPSS: Producing Graphical Output		Mostak/Zakir

Module IV: Preparing Research Report
Evaluation: Individual Exercise (100)
Module Director: Abdul Baki

Outputs of the Module: At the end of this module participants will be able to
i) Develop the structure of a research report and capable of proper referencing; and
iii) Follow ethics while conducting a research.

Session	Topic	Training Methods	Resource Person
25	Writing a research report	Lecture and Discussion	Mahmud
26	Use of Tables, Graphs and Charts in a Report	Lecture and Discussion	Afia
27	Writing References, Footnotes and Bibliography	Lecture and Discussion	Amjed/Zia
28	Ethics in Social Research	Lecture and Discussion	Shafiq

Module V: Research Project
Evaluation: Individual/Group Presentation (100)
Module Director: Dr. Mohammed Amjed Hossain

Outputs of the Module: At the end of this module participants will be able to:

- i) write a research proposal following the standard format;
- ii) conduct a pilot research project;
- iii) collect and analyse the data;
- iv) write a research report independently,

Session	Topic	Training Methods	Resource Person
29	Writing Research Proposal	Lecture and Discussion	Zia/Amjed
30	Writing Research Proposal	Homework	Participants
31-32	Research Proposal Presentation	Presentation and Discussion	Rector and other members of the Faculty
33	Finalization of Research Proposal	Homework	Participants
34	Preparing a Draft Questionnaire	Homework	Participants
35-36	Presenting the Draft Questionnaire	Presentation and Discussion	Rector and other members of the Faculty
37-38	Pre-testing of Questionnaire at BPATC & Finalization of Questionnaire	Homework	Participants
39	Data Collection for a Mini Research at BPATC	Homework	Participants
40	Data Processing and Analysis	Homework	Participants
41	Writing the research report	Homework	Participants
42-45	Presentation of Research Reports	Discussion & Feedback	Rector and other members of the Faculty

Profile of the Rector



A.K.M. Abdul Awal Mazumder
Rector, BPATC
(Secretary to the Government)

Higher Education: BSS (Hons.) and MSS in Political Science from Dhaka University. Completed Post Graduation from Johns Hopkins University, USA. Attended Indiana University, USA, University of California, Los angels, (UCLA), USA, Cambridge University and University of London, UK, for higher studies/higher training. Mr. Mazumder is a Hubert Humphrey Fellow.

- **Training:** Mr. Mazumder went Foundation Training Course at Civil Officers Training Academy (COTA), Shahbag, Dhaka. He also completed Law Training at COTA, Military Training at Bangladesh Military Academy (BMA), Bhatiyari, Chittagong and Survey and Settlement Training at Settlement Training Camp, Chalna, Gazipur.

Had been an intern of United Nations Head Quarters for 42 days, an intern of Dallas City Government, USA for 21 days, an intern of Maryland Health Department, USA for 42 days, an intern of Federal Department of Health & Human Services, USA for 03 days, an intern of Patton Township, USA for 21 days and visited White House and exchanged views with the professionals of public relations office of President Clinton to achieve experience about the service delivery system of White House.

Mr. Mazumder had been a regular guest speaker of Bangladesh Civil Service Admin Academy, Bangladesh Foreign Service Training Academy, National Academy for Educational Management (NAEM) and National Academy for Primary Education.

Professional Career: Mr. Mazumder has a very brilliant and colorful Professional Career. He started professional career as a Lecturer in Political Science at Rajshahi University. Later he joined the Bangladesh Civil Service (Admin) Cadre as a member of 1982 Regular Batch.

He worked in the following capacities:

1. Upazila Magistrate, Kishoregonj Sadar & Mymensingh Sadar Upazila.
2. Assistant Director Local Government (ADLG) & Secretary, Zilla Parishad Mymensingh.
3. Upazila Nirbahi Officer, Gouripur, Mymensingh & Singaire, Manikgonj.
4. Additional Deputy Commissioner (ADC), Gazipur.
5. Additional District Magistrate (ADM), Gazipur.
6. Senior Assistant Secretary, Ministry of Home Affairs.
7. Senior Assistant Secretary, Ministry of Establishment (Present- Public Administration)
8. Senior Assistant Secretary, Ministry of Primary Education.
9. Deputy Secretary, Ministry of Health & Family Welfare.
10. Deputy Commissioner, Faridpur.
11. Deputy Secretary, Cabinet Division.
12. Joint Secretary, Cabinet Division.
13. Joint Secretary, Local Government Division.
14. Director General/CEO, Bangladesh Rural Development Board (BRDB).

15. Additional Secretary, Ministry of Education.
16. Additional Secretary, Ministry of Food & Disaster Management.
17. Additional Secretary, Ministry of Agriculture.
18. Secretary, Ministry of Science & ICT.
19. Chairman, Land Reforms Board (LRB).
20. Secretary, Ministry of Primary & Mass Education.

Extra Curricular Activities/Social Activities:

Former Member of the Syndicate, Chittagong University of Science & Technology; Dhaka University of Science & Technology; Khulna University of Science & Technology; Rajshahi University of Science & Technology; Moulana Bhasani Science & Technology University, Tangail.

Former Member of the Senate, Dhaka University and Jahangir Nagar University.

Former Member, Board of Directors, Bangladesh Krishi Bank; Bangladesh Agricultural Development Corporation (BADC); Palli Karma Shohayak Foundation (PKSF)

Former Member, Board of Governance, Bangladesh Institute of Development Studies (BIDS).

Former Vice President of National Committee of Bangladesh Scouts

Former Chairman, Governing Board, National Institute of Bio-technology; Bangabandhu Novo Theater; Bangladesh National Science Museum; BANSDOC;

Former Vice Chairman, National Executive Committee of Bangladesh Hi-tech Park Authority and National Council Committee of Bangladesh Computer Council.

Former Chairman, Taskforce of Cabinet Division, Govt. of Bangladesh

Honorary Citizen, Dallas City, Texas, USA

Diplomatic Activities:

1. Represented Bangladesh as Head of the State Delegation in the General Assembly of International Atomic Energy Agency (IAEA) held in Vienna, Austria.
2. Represented Bangladesh as Head of the Delegation in the General Assembly Meeting of Food and Agriculture Organization (FAO), held in Tunisia.
3. Led Bangladesh Delegation to Asian Development Bank (ADB) for Loan Negotiation held in Manila, Philippines.
4. Had been Focal Point of Bangladesh to the Asian Development Bank (ADB)/OECD initiatives for Good Governance.
5. Had been the youngest member in the State Delegation of Bangladesh in the Global Education Forum Meeting held in Dakar, Senegal.

Visited almost 37 countries of the world including USA, UK, Russian Federation, Australia, China, Germany, Spain, Switzerland, France, Denmark, Japan, Netherlands, Korea, Egypt, Mali, Morocco, Malaysia, Indonesia, Sri Lanka, India, Thailand, United Arab Emirates, Iran, Qatar, Hong Kong, Belgium, Luxembourg etc.

Important Contact Numbers of BPATC

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

Web: www.bpatc.org.bd

Sl. No.	Name	Designation	Telephone, Mobile and E-mail
1.	A. K. M. Abdul Awal Mazumder	Rector	7745028, 4101 rector@bpatc.org.bd
2.	Md. Mahmudul Hassan PhD	MDS (P & S) & Course Advisor	7745027, 4104
3.	Md. Shohel Imam Khan	Director (R & D) & Course Director	7746606, 4117 01713747068
4.	Syed Mizanur Rahman	Director (Admn.)	7745023, 4107
5.	Md. Manjurul Hafiz	Deputy Director (Admn.)	7746616, 4120
7.	Md. Parvez Hasan	Deputy Director (Service)	7746618, 4121
8.	Dr. Mohammed Amjed Hossain	Deputy Director (Eva.) & Course Coordinator	7745010-16, 4131 01712-647548, ahossain2003@gmail.com
9.	Md. Mustafizur Rahman	Medical Officer	4143, 01932791761
14.	Syed Shamsul Arefin	Medical Officer	4142, 01829673034
15.	Md. Yusuf Ali	P.S. to Rector	7745021, 4141 masudyousuf@gmail.com
16.	Tanjur Ahmed Joarder	Assistant Programmer & Course Coordinator	7745010-16, 4125 01712-543033, ta.joarder@gmail.com
18.	Dormitory		
19.	Course Office		
20.	BPATC PABX (Extension)		9/4212
21.	Cafeteria		4210
22.	Library Counter		4198
23.	Library Journal		4435
24.	Reception		4199, 4444
25.	Clinic		4223
26.	Manager, Sonali Bank Ltd.		4209
27.	ITC		4302
28.	Gate-1		4219
29.	Gate-2		4220

For Operator Service dial: 9

ANNEXURE

Resource Persons (Tentative) from Faculty Members

(In Random Order)

e, Mobile and -mail	SL No	Name	Designation	Code
028, 4101 bpatc.org.bd	1.	A.K.M. Abdul Awal Mazumder (Secretary to the Govt.)	Rector	Rector
027, 4104	2.	A. S. Shameem Ahmed	Member Directing Staff	Shameem
606, 4117	3.	Begum Ferdous Akhtar	Member Directing Staff	Ferdous
3747068	4.	Md. Mahmudul Hassan, PhD	Member Directing Staff	Mahmud
023, 4107	5.	M.Kaisarul Islam	Member Directing Staff	Kaisar
616, 4120	6.	Md. Zaydul Hoque Molla, ndc	Member Directing Staff	Jaydul
618, 4121	7.	Kanka Jamil	Member Directing Staff	Kanka
10-16, 4131	8.	Syed Mizanur Rahman	Joint Secretary, Director (Administration)	Mizan
2-647548, 003@gmail.com	9.	Shaikh Md. Kabedul Islam	Joint Secretary, Director (Governmental System)	Kabedul
01932791761	10.	Ali Yusuf Muhammad Sultan Noor	Joint Secretary, Director (Economic Theory)	Noor
01829673034	11.	Md.Touhidur Rahman	Director (PPR)	Touhid
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