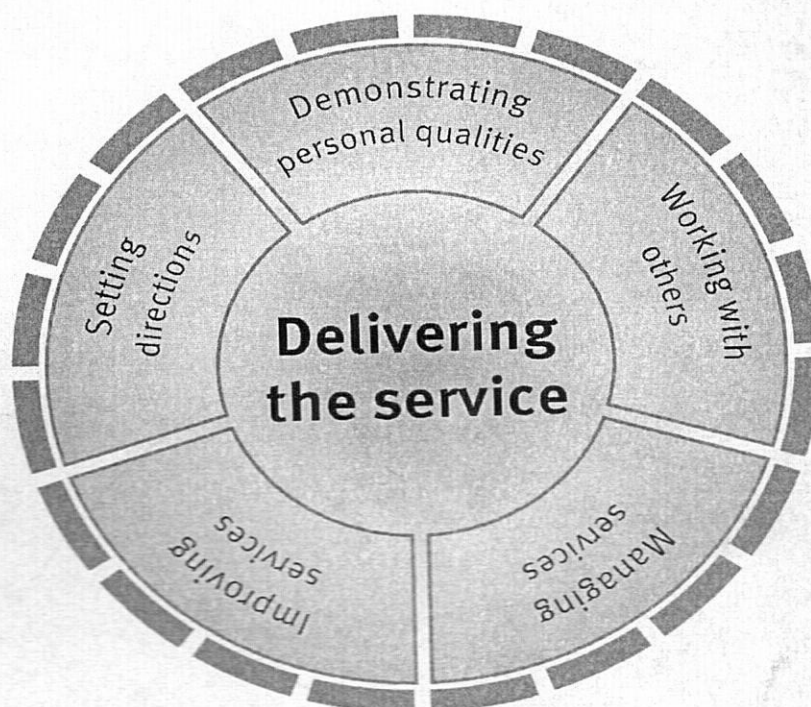


117th Advanced Course on Administration and Development

(08 October - 06 December 2017)

COURSE GUIDELINES



Enhancing Competencies for Better Service Delivery



Bangladesh Public Administration Training Centre

Savar, Dhaka 1343

www.bpatc.org.bd

117th Advanced Course on Administration and Development

(08 October – 06 December 2017)

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Bangladesh Public Administration Training Centre

Savar, Dhaka 1343

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Bangladesh Public Administration Training Centre

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 organisational capacity; and
- ❑ promoting a culture of continuous learning to foster a knowledge-based civil service.

The Core Values of BPATC Include:

- ❑ **Discipline:** We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.
- ❑ **Integrity:** We demonstrate patriotism and ethics in our activities. We do what we say. We 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 organisations.
- ❑ **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 organisation 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.

LIST OF ABBREVIATIONS

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

PR	Presentation
PT	Practical Test
RA	Reading Assignment
RW	Report Writing
SA	Secretariat Attachment
SD	Skill Development
SMART	Specific, Measurable, Achievable, Rational and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination
Ws	Workshop

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1.0 Introduction

The spirit of our liberation war in 1971 was to build a glorious, developed and prosperous Bangladesh free from all sorts of exploitations and injustices. In order to achieve the goal, a group of well groomed, professional and skilled civil servants in all tiers is a must. National commitment is to build up a digital Bangladesh by 2021. We need hard ware, software and human resources to achieve the target. Human Resource is the most important to ensure digital Bangladesh. BPATC can be treated as the nursing home of human resources. BPATC mandate is to provide highest quality training, to groom up the officers of entry level, mid-level and even at the senior-level as the best administrative leaders of the soil. Bangladesh Public Administration Training Centre (BPATC) is relentlessly working to perform their assigned duties properly. We believe any training institution is a preaching and practicing house of good governance. Therefore, we try to encourage the participants by saying the best words and by demonstrating the best practices. We would like to reiterate that we religiously believe in transparency, accountability, justice and fairness. Our humble expectation from our participants is that they will also avail the opportunity to reinforce their positive attitude, pro-activeness and working spirit through the training received here. We are always with our esteemed participants to provide the best services as much as we can. The participants of ACAD are mid-level administrative leaders. They are to carry out at least two-fold responsibilities. One is to do the best deeds by their own and the other is to ensure doing the best by their sub-ordinates. We sincerely desire the participants of ACAD will utilize their time here to gather experience so that they can perform their responsibilities efficiently showing highest professionalism.

2.0 BPATC at a Glance

- Bangladesh Public Administration Training Centre (BPATC) has been established on 28 April 1984 as an autonomous body with substantial autonomy in both financial and administrative matters.
- BPATC is located at 28 kilometres north-west from Dhaka in a lush of natural environment especially marked for its ever- green, clean and serene speciality.
- A twelve-member Board of Governors (BoG) chaired by the Hon'ble Finance Minister provides necessary advice to run the Centre smoothly and smartly.
- The Centre is headed by a Rector who is a Secretary to the Government assisted by six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the Government. Each MDS leads 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.
- BPATC has four Regional Centres called Regional Public Administration Training Centre (RPATC) located at four old Divisional Headquarters namely Dhaka,

Chittagong, Rajshahi and Khulna. Establishment of RPATC at other Divisional Headquarters is under process.

- BPATC conducts both career oriented training courses and skill oriented short training courses.
- Career oriented and core courses of BPATC include Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and Policy Planning Management Course (PPMC).
- FTC is designed for the new entrants to Bangladesh Civil Service including officers of Judicial Service, ACAD for Deputy Secretary and their equivalent level officers from Defence Services and public sector departments. SSC is for the Joint Secretary to the government and their equivalent level officers from Defence Services, while PPMC is for the Additional Secretary to the government.
- BPATC conducts research in the relevant fields.
- Providing consultancy services to the government is another integral function of BPATC.

3.0 Advanced Course on Administration and Development (ACAD)

Advanced Course on Administration and Development (ACAD) is designed for the Deputy Secretary to the government and equivalent level officers from Defence Services and public sector departments to enhance their leadership skills and knowledge to discharge their duties more effectively. Updating of the course contents in consideration of the fast changing environment of public management curriculum is a regular phenomenon.

The role of mid-level officers, i.e. Deputy Secretary and equivalents, is very important in the overall businesses of the government. They work as the bridge in between the senior and junior levels in public organizations. Moreover, it is their moral obligation to groom up the junior level officers. Therefore, they should be equipped with the necessary skills and knowledge that are vital for the dynamism of the government machinery. Keeping these in view, the contents and methodologies of this course have been designed.

In order to ensure steady growth and development, effective civil-military relationship is important. Continuous civil-military interaction will result in exchange of knowledge as well as healthy relationship based on trust and goodwill. Through participation in this course, participants will get scope to review and assess present methods, techniques, and problems of public administration in the context of socio-economic development of Bangladesh. They will get opportunity to share their ideas, experiences and insights with fellow-participants. The course will make opportunity to acquaint the participants with new approach and emerging concepts of administration and human relations. The participants will review the problem of national development with reference to specific plans and approaches with emphasis on socio-economic development of the country. They will get chance to develop modern outlook and strategic thinking ability in themselves which will contribute to analyze external and internal environments of their organizations for formulating and implementing time-befitting strategies.

4.0 Course Theme

The theme of 117th ACAD has been selected as, “**Enhancing Competency for Better Service Delivery.**” The contents have been designed to reflect the core values of this theme.

5.0 Course Modules

The course is designed with the following 15 modules (Detail of the course contents is shown in Annex 1)

1. Behavioral Governance & Spirit of Liberation War
2. Seminar Paper Preparation and Presentation
 - A) Basics of Research
 - B) Seminar Paper
3. Policy Analysis and Governmental Business Process
4. Public Service Management
5. Development Management
6. Poverty Reduction: Bangladesh Perspective
7. Project Management
8. Procurement Management
9. Environment and Disaster Management
10. Conflict Management and Negotiation
11. Verbal Competency and Development Debate
12. ICT & e-Governance
13. Exposure Visit
 - (A) Internal Exposure Visit
 - (B) Foreign Exposure Visit
14. Fitness of Body and Mind
 - (A) Morning Exercise and Yoga
 - (B) Afternoon Games and Sports
15. Contemporary Issues

6.0 Objectives of the Course

The general objective of ACAD is to develop leadership competencies of the participants for managing their own organization strategically.

The Specific Objectives of ACAD

After completion of the Course, the participants will be able to

- Facilitate apex authority of public organizations in policy making process after analyzing the socio-economic contexts of the national and international arena and implement, monitor and evaluate those public policies in a professional way.
- Formulate strategic plan after analyzing internal and external environments of the organization using different tools and technique and implement thereof effectively and efficiently.

- Assess and review existing public service delivery system and devise simple, innovative, effective and efficient ways of service delivery (using ICT wherever needed) for the clients.
- Identify and analyze the issues of development priorities of government and to design development projects, implement and manage them properly.
- Build intra Vis a Vis inter-institutional networks and deal trans-border trade and aid negotiation effectively for upholding organizational and national interests.

7.0 Expected Results from the Course

The course is designed to achieve the following expected results-

- Capacity of the participants to analyse the relationships of institutions, systems and processes of social, political, economic, cultural and environmental dynamics enhanced;
- Problem solving, decision making and communicating skills of the participants improved;
- Capacity of the participants to deal with decision makers and other key stakeholders developed;
- Capacity of the participant to effectively deal with issues of intellectual discourse enhanced;
- Attitudes of the participants towards innovativeness in governance inculcated.

8.0 Training Duration

ACAD is a 60 days training programme and distributed in the following manner:

Sl. No.	Activities	Days
1	Registration, Course briefing, Opening and Closing	02
2	Days for Training Sessions to share Knowledge, Experience and Ideas	37
3	Internal Exposure Visit	02
4	Data Collection for Seminar Paper	03
5	Total Working Days	44
6	Weekends	16
	Total Days	60

9.0 Tentative Daily Schedule of Sessions*

Time	Sessions
06:00-07:00*	Yoga/ Morning Physical Exercise
08:30-09:30	1 st Session
09:40 – 10:40	2 nd Session
10:40 – 11:05	Health Break
11:05 – 12:05	3 rd Session
12:15 – 13:15	4 th Session
13:15 – 14:15	Lunch & Prayer
14:15 – 15:15	5 th Session

16.00 – 17.00*	Yoga/ Games and Sports
18:30 – 20:00*	Evening Session (not regular)

* Subject to change.

10.0 Active Participation by the Participants

We put much value on trainee's participation in discussion, review on previous day's sessions (**Recap**) & learning experience, role play and other mode of knowledge sharing. Although lecturers are used to give lecture in a certain extent, the Course Management highly encourage interactive session through active participation (two way traffic). To make class more attractive, interesting, fruitful and participatory, sessions speakers are requested to take part in discussion.

11.0 Training Methods

Lecture and Discussion, Exercise, Workshop, Role Play, Case Study, Group Work, Panel Discussion, Organization Visit, Foreign Exposure Visit, Film Show, Reading Assignment and Other Experiential Learning methods will be used in the training sessions.

11.01 Internal Exposure Visit

A two days internal visits will be arranged in private company/corporate house/ NGO/PKSF/Micro Credit Regulatory Authority etc.. The participants have to prepare and submit group reports based on their experiences and sharing of ideas of visit.

11.02 Foreign Exposure Visit

There is a provision for foreign exposure visit for participants to give exposure to participants how the other Countries managing the works of civil service as well as learn how do they provide services to citizens. This exposure visit will be supported by the Ministry of Public Administration (MoPA). The schedule of the foreign exposure visit will be announced by MOPA. MOPA and BPATC will contact all participants once schedule finalize. The participants are required to prepare a group report on assigned topics and have to make a presentation in host organization in abroad and in a 'Lessons-Learning Seminar' at BPATC after return from the exposure visit.

11.03 Group Work

We believe in team work. Several groups will be formed to enhance interactions among the members of a group to do a particular task. Generally each group consists of 5-6 participants. Each participant is responsible individually and collectively for the quality of the report prepared by the Group. Each group will present the report in a plenary session and every member of the group has to participate in presentation.

11.04 Role Play/Simulation

Role Play/Simulation method will be applied to enable the participant for the reinforcement of their learning on particular subject like negotiation/conference techniques and prepare them in such a way, so that they can apply the knowledge and skills in real life situation.

11.05 Case Study

Case Study method may be used to develop participants' problem-solving skill and support learning in the relevant subject.

12.0 Medium of Instruction

English will be the medium of communication and instruction in all sessions. Participants are expected to interact in English during classes as well as in other course activities. The report and seminar paper must be written in English.

13.0 Expectation from the Participants

- Must stay in the dormitory room allotted to participant at the BPATC campus.
- Wear formal dresses during academic sessions and official functions.
- Follow official manners and etiquette.
- Be punctual in attending classes and all other activities prescribed for the course.
- Follow table manners at the cafeteria/dining during their meal.
- Ensure 100% attendance as per schedule.
- Undertake attachment/organization visits, prepare professional papers, reports and perform other tasks assigned by the Course Management Team (CMT) and resource persons.
- Must speak in English within BPATC premises [during communication with Course Management Team (CMT), faculty members/resource persons and also with another participant of the course]. BPATC creates the opportunity for ACAD participants to practice to speak in English during their 2 months stay. Any deviation of it will be seriously dealt.
- Participants are not allowed to leave BPATC premises without permission of Course Management Team. In case of such incidence, it will be considered as misconduct and the participant will be released from the course and will report to the controlling authority to take disciplinary action against him/her.
- No leave will be allowed during the course tenure except otherwise mentioned in the Evaluation Policy of the Centre. Participants are advised not to do nagging with course management team for leave and in of case such incidence, it will be dealt seriously – leave will not be allowed and also number will be deducted for this kind of act from course management team marks.

14.0 Evaluation Method

BPATC has a prescribed system of evaluation. Participants' activities will be evaluated based on their individual performance and their role in the group activities. The participants will also evaluate the speakers, CMT and other aspects of the Course. The participants' views will be taken into consideration in redesigning the course curricula in future.

15.0 Distribution of Marks

Sl. No.	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioural Governance and Spirit of Liberation of War	50	-	50
2.	Seminar Paper Preparation and Presentation			
	(A) Basics of Research	25	-	25
	(B) Seminar Paper	125	-	125
3.	Policy Analysis and Governmental Business Process	50	-	50
4.	Public Service Management	50	-	50
5.	Development Management	-	50	50
6.	Poverty Reduction: Bangladesh Perspective	-	50	50
7.	Project Management	-	50	50
8.	Procurement Management	-	50	50
9.	Environment and Disaster Management	-	50	50
10.	Conflict Management and Negotiation	-	50	50
11.	Verbal Competency and Development Debate	25	*Recap 50	75
12.	ICT and e-Governance	50	-	50
13.	Exposure Visit			
	A) Internal Exposure Visit	-	25	25
	B) Foreign Exposure Visit		25+50	75
14.	Fitness of Body and Mind			
	A) Morning Exercise and Yoga	50		50
	B) Afternoon Games and Sports			
	Indicators of Evaluation: i. Attendance: 25 ii. Dress Code:10 iii. Other Activities:15			
15.	Contemporary Issues	25	-	25
	Evaluation by CMT	100	-	100
	i) Punctuality (10)		-	
	i) Table Manners and Dress (10)		-	
	ii) Manners and Etiquette (15)		-	
	iii) Overall Conduct and Discipline(15)		-	
	iv) Class Attendance (50)		-	
Grand Total		550	450	1000

*In Recap sessions each participant will review previous day's academic session(s) and make presentation to the plenary.

16.0 Grading

Percentage of Marks	Grading
90 and above	AA (Outstanding)
80 to 89	A + (Very good)
70 to 79	A (Good)
60 to 69	B + (Above Average)
50 to 59	B (Average)
Less than 50	Fail

Please note that, if any participant secure less than 50% mark in any of the module, S/he will be considered failed in that module. An unsuccessful participant will get maximum one chance to re-appear in the module/paper/subject s/he failed. In such circumstances, the participant will be required to stay at the Centre for at least additional seven days, and prepare for reassessment to be arranged in a suitable time fixed by BPATC authority.

17.0 Accommodation

This is a residential training course and as part of the course requirements, all participants are required to compulsorily stay in the dormitory. It is a fast-moving course with intensive curricular activities. The pressure is so heavy that one has always to run against the time and spend the evening or even the leisure hours in reading, interacting and preparing the individual or group works.

18.0 Food

The participants will take their breakfast, lunch, evening tea, and supper during the scheduled time at the dining room in the dormitory. The schedule will be provided during course briefing. A food management committee will be formed comprising the participants to manage their meal from training allowances.

19.0 Dress Code

Participants must wear formal dress in all formal course activities. Male participants must wear full-sleeved shirts and neck tie (supplied by the CMT) with or without suit during academic session. It is advisable to wear formal suit during guest night, official dinner, official function and other formal occasion. Table manner and etiquette of participant will be observed, noted and evaluated. Participants who are unwilling to wear tie on religious ground may wear *Sherwani or Panjabi with Koti*. Lady participants may wear *Sharee or Shalwar-Kameej* during academic session and must wear *Sharee* on formal occasion. **Wearing neck tie supplied by CMT for male participants is mandatory; no other tie is allowed to wear in the session.**

20.0 Physical Exercise and Games

Physical Exercise and Games including Yoga are compulsory for all participants. The Centre will provide participants with facilities for physical exercise, sports and games both indoor and outdoor. During physical exercise and games, participants are advised to use white colour sports dress and ked.

21.0 Library Facilities

The BPATC Library is equipped with various books, journals and audio-visual aids. There are 1,30,000 books for circulation to the readers. Participants of this course will have the ready access to the reading facilities. There is a corner for reading daily newspapers; almost all national dailies published are available there. Photocopying facilities are also available on payment. Library remains open from 08:00 hrs to 22:00hrs in week day (Sunday to Thursday) and 16:00hrs to 18:00hrs on Friday and 18:00hrs to 22:00hrs on Saturday.

22.0 ICT Facilities

Language Lab, Computer Lab and Internet facilities are available at BPATC. Participants can avail the BPATC Computer Centre for practice and other purposes which remains open 08:30 hrs to 21:30 hrs on all normal working days. Participant can also use the computer lab of the dormitory. Using laptop in the classroom is strictly restricted with exception of Information and Communication Technology classes and any exercise and presentation and group work sessions. e-Learning platform will be used for message, notice and training resources.

23.0 Telephone Facilities

The telephone exchange of BPATC remains operative from 07:30 hrs to 24:00 hrs in normal schedule. To contact anyone inside BPATC, please press 9 and take help of the operators. Participants can make personal telephone calls from the dormitory on payment.

24.0 Use of Cell Phone

Participants will not bring and use their cell phone in the class room and other academic sessions.

25.0 Medical Facilities

BPATC maintain a small Clinic with limited medical facilities. Participants are given free medical consultation, prescription and limited Primary medical care. Specialized Medicines are not available at the Clinic. If any medicine required, it must be purchased by the participant own cost.

26.0 Recreation

Every dormitory has TV with cable network. Participants can enjoy TV programmes during leisure. Participants are encouraged to arrange cultural evening on the occasion of their mess night. Spouse of the participants and guests may be invited on cultural evening, guest night and closing ceremony.

27.0 Prayer

There is a beautiful mosque within the premises of the centre, but no separate prayer room in the dormitory. Participant can use the mosque for prayer.

28.0 Clearance before Departure

Participants are advised to complete the requisite formalities before they obtain their release order. Before receive the release order, each participant must obtain clearance certificate from the dormitory, computer centre and library.

29.0 Miscellaneous

List of faculty members, important telephone number, participants list and suggested readings are included in the brochure.

COURSE CONTENTS

Module-01: Behavioural Governance & Spirit of Liberation War

Module Director: Tahsinur Rahman, Director

Evaluation: Individual Exercise (50 Marks)

Objectives: The participants will be able to:

- discover self for achieving improvement goal
- maintain integrity at workplace and
- internalize spirit of liberation war.

Session code	Session hour(s)	Topic Title	Speaker	Training Method
01.01	02	Know Thyself: Understanding self for achieving improvement goals	Rector	L & E
01.02	02	Prevention of Corruption and Unethical Behavior	GS	L & GD
01.03	03	National Integrity Strategy(NIS) : Implementation Challenges	GS	Workshop
01.04	02	Strategies for Implementing Spirit of Liberation War	GS	L & D
01.05	02	Life and Philosophy of the Father of the Nation	GS	L & D

Module-02: Seminar Paper Preparation and Presentation

A) : Basics of Research

Module Director: Dr. Md. Shafiqul Haque, Director

Evaluation Method: Individual Assessment (25 Marks)

Objectives: The participants will be able to:

- prepare research proposal
- collect and analyse data and
- Write research report.

Overall Task: A two days workshop will be conducted where trainees will be acquainted with the basics of research, how to prepare research proposal, conduct research, collect data, analyse data and prepare research report. Besides, participants will be able to understand the writing techniques of seminar paper i.e., Title, Objectives, Problem Statement, Research Questions and Methodology.

B) : Seminar Paper

Module Director: Dr. Rizwan Khair, Member Directing Staff

Evaluation: Preparation of Seminar Paper and Presentation (125 Marks)

Objectives: The participants' will be able to:

- use research method in writing their seminar paper
- understand logical sequence of a research paper
- improve their professional writing and presentation skills

- sharpen their analytical and problem solving competence
- develop innovative ideas that may influence public policy-making and
- respond productively to the writing of others.

Session code	Session hour(s)	Topic Title	Speaker	Training Method
2.1	15	Session with Mentors	All Mentors	Panel Discussion
2.2	10	Seminar Paper Presentation	External and Internal Evaluators	Presentation

***Details guideline of seminar paper writing placed in Annex-2.**

Module 03: Policy Analysis and Governmental Business Process

Module Director: Ranjit Kumar Sen ndc, Member Directing Staff

Evaluation: Individual Assignment (50 Marks)

Objectives: Participants will be able to:

- analyse public policy process and
- simplify governmental business process.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
3.1	03	Public Policy Process and Policy Exercise	Dr. Rizwan and Dr.Sanwar	L & E
3.2	02	Policy Implementations Models and Evaluation Techniques.	Dr. Rizwan and Dr.Sanwar	L & E
3.3	01	Inter-ministerial Consultation	Ranjit/GS	L&D
3.4	02	Preparing Answers to the Parliamentary Questions	GS	D&E
3.5	02	Dealing with Civil Cases and Strategies for Protecting Public Rights	GS	D & Case Study
3.6	02	Exercise on Preparing Summary	Ranjit/GS	D&E
3.7	02	Exercise on Preparing and managing Citizen Charter	Faculty/GS	Briefing &E
3.8	02	Preparing, Implementing and Monitoring of Annual Performance Agreement (APA)	GS	Briefing &E

Module 04: Public Service Management**Module Director: Dr. Md. Sanwar Jahan Bhuiyan, Director****Evaluation: Individual Assignment (50 Marks)****Objectives:** Participants will be able to:

- identify and analyse the role of government in the context of public service management and
- use analytical tools to review policies/programme of the government in a changing world.

Code	Session hour (s)	Topic Title	Speaker	Training Methods
4.1	01	Changing Trends of Public Service Management and Reform Initiatives	Sharif	L & D
4.2	01	Leadership for Effective Public Management	Dr. Sanwar/ Basher	L & E
4.3	02	Exercise on Team Building	Dr. Sanwar	D&E
4.4	02	TQM for Improving Public Service Delivery: Exercise on SIP	Faculty/GS	Briefing & Exercise
4.6	01	Concept and Process of Strategic Management	Dr. Rizwan/ Dr. Sanwar	L & D
4.7	02	Techniques of Strategic Planning: SWOT, PEST Analysis and Devising Strategy	Dr. Rizwan/ Dr. Sanwar	GE and Presentation
4.8	02	Grievance Redress System	GS	L & E

Module 05: Development Management**Module Director: Banik Gour Sundar, Member Directing Staff****Evaluation: Group Assignment (50 Marks)****Objectives:** Participants will be able to:

- understand the major policy issues of the economy of Bangladesh
- identify the challenges of economy of Bangladesh in the context of globalisation
- explore strategies to overcome those challenges.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
5.1	02	Development Planning in Bangladesh: Vision 2021, Vision 2041; Perspective Plan & 7FYP	Faculty/GS	L&E
5.2	02	Sustainable Development Goals (SDGs)	Faculty/GS	L&GE
5.3	02	Analysis of Key Macro-economic Variables of Bangladesh	Banik	L & D
5.4	02	Financing for Development in Bangladesh	GS	L & E
5.5	01	Financial Inclusion: Challenges & Opportunities	GS	L & D
5.6	02	Financial Sector Reforms in Bangladesh	GS	L&D

Module 06: Poverty Reduction: Bangladesh Perspective**Module Director: S.M. Zobayer Enamul Karim PhD, Director****Evaluation: Group Assignment (50 Marks)****Objectives:** Participants will be able to enhance their skills in translating knowledge into action through analysis of issues, policies and strategies of Poverty Reduction.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
6.1	1 Day Workshop	Poverty Reduction Approaches in Bangladesh	Banik/	Workshop
6.2		Social Protection: Principles and Practices	Zobayer/	
6.3		National Social Security Strategy (NSSS)	Faculty	
6.4		Major Poverty Reduction Strategies: Ekti Bari Ekti Khamar, Old Age Allowance etc.	member /GS	

Module 07: Project Management**Module Director: Kazi Hasan Imam, Director****Evaluation: Group Assignment (50 Marks)****Objectives:** Participants will be able to deal with the issues of project management effectively.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
7.1	02	Result Based Management	Dr. Yusuf	L & GE
7.2	02	Project Preparation and Approval Process	Hasan/GS	L & E
7.3	01	Steps in Project Management and Implementation	Faculty/GS	L&D
7.4	02	Monitoring and Evaluation of Projects	Hasan/GS	L & GE
7.5	01	Challenges of Project Management	Faculty/GS	L&D
7.6	02	Management of Mega Projects: A Case of Padma Bridge	GS	L& GE

Module 08: Procurement Management**Module Director: Md. Zaydul Hoque Molla ndc, Member Directing Staff****Evaluation: Group Exercise (50 Marks)****Objectives:** Participants will be able to explain the general features, processes and methods of public procurement and manage public procurement in a transparent way.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
8.1	1 Day Workshop	Overview on PPA 2006 and PPR 2008	Banik/ Molla	Workshop
8.2		Steps of Public Procurement: Works, Goods and		
8.3		Tender and Proposal Evaluation		
8.4		Exercise on Proposal Evaluation		
8.5	02	Writing Summary for Cabinet Committee on Government Purchase (CCGP) and Economic Affairs Committee(EAC)	GS	L&E

Module 09: Environment and Disaster Management**Module Director: Dr. Mohd. Shahadt Hossain Mahmud, Member Directing Staff****Evaluation: Group Exercise (50 Marks)****Objectives:** Participants will be able to analyse different issues of environment, sustainable development and disaster management.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
9.1	02	Environmental Management: Challenges and Opportunities	Faculty/GS	L & E
9.2	02	Comprehensive Disaster Management in Bangladesh	Rector	L & E
9.3	02	Climate Change Adaptation and Mitigation Strategy and Implementation Plan 2009	Dr. Shahadt	L & E

Module 10: Conflict Management and Negotiation**Module Director: Dr. Muhammad Abu Yusuf, Member Directing Staff****Evaluation: Group Exercise (50 Marks)****Objectives:** Participants will be able to

- explain the concepts and issues of conflict and negotiation
- understand the nature and complexity of multi-level conflicts and negotiations
- apply effectively and efficiently essential skills and techniques for managing conflict and negotiation and
- lead trade/aid negotiations with full confidence.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
10.1	02	Understanding Organizational Conflict & Conflict Resolution	Dr. Sanwar/Basher	L & Case Study
10.2	02	Techniques of Writing MoU and Agreement	Dr. Yusuf	L & E
10.3	02	Effective Negotiation (Local/Bilateral/Multilateral): a. Preparation for Negotiation b. Conducting Negotiation c. Concluding Negotiation	GS	L&E
10.4	03	Simulation on Negotiation	GS	Simulation

Module 11: Verbal Competency and Development Debate**Module Director: A.F.M. Amir Hussain, Deputy Director****Evaluation: Individual Presentation (25) + Recap (50) [75 Marks]****Objectives:** Participants will be able to communicate in English more confidently.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
Recap*	20	Recap	CMT	Presentation/Writing
11.1	01	Art of Public Speaking	Dr. Yusuf	L&E
11.2	02	Techniques of Enhancing Professional English	Amir /Masum	L&D
11.3	02	Professional English Writing Skills: Exercise	Amir/ Masum/GS	Exercise
11.4	02	English Listening Skills: Exercise	Masum	Exercise
11.5	02	English Speaking Skills: Exercise	Masum /GS	P & E
11.6	01	Briefing on Development Debate	Amir/GS	Briefing
11.7	05	Development Debate	Amir/GS	Presentation

*It is to be noted that after the presentation participants have to submit hard copy of presentation to the CMT. Recap sessions will be evaluated by CMT in 50 Marks.

Module 12: ICT & E-Governance**Module Director: Md. Zakir Hossain, Director****Evaluation: Individual Assignment (50 marks)****Objectives:** Participants will be able to:

- develop ICT Skills and contribute towards e-Governance
- develop capacity in public section for improving delivery of public service through ICT and
- adopt organisational changes in public sector related to technology, strategies and policies.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
12.1	01	Digital Bangladesh: Making Vision Reality	GS	L & D
12.2	02	Information Literacy for e-Governance	Rector	L & E
12.3	04	Innovation in Public Service	GIU/Mallick	Workshop
12.4	02	Exercise on Business Process Simplification	GS	L&E/Case Study
12.5	02	Service Delivery through ICT in Bangladesh: National Web Portal & UDC	A2i, Zakir, Rustom, Rabbani	Exercise
12.6	02	e-Nothi	Zakir	L & P
12.7	04	e-GP	CPTU	Workshop
12.8	1	Trouble Shooting	Zakir/Joarder	Exercise

Module 13: Exposure Visit

(A): Internal Exposure Visit

Module Director: Md. Abul Basher, Deputy Director

Duration: 2 Days Visit

Evaluation Method: Group Report (25 Marks)

Objectives: To enable the participants to:

- use different tools and techniques for analyzing organization and
- identify and solve organizational problems.

Overall Task: Visit to Private Organization/ Corporate House/ NGOs / Micro Credit Regulatory Authority etc. After returning to BPATC based on their practical observations, participants have to submit group reports.

(B): Foreign Exposure Visit

Module Director: Nominated Faculty Member of the Exposure Visit Team

Duration of Visit: Ten (10) Days

Evaluation: Group Report (25+50 = 75 Marks)

Objectives: This exposure visit will enable the participants to observe how the visiting country's economy which started with a developmental base equal to or worse than Bangladesh has outperformed the Bangladesh economy.

Overall Task: Participants will visit one country under the auspices of Ministry of Public Administration. The purpose of this visit is to enhance the capacity of the participating officers through sharing experiences of policies, strategies, practices in the public service delivery of the visiting country.

Methodology of Implementation of Foreign Exposure Visit:

- i) Group formation and topic (area/field) will be made by the CMT.
- ii) CMT will organise the Lessons-Learning Seminar with the presence of internal and external evaluator
- iii) CMT will monitor and evaluate the participants individually and group as well.
- iv) Reports will be prepared by groups; however, evaluation will be done individually.

Note on Group Reports: Participants have to present group reports in the host country under the arrangement of designated Institutions/Organizations. These reports will reflect the comparative situations of the visiting country with that of Bangladesh and the presentation will contain 25 marks. However, on return they will present group reports in a "Lessons-Learning Seminar" on experiences sharing of visiting country at BPATC. This presentation will focus on experiences and learning of visiting country and its applications in the light of Bangladesh. Presentation will be evaluated on 50 marks.

Module 14: Fitness of Body and Mind

Module Director: Dr. Md. Arafe Zawad, Assistant Director

Evaluation: Individual Performance (50 Marks: Attendance-25, Dress Code-10 and Other Activities-15)

Objectives: To make participants mentally and physically sound to perform their work.

(A): Morning Exercise and Yoga

Note: At the 1st week of the course, 2 days three hourly **afternoon workshop** will be held on Yoga; and these sessions will be conducted by invited resource persons. Faculty Members of Games & Sports section of the Centre will run the Yoga program regularly.

(B): Afternoon Games and Sports.

Module 15: Contemporary Issues***Module Director: Dr. S.M Zobayer Enamul Karim, Director****Evaluation Method: Individual Assignment (25 Marks)****Objectives:** To enable the participants to

- identify and analyze issues of national importance and
- explore opportunities to apply new learning to practical life.

Session Code	Session hour(s)	Topic	Resource person	Training Method
15.1	02	FDI Challenges in Bangladesh	GS	L & D
15.2	02	LDC Graduation: Bangladesh Perspective	GS	L & D
15.3	02	Blue Economy	GS	L & D
15.4	02	International Trade Challenges and Opportunities: WTO Perspective	GS	L & D
15.5	02	Energy Security of Bangladesh	GS	L & D
15.6	02	Civil-Military Relationship	GS	L & D
15.7	02	Challenges of Food Safety in Bangladesh	GS	L & D
15.8	02	Public Private Partnership	GS	L & D
15.9	02	Universal Health Coverage	GS	L&D
15.10	02	Gender and Development	Faculty/GS	L&D
15.11	02	Waste Management	Faculty/GS	L&D
15.12	02	Right to Information (RTI)	Faculty/GS	L&D

*** Subject to include or exclude.**

GUIDELINES FOR WRITING A SEMINAR PAPER

Introduction

'Writing seminar paper' is an integral part of Advanced Course on Administration and Development. Each participant is required to write a seminar paper and present the paper before a panel of evaluators comprising faculty members of BPATC and renowned relevant professionals. This brief guideline is expected to facilitate the participants of the training courses in writing a seminar paper.

Area of Seminar Paper Writing

Every participant has to write seminar paper focusing on any pertinent issue/ problem/ challenge of his or her Ministry/Division/Department/Organization etc.

Seminar

A *seminar* is an occasion where a group of interested people known as participants, key note speaker/presenter, discussant(s), moderator and rapporteur assemble to discuss/share/disseminate a particular issue of concern.

Seminar Paper

A seminar paper is a complete record of works on the topic, the author has studied to disseminate/present before the targeted group of people. A seminar paper is a record of what the author wish to disseminate to the group about a topic studied. A seminar paper may be a research proposal/report/project/thesis/article/in any area of interest. It is expected that the participants shall make an original contribution to the field.

Purpose

The purpose of this assignment is to facilitate the participants to do practice in technical writing which will enrich the skills of the participants when they write a seminar paper in their service life.

General Structure of a Seminar Paper

Title

The title of a seminar paper should state topic exactly in the smallest possible number of words so that a reader can visualize a complete picture of what the paper contains. A seminar paper title should be simple, short and easy to understand.

Author's Name

Put your name, designation, your serial number, course name, the name of your institution i.e. BPATC below the title on the cover page.

Executive Summary

The executive summary should state the most important facts and ideas in the paper. It should be complete in itself. The length of the executive summary should be about 200 to 300 words. Do not put information in the executive summary which is not in the main text of your paper. Do not put references, figures, or tables in the executive summary

Text

The main text of your paper should be divided into sections, each with a separate heading. The first section should be an introduction to your topic. This section should review the background of your topic and give an outline of the contents of your paper.

You may collect information/data for your paper from various sources, such as books, journals, reports, lecture notes, etc. You must write the paper yourself using information. *You must not copy text written by other authors.* Instead, select only the information/data you need and summarize this information in your own words, give your own analysis. When you use other's ideas or findings or information, you must give recognition by citing reference. You must avoid plagiarism. The final section of your paper should summarize your conclusions.

The sections of the seminar paper should be numbered 1, 2, 3, the sub-sections in the sections should be numbered 1.1, 1.2..., 2.1, 2.2 ..., 3.1, 3.2, ... , etc.).

1. Section: Introduction

Introduction is like a brain of a human being that guides thought process, imagination, ideas, actions etc. It should provide motivation for the reader to read your entire paper. Reader should know what the paper is going to be about by reading introduction.

This section consists of-

- The general background of your work,
- The objective of your own work,
- The reasons why your work is interesting and useful
- Define issues and any key terms
- Limit scope as necessary
- State problem by defining the gap
- Explain how present study attempts to fill the gap.
- End with idea and outline of the rest of the paper

2. Section: Literature Review

Literature review is the most critical part of any intellectual discourse. Literature is the source of knowledge or stock of knowledge like an ocean. The purpose of literature review is to critically analyse the existing concepts, thoughts, ideas, and theories to identify the gaps.

- Indicate the current state of the issue/problem/topic

- Define or qualify terms
- Engage sources in analyzing the issue.

3. Section: Methods and Materials

This section should contain sources of information/data, how information/data shall be collected, what method shall be used to collect data, why certain method is being applied and why certain method is relevant etc.

4. Section: Data Analysis/Argument/Discussion

- Examine issue
- Argue how issue can be mitigated, mediated, or dealt with
- Provide evidence and support
- Make some lively commentary along the way

5. Sections: Conclusion

- Conclusion is the wheel of a vehicle that leads the reader move on i.e. the way forward derived from the findings. It should not be the copy of abstract or introduction or results rather findings and recommendations are discussed here.
- Summarize research question
- Qualify argument/discussion if you need to explain where we go now
- End well

On the basis of conclusion and findings, you should give suggestions which must be supported by your findings, arguments and logic. You must establish linkage with your research issue/question, objective(s) and findings. You should not write too many recommendations which are too general and not supported by your findings and arguments.

6. Section: References

Writing reference is an art. A participant is required to follow strictly the style that he/she has chosen. The most common citation style is the Harvard Style. BPATC does not impose any restriction on citation style. However, it is expected that the participants should follow specific reference style (preferably Harvard reference style). Double check — is everything listed on the works cited?

7. Appendix

You can attach questionnaire or any relevant document to your paper as annexure.

8. Miscellaneous

Tables

Tables must have a number and a caption above the table. The reader should be able to understand the table by reading the caption without looking at the main text. Every table must be mentioned in the main text.

Figures

Figures must have a number and a caption below the figure. The reader should be able to understand the figure by reading the caption without looking at the main text. Every figure must be mentioned in the main text.

Structure of a Final Seminar Paper

I. Preliminaries

Cover Page: Title of your seminar paper, Institution's Name, Course Name, Your Name, ID Number, Roll Number, and Date of Submission

Acknowledgement

Contents

Lists of tables/figures etc

Abstract

Lists of Abbreviations/Acronyms

II. Main Text

Chapter-1: Background/Introduction:

- Problem Statement/Research Questions/Research Issue/Conceptual Framework of the Study,
- Objectives,
- Scope,
- Rationales,
- Limitations
- Outline of the Study

Chapter-2: Literature Review (Details of sub-heads will be worked out by the participants)

Chapter-3: Methods and Materials (Details of sub-heads will be worked out by the participants)

Chapter-4: Data Processing and Analysis (Details of sub-heads will be worked out by the participants)

Chapter-5: Findings, Conclusion and Recommendation(s) (Details of sub-heads will be worked out by the participants)

III. References

IV. Appendix

Seminar Paper Evaluation Criteria

The Seminar Papers will be evaluated on the basis of following criteria:

Seminar Report Writing				Seminar Presentation		Total
Format/ Structure/ Linkage of the Report	Language, References and Style	Ability to Identify the Problem, Internal Consistency, Analytical Ability and Relevance of Contents	New Insights/ Ideas	Oral Presentation	Question Answer	Total
(10)	(15)	(40)	(15)	(35)	(10)	(125)

Please note that figures within parenthesis indicate marks allocated for each relevant criterion. Every Seminar paper will be evaluated by two resource persons; one from the member of the relevant faculty and the other will be an eminent resource person from outside.

Mentoring Seminar Paper

Seminar paper writing and presentation is an individual assignment. One faculty member will be assigned as 'Mentor' for 4-5 participants to assist and guide in conducting research, preparing seminar paper and make progress and final presentation. Each participant will identify an issue relevant to his/her work/office and will collect data from his/her office and relevant organizations. Participant will get two days to collect data from his/her office and relevant organizations. The Module Director will collect the proposed title from each participant and will assign one Mentor for 4-5 participants. After finalization of the seminar title, participants will have to meet their assigned Mentor for guidance and advice. It should be noted that no Mentor will be assigned in the evaluation processes of his/her own group but no seminar paper will be accepted without a clearance certificate of the relevant Mentor.

Mentor will ensure that participants follow the schedule and deadline of submission of progress report and final report, and also make progress presentation and also final presentation. If any participant unable to submit progress report on time and unable to make progress presentation, he/she will not be allowed to make final presentation. Thus, he will be considered as fail in seminar paper, as well as will not be allowed that participant to attend foreign exposure visit.

The schedule of progress reporting/progress presentation and final report/final presentation is shown below:

1st week (Thursday): Seminar Paper proposal submission and proposal presentation

(Presentation)

2nd week (Thursday):

Progress report (draft of Chapter-I: Background/Introduction) Submission.

3rd Week (Thursday):

Progress report submission (Revised version of Chapter-I: Background/Introduction and Draft of Chapter -2: Literature Review).

4th week (Thursday):

(Presentation)

Progress report submission (Final version of Chapter-I: Background/Introduction, Revised version of Chapter -2: Literature Review and Draft of Chapter 3: Materials and Methods) and Progress presentation

5th week (Thursday):

Field visit and Data collection

6th week (Thursday):

Progress report submission (Final version of Chapter-I: Background/Introduction, Chapter -2: Literature Review, and Chapter 3: Materials and Methods and Revised version of Chapter 4: Data Processing and Analysis; Draft of Chapter-5: Findings, Conclusion and Recommendation).

7th week (Thursday):

(Presentation)

Progress report submission (prepare draft of final report) (Final version of Chapter-I: Background/Introduction, Chapter -2: Literature Review, Chapter 3: Materials and Methods and Chapter 4: Data Processing and Analysis; Revised of Chapter-5: Findings, Conclusion and Recommendation(s) and prepare cover page, Acknowledgement, Tables/Figures, Abstract, List of Abbreviations/Acronyms, References and Appendix) and final Progress presentation

8th Week (Sunday):

(Monday, Tuesday
& Wednesday)

(Final Presentation)

Submission of Final Report and Presentation before the Evaluator (External & Internal)

PROFILE OF RECTOR



Dr. M Aslam Alam is the Rector of Bangladesh Public Administration Centre (BPATC) & Senior Secretary to the Government of Bangladesh. Prior to his current appointment, Dr. Alam served as Rector, BCS Administration Academy. Before that he was the Secretary, Bank and Financial Institutions Division (BFID) of the Ministry of Finance, Government of Bangladesh. Before assuming that position he was the Secretary of the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh. Previously, he was the Director General of the Department of Land Records and Surveys, where he pursued formulation and implementation of a land digitization strategy and action plan, involuntary resettlement as well as land use planning. Previously, he was the Director General-3 at the Prime Minister's Office. Prior to that, Dr. Alam was on lien to UNDP/UNOPS from October 2004 to July 2008, and worked as Senior Program Manager of the Comprehensive Disaster Management Programme (CDMP).

Dr. Alam is a career civil servant and started his career in the administrative service of Bangladesh. At the field level, he has served as Assistant Commissioner at Faridpur, Gopalganj, Jamalpur and Chittagong Districts. He worked as Upazila Nirbahi Officer and Additional Deputy Commissioner at Chandpur District. He was a faculty member (Deputy Director) of BCS Administration Training Academy as well. He also served as Deputy Secretary at the Ministry of Establishment and Project Director of two projects under the Ministry of Primary and Mass Education.

Dr. Alam obtained his PhD in Social Science and Policy (Environmental Policy) from the University of New South Wales at Sydney, Australia. Prior to doing PhD, he did an MA in International Relations with specialization in international economic cooperation at the International University of Japan (IUJ). He originally graduated from the University of Dhaka, Bangladesh. He obtained his M. Com and B. Com (honours) degrees in Accounting. He has undergone a number of professional training at home and abroad. He has presented numerous papers at various academic and professional conferences/ seminars/ workshops at home and abroad. He has published extensively in professional journals on training and development, public administration, climate change and disaster reduction and environmental protection.

Annex- 4

LIST OF FACULTY MEMBER

(Not in Order of Seniority)

Sl. No.	Name	Designation	Code
1.	Dr. M Aslam Alam	Rector	Rector
2.	Md. Zaydul Hoque Molla ndc	MDS (Project)	Zaydul
3.	Ranjit Kumar Sen ndc	MDS (M&D)	Ranjit
4.	Dr. Mohd. Shahadt Hossain Mahmud	MDS (R&C)	Shahadt
5.	Banik Gour Sundar	MDS (D&E)	Banik
6.	Dr. Muhammad Abu Yusuf	MDS (M&PA)	Yusuf
7.	Dr. Rizwan Khair	MDS (P&S)	Rizwan
8.	Tahsinur Rahman	Director	Tahsin
9.	Md. Abdul Hakim	Director	Hakim
10.	Mallick Sayeed Mahbub	Director	Mallick
11.	Md. A. Razzaque Sarker	Director	Razzak
12.	Kazi Hassan Imam	Director	Imam
13.	Md. Shafiqul Haque	Director	Shafiq
14.	S.M. Zobayer Enamul Karim PhD	Director	Zobayer
15.	Md. Moshior Rahman	Director	Moshior
16.	Md. Golam Mahede	Director	Mahede
17.	Md. Zakir Hossain	Director	Zakir
18.	Dr. Md. Mizanur Rahman	Director	Mizan
19.	Dr. Mohammed Amjed Hossain	Director	Amjed
20.	Md. Jahidul Islam	Director	Jahid
21.	A.F.M. Amir Hussain	Deputy Director	Amir
22.	Mohammad Razibul Islam	Deputy Director	Razib
23.	M. Arifur Rahman, PhD	Deputy Director	Dr. Arif
24.	Md. Atikuzzaman	Deputy Director	Atik
25.	Mohammad Saiful Islam	Programmer	Saiful
26.	Dr. Md. Zohurul Islam	Deputy Director	Zohur
27.	Dr. Rokeya Fahmida	Deputy Director	Dr. Fahmida
28.	Mostak Ahmed	Deputy Director	Mostak
29.	Md. Sharif Hasan	Deputy Director	Sharif
30.	Md. Abul Basher	Deputy Director	Basher
31.	ATM Arif Hossain	Deputy Director	Arif
32.	Mohammad Rezaul Karim, PhD	Deputy Director	Reza
33.	Hasan Murtaza Masum	Deputy Director	Masum
34.	Dr. Md. Mostafizur Rahman	Medical Officer	Mostafiz
35.	Dr. Md. Arafe Zawad	Assistant Director	Zawad
36.	Tanjur Ahmed Joarder	Assistant Programmer	Tanjur
37.	Mohammad Masum Rahman	Assistant Programmer	Masum
38.	Md. Rustom Rabbani	Assistant Programmer	Rustom

Annex -5

IMPORTANT CONTACT NUMBERS

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

www.bpatc.org.bd

Sl. No.	Name	Designation	Telephone/Ext./ Mobile/e-mail
1.	Dr. M Aslam Alam	Rector	7745028, PABX Ext. 4101 rector@bpatc.org.bd
Course Management Team			
2.	Banik Gour Sundar	MDS (D&E) & Course Advisor	Cell: 01756595005 banikpatc@gmail.com
3.	S.M.Zobayer Enamul Karim	Director (International Programme) & Course Director	Cell: 01720243946 smzek1959@gmail.com
4.	Md. Abul Basher	Deputy Director(P & D-1) & Course Coordinator	Cell: 01711003637 basher_bpatc@yahoo.com
5.	Mostak Ahmed	Deputy Director & Course Coordinator	Cell: 01819499421 mostakbd1976@gmail.com
Administration and Support Staff			
6.	Md. A. Razzaque Sarker	Director (Administration)	Cell: 01712 803 934
7.	Hasan Murtaza Masum	Deputy Director (Service, Add. Charge)	Cell: 01686900243
8.	Dr. Md. Mostafizur Rahman	Medical Officer	PABX Ext.- 4143 Cell: 01932791761/ 01552444675
9.	Md. Sohrab Hosen	Assistant Director (Dormitory)	PABX: Ext.4145 Cell: 01710842740
10.	Md. Aminur Rahman	Supervisor Dormitory -1	PABX Ext. 4701 Cell: 01716610525
11.	Sottendra	Class Room Attendant	Cell: 01717481324
12.	Course Office	ACAD	4643
13.	Cafeteria		4621, 4622, 4623
14.	Library Counter		4649, 4650
15.	Reception		4220
16.	Clinic		4231, 4232
17.	Manager, Sonali Bank Ltd. PATC Branch		7743013 PABX Ext - 4283
18.	ITC		4329/4333
19.	Gate-1		4100
20.	Gate-2		4200
21.	Please Press 9 for any telephonic directory.		

Annex 6

LIST OF PARTICIPANTS

Sl.No.	Name	ID No	Designation & Present Place of Posting
101.	Abu Shahid Saleh Md. Zubery	7881	Deputy Secretary Bangladesh Food Safety Authority, MoFood
102.	Md. Manirul Islam	7708	Dy. Project Director (DS) ISPP, JAWTNO Project, LGD, mol, GR&C
103.	Md Nurul Alam	6326	Zonal Settlement Officer (DS) Mymensingh Zone
104.	Md Shahidul Islam	6850	Joint Director (Estate) Payra Port Authority
105.	Abdul Latif Khan	15343	Deputy Director Local Govt, Satkhira
106.	Abul Kashem Mohammad Fazlul Haque	7898	Director (Deputy Secretary) SBC Tower (8th Floor), 37/A Dikusha C/A
107.	A.T.M kawsar hossain	15332	Deputy Director Local Govt. D.C Office, Khagrachari
108.	Dr. Gazi Md. Saifuzzaman	5985	Deputy Secretary (OSD) MOPA
109.	Syed Md. Nurul Basir	6319	Project Director Bangladesh Economic Zones Authority, PMO
110.	Md. Abul Hasanath Humayun Kabir	6367	Deputy Secretary Ministry of Expatriates Welfare and Overseas Employment
111.	Saleh Ahmed	7801	Manager (Deputy Secretary) Prime Ministers Office
112.	Nazmul Ahsan	5963	Deputy Secretary Power Division, MPEMR
113.	Khondoker Shirajul Islam	7851	Deputy Secretary (D.G.M BSBL) Chairman, BSBL
114.	Mohammad Aatur Rahman	7837	Deputy Director Jatio Muktiyoddha Council Ministry of Liberation War Affairs
115.	Md. Kamrul Islam	7850	Deputy Secretary (DGM, BRTC) Bangladesh Road Transport Corporation
116.	Bilquis Jahan Rimi	6394	Deputy Secretary Finance Division
117.	Mohammed Mizanur Rahman	7802	Director IMED, M/O Planning
118.	Md. Alamgir Hossain	7819	Director BAPARD, Kotalipara
119.	Md. Enamul Haque	6839	Chief Executive Officer (DS) Zila Parishad, Natore
120.	Muhammad Anwar Pasha	15037	Deputy Secretary

			Local Government Division
Sl.No.	Name	ID No	Designation & Present Place of Posting
121.	Md. Ayub Ali	7789	Deputy Secretary Bangladesh Public Service Commission
122.	Paritosh Hajra	6845	Deputy Secretary Ministry of Agriculture
123.	Hasan Ahmed Sarwar	7891	Deputy Secretary Ministry of Youth and Sports
124.	Jahanara Rahman	7874	Deputy Secretary Ministry of Primary and Mass Education
125.	Md. Abdus Samad Al Azad	7770	Deputy Secretary Bangladesh Secretariat
126.	Kamal Anwar	7798	Chief Officer (Finance & Accounts) Ministry of Commerce
127.	Dr. Anupam Saha	6890	Deputy Project Director (Deputy Secretary)
128.	Md. Rupam Anwar	6445	(Deputy Secretary)
129.	Rehana Perven	6105	Deputy Secretary, Finance Division Ministry of Finance
130.	Md. Rezaul Islam	6792	Deputy Secretary Cabinet Division
131.	Kabir Al Asad	5939	Deputy Secretary Bangladesh Batter
132.	Md. Nurul Amin	7704	Deputy Secretary Ministry of Primary and Mass Education
133.	Mst. Sultana Pervin	6884	Deputy Secretary, Local Government DC Office, Rangpur

SUGGESTED READINGS

Module 01: Behavioural Governance and Spirit of Liberation War

Dr.Grif. How to be CEO.

Principal Secretary of Malaysia, Civil Service of Malaysia.

আলোকায়ন ও সাক্ষাৎ

Module-02 and 3: Research Methodology and Seminar Paper Writing

Abedin M. Zainul,(1996) *A Hand Book of Research for the Fellows of M. Phil and Ph.D. Programmes*. Dhaka: Book Syndicate.

Adams, Gerald R. and Schvaneveldt, Jay D. (1985), *Understanding Research Methods*, New York: Longman.

Aminuzzaman M. Salahuddin, (1991) *Introduction to Social Research*. Dhaka: Bangladesh Publishers.

Babbie, E. (1986), *The Practice of Social Research*, California, Wadsworth Publishing Co.

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ভাষা-প্রকাশ বাঙালা ব্যাকরণ, ড. সুনীতিকুমার চট্টোপাধ্যায়, রূপা, কলকাতা ১৩৯৬
 বাঙালা ব্যাকরণ, ড. মুহম্মদশহীদুল্লাহ, মাওলা ব্রাদার্স, ঢাকা ২০০৩

ডায়ার ইতিবৃত্ত, ড. সুকুমারসেন, আনন্দপাবলিশার্স প্রাইভেট লিমিটেড, কলকাতা ২০০১
 ব্যাকরণ মঞ্জুরী, ড. মুহম্মদ এনামুল হক, মাওলাব্রাদার্স, ২০০৩
 বাংলা বানান, শ্রীমণীন্দ্র কুমার ঘোষ, দে'জপাবলিশিং, কলকাতা ১৩৯৩
 বাংলা বানান বিধি, ড. পরেশ চন্দ্র মজুমদার, দে'জপাবলিশিং, ১৪১৪
 বাংলা বানান সংস্কার : সমস্যা ও সমাধান, পবিত্রসরকার, চিত্রায়তপ্রকাশন, কলকাতা ১৯৯২
 বানান/ বাংলা বর্ণমালা পরিচয় ও প্রতিবর্ণীকরণ, ড. মনসুরমুসা, অ্যাডর্ন পাবলিকেশন, ঢাকা ২০০৭
 বাংলা লেখার নিয়মকানুন, ড. হায়াআমুদ, প্রতীক, ঢাকা ২০১৫
 বাংলা বানানের নিয়ম, ড. মাহবুবুল হক, সাহিত্যপ্রকাশ, ঢাকা ১৯৯৯
 বাংলা বানান চিত্রার বিবর্তন, ড. মিতালী ভট্টাচার্য, পাবুল প্রকাশনী, কলকাতা ২০০৭
 আদর্শ বাংলা বানান, বশীর আল হেলাল, লিরিক প্রকাশনী, ঢাকা, ১৯৯০
 কী লিখবেন কেন লিখবেন, আনন্দ, কলকাতা ২০১২
 ভাষারীতি, প্রথম আলো, ঢাকা ২০০৬
 এবং বাংলা একাডেমী (বর্তমানে একাডেমি) প্রকাশিত বিভিন্ন বাংলা অভিধানে বিধৃত প্রমিত বানানের নিয়ম

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