Foundation Training Course

Building Capacity for Effective, Inclusive & Accountable Public Administration System

COURSE GUIDELINES

Bangladesh Public Administration Training Centre

Savar, Dhaka: 27/03/2019

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
FT	Facilitation Team
FTC	Foundation Training Course
GDP	Gross Domestic Product
GE	Group Exercise
GNI	Gross National Income
GP	Group Presentation
GR	Group Report
GS	Guest Speaker
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
IAP	Individual Action Plan
ICA	Individual Conduct Assessment
ICS	Individual Case Study
IE	Individual Exercise
IIR	Individual Inspection Report
IR	Individual Report
L & D	Lecture and Discussion
L & E	Lecture and Exercise
L & P	Lecture and Practice
LGI	Local Government Institution
MDS	Member Directing Staff
MS	Management Studies
NIPA	National Institute of Public Administration
NNP	Net National Product
PA	Public Administration
PR	Presentation
PT	Practical Test
RA	Reading Assignment
RECAP	Recapitulation
RP	Role Play
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
Q & A	Question and Answer

Table of Contents

1.0   Introduction

The spirit of our liberation war in 1971 was to build a glorious, developed and prosperous Bangladesh free from all sorts of exploitations and injustices. In order to achieve the goal, a group of well-groomed, professional and skilled civil servants in all tiers is a must. National commitment is to build up a digital Bangladesh by 2021, to achieve the Sustainable Development Goals (SDGs) by 2030 and to transform a developed nation by the year 2041. We need hardware, software and human resources to achieve the targets. Human Resource is the most important aspect to ensure digital Bangladesh. BPATC can be treated as the nursing home of human resources. The statutory mandate of BPATC is to provide the highest quality training, to groom up the officers of entry level, mid-level and even at the senior–level as the best administrative leaders of the soil. Bangladesh Public Administration Training Centre (BPATC) is relentlessly working to perform their assigned duties properly. We believe that training institution is a preaching and practicing house of good governance. Therefore, we try to encourage the participants by saying the best words and by demonstrating the best practices. We would like to reiterate that we religiously believe in transparency, accountability, justice and fairness. Our humble expectation from our participants is that they will also avail the opportunity to reinforce their positive attitude, pro-activeness and working spirit through the training received here. We are always with our esteemed participants to provide the best services as much as we can. The participants of Foundation Training Course (FTC) are entry level officers. They are to carry out their own responsibilities to provide efficient and quick delivery of services to the citizens of this country as the employee of the Republic. We hope the participants of FTC will acquire knowledge and needed competencies so that they can perform their responsibilities efficiently showing highest professionalism.

2.0   BPATC at a Glance

- Bangladesh Public Administration Training Centre (BPATC) has been established on 28 April 1984 as an autonomous body with substantial autonomy in both financial and administrative matters.
- BPATC is located at 28 kilometres north-west from Dhaka in a lush of natural environment especially marked for its ever-green, clean and serene speciality.
- A Board of Directors chaired by an Honourable Minister appointed by the Honourable Prime Minister provides necessary advice to run the Centre smoothly and smartly.
- The Centre is headed by a Rector (Senior Secretary to the Government) who is assisted by six Member Directing Staff (MDS) with the rank of Additional Secretary/Joint Secretary to the Government. Every MDS leads a Division.
- Each Division consists of a number of departments headed by a Director with the rank of Deputy Secretary to the government. The departments are assisted by a number of Deputy Directors, Assistant Directors/ Evaluation Officers/ Research Officers.
- BPATC has four Regional Centres called Regional Public Administration Training Centre (RPATC) located at four old Divisional Headquarters - Dhaka, Chottogram, Rajshahi and Khulna. Establishment of RPATC at other four Divisional Headquarters is going.
- BPATC conducts both career-oriented training courses and skill-oriented short training courses.

- Career-oriented and core courses of BPATC include Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and Policy Planning & Management Course (PPMC).
- FTC is designed for the entrants to Bangladesh Civil Service; ACAD for Deputy Secretary and their equivalent officers from Defence Services, SSC is for the Joint Secretary to the government and equivalent officers from Defence Services, while PPMC is for the Additional Secretary to the government.
- BPATC also conducts research mainly public management and governance issues. It publishes three journals in regular basis.
- Providing consultancy services to the government is another integral function of BPATC.

2.1 Vision

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

2.2 Mission

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

2.3 BPATC Theme:

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

2.4 Core Values

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

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

Discipline

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

Integrity

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

Inclusiveness

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

Innovation

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

Professionalism

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

Learning for results

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

Team spirit

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

3.0 Foundation Training Course

FTC is the basic training course on public service management and development. As per Bangladesh Civil Service Recruitment Rules 1981, Foundation Training Course is compulsory for all entrants to the Bangladesh Civil Service. The contents and methods of this course are designed in a way so that the participants can enhance the basic knowledge of various theories, concepts and issues on administration and development in general and also get clear idea about rules, regulations, processes, procedures in public service delivery in particular. The course aims at building personality, stimulating creativity and instilling

leadership qualities into the trainee officers. The course also provides an opportunity to 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 our mandate.

Mere knowledge on acts, rule and regulations is not enough to deliver public services effectively and professionally. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Complex interactive process and technological advancement have brought about a radical change in the role of the state. Public servants must possess analytical insight to construct, function and perform responsibilities across all public administration settings and competencies. The Foundation Training Course (FTC) strives to improve their competencies to deliver public services efficiently and effectively.

3.1 Course Objectives

General

To create a set of skilled, innovative, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context.

Specific

Through the course, 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;
- recognize the role of civil servants in a changing national and global environment;
- achieve an understanding of SDGs, its linkages, implementation process and challenges of achieving vision 2021 and 2041;
- translate essential laws, basic service norms, rules, policies and procedures into practice;
- identify the real problems and needs of the backward sections and internalize their sufferings and subsequently orient to devise way out to solve the problem;
- utilize information and communication technology in service process simplification and efficient management public services;
- prepare research papers, **action plan on own village development** and reports on other documents professionally;
- communicate in English with accuracy;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- maintain physical fitness and ethical values to meet emerging challenges.
- make acquainted with special initiatives of government to become a developed country.

4.0 Activities of Foundation Training Course

4.1 Course Timeline

The duration of the Foundation Training Course is 6 months (180 days). Hence, the trainee officers will engage themselves for 6 months for the course. No leave is granted

during the course. **With a view to utilizing the time properly, some activities will be organized in the weekend and in the evening.**

Number of days for the course activities is given below:

Course activities and number of days allocated (tentative)

Items	No. of days
Inauguration and Closing	2
Secretariat Attachment	2
Field trips/Visits	2
Sessions	71
Working days at BPATC (**Sub-total-A**)	**77**
Week-ends and public holidays at BPATC (**B**)	47
Total days at BPATC (**A+B**)	124
Field Attachment (**C**)	56
Total days (A+B+C)	**180**

Note: Sessions may be held in some Saturdays.

4.2 Course Content

In order to meet the training needs of newly recruited BCS officers, the following modules have been incorporated into the FTC course curriculum:

1.	Bangladesh: History, Culture and Liberation War	13	National Economic Management
2.	Village Study	14	Achieving Sustainable Development Goals
3.	Poverty Reduction and Rural Development	15	Project and Procurement Management
4.	Field Attachment	16	Basics of Social Research
5.	Fundamentals of Foundation Training Course	17	Contemporary Issues
6.	Organizational and Human Resource Management	18	IELTS Preparation
7.	Important Service Laws in Bangladesh	19	Verbal Competency
8.	Office Management	20	Art of Reviewing Books/ Journals
9.	Financial Management	21	ICT and e-Governance
10.	Governmental System And Essential laws	22	Car Driving Programme
11.	Public Administration $ Governance	23	Physical Conditioning & Games
12.	Child Rights and Gender Equality	24	Comprehensive Examination

* Detail course contents have been given in **Annex-2.**

* Training should be started from Module-5

* Other institutions who are conducting 6 months long FTC will follow this curriculum.

4.3 Tentative Schedule of Daily Activities

Tentative Schedule of Daily Activities

Time	Activities
05:30- 06:30	Physical Exercise*
07:00-08:15	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
13:15-14:00	Prayer and Lunch
14:15-15:15	Classroom Session/library work/ lab. work etc.
16:30-17.30	Games & Sports/Driving*
19:15-21:15	Evening Session/Extension Lecture/Group Presentation/Library Work/Film Show
20:30-21:30	*Dinner

*Subject to change according to sunrise and sunset

4.4 Course Management Team

The course management team comprises of a Course Adviser, a Course Director and a number of Course Coordinators (CC) for each institution. BPATC may form two course management teams (CMT). One of these teams will conduct course at BPATC and another one will keep contact with other institutions. However, the Course Director (s) will monitor the overall activities of the course. S/he supervises and guides the coordinators and consults with the Course Advisor on various academic and management issues. The participants are divided into several sections. Trainee officers of each section are supervised by a CC, whose responsibility is to ensure implementation of academic, extra-academic and administrative activities of his/her section.

4.5 Requirements of the Course

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

- maintaining discipline, ethics, norms and formalities inside and outside the classroom;
- attending all instructional sessions and other training activities punctually;
- entering the classrooms at least five minutes before the scheduled time;
- participating in Secretariat Attachment and Field Attachment programmes;
- submitting 'Village Study' reports, 'Book Review' reports and other assignments;
- staying compulsorily in the dormitory of the Centre and follow the rules and regulations thereof;
- abstaining from carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor;
- participating in all co-curricular activities such as debate, extempore speech etc;
- maintaining stringent discipline; follow the rules of the Centre and code of conduct;

Success or failure in meeting the above requirements will be reflected in the final evaluation by the course management and in the pen-picture of the participants which are usually sent to the cadre controlling ministries/divisions to keep it in the dossier of each trainee.

4.6 Training Methods

4.6.1 The course includes different training methods such as lecture and discussion, group work, reading assignment, library work, case study, syndicate work, seminar,

workshop, individual/group exercise, film show, study tour, field visit/attachment, extension lecture, role play etc.

4.6.2 A recapitulation session will be held at the first session of every week in which 5(five) participants will present their learning points of the previous week.

4.7 Medium of Instruction

The medium of instruction of Foundation Training Course is English. The Centre encourages the participants to develop their oral and written English skills through practising inside and outside the class room.

4.8 Career Counseling

Rector/Head of the Institutes and Course Management Team (CMT) will be counseling the participants on academic and professional issues. The CMT will prepare the schedule of counselling on the basis of specific needs of the participants.

4.9 Attachment Programmes

a. Field Attachment

There will be an eight week long field attachment programme including BARD/RDA/BRDTI attachment. The trainees will be sent to different districts, BARD/RDA/BRDTI and own village to enhance their capacity and competency through learning from practical experiences and exposures. At the time of village study, each participant will do SWOT analysis on his/her own village, collect data using questionnaire prepared based on 'Amar Gram Amar Shohor". Every participant will prepare an action plan on how to provide urban facilities to his/ her village in line with the government policy-"Amar Gram Amar Shohor". After that, every participant will have to submit a report/assignment to the concerned Module Coordinator. Besides, after coming back from the field, group presentation on different activities (other than 'Amar Gram Amar Shohor') during the field attachment will be held at BPATC. Based on his/her performance in the Q & A session, the participants will be evaluated individually. Details of the field and BARD/RDA/BRDTI attachment programme are given in Annexure-3.

b. Secretariat Attachment

Secretariat attachment is an important component of the FTC. The purpose of this attachment is to orient the participants with the decision making process in the ministries and divisions. The participants are divided into different groups and are attached to different ministries with a view to acquiring practical knowledge about the activities, procedures, decision-making and implementation process. Each participant will prepare an individual report based on the practical experiences of the attachment program.

4.10 Evaluation Method

BPATC has a prescribed system of evaluation which is depicted below:

- The participants will be evaluated on the basis of the prescribed evaluation system.
- The participants will also evaluate the speakers, course administration and other aspects of the course as well as the services of the Centre.

In addition, a pre-test will be conducted to assess the pre-training level of knowledge of the participants at the beginning of the course. A post-test will also be conducted to assess the achievement level of the participants by the Evaluation Department at the end of the course.

Participants will be evaluated on 1500 marks in total (Annexure-1). Distribution of marks has been shown in the course contents (Annexure-2). Assessment will be done by the respective Module Coordinator. Answer scripts and corresponding marks will then be sent to the Evaluation Department.

4.11 Grading System

The Public Administration Training Policy 2003 has made it mandatory that all participants in a training course be graded on the basis of their performance and reports are to be forwarded to the concerned Administrative Ministries/Divisions for retention in the officers' dossiers. All assessments are based on a quantitative scale and graded in the following way:

Sl.	Percentage of Marks	Grading
1	95 and above	A+ (Outstanding)
2	90- <95	A (Excellent)
3	85- <90	A- (Very Good)
4	80- <85	B+ (Good)
5	70- <80	B (Satisfactory)
6	60- <70	B- (Above Average)
7	50- <60	C (Average)
8	<50	Fail

The participants must ensure their attendance at least 95% of the instructional sessions and physical training and games. Qualifying marks in each module/subject is 50 per cent of total marks. In any module, if there are two types of assessments, in that case, for each assessment minimum score should be 30%, but the average score must be 50% for that module.

Obtaining qualifying marks in all examinations will make a participant eligible for obtaining the certificate. When a participant fails to obtain pass marks, s/he will be given a chance to reappear at the exam. If he/she obtains qualifying marks in the re- examination, s/he will pass merely, without getting any position / grade.

If any participant fails in one or two modules, he/she will be allowed to appear at re-examination. A participant who fails in one or two modules, s/he can apply to the Director (Evaluation) through respective Course Director for taking re-examination on those module/s within 2 days of the results published on that module. Participants are allowed to take part in

re-examination only for two modules and only for once in each module and after re-examination if that trainee does not obtain the pass mark then s/he will be released from the course and he/she will have to complete full tenure of FTC again.

In all types of training sessions, for 1% authorised absence (academic & sports sessions) 10% marks will be deducted from the marks of attendance. The percentage of deduction of marks due to authorised absence in the sessions is enumerated below:

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

*An authorised absence exceeding 5% on the part of any participant will result in instant release of that participant from the course.**

4.12 Rector's Medal /DG Award /Principal Award and Merit Medal

Top 10% of the total participants will be awarded Merit Medal. BPATC & BCS Administration Academy award the prestigious "Rector's Medal", whereas BARD, RDA, TSC, BIAM confer "DG's Award" and Postal Academy confer "Principal's Award" to 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.

4.13 Resource Persons

Both Faculty Members and Guest Speakers will conduct training sessions at BPATC. For other institutions, faculty members of BPATC will conduct sessions in consultation with the concerned CMTs.

4.14 Extension Lecture

Extension lectures will be held in the evening. These lectures will focus on the important national/international issues and offer the participants a scope to interact and share experiences with senior civil servants and renowned personalities. A number of extension lectures are conducted with external resource persons. The external resource persons, usually being the top civil servants of the government, share their experiences with the trainees. With such exposures, the participants are expected to groom themselves as career civil servants.

4.15 Group Work

Participants are required to participate in group works and group exercises. Topics of group works/exercises will be discussed / presented by the group members. The group will select a Chairperson and a Rapporteur from their group to conduct the exercise session. Every participant has to participate in the presentation and question & answer sessions and will be evaluated based on his/her individual performance.

4.16 Art of Reviewing

'Book Review' is another important component of the FTC. Every participant will write a critical review of two books which will be provided by the Module Coordinator. The book review report is to be submitted to Module Coordinator, which is to be presented in a session where a faculty member will evaluate the participants' performance on presentation. The presentation on the book review will be followed by a question-answer session. The chairperson only will ask the question. Module Coordinator will conduct a briefing session on how to review a book, prepare a report and the mode of presentation .

4.17 Physical Training and Games

Participation in the jogging session early in the morning is compulsory. It is also compulsory for the participants to take part in physical exercise and game sessions. This is intended to develop a sound body and mind to cope with strenuous jobs. The Centre has a group of experienced physical instructors to conduct these sessions.

Attendance in the morning physical exercise and evening/afternoon games is mandatory. In case of physical ailment doctor's certificate is needed for exemption from games and exercise. But s/he has to come to the field for giving attendance and has to stay around field until the exercises/ games finish. Trainees' attendance must be more than 95% in sports and exercise. If any trainee's attendance in physical exercise and games is less than 95%, s/he will be released from the training course immediately and s/he has to complete full tenure of FTC again.

4.18 Meeting a Faculty Member

No participant shall meet or otherwise be called by any faculty member in his/her office room. Participants are not allowed to walk-in to any faculty member's room or faculty members are not allowed to call any participant in their office. In case of any necessity of meeting between the participant and the faculty member, faculty member or participant concerned should inform the CCs concerned. CC of that Section will make the arrangement of meeting time and it should be held in the course office in presence of concerned CC. Course Management will brief the participants accordingly and arrange the meeting as and when necessary. In case of any deviation/violation of this instruction, disciplinary action will be taken against the participant concern.

4.19 Activities of Various Committees

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. All the committees (Mess Committee, Sports Committee, Cultural Committee, Environment Committee, Audit Committee, Debate Committee and ICT Committee) excepts Souvenir Committee are formed Section-wise and will perform by rotation with a view to developing leadership qualities among the participants and giving them opportunity to learn how to work in a team as a team member and also learn how to lead the team. However, the Souvenir Committee will be formed with the representation of all participants of all Sections and **the committee will**

publish only an electronic version of Souvenir containing necessary information of participants as well as course management (printing a hard version is not allowed).

4.20 Extra Curricular Activities

As part of the Foundation Training Course, various extracurricular activities like cultural programmes, debate competitions, drama show etc. are organized with a view to enhancing group dynamics among the participants. Besides, participants are supposed to prepare wall magazines and publish soft version of souvenir as part of extra-curricular activities. Such activities also help them to develop and flourish their leadership quality during the training period. These sorts of activities raise the confidence level of the participants by enhancing their interpersonal communication skills.

4.21 Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Any violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence or proxy attendance by any participant will render him/her liable to disciplinary action. In this case there will be no other option but to release a participant from the training in case of any misconduct. The course authority and the evaluation authority may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all sessions (class room sessions, PT sessions, workshop-seminars, dining and tea-session and all other occasions except sports activities.

The following activities will be treated as misconduct:
a. Unauthorized absence from any session;
b. Unauthorized leave from the Centre and staying overnight outside BPATC
c. Adopting unfair means in the examination;
d. Failing to show satisfactory response to any show cause notice;
e. Failing to submit any report/assignment in time;
f. Failing to show due respect to the women/female trainees;
g. Failing to maintain the dress code;
h. Deviating from any training rules & regulations;
i. Carrying and using of cell phones in training sessions;
j. Committing any unsocial activities;
k. Trying to influence the CMT, faculty or authority by any means;
l. Signature forgery and
m. Violation of any other norms, manner and code specified by the authority of the Centre.

4.22 Dress Code

All participants must wear formal dresses in all training sessions and formal occasions. No participants are supposed to leave dormitory area without formal dress.

4.22.1 Male participants

Formal Sessions: Male participants shall wear neck tie and assigned coloured full-sleeved shirts with or without suit. It is advisable that male participants wear suits during

mess nights, guest nights and at official dinner. Participants may wear sherwani/prince coat on religious ground.

Sports and PT Session: Participants must wear white-coloured English/tennis half pant/tracksuit, white-coloured T-shirt and white-coloured keds with white-coloured socks.

4.22.2 Female participants

Formal Sessions: Female participants will wear sari and coat in classroom sessions, official functions and other formal activities. They must wear assigned coloured sari to attend the regular training sessions.

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

4.23 Table Manners

Government officials have to attend banquet with guests at home and abroad. Besides, they have to arrange and attend formal dinners on various occasions. **The participants are expected to practise Table Manners and Etiquette throughout the course during breakfast, lunch & dinner.**

4.24 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 dormitory. During their stay in the dormitory, participants must wear decent dress. Leaving the dormitory without permission is treated as misconduct. At 10 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 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 .

4.25 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 of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals served to participants. Participants must wear assigned coloured 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 (Panjabi, payjamas, T-shirt, half sleeve shirt, fatua, jeans, sandal etc are not allowed). **Female participants are allowed to wear salwar kamiz and shoes for having dinner. But no Sandal or jeans is allowed in campus area.**

In case of any deviation, participants will not be allowed to enter the cafeteria or dining room.

Participants must follow the time schedule given below:
- Breakfast: 07:00 am to 8:15 am hrs (last entry to cafeteria: 08:00hrs)
- Snacks & tea (morning): 10:40 am to 11:00 am hrs
- Lunch: 13:15 to 14:00 hrs (last entry to cafeteria 13:50hrs)
- Snacks & tea (evening): 17:00 pm – 17:45 pm hrs (subject to change based on sunset time)
- Dinner: 20:30-21:30 hrs (last entry to cafeteria is 21:20 hrs)

Dress codes, table manners and other dinning norms will be observed and evaluated.

5.0 Skills Development and other available facilities at BPATC

The Centre provides the participants with a good number of facilities to develop their skills such as:

5.1 Computer Lab

Computer training is compulsory for all participants. In the Centre, there are nine computer labs and all the computers 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.

5.2 Swimming

There is a provision for swimming for the FTC participants in assigned time. Those who do not know swimming can learn it under the supervision of instructors.

5.3 Interpersonal Relations

One of the objectives of the FTC is to develop interpersonal relations and to foster team spirit among the officers of different cadres through interactions. This will create an attitude of cooperation and fellow-feeling among the officers of different cadres which will be useful to perform their responsibilities effective and efficiently in their workplace through cooperation and collaboration.

5.4 Library

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are approximately 1,12,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopying facilities are also available on payment. Library remains open from 8:00 am to 10:00 pm. without any break from Sunday to Thursday, from 4:00 pm. to 10:00 pm. on Friday and Saturday. The participants are encouraged to use the library facilities at their maximum effort.

5.5 Medical Facilities

The Centre has a medical clinic which is run by four qualified doctors with primary medical facilities. Participants are given free medical consultation, prescriptions and primary medical care. The participants are entitled to have medical prescription free of charge and also some common medicines which are available at the clinic, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness.

5.6 Recreation

As the course is very intensive, there is very limited scope for recreation. However, there are television sets in the dormitories with dish connection. Facilities for playing Table Tennis, Carom, Chess, and Billiard etc. are available in the dormitories and indoor games hall. Participants will arrange one Mess Night and one Guest Night during training tenure. In those nights participants will arrange cultural programmes. During training tenure, participants will visit historical places, relevant installation related to Independence of Bangladesh, Bangabandhu Museum, Muktijuddha Museum and Rayer Bazaar Martyered Intellectual Monument (Bodhdho Bhumi). Participants will have the opportunity to observe Parliamentary Session.

5.7 Mosque

The Centre has a beautiful mosque. Books on religion are available in the mosque library. Muslim participants can perform their prayers at BPATC mosque.

5.8 Restriction on Smoking or Taking Drugs and Alcohol

The Centre has been declared non-smoking area. Participants are advised not to smoke in the campus. Taking drugs and alcohol is strictly forbidden and any participant found violating these norms would be severely dealt with. In case of report on taking drug and alcohol by any participant will be released immediately, as well as disciplinary action will be taken on behalf of the Centre as well as will report to their administrative ministry to take disciplinary action against that participant.

5.9 Any Question or Query

The Course Guidelines gives an outline of the various aspects of the Foundation Training Course. If there be any queries, participants may contact the Course Coordinators personally. In case of any emergency, participants may contact the Course Directors or Course Coordinators through their office and residential telephone numbers.

Annexure-1: Modules and Marks Distribution at a Glance

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	**Group**	
A. Bangladesh Studies				
1	Bangladesh: History, Society, Culture and Liberation War		GA (50)	50
2	Village Study	IAP-25	GP (25), GRR (25)	75
3	Poverty Reduction and Rural Development	WE(35)+ ICA(15)		50
4	Field Attachment	LD (10), ICA (5), Attendance (5)	GA (45), GP (20)	85
B. Management Studies				
5	Fundamentals of Foundation Training Course		GA(25), GE (25)	50
6	Organization and Human Resource Management	WE (45)	GR (25)	70
7	Important Service Laws in Bangladesh	OBE (40)	GR (25)	65
8	Office Management	WE (40)+ IA (30)	-	70
9	Financial Management	WE (30) + IE (40)	-	70
C. Public Administration				
10	Governmental System & Essential Laws	OBE (25)	GA (25)	50
11	Public Administration and Governance	IA (25)	GA (25)	50
12	Child Rights and Gender equality	-	GE (40)	40
D. Development Studies				
13	National Economic Management	WE(25)	GE (25)	50
14	Achieving Sustainable Development Goals	WE(25)	GA(25),GP (25)	75
15	Project & Procurement Management	IR (25)	GE (40)	65
16	Basics of Social Research	IRP(25)	-	25
17	Contemporary Issues	IA (25)	-	25
F. Skill Development				
18	IELTS Preparations	IE (50)		50
19	Verbal Competency	IP (25)		25
20	Art of Reviewing Books/Journals	IR (30) + IP (20)	-	50
21	ICT and e-Governance	IE (25) + PT(25)		50
23	Physical Conditioning and Games	Attendance (25), WE (25), IA (50)	-	100
G. CMT				
-	Evaluation by the CMT	Overall Conduct & discipline (25)	-	25
	Evaluation by Evaluation Department	Attendance (25) Speaker's Evaluation (10)	-	35
24	Comprehensive Written Examination	200	-	200
	Total=	**1030**	**470**	**1500**

ATT= Attendance, **CMT**= Course Management Team, **CT**= Class Test, **IA**= Individual Assignment/Assessment, **IAP=** Individual Action Plan, **ICA=** Individual Conduct Assessment., **ICS**= Individual Case Study **IE**= Individual Exercise, , **IP**= Individual Presentation, **IR**= Individual Report, **GA**= Group Assignment, **GRR**= Group Research Report **GE**= Group Exercise, **GP**= Group Presentation, **GR**= Group Report, **IIR**= Individual Inspection Report, **OBE= Open Book Exam,** **OE**= Overall Evaluation, **PR**= Presentation, **PT**= Practical Test, **RSA**= Report on Secretariat Attachment, **RW**= Report Writing, **WE**= Written Examination

Annexure-2: Course Content

Thematic Area: Bangladesh Studies
Module 01: Bangladesh: History, Society, Culture and Liberation War

Evaluation Method: GA- 50;   Total Marks – 50

Objective: Objectives of the module are:

a. to acquaint the participants with the anthropological background, history and culture of Bangladesh;
b. to enhance understanding of the roots of socio-economic transformation of Bangladesh.
c. to acquaint with the genesis and spirit of liberation war of Bangladesh;
d. to have understanding of genocide and struggle of 1971;

Code	Hrs	Topic	TM	RP
1.01	01	Historical Background of Bangladesh	L&D	GS/FM
1.02	01	Socio-Cultural Heritage and Transformation	L&D	GS /FM
1.03	02	Potentials Resources of Bangladesh :Special emphasis on Tourism and District Branding	L&D	FM/GS
1.04	01	Background & Spirit of Liberation War	L&D	GS/FM
1.05	01	Historic Speech of 7 March 1971: Declaration of Independence	L&D & Film Show	GS/FM
1.06	02	Liberation War & Mujibnagar Government	L&D	GS/FM
1.07	02	Genocide in Bangladesh , 1971	L&D & Film Show	GS/FM
1.08	02	Liberation War of Bangladesh: Dreams & Realities	L&D	GS/FM

*Individual report will be prepared from district attachment & will be submitted to the MD

Module 02: Village Study

Evaluation Method: Individual Action Plan (on own village)-25, Group Presentation (on visiting disadvantaged family)-25; Group Research Report (GRR)-25   **Total Marks – 75**

Objectives: Objectives of the module are:
a. to expose participants to reality of rural Bangladesh
b. to enable participants to prepare action plans for development;
c. to identify the real problems and needs of the backward sections and internalize their sufferings and subsequently orient to devise way out to solve the problem;
d. to prepare research reports and other documents professionally;

Code	Hours	Topic	TM	RP
2.01	02	SWOT Analysis of Own Village and Action Plan for Development	L & E	GS/ FM

Note: At the time of village study, each participant will go to his/her own village, analyse SWOT and prepare a development action plan on how to provide urban facilities to his/ her village in line with the government policy- "Amar Gram Amar Shohor". During Upazila attachment, the participants will visit at least two disadvantaged families/ beggar families in order to internalize their sufferings. Moreover, participants would solve one/two problems instantly if possible or make arrangement to solve the problem linking local administration. Besides, participants will visit rural

areas of attached upazila to collect data using the questionnaire developed by the team on the research proposal proposed under module 16 (Basics of Social Research). The team leader of the Facilitation Team will coordinate, monitor and evaluate the work.

Module 03: Poverty Reduction and Rural Development
Module Director: To be Selected by BARD/RDA/BRDTI (In appropriate Case)

Evaluation Method: WE – 35, ICA, Individual Conduct Assessment- 15**; Total Marks – 50**

Module Objectives: The objectives of the Module are:
   a. to acquaint the trainees with the history, concept and techniques of rural development; and
   b. to make them capable of dealing with the issues of rural development

Code	Session	Topic	TM	RP
3.01	2	Introduction to Rural Development in Bangladesh: Basic Concepts and History, Major Approaches & Experiments	L & D	BARD/RDA/BRDTI
3.02	2	Poverty Reduction Models: Ekti Bari Ekti Khamar, Palli Sanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme (CLP)	CS & E	
3.03	1	Microfinance & Micro savings in Poverty Reduction: Strategies for Financial Inclusion	D & E	
3.04	1	Cooperative Movement and Social development : An analysis	CS & E	
3.05	1	Rural Economy in Bangladesh: Challenges and Potentials and Rural–Urban migration: Causes and Impacts	L & D	
3.06	2	Cases in Rural Development: Experiences from home and abroad	L & D & GE	

• This module will be conducted at BARD/RDA/BRDTI.

Module 04: Field Attachment

Evaluation Method (District): GA- & GP- (20+5) =25; GA & GP-(10+5) =15, Attendance -5, ICA -05; Total-50
In BPATC: GA-15, GP-10, *Learning diary (LD)**-10,** Total -35; [Grand Total -85]

Participants will need to go for BARD/RDA/BRDTI attachment according to group (A, B, C & D). Each section/group will be attached with BARD/RDA/BRDTI simultaneously. Every section/groups will perform in similar way by turns.

Note-1: A committee headed by DC will evaluate out of 50 marks [GR & GP 15+10=25 on Different department & GR & GP-10+5 on different development works of Union Parishad & Pourashava) and District Administration will evaluate the participants individually on Discipline, Norms & Attitude out of 5 marks and for attendance 5 marks.
Note-2: Based on the same report that is submitted to the DEC will be evaluated by GR & GP (10+15)=25 Marks
Note-3: Details Programmes of Field Attachment is attached at **Annexure-03**

Thematic Area: Management Studies
Module 05: Fundamentals of Foundation Training Course
Evaluation Method: GA – 25, GE - 25; Total Marks – 50

Objectives: This module will enable the participants to understand the content, context and philosophical basis of the six- month- long training they will undertake. A major objective of this module is to develop the mindset of the newly recruited civil servants to meet their public service mandate and bring attitudinal change for that goal.

    a. to enable the participants to distinguish correctly between ethical and unethical practices, and

    b. to apply the ethical values in their respective work places and day to day life.

Code	Hrs	Topic	TM	RP
5.01	1	Foundation Training Course and its Philosophy	L&D	GS/FM
5.02	2	Introduction to Cadre Services and Inter Cadre Relationship	L&D	GS/FM
5.03	2	Attitude and Building Mindset for Public Servants	L&E	GS/FM
5.04	1	Etiquette, Dress code for Public Servants	L & Demo	GS/FM
5.05	1	Table Manners	Demo	GS/FM
5.06	12	Workshop on Empathy Building (Section wise)	Workshop	Workshop Facilitation Team
5.07	2	Introduction to Norms, Ethics, Values and Morality	L & D	GS/FM
5.08	3	National Integrity Strategy (NIS) (Half day)	Workshop	Cabinet
5.09	1	Human Rights and Access to Public Services	L & D	GS/FM
5.10	2	Combating Corruption in Public Service Delivery	L & D	GS/FM
5.11	2	Public Service Values	L & D	FM/GS
5.12	2	Transparency and Accountability in Service Delivery	L & E	GS
5.13	2	Ensuring Quality in Public Service	L&D	FM/GS

Module 06: Organization and Human Resource Management
Evaluation Method: WE - 45, GR - 25; Total – 70

Objectives: The objectives of the module are:

    a. to make trainees understand the basic forms, structure and nature of organizations;

    b. to apply the HR functions effectively in own organization for optimum utilization of available HR.

Code	Hrs	Topic	TM	RP
6.01	2	Know Thyself: Understanding self for achieving improvement goals	Briefing & Exercise	GS/FM
6.02	2	a. Organization: Concepts, Forms, Nature and Structure b. Basics and Practices of HRM and HRD in Organization	L & E	GS/FM
6.03	1	Coordination: Horizontal and Vertical	Case Study	GS/FM
6.04	2	Leadership: Concepts and Styles	L&E	GS/FM
6.05	2	Team Building	Case Study/GE	GS/FM
6.06	2	Motivation and human relationship in organization	Case Study	GS/FM
6.07	2	Career Planning and Career Development	L & D	GS/FM
6.08	2	Decision Making (Case Study of Upazila level)	Case Study	GS/FM
6.09	**2**	Negotiation Technique & Conflict Management	L & D	GS/FM

Module 07: Important Service Laws in Bangladesh

Evaluation Method: Open Book Exam-40 & GR-25; Total Marks – 65

Objectives: Objectives of the module are:
   a. to make the participants understand the essential service acts, rules and regulations; and
   b. to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hrs	Topic	TM	RP
7.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commission	L& D	GS/FM
7.02	1	General Conditions of Service including Seniority Rules	L& D	GS/FM
7.03	4	The Government Servants (Discipline and Appeal) Rules 2018 Inquiry Procedure and report writing (Case study)	L,GD & E	GS/FM
7.04	2	The Government Servants (Conduct) Rules, 1979	L, GD	GS/FM
7.05	2	সরকারী চাকুরী আইন, ২০১৮	L, GD	GS/FM
7.06	1	The Administrative Tribunal Act,1980	L, GD	GS/FM
7.07	2	Rules Related to Leave Rules related to Joining Time	L, D & E	GS/FM
7.07	1	The Bangladesh National Flag, Anthem and Emblem Order, 1972 and Rules Public Administration Award Rules	L&D	GS/FM
7.08	1	Right to Information Act, 2009 The Official Secrets Acts, 1923	L&D	GS/FM
7.09	1	Formulation of Acts, Rules and Regulations	L & D	GS/FM

Module 08: Office Management

Evaluation Method: WE - 40, IA -30; Total Marks – 70

Objectives: Objectives of the module are:
   a. to enable participants to manage own office/business effectively;
   b. to apply effective techniques of new office management;
   c. to gather practical knowledge about office management procedures at ministerial level; and
   d. to acquire practical knowledge about file management and official procedures.

Note: 1. Secretariat attachment (SA) is an important component of the Foundation Training Course. Participants will be divided into different groups and will be attached to Ministries for two working days. They will get practical knowledge about the activities of the concerned section, its working procedures, decision-making and implementation process. The participant will study the decision making process of a file (from the receipt of a letter/memo, putting up of the same to final decision) from the initiation to the end. After that each participant will prepare an individual report based on the practical experiences of secretariat attachment.

2. As part of the field attachment, participants will visit their own office in the 8 week long field attachment. They will require preparing an Individual Inspection Report (IIR) based on the findings and submit it to the concern Module Director (Module 8).

Code	Hrs	Topic	TM	RP

8.01	2	Opening of File	L &E	GS/FM
8.02	2	Writing of notes, References & Flagging	Exercise	GS/FM
8.03	2	Writing Summary	L & D	GS/FM
8.04	2	Forms of written communications	L &E	GS/FM
8.05	2	Preparation and issue Letters/Order	L & D	GS/FM
8.06	2	Preparing of Working paper of the meeting	L &E / RP	GS/FM
8.07	2	Writing of Minutes of the meeting	L &E / RP	GS/FM
8.08	2	Office Inspection with case study	L & E	GS/FM
8.09	2	Secretariat Instruction 2014	L&D	GS/FM
8.10	1	Managerial Role of an Officer	L&D	GS/FM
8.11	-	Secretariat Attachment	Study Visit	MC
8.12	-	Film show on Meeting	Film show	MC

Module 09: Financial Management

Evaluation Method: WE – 30, IE -40; Total Marks –70

Objectives: Objectives of the module are:

a. to acquaint the trainees with the national budgetary framework including MTBF;
b.   to enable trainees in managing public expenditure as a responsible DDO;
c. to prepare organizational budget applying MTBF approach, and
d. to implement budget following existing financial rules.

Code	Hrs	Topic	TM	RP
09.01	2	General Financial and Treasury Rules	L&D	GS/FM
09.02	2	Public Budgetary Framework of Bangladesh & Preparation of Office Budget using MTBF	L&D	GS/FM
09.03	1	Duties and Responsibilities of Drawing and Disbursing Officer	L&D	GS/FM
09.04	1	Delegation of Financial Power	L&D	GS/FM
09.05	2	Preparation of Pay Bill and Pay Fixation	L&IE	GS/FM
09.06	2	TA ,DA Rules and preparation of TA bills	L&IE	GS/FM
09.07	1	Laws and practice of VAT and Income Tax	L&D	GS/FM
09.08	2	Preparation of Income Tax Return	L&E	GS /FM
09.09	1	Audit system in the public sector	L&IE	GS/FM
09.10	2	Response to audit objection and writing Broadsheet Reply	L&IE	GS/FM
09.11	1	Employee Welfare	L&D	GS/FM

Thematic Area: Public Administration

Module 10: Governmental System and Essential Laws
Evaluation Method: Open Book Exam-25, GA-25; Total Marks – 50

Objectives: The objectives of the module are:

    a. to understand the governmental system of Bangladesh;

    b. to analyze the provisions of constitution and essential laws.

Code	Hrs	Topics	TM	RP
10.01	2	Salient Features of Bangladesh Constitution	L&D	GS/FM
10.02	2	Structure of Executive branch	L&D	GS/FM
10.03	1	Concept of Decentralization & Local Government System in Bangladesh	L&D	GS/FM
10.04	1	Relevant Laws and function of Union Parishad	L&D	GS/FM
10.05	1	Relevant Laws and function of Upazila Parishad	L&D	GS/FM
10.06	1	Relevant Laws and function of Zila Parishad, Municipality and City corporation	L&D	GS/FM
10.07	2	Rules of Business & Allocation of Business	L&D	GS/FM
10.08	2	Civil and criminal justice system	L&D	GS/FM
10.09	2	Penal code, CrPC, CPC, Evidence Act: Sections essential for public service	L&D	GS/FM
10.10	-	Parliament Visit: Attend Parliament Session	Visit	CMT
10.11	1	Land Management System of Bangladesh	L&D	FM/GS
10.12	1	Protecting Public Land	L&D	FM/GS

Module 11: Public Administration & Governance

Evaluation Method: IA-25 & GA-25; Total Marks – 50

Objectives: The objectives of the module are:

    a. to enhance capability of dealing with the issues of public service delivery;

    b. to inform the role of civil service in the context of national and global level;

    c. to identify governance issues, solve problems and seek innovative ways of better public service delivery mechanism.

Code	Hrs	Topics	TM	RP
11.01	2	Public Administration & Governance: Concept & New Trends	L&D	GS/FM
11.02	2	Business Process Re-engineering	GE&P	GS Team
11.03	1	Citizen Charter	L&E	GS/FM
11.04	2	Policy Making Process	L&E	GS/FM
11.05	1	Challenges of Policy Implementation	L&D	GS/FM
11.06	1	Good Governance: Principles and Practices	L&D	GS/FM
11.07	2	Governance and innovation	L&D	GS/FM
11.08	2	Total Quality Management	L, D & E	FM/GS
11.09	3	Performance Management: PA & APA	Workshop	MC & GS Team

Module 12: Child Rights and Gender Equality
Evaluation Method: GE– 40; Total Marks – 40

Objectives: Objectives of the module are:

a. to enable the participants to identify and analyze the prevailing social issues with respect to male and female,
b. to recognize intervention required for ensuring rights of women and children.

Code	Hrs	Topics	TM	RP
12.01	1	Concept of Gender and Development	L & D	GS/FM
12.02	2	Women and Child Rights (National and International perspective- Convention on Child Right and CEDAW	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	Challenges of Working Women	L & E	GS/FM
12.05	1	Prevention of Violence Against Woman and Children	Film Show & CS	GS/FM
12.06	1	Rehabilitation of Street Child in Bangladesh	L & CS	GS/FM

Thematic Area: Development Studies

Module 13: National Economic Management
Evaluation: Method: WE - 25; GE-25 Total Marks – 50

Objectives: Objectives of the module are:
a. to make the trainees understand the basics of economics and
b. to have an insight into various macro-economic aspects of Bangladesh.

Code	Hrs	Topics	TM	RP
13.01	1	Basic Concepts of Micro and Macro Economics	L & D	GS/FM
13.02	1	Market Economy: Concept and Issues	L & D	GS/FM
13.03	1	Key Socio-economic Indicators of Bangladesh	L & D	GS/FM
13.04	1	Overview on National Income Accounting (GDP, GNP, NNP etc)	L & D	GS/FM
13.05	1	Monetary Policy and Inflation	L & D	GS/FM
13.06	1	Fiscal Policy and Deficit Financing	L & D	GS/FM
13.07	2	Role of Financial Institutions in Economy	L & D	GS/FM
13.08	3	National Social Security Strategy of Bangladesh	Workshop	GS/FM
13.08	1	Demographic Dividend: Opportunities & Challenges	L&D	GS/FM
13.09	1	Public Goods and Externalities	L & D	FM/GS

Module 14: Achieving Sustainable Development Goals

Evaluation Method: WE – 25; GA-25, GP- 25, **Total Marks – 75**

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

Code	Hrs	Topic	RP	TM
14.01	02	Sustainable Development Concept, Issues and Strategy for achieving sustainable Development	L & D	GS/FM
14.02	02	Overview of SDGs	L & D	GS/FM
14.03	02	Aligning SDGs with 7th Five Year Plan	L & D	GS/FM
14.04	02	Implementation challenges of SDGs: Institutions/Organization responsible for implementing of different Goals	L & D	GS/FM
14.05	02	Indicators of SDGs	L & D	GS/FM
14.06	01	GOAL 1: No Poverty: Challenges and Way Forward	L & D	GS/FM
14.07	01	GOAL 2: Zero Hunger: Challenges and Way Forward	L & D	GS/FM
14.08	01	GOAL 3: Good Health and Well-being: Challenges and Way Forward	L & D	GS/FM
14.09	01	GOAL 4: Quality Education: Challenges and Way Forward	L & D	GS/FM
14.10	01	GOAL 5: Gender Equality: Challenges and Way Forward	L & D	GS/FM
14.11	01	GOAL 6: Clean Water and Sanitation: Challenges and Way Forward	L & D	GS/FM
14.12	01	GOAL 7: Affordable and Clean Energy: Challenges and Way Forward	L & D	GS/FM
14.13	01	GOAL 8: Decent Work and Economic Growth: Challenges and Way Forward	L & D	GS/FM
14.14	01	GOAL 9: Industry, Innovation and Infrastructure: Challenges and Way Forward	L & D	GS/FM
14.15	01	GOAL 10: Reduced Inequality: Challenges and Way Forward	L & D	GS/FM
14.16	01	GOAL 11: Sustainable Cities(urban management) and Communities: Challenges and Way Forward	L & D	GS/FM
14.17	01	GOAL 12: Responsible Consumption and Production: Challenges and Way Forward	L & D	GS/FM
14.18	02	GOAL 13: Climate Action(Climate change) : Challenges and Way Forward	L & D	GS/FM
		GOAL 13: Climate Action(Disaster Risk Reduction) : Challenges and Way Forward		GS/FM
14.19	02	GOAL 14: Life below Water and GOAL 15: Life on Land: Challenges and Way Forward	L & D	GS/FM
14.20	02	GOAL 16+17: Peace, Justice and Strong Institutions Partnerships to achieve the Goal: Challenges and Way Forward	L & D	GS/FM
14.21	02	Workshop on Effective, Inclusive & Accountable Public Administration	Workshop	GS/FM

Module 15: Project & Procurement Management
Evaluation Method: IR-25, GE- 40; Total Marks – 65

Objectives: Objectives of the module are:
   a. to make the trainees understand the different stages of project cycle; and
   b. to enable them to use different tools of project management.
   c. to make the trainees understand the procurement act, rules and procedures
   d. to make the trainees understand the electronic government procurement

Code	Hrs	Topics	TM	RP

15.01	2	Overview of Project Planning Process in Bangladesh	L & D	GS/FM
15.02	2	Introduction to Project Cycle Management	D & E	GS/FM
15.03	3	Log Frame and Results Based Management (RBM)	D & E	GS/FM
15.04	1	Project Risk Management	CS	GS/FM
15.05	1	Project Monitoring and Evaluation	D & E	GS/FM
15.06	2	Overview of PPA 2006 and PPR 2008	L&D	GS/FM
15.07	2	Procurement Methods of Goods: OTM, RFQ, DCP	L & E	GS/FM
15.08	2	Electronic Government Procurement (E-GP)	L&E	GS/FM

Module 16: Basics of Social Research
Evaluation Method: Individual Research Proposal-25; Total Marks – 25

Objectives: (a) to acquaint the participants with the process of conducting a social research
(b) to enable them how to collect and analyze data scientifically,
(c) to enable them how to write a scientific report.

Code	Hrs	Topics	TM	RP
16.01	1	Introduction to social research: concepts of social reality, problem statement, research objectives	L&D	FT
16.02	1	Research ethics (informed consent, deception, confidentiality & plagiarism)	L&D	FT
16.03	2	Literature search, Referencing & Bibliography	L&E	FT
16.04	2	Methodology: research design and approaches, sampling, data collection methods (interview, FGD, observation, survey)	L&E	FT
16.05	1	Writing a research proposal	L&E	FT
16.06	2	Data analysis techniques: qualitative and quantitative	L&E	FT
16.07	1	Writing a research report	L&E	FT
16.08	2	Exercise on preparing questionnaire	Exercise	FT

Note: There will be no written examination on this module. The participants will do exercises on this module. After conducting all the sessions of the module, all the participants will prepare a research proposal individually. After the formation of the group, each group will select one research proposal by discussing themselves. Regarding the final proposal, the group members will prepare a questionnaire.

At the time of village study, each group will prepare a Research Report on the basis of research proposal they prepared at BPATC. The Participants will collect data and analyse the data for research report using Questionnaire they prepared at BPATC. Each group will submit a research report to the Module Director of the Module 'Village Study' and make a presentation before the participants.

Module 17: Contemporary Issues

Evaluation Method: IA – 25; Total Marks – 25

Objectives: Objectives of the module are:
   a. to orient the trainees to the contemporary important issues in regard to administration and development;
   b. to share ideas with renowned personalities of the country.

Code	Hrs	Topic	TM	RP
17.01	2	Blue Economy : Sustainable Use of Marine Resource	L & D	GS
17.02	2	Cyber Security	L & D	GS
17.03	2	Autism and Neurodevelopment Disorder	L & D	GS
17.04	2	Changing Interface between Politicians and Civil Servants	L & D	GS
17.05	2	Media Relations	L & D	GS
17.06	2	Food safety challenges and way forward	L & D	GS
17.07	2	Event Management	L & D	GS
17.08	2	Dimension of Rahingya crisis	L & D	GS
17.09	2	Ensuring Clients Satisfaction during Public Service Delivery	L & D	GS
17.10	2	Understanding Needs of Private Sector	L & D	GS
17.11	2	Coordination & Partnership with NGOs in Public Service Delivery	L & D	GS
17.12	2	Public Private Partnership	L & D	GS
17.13	2	Bangladesh on The March Towards Prosperity	L & D	FM
17.14	10	Ten Special Initiatives of the Honourable Prime Minister of Bangladesh (One Hour for Each Initiative)	L & D	GS
17.15	1	ভোক্তা অধিকার সংরক্ষণ আইন ২০০৯	L & D	GS

Thematic Area: Skill Development
Module 18: IELTS Preparation
Evaluation Method: IE - 50; Total Marks – 50

Objective: Objectives of the module are:

   a. to improve English listening, speaking, reading and writing ability

   b. to prepare the participants for appearing IELTS Examination

Code	Hrs	Topic	TM	RP
18.01	2	IELTS Listening Skills: A Brief Introduction	L & E	GS/FM
18.02	2	IELTS Listening Skills: Practice Session	Exercise	GS/FM
18.03	2	IELTS Reading Skills: A Brief Introduction	L & E	GS/FM
18.04	2	IELTS Reading Skills: Practice Sessions	Exercise	GS/FM
18.05	2	IELTS Speaking Skills: A Brief Introduction	L & E	GS/FM
18.06	2	IELTS Speaking Skills-Practice Sessions	Exercise	GS/FM
18.07	2	IELTS Writing skills: A Brief Introduction	L & E	GS/FM
18.08	2	IELTS Writing Skills: Practice Sessions	Exercise	GS/FM

18.09	2	Common Errors in English with Grammarly	L & E	GS/FM
18.10	2	The Phonetic Symbols and The rules of Pronunciation	L & E	GS/FM

Module 19: Verbal Competency

Evaluation Method: Individual Presentation-25

Objective: Objectives of the module are:
    a.   to improve public speaking ability
    b.   to enhance presentation skill

Code	Hrs	Topic	TM	RP
19.01	11	Recap	Presentation	MC/CMT
19.02	2	Art of Public Speaking	L&D + Practice	GS/FM
19.03	2	Enhancing presentation skill	L &D	GS/FM
19.04	12	Debate competition (Bengali and English)	Presentation	CMT
19.05	10	Extempore speech	Speech	GS/FM
19.06	2	প্রমিত বাংলা বানান রীতি	L & D	GS/FM

Module 20: Art of Reviewing Book/Journals

Evaluation Method: IR: 30 (Structure & Subject Matter-7-5, Language, Art of writing and logical sequence – 7.5, Internal consistency and Relevancy- 7.5, Analysis and command over subject-7.5);
IP: 20 (Oral Presentation-10, Q&A-5, and Time Management-5); **Total: 50**

Objectives: Objectives of the module are:

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

Code	Hrs	Topics	TM	RP
20.01	2	Introduction to Art of Book Review	L & D	GS/FM
20.02	17	Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A)	R & P	MC

Module 21: ICT and E-Governance
Evaluation Method: IE – 25, PT - 25; Total Marks – 50

Objectives: Objectives of the module are:

    a.   to develop ICT skills and contribute towards e-Governance;
    b.   to develop capacity in public sector for improving delivery of public service through ICT; and
    c.   to adopt organizational changes in public sector related to technology, strategies and policies.

Code	Hrs.	Topic	TM	RP
21.01	1	Need assessment on ICT Skill	Exercise	GS/FM
21.02	1	Practice session on MS Word	P	GS/FM
21.03	2	Practice session on MS PowerPoint	P	GS/FM

Code	Hrs.	Topic	TM	RP
21.04	2	Practice session on MS Excel	P	GS/FM
21.05	4	Learning Blind typing [Bangla (Unicode) & English]	Learning & Practice	GS/FM
21.06	8	Learning Blind typing (Bangla)	Practice	GS/FM
21.07	8	Learning Blind typing (English)	Practice	GS/FM
21.08	1	Concept of e-Governance	L & D	GS/FM
21.09	1	ICT Policy and Digital Bangladesh	L & D	GS/FM
21.10	4	e-Nothi	Workshop	GS/FM
21.11	1	National Web Portal & Union Digital Centre	L & D	GS/FM

Module 22: Car Driving Programme

Objectives: The participants through this module will be able to:

a. drive the vehicle safely
b. qualify himself in the driving test to get a driving license and
c. detect and repair minor faults of engine

Code	Hrs.	Topic	TM	RP
22.01	1	Introduction to Vehicles	L & P	GS
22.02	1	Traffic Rules, Signals	L & E	GS
22.03	1	Vehicle Maintenance	L & P	GS
22.04	1	Trouble Shooting	L & E	GS
22.05	1	Motor Vehicle Ordinance	L & D	GS

Module 23: Physical Conditioning & Games

Evaluation Method: Attendance- 25 (By Evaluation Dept); IA-50 (Dress-5, Morning Exercise-30, Evening Sports-15), WE-25; **Total – 100**

Objectives: Objectives of the module are:

a. to enhance capacity of the participants to gain knowledge on health and nutrition;
b. to manage stress in day to day life; and
c. to improve and maintain physical fitness.

Code	Hrs	Topics	TM	RP
23.01	1	Nutrition & Physical Fitness	L & D	GS/FM
23.02	1	Wellness Concept & Management	L & D	GS/FM
23.03	1	Common Sports Injuries & Prevention / Rehabilitation of Back Pain	L & D	GS/FM
23.04	1	Sedentary Life Style and Effects	L & D	GS/FM
23.05	1	Occupational pain and its management	L & D	GS/FM
23.06 Mandatory Activities	-	Physical Education Lesson (**Morning**): Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Yoga & Meditation. **Games (Evening):**	Exercise	AD Sports & Guest Instructors

		Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.		

Module 24: Comprehensive Examination
Module Director: Course Director
Evaluation Method: Written Examination, Total Marks-200

Objectives: Objectives of the module are:

    a. to enhance the creative and analytical ability of the participants;

    b. to identify and assess the conceptual base of the participants.

After accomplishment of all the written examinations of FTC, all participants will be required to appear at a comprehensive written examination (creative & analytical) of two hours duration or as fixed by the authority. For conducting this creative and analytical comprehensive examination, CMT will form a committee comprising the Module Directors concerned to formulate a questionnaire and submit the same to the Evaluation Department one day before the examination is held. Besides that the Evaluation Department of the Centre has to coordinate all others issues necessary for accomplishing this evaluation.

Annexure-3: Detailed Work Plan for Field Attachment

Exploring Own Department/Office

Objective: Inventing own office

Tasks:

- Identify the objectives and functions of the office;
- Identify the work culture in the office;
- Analyze SWOT of the office;
- Identify actual performance of the office;
- Identify gaps between set objectives and actual performances;
- Identify the root causes for the gaps;

Methodology:

- Study and analyze files and documents
- Observation of work culture;
- Discussions with staffs and dignified citizens, stakeholders;
- Consultation with supervisors/senior officials.

Output:

- Prepare detail individual report/inspection report as a participant of the FTC along with an action plan.

Monitoring mechanism:

- Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected supervising officers/ Focal point
- Supervising officer monitor the activities
- Examine/inspect the progress of the assigned works
- Inspect the learning diary of the trainees.

Attachment with BARD/RDA/BRDTI

Objectives:
- To acquaint the trainees with the history, concept and techniques of rural development;
- To make them capable of dealing with the issues of rural development
- To know about the rural poverty and rural economy
- To observe the role of micro-economy in rural development

Task:
- Participants will complete module 3 and the task of Module 4;
- They will visit rural development related institutions;
- Identify the role of cooperative in rural development; and,
- The task that BARD/RDA/BRDTI will assign.

Methodology: Will be set by **BARD/RDA/BRDTI**

Output: Completion of Module 4

BARD/RDA/BRDTI Monitoring:

- Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by concerned CC/Focal point
- Selected CC will stay with participants in BARD/RDA/BRDTI during attachment;

District Attachment

Objective: Understanding activities prevalent in the districts both in public and private sector.

- Know the activities and work culture of all district level offices and a potential cooperative society/any potential firm/NGO etc. of the district (Selected by Deputy Commissioner)

Tasks:

- Identify the objectives and charter of works perform by the organizations
- Identify the gaps
- Indentify the work culture
- Conduct stakeholder analysis.

Methodology:

- Study the objectives and functions of the offices/cooperative society/firm/NGO etc.;
- Study the achievement/performance of the offices/organizations for at least one year (last fiscal year);
- Discuss with concerned dignified citizens, personnel/stakeholders.

Output

- Prepare a group report & presentation to DEC on overall activities of the district both in public and private sector and make a linkage with national plan.

Monitoring:

- ADC/Focal point will coordinate and monitor the activities
- Concerned officer will put remarks in the learning diary at the completion of the task and may report the ADC/Focal point regarding the progress and relevant issues (if any)
- Reports on the activities of week 3rd - 5th will be presented before the committee headed by the Deputy Commissioner (nice to present in front of all district level officers).

Upazila Attachment

Participants will stay at selected Upazila (s) of attached district for two weeks.

Objectives:
- Understanding the Local Government Bodies and receive ideas about difficulties they face;
- Knowing the poor and find out ways to overcome their problems, if possible making linkage with any appropriate programme;
- Know the effectiveness of the Government Social Safety Net Programmes /Study disadvantaged family (poorest of the poor).

Task:
- Visit a Union Parishad/Municipality
- Explore the works and service delivery process of Union Parishad/Municipality
- Identify gaps between set objectives and actual performances;
- Identify the problems and challenges of visited Union Parishad /Municipality.
- Identify activities taken under Social Safety Net Programmes;
- Visit & Identify one or two disadvantaged family (poorest of the poor)
- Identify their social problems;
- Identify effectiveness of the Social Safety Net Programmes;
- Prepare an action plan to solve the problems which are not covered by the Social Safety Net Programmes;
- Attempt to solve some of the problems, if not all.
- Collect data based on the questionnaire prepared at BPATC

Methodology:
- Study/examine the performance of the visited Union Parishad/Municipality;
- Discussion with the Chairman/Mayor/members/councillors of the Union Parishad/Municipality;
- Secondary data collection and analysis;
- Interview family members of the identified disadvantaged family;
- Discussion with the concerned officials, social leaders, academics and local stakeholders.

Output: Prepare a group report on local government after visiting local government institutions (Union Parishad & Municipality) and prepare a presentation in 8th week infront of DEC. Participants will prepare a group research report based on collected data after coming back in BPATC. One group report on SSP & visiting disadvantaged family for submitting to the MD of Module-2

Monitoring:
- ADC/Focal point will monitor and coordinate the tasks

- The UNO/Chief executive of the concerned local government organization will report ADC/Focal point about the progress of the tasks
- Also will put remarks in the learning diary of the participants at the completion of the tasks
- The report will be presented in front of the committee headed by DC and other district level officials in Eight week and,
- The task will be evaluated by the Committee headed by DC.

Own Village Attachment

Objective: To identify the implementation scope of development agenda 'Amar Gram Amar Shahar' declared by the Government of Bangladesh on the March towards Prosperity.

Task:
- To analyze SWOT of the village;
- To identify existing facilities and development initiatives;
- To prepare time-bound development action plan to make the concept a reality

Methodology:

- Study/examine information about the village;
- Exploratory, individual visits, face to face interview, observation.

Monitoring:
- Maintaining Learning Diary examined by concerned CC.

Output:
- Participants will prepare an individual report/assignment/action plan

Exploring Attached District's Potentials

Participants of all sections will go back to the attached district for eighth week activities.

Objective: Knowing the district as a whole and finding out its potentials.

- Discover/ explore economic potentials and Social /cultural /historical importance of the visiting district.

Task:
- Identify the productivity and economic trend of last 10 years;
- Identify the present resources and expected future demand;
- Identify the major two economic products and its potentials;
- Explore the marketing channel of the products and identify the barriers;
- Study the social/cultural/historical importance/branding of the visited district.

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

Output: Participants will be required to prepare an individual report on district potentials that will have to be submitted to the Module Director (M-1).

Monitoring:
- Learning diary will be a compulsory work for the trainee officers and it will be examined/inspected by ADC/respected officers/ Focal point
- Examine/inspect the progress of the assigned works
- Inspect the learning diary of the trainees.
- Also will put remarks in the learning diary of the participants at the completion of the tasks
- The report will be presented in front of the committee headed by DC and other district level officials and,
- The task will be evaluated by the committee headed by DC.

Overall Monitoring Mechanism:

- One Senior Assistant Commissioner will be assigned by DC as a focal point with the responsibility to coordinate.
- Course coordinators will be assigned for specific districts to monitor from the course management.
- The authority may assign faculties both from BPATC & RPATCs for visiting the districts.
- Officers from research section will be assigned to supervise preparing research paper.
- The authority may assign faculty as mentor for a group of 8-10 participants for the whole course and the mentor may be given some responsibilities regarding monitoring and other aspects of training.
- Reports on the activities of attachment (3 reports) may be presented before the committee headed by Deputy Commissioner (nice to present in front of all district level officers).

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

Evaluation Criteria
Group Presentation
- A. Contents: Creative and innovative ideas, relevance, consistence
- B. Presentation style
- C. Questions and answer

Individual Conduct
    A. Discipline
    B. Allegiance
    C. Public relation (dealings with colleagues and clients)
    D. Overall

Individual Assignment
    A. Relevance
    B. Creativity and innovative ideas
    C. Consistence
    D. Quality of analysis
    E. Quality of recommendations and replicability

Evaluation committee will consider the above mentioned criteria and assess performance of the participants.

General Instructions

Learning Diary: Every trainee officer must maintain a learning diary. A format for writing learning diary is attached. Each and every training activity must be written in the learning diary and signed by the trainee and must be authenticated by the concerned monitoring/supervising officer or focal point. After returning to BPATC all participants will have to submit learning diary to MD (M-4). Learning diary will be evaluated out of 10 marks.

Village Study and Research: Know Bangladesh and Disadvantaged Citizen Visit report will be presented at BPATC.

Submission of Reports at BPATC: Reports on activities under various modules must be submitted to concerned module director or designated officer of the CMT of BPATC/ FTC conducting training institutes. Furthermore participants will have to submit the group report that would be presented in front of DEC to MD (M-4) & make a group presentation at BPATC where the participants will be evaluated individually based on their involvement in presentation and question & answer.

Field Attachment Programme Review: The field attachment programme will be reviewed again if necessary, in consultation with the CMTs and concerned authorities of FTC conducting training institutes and BARD, RDA & BRDTI.

Module 01: Bangladesh: History, Society, Culture and Liberation War

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2. রহমান, শেখ মুজিবুর, ২০১৭, *কারাগারের রোজনামচা*, ঢাকা, ইউনিভার্সিটি প্রেস লিমিটেড।

3. হাসিনা, শেখ, ২০১৫, *শেখ মুজিব আমার পিতা*, ঢাকা, আগামী প্রকাশনী।

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8. সব্যসাচী, মিলন (সম্পাদিত), ২০১৭, *বঙ্গবন্ধুর অসাধারণ কীর্তি*, ঢাকা, জনপ্রিয় প্রকাশনী।

9. পাটোয়ারী, ড. মমতাজউদ্দীন এবং ইসলাম, জিএম তরিকুল (সম্পাদিত), ২০০৯, *বঙ্গবন্ধু শেখ মুজিবর রহমান বহুমাত্রিক মূল্যায়ন*, ঢাকা, অনিন্দ্য প্রকাশ।

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11. মাহমুদ, আনু, ২০১৪, *বঙ্গবন্ধু জীবনালেখ্য*, ঢাকা, এশিয়া পাবলিকেশন্স।

12. মামুন, মুনতাসী,২০১৩, *বঙ্গবন্ধু কিভাবে স্বাধীনতা এনেছিলেন*, ঢাকা, মাওলা ব্রাদার্স।

13. ইসলাম, মেজর রফিকুল পিএসসি, ১৯৯৬, *শেখ মুজিব ও স্বাধীনতা সংগ্রাম*, ঢাকা, এঞ্জেল প্রেস এন্ড পাবলিকেশন্স।

14. হমায়ুন, রফিকুজ্জামা, ২০১২, *বঙ্গবন্ধুর জীবন ও কর্ম*, ঢাকা, আহমেদ প্রেস এন্ড পাবলিকেশন্স।

15. জাহাঙ্গীর, ড. মো: শওকত এবং গোস্বামী, ড. অরুণ কুমার (সম্পাদিত), ২০১৬, *একটি পতাকা একটি মানচিত্র একটি নাম বঙ্গবন্ধু*, ঢাকা, সৃজনী।

16. খান, সামসুল আলম এবং মনির, খায়রুল আলম, ২০১৪, *আমাদের জাতির জনক বঙ্গবন্ধু*, ঢাকা, তৃণলতা প্রকাশ।

17. জাহাঙ্গীর, টি এইচ এম (সম্পাদিত), ২০১৭, *দেশরত্ন শেখ হাসিনা*, ঢাকা, বাংলা টাইমস প্রকাশনী।

18. রায়,ভবেশ, ২০১১, *বঙ্গবন্ধুর জীবনকথা*, ঢাকা, অনুপম প্রকাশনী।

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Summary of the Field Attachment Structure (68th FTC)

Weeks	Group A (207)		Group B (207)		Group C (207)		Group D (232)		Group E (233)	
1st Week 9-13 June	Own Office /Department Attachment		Own Office /Department Attachment		Own Office /Department Attachment					
2nd Week 16-20 June	Amar Gram amar Shahar (Village Attachment)		Amar Gram amar Shahar (Village Attachment)		Amar Gram amar Shahar (Village Attachment)					
3rd Week 23-27 June **BPATC In**	BARD/RDA/BRDTI		District Attachment (B1)	Upazila Attachment (B2)	District Attachment (C1)	Upazila Attachment (C2)	District Attachment (D1)	Upazila Attachment (D2)	District Attachment (E1)	Upazila Attachment (E2)
4th Week 30 Jun-4 July	District Attachment (A1)	Upazila Attachment (A2)	BARD/RDA/BRDTI		District Attachment (C1)	Upazila Attachment (C2)	District Attachment (D1)	Upazila Attachment (D2)	District Attachment (E1)	Upazila Attachment (E2)
5th Week 7-11July	District Attachment (A1)	Upazila Attachment (A2)	District Attachment (B1)	Upazila Attachment (B2)	BARD/RDA/BRDTI		Upazila Attachment (D2)	District Attachment (D1)	Upazila Attachment (E2)	District Attachment (E1)
6th Week 14-18 July	Upazila Attachment (A2)	District Attachment (A1)	Upazila Attachment (B2)	District Attachment (B1)	Upazila Attachment (C2)	District Attachment (C1)	BARD/RDA/BRDTI		Upazila Attachment (E2)	District Attachment (E1)
7th Week 21-25 July	Upazila Attachment (A2)	District Attachment (A1)	Upazila Attachment (B2)	District Attachment (B1)	Upazila Attachment (C2)	District Attachment (C1)	Upazila Attachment (D2)	District Attachment (D1)	BARD/RDA/BRDTI	
8th Week 28 July- 01 Aug	District Potentials and Presentation		District Potentials and Presentation		District Potentials and Presentation		District Potentials and Presentation		District Potentials and Presentation	
9th Week 04-08 Aug **Only BPATC**							Own Office /Department Attachment		Own Office /Department Attachment	
10th Week 11-15 Aug **Only BPATC**							Amar Gram amar Shahar (Village Attachment)		Amar Gram amar Shahar (Village Attachment)	