

# BPATC

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

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## 77<sup>th</sup> Foundation Training Course



# FOUNDATION TRAINING COURSE

(20 October 2024 – 17 April 2025)

## Course Curriculum and Brochure



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

# 77<sup>th</sup> Foundation Training Course

(20 October 2024 – 17 April 2025)

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

## COURSE CURRICULUM & BROCHURE



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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 আমার 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 পরশ্রীকাতরতা 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

ACR	Annual Confidential Report
ADC	Additional Deputy Commissioner
APA	Annual Performance Agreement
ATT	Attendance
BAPARD	Bangabandhu Academy for Poverty Alleviation and Rural Development
BARD	Bangladesh Academy for Rural Development
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BPATC	Bangladesh Public Administration Training Centre
BSR	Bangladesh Service Rules
CA	Course Adviser
CC	Course Coordinator
CD	Course Director
CLP	Chars Livelihoods Programme
CMT	Course Management Team
COTA	Civil Officers Training Academy
CRPC	The Code of Criminal Procedure
CT	Class Test
CPC	The Code of Civil Procedure
CVDP	Comprehensive Village Development Programme
DC	Deputy Commissioner
FGD	Focus Group Discussion
FM	Faculty Member
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
GRS	Grievance Redress System
GS	Guest Speaker
HPM	Hon'ble Prime Minister
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
IBAS++	Integrated Budget and Accounting System
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
LDC	Least Developed Countries
LGI	Local Government Institution
MDS	Member Directing Staff
MOPA	Ministry of Public Administration
NIPA	National Institute of Public Administration
NIS	National Integrity Strategy
NNP	Net National Product
OBWE	Open Book Written Examination
PA	Public Administration
PDBF	Palli Daridro Bimochon Foundation
PR	Presentation
PRB	Police Regulation, Bengal
PT	Practical Test
Q&A	Question and Answer
RA	Reading Assignment
RDA	Rural Development Academy
RP	Role Play
RTI	Right to Information
RW	Report Writing
SA	Secretariat Attachment
SAR	Secretariat Attachment Report
SDG	Sustainable Development Goal
SFDF	Small Farmer Development Foundation
SMART	Specific, Measurable, Achievable, Rationale and Time-bound
SPSS	Statistical Package for the Social Sciences
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TA/DA	Travel Allowance/Daily Allowance
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
VAT	Value Added Tax
WE	Written Examination
WS	Workshop

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# Course Curriculum



## 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.

### Goal of FTC:

Transforming newly recruited civil servants into accomplished, competent and committed workforce for national development.

### Course Objectives:

**After completion of FTC, the participants will be able to:**

- Demonstrate the qualities of a competent and ethical civil servant;
- Apply service rules, procedures, and innovative practices for effective office management and service delivery;
- Appraise legal and institutional framework of governance for sustainable national development;
- Develop strong physical, mental, and emotional wellbeing;
- Enhance interpersonal skills in a professional setting; and
- Foster esprit de corps and empathy across the civil service.

### Expected Competencies:

Leadership, Communication, Critical Thinking, Stress Management, Presentation, Decision-making, Team Building, Innovation, Digital Literacy

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# **KEY ASPECTS OF THE FOUNDATION TRAINING COURSE**

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## 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 24 academic modules. Car driving is a non-academic module. Academic modules are clustered into six broad thematic areas such as A) Bangladesh Studies, B) Public Administration, C) Management Studies, D) Development Studies, E) Skill Development, and F) Cross-Cutting Issues which includes Module 25; Contemporary Issues and Module 26; Comprehensive Examination along with evaluation by Course Management Team and Evaluation Department.

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. Course Management Team or the Module Director provides a briefing on the comprehensive examination before they undertake the examination.

The titles of the modules are as follows.

1	Fundamentals of Foundation Training Course	14	Sustainable Development Goals
2	Bangladesh's History & Culture	15	Gender and Human Rights
3	Poverty Alleviation and Rural Development	16	Project Management
4	Village and Community Study	17	Procurement Management
5	District and Upazila Attachment	18	Basics of Social Research
6	Governmental System and Relevant Laws	19	Communicative English
7	Public Administration, Governance and Public Policy	20	English for Professional Purposes
8	Organizational Management and Leadership	21	ICT and Cyber Literacy
9	Service Rules and Legal Issues	22	Book Review and Presentation
10	Office Management and Communications	23	Physical Conditioning and Sports
11	Basics of Economics	24	Car Driving
12	Public Financial Management	25	Contemporary Issues
13	Economic Planning & Development	26	Comprehensive Examination

## Course Activities and Days Allocation

Items	No. of days
<b>Total Days</b>	<b>180</b>
Weekends and Public Holidays	58 (Tentative)
Working Days	122
Attachment Programs	18
Secretariat Attachment	2
Field Trips/Visits	2
<b>On-Campus Activity in BPATC (including Inauguration and Closing: 2 days, Pre-training Activities: 2 days)</b>	<b>100 (Tentative)</b>

## Tentative Schedule of Daily Activities

Time	Activities
05:50-07:05	Physical Exercise*
07:30-08:15	Breakfast*
08:30-09:30	Classroom Session
09:40-10:40	Classroom Session
10:40-11:05	Tea Break
11:05-12:05	Classroom Session
12:15-13:15	Classroom Session
13:15-14:15	Prayer and Lunch
14:15-15:15	Classroom Session/Library Work/Lab. Work/Driving
16:00-17:30	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. This schedule will be adjusted time to time by Sports Section.

## 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, demonstration, etc.

A recap session is held time to time in which 5 (five) participants will present their learning points of the previous week or on provided topic. 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. attachment to rural development institutes (1 week), 2. own village attachment (3 days), 3. District & Upazila attachment (2 weeks), and 4. visit to places of historical and other importance (2 days). 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 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.

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

### **'Rector's Award', Certificate of Excellence and Merit Medal**

Top 20% of the total participants will be awarded Certificate of Excellence. 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 Award'. And, the participants achieving the 2nd and 3rd position will be awarded with Merit Medals.

### **Course Management Team (CMT)**

The Course Management Team (CMT) consists of a course adviser, course director(s), and several course coordinators. The CMT oversees all aspects of the course's operations. The course coordinator (general) manages non-academic matters, including budget, logistics, and participant-related issues. Meanwhile, the course coordinator (programme) handles academic tasks such as class schedules, exam timetables, and other academic activities. Each section of the course is assigned to a specific course coordinator, who serves as the main point of contact for that section.

### **Mandatory Responsibilities of the Participants**

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

- 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; and
- refraining from copying because 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/home. 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**

Participants must follow the prescribed dress code during training. A detailed dress code as approved by National Training Council (NTC) is enclosed (Annexure 1).

### **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 in the dormitory is compulsory. Participants are required to reside in the rooms assigned to them. While in the dormitory, they must dress appropriately. The dormitory gate closes at 10:30 pm, and participants are advised to return before the closure. Leaving BPATC campus without prior permission is considered a violation. Activities such as gambling, card games, drug use, and alcohol consumption are strictly



prohibited. Participants are also forbidden from carrying weapons or sharp objects. Please note that guests are not allowed beyond designated area and should not visit dormitory without CMT's permission.

Any breach of these rules will result in disciplinary action, and might result in expulsion from the course, with the controlling ministry being notified.

## **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.

**MODULE-WISE MARKS DISTRIBUTION**

Module No.	Module Name	Evaluation Method		Marks
		Individual	Group	
Theme A: Bangladesh Studies				
01	Fundamentals of Foundation Training Course	Non-evaluative module		-
02	Bangladesh’s History & Culture	IA (50)	-	50
03	Poverty Alleviation and Rural Development	WE (20) ICA (05)	-	25
04	Village and Community Study	IR (30) IP (20)	-	50
05	District and Upazila Attachment	District: ATT (5) ICA (5)	District: GP (20) BPATC: GR (20)	50
Theme B: Public Administration				
06	Governmental System and Relevant Laws	OBWE (50)	-	50
07	Public Administration, Governance and Public Policy	WE (25)	-	25
Theme C: Management Studies				
08	Organizational Management and Leadership	IA (50)	-	50
09	Service Rules and Legal Issues	OBWE (50)	-	50
10	Office Management and Communications	IE (40) SAR (10)	-	50
11	Basics of Economics	IE (25)	-	25
12	Public Financial Management	WE (25)	-	25
Theme D: Development Studies				
13	Economic Planning & Development	WE (50)	-	50
14	Sustainable Development Goals	-	GE (25)	25
15	Gender and Human Rights	-	GE (25)	25
16	Project Management	-	GE (25)	25
17	Procurement Management	-	GE (25)	25
18	Basics of Social Research	IRP (50)	-	50
Theme E: Skill Development				
19	Communicative English	IE (25)	-	25
20	English for Professional Purposes	IE (25)	-	25
21	ICT and Cyber Literacy	PT (50)	-	50
22	Book Review and Presentation	IR (30) IP (20)	-	50

23	Physical Conditioning and Sports	ATT (10+10) WE (20) ICA (10)	-	50
24	Car Driving	-	-	-
<b>Theme F: Cross-cutting Issue</b>				
25	Contemporary Issues	IR (50)	-	50
26	Comprehensive Examination	WE (50)	-	50
27	Evaluation by the CMT	Overall Conduct & Discipline (25)	-	25
28	Evaluation by Evaluation Department	Attendance (20) Speaker Evaluation (05)	-	25
<b>Total</b>		<b>860</b>	<b>140</b>	<b>1000</b>

**Abbreviations:**

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

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# **DETAILED COURSE CONTENTS**

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## Thematic Area A: Bangladesh Studies

### Module 01: Fundamentals of Foundation Training Course

**Evaluation Method:** Non-evaluative

**Module Objectives:** Participants will be able to:

- understand the content, context and philosophical underpinning of the FTC; and
- orient with roles, responsibilities and commitments of an accomplished civil servant.

**Total Session Hours:** 07

Code	Time	Topic	Method
1.01	01	BPATC and Public Service Capacity Building	L&D
1.02	01	The Philosophy of Foundation Training Course and Civil Service Values	L&D
1.03	02	Etiquette, Manners and Code of Conduct for the Civil Servants	L&D
1.04	01	Importance of Ethics and Values in Civil Service	L&D
1.05	02	Roles and Responsibilities of Different Cadre Services	Group Presentation

### Module 02: Bangladesh's History and Culture

**Evaluation Method:** Individual Assignment (800 words) = 50

**Module Objectives:** The participants will be able to acquaint with:

- The historical and anthropological evolution of Bangladesh and its people;
- The role culture played in the development of national identity; and
- Key turns in our national struggle for independence.

**Total Session Hours:** 08

Code	Time	Topic	Method
2.01	01	Historical Background of Bangladesh and Anthropological Evolution of Bangladeshi People	L&D
2.02	01	Socio-Cultural Heritage of Bangladesh: its Evolution and Impact on National Identity	L&D
2.03	02	The Liberation War and the Emergence of an Independent Nation: Key Events	L&D
2.04	02	National Literature of Bangladesh	L&D
2.05	02	Resources of Bangladesh and Prospect of Tourism	L&D
2.06	2 days	Visit to Places of Historical and Other Importance	Visit

### Module 03: Poverty Alleviation and Rural Development

**Evaluation Method:** Written Examination =20, Individual Conduct Assessment =05

**Module Management:** The module to be conducted during BARD/RDA/BAPARD/BRDTI attachment (05 working days)

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

- Appraise various poverty alleviation approaches by the govt. of Bangladesh; and
- Review the impact of livelihood development initiatives of host organization.

**Total Session Hours:** 12

Code	Time	Topic	Method
3.01	02	Introduction to Rural Development Theory and Issues in Rural Livelihood Development	L&D [BPATC]
3.02	02	Microfinance, Cooperative and Economic Empowerment of Rural Population in Bangladesh	L& Case Discussion [BPATC]
3.03	02	Rural Economy in Bangladesh: Trends, Achievements and Challenges	L&D [Host Org.]
3.04	02	Poverty Reduction and Rural Development Approaches in Bangladesh [Case discussion of different projects e.g. CVDP, SFDF, PDBF, CLP etc.]	L& Case [Host Org.]
3.05	02	Role of Mobile Financial Services (MFS) in Rural Transformation	L& Case Discussion [Host org.]
3.06	02	BARD/RDA/BAPARD/BRDTI: Organizational Vision, Mission, Functions and Role in Rural Development	L&D [Host Org.]
3.07	-	Field Visit to Observe Action Researches/ Development Initiatives/Innovation by Host Organization	Visit

- 
1. Sessions under code 3.01 & 3.02 should be conducted at BPATC before sending the participants to the attachment program. The Evaluation for this module should be conducted by the host organization. To ensure the uniformity among the selected host organizations, BPATC would provide the materials of first two lectures and an instruction for the evaluation.

## Module 04: Village and Community Study

**Evaluation Method:** Individual Report =30, Individual Presentation =20

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

- Observe and analyze prevalent socio-economic condition in rural areas
- Identify the challenges confronted by rural population/communities including education, healthcare, infrastructure and access to resources; and
- Suggest plausible way-out for improving the condition of disadvantaged citizen.

**Total Session Hours:** 05

Code	Time	Topic	Method
4.01	02	Introduction to the Framework of Social Enquiry: Analyzing Rural Context, National and Local Government's Role in Rural Welfare	L&D
4.02	02	Introduction to National Social Security Strategy (NSSS)	L&D
4.03	01	Briefing on Community Development and FGD	L&D
4.04	-	Presentation on Community Development	IP

- The attachment to own village will be for 3 days

## Module 05: District & Upazila Attachment

**Evaluation Method:** Group Report=20 (at BPATC)

Group Presentation=20 (District level)

Attendance =5, Individual Conduct Assessment =5 (District level)

**Module Management:** 1st Phase: District Attachment for 01 Week (07 days)

2nd Phase: Upazila Attachment for 01 week (07 days)

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

- Comprehend the range of functions conducted by field offices of nation-building departments;
- Appraise the coordination role of district and upazila administration;
- Describe various aspects of GO-NGO collaboration at field level; and
- Describe the roles of local government institutions at different levels.



**Week 1: District Attachment**

**Objective:** To learn the roles, responsibilities and work procedures of nation building departments (NBDS) working at district level.

**Week 2: Upazila Attachment**

**Objective:** To interact with both service providers and recipients about service delivery of nation building departments (NBDS) working at Upazila level.

A detailed explanation of activities and instructions has been provided in the 'Guidelines for Field Attachment and Visit' segment.

## Thematic Area B: Public Administration

### Module 06: Governmental System and Relevant Laws

**Evaluation Method:** Open book Written Examination= 50

**Module Objectives:** After the completion of the module, participants will be able to:

- Analyze the structure and functioning of the government of Bangladesh, including the roles and responsibilities of the executive, legislative, and judicial branches;
- Apply constitutional principles and legal provisions effectively in the performance of duties as public servants; and
- Examine essential laws governing public administration, public service ethics, and legal procedures in Bangladesh.

**Total Session Hours:** 16

Code	Time	Topic	Method
6.01	01	Salient Features of Bangladesh Constitution	L&D
6.02	02	Organs of the State (Executive, Legislature & Judiciary) and their Relationship: Bangladesh Context	L&GD
6.03	01	Constitutional Bodies of the State (EC, PSC, C&AG etc.)	L&D
6.04	02	Rules of Business & Allocation of Business	L&GD
6.05	02	Penal Code, CrPC: Selected Reading	L&GD [Pre-reading]
6.06	02	CPC, Evidence Act, PRB: Selected Reading	L&GD [Pre-reading]
6.07	02	Local Government System in Bangladesh: Functions of LGIs, Challenges, Way Forward	L&GD
6.08	02	Interface and Coordination between Public Representatives and Civil Servants	Panel Discussion
6.09	02	Land Management, Land Litigation and Dispute Resolution	L&D, Case

**Module 07: Public Administration, Governance and Public Policy****Evaluation Method:** Written Examination =25**Module Objectives:** After the completion of the module, participants will be able to:

- Enhance awareness of different aspects and changing dynamics of public administration, and governance; and
- Instill sound knowledge about the policy formulation process, policy actors, and policy implementation.

**Total Session Hours:** 23

Code	Time	Topic	Method
7.01	02	Public Administration and Its Paradigm Shifts	L&D
7.02	02	Development Administration: Objectives and Strategies	L&GD
7.03	01	Administrative Reforms in Bangladesh	L&D
7.04	01	Good Governance: Principles and Practices	L& Case Discussion
7.05	02	Public Policy and Policy Making Process	L&GD, Ex.
7.06	02	Challenges of Policy Implementation	L& Case D
7.07	02	Role of Non-state Actors and Institutions in Policy Process	L&D
7.08	02	Business Process Re-engineering for Service Delivery	L&D
7.09	02	Management Improvement and Result Orientation: Total Quality Management (TQM) and Result-based Management (RBM)	L&D, Case Discussion
7.10	03	Social Accountability Tools (NIS, GRS, CC, RTI, APA): Practices in Bangladesh	L&GW
7.11	02	Innovation in Administration and Governance	Workshop
7.12	02	The Whole of Government Approach in the Civil Service of Bangladesh	L&D

## Thematic Area C: Management Studies

### Module 08: Organizational Management and Leadership

**Evaluation Method:** Individual Assignment =50

**Module Objectives:** After the completion of the module, participants will be able to:

- Familiarize with the structure and nature of organization;
- Apply human resources (HR) principles with available resource for maximum productivity; and
- Enhance leadership quality and interpersonal skill for better decision making.

**Total Session Hours:** 13

Code	Time	Topic	Method
8.01	01	Organization: Concepts, Types, Nature and Structure	L&D [Pre-reading]
8.02	02	Basic Principles of HRM and HRD in Organization and Best Practices in Public Sector	L&GE
8.03	02	Leadership Styles and Guide to Effective Leadership	L&GE
8.04	02	Group Dynamics and Team Building	Case Discussion
8.05	01	Decision Making Process in Public Sector	L&D
8.06	01	Motivation: Theories, and Practices in Organization	L&GE
8.07	01	Coordination, Conflict Management and Negotiation in Organization	Case Discussion
8.08	01	Concept of Change Management and Practices in Public Services	L&D [Pre-reading]
8.09	02	Crisis Management	Case Discussion

### Module 09: Service Rules and Legal Issues

**Evaluation Method:** Open Book Written Exam =50

**Module Objectives:** After the completion of the module, participants will be able to:

- Explain relevant service rules and regulations; and
- Apply different acts, rules and regulations appropriately for professional purposes.

**Total Session Hours:** 18

Code	Time	Topic	Method
9.01	01	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
9.02	02	সরকারী চাকুরী আইন, ২০১৮ [including সরকারী কর্মচারী (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯]	L&GD [Pre-reading]

Code	Time	Topic	Method
9.03	02	Bangladesh Service Rules (BSR): Part 1 & Part 2	L&D
9.04	01	General Conditions of Service including Seniority Rules	L&D
9.05	02	The Government Servants (Conduct) Rules, 1979	L&GD
9.06	02+02	The Government Servants (Discipline and Appeal) Rules 2018 Inquiry Procedure and Report Writing (Case study)	L&D GD & Ex.
9.07	01	The Administrative Tribunal Act & Rules, 1980	L&GD
9.08	02	Rules Related to Leave and Joining Time	L, GD&Ex.
9.09	01	The Bangladesh National Flag, Anthem and Emblem Order, 1972 & Rules and Warrant of Precedence	L&GD
9.10	02	Annual Confidential Report (ACR) and Performance Management	L&E

## Module 10: Office Management and Communication

**Evaluation Method:** Individual Exercise =40

Secretariat Attachment Report =10

**Module Objectives:** The participants will be able to orient with:

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

**Total Session Hours:** 16

Code	Time	Topic	Method
10.01	01	Secretariat Instructions, 2024: Overview and Key Features	L&D [Pre-reading]
10.02	02	File Opening, Note Writing, Referencing, Flagging and Register Maintaining	L&GD [Pre-reading]
10.03	01+01	<ul style="list-style-type: none"> <li>• Types of Written Communications, Preparation and Issuance Letters/Orders</li> <li>• Letter Writing Practice</li> </ul>	L& Demo Exercise
10.04	02+01	Meeting Preparation (Notice, Working Paper) and Effective Meeting Conduction	L&D
		Writing Meeting Minutes (including exercise)	Ex.
10.05	01+02	Office Inspection and Report Writing	L & Case
10.06	01	Inter-Ministerial Communication and Protocol	L&D
11.07	02	D-Nothi & Digital Communication	L, GD&Ex.
10.08	02	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার (including exercise)	L&GD/Ex.

Code	Time	Topic	Method
10.09	02 Days	Secretariat Attachment	Visit, Observation

## Module 11: Basics of Economics

**Evaluation Method:** Individual Exercise =25

**Module Objectives:** After the completion of the module, participants will be able to:

- Understand the basic economic concepts and issues; and
- Explain different macroeconomic aspects of Bangladesh Economy.

**Total Session Hours:** 15

Code	Time	Topic	Method
11.01	01	Microeconomics: Concepts and Key Issues	L&D
11.02	01	Macroeconomics: Concepts and Key Issues	L&GD
11.03	02	National Income Accounting and Contribution of Different Sectors in Bangladesh Economy	L& Demo Exercise
11.04	02	Monetary Policy and Fiscal Policy: Dimensions and Implications	L&D
11.05	02	Four Sector Relationships (Interrelation and Implications – Real Sector, Fiscal Sector, Monetary Sector and External Sector)	L&GD, Ex.
11.06	02	Understanding Economic Systems, Market Failure and Government Intervention	L& Case Discussion
11.07	01	Introduction to Capital Market and National Economy	L&D
11.08	02	Understanding Public Goods and Externalities	L, GD&Ex.
11.13	02	Debt Management	L&D

## Module 12: Public Financial Management

**Evaluation Method:** Individual Exercise =25

**Module Objectives:** After the completion of the module, participants will be able to:

- Explain public financial management system in Bangladesh; and
- Apply PFM methods, procedures in office setting.

**Total Session Hours:** 22

Code	Time	Topic	Method
12.01	01	Public Financial Management & Reforms in Bangladesh	L&D
12.02	01	General Financial Rules	L&GD
12.03	01	Treasury Rules	L&D

Code	Time	Topic	Method
12.04	01	Duties and Responsibilities of Drawing and Disbursing Officer	L&D
12.05	02	Budget: Legal Basis, Preparation and MTBF Process	L&GD, Ex.
12.06	02	IBAS++ and Application	L& Demo
12.07	01	Delegation of Financial and Administrative Powers	L&D
12.08	02	Preparation of Pay Bill and Pay Fixation (including exercise)	L, GD& Ex.
12.09	02	TA, DA Rules and Preparation of TA Bills	L&GD/Ex.
12.10	02	Laws and Practice of VAT	L&GD/Ex.
12.11	01	Laws and Practice of Income Tax	L&GD
12.12	02	Preparation of Income Tax Return	L&GD/Ex.
12.14	02	Auditing System in Bangladesh and Disposal Process of Audit Objection	L& Demo
12.15	01	Government Pension Schemes: Calculation of Pension and Gratuity	L&D, Ex.
12.16	01	Employees Welfare (GPF, BF and GI)	L&D



## Thematic Area D: Development Study

### Module 13: Economic Planning & Development

**Evaluation Method:** Written Examination =50

**Module Objectives:** After the completion of the module, participants will be able to:

- Appraise the basic issues in economic development with reference to social, political and economic factors of Bangladesh; and
- Understand the strategies and the process of development plans for national economy.

**Total Session Hours:** 19

Code	Time	Topic	Method
13.01	01	Concept and Issues in Economic Development	L&D
13.02	02	Planning of Economic Development in Bangladesh and Role of Planning Commission	L&GD
13.03	02	Analyzing the Key Socio-Economic Indicators of Bangladesh	L& Ex.
13.04	02	Political Economy of Bangladesh's Development	L&D
13.05	02	Food Security, Agricultural Development and Environment: Challenges and Way Forward	L&GD
13.06	02	Education and Development: Bangladesh Perspective	L&D
13.07	01	Universal Health Coverage and Development: Bangladesh Perspective	L&D
13.08	02	Bangladesh's LDC Graduation: Opportunities and Challenges	L&GD/Ex.
13.09	01	SMEs and Startups for Development	L&D
13.10	02	Trade and Development: Bangladesh and Global Perspectives	L&D
13.11	02	Demographic Dividend: Opportunities & Challenges	L&D

## Module 14: Sustainable Development Goals

**Evaluation Method:** Group Exercise =25

**Module Objectives:** After the completion of the module, participants will be able to:

- Identify the targets and indicators of SDGs and explain their relevance to Bangladesh's national development priorities;
- Facilitate cross-sectoral collaboration to integrate efforts in implementing the SDGs, demonstrating their interconnected nature; and
- Develop the capacity of civil servants to monitor, evaluate, and report on SDG progress, promoting transparency and data-driven decision-making for sustainable national development.

**Total Session Hours:** 8

Code	Time	Topic	Method
14.01	02	Basics of SDGs and its Evolution in the International Development Framework	L&D
14.02	02	Localization of SDGs: Approach, Strategies and Alignment with Local Development Priorities	L&GD
14.03	02	Implementation of SDGs: Case Study on Zero Hunger (Goal 1)/ No Poverty (Goal 2)/ Quality Education (Goal 4)/Clean Energy (Goal 7)/ Innovation (Goal 9)/Sustainable City (Goal 11)/ Climate Change (Goal 13)	Case Discussion
14.04	02	Strengthening Institutions, Promoting Justice, and Building Partnerships for Sustainable Development: Achieving SDG 16 and 17 in Bangladesh	L&GD

## Module 15: Gender and Human Rights

**Evaluation Method:** Group Exercise =25

**Module Objectives:** After the completion of the module, participants will be able to:

- Describe the key concepts in gender studies and human rights discourse; and
- Elaborate on the contribution of women in national development and the challenges.

**Total Session Hours:** 11

Code	Time	Topic	Method
15.01	02	Human Rights, Gender and Social Justice: Key Issues	L&D
15.02	02	Women and Child Rights: National, Regional and International Initiatives	L&GD
15.03	02	Gender-responsive Policies: Bangladesh Perspective	L&D
15.04	02	Improving Human Rights Condition in Bangladesh: Accession to UN Convention on Enforced Disappearance	L&D

Code	Time	Topic	Method
15.05	01	Women Friendly Work Environment: Challenges and Possible Way Forward	L&GD
15.06	02	People with Disability: Rights to Social Inclusion	L&D/ Case Study

## Module 16: Project Management

**Evaluation Method:** Group Exercise =25

**Module Objectives:** After the completion of the module, participants will be able to:

- Describe key concepts in project management;
- Prepare DPP/TAPP using proforma; and
- Apply project monitoring and evaluation techniques.

**Total Session Hours:** 09

Code	Time	Topic	Method
16.01	01	Introduction to Project Management and Project Life Cycle	L&D
16.02	01	Overview of Project Planning and Approval Process in Bangladesh	L&GD
16.03	03	Log Frame, Results Based Management (RBM), and Risk Analysis with real-life Problem Solution	D&E
16.04	01	Feasibility Study of a Project	D&E
16.05	01	Preparation of Development Project Proforma (DPP) and its Relation with MAF & SAF	L&D and Exercise
16.06	01	Preparation of Technical Assistance Project Proforma (TAPP) and its Relation with MAF & SAF	L&D and Exercise
16.07	01	Project Monitoring & Evaluation and Role of IMED	D&E

## Module 17: Procurement Management

**Evaluation Method:** Group Exercise =25

**Module Objective:** After the completion of the module, participants will be able to apply procurement rules for official purposes.

**Total Session Hours:** 10

Code	Time	Topic	Method
17.01	01	Overview on PPA 2006, PPR 2008	L&D
17.02	02	Annual Procurement plan (APP), Steps in Procurement, Technical Specification, Preparation of Tender Document based on STD	L&E
17.03	02	Different Procurement Methods (Goods, Works, and Services)	L&E
17.04	01	RFQ Method	Case Study

Code	Time	Topic	Method
17.05	02	Electronic Government Procurement (E-GP)	L&E
17.06	02	Tender Opening; Tender Evaluation and Contract Signing	L&E

### Module 18: Basics of Social Research

**Evaluation Method:** Individual Research Proposal = 50

**Module Objectives:** After the completion of the module, participants will be able to:

- Describe different aspects of social research and its implications; and
- Apply social research methodology in taking decisions in public sector.

**Total Session Hours:** 21

Code	Time	Topic	Method
18.01	1	Need of Social Research for Professionals in Public Sector	L,D & Vid.
18.02	2	Introduction to Social Research: Problem Statement, Research Question and Objectives	L&D
18.03	2	Literature Review, Referencing & Bibliography	L&D
18.04	2	Sources of Data and Data Collection Methods	L&D
18.05	1	Population, Sample and Sampling	L&D
18.06	1	Writing Research Proposal	L, D & E
18.07	2	Techniques of Preparing Questionnaire	L&E
18.08	1	Data Analysis Technique: Qualitative	L&E
18.09	1	Data Analysis Technique: Quantitative	L&E
18.10	2	Techniques of Data Presentation: Classification, tabulation and use of graphs	L,E & Demo
18.11	1	Research Ethics (Informed Consent, Deception, Confidentiality & Plagiarism)	L&D
18.12	1	Writing Research Report	L&D
18.13	4	Research Data Analysis by using SPSS, Advance Excel & R	Practice

## Thematic Area E

### Skill Development

#### Module 19: Communicative English

**Evaluation Method:** Individual Exercise = 25

**Module Objective:** After the completion of the module, participants will be able to:

- Develop better competencies in listening, speaking, reading and writing skills of English language; and
- Communicate effectively in English for professional purposes.

**Total Session Hours:** 39

Code	Time	Topic	Method
19.01	1	Introduction to Listening	L&D
19.02	1+1+1	Listening Practice	Ex.
19.03	2	Learning Pronunciation using IPA Symbols	L&D
19.04	1	Introduction to Speaking	L&D
19.05	1+1+1	Speaking Practice	Ex.
19.06	1	Introduction to Reading	L&D
19.07	1+1+1	Reading Practice	Ex.
19.08	1	Introduction to Writing	L&E
19.09	1+1+1	Writing Practice	Ex.
19.10	02	Techniques of Presentation and Public Speaking	L&E
19.11	06	Extempore Speech	Ex.
19.12	01	Introduction to Debate: Style & Technique	L&D, Vid.
19.13	12	Debate	Competition

#### Module 20: English for Professional Purposes

**Evaluation Method:** Individual Exercise = 25

**Module Objective:** After the completion of the module, participants will be able to improve communication skills for professional purposes.

**Total Session Hours:** 9

Code	Time	Topic	Method
20.01	02	Error Analysis	L&E
20.02	02	Idiomatic English	L&E
20.03	01	Formal Email Writing	L&E
20.04	02	Mastering Academic Writing	L&E
20.05	02	Situational English	L&E

## Module 21: ICT and Cyber Literacy

**Evaluation Method:** Practical Test = 50

**Module Objective:** After the completion of the module, participants will be able to:

- Appreciate the importance of digital and cyber literacy; and
- Apply ICT and AI for better service delivery

**Total Session Hours:** 18

Code	Time	Topic	Method
21.01	02	Document Preparation using MSWord	L&E
21.02	02	Typing (Bangla & English)	L&E
21.03	01	Presentation Preparation using MS Power Point	L&E
21.04	02	Data & Spreadsheet Analysis using MS Excel	L&E
21.05	02	Basic Hardware and Trouble Shooting	L&E
21.06	01	AI in Governance: Concept, Application & Readiness	L&D
21.07	02	Leveraging ICT for Better Service Delivery: Bangladesh Context	L& Case D.
21.08	02	Cyber Security: Relevant Acts and Issues	L&D
21.09	01	The Age of Social Media and Effective Citizen Engagement	L&GD
21.10	02	Emerging Technologies (AI, IoT, Blockchain, Cloud Computing etc.) and their Implications	L&GD, Vid.
21.11	01	Management Information System (MIS): Usefulness and Practices in Public Sector	L&GD

## Module 22: Book Review & Presentation

**Evaluation Method:** Individual Report =30<sup>2</sup>

Individual Presentation =20<sup>3</sup>

**Module Objective:** After the completion of the module, participants will be able to:

- To develop skills in critically reviewing books & articles; and
- To enhance professional communication & presentation skills.

**Total Session Hours:** 22

Code	Time	Topic	Method
22.01	02	The Art of Reviewing of Books	L&D
22.02	20	Presentation on Review Report	IP

2 Structure and subject matter: 10, Language, writing style and logical sequence: 10, Consistency and relevance: 10, Analysis and command over the topic: 10

3 Presentation skills and ability: 20, Q&A: 10, Time management: 5

4 Total Hours will be subject to the number of the participants.

## Module 23: Physical Conditioning and Sports

**Evaluation Method:** Attendance=20; Individual Conduct Assessment=10; Written Examination=20

**Module Objective:** After the completion of the module, participants will be able to:

- Learn the keys to staying physically and mentally healthy; and
- Manage stress and improve their quality of life.

**Total Session Hours:** 07

Code	Time	Topic	Method
23.01	01	Sedentary Lifestyle and Its Effects	L&D
23.02	01	Work-life Balance, Stress Relief and Wellness	L&D
23.03	01	Impact of Physical Activity on Health & Well-being	L&D
23.04	01	Sports Injuries and its Prevention	L&D
23.05	01	Nutrition & Physical Fitness	L&D
23.06	01	Occupational Pain, its Management and Rehabilitation	L&D
23.07	01	Mental Health and Psychological Wellbeing	L&D
23.08	-	Morning PT: Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Meditation Afternoon Game: Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.	Exercise

## Module 24: Car Driving

**Evaluation Method:** Individual Examination conducted by BRTA

**Module Objective:** After the completion of the module, participants will be able to:

- Learn how to drive light vehicles;
- Understand minor faults of engine and fix the problems; and
- Obtain driving license by qualifying the driving test.

**Total Session Hours:** 05

Code	Time	Topic	Method
24.01	01	Introduction to Vehicles	L&D
24.02	01	Briefing on Traffic Rules and Road Signals	L&D
24.03	01	Overview on Vehicle Maintenance	L&D
24.04	01	Fitness Testing and Troubleshooting	L&Demo
24.05	01	Overview of the Road Transport Act, 2018	L&D
-	-	Driving Practice	Practice



## Thematic Area F: Cross-Cutting Issues

### Module 25: Contemporary Issues<sup>5</sup>

**Evaluation Method:** Individual Report =50

**Module Objective:** After the completion of the module, participants will be able to:

- Understand and analyze the present-day issues and mega trends; and
- Appreciate the implications of these issues in local and global context.

**Total Session Hours:** 26

Code	Time	Topic	Method
25.01	02	4 <sup>th</sup> Industrial Revolution and Its Implications for Developing Countries	L&D
25.02	02	State Capability and the Quality of Governance	L&D
25.03	02	Public-Private Partnership: Models, Benefits and Risks	L&D
25.04	02	Overseas Employment, Remittance and National Economic Progress: Opportunities and Challenges	L&D
25.05	02	Rohingya Crisis and the Geopolitics of South-East Asia	L&D
25.06	02	Climate Change, Adaptation & Climate Risk Mitigation: Bangladesh and Global Perspective	L&D
25.07	02	Waste Management in Bangladesh: Environmental Challenges and Way Forward	L&D
25.08	02	Energy Security and the Quest for Green Energy	L&D
25.09	02	GO-NGO Relationship for National Progress	L&D
25.10	02	Foreign Policy in the 21st Century: Bangladesh Perspective	L&D
25.11	02	Dealing with Print & Electronic Media: Understanding the Dynamics	L&D
25.12	02	Blue Economy and the Prospect of Economic Gain for Bangladesh	L&D
25.13	02	Combating Corruption: Challenges and Strategies	L&D

<sup>5</sup> 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 26: Comprehensive Examination

**Evaluation Method:** Written Examination=50

**Module Objective:** To provide the participants with the opportunities to reproduce the acquired knowledge and insights of the participants regarding the core values of FTC in the way to bring Inclusiveness, responsiveness, priority-based decision innovation, team spirit, etc.

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.

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## **GUIDELINES FOR FIELD ATTACHMENTS AND VISITS**

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## Module 03: Poverty Alleviation and Rural Development

### Purpose:

As part of professional development, participants will be attached for a week to a renowned rural development academy which has a significant role in the country's poverty alleviation and rural development initiatives. During attachment, participants will gain insights into both the theoretical and practical aspects of rural development, livelihood improvement, and poverty alleviation efforts. This attachment is designed to provide them with a comprehensive understanding of rural development initiatives and strategies, some of these implemented by host organizations. This attachment program is a valuable opportunity to bridge theoretical knowledge with real-world practice, equipping you with the skills and insights needed for impactful contributions in the field of rural development.

### Key Activities:

- Academic Sessions: Interactive sessions on the principles and practices of rural development, poverty alleviation, impact of livelihood programs.
- Field Visits: Visits to rural communities to observe ongoing development programs and interact with local beneficiaries, implementation of action researches by host organization.

### Guidance for Participants:

- Be prepared to actively participate in both classroom discussions and field activities.
- Pay close attention to the strategies and interventions used in rural development programs.
- Focus on the practical implications of rural development policies, and think critically about how these can be enhanced or adapted for broader impact.
- Maintain a respectful and professional demeanor when interacting with local communities and host organizations. Your conduct will be assessed by the management team of the host organization, and this evaluation will contribute to your overall assessment, potentially affecting your performance.
- Participants will take a written examination organized by the host organization. The scores received will be included in the final evaluation.

### 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.

### Attachment Schedule:

The CMT will determine a suitable time for the attachment programme and will provide proper notification.

## Module 04: Village and Community Study

### Purpose:

This module aims to provide trainees with a practical understanding of the socio-economic realities in rural areas. Through direct engagement with rural communities, trainees will observe and analyze existing conditions and challenges faced by the rural population. The focus will be on critical issues such as education, healthcare, infrastructure, and access to resources. Additionally, trainees will propose solutions to improve the situation of disadvantaged citizens, particularly those impacted by poverty and lack of services. This hands-on experience will help participants apply theoretical knowledge to real-world scenarios, enhancing their understanding of rural development challenges and potential solutions.

### Activities Involved:

#### *1. Introduction to the Framework of Social Enquiry:*

- Understanding and analyzing the rural context.
- Exploring the roles of national and local governments in rural welfare.
- Learning about Social Safety Net Schemes provided by the government of Bangladesh.

#### *2. Village Attachment:*

- Each trainee will be assigned to their own village/community for a period of three days.
- Trainees will conduct Field Visits to observe rural life and existing conditions.
- Focus Group Discussions (FGDs) with community members will be organized to gather insights on key challenges.
- Data Collection: Information on education, healthcare, infrastructure, and access to resources will be gathered through surveys, interviews, and discussions.

#### *3. Report Writing:*

- After the field visit, trainees will compile their findings in a detailed report.
- The report should analyze the challenges faced by the rural population and provide actionable recommendations for improvement.
- One copy of the report should be submitted to the local administration (UNO) and the final copy should be submitted to the Module Director.
- 

### Guidance for Trainees:

- Be respectful and open-minded during interactions with community members. Listen carefully to their perspectives and experiences.
- Ensure ethical data collection by obtaining consent from participants before conducting interviews or surveys.
- Pay special attention to marginalized groups within the community, including women, children, the elderly, and those living in poverty.
- Focus on understanding the broader socio-economic context and how government

- policies and programs are affecting rural communities.
- Your report should be well-structured, with clear sections on the current situation, challenges, and suggested improvements.
- The goal is to not only observe but also critically think about how rural development policies can be more effective in uplifting disadvantaged citizens.

**Monitoring:**

Maintaining learning diary, which will be examined by the concerned course coordinator.

**Attachment Schedule:**

The CMT will determine a suitable time for the attachment programme and will provide proper notification.

## **Module 05: District and Upazila Attachment**

**Purpose:**

In this module, a series of activities will be conducted, and multiple reports or assignments need to be garnered. To ensure that participants are fully aware of their roles and responsibilities, this note outlines the list of tasks, methodologies, evaluation procedures, and expected outcomes at various levels. The attachment will consist of three main segments over the two-week period. It will begin with visits at the district level, followed by visits at the upazila level. During both the district and upazila attachments, participants will assess the district's potential by exploring different areas and reviewing secondary materials. Although the district and upazila visits share similar approaches, they differ in scope, which is why a common methodology has been proposed for carrying out the tasks.

**1st Phase: District Attachment for 01 week****Activities at the District Level:**

- The groups will be supervised by the Deputy Commissioner (DC) or an Additional Deputy Commissioner on DC's behalf. Upon arrival, participants will meet with the DC or the designated ADC and will adhere to their guidance.
- Throughout the attachment, participants will be introduced to various nation-building departments (NBDs) to gain an understanding of their functions, interactions with other offices, operational procedures, and their role in the nation-building process;
- Observing and gaining insight into the functions and role of the District Development Coordination Committee (DDCC). The objective is to understand how coordination between various departments and offices at the district level is maintained, and how consensus is achieved.
- Examining and understanding the relationship between government and NGOs, cooperative societies and private sector organizations. Additionally, exploring the impact of the functions of these organizations on society and local communities.
- Scrutinizing the efficacies of different social accountability tools in improving

public service delivery at district level.

- Ideally, 10 participants will be assigned to a district outside their own division. At district, the cohort will be divided into smaller groups (2 to 4 participants in each group) during the attachment. Each group will visit two offices per day from Monday to Wednesday and record their learnings daily in the Learning Diary.

## **2nd Phase: Upazila Attachment for 1 Week**

### **Activities at the Upazila Level:**

- Following phase 01, participants will be assigned to various upazilas within the same district by the Deputy Commissioner (DC). Preferably, the groups formed during the district attachment will remain together in one upazila.
- Participants will preferably stay at the attached upazila for the entire duration of the attachment under the supervision of the respective Upazila Nirbahi Officer (UNO).
- During the attachment, participants will observe the service delivery processes by different government offices. They are also encouraged to engage with the relevant service recipients to gain practical, real-life insights into the challenges faced by stakeholders.
- Participants will also identify potential resources within the upazila, explore innovations in public service delivery, and assess development opportunities.
- Participants will minutely keep notes of their learning and will prepare a group report.
- Evaluation:
- Each group will prepare a group report and will present their findings to the District Evaluation Committee (DEC) on the final day of the second phase of their attachment.
- The District Evaluation Committee (DEC) will evaluate each participant's punctuality, discipline, and behavior, assigning a score out of 10 that will be included in the final results.
- On return, the participants will submit a group report to the module director. This report should be analytical and well-articulated. It should highlight participants' own reflection on the attachment at district and upazila levels vis-à-vis national development policies and strategies.
- Note for the Deputy Commissioner/Focal Point:
- The Deputy Commissioner will assess each participant individually based on their discipline, behavior, punctuality, and attitude, assigning 5 marks for this evaluation (Individual Conduct Assessment). Additionally, participants will receive 5 marks for their attendance in all activities during the attachment, which will also be evaluated by the district administration (Individual Attendance).
- The District Evaluation Committee (DEC) will evaluate the participants presenting on their learning during district and upazila attachment. The DEC will evaluate as stipulated in the evaluation guideline for this module. The total marks for the assessment of group presentation is 20.
- The designated ADC will compile the scores and send them to the Course Director in a sealed envelope within 07 (seven) working days following the completion of the attachment.

**DEC formed by order of the Ministry of Public Administration**

01	Deputy Commissioner	Chairperson
02	Superintendent of Police/Representative	Member
03	Deputy Director (Agriculture)	Member
04	District Livestock Officer	Member
05	District Fisheries Officer	Member
06	ADC (General/Education)	Member-Secretary

**Monitoring:**

- Maintaining learning diary, which will be examined by the concerned course coordinator.
- Faculty members may physically visit the participants to oversee the attachment programme.

**Attachment Schedule:**

- The CMT will determine a suitable time for the attachment programme and will provide proper notification.

**Module 10: Office Management and Communication****Guidelines on the Secretariat Attachment****Purpose:**

To meet the module objectives, participants will have the chance to visit different ministries and divisions situated at the Bangladesh Secretariat. The purpose of this attachment is to enable participants understand the functions of the ministries and divisions in practice. As these entities are involved in policy-making, participants will gain insights into the dynamics of government's overarching functions. Furthermore, they will have the chance to meet in person the key policy makers, senior bureaucrats and may observe them practically working on policy decision making. This engagement is hoped to enhance the confidence and outlook of the young civil servants.

To ensure a smooth visit, the Course Management Team (CMT), in partnership with the Ministry of Public Administration, will organize participants into groups and assign them to various ministries and divisions. The attachment will take place over two consecutive working days.

**Monitoring:**

- Maintaining learning diary, which will be examined by the concerned course coordinator.
- Faculty members will accompany the participants during the visit to the Secretariat.

**Attachment Schedule:**

- The CMT will determine a suitable time for the attachment programme and will provide proper notification.





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# **RESEARCH PROPOSAL WRITING POLICY**

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# Research Proposal Writing Policy

## Foundation Training Course

### Module 18: Basics of Social Research

#### Guidelines on individual research proposal writing, Full marks-50

As part of the evaluation under the Module 18, each participant will write a research proposal of 1000-1200 words on a topic of his/her own choice. These brief guidelines aim to direct the participants to a successful accomplishment of their research proposal writing assignment.

**Topics for research proposal:** Each participant should choose a topic for research proposal that falls within the broader purview of the public administration, governance, and development issues of Bangladesh. It will be a social science research proposal.

**Paper Structure:** a) Each proposal 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 assignment will have the general look of a research proposal. It will:

#### ***1. 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.

#### ***2. INTRODUCTION***

The introduction will give a big picture of the topic. It will have a few paragraphs addressing different issues. The first paragraph will present an overview of the issue (the background of the topic proposed for an investigation). The second paragraph will describe what is not known about the issue through scientific research—knowledge gap/research gap (problem statement). The final paragraph will set objectives for the proposed study, followed by the rationale for the study.

#### ***3. LITERATURE REVIEW***

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

#### ***4. METHODOLOGY***

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

#### ***5. REFERENCE***

The proposal 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 proposal 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. Heading 1: (i) Heading one will be UPPERCASE, Bold and left-aligned. (ii) It will have 2 line spaces above and below.
5. 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.
6. 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.
7. 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.
8. 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 proposals 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.*



# Course Brochure

## Bangladesh Public Administration Training Centre

### Rector



**Sayeed Mahbub Khan**  
Rector (Secretary)  
BPATC  
rector@bpatc.gov.bd

## Course Management Team, 77<sup>th</sup> FTC

### Course Adviser



**Md. Shaheenur Rahman**  
Member Directing Staff  
01777380925  
mailshaheenur@gmail.com

### Course Directors

Academic



**Dr. Chitralkha Nazneen**  
Director  
01734270988  
cnazneen1@gmail.com

General



**Hasan Murtaza Masum**  
Director  
01686900243  
hmurtaza@gmail.com

### Course Coordinators

General



**Ms. Alina Aktar**  
Deputy Director  
01712877676  
alinaaktarbc30@gmail.com

Program



**Md. Nazim Uddin**  
Assistant Director  
01760651812  
nazimuddin519@gmail.com

### Course Coordinators



**Abdullah Al Mamun**  
Deputy Director  
01719403292  
mamun162@yahoo.com



**Mohammad Mamun**  
Senior Research Officer  
01912146407  
mamun235@gmail.com



**Shamim Adnan**  
Deputy Director  
01843056582  
shamimadnan.bpatc@gmail.com



**Md. Masud Ahmed**  
Deputy Director  
01719159760  
mahmedbpatc@gmail.com



**Mohammad Altab Hossain**  
Assistant Programmer  
01717316623  
altafunic@gmail.com



**Ms. Tanzina Akther**  
Assistant Director  
01553571149  
tanzina.bpatc@gmail.com



**Ms. Samiana Sultana**  
Evaluation Officer  
01715382977  
samianasultana@yahoo.com



**A. M. Shahrior Alam**  
Assistant Director  
01531982181  
shahanshahrior@gmail.com



**Md. Shahadat Hossine**  
Research Officer  
01742991299  
shahadat.duir@gmail.com



**Md. Abdullah Al Mamun**  
Evaluation Officer  
01951347661  
mamun613@gmail.com



**Ms. Maimuna Bintay Masud**  
Assistant Director  
01521254803  
maimuna.econdu@gmail.com



**Razib Kumar Dhali**  
Assistant Director (Sports)  
01515661943  
rajibdhali0@gmail.com



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## **BPATC AT A GLANCE**

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## BPATC at a Glance

### 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 and development visions of Bangladesh, 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 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. To take care of the computer section and IT related services there are a System Analyst, a Programmer, and four Assistant Programmers. The total manpower of BPATC is about 650 of which Grade-9 officers are-120, Grade-10-22, Support Staff belonging to Grade 11-16 -235 and 17-20 -272. 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 twenty-member Board chaired by a Minister nominated by the Honorable President of the state. 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 Centre 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.

## 6.3 Publication

The Centre publishes a number of journals and periodicals in Bangla and English, including Bangladesh Journal of Public Administration (BJPA), Bangladesh Lok-Prashashon Potrika (BLPP), BPATC Newsletter, Training Calendar, Annual Report etc. A publication committee headed by the Rector of the Centre guides the publications of the Centre.

## 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.

## 8.0 Facilities of BPATC

### Dormitory

The Foundation Training Course is a fully residential programme. FTC participants mandatorily stay in the dormitory. 75th FTC participants will be staying at the newly built 15-storey dorm. At the dorm, the participants will enjoy various amenities including free wi-fi, room attendants (6:1 ratio), computer lab, laundry, 24/7 electricity, AC, Day-care centre for kids etc. The participants must not cross floor demarcated for male and female officers. Moreover, trainees must make their entry into the dorm no later than 10:30 pm in the evening. After that time, the entry points of the dorm will be closed. In case of emergency, participants may contact with the dormitory supervisors. The following supervisors are in charge of different floors of the new dorm:

- (1) Floor 2-4 (for female participants): Ms. Ormita Islam, Ph. 01817621625
- (2) Floor 5-6 (for female participants): Shraboni Shabnam, Ph. 01754376106
- (3) Floor 7-10 (for male participants): Mir Mohammad Farhadul Islam, Ph. 01716377144
- (4) Floor 11-15 (for male participants): Md. Aminur Rahman, Ph. 01716610525

### Class Room

In BPATC, classes are conducted at various facilities of the Centre, namely at Academic Building, ITC, Multipurpose Hall, Lecture Theatre etc. All these classrooms are well equipped with state-of-the-art facilities, such as multipurpose board, multimedia display, wi-fi, sound system and so on. All these classrooms are under CC camera monitoring. A classroom attendant stands by when the sessions go on to facilitate with the training aids and to extend technical support.

### Academic Building

Academic building is the three-storeyed facility adjacent to the Library. The building houses FTC Office, Guest Room, Course Director's Office, classrooms, multipurpose language lab etc.

**Lecture Theatre**

There are two newly renovated lecture theatres- lecture halls with seats in tiers- having seating capacity for 50 persons each. These spacious and well-equipped halls are great indoor facility for immersive learning experience. Lecture theatres are located near to the rose garden of BPATC.

**Main Auditorium and Mini-Auditorium**

The main auditorium of BPATC is a newly refurbished facility for large gathering. Usually the inaugural and closing ceremonies, mess and guest nights and other programmes take place in this commodious hall where 500 plus participants can sit at a time. It houses a spacious elevated stage with cutting-edge acoustic and lighting system. At the ground floor of ITC Building the so called mini-auditorium is located. This hall has an elevated podium and is used for various formal programmes. It has a seating capacity of 100 people.

**Cadence Hall**

Located at the 9th floor of ITC Building, Cadence Hall is a multipurpose room which is used for classroom sessions, seminar, workshop and other formal programmes. It can accommodate 200 plus participants at a time.

**International Training Complex (ITC)**

ICT Building is a key premise of the Centre. This busy joint houses Rector's Secretariat, office blocks, conference room, classroom facilities, IT lab, cafeteria, kitchen, dining hall, mini auditorium, dormitory and so on. It also has an architectural atrium called 'Vision Garden'- a sky-lit court space where socialization events take place.

**Multi-Purpose Building (MPB)**

MPB is one of the oldest structures on BPATC Campus and a popular haunt by the participants. This three-storeyed building is a one-stop spot for different services. A branch of Sonali Bank Ltd., ATM booth, post office, laundry, convenience shops, tea stalls are housed in this facility.

**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. A Civil Service Museum is under development at the ground floor of the library building.

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 is the key person to provide further information about library.

### **Dining/Cafeteria**

Assistant Director (Dormitory) supervises activities of the cafeteria. Participants must follow table manners.

### **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 one language lab 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. The starting time is scheduled to be changed with the time of sunrise.



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.

Deputy Directors (sports) along with Assistant Directors (Sports) coordinate this programme with the active and intensive involvement of male and female instructors.

### **Swimming Pool**

Learning swimming is compulsory with the sole aim of life-saving for those who do not know how to swim. The training session will be arranged as per the schedule of the course. It is optional for the participants.

### **Medical Facility**

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), two physiotherapists, two dentists, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advice from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

**Contact number of the Doctors:**

Name	Designation	Cell No.	Timing
Dr. Bilkis Laila	Medical Officer	01711073636	Roaster Duty
Dr. Shamima Akter	Medical Officer	01711001084	
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	
Dr. Mohammad Abdul-lah Al Faruk	Medical Officer (Dental Unit)	01674601110	
Dr. Rinat Fowjia Chandni	Medical Officer (Dental Unit)	01688904123	

**Emergency Number for Medical Purpose: 01723966111**

**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 Support**

BPATC has a fleet of vehicles for official purposes. The Centre also provides conveyance support to participants. An on-payment pick-and-drop service is arranged on weekends for participants to commute from and to BPATC. The usual routes are (i) BPATC to Manik Mia Avenue via Gabtoli-Asadgate and (ii) BPATC to Uttara Airport Railway Station via Ashulia-Abdullapur. However, the route may change according to the decision of CMT. Vehicle support for food and grocery shopping is also provided on requisition by CMT. As mentioned earlier, emergency medical transport is provided as or when needed.

**Shafina Day-care Centre for Children**

The Centre is well considerate of the needs of participants with child and has necessary arrangement so that the female officers with babies can carry on their training with ease of mind. The old female dormitory used to house 'Shafina Daycare Centre for Children.' However, this facility has been relocated to the 15-storey newly built dormitory. Children aged between 1-5 years can enjoy the daytime care by experienced and trained caregivers. This service is free of cost. Participants or their personal attendants can use the facility for preparing food for babies and preserve them in refrigerators. Babies can also play around in a safe and well decorated environment.

**BPATC Mosque**

BPATC has a spacious, architecturally soothing mosque overlooking the lake and hillocks. Around 1000 people can say their prayer at a time. The prayer service is administered by a full-time Imam. Practicing Muslim participants join the prayers five times a day. Moreover, special supplications are arranged as part of observance of some national days. Participants are always welcome to the mosque to join the supplication programmes. While visiting the mosque, participants should follow the prescribed dress code.

**Recreation and Leisure**

Participants enjoy leisure and have recreational activities while on campus. The new dormitory has TV and common rooms. They can avail of the indoor gym facilities at dorm and indoor games hall. At the end of every month, FTC participants led by Cultural Committee organize cultural programme called Mess Night. They also organize cultural programme on occasion of various national/international days celebration. Towards the end of the Course, participants are invited to 'Guest Night' where they can join the cultural programme and dinner with their spouses.

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# **STANDARD CONDUCT AND BEHAVIOUR FOR PARTICIPANTS**

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## Standard Conduct and Behaviour for Participants

### Ensure all kinds of discipline as per Training Evaluation Policy (Amended 2024)

- The centre expects the participants to behave like mature individuals. The Participant does not burn up in anxiety.
- Participant neither resents authority nor does he/she become overbearing when he/she is in a position of power.
- In short, mature persons are balanced people who are an asset to any organization.
- Creativity that improves all human endeavor like a spark will be encouraged so that participants can contribute creatively to all activities and raise the standard of the course.
- A participant/An officer is expected to excel and constantly strive towards setting higher benchmarks.

#### 01. Expectations from the Participants.

- **Discipline:** Discipline is the topmost important core value of BPATC. It is non-negotiable. As a civil servant, a strict code of conduct and norms of behaviour bind each of us. It is expected from the participant to follow the code of conduct and demonstrate the highest standard of discipline in the service as well as personal life.
- **Behaviour:** BPATC expects the highest standard of behaviour and decorum befitting for an officer from each of the participant. BPATC expects that participant will be courteous and well-mannered towards each other, with academic staffs and with the faculty-members. Participants must ensure that their behaviour towards participants of the opposite gender is beyond criticism.
- **Punctuality:** It is expected that participant will reach the venue or reporting point of any scheduled event (academic or otherwise), ten minutes ahead of time and will be seated in allotted chair at least five minutes before of the event.
- **Participation:** A training course is a two-way traffic. What the participant will extract that will depend a good deal on what they put into it. The Course Management Team would like them to participate fully in all the activities that make-up the Course. BPATC would be happy to know of bottlenecks, if any, or where they see a possibility for further improvement. When participants participate in classroom discussions we expect you to be polite and considerate to all others present.
- **Attire:** BPATC expects participant to be appropriately attired for every occasion. The details about what constitutes proper attire is given at Annex--1.

#### 02. General Conduct.

- Discipline is the topmost important core value of BPATC. It is non-negotiable. As a civil servant, a strict code of conduct and norms of behaviour bind each of us. It is expected from the participant to follow the code of conduct and demonstrate the highest standard of discipline in the service as well as personal life.

- The entire range of activities at the Centre, including co-curricular and extra-curricular activities, are integral parts of the course and the participants are required to take an active part in all of them. All activities, behaviours and movements of participants are subjects to daily monitoring as well as evaluation.
- Residing in the Campus is compulsory; spouses, friends or relatives of the participants will not be permitted to stay on Campus under any circumstances. Violation of this will be considered an act of indiscipline and misconduct.
- Participants should not play loud music in their rooms or speak loudly in lounges or the corridors.
- While walking in the corridors, all participants must walk following right track. Walking in corridors in a haphazard way is to be taken as misconduct. Gossiping in corridors or any walk-way or run-way making a ring is strictly prohibited.
- Keeping or consuming alcoholic drinks is not permitted in the campus. Inebriated conduct will invite expulsion from the course and action under Conduct Rules.
- BPATC is declared as smoking free zone; so, smoking is strictly prohibited in the campus.
- Participants are not permitted to keep private vehicles in the BPATC Campus.
- Practicing mutual respect is part of our core values. Showing or attempting any event of disrespect to any fellow-participant, colleague, faculty-member, senior-junior, employees of the Centre is considered as misconduct.
- Redress of grievances, if any, should be sought within the Centre. Any issue of grievances related to individual or group must be reported to concern course coordinator first. A direct representation to the higher authority, without going through the proper channel will be considered as the violation proper channel.
- Carrying and showing personal firearms (if any) are strictly prohibited in BPATC campus.
- Carrying and using mobile phone other than dormitory area is strictly prohibited.

### **03. Standard behavior in classroom**

- Showing mutual respect is the part of our core values. The participant must practice the norms of mutual respect- respect to others opinion, respect to any innovative idea, respect to any disagreement are the part of mutual respect. The participants are advised to stand up and remain stand up at the entry and exit of the resource person to and fro the class room.
- Participants will be assigned specific seats in the respective lecture halls. Each participant is expected to occupy only the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement.
- The Centre encourages freedom of expression and diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. Politeness in discussions is a hallmark of an officer. You are expected to listen carefully to the views of others and raise your hand to be called upon by the session-conducting officer, before making any points of your own.

- Punctuality and decorum is to be maintained for all sessions /event academic or non academic. Participants should enter the classroom and take their allotted seats 5 minutes prior to the time designated for the commencement of the lecture.
- Attendance will be noted according to the seating arrangement. Participants will not be allowed to enter through front door after the doors have been closed. During the session time, participants are directed to use (if there is an obvious reason) back door during the session time. Taking any sorts of food (including chewing gum and chocolate) and drink in class room is strictly prohibited.
- Participants are expected to be attentive and conduct themselves with due regard for the feelings of the lecturer and fellow Officer Trainees.
- Questions addressed to faculty members / guest speakers should be clear, precise and polite. Participant will stand up when asking any question.
- Participants must remember that guest faculty is invited by the Centre. As such, they are honoured guests; and their dignity should be upheld under any circumstances. Talking or whispering or making side-talking during a lecture not only disturbs the speakers but other participants also.
- Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class. The posture adopted while sitting in the classroom is extremely important.
- Participant sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. This is considered extremely impolite and uncivilized.
- While applauding guest speakers, thumping on the table should not be done as this is not becoming of a civil servant. One should clap with hands only.
- When a lecturer leaves classes, participants are expected to remain standing after the lecture concludes till the speaker leaves the class.

No	Activities/Procedures/Standard	Responsibility
01	Ensure participants presence in class room at least 5 minutes before of the session commencement	For all participants
02	Monitor the participants in the class-room during the session time by the CMT.	For all participants
03	Monitor the activities of Manager of the Day (Keeping time, offering vote of thanks) by CMT	Manager of the Day
04	Ask Manager of the Day/Any other participant for offering vote of thanks in English 10 minutes before the class finish.	Manager of the Day
05	Ensure the submission of the session/speaker evaluation through online at the last session of the day	For all participants
06	Monitor speaker's evaluation by a concerned Evaluation Officer and CC (Prog)	Concerned Evaluation Officer

**04. Standard Behaviour for Physical Training and Sports Activities**

- Participants must wear the specified dress in morning PT and sports session in afternoon.
- Not wearing specified dress is considered as violation of discipline and matter of negative marking; repetition of same behavior can be treated as misconduct.
- Timely attendance in PT and Sports Session is very important. Late attendance in those sessions is considered as an offence.
- Active participation in PT and sports activities is a part of evaluation. So, maintaining proper dress code, participating actively in game and sports activities, taking all the sports and PT professionally are some important criteria for evaluation.
- Participants must not engage them in unauthorized conversation or side talk while morning PT and walk is going on. They should follow all the instruction of physical instructor attentively and act accordingly.

**05. General behavior****Identity Cards**

- Participants are issued identity cards for the duration of the course they attend. This identity card has to be carried by the participant at all times within the campus.
- ID cards must be clipped on to shirts, pullovers, jackets or sharees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess, on all formal occasions in the Centre.

**Leave & Absence**

- All course activities, including classes, P.T., sports, attachment, study tour and extra-curricular activities are made compulsory for all participants and all of those activities constitute official duty for the participating officers. No participant shall absent himself/herself from any of these activities.
- Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the course. In case of very serious and exceptional reasons, application for leave entertained under provisions of the Evaluation Policy 2013.
- Participants are required to stay on Campus during the entire duration of the Course. No Officer Trainee shall leave even the Municipal limits of Savar without obtaining prior written permission from the course authorities, even on holidays or weekends.

**Penalties**

- We are confident of full participation by the Trainees in all activities of the course. Any absence without explicit permission would be treated as "unauthorized absence from official duty" and will be dealt with as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, or under the Rules relating to Conduct and Discipline under the provisions of Evaluation Policy (Amended 2024) or both. We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.



- At any point of time during the course, if any trainee indulges in any act of misconduct or indiscipline, the course authorities may release him/her from the course without serving any notice and in case of such event a report to the controlling Ministry will be sent to that effect.

### **Informal Meetings with Faculty**

- The participants are not allowed, in general, to meet any faculty member in their office rooms or residences.
- If it is obvious to meet any faculty member, the participant must request him through Course Management Team and CMT will make arrange the meeting in course office. Kindly be punctual on such engagements. In the event of your not being able to keep up the engagement, concerned Participant must express regrets to the Faculty member. Not turning up on a fixed engagement without any intimation to the host would be construed as an act of indiscipline.

### **Behaviour during Guest Lectures**

- Participants must ensure that the participants never leave the class till the guest speaker leaves. Courtesy demands that The Participant rises from his chairs at the end of the session and wait till the Guest Speaker leaves the room.
- While the centre encourage the Participants to ask questions to the Guest Speakers, The Participant should be careful in framing your questions and be polite and dignified in interaction. Participants should remember that they are the guests of the Centre and have to be given due respect and regard. They also have the highest expectations from you.

### **Conduct in Dormitory**

- Without any exceptional case, all participants must not enter into the dormitory after 10:30 pm. Staying outside of the dormitory after 10:30 pm is to be considered as an indisciplinary event.
- Participants must wear decent and gentleman dress while they are in dormitory. Wearing shorts, longi, short hosiery is not allowed in dormitory.
- Participants are expected to behave decently in the dormitories at all times. Shouting, loud music, noisy parties/revelry must be avoided as it is a source of inconvenience and nuisance to others. Keeping or consuming alcohol or alcoholic drinks or narcotics in the hostels is prohibited.
- Participants may kindly note that in the interests of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a fine.
- Water is a scarce resource. Participants are expected to ensure that taps are properly closed, whenever they leave the room. Violation of this norm will attract a fine as well.
- Apart from penalties mentioned above, any damage to Government property resulting from negligence will be recovered from your salary.
- Other than the specified behavior mentioned above, BPATC has formulated an exhaustive list of “Dos and Don’ts” (Annexure-2) to be followed strictly by the participants.

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# **ANNEXURES**

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## বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

www.bpatc.gov.bd

## প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মভ, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে ব্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যাটের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে ব্লেজার; ৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হাক্কা ল্যাভেভার, কপার ব্রাউন, সি থ্রিন]; ২। ব্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। সুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শার্টস, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/ অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যান্ডেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যান্ডেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রযোজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।

**Bangladesh Public Administration Training Centre**

Savar, Dhaka  
(www.bpatc.gov.bd)

**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 talk 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 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. Maintain discipline while visiting the library.
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 verbal 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"

**Bangladesh Public Administration Training Centre**

Savar, Dhaka

**List of Module Directors**

<b>Module No.</b>	<b>Title of the Module</b>	<b>Name of the Module Directors</b>
01	Fundamentals of Foundation Training Course	Dr. Md. Morshed Alom, Deputy Director
02	Bangladesh's History and Culture	Mr. Md. Atikuzzaman, Director
03	Poverty Alleviation and Rural Development	Mr. Md. Moin Uddin, Director
04	Village and Community Study	Mr. ANM Sajidul Ahsan, Deputy Director
05	District & Upazila Attachment	Mir. Md. Taufiqul Islam, Deputy Director
06	Governmental System and Relevant Laws	Mr. K. M Abdul Kader, Director
07	Public Administration, Governance and Public Policy	Mr. Md. Sharif Hasan, Director
08	Organizational Management and Leadership	Dr. Mehedi Masud, Director
09	Service Rules and Legal Issues	Mr. S. M. Mehedi Hasan, Director
10	Office Management and Communication	Mr. Md. Motaher Hossain, Deputy Director
11	Basics of Economics	Dr. Rokeya Fahmida, Director
12	Public Financial Management	Mr. Mostak Ahmed, Director
13	Economic Planning & Development	Mst. Tahmina Akter, Deputy Director
14	Sustainable Development Goals	Mr. Shamim Hosen, Deputy Director
15	Gender and Human Rights	Dr. M. Arifur Rahman, Director
16	Project Management	Dr. Md. Moshir Rahman, Deputy Director
17	Procurement Management	Mr. Mohammad Rafiqul Islam, Director
18	Basics of Social Research	Ms. Afia Rahman Mukta, Senior Research Officer
19	Communicative English	Mr. Abu Jafor Ripon, Director
20	English for Professional Purposes	Ms. Silvia Snigdha, Deputy Director
21	ICT and Cyber Literacy	Dr. Mohammad Ziaul Islam, System Analyst
22	Book Review & Presentation	Mr. Md. Mamun-or-Rashid, Librarian
23	Physical Conditioning and Sports	Ms. Farjana Afrose, Deputy Director
24	Car Driving	Course Management Team
25	Contemporary Issues	Dr. Mohammad Rezaul Karim, Deputy Director
26	Comprehensive Examination	Dr. Md. Zohurul Islam, Director

