Special Foundation Training Course for 40+ Aged Officials

Building Effective, Inclusive and Accountable
Public Administration System

Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

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
SFTC	Special 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
ICA	Individual Conduct Assessment
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
PT	Practical Test
RA	Reading Assignment
RECAP	Recaptualisation
RP	Role Play
RW	Report Writing
SA	Secretariat Attachment
SD	Skills Development
SMART	Specific, Measurable, Achievable, Realistic and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strengths, Weaknesses, Opportunities and Threats
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination

Contents

1.0 Introduction

Every modern state generally strives to establish a public administration training institute at the national level for mitigating the demands for ready human resources for running the state affairs effectively and for rendering the best services to the citizenry. Bangladesh Public Administration Training Centre (BPATC) as a centre of excellence and a premier regional hub is dedicated to provide effective, inclusive and self-mandated and bespoke training for civil servants, in the public sector in Bangladesh. The centre is entrusted to meet national and global challenges of the modern era through imparting state of the art training the public sector.

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. At present the national commitment is to build up a digital Bangladesh and middle income country by 2021. We need hardware, software and human resources to achieve the target. Human Resource is the most important aspect to ensure digital Bangladesh and to achieve Sustainable Development Goals, Vision 2021 and Vision 2041. BPATC can be treated as the nursing home of human resources to cater these dire needs
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The main mandate of BPATC is to provide the 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. The Centre 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.

2.0 Foundation of BPATC

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, creating a core of efficient, dynamic, competent, citizen-

focused, proactive and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization amalgamating the then four institutions:

1. Bangladesh Administrative Staff College (BASC)
2. National Institute of Public Administration (NIPA)
3. Civil Officer's Training Academy (COTA)
4. Staff Training Institute (STI)

3.0 Location and Landscape

Set amidst a landscape of the velvet of lush green natural environment and aesthetic beauties blended with planned trees with abode of chirping birds, flowers, gardens, water body- a habitat of flora and fauna surrounded by a mini tea garden, a herbal garden and plants and modern infrastructures, the centre lies in Savar at a surface of 54 acres land which is 28 km away from the maddening crowd of the capital city Dhaka. Notwithstanding the limitation imposed by its distant location, the centre prides itself as the *alma mater* for most laurels in the civil service domain across the country.

4.0 Vision, Missions, Theme and Core Values

Vision

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

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.

Theme

Building effective, inclusive and accountable public administration system

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.

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.

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.

Team Spirit

We foster s*pirit 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.

5.0 Faculty, Management and Participants

The learned faculty of the centre comprises a healthy blend of senior civil servants, academicians and researchers keeping spaces for dignified guest speakers with diversified backgrounds. The civil servants combine the richness of their field experience with strong academic credentials, create a stimulating atmosphere for learning knowledge, skills and competencies attuned with positive attitude. The faculty blended with academicians, experienced civil servants and researchers contribute to the two-way synergy of theory and practice to respond to constantly changing environmental dynamics.

The centre is headed by a Rector who is a Senior Secretary to the Government entrusted with transforming the mission, vision, goals and objectives of the centre into reality by managing holistically the human and other resources at his domain. Followed by the Rector, there are six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the government, devoted to supervising six divisions of the centre. There are a required number of specialised departments within each division headed by Directors, equivalent to the rank of Deputy Secretaries. Other faculty members below Directors are designed as Deputy Directors, Senior Research Officers, Research Officers, Evaluation Officers, Assistant Director, Medical Officers, and Librarians. The total manpower of BPATC is about 650 of which class-I officers (Grade-9)-120, Class II Officers (Grade-10)-22 Support Staff belonging to class-III (Grade 11-16)-235 and Class-IV (17-20)-272 respectively. The centre acts as a virtual melting pot where participants across the divergent generation, qualifications

and socio-economic backgrounds meet, interact and learn from each other ranging from the brilliant young women and men who begin their career in civil service after qualifying in rigorous competitive examination to mid-level and senior officials. Above all, the centre has a twelve-member Board of Governors (BOG) chaired by a Minister. Overall administration and policy-guidelines of the centre rest on the board.

6.0 Functions of BPATC

Since inception the centre has turned into a trusted home of training for the officials of government, autonomous and non-government organizations. Among the core courses conducted by the centre, the FTC is for the new entrants to the Bangladesh Civil Service (BCS) while Advance Course on Administrative and Development (ACAD) is for mid-career Deputy Secretaries and their equivalent, Senior Staff Course (SSC) is for the Joint Secretaries and equivalent officials from Defence Services and Police while Policy Planning and Management Course (PPMC) is for the Additional Secretaries.

The centre also conducts a plethora of short courses to make officers aware of the policies of the government, to familiarize them with the Rules, Regulation etc and to appraise them of the relevant reforms and changes. The centre on occasions caters bespoke training e.g. Special Foundation Training course (SFTC) to entertain demands of the valued clients. Indeed, the centre has four arms as Regional Public Administration Training Centre (RPATC), planned to be extended up to all eight Divisions of the country shortly, mandated to discharge specialized training courses for supporting staff and officials at regional level. Understanding rural people and dynamics of field administration through field visit and attachments, is a mandatory part of the training of BPATC. In BPATC, the medium of instruction in class room session is preferably English. The centre encourages participants to develop their oral English skills and as such, they are expected to speak English with colleagues and faculty members during staying at BPATC. The participants have to mandatorily abide by the norms, code-of conducts, dress code, table manners and standards set by the centre.

7.0 Research and Consultancy

The centre, as the think-tank of the Government, conducts research and provides consultancy services to the Government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and to formulate sound policies. These emerging challenges are pertaining to poverty reduction, inequality, corruption, environmental degradation, child labour, water and sanitation, access to e-services, transport and communication, quality education and health services, unemployment, terrorism, migration, refugee problem etc. There is a research committee headed by the Vice-Chancellor of Jahangir Nagar University with spaces for two external experts nominated by the Board of Governors (BoG) for executing research activities of the centre.

8.0 Publication

The centre publishes BPATC English and Bangla Journals, yearly Bangladesh Lok-Prashashon Potrika, bi annual Lok-Prashason Samoeky. BPATC Barta, BPATC Newsletter, Training Calendar, Annual Report, Books, Seminar Paper, Training Programmes, research work, forms, cards etc. There is a publication committee headed by Rector of the centre keeping a professor of Jahangir Nagar University from the Department of Public Administration or Political Science as a member.

9.0 Training Methods

BPATC strives to employ modern scientific methods of training as far as possible. Various training methods like lecture, workshop, article and book review, group exercise, case studies, group work, debate competition, research work, policy review, extempore speech and presentation are used in BPATC training courses. Lecture and discussion method is extensively employed encouraging participants to actively take part in the discussion. Study Tour and Field Visits are employed for exposing real life situations and feedback seminars are arranged in the plenary sessions for assessing individually and jointly for the oral presentation and quality of reports. Modern ICT tools, e.g. electronic mails, online registration and attendance, online assignment submission and assessment, video clips, video conference, e-books and Journals, e-platform are extensively used. On-line courses are going to be started from the centre very shortly to address the huge demands of the clients.

10. Special Foundation Training Course for 40+ Aged Officials

Foundation Training Course (FTC) is the basic training programme around administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil and Judicial Services. However, various government departments in the recent past have underscored the need of FTC for their respective entry level officials and newly promoted grade 9 officers considering the underlying philosophy of the training course. As such, BPATC in addition to its regular FTCs conducts a good number of Special Foundation Training Courses for officials other than the Bangladesh Civil service.

Although compulsory for all new recruits, FTC is not any cadre or service oriented training course rather a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. It provides the foundation for subsequent professional training organized by various cadre-oriented training institutes. The prime intentions of conducting FTC are to create some common core values among the entry level recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. This underlying philosophy of the foundation training course is equally applicable for all entry level officials of the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various departments.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarize themselves with various dimensions of socio-economic development of the country.

11. Objectives of the Course

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

12. The Specific Objectives of the Course

Through this course participants will be able to-

- ❖ recognize their role as public servants in a changing national and global environment;
- ❖ identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- ❖ develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- ❖ understand and adhere to the basic service norms, rules, policies and procedures;
- ❖ learn skills on the practical aspects of management process;
- ❖ communicate in English with accuracy and reasonable fluency;
- ❖ foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- ❖ enhance work skill through physical and mental labour to meet arduous challenges.

13. Training Duration

The duration of the course is 45 days and this duration is distributed in the following manner:

Sl. No.	Activities	Days
1	Inauguration Orientation, Course Briefing & Formation of Different Committees	01
2	Days for on-campus Training Sessions	27
3	Field Attachment Programme (off-campus)	03
4	Study Tour (off-campus)	01
5	Certificate Awarding and Closing Ceremony	01
6	Total Working Days	33
7	Weekends and Public Holidays	10+2=12
8	**Total Days**	**45**

14. Tentative Schedule of Daily Activities

Tentative Schedule of Daily Activities

Time	Activities
05:30- 06:30	Physical Exercise*
07:00-08:10	Breakfast*
08:30-09:25	Classroom Session
09:40-10:35	Classroom Session
10:35-11:05	Tea Break
11:05-12:00	Classroom Session
12:15-13:10	Classroom Session
13:15-14:00	Prayer and Lunch

14:15-15:10	Classroom Session/library work/ lab. work etc.
16:30-17.25	Games & Sports/Driving*
19:15-21:10	Extension Lecture/Group Presentation/Library Work/Film Show
20:30-21:30	*Dinner

*Subject to change according to sunrise, sunset and Ramadan

15. Course Management Team (CMT)

The CMT is selected from among the faculties of the course before organising the SFTC and sometimes at the time of the preparation of the training calendar. The CMT comprises Course Adviser (CA), course Director (CD), and Course Coordinators (CC). The CD is in charge of the overall responsibility of the course. He supervises and guides the coordinators and consults with the CA on various academic and management issues. Trainee officers are supervised by the CCs, whose responsibility is to ensure implementation of academic, extra-academic and administrative and preparing schedules, budget and coordination of the whole training programme and ensuring overall discipline.

16. Requirements of the Course

Successful completion of the course requires fulfilment of the following conditions –

- Maintaining discipline, ethics, norms and formalities inside and outside the class room.

- Attending all instructional sessions and other training activities and punctually. Participants must enter the class room at least 5 minutes before the schedule time.

- Participating in Field Attachment programme.

- Submitting all reports and assignments in time.

- Staying compulsorily in the dormitory of the centre and follow the rules and regulations thereof.

- Carrying and using cell phones in academic sessions, formal functions, mosque, library and corridor are strictly prohibited.

- Participating in all co-curricular activities such as debate, extempore speech, etc; and

- Maintaining stringent discipline; follow the rules of the centre and code of conduct.

Success of failure in meeting the above requirements is reflected in the final evaluation and in pen picture of the participants by the course management.

17.   Facilities of BPATC

Accommodation

The Foundation Training Course is hundred percent residential. The participants will have to stay in the room allocated to them at BPATC dormitory. All rooms will be allocated during **online registration** of the course. House tutors, dormitory supervisor and room boys work in the dormitory for making the participants stay comfortable in the dormitory. Every six participants will get one room boy. It may vary in accordance with the number of participants. The responsibilities of the room boys are well defined and hang in the front desk of the dormitory reception. In case of emergency, one room boy will stay in the dormitory at night. Furthermore, one House Tutor is assigned for male dormitories and one for female dormitories. He or she will look after the overall dormitory activities. Participants have to get entry in the dormitory by 10.30 p.m. After 10.30 p.m. the collapsible gate will be closed.

Contact Persons and Phone Number

House tutor	
Mohammad Sohrab Hosssain, Assistant Director	01715817450, 01710-842740 Extension: 4180
Ms. Roma Rani Biswash, Assistant Director	01722878088

Sl. No.	Name	Designation	Telephone No		Residence	Time
			Office		**Residence**	
			T&T/Mobile	**Extension**	**Extension**	
1.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530	07.30 to 23.00 hours
2.	Dormitory-2	Ground Floor	-	4759		
		First Floor	-	4750		
		Second Floor	-	4770		
3.	Mir Farhad Ul Islam Dormitory- 3	Supervisor	01716377144	4677	4571	07.30 to 23.00 hours
4.	Dormitory-3	Ground Floor/First Floor	-	4651	-	
		Second Floor	-	4653	-	
		Third Floor	-	4655	-	
		Fourth Floor	-	4657	-	
		Fifth Floor	-	4660	-	
		Sixth Floor	-	4661		

Class Room

In BPATC, classes are conducted at various facilities of the centre, especially at Academic Building, ITC, Multipurpose Hall, Lecture Theatre to suit the purpose. In each class room, there will be a class room attendant. He will manage the training aids of the class room and to assist all sort of class room support for smoothly running the training sessions. She/he is supervised by Technical Supervisor. The classes are under constant vigilance of the CMT.

Academic Building

It is a three-storied structure building (ex-Syndicate Building) with spaces for class rooms and other facilities. Foundation level, mid level and senior level, all the three categories of training are held here. The trainees' rooms are in close touch with the class rooms so that the faculty can carry various training materials and can be in close touch with other offices and class rooms. The rooms are specious and having regard to the hot and humid climate of Bangladesh.

Lecture Theatre

There are two modern lecture theatres at the Centre, designed to seat 125 trainees at a time. It is intended for the passing out exercises especially when the class rooms are not suitable to accommodate medium-sized assembly of trainees. The total covered area of the theatre is 4.400 sq.ft. with fixed and curved gallery sitting arrangement.

Auditorium or Multi Purpose Hall

It is the largest hall of multipurpose use where six hundred persons can be accommodated very comfortably. The seats can be arranged and stacked as and when necessary. This hall is intended to use for time to time assembly of outstanding speakers, available occasionally for international conference as well as for social and cultural functions.

International Training Complex (ITC)

Itc is one of the facilitating arms of the centre for networking with foreign institutions for arranging training, workshops, seminars, meetings etc. The office of the Rector and the Rector's Secretariat has recently been shifted here. This complex has a modern accommodation facilities for all type of training programs e.g. a mini auditorium, rector's conference room, three class rooms, two syndicate rooms, seminar room, one executive dining room, kitchen facilities etc. The ITC has residential facilities for VIPs and for trainees/ participants. Exquisitely designed double seated rooms are fully furnished and equipped with

modern facilities like refrigerator, television, telephone etc. It has a computer laboratory with internet connection that offers facilities for global communication network for the participants. The complex is turning into a full-fledged abode of training, networking and collaboration very shortly by converting it as ten-storied self sufficient modern building.

Multi Purpose Building

This two storied building of the centre is to meet the daily needs and activity services of the staff and trainees. It provides services of bank, ATM booth, post office, laundry, salon, canteen etc.

Library

The BPATC library is one of the best administration library of the country. The library plays an important role to achieve the goals of training. Collection of relevant books, journals, magazines and other reading materials and processing these for the readers are the main tasks of the library. In its possession there are approximately 1,25,000 books for circulation to the readers. Participants will have ready access to the reading facilities. During the financial year 2016-17 more books, newspapers magazines etc. were purchased for the library. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters and magazines as complimentary copies through exchange programme with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available.

The library remains open from 8.00 a.m. to 10.00 p.m. without any break from Sunday to Thursday. On Friday it remains open from 4.00 p.m. to 10.00 p.m. and on Saturday it remains from 6.00 p.m. to 10.00 p.m. A large number of readers use the library regularly. Approximately, 2,750 books were issued to the readers in the financial year 2016-17. Every faculty member can borrow 10 books while a trainee can borrow 4 books at a time for one month. Photocopying facilities are also available on payment in the ground floor of the Library.

Except the books issued, the trainers and trainees can read a good number of leading dailies. A total of 13,368 copies of 17 dailies were kept in the library in the financial year 2016-17. Moreover, 5 selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as the Economist,

Times, Reader's Digest and National Geographic etc. The Library is subscribers to some renowned journals namely Proshikhyan, International Review of Administrative Science etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) and Librarian (Documentation) are the key persons to know more about the Library. Md. Tazib Uddin (cell no. 0178972829) is working as Librarian of the Centre.

Dining/Cafeteria

Assistant Director (Dormitory) supervises activities of the cafeteria. Participants must follow table manners and the time schedule as given below:

Regular tentative schedule for dining:
- Breakfast: 07:00 am to 8:15 am hrs (last entry to cafeteria: 08:00hrs)
- Snacks & tea (morning): 10:35 am to 11:05 am hrs
- Lunch: 13:15 to 14:00 hrs (last entry to cafeteria 13:50hrs)
- Snacks & tea (evening): 17:00 pm – 17:45 pm hrs (subject to change based on sunset time)
- Dinner: 20:30-21:30 hrs (last entry to cafeteria is 21:20 hrs)

Dining time will be reshaped on the occasion of Ramadan.

Computer Lab

Computer training is compulsory for all participants. All the computers of two labs are connected with Broadband Internet facilities. The participants are encouraged to send and receive e-mail and browse the net. The Lab will remain open from 03:00 pm to 10:00 pm during working days.

Language Lab

The centre has two language labs for enhancing listening capability of the participants where language classes are arranged. A lab attendant is assigned for every lab to maintain and assist trainees. Lab attendant and language lab is supervised by Technical Supervisor.

Sports

Physical conditioning and games are very vital part of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all SFTC participants. Every morning, physical conditioning and sports programme starts by singing the National Anthem and Morning Prayer at 5.00 a.m. It is introduced from the 66th FTC. During Ramadan, sports time will be rearranged.

Physical conditioning programme consists of stretching, walking, jogging, running, floor exercise (free hand exercise), swimming, calisthenics, therapeutic exercise and brief introduction of selected type of yoga. In the games sessions, participants actively participate in four different team games, which are (i) football, (ii) volleyball, (iii) handball, and (iv) basketball. Besides, female participants also take part in sports events such as volleyball, handball and badminton. Furthermore, participants of both the sexes have opportunity to practice table tennis, carom, chess and weight training on optional basis. The centre also has a mini gymnasium for the staff and the participants.

All the activities of games are arranged in three phases. In the first phase, participants are given theoretical and practical knowledge regarding the rules of the games, and regulations and strategies of sports. In the second phase, strategies of different games are practiced individually and in groups. In the third phase, sports competitions are arranged and prizes are given among the winners.

Director (sports) and Deputy Directors (sports) coordinate this programme with the help of instructors.

Swimming Pool

Learning swimming is compulsory with the sole aim of life saving for those who do not know how to swim. Swimming pool opens from 6.15 p.m. to 7.15 p.m. for practice only on Sunday and Monday. This schedule is optional for the participants. The training session will be arranged as per schedule of the course.

Clinic

The BPATC clinic offers medical treatment to the participants of the various training courses and as well as the employees and their dependant family members, who are residing on the BPATC campus. The clinic staff consists of four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders and two office assistants. This medical team offers various medical services to the client round the clock. The medical officers of the clinic manage the daily outdoor patients and give consultation to them. They also attend emergency patients at any time round the clock and manage them as per circumstances. The clinic arranges health check up sessions for the participants of all the core courses at the beginning of the course.

The medical clinic is run by four qualified doctors with limited medical facilities. Participants are given free medical consultation, prescriptions and limited medical care. The participants are entitled to have medical prescription free of charge and also some common medicines that are available at the clinic, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness. Doctors are available in two shifts from 9.00a.m. - 3.00 p.m. and from 3.00 p.m. to 9 p.m. From 9 a.m. to 9 p.m. doctors attend the patients in case of emergency.

Contact number of the Doctors:

Dr. Mustafizur Rahman	Medical Officer	01552444675	4143	4443
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-
Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
Emergency	Medical Officer	**01705757690**	-	-

Physiotherapy

There is a physiotherapy unit at the gymnasium hall of the Centre. It operates under the supervision of the clinic. An experienced graduate physiotherapist is appointed there to give required consultation and therapy to the participants and the employees of BPATC.

Contact number of Physiotherapists

Name	Designation	Cell No.	Ext. Tel	Timing
Ratan Kumar Das	Physiotherapist	01911574514	4318	3:30-6:30pm
Minara Akter	Physiotherapist	01677302243	4318	3:30-6:30pm

Transport

The centre has a fair number of vehicles for meeting the varied nature of demands. Pick and drop facility is arranged by the BPATC authority for the participants. A minimal payment system is there Tk. 25/- for each participant. The route is like this: BPAT-Savar-Gabtoli-Shyamoli-Asadgate-Farmgate-RPATC, 49 New Eskaton; and BPATC-Asulia-Abdullahpur-Uttara-Airport Station. Trainees are also given transport facility only for emergency medical purposes on the basis of requisition and approval from the competent authority. Apart from weekend pick, drop and medical purpose, study tour transport facilities are also provided for the participants. On payment basis, twice a week transport (Dhaka and Savar) is also arranged from BPATC for meals shopping purpose only.

Child Care

The female officers having infant aged lower than 1 year are not preferred to attend the training programme. There are only 24 seats for female participants having babies in between 1-3 years. Female participants babies have to pay extra Tk. 3500.00 for Dormitory-2.

Digital Attendance

To ensure participants' attendance the centre installed a significant number of Digital Attendance Machine at every point of class rooms, auditorium, dormitory, library and academic building. Maintenance of punctuality is a must in all programs of FTC.

Mosque

BPATC has a large and splendid mosque surrounded by lush-green garden. Interested muslim officers and staff, and the participants of different training courses say their prayer in this mosque. Around 1000 people can have their prayer in the mosque at a time. One Imam, one Muazzin and one Khadem in the mosque are working there and get their salaries from the government exchequer.

Recreation

As the course is very intensive, there is very limited scope for recreation. However, there are some television sets in the dormitories with dish connection. Facilities for playing Table Tennis, Carom, Chess, and Billiard etc. are available in the dormitories and indoor games hall as well. Participants will arrange cultural programmes and mess nights at the end of every month. They are also taken to different places for visit on interest.

18. Evaluation Methods

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 the future.

19. Grading

Percentage of Marks	Grading
95 and above	A+ (Outstanding)
90 to <95	A (Excellent)
85 to <90	A- (Very Good)
80 to <85	B + (Good)
70 to <80	B (Satifactory)
60 to <70	B- (Above Average)
50 to <60	C (Average)
<50	Fail

19. Distribution of Marks

Module No.	Title of the Modules	Evaluation Methods		Marks (Total)
		Individual Marks	Group Marks	
1.	Bangladesh: History, Society and Culture		**GR-50**	50
2.	Behavioural Governance	WE-50		50
3.	Constitution and Other Legal Provision Relating to Public Service Delivery	WE-50		50
4.	Public Sector Management		**GR-50**	50
5.	Strategic Management and Leadership		**GE-50**	50
6.	Essential Service Rules	WE-50		50
7.	Office Management	WE-50		50
8.	Financial Management	WE-25	**GR-20**	**45**
9.	Public Procurement Management		GE-50	50
10.	Achieving Sustainable Development Goals	**WE-25**	**GR-50**	75
11.	Project Management		GE-50	50
12.	ICT and e-Governance	Practical-50		50
13.	Use of Official Language and Communicative English	CT-50		50
14.	Module 14: Art of Reviewing Book/Journals			50
15.	Physical Conditioning and Games			100
16.	Contemporary Issues	IA-25		25
	Evaluation			30
	CMT			25
	Total	**375**	**320**	900

CMT= Course Management Team, IA= Individual Assignment/Assessment, ICA=Individual Conduct Assessment, ICS= Individual Case Study, IRP= Individual Research Proposal, IE= Individual Exercise, IP= Individual Presentation, IR= Individual Report, LD= Learning Diary, GA= Group Assignment, GE= Group Exercise, GP= Group Presentation, GR= Group Report, OBE= Open Book Exam, PT= Practical Test, WE=Written Examination.

20. List of Module Directors

Module No.	Title of the Modules	Module Director (proposed)
1.	Bangladesh: History, Society and Culture	Mohammad Sohrab Hossain
2.	Behavioral Governance	Md. Nazmul Islam Sarker
3.	Constitution and Other Legal Provision Relating to Public Service Delivery	Roma Rani Biswas
4.	Public Sector Management	Suhana Islam
5.	Strategic Management and Leadership	Md. Abul Basher
6.	Essential Service Rules	K. M. Abdul Kader
7.	Office Management	Syed Asrafujjaman
8.	Financial Management	Helena Parveen
9.	Public Procurement Management	Md. Masud Ahmed
10.	Achieving Sustainable Development Goals	Md. Morshed Alom, Ph.D.
11	Project Management	Mostak Ahmed
12.	ICT and e-Governance	Mohammad Altab Hossain
13.	Use of Official Language and Communicative English	Hasan Murtaza Masum
14.	Module 14: Art of Reviewing Book/Journals	Mr. Mohammad Tazib Uddin
15.	Physical Conditioning and Games	Dr. Md. Arafe Zawad
16.	Contemporary Issues	Md. Sharif Hasan

Module 01	:	Bangladesh: History, Society and Culture
Total Marks	**:**	**50**
Evaluation Methods	**:**	**Group Report**
Module Director	**:**	**Mohammad Sohrab Hoshen**
Objective	:	To give participants a common understanding regarding the key social, cultural, historical and political aspects of Bangladesh

Topic Code	Session Hour	Topic.	Training Method
01.01	01	Historical Background of Bangladesh	L&D
01.02	02	Liberation War of Bangladesh: Background and Spirit	L&D
01.03	01	Natural Resources of Bangladesh	L&D
01.04	01	Social Structure and Cultural Heritage of Bangladesh	L&D
01.05	01	Potentials of Bangladesh	L & E
01.06	-	Know Bangladesh	Field Vis.

Module-02	**: Behavioral Governance**
Total Marks	**: 50**
Evaluation Methods	**: Written Examination**
Module Director	**: Md. Nazmul Islam Sarker**
Module 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.

Topic Code	Session Hour	Topic.	Training Method
02.01	02	Know Thyself	L&D
02.02	01	Attitude Change and Mindset Building	L&D
02.03	01	Etiquette, Manner and Dress Code	L&D
02.04	01	Table Manners	L&P
02.05	01	Art of Official Communication	L&D
02.06	01	Administrative Ethics and Values	L&D
02.07	01	Problem Solving and Decision Making Process	L&D

Module 3   **:**   **Constitution and Other Legal Provision Relating to Public Service Delivery**

Total Marks   **:**   **50**
Evaluation Methods   **:**   **Written Examination**
Module Director   **:**   **Roma Rani Biswas**
Objective   :   To adhere to the basic rules, organs and procedures of Bangladesh Government

Topic Code	Session Hour	Topic.	Training Method
03.01	02	Salient Features of Bangladesh Constitution and Fundamental Rights	L&D
03.02	01	Executive Organ of Bangladesh	L&D
03.03	01	Legislature of Bangladesh	L&D
03.04	01	Judiciary of Bangladesh	L&D
03.05	01	Rights and Obligations of Public Servants and Constitutional Provisions	L&D

Module 4   **:**   **Public Sector Management**
Total Marks   **:**   **50**
Evaluation Methods   **Group Report**
Module Director   **:**   Suhana Islam
Objective   :   To orient participants with the dynamics of changing public sector management

Code	Session	Title of the Topic	Method
04.01	01	Essentials of Public Management	L & D
04.02	01	New Public Management: changing dynamics of PSM	L & D
04.03	02	Business process Reengineering	D & E
04.04	01	Citizen Charter: Bangladesh perspective	L & E
04.05	01	Public Policy process and decision making	L & D
04.06	01	Good governance: components, practices and challenges	L & D
04.07	01	Ethics in Public Service Delivery	L & D
04.08	02	Development Administration: Concepts, Issues and Expectations	L&D
04.09	01	Administrative Reforms in Bangladesh	L&D
04.10	01	Performance Management, APA and ACR Writing	L & E

Module-0 5   **: Strategic Management and Leadership**
Total Marks   **: 50**
Evaluation Methods   **: Group Exercise**
Module Director   **:** Md. Abul Basher
Objectives   : The participants will be able to –

- Identify the behavioral strengths and weakness and
- Promote interpersonal relations in administration.

Topic Code	Session Hour	Topic.	Training Method
05.01	02	Leadership and Personality Development, Group Dynamics and Team Building	L&D
05.02	01	Negotiation Skill	L&D
05.03	01	Conflict Management and Behavioral Attitude	L&D
05.04	02	Strategic Management: SWOT Analysis , Crafting Strategies, Setting SMART Objectives, 5 Force Model	L&P
05.05	01	Total Quality Management	L&D
05.06	01	Motivation and Human Relation in organisation	L & E

Module 6   **: Essential Service Rules**
Total Marks   **: 50**
Evaluation Methods   **: Written Examination**
Module Director   **: K. M. Abdul Kader**
Objective   : To acquaint participants with essential service rules and regulations

Code	Session	Title of the Topic	Method
06.01	01	Bangladesh Service Rules (BSR)	L & D
06.02	01	General conditions of government service	L & D
06.03	01	Recruitment, joining time, promotion and Seniority Rules	L & D
06.04	01	Leave Rules, 1959	L & D
06.05	01	The Government Servant Conduct Rules, 1979	L & D
06.06	02	The Government Servant (Discipline and Appeal) Rules 1985	L & E
06.07	01	Administrative Tribunal and Administrative Appellate Tribunal Act	L & D
06.08	02	Rules of Business	L&D

Module 7	:	**Office Management**	
Total Marks	:	**50**	
Evaluation Methods	:	**Written Examination**	
Module Director	:	Syed Asrafujjaman	
Objective	:	To enable to apply official procedures effectively and efficiently	

Code	Session	Title of the Topic	Method
07.01	01	Introduction to Secretariat Instructions 2014	L & D
07.02	01	Office procedure: docketing, filing and referencing	L & D
07.03	01	Records Management (relevant part of The Bengal records Manual, 1943)	L & D
07.04	01	Noting, Drafting and Summary writing	L & E
07.05	01	Forms of written communication	L & E
07.06	01	Organising meeting, writing working paper and minutes	L & D
07.07	01	Equipment, Store and Stationary Management	L & E
07.08	01	Office inspection & Office Security	L & D

Module 8	:	**Financial Management**	
Total Marks	:	**45**	
Evaluation Methods	:	**Written Exam-25, Group Report-20**	
Module Director	:	Helena Parveen	
Objective	:	Enable the participants to apply financial rules and regulations correctly	

Code	Session	Title of the Topic	Method
08.01	01	General Financial Rules	L & D
08.02	01	Office budget preparation and MTBF	L & D
08.03	02	Duties and responsibilities of Drawing and Disbursing Officer	L & D
08.04	01	Delegation of financial power	L & D
08.05	01	Pay fixation	L & E
08.06	01	Pension and Gratuity	L & E
08.07	01	Travelling Allowance (T A) & D A Rules	L & E
08.08	02	Income Tax and VAT Rules, Income Tax Return Preparation	L & E
08.09	01	General Provident Fund, Benevolent Fund and Group Insurance Rules	L & D
08.10	01	Audit Procedures: objection and reply	L & D

Module 9	:	**Public Procurement Management**		
Total Marks	:	**50**		
Evaluation Methods	:	**Group Exercise**		
Module Director	:	Md. Masud Ahmed		
Objective	:	To acquaint with and apply rules and regulations of public procurement		

Code	Session	Title of the Topic	Method
09.01	01	Key features of PPA 2006 and PPR 2008	L & D
09.02	02	Public Procurement Methods: Goods, Works & Intellectual and Professional Services	L & D
09.03	02	Standard Tender Documents (ITT, GCC, PCC, Technical Specification)	L & D
09.04	01	Exercise on TDS	Exercise
09.05	02	Tender/Proposal opening and evaluation	L,D & E
09.06	01	Tender/Proposal approval and award procedure with reference to CCGP and Contract Administration and Management	L,D & E

Module -10 : **Achieving Sustainable Development Goals**
Total Marks : **75**
Evaluation Methods : **Written Examination-25, Group Report-50**
Module Director : Md. Morshed Alom, Ph.D.
Objectives : The participants will be able to –
- Explain the factors influencing the development and economic policies of Bangladesh.
- Prevent environmental degradation and negative impact of environmental change by taking appropriate R&D initiative and pave the way of furthering it by innovation and research.

Code	Session	Title of the Topic	Method
10.01	02	Socio Economic Indicators of Bangladesh	L&D
10.02	02	Aligning SDGs with 7th Five Year Plan and Vision 2021	L&D
10.03	01	Sustainable Development : Concept and Issues in Context of Bangladesh	L&D
10.04	01	Disaster Management & SDGs	L&D
10.05	01	Goal 01: No Poverty	L&D
10.06	01	Goal 02: Zero Hunger	L&D
10.07	01	Goal 03: Good Health & Well-being	L&D
10.08	01	Goal 04: Quality Education	L&D
10.09	01	Goal 05: Gender Equality	L&D
10.10	01	Goal 6: Clean Water and Sanitation	L&D
10.11	01	Goal 8: Decent Work & Economic Growth	L&D
10.12	01	Goal 9: Industry, Innovation & Infrastructure	L&D
10.13	01	Goal 10: Reduced Inequality	L&D
10.14	01	Goal 11: Sustainable Cities (Urban Management) and	L&D

		Communities	
10.15	01	Goal 12: Responsible Consumption and Production	L&D
10.16	01	Goal 13: Climate Action (Climate Change and Disaster Risk Reduction)	L&D
10.17	01	Goal 14: Life below Water	L&D
10.18	01	Goal 15: Life on Land	L&D
10.19	02	Goal 16: Peace, Justice and Strong Institutions Goal 17: Partnership to Achieve the Goal	L&D
10.20	01	Waste Management: Industrial Waste, Laboratory Waste	L&D
10.21	01	Renewable Energy and Environmental Protection	L&D

Module 11 : **Project Management**
Total Marks : **50**
Evaluation Methods : **Group Exercise**
Module Director : Mostak Ahmed
Objective : To make participants understand the different stages of project cycle and enable them to use different tools of project management

Code	Session	Title of the Topic	Method
11.01	01	Project Planning Process in Bangladesh: An Overview	L & D
11.02	01	Project: Concepts, Classification and Stages	L & D
11.03	01	Project Preparation: Various Formats	L & D
11.04	01	Project Appraisal and Approval	L & D
11.05	01	Project Implementation Techniques & Challenges	L & D
11.06	01	Project Risk Analysis and Scoping	L & D
11.07	01	Project monitoring and evaluation system	L & D

Module 12 : **ICT and e-Governance**
Total Marks : **50**
Evaluation Methods : **Practical**
Module Director : **Mohammad Altab Ahmed**
Objective : To aware participants of the application of ICT in Governance

Code	Session	Title of the Topic	Method
12.01	02	Information Literacy for Better Public Service Delivery	L & D
12.02	01	E- governance: Conceptual Overview	L & D
12.03	01	Electronic File management, File Tracking and Record Keeping, E-Nothi	L & D
12.04	02	Innovation in Service Delivery and Service Process Simplification	L & E
12.05	02	Essential ICT Skills: Power Point, Excel etc	L & D

Module 13	:	**Use of Official Language and Communicative English**
Total Marks	:	**50**
Evaluation Method	:	**Class Test**
Module Director	:	**Hasan Murtaza Masum**
Objective	:	The participants through this module will be able to enhance their language skills

Code	Session	Title of the Topic	Method
13.01	01	প্রমিত বাংলা বানান রীতি	L & E
13.02	01	Common errors in Bangla	L & E
13.03	02	English Language Skills: Listening	L & E
13.04	02	English Language Skills: Reading	L & E
13.05	02	English Language Skills: Speaking	L & E
13.06	01	English Language Skills: Writing (Descriptive & Argumentative)	L & E
13.07	01	Common errors in English	L & E
13.08	01	The art of public speaking	L & D
13.09	02	Debate	L & D

Module 14	**: Art of Reviewing Book/Journals**
Total Marks	**: 50**
Evaluation Method	**: Report Writing-30, Presentation-20**
Module director	**:** Mr. Mohammad Tazib Uddin

Objectives : Objectives of the module are:

a. to develop skills in critically reviewing books;
b. to enhance public speaking capability of the trainees; and
c. to develop reading habits.

Code	Hrs	Topics	Method
14.01	2	Introduction to Art of Book Review	L & D
14.02	7	Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A)	R & P

Module 15	:	**Physical Conditioning and Games**
Total Marks	:	**100**
Evaluation Methods	:	**Written Examination-25, Attendance & Others Activities-75**
Module Director	:	Dr. Md. Arafe Zawad
Objective	:	To help make physical exercise a habitual behavior

Code	Session	Title of the Topic	Method
15.01	01	Effects of Sedentary Lifestyle and Management	L & D
15.02	01	Health, Challenges & way forward	L & E
15.03	01	Managing Wellness	L & D
15.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Practice

15.05	-	Games (Evening): According to Participants' Interest (Volleyball, Tennis, Badminton & other activities)	Practice

Module 16 : **Contemporary Issues**
Total Marks : **25**
Evaluation Methods : **Individual Assingment**
Module Director : Md. Sharif Hasan
Objective : To increase awareness about some issues of national importance

Code	Session	Title of the Topic	Method
16.01	1.5	Health Risks of people exceeding age 40	L & D
16.03	1.5	Anti corruption: existing Acts and policies in Bangladesh	L & D
16.04	1.5	Right to Information	L & D
16.05	1.5	Women in Bangladesh economy	L & D
16.06	1.5	Women and Child Rights: legal coverage and reality in Bangladesh	L & D
16.07	1.5	Cyber Security	L & D
16.08	1.5	Public Private Partnership: Bangladesh perspective	L & D
16.09	1.5	National integrity Strategy (NIS)	L & D
16.10	1.5	Natural Resource Management and bio-diversity conservation	L & D
16.11	1.5	e-GP	L & D