

THIRTY-FIFTH ADVANCED COURSE ON ADMINISTRATION AND DEVELOPMENT

APRIL 10 – JUNE 23, 2000

COURSE GUIDELINES



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

**THIRTY-FIFTH ADVANCED COURSE ON
ADMINISTRATION AND DEVELOPMENT**

(APRIL 10 – JUNE 23, 2000)

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1.0 INTRODUCTION

1.1 Development administration demands building of a new professionalism by today's civil servants at all levels. Development, both as a goal and as an action programme, has passed through a number of orientations, strategies and methodologies. The goals of development and the means of attaining it, however, remain elusive and the search for an agreed paradigm still continues. The entire process of development administration necessitates acquisition of a set of new skills and internalisation of a cluster of new values in tune with the needs of democratic administration, market economy and globalisation. All these will help in building administrative capability that is in short supply in the developing countries including Bangladesh.

1.2 The role of mid-level administrators in formulating and executing development policies is well recognized. As they are drawn from diverse disciplines, the need to give them well-knit knowledge and understanding in various dimensions of development and identifying means of accomplishing goals of development is deemed essential. Apart from training sessions, a forum is necessary to exchange individual knowledge and experiences acquired by them on development issues. In the face of this reality the 35th Advanced Course on Administration and Development (ACAD) has been designed to provide the mid-level administrators up to date knowledge on administration and development. This course provides opportunity for free discussion among the participants, where innovative strategies, insights and initiatives would evolve from sharing ideas, views, perceptions and experiences.

2.0 BPATC AND ITS ROLE

2.1 The Government of Bangladesh has been showing keen interest in the development of the potential of the officials at all levels. Government's concern for more intensified and integrated training for public servants has been reflected in the setting up of the Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka by merging the former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and the Staff Training Institute (STI). Foundation stone of the Centre was laid in December, 1981 and the Centre began functioning from April 28, 1984 as an autonomous body with a Rector as its Head.

2.2 The Centre consists of 5 divisions viz. (i) Programmes and Studies, (ii) Management and Public Administration, (iii) Development and Economics, (iv) Research and Consultancy, and (v) Project. Each division is headed by a Member Directing Staff, who is an officer with the status of a joint secretary to the Government. The divisions are further sub-divided into departments and sections that are staffed by Directors and other support employees.

2.3 The BPATC has been playing a leading role in the field of training in public administration and allied fields and has inherited a rich legacy of administrative training experience in the country. This mid-level course has been particularly designed to develop overall efficiency of the Deputy Secretaries to the Government and of their equivalents.

3.0 OBJECTIVES

3.1 The objectives of the Course are to :

- a) enable the participants to conceptualise the theories and principles of Development Administration;
- b) enable them to acquire the techniques of negotiation and organisation development (OD) so that they can interact effectively with their domestic and foreign partners and operate successfully as a team with the members of other services;
- c) enhance skills in Project Planning and Implementation;
- d) acquaint them with the fundamental issues of economic development, the procedures of public budgeting and financial options;
- e) sharpen their analytical abilities and prepare them to shoulder higher responsibilities of policy formulation;
- f) develop the vision of the participants to build capacity of the poor through Local Government and Rural Development Approaches,
- g) acquaint them with Computer-based Information System through hands-on experiences and
- g) update their knowledge of spoken and written English through discussions and exercises based mostly on TOEFL framework; and
- i) share perceptions and experiences on administrative reforms .

4.0 COURSE DURATION

4.1 The duration of the course is 75 days. Distributions of the course activities are as follows :

Total days available	:	75 days
Weekly and Public Holidays	:	<u>16 days</u>
Total working days	:	59 days.

4.2 Distribution of Working Days

I)	Registration, opening, briefing, pre-test	1 day
II)	Instructional Sessions	37 days
III)	Data Collection for Seminar	3 days
IV)	Seminar Paper Presentation	6 days
V)	Internal Study Tour (including report writing)	6 days
VI)	Internal Study Tour Report Presentation	1 day
VII)	Book Review	1 day
VIII)	Written Examination & Practical Test	3 days
IX)	Written/Oral Evaluation & Closing	1 day

Total Working Days = 59 days

4.3 The course consists of 21 modules. About five regular instructional sessions of 80 minutes will be conducted on each working day with a Twenty-five minute tea break. Additional sessions may be arranged, if necessary. Most of the extension lectures will be held in the evening sessions.

5.0 TRAINING METHODOLOGY

5.1 Various training methods like lecture, practical exercise, seminar, workshop, role play, case study, syndicate, panel discussion, field visit, study tour, film show, book review, brainstorming, reading assignment, library consultation and maintaining learning diary will be applied.

5.1.1 Lecture & Discussion

Though the lecture method is extensively used in this course, the course administration however believes that this method of instruction can significantly be improved by active participation of the attending members. In each session speakers will encourage the participants to take part in the discussions. At least one-fourth time of a session will be devoted to such discussion.

5.1.2 Seminar Paper Writing and Presentation

Each participant will be assigned a seminar topic on issues of current interest. Participants are required to formulate specific recommendations and to show categorically the ways and means for implementing those recommendations.

The participant will be required to present the paper in a formal session to be attended, among others, by a resource person from outside the Centre, along with a member of the faculty. They will assess the quality of the seminar paper and its presentation separately in prescribed evaluation formats. The seminar papers of extraordinary quality will be published in the BPATC Journal.

5.1.3 Study Tour and Field Visit

In-country study tours will be organized to expose the participants to the real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate their theoretical knowledge with the socio-economic realities of Bangladesh. Besides, field visits are organised to enable the participants to acquire first hand experience on any on going development project. This will provide them an opportunity to relate their theoretical knowledge with the field situation.

5.1.4 Syndicate Work

This is a team activity requiring maximum interaction among the members for the accomplishment of a syndicate task. Each syndicate may consist of 6-10 participants. A participant is responsible individually and jointly for the quality of the report. Each syndicate will present its report before the other syndicates in a plenary session.

5.1.5 Role Play

Role-play method will be applied to enable the participants to reinforce their learning on particular subjects like negotiation/conference techniques and to prepare them in such way that they can apply their knowledge and skills in real life situations .

5.1.6 Case Study

Case study method will be used to diversify the methodology of instruction in this course and to reinforce the learning of the participant. The administration of cases will be module-based.

5.1.7 Film Show

Training related films will be shown to the participants in the classroom.

5.1.8 Learning Diary /Reading Assignments/Library Consultation/ Book Review :

- a. Participants are to maintain learning diaries to keep record of the main features of each instructional session attended by them . This will be monitored by the modules-in-charge.
- b. They are required to study extensively in the library on an assigned subject matter.
- c. Each participant will review a world-famous or important book and will share the contents therein with the fellow participants through individual presentation in a session.

5.2 Medium of Instruction

English will be used as the medium of instruction in most of the sessions in the classroom . Bangla will be used for clarification of issues, if needed.

6.0 COURSE REQUIREMENTS

All participants are expected to complete the course successfully. For successful completion, every participant must fulfil the following conditions. They are required to:

- stay in the dormitory room allotted to him/her at the BPATC campus
- be punctual in attending all activities prescribed for the course
- attend at least **95%** of the sessions as per schedule
- undertake field visits, prepare seminar paper, write reports and perform other tasks assigned by the course administration
- secure a minimum **50%** marks in each module/paper/subject as mentioned in paragraph 7.2. If any participant secures less than **50%** marks in any of these subjects, he/she will be deemed to have failed in the course. An unsuccessful participant will get maximum two chances to re-appear in the module/paper/

subject(s) failed. In such circumstances, he/she will be required to stay at the Centre for seven days.

- wear formal dresses during academic sessions and official functions; follow table manners during formal lunch and dinners.

7.0 EVALUATION

7.1

1. BPATC has a prescribed system of evaluation.
2. The participants will be evaluated on the basis of the prescribed evaluation system, the details of which are shown in sub-clause 7.2.
3. A pre-test and post-test will be conducted for assessing the development of the participants.
4. The participants will also evaluate the speakers, course administration and other aspects of the Course as well as Centre.
5. The faculty will also evaluate the internal and external speakers/resource persons.
5. On the basis of their feedback, curriculum of the next course will be redesigned.

- 7.2 Each participant will be evaluated on 1200 marks on the basis of the following break-up.

<u>Subjects of Evaluation</u>		<u>Allotted marks</u>
1.	Public Administration	300
2.	Development Economics	300
3.	Skill Development Activity (PCP, PP, C.T, ELP etc)	200
4.	Seminar	150
5.	Study Tour	50
6.	Evaluation by Course Administration	200
	i) Class Attendance 30%	
	ii) Table Manners and dress 15%	
	iii) PT and Games 25 %	
	iv) Overall Conduct and Discipline 30%	

		Total 1200

- 7.3 There will be syndicate, assignment, case study, report writing term paper, etc in the modules of Public Administration and Development Economics. One hundred (100) marks will be allotted for each module. The total marks of Public Administration and Development Economics will be scaled down to the allotted marks of 300 in each subject

- 7.4 There will be Skill Development Activity like preparation of PCP, PP, Computer Training, English Language Programme etc Each activity will be evaluated on 100 marks and the total marks will be scaled down to the allotted marks of 200.

- 7.5 The participants will have to write and present a Seminar Paper. To evaluate the paper and presentation, there will be Internal and External Evaluators. Both the evaluators will evaluate on 100 marks and the marks will be scaled up to 150.

The criteria wise distributions of marks are:

<u>Criteria of Evaluation</u>	<u>Allotted Marks</u>
(1). Format of the Report	15
(2). Language & Style of the Report	15
(3). Ability to identify the problem, Internal Consistency & Analytical Ability	20
(4). New insights/Ideas	20
(5). Oral Presentation	20
(6). Question-Answer	10

There will be Study Tour organized by the Course Management. Participants will participate in the Study Tour, will write report and present them in formal sessions. They will be evaluated on 100 marks and it will be scaled down to 50 .

- 7.6 All the participants are required to submit the seminar paper/other reports on a fixed date as determined by the course administration/Module-in-charge. The total marks of the participant who fails to meet the deadline will be deducted by 10%.
- 7.7 All the participants in the training course will be graded on the basis of their performance. A report on their performance will be forwarded to the concerned Ministries/Divisions/Organisations for retention in the officers' dossiers. All assessments are based on quantitative scale and graded as follows:

<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)

8.0 LIBRARY FACILITIES

The Centre has a rich library having about 86 thousand books, journals and periodicals and national / international dailies and about 350 training films from home and abroad. The participants are encouraged to use the library facilities beyond the class hours and there is a provision of issuing books from the library during their training period. The library remains open from 09 a.m. to 10 p.m. (Saturday to Thursday) without break. It is also open from 4 p.m. to 6 p.m. on Fridays.

9.0 RESIDENTIAL REQUIREMENTS

This is a residential training course. As part of the course requirements, all participants are required to stay in the dormitory during the training period. This is a fast-moving intensive course. Participants need to take every assignment seriously from the very outset. Experience reveals that if time is not efficiently used from the initial part of the course, the participants to their disadvantage get hard pressed for time later. Deadlines for different assignments are not relaxed as a matter of policy by the course administration.

10.0 FOOD ARRANGEMENT

The participants will take their breakfast, lunch, evening tea, and dinner at the specified dining place of the Centre managed by a 'Mess Committee' to be formed from among the participants

11.0 PHYSICAL EXERCISE AND SPORTS

Physical exercise and sports have been made compulsory for all. Fifty (50) marks have been allotted for this purpose. The Centre will provide the participants with facilities for physical exercise, sports and games both indoor and outdoor. During PT and games participants must use normal sports wearing and shoes.

12.0 MOSQUE

There is a beautiful mosque within the premises of the Centre. No separate prayer room is available in the dormitory. Participants can say their prayer in this mosque.

13.0 CLINIC

The Centre maintains a clinic run by two qualified medical officers. The clinic remains open from 09 a.m. to 05 p.m. every day except holidays. Participants can have free medical advice and prescription from the clinic but prescribed medicine is to be purchased by the participants themselves from outside.

14.0 TABLE MANNERS AND DRESS CODE

Participants must wear formal dresses in academic sessions, official functions and other formal activities. Table manners and other dining norms must also be observed and are evaluated .

15.0 SOCIAL EVENTS

On occasions like cultural evening, guest nights, closing ceremony, spouses of the participants and guests are invited where the participants get opportunity for interaction with all.

16.0 CLOSING FORMALITIES

Participants have to complete requisite formalities before they obtain the release orders to be issued to them on the eve of their departure. Each participant will produce clearances from the dormitory, telephone unit, and library to the course coordinator before he or she approaches the Course Administration for release.

17. COURSE CONTENTS

A. Public Administration

Module-1: Governmental System & Administrative Reforms

Module-in-charge : Rizwan Khair

Evaluation : Syndicate

Objectives : To acquaint participants with the governmental system, Constitution of Bangladesh, laws, rules and regulations of the state, changing role of the government and administrative reform

Topic No.	Topic Title	Speaker	Training Method
PA1.1	Bangladesh Constitution : Salient Features with special reference to the public servants	GS/FM Lec. & Dis.	
PA 1.2	The Parliament and the Parliamentary Procedures	GS/ FM Lec. & Dis.	
PA 1.3	The Rules of Business : Salient Features	Razzaque / FM Lec. & Dis.	
PA 1.4	The Government Servants (Conduct) Rules, 1979	Jagobandhu	Lec. & dis.
PA 1.5	Discipline and Appeal Rules (1985)	Jagobandhu	Lec. & dis.
PA 1.6	Changing Role of the government and New Ideas in the Public Sector : New Public Management, Total Quality Management Reinventing Government	Rizwan	Lec. & Dis.
PA 1.7	Productivity Improvement in the Public Sector : Concept, Techniques and Measurement	Rizwan	Lec. & Dis. & Syn.
PA 1.8	Redefining Accountability to citizens : Citizen as a customer, customer's charter, customer consultation	Rizwan /Nahid	Lec. & Dis. & Syn.
PA 1.9	Review of the existing procedures of file disposal	Jagobandhu	Lec. & Dis.
PA 1.10	Regional and Local Administrative Reforms Efforts : Reforms in Malaysia, Singapore, New Zealand, Nepal and India: a Review of the recent reform reports in Bangladesh (2 sessions)	Rizwan	Reading Assignment & Syndicate

Module-2 : Negotiation and Conference Techniques

Module-in-charge : Syed Naquib Muslim

Evaluation: Exercise

- Objectives :** (i) To enable the participants to conceptualise the techniques, tools and internalise values necessary for successful negotiation, and
- (ii) To let them apply the skills of negotiation in the real life situation aimed at achieving targeted individual and institutional benefit.

Topic No	Topic Title	Speaker	Training Method
PA 2.1	Negotiation : Basic Concepts and Issues	GS/ FM	Lec. & Dis.
PA 2.2	Qualities and Skills of an Effective Negotiator	Naquib	Ex. & Lec.
PA 2.3	Successful Negotiation : SWOT and Listening Skills	Naquib	Ex. & Lec.
PA 2.4	Techniques of Preventing Potential Conflicts	GS/FM	Lec. & Dis.
PA 2.5	Conference Techniques-1	GS/FM	Lec. & Ex./Film show
PA 2.6	Conference Techniques-2 (2 Sessions)	GS/FM	Role Play
PA 2.7	Cases of Negotiation	GS/FM	Lec. & Dis.
PA 2.8	Role Play on Negotiation— (Three Sessions)	GS/Rizwan	Role Play

N.B. The module may be conducted in the form of Workshop subject to the visit of the INTAN Resource Person(s) to BPATC.

Module-3 : Organisation Development (OD)
Module-in-charge : Md. Shirajul Islam

Evaluation : Syndicate

Objectives : To enable the participants i) to identify their individual strengths and weaknesses; and ii) to acquire the skills of effective teamwork, motivation and coordination.

Topic No	Topic Title	Speaker	Training Method
PA 3.1	Self-Analysis	Shiraj	Lec. & Ex.
PA 3.2	Organisation Development : Concepts and Tools	Naquib	Lec. & Dis.
PA 3.3	Motivation	Shiraj	Lec. & Dis.
PA 3.4	Motivation	Kanka	Exercise
PA 3.5	Teamwork in Administration	Naquib	Lec. & Dis.
PA 3.6	Teamwork (Case) (2 sessions)	Ayesha/ Naquib/Kanka	Case Study
PA 3.7	Leadership Behaviour in Organisations	Ayesha	Lec. & Dis. & film show
PA 3.8	Coordination : Concepts and Mechanisms	Shiraj	Lec. & Dis.
PA 3.9	Syndicate on Coordination	Shiraj	Syndicate

Module-4 : Total Quality Management in the Public Sector
Module-in-charge : Syed Shamsul Alam

Evaluation : Exercise

Objectives : To enable the participants to get familiarised with the concepts and tools of Total Quality Management(TQM).

Topic No.	Topic Title	Speaker	Training Method
PA 4.1	The Concept of Total Quality Management(TQM)	Alam	Lec. & Dis.
PA 4.2	Principles of application of TQM in Public Sector	Alam	Lec. & Dis.
PA 4.3	ISO Techniques for TQM	Musa	Lec. & Dis.
PA 4.4	Management Methods of TQM	Alam	Lec. & Dis.
PA 4.5	Analytical Methods of TQM	Alam	Lec. & Dis.
PA 4.6	Idea Generation Methods of TQM	Rizwan	Lec. & Dis.
PA 4.7	Exercise	Kanka	Exercise

Module-5 : Local Government and Rural Development**Module in-Charge : A.K.M Musa****Evaluation : Report writing**

Objectives : To help the participants in acquainting with the evolution, problems and prospects of the local government system and the grass root level planning and development issues in Bangladesh.

Topic No.	Topic Title	Speaker	Training Method
PA 5.1	Evolution of the Local Government in Bangladesh and Local Government Acts	GS/FM	Lec. & Dis.
PA 5.2	Local Government at Union Level with reference to Gram Sarkar	Tofazzel	Lec. & Dis.
PA 5.3	Local Government at Thana and District Level : Future Directions	Tofazzel	Lec. & Dis.
PA 5.4	An Overview of Urban Local Government	GS/FM	Lec. & Dis.
PA 5.5	Government Policies and Programmes in Rural Development	GS/FM	Lec. & Dis.
PA 5.6	Important Land Laws of Bangladesh	Musa	Lec. & Dis.

Module-6 : Governmental Budgeting**Module-in-charge: Md. Hasibur Rahman****Evaluation : Written Examination**

Objectives : To develop participants' knowledge and skills on different issues of public budgeting.

Topic No.	Topic Title	Speaker	Training Method
PA 6.1	Governmental Budgeting (Revenue): Preparation , Analysis and Monitoring	Hasib	Lec. & Dis.
PA 6.2	Governmental Budgeting (Development): Preparation, Analysis and Monitoring	Hasib	Lec. & Dis.
PA 6.3	Stages of Fund Release Procedures (ADP)	GS/FM	Lec. & Dis.
PA 6.4	Audit System in Bangladesh	GS/FM	Lec. & Dis.
PA 6.5	Reforms in Budgeting and Expenditure Control (RIBEC)	GS/FM	Lec. & Dis.

B. DEVELOPMENT ECONOMICS

Module - 7 : Development Economics
Module-in-charge: Dr. Mir Obaidur Rahman

**Evaluation: Syndicate/
Written Examination**

Objectives : To orientate participants with the concept of market economy, the changed paradigm of economic development, role of public sector in market economy and review of important reports on development issues on the economy of Bangladesh.

Topic No.	Topic Title	Speaker	Training Method
DE 7.1	Economic Development: The Shift in Paradigm	Obaidur	Lec. & Dis.
DE 7.2	Market Economy: Concept and Issues	Obaidur	Lec. & Dis.
DE 7.3	Role of State in Market Economy	Obaidur	Lec. & Dis.
DE 7.4	Reinventing Government for Economic Revitalization	Rector/ Rizwan	Lec. & Dis.
DE 7.5	Resources for Investment: Fundamentals of Capital Market	GS/FM	Lec.&Dis
DE 7.6	Privatisation: Concept and Commitment in Bangladesh	Tofazzel	Lec. & Dis.
DE 7.7	Limiting the Role of State : Prescription of the World Bank and Bangladesh Economy.	Obaidur	Syndicate
DE 7.8	Limiting the Role of State: Prescription of the World Bank and Bangladesh Economy.	Obaidur	Syndicate
DE 7.9	Monetary and Exchange Rate Policy: Bangladesh Context	GS/FM	Lec. & Dis.
DE 7.10	Problems in our Banking System	GS/FM	Lec. & Dis.

Module -8 : Globalization and Bangladesh Perspective
Module-in-charge: Dr. Mir Obaidur Rahman

**Evaluation :Written Examination (Open Book)/
Report Writing**

Objectives: To provide theoretical and practical knowledge of globalization and related topics such as international monetary system, regional cooperation, structural adjustment and debt crisis.

Topic No.	Topic Title	Speaker	Training Method
DE 8.1	Globalization : Concepts and Issues	Tofazzel	Lec. & Dis.
DE 8.2	Impact of Globalization on Trade : WTO and UNCTAD	GS/FM	Lec. & Dis.
DE 8.3	Evolution of International Monetary System	Obaidur	Lec. & Dis.
DE 8.4	World Bank and Bangladesh Economy	GS/FM	Lec. & Dis.
DE 8.5	IMF and Bangladesh Economy	Obaidur	Lec. & Dis.
DE 8.6	Regional Cooperation and Development [SAPTA, D-8 and BISTEC]	GS/FM	Lec. & Dis.
DE 8.7	Structural Adjustment in Bangladesh	Obaidur	Lec. & Dis.
DE 8.8	International Debt Crisis	Obaidur	Lec. & Dis.

Module-9 : Gender Issues, Children and Women Development
Module-in-charge: Ayesha Azim

Evaluation : Workshop/Seminar

Objectives : To orientate the participants with the local and global environment of woman and child development, rights of women and children and child and labour problems in Bangladesh.

Topic No.	Topic Title	Speaker	Training Method
DE 9.1	Gender Analysis in Development Policy and Planning	Ayesha/GS	Lec. & Dis. Film show
DE 9.2	Convention on the Rights of Child and its Application in Bangladesh.	Kanka/GS	Lec. & Dis.
DE 9.3	Social Mobilization Strategies for Elimination of Gender Discrimination.	Kanka/GS	Lec. & Dis. Film show
DE 9.4	Development Management for Women Executives.	GS/FM	Lec. & Dis.
DE 9.5	Violence Against Women : Bangladesh Context (1993-98)	GS/FM	Panel Dis..

**Module-10 : Development Planning and Poverty Alleviation :
Concepts and Approaches**

Module-in-charge : Banik Gour Sundar

Evaluation : Report Writing

Objectives : To provide participants with the theoretical and practical ideas on development planning, poverty concept, role of micro credit and GO and NGO's role in poverty alleviation.

Topic No.	Topic Title	Speaker	Training Method
DE 10.1	Macro Framework of Economic Planning	Obaidur	Lec. & Dis.
DE 10.2	Poverty: Concepts, Dimensions and Issues	Banik	Lec. & Dis.
DE 10.3	Poverty & Famine: Amartya Sen's Ideas	GS/FM	Lec. & Dis.
DE 10.4	Poverty Alleviation : GO and NGO Approaches	GS/FM	Lec. & Dis.
DE 10.5	Micro-Credit: A Tool of Poverty Alleviation	Howk	Lec. & Dis.
DE 10.6	Critical Analysis of Poverty Alleviation Programmes in FFY Plan (1997-2000)	GS/FM	Lec. & Dis.

Module-11 : Environment, Sustainable Development and Disaster Management

Module-in-charge : Mr. Mahfuzul Haque

Evaluation : Syndicate

Objectives : To acquaint participants with different issues of sustainable development, environment and Disaster Management.

Topic No.	Topic	Speaker	Training Method
DE 11.1	Sustainable Development : Concepts and Issues	Rector/ Mahfuz	Lec. & Dis.
DE 11.2	Environment and Development : Global Perspectives (Rio-'92, Quito. 21 Agenda)	Hasan	Lec. & Dis.
DE 11.3	Environmental Management : Bangladesh Perspectives	Hasan	Lec. & Dis.
DE 11.4	Natural Disaster: Concepts, Types and Background	Alam	Lec. & Dis.
DE 11.5	Overview of Disaster Management : Disaster Management Cycle	GS/FM	Lec. & Dis.
DE 11.6	Disaster Preparedness : Contingency Plan	GS/FM	Lec.&Ex.
DE 11.7	Risk and Vulnerability Analysis of Disasters	GS/FM	Lec. & Ex.
DE 11.8	Mitigation Analysis	GS/FM	Lec. & Ex.
DE 11.9	Community based Approaches and Public Awareness for Disaster Reduction	GS/FM	Lec. & Dis.
DE 11.10	Disaster Management in Bangladesh	GS/FM	Lec. & Dis.

N.B. The sessions (DE 11.4-DE 11.10) may be conducted in the form of Workshop (Disaster Mgt.) subject to the availability of the Resource Persons from APDC, Malaysia.

C. SKILL DEVELOPMENT

Module-12 : Project Preparation

Module-in-charge : Kazi Hasan Imam

Evaluation : Group-wise exercise

Objectives : To develop participants' practical skill and knowledge in preparing development projects.

Topic No.	Topic Title	Speaker	Training Method
SD 12.1	Project Concept Paper and Its Preparation	Hasan/Monjur	Lec. & Dis.
SD 12.2	Exercise on PCP preparation	Hasan	Exercise
SD 12.3	Exercise on PCP preparation	Hasan	Exercise
SD 12.4	Exercise on PCP preparation	Hasan	Exercise
SD 12.5	PCP Presentation(2 sessions)	Obaidur /Hasan	Presentation
SD 12.6	Project Proforma (PP): Classification and Format	Obaidur /GS	Lec. & Dis.
SD 12.7	Preparation of Project Proforma (PP)	Hasan	Lec. & Dis.
SD 12.8	Project Preparation: Practical Exercise	Hasan	Exercise
SD 12.9	Project Preparation: Practical Exercise	Hasan /GS	Exercise
SD 12.10	Project Preparation: Practical Exercise	Hasan /GS	Exercise
SD 12.11	PP Presentation(2 sessions)	Obaidur/ Hasan	Presentation
SD 12.12-12.15	Technical Assistance PP (4 sessions)	Hasan	Lec., Exercise and Presentation

Module - 13 : Project Appraisal and Implementation

Module-in-charge: Md. Monjurul Hoque

Evaluation : Exercise

Objectives : To develop participants' skill in designing and implementing projects.

Topic No.	Topic Title	Speaker	Training Method
SD 13.1	Quantitative Techniques of Project Appraisal-1	Monjur	Lec. & Dis.
SD 13.2	Quantitative Techniques of Project Appraisal-2	Monjur	Lec. & Dis.
SD 13.3	Exercise on Project Appraisal	Monjur	Exercise
SD 13.4	EIA in Project Appraisal	Hasan/Monjur	Lec. & Dis.
SD 13.5	Environmental Impact Assessment	Monjur	Lec. & Dis.
SD 13.6	Environmental Impact Assessment	Monjur	Lec. & Dis.
SD 13.7	Techniques of Project Inclusion in ADP: Role of Programming Division in PC	GS/FM	Lec. & Dis.
SD 13.8	Project Implementation in Bangladesh: A Review of Experiences	GS/FM	Lec. & Dis.
SD 13.9	Field Visit to a development project	CAD	Field Visit

Module-14 : Computer Training
Module-in-charge : Rizwan Khair

Evaluation : Typing and Operation Test

Objectives : To allow the participants to have hands-on experience about how to use computers as a tool of Word Processing.

Sessions on	No of Sessions	Speaker	Training Method
SD 14.1	Introduction to Computers	FM	Lecture
SD 14.2	Operating System : Windows 95	FM	Lecture & Exercise
SD 14.3-18	Typing Tutor	FM	Exercise
SD 14.19-26	MS Word	FM	Lecture & Exercise
SD 14.27-31	Word Processing : MS Excel	FM	Lecture & Exercise
SD 14.32-35	Other Applications : MS Power Point	FM	Lecture & Exercise
SD 14.36	Test	FM	Typing and Operation Test

N.B. Number of sessions on the respective topics may vary

Module-15 : Re-inventing the Government System
Module in Charge : Md. Shirajul Islam

Evaluation : Individual Term paper

Objectives : To help the participants to be more effective, efficient, accountable and skill in discharging their responsibilities.

Topic No.	Topic Title	Speaker	Training Method
SD15.1	Managing own work: planning own work, assigning work priorities meeting deadlines	Shiraj	Lec. & Dis. brainstorming
SD 15.2	Managing resources : forecasting requirements, priorities and allocating resources, monitoring, accounting for and reporting on usage	Alam	Lec. & Dis. brainstorming
SD15.3	Managing work process : planning, controlling and monitoring systems and procedures	Alam	Lec. & Dis. brainstorming
SD15.4	Interviewing	Kanka	Do
SD15.5	Providing career management advice	Mostakim	Do
SD15.6	Dealing with breaches of discipline	Biswas	Do
SD15.7	Gender awareness, sexual harassment and cultural diversity	Ayesha	Do
SD15.8	Performance management	Naquib	Do
SD15.9	Forecasting, planning, controlling and monitoring expenditure.	Tarafder	Do
SD15.10	Cash and business accounting principles.	Tarafder	Do
SD15.11	Setting standards	Rizwan	Do
SD15.12	Performance measurement	Naquib	Do
SD15.13	Monitoring, controlling and reporting	Howk	Do
SD15.14	Customer/supplier principles ; the citizen as 'customer'	Kanka	Do
SD15.15	Customer consultation/ Market research	Kanka	Do
SD15.16	Customer charters	Kanka	Do
SD15.17	Management complaints/dissatisfaction	Howk	Do
SD15.18	Productivity improvement techniques	Rizwan	Do
SD15.19	Problem solving and innovation	Shiraj	Do
SD15.20	Introducing new work processes	Banik	Do
SD15.21	Contracting out	Rizwan	Do
SD15.22	Civil Service Ethics	Mostakim	Do
SD15.23	Managing the Political- Civil Service Interface	Naquib	Do
SD15.24	Analytical techniques (SWOT, PEST, stakeholder analysis etc)	Shiraj	Do
SD15.25	Business planning	Razzaque	Do

Module - 16 :English Language Programme
Module-in-Charge : Syed Naquib Muslim

Evaluation : Written Test

Objectives : i)To help the participants improve their skill in communicative English.
ii)To help them improve their writing ability through exercises on common errors.

Module-17 : Seminar Paper : Preparation and Presentation
Module-in-Charge: Syed Naquib Muslim

Evaluation : Paper Presentation

Module-18 : Study Tour: Visit, Report Writing & Presentation
Module-in-Charge : Golam Mostakim

Evaluation : Visit and Report Presentation

Module-19 : Physical Exercise & Games
Module -in -Charge : Sk. Mustafizur Rahman

Evaluation : Attendance /day to day performance .

Module- 20 : Extension Lectures and Panel Discussions**Module-in-Charge : Rokeya Fahmida****Evaluation : No Evaluation**

Objectives : To enable the participants to participate in interactive discussions with distinguished scholars/experts of Bangladesh on the important issues of national importance.

Topic No.	Topic Title	Speaker	Training Method
EL 20.1	Education Policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.2	Industrial Policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.3	Trade Policies (National & International)	GS/FM	Lec. & Dis.
EL 20.4	Energy policy including Electricity Generation and Distribution in Private Sector	GS/FM	Lec. & Dis.
EL 20.5	Sports & Cultural policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.6	Health Policy in Bangladesh	GS/FM	Lec. & Dis.
EL 20.7	Floods in Bangladesh and Water Management	GS/FM	Lec. & Dis.
EL 20.8	El Nino/La Nino and the Impact : Regionalization of Disaster	GS/FM	Lec. & Dis.
EL 20.9	Vision 2020(Panel) (2 Sessions)	GS/FM	Panel Dis.
EL.20.10	Foreign policy and Diplomacy	GS/FM	Panel Dis.
EL. 20.11	Agriculture policy	GS/FM	Panel Dis.
EL.20.12	Food policy	GS/FM	Panel Dis.
EL.20.13	Labour Management in Bangladesh	GS/FM	Lec. & Dis
EL.20.14	Land Management	GS/FM	Lec. & Dis

Module -21 : Book Review**Module-in-Charge: Golam Mostakim**

Objective : To share knowledge and enhance the skills of public speaking.

ANNEXURE-A

LIST OF NOMINATED PARTICIPANTS BY THE MINISTRY OF ESTABLISHMENT

SL. No.	Name of Participants	Designation	Office
1.	Shacindra Kumar Poddar (3067)	Zonal Settlement officer	Sylhet
2.	Md. Anisuddin Miah (3068)	Deputy Secretary	M/O Post and Telecommunication, Bangladesh Secretariat, Dhaka
3.	AKM Monjurul Haque (1816)	Deputy Secretary	M/O Commerce, Bangladesh Secretariat, Dhaka
4.	Md. Surat Ali (3069)	Zonal Settlement Officer	Noakhali
5.	Md. Majibur Rahman (1476)	Secretary	Dhaka Power Supply Authority, Dhaka
6.	Md. Hamidul Hoque (3070)	Project Director	Bangladesh Islamic Foundation, Dhaka
7.	Sultan Alam (3073)	Deputy Secretary	M/O Religion Affairs, Bangladesh Secretariat, Dhaka
8.	Md. Shawkat Hossain-2 (3077)	Deputy Director	Anti Corruption Bureau, Dhaka
9.	Md. Aminul Islam Khan (1502)	Deputy Secretary	Finance Division, M/O Finance, Bangladesh Secretariat, Dhaka
10.	Taj Mohammad (2686)	Deputy Secretary	M/O Information, Bangladesh Secretariat, Dhaka
11.	M. Habibullah (2688)	Secretary	Dhaka City Corporation, Dhaka
12.	ABM Mahmudul Hasan (1798)	Deputy Secretary	Finance Division, M/O Finance, Bangladesh Secretariat, Dhaka
13.	Md. Shajahan (2404)	Deputy Secretary	Primary and Mass Education Division, Bangladesh Secretariat, Dhaka
14.	Md. Nur Hossain (2690)	Secretary	Bangladesh Tea Board, Chittagong
15.	Md. Kamaluddin (2290)	Member (Admin.)	WASA, Chittagong
16.	ABM Abdus Samad (1785)	Director	FDC, Tejgaon, Dhaka
17.	Md. Golam Mawla Majumder (2708)	Deputy Secretary	Road and Railway Division, Bangladesh Secretariat, Dhaka
18.	Md. Mashiur Rahman (2692)	Deputy Secretary	M/O Chittagong Hill Tract Affairs, Bangladesh Secretariat, Dhaka
19.	Abu Khalid Md. Abdus Shakur(2431)	Secretary	Bangladesh Freedom Fighter Welfare Trust, Dhaka
20.	Md. Majibor Rahman (2424)	Deputy Director	Anti Corruption Bureau, Rajshahi
21.	Md. Shirajuddaulah (3081)	Secretary	Power Development Board, Dhaka
22.	Md. Moslem Ali Mollah (3082)	Chief Executive Officer	Rajshahi Development Authority, Rajshahi
23.	Khagendra Mohan Saha (3058)	Director	Investment Board, Dhaka
24.	Md. Abdul Khaleque(2288)	General Manager	Bangladesh Cooperative Bank Ltd., Dhaka

25.	KMD Abul Kalam (1846)	Director	Directorate of Youth Development, Motijheel, Dhaka
26.	Md. Golam Kibria(2402)	Deputy Secretary	Parliament Secretariat, Share-Bangla Nagar, Dhaka
27.	Md. Abdul Malek Miah (3054)	Deputy Secretary	M/O Shipping, Bangladesh Secretariat, Dhaka
28.	Md. Ali Akhanda (2422)	Private Secretary to Hon. Education Minister	M/O Education, Bangladesh Secretariat, Dhaka
29.	Md. Nuruzzaman Khan (2702)	Director	Directorate of Informal Education
30.	AFM Abdul Huq Chowdhury (2428)	Director	Department of Narcotics Control
31.	Lokman Hakim (1313)	Director	Directorate of Relief and Rehabilitation
32.	Md. Aminur Rasul (2496)	Deputy Commissioner	Jessore
33.	Md. Nurul Haque (1250)	Deputy Commissioner	Munshiganj
34.	Farhad Rahman(1470)	Deputy Commissioner	Madaripur
35.	Md. Nazrul Islam (2668)	Deputy Commissioner	Nawabgang
36.	Md. Rezaul Karim (1495)	Deputy Commissioner	Chandpur
37.	Binoy Krishna Karmakar (2671)	Deputy Commissioner	Narail
38.	Mohammad Hasan (2731)	Deputy Commissioner	Chittagong
39.	Tarit Kanti Roy Chowdhury (1006)	Deputy Commissioner	Lalmonirhat
40.	Bimal Kumar Karmaker (7036)	Deputy Secretary	Ministry of Textile
41.	Ranjit Kumar Barua (7060)	Deputy Secretary	Food Planning & Monitoring Unit
42.	Imdad Hossain (7013)	Deputy Secretary	Parliament Secretariat
43.	Md. Nazmul Huda Khan, PS to the Hon'ble Minister	Deputy Secretary	Ministry of Science & Technology
44.	Mahmud Hasan Mansur (920)	Director	BSFIC
45.	Md. Abul Basher (7032)	Director	Compulsory Primary Education Implementation Unit.
46.	Hamidur Rahman (7026)	Director	IMED
47.	AMM Nasir Uddin	Secretary	Privatization Board

48.	Sheikh Enayetullah (7020)	Director	Directorate of Environment
49.	Abul Kashem Mahbubul Alam (7023)	Deputy Secretary	Ministry of Defense
50.	KM Ibrahim Hossain (7028)	Director	Ministry of Foreign Affairs
51.	Md. Munir Iqbal Hamid (7029)	Secretary	BEPZA
52.	Md. Abdul Quddus (7068)	Deputy Secretary	Ministry of Establishment
53.	Sheikh Sirajuddin	Joint Chief(CC) Evaluation Wing	General Economic Division, Planning Commission

FACULTY RESOURCE PERSONS

Sl.No.	Name	Designation	Code
1.	Dr. Ekram Hossain	Rector	Rector
2.	Md. Tofazzel Hossain	MDS	Tofazzel
3.	Md. Sikander Ali Mondal	MDS	Mondal
4.	Dr. Mir Obaidur Rahman	MDS	Obaidur
5.	Md. .Abdur Razzaque	Director	Razzaque
6.	A. K. M Musa	Director	Musa
7.	Amalendu Sen	Director	Sen
8.	Md. Hasibur Rahman	Director	Hasib
9.	Ayesha Azim	Director	Ayesha
10.	Golam Mostakim	Director	Mostakim
11.	Syed Naquib Muslim	Director	Naquib
12.	Badrul Alam Tarafder	Director	Tarafder
13.	A.B.M. Abdul Howk Choudhury	Director	Howk
14.	Md. Shirajul Islam	Director	Shiraj
15.	Syed Shamsul Alam	Director	Alam
16.	Jagabondhu Biswas	Director	Biswas
17.	Mahfuzul Haque	Deputy Director	Mahfuz
18.	A.K.M. Enamul Haque	Deputy Director	Enam
19.	Rizwan Khair	Deputy Director	Rizwan
20.	Kazi Hasan Imam	Deputy Director	Hasan
21.	Banik Gour Sundar	Deputy Director	Banik
22.	Kanka Jamil	Deputy Director	Kanka
23.	Md. Monjurul Hoque	Deputy Director	Monjur
24.	Sk. Mustafizur Rahman	Deputy Director	Mustafiz
25.	Md. Zobayer Enamul Karim	Sr. Research Officer	Zobayer
26.	Md. Zakir Hossain	Assistant Director	Zakir
27.	Rokeya Fahmida	Evaluation Officer	Rokeya

OTHER CODES

1.	Course Adviser	CA
2.	Course Director	CD
3.	Course Administration	CAD
4.	Computer Test	CT
5.	Development Economics	DE
6.	English Language Programme	ELP
7.	Faculty Member	FM
8.	Guest Speaker	GS
9.	Public Administration	PA
10.	Skill Development	SD

ANNEXURE-C**IMPORTANT TELEPHONE NUMBERS****BPATC PABX : 7710010-5**

Sl.No.	Name	Designation	Telephone No.	
			Office	Residence
1.	Dr. Ekram Hossain	Rector	7710033 7710028	8314511
2.	Md. Tofazzel Hossain	MDS (P&S)	7710027 /4102	9669773
3.	Md. Sikander Ali Mondal	MDS(R&C)& Course Adviser	7710025 /4105	/ 4405
5.	Dr. Mir Obaidur Rahman	MDS (D&E)	7710026 /4103	/4403
6.	A.K.M Musa	Director(Admn.)	7710023 /4107	/ 4407
7.	Md. Abdur Razzaque	Director(PPR)	4115	4415
8.	Golam Mostakim	Director (Bh.Sc.) & Course Director	4114/4228	/4414
9.	Badrul Alam Tarafder	Director(Evaluation)	4116	4422
10.	Md. Zobayer Enamul Karim	Sr.Research Officer & Course Coordinator	4172/4229	4472
11.	Rokeya Fahmida	Evaluation Officer & Course Coordinator	4168/4229	4441
12.	Dr. S. M. Mursheda	Medical officer	4143	4442
13.	Dr. Mahtabuddin	Medical Officer	4142	4443
14.	A.K.M. Ayenul Haque	AD(Dormitory)	4145	4445
15.	Course Office		4228/4229	
16.	Dormitory-2		4245-4246	
17.	BPATC PABX (Extension)		4211/9	
18.	Cafeteria		4210	
19.	Library Counter		4198	
20.	Clinic		4223	
21.	Manager, Sonali Bank		4209	

বিপিএটিসি থেকে প্রকাশিত এবং বিক্রয়যোগ্য পুস্তকের তালিকা

ক্রমিক নং	শিরোনাম ও লেখক	প্রতি কপি দাম
১।	ডাব্লিউ. ডাব্লিউ রসগে (১৯৬৪)- সম্পাদ, অর্থনৈতিক অগ্রগতি বিশ্লেষণ,	টঃ ৬.৫০
২।	যাহিদ হোসেন (১৯৭০)- অনু, প্রশাসনের বিভিন্ন পদ্ধতি	৬.৫০
৩।	যাহিদ হোসেন (১৯৭১)- সম্পাদ, প্রশাসনের মূলনীতি	১৮
৪।	নীরুফার বেগম (১৯৮৪)- সম্পাদ, পাবনা প্রশাসকদের অভিজ্ঞতাঃ স্মৃতিচারণ	৭০
৫।	নীরুফার বেগম (১৯৮৭), সরকারী কর্মচারী মহিলা নিবাহী বিকাশের সমস্যা	৬.৫০
৬।	এ. কে. এম. হেদায়েতুল হক ও হীরানাল বান্না (১৯৮৮), বাংলাদেশ সিভিল সার্ভিসে মহিলা	১২০
৭।	নাসিরউদ্দিন আহমেদ ও আবু. হ. মাহবুবুল্লাহমান (১৯৯৪) সম্পাদ, সামাজিক পরবেশনা পদ্ধতি	১২৫
৮।	A.M.A. Muhith (1964), The Deputy Commissioner in East Pakistan	Tk. 16
৯।	Rokeya Rahman Kabecr(1965) Administration Policy of the Government of Bengal	30
১০।	Govt. of Bengal(1966), Bengal Dist. Administration Committee	35
১১।	Govt. of Bengal (1967), Famine Manual	7
১২।	M.A. Hussain Khan(1968), Problems of Municipal Administration	35
১৩।	Md. Jainul Abdin (1970) Ed. Our Cities and Towns	23
১৪।	A.N. Shamsul Hoque(1970) Administrative reforms in Pakistan	30
১৫।	Najir Nor Begam(1973) Social and Administrative Research in Bangladesh	16
১৬।	Lutful Haq Chowdhury(1978) Social Change and Development in South Asia	45
১৭।	Qazi Azhar Ali(1978) District Administration in Bangladesh	22
১৮।	Ali Ahmed(1984) Bangladesh Public Administration and Senior Civil Servants	50
১৯।	Post-Entry Training in Bangladesh Civil Service : The Challenge and response 1986	40
২০।	Career Planning in Bangladesh, 1986, BPATC Pub.	120
২১।	A.T.M. Shamsul Huda & Others(1988) Sustainability of Project for Higher Agricultural Education	40
২২।	A.T.M. Shamsul Huda (1988) Approaches to Rural Health Care : A Case Study of Gonoshastya Kendra	40
২৩।	Akbar Ali Khan & Others(1988) Sustainability of Rural Development Project : A Case study of Rural Development Project in Bangladesh	40
২৪।	A.K.M. Hedhayetul Huq & Others(1989) Sustainability of Primary Education Project in Bangladesh	40
২৫।	Z.A. Shamsul Haq & Others(1990) Hand Book for the Magistrates, 2nd Ed.	100
২৬।	A Study of the Use of Computers in Management Decision Making in the Public Sector of Bangladesh, 1991	50
২৭।	Administrative Science Review , Published by NIPA	15
২৮।	Dr. Sk. Maqsood Ali & Others, Decentralization and People's Participation in Bangladesh	150

বিক্রয় সম্পর্কিত তথ্য :

- ক) কেন্দ্রস্থ অল্ফ্রড ভবন-২ এর ৩য় তলায় প্রকাশনা শাখার দপ্তরে তালিকাভুক্ত বই, পুস্তক, জার্নাল ইত্যাদি ৫০% কমিশনে বিক্রয় করা হয়।