

SFTC for the ACC Officials

(20 November 2022 - 18 January 2023)

Curriculum and Brochure



BPATC

Building Capacity for **Effective,**
Inclusive and **Accountable**
Public **Administration** System



Bangladesh Public Administration Training Centre

Savar, Dhaka

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Planning, Programming and Recording (PPR) Department

Bangladesh Public Administration Training Centre (BPATC)
Savar, Dhaka

November 2022

SFTC for the ACC Officials

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Profile of Rector, BPATC



Ramendra Nath Biswas, a career civil servant and currently a Secretary to the Government, joined Bangladesh Public Administration Training Centre (BPATC) as Rector on 02 Jan 2022.

Prior to joining BPATC, Biswas worked as a Member of Planning Commission, Ministry of Planning. Before this role, he served in Finance Division, Ministry of Finance in various capacities—Senior Assistant Secretary through Additional Secretary. He also spent more than a decade in the field administration working in Dhaka Divisional Commissioner's Office as a Senior Assistant Commissioner and Shariatpur District Administration as an Assistant Commissioner.

As a member of the BCS Administration Cadre (9th Batch), Biswas has been involved in designing and implementing public policies since 1991. Gained through civil service career spanning over 30 years, he has to his credit a wide range of experience covering public administration, public financial management, development planning and training. In his longest stint of nearly 20 years in Finance Division, he had been a member of the national budget preparation team specializing in budgeting, macro-fiscal policy analysis and forecasting, debt management, development financing, project management, training, and academic and corporate governance.

He holds BSS (Honours) and MSS degrees in economics from the University of Dhaka and MSc in Development Economics from the University of Birmingham (UK). He participated in many professional training programmes at reputed institutions including Asian Institute of Technology (Thailand), Asia-Pacific Finance and Development Institute (China), Carleton University (Canada), Duke University (USA), GRIPS (Japan) and University of the Philippines.

The leading courses he attended at the IMF Regional Training Institute (Singapore) that shaped his career in public financial management include Financial Programming and Policies, Macroeconomic Diagnostics, Macroeconomic Impact of the Budget, Macroeconomic Management and Fiscal Policy and the systems of Macroeconomic Accounts Statistics and Linkages.

Biswas was a member of the Royal Economic Society (UK) in 2008-2018 and is a Life Member of Bangladesh Economic Association. During 2010-2019 period, he was a regular trainer of FEEM, BMS and ABM courses at the Institute of Public Finance Bangladesh (IPF). He extensively made presentations in various ministries/organisations/institutions.

He served the Senate(s) of Dhaka University and Jahangirnagar University as a Member nominated by the Government. He also sat on the Boards of Directors of Bangladesh Institute of Capital Management (BICM), Bangladesh Petroleum Corporation (BPC), Coal Power Generation Company of Bangladesh Limited (CPGCBL) and Jiban Bima Corporation (JBC).

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1.0 Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2041 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

1.1 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

1.2 Vision

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

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

1.4 BPATC Theme

Building Capacity for Effective, Inclusive and Accountable Public Administration System.

1.5 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 among ourselves. As a public sector human resource development organisation, we value:

a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

b) 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.

c) 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. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

d) 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.

e) 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

f) Innovation

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

g) Team spirit

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organization as a valued member of the team where contribution by everybody is recognized. We take careful initiatives to instill team spirit among participants of our programmes.

1.6 Training Programmes of BPATC

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Government Budgeting and Procurement Management Course (GB&PMC) Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

1.7 Other Activities of BPATC

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

1.8 About ACC

The Anti Corruption Commission often abbreviated ACC is the principal government agency against corruption in Bangladesh. It was formed through an act promulgated on 23 February 2004 that came into force on 9 May 2004. Although initially, it could not make the desired impact, but immediately following its reconstitution in February 2007, the ACC began working with renewed vigor and impetus duly acceding to the United Nations' convention against corruption that was adopted by the General Assembly away back on 31 October 2003. Its framework and function is governed by Anti-Corruption Commission Act, 2004.

The Commission comprises of one Chairman and two Commissioners. Presently, Ex Sr. Secretary of the Government Mr. Mohammad Moinuddin Abdullah holds the post of the Chairman while the two Commissioners are Ex District Judge Mr Md Jahurul Haque and Ex Senior Secretary to the Government Dr Md Mozammel Haque Khan. The chairman presides over all the meetings, and however, a Commissioner nominated by the Chairman may preside the meeting in his absence from the office. Two Commissioners including the Chairman can fulfill the requisite quorum. The Chairman and two Commissioners are appointed by the President for a period of five years on the recommendation of the Selection Committee constituted under Section 7 of the ACC Act, 2004. Their tenures are secured with the provision that "No Commissioner shall be removed from office except on similar grounds and in accordance with the similar procedures as apply to the removal of a judge of the Supreme Court". The Chairman and the Commissioners enjoy the status and privileges of a judge of the Appellate Division and the High Court Division of the Supreme Court of Bangladesh respectively. (Source: Wikipedia & ACC Website)

02. Special Foundation Training Course for the Officials of ACC

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Although compulsory for all new recruits, FTC is a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. A candidate through a competitive examination steps into the structured system of government. FTC is the link point between the candidate pre-work life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new 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 new recruits to the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various departments. This Special Foundation Training Course (SFTC) for the officials of ACC is one of such courses.

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 familiarise themselves with various dimensions of socio-economic development of the country.

03. 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.

04. The Specific Objectives of the Course

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management;
- 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;
- enhance work skill through physical and mental labour to meet arduous challenges and
- Develop the team spirit in performing their task to achieve the organisational goal.

05. Requirements of the Course

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least five minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- wear formal dresses during academic sessions and official functions;

- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

06. Training Duration

The duration of the course is 60 days and this duration is distributed in the following manner:

Sl. No.	Thematic Areas	Modules
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	34
4	Field Attachment Programme	4
4	Study Tour	2
5	Visit to Mausoleum of Father of the Nation Bangabandhu Sheikh Mujibur Rahman	1
5	Certificate Awarding and Closing Ceremony	1
6	Domestic exposure Visit: Bangabandhu Memorial Museum, Dhanmondi 32/CRP/Hi-Tec Park/Liberation Museum	1
6	Total Working Days	44 (Tentative)
7	Weekends and Public Holidays	16
8	Total Days	60

07. Usual Class Time

Usually, the academic sessions start at 8:30 am. Given the arrangement of CMT, six sessions are conducted in a day. However, additional sessions specially the evening sessions are arranged if or when required.

Time	Activity
06:00 - 07:00	Physical Exercise*
07:30 - 08:15	Breakfast
08:30 - 09:30	1st Session
09:40 - 10:40	2nd Session
10:40 - 11:05	Health Break
11:05 - 12:05	3rd Session
12:15 - 13:15	4th Session
13:15 - 14:00	Lunch and Prayer Break
14:00 - 15:00	5th Session
15:05 - 16:05	6th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

** Subject to sun rise and sun set*

08. Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, syndicate group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

09. Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

10. Course Content

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	The Constitution and Governmental System	11.	Application of Anti-Corruption Act
2.	Service Rules and Administrative Procedures	12.	Prevention of Corruption and its Upgrading
3.	Public Financial Management & Budgeting	13.	Personal and Group Project Case study, report writing and presentation
4.	Public Administration, Governance & Development	14.	Contemporary National and Global Issues
5.	Project and Procurement Management	15.	Field Attachment and Report Writing
6.	ICT Skills	16.	Penal Code, Prevention of Corruption Act, Money Laundering Act
7.	Language and Presentation Skills	17.	Evidence Act
8.	Physical Conditioning and Games	18.	Relevant Laws and Rules and Regulations
9.	Corruption: Concepts and Issues		
10.	Code of Criminal Procedure-1989 and Criminal Law Amendment Act		

Each module has several topics. The details are given in the **Course Contents** part.

11. Field Study Programme

A four-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

12. Extension Lecture

A number of extension lectures are conducted with external resource persons. Extension lectures will be held in the evening. These lectures will focus on the issues of national/international importance and will offer the participants a scope to interact and share experiences with senior government officials and renowned personalities. After each lecture every participant have to submit a one page summary (learning points in bullet form) on the lecture in the following morning.

13. Physical Training and Games

Participating in the morning session is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

14. Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants

would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 800 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	The Constitution and Governmental System	WE-25	-	25
2.	Service Rules and Administrative Procedures	WE-50	-	50
3.	Public Financial Management & Budgeting	IE-50	-	50
4.	Public Administration, Governance & Development	WE-35	GR-15	50
5.	Project and Procurement Management	IA-15	GR-10	25
6.	ICT Skills	IA-15	GR-10	25
7.	Language and Presentation Skills	IP/CT-25	-	25
8.	Physical Conditioning and Games	A-05, IA-20	-	25
9	Corruption: Concepts and Issues	WE-75	-	75
10.	Code of Criminal Procedure-1989 and Criminal Law Amendment Act	WE-75	-	75
11.	Penal Code, Prevention of Corruption Act, Money Laundering Act	WE-50	-	50
12.	Evidence Act	CT-50	-	50
13.	Relevant Laws and Rules and Regulations	WE-50	-	50
14.	Application of Anti-Corruption Act	WE-50	-	50
15	Prevention of Corruption and its Upgrading	WE-50	-	50
16.	Personal and Group Project Case study, report writing and presentation	RWP-50	-	50
17.	Contemporary National and Global Issues	-	-	-
18.	Field Attachment and Report Writing	-	GR-20	20
19.	Evaluation by Evaluation Department i. Attendance (20) ii. Speaker Evaluation (10)	30	-	30
20.	Evaluation by Course Management Team i) Punctuality (5) ii) Table Manners (5) iii) Dress (5) iv) Overall Conduct and Discipline (5) v) Participation in co-curricular activities (5)	25	-	25
	Total	745	55	800
	Grand Total			800

Note: WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R-Report, Pr-Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise

15. Group Work

Participants are required to carry out syndicate/group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the syndicate/ group work amongst their group report.

16. Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80 - <85	A (Excellent)
3	70 - <80	B+ (Good)
4	60 - <70	B (Satisfactory)
5	50 - <60	C (Average)
6	<50	Fail

17. Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

18. Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

19. Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.

20. Dress Code

Male participants

Formal Sessions: All participants must wear formal dresses in all academic sessions and formal occasions. Male participants will wear tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and at official dinner. Participants may wear sherwani/prince coat for religious ground.

PT and game Session: All participants must wear white-colored English/tennis half pant/tracksuit, white-colored T-shirt and white-colored keds with white-colored socks.

Female participants

Formal Sessions: Although salwar-kamiz is allowed, female participants are encouraged to wear sari in all academic sessions. However, they must wear sari in official functions and other formal activities.

PT and game Sessions: All female participants must wear white-colored three-pieces/tracksuit, white scarves and white-colored keds with white-colored socks.

21. Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

22. BPATC Facilities

Accommodation and Food

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dinning place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dinning norms will be observed and evaluated.

Library Facility

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are almost 1, 12,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopy facilities are also available on payment. Library remains open from 8:00 a.m. to 10:00 p.m. Sunday to Thursday, from 4:00 p.m. to 6 p.m. on Friday and from 4:00 p.m. to 10 p.m on Saturday. The participants are encouraged to use the library facilities at the maximum effort.

Medical Facilities

The centre, which is run by three qualified doctors, maintains a small clinic 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 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.

Recreation

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

Prayer Facility

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

23. Smoking or Taking Drugs to Alcohol Prohibition

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

24. Any Question or Query?

This Course Guidelines give an outline of the various aspects of the Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. Daily schedule of activities, list of faculty speakers, list of participants, reading list are shown in Annex. In case of any emergency, participants may contact with Course Director or Course Coordinators through their office and residence telephone numbers which are attached as **Annex**.

Course Content

Module-01 : The Constitution and Governmental System

Total Marks : 25

Evaluation Method : Written Examination

Module Objectives : The participants will be able to -

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topics	Facilitator	Training Method
01.01	02	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
01.02	01	Different Organs of the State (Executive, Legislative & Judiciary) and their relationship (focusing on Bangladesh perspective)	Faculty/GS	L&D
01.03	02	Rules of Business & Allocation of Business: Coordination among ministry/division and agencies	Faculty/GS	L&D

Module-02 : Service Rules and Administrative Procedures

Total Marks : 50

Evaluation Method : Written Examination-50 (Open book)

Module Objectives : The participants will be able to -

- Discharge the duties assign to them to achieve organizational goals and
- Know the basics of office management.

Topic Code	Session Hour	Topics	Facilitator	Training Method
02.01	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
02.02	02+02	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L,GD&E
02.03	02	সরকারি চাকরি আইন, ২০১৮	Faculty/GS	L&GD
02.04	01	The Prescribed Leave Rules, 1959	Faculty/GS	L&E
02.05	02	General Conditions of Service (including seniority and pension rules)	Faculty/GS	L&E
02.06	02	Secretariat Instructions 2014: Noting & Drafting	Faculty/GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
02.07	02	Forms of Written Communications (MoU/ DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
02.08	01	Preparing Working Paper and Meeting Minutes	Faculty/GS	L&E
02.09	01	Office Inspection	Faculty/GS	L&D
02.10	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&P

Module-03 : Public Financial Management & Budgeting

Total Marks : 50

Evaluation Method : Individual Exercise-50

Module Objectives : The participants will be able to -

- Understand, analyze and explain constitutional and legal aspects of financial management system of Bangladesh; and
- apply standard financial management practice in their day to day financial activity.

Topic Code	Session Hour	Topics	Facilitator	Training Method
03.01	02	Budgeting in Bangladesh: Legal Basis, Preparation & MTBF	Faculty/GS	L&E
03.02	01	Annual Development Programme	Faculty/GS	L&E
03.03	01	TA & DA Rules	Faculty/GS	L&E
03.04	02	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
03.05	01	General Financial Rules (GFR)	Faculty/GS	L&P
03.06	02	Audit Objections and its Disposal	GS	L&E
03.07	02	Delegation of Power: Financial and Administrative	Faculty/GS	L&D
03.08	01	Financial Rules & Regulations: BSR Part 1 & 2	Faculty/GS	L&GD
03.09	01	IBAS++	Faculty/GS	L&D
03.10	02	Fiscal and Monetary Policies of Bangladesh	Faculty/GS	L&D

Module-04 : Public Administration, Governance & Development

Total Marks : 50

Evaluation Method : Written examination: 35; Group Report-15 (Word Limit: 300-500)

Objectives : The participants will be able to -

- Know the different aspects of public administration and governance and its changing dynamics; and
- Understand the different aspects of development concept; and
- Realize the philosophy of the Father of the Nation

Topic Code	Session Hour	Topics	Facilitator	Training Method
04.01	01	Public Administration & Governance: Concept and Recent Trends	Faculty/GS	L&D
04.02	01	Development: Concepts and Issues	Faculty/GS	L&D
04.03	02	Leadership of Bangabandhu Sheikh Mujibur Rahman: His Administrative and Economic Vision	Faculty/GS	L&D
04.04	02	Vision Trajectories of HPM: 8th FYP, Perspective Plan 2021-41, Delta Plan 2100 and Special Initiatives	Faculty/GS	L&E
04.05	02	SDGs in Bangladesh Perspective: Implementation Strategy and Localization of Goals	Faculty/GS	L&E
04.06	03	Social Accountability Tools: National Integrity Strategy (NIS) Citizen's Charter (CC) Right to Information (RTI) Grievance Redress System (GRS) Annual Performance Agreement (APA)	Faculty/GS	L&D

Module-05 : Project and Procurement Management

Total Marks : 25

Evaluation Method : Group Exercise-25

Objectives : The participants will be able to -

- Understand the different stages of project cycle and different tools of project management; and
- Know the procurement act, rules and procedures

Topic Code	Session Hour	Topics	Facilitator	Training Method
05.01	02	Project Management: Concept, Classification and Formats Project Approval Process, Implementation and Monitoring	Faculty/Gs	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
05.02	02	Industrial Project: <ul style="list-style-type: none"> Aspects of Project Appraisal Working Capital Assessment 	Faculty/GS	L&D
05.03	02	Overview of PPA 2006 & PPR 2008	Faculty/GS	L&D/Workshop
05.04	02	Different Procurement Methods	Faculty/GS	L&D/Workshop

Module-06 : ICT Skills

Total Marks : 25

Evaluation Method : Practical Test (Individual Assignment)-15 and Group Report: 10

Objectives : The participants will be able to -

- Enhance ICT skills; and
- Leverage ICT in public sector governance.

Topic Code	Session Hour	Topics	Facilitator	Training Method
06.01	02	Orientation on Document Preparation (MS Word)	Faculty/GS	Exercise
06.02	02	Orientation on Spreadsheet (MS Excel)	Faculty/GS	Exercise
06.03	02	Orientation on Presentation (MS PowerPoint)	Faculty/GS	Exercise
06.04	02	Cyber-crime and Digital Security Act, 2018 Forensic data collections and analysis procedure Open Source Investigation Technique	Faculty/GS	Exercise
06.05	01	4 th Industrial Revolution and Implications for Bangladesh	Faculty/GS	Exercise

Module-07 : Language and Presentation Skills

Total Marks : 25

Evaluation Method : Individual Presentation/ Class test-25

Objective : The participants will be able to -

- Identify and rectify the common mistakes in everyday use of English and improve the basic knowledge in English language; and
- Enhance the public speaking skills

Topic Code	Session Hour	Topics	Facilitator	Training Method
07.01	02	Improving Speaking Skill	Faculty/GS	L&E
	02	Improving Writing Skill	Faculty/GS	L&E
	02	Improving Listening & Reading Skill	Faculty/GS	L&E
07.02	02	Extempore Speech	Faculty/GS	Presentation
07.03	02	Common Grammatical Mistakes in English	Faculty/GS	L&E

Module -08 : Physical Conditioning and Games

Total Marks : 25

Evaluation Method : Attendance: 05; IA:20

Objectives : The participants will be able to -

- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Hrs	Topic Title	Facilitator	Training Method
08.01	1	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
08.02	1	Effects of Exercise on Different Organs	Faculty/GS	L&D
08.03	1	Stress Management in Workplace	Faculty/GS	L&D
08.04	1	Occupational Pain and its Management	Faculty/GS	L&D
08.05	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga	Faculty/GS	Exercise
		Games (Evening): As Arranged by CMT		

Module-09 : Corruption: Concepts and Issues

Total Marks : 75

Evaluation Method : Written Examination

Objectives : The participants will be able to -

- Enhance knowledge on departmental laws and rules
- Use departmental rules and regulations in appropriate situation

Topic Code	Session Hour	Topics	Facilitator	Training Method
09.01	01	Definition, kinds, causes and effects of corruption	Faculty/GS	L&D
09.02	02	Legal frame works of Anti-Corruption Commission, ACC Act 2004 with Amendment	Faculty/GS	L&D
09.03	02	The Current state of Anti-Corruption in Bangladesh: Organizational Structure of ACC, Functions, problem and challenges	Faculty/GS	L&D
09.04	01	Activities of Human rights and International Organizations against Corruption	Faculty/GS	L&D
09.05	02	Export & Import Finance related corruption	Faculty/GS	L&D
09.06	01	Complain of corruption receive, power of officer relating to enquiry and investigation of Anti-Corruption Bureau and ACC comparative analysis	Faculty/GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
09.07	01	Submission of cases in the court, involved in the process of Justice	Faculty/GS	L&D
09.08	02	Anti-Corruption Commission Rules and regulation 2007: (1-25)	Faculty/GS	L&D
09.09	02	Anti-Corruption Commission Service Rules (related rules)	Faculty/GS	L&D

Module-10 : Code of Criminal Procedure-1989 and Criminal Law Amendment Act

Total Marks : 75

Evaluation Method : Written Examination

Objectives : The participants will be able to -

- Know the Code of Criminal Procedure and Criminal Laws for smooth discharging of their responsibilities

Topic Code	Session Hour	Topics	Facilitator	Training Method
10.01	01	Discussion of Criminal Procedure Code (Section 15) and formation of Criminal Court, and its Power (Section 6-41)	Faculty/GS	L&D
10.02	01	Information to the Magistrate, the Police and Person making arrests	Faculty/GS	L&D
10.03	01	Process to compel appearance (Summons, Warrant, Proclamation and Attachment (Section 68-93A)	Faculty/GS	L&D
10.04	01	Process to compel the production of documents and other moveable property (section 94-105)	Faculty/GS	L&D
10.05	01	Information to the police and their powers to investigate (Section 154-176) and the Jurisdiction of criminal court in enquires and trials (Section 177-199)	Faculty/GS	L&D
10.06	01	Complains to Magistrate (Section 200-205) and the charge, Misjoinder of charges, separate charges for distinct offences (section 221-240)	Faculty/GS	L&D
10.07	01	Trial of cases by Judicial Magistrate, procedure for summary trial	Faculty/GS	L&D
10.08	01	Provision as to Inquire and Trials (Section 337-365) and mode of taking and recording evidence in Inquires and Trials	Faculty/GS	L&D
10.09	01	The Judgment, contents of Judgment, The submission, remissions and commutation of sentence, previous acquittal or conviction (Section 366-403)	Faculty/GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
10.10	01	Appeal, Reference and Revision (Section 404-442)	Faculty/GS	L&D
10.11	01	Procedure in cases of accused being lunatic (Section 464-475 & 503-516)	Faculty/GS	L&D
10.12	01	Disposal of property order for custody and disposal of property pending trial on certain cases	Faculty/GS	L&D

Module -11 : Penal Code, Prevention of Corruption Act, Money Laundering Act

Total Marks : 50

Evaluation Method : Written Examination

- Objectives : The participants will be able to –
- Know the Penal Code, Prevention of Corruption Act, Money Laundering Act and related issues; and
 - Discharge the duties assign to them to achieve organizational goals

Topic Code	Session Hour	Topics	Facilitator	Training Method
A. Penal Code				
11.01	01	General exceptions of Penal Code	Faculty/GS	L&D
11.02	01	Abetment of a thing (Section 107-120)	Faculty/GS	L&D
11.03	01	Offences by or relating to public servants (Section 161-171)	Faculty/GS	L&D
11.04	01	Contempt of the lawful authority of public servants	Faculty/GS	L&D
11.05	01	Dishonest misappropriation of property (Section 403-824)	Faculty/GS	L&D
11.06	01	Offences for negligence, conduct of bank officers and employee. Offences, when committed by person entrusted with custody (Section 462-A, 489, 511)	Faculty/GS	L&D
B. Prevention of Corruption Act-1947 & Criminal Law Amendment Act 1958				
11.07	02	General discussion of law cognizable presumption (section 1-4) and Criminal misconduct, penalty deposition of accused (Section 5-7) General discussion on Criminal Law Amendment Act 1958	Faculty/GS	L&D
C. Money Laundering Act-2012-2015				
11.08	01	Money Laundering Act 2012-2015	Faculty/GS	L&D
11.09	01	Power and responsibility of Bangladesh Bank, F.I.U. responsibility of reporting authority (Section 13-25)	Faculty/GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
11.10	01	Contract, offences of companies action taken in good faith, Money Laundering, Field of Terrorist Financing, Prevention and Role of Bangladesh Bank and Methods of Investigation of Money Laundering Offences	Faculty/GS	L&D
11.11	01	Financial Intelligence Unit (FIU) its local and international activities	Faculty/GS	L&D
11.12	01	Methods of Money Laundering Investigation	Faculty/GS	L&D
11.13	01	Stolen Asset Recovery	Faculty/GS	L&D
11.14	01	The Mutual legal Assistance in Criminal Matters Act	Faculty/GS	L&D
11.15	01	International Cooperation & MLAR	Faculty/GS	L&D
11.16	02	Trade based Money Laundering	Faculty/GS	L&D

Module -12 : Evidence Act

Total Mark : 50

Evaluation Method : Class Test-50

Objectives : The participants will be able to –

- Know the Evidence Act and related issues; and
- Produce document as record of evidence

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.01	02	Relevancy of Evidence (Section 5-16), Case in which state of relevant fact by person who is dead or cannot be found etc. relevant	Faculty/GS	L&D
12.02	02	Opinion of third persons, when relevant (Section 45-55), Facts which need not be proved (Section 56)	Faculty/GS	L&D
12.03	02	Presumption as to document produces as record of evidence, The exclusion of oral by Documentary Evidence (Section 91-100) and production and effect of evidence (Section 101-117)	Faculty/GS	L&D
12.04	02	Witnesses, who may testify, dump witness, evidence as to offence of state, official communication, confidential communication with legal offences, Exceptions relating to witness recording deposition of witness cross-examination of witness (Section 133-136)	Faculty/GS	L&D
12.05	02	Special points of Evidence Act (confession admission and Approve defense witness), Special points of Evidence Act (statement, cross examination and expert opinion, burden of proof)	Faculty/GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.06	01	Special points of Evidence Act (Audit, video, recording and phone interception etc.)	Faculty/GS	L&D
12.07	01	Special points of Evidence Act (proved disproved, not proved)	Faculty/GS	L&D

Module-13 : Relevant Laws and Rules and Regulations

Total number : 50

Evaluation Method : Written Examination

Objectives : The participants will be able to -

- Discharge the duties assign to them to achieve organizational goals.

Topic Code	Session Hour	Topics	Facilitator	Training Method
13.01	01	Customs Act (relevant Articles)	Faculty/GS	L&D
13.02	01	PRB (Relevant Articles)	Faculty/GS	L&D
13.03	01	Foreign Exchange Act (Relevant Articles)	Faculty/GS	L&D
13.04	01	Bank Company Act (Relevant Articles)	Faculty/GS	L&D
13.05	01	Company's Act (Relevant Articles)	Faculty/GS	L&D
13.06	01	Development activities of local government (Identification of field of corruption)	Faculty/GS	L&D
13.07	01	Enforcement Unit and its activities	Faculty/GS	L&D
13.08	01	Land Acquisition and survey system	Faculty/GS	L&D
13.09	01	Govt. Audit and Accounts System (Strong and weak points)	Faculty/GS	L&D
13.10	01	Intelligence Unit and its activities	Faculty/GS	L&D
13.11	02	Procedures in Higher Courts and Writing Statement of Facts	Faculty/GS	L&D
13.12	02	Laws related to Banking	Faculty/GS	L&D

Module-14 : Application of Anti-Corruption Act

Total Marks : 50

Evaluation Method : Written Examination/Group Assignment

Objectives : The participants will be able to -

- apply the Anti-Corruption Laws in practical fields.

Topic Code	Session Hour	Topics	Facilitator	Training Method
14.01	01	Source of complain, technique of inquiry and taking interview and submission of report and Investigation	Faculty/GS	L&D
14.02	01	Writing of investigation report systems of writing Ejahar and submit in the court	Faculty/GS	L&D
14.03	01	Kinds and mode of investigation-A comparative analysis	Faculty/GS	L&D
14.04	01	Maintenance and writing of Case Diary and Search Seize, Arrest and preparation of Jaminnama	Faculty/GS	L&D
14.05	01	Preservation of Alamat, Exhibition and Process, Return	Faculty/GS	L&D
14.06	01	System and necessity of taking opinion of handwriting experts	Faculty/GS	L&D
14.07	01	Essential steps to be taken during enquiry and investigation-A legal framework	Faculty/GS	L&D
14.08	01	Public Interest Information Disclosure (Provide Protection) Act 2011	Faculty/GS	L&D
14.09	01	Role of Prosecution and Special Judgment	Faculty/GS	L&D
14.10	01	Proceeds of Crime recovery & management	Faculty/GS	L&D

Module -15 : Prevention of Corruption and its Upgrading

Total Marks : 50

Evaluation Method : Written Examination

Objectives : The participants will be able to -

- understand the local and global impact of corruption and the ways of prevention of corruption.

Topic Code	Session Hour	Topics	Facilitator	Training Method
15.01	01	Role and responsibility of Anti-Corruption Commission regarding prevention of corruption	Faculty/GS	L&D
15.02	01	Prevention of corruption and social awareness	Faculty/GS	L&D
15.03	01	United Nations Convention Against Corruption	Faculty/GS	L&D
15.04	01	Prevention of corruption and corruption index. What is index measurement and evolution system, irrespective of International and Bangladesh	Faculty/GS	L&D
15.05	01	Community edification and prevention of corruption	Faculty/GS	L&D
15.06	01	Defects of Investigation: Acquittal of Accused from the court	Faculty/GS	L&D

Module -16 : Personal and Group Project Case study, report writing and presentation

Total Marks : 50

Evaluation Method : Report Writing and Presentation

Objectives : The participants will be able to -

- develop their skills on complete establishment a case; and
- Understand the process of corruption in different organization

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.01	01	Taking records	Faculty/GS	Case study/Presentation
16.02	01	Enquiry activities	Faculty/GS	Case study/Presentation
16.03	01	Enquiry report writing	Faculty/GS	Case study/Presentation
16.04	01	Preparation writing and presentation of FIR	Faculty/GS	Case study/Presentation
16.05	01	Investigation activities	Faculty/GS	Case study/Presentation
16.06	01	Writing of investigation report and presentation	Faculty/GS	Case study/Presentation
16.07	01	Writing of case diary and preservation	Faculty/GS	Case study/Presentation
16.08	01	Recording statement, seizure, sketch map and preparation of bail bond	Faculty/GS	Case study/Presentation

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.09	01	Income Tax Return and source of income	Faculty/GS	Case study/Presentation
16.10	01	Preparation and conduct of Trap Cases	Faculty/GS	Case study/Presentation
16.11	01	Bank Fraud	Faculty/GS	Case study/Presentation
16.12	01	Corruption in Govt. procurement/purchase	Faculty/GS	Case study/Presentation
16.13	01	Corruption in Supplying Electricity and Gas	Faculty/GS	Case study/Presentation
16.14	01	Corruption of Relief Directorate, Local Government, Water Development Board, FFW/TR/project	Faculty/GS	Case study/Presentation
16.15	01	Corruption in Land Acquisition	Faculty/GS	Case study/Presentation
16.16	01	Corruption in Land Survey, Mutation	Faculty/GS	Case study/Presentation
16.17	01	Money Laundering	Faculty/GS	Case study/Presentation
16.18	01	Corruption in case of under invoice and over invoice of goods	Faculty/GS	Case study/Presentation
16.19	01	Writing of Statement of Facts	Faculty/GS	Case study/Presentation
16.20	01	Identification of Asset and analysis of network	Faculty/GS	Case study/Presentation

Module 17 : Contemporary National and Global Issues

- Objectives : The participants will be able to -
- Identify and analyze issues of national importance; and
 - Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topics	Facilitator	Training Method
17.01	02	Corporate Social Responsibility in Bangladesh	Faculty/GS	L&D
17.02	02	Sustainable Renewable Energy	Faculty/GS	L&D
17.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	Faculty/GS	L&D
17.04	02	Autism & Neuro Development Disorder & Its Management	Faculty/GS	L&D
17.05	02	SMEs and Startups for Development	Faculty/GS	L&D
17.06	02	Role of Private Sector in Development	Faculty/GS	L&D
17.07	02	Disaster Management with Special Reference to Industrial Hazards	Faculty/GS	L&D
17.08	01	Development strategies and Environmental Management	Faculty/GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
17.09	01	Environmental Pollution in Bangladesh	Faculty/GS	L&D
17.10	01	Development and Prevention of Corruption-A Dilemma	Faculty/GS	L&D
17.11	01	বাংলা বানান রীতি ও উচ্চারণ	Faculty/GS	L&D

Module 18 : Field Attachment and Report Writing

Total Marks : 20

Evaluation Method : Group Report-20

Objectives : The participants will be able to -

- analyze the current situation of Public Service Delivery and come up with evidence based resolution.

Topic Code	Session Hour	Topics	Facilitator	Training Method
18.01	01	Briefing on Field Attachment Report	Faculty	Briefing
-	-	Field Visit	Faculty	Study Visit
18.02	01	Presentation on Field Study Report	Faculty	Presentation

SFTC for the ACC Officials
Important Telephone Numbers

BPATC PABX: +88-02-7745010-16, 7742080-85, Fax: +88-02-7745029

SI No	Name	Designation	E-mail & Cell NO
Course Management			
1.	Abu Momtaz Saaduddin Ahmed	Member Directing Staff (P&S) Course Advisor	02224442080-86, Ext. 4357 01552309307 Saaduddin6255@gmail.com
2.	Shabbir Ahmmad	Deputy Director Course Director	01913043666 saraahmmad24@yahoo.com ddrpatcdhk@bpatc.org.bd
3.	Khatune Jannath	Deputy Director Course Coordinator	01765685849 khatunejannath2018@gmail.com
4.	Mohammad Mamun	Senior Research Officer Course Coordinator	02224442080-86 Ext: 4134 01912146407 mamun235@gmail.com
5.	Md Nazim Uddin	Assistant Director Course Coordinator	01760651812 nazimuddin519@gmail.com
6.	Sibbir Ahmed	Private Secretary to the Rector Liaison Officer	02224442080-86 Extn: 4141 01558406452 sibbirkums@gmail.com
Support Service			
1.	Mir Mohammad Forhadul Islam	Dormitory Supervisor	01716377144
2.	Mohammad Shahjahan	Cafeteria Supervisor	01723366721
3.	Robi Lal	Caretaker	01624236662

Bangladesh Public Administration Training Centre

Savar, Dhaka

Do's and Don'ts for the Participants

Overall

Do's

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in a single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too much introvert nor a too much extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.
13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.

15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

Classroom

Do's

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on an inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission from the speaker.
12. Maintain silence until the session ends.

Don'ts

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

Games and Physical Exercise

Do's

1. Come to the field putting on the designated costume.
2. Be on time in the field.
3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.

5. Abide by the directions/suggestions of the instructors.
6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

Don'ts

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

Library

Do's

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to the library.
9. Know the time-table of the library.

Don'ts

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

Personal Study

Do's

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."
9. Give importance to the Recap Session/s.

Don'ts

1. Don't study in a way that disturbs others.
2. Don't put off any work for future.
3. Don't use mobile phone in the library.

Evaluation

Do's

1. Carefully read the Evaluation Guideline and abide by it.
2. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

Don'ts

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

Examination Hall

Do's

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

Don'ts

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

Telephone

Do's

1. Make sure the number is alright before dialling someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
4. Be brief in your telephonic conversation.

Don'ts

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

Behaviour towards the Faculty and Participants of other Courses

Do's

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

Don'ts

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

Behaviour towards the employees

Do's

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

Don'ts

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

Cultural Functions

Do's

1. Take your seat at least ten minutes prior to the commencement of any programme.
2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restrain while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.
6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

Don'ts

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more"

List of Participants

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