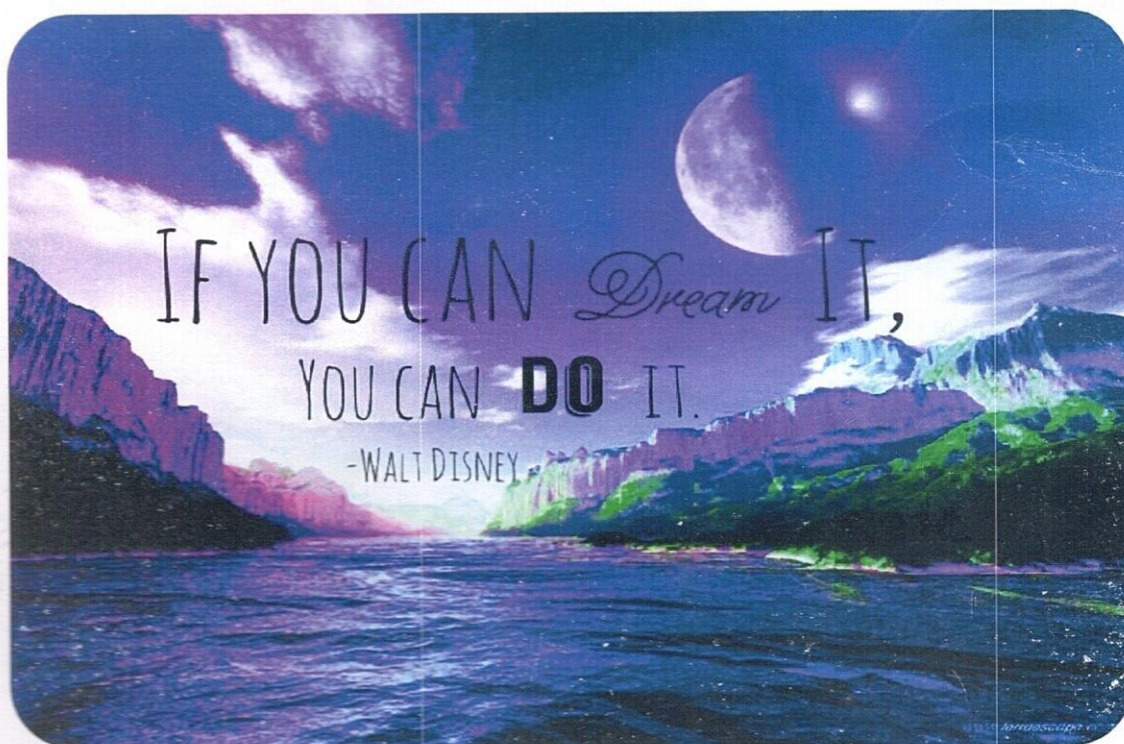


**113th Advance Course on
Administration and Development
(05 February – 05 April 2017)**

If you can *Dream* it, You can do it



Bangladesh Public Administration Training Centre

Savar, Dhaka 1343

Web: www.bpatc.org.bd

113TH ADVANCED COURSE ON ADMINISTRATION AND DEVELOPMENT

(05 February 2017 – 05 April 2017)

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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 Secretaries and their equivalent officers from Defence Services and public sector departments. SSC is for the Joint Secretaries to the government and their equivalent officers from Defence Services while PPMC is for the Additional Secretaries to the government.
- BPATC conducts researches in the relevant fields.
- Providing consultancy services to the government is another integral function of BPATC.

2.1 Vision

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

2.2 Mission

We are committed to achieving the shared vision through:

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

2.3 Core Values

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

BPATC's operating principles are built on core values of discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results. These values influence how we work together, how we serve our clients, how we make decisions and how we determine our priorities. They strengthen our respect for the people we serve, our colleagues, and ourselves. As a public sector human resource development organization, we value:

Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

Integrity

We demonstrate patriotism and ethics in our activities. We do what we say. We practise integrity by ourselves and encourage our trainees to uphold it in their activities.

Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation and to ensuring equity and equal opportunities for all irrespective of faith, creed, ethnicity, language, age, race, gender and physical infirmity. We promote social inclusion and a culture of tolerance and peace.

Professionalism

We show leadership and strive for excellence in our activities by means of professionalism and competencies. We are passionate about the work we do and foster pro-people attitude.

Learning for results

We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves.

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 *spirit de corps* in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of

the team where contribution by everybody is recognized. We take careful initiatives to instil team spirit among participants of our programmes.

3.0 Advanced Course on Administration and Development (ACAD)

Advanced Course on Administration and Development (ACAD) is designed for the Deputy Secretaries to the government and equivalent 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 Secretaries 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 113th ACAD has been selected as, “If you can Dream it, you can do it” The contents have been designed to reflect the core values of this theme.

5.0 Course Modules

The course is designed with the following 16 modules (Detail of the course contents is shown in Annex 1)

1. Behavioral Governance
2. Seminar Paper
3. Governmental Business Process
4. Public Service Management
5. Development Economics & Gender Issues
6. Poverty Reduction: Bangladesh Perspective
7. Public Project Management
8. Procurement Management
9. Environment and Disaster Management
10. Conflict Management and Negotiation
11. Improving Language Skills
12. ICT & e-Governance
13. Physical Conditioning and Games
14. Field Attachment Programs
15. Contemporary Issues
16. Foreign Exposure Visit.

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 Opening and Closing	2
2	Days for Training Sessions to share Knowledge, Experience and Ideas	33
3	Field visit	05
4	Organization Visits in Dhaka and Surrounding Areas	02
5	Total Working Days	42
6	Weekends and Public Holidays	18
	Total Days	60

9.0 Tentative Daily Schedule of Sessions*

Time	Sessions
06:00-07:00*	Morning Physical Exercise
08:45-09:45	1 st Session
09:50 – 10:50	2 nd Session
10:50 – 11:10	Tea Break
11:10 – 12:10	3 rd Session
12:15 – 13:15	4 th Session
13:15 – 14:15	Lunch
14:15 – 15:15	5 th Session
16.00 – 17.00*	Games
19:00 – 20:30*	Evening Session (not regular)

* Subject to change.

10.0 Participation

We put much value on trainee's participation in discussion, role play and other mode of knowledge sharing. Although lectures are used to a certain extent, the Course Management highly encourage interactive session through active participation of participants.

In each session, the speaker encourages the participants to take part in the discussion in order to make it interesting and fruitful. At least one-fourth of a session time is devoted to such discussions.

11.0 Training Methods

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

11.01 Field Visit

A five days field visit will be arranged and 5 to 6 Participants in each group will be attached to each district in Upazila / District level office for collection of data for seminar paper. The participants have to prepare group report and make presentation based on their field 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 a feedback session at the 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. Each group is 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.

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.
- Ensure 100% attendance as per schedule.
- Undertake study visit, prepare professional papers, reports and perform other tasks assigned by the Course Management Team (CMT) and resource persons.

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	50	-	50
2.	Writing Seminar Paper	100	-	100
3.	Governmental Business Process	50	25	75
4.	Public Service Management	75	-	75
5.	Development Economics & Gender Issues	25	50	75
6.	Poverty Reduction: Bangladesh Perspective		75	75
7.	Public Project Management	-	50	50
8.	Procurement Management	-	50	50
9.	Environment and Disaster Management	-	50	50
10.	Conflict Management and Negotiation	-	50	50
11.	Improving Language Skill	25	-	25
12.	ICT & e-Governance	25	25	50
13.	Physical Conditioning and Games	25	-	25
14.	Field Attachment Programme	-	50	50
15.	Contemporary Issues	50	-	50
16.	Foreign Exposure Visit	-	50	50
17.	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		525	475	1000

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 two chances 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 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 08:00hrs to 22:00hrs (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 from 08:30 hrs to 21:30 hrs on all 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. For establishing e-learning platform in the ACAD, ICT Section of BPATC and a2i Project under Prime Minister's Office will provide necessary support.

23.0 Telephone Facilities

The telephone exchange of BPATC remains operative from 07:30 hrs to 23:00 hrs every day. 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. *Use of mobile phone and laptop in the classroom or in any other programme is strictly prohibited.*

24.0 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 must be purchased by the participant own cost.

25.0 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.

26.0 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.

27.0 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.*

28.0 Miscellaneous

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

COURSE CONTENTS

Module-01: Behavioural Governance

Module Director: Tahsinur Rahman, Director (Evaluation)

Evaluation: Individual Assignment (50 Marks)

Objectives: The participants will be able to -

- Understand and apply means of HRM and good governance in work place; and
- Maintain basic office procedures appropriately.

Session code	Session hour(s)	Topic Title	Speaker	Training Method
01.01	02	Attitude Change and Mindset Building	Shohel	L&D
01.02	02	Etiquette, Manner and Dress Code	Shohel	L&D
01.03	01	Challenges of Maintaining Administrative Ethics and Values	Tahsin/Hakim	L&D
01.04	01	Problem Solving and Decision Making Process	Faculty/GS	L&D
01.05	02	Good Governance	Rector	L&D
01.06	02	Importance of HRM in Civil Service	Rector	L&D
01.07	01	Techniques of Fair Promotion and Posting/Placement	Rector	L&D

Module 2: Seminar Paper

Module Director: Dr. Rizwan Khair, MDS (P&S)

Evaluation: Individual Assignment (100 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	01	Writing Seminar Paper: Title, Objective, Statement, Research Question and Methodology.	Rizwan	L & D
2.2	02	Session with Mentor	Mentor	Panel Discussion
2.3	10	Seminar Paper Presentation	External Evaluator and Internal Evaluator	

Guideline 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.

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

Table of 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)	(10)	(30)	(10)	(30)	(10)	(100)

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.

1. Mentoring the Seminar Paper Working Groups

Although seminar paper writing and presentation is an individual assignment, participants will be divided into 5 groups for management purposes. A relevant faculty member will be assigned as '**Mentor**' of each group. Each seminar group will consist of 5-6 members. Each member of the group will work on a separate specific seminar issue related to the identified/assigned major seminar topic of the group. The participants may enjoy the opportunity of choosing their own group-mates based on their major area of interests of seminar topic. After the formation of seminar groups each participant will have to propose more than one 'title' of his/her intended seminar paper. The Module Director will select one from the proposed titles. 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.

Major Seminar Topics and Assigned Mentors

The theme of the 113th ACAD has been selected as “If you can dream it, you can do it”.

The following is the list of mentors assigned and the thematic area of seminar paper is given the below.

Sl. No	Group Name	Thematic Area	Mentors
1.	Padma	Macro Economic Management	Abdul Baki, Director Cell: 01715108363
2.	Meghna	GO- NGOs Collaboration	Md. Shohel Imam Khan, Director Cell: 01713747068
3.	Jamuna	Innovation in Public Service	Dr. Md. Shafiqul Haque, Director Cell: 01552329028
4.	Surma	Climate Change Issues	Dr. Mohd. Shahadt Hossain, MDS Cell: 01817124188
5.	Karnafuly	Learning from MDGs: Challenges for SDGs	Kazi Hasan Imam, Director Cell: 01716401005

Module 03: Governmental Business Process

Module Director: Ranjit Kumar Sen ndc, Member Directing Staff (M&D).

Evaluation: Individual Assignment (50 Marks), Group Assignment (25 Marks)

Objectives: Participants will be able to

- analyse different governmental systems,
- public policy process,
- know various provisions of the Constitution of Bangladesh and
- acquaint themselves with laws, rules and regulations.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
3.1	02	Governmental System	GS/ Faculty	L & D
3.2	02	Salient Features of the Constitution and amendments in the Constitution.	Ranjit/GS	L & D

3.3	02	Formulation of Acts, Rules, Regulations and SROs	Ranjit / Tahsin	L & D
3.4	02	Rules of Business and Allocation of Business	Hakim/GS	L & D
3.5	01	Summary Writing (Exercise)	GS/ Faculty	L & D
3.6	04	Public Policy Formulation and Policy Exercise	Rizwan/ Mallick	L & GW
3.7	01	National Integrity Strategy	GS	L & D
3.8	02	Right to Information Act	GS	L & D

Module 04: Public Service Management

Module Director: Mallick Sayeed Mahbub, Director (ST& TOT)

Evaluation: Individual Assignment (75 Marks)

Objectives: Participants will be able to

- identify and analyse the role of government in the context of market economy
- use analytical tools to formulate/review policies/programme of the government in a changing world.

code	Session hour (s)	Topic Title	Speaker	Training Methods
4.1	02	Changing Trends of Public Service Management and Reform Initiatives	Sharif	L & E / L & GW
4.2	01	Concept and Process of Strategic Management	Rizwan	L & D
4.3	02	Techniques of Strategic Planning: SWOT and PEST Analysis, Devising Strategy	Rizwan/ Shohel	L & E / GW
4.4	02	Business Process Re-engineering for Effective Service Delivery	GS	L & E / GW
4.5	01	Leadership in Public Management	Faculty member/ GS	L & D
4.6	01	Effective Human Relations in Achieving Organizational Goals	Shohel	L & D
4.7	01	Annual Performance Agreement (APA)	GS	L & D
4.8	02	Techniques of Effective Team Building	GS/Shohel	L & RP/GW
4.9	01	Total Quality Management for Improving Public Service Delivery	Enam	L & E/GW
4.10	02	Innovation in Public Service	Mallick	L & D

Module 05: Development Economics & Gender Issues

Module Director: Banik Gour Sundar, Member Directing Staff (D&E)

Evaluation: Individual Assignment (25 Marks) and Group Exercise (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;
- explain gender issues in the light of existing policies, laws and acts; and
- explore opportunities to create gender friendly environment in the family, workplace and society.

Session code	Session hour (s)	Topic Title	Speaker	Training Methods
5.1	02	Analysis of Key Macro-economic Issues/Indicators of Bangladesh	Banik	L & GW
5.2	02	Economic Development: Sector Analysis	Baki/GS	L & E
5.3	02	Implications of Monetary and Fiscal Policy in Maintaining Economic Stability	Zobayer	L & GW/ L & E
5.4	02	Govt. Budgetary System and MTBF	GS	L & D
5.5	02	International Trade: Challenges and Opportunities	Mostak	L & D
5.6	02	Globalisation Process : Merits and Demerits	Enam	L & D
5.7	01	Regional Cooperation and Economic Development	GS /Baki	L & D
5.8	02	Sharing Development Experience: The Case of India, Malaysia and Singapore	GS	L & GW/ L & E
5.9	03	Workshop on Gender Issues	Fahmida	Workshop

Module 06: Poverty Reduction: Bangladesh Perspective

Module Director: Abdul Baki, Director (PPR)

Evaluation: Group Assignment (75 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	02	Poverty issues and Approaches: National Plans and Programmes	GS	L & D
6.2	02	MDGs and Beyond 2015: SDGs and Vision 2021	GS/Banik	L & D
6.3	01	Poverty Reduction Approaches in Bangladesh	GS/Baki	L & GW
6.4	02	Institutional Framework for Microfinance in Reducing Poverty in a Sustainable Manner	Faculty member /GS	L & GW
6.5	01	Defining the role of NGOs in Addressing Multi-Dimensional Poverty Issues and Their Relationship with GOs	Baki/GS	L & D
6.6	02	The Political Economy of Social Safety Net Programmes, Effectiveness of other Poverty Reduction Programmes including 'Ekti Bari Ekti Khamar' and PKSF	Baki/GS	L & D
6.7	02	Experiences of the Sixth Five Year Plan in Addressing Poverty Issues and the Seventh Five Year Plan and the Perspective Plan	Faculty member /GS	L & D

Module 07: Public Project Management

Module Director: Dr. Muhammad Abu Yusuf, MDS (Project)

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	01	Basic Concepts of Project: Preparation, Approval, Monitoring and Evaluation	Faculty/ GS	L & D
7.2	01	Project Management and Role of Mid-level Executives in Managing Project	GS/ Jahid	L & D
7.3	01	Use of Tools and Techniques in Project Selection: Qualitative and Quantitative Approaches.	Imam	L & GE
7.4	03	Developing Logical Framework and Result Based Management	Yusuf	L & GW
7.5	01	Issues of Preparation of Project Profile in DPP and TPP	Yusuf	L & E
7.6	01	Analysis of the Role of Authorities & Agencies at Project Approval Process	Imam/ Jahid	L& E
7.7	01	Project Implementation: Techniques, Problems and Issues	Imam	L & D
7.8	01	Project Organization and Risk Management	Jahid	L & D
7.9	03	Review of Profile /DPP/TPP and Drafting DPP	Yusuf	L & D

Module 08: Procurement Management

Module Director: Md. Zaydul Hoque Molla *ndc* Member Directing Staff (R&C)

Evaluation: Group Assignment (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	02	Standard Tender Documents with Reference to Technical Specification ,GCC & PCC	CPTU	Workshop
8.2	02	Tender Opening and Evaluation		
8.3	02	Approval Process & Contract Award		
8.4	02	The PPA 2006 and PPR 2008: Steps of Procurement of Services	Banik	L & D
8.5	02	Exercise on QCBS	Banik & Molla	L & E

Module09: Environment and Disaster Management

Module Director: Dr. Md. Shahadt Hossain Mahmud, MDS (M&PA)

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	01	Issues, Policies and Strategies of Environment.	Faculty member /GS	L & D
9.2	02	Natural Resources Management and Conservation of Bio-diversity	Dr. Mizan	L & D
9.3	02	Go Green	Dr. Mizan	L & D
9.4	02	Integrated Disaster Management in Bangladesh	GS/ Faculty	L & D
9.5	02	Climate Change Adaptation and Mitigation Strategy and Implementation Plan 2009	Jahid /GS	L & D
9.6	01	Sustainable Development Concepts and Issues.	Faculty member /GS	L&D
9.7	02	Group Report and Presentation	MD	GE

Module 10: Conflict Management and Negotiation

Module Director: Md. Shohel Imam Khan, Director (Development)

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	01	Understanding Organizational Conflict	Shohel	L& RP
10.2	01	Conflict Assessment		
10.3	02	1.Effective Negotiation a. Preparation for Negotiation b. Conducting Negotiation c. Concluding Negotiation	GS	L & D
10.4	03	2. Simulation on Trade/Aid Negotiation 3. Multi-level Negotiations	GS	Simulation
10.5	02	Development of Negotiation Skills and Untold Stories of Negotiation	GS/Faculty member	L & D
10.6	02	Techniques of Writing MoU/Agreement	Yusuf	L & E

Module 11: Improving Language Skill

Module Director: Hasan Murtaza Masum, Deputy Director (Finance)

Evaluation: Individual Presentation (25 Marks)

Objectives: Participants will be able to communicate in English more confidently and use Bangla appropriately.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
11.1	02	Techniques of Enhancing Professional English Writing Skills	Masum/Amir	D & E
11.2	02	English Writing Skills: Practice Sessions	Masum/Amir	D & E
11.3	02	English Speaking: Practice Sessions	Masum/Amir	P & E
11.4	02	Enhancing Presentation Skills	Shohel	P & E
11.5	04	Debate	Masum and GS	P & E
11.6	02	Extempore Speech	Razzaque/Masum	P & E
11.7	02	Bangla Spelling & use of proper words/phrases	GS	L & E
11.8	02	Enhancing Listening Skills	Masum/Amir/GS	L & E
11.9	01	Art of Public Speaking	Yusuf	L&E

Module 12: ICT & E-Governance

Module Director: Md. Tanjur Ahmed Joarder, Asst. Programmer.

Evaluation: Individual Assignment (25 marks), Group Work (25 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	Survey on ICT skills and Wi - fi connection	Saiful	L & D
12.2	01	Orientation on e -Learning Platform	Zakir	L & D
12.3	01	Introduction to LAN, WAN & their Application	Saiful	L & D
12.4	03	Professional Use of MS & Word and Power Point	Rustom & Rabbani	L & P
12.5	02	e-Governance: Concept, Architecture Challenges and Opportunities	GS	L & D
12.6	02	Workshop on Innovation in Public Sector Management/Electronic Service Delivery • Improving ICT for Development: Basics and Online Service • Service Delivery through ICT in Bangladesh	a2i and Module Director	Workshop
12.7	01			
12.8	01			
12.9	01	ICT Policy and Challenges	GS	L & D
12.10	01	Group Report Preparation and Presentation	MD	GW

Module 13: Physical Conditioning and Games

Module Director: ATM Arif Hossain, Deputy Director (Sports)

Evaluation: Individual Assessment (25 Marks) Dress (5 marks), Participation (10 marks), (Attendance-10 marks).

Objectives: Participants will be able to realise the importance of physical activities and games and keep one fit by ideal exercise.

Session code	Session hour(s)	Topic Title	Speaker	Training Methods
13.1	1	Effects of Sedentary Lifestyle and Management	Dr. Mostafiz	L & D
13.2	1	Effects of Exercise on Different Systems	Dr. Zawad	L & D
13.3	1	Managing Wellness	Dr. Zawad	L & D
13.4	2	Ideal Nutrition Status: Healthy Lifestyle and Food Habits	Moshiour	L & D
		Physical Conditioning (Morning): Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)	MD	Exercise

Module 14: Field Attachment Programme

Module Director: Md. Moshiur Rahman, PhD, Deputy Director (Government System)

Duration of Attachment: 5 Days

Evaluation Method: Group Report 50 Marks.

Objectives: To enable the participants to

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

Overall Task: Participants will visit local offices at Upazila/District level and some departments for collection of data for their seminar paper preparation. After back to BPATC based on their practical experience, participants have to submit a group report.

Module 15: Contemporary Issues*

Module Director: Shohel Imam Khan, Director (Development)

Evaluation Method: Individual Assignment (50 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	Public Service at Door steps	GS	L & D
15.2	02	Corporate Social Responsibility in Bangladesh	Shohel	L & D
15.3	02	Maritime Boundary and Challenges of Exploring Economic Potentials for Bangladesh	GS	L & D

Session Code	Session hour(s)	Topic	Resource person	Training Method
15.4	02	Linking of Innovations in Public Service Management with Democratic Process	GS	L & D
15.5	02	Anthropological background of Bangladesh	GS	L & D
15.6	02	Energy Security of Bangladesh	GS	L & D
15.7	02	Civil-Military Relationship	GS/ Faculty	L & D
15.8	02	Challenges of Food Security in Bangladesh	GS	L & D
15.9	02	Smoking and Health Hazard , Sound & Noise Pollution	GS	L & D
15.10	02	Problems of Contemporary History : On Bangladesh Liberation war 1971.	GS	L & D
15.11	02	Public Private Partnership	GS	L & D
15.12	02	General Ethics: An Introduction	GS	L & D
15.13	02	Transparency and Accountability in Administration	GS	L & D
15.14	02	Branding Bangladesh	GS/ Faculty	L & D
15.15	02	Background and Spirit of Liberation War	GS	L & D

* Subject to include or exclude.

Module 16: Foreign Exposure Visit

Module Director: Senior Faculty Member of the exposure visit team.

Duration of Visit: Ten (10) days

Evaluation: Group Report (50 Marks)

Objectives: To enable the participants to observe how the visiting country's economy which started with a developmental base equal to or worse than Bangladesh has out-performed the Bangladesh economy. On return they will present their experiences in a feedback seminar at the BPATC. If a participant unable to go abroad because of unavoidable reasons must submit a special assignment as instructed by the CMT instead of feedback seminar presentation

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 in the country will be visited.

Profile of Rector



A.L.M. Abdur Rahman ^{ndc} has joined BPATC as Rector on 28 February, 2016. He is a career civil servant, joined Bangladesh Civil Service in 1982.

Higher Education

A.L.M. Abdur Rahman ^{ndc} has completed BA (Hons.) and MA in Economics from University of Chittagong. Mr. Rahman also completed M. Phil in National Security Studies from Bangladesh University of Professionals. He took part National Defense Course from National Defence College, Bangladesh. He attended in higher studies/ training AIT Bangkok Thailand, University of Manchester, UK, Civil Service College, UK, Civil Service College, Singapur and Open University, Malaysia.

Training

Mr. Rahman did Foundation Training Course at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, 8th Financial Rules and Procedure Course at BPATC, Savar, Dhaka, English Language Course at British Council, Dhaka, 4th Special Course on Law & Administration at BCS(Admin) Academy, District Attachment Programme at Tangail Collectorate, Survey and Settlement Training at DTE of Land Records and Survey, Awareness Course on Disaster Management at Disaster Management Bureau and Land Management Training Course at Land Administration Training Centre. He also did Management, Accounting, Auditing & Budgeting (MAAB) at Financial Management Academy, 38th Advanced Course on Administration and Development (ACAD) at BPATC, 3rd Advanced Course on Training of Trainers at Bangladesh Society for Training & Development and 43rd Senior Staff Course at BPATC. He participated Managing at The Top-2 (Batch-2) at BPATC, Gender & Development at National Academy for Educational Management (NAEM), Dhaka and E-File Management System at PACC, Ministry of Public Administration.

He also completed training on Development of Administrative Information System in a LAN Environment and Project Monitoring and Evaluation training course in AIT, Bangkok, Thailand, Need Assessment, Monitoring and Evaluation & Information Generation at Society

for Development Studies, Delhi, India, Managing at The Top (MATT-2) Stage-2 at the University of Manchester, UK and Strengthening Government through Capacity Development at Civil Service College, UK. He visited Thailand, Malaysia, Singapore, Turkey, Canada, Netherlands, Hungary, South Korea and Austria to attend training and Study tour.

Professional Career

Mr. Rahman has a brilliant career with diverse experience. He joined the Bangladesh Civil Service (Admin) Cadre as a member of 82 regular batch. He started his career in the civil service as Assistant Secretary and reached the top echelon of bureaucracy. As career civil servant, he has served both in field administration and secretariat. In the field administration he served as Upazila Nirbahi Officer (UNO), ADC. Some important positions he held in the Secretariat and served as Deputy Secretary (Ministry of Establishment and Ministry of Chittagong Hill Tracts Affairs etc.), Joint Secretary (Ministry of Establishment), and Additional Secretary (Ministry of Water Resources).

Personal Details:

Mr. Rahman was born on 10 April 1958 in Chittagong district at Sandwip. His spouse Mrs. Shahnaj Begum has been working as Assistant General Manager, Bangladesh Development Bank Ltd. (BDBL). They are blessed with two daughters- Nushrat Jahan and Noushin Nawer.

Publications

Mr. Rahman is a regular contributor on arts, culture, administration and management in dailies and periodicals. He has in his credit two professional articles published in the journal of National Defence College and BCS Admin Academy. A book of his monographs namely- Bangladesh Nation State: Bangabandhu and other issues has already been published.

List of Faculty Member.
(Not in Order of Seniority)

Sl. No.	Name	Designation	Code
1.	A.L.M. Abdur Rahman ndc	Rector	Rector
2.	Md. ZaydulHoque Molla ndc	Member Directing Staff	Zaydul
3.	Ranjit Kumar Sen ndc	Member Directing Staff	Ranjit
4.	Banik Gour Sundar	Member Directing Staff	Banik
5.	Dr. Muhammad Abu Yusuf	Director	Yusuf
6.	Tahsinur Rahman	Director	Tahsin
7.	Md. Abdul Hakim	Director	Hakim
8.	Dr. Rizwan Khair	Director	Rizwan
9.	A. K. M. Enamul Haque	Director	Enam
10.	Abdul Baki	Director	Baki
11.	Mallick Sayeed Mahbub	Director	Mallick
12.	Md. Shohel Imam Khan	Director	Shohel
13.	Md. A. Razzaque Sarker	Director	Razzak
14.	Kazi Hassan Imam	Director	Imam
15.	Md. Shafiqul Haque	Director	Shafiq
16.	Dr. S.M. Zobayer Enamul Karim	Director	Zobayer
17.	Md. Moshior Rahman	Director	Moshior
18.	Md.Golam Mahede	Director	Mahede
19.	Md. Zakir Hossain	Director	Zakir
20.	A H M Anwar Pasha	Director	Pasha
21.	Mohammad Ziaul Islam	Systems Analyst (cc)	Ziaul
22.	A.F.M. Amir Hussain	Deputy Director	Amir
23.	Mohammad Razibul Islam	Deputy Director	Razib
24.	Dr. Md. Mizanur Rahman	Deputy Director	Mizan
25.	M. Arifur Rahman, PhD	Deputy Director	Dr. Arif
26.	Dr. Mohammed Amjed Hossain	Deputy Director	Amjed
27.	Dr. Md. Zohurul Islam	Deputy Director	Zohur
28.	Md. Jahidul Islam	Deputy Director	Jahid
29.	Mohammad Masudur Rahman Bhuiyan	Deputy Director	Masud
30.	Mohammad Saiful Islam	Programmer	Saiful
31.	Md. Atikuzzaman	Deputy Director	Atik
32.	BM Benojir Ahmed	Deputy Director	Benojir
33.	Dr. Rokeya Fahmida	Deputy Director	Dr. Fahmida
34.	Mostak Ahmed	Deputy Director	Mostak
35.	Md. Sharif Hasan	Deputy Director	Sharif
36.	Md.Abul Basher	Deputy Director	Basher
37.	Dr. Mehedi Masud	Deputy Director	Masud
38.	ATM Arif Hossain	Deputy Director	Arif
39.	Md. Abdullah al Mamun	Deputy Director	Mamun
40.	Md. Moshior Rahman, PhD	Deputy Director	Moshior

Sl. No.	Name	Designation	Code
41.	Md. Motaher Hossain	Deputy Director	Motaher
42.	Parimal Kumar Roy	Deputy Director	Parimal
43.	K.M. Abdul Kader	Deputy Director	Kader
44.	Mohammad Rezaul Karim	Deputy Director	Reza
45.	Kazi Md. Saemuzzaman	PS to Rector	Saem
46.	A. N. M. Sajidul Ahsan	Senior Research Officer	Sajidul
47.	Dr. Md. Mostafizur Rahman	Medical Officer	Mostafiz
48.	Dr. Rashed Sarowar Alam	Medical Officer	Rashed
49.	Dr.Syed Shamsul Arefin	Medical Officer	Arefin
50.	Dr. Md. Arafe Zawad	Assistant Director	Zawad
51.	Tanjur Ahmed Joarder	Assistant Programmer	Tanjur
52.	Mohammad Altab Hossain	Assistant Programmer	Altab
53.	Md.Amir Kasru	Assistant Director	Kasru
54.	Farjana Afrose	Assistant Director	Farjana
55.	Mohammad Mamun	Research Officer	Mamun
56.	Nasrin Akhter	Evaluation Officer	Nasrin
57.	Jakia Sultana	Evaluation Officer	Jakia
58.	Md. Tanjir Hasib Sarker	Evaluation Officer	Hasib
59.	Md. Jewel Rana	Evaluation Officer	Jewel
60.	Rabiul Alam Lokman	Research Officer	Lokman
61.	Momtaj Hoq	Publication Officer	Momtaj
62.	Shamim Hosen	Assistant Director	Shamim
63.	Md. Masud Ahmad	Assistant Director	Masud Ahmad
64.	Monirul Islam	Assistant Director	Monir
65.	Tanzina Akhter	Assistant Director	Tanzina
66.	Roma Rani Biswas	Assistant Director	Roma
67.	Mir Md. Taufiqul Islam	Assistant Director	Taufiq
68.	Mohammad Sohrab Hoshen	Assistant Director	Sohrab
69.	Md. Azizul Hoque	Assistant Director	Azizul
70.	Md. Nazim Uddin	Assistant Director	Nazim
71.	Mohammad Mozaherul Islam	Assistant Director	Mozaherul
72.	Md. Yousuf Ali	Assistant Director	Yousuf Ali
73.	Shahnewaz	Assistant Director	Shahnewaz
74.	Sanjoy Kumar Sarma	Assistant Director	Sanjoy
75.	Razib Mia	Assistant Director	Razib
76.	Mohammad Masum Rahman	Assistant Programmer	Masum
77.	Md. Rustom Rabbani	Assistant Programmer	Rustom
78.	Nasrin Fatema	Assistant Director	Fatema
79.	Md. Golam Azam Khan	Assistant Director	Azam

Annex 4

Important Contact Numbers

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

www.bpatc.org.bd

Sl. No.	Name	Designation	Telephone/Ext./ Mobile/e-mail
01	A. L.M Abdur Rahman ndc	Rector	7745028, PABX Ext. 4101 rector@bpatc.org.bd
Course Management Team			
02	Dr. Md. Shahadt Hossain Mahmud	Course Adviser & MDS	Cell: 01817 124 188
03	Md. Shohel Imam Khan	Director & Course Director	Cell: 01713747068
05	Hasan Murtaza Masum	Deputy Director & Course Coordinator	Cell: 01686900243
06	Md. Moshir Rahman	Deputy Director & Course Coordinator	Cell: 01716536726
Administration and Other Support Contacts			
04	Md. A. Razzaque Sarker	Director (Administration)	Cell: 01712 803 934
08	Md. Masudur Rahman Bhuiyan	Deputy Director (Service)	Cell: 01914 261 962
09	Dr. Md. Mostafizur Rahman	Medical Officer	PABX Ext.- 4143 Cell: 01932791761/ 01552444675
10	Md. Monirul Islam	Assistant Director (Dormitory)	Cell: 01680 259621
11	Md. Aminur Rahman	Supervisor Dormitory -1	PABX Ext. 4701 Cell: 01716610525
12	Course Office	ACAD	4331
13	Md. Siraj	Class Room Attendant	01726135066
14	Cafeteria		4621, 4622, 4623
15	Library Counter		4649, 4650
16	Reception		4220
17	Clinic		4231, 4232
18	Manager, Sonali Bank Ltd. PATC Branch		7743013 PABX Ext - 4283
19	ITC		4329/4333
20	Gate-1		4100
21	Gate-2		4200
22	Please Press 9 for any telephonic directory.		

ক্রমিক	কর্মকর্তার নাম ও পরিচিতি নম্বর	পদবী ও বর্তমান কর্মস্থল
১.	জনাব মোঃ তাজুল ইসলাম মিয়া (৪১৫০)	সচিব (উপসচিব), জেলা পরিষদ, চাঁপাই নবাবগঞ্জ।
২.	জনাব মোঃ হামিদুর রহমান (৬০৯৬)	উপসচিব, মৎস্য ও প্রাণি সম্পদ মন্ত্রণালয়।
৩.	ড. মোঃ এনামুল হক (৬২৯৪)	উপসচিব, স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়।
৪.	জনাব নাজনীন কাউসার চৌধুরী (৬৩৫৭)	উপপরিচালক (উপসচিব), বাংলাদেশ কর্মচারী কল্যাণ বোর্ড, বিভাগীয় কার্যালয়, চট্টগ্রাম।
৫.	জনাব মনীষ চাকমা (৬৫৮১)	স্টেট ও আইন কর্মকর্তা (উপসচিব), সড়ক ও জনপথ অধিদপ্তর, চট্টগ্রাম জোন, চট্টগ্রাম।
৬.	জনাব মোঃ আকবুর রহমান (৬৬৩১)	উপপরিচালক (উপসচিব), সিপিটিইউ, আইএমই বিভাগ, পরিকল্পনা মন্ত্রণালয়।
৭.	জনাব মোঃ জহিরুল ইসলাম (৬৬৭১)	(উপসচিব), স্থানীয় সরকার, জেলা প্রশাসকের কার্যালয়, কিশোরগঞ্জ।
৮.	ড. আহমেদ উল্লাহ (৬৬৭৪)	প্রধান প্রশিক্ষক (উপসচিব), জাতীয় পরিকল্পনা ও উন্নয়ন একাডেমি।
৯.	জনাব মোহাঃ নায়েব আলী (৬৭২৬)	উপসচিব, স্বরাষ্ট্র মন্ত্রণালয়।
১০.	জনাব মোহাম্মদ নূরুল্লাহ নূরী (৬৭৬৯)	সচিব (উপসচিব), বাংলাদেশ চা বোর্ড, চট্টগ্রাম।
১১.	জনাব মোঃ কামাল হোসেন (৬৮০১)	উপসচিব, স্বরাষ্ট্র মন্ত্রণালয়।
১২.	জনাব নাজমা বেগম (৬৮১৬)	উপসচিব, ডাক ও টেলিযোগাযোগ বিভাগ।
১৩.	জনাব মোঃ লাল হোসেন (৬৮৫৪)	প্রধান নির্বাহী কর্মকর্তা (উপসচিব), জেলা পরিষদ, মাগুরা।
১৪.	জনাব মোঃ গোলাম আজম (৬৮৫৭)	উপপরিচালক (উপসচিব), জাতীয় ভোক্তা অধিকার সংরক্ষণ অধিদপ্তর।
১৫.	জনাব একেএম তারেক (৬৯০১)	উপপরিচালক (উপসচিব), বাহ্যতামূলক প্রাথমিক শিক্ষা বাস্তবায়ন পরিবীক্ষণ ইউনিট।
১৬.	জনাব ফরিন আহমদ (১৫০৪৫)	উপপরিচালক, স্থানীয় সরকার, শেরপুর।
১৭.	জনাব ফাতেমা জাহান (১৫১০৭)	উপসচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।
১৮.	জনাব মোঃ মোখলেছুর রহমান আকন্দ (১৫১২৮)	উপসচিব, বিদ্যুৎ বিভাগ।
১৯.	জনাব সাইফ উদ্দিন আহমেদ (৭৭১৭)	প্রকিউরর-এক্স অফিসার (উপসচিব), উচ্চশিক্ষা মানোন্নয়ন প্রকল্প, শিক্ষা মন্ত্রণালয়।
২০.	ডা. আশরাফী আহমদ (৭৭৩৬)	কর্মসূচি পরিচালক (উপসচিব), প্রতিবন্ধিতা শনাক্তকরণ জরিপ কর্মসূচি, সমাজসেবা অধিদপ্তর।
২১.	জনাব ফেরদৌসী বেগম (৭৭৮২)	উপসচিব, শিল্প মন্ত্রণালয়।
২২.	ড. এস এম যোবায়দুল কবির (৭৭৯৭)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
২৩.	জনাব আবু হেনা মোঃ মোস্তফা কামাল (৭৮০৩)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
২৪.	জনাব মোঃ জর্জিসুর রহমান (৭৮০৪)	পরিচালক (উপসচিব), বঙ্গবন্ধু দারিদ্র বিমোচন ও পল্লী উন্নয়ন একাডেমি, কোটালীপাড়া, গোপালগঞ্জ।
২৫.	কাজী নূরুল ইসলাম (৭৮০৭)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
২৬.	জনাব আবুল হোসেন (৭৮০৮)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
২৭.	শেখ নূরুল আলম (৭৮০৯)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
২৮.	জনাব মোঃ ওসমান ভূইয়া (৭৮১১)	উপপরিচালক (উপসচিব), কৃষি বিপণন অধিদপ্তর, বরিশাল।
২৯.	জনাব দেবদুলাল ভট্টাচার্য্য (৭৮১৪)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
৩০.	জনাব এম. এ. মামুন (৭৮১৫)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
৩১.	জনাব মোঃ শাহ আলম (৭৮১৬)	উপপরিচালক (উপসচিব), মুক্তিযুদ্ধ বিষয়ক মন্ত্রণালয়।
৩২.	জনাব মোহাম্মদ জিয়াউল হক (৭৮২৭)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
৩৩.	জনাব হায়াত মোঃ ফিরোজ (৭৮২৮)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
৩৪.	জনাব মোঃ আবু হাঈদ জোয়ারদার (৭৮৩৩)	বিশেষ ভারপ্রাপ্ত কর্মকর্তা (উপসচিব), জনপ্রশাসন মন্ত্রণালয়।
৩৫.	জনাব গোলাম হোসেন (বিডি/৮৫৮১, এডমিন, ২৯ জিডিপি)	উইং কমান্ডার, বিমান সদর ইউনিট, ঢাকা ক্যান্টনমেন্ট, ঢাকা।

Suggested Readings

Module 01: Behavioural Governance

Dr. Grif. How to be CEO.

Principal Secretary of Malaysia, Civil Service of Malaysia.

আম্বোন্নয়ন ও সাক্ষ্য।

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Module -03: Governmental Business Process

The Constitution of the People's Republic of Bangladesh

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Module 07: Public Project Management

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বাঙ্গলা ব্যাকরণ, ড. মুহম্মদ শহীদুল্লাহ, মাওলা ব্রাদার্স, ঢাকা ২০০৩

ভাষারই তিব্বত, ড. সুকুমার সেন, আনন্দ পাবলিশার্স প্রাইভেট লিমিটেড, কলকাতা ২০০১
 ব্যাকরণমঞ্জরী, ড. মুহম্মদ এনামুল হক, মাওলা ব্রাদার্স, ২০০৩
 বাংলা বানান, শ্রী মণীন্দ্র কুমার ঘোষ, দে'জ পাবলিশিং, কলকাতা ১৩৯৩
 বাঙলা বানানবিধি, ড. পরেশচন্দ্র মজুমদার, দে'জ পাবলিশিং, ১৪১৪
 বাংলা বানান সংস্কার : সমস্যাও সমাধান, পবিত্রসরকার, চিরায়ত প্রকাশন, কলকাতা ১৯৯২
 বানান/ বাংলা বর্ণমালা পরিচয়ও প্রতিবর্ণীকরণ, ড. মনসুরমুসা, অ্যাডর্ন পাবলিকেশন, ঢাকা ২০০৭
 বাংলা লেখার নিয়ম কানুন, ড. হায়াতুজ্জাম্মদ, প্রতীক, ঢাকা ২০১৫
 বাংলা বানানেরনিয়ম, ড. মাহবুবুল হক, সাহিত্য প্রকাশ, ঢাকা ১৯৯৯
 বাংলা বানান চিন্তার বিবর্তন, ড. মিতালী ভট্টাচার্য, পারুল প্রকাশনী, কলকাতা ২০০৭
 আদর্শ বাংলা বানান, বশীর আল হেলাল, লিরিকপ্রকাশনী, ঢাকা, ১৯৯০
 কী লিখবেন কেন লিখবেন, আনন্দ, কলকাতা ২০১২
 ভাষায়ীতি, প্রথম আলো, ঢাকা ২০০৬
 এবং বাংলা একাডেমী (বর্তমানে একাডেমি) প্রকাশিত বিভিন্ন বাংলা অভিধানে বিদ্যুতপ্রমিত বানানে রনিয়ম

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 Bayroze, A. Frozen: Data Communication & Networking
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Module 13: Physical Conditioning and Games

Fox, Borwers, Foss (Year) , Exercise Physiology
 Hardyail Singh, Sports Training
 Dr. A.K. Uppal, Sports Training
 Zegler, Sports Management
 I.B.F. Official Rules Book of Basketball
 F.I.F.A. Official Rules Book of Football
 I.V.E Official Rules Book of Volleyball.
 I.T.F. Official Rules Book of Tennis

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