

Thirty-ninth Senior Staff Course

Course Adviser

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Rector

Course Director

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Savar, Dhaka

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1.0 The Centre

1.1 Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in the field of public administration. Government officials of all cadres and officers belonging to autonomous bodies receive training at BPATC. The Centre emerged as an autonomous organisation on April 28, 1984 under the Presidential Ordinance (Ordinance No XXVI of 1984) by amalgamation of the following training institutions:

- ◆ Bangladesh Administrative Staff College (BASC);
- ◆ National Institute of Public Administration (NIPA);
- ◆ Civil Officers' Training Academy (COTA); and
- ◆ Staff Training Institute (STI).

1.2 The major institutional responsibilities of BPATC are to design and organise various training courses, workshops, and seminars as well as to conduct research on public administration, management and development economics. Moreover, the Centre advises the government on leading or emerging policy issues. Clientele groups of BPATC are diverse, which represent all 29 cadres of the Bangladesh Civil Service (BCS). Their level ranges from new recruits of the BCS to the top-level policy makers. Business executives of both public and private sectors are also encouraged to participate in the training programmes of BPATC. Currently, NGOs are also showing keen interest in BPATC's training programmes. In the past, several NGO representatives participated in various seminars and workshops of BPATC.

1.3 The Centre is located in a serene, natural environment hemmed in by green trees and bushy shrubs, 28 kilometre north from the capital city Dhaka. The Centre has been playing a leading role in the field of training in public administration and allied fields and inherited a rich legacy of administrative and management training in the country.

2.0 Organisation Structure

2.1 The Rector, who is a Senior Secretary to the Government of the People's Republic of Bangladesh, heads the Centre. The next layer belongs to five Members Directing Staff (MDSs) equivalent to the rank of Joint Secretary to the Government, who supervise the following divisions:

- Management and Public Administration ;
- Programme and Studies and Regional Centres ;

- Development and Economics ;
- Research and Consultancy; and
- Development Projects.

2.2 Each division consists of a number of specialised departments headed by a Director of the rank of Deputy Secretary. The other faculty members below Directors are designated as Deputy Directors, Librarian, Senior Research Officers, Assistant Directors, Research Officers and Evaluation Officers.

3.0 Training Programmes of BPATC

3.1 BPATC's training programmes are broadly classified into two major groups- (i) core courses and (ii) short specialised courses. Core courses usually range from 10 -16 weeks and are linked to career development while short specialised courses range from 1 - 4 weeks. Focus of the core courses is to develop the conceptual ideas and practical knowledge, while short specialised courses focus on the development of skills of specific clientele groups.

4.0 Senior Staff Course (SSC)

4.1 The Senior Staff Course (SSC) is one of the core courses of the Centre. Present course is the *Thirty-ninth* batch in its series conducted by the Centre since its inception. This course is designed and organised for the senior officers of the rank of Joint Secretary to the government and their equivalents drawn from public enterprises, sector corporations and the armed forces. The main objectives of the course are to endow the senior government officials with an opportunity to appreciate the complex and dynamic socio-cultural and politico-economic environment of Bangladesh, so that they can contribute more effectively in formulating pragmatic policies and implementing different development programmes of the government.

4.2 The new millennium exposes the development environment to various challenges. The market economy with the basic tenet of competition requires bold initiative and prompt response to various contagion effects. The evolving administrative and financial architecture in the globalisation process is reshaping the responsibilities of the public officials. The officials must possess an analytical mind to deal effectively with diverse management issues and develop capacities for innovation, receptivity and adaptability.

The Thirty-ninth Senior Staff Course (SSC) is designed to provide up to date knowledge and skills on management, administration and development. This course provides opportunities for discussion among the participants and the resource persons where innovative ideas, strategies and insights would evolve from sharing ideas and exchanging views, perceptions and experiences.

5.0 Objectives of the Course

5.1 Training Courses are generally designed with several broad objectives. Course contents address the general as well as specific needs of the participants. The broad objectives of the SSC are:

- a) to acquaint the participants with the current concepts and issues of national development in order to develop their ability to sharpen problem-solving and decision making skills;
- b) to provide them opportunity for deeper appreciation of the complex and dynamic socio-cultural and politico-economic environment, self-analysis and self-appreciation in which they work;
- c) to orient the participants with the complex issues of national development, irrespective of their own fields and enable them to appreciate the nature and value of the work of fellow participants and critically assess their own work in the wider perspective of national development;
- d) to create a congenial atmosphere of academic pursuit by putting together participants with diverse background and work experiences;
- e) to provide an open forum for free and frank exchange of knowledge, ideas and experiences for understanding their roles as a practitioner, policy maker and implementer of different plan, projects and programmes in the country's administrative process.

Each Senior Staff Course has a central theme. The central theme of the previous courses were:

Course	Theme
1 st Senior Staff Course	: Domestic Resource Mobilization
2 nd Senior Staff Course	: Internal Resource Mobilization
3 rd Senior Staff Course	: Rural Development
4 th Senior Staff Course	: Public Enterprise Management in LDCs
5 th Senior Staff Course	: Project Sustainability
6 th Senior Staff Course	: Education for Development
7 th Senior Staff Course	: Human Resource Development
8 th Senior Staff Course	: Alleviation of Poverty
9 th Senior Staff Course	: Structural Adjustment
10 th Senior Staff Course	: Institutional Capacity Building

11 th Senior Staff Course	: External Resource Mobilization
12 th Senior Staff Course	: Social Cost of Structural Adjustment
13 th Senior Staff Course	: Rule of Law and Administrative Responsibility
14 th Senior Staff Course	: Administrative Transparency and Accountability in Administration
15 th Senior Staff Course	: Social Forestry and Environmental Development
16 th Senior Staff Course	: Modernizing the Civil Service
17 th Senior Staff Course	: Women in Development (WID)
18 th Senior Staff Course	: Child Welfare
19 th Senior Staff Course	: Planned Parenthood and Human Development
20 th Senior Staff Course	: Capacity Building for Sustainability of the Poverty Alleviation Programmes
21 st Senior Staff Course	: Changing Role of the State in Development
22 nd Senior Staff Course	: Development Planning: Model of Village Development
23 rd Senior Staff Course	: Thana-Level Planning and Development
24 th Senior Staff Course	: Public Sector Reforms in Bangladesh
25 th Senior Staff Course	: Civil Service Reforms in Bangladesh
26 th Senior Staff Course	: Total Quality Management (TQM) and Bangladesh Government
27 th Senior Staff Course	: Administrative Reforms in Bangladesh
28 th Senior Staff Course	: Public Administration Reforms in Bangladesh
29 th Senior Staff Course	: Public Administration Reforms in Bangladesh
30 th Senior Staff Course	: Public Administration Reforms in Bangladesh
31 st Senior Staff Course	: Public Administration Reforms in Bangladesh
32 nd Senior Staff Course	: Public Administration Reforms in Bangladesh
33 rd Senior Staff Course	: Citizen Charter
34 th Senior Staff Course	: Public Sector Reforms
35 th Senior Staff Course	: Policy Analysis and Issues of National Concern
36 th Senior Staff Course	: Government Servant for Public Service and National development
37 th Senior Staff Course	: Globalization and its impact on Bangladesh Economy
38 th Senior Staff Course	: Good Governance

40th 39th

E-Governance

6.1 The Central Theme of the Present Course: E-Governance

The twenty first century is an era of privatisation, globalisation and technological innovations. To cope with the challenges of the present century, public agencies need to be transformed from static and rule bound organisation into dynamic and mission oriented institutions.

Adequate knowledge on present issues of national and global concern and thorough understanding of future socio-economic trends can help public managers think strategically and become effective leaders of organisation.

Bangladesh is a country of immense potentialities and numerous threats and challenges. Knowledge based leadership is selected as the central theme of the 39th senior staff course to underscore the importance of knowledge in overcoming the challenges of governance, poverty, globalisation, environmental hazards etc.

6.2 A three day seminar on "**Knowledge Based Leadership**" will be organised to address the various concepts, issues, trends related with the central theme.

7.0 Course Duration

7.1 The duration of the Course is two and a half months (75 days). The course period is distributed as follows:

Duration of the Course	75 days
Holidays	13 days

Total working days available for the present course	62 days

8.0 Distribution of Working Days

8.1 The total working days available in the present course would be spent on the following activities. However, this schedule is tentative.

(i)	Registration, Briefing and Inauguration etc.	1 Day
(ii)	Lecture Sessions	36 Days ✓
(iii)	Data Collection for Seminar Paper	10 Days ✓
(iv)	Field Visit	2 Days ✓
(v)	Seminar Paper Presentation	6 Days ✓
(vi)	Syndicate Workshop	4 { 5 Days
(vii)	Case Study	1 Day
(viii)	Closing	1 Day
	<i>Handwritten signature</i>	-----
		Total: 62 Days

9.0 Training Methodology

9.1 There are 14 modules in the course. Training sessions will be conducted according to these modules. This is shown in the Course Contents. Participants will be informed in advance about the session, time and the topics through daily routine and it will be displayed in the notice board. There will be five regular sessions and one session for

library work in the evening on each weekday. The duration of each session will be 80 minutes. The major training methods to be followed include, inter alia:

- ◆ Lectures and Discussions
- ◆ Syndicate/Group Discussion/Workshop
- ◆ Role Play/Simulation/Brain Storming
- ◆ Study Tour/Field Trip
- ◆ Seminar Paper Presentation
- ◆ Film Show/Videos
- ◆ Extension Lectures
- ◆ Case Studies
- ◆ Computer Application & Practices and
- ◆ Spoken English and developing writing skill through regular exercise and practice.

10.0 Physical Exercise, Sports and Games

10.1 The Centre will provide the participants with facilities for physical exercise, sports and games including Lawn Tennis, Volleyball and Badminton. Participants are strongly encouraged to take part in such activities. They will have to walk on the jogging track every morning and evening so that they can complete at least 100 km of walk during the course.

11.0 Course Requirements

11.1 For successful completion of the course, the participants are required to:

- ◆ stay in the allotted room of the dormitory at the BPATC campus;
- ◆ maintain punctuality and ensure participation in all activities of the course;
- ◆ attend at least 95% of the sessions in the course;
- ◆ follow the norms of discipline and behaviour in accordance with the existing practices and precedents;
- ◆ participate in the class room sessions and field visits;
- ◆ prepare Seminar and Syndicate paper, Workshop and Study Tour Reports; appear in the examination or perform such other tasks as may be assigned by the Course Administration and submit those in due time; and
- ◆ Secure a minimum of 50% marks in all assignments/examinations, Study Tour and Rector's evaluation.

12.0 Evaluation Methods

12.1 All participants will be graded on the basis of their performance. An individual report for each participant will be prepared and sent to the concerned

administrative ministry/division for preservation in his/her dossier. All assessment will be based on a quantitative scale and will be graded in the following way:

<u>Percentage of marks</u>	<u>Grading*</u>
90 and above	AA (Outstanding)
80-89	A+ (Very good)
70-79	A (Good)
60-69	B+ (Above average)
50-59	B (Average)

12.2 Total marks for evaluation for each participant is 700 with the following break-up:

<u>Subject of Evaluation</u>	<u>Allotted marks</u>
a. Public Administration	200
b. Development Economics	200
c. Skill Development Activity (CL, ELP etc.)	100
d. Seminar	100
e. Evaluation by the Course Administration	100
i. Class Attendance 30%	
ii. Table Manners and Dress 15%	
iii. PT and Games 25%	
iv. Overall Conduct and Discipline 30%	

	Total = 700

12.3 There will be Written Examination, Syndicate, Case Study, Report Writing and Exercise in each module as indicated in the course brochure. More over, in some occasion the Modules-in-charge will determine the mode of examination in consultation with the participants. Marks of all the examinations of these modules will be subsequently scaled down to 200 for Public Administration and 200 for Development Economics. Besides, skill development activity like Computer literacy (CL) and English Language Programme (ELP) will constitute an essential ingredient of the course.

13.0 Seminar Paper

13.1 Seminar paper is one of the major assignments of this course, which carries 100 marks. Each participant will be assigned to write a seminar paper on a specific issue focusing Poverty Alleviation and Rural Development. Participants will be required to stay at a village (preferably their own village) for data collection and preparation of report. Participants will have to present the paper in a session that will be chaired by an External Evaluator. An in-house faculty member will guide and assist the participants in

* This grading is an indicative one. Final grading system will be informed in due course.

Evaluator. An in-house faculty member will guide and assist the participants in preparation of the seminar paper who will go through the structure as well as contents of the report. It is anticipated that the participant will be in constant touch with the in-house faculty (internal resource person) for feedback and guidance.

13.2 In order to assist the participants in Seminar Paper writing, guidelines for seminar paper is available in the office of the course administration. All participants are required to submit the seminar paper on a fixed date as determined by the Course Administration. The total marks of the participant who fails to meet the deadline will be deducted by 10%. Both internal and external evaluators will assess the seminar paper on 100 marks on the basis of the following criteria:

<u>Criteria of Evaluation</u>	<u>Allotted Marks</u>
i) Format of the Report	15
ii) Language and Style of the Report	15
iii) Ability to identify the problem, Internal Consistency and Analytical Ability	20
iv) New Insights/Ideas	20
v) Oral Presentation	20
vi) Question-Answer	10

14.0 Field Visit

14.1 Field visit is an integral part of the training programme, which would provide the participants with an opportunity to see and observe the real life situation of an organisation or a project. This visit would help them not only to understand real problem of the issue but also assist them to formulate appropriate policy to solve these problems as a policy level official.

15.0 Residential Requirements

15.1 This is a compulsory live-in training course. As a part of the course requirements, all participants will have to stay full time at the dormitory during the training. No exemption is made in this regard. This is a fast-moving intensive course. Participants need to take every assignment very seriously at the very outset. Deadlines for different assignments are not relaxed by the Course Administration as a matter of policy.

16.0 Food Arrangements

16.1 Breakfast, lunch and supper for the participants are arranged at the dormitory. The cost of food is met from the course fee fixed by the Government. There will be *three member Mess Committee* from among the participants to select the menu and arrange the meals. The participants are to select/elect the *President of the Mess Committee (PMC)* and other two members from among themselves. Arrangements for meals are to be made in consultation with the fellow participants and the guidance of the Mess Committee. Course management will provide all logistic supports in these regards.

17.0 Library

17.1 The Centre has a rich Library having about 90 thousand books, journals and periodicals and about 350 training films from home and abroad. The participants are encouraged to use the library facilities beyond the class hours. There is a provision for issuing books from the library during this training period. The library remains open from 09 am to 10 p.m. (Saturday ~~through~~ Thursday) without any break. It also remains open from 4 to 6 p.m. on Fridays. 102154 (book 250000)

18.0 Clinic

18.1 The Centre maintains a Clinic run by two qualified Medical Officers. The Clinic remains open from 9:00 am. to 8:00 p.m. every day except holidays. Participants may have free medical advice and prescription from the clinic but prescribed medicine is to be purchased by the participants themselves from outside. The prescribed medicine could be purchased with the help of room boy of the dormitory.

19.0 Social Events

19.1 There is a tradition of organising social events during the course period, for providing opportunities of interaction among the participants with the faculty members, resource persons and other eminent persons. On these events, spouses of the participants and the faculty members as well as guests are invited to join.

20.0 Mosque

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

21.0 Club

21.1 The Centre has within its premises an *Officer's Club* vibrant with various recreational and cultural activities. Participants may get registered as Associate Members of the Club on payment of nominal fees and enjoy recreational facilities such as TV programmes of different channels through dish antenna, table tennis, carom and chess. The club remains open from 5 p.m. to 11 p.m. every day.

22.0 Medium of Instruction

22.1 English will be the medium of instruction in most of the sessions. Participants are encouraged and requested to speak in English during the sessions.

COURSE CONTENTS

Public Administration (PA)

Module-1: New Public Management and Administrative Reforms

Module in-charge: Md. Shirajul Islam

Evaluation: Syndicate

Topic No.	Topic Title	Speaker	Training Method
PA: 01	New Public Management	Kanka/GS	Lecture & Discussion
PA:02-03	Strategic Management	GS	Lecture & Discussion
PA :04-05	Competency Framework	Shiraj	Lecture & Discussion
PA: 06	Parliamentary Procedures & Parliamentary Committees	GS	Lecture & Discussion
PA: 07	Citizen's Charter :Treating Citizen as Customer	Kanka/GS	Lecture & Discussion
PA: 08	Decentralization and People's Participation in Govt.	GS	Lecture & Discussion
PA: 09	Civil Service Reforms in Bangladesh: PARC Recommendations	GS	Lecture & Discussion
PA: 10	Civil Service Reforms: Comparative Analysis	GS	Lecture & Discussion
PA :11	The Concept of TQM and its Implications for the Public sector	Alam	Lecture & Discussion
PA:12	Role of Senior Management in Implementing TQM	Alam	Lecture & Discussion
Sessions to be attended by : Shiraj/ Kanka/Byomkesh			

Module –2: Policy Formulation, Policy Analysis, Development Partners and Issues of National Concern

Module in-charge: Mosharraf Hossain

Evaluation: Syndicate/Term Paper

Topic No.	Topic Title	Speaker	Training Method
PA :13-14	Policy Formulation, Policy Analysis and Policy Implementation	GS	Lecture & Discussion
PA:15-17	Economic Sector Reforms	GS	Panel Discussion
PA: 18	GO-NGO Relationships to facilitate Development Activities	GS	Panel Discussion
PA:19	Poverty Reduction Strategy Paper (PRSP)	Mosharraf/GS	Lecture & Discussion
Sessions to be attended by : Debashish/Kanka / Mafidul			

Module-3: Globalisation and Bangladesh

Module in-charge: A.K.M. Nashirul haque *FOR* **Evaluation : Individual Assignment**

Topic No.	Topic Title	Speaker	Training Method
PA:20	Globalization:- Concept and Implications for Bangladesh	GS	Lecture & Discussion
PA:21	New Economic World order: Northern and Southern Perspectives	GS	Lecture & Discussion
PA: 22-23	Globalization of Industry : Implication for LDC	GS	Lecture & Discussion
Sessions to be attended by : Obaidur/Mehadi/Monjur			

Module-4: Leadership Development and Negotiation Techniques

Module in-charge: Dr. Mohammad. Mahbubur Rahman Evaluation : Role Play/ Simulation

Topic No.	Topic Title	Speaker	Training Method
PA: 24	Understanding Individual	GS	Lecture & Discussion
PA: 25	Transactional Analysis	Mosharaf	Lecture & Discussion
PA: 26-27	Team Building	GS	Business Game
PA: 28	Conflict Management	Mahbub	Lecture & Discussion
PA: 29	Managerial Leadership	Mahbub	Lecture & Discussion
PA: 30	Stress Management	Mahbub	Lecture & Discussion
PA: 31-35	Negotiation Techniques	Nashirul/GS	Lecture, Discussion & Simulation

Sessions to be attended by : Jagobadhu./D.Alam/Shiraj/Kanka/Sharif Hasan

Development Economics (DE)

Module-5: Understanding Macroeconomic Indicators for Policy Analysis

Module in-charge: Dr. Mir Obaidur Rahman Evaluation : Open Book Assessment

Topic No.	Topic Title	Speaker	Training Method
DE:01-02	National Income Analysis with particular reference to Bangladesh	Obaidur	Lecture & Discussion
DE:03	Macrovariables : Tools for Policy Analysis – I	Obaidur	Lecture & Discussion
DE:04	Macrovariables : Tools for Policy Analysis – II	Obaidur	Lecture & Discussion
DE:05	Dilemma between growth and Equity	Obaidur	Lecture & Discussion
DE:06	Transition Towards Market Economy – I: Russia	Obaidur	
DE:07	Transition Towards Market Economy – II: China	Obaidur	Lecture & Discussion
DE:08	Development Issues in Changing World: New Lessons, Old debates, Open Questions	Obaidur	Lecture & Discussion
DE: 09	Understanding Monetary Policy: Variables, Instruments and Impacts	GS	Lecture & Discussion
DE: 10	Understanding Monetary Policy: Variables, Instruments and Impacts	GS	Lecture & Discussion
DE:11	Institutional Capacity for Macroeconomic Management – I	Obaidur	Lecture & Group Discussion
DE:12	Institutional Capacity for Macroeconomic Management – II.	Obaidur	Lecture & Group Discussion

Sessions to be attended by : Monjur/Sontosh/ Zobayer

Module -6: International Economic Relations

Module in-charge: Dr. Mir Obaidur Rahman Evaluation: Individual Assignment

Topic No.	Topic Title	Speaker	Training Method
DE: 13	Evolution of International Monetary System	Obaidur	Lecture & Discussion
DE: 14	IMF and the Developing Countries	Obaidur	Lecture & Discussion
DE: 15	Aid to Bangladesh Consortium: Aid Negotiation Strategies and Procedures-Case of Bangladesh	GS	Lecture & Discussion
DE: 16	Aid Negotiation: Donor's Perspective	GS	Lecture & Discussion
DE: 17	WTO and the Bangladesh Economy	GS	Lecture & Discussion
DE: 18	An Overview of WTO Rules and Dispute Settlement Mechanism	GS	Lecture & Discussion
DE: 19	SAPTA and Bangladesh Economic Cooperation	GS	Lecture & Discussion
DE: 20	International Debt Situation	Obaidur	Lecture & Discussion
DE: 21	Economic Diplomacy: Bangladesh	GS	Lecture & Discussion

Sessions to be attended by : Monjur/Sontosh/Salima/Zobayer/Masud/ Basher

Module -7: Environment and Sustainable Development

Module in-charge: Mosharraf Hossain

Syed ATAN RAHMAN Evaluation: Exercise

Topic No.	Topic Title	Speaker	Training Methode
DE: 22	Sustainable Economic Development: Background Issues and Concept with reference to Bangladesh.	GS	Lecture & Discussion
DE: 23	Preservation of Biodiversity in Bangladesh	GS	Lecture & Discussion
DE: 24	Environmental Impact Assessment with reference to Bangladesh	Monjur GS	Lecture & Discussion
DE: 25	International Agreement Treaties in water sector of Bangladesh	GS	Lecture & Discussion
DE: 26	Flood Management in Bangladesh	GS	Lecture & Discussion
DE: 27	Earthquake and Bangladesh	Mosharraf/GS	Lecture & Discussion
DE: 28	Environmental Pollution and its Management	Shamsul/Enamul/Jesmin	Lecture & Discussion
Sessions to be attended by : Alam/Hasan/Monjur			

Module-8: Financial Management

Module in-charge: Jagobandhu Biswas

Evaluation: Group Exercise

Topic No.	Topic Title	Speaker	Training Method
DE: 29	a) Understanding Budget : Impact on Economy, Economic Sectors and the General Public b) Budget Preparation and Administration	GS	Lecture & Discussion
DE: 30	Fundamentals of Share Trading	GS	Lecture & Discussion
DE: 31	a) Fiscal Policy b) VAT	GS	Lecture & Discussion
DE: 32	Assessment of Income Tax (practical exercises)	GS	Lecture & Exercise
DE: 33	Reforms in Budgeting and Expenditure Control	GS	Lecture & Discussion
Sessions to be attended by: Gazi/ Zobayer			

Module-9: Project Management

Module in-charge: Kazi Hasan Imam

Evaluation: Group Exercise

Topic No.	Topic Title	Speaker	Training Method
DE: 34-37	Logical Framework: Design and Component	Hasan/Santosh	Lecture & Exercise
DE: 38-39	Tools and Techniques of Project Appraisal	Monjur / <i>JOBAIDUR</i>	Lecture & Discussion
DE: 40-41	Tools and Techniques of Project Appraisal	Monjur / <i>SBADUR</i>	Lecture & Discussion
DE: 42	Problems of Project Implementation	Hasan	Lecture & Discussion
Sessions to be attended by : Hasan/ Kabir/Monjur			

Module-10: Seminar on Knowledge based Leadership

A three day seminar on the above theme will be held during the course

Module-14: Extension Lectures

Module in-charge: Kazi Hasasn Imam

Sl.No.	Topic	Speaker
EL: 01	E-Governance in Bangladesh Context: A few Practical Ramification	GS
EL: 02	Link between Poverty Alleviation and Good Governance	Dr. Kamal Uddin Siddiqui
EL: 03	Law and order situation in Bangladesh	GS
EL: 04	Role of Private Sector in Bangladesh Economy	GS
EL: 05	Identification of Appropriate Policy for 21st Century	GS
EL: 06	Corruption in Public Service	GS
EL: 07	Ethics in Administration	GS
EL: 08	Interface between politicians Administrators	GS
EL: 09	Market principles and state	GS

10

CODE USED IN INDICATING THE NAME OF SPEAKERS AND OTHERS

(a) In-House Resource Persons

SL. No.	Name	Designation	Code
1.	Dr. Kamal Uddin Siddiqui	Rector	Rector
2.	Dr. Md. Omar Faruque Khan	MDS	Omar
3.	AKM Nashirul Haque	MDS	Nashriul
4.	Mr. Mosharraf Hossain	MDS	Mosharraf
5.	Dr. Mir Obaidur Rahman	MDS	Obaidur
6.	Md. Shirajul Islam	Director	Shiraj
7.	Syed Shamsul Alam	Director	Alam
8.	Jagobandhu Biswas	Director	Jagobandhu
9.	Md. Didarul Alam	Director	Didar
✱10.	ATM Mohiuddin Ahmed	Director	Mohiuddin
11.	SM Mafidul Islam	Deputy Director	Mafidul
12.	Kazi Hasan Imam	Deputy Director	Hasan
13.	AKM Enamul Haque	Deputy Director	Enamul
✱14.	Kanka Jamil	Deputy Director	Kanka
✱15.	Banik Gour Sundar	Deputy Director	Banik
16.	Md. Monjurul Hoque	Deputy Director	Monjur
17.	Santosh Kumar Sirdar	Deputy Director	Santosh
18.	M Zobayer Farukul Karim	SRO	Zobayer
19.	Md. Zakir Hossain	Librarian	Zakir
✱20.	M. Arifur Rahman	Evaluation Officer	Arif
✱21.	Khondokar Abdul Motalleb	Research Officer	Motalleb
22.	Md. Abul Basher	Research Officer	Basher
23.	Byomkesh Talukder	Evaluation Officer	Byomkesh
24.	Md. Mufazzal Hossain	Technical Supervisor	Mufazzal

(b) Other Codes

1. Course Adviser	CA
2. Member, Directing Staff	MDS
3. Course Director	CD
4. Course Coordinator	CC
5. Development Economics	DE
6. Public Administration	PA
7. Computer Skill	CS
8. English Language Skill	ELS
9. Faculty Member	FM
10. Guest Speaker	GS
10. Course Administration	CAD
11. Quantitative Management	QM
12. Regional Centre	RC

List of Participants

Sl. No.	Name and ID No.	Designation & Present Posting
1.	Mr. Md. Sarfuddin Ahmed (1791)	Additional Divisional Commissioner, Dhaka
2.	Mr. Md. Abu Hafiz (2191)	Joint Secretary, M/o. Home
3.	Mr. Moshtaque Uddin Ahmed (2205)	Joint Secretary, Road & Railway Division
4.	Mr. Md. Kamal Uddin (2290)	Member (Marketing) BPC, Chittagong
5.	Mr. A.K.M. Wahidul Islam (2663)	Member, Rajdhani Unnayan Katripakha (Rajuk), Dhaka
6.	Mr. Md. Shamsul Alam (2679)	Director, BTMC, Dhaka
7.	Mr. Achotapado Goshami (2684)	Joint Secretary Planning Division
8.	Mr. Taj Mohammad (2686)	Joint Secretary Ministry of Social Welfare
9.	Mr. Md. Habibullah (2688)	Member, Tariff Commission, Dhaka
10.	Mr. Md. Shobur Rahman (2732)	Director, Directorate of Nonformal Education, Dhaka
11.	Mr. Md. Mizanur Rahman (5861)	Director, Directorate of Social Welfare
12.	Mr. S.M. Shajahan Ali (7067)	Director, Bangladesh Inland Water Transport Authority
13.	Mr. Bimal Kumar Kundu (2676)	Director (Finance), Bangladesh Rural Development Board
14.	Mr. A.Z.M. Wahidul Hossain (3823)	Under Transfer Order as Member Board of Investment
15.	Mr. Shaheb Ali Mridha (1281)	Director, Directorate of Non-Formal Education
16.	Mr. Md. Abidur Rahman (1262)	Member Finance, Power Development Board
17.	Mr. Md. Azizur Rahman (3824)	Project Director, Project for Primary Education Development in Dhaka, Rajshahi and Khulna Divisions
18.	Mr. Md. Moklesur Rahman Khondkar (936)	Power Adviser and Chief Power Inspector
19.	Mr. Md. Nurul Amin (943)	Joint Secretary, Ministry of Agriculture
20.	Mr. A.K.M. Mahbubul Alam (1769)	Project Director, Stipend for Primary Education Project
21.	Mr. Sunil Kanta Bose (7076)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
22.	Mir Shahaluddin Mohammad (2540)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
23.	Syed Ataur Rahman (1377)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
24.	Mr. Mohammad Abdul Alim (1498)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
25.	Mr. M.M. Iftekhar-e-Alam (1342)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
26.	Mr. M. Ali Ahmed (2705)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
27.	Mr. Md. Mostafizur Rahman (2721)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
28.	Dr. Abul Quashem Mahbubul Alam (7023)	Officer on Special Duty (Joint Secretary), Ministry of Establishment
29.	Mr. Abdus Satter Mia (2668)	Officer on Special Duty (Joint Secretary), Ministry of Establishment

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			Office	Residence
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2.	AKM Nashirul Haq	MDS & Course Director	7711601 /4102	9669791
3	Kazi Hasan Imam	Deputy Director Course Coordinator-1	7711614 /4139	/4439
4.	Shaikh Altaf Ali	Director (Admn.)	7710023 /4107	7711631 /4407
5.	AKM Sadek	Deputy Director (Ser)	7711618 /4121	/4421
6.	SM Zobayer Enamul Karim	Senior Research Officer Course Coordinator-2	/4172	/4472
7.	Md. Mahmud Hasan	P.S. to Rector	7710021 /4141	7711633 /4441
8.	Course Office		7711614 /4230	
9.	Dormitory		/4244,4245,4246	
10.	Cafeteria		/4210	
11.	Library Counter		/4198	
12.	Reception		/4199, 4444	
13.	Manager, Sonali Bank		/4209	
14.	Clinic		/4223	
15.	Compounder (Clinic)		/4223	