

# BPATC

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

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



Design & Print by: Next Step Communications, Call: 01855226442, 01850219343, E-mail: nextstepc20@gmail.com

## 3<sup>rd</sup> SFTC for the Officials of Roads and Highways Department

[05 January - 05 March 2025]

### CURRICULUM AND BROCHURE



**Bangladesh Public Administration Training Centre**

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

# 3<sup>rd</sup> SFTC for the Officials of Roads and Highways Department

[05 January - 05 March 2025]

## CURRICULUM AND BROCHURE

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



**Bangladesh Public Administration Training Centre**

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

**Copyright**

Bangladesh Public Administration Training Centre (BPATC)  
Savar, Dhaka-1343

**Published by**

Planning, Programming and Recording (PPR) Wing  
Bangladesh Public Administration Training Centre

January, 2025

## 3<sup>rd</sup> SFTC for the Officials of Roads and Highways Department

### Course Management Team (CMT)



**Sayeed Mahbub Khan**  
Rector  
Principal Advisor



**Md. Saidur Rahman**  
Member Directing Staff  
Course Advisor



**Dr. Rokeya Fahmida**  
Director  
Course Director



**Muhsia Tabassum**  
Deputy Director  
Course Coordinator



**Mohammad Sohrab Hoshen**  
Assistant Director  
Course Coordinator



# TABLE OF CONTENTS

<b>1. Introduction</b>	<b>06</b>
1.1 About BPATC	06
1.1.1 Vision	07
1.1.2 Mission	07
1.1.3 BPATC Theme	07
1.1.4 Core Values	07
1.1.5 Training Programmes of BPATC	08
1.1.6 Other Activities of BPATC	08
<b>2. About Roads and Highways Department (RHD)</b>	<b>09</b>
<b>3. Special Foundation Training Course for the Officials of RHD</b>	<b>09</b>
3.1 Objectives of the Course	10
3.2 The Specific Objectives of the Course	10
3.3 Requirements of the Course	10
3.4 Training Duration	11
3.5 Tentative Daily Schedule	11
<b>4. About Training</b>	<b>12</b>
4.1 Training Methods	12
4.2 Medium of Instruction	12
4.3 List of Modules	13
4.4 Field Study Programme	13
4.5 Extension Lecture	13
4.6 Physical Training & Sports	13
4.7 Evaluation	13
4.8 Group Work	15
4.9 Grading	15
4.10 Visit/ Meet Faculty Members	15
4.11 Committee Activities	15
4.12 Discipline	15
4.13 Dress Code	16
4.14 Table Manners	16
4.15 Accommodation & Food	16
4.16 Library Facility	16
4.17 Medical Facilities	17
4.18 Recreation	18
4.19 Prayer Facility	18
4.20 Smoking or Taking Drugs to Alcohol Prohibition	18
4.21 Any Question or Query?	18
<b>5. Course Content</b>	<b>19</b>
Annexure-1: Important Telephone Numbers	32
Annexure-2: Do's and Don'ts for the Participants	34
Annexure-3: Dress Code	39
Annexure-4: Participant's List	40

# 1. Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2041 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

## 1.1 About BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). By the 'Bangladesh Public Administration Act, 2018' the centre gets the identity of a statutory body. The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary/Senior Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. There is a System Analyst to take care of ICT related issues of the centre. Deputy Directors, Assistant Directors, Librarian, Programmer, Senior Research Officers, Medical Officers, Assistant Programmers, Publication Officer, Research Officers and Evaluation Officers etc. work under the guidance of Head of the relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation e.g. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes

and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

### **1.1.1 Vision**

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

### **1.1.2 Mission**

We are committed to achieving the shared vision through

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

### **1.1.3 BPATC Theme**

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

### **1.1.4 Core Values**

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

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

#### **a) Discipline**

We maintain discipline of the highest order in every step of our activities. We believe in mutual respect and dignity.

#### **b) Integrity**

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

#### **c) Inclusiveness**

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



#### **d) Professionalism**

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

#### **e) Learning for results**

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

#### **f) Innovation**

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

#### **g) Team spirit**

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

### **1.1.5 Training Programmes of BPATC**

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

### **1.1.6 Other Activities of BPATC**

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.

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

## **2. About Roads and Highways Department (RHD)**

Roads and Highways Department (RHD) was established in 1962, when the erstwhile Communications and Buildings (C&B) run by the Government of East Pakistan was split into two departments, one being the Public Works Department and the other the Roads and Highways Department.

The vision of Roads and Highways Department (RHD) is to build a safe, modern, technology-based, sustainable, cost-effective and environment-friendly road network for the economic development of the country through development, repair and maintenance. At present, the length of the highway network under the Directorate of Roads and Highways is 22 thousand 476 km. The highway network consists of 110 national highways (length 3 thousand 991 km), 147 regional highways (length 4 thousand 897 km) and 735 district highways (length 13 thousand 588 km). RHD undertakes and implements development projects and maintenance programs every year to keep pace with the growing demand and to build a modern and sustainable communication infrastructure. In order to make the transportation of passengers and goods on highways modern and time-saving, there are 10 zones, 32 circles (22 civil and 10 mechanical), 83 divisions (65 civil and 18 mechanical) and 168 sub-divisions (129 civil and 39 mechanical) development, maintenance and mechanical wing activities are being carried out under the leadership of the Chief Engineer of the Roads and Highways Department.

## **3. Special Foundation Training Course for the Officials of RHD**

Roads and Highways Department (RHD) was established in 1962, when the erstwhile Communications and Buildings (C&B) run by the Government of East Pakistan was split into two departments, one being the Public Works Department and the other the Roads and Highways Department.

The vision of Roads and Highways Department (RHD) is to build a safe, modern, technology-based, sustainable, cost-effective and environment-friendly road network for the economic development of the country through development, repair and maintenance. At present, the length of the highway network under the Directorate of Roads and Highways is 22 thousand 476 km. The highway network consists of 110 national highways (length 3 thousand 991 km), 147 regional highways (length 4 thousand 897 km) and 735 district highways (length 13 thousand 588 km). RHD undertakes and implements development projects and maintenance programs every year to keep pace with the growing demand and to build a modern and sustainable communication infrastructure. In order to make the transportation of passengers and goods on highways modern and time-saving, there are 10 zones, 32 circles (22 civil and 10 mechanical), 83 divisions (65 civil and 18 mechanical) and 168

sub-divisions (129 civil and 39 mechanical) development, maintenance and mechanical wing activities are being carried out under the leadership of the Chief Engineer of the Roads and Highways Department.

### **3.1 Objectives of the Course**

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

### **3.2 The Specific Objectives of the Course**

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- enhance work skill through physical and mental labour to meet arduous challenges and
- develop the team spirit in performing their task to achieve the organisational goal.

### **3.3 Requirements of the Course**

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;
- follow the dress code properly;

- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

### 3.4 Training Duration

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

Sl. No.	Thematic Areas	Days
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	36
3	Field Attachment Programme	3
4	Study Tour	2
5	Certificate Awarding and Closing Ceremony	1
6	Domestic exposure Visit: Historical places/Govt. office/Parliament/ Government initiatives	1
7	Total Working Days	44 (Tentative)
8	Weekends and Holidays*	16
9	Total Days	60

*\* The following list of Public Holidays have been taken under consideration:*

Observation	Day	Date
Martyrs' Day & International Mother Language Day	01 Day	21 <sup>th</sup> February (Friday)
<b>Total</b>	<b>01 Day</b>	

### 3.5 Tentative Daily Schedule

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

Time	Activity
06:00 - 07:00	Physical Exercise*
07:30-08:15	Breakfast
08:30- 09:30	1st Session
09:40 - 10:40	2nd Session
10:40 - 11:05	Health Break
11:05 - 12:05	3rd Session
12:15 - 13:15	4th Session
13:15 - 14:15	Lunch and Prayer Break
14:15 - 15:15	5th Session
15:25 - 16:25	6th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

*\* Subject to sun rise and sun set*

## 4. About Training

### 4.1 Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

### 4.2 Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

### 4.3 List of Modules

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

1.	Bangladesh Studies	2.	Behavioral Governance
3.	The Constitution of Bangladesh	4.	ICT & e-Governance
5.	Organizational Management and Leadership	6.	Public Management & Governance
7.	Service Rules and Administrative Procedures	8.	Sustainable Development Goals
9.	Public Procurement	10.	Economics and Economic Development
11.	Public Financial Management	12.	Project Management
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Basics of Research	16.	Issues related to RHD
17.	Field Attachments and Report Writing	18.	Contemporary Issues
19.	Car Driving		

Each module has several topics. The details of course contents are given from page 18.

### 4.4 Field Study Programme

A three-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

### 4.5 Extension Lecture

Extension Lectures (ELs) are usually conducted by Guest Resource Persons and are held usually after the regular session hours. EL is a great opportunity for the participants to interact with senior policy makers, civil society members and domain experts. These lectures focus on issues of notional or international importance and cross-cutting issues. ELs are not coded under any module.

### 4.6 Physical Training and Sports

The Centre has a 2.2 kilometer jogging track. Participating in the jogging session, in the early morning, is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

### 4.7 Evaluation

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other

aspects of the course. However, participants of the course will be evaluated on 800 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Bangladesh Studies	-	GR-25	25
2.	Behavioral Governance	IA-25	-	25
3.	The Constitution of Bangladesh	WE-50	-	50
4.	ICT & e-Governance	IR-50	-	50
5.	Organizational Management and Leadership	-	GA-25	25
6.	Public Management & Governance	-	GR-50	50
7.	Service Rules and Administrative Procedures	WE-75	-	75
8.	Sustainable Development Goals	-	GA-40	40
9.	Public Procurement	-	GE-50	50
10.	Economics and Economic Development	IA-30	-	30
11.	Public Financial Management	IE-30	-	30
12.	Project Management	-	GE-50	50
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	WE-25 IA-25	-	50
15.	Basics of Research	IA-50	-	50
16.	Issues related to RHD	WE-75	-	75
17.	Field Attachments and Report Writing	-	GR&P-20	20
18.	Contemporary Issues	-	-	-
19.	Evaluation by Evaluation Department i. Attendance (20) ii. Speaker Evaluation (10)	30	-	30
20.	Evaluation by Course Management Team i) Punctuality (5) ii) Table Manners (5) iii) Dress (5) iv) Overall Conduct and Discipline (5) v) Participation in co-curricular activities (5)	25	-	25
	<b>Total</b>	<b>540</b>	<b>260</b>	<b>800</b>
	<b>Grand Total</b>			<b>800</b>

**Note:** WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R- Report, Pr- Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise

## 4.8 Group Work

Participants are required to carry out group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the group work amongst their group report.

## 4.9 Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

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

## 4.10 Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

## 4.11 Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

## 4.12 Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.



### **4.13 Dress Code**

Participants must follow the prescribed dress code during training. A detailed dress code as approved by National Training Council (NTC) is enclosed in Annexure 3.

### **4.14 Table Manners**

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

### **4.15 Accommodation and Food**

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory, Savar, Dhaka. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dining place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dining norms will be observed and evaluated.

#### **The 15-Storey Dormitory Building:**

To enhance the accommodation capacity of BPATC a 15-Storey Dormitory Building has been built for trainees and officials attending training programs at the center. The dormitory offers modern amenities and facilities to ensure the comfort and convenience of the residents including living rooms, a day-care centre for the participants' children aged 1-3 years old with indoor playground and kitchen, common areas, dining facilities, recreational spaces, and conference rooms or classrooms for conducting sessions, workshops and seminars. It was inaugurated by the Honorable Prime Minister in October 2023. The building, covering an area of 35,512 square meters.

Different facilities included at the dormitory building are: leisure room with a large-screen TV at each floor, WiFi-internet connection and an automated management system, fire extinguisher system, one IP-based telephone, wooden wall cabinet, sofa, and two reading tables in each room, geyser arrangement for hot water supply, water filters, washing machines and fridges in common space, indoor games and gym facility at the basement, a computer lab, prayer rooms for male and female participants, etc. And last but not the least, there are 500 rooms capable of accommodating 1000 trainees, all are equipped with air conditioning and a private balcony.

### **4.16 Library Facility**

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

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the

library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library.

## 4.17 Medical Facilities

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 advise 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

## **4.18 Recreation**

Since Foundation Course is very intensive, there is very limited scope for recreation. However, there are some television sets in the dormitories with cable connection. Facilities for playing Table Tennis, Carom, Chess etc. are available in the dormitories and indoor games hall as well. Participants arrange cultural programmes and mess nights every month. They are also taken to visit different places of interest.

## **4.19 Prayer Facility**

There is a beautiful mosque within the premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their prayer in the mosque. However, female participants can offer their prayer in their respective rooms or designated place of the dormitory.

## **4.20 Smoking or Taking Drugs to Alcohol Prohibition**

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

## **4.21 Any Question or Query?**

This Course Guidelines give an outline of the various aspects of the Special Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. In case of any emergency, participants may contact with Course Coordinators or Course Director.

## 6. Course Content

**Module-01 : Bangladesh Studies**

**Total Marks : 25**

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

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

- Appraise the socio-political and cultural context of Bangladesh
- Describe the evolution of poverty alleviation strategies and their implication

**Total Module Time : 06 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
1.01	01	Anthropological Background of the People of Bangladesh	FM/GS	L&D
1.02	01	Social Structure and Cultural Heritage of Bangladesh	FM/GS	L&D
1.03	01	Liberation War of Bangladesh: Background and Spirit	FM/GS	L&D
1.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	FM/GS	L&D
1.05	02	Social Business & Cooperative Movement in Bangladesh	FM/GS	L&D

**Module-02 : Behavioral Governance**

**Total Marks : 25**

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

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

- Apply appropriate skills, knowledge, experience and judgement in professional capacity
- Create public value in service delivery

**Total Module Time : 08 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
2.01	02	Public Service Values and Importance of Ethics	FM/GS	L&D
2.02	02	Changing Attitude & Mindset, and Empathy Building for better service delivery	FM/GS	L&E
2.03	02	Manners, Etiquettes and Dress Code for the Public Officials	FM/GS	L&D
2.04	01	Public hearing in combating corruption	FM/GS	Case and Discussion
2.05	01	Corruption Reduction Strategies in Bangladesh Context	FM/GS	L&D

**Module-03 : The Constitution of Bangladesh**

**Total Marks : 50**

**Evaluation Method : Written Exam – 50**

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

- Understand the functions of all three organs of a state
- Explain the basic feature of the Constitution of Bangladesh with regard to public service provisions

**Total Module Time : 04 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	FM/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	FM/GS	L&D
3.03	01	Constitutional Bodies of the State (EC, BPSC, CAG etc.)	FM/GS	L&D
3.04	01	Rights and Obligations of Public Servants and Constitutional Provisions	FM/GS	L&D

**Module-04 : ICT and e-Governance**

**Total Marks : 50**

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

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

- Identify the key activities towards e-governance
- Apply different e-services in their respective offices

**Total Module Time : 9 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
4.01	01	e-Governance: Concept and Architecture	FM/GS	L&GD
4.02	02	Use of ICT for better service delivery (national e-services, web portal, social media etc.)	FM/GS	L&P
4.03	02	D-Nothi and its Practical Usage	FM/GS	L&GD
4.04	02	4IR & its Implications in Bangladesh	FM/GS	L&GD
4.05	02	Cyber Security: Related Acts & Issues	FM/GS	L&GD

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

**Total Marks : 25**

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

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

- Identify the key issues in HRM and HRD in public sector organizations
- Develop leadership capability to achieve organizational goal

**Total Module Time : 11 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
5.01	01	Concept of Organization, and HRM & HRD Practices in Public Sector	FM/GS	L&D
5.02	02	Team Building	FM/GS	L, E & Role Play
5.03	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model & PESTLE Analysis	FM/GS	L&E
5.04	02	Total Quality Management (TQM)	FM/GS	L&GD
5.05	02	Leadership in Public Organization	FM/GS	L&GD
5.06	01	Art of Communication	FM/GS	L&GD
5.07	01	Performance Management and Annual Confidential Report (ACR)	FM/GS	L&D

**Module-06 : Public Management & Governance**

**Total Marks : 50**

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

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

- Explain different concepts of public administration and governance
- Achieve organizational effectiveness by improving quality of service and by reducing corruption

**Total Module Time : 11 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
6.01	02	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	02	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	02	Social Accountability Tools (NIS, APA, Citizen Charter, RTI, GRS)	Faculty/GS	L&E
6.04	02	Change Management in Public Service	Faculty/GS	L, GD
6.05	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&D
6.06	01	Local Government System in Bangladesh	Faculty/GS	Workshop/L&D

**Module-07 : Service Rules and Administrative Procedures****Total Marks : 75****Evaluation Method : Written Examination -75****Module Objective :** The participants will be able to -

- Apply different service rules in a real-life situation
- Communicate effectively with vertical and horizontal organizations
- Conduct and organize meeting efficiently

**Total Module Time : 20 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
7.01	02	Overview of Secretariat Instructions 2024, Rules of Business, Rules of Procedure	FM/GS	L&D (Pre-reading)
7.02	01	The Government Servants (Conduct) Rules, 1979	FM/GS	L&GD
7.03	02+01	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing	FM/GS	L,GD&E (Case Study)
7.04	01	সরকারি চাকরি আইন, ২০১৮	FM/GS	L&GD
7.05	02	Rules related to Leave & Seniority	FM/GS	L&E
7.06	02	Pension and Universal Pension Scheme	FM/GS	L&E
7.07	02	Writing Notes and Preparation of Drafts	FM/GS	L&E
7.08	02	Conducting Meeting, Writing Working Paper and Minutes	FM/GS	L&Demonstration
7.09	02	Forms of Written Communications	FM/GS	L&E
7.10	01	Office Inspection & Use of Different Registers	FM/GS	L&D
7.11	01	Equipment, Store & Stationary Management in Organization	FM/GS	L&P
7.12	01	Office Automation (ERP and other Applications)	FM/GS	L&Demonstration



**Module-08 : Sustainable Development Goals****Total Marks : 40****Evaluation Method : Group Assignment-40**

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

- Acquaint the participants with the SDGs
- Analyze major issues underlying the implementation of SDGs

**Total Module Time : 04 hours**

Topic Codes	Hrs	Topic Titles	Facilitator	Training Method
8.01	01	Basics of SDGs (with reference to MDGs)	FM/GS	L & D
8.02	01	Evolution of SDGs in the International Policy Framework for Development	FM/GS	L & D
8.03	01	Localization of SDGs and Local Level Planning	FM/GS	L & D
8.04	01	Budgeting for SDGs: Challenges & Way-forward	FM/GS	L & D

**Module-09 : Public Procurement****Total Marks : 50****Evaluation Method : Group Exercise - 50**

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

- Identify key issues in the public procurement
- Apply basic rules of PPR/PPA in procurement

**Total Module Time : 11 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
9.01	01	Overview of PPA 2006 and PPR 2008	FM/GS	L&D
9.02	02	Overview of Different Procurement Methods of Goods, Works and Services	FM/GS	L&E
9.03	01	Annual Procurement Plan	FM/GS	L&E
9.04	01	Preparation of Technical Specification and Official Cost Estimation	FM/GS	L&E
9.05	02	Tender Opening & Evaluation, Approval & Awarding	FM/GS	-
9.06	02	Request for Quotation Method (RFQM) PG-1 and DPM	FM/GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	FM/GS	L&D

**Module-10 : Economics and Economic Development**

**Total Marks : 30**

**Evaluation Method : Individual Assessment-30**

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

- Be familiarize with fundamental issues of economics and economic development
- Understand the various aspects of economic management and national economy

**Total Module Time : 10 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
10.01	01	Microeconomics: Some Conceptual Issues and Indicators	FM/GS	L&D
10.02	01	Macroeconomics: Some Conceptual Issues and Indicators	FM/GS	L&D
10.03	01	Economic System, Market Failure and Government Intervention	FM/GS	Case/L&D
10.04	02	Concepts and Issues in Economic Development with reference to Planning in Bangladesh (Five Year Plans, Perspective Plans, Agenda-2030, Delta Plan)	FM/GS	L&D
10.05	02	Monetary Policy and Fiscal Policy: Dimensions and Implications	FM/GS	L&D
10.06	02	Budgeting in Bangladesh: Legal Basis, Preparation and MTBF	FM/GS	L&D
10.07	01	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	FM/GS	L&D

**Module -11 : Public Financial Management****Total Marks : 30****Evaluation Method : Individual Exercise - 30****Module Objectives :** The participants will be able to -

- Understand and explain legal aspects of financial management system of Bangladesh
- Apply standard financial management practice in their day-to-day financial activity.

**Total Module Time : 13 hours**

Topic Code	Session Hour	Topics	Facilitator	Training Method
11.01	01	General Financial Rules (GFR)	FM/GS	L&E
11.02	01	Financial Rules & Regulations: BSR Part 1 & 2	FM/GS	L&D
11.03	02	Duties and Responsibilities of Drawing and Disbursing Officer	FM/GS	L&D
11.04	02	Delegation of Power: Financial and Administrative	FM/GS	L&P
11.05	02	Audit Objections and its Disposal Procedure	FM/GS	L&E
11.06	01	TA & DA Rules	FM/GS	L&E
11.07	02	IBAS++	FM/GS	L&Demonstration
11.08	02	Income Tax Rules and Income Tax Return Preparation	FM/GS	L&E

**Module-12 : Project Management****Total Marks : 50****Evaluation Method : Group Exercise - 50****Module Objectives :** The participants will be able to -

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

**Total Module Time : 09 hours**

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.01	01	Introduction to Project Cycle Management	FM/GS	L&D
12.02	02	Log Frame and Results Based Management (RBM)	Faculty	L&E
12.03	03	Preparation and Approval Process of DPP, RDPP and e-DPP	GS	L&E
12.04	01	Project Monitoring and Evaluation	FM/GS	L&D
12.05	02	Public Private Partnership (PPP); Special Focus on RHD	GS	L&D

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

**Total Marks : 50**

**Evaluation Method : Class Test - 50**

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

- Apply improved skills in different communicative situations
- Identify and rectify the common mistakes in everyday use of English

**Total Module Time : 11 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
13.01	06	Improving Listening Skill	FM/GS	L&E
		Improving Speaking Skill	FM/GS	L&E
		Reading Skill: Reading techniques	FM/GS	L&E
		Writing skill: Descriptive writing & argumentative writing	FM/GS	L&E
13.02	02	Extempore Speech/Debate	FM/GS	Presentation
13.03	02	Common Grammatical Mistakes in English	FM/GS	L&E
13.04	01	English at Workplace	FM/GS	L&E

**Module-14 : Physical Conditioning and Games****Total Marks : 50****Evaluation Method : a) Written Examination - 25  
b) Individual Assessment - 25****Module Objectives :** The participants will be able to -

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

**Total Module Time : 04 hours**

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

**Module-15 : Basics of Research****Total Marks : 50****Evaluation Method : Individual Assignment - 50****Objectives :** The participants will be able to -

- Understand research methodology, prepare social research papers

**Total Module Time : 09 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
15.01	01	Research for Decision Making	FM/GS	L&D
15.02	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	FM/GS	L&D
15.03	01	Sampling Techniques and Methods of Data Collection	FM/GS	L&E
15.04	02	Data Analysis and Tabulation	FM/GS	L&E
15.05	02	Writing Research Proposal	FM/GS	L&E
15.06	01	Writing Research Report	FM/GS	L&E

**Module-16 : Issues related to Roads and Highways Department**

**Total Marks : 75**

**Evaluation Method : Written Examination (Multiple Choice, and Q&A) - 75**

**Module Objectives :** The participants will be able to describe and apply their responsibilities according to the standard system and, will have function knowledge to perform in different sections of the department.

**Total Module Time : 22 hours**

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.01	02	Sustainable and Cost Effective Road Construction	GS	L&D
16.02	02	Basic Concept of Zonal Operation in RHD	GS	L&D
16.03	02	Road Safety & Highway Act	GS	L&D
16.04	02	Field Management Techniques	GS	L&D
16.05	02	RHD Mega Projects	GS	L&D
16.06	02	Construction and Maintenance Techniques of Highway Infrastructure (Roads, Flyovers, Bridges, Underpasses & Culverts)	GS	L&D
16.07	02	Mechanical Operation in RHD	GS	L&D
16.08	02	Land Acquisition, Resettlement and Asset Management	GS	L&D
16.09	02	Axle Load Control	GS	L&D
16.10	02	Quality Control and Quality Management	GS	L&D
16.11	02	Contract Management	GS	L&D

**Module-17 : Field Attachment and Report Writing**

**Total Marks : 20**

**Evaluation Method : Group Report and Presentation - 20**

**Module Objectives :** The participants will be able to –  
• Analyze the current situation of Public Service Delivery through using ICT and come up with evidence based resolution.

**Total Module Time : 02 hours**

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
17.01	01	Briefing on Field Visit and Field Attachment Report	Faculty	Briefing
-	-	Field Visit/ Field Attachment	Faculty	Study Visit/ Field Attachment
17.02	01	Presentation on Field Study Report/Field Attachment	Faculty	Presentation

**Module-18 : Contemporary Issues<sup>1</sup>****Module Objectives :** The participants will be able to -

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

**Total Module Time :** 16 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
18.01	02	Climate Change, Adaptation and Climate Risk Mitigation in Bangladesh	FM/GS	L&D
18.02	01	Sustainable Renewable Energy	FM/GS	L&D
18.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	FM/GS	L&D
18.05	01	SMEs and Startups for Development	FM/GS	L&D
18.06	01	Disaster Management and Disaster Risk Reduction Programmes in Bangladesh	FM/GS	L&D
18.07	02	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার	FM/GS	L&D
18.08	02	Fire Safety and Control in Bangladesh	FM/GS	L&D
18.09	02	GO-NGO Relationship and Network Governance	FM/GS	L&D
18.10	02	Human Rights and Bangladesh's Accession to the Enforced Disappearance Convention	FM/GS	L&D
18.11	01	Media Relations	FM/GS	L&E

---

<sup>1</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 -19 : Car Driving**

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

**Total Module Time :** 02 hours

Topic Codes	Session Hour	Topic Titles	Facilitator	Training Method
19.01	01	Introduction to Vehicles	L&P	GS
19.02	01	Traffic Rules, Signals	L&E	GS
-	18 days	Driving Practice	Practice	BRTA Team



3<sup>rd</sup> SFTC for the Officials of Roads and Highways Department

## Important Telephone Numbers

BPATC PABX: 0222444 2080-85, 0222444 5010-16

Sl No	Name	Designation	E-mail & Cell NO
<b>Course Management</b>			
1.	Sayeed Mahbub Khan	Rector & Principal Advisor	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
2.	Md. Saidur Rahman	Member Directing Staff & Course Advisor	01715242763 sayeed6632@gmail.com
3.	Dr. Rokeya Fahmida	Director & Course Director	01731214213 fahmidapatc@gmail.com
4.	Muhsia Tabassum	Deputy Director & Course Coordinator	01756606907 tmuhsia.me2k6@gmail.com
5.	Mohammad Sohrab Hoshen	Assistant Director & Course Coordinator	01710842740 sohrab.hoshen@gmail.com
<b>Medical Service</b>			
1.	Dr. Bilkis Laila	Medical Officer	01711073636
<b>Support Service</b>			
1.	Md. Aminur Rahman	Dormitory Supervisor	01716610525

## Contact Details of Module Director/s

Module No. and Name	Faculty Name and Designation	Cell Number and Email Address
01. Bangladesh Studies	Md. Sharif Hasan Director (LTA)	01911308396 sharifhelenn@gmail.com
02. Behavioral Governance	Md. Saidur Rahman MDS	01715242763 sayeed6632@gmail.com
03. The Constitution of Bangladesh	Dr. Chitralekha Nazneen Director	01734270988 cnazneen1@gmail.com
04. ICT and e-Governance	Mohammad Masum Rahman Assistant Programmer	01833340452 masum.bpatc@gmail.com
05. Organizational Management and Leadership	Mir Md. Taufiqul Islam Deputy Director	01911121956 taufiqmgt_159@yahoo.com
06. Public Management and Governance	Hasan Murtaza Masum Director	01686900243 hmurtaza@gmail.com
07. Service Rules and Administrative Procedures	Pankaj Ghosh Director	01718330232 tieg711@gmail.com
08. Sustainable Development Goals	Shamim Hosen Deputy Director	01717563992 shamim.du207@gmail.com
09. Public Procurement	A.M. Shahrior Alam Assistant Director	01531982181 shahanshahrior@gmail.com
10. Economics and Economic Development	Maimuna Bintay Masud Research Officer	01521254803 maimuna.econdu@gmail.com
11. Public Financial Management	Tahmina Akter Assistant Director	01743141185
12. Project Management	Parimal Kumar Roy Deputy Director	01919791448
13. English Language Skill Development	Shamim Adnan Deputy Director	01843056582 shamimadnan.bpatc@gmail.com
14. Physical Conditioning and Games	Farjana Afrose Deputy Director	01715254143 farjanapatc@gmail.com
15. Basics of Research	Dr. Md. Zohurul Islam Director	01716458964 zohur68@gmail.com
16. Issues related to Roads and Highways Department	Sanjida Shahnaz Deputy Director	01747274511 snajida.shahnaz33@gmail.com
17. Field Attachments and Report Writing	Md. Nazim Uddin Assistant Director	01760651812 nazimuddin519@gmail.com
18. Contemporary Issues	Course Management Team (CMT)	-
19. Car Driving	-	-

## Bangladesh Public Administration Training Centre

Savar, Dhaka

### 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 a 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 much introvert nor a too much 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.hsggs
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 an 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 from the speaker.
12. Maintain silence until the session ends.

### **Don'ts**

1. Carrying Mobile phone is strictly prohibited in the classroom.
2. Don't interrupt while someone else is putting forward question/s.
3. Don't ask the speaker too many or irrelevant questions.
4. Avoid asking questions without seeking permission from the speaker.
5. Never make an aggressive comment or question.
6. Don't show immodesty while having an opinion contrary to the speaker's.
7. Don't criticise others.
8. Don't gossip with the person sitting next to you or anyone during the session.
9. Don't go outside the classroom without permission and on trifle grounds.
10. Avoid being physically and mentally aggressive.
11. Avoid using the laptops and perusing the books that are not permitted.
12. Don't waste your time unnecessarily in the washroom.

## **Games and Physical Exercise**

### **Do's**

1. Come to the field putting on the designated costume.
2. Be on time in the field.
3. Maintain discipline while participating in the physical exercise.
4. Put team spirit above the personal interest in the field and during physical exercise.
5. Abide by the directions/suggestions of the instructors.
6. Show proper respect to the instructor and be modest in your bearing towards the staff of the Games & Sports section.
7. Be respectful to the laws of the competition.
8. Take the decision of the referee/instructor easy.
9. Be careful to yourself and avoid unnecessary excitement.
10. Avoid accidents and help others avoid the same too.
11. Carry the credentials of forbearance.

### **Don'ts**

1. Don't be ill-tempered towards the competitor.
2. Don't play in a way that puts you and others in danger.

## **Library**

### **Do's**

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming to 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. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary consult with the Evaluation Officer seeking permission from the Course Management Team.

3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

#### **Don'ts**

1. Don't let your personal likings/disliking influence the Evaluation.
2. Avoid putting forward illogical demand/recommendations and meaningless criticism.
3. Don't hurt other/s during oral Evaluation.
4. Avoid exaggeration in commendation or criticism.

## **Examination Hall**

#### **Do's**

1. Maintain silence.
2. Cooperate with the invigilator/s in their job/s.
3. Be relevant and precise in answering questions.
4. Utilise the time properly.
5. Ensure that you have written down your name, roll number and section.

#### **Don'ts**

1. Unfair means in the examination hall will be treated as misconduct and will be dealt with severely in accordance with the law.
2. Avoid the mindset of helping and seeking help from other/s in the examination hall.
3. Mobile phone is strictly prohibited in the examination hall.

## **Telephone**

#### **Do's**

1. Make sure the number is alright before dialling 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-restraint 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."

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: মড, 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। প্যান্টের 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: হালকা ল্যাভেভার, কপার ব্রাউন, সি গ্রিন]; 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 স্যাভেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যাভেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে 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।



## Participants' List

ক্র. নং	কর্মকর্তার নাম	জন্ম তারিখ	পদবী	বর্তমান কর্মস্থল	মোবাইল নং
১	মোহাম্মদ আব্দুল বাতেন সরকার পরিচিতি নং-৬০২০৪০	২৪-০৭-৭৬	উপ-বিভাগীয় প্রকৌশলী (চলতি দায়িত্ব), সওজ	সড়ক উপ-বিভাগ-১, ফেনী।	০১৭৪৫-৮১০১৪৮
২	মোঃ মাহবুব হায়দার খান পরিচিতি নং-৬০২০৪৪	০১-০২-৮২	উপ-বিভাগীয় প্রকৌশলী (চলতি দায়িত্ব), সওজ	সড়ক উপ-বিভাগ-১, যশোর।	০১৭৪১-৫৪৫২৯৮
৩	শেখ রুহুল আজম পরিচিতি নং-৬০২০৫০	৩০-১১-৭৬	উপ-বিভাগীয় প্রকৌশলী (চলতি দায়িত্ব), সওজ	শেরপুর সড়ক উপ-বিভাগ-১, বগুড়া।	০১৭১৫-২০৫৫৪১
৪	মোঃ তানভির আলম পরিচিতি নং-৬০২০৬০	২১-১০-৭৩	সহকারী প্রকৌশলী, সওজ	প্রকল্প ব্যবস্থাপক-৫ (নিঃপ্রঃ) এর দপ্তর সংলগ্ন, ওয়স্টার্ন বাংলাদেশ ব্রীজ ইমপ্লুভমেন্ট প্রজেক্ট, ঢাকা।	০১৭১২-১৭৯৭৮১
৫	শিশির কুমার বড়াল পরিচিতি নং-৬০২০৬২	১০-১০-৭৫	সহকারী প্রকৌশলী, সওজ	গোপালগঞ্জ জোন, গোপালগঞ্জ।	০১৭১৫-০৯১৬৮৫
৬	মোহাম্মদ আতিকুর রহমান পরিচিতি নং-৬০২০৬৪	১২-০৭-৭৭	সহকারী প্রকৌশলী, সওজ	টেকনিক্যাল এসিস্ট্যান্স ফর রোড ট্রান্সপোর্ট কানেক্টিভিটি ইম্প্লুভমেন্ট প্রজেক্ট প্রি-পারেটরী ফ্যাসিলিটি (RTCIPPF) শীর্ষক কারিগরি সহায়তা প্রকল্প, ঢাকা।	০১৭১১-০৭০১৮৫
৭	মোঃ আসাদুজ্জামান পরিচিতি নং-৬০২০৬৫	০১-০৪-৭৮	সহকারী প্রকৌশলী, সওজ	প্রকল্প ব্যবস্থাপক-৫ (নিঃপ্রঃ, সওজ) এর দপ্তর সংলগ্ন, সাসেক-২, ঢাকা।	০১৭১২-৮২৫৫৯৪
৮	মোহাম্মদ সোহেল মিয়া পরিচিতি নং-৬০২০৬৬	০৬-১০-৭৮	সহকারী প্রকৌশলী, সওজ	সড়ক বিভাগ, গাজীপুর।	০১৭২১-২৭৯৬৪৪
৯	মোহাম্মদ মাসুদ পরিচিতি নং-৬০২০৬৭	০১-০১-৭৯	সহকারী প্রকৌশলী, সওজ	সড়ক সার্কেল, নোয়াখালী	০১৭৪৩-৯৪৯২১৫
১০	মুহাম্মদ জাহাঙ্গীর আলম পরিচিতি নং-৬০২০৬৯	০৭-০৫-৭৯	সহকারী প্রকৌশলী, সওজ	সড়ক সার্কেল, ফরিদপুর	০১৭১৮-২৭২৬৫৮
১১	সেগুন প্রসাদ বড়ুয়া পরিচিতি নং-৬০২০৭০	০২-০৮-৭২	সহকারী প্রকৌশলী, সওজ	সড়ক সার্কেল, চট্টগ্রাম	০১৭১৫-২৬৫৩৩৩
১২	মোহাঃ জাহাঙ্গীর আলম পরিচিতি নং-৬০২০৭১	২৮-১০-৭২	সহকারী প্রকৌশলী, সওজ	প্লানিং এন্ড ডাটা সার্কেল, ঢাকা জোন, ঢাকা	০১৭১৬-২১৯২৯৩
১৩	মোহাম্মদ শফিকুল ইসলাম পরিচিতি নং-৬০২০৭২	০১-০১-৭৩	সহকারী প্রকৌশলী, সওজ	মাঠ পর্যায়ের সড়ক গবেষণাগার, কুমিল্লা।	০১৯৪১-৫১২৪২২
১৪	রোকন উদ্দিন খন্দকার পরিচিতি নং-৬০২০৭৩	২৭-১০-৭৩	সহকারী প্রকৌশলী, সওজ	কুমিল্লা জোন, কুমিল্লা।	০১৮১৭-৫০৫৪৫৭
১৫	মোঃ সোহেল মাহমুদ পরিচিতি নং-৬০২০৭৪	১৫-১০-৭৪	সহকারী প্রকৌশলী, সওজ	সেতু নির্মাণ ও রক্ষণাবেক্ষণ সার্কেল, সড়ক ভবন, তেজগাঁও, ঢাকা।	০১৭১৫-১০৩১৮৯
১৬	মোঃ নুরুল ইসলাম পরিচিতি নং-৬০২০৭৫	০১-০১-৭৬	সহকারী প্রকৌশলী, সওজ	ঢাকা জোন, এলেনবাড়ী, তেজগাঁও, ঢাকা।	০১৭১৪-৩৫১৩২৬

ক্র. নং	কর্মকর্তার নাম	জন্ম তারিখ	পদবী	বর্তমান কর্মস্থল	মোবাইল নং
১৭	মোঃ সাইদুর রহমান পরিচিতি নং-৬০২০৭৬	২১-০৬-৭৬	সহকারী প্রকৌশলী, সওজ	ল্যান্ড রেকর্ড এন্ড একুইজিশান বিভাগ, সড়ক ভবন, তেজগাঁও, ঢাকা।	০১৭১৬-০৮৯৩০৪
১৮	মোহাম্মদ মনিবুল আলম পরিচিতি নং-৬০১৯৮৩	০১-০১-৭৭	সহকারী প্রকৌশলী, সওজ	ব্লুটিন মেইনটেন্যান্স বিভাগ, সড়ক ভবন, তেজগাঁও, ঢাকা।	০১৭১৬-১৭৪৩৭৭
১৯	এ,কে,এম, জাকারিয়া পরিচিতি নং-৬০২০৭৮	০৩-০১-৭৭	সহকারী প্রকৌশলী, সওজ	পরিকল্পনা ও নগ্না বিভাগ, ঢাকা।	০১৭১২-৯০৯৮৩২
২০	এ, কে, এম আনোয়ারুল আলম পরিচিতি নং-৬০২০৮০	৩০-০৬-৭৯	সহকারী প্রকৌশলী, সওজ	মৃত্তিকা অনুসন্ধান বিভাগ, বাংলাদেশ সড়ক গবেষণাগার, মিরপুর, ঢাকা।	০১৭১৬-৮৪৯৯১৬
২১	মোঃ বাবুল আখতার পরিচিতি নং-৬০২০৮১	২৭-১১-৮০	সহকারী প্রকৌশলী, সওজ	সড়ক সার্কেল, ময়মনসিংহ	০১৭১২-২৩৬২২৯
২২	মোঃ মোজাম্মেল হক পরিচিতি নং-৬০২০৮২	০১-০৭-৭২	সহকারী প্রকৌশলী, সওজ	সড়ক সার্কেল, রংপুর	০১৭১৬-৩৬৪৮০৬
২৩	প্রসেনজিৎ চক্রবর্তী পরিচিতি নং-৭০০২০৫	১৮-০৬-৮৯	সহকারী প্রকৌশলী, সওজ	১ম সারি কারখানা উপ- বিভাগ, পটুয়াখালী	০১৯১৬-৫৪৩৮০৭
২৪	মোঃ কামরুজ্জামান পরিচিতি নং-৭০০২০৬	০২-১০-৮৯	সহকারী প্রকৌশলী, সওজ	১ম সারি কারখানা উপ- বিভাগ, গাজীপুর	০১৯১২-৩৮১৫১৪

