

BPATC



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74th Foundation Training Course

[04 September 2022 – 02 March 2023]

Course Curriculum and Brochure

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



**BANGLADESH PUBLIC ADMINISTRATION
TRAINING CENTRE**

74th Foundation Training Course

(04 September 2022 – 02 March 2023)

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

COURSE CURRICULUM & BROCHURE



**BANGLADESH PUBLIC ADMINISTRATION
TRAINING CENTRE**

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Bangladesh Public Administration Training Centre

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জাতীয় সংগীত

আমার সোনার বাংলা, আমি তোমায় ভালোবাসি।
চিরদিন তোমার আকাশ, তোমার বাতাস, আমার প্রাণে বাজায় বাঁশি ॥
ও মা, ফাগুনে তোর আমের বনে ঘ্রাণে পাগল করে,
মরি হয়, হয় রে—
ও মা, অঘ্রাণে তোর ভরা ক্ষেতে আমি কী দেখেছি মধুর হাসি ॥

কী শোভা, কী ছায়া গো, কী স্নেহ, কী মায়া গো—
কী আঁচল বিছায়েছ বটের মূলে, নদীর কূলে কূলে।
মা, তোর মুখের বাণী আমার কানে লাগে সুধার মতো,
মরি হয়, হয় রে—
মা, তোর বদনখানি মলিন হলে, ও মা, আমি নয়নজলে ভাসি ॥

প্রভাতি প্রার্থনা

হে পরম করুণাময় সৃষ্টিকর্তা
আমাদের উপর কল্যাণ বর্ষণ করুন।
রোগ, জরা, ব্যাধি থেকে আমাদের রক্ষা করুন।
লোভ, হিংসা, দুর্নীতি ও পরশীকাতরতা থেকে মুক্ত রাখুন।

আমরা যেন নিজেকে উন্নীত করতে পারি
স্বার্থপরতা থেকে পরার্থপরতায়
কুপমন্ডকতা থেকে আলোকিত মানসিকতায়
সংকীর্ণতা থেকে উদারতায়, নৈতিকতায় ও মানবিকতায়।

হে করুণাময়,
আমরা যেন কাজ করতে পারি দেশের এবং বিশ্বের কল্যাণের জন্য
সবার উপরে যেন স্থান দিতে পারি জনস্বার্থকে।

List of Abbreviations

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

OBE	Open Book Examination
PA	Public Administration
PR	Presentation
PT	Practical Test
Q&A	Question and Answer
RA	Reading Assignment
RECAP	Recapitulation
RP	Role Play
RTI	Respective Training Institution
RTI	Right to Information
SAR	Secretariat Attachment Report
RW	Report Writing
SA	Secretariat Attachment
SD	Skills Development
SMART	Specific, Measurable, Achievable, Rationale and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination
WS	Workshop

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INTRODUCTION

Foundation Training Course (FTC)

FTC is the first and compulsory training course for the civil servants as they enter into the service. The contents of this course are designed in a way so that the participants can get an overall understanding of different aspects of governance, development and different national institutions and policies to undertake their roles as civil servants. Since the entry level civil servants come from diverse academic areas and social background, it is important to ensure that the participants have a common understanding of various theories, concepts and issues on administration and development in general and of rules, regulations, processes, procedures for the public sector. However, apart from enhancing professional knowledge of the trainee officers, the course also intends to enrich the behavior and character of the participants to enable them to perform their roles in the work place with due sincerity, commitment, fairness and objectivity. The course also provides an opportunity for the officers to familiarize themselves with various dimensions of history, culture and socio-economic development of the country. Instilling the spirit of liberation war and patriotism in the minds of participants is also a major expectation of the course.

While the foundation course has set different evaluation methods, it gives special attention to individual assignments as this method presents an opportunity to the participants to be more analytical, argumentative and illustrative in putting arguments. Therefore, participants are expected to be more engaged and active in the training to deepen their learning and enrich their analytical reasoning. It is important to be noted that public servants must possess the analytical insight to provide prudent input in decision making while they work on the ground.

Course Objectives

In general, the FTC intends developing the trainee officers as skilled, innovative, proactive and well-groomed to be committed to the well-being and development of the people in an ever-changing national and global context. With the completion of the course, it is expected that the participants will be able to:

- develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand the role of leadership in public sector;
- recognize the role of civil servants in a changing national and global environment;
- have a broader understanding of different national goals such as Vision 2041 and Delta Plan 2100 including the SDGs or Agenda 2030 and its localization;
- know essential laws, basic service norms, rules, policies and procedures;
- identify the root causes of the challenges that the marginalized people are

exposed to and to find the sustainable approach and strategies to address those challenges;

- understand the need of utilizing the ICT in service process simplification and efficient management of public services;
- be able to prepare analytical reports within stipulated time and present them before a large audience;
- communicate in English with competency and confidence;
- foster esprit de corps and empathy among the participants coming from the diverse academic and socio-economic background;
- maintain physical fitness and ethical values.

KEY ASPECTS OF THE FOUNDATION TRAINING COURSE

Course Duration

The length of the Foundation Training Course is 6 months (180 days). Sessions are held on all weekdays except holidays; however, depending on the necessity, sessions may be held on weekends. Participation of the trainees in all activities is mandatory.

Course Content

The course is conducted through 21 academic modules. Car driving is a non-academic module and under the comprehensive examination module, participants take part in the final examination at the end of the course and respond to questions analytically and elaborately. Topics covered under the contemporary issues remain out of evaluation. Course Management Team provides a briefing on the comprehensive examination before they undertake the examination. Academic modules are clustered into five broad thematic areas such as (1) Bangladesh Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development.

The titles of the modules are as follows.

1	Bangladesh and Bangabandhu Studies	7	Important Service Laws in Bangladesh
2	Village Study	8	Office Management and Communications
3	Poverty Reduction and Rural Development	9	Public Financial Management and Economic Governance
4	District and Upazila Attachment	10	Governmental System and Essential Laws
5	Fundamentals of Foundation Training Course	11	Public Administration and Governance
6	Leadership and Organizational Management	12	Child Rights and Gender Equality

13	Economic Planning and Development	19	Book Review and Presentation
14	Sustainable Development Goals	20	Information & Communication Technology (ICT)
15	Project and Procurement Management	21	Physical Conditioning & Games
16	Basics of Social Research	22	Comprehensive Examination
17	IELTS and Communication Skills in English	23	Contemporary Issues
18	Basics of English	24	Car Driving

Course Activities Number of Days

Number of days for the course activities is given below:

Course Activities and Number of Days Allocated

Items	No. of days
Total days	180
Week-ends and Public Holidays	55
Working Days	125
Total Days at BPATC	180
Field Attachment*	28
Inauguration and Closing	2
Pre-training Activities	3
Secretariat Attachment	2
Field Trips/Visits	3
Sessions	462
Total Working Days in BPATC	92

*Including Holidays

Tentative Schedule of Daily Activities

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

Time	Activities
14:15-15:15	Classroom Session/Library Work/Lab. Work etc.
16:30-17.30	Games & Sports/Driving*
19:15-20:30	Evening Session/Extension Lecture/Group Presentation/Library Work/ Film Show
20:30-21:30	*Dinner

*Subject to change according to sunrise and sunset

Training Methods

The Course includes different training methods such as lecture and discussion, group work, reading assignment, library work, case study, panel discussion, seminar, workshop, individual/group exercise, film show, study tour, field visit/attachment, extension lecture, role play, demo, survey etc.

A recap session is held at the first session of every week in which 5 (five) participants will present their learning points of the previous week. This session is an opportunity for the participants to enhance their presentation skills and learning abilities.

Medium of Instruction

The medium of instruction of the Foundation Training Course is English. The Centre encourages the participants to develop their oral and written skills in English through practicing inside and outside the classroom. More importantly, all assignments, both group and individual, presentations will be in English.

Resource Persons

Both faculty members and guest speakers will conduct training sessions. Eminent scholars, senior civil servants, renowned professionals are invited as guest speakers in the course.

Extension Lectures

Topics mentioned in the ‘contemporary issues’ module are usually conducted by guest speakers as Extension Lecture (EL). EL is a great opportunity for the young participants to learn from the guest speakers and interact with them. EL usually takes place in the evening. Senior level policy makers and experts of different fields speak in the EL sessions.

Attachments and Visits

Out of the six-month duration of the course, four weeks will be spent in several attachments and visits. The attachments and visits are organized to fulfill the objectives of some modules of the course. The attachments and visits include: (1) Own Village Visit (1 week); (2) Rural Development Institutes (BARD/RDA/BAPARD) Attachment (1 week); (3) District and Upazila Attachment (2 weeks). CMT organizes briefing before any attachment and visit. Detailed on the attachment is

given at the end of the module descriptions.

Evaluation and Grading System

According to the Evaluation Policy of the BPATC, performance in the training of all participants is evaluated and graded. The participants must ensure at least 95% attendance in the instructional sessions and physical training and games. Participants are strongly advised to consult the Evaluation Policy of BPATC to know details of the evaluation systems. Qualifying marks in each module/ subject is 50 percent of total marks. Only successful participants are given certificate at the end of the course. The following table presents the grading system.

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

Absence and Marks Deduction

In all types of training sessions, for 1% authorized absence (academic & sports sessions) 10% marks will be deducted from the marks of attendance. Authorized absence exceeding 5% for any participant will result in instant release of that participant from the course. The percentage of deduction of marks due to authorized absence in the sessions is enumerated in the below table.

Rate of Absence	Rate of Deduction of Marks
1%	10%
2%	20%
3%	30%
4%	40%
5%	50%

Rector's Medal/Merit Medal

Top 20% of the total participants will be awarded Merit Medal. The outstanding participant who secures the topmost position in the course by overall evaluation with a clean image regarding discipline and other issues maintained throughout the course will be awarded with special medal, such as 'Rector's Medal'.

Course Management Team (CMT)

The course management team comprises a Course Adviser, Course Director(s) and a number of Course Coordinators (CC) for each section. The course is organized under the direct supervision of the CMT. Each section of the course is managed by a Course Coordinator (CC) and the CC works under the guidance of the Course Director and Course Adviser. The CC is primarily responsible for the implementation of all academic, extra-academic and administrative activities of a section and s/he is the first interface between the participants and CMT.

Participants are encouraged to share any feedback with the CMT to ensure quality training and convenience in the training environment. However, they are advised to meet the CMT through the respective Coordinator.

Mandatory Responsibilities of the Participants

Successful completion of the course requires fulfillment of the following conditions by the participants and this compliance is compulsory.

- maintaining higher degree of discipline, ethics, norms and formalities inside and outside the classroom;
- attending all instructional sessions and other training activities punctually;
- entering the classrooms at least five minutes before the scheduled time;
- submitting the assignments within the stipulated time;
- staying compulsorily in the dormitory and following the rules and regulations there of;
- abstaining from carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor;
- participating in all co-curricular activities as instructed by the CMT;
- maintaining health protocol, with special reference to Covid-19 as prescribed by the institution;
- complete avoidance of plagiarism in reports and documents preparation;
- plagiarized documents/reports will result in serious disciplinary actions

It is important to note that the degree of the compliance with the above-mentioned issues will determine the CMT's comments in the pen-picture of the participants which is sent to the cadre controlling ministries/divisions to keep it in the dossier of each trainee. Moreover, CMT's observation in this regard also influences the CMT evaluation.

Meeting a Faculty Member

No participant shall meet or otherwise be called by any faculty member in his/her office room/office. In case of any necessity of meeting between the participant and the faculty member, faculty

member or participant concerned should inform the CC concerned. CC of that Section will make the arrangement of meeting time and it should be held in the course office in presence of the concerned CC. In case of any deviation/violation of this instruction, disciplinary action will be taken against the participant concerned.

Dress Code

Academic Sessions and Formal Events

All participants must wear formal dresses in all training sessions and formal occasions. No participant is supposed to leave dormitory area without formal dress. Formal dress for male participants includes wearing neck tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and official dinner. Participants not willing to wear neck tie on religious ground may wear sherwani/prince coat.

Female participants will wear sari and blazer in classroom sessions, official functions and other formal activities.

Sports Sessions

During sports sessions, male participants must wear white-coloured English/tennis tracksuit, white- coloured T-shirt and white-coloured keds with white-coloured socks. Female participants must wear white-coloured three-pieces/tracksuit, white scarves and white-coloured keds with white-coloured socks.

Table Manners

All participants must follow the table manners, etiquettes as briefed by the CMT at the beginning of the training. It is the responsibility of the CMT to inform the participants of the table manners and etiquettes properly and ensure the full practice. Failing to observe appropriate manners and etiquettes on the part of any trainee may result in disciplinary action.

Accommodation

The Foundation Training Course is residential and staying dormitory is mandatory. The participants will have to stay in the room allotted to them in the dormitory. During their stay in the dormitory, participants must wear decent dress. Leaving the dormitory without permission is treated as misconduct. At 10:30 pm, the dormitory gate will be closed. It is advised that all participants must enter dormitory building before 10 pm. No gambling, playing cards, taking drugs and alcohol are allowed in the dormitory. Participants are not allowed to take any guest in the dormitory. Participants cannot possess any arms and sharp materials with them during their stay in the dormitory. In case of any deviation, disciplinary action will be taken against the concerned trainee. In case of taking alcohol, drugs, possessing arms and sharp materials during their stay in the dormitory, the participants will be expelled from the course notifying the controlling ministry accordingly.

Food

Meals are arranged for participants through Mess Committee formed by the participants. Having meal in cafeteria is mandatory for all FTC participants. Using spoon, fork and knife during meal is mandatory. The participants will take their breakfast, lunch, evening tea and dinner within scheduled time at the specified dining room/cafeteria. The Mess Committee is responsible for maintaining the overall quality of meals served to participants. Mess Committee should be accountable to the participants for their expenditure. All costs should also be audited.

Male participants must wear full sleeve shirt, neck tie and trouser to attend the breakfast, lunch, snacks and dinner in cafeteria. Participants are allowed to take evening snacks with sports dress. Male participants can take their food at night without tie but will be in formal dress. Female participants are allowed to wear salwar kamiz and shoes for having dinner. Dress codes, table manners and other dinning norms will be observed and evaluated.

MODULE-WISE MARKS DISTRIBUTION

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh and Bangabandhu Studies	IA (25), IR (25)	-	50
2	Village Study	IR (30) IP (20)	-	50
3	Poverty Reduction and Rural Development	WE (20), ICA (05)	-	25
4	District and Upazila Attachment	District: ATT (5) ICA (5)	District: GP (20), BPATC: GR (20)	50
B. Management Studies				
5	Fundamentals of Foundation Training Course	-	-	-
6	Leadership and Organizational Management	IA (50)	-	50
7	Important Service Laws in Bangladesh	OBE (50)	-	50
8	Office Management and Communications	IE (25) SAR (25)	-	50
9	Public Financial Management and Economic Governance	IE (50)	-	50
C. Public Administration				
10	Governmental System & Essential Laws	OBE (50)	-	50
11	Public Administration and Governance	WE (25)	GE (25)	50
12	Child Rights and Gender Equality	-	GE (25)	25
D. Development Studies				
13	Economic Planning and Development	WE (50)	-	50
14	Sustainable Development Goals	IA (25)	-	25
15	Project & Procurement Management	-	GE (50)	50
16	Basics of Social Research	IRP (50)	-	50
E. Skill Development				
17	IELTS and Communication Skills in English	IE (50)	-	50
18	Basics of English	IE (25)	-	25
19	Book Review and Presentation	IR (30), IP (20)	-	50
20	Information & Communication Technology (ICT)	PT (50)	-	50

21	Physical Conditioning and Games	ATT (10+10), WE (20), ICA (10)	-	50
22	Comprehensive Examination	50	-	50
23	Contemporary Issues	-	-	-
24	Car Driving	-	-	-
F. CMT and Evaluation Department Marks				
25	Evaluation by the CMT	Overall Conduct & Discipline (25)	-	25
26	Evaluation by Evaluation Department	Attendance (20)	-	25
		Speaker's Evaluation (05)		
Total		860	140	1000

ATT= Attendance, **CMT**= Course Management Team, **IA**= Individual Assignment, **ICA**= Individual Conduct Assessment, **IE**= Individual Exercise, **IP**= Individual Presentation, **IR**= Individual Report, **GE**= Group Exercise, **GP**= Group Presentation, **GR**= Group Report, **OBE**= Open Book Examination, **PT**= Practical Test, **WE**= Written Examination, **IRP**= Individual Research Proposal, **SAR**= Secretariat Attachment Report

DETAILED COURSE CONTENTS

Thematic Area A Bangladesh Studies

Module 01: Bangladesh and Bangabandhu Studies

Evaluation Method: Individual Assignment-25 & Individual Report on Visit-25

Total Marks: 50

Module Objectives: To acquaint the participants with the following:

- the anthropological background, history and culture of Bangladesh
- the genesis and spirit of liberation war of Bangladesh
- different aspects of leadership, life and works of Bangabandhu
- the roots of socio-economic transformation of Bangladesh
- genocide and struggle of 1971

Module 01 A: Bangabandhu Studies

Code	Hrs	Topic	TM	RP
1.01	2	Emergence of Bangabandhu as a Leader	L&D	GS
1.02	2	Political Philosophy of Bangabandhu and his Contribution to the Development of the “Bengali Nation”	L&D	GS
1.03	2	Historic Speech of 7 March 1971: Declaration of Independence	L&D Film Show	FM/GS
1.04	2	Bangabandhu’s Strategic Outlook about Foreign Policy and Administrative Reforms	L&D	GS
1.05	2	Bangabandhu’s Economic Vision	L&D	GS
-	-	Seminar on the Life and Works of Bangabandhu	Seminar	CMT
-	-	Visits to Bangabandhu’s Mausoleum at Tungipara and Bangabandhu Memorial Museum at Dhanmondi 32, Dhaka	Visit	CMT

Module 01 B: Bangladesh at a Glance: History & Culture

Code	Hrs	Topic	TM	RP
1.06	1	Anthropology of Bengali People and Genesis of Bangladesh	L&D	GS/FM
1.07	1	Socio-Cultural Heritage and its Transformation	L&D	GS /FM
1.08	2	Background, Spirit and Dreams of Liberation War	L&D	GS/FM
1.09	2	Genocide in Bangladesh: 1971	L&D & Film Show	GS/FM
1.10	2	Potential Resources of Bangladesh (Special Emphasis on Tourism and District Branding)	L&D	FM/GS
1.11	2	The Influence of Poets & Writers in Bangla Literature and Culture with special Reference to National Poet Kazi Nazrul Islam, Rabindranath Tagore and Jasimuddin	L&D	GS

Module 02: Village Study

Evaluation Method: Individual Report and Individual Presentation on the visit

Total Marks: 50 (IR:30, IP:20)

Module Objectives: The participants will be able to identify

- the gap between existing and desired conditions of civic amenities in villages, and
- ways out of overcoming the challenges;
- problems of disadvantaged families,
- the standard of public services to them while taking initiatives to solve at least one or two of their problems

Code	Hrs	Topic	TM	RP
2.01	2	My Village - My Town (SWOT and Gap Analysis)	L&D	FM/GS
2.02	1	Briefing on Disadvantaged Citizen Visit (DCV)	L&D Q&A	FM/GS
2.03	-	Presentation on DCV (Each participant will get 10 minutes for presentation including Q & A)	Presentation	FM/GS

Module 03: Poverty Reduction and Rural Development

Module Management: BARD/RDA/BAPARD (as the case may be)

Evaluation Method: Written Examination and Individual Conduct Assessment (The evaluation will be conducted by the CMT of the host organization)

Total Marks : 25 (WE: 20, ICA:05)

Module Objectives: To make the participants aware of the history, concept and techniques of rural development; and the transformation of the rural economy and society of Bangladesh.

Code	Hrs	Topic	TM	RP
3.01	1	Poverty Alleviation: Concepts and Measurements	L&D/CS	BARD/RDA/ BAPARD Management
3.02	2	Poverty Reduction Models: <i>Amar Bari, Amar Khamar, Palli Sanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme(CLP)</i>	CS&E	
3.03	2	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	L&D	
3.04	1	Rural Economy in Bangladesh: Trends, Achievements and Challenges	L&D	
3.05	1	Microfinance & Micro Savings in Poverty Reduction: Strategies for Financial Inclusion	D&E	
3.06	1	Cooperative Movement and Social Development in Bangladesh	CS&E	
3.07	2	Rural - Urban Migration in Bangladesh: Causes and Consequences	L&D	
-	-	Field Visit to Rural Development Projects	Visit	

Module 04: District and Upazila Attachment

Evaluation Method: Group Report, Group Presentation and Individual Conduct Assessment

Total Marks: 50 (District level: GP-20, ICA-10 (Attendance -5, ICA -5) and at BPATC: GR-20)

Module Objectives: To present the opportunity for the participants to know the practical aspects of the field administration, changing dynamics of the rural society, history and economy and the potentials of Bangladesh.

Week 1: District Attachment

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential firm/NGO
- Studying the Annual Performance Agreements (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying different accountability and transparency tools (eg. Citizen Charter/NIS/GRS/RTI/APA) of different offices to analyse the impact of it on the service delivery

Week 2: Upazila Attachment

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and economically disadvantaged households, and (ii) studying service delivery by Upazila level offices. The tasks include the following:

Component 1

- Studying the functions and role of the Upazila Parishad
- Studying the roles and functions of the local government institutions (LGIs)

Component 2

Module Director of Module -4 and the CMT will assign task and coordinate the activities¹.

Week 3: Knowing Bangladesh/District Potentials

This activity is to meet the requirement of Module-1 (Module: 1A Bangladesh and Bangabandhu Studies and Module: 1B Bangladesh at a Glance: History & Culture). Upon finishing the visit participants will be required to submit individual report on the visits.

1 All host institutions should follow the attachment guidelines provided by BPATC.

Thematic Area B Management Studies

Module 05: Fundamentals of Foundation Training Course

Module Objectives: To enable the participants to understand the content, context and philosophical foundations of the FTC. A major objective of this module is to reorient the newly recruited civil servants to feel obligated to perform their roles with professionalism, fairness and objectivity.

Code	Hrs	Topic	TM	RP
5.01	1	Foundation Training Course and its Philosophy	L&D	GS/FM
5.02	2	The Whole of Government Approach in Civil Service of Bangladesh	L&D	GS/FM
5.03	2	Etiquette, Manners and Code of Conduct for Civil Servants	L&E	GS/FM
5.04	2	Civil Service Values, Ethics and Professionalism	L&Demo	GS/FM
5.05	2	Understanding the Potentials of the Self (self-assessment)	L&D Exercise	GS/FM

Module 06: Leadership and Organizational Management

Evaluation Method: Individual Assignment

Total Marks: 50

Module Objectives: To make the trainees understand the basic forms, structure and nature of organizations and apply the HR principles and strategies effectively in own organization for optimum utilization of available HR and enhance productivity.

Code	Hrs	Topic	TM	RP
6.01	2	Organization: Concepts, Types, Nature and Structure	L&E	GS/FM
6.02	2	Basics and Practices of HRM and HRD in Organization	L&E	GS/FM
6.03	2	Art of Leadership	L&D Case Study	GS/FM
6.04	1	Effective Crisis Management	L&D	GS/FM
6.05	2	Team Building, Motivation and Human Relationship in Organization	Case Study	GS/FM
6.06	2	Emotional Intelligence: Developing Soft-skill for Better Workplace Management	L&D	GS/FM
6.07	2	Change Management in Civil Service	L&D	GS/FM
6.08	1	Conflict Management in Organizational Situations: Negotiation & Coordination Techniques	Case Study	GS/FM
6.09	2	Organizational Decision Making: Evidence-based & Evidence-informed	Case Study	GS/FM
6.10	2	Career Planning and Career Development	L&D	GS/FM
6.11	2	Stress Management in Workplace	L&D	GS/FM
6.12	2	Media Relationship	L&D	GS/FM
6.13	2	Human Behavior and the Art of Persuasion	L&D	GS/FM
6.14	-	Motivational Speech Series by Change Maker	L&D	GS

Module 07: Important Service Laws in Bangladesh

Evaluation Method: Open Book Examination

Total Marks: 50

Module Objectives: To make the participants understand the essential service acts, rules and regulations; and to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hrs	Topic	TM	RP
7.01	2	Institutions and Process of Formulating Laws, Rules and Regulations (Overview of the Presidential Order; Act; Ordinance; Rules; Regulation; Executive Order; Code; Sanction; Gazette etc.)	L&D	GS/FM
7.02	2	সরকারী চাকুরী আইন, ২০১৮	L, GD	GS/FM
7.03	2	BSR: Part 1 & Part 2	L&D	GS/FM
7.04	1	General Conditions of Service including Seniority Rules	L&D	GS/FM
7.05	2+2	The Government Servants (Discipline and Appeal) Rules 2018 Inquiry Procedure and Report Writing (Case study)	L, GD&E	GS/FM
7.06	2	The Government Servants (Conduct) Rules, 1979	L, GD	GS/FM
7.07	2	Constitutional Provisions Relating to Public Servants and Public Service Commission	L&D	GS/FM
7.08	1	The Administrative Tribunal Act & Rules, 1980	L, GD	GS/FM
7.09	2	Rules Related to Leave Rules related to Joining Time	L, D&E	GS/FM
7.10	1	The Bangladesh National Flag, Anthem and Emblem Order, 1972 & Rules and Protocol	L&D	GS/FM
7.11	1	Bangabandhu Public Administration Award Policy	L&D	GS/FM

Module 08: Office Management and Communications

Evaluation Method: Individual Exercise, Secretariat Attachment Report

Total Marks: 50 (IE: 25, SAR:25)

Module Objectives: To orient the participants with the following:

- basics of office management;
- government's guideline and instructions regarding office management and communication
- practical exposure to different Ministries/Divisions of Bangladesh Secretariat

Code	Hrs	Topic	TM	RP
8.01	2	Secretariat Instructions and Its Role in Public Office Management	L&D	GS/FM
8.02	2	Opening of Files, Writing Notes, References, Flagging and Maintaining Different Register	L&E	GS/FM
8.03	3	Types of Written Communications and Preparation and Issuance of Letters/Orders	L&Exercise	GS/FM
8.04	2	Writing Summary	L&D	GS/FM
8.05	2	Preparing Working Paper of a Meeting	L&E	GS/FM
8.06	2	Writing Meeting Minutes	L&E	GS/FM
8.07	2	Office Inspection with Case Studies	L&E	GS/FM
8.08	2	E-Nothi & Digital Communication	L&E Demo	FM
8.09	2	দাপ্তরিক কাজে প্রমিত বাংলার ব্যবহার	L&D	GS
-	-	Video Show on Meeting	Film Show	CMT
-	-	Secretariat Attachment	Study Visit	CMT

Module 09: Public Financial Management and Economic Governance

Evaluation Method: Individual Exercise(s)²

Total Marks: 50

Module Objectives: To enable the participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

Module 09 A: Basic Economic Concepts

Code	Hrs	Topic	TM	RP
09.01	1	Basics of Microeconomics: Some Conceptual Issues	L&D	GS/FM
09.02	2	Basics of Macroeconomics: Some Conceptual Issues	L&D	GS/FM
09.03	1	National Income Accounting	L&D	GS/FM
09.04	2	Monetary Policy, Fiscal Policy and their Dimensions	L&D	GS/FM
09.05	2	Four Sector Relationships (Interrelation and Implications – Real Sector, Fiscal Sector, Monetary Sector and External Sector)	L,D&E	GS/FM
09.06	1	Market Economy vs Mixed Economy: Concept and Issues, Market Failure & Government Intervention	L&D	GS/FM
09.07	1	Capital Market and National Economy	L&D	GS/FM
09.08	2	International Trade and Globalization: Bangladesh Perspective	L&IE	GS/FM
09.09	2	Bangladesh on the March Towards Prosperity	L&D	GS
09.10	2	Bangladesh's LDC Graduation: Process, Strategy, Opportunities and Challenges	L&D	FM/GS

Module 09 B: PFM and Economic Governance

Code	Hrs	Topic	TM	RP
09.11	2	Public Financial Management Systems & Reforms in Bangladesh	L&D	GS
09.12	2	General Financial Rules	L&D	GS/FM
09.13	2	Treasury Rules	L&D	GS/FM
09.14	2	Budget: Legal Basis, Preparation and MTBF Process	L&D	GS/FM
09.15	2	Fiscal Table (Budget in brief): Hands on Exercise	L,D&E	GS/FM

2 Module Director will decide the number of individual exercises for final evaluation.

09.16	2	IBAS++	L&D	GS/FM
09.17	2	Debt Management	L&D	GS/FM
09.18	1	Duties and Responsibilities of Drawing and Disbursing Officer	L&IE	GS/FM
09.19	2	Delegation of Financial and Administrative Powers	L&IE	GS/FM
09.20	2	Preparation of Pay Bill and Pay Fixation	L&D	GS/FM
09.21	2	TA, DA Rules and Preparation of TA Bills	L&D	GS/FM
09.22	1	Laws and Practice of VAT	L&E	GS /FM
09.23	1	Laws and Practice of Income Tax	L&IE	GS/FM
09.24	2	Preparation of Income Tax Return	L&IE	GS/FM
09.25	2	Audit System in the Public Sector	L&IE	GS/FM
09.26	2	Response to Audit Objection and Writing Broadsheet Reply	L&IE	GS/FM

Thematic Area C

Public Administration

Module 10: Governmental System and Essential Laws

Evaluation Method: Open Book Examination

Total Marks: 50

Module Objectives: To make the participants aware of the governmental system of Bangladesh and orient with the provisions of the Constitution and essential laws of the country.

Code	Hrs	Topics	TM	RP
10.01	2	Salient Features of Bangladesh Constitution	L&D	GS/FM
10.02	2	Organs of the State (Executive, Legislature & Judiciary) and their Interplay in Bangladesh Perspective	L&D	GS/FM
10.03	2	Penal Code, CrPC: Sections Essential for Public Service	L&D	GS/FM
10.04	2	CPC, Evidence Act, PRB, 1943: Sections Essential for Public Service	L&D	GS/FM
10.05	1	ভোক্তা অধিকার সংরক্ষণ আইন ২০০৯	L&D	GS/FM
10.06	2	Rules of Business & Allocation of Business	L&D	GS/FM
10.07	2	Land Management System of Bangladesh	L&D	FM/GS
10.08	2	Land Litigation and Dispute Resolution	L&D	FM/GS
10.09	2	Concept of Decentralization & Local Government System in Bangladesh	L&D	GS/FM
10.10	1	Structure and Functions of LGIs	L&D	GS/FM
	2	LGIs: Issues, Challenges & Way Forward	Panel Discussion	GS/FM
10.11	2	Interface and Coordination between Elected Representatives and Civil Servants	Panel Discussion	Invited Guests
10.12	-	Parliament Visit: Attending Parliamentary Session	Visit	CMT

Module 11: Public Administration & Governance

Evaluation Method: Written Examination, Group Exercise

Total Marks: 50 (WE: 25, GE: 25)

Module Objectives: To make the participants aware of different aspects of public administration and governance and its changing dynamics.

Code	Hrs	Topics	TM	RP
11.01	2	Public Administration & Governance: Concept & Recent Trends	L&D	GS/FM
11.02	2	Public Administration Reforms in Bangladesh	L&D	GS
11.03	2	Public Administration System (Institution, Policy Regime, Changing Trend) in Some Selected Countries (South Korea, India, Australia, Singapore, Malaysia)	L&D	GS
11.04	2	Introduction to Public Policy and Policy Making Process	L&E	GS/FM
11.05	1	Challenges of Policy Crafting and Implementation	L&D	GS/FM
11.06	2	Non-State Stakeholders and Public Policy Formulation	L&D	GS/FM
11.07	2	Business Process Re-engineering	GE&P	GS/FM
11.08	2	Management Improvement and Result Orientation: Total Quality Management (TQM) and Result-based Management (RBM)	L&D	FM
11.09	5	Social Accountability Tools and Practices in Bangladesh: Citizen Charter; Right to Information Act; Grievance Redress System; Annual Performance Agreement ; National Integrity Strategy	L&D/W	FM
11.10	2	Performance Management and Annual Confidential Report (ACR)	L&D	FM
11.11	2	e-Governance: Concept and Readiness	L&D	GS/FM
11.12	5	Empathy Building and Innovation in Public Service Delivery	Workshop	GS/FM

Module 12: Child Rights and Gender Equality

Evaluation Method: Group Exercise

Total Marks: 25

Module Objectives: To sensitize the participants on the vulnerabilities of the women and children and orient them with the legal provisions to protect the rights and empower the women and children.

Code	Hrs	Topics	TM	RP
12.01	2	Concept of Gender and Development	L&D	GS/FM
12.02	2	Women and Child Rights (National and International Perspective- Convention on the Rights of the Children and CEDAW and National Women Development Policy, 2011)	D&E	GS/FM
12.03	2	Initiatives of GoB for Protecting Women & Child Rights and Prevention of Child Marriage	L&D	GS/FM
12.04	1	Creating Gender Friendly Working Environment	L&E	GS/FM
12.05	1	Prevention of Violence Against Woman and Children	Film Show & CS	GS/FM
12.06	1	Women in Leadership for Achieving Equal Future	L&D	GS/FM
12.07	1	Gender Responsive Budgeting	L&D	GS/FM
12.08	1	Protection & Rehabilitation of Street Children in Bangladesh	L&D	GS/FM
12.09	2	Open Session on Issues related to Women in Civil Service	L& D	Representatives from BCS Women Network

Module 13: Economic Planning and Development

Evaluation: Method: Written Examination

Total Marks: 50

Module Objectives: To orient the participants with different aspects of development and economic management. Moreover, the participants will learn the basic issues of economics and different sectors of national economy.

Code	Hrs	Topics	TM	RP
13.01	2	Economic Planning: Concepts and Issues, Role of Planning Commission	L&D	GS
13.02	2	Vision Trajectories of Hon'ble PM: Perspective Plan 2021-2041 (Vision 2041), Overview of 8 th Five-year plan; Delta Plan 2100	L&D	GS/FM
13.03	1	Development: Concepts and Issues	L&D	GS/FM
13.04	1	Socio Economic Indicators of Bangladesh	L&D	GS/FM
13.05	2	Agricultural Development and Food Security	L&D	GS/FM
13.06	1	Education and Development: Bangladesh Perspective	L&D	GS/FM
13.07	1	Health Care and Development: Bangladesh Perspective	L&D	GS/FM
13.08	1	Infrastructure and Growth: Bangladesh Perspective (Mega Projects)	L&D	GS
13.09	1	Poverty and Inequality: Concept, Poverty Line, Gini Coeff, Lorenz Curve, Pro-poor Policy, Inclusive Development	L&D	GS/FM
13.10	2	Social Protection Programs for Inclusive Development	L&D	GS/FM
13.11	2	Environment, Development and Sustainability	L&D	GS/FM
13.12	2	Disaster Management in Bangladesh	L&D	GS/FM
13.13	1	SMEs and Startups for Development	L&D	GS/FM

Thematic Area D

Development Studies

Module 14: Sustainable Development Goals

Evaluation Method: Individual Assignment

Total Marks: 25

Module Objectives: To acquaint the participants with the concept of sustainable development, different aspects of SDGs, localization of SDGs in Bangladesh.

Code	Hrs	Topic	TM	RP
14.01	1	Basics of SDGs (with comparison to MDGs)	L&D	GS/FM
14.02	2	Evolution of SDGs in the International Policy Framework for Development.	L&D	GS/FM
14.03	2	SDGs in the Development Priorities of Bangladesh	L&D	GS/FM
14.04	2	Administration of SDGs: Top down and Bottom up	L&D	GS/FM
14.05	2	Budgeting for SDGs: Challenges & Way-forward	L&D	GS/FM
14.06	2	Localization of SDGs: Approach, Strategies and Alignment with Local Planning	L&D	GS/FM

Module 15: Project & Procurement Management

Evaluation Method: Group Exercise

Total Marks: 50

Module Objectives: To make the trainees orient with the following:

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

Code	Hrs	Topics	TM	RP
15.01	2	Overview of Project Planning and Approval Process in Bangladesh	L&D	GS/FM
15.02	2	Introduction to Project Cycle and Project Management	D&E	GS/FM
15.03	3	Log Frame and Results Based Management (RBM)	D&E	GS/FM
15.04	1	Feasibility Study of a Project	D&E	GS/FM
15.05	2	Preparation of Development Project Proforma (DPP) and Technical Assistance Project Proforma (TAPP)	D&E	GS
15.06	1	Project Risk Management	CS	GS/FM
15.07	1	Project Monitoring and Evaluation	D&E	GS/FM
15.08	2	Overview of PPA 2006 and PPR 2008	L&D	GS/FM
15.09	2	An Overview of Different Procurement Methods	L&E	GS/FM
15.10	2	Steps in Procurement: Annual Procurement plan (APP); Technical Specification; Tender Opening; Tender Evaluation and Contract Signing	L&E	GS/FM
15.11	2	Electronic Government Procurement (E-GP)	L&E	GS/FM
15.12	2	Use of Project Management Software (e.g. MS Project)	Practical	GS/FM

Module 16: Basics of Social Research

Evaluation Method: Individual Research Paper

Total Marks: 50

Objectives: To orient the participants with different aspects of social research and its applicability and necessity in public sector governance.

Code	Hrs	Topics	TM	RP
16.01	2	Introduction to Social Research: Concepts of Social Reality, Problem Statement, Research Objectives and Relevance to Public Sector	L&D	FM/GS
16.02	2	Literature Review, Referencing & Bibliography	L&D	FM/GS
16.03	1	Case Study	L&D	FM/GS
16.04	2	Methodology: Research Design and Approaches, Sampling, Data Collection Methods (Interview, FGD, Observation, Survey)	L&D	FM/GS
16.05	1	Writing Research Proposal	L&E	FM/GS
16.06	2	Exercise on Preparing Questionnaire	L&E	FM/GS
16.07	1	Data Analysis Technique: Qualitative	L&D	FM/GS
16.08	2	Data Analysis Technique: Quantitative	L&D	FM/GS
16.09	2	Research Ethics (Informed Consent, Deception, Confidentiality & Plagiarism)	L&D	FM/GS
16.10	1	Writing Research Report	L&E	FM/GS
16.11	4	Use of Software for Data Analysis in Research (e.g. SPSS, STATA)	Practical	FM/GS

Thematic Area E Skill Development

Module 17: IELTS and Communication Skills in English

Evaluation Method: Individual Exercise

Total Marks: 50

Module Objective: To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and competent in communication in English.

Code	Hrs	Topic	TM	RP
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Part 1: Improving English through IELTS Skills

17.01	1	Introduction to IELTS Speaking	L&D	GS/FM
17.02	1+1+1	Speaking Practice	Exercise	GS/FM
17.03	1	Introduction to IELTS Reading	L&D	GS/FM
17.04	1+1+1	Reading Practice	Exercise	GS/FM
17.05	1	Introduction to IELTS Listening	L&E	GS/FM
17.06	1+1+1	Listening Practice	Exercise	GS/FM
17.07	1	Introduction to IELTS Writing	L&E	GS/FM
17.08	1+1+1	Writing Practice	Exercise	GS/FM

Part 2: Oral Communication Skill Development

17.09	2	Techniques of Presentation and Public Speaking	L&D Q&A	GS/FM
17.10	6	Contemporary Issues/Theme based Extempore Speech	Speaking Exercise	FM
17.11	12	Debate Competition	Exercise	FM
17.12	10	Recap Sessions	Presentation	FM

Module 18: Basics of English**Evaluation Method:** Individual Exercise**Total Marks:** 25**Module Objective:** To make the participants know the basic grammatical issues of English language to write and speak the language correctly.

Code	Hrs	Topic	TM	RP
18.01	2	Common Grammatical Errors in English	L&E	FM
18.02	1	Subject-Verb Agreement	L&E	GS/FM
18.03	1	Proper Use of Modal Verbs in English	L&E	GS/FM
18.04	1	English Grammar: Clauses and Phrases	L&E	GS/FM
18.05	1	Transformation of Sentences	L&E	GS/FM
18.06	2	Academic Writing	L&E	GS/FM
18.07	2	English at Work Place (Oral & Written Communication)	L&E	FM
18.08	2	Techniques of Translation (Bangla to English and vice versa)	L&E	GS/FM

Module 19: Book Review and Presentation

Evaluation Method: Individual Report and Individual Presentation

Total Marks: 50 (IR: 30³ + IP: 20⁴)

Module Objectives: To provide the participants with the opportunity to develop skills in critically reviewing books; to enhance public speaking skills and to develop reading habits.

Code	Hrs	Topics	TM	RP
19.01	2	Introduction to Art of Book Review	L&D	GS/FM
19.02	17 ⁵	Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A) (Books Written by Bangabandhu, HPM Sheikh Hasina and on Liberation War, Governance, Development, Public Administration, History Preferred)	R&P	MD

-
- 3 Structure and subject matter: 10, Language, writing style and logical sequence: 10, Consistency and relevance: 10, Analysis and command over the topic: 10
 - 4 Presentation skills and ability: 20, Q&A: 10, Time management: 5
 - 5 Total Hours will be subject to the number of the participants.

Module 20: Information & Communication Technology (ICT)**Evaluation Method:** Practical Test**Total Marks:** 50**Module Objectives:** To enhance ICT skills of the participants to make them able to leverage ICT in public sector governance.

Code	Hrs.	Topic	TM	RP
20.01	1	Need Assessment on ICT Skill	Survey	GS/FM
20.02	2	Basic Hardware and Troubleshooting (Hardware & Software)	L&P	GS/FM
20.03	2	Document Preparation	L&P	GS/FM
20.04	4	Learning Blind Typing (Bangla & English)	L&D	GS/FM
20.05	2	Presentation Preparation	L&P	GS/FM
20.06	2	Spreadsheet Analysis	L&P	GS/FM
20.07	2	Office Automation: ERP, e-services, Digital Communication etc.	L&P	GS/FM
20.08	2	Digital Bangladesh: Concept and Selected Initiatives	L&GW	GS/FM
20.09	2	Cyber Security	L&D	GS/FM
20.10	1	Use of Social Media: Citizen Connectivity	L&D	GS/FM
20.11	1	Guidelines for Social Media Use	L&D	GS/FM
20.12	2	Cloud Computing: Concept and Usage	L&P	GS/FM
20.13	2	Fourth Industrial Revolution (4IR): Internet of Things (IoT), Big Data, Block Chain, Crypto Currency	L&D	GS/FM
20.14	1	Digital Security Act-2018	L&D	GS/FM

Module 21: Physical Conditioning & Games

Evaluation Method: Written Examination and Assessment of Individual Attendance and Participation

Total Marks: 50 (Attendance: 20; Individual Conduct Assessment: 10; Written Examination: 20)

Module Objectives: To make the participants aware of the benefits of physical exercise and sports and support them to be motivated to stay physically fit and to be able to manage stress and to improve quality of life.

Code	Hrs	Topics	TM	RP
21.01	1	Nutrition & Physical Fitness	L&D	GS/FM
21.02	1	Wellness Concept & Management	L&D	GS/FM
21.03	1	Effect of Exercise on Different Organs	L&D	GS/FM
21.04	1	Common Sports Injuries & Prevention/Rehabilitation of Back Pain	L&D	GS/FM
21.05	1	Sedentary Life Style and Effects	L&D	GS/FM
21.06	1	Occupational Pain and its Management	L&D	GS/FM
21.07	1	Emotional Health and Psychological Wellbeing	L&D	GS/FM
21.08 Mandatory Activities	-	Morning Exercise: Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Meditation Afternoon Games: Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.	Exercise	FM & Guest Instructors

Module 22: Comprehensive Examination

Evaluation Method: Written Examination

Total Marks: 50

After the completion of all written examinations of FTC, all participants will be required to appear in a comprehensive written examination that covers all the contents of FTC (descriptive & analytical) of two hours duration or as fixed by the authority.

CMT/Concerned Module Director will brief the participants beforehand about the system and procedure of the examination.

Module 23: Contemporary Issues⁶

Module Management: CMT

Module Objectives: To provide the participants with the opportunities to learn different perspectives and aspects of the important contemporary issues from the experts and senior policymakers.

Code	Hrs	Topic	TM	RP
23.01	2	Blue Economy and the prospect of economic growth of Bangladesh	L&D	GS
23.02	2	Autism and Neuro-development Disorder	L&D	GS
23.03	2	COVID-19: How pandemic reshaped our world	L&D	GS
23.04	2	Rohingya Crisis and the Geopolitics of South-East Asia	L&D	GS
23.05	2	State-capacity and Experience of Developmental States: Lessons for Bangladesh	L&D	GS
23.06	2	Overseas Employment, Remittance and National Economic Progress: Opportunities and Challenges	L&D	GS
23.07	2	Middle Income Trap and Sustaining Bangladesh's Economic Miracle	L&D	GS
23.08	2	Public-Private Partnership: Models, Benefits and Risks	L&D	GS
23.09	2	Road Safety and Initiatives by Bangladesh Government	L&D	GS
23.10	2	Ten Special Initiatives of the Honourable Prime Minister of Bangladesh	L&D	GS
23.11	2	Noise Induced Hearing Loss, Smoking related Health Risks, Mobile Phone Use and Health Hazards	L&D	GS
23.12	2	Demographic Dividend: Opportunities & Challenges	L&D	GS
23.13	2	বাংলা ভাষা ও সাহিত্য: সাম্প্রতিক অবস্থা	L&D	GS
23.14	2	Introduction to Universal Health Coverage	L&D	GS
23.15	2	Waste Management	L&D	GS

⁶ This is an indicative list and may change overtime and is subject to availability of time. The CMT in consultation with the Rector can add and delete any topic based on the necessity and importance.

Module 24: Car Driving

Module Objectives: To make the participants to be able to drive light vehicles, be qualified to pass the driving license test and get the license and be able to understand the minor faults of engine and fix the problems.

Code	Hrs.	Topic	TM	RP
24.01	1	Introduction to Vehicles	L&P	GS
24.02	1	Traffic Rules, Signals	L&E	GS
24.03	1	Vehicle Maintenance	L&P	GS
24.04	1	Trouble Shooting	L&E	GS
24.05	1	Motor Vehicle Ordinance	L&D	GS
-	150	Driving Practice	Practice	BRTA Team

GUIDELINES FOR FIELD ATTACHMENTS AND VISITS

Module 02: Village Study

Duration: 1 Week

Under this module, each participant will go to his/her own village to observe his/her village, analyse SWOT, identify the gap between existing and desired conditions of civic amenities in villages, involve in the development process and prepare a report based on the study. During this visit, the participant can identify a disadvantaged family, internalize their problems, and take initiatives to address the problems. CMT will brief the participants on the visit and assignment.

Methodology

- Individual visits, face to face interview with several stakeholders
- Collection of Primary and Secondary data
- F.G.D
- Observation

Monitoring

- Maintaining learning diary, which will be examined by the concerned Coordinator.

Output to be Produced by the Participants (Report)

- Participants will prepare an individual report based on the visit. One copy of the report should be submitted to the local administration (UNO) and the final copy should be submitted to the Module Director.

Visit Schedule

CMT will inform the participants of the visit in due time.

Module 03: Poverty Reduction and Rural Development

BARD/RDA/BAPARD Attachment

Tasks

Participants will participate in the activities as designed by BARD/RDA/BAPARD. However, BARD/RDA/BAPARD will consult BPATC in designing the program under this module.

Duration: 1 week

Output: Completion of Module 3

Monitoring:

- Learning diary will be compulsory for the trainee officers and it will be examined/inspected by concerned CC/Focal Point
- Selected CC will stay with participants at BARD/RDA/BAPARD during the attachment

Module: 04

Upazila and District Attachment

Under this module, series of activities will have to be undertaken and several reports/assignments need to be generated. To make the participants fully informed of the roles and responsibilities, this note provides the list of tasks, methodology, evaluation procedure and expected outputs at different levels. The attachment will involve three broad segments within the two weeks visits or attachments. The attachment will start with the district level visit followed by upazila level visit. Within the district and upazila visits, the participants will explore the potentials of the district by visiting different areas and reading secondary material. Since, district and upazila visits are same in nature though not in scope, therefore, a common methodology has been put forward to undertake the tasks.

I. District Attachment Segment: Week 1

Tasks at the District Level

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential business firm/NGO
- Studying the Annual Performance Agreement (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying the citizen's charter of different offices to analyse the impact of it on the service delivery

II. Upazila Attachment Segment: Week 2

Tasks at the Upazila Level

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and also the changing environment of rural society and (ii) studying service delivery by Upazila level offices. The tasks include the following:

Component 1

- Studying the functions and role of the Upazila Parishad
- Studying the roles and functions of the local government institutions (LGIs)
- Understanding the rural economy and the constraints of the disadvantaged people

Component 2

Participants may identify the disadvantaged family (if unable to identify the one from their own village), internalize their problems, and take initiatives to address the problems.

District and Upazila Attachment Methodology

How to Perform the Tasks

- Office visits
- Observations
- Document analysis
- Meeting participation
- Stakeholder discussions

Output/Assignments of Visits I and II

Preparing a group report & presentation to District Evaluation Committee (DEC) on the overall activities of the attachment and visit. This report should be analytical and well-articulated and should reflect national development priorities and strategies while presenting the analysis. Group will be formed by the CMT.

III.

Knowing Bangladesh/District Potentials: Week 3

This activity is to meet the requirement of Module-1. Upon finishing the visit participants will be required to submit individual report on the visits. This segment will enable the participants to discover/ explore economic potentials and social /cultural /historical importance of the visiting district.

Tasks during the Visit

- Knowing the economic trend of last 5 years of the district
- Exploring the resources and expected future demand
- Identifying the major two economic products and its potentials
- Exploring the marketing channel of the products and identifying the barriers
- Studying the social/cultural/historical importance/branding of the visiting district

Methodology

- Discussion with government and non- government organizations
- Discussion with social leaders, academics and other local stakeholders
- Secondary data collection and analysis

Output/Assignment of III

Participants will be required to prepare an **individual report** on district potentials that will have to be submitted to the Module Director of Module-1.

Monitoring and Evaluation by District Administration during the Attachments (Segments: I, II & III)

The attachment will be guided and monitored by the district administration of the respective district. It is expected that the Deputy Commissioner will assign an officer, preferably an ADC, to coordinate and monitor the activities of the attachment. S/he will also request the UNO concerned to take necessary measures to manage the attachment activities smoothly at the Upazila level. The UNO concerned may also nominate a Focal Officer for this.

The participants will be required to maintain learning diary regularly and this diary will be examined and monitored by the district administration.

According to guidelines of the CMT, district attachment group report will have to be presented before the District Evaluation Committee (DEC) which will be constituted with several district level officials under the leadership of the DC of the respective district. The DEC will evaluate according to the evaluation guideline of Module-4. The marks for this evaluation will be 30 marks. Assigned participants will be distributed in several groups. Each group will make group presentation on the functions and roles of different government departments and LGIs. 20 marks will be allocated for this presentation. District administration (DC Office) will evaluate the participants individually on discipline, behaviour, punctuality and attitude and 5 marks will be allocated for this. Moreover, there will be 5 marks for attendance in all activities of the attachment and this will also be evaluated by the district administration.

District Evaluation Committee (DEC)

- | | |
|--|------------------|
| 1. Deputy Commissioner | Chairperson |
| 2. Superintendent of Police/Representative | Member |
| 3. Deputy Director (Agriculture) | Member |
| 4. District Livestock Officer | Member |
| 5. District Fisheries Officer | Member |
| 6. ADC(General/Education) | Member-Secretary |

A Summary of the Number of Assignments/Reports under Module-4 for BPATC and District

(1) Group Report on District/Upazila Attachment. Presentation of this report will be made at the respective Deputy Commissioner's Office and report to be submitted to the Module Director of Module-4 .

(2) Individual Report by every participant; This report will be based on the visit as part of the knowing Bangladesh/district potential. This report will be part of Module-1.

Secretariat Attachment

Under this module, participants will get the opportunity to visit different ministries and divisions located at the Bangladesh Secretariat. The objective of this visit is to enable the participants to know the functions of the ministries and divisions on the ground. Since ministries and divisions deal with policy making roles, participants will learn the dynamics of policy making from this visit. Moreover, they get the opportunity to meet in-person the honourable Minister and Secretary of the ministries and divisions along with the senior-level policy makers and see the practical work. This engagement enhances the confidence and personality of the participants.

For arranging smooth visit, participants will be grouped and assigned to different ministries and divisions. CMT will organize the visit. The participants visit the ministries and divisions for two consecutive working days.

Output (Assignment): Individual report shall have to be prepared and submitted by the participants based on the visit.

Paper Writing Policy

Foundation Training Course

Module 16: Basics of Social Research

Guidelines on individual research paper writing, Full marks-50

As part of the evaluation under the Module 16, each participant will write a research paper of 3,000-4,000 words on a topic of his/her own choice. These brief guidelines aim to direct the participants to a successful accomplishment of their research assignment.

Topics for research: Each participant should choose a topic for research that falls within the broader purview of the public administration, governance, and development issues of Bangladesh. It will be social science research. The participants will not get any time assigned for data collection. Therefore, they should choose topics that can allow them to collect data during their field attachment programmes and weekends.

Mentoring: Each participant will be mentored by a faculty member throughout his/her research process. The standard participant-mentor ratio should be 10:1. The mentors may sit with their assigned participants and give feedback on research ideas. The Course Management Team (CMT) will arrange sessions to facilitate discussions between mentors and mentees. The other means of communication, including phones, emails, and social media, can be used for communication between the mentors and the mentees based on agreements with the mentors. The mentors will keep journals of the participants' research progress in a page using the following format:

Meeting Date:

Participant's Name & Roll No.	Research Paper Title	Progress Status	Participant's Signature

Timeline: Participants should finalise their research concepts in consultation with their respective mentors, submit the first draft research paper to their respective mentors and hand over the final paper—after addressing comments given by the mentor on the draft paper—to the CMT following the timeline stipulated by the concerned module director. They will get 15 days to finalise the research concept, 45 days to submit the first draft, and 15 days for revision and final submission.

Paper Structure: (a) Each paper will have a COVER PAGE mentioning the research title at the top, participant's name and roll number in the middle, and the course name along with the organization's name and date of submission at the bottom of the page. There will be no indication of the participant's name and roll number anywhere on the paper except the cover page.

(b) The rest of the paper will have the general look of an academic journal article. The participants are encouraged to visit the website of BPATC's flagship journal, the Bangladesh Journal of Public Administration (BJPA)—bjpa.bpatc.org.bd—and review related journal articles. The paper will have the following STRUCTURE:

(i) TITLE

A good title gives the reader a good understanding of the nature of research work. It should (i) have the most important words at the beginning, (ii) not use ambiguous or confusing words, and (iii) break up into a title and a subtitle if it has too many words.

(ii) ABSTRACT

There will be an abstract of 200-250 words written in italic below the title. Participants should read journal articles and learn how abstracts are written. In general, the abstracts tell about the problem statement, objective, methodology, key findings, and research implications.

(iii) INTRODUCTION

The introduction will give a big picture of the topic. It will have a few paragraphs addressing different issues. These paragraphs should present an overview of the issue (background), what other researchers have argued about it, the research gap (problem statement), the objectives of the current study, and its rationale.

(iv) LITERATURE REVIEW

This section will give a critical overview of the past studies leading to developing a conceptual framework/ analytical framework/ or theoretical framework.

(v) METHODOLOGY

This part of the paper will tell the readers about the research approach (qualitative/quantitative/mixed) followed, details about research population, sampling technique and sample size, data collection method(s), and data analysis method.

(vi) FINDINGS/ RESULTS

Participants will present their study findings/ results in this section.

(vii) DISCUSSION

Participants will offer a brief discussion on their study findings/ results in this part of the paper.

(viii) CONCLUSION

The paper will conclude with implications for policymakers and future researchers in this concluding section.

(ix) REFERENCE

The paper will follow the BJPA's referencing style. The participants should carefully read the author guidelines available on the journal's website for details. Note that the paper will be checked for plagiarism using the Turnitin software. Up to 25% similarity with proper referencing in academic writings is accepted at BPATC.

Specifications: The following specifications will apply to the research paper:

1. Font: The paper will use 'Times New Roman' font in 12 font-size in general, except it is specified in the relevant places.
2. Margins: Top-1.2", Bottom-1.2", Left-1.0", and Right-1.0"
3. Title: (i) The title will be 16 font-size, Bold, and left-aligned, (ii) There will be 1 line space above and below the title.
4. Abstract: (i) The title 'Abstract' will follow heading 1. (ii) The text of the abstract will be 11 font-size and italicized.
5. Heading 1: (i) Heading one will be UPPERCASE, Bold and left-aligned. (ii) It will have 2 line spaces above and below.
6. Heading 2: (i) Heading two will be Capitalized on each word, Bold and left-aligned. (ii) It will have 1.5 line spaces above and below.
7. Heading 3: (i) Heading three will be Capitalized on each word, Bold, italic, and left-aligned. (ii) It will have 1.5 line spaces above and below.
8. Paragraphs: (i) There will be no line space between paragraphs. (ii) The first line of the second paragraph and onwards will have 0.5" indentation.
9. Table: (i) The word 'Table,' table number, and colon in a table title will be Bold. (ii) The table title will be centred and capitalized on each word. (iv) The table title will be above the table.
10. Figure: (i) The word 'Figure,' figure number, and colon in a figure title will be Bold. (ii) The figure title will be centred and capitalized on word. (iv) The figure title will be below the figure.
11. References: (i) There will be no line space between references. (ii) Each reference will have 0.5" hanging..

Submission: *The participants will submit their research papers to the CMT in printed and softcopies. The CMT will send the printed copies to the evaluation wing for necessary actions, get the softcopies checked for plagiarism by the IT team members, and send the plagiarism-checked softcopies to the evaluation wing.*

-:Good Luck:-

Course Brochure

74th Foundation Training Course

(04 September 2022 – 02 March 2023)

Bangladesh Public Administration Training Centre (BPATC)

Bangladesh Public Administration Training Centre

Rector BPATC



Ramendra Nath Biswas
Secretary to the Government
BCS Administration (9th Batch)
rector@bpatc.org.bd

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Bangladesh Public Administration Training Centre

1.0 Introduction

A state needs to adapt with new challenges and a public administration training institute appears as a savior to cope up with those challenges producing efficient human resources to run the state affairs efficiently. Bangladesh Public Administration Training Centre (BPATC) is such a centre of excellence dedicated to providing effective, inclusive and accountable public administration in Bangladesh.

The spirit of our liberation war in 1971 was to build a glorious, developed, and prosperous Bangladesh. In order to achieve the goal, a group of well-groomed, professional, and skilled civil servants in all tiers is a must. As HRD is one of the most significant conditions to achieve Vision 2030, Vision 2041 and Vision 2100, BPATC is committed to develop recruited professionals of different cadre services as per needs of the time in line with perspective plans.

The core mandate of BPATC is to provide quality training to prepare the officers of entry-level, mid-level, and even of the senior-level as the best administrative leaders of the soil. We accept as true this institution is, in preaching and practicing, a house of good governance; which encourage the participants by saying the best words and by demonstrating the best practices. We ardently believe in transparency, accountability and justice with expectations from participant's acquiescent of positive attitude, pro-activeness and working spirit. To make it happen, we are always with our esteemed participants to provide the best.

2.0 Foundation of BPATC

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, creating a core of efficient, dynamic, competent, citizen-focused, proactive, and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization amalgamating the then four institutions:

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

3.0 Location and Landscape

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

4.0 Vision, Missions, Theme, and Core Values

Vision

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

Mission

We are committed to achieving the shared vision through:

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

Theme

Building an effective, inclusive, and accountable public administration system

Core Values

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

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

Discipline

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

Integrity

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

Inclusiveness

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

Innovation

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

Professionalism

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

Learning for results

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

Team Spirit

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

5.0 Faculty, Management, and Participants

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

The Centre is headed by a Rector who is a Secretary to the government entrusted with transforming the vision, mission of the Centre into reality by managing the human and other resources holistically at his domain. Followed by the Rector, there are six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the government, devoted to supervising six divisions of the centre. There are a required number of specialized departments within each wing headed by Directors, equivalent to the rank of Deputy Secretaries. Other faculty members below Directors are

designed as Deputy Directors, Senior Research Officers, Research Officers, Evaluation Officers, Assistant Director, Medical Officers, and Librarians. The total manpower of BPATC is about 650 of which class-I officers (Grade-9)-120, Class II Officers (Grade-10)-22 Support Staff belonging to class-III (Grade 11-16)-235 and Class-IV (17-20)-272 respectively. The Centre acts as a virtual melting pot where participants across the divergent generation, qualifications, and socio-economic backgrounds meet interact and learn from each other ranging from the brilliant young women and men who begin their career in civil service after qualifying in rigorous competitive examination to mid-level and senior officials. Above all, the Centre has a twelve-member Board chaired by Honorable Prime Minister. Overall administration and policy guidelines of the Centre rest on the board.

6.0 Functions of BPATC

6.1 Training

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

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

6.2 Research and Consultancy

As the think-tank of the government, the Center conducts research and provides consultancy services to the government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and formulate sound policies. These emerging challenges are pertaining to poverty reduction, inequality, corruption, environmental degradation, child labour, water and sanitation, access to e-services, transport, and communication, quality education and health services, unemployment, terrorism, migration, refugee problem, etc. There

is a research committee headed by the Vice-Chancellor of Jahangir Nagar University with spaces for two external experts nominated by the BOG for executing the research activities of the Centre.

6.3 Publication

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

7.0 Foundation Training Course

FTC is the basic training course of the Centre on public service management and development. As per the Bangladesh Civil Service Recruitment Rules 1981, FTC is compulsory for all entrants to the Bangladesh Civil Service. It is the mandate of BPATC to impart Foundation training to civil servants.

Daily Performance Record

The CMT will use apps to record day to day performance of the participants. It will be reflected in the Evaluation and pen picture.

8.0 Facilities of BPATC

Accommodation

The Foundation Training Course is a hundred percent residential. The participants will have to stay in the room allocated to them at the BPATC dormitory. Dormitory 3 allocated for male participants. Female participants will stay in Dormitory 2 and Dormitory 4. All rooms will be allocated during the online registration of the course. Dormitory supervisors, and room boys work in the dormitory to make the participants stay comfortable in the dormitory. Every six participants will get one room boy. It may vary following the number of participants. The responsibilities of the room boys are well defined and hang at the front desk of the dormitory reception. In case of emergency, one-room boy will stay in the dormitory at night. Furthermore, one House Tutor is assigned for male Dormitories and one for female Dormitories. He or she will look after the overall dormitory activities. Participants have to get entry into the dormitory by 10.30 p.m. After 10.30 p.m., the collapsible gate will be closed.

Contact Persons and Phone Number

PABX : +88-02-224445010-16

Sl.	Name	Designation	Telephone No			Time
			Office		Residence	
			T&T/Mobile	Extension	Extension	
1.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530	07.30 to 23.00 hours
2.	Dormitory-2	Ground Floor/ Child Care	-	4760		
		First Floor	-	-		
		Second Floor	-	-		
		Third Floor		-		
		Fourth Floor		-		
3.	Mir Farhad Ul Islam Dormitory- 3	Supervisor	01716377144	4677	4571	07.30 to 23.00 hours
4.	Dormitory-3	Ground Floor/ First Floor	-	4651	-	
		Second Floor	-	4653	-	
		Third Floor	-	4655	-	
		Fourth Floor	-	4657	-	
		Fifth Floor	-	4660	-	
		Sixth Floor	-	4661		
		Seventh Floor				
5.	Armita Islam, Dormitory- 4	Supervisor	01817621625	4663	4570	07.30 to 23.00 hours
6.	Dormitory- 4	-	-	4664	-	
		First Floor	-	4664	-	
		Second Floor	-	4667	-	
		Third Floor	-	4668		

Leaving the Centre without permission is treated as misconduct.

Class Room

In BPATC, classes are conducted at various facilities of the Centre, especially at Academic Building, ITC, Multipurpose Hall, Lecture Theatre to suit the purpose. In each classroom, there will be a classroom attendant. He will manage the training aids of the classroom and assist all sorts of classroom support for smoothly running the training sessions. Technical Supervisor supervises her/him. The classes are under the constant vigilance of the CMT and evaluation wing.

Academic Building

It is a three-storied structure building (ex-Syndicate building) with classrooms and other facilities. The trainees' rooms are in close touch with the classrooms so that the faculty can carry various training materials and be in close touch with other offices and classrooms. The rooms are spacious and having regard to the hot and humid climate of Bangladesh.

Lecture Theatre

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

Auditorium or Multi-Purpose Hall

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

International Training Complex (ITC)

It is one of the facilitating arms of the Centre for networking with foreign institutions for arranging training, workshops, seminars, meetings, etc. The office of the Rector and the Rector's Secretariat has recently been shifted here. This complex has modern accommodation facilities for all types of training programs, e.g., two mini auditorium, rector's conference room, seven classrooms, syndicate rooms, seminar room, one executive dining room, kitchen facilities, etc. The ITC has residential facilities for VIPs and trainees/ participants for higher course. Exquisitely designed double-seated rooms are fully furnished and equipped with modern facilities like refrigerator, television, telephone, etc. It has a computer laboratory with an internet connection that offers facilities for global communication networks for the participants. The complex is turning into a full-fledged abode of training, networking, and collaboration very shortly by converting it into a ten-storied self-sufficient modern Building.

Multi-Purpose Building

This three-storied building of the Centre meets the daily needs and activity services of the staff and trainees. It provides services of a bank, ATM booth, post office, laundry, salon, canteen, etc.

ATM Booth

The Centre has Sonali Bank with an ATM booth facility. This ATM booth supports VISA, NPSB, and Q-cash. This is a newly added facility at BPATC.

Library

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

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library. (cell no. 0174255395) is working as Librarian of the Centre.

Dining/Cafeteria

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

Regular tentative schedule for dining:

- Breakfast: 07:00 am to 8:15 am hrs
- Snacks & tea (morning): 10:40 am to 11:00 am hrs
- Lunch: 13:15 to 14:00 hrs
- Snacks & tea (evening): 17:00 pm – 17:45 pm hrs (subject to change based on sunset time)
- Dinner: 20:30-21:30 hrs

Computer Lab

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

Language Lab

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

Sports

Physical conditioning and games are vital parts of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all FTC participants. Every morning, physical conditioning and sports programme start by singing the National Anthem and Morning Prayer at 5.00 am. It is introduced from the 69th FTC. During Ramadan, sports time will be rearranged.

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

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

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

Swimming Pool

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

Clinic

The BPATC clinic offers medical treatment to the participants of the various training courses and the employees and their dependent family members who are residing on the BPATC campus. The clinic staff consists of four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. This medical team offers various medical services to the client round the clock. The medical officers of the clinic manage the daily outdoor patients and give consultations to them. They also attend emergency patients at any time round the clock and manage them as

per circumstances. The clinic arranges health check-up sessions for the participants of all the core courses at the beginning of the course.

The medical clinic is run by four qualified doctors with limited medical facilities. Participants are given free medical consultation, prescriptions, and limited medical care. The participants are entitled to have medical prescriptions free of charge and some common medicines available at the clinic, especially on an emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness. Doctors are available at outdoor from 8.00 am to 9 pm. From 8 am to 9 pm, doctors attend to the patients in case of emergency.

Contact number of the Doctors:

Dr. Mustafizur Rahman	Medical Officer	01552444675	4143	4443
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-
Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
Dr. Shamima Akter	Medical Officer	01711001084	4308	-

Emergency Number for Medical Purpose: 01705757690

Physiotherapy

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

Contact number of Physiotherapists

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

Transport

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

Child Care

The female officers having infants aged lower than one year are not preferred to attend the training programme. There are only 21 seats for female participants having babies between 1-3 years.

Digital Attendance

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

Mosque

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

Recreation

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

List of Faculty Members

(Not in order of seniority)

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		First Floor	-	4623
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		First Floor	-	4650
13.	Computer Lab	Faculty Building- 2	7745017	4322
14.	Md. Saiful Islam	Programmer	-	4315
15.	Reception	24 hours on duty	-	4220
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17.	Gate-2 (Main Gate)	24 hours on duty	-	4200
18.	Gate-3	24 hours on duty	-	

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Module -02	Village Study	Mr. Md. Siddiqur Rahman
Module -03	Poverty Reduction and Rural Development	Md. Motaher Hossen
Module-04	District and Upazila Attachment	Ms. Khatune Jannath
Module -05	Fundamentals of Foundation Training Course	Mr. S M Mehedi Hasan
Module -06	Organization and Human Resource Management	Mr. Md. Sharif Hasan
Module -07	Important Service Laws in Bangladesh	Mr. Mohammad Razibul Islam
Module -08	Office Management and Communications	Mst. Tahmina Akter
Module -09	Public Financial Management and Economic Governance	Mr. Mostak Ahmed
Module 10	Governmental System and Essential Laws	Mr. Md. Aminul Karim
Module -11	Public Administration & Governance	Dr. Md. Morshed Alom
Module -12	Child rights and Gender equality	Dr. Rokeya Fahmida
Module -13	Economic Planning and Development	Mr. Md. Masud Ahmed
Module -14	Sustainable Development Goals	Ms. Afia Rahman Mukta
Module -15	Project & Procurement Management	Dr. Md. Moshir Rahman
Module -16	Basics of Social Research	Mr. Md. Zohurul Islam
Module -17	IELTS and Communications Skills	Mr. Shamim Adnan
Module -18	Basics of English	Mr. Hasan Murtaza Masum
Module-19	Book Review and Presentation	Dr. B M Benojir Ahmed
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Module-22	Comprehensive Examination	Mr. M. Arifur Rahman, PhD
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Module-24	Car Driving	CMT

Bangladesh Public Administration Training Centre
Savar, Dhaka

74th Foundation Training Course

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74th Foundation Training Course
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Section: C

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Section: D

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Bangladesh Public Administration Training Centre

Savar, Dhaka
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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 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 introvert nor a too 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 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 for 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 the danger of injury.

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 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. Be well-informed during the briefing on Evaluation in case of any query. Besides, 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 dialing 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"

