

**THIRTY SECOND ADVANCED COURSE ON
ADMINISTRATION AND DEVELOPMENT
JANUARY 31 - APRIL 15, 1999**

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

TABLE OF CONTENTS

	<u>Subject</u>	<u>Page</u>
1.	Introduction	1
2.	BPATC and Its Role	1
3.	Objectives	2
4.	Course Duration	2
5.	Course Requirements	3
6.	Training Methodology	4
7.	Evaluation	5
8.	Library and Study	6
9.	Residential Requirements	7
10.	Food Arrangement	7
11.	Physical Exercise and Sports	7
12.	Mosque	7
13.	Clinic	7
14.	Film Show	7
15.	Course Contents (Annexure-A)	8
16.	List of Participants (Annexure-B)	20
17.	List of In-house Resource Persons (Annexure-C)	21
18.	Important Telephone Numbers (Annexure-D)	22

1.0 Introduction

1.1 Development administration demands building of a new professionalism by today's civil servants at all levels. Development, both as a goal and as an action programme, has passed through a number of orientations, strategies and methodologies. The goals of development and the means of attaining it, however, remain elusive and the search for an agreed paradigm still continues. The entire process of development administration necessitates acquisition of a set of new skills and internalisation of a cluster of new values in tune with the needs of democratic administration, market economy and globalisation. All these will help in building administrative capability which is in short supply in the developing countries including Bangladesh.

1.2 The role of mid-level administrators in formulating and executing development policy is well-recognised. As they are drawn from diverse disciplines, the need to give them well-knit knowledge and understanding in various dimensions of development and identifying means of accomplishing goals of development is deemed essential. Apart from training sessions, a forum is necessary to exchange individual knowledge and experiences acquired by them on development issues. In the face of this reality the 31st Advanced Course on Administration and Development (ACAD) has been designed to provide the mid-level administrators up to date knowledge on administration and development. This course provides opportunity for free discussion among the participants, where innovative strategies, insights and initiatives would evolve from sharing ideas, views, perceptions and experiences.

2.0 BPATC and Its Role

2.1 The Government of Bangladesh has been showing keen interest in the development of the potential of the officials at all levels. Government's concern for more intensified and integrated training for public servants has been reflected in the creation of the Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka by merging the former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and the Staff Training Institute (STI). Foundation stone of the Centre was laid in December, 1981 and the Centre began functioning from April 28, 1984 as an autonomous body with a Rector as its Head.

2.2 The Centre consists of 5 divisions viz (i) Programmes and Studies, (ii) Management and Public Administration, (iii) Development and Economics, (iv) Research and Consultancy, and (v) Project. Each division is headed by a Member Directing Staff, who is an officer with the status of joint secretary to the Government. The divisions are further sub-divided into departments and sections which are staffed by Directors and other support employees.

2.3 The BPATC has been playing a leading role in the field of training in public administration and allied fields and has inherited a rich legacy of administrative training experience in the country. This mid-level course has been especially designed to develop overall efficiency of the Deputy Secretaries to the Government and of their equivalents.

3.0 Objectives

3.1 The objectives of the Course are to -

- a) enable the participants to conceptualise the theories and principles of Development Administration;
- b) enable them to acquire the techniques of negotiation and organisation development (OD) so that they can interact effectively with their domestic and foreign counterparts and operate successfully as a team with the members of other services;
- c) enhance skills in Project Planning and Implementation;
- d) acquaint them with the fundamental issues of economic development, the procedures of public budgeting and financial options;
- e) sharpen their analytical abilities and prepare them to shoulder higher responsibilities of policy formulation;
- f) develop the vision of the participants to build capacity of the poor through Local Government and Rural Development Approaches,
- g) acquaint them with Computer-based Information System through hands-on experiences and
- h) brushup their English language skill through the TOFFL procedure.

3.2 The main theme of the 32rd ACAD course will be '**Reform in Public Administration**'.

4.0 Course Duration

4.1 The duration of the course is 75 days. Distribution of the course activities is as follows :

Total days available	:	75 days
Weekly and Public Holidays	:	17 days
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Total available working days	:	58 days.

Distribution of Working Days

I)	Registration, Opening, Briefing, Pre-test	1 day
II)	Lecture Sessions	32 days
III)	Practice Sessions	6 days
IV)	Data Collection for Seminar	1 days
V)	Seminar Paper Presentation	4 days
VI)	Syndicate Work (report writing & presentation)	2 days
VII)	Case study	3 days
VIII)	Internal Study Tour (including report writing)	5 day
IX)	Written Examination & Practical Test	3 days
X)	Closing & Written/Oral Evaluation	<u>1 day</u>
		58 days

4.2 The course consists of 20 modules to be administered in the form of lectures, seminars, role play, case studies, syndicate works, extension lectures, panel discussion, film show exercise and study tours. Six regular business sessions of 60 minutes will be conducted on each working day with a twenty- minute tea-break. Most of the extension lectures will be held in the evening sessions. Course Contents are enclosed in Annexure-A.

5.0 Course Requirements

All participants are expected to complete the course successfully. For successful completion, the following conditions must be fulfilled by every participant. They are required to:

- stay in the dormitory room allotted to him/her at the BPATC campus;
- be punctual in attending all activities prescribed for the course;
- attend at least **95%** of the sessions as per schedule;
- prepare/undertake field visits, seminar paper and report writing and perform other tasks assigned by the course management;
- secure a minimum **50%** marks in each module/paper as mentioned in paragraph 8.3. If any participant secures less than **50%** marks in any of these items, he or she will be deemed to have failed in the course. An unsuccessful participant will get maximum two chances to re-appear in the subjects(s) so failed. On each such occasion, he or she will be required to stay at the Centre for seven days.
- wear formal dresses during academic sessions and official functions; follow table manners during formal lunch and dinners.

6.0 Training Methodology

6.1 Various training methods like lecture, practical exercise, seminar, role play, case study, syndicate work, field visit, film show and reading assignment will be employed. Elaborate discussions on these are as follows :

6.1.1 Lecture/Discussion

Despite certain limitations the lecture method is extensively used in this course. However, the course administration believes that this method of instruction can significantly be improved by active participation of the attending members. In each session speakers will encourage the participants to take part in the discussions. At least one-fourth time of a session will be devoted to such discussion.

6.1.2 Seminar Paper

Each participant will be given a seminar topic in tune with the course theme. Participants are required to address specific recommendations and to show categorically the ways and steps how to implement those recommendations. He will be allowed reasonable time to prepare the report.

The author will be required to present the paper in a formal session to be attended, among others, by a resource person from outside the Centre, along with a member of the in-house faculty. They will assess the quality of the seminar paper and its presentation separately in a prescribed evaluation sheet. The seminar papers of extraordinary quality will be published in the BPATC Journal.

6.1.3 Study Tour & Field Visit

In-country study tours will be organized to expose the participants to the real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate their theoretical knowledge with the socio-economic realities of Bangladesh. Besides it will provide a practical idea to relate their theoretical knowledge with the field situation.

6.1.4 Syndicate Work

This is a group activity requiring maximum interaction among group members for the accomplishment of a syndicate task. Each syndicate may consist of 6-10 participants. A participant is responsible individually and jointly for the quality of the report. Each syndicate will present its report before the other syndicates in a plenary session.

6.1.5 Role Play

Role play method will be employed to enable the participants to reinforce their learning on particular subjects like negotiation/conference techniques and to prepare them in such way that they can apply their knowledge and skills in real life situations .

6.1.6 Case Study

Case study method will be used to diversify the methodology of instruction in this course and to reinforce the learning of the participant. The administration of cases will be module-specific

6.1.7 Table Manners and Dress Code

Participants must wear formal dresses in academic sessions, official functions and other formal activities. During sports and physical exercise they must also wear the dress meant for games. Table manners and other dining norms must also be rigorously observed.

6.1.8 Reading Assignments/Library Consultation

Participants are required to study extensively in the library on an assigned subject matter.

7.0 Evaluation

7.1 BPATC has been pursuing a unique method of participant evaluation. In this system, each participant will get opportunity to evaluate his or her fellow participants on certain subjects to be determined by the course management. Fifty percent marks on such subject/papers will be allotted for them. Moreover, the participants will evaluate each speaker conducting a session, course management and other aspects of the Centre. On the basis of their feedback, curriculum of the next course will be redesigned.

7.2 Marks allotted for each subject/module are as follows :

SL.No.	Subject	Marks
i.	Major Syndicate Report	100
ii.	Written Examination/Syndicate / case study	550
iii.	Seminar Paper Writing and Presentation	150
iv.	Study Tour Report (Internal)	50
v.	PCP Preparation	50
vi.	PP Preparation	50
vii.	Computer Test	50
viii.	TOEFL Test	50
ix.	Attendance	50
x.	Sports and Physical Exercise	50
xi.	Table Manners and Dress	50
xii.	Course Adviser's Evaluation	100
Total		1300

7.3 The National Training Policy for the public officials requires all participants in a training course to be graded on their performance and a report is forwarded to the concerned administrative Ministry/Division for maintenance in the officers' dossiers. All assessments will be based on quantitative evaluations to be graded in the following way:

<u>Percentage of marks</u>	<u>Grading</u>
91 and above	AA (outstanding)
80-90	A + (very good)
70-79	A (good)
60-69	B + (high average)
50-59	B (average)

8.0 Library and Study

BPATC has a modern library with a very rich collection of books, journals/periodicals and documents. About 83,000 (eighty three thousand) books, about 250 kinds of local and foreign journals/periodicals and magazines are kept in the library. The participants are expected to spend a substantial amount of time in the library and are encouraged to borrow books within the library formalities. The library remains open from 8 a.m. to 10 p.m. on all working days and 4 p.m. to 6 p.m. on weekly holidays.

9.0 Residential Requirements

This is a live-in training course and as part of the course requirements all participants have to stay in the dormitory. This is a fast-moving intensive course and therefore the pressure is so heavy that one has always to run against the time and spend the evening or even the leisure hours in reading, interacting, drafting, preparing for seminar and other related activities.

10.0 Food Arrangement

The participants will take their breakfast, lunch, evening tea, and dinner at the specified dining place of the Centre managed by a 'Mess Committee'.

11.0 Physical Exercise and Sports

Physical exercise and sports have been made compulsory for all. One hundred marks have been allotted for this purpose. The Centre will provide the participants with facilities for physical exercise, sports and games both indoor and outdoor. During P.T. and games participants must use normal sports wearings and shoes.

12.0 Mosque

There is a beautiful mosque in the Centre's premises. No separate arrangement for prayer or Namaz is made available in the dormitory. Timing of different waqt of Namaz is adjusted as per seasonal rotations. A standard chart showing the timing of Namaz is maintained in the mosque.

13.0 Clinic

The Centre maintains a clinic with reasonable medical facilities. The clinic remains open from 9:00 a.m. to 5:00 p.m. on all working days. Participants are entitled to get free medical care and prescriptions in this clinic. In case any prescribed medicines are not available, those have to be purchased by the participants themselves.

14.0 Film Show

Training related films will be shown to the participants at the class-room. Some of the recreational films may be exhibited at the dormitory's TV room.

COURSE CONTENTS

A. PUBLIC ADMINISTRATION

Module-1 : Governmental System & Administrative Reforms
Module-in-charge : Md. Sikander Ali Mondal

Evaluation : Syndicate

Objectives : To acquaint participants with the governmental system, Constitution of Bangladesh, laws, rules and regulations of the state, changing role of the government and administrative reform

Topic No.	Topic Title	Speaker	Training Method
PA1.1	Bangladesh Constitution : Salient Features with special reference to the public servants	GS/Faculty	Lecture & discussion
PA 1.2	The Parliament and the Parliamentary Procedures	GS	-Do-
PA 1.3	The Rules of Business : Salient Features	GS/Faculty	-Do-
PA 1.4	Changing Role of the government and New Ideas in the Public Sector : New Public Management, Total Quality Governance Reinventing Government	Rizwan	-Do-
PA 1.5	Productivity Improvement in the Public Sector : Concept, Techniques and Measurement	Rizwan	Lecture, discussion and group report
PA 1.6	Redefining Accountability to Citizens : Citizen as a customer, customer's charter, customer consultation	Rizwan /Nahid	Lecture and Syndicate
PA 1.7	Review of the existing procedures of file disposal	Mondal	Lecture Discussion
PA 1.8	Regional and Local Administrative Reforms Efforts : Reforms in Malaysia, Singapore, Nepal and India (a) Review of the recent reform reports in Bangladesh	Mondal /Rizwan	Reading assignment syndicate

Module-2 : Negotiation and Conference Techniques
Module-in-charge : Syed Naquib Muslim

Evaluation: Exercise/Role play

- Objectives :(i) To enable the participants to conceptualize the techniques, tools and attitudes necessary for successful negotiation, and
(ii) To let them apply the skills of negotiation in the real life situation aimed at achieving targeted individual and institutional benefit.

Topic No	Topic Title	Speaker
PA 2.1	Negotiation : Basic Concepts and Issues	GS
PA 2.2	Successful Negotiation : SWOT and Listening Skills	Naquib
PA 2.3	Qualities and Skills of an Effective Negotiator	Naquib
PA 2.4	Techniques of Preventing Potential Conflicts	GS
PA 2.5	Conference Techniques-1	GS
PA 2.6	Conference Techniques-2	GS
PA 2.7	Cases of Negotiation	GS
PA 2.8	Role Play on Negotiation Three Sessions	GS/Rizwan

Module-3 : Organisation Development (OD)

Module-in-charge : Md. Shirajul Islam

Evaluation : Syndicate

Objectives : To enable the participants to update themselves with the concepts and tools of organisation development.

Topic No	Topic Title	Speaker
PA 3.1	Organisation Development : Concepts and Tools	Naquib
PA 3.2	Motivation	Shiraj
PA 3.3	Motivation (Exercise)	Kanka
PA 3.4	Teamwork in Administration	Naquib
PA 3.5	Teamwork (Exercise)	Ayesha/Naquib/Kanka
PA 3.6	Leadership Behaviour in Organisations	Ayesha
PA 3.7	Coordination : Concepts and Mechanisms	Shiraj
PA 3.8	Syndicate/Cases on Coordination	Shiraj
PA 3.9	Syndicate/Cases on Coordination	Shiraj

Module-4 : Total Quality Management in the Public Sector

Module-in-charge : Syed Shamsul Alam

Evaluation : Exercise

Objectives : To enable the participants to get familiarised with the concepts and tools of Total Quality Management.

Topic No.	Topic Title	Speaker
PA 4.1	The Concept of Total Quality Management(TQM)	S. Alam
PA 4.2	Principles of application of TQM in Public Sector	Mondal/Alam
PA 4.3	ISO Techniques for TQM	Mondal
PA 4.4	Management Methods of TQM	GS
PA 4.5	Analytical Methods of TQM	GS
PA 4.6	Idea Generation Methods of TQM	GS
PA 4.7	Exercise	Kanka

Module-5 : Local Government and Rural Development
Module in-Charge : A.K.M Musa

Evaluation : Report writing

Objectives : To help the participants acquaint themselves with the evolution, problems and prospects of the local government system and the grass root level planning and development issues in Bangladesh.

Topic No.	Topic Title	Speaker
PA 5.1	Evolution of the Local Government in Bangladesh and Local Government Acts	GS
PA 5.2	Local Government at Union Level with reference to Gram Sarker	Tofazzel
PA 5.3	Local Government at Thana and District Level : Future Directions	Tofazzel
PA 5.4	An Overview of Urban Local Government	GS
PA 5.5	Government Policies and Programmes in Rural Development	GS
PA 5.6	Important Land Laws of Bangladesh	Mondal

Module-6 : Project Preparation
Module-in-charge : Kazi Hasan Imam

Evaluation : PCP and PP Preparation(Group-wise exercise)

Objectives : To develop participants' practical skill and knowledge in preparing development projects.

Topic No.	Topic Title	Speaker
PA 6.1	Project Concept Paper and Its Preparation	Hasan Monjur
PA 6.2	Exercise on PCP preparation	Hasan
PA 6.3	Exercise on PCP preparation	Hasan
PA 6.4	Exercise on PCP preparation	Hasan
PA 6.5	PCP Presentation	Obaidur /Hasan
PA 6.6	Project Proforma (PP): Classification and Format	Obaidur /GS
PA 6.7	Preparation of Project Proforma (PP)	Hasan
PA 6.8	Project Preparation: Practical Exercise	Hasan
PA 6.9	Project Preparation: Practical Exercise	Hasan /GS
PA 6.10	Project Preparation: Practical Exercise	Hasan /GS
PA 6.11	PP Presentation	Obaidur/ Hasan

Module - 7 : Project Appraisal and Implementation
Module-in-charge: Md. Monjurul Hoque

Evaluation : Practice

Objectives : To develop participants skill in designing and implementing projects.

Topic No.	Topic Title	Speaker
PA 7.1	Quantitative Techniques of Project Appraisal-1	Obaidur/ Monjor
PA 7.2	Quantitative Techniques of Project Appraisal-2	Obaidur/ Monjor
PA 7.3	Exercise on Project Appraisal	Obaidur / Monjor
PA 7.4	EIA in Project Appraisal	Hasan
PA 7.5	Environmental Impact Assessment	Monjur
PA 7.6	Environmental Impact Assessment	Monjur
PA 7.7	Techniques of Project Inclusion in ADP: Role of Programming Division in PC	GS
PA 7.8	Project Implementation in Bangladesh A Review of Experiences	GS
PA7.9	Field Visit	Course Management

Module-8 : Governmental Budgeting
Module-in-charge: Md. Hasibur Rahman

Evaluation : Written Examination

Objectives : To develop participants knowledge and skills on different issues of public budgeting.

Topic No.	Topic Title	Speaker
PA 8.1	Governmental Budgeting (Revenue): Preparation , Analysis and Monitoring	Hasibur
PA 8.2	Governmental Budgeting (Development): Preparation, Analysis and Monitoring	Hasibur
PA 8.3	Stages of Fund Release Procedures (ADP)	GS
PA 8.4	Audit System in Bangladesh	GS
PA 8.5	Reforms in Budgeting and Expenditure Control (RIBEC)	GS

B. DEVELOPMENT ECONOMICS

Module - 9 : Development Economics
Module-in-charge: Dr. Mir Obaidur Rahman

Evaluation : Written Examination

Objectives : To orientated participants with concepts of market economy, transition, process, role of public sector in market economy, analysis of macro variables for policy formulation and review of important reports on development issues of Bangladesh economy

Topic No.	Topic Title	Speaker
DE 9.1	Market Economy: Concept and Issues	Obaidur
DE 9.2	Market Economy: Analysis of Transition	Obaidur
DE 9.3	Reinventing Government for Economic Revitalization	GS
DE 9.4	Macro Variables: Tools of Policy Analysis	Obaidur
DE 9.5	Resources for Investment: Fundamentals of Capital Market	GS
DE 9.6	Privatisation concept and commitment in Bangladesh	Tofazzel
DE 9.7	Bangladesh : An Agenda for Action Current Status (Panel Discussion)	Faculty and GS
DE 9.8	Bangladesh : An Agenda for Action Current Status (Panel Discussion)	Faculty and GS

Module -10 : Globalization and Bangladesh Perspective
Module-in-charge: Md. Tofazzel Hossain

Evaluation : Report writing

Objectives: To provide theoretical understanding as well as help hone practical issues of Globalization and related topics such as international monetary system, regional cooperation, structural adjustment and debt crisis.

Topic No.	Topic Title	Speaker
DE 10.1	Globalization : Concepts and Issues	Tofazzel
DE 10.2	Impact of Globalization on Trade : WTO and UNCTAD	GS
DE 10.3	Evolution of International Monetary System	Obaidur
DE 10.4	World Bank and Bangladesh Economy	GS
DE 10.5	IMF and Bangladesh Economy	Obaidur
DE 10.6	Regional Cooperation and Development [SAPTA, D-8 and BISTEC]	GS
DE 10.7	Structural Adjustment in Bangladesh	Obaidur
DE 10.8	International Debt Crisis	Obaidur

Module-11 : Children and Women Development
Module-in-charge: Ayesha Azim

Evaluation : Report writing

Objectives : To orientated the participants with the local and global environment of woman and child development, rights of women and children and child and labour problems in Bangladesh.

Topic No.	Topic Title	Speaker
DE 11.1	Women in Development : Local and Global Perspective	Ayesha
DE 11.2	Convention on the Rights of the Child (CRC)	Kanka
DE 11.3	Social Mobilization for Children and Women Development	Kanka
DE 11.4	An Overview of Child Labour in Bangladesh	GS
DE 11.5	Violence Against Women : Bangladesh Context (1993-98) Panel Discussion	

**Module-12 : Development Planning and Poverty Alleviation :
Concepts and Approaches**

Module-in-charge : Banik Gour Sundar

Evaluation : Syndicate

Objectives : To provide participants with the theoretical and practical ideas on development planning, poverty concept, role of micro credit and GO and NGOs role in poverty alleviation.

Topic No.	Topic Title	Speaker
DE 12.1	Macro Framework of Economic Planning	Obaidur
DE 12.2	Poverty: Concepts, Dimensions and Issues	Banik
DE 12.3	Capacity Building of the Poor : Bangladesh Context	GS
DE 12.4	Poverty Alleviation : GO and NGO Approaches	GS
DE 12.5	Micro-Credit: A Tool of Poverty Alleviation	A Huq
DE 12.6	Plan for the Development of the Poor: (NGO Experiences)	Field Visit (one day)

Module-13 : Environment, Sustainable Development and Disaster Management

Module-in-charge : Mr. Mahfuzul Haque

Evaluation : Syndicate

Objectives : To acquaint participants with different issues of sustainable development, environment and Disaster Management.

Topic No.	Topic	Speaker
DE 13.1	Sustainable Development : Concepts and Issues	GS
DE 13.2	Environment and Development : Global Perspectives	Hassain
DE 13.3	Environmental Management : Bangladesh Perspectives	Hassain
DE 13.4	Natural Disaster: Concepts, Types and Background	S. Alam
DE 13.5	Overview of Disaster Management : Disaster Management Cycle	GS
DE 13.6	Disaster Preparedness : Contingency Plan	GS
DE 13.7	Risk and Vulnerability Analysis of Disasters	GS
DE 13.8	Mitigation Analysis	GS
DE 13.9	Community based approaches and public awareness for Disaster Reduction	GS
DE 13.10	Disaster Management in Bangladesh	GS

Module-14 : Computer Training**Module-in-charge : Rizwan Khair****Evaluation : Typing and Operation Test**

Objectives : To allow the participants to have hands-on experience about how to use computers as a tool of Word Processing.

Sessions on	No of Sessions	Mode of delivery
CT 14.1	Introduction to Computers	Theory
CT 14.2	Operating System : Windows 95	Theory and Practice
CT 14.3-22	Typing Tutor	Practice (Compulsory)
CT 14.23-32	MS Word	Theory and Practice
CT 14.33-38	Word Processing : MS Excel	Theory and Practice
CT 14.39-44	Other Applications : MS Power Point	Theory and Practice
CT 14.45	Test	Test

(Number of sessions on the respective topics may vary)

Module-15 : Re-inventing the govt. system
Module in Charge : Md. Altaf Hossain

Evaluation : Discussion

Objectives : To help the participants to be more effective, efficient & accountable in discharging his responsibilities.

Topic No.	Topic Title	Speaker
15.1	Managing own work: planning own work, assigning work priorities, meeting deadlines	GS
15.2	Managing resources : forecasting requirements, priorities and allocating resources, monitoring, accounting for and reporting on usage	GS
15.3	Managing work process : planning, controlling and monitoring systems and procedures	GS
15.4	Interviewing	GS
15.5	Providing career management advice	GS
15.6	Dealing with breaches of discipline	GS
15.7	Gender awareness, sexual harassment and cultural diversity	GS
15.8	Performance management	GS
15.9	Forecasting, planning, controlling and monitoring expenditure.	GS
15.10	Cash and business accounting principles.	GS
15.11	Setting standards	GS
15.12	Performance measurement	GS
15.13	Monitoring, controlling and reporting outcomes	GS
15.14	Customer/supplier principles ; the citizen as 'customer'	GS
15.15	Customer consultation/ Market research	GS
15.16	Customer charters	GS
15.17	Management complaints/dissatisfaction	GS
15.18	Productivity improvement techniques	GS
15.19	Problem solving and innovation	GS
15.20	Introducing new work processes	GS
15.21	Contracting out	GS
15.22	Civil Service Ethics	GS
15.23	Managing the Political- Civil Service Interface	GS
15.24	Analytical techniques (SWOT, PEST, stakeholder analysis etc)	GS
15.25	Business planning	GS

Module - 16 :TOEFL**Module in Charge : Syed Naquib Muslim****Evaluation : TOEFL Test**

Objectives : To help the participants improve their communicative skill in English.

English Language Programme : TOEFL

Module-17 : Seminar Paper Preparation and Presentation Naquib

Module-18 : Study Tour Course
Adviser/
Director/
Coordinators

Module-19 : Physical Exercise & Games Mashiur

Module- 20 : Extension Lectures and Panel Discussions

Module In-charge : Md. Altaf Hossain

Objectives : To help participants interact with distinguished intelligentsia of Bangladesh on the important national issues.

Topic No.	Topic Title	Speaker
EL 20.1	Education Policy in Bangladesh	GS/FM
EL 20.2	Industrial Policy in Bangladesh	GS/FM
EL 20.3	Trade Policies (National & International)	GS/FM
EL 20.4	Energy policy including Electricity Generation and Distribution in Private Sector	GS/FM
EL 20.5	Sports & Cultural policy in Bangladesh	GS/FM
EL 20.6	Health Policy in Bangladesh	GS/FM
EL 20.7	Floods in Bangladesh ;and Water Management	GS/FM
EL 20.8	El Ninu/La Ninu and the Impact : Regionalization of Disaster	GS/FM
EL 20.9	Vision 2020	GS/FM

ANNEXURE-B

LIST OF PARTICIPANTS

Sl.No	Name of Participants	Designation	Office Address
1.	Mr. Md. Abdul Haque	Cultural Adviser	Ministry of Cultural Affairs
2.	Mr. A.F.M Motiur Rahman	Deputy Secretary	M/o Health & Family Welfare
3.	Mr. Md. Ayub	Deputy Secretary	Ministry of Home
4.	Mr. Md. Habibur Rahman	Additional CMM	Dhaka
5.	Mr. Mohammad Abdul Hai	Deputy Secretary	Ministry of Trade
6.	Mr. Md. Gias Uddin Ahmad	Project Director	Ideal Village Project Dhaka
7.	Mr. Md. Abdul Mazid	Deputy Secretary	Ministry of Trade
8.	Mr. Dewan Delwar Hossain	Additional Controller	PS F & S Directorate
9.	Mr. Biswa Pati Barua	Deputy Secretary	M/o Civil Aviation & Tourism
10.	Mr. A.K.M Monirul Islam	CMM	Chittagong
11.	Mr. Md. Jahir Uddin	Director	Dept of Non- Formal Education
12.	Mr. Ashraf Uddin Ahamed	Deputy Secretary	M/o. Finance
13.	Mr. Md. Abul Basar Zoardar	Director	National Savings Bureau
14.	Mr. A.K.M Jabbar Faruk	Deputy Secretary (OSD)	M/o. Establishment
15.	Mr. Md. Arif Hossain	Executive Director	Bangladesh Shipping Corporation, Chittagong
16.	Mr. Md. Abdul Quddus	Deputy Secretary	M/o Health & Family Welfare
17.	Mr. NM Poniuddin Haider	Director	National Book Centre
18.	Mr. Shakhawat Hossain	DLRC	Land Appeal Board
19.	Mr. Md. Harun- or- Rashid	Deputy Secretary	M/o Health & Family Welfare
20.	Mr. Dewan Afsar Uddin	Deputy Secretary	Ministry of Trade
21.	Mr. Mohammad Ali Akand	PS to Education Minister	Ministry of Education
22.	Mr. Delwar Hossain	Deputy Secretary	Ministry of Education
23.	Mr. A.F.M Monzurul Alam	C.E.O.	Local Govt. Council, Rangamati
24.	Mr. Md. Fazlul Haque	Deputy Secretary	Ministry of Industry
25.	Mr. Md. Emdadul Haque	Deputy Secretary	Cabinet Division
26.	Mr. S D Fayez	Addl. Chief Signal Engineer	Railway Division
27.	Mr. A S M Sarwar Uddin	O S D	Ministry of Establishment
28.	Mr. Md. Shahjahan	O S D	Ministry of Establishment
29.	Mr. Md. Golam Safeq Meah	Deputy Secretary	M/o Civil Aviation & Tourism

IN-HOUSE RESOURCE PERSONS

Sl.No.	Name	Designation	Code
1.	Dr. Ekram Hossain	Rector	Rector
2.	Mr.A.K.M. Shamsul Alam	MDS	Alam
3.	Mr.Md. Tofazzel Hossain	MDS	Tofazzel
4.	Mr.Md. Sikander Ali Mondal	MDS	Mondal
5.	Dr. Mir Obaidur Rahman	MDS	Obaidur
6.	Mr. A.K.M Musa	Director	Musa
7.	Mrs. Ayesha Azim	Director	Ayesha
8.	Mr.Md.Abdur Razzaque	Director	Razzaque
9.	Mr.Md. Hasibur Rahman	Director	Hasibur
10.	Mr.A.B.M. Abdul Huq Choudhury	Director	A. Huq
11.	Mr. Amalendu Sen	Director	A. Sen
12.	Mr.M. A. Matin	Director	Matin
13.	Mr.Md. Shirajul Islam	Director	Shiraj
14.	Syed Shamsul Alam	Director	S. Alam
15.	Syed Naquib Muslim	Director	Naquib
16.	Mr.Jagabondhu Biswas	Director	Biswas
17.	Mr.Golam Mostakim	Director	Mostakim
18.	Mr.Rizwan Khair	Deputy Director	Rizwan
19.	Mr.Gour Sundar Banik	Deputy Director	Banik
20.	Mrs.Kanka Jamil	Deputy Director	Kanka
21.	Kazi Hasan Imam	Deputy Director	Hasan
22.	SK. Mustafizur Rahman	Deputy Director	Mustafiz
23.	Mr.Mahfuzul Haque	Deputy Director	Mahfuz
24.	Mr.Md. Monjurul Hoque	Deputy Director	Monjur
25.	Mr. Zobayer Enamul Karim	Research Officer	Zobayer
26.	Mr.Md. Zakir Hossain	Assistant Director	Zakir

OTHER CODES

1.	Course Adviser	—	CA
2.	Course Director	—	CD
3.	Computer Practice	—	CP
4.	Computer Test	—	CT
5.	Faculty Member	-	FM
6.	Guest Speaker	—	GS

ANNEXURE -D

IMPORTANT TELEPHONE NUMBERS

BPATC PABX : 831715-20

Sl.No.	Name	Designation	Telephone No.	
			Office	Residence
1.	Dr. Ekram Hossain	Rector	832544	834511
2.	Mr.AKM Shamsul Alam	MDS (Project)	833064/4106	842150
3.	Mr.Md. Tofazzel Hossain	MDS (P&S)	832530/4102	9669773
4.	Mr. Md. Sikender Ali Mondal	MDS (R&C) & Course Adviser	832528/4105	32521/ 4405
5.	Dr. Mir Obaidur Rahman	MDS (D&E)	832529/4103	835065 /4403
6.	Mr. A.K.M. Musa	Director(Admn.) & Course Director	832523 /4107	4407
7.	Mr. Md. Abdur Razzaque	Director(PPR)	4115	4415
8.	Mr. ABM Abdul Haque Chowdhury	Director(Evaluation)	4116	4416
9.	Mr. Md. Altaf Hossain	Deputy Director & Course Coordinator	4124	/4424
10.	Mr. Md.Golam Faruque	Asstt. Director(General) & Course Coordinator	4148	4448
11.	Mr. Md. Abdul Latif	Librarian	4137	4437
12.	Mr. A.K.M. Sadek	Dy.Director(Service)	4121	4421
13.	Mr. Md. Mahmud -ul-Haque	P.S. to Rector	4141	4441
14.	Course Office		4228	4229
15.	Dormitory-2		4247	4249
16.	BPATC PABX (Extension)		4211	4212, 9
17.	Cafeteria		4210	
18.	Library Counter		4198	
19.	Reception		4199	
20.	Manager, Sonali Bank		4209	
21.	Clinic		4223	