

# 11<sup>th</sup> Special Foundation Online Training Course for the officials of DoICT

(12 September 2021 – 10 November 2021)

## Course Guidelines



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka-1343.

[www.bpatc.org.bd](http://www.bpatc.org.bd)

# 11<sup>th</sup> Special Foundation Online Training Course (SFTC)

for the officials of DoICT

(12 September 2021 – 10 November 2021)

## Course Management Team



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## Profile of Rector, BPATC



**Mr. Md. Monjur Hossain**, a dynamic and result-oriented career bureaucrat, is a Secretary to the Government of Bangladesh and belongs to the 10th batch of BCS Administration Cadre. As a connoisseur of inclusive education, especially for persons with disabilities, he joined Bangladesh Public Administration Training Centre (BPATC), the *alma mater* for many legendary civil servants of Bangladesh, as the 23<sup>rd</sup> Rector on 24th of May 2021.

Mr. Hossain is a citizen-centric and humanistic civil servant with more than 29 years of experience in different capacities of the government and in international organization. He specializes in the areas of human resources management, strategic planning, policy formulation, implementation, and financing among others. He is an effective communicator with the spirit of team effort in building relationships with stakeholders nationally, regionally, and internationally.

He has vast experiences of working both in the field administration and at the policy level. He has served in several Ministries, namely; Ministry of Public Administration, Ministry of Health and Family Welfare Affairs, Ministry of Education, Bangladesh Public Service Commission (BPSC), and the Hon'ble President's Office of Bangladesh. As a young civil servant, he also served as Assistant Commissioner and Magistrate, Assistant Commissioner (Land), Senior Assistant Commissioner and Upazila Nirbahi Officer in the field level administration. His varied career includes a stint as Secretary/Deputy Secretary General at Bangladesh National Commission for UNESCO (BNCU), Ministry of Education. Before joining as Rector, the Chief Executive Officer of BPATC, he was *on lien* in the USA from January 2020 to May 2021 as Human Resource Specialist.

Mr. Hossain earned his Master Degree with excellence in International Relations from the University of Dhaka in 1990. He also obtained a Master Degree in Public Administration (MPA) from the prestigious National University of Singapore (NUS). He contributed a lot in inclusive education and had a number of articles published to his credit.

Mr. Hossain is married to Mrs. Afsari Khanam who is also a civil servant and the couple is blessed with a son Mr. Ayeman Monjur Anindya, an undergraduate student in the USA.

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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 2021 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 kilometers 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 organizational 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 organization, 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 instil 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. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organized 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 organizations.

### **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.

- Organizes joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organizes international programmes.

## 2.0 About DoICT

The Department of ICT has been working relentlessly to implement of quality education, knowledge-based economy and good governance. The department provides training to empowerment of women through ICT and established 4176 (Four Thousand One Hundred Seventy-Six) Sheikh Russel Digital Labs in educational institutes. 501(Five Hundred One) women have already emerged as entrepreneurs. Department is working to improve ICT education and infrastructure in abolished enclaves. By organizing BPO Summit and Programming Contest perennially, a large number of people are turning to wealth. To commemorate the declaration of “Digital Bangladesh”, the department plays a key role to celebrate “Digital Bangladesh Day” nationwide.

### 2.1 DoICT – at a Glance:

Name of Organization	:	Department of Information and Communication Technology
Administrative Division	:	Information and Communication Technology Division
Ministry	:	Ministry of Posts, Telecommunications and Information Technology
Date of Establishment	:	31 July, 2013
Office	:	ICT Tower, Agargaon, Dhaka.

#### **Vision**

Reliable and secure Information and Communication Technology (ICT) towards Sustainable Development

#### **Mission**

Support attainment of overall socio-economic development of the country by establishing universal access to ICT for all through research, development successful utilization and digital management of ICT.

For more information, please visit: [www.doict.gov.bd](http://www.doict.gov.bd)



### **03. Special Foundation Training Course for the Officials of DoICT**

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

### **04. 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.

### **05. 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;
- ❑ enhance work skill through physical and mental labor to meet arduous challenges and
- ❑ Develop the team spirit in performing their task to achieve the organizational goal.

## 06. 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 on time, preferably at least ten minutes earlier than the scheduled time;
- ❑ attend examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- ❑ secure at least 50% marks in all assignments, reports and other evaluation related activities;
- ❑ wear formal dresses during academic sessions and official functions;
- ❑ 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.

## 07. Training Duration

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

Sl. No.	Activities	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	<b>40</b>
3	Certificate Awarding and Closing Ceremony	1
4	<b>Total Working Days (Tentative)</b>	<b>42</b>
5	<b>Weekends and Public Holidays</b>	<b>18</b>
<b>Total Days</b>		<b>60</b>

## 08. Tentative Daily Schedule

Time	Activity
08:30- 09:30	1 <sup>st</sup> Session (Held Online)
09:40 - 10:40	2 <sup>nd</sup> Session (Held Online)
<b>10:40 - 10:55</b>	<b>Health Break</b>
11:00 - 12:00	3 <sup>rd</sup> Session (Held Online)
12:05 - 13:05	4 <sup>th</sup> Session (Held Online)
14:00 - 15:00	5 <sup>th</sup> Session (Held Online)
18:00 - 20:00	Extension Lecture*

\* Subject to sun rise and sun set

## 09. 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.

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.

## 10. Training session

Usually there will be Six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

## 11. 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.

## 12. Course Content

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

1.	Behavioral Governance	2.	Bangladesh & Bangabandhu Studies
3.	Constitution and Others Legal Provision Relating to Public Service Delivery	4.	Digital Leadership & Strategic Planning
5.	Strategic Management and Leadership	6.	Public Sector Management
7.	Administrative and Organizational Management	8.	Achieving Sustainable Development Goals in Bangladesh
9.	Public Procurement and Management	10.	Financial Management

11.	Book Review	12.	Field Attachment and Report Writing
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Research and Development Management	16.	ICT Related Laws, Regulations and other Important Issues
17.	Contemporary Issues		

Each module has several topics. The details of course contents are given in **Annex-1**.

### **13. 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. However, the arrangement of this programme is subject to the prevailing COVID - 19 situation.

### **14. 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.

### **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. 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.	Behavioral Governance	IA-35	-	35
2.	Bangladesh & Bangabandhu Studies	-	GR-25	25
3.	Constitution and other Legal Provision Relating to Public Service Delivery	IA-25	-	25
4.	Digital Leadership & Strategic Planning	IR-50	-	50
5.	Strategic Management and Leadership	-	GA-25	25
6.	Public Sector Management	-	GR-50	50
7.	Administrative and Organizational Management	IA-75	-	75
8.	Achieving Sustainable Development Goals	-	GE-75	75
9.	Public Procurement and Management	PGE-50	-	50
10.	Financial Management	IE-50	-	50
11.	Project Management	IA-50	-	50
12.	Field Attachments and Report Writing	-	GR-25	25
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	IA-25	-	25
15.	Research and Development Management	IA-75	-	75
16.	ICT Related Laws, Regulations and other Important Issues	IA-25	-	25
17.	Contemporary Important Issues	-	GA-35	35
18.	Evaluation by Evaluation Department Attendance (20) Speaker Evaluation (10)	30	-	30
19.	Evaluation by Course Management Team	25	-	25
	i) Punctuality (5)			
	ii) Table Manners (5)			
	iii) Dress (5)			
	iv) Overall Conduct and Discipline (5)			
	v) Participation in co-curricular activities (5)			
Total		565	235	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, PGE- Practical Group Exercise

## 17. 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	95 and above	A+ (Outstanding)
2	90- <95	A (Excellent)
3	85- <90	A- (Very Good)
4	80- <85	B+ (Good)
5	70- <80	B (Satisfactory)
6	60- <70	B- (Above Average)
7	50- <60	C (Average)
8	<50	Fail

## 18. 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 check online sessions at any time and check the presence of the participants

## 19. 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 special programs and closing session.

Participants may wear sherwani/prince coat for religious ground.

### **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.

## 20. 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. The participants are encouraged to use the library facilities at the maximum effort. Due to the nature of this course being online, participants are encouraged to follow E-repository and E-library. Details: <http://dspace.bpatc.org.bd:8080/>

## **21. 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 medical doctors can be contacted (phone numbers given in Annexure)

## **22. 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**.

**[N.B – Training Methods, Academic & Sports Sessions, Formal Events and BPATC Facilities are, due to COVID - 19, subject to certain modifications so as to meet the demand of new-normal.]**

# Course Content

Annex-1

**Module-01 : Behavioral Governance**

**Total Marks : 35**

**Evaluation Method : Individual Assignment-35 (Word Limit: 500-800)**

**Module Objectives :** The participants will be able to-

- Understand the human and office behaviour in work place; and
- Apply basic office procedures appropriately.

Topic Code	Session Hour	Topic	Facilitator	Training Method
01.01	02	Know Thyself: Understanding self to achieve improvement goals	Faculty/GS	L&E
01.02	02	Changing Attitude and Mindset for better service delivery	Faculty/GS	L&E
01.03	05	Empathy Building	Faculty/GS	Workshop
01.04	02	Career Planning: Practical Aspects	Faculty/GS	L&E
01.05	01	Art of Communication	Faculty/GS	L,GD
01.06	01	Problem Solving and Decision Making Process	Faculty/GS	L&E
01.07	05	Public Service Values	Faculty/GS	Saturday Workshop

**Module-02 : Bangladesh & Bangabandhu Studies**

**Total Marks : 25**

**Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)**

**Module Objectives :** The participants will be able to-

- Analyze social, political, scientific and cultural aspects of Bangladesh.
- Know the philosophy of the Father of the Nation

Topic Code	Session Hour	Topic	Facilitator	Training Method
2.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
2.02	02	Political Philosophy of Bangabandhu and his Contribution to the Development of the “Bengali Nation”	Faculty/GS	L&D
2.03	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
2.05	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
2.06	02	Ten Special Initiatives of the Honorable Prime Minister of Bangladesh	GS	L&D
2.07	02	Bangladesh on the March Towards Prosperity	Faculty/GS	L&D
2.08	02	Vision 2021, SDGs by 2030, Vision 2041 and Bangladesh Delta Plan 2100	Faculty/GS	L&D



2.09	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	Film show & L&D
2.10	02	Mujib Borsho and Bangladesh	Faculty/GS	L&D
-	-	Visit to Bangabandhu's Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum, Dhanmondi 32	CMT	Visit

**Module-03 : Constitution and other Legal Provisions relating to Public Service Delivery**

**Total Marks : 25**

**Evaluation Method : Individual Assignment – 25 (Word Limit: 500-800 Words)**

**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	Topic	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	Faculty/GS	L&D
3.03	01	Constitutional Body of the Nation (EC, PSC, C&G etc.)	Faculty/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
3.05	02	Local Government of Bangladesh	Faculty/GS	L&D

**Module-04 : Digital Leadership & Strategic Planning**

**Total Marks : 50**

**Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)**

**Objectives :** The participants will be able to -

- Digital Bangladesh Strategy; and
- How to promote different e-services in field level offices.

Topic Code	Session Hour	Topic	Facilitator	Training Method
4.01	02	Digital Bangladesh and Four Pillars of Bangladesh	GS	L&E
4.02	02	Digital Leadership: Overview and Practices	Faculty/GS	L&D
4.03	02	National e-Services Implementation	GS	L&P
4.04	02	Importance of E-Services: E-Nothi, Web Portal, E-Mutation, Data Center etc and its Implementation strategy in Field Level	Faculty/GS	L, GD

4.05	02	Frontier Technologies (AI, IoT, Big Data, Block Chain etc), E-Waste Management	Faculty/GS	L, GD
4.06	02	e-Government: Concept and Architecture	Faculty/GS	L, GD
4.07	02	Innovation in Service Delivery Platform	Faculty/GS	L, GD
4.08	02	Service Process Simplification: Methodology and Present Status of Bangladesh	Faculty/GS	L, GD

**Module-05 : Strategic Management and Leadership**

**Total Marks : 25**

**Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)**

**Objectives : The participants will be able to -**

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
5.01	02	Leadership and Personality Development, Group Dynamics and Team Building	Faculty/GS	L&E
5.02	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model	Faculty/GS	L&P
5.03	01	Total Quality Management (TQM)	Faculty/GS	L, GD
5.04	02	Art of Leadership	Faculty/GS	L, GD
5.05	02	Change Management	Faculty/GS	L, GD
5.06	02	Stress Management	Faculty/GS	L, GD

**Module -06 : Public Sector Management**

**Total Marks : 50**

**Evaluation Method : Group Report-50 (Word Limit: 500-800)**

**Objectives : The participants will be able to –**

- Understand different issues of public sector

Topic Code	Session Hour	Topic	Facilitator	Training Method
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	02	HRM & HRD Practices in Public Sector Organization in Bangladesh	Faculty/GS	L&E
6.04	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&E
6.05	01	Decision Making Process	Faculty/GS	L&E
6.06	01	ACR Writing for Performance Management	Faculty/GS	L&E
6.07	01	Managing Middle Man and Pressure Group	GS	L&D
6.08	02	Media Relations	Faculty/GS	L&D

**Module-07 : Administrative and Organizational Management**

**Total Marks : 75**

**Evaluation Method : Individual Assignment-75 (Word Limit: 800-1000)**

**Objective : The participants will be able to –**

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
7.01	02	Secretariat Instructions 2014	Faculty/GS	L&D
7.02	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
7.03	04	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L, GD&E
7.04	02	সরকারি চাকুরি আইন, ২০১৮	Faculty/GS	L&GD
7.05	01	Rules related to Leave	Faculty/GS	L&E
7.06	02	Seniority Rules and Pension	Faculty/GS	L&E
7.07	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
7.08	01	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E
7.09	01	Forms of Written Communications (MoU/ DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
7.10	01	Office Inspection	Faculty/GS	L&D
7.11	01	Equipment, Store & Stationary Management in Organization	Faculty/GS	L&P
7.12	01	Stock Entry	Faculty/GS	L&D
7.13	01	Use of Different Register	Faculty/GS	L&D

**Module -08 : Achieving Sustainable Development Goals in Bangladesh**

**Total Marks : 75**

**Evaluation Method : Group Exercise-75**

**Objectives : To enable the participants to:**

- a. acquaint the participants with SDGs
- b. prepare the participants to achieve the vision 2021 and 2041
- c. analyze major issues of environmental management and sustainable development;

Code	Hrs	Topic Title	Facilitator	Training Method
8.01	01	Sustainable Development: Concept and Issues in Context of Bangladesh	Faculty/GS	L & D
8.02	01	GOAL 02: Zero Hunger: Challenges and Way Forward	Faculty/GS	L & D
8.03	01	GOAL 03: Good Health and Well-being- Challenges and Way forward	Faculty/GS	L & D
8.04	01	GOAL 04 : Quality Education – Challenges and Way forward	Faculty/GS	L & D
8.05	01	GOAL 09: Industry, Innovation and Infrastructure- Challenges and Way forward	Faculty/GS	L & D
8.06	01	GOAL 12: Responsible Consumption and Production- Challenges and Way forward	Faculty/GS	L & D
8.07	01	GOAL 16: Peace, Justice and Strong Institutions –	Faculty/GS	L & D

Code	Hrs	Topic Title	Facilitator	Training Method
		Challenges and Way forward		
8.08	01	GOAL 17: Partnerships for the Goals – Challenges and Way forward	Faculty/GS	L & D

**Module-09 : Public Procurement and Management**

**Total Marks : 50**

**Evaluation Method : Practical Group Exercise - 50**

**Objectives :** The participants will be able to –

- To make the trainees understand the procurement act, rules and procedures;
- To make the trainees understand the electronic government procurement.

Topic code	Session Hour	Topic	Facilitator	Training Method
9.01	02	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
9.02	02	Procurement Methods of Goods, Works and Services	Faculty/GS	L&E
9.03	01	Annual Procurement Plan	Faculty/GS	L&E
9.04	01	Preparation of Technical Specification	Faculty/GS	L&E
9.05	01	Tender Opening & Evaluation	Faculty/GS	L&E
9.06	01	Request for Quotation Method (RFQM) PG-1	GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	GS	L&E
9.08	02	G2G: Public Private Partnership (PPP)	Faculty/GS	L&D

**Module-10 : Financial Management**

**Total Marks : 50**

**Evaluation Method : Individual Exercise-50**

**Objectives :** The participants will be able to -

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
10.01	02	Budgetary System of Bangladesh and MTBF	Faculty/GS	L&E
10.02	01	TA & DA Rules	Faculty/GS	L&E
10.03	02	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
10.04	01	General Financial Rules (GFR)	Faculty/GS	L&P
10.05	02	Audit Objections and its Disposal	GS	L&E
10.06	02	Delegation of Power: Financial and	Faculty/GS	L&D

		Administrative		
10.07	01	Financial Rules & Regulations: BSR Part 1& 2	Faculty/GS	L, GD
10.08	01	IBAS++	Faculty/GS	L&D
10.09	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/GS	L&D

**Module -11 : Project Management**

**Total Marks : 50**

**Evaluation Method : Individual Exercise - 50**

**Objectives :** The participants will be able to –

- Understand the different stages of project cycle
- Use different tools of project management

Topic Code	Session Hour	Topic	Facilitator	Training Method
11.01	02	Introduction to Project Cycle Management	Faculty/GS	L&D
11.02	02	Log Frame and Results Based Management (RBM)	Faculty	P
11.03	02	Preparation and Approval Process of DPP and TAPP	Faculty/GS	L&D
11.04	01	Project Monitoring and Evaluation	Faculty/GS	L&D

**Module -12 : Field Attachment and Report Writing**

**Total Mark : 25**

**Evaluation Method : Group Report-25**

**Objectives :** The participants will be able to –

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence-based resolution. To do so, they will apply the learning of Module No. 15(Research and Development Management)

Topic Code	Session Hour	Topic	Facilitator	Training Method
12.01	01	Briefing on Field Attachment Report	Faculty	Briefing
-	-	Field Visit	Faculty	Study Visit
12.02	01	Presentation on Field Study Report	Faculty	Presentation

**Module-13 : English Language Skill Development**

**Total number : 50**

**Evaluation Method : Class Test-50**

**Objectives :** 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
- Have knowledge on IELTS exam and prepare them for achieving scholarship in higher education.

Topic Code	Session Hour	Topic	Facilitator	Training Method
13.01	08	Listening Skill	Faculty/GS	L&E
		Speaking Skill	Faculty/GS	L&E

		Reading Skill: Reading techniques	Faculty/GS	L&E
		Writing skill: Descriptive writing, argumentative writing	Faculty/GS	L&E
13.02	03	Extempore Speech	Faculty/GS	Presentation
13.03	01	Vocabulary: Administrative and Common office Use	Faculty/GS	L&E

**Module-14 : Physical Conditioning and Games**

**Total number : 25**

**Evaluation Method : Individual Assignment-25**

**Objectives : The participants will be able to –**

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

Topic Code	Session Hour	Topic	Facilitator	Training Method
14.01	1	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
14.02	1	Effects of Exercise on Different Organs	Faculty/GS	L&D
14.03	1	Managing Wellness	Faculty/GS	L&D
14.04	2	Stress Management	Faculty/GS	L&D
14.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Faculty	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)		

**Module -15 : Research and Development Management**

**Total Marks : 75**

**Evaluation Method : Individual Assignment-75**

**Objectives : The participants will be able to –**

- Understand research methodology, prepare social research papers

Topic Code	Session Hour	Topic	Facilitator	Training Method
15.01	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	Faculty/GS	L&D
15.02	01	Sampling Techniques and Methods of Data Collection	Faculty/GS	L&E
15.03	02	Data Analysis and Tabulation	Faculty/GS	L&E
15.04	02	Writing Research Proposal	Faculty/GS	L&E
15.05	01	Writing Research Report	Faculty/GS	L&E

**Module 16 : ICT Related Laws, Regulations and other Important Issues**

**Total Marks : 25**

**Evaluation Method : Individual Assignment - 25**

**Objectives:** The objectives of the module are:

- a) to enhance knowledge on departmental laws and rules;
- b) to enable the participants in using departmental rules and regulations.

Topic Code	Session Hour	Topic	Facilitator	Training Method
16.01	02	Bangladesh National Digital Architecture (BNDA)	Faculty/GS	L&D
16.02	02	Bangladesh National ICT Policy	Faculty/GS	L&D
16.03	02	Managing, Controlling and Promoting E-Commerce	Faculty/GS	L&D
16.04	02	Digital Security Act 2018 and Cyber Security	Faculty/GS	L&D
16.05	02	Frontier Technologies and Different on-going Projects related to ICTD	Faculty/GS	L&D

**Module-17 : Contemporary Issues**

**Total number : 25**

**Evaluation Method : Group Assignment-25**

**Objectives** : The participants will be able to -

- Identify and analyse issues of national importance; and
- Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topic	Facilitator	Training Method
17.01	02	Corporate Social Responsibility in Bangladesh	Faculty/GS	L&D
17.02	02	Blue Economy: Sustainable Use of Marine Resource	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	Covid – 19 and its Fallout	Faculty/GS	L&E
17.06	02	Combating Corruption	Faculty/GS	L&D
17.07	04	Social Accountability Tools NIS; APA; Citizen Charter; RTI; GRS	Faculty/GS	Workshop/ L&D
17.08	02	8 <sup>th</sup> Five Year Plan	Faculty/ GS	L&D
17.09	01	Service Provider & Client Relation Management	Faculty/ GS	L&D

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**বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র**  
**সাভার, ঢাকা**  
**প্রশিক্ষণার্থীদের করণীয় ও বর্জনীয়**  
**সার্বিক**

**ক. করণীয়**

- ১। শৃঙ্খলা ও সময়ের প্রতি মনোযোগী হোন।
- ২। আপনার কোন কথা বা কাজে যদি ভুল হয়ে থাকে তাহলে তা অকপটে স্বীকার করুন এবং দুঃখ প্রকাশ করুন।
- ৩। আপনার কোন অভিযোগ থাকলে তা কোর্স কর্তৃপক্ষকে জানান। প্রশিক্ষণ-ব্যবস্থাপনা সংক্রান্ত বিষয় হলে প্রথমে কোর্স সমন্বয়কের সাথে কথা বলুন।
- ৪। কেউ কোন ব্যাপারে আপনার প্রতি সাহায্য-সহযোগিতা-সৌজন্য প্রদর্শন করলে তাকে অবশ্যই ধন্যবাদ জ্ঞাপন করুন। কেউ আপনাকে ধন্যবাদ জানালে আপনি তার জবাব দিন।
- ৫। যথাসম্ভব নিচু স্বরে কথা বলুন।
- ৬। কথোপকথনের সময় নিজে বলার চাইতে অন্যকে বলার সুযোগ দিন। অন্যদের কথা মনোযোগ দিয়ে শুনুন।
- ৭। একে অপরের প্রতি যথাযথ সম্মান প্রদর্শন করুন।
- ৮। কথাবার্তা ও চালচলনে সংযম প্রদর্শন করুন।
- ৯। পোষাকে, কথা বলায় ও আচরণে পরিশীলিত হউন।

**খ. বর্জনীয়**

- ১। কোন অবস্থাতেই এমন কিছু করবেন না যাতে পেশাভিত্তিক কিংবা ব্যক্তিকেন্দ্রিক সম্প্রীতি বিনষ্ট হয়।
- ২। যে কোন পরিস্থিতিতে উত্তেজনা পরিহার করুন।
- ৩। কারো ব্যক্তিগত কাজের বিশ্বাস বা অনুভূতিকে আঘাত করে কথা বলবেন না।
- ৪। যে কোন ক্ষেত্রে বিভেদ ও বৈষম্যমূলক আচরণ বর্জন করুন।
- ৫। কথাবার্তা ও চালচলনে হঠকারিতা, অসংযম ও ভাঁড়ামি বর্জনীয়।
- ৬। সতীর্থদের মধ্যে নিজেকে লুকিয়ে রাখা এবং নিজেকে দৃষ্টিকটুভাবে জাহির করা-উভয়ই বর্জনীয়।
- ৭। অন্যকে ছোট একং নিজেকে বড় করে দেখার মানসিকতা পরিত্যাগ করুন।
- ৮। আবেগতাড়িত ভাষা ও ব্লক্ষ ব্যবহার পরিহার করুন।
- ৯। নেতিবাচক মনোভাব বর্জন করুন।
- ১০। সময়ের অপচয় করবেন না।
- ১১। সংবেদনশীল রাজনৈতিক ও ধর্মীয় আলাপচারিতা থেকে বিরত থাকুন।

**অনলাইন ক্লাস এবং সেশন সম্পর্কিত**

- ১। নিরবচ্ছিন্ন ইন্টারনেট সংযোগ নিশ্চিত করুন। ব্রডব্যান্ড কানেকশন সাধারণভাবে গ্রহণযোগ্য, তবে এর যথাযথ কার্যকারিতা সম্পর্কে নিশ্চিত হোন। প্রয়োজনে মোবাইল ডাটা ব্যবহার করুন।
- ২। ল্যাপটপ ব্যবহার করা বাঞ্ছনীয়। ডেস্কটপ কম্পিউটার ব্যবহার করতে পারেন, তবে বিদ্যুৎ চলে গেলে বিকল্প ব্যবস্থা রাখুন। মোবাইল এর মাধ্যমে সেশনে অংশ নেয়া থেকে সচেতনভাবে বিরত থাকুন। হেডফোন এবং মাইক্রোফোন ঠিকমত কাজ করছে কিনা নিশ্চিত হয়ে নিন।
- ৩। সেশন চলাকালীন ইন্টারনেট সংযোগ বিচ্ছিন্নতা আপনার যথাযথ প্রস্তুতিতে আন্তরিকতার ঘাটতি হিসেবে বিবেচিত হবে।

- ৪। সেশন চলাকালে সার্বক্ষণিকভাবে ক্যামেরা অন রাখুন এবং মাইক্রোফোন বন্ধ রাখুন। আলোকিত স্থানে বসার চেষ্টা করুন। প্রয়োজনে অনলাইন প্ল্যাটফর্মের সেটিংসে গিয়ে বিষয়গুলো পূর্বেই ঠিক করে নিন।
- ৫। সেশন এর মাঝখানে অন্য কাজ করা থেকে সচেতনভাবে বিরত থাকুন। যে কোন প্রকার খাবার গ্রহণ, পানি পান কিংবা চা পান থেকে বিরত থাকুন। শুধুমাত্র বিরতির সময় তা গ্রহণ করতে পারেন।
- ৬। সেশনের সময় প্রতিদিন নির্দিষ্ট স্থানে বসার অভ্যাস করুন। এমন স্থানে বসবেন না যেখানে পারিপার্শ্বিক পরিবেশ আপনাকে প্রভাবিত করে। বিছানা কিংবা সোফায় বসা থেকে বিরত থাকুন।
- ৭। পুরো কোর্সে বিপিএটিসি থেকে দেয়া ব্যাকগ্রাউন্ড টেমপ্লেট ব্যবহার করুন। অন্য যেকোনো ছবি কিংবা ব্লার ইফেক্ট ব্যবহার করা থেকে বিরত থাকুন।
- ৮। অনলাইন প্ল্যাটফর্মে বুচিসম্মত আনুষ্ঠানিক প্রোফাইল ছবি ব্যবহার করুন। স্ক্রিনে আপনার নাম কিভাবে ডিসপ্লে করবেন সে ব্যাপারে কোর্স ম্যানেজমেন্টের সহযোগিতা নিন।
- ৯। প্রতিদিন নির্দিষ্ট সময়ের ৫ থেকে ১০ মিনিট পূর্বেই অনলাইনে সংযুক্ত হোন। পূর্ব প্রস্তুতি সেরে রাখুন।
- ১০। সেশনে মনোযোগী হন। শারীরিক উপস্থিতি না থাকার কারণে হীনমন্যতায় ভুগবেন না। এ নিয়ে বিস্তারিত আলোচনা করারও প্রয়োজন নেই। উদ্ভূত পরিস্থিতির কারণেই অনলাইনে কোর্সটি অনুষ্ঠিত হচ্ছে। বিষয়টিকে সম্মান করুন, তাহলেই আপনি কোর্স থেকে ভালো কিছু শিখতে পারবেন।
- ১১। সেশন চলাকালীন সময়ে প্রয়োজনীয় নোট নিন।
- ১২। প্রশ্ন করার সুযোগ আপনি দুভাবে পাবেন; প্রথম উপায় হচ্ছে, অনলাইন প্ল্যাটফর্মের "Hand Raise" অপশনে ক্লিক করে মৌখিকভাবে; আর দ্বিতীয় উপায় হচ্ছে, অনলাইন প্ল্যাটফর্মের "Chat Box" - এ প্রশ্ন টাইপ করার মাধ্যমে। কোন কোন সেশনে যেকোনো একটি অপশন পেতে পারেন। সে সকল সেশনে প্রশ্ন করার ফরমেট পূর্বেই জানিয়ে দেয়া হবে।
- ১৩। মৌখিকভাবে প্রশ্ন করার সময় প্রশ্ন সংক্ষিপ্ত করুন। মতামত ব্যক্ত করতে যাবেন না। প্রশ্ন করার সময় নিজে বেশি সময় নিয়ে ফেলবেন না। অন্যকেও প্রশ্ন করার সুযোগ দিন। উত্তরদাতা বিরত হন এমন যেকোন প্রশ্ন করা থেকে সচেতনভাবে বিরত থাকুন। সাপ্লিমেন্টারি প্রশ্ন করবেন না। ইংরেজিতে প্রশ্ন করা বাঞ্ছনীয়।
- ১৪। Chat Box - এ প্রশ্ন টাইপ করার সময় ওয়ার্ড লিমিট খেয়াল রাখুন। প্রয়োজনে উত্তরদাতাকে আপনার প্রশ্নের স্বপক্ষে লিংক শেয়ার করতে পারেন। তবে সাপ্লিমেন্টারি প্রশ্ন করতে যাবেন না।
- ১৫। সহ-প্রশিক্ষার্থীদের যেকোনো বুদ্ধিদীপ্ত প্রশ্নের জন্য কিংবা সেশন বক্তার কোন বক্তব্য ভালো লাগলে "Virtual Clap" দিতে পারেন।
- ১৬। প্রতিদিনের সেশন রেকর্ড করা হবে। সেশন শেষে রেকর্ডিং পাবেন। প্রয়োজনীয় অন্যান্য ট্রেনিং ম্যাটেরিয়ালস প্রশিক্ষার্থীদের সাথে শেয়ার করা হবে।
- ১৭। সেশন চলাকালীন সময়ে অফিসের যেকোনো কাজে অংশগ্রহণ করা নিষিদ্ধ। জরুরী প্রয়োজনে অফিসের কোন কাজ করতে হলে কোর্স সমন্বয়কের অনুমতি নিন।
- ১৮। সেশন শুরু হয়ে গেলে অপ্রয়োজনে চেয়ার থেকে ওঠা কিংবা আশেপাশে যাওয়া থেকে বিরত থাকুন। ফোনে কথা বলা কিংবা মেসেজ আদান-প্রদান করবেন না।
- ১৯। যেকোনো বিষয়ে কোর্স ম্যানেজমেন্ট এর সঙ্গে কথা বলতে চাইলে চ্যাট বক্সে মেসেজ দিন। আপনি প্রয়োজনে চ্যাট বক্সে সরাসরি নির্দিষ্ট ব্যক্তির উপরে ক্লিক করেও তাকে প্রশ্ন করতে পারেন। ব্যক্তিগত প্রশ্ন পারসন-টু-পারসন করা বাঞ্ছনীয়। কথা শোনা না গেলে কিংবা কোন কারিগরি সমস্যা হলে প্রয়োজনে কোর্স ম্যানেজমেন্টকে অবহিত করুন।
- ২০। অনলাইন প্ল্যাটফর্মে যেকোনো ধরনের অবাঞ্ছনীয় তথ্য, প্রশ্ন, বক্তব্য কিংবা মন্তব্য করা থেকে বিরত থাকুন। মনে রাখবেন, সেশন পুরোটাই রেকর্ডিং করা হবে এবং অনলাইনে আপনার প্রতিটি আচরণ পুঙ্খানুপুঙ্খভাবে বিশ্লেষণ করা হবে। সুতরাং নিজের, সহ-প্রশিক্ষার্থীদের অথবা কোর্স বক্তা কিংবা সমন্বয়কদের জন্য কোন ধরনের অপ্রীতিকর পরিস্থিতি তৈরি হয় এমন কোন কিছু করা থেকে বিরত থাকুন।
- ২১। কোর্সের বিভিন্ন ঘোষণা হোয়াটসঅ্যাপ গ্রুপে জানিয়ে দেয়া হবে। কোর্স ম্যানেজমেন্ট টিম গ্রুপ তৈরি করে সবাইকে সেখানে যুক্ত করবেন। সবাইকেই হোয়াটসঅ্যাপ ইন্সটল করে রাখবার জন্য অনুরোধ জানানো হল।
- ২২। যেকোন সময়ে কোর্স ম্যানেজমেন্ট শিডিউল পরিবর্তন করতে পারে।



বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্রে তথ্য ও যোগাযোগ প্রযুক্তি অধিদপ্তরের কর্মকর্তাদের জন্য বিশেষ বুনিয়াদি

প্রশিক্ষণ

প্রশিক্ষণার্থীর তালিকা

সম্ভাব্য সময়কালঃ বিপিটিএসি এর সুবিধাজনক সময়ে

১১ তম ব্যাচ (অনলাইন প্রশিক্ষণ)

ক্রম	কর্মকর্তার নাম	পদবি	কার্যালয়	মোবাইল নম্বর	ইমেইল
১.	জনাব মোঃ সুলতান মাহমুদ	ডাটাবেজ এ্যাডমিনিস্ট্রেটর	প্রধান কার্যালয় (পরিকল্পনা ও উন্নয়ন শাখা)	০১৭২২৮০৯২৫০	sultan.mahmud@doict.gov.bd
২.	জনাব মোঃ জাহিদুল ইসলাম ভূঁইয়া	প্রোগ্রামার	জেলা কার্যালয়, কিশোরগঞ্জ	০১৭১২৪২০২১১	zahidul.bipul@gmail.com
৩.	জনাব মোঃ শরিফুল ইসলাম	প্রোগ্রামার	জেলা কার্যালয়, বাগেরহাট	০১৭১৬৪২০৪৬৮	sisumon.cse@gmail.com
৪.	জনাব মোহাম্মদ রায়হান কবির	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, নারায়নগঞ্জ সদর, নারায়নগঞ্জ	০১৯৩৮৪০৬২৪৭	rkabir65@gmail.com
৫.	জনাব রেজওয়ানা সুলতানা	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, হরিরামপুর, মানিকগঞ্জ (সংযুক্তিঃ প্রধান কার্যালয়)	০১৬২৭১০৬২৭২	rezwana.sultana@doict.gov.bd
৬.	জনাব মোঃ আজাহারুল হক	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, পার্বতীপুর, দিনাজপুর	০১৭৫০৮৩০১৭৮	azaharul.doict@gmail.com
৭.	জনাব মোঃ রিয়াজুল ইসলাম	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, ফটিকছড়ি, চট্টগ্রাম (সংযুক্তিঃ এটুআই)	০১৭৯৮৫৫৯৩২২	riajul.rubel@gmail.com
৮.	জনাব শাকিলা আক্তার	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, আনোয়ারা, চট্টগ্রাম	০১৭৭৪৭৩৫১২	shakela.ict.ap@gmail.com
৯.	জনাব মোঃ শাহ আলম	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, হোমনা, কুমিল্লা	০১৬৮২২৫১৬৪০	shahalamictdivision@gmail.com
১০.	জনাব মোঃ দেলোয়ার হোসেন	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, ব্রাহ্মণবাড়িয়া সদর, ব্রাহ্মণবাড়িয়া	০১৯১১৭৭২৬০৪	delwar.duet@gmail.com
১১.	জনাব মোঃ তানিম রহমান	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, কোম্পানীগঞ্জ, নোয়াখালী	১৯৩৭২১৮১০৫	tanim.doict.gov.bd@gmail.com
১২.	জনাব রেহান উদ্দিন	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, রামগড়, খাগড়াছড়ি	০১৬৭৪১৯৪১৪২	rehan.doict@gmail.com

১৩.	জনাব জান্নাতুল ফেরদৌস	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, হাকিমপুর, দিনাজপুর	০১৮৭৮০৩৫৫৩১	zannat.doict@gmail.com
১৪.	জনাব মোছাঃ সাহিদা আক্তার	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, মোহনপুর, রাজশাহী	০১৭৪১৩২১১৬১	shathi.akter56@gmail.com
১৫.	জনাব মোঃ সানজির উদ্দিন শিশির	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, আত্রাই, নওগাঁ	০১৭২৭৬৬৪৫৯০	sanjir.cuet@gmail.com
১৬.	জনাব কে. এম. মেহেদী হাসান	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, কামারখন্দ, সিরাজগঞ্জ	০১৭৯৯৬১০৫৩৭	sakib.cse.jstu@gmail.com
১৭.	জনাব জান্নাতুল ফেরদৌস অন্তরা	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, উজিরপুর, বরিশাল (সংযুক্তিঃ এটুআই)	০১৭৬০৪১৫৭৭২	antara.cse@gmail.com
১৮.	জনাব মাসুদ রানা	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, ঈশ্বরদী, পাবনা	০১৭২২৮৬৮৬৩৫	masud.it09@gmail.com
১৯.	জনাব পাপিয়া নাছরীন	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, বিরামপুর, দিনাজপুর	০১৭৪৮৫৯৫৭৫৭	papianasrin09@gmail.com
২০.	জনাব মোঃ ফারহান নওরোজ নূর	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, রংপুর সদর, রংপুর	০১৭২৩৬০৬৮৯৯	farhan.ap.doict@gmail.com
২১.	জনাব মোঃ তৌহিদুল ইসলাম	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, রাজারহাট, কুড়িগ্রাম	০১৭৫৫৩৮৩২৩৯	touhidhstu@gmail.com
২২.	জনাব পুষ্পেন্দু দাশ	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, ফুলতলা, খুলনা	০১৭৩৮৬৬৯৭৪৫	pushpendu.ap@gmail.com
২৩.	জনাব প্রহলাদ দেবনাথ	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, মণিরামপুর, যশোর	০১৭৬৭৬৪০৭৮৪	prolath38@gmail.com
২৪.	জনাব মাহমুদুর রহমান	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, জীবননগর, চুয়াডাঙ্গা	০১৯২১৭১৬৮৬৮	mahmud110791@gmail.com
২৫.	জনাব আহমেদ মাহফুজ	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, শ্রীপুর, মাগুরা	০১৭১১১৪১৪৮৬	sajonmahfuz.sm@gmail.com
২৬.	জনাব মোঃ আব্দুর রকিব	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, গাংনী, মেহেরপুর	০১৭১৯২৫৪৯৯০	connect.rokib@gmail.com
২৭.	জনাব মোঃ ওয়াশিকুর রহমান	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, হরিণাকুন্ডু, ঝিনাইদহ	০১৭১৯৬৫৮৩০৬	palashiceiu@gmail.com
২৮.	জনাব মোঃ আক্তার ফারুক বিল্লাল	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, আশাশুনি, সাতক্ষীরা	০১৭৩৬ ১৮১০৩৮	billaljstu0801@gmail.com
২৯.	জনাব সুদীপ কুমার হালদার	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, কাউখালী, পিরোজপুর	০১৭৩৮১২৬৮৭৫	sudiphalderruet@gmail.com
৩০.	জনাব পাপন চন্দ্র সরকার	সহকারী প্রোগ্রামার	উপজেলা কার্যালয়, বারহাট্টা, নেত্রকোণা	০১৬৭২৬৫৬৭৮৮	papondoict@gmail.com