

Annual Report

2018-2019



Bangladesh Public Administration Training Centre

Savar, Dhaka

www.bpatc.org.bd



‘সমস্ত সরকারি কর্মচারীকেই আমি অনুরোধ করি, যাদের অর্থে আমাদের সংসার চলে, তাদের সেবা করুন। যাদের জন্য যাদের অর্থে আজকে আমরা চলছি, তাদের যাতে কষ্ট না হয়, তার দিকে খেয়াল রাখুন। যারা অন্যায় করবে, আপনারা অবশ্যই তাদের কঠোর হস্তে দমন করবেন। কিন্তু সাবধান, একটা নিরপরাধ লোকের ওপরও যেন অত্যাচার না হয়। তাতে আল্লাহর আরশ পর্যন্ত কেঁপে উঠবে। আপনারা সেই দিকে খেয়াল রাখবেন। আপনারা যদি অত্যাচার করেন, শেষ পর্যন্ত আমাকেও আল্লাহর কাছে তার জন্য জবাবদিহি করতে হবে। কারণ, আমি আপনাদের জাতির পিতা, আমি আপনাদের প্রধানমন্ত্রী, আমি আপনাদের নেতা। আমারও সেখানে দায়িত্ব রয়েছে।’

—১৫ জানুয়ারি ১৯৭৫



“Administration is for the people. People are not for the administration. You go to the people. Mingle with them and listen to their demands and problems. Reach the benefits of development to the people”.

Honourable Prime Minister Sheikh Hasina

Message from the Rector



I am delighted to learn that Bangladesh Public Administration Training Centre (BPATC) is bringing out its Annual Report 2018-19. The Report exhibits the major activities and success of BPATC during the year 2018-19. The Report offers the opportunity for self-reflection in terms of where BPATC has been over the past years. This is a record of annual performance activity of the Centre.

BPATC's founding history is embedded in the indigenous roots of various aspects of Bengali culture and in the spirit of the liberation war. An independent nation with its flag flying high in the sky, a distinct national identity, a nation free from hunger and poverty – this is the dream of the father of the nation, Bangabandhu Sheikh Mujibur Rahman –the dream of transforming the country into the Sonar Bangla [Golden Bengal]. Bangladesh Public Administration Training Centre (BPATC) has been founded to develop a corps of well-groomed and dynamic civil servants with whom to transform the country into the *Sonar Bangla*.

The mandates of this organisation include imparting quality training to the civil servants of Bangladesh; conducting research; and providing consultancy service to the government. This apex public sector training institute has carved out a reputation as a training powerhouse where a clear focus on excellence has secured national and international recognition. The performance of BPATC also bears testimony to its successful branding efforts that has already been reflected by the previous Rector, Dr. M Aslam Alam in his 'Message' in the subsequent page. The previous Rector aptly describes the efforts made by BPATC to establish its footprint as a leading organization.

We live in a world that is different from the one we grew up in. With the advent of the fourth industrial revolution, the world is changing at such an accelerated pace that we as trainers need to pause and reflect on the entire system of public sector training. Are we well-equipped to confront the challenges that the future holds? Questions such as these are factors that motivate BPATC to pursue continuous improvement. Thus, BPATC is striving to become a premier training and research hub in the region. To this end, changes are being introduced to update the training curricula based on the needs of the stakeholders. The Vision 2021 and the Seventh Five Year Plan aims at strengthening efficient public administration realization of which is contingent upon capacitating the government officials through training.

Finally, I express my heart-felt felicitation to all concerned, including the officials of BPATC for their hard-work and sincerity towards the publication of the report. I do also extend my gratitude especially to the editorial board who contributed sincerely to this initiative.

Md. Rakib Hossain ^{ndc}
Rector (Secretary to the Government)
Bangladesh Public Administration Training Centre

Message from the former Rector

Bangladesh Public Administration Training Centre (BPATC) is going to publish the Annual Report 2018-2019. The main objective of this report is to give an account of the overall activities of BPATC spanning over the training year 2018-2019. It also describes the facilities available here. Actually, this is a bridge between the past and the future activities and achievements of BPATC. It is indeed a pleasure to write a few words on this occasion.

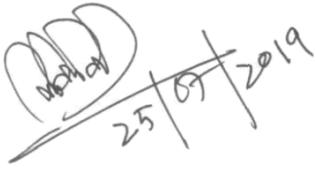
Bangladesh Public Administration Training Centre (BPATC), the apex training institute of the country is mandated to impart quality training to the civil servants in order to enable them to play a significant role to implement various nation building activities of the government. In terms of automation, infrastructure development, curriculum development, regulatory framework development, transparency and accountability, faculty development, openness and research BPATC has become a dynamic institution over the last year. BPATC has given prime importance on Sustainable Development Goals (SDGs) in the curricula of various training courses.

This year has witnessed the organization of two big international events. The first was the International Symposium on Achieving Agenda 2030 of Sustainable Development where for the first time in the history of BPATC, representation from BPATC-like organizations of the South and South-east Asia region discussed capacity building of Public Administration. Through this initiative, BPATC has established its footprint as the leading organization in this region. The second event, the first International Conference on Information and Knowledge Management (IKM) was even larger. In this Conference about 50 participants from all over the world discussed the Role of IKM in achieving SDGs. Output of these two conferences are being published as books by an International Publisher Taylor and Francis, India, which is another first initiative at BPATC.

This year also witnessed the launching of two groundbreaking research projects on achieving SDGs. Through these projects, BPATC has established itself as a credible research organization.

Moreover, for the first time in the history of BPATC, all Secretaries and Senior Secretaries of the Government participated in a Policy Dialogue. I believe that such initiative would have a positive impact on the achievement of SDGs as well as Vision 2041 graduation of Bangladesh to a developed country by the aforesaid time.

I would like to express sincere appreciation to the faculty members of BPATC for their ceaseless efforts and endeavor to implement the activities of the Centre throughout the year. Special thanks extended to the members of the editorial board for their efforts in publishing this report. Any feedback and suggestions from the distinguished readers would be highly appreciated and treated as valuable contribution towards enriching the future publication of the report.

A handwritten signature in black ink, followed by the date '25/07/2019' written in a similar style.

Dr. M Aslam Alam

Former Rector (Former Senior Secretary to the Government)

Bangladesh Public Administration Training Centre

(23-05-2017 to 28-07-2019)

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CHAPTER ONE

INTRODUCING BPATC

1.1 Introduction

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. It was established in 1984 under the Bangladesh Public Administration Training Centre Ordinance (Ordinance No. XXVI of 1984) by amalgamating the institutions existing previously viz, NIPA, COTA, BASC and, STI. BPATC is located at a distance of 28 kilometers from the capital city Dhaka and near Jahangirnagar University and on the way to national Mausoleum on the Dhaka-Aricha highway. Following the abolishment of the Ordinance of 1984, the government enacted Bangladesh Public Administration Training Centre Act, 2018 (Act No. 64 of the year 2018) on 14th November 2018.

1.2 Vision of BPATC

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

1.3 Mission of BPATC

We are committed to achieve the shared vision through-

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

1.4 The Core Values of BPATC

The core values of BPATC include-

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

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

Inclusiveness: We are committed to achieving a diverse and highly professional workforce at all levels of the 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.

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

Learning for results: We impart training for results and take follow up actions to stay relevant. We value and maintain an enabling environment for continuous learning for our clients and ourselves. We are keen to build partnership and collaboration with local and international organizations.

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

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.

1.5 Functions of BPATC

According to Section VI of the BPATC Act, 2018 the major functions of the Centre are:

- a) To equip both the senior executives of the government and private sector with leadership skills so that they can build a dynamic and development-oriented society;
- b) To conduct foundation training for different civil service cadre officials of Bangladesh;
- c) To conduct foundation training for the non-cadre government officials;
- d) To provide on-the-job training for the employees of the republic and local authority;
- e) To conduct research and to publish on public administration and development;

- f) To publish books, journals & reports relating to administration and development;
- g) To establish and maintain libraries and reading rooms;
- h) To provide consultancy to the government, if and when necessary, regarding administration and development to solve specific problems;
- i) To design effective and need-based curricula for the training;
- j) To award certificates to the trained-up employees; and
- k) To do other necessary activities to implement the objectives of the Act.

1.6 The BOG in 2018-19

A list of the members of the Board of Governors for the financial year 2018-2019, formed according to Section 5(1) of the BPATC Ordinance, 1984, is given below:

1.6.1 Chairman

Mr. Abul Maal A. Muhith
 Minister, Ministry of Finance
 Government of the People's Republic of Bangladesh
 (From 25 March 2009 to 03 January 2019)

1.6.1.2 Members

1. Mohammad Shafiul Alam
 Cabinet Secretary, Cabinet Division
 Government of the People's Republic of Bangladesh
2. Dr. M Aslam Alam
 Rector (Senior Secretary to the Government), Bangladesh Public Administration Training Centre, Savar, Dhaka.
3. Mr. Faiz Ahmed
 Secretary, Ministry of Public Administration
 Government of the People's Republic of Bangladesh.
4. Mr. Abdur Rouf Talukder
 Secretary, Finance Division
 Government of the People's Republic of Bangladesh
5. Mr. Md. Sohorab Hossain
 Senior Secretary, Secondary and Higher Education Division
 Government of the People's Republic of Bangladesh
6. Professor Dr. Farzana Islam
 Vice-Chancellor, Jahangirnagar University

7. Professor Dr. Md. Alauddin
Vice-Chancellor, National University
8. Major General Md Enayet Ullah, BSP, ndu, psc
Commandant, Defence Services Command and Staff College
Mirpur Cantonment, Dhaka
9. Mr. Shafiul Islam (Mohiuddin)
President, Federation of Bangladesh Chamber of Commerce & Industries



Mr. Abul Maal Abdul Muhith, Finance Minister & Chairperson of BOG Presiding Over the 64th BOG Meeting

1.6.2 Meetings of the BOG

The 64th meeting of the Board of Governors was held on 29 July 2018. Important decisions on training and other administrative activities that were taken in that meeting are as follows:

Note of Felicitations: The Board of Governors congratulated and welcomed the newly nominated members of the Board Mr. Faiz Ahmed, Secretary, Ministry of Public Administration and Mr. Abdur Rouf Talukder, Secretary, Finance Division and wished them the very best.

Note of Gratitude: The Board of Governors thanked Dr. Md. Mozammel Haque Khan, former Senior Secretary, Ministry of Public Administration and Mr. Mohammad Muslim Chowdhury, former Secretary, Finance Division for their contribution as member of the Board of Governors.

1.6.2.1 Decisions of the 64th BOG Meeting

Memorandum of Understanding (MoU) with 5 foreign Institutions - (1) Beijing Administration Institute (BAI), Beijing, China; (2) The Hong Kong University School of Professional and Continuing Education (HKU SPACE), China; (3) Nepal Administrative Staff College (NASC), Nepal; (4) Huazhong University of Science and Technology (HUST), China; and (5) Central Queensland University, Australia have been presented and the draft is approved with a view to exchanging knowledge and enhancing training capability and efficiency of the faculties of Bangladesh Public Administration Training Centre. Two more MoUs with another two organizations – (1) RMIT University, Australia and (2) Macquarie University, Australia have been approved on principle after being presented in the committee.

Approval of Financial Activities

The Board gave post-facto approval of BPATC's revised budget of Tk. 113, 09, 74,000 (One hundred and thirteen crores nine lakhs and seventy four thousands only) for the financial year 2018-19.

1.6.3 Board of Directors (BOD) of the Centre

1.3.3.1 Formation of the BOD

According to the Bangladesh Public Administration Training Centre Act, 2018 the responsibility of overall administering and providing guidelines to the Centre rests on a Board of Directors (BOD). As per Section 5(1) of the Act, the formation of a 13-member BOD headed by a member of the Cabinet is as follows:

1.6.3.2 Chairman of the BOD

A Minister of the government (nominated by the President)

1.6.3.2.1 Members of the BOD

1. Minister and Minister of State, Ministry of Public Administration
2. Cabinet Secretary, Cabinet Division
3. Secretary, Ministry of Public Administration
4. Secretary, Finance Division
5. Secretary, Secondary and Higher Education Division
6. Rector, BPATC
7. Vice-Chancellor, Jahangirnagar University

8. A Vice-Chancellor nominated by the government except Jahangirnagar University
9. Commandant, Defense Services Command and Staff College
10. President, Federation of Bangladesh Chambers of Commerce and Industries (FBCCI)
11. Chairperson, Department of Public Administration, University of Dhaka/University of Chittagong/ University of Rajshahi/University of Jahangirnagar by rotation (nominated by the Government)
12. Four persons nominated by the Government, two of them are women

1.7 Organogram of the Centre

The Rector, the Chief Executive of the Centre, with the guidance of the Board of Directors, runs the organization. The Rector is a Secretary/Senior Secretary to the Government. At present, the overall activities of the Centre are divided into six divisions viz. (i) Management and Public Administration (M&PA), (ii) Programme and Studies (P&S), (iii) Development and Economics (D&E), (iv) Research and Consultancy (R&C), (v) Project, and (vi) Management & Development (M&D).

Each of the divisions is headed by a Member Directing Staff (MDS). An MDS is a Joint Secretary/ Additional Secretary to the government or of equivalent rank. Each of the divisions is divided into several departments and a department is divided into branches. Each of the branches is further divided into sections. A Director is the head of a department, a Deputy Director is the head of a branch and an Assistant Director is the head of a section. Directors of the Centre are Deputy Secretaries to the government or of equivalent rank. Besides, there are four Regional Public Administration Training Centres (RPATC) in four administrative divisional headquarters of the country (Dhaka, Chattogram, Rajshahi & Khulna). The RPATCs are supervised by the main Centre at Savar. A RPATC is headed by a Deputy Director. There are two Assistant Directors to assist the Deputy Director. There are other officials such as a Junior Instructor, a Technical Supervisor and several other employees who work in each RPATC. The main functions of a RPATC include providing training to the Class-II Officers, Class III & Class IV employees of different organizations of the government. In some cases, these regional Centres provide training also to the Class-I Officers of the government and non-government organizations (NGOs).

1.8 Personnel of BPATC & RPATCs

The total number of officers and employees of BPATC is 650 under the revenue budget. Each of the RPATCs has 29 posts that account for a total of 116 posts for the four RPATCs. Up to the ending date of the 2018-19 financial year, 213 posts out of the sanctioned 650 were vacant. During the same period, 11 employees had joined and 33 employees had retired/transferred from the Centre. Table 1.1 shows level-wise sanctioned and vacant posts while Table 1.2 shows the number of employees that joined, retired/transferred from the organization during the financial year 2018-19.

Table 1.1: Sanctioned and Vacant Posts in BPATC under the Revenue Budget in 2018-19

Level of Post	Sanctioned Post	Workforce up to 30 June 2019	Vacant Post up to 30 June 2019
Class –I	120	90	30
Class-II	24	16	08
Class-III	235	171	64
Class-IV	271	160	111
Total	650	437	213

Table 1.2: Employees Joined and Retired/Resigned from BPATC in 2018-19

Level of Post	Employees Joined the Centre	Employees Retired/Transferred from the Centre
Class – I	8	15
Class –II	-	2
Class –III	3	7
Class –IV	-	9
Total	11	33

CHAPTER TWO

TRAINING AND FACULTY DEVELOPMENT PROGRAMME

2.1 Introduction

Training activities and faculty development programs of BPATC and its four RPATCs are managed by four departments under the Programme and Studies (P&S) Division of the Centre. These departments are: (a) Planning, Programming and Recording (PPR); (b) Evaluation; (c) International Programme (IP); and (d) Physical Education. These four departments carry out different activities relating to training and faculty development. This chapter records the training activities and faculty development programs of the PPR department and the training activities of the four RPATCs. Activities of the other four departments are discussed in other parts of this report.



Mr. Md. Forhad Hossain, MP and State Minister, Ministry of Public Administration is writing in Visitors Book over His Experience after Dropping by Liberation War Corner of BPATC Library

2.2 Training Activities of BPATC in 2018-19

The PPR Department prepares a training calendar containing the plan of the different training programs of the Centre including the core and short courses, special courses, seminars, workshops and symposiums before the start of a training-calendar year, which starts in July and ends in June. Training programs are mainly arranged in the areas of human resource development, public sector management, skill development, macroeconomic management in four core courses designed for the entry-level officers of the Bangladesh Civil Service (BCS), mid-level civil servants, and senior/top management officials. The Centre also arranges

short/professional courses, seminars, workshops, and symposiums based on professional needs. Special courses are also arranged upon request of public sector organizations. The training activities can be categorized into (a) core courses, (b) special courses, (c) short courses, and (d) other courses.

2.2.1 Core Courses

BPATC imparts training to civil servants through four core courses namely the Foundation Training Course (FTC), the Advanced Course on Administration and Development (ACAD), the Senior Staff Course (SSC) and the Policy Planning and Management Course (PPMC).



Rector and Senior Secretary to the Government is offering Crest of BPATC to Honorable Chief Guest Mr. Forhad Hossain, MP, Minister of State, Ministry of Public Administration in the Inaugural Function of 17th PPMC and 123rd ACAD

2.2.1.1 Foundation Training Course

During the training year 2018-19, BPATC organized three batches of the FTC - 66th, 67th, and 69th - in which a total of 681 officers participated. The 66th batch started on 18th February 2018 and ended on 16th August 2018.



Mr. Mohammad Shafiul Alam, Cabinet Secretary to Government was greeted with floral bouquet by a 66th FTC Participant at the Inaugural Ceremony of that batch

The 67th batch started on 30th April 2018 and completed on 25th October 2018. The 69th batch started on 17th April 2019 and will end on 13th October 2019. Table from 2.1 and 2.2 shows batch-wise distribution of FTCs.

Table 2.1: Participants of the 66th and 67th FTC held in 2018-19

Foundation Training Course	Time Line	Participants		Total
		Male	Female	
66 th FTC	18/02/2018-16/08/2018	147	53	200
67 th FTC	30/04/2018-25/10/2018	52	33	85
68 th FTC	01/04/2019-27/09/2019	398	138	536
69 th FTC	17/04/2019-13/10/2019	312	84	396



Participants are welcoming Honorable Principal Secretary with flower bouquets in 66th FTC's Guest Night



Mr. Md. Abul Kalam Azad, Principal Coordinator (SDG), PMO Conducting a Session at BPATC

BPATC provided Foundation Training to 681 officers belonging to 19 cadres, 511(75.04%) officers were male and 170 (24.96%) officers were female. In the 66th batch of the FTC, BPATC provided training to 200 officers belonging to 17 cadres where 147 officers were male and 53 were female. In the 67th batch of the FTC, BPATC commenced training for 85 officers belonging to 12 cadres where 52 officers were male and 33 were female.

The 68th FTC conducted in different training institutes except BPATC. For instance, BCS Admin Academy, BARD Cumilla, RDA Bogura, Telecommunication Staff College (TSC), Gazipur, Postal Academy, Rajshahi. On behalf of BPATC, Chottogram RPATC organized the 68th FTC with 44 participants. In total 536 participants (Male: 398, Female: 138) from 18 cadres and one from BPATC.

In the 69th batch of the FTC, BPATC is conducting training for 396 officers belonging to eight cadres where 312 officers are male and 84 officers are female. Batch-wise detailed information about the participants including their male-female distribution is given in Tables 2.3 and 2.4.



Mr. Faiz Ahmed, Secretary, Ministry of Public Administration, the Chief Guest of the Inaugural Ceremony of 87th Senior Staff Course.

Table 2.3: Cadre/service-wise Distribution of the Participants of the 66th FTC held in 2018-19

Cadres	Time Line	Participants		Total
		Male	Female	
BCS (Administration)	18/02/2018- 16/08/2018	09	09	18
BCS (Police)		64	12	76
BCS (Ansar)		11	00	11
BCS (Public Works)		06	03	09
BCS (Agriculture)		09	07	16
BCS (Taxation)		12	00	12
BCS (Railway Engineering)		07	01	08
BCS (Information)		05	03	08
BCS (Postal)		04	03	07
BCS (Family Planning)		01	03	04
BCS (Livestock)		06	08	14
BCS (Fisheries)		07	02	09
BCS (Custom & Excise)		00	01	01
BCS (Statistics)		01	00	01
BCS (Economic)		02	00	02
BCS (Roads & Highways)		02	00	02
BCS (Food)		01	01	02
Total		147	53	200

Table 2.4: Cadre-wise distribution of the participants of the 67th FTC held in 2018-19

Cadres	Duration	Participants		Total
		Male	Female	
BCS (Administration)	30/04/2018-25/10/2018	01	06	07
BCS (Police)		23	07	30
BCS (Ansar)		01	00	01
BCS (Foreign Service)		06	03	09
BCS (Public Works)		00	01	01
BCS (Agriculture)		05	05	10
BCS (Taxation)		01	00	01
BCS (Information)		05	06	11
BCS (Custom & Excise)		00	02	02
BCS (Fisheries)		04	02	06
BCS (Livestock)		01	01	02
BCS (Family Planning)		05	00	05
Total			52	33

Table 2.5: Institution-wise Distribution of the Participants of the 68th FTC held in 2018-1

Cadres	Institutions								Total
	RPATC, Chattogram	BCS Admin Academy	TSC, Gazipur	Postal Academy Rajshahi	BIAM, Bogura	BIAM, Dhaka	BARD, Cumilla	RDA, Bogura	
BCS (Administration)	20	35	19	08	03	10	23	22	140
BCS (Police)	03	21	18	05	05	22	16	22	112
BCS (Agriculture)	10	05	20	24	23	-	37	40	159
BCS (Fisheries)	-	-	-	-	01	-	03	02	06
BCS (Public Works)	-	01	03	-	01	-	01	-	06
BCS (Information)	-	-	03	-	-	-	02	06	11
BCS (Trade)	-	-	-	-	03	-	01		04
BCS (Roads and Highways)	-	03	01	-	-	-	10	08	22
BCS (Postal)	-	-	01	-	-	-	02	-	03
BCS (Audit & Accounts)	02	-	01	01	-	-	-	-	04
BCS (Cooperative)	04	02	07	02	-	-	-	-	15
BCS (Livestock)	01	04	03	04	05	-	-	03	20
BCS (Statistics)	01	-	02	-	-	-	-	-	03
BCS (Railway Engineering)	03	-	05	-	01	01	-	01	11
BCS (Ansar)	-	03	01	-	-	02	-	-	06
BCS (Taxation)	-	03	02	-	-	03	-	-	08
BCS (Economic)	-	03	-	-	-	-	-	-	03
BCS (Forest)	-	-	-	-	-	02	-	-	02
BPATC	-	-	-	-	-	-	-	01	01
Total	44	80	86	44	42	40	95	105	536

Table 2.5: Cadre-wise Distribution of the Participants of the 69th FTC held in 2018-19

Cadres	Duration	Participants		Total
		Male	Female	
BCS (Administration)	17/04/2019- 13/10/2019	194	65	259
BCS (Police)		77	11	88
BCS (Ansar)		06	01	07
BCS (Foreign Service)		13	05	18
BCS (Cooperative)		05	01	06
BCS (Postal)		07	01	08
BCS (Information)		04	00	04
BCS (Audit and Accounts)		06	00	06
		312	84	396



Panel Discussion with the participants of 67th FTC at BPATC on the issue of ‘Rohingya’ Crisis in Bangladesh

2.2.1.2 Advanced Course on Administration and Development (ACAD)

The ACAD is a sixty-day course for the Deputy Secretaries and equivalent officers of the defense services. BPATC has organized five batches of the ACAD during the training year 2018-19 in which 166 officers took part. Among them, 132 participants were male and 34 participants were female. Table 2.6 shows the batch-wise distribution of participants in the course.

Table 2.6: Distribution of the participants of the ACAD held in 2018-19

Batch	Duration	Participants		Total
		Male	Female	
121 st ACAD	11/07/2018-16/09/2018	31	05	36
122 nd ACAD	19/09/2018-17/11/2018	27	04	31
123 rd ACAD	20/01/2019-30/03/2019	21	13	34
124 th ACAD	18/02/2019-28/04/2019	25	07	32
125 th ACAD	05/05/2019-13/07/2019	28	05	33
Total		132	34	166

2. 2.1.3 Senior Staff Course (SSC)

The SSC is designed for the Joint Secretaries to the government and equivalent officers of the defense services. It is a 45-day course and focuses mainly on policies, leadership in public service management and development.

A total of 81 Joint Secretaries and equivalent officers of the defence services attended the course in five batches during the training year 2018-19. Among the total participants, 07 were female and 74 were male. The Batch-wise distribution of the SSC participants is shown in Table 2.7.

Table 2.7: Batch-wise distribution of the participants of the SSC held in 2018-19

Batch	Duration	Participants		Total
		Male	Female	
87 th SSC	11/07/2018-03/09/2018	28	01	29
88 th SSC	18/09/2018-01/11/2018	24	02	26
89 th SSC	05/05/2019-26/06/2019	22	04	26
Total		74	07	81

2.2.1.4 Policy Planning and Management Course (PPMC)

The PPMC, a 12-day long course, is for the Additional Secretaries to the government. This course focuses on policies, planning, leadership and management. Two batches of the PPMC were organized in the training year 2018-19 in which 33 officers participated. Among the participants, 26 were male and seven were female. Table 2.8 shows the batch-wise distribution of the PPMC participants of the course.

Table 2.8: Batch-wise distribution of the participants of the PPMC held in 2018-19

Batch	Duration	Participants		Total
		Male	Female	
17 th PPMC	20/01/2019-31/01/2019	11	05	16
18 th PPMC	07/04/2019-18/04/2019	15	02	17
Total		26	07	33

2.2.2 Special Courses

The Center from time to time organizes a two-month special foundation training course (SFTC) for the non-cadre officers of the ninth grade of the national pay scale. This SFTC is a requirement for the non-cadre officials - over 40 years of age and promoted to Class I positions - for confirmation of their services. BPATC organized as many as 10 batches of this category of the SFTC for the 40+ officials during the training year 2018-19. BPATC also organizes a different version of the SFTC for officials working in different agencies of the government.

Table 2.9 Batch-wise distribution of the participants of different SFTCs

Courses	Timeline	Participants		
		Male	Female	Total
4 th Special Foundation Training Course for Department of Registration (DoR) Officials	11/07/2018-08/09/2018	23	06	29
1 st Special Foundation Training Course for LGED Officials	05/08/2018-03/10/2018	22	03	25
5 th Special Foundation Training Course for Department of Registration (DoR) Officials	10/09/2018-08/11/2018	24	06	30
Special Foundation Training Course for Dhaka Mass Transit Company Limited	16/09/2018-14/11/2019	22	-	22
2 nd Special Foundation Training Course for LGED Officials	07/10/2018-05/12/2018	23	02	25
6 th Special Foundation Training Course for Department of Registration (DoR) Officials	11/11/2018-09/01/2019	26	03	29
Special Foundation Training Course for BCSIR + ACC Officials	18/11/2018-16/01/2019	26	20	46
2 nd Special Foundation Training Course for Roads and Highways Department officials	18/11/2018-16/01/2019	21	04	25
3 rd SFTC for LGED Officials	09/12/2018-06/02/2019	25	-	25
3 rd Special Foundation Training Course for Roads and Highways Department officials	27/01/2019-27/03/2019	25	-	25
	Total	237	44	281

During the training year 2018-2019, ten such SFTCs were held at BPATC - 3 courses for the Directorate of Registration (DoR) officials, 1 for the BCSIR officials, 2 for the RHD officials, 1 for the Dhaka Mass Transit Company (DMTC) officials and 3 for Local Government Engineering Department (LGED) officials. A total of 281 officials took part in

these 10 SFTCs of which 237 were male and 44 were female. Table 2.9 shows the number of participants in the SFTCs.

2.2.3. Workshop/Seminar/Symposium

In the financial year 2018-19, BPATC organized several workshops/seminars on different issues of national interest in which a total of 2043 officers and employees of various government departments participated out of which 1,621 were male and 422 were female. Table 2.10 shows more information about the titles of these workshops/seminars and the number of participants attended.

Table 2.10 Male-female distribution of participants of different workshops/seminars/Conference

Name of workshop/seminar/Conference	Timeline	Participants		
		Male	Female	Total
Workshop on ‘Techniques of supervising Research work and Academic Writings,	22/07/2018	11	01	12
Workshop on Academic Writing (121 th ACAD)	23/07/2018	31	05	36
Lessons Learned Workshop of the 15 th , 16 th PPMC & 84 th SSC	28/07/2018	84	19	103
Workshop on Academic Writing (87 th SSC)	28/07/2018	28	01	29
Lessons Learned Workshop of the 117 th & 118 th ACAD	04/08/2018	86	15	101
Workshop on Building Effective, Inclusive and Accountable Public Administration System (87 th FTC)	29/08/2018	28	01	29
Lessons Learned Workshop of the 87 th SSC & 121 th ACAD	30/08/2018	111	39	150
Workshop on National Integrity Strategy (NIS) (121 th ACAD)	04/09/2018	31	05	36
Workshop on Meditation for Achievement Motivation	22/09/2018	43	08	51
Workshop on Academic Writing (122 th ACAD)	25/09/2018	27	04	31
Seminar on JDS Program (67 th FTC)	25/09/2018	52	33	85
Workshop on Academic Writing (88 th SSC)	27/09/2018	24	02	26
Workshop on National Social Security Strategy of Bangladesh (67 th FTC)	29/09/2018	52	33	85
Workshop on National Integrity Strategy: Implementation Challenges (88 th SSC)	07/10/2018	24	02	26
Workshop on Building Effective, Inclusive and Accountable Public Administration System (88 th SSC)	16/10/2018	24	02	26
Workshop on Innovation in Public Service (122 nd ACAD)	24/10/2018	27	04	31
Workshop on Building Effective, Inclusive and Accountable Public Administration System (122 nd	30/10/2018	27	04	31

ACAD)				
Workshop on National Integrity Strategy (NIS): Implementation Challenges (122 nd ACAD)	07/11/2018	27	04	31
Workshop on Correctly Writing English with Grammarly	22/11/2018	42	06	48
Workshop on Public Service Values (SFTC for BCSIR+ACC)	01/12/2018	26	20	46
Workshop on Public Service Values (6 th DoR)	15/12/2018	26	03	29
Workshop on Attitude Change and Mindset Building (6 th DoR)	25/12/2018	26	03	29
Workshop on Attitude Change and Building Appropriate Mindset for Civil Servants (SFTC for BCSIR+ACC)	02/01/2019	26	20	46
Workshop on Effective, Inclusive and Accountable Public Administration (SFTC for BCSIR+ACC)	08/01/2019	26	20	46
Workshop on ‘Bangladesh on the March Towards Prosperity’	24/01/2019	99	05	104
Workshop on Building Effective, Inclusive and Accountable Public Administration System (123 rd ACAD)	29/01/2019	22	12	34
1 st International Symposium on Achieving Agenda 2030 of Sustainable Development (ISAASD) 2019	07/02/2019-09/02/2019	27	04	31
Workshop on Academic Writing (123 rd ACAD)	12/02/2019	21	13	34
Lessons Learned Workshop of the 122 nd ACAD and 88 th SSC	23/02/2019	74	19	93
Workshop on Academic Writing (124 th ACAD)	26/02/2019	26	07	33
Workshop on National Integrity Strategy (NIS): Implementation Challenges (123 rd and 124 th ACAD)	20/03/2019	46	20	66
Lessons Learned Workshop of the 123 rd ACAD	23/03/2019	48	20	68
Workshop on Building Effective, Inclusive and Accountable Public Administration System (124 th ACAD)	03/04/2019	26	07	33
1 st International Conference on Information and Knowledge Management (i-IKM 2019)	25/04/2019-27/04/2019	282	48	330
Lessons Learned Workshop of the 124 th ACAD	28/04/2019	26	07	33
Lessons Learned Workshop of the 17 th PPMC	04/05/2019	15	06	21
Total		1621	422	2043

Note: Participants of Foundation Training Course (FTC) attended the Lessons Learned Workshop and Feedback Seminar organized for ACAD & SSC and the participants of ACAD and SSC attended the Feedback Seminar organized for PPMC

2.2.4 Training Abroad and Other Capacity Building Activities

Training abroad varies widely in terms of contents and nature of the training, and ranges from training & study tours to different short-term and long-term study programmes. These training programmes are supported, in most cases, by the Ministry of Public Administration (MoPA), the Capacity Enhancement of the Core Courses of BPATC Project, as well as foreign training opportunities funded as part of different collaborative training activities. A total of 248 trainee officers of FTC, ACAD, SSC and PPMC and 21 faculty members participated in foreign training and exposure visits abroad in the training year 2018-19. Tables 2.11 and 2.12 show information about foreign exposure visits attended by the participants of different courses and faculty members respectively.

Table 2.11 Number of Trainees Avail Foreign Exposure Visits

Course	Country	Duration	Participants		
			Male	Female	Total
87 th SSC	Thailand	07/08/2018-16/08/2018	28	01	29
121 st ACAD	India	07/08/2018-16/08/2018	31	05	36
122 nd ACAD	India	27/01/2019-05/02/2019	28	04	32
88 th SSC	Thailand	03/02/2019-12/02/2019	25	02	27
17 th PPMC	Thailand	24/02/2019-02/03/2019	12	04	16
123 rd ACAD	India	26/02/2019-07/03/2019	14	10	24
66 th & 67 th FTC	Vietnam	14/04/2019-23/04/2019	17	16	33
124 th ACAD	India	16/04/2019-25/04/2019	25	07	32
18 th PPMC	Thailand	28/04/2019-04/05/2019	16	03	19
Total			196	52	248

Table 2.12 Number of Faculty Avail Foreign Exposure Visits

Course	Country	Duration	Participants		
			Male	Female	Total
e-Governance for better Public Service Delivery	Australia	30/07/2018-19/08/2018	07	01	08
Training Course on 'Ecosystem based Disaster, Risk Reduction in the Tropics'	Indonesia	30/07/2018-10/08/2018	01	-	01
87 th SSC	Thailand	07/08/2018-16/08/2018	01	01	02

121 st ACAD	India	07/08/2018-16/08/2018	01	01	02
Performance Management in Public Sector Organizations	Australia	10/09/2018-30/09/2018	08	01	09
Strengthening capacities of Public Institutions and Developing Effective Partnerships to Realize the 2030 Agenda of Sustainable Development	South Korea	24/10/2018-26/10/2018	01	-	01
Global Strategic Leadership for Growth and Sustainable Development	India	26/11/2018-21/12/2018	-	01	01
122 nd ACAD	India	27/01/2019-05/02/2019	02	-	02
88 th SSC	Thailand	03/02/2019-12/02/2019	02	-	02
Sixth International Conference of Asian Special Libraries (ICoASL 2019)	India	14/02/2019-16/02/2019	01	-	01
Short Training Program	Hong Kong	17/02/2019-02/03/2019	01	-	01
Familiarization of data collection visit to Australian Marine Institutions/Governance	Australia	20/02/2019-06/03/2019	03	-	03
17 th PPMC Exposure Visit	Thailand	24/02/2019-02/03/2019	02	-	02
123 rd ACAD Exposure Visit	India	26/02/2019-07/03/2019	02	-	02
Professional Development Program	Australia	03/03/2019-22/03/2019	01	-	01
Short Training Program	Republic of Korea	17/03/2019-30/03/2019	01	-	01
Short Training Program	Hong Kong	17/03/2019-30/03/2019	01	-	01
66 th & 67 th FTC Exposure Visit	Vietnam	14/04/2019-23/04/2019	01	01	02
124 th ACAD Exposure Visit	India	16/04/2019-25/04/2019	02	-	02
National Symposium on Sustainable waste management (NSSWM-2019)	India	19/04/2019-21/04/2019	02	-	02
18 th PPMC Exposure Visit	Thailand	28/04/2019-04/05/2019	01	01	02
Workshop on Sustainable use of marine and coastal resources in Australia and Bangladesh	Australia	05/05/2019-09/05/2019	03	-	03
Workshop on CSC Leadership program 2019	UK	12/05/2019-17/05/2019	-	02	02
Total			44	09	53

2.2.5 Short Courses

BPATC organizes short-term courses focusing mainly on governance, policy analysis, project management, procurement management, e-governance, ICT etc. These specialized short-term courses are offered to cater for the needs of efficiency development for different level of public and private sector professionals. These courses are designed for enhancing skills and they differ from the core courses in terms of focus, duration and target groups. Three short courses for the Department of Narcotics officials were organized during the financial year 2018-19. In these courses 392 participants took part, of which 357 were male and 35 were female. Table 2.13 shows distribution of participants of these courses.

Table 2.13 Male-female distribution of participants of short courses

Courses	Duration	Participants		
		Male	Female	Total
1 st ToT on ‘Achieving Sustainable Development Goals in Bangladesh’	01/07/2018-05/07/2018	41	07	48
3 rd Managerial Leadership Ownership and Integrity for LGED Officials	22/07/2018-26/07/2018	30	-	30
4 th Managerial Leadership Ownership and Integrity for LGED Officials	05/08/2018-09/08/2018	30	-	30
5 th Managerial Leadership Ownership and Integrity for LGED Officials	09/09/2018-13/09/2018	28	02	30
6 th Managerial Leadership Ownership and Integrity for LGED Officials	23/09/2018-27/09/2018	30	-	30
Training Course on ‘CTMS Software’	14/07/2018	24	06	30
IELTS Training Program	Batch-1: 30/07/18-11/09/18 Batch-2: 15/10/18-21/11/18	33	07	40
Financial Management Course	25/11/2018-06/12/2018	14	02	16
2 nd ToT on ‘Achieving Sustainable Development Goals in Bangladesh’	12/01/2019-18/01/2019	26	01	27
ToT on Foundation Training Course	19/01/2019	39	05	44
Project Management Course	10/02/2019-24/02/2019	15	-	15
Advanced Pedagogy Training Course	28/04/2019-30/04/2019	28	04	32
Short Course on Administrative Management	03/05/2019-01/06/2019 (only Friday & Saturday)	19	01	20
Total		357	35	392

2.2.6 Memorandum of Understanding (MoU) 2018-2019

BPATC signed a number of Memorandums of Understanding (MoU) with various national and international organizations. A list of MoU signed among BPATC and other organization in 2018-2019 is given below.

Table 2.14 Memorandum of Understanding (MoU) 2018-2019

Sl. No.	Name of the Organization	Signed date	Expiry date
01.	Shuchona Foundation	05/03/2017	04/03/2019
02.	Bangladesh Water Development Board	05/01/2017	31/12/2018
04.	Center for Environmental and Geographic Information Services (CEGIS)	29/12/2016	31/12/2019
06.	Unicef	18/07/2016	3 years from Signing date
07.	Department of Information and Communication Technology (DoICT)	06/04/2016	April, 2019
08.	Jahangirnagar University	20/11/2013	5 years from Signing date
09.	International College of National Institute of Development Administration (NIDA), Thailand	12/11/2013	5 years from Signing date
10.	Beijing Administration Institute, China	15/10/2018	5 years from Signing date
11.	HKU School of Professional and Continuing Education (HKU SPACE), Hong Kong	15/10/2018	5 years from Signing date
12.	Nepal Administrative Staff College, Nepal (NASC)	09/02/2019	5 years from Signing date
13.	Royal Institute of Management (RIM), Thimpu, Bhutan	13/04/2019	5 years from Signing date

2.3 Training Courses Conducted and Number of Trainees in BPATC since its Inception

BPATC has conducted 894 training courses since its inception in 1984 which includes core courses and short courses. The total number of participants in these courses was 40,889. Table 2.15 shows year-wise number of participants in these courses. Since 1984, BPATC organized 350 workshops/seminars/conferences in which 23,485 officials participated. Table 2.16 shows year-wise number of participants of these workshops/seminars/conferences.

Table 2.15: Training Activities of BPATC Since 1984

Training Year	Number of Courses			Number of Participants		
	Core Courses	Other Courses	Total	Male	Female	Total
1984-1985 Through 2015-2016			793			36,257
2016-2017	18	10	28	1,248	377	1,625
2017-2018	15	18	33	1,090	293	1,383
2018-2019	13	23	36	1,337	297	1,634
	Grand Total		877	Grand Total		40,899

Table 2.16: Seminars/Workshops/Conference Held Since 1984

Training Year	Number of Workshops	Number of Participants		
		Male	Female	Total
1984-1985 Through 2016-2016	240			13,552
2016-2017	28			1,650
2017-2018	63	4599	1641	6,240
2018-2019	19	1621	422	2043
Total	350			23,485

2.4 Revision of Curriculum

BPATC endeavors to impart quality training program all the year round for its clientele. There are some criteria for ensuring good training course. Developing curriculum on a regular basis is one of the key factors in this regard. BPATC has a Curriculum Development Committee (CDC) which contributes time to time to update, revise course contents as per demand of the time and feedback from well grounded sectors. Last two years BPATC had given a new look to the contents/curriculum to its all training courses. Major issues/ topics like Sustainable Development Goals (SDGs) and Annual Performance Agreement (APA) were incorporated. Faculty members always provide their feedback, opinion to the concerned members through their individual effort or through formal platform to think about new and demand driven issues to include into the curriculum. CDC discusses over the issues time to time and submits their proposal to the highest authority of the Centre – Rector for final approval. In this way, BPATC is continuously upgrading its training curriculum to offer updated courses to the participants of different corners of the country.

2.5 Policy Dialogue

The 1st and 2nd Policy Dialogue for the Senior Secretaries/ Secretaries to the Government of the People's Republic of Bangladesh were held from 11 to 12 October 2018 and from 8th to 9 November 2018 respectively at Bangladesh Public Administration Training Centre (BPATC). Senior Secretaries/Secretaries to the Government of the People's Republic of Bangladesh were invited along with their spouses as participants of this Policy Dialogue. Total number of participants for the Dialogue is 63. Two days long programme was designed with various events mainly- Dinner Speech, Keynote paper presentation and Dialogue. Renowned personalities of our country attended the programme as Resource Person to make the Dialogue effective. Former Governor of Bangladesh Bank Dr. Mohammed Farashuddin inaugurated the dialogue through delivering a praiseworthy Dinner Speech on the occasion. Principal Coordinator (SDGs Affairs) Mr. Md. Abul Kalam Azad and Principal Secretary Mr. Md. Nojibur Rahman delivered thoughtful speech at the event. Rector of BPATC, Dr. M Aslam Alam, conveyed welcome address to greet distinguished participants and guests.



Principal Secretary to the Honourable Prime Minister, Mr. Md. Nojibur Rahman Speaking in the 1st Policy Dialogue



Chief Guest with the Participants of the 1st Policy Dialogue attended in a Photo Session

2.5.1 Second Policy Dialogue

First Keynote Paper was titled- Managing Change in Complex Environment. Executive Chairman of BIDA Kazi Aminul Islam was the presenter of Keynote Paper titled- Seeing the big Picture: Global, Regional Mega Trends and National Implication. As panelists Dr. Atiur Rahman, Former Governor of Bangladesh Bank; Dr. Mohammad Sadique, Chairman, Public Service Commission (PSC); Dr. Kamal Abdul Naser Chowdhury, Former Principal Secretary; Mr. Masud Ahmed, Former Comptroller and Auditor General; Dr. Ahsan H. Mansur, ED, PRI; Mr. Anir Chowdhury, Policy Advisor, A2I; Mr. Abdul Karim, Former Principal Secretary, Ms. Nihad Kabir, President, MCCI; Ms. Surya Khanam, Commissioner, Information Commission were present at the dialogue. Mr. Mohammad Shafiul Alam, Cabinet Secretary and Mr. HT Imam, Political Advisor to the Honourable Prime Minister attended the programme as Guest of Honor and Chief Guest. Apart from, academic segment, special arrangements were organized for spouses of the participants. Special cultural events organized by the trainees of Foundation Training Course and by prominent performers brought extra color to the event. Overall, it was a fruitful dialogue.



Finance Secretary as a Participant of the 2nd policy Dialogue Sharing Experiences in the Academic Session



Professor Dr. Farzana Islam, VC, Jahangirnagar University, one of the Panelists commenting on the Presentation of Key-note Paper



Dr. Farashuddin Ahmed, the Chief Guest of the Closing Ceremony of the 2nd Policy Dialogue for Senior Secretaries and Secretaries

2.6 SDGs Related Activities

To mainstream SDGs, BPATC's theme has been selected from SDG 16.6 "Building Capacity for Effective, Inclusive and Accountable Public Administration System" Two courses on SDG were conducted at the centre. Separate module was introduced for SDG in each course.

28 hours sessions are conducted in Foundation Training Course, 21 hours in Advance Course on Administration and Development and 21 hours in Senior Staff Course on SDG implementation and challenges. Details about short course, research and international conference are given below.

2.7 Short Course on Achieving Sustainable Development Goals (SDGs) in Bangladesh

Bangladesh is one of the well-recognized developing nations in the world today. It is doing well in all the indices. It has adopted Vision 2021, Sustainable Development Goals (SDGs) 2030, Vision 2041 and Delta Plan-2100. SDGs is one the most significant visions of them. Officials from public and private sector will play the role of a catalyst in achieving SDGs. To disseminate required knowledge regarding SDGs, BPATC has initiated a week long short course on SDGs. Two such courses have already been held successfully, where total 75 participants attended. The challenges in implementing SGDs and other pertinent issues are included as the course content. Besides, the course content is being continuously updated. Furthermore, there is a plan to arrange a short course on other important issues of SDGs in near future. This course is open for public and private sectors' officials.

2.8 International Symposium on Achieving Agenda 2030 of Sustainable Development (ISAASD) 2019

1st International Symposium on Achieving Agenda 2030 of Sustainable Development (ISAASD) 2019 was held from 07 to 09 February 2019 in order to share SDG's implementation mechanism, challenges, capacity building of civil servants and various training institutions. Overall, 31 participants from 11 different countries and from 8 national institutions took part in the symposium. Mr. Md. Abul Kalam Azad, Principal Coordinator (SDG Affairs), Prime Minister's Office was the inaugural keynote speaker. Dr. Chung Chae Gun, Head of United Nations Project Office (UNPO), UN DESA was present at the Inaugural Ceremony as Guest of Honour and Dr. M Aslam Alam, Rector (Senior Secretary to the Govt. of Bangladesh) presided over the Inaugural ceremony. The participants shared their experiences in working session. They underscored the need for Innovation, Digital Transformation, Positive Mindset and readiness of the civil servants for achieving SDGs' by 2030.



Dr. Chung Chae Gun, Head of the United Nations Project Office (UNPO), UN DESA, Republic of Korea was present as the inaugural Guest of Honour along with the Principal Coordinator (SDG Affairs) of Prime Ministers Office and Rector of the Centre in the Inaugural Ceremony of ISAASD 2019



K. M. S. D Jayasekara, Director General, Srilanka Institute of Development Administration (SLIDA) receiving souvenir from the Chief Guest Dr. Atiur Rahman in the closing programme of 1st ISAASD 2019

2.9 International Conference on Information and Knowledge Management (i-IKM-2019)

First International Conference on Information and Knowledge Management jointly organized by the Bangladesh Public Administration Training Centre (BPATC) and the Department of Information Studies and Library Management, East West University at BPATC from 26-27 April 2019. Honorable Minister Mr. M. A. Mannan, MP, Ministry of Planning, Government of the People's Republic of Bangladesh graced the Inaugural Ceremony as the Chief Guest. Dr. Mohammed Farashuddin, Chief Advisor and Founder Vice Chancellor of East West University was present at the event as the Inaugural Keynote Speaker.

36 International presenters, invited speakers and participants from 25 countries, 120 paper presenters and more than 200 participants attended the Conference. Four renowned researchers from USA, Germany and India presented their papers remotely through video conferencing. This Conference was the first initiative taken in Bangladesh of its kind focusing on one of the burning issues of the 21st Century, Agenda 2030.

The theme of this conference was “Next Generation Information and Knowledge Dissemination to realize the Agenda 2030 for Sustainable Development”. The theme was focused to determine the significance of knowledge management strategy to accumulate, store, manage and disseminate the intellectual output of the knowledge society to attain the sustainable development goals. Inclusive knowledge society, transparent knowledge ecosystem and dynamic knowledge markets can play a vital role in achieving the Agenda 2030.



Inaugural Ceremony of International Conference on Information and Knowledge Management (i-IKM-2019)



Participants of Inaugural Ceremony of International Conference on Information and Knowledge Management (i-IKM-2019) in BPATC, Savar, Dhaka

2.10 Research Works on Sustainable Development Goals (SDGs)

Sustainable Development Goals (SDGs) are the global blueprint for development till 2030. As one of the top performing countries of the Millennium Development Goals (MDGs), Bangladesh has many reasons to feel confident that she can attain SDGs through national capacity development and institutional strengthening. As an apex public sector training institute of the country, one cardinal objective of BPATC is to enhance the capacity of the

government by way of training, research and consultancy. As part of this capacity building, BPATC has taken the initiative to conduct research on the issue of ‘Achieving SDGs in Bangladesh: An Organizational Analysis’.

Previously, General Economics Department (GED) published “Mapping of Ministries by Targets in the implementation of SDGs aligning with 7th Five Year Plan (2016-20)” and “Data Gap Analysis of Sustainable Development Goals (SDGs): Bangladesh Perspective”. However, this BPATC research systematically investigates the allocation of business, citizen charter, Annual Performance Agreement (APA), organizational structure, strengths, opportunities, weaknesses and challenges of all the Ministries/Divisions of the Government of Bangladesh (GoB) with a view to identifying the organizational issues vis-à-vis the SDGs. Absence of organizational analysis can dismally hold back the implementation of SDGs. In this backdrop, BPATC has undertaken a research on ‘Achieving SDGs in Bangladesh: An Organizational Analysis’.

BPATC has undertaken a ground-breaking research on Sustainable Development Goals (SDGs). BPATC now plays a very significant role of coordination, facilitating the ministries to understand what they are doing and what else they need to do for implementation of the SDGs. To this end, BPATC organized 1st International Symposium on Achieving Agenda 2030 of Sustainable Development (ISASD, 2019) in 2019. Also, an Inception Workshop on SDG was held on 13 February, 2019, where all the Ministries/Divisions were invited to share their views on SDGs research of BPATC. All the Ministry focal persons, mentors and mentee sat together to exchange and clarify views on SDGs.

2.11 National Workshop

Workshop on ‘Bangladesh on March towards Prosperity’

A workshop on ‘Bangladesh on March towards Prosperity’ was organized on 24th January 2019 at BPATC. A number of 104 government officials from different ministries and organizations took part in this workshop. The objective of the workshop was to orient public officials with the government’s development vision so that a more synchronized implementation approach might be taken. BPATC authority has taken a decision that such workshop will be organized in all divisions.

2.12 Advanced Pedagogy Training:

1st and 2nd Advanced Pedagogy Training Course was held from 28-30 April 2019 and 20-24 June 2019 with the presence of 61 (32 + 29) officers under the project titled “Capacity Enhancement of BPATC Core Courses”. In these courses, 03 resource persons of Macquarie University, Australia conducted the sessions and their names are given below

1.	Mr. George F. Tomossy Senior Lecturer, Macquarie Law School Macquarie University, Australia
2.	Professor Dr. Shawkat Alom Director, Centre of Environmental Law, Law School Macquarie University, Australia
3.	Dr. Pradip Royhan Lecturer, Law School and Coordinator Bangladesh Project, Macquarie University, Australia

2.13 Training Programmes Conducted by RPATCs

BPATC has four regional training centres known as Regional Public Administration Training Centre (RPATC). These RPATCs conduct training mainly for the employees from Grades 10 to 20. BPATC also arranges several special courses and short courses in the RPATCs. The four RPATCs altogether trained 5,064 employees in the financial year 2018-19. The main courses conducted by the RPATCs include basic office management, financial management, computer application and ICT and communicative English language course etc. The details of the courses conducted in RPATCs are given in Table 2.17.

Table 2.17: Courses organized in RPATC's in the financial year 2018-19

Name of Month	Name of Courses	Target	Achievement			
			Dhaka	Chattogram	Rajshahi	Khulna
July/18	Fundamental Training (Grade 10 to 12 Employees)	25	12	18	19	10
	Conduct and Discipline (Grade 10 to 12 Employees)	25	13	20	30	16
	Fundamental Training (Grade 13-16 Employees)	25	18	30	48	36
	Fundamental Training (Grade 17-20 Employees)	25	17	29	22	27
August/18	Office Management and ICT (Grade 13 to 16 Employees)	25	31	47	54	52
	Fundamental Training (Grade 17 to 20 Employees)	25	31	33	18	42
September/18	Fundamental Training (Grade 10 to 12 Employees)	25	32	27	23	15
	Office Management and ICT (Grade 10 to 12 Employees)	25	37	28	26	12
	Fundamental Training (Grade 13-16 Employees)	25	50	30	18	40
	Fundamental Training (Grade 17 to 20 Employees)	25	42	28	20	39
October/18	Information & Communication Technology	25	36	29	34	21

	(ICT) (Grade 10 to 12 Employees)					
	Fundamental Training (Grade 13 to 16 Employees)	25	53	37	25	42
	Fundamental Training (Grade 17 to 20 Employees)	25	47	33	31	32
November/18	Fundamental Training (Grade 10 to 12 Employees)	25	25	24	24	25
	Fundamental Training (Grade 13 to 16 Employees)	25	53	33	45	53
	Fundamental Training (Grade 17 to 20 Employees)	25	43	25	24	43
December/18	Financial Management (Grade 10 to 12 Employees)	25	28	31	30	31
	Fundamental Training (Grade 13 to 16 Employees)	25	47	34	42	40
	Fundamental Training (Grade 17 to 20 Employees)	25	47	23	49	41
January/19	Fundamental Training (Grade 10 to 12 Employees)	25	41	26	41	27
	Fundamental Training (Grade 13 to 16 Employees)	25	38	37	59	41
	Fundamental Training (Grade 17 to 20 Employees)	25	46	33	54	37
February/19	Fundamental Training (Grade 13 to 16 Employees)	25	51	53	45	41
	Financial Management (Grade 13 to 16 Employees)	25	57	46	22	35
	Fundamental Training (Grade 17 to 20 Employees)	25	54	46	30	40
March/19	Fundamental Training (Grade 10 to 12 Employees)	25	43	27	35	38
	Fundamental Training (Grade 13 to 16 Employees)	25	50	23	31	39
	Information & Communication Technology	25	53	24	28	27

	(ICT) (Grade 13 to 16 Employees)					
	Fundamental Training (Grade 17 to 20 Employees)	25	45	22	34	33
April/19	e-Nothi (Grade 10 to 12 Employees)	25	40	28	29	29
	Fundamental Training (Grade 13 to 16 Employees)	25	51	25	42	39
	Conduct and Discipline (Grade 13 to 16 Employees)	25	45	28	58	36
	Fundamental Training (Grade 17 to 20 Employees)	25	46	25	21	25
May/19	Fundamental Training (Grade 10 to 12 Employees)	25	46	27	31	0
	Conduct and Discipline Rule (Grade 13 to 16 Employees)	25	52	29	35	0
	e-Nothi (Grade 13 to 16 Employees)	25	52	44	44	33
	Fundamental Training (Grade 17 to 20 Employees)	25	46	32	42	15
Total		925	1518	1134	1263	1152

Table 2.18: Special Foundation Training Course for Promoted to Grade 9 Officials at RPATCs

Name of RPATCs	Targeted (Courses)	Conducted (Courses)	Total number of Participants (Targeted)	Total number of Participants (achieved)	Percentage
DHAKA	37	37	925	1518	164.11
CHATTOGRAM	37	37	925	1134	122.60
RAJSHAHI	37	37	925	1263	136.54
KHULNA	37	35	925	1152	124.54
TOTAL	148	146	3700	5067	136.95

Total Targeted = 3700, Total Achieved = 5067, Total Percentage = 136.95



Attending at Mourning Rally on National Mourning Day by the officials of RPATC, Rajshahi



Closing Ceremony of Fundamental Training Course at RPATC, Chattogram



Opening Ceremony of Fundamental Training Course at RPATC, Dhaka



Rally Observing the 35th Founding Anniversary of BPATC at RPATC, Khulna

CHAPTER-3

TRAINING EVALUATION

3.1 Introduction

Evaluation of any training course is necessary to assess its effectiveness and to improve its quality. BPATC applies multi-pronged methods to evaluate each of the courses it organizes. Module coordinators evaluate the academic achievement of his/her module through individual assessment, group exercise and written examination. The Course Management Team (CMT) evaluates the behavioral aspects of the trainees such as attitude, discipline, loyalty, mindset, interaction with other participants etc. Physical instructor observes physical endurance etc. Evaluation department coordinates the whole process of evaluation of training activities. In addition, evaluation department assesses the overall effectiveness at individual level and course level through pre-training test, mid-term evaluation and post-training test for each course.

BPATC also emphasizes the evaluation of the performances of the faculty members, members of a CMT and resource persons. For that purpose, participants of all courses are given a prescribed format to assess the qualities and effectiveness of each training session. Recently, the format has been revised to make it more need-based. The Participants evaluate the speaker through online evaluation form.

Evaluation activities are carried out in accordance with the Evaluation Policy of the Centre. The Centre updates this policy from time to time. In the financial year 2018-19 the evaluation policy was revised thoroughly.

3.2 Evaluation Method

The details of the evaluation method are outlined in the training evaluation policy of the Centre. Here a brief description of the evaluation process is given below.

3.2.1 Assessment

The participants are graded on the basis of their performance. Grade sheets are distributed to all concerned participants. A report on the performance of the participants is sent to the Ministry of Public Administration and all participants' concerned ministries for retention in the officers' dossiers. Assessments of participants are based on the quantitative scale shown in Table 3.1.

Table 3.1: Grading System

Number (%)	Grade
95 and Above	A+ (Outstanding)
90 to <95	A (Excellent)
85 to <90	A- (Very Good)
80 to <85	B+ (Good)
70 to <80	B (Satisfactory)
60 to < 70	B- (Higher Average)
50 to < 60	C (Average)
<50	Fail

3.2.2 Stages of Evaluation

The evaluation department evaluates the training activities of the Centre in two stages :(a) learning level where the trainees are evaluated by the Centre and (b) reaction level where the trainees evaluate the training activities of the Centre.

3.2.3 Course Evaluation System

The courses are broadly classified into two major groups: (a) core courses and (b) short courses. The core courses range from 12 to 180 days and are linked to career development of the officers. These courses focus on development of conceptual issues and practical knowledge. The short courses range from 1 to 8 weeks. These courses focus on development of skills on specific fields. Foundation training courses evaluated three times: pre-term, mid-term and post-term. Besides, they are also monitored on daily basis.

3.2.3.1 Core Courses

Among the four core courses of the Center, the FTC is evaluated in three stages: pre-training, mid-term evaluation and post-training evaluation. The other three core courses *i.e.* the PPMC, the SSC, and the ACAD are evaluated at the end of the respective course. Moreover, written evaluation, open-ended oral evaluations are also carried out in all the courses. The participants of the FTC are evaluated out of 1500 marks, the ACAD and the SSC out of 1000 marks each, and the PPMC out of 500 marks. In addition to these core courses of BPATC, special FTCs are arranged in the Center for officers of different agencies of the government. The SFTC participants are evaluated out of 900 marks. Marks distributions of the four core courses and the SFTC are shown in the following five Tables (3.2 to 3.6).

Table 3.2: Marks distribution of Foundation Training Course (FTC)

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh: History, Society, Culture and Liberation War		GA (50)	50
2	Village Study	IAP-25	GP (25), GRR (25)	75
3	Poverty Reduction and Rural Development	WE(35)+ ICA(15)		50
4	Field Attachment	LD (10), ICA (5), Attendance (5)	GA (45), GP (20)	85
B. Management Studies				
5	Fundamentals of Foundation Training Course		GA(25), GE (25)	50
6	Organization and Human Resource Management	WE (45)	GR (25)	70
7	Important Service Laws in Bangladesh	OBE (40)	GR (25)	65
8	Office Management	WE (40)+ IA (30)	-	70

9	Financial Management	WE (30) + IE (40)	-	70
C. Public Administration				
10	Governmental System & Essential Laws	OBE (25)	GA (25)	50
11	Public Administration and Governance	IA (25)	GA (25)	50
12	Child Rights and Gender equality	-	GE (40)	40
D. Development Studies				
13	National Economic Management	WE(25)	GE (25)	50
14	Achieving Sustainable Development Goals	WE(25)	GA(25),GP (25)	75
15	Project & Procurement Management	IR (25)	GE (40)	65
16	Basics of Social Research	IRP(25)	-	25
17	Contemporary Issues	IA (25)	-	25
E. Skill Development				
18	IELTS Preparations	IE (50)		50
19	Verbal Competency	IP (25)		25
20	Art of Reviewing Books/Journals	IR (30) + IP (20)	-	50
21	ICT and e-Governance	IE (25) + PT(25)		50
23	Physical Conditioning and Games	Attendance (50), WE (25), IA (25)	-	100
F. CMT				
-	Evaluation by the CMT	Overall Conduct & discipline (25)	-	25
	Evaluation by Evaluation Department	Attendance (25)	-	35
		Speaker's Evaluation (10)		
24	Comprehensive Written Examination	200	-	200
Total=		1030	470	1500

Table 3.3: Marks Distribution of Advanced Course on Administration and Development (ACAD)

Module	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioural Governance and Spirit of Liberation of War	50	-	50
2.	Seminar Paper Preparation and Presentation			
	a. Basics of Seminar Paper	25	-	25
	b. Seminar Paper	125	-	125
3.	Policy Analysis and Governmental Business Process	50	-	50
4.	Public Service Management	25	-	25
5.	Achieving Sustainable Development Goals	-	75	75
6.	Project Management	-	75	75
7.	Procurement Management	-	75	75
8.	Conflict Management and Negotiation	-	75	75
9.	Verbal Competency and Development Debate (Individual presentation 25+ *recap 50)	25+50	-	75
10.	ICT & e-Governance	25	-	25
11.	Exposure Visit			
	a. Internal Exposure Visit	-	50	50
	b. Foreign Exposure Visit	100	50	150
	i) Evaluation by BPATC (Individual Contribution- 50 and Coverage of the Report and Presentation- 50)			
	ii) Evaluation by Host Organization (50)			
12.	Fitness of Body and Mind			

	a. Morning Exercise and Yoga	50	-	50
	b. Afternoon Games and Sports			
	Indicators of Evaluation:			
	i. Attendance 25 ii. Dress Code 10 iii.			
	Other Activities 15			
13.	Contemporary Issues	25	-	25
14.	Evaluation by Evaluation Department	25	-	25
	i) Attendance (15)			
	ii) Speaker Evaluation (10)			
15.	Evaluation by CMT	25	-	25
	i) Punctuality (5)		-	
	ii) Table Manners (5)		-	
	iii) Dress (5)			
	iv) Overall Conduct and Discipline(5)		-	
	v) Participation in co-curricular activities (5)		-	
	Grand Total	600	400	1000

Table 3.4: Marks Distribution of Senior Staff Course (SSC)

Module	Title of the Module	Methods and Marks		
		Individual	Group	Total
01.	Behavioural Governance	-	50	50
02.	Policy Evaluation Process	200	-	200

03	Public Policy and Management		50	50
04	Negotiation	-	50	50
05	Achieving SDGs	-	100	100
06	Project and Procurement Management	25	25	50
07	ICT and e-Governance	50	-	50
08	Important Contemporary Issues	-	50	50
09	Verbal Competency	150		150
10	Exposure Visit			200
	Domestic Exposure Visit	50	-	
	Foreign Exposure Visit	100	50	
11	Evaluation by the CMT	20	-	20
12	Evaluation by Evaluation Department	30		30
	Total Marks	625	375	1000

Table 3.5: Marks Distribution of Policy Planning and Management Course (PPMC)

SL No	Name of the Module	Evaluation Methods and Marks		
		Individual	Group	Total
01.	Sustainable Development Goals	-	50	50
02.	Strategic Planning	-	50	50
03.	Project Management	-	25	25
04.	Public Policy	-	50	50
05.	Negotiation	-	50	50
06.	Contemporary Issues	-	25	25
07.	Exposure Visit			

	a. Field Visit (Domestic)	50	-	50
	b. Foreign Exposure Visit	50+100	-	150
08.	Evaluation by Course Management Team			
	a. Punctuality (05)			
	b. Table Manners and Dress (05)			
	c. Appropriate Observation of BPATC's Norms and Values (05)	20	-	
	d. Participation in Co-curriculum Activities (05)			
	Evaluation Department			50
	a. Speakers Evaluation (10)	30	-	
	b. Attendance (20)			
Total =		250	250	500

Table 3.6: Marks Distribution of Special Foundation Training Course (SFTC)

Sl.	Name of the Module	Methods and Marks		
		Individual	Group	Total
01.	Bangladesh: History, Society and Culture		50	50
02.	Behavioural Governance	WE-50	-	50
03.	Constitution and Other Legal Provision to Public Service Delivery	WE-50	-	50
04.	Public Sector Management	-	GR-50	50
05.	Strategic Management and Leadership	-	GE-50	50
06.	Essential Service Rules	WE-50	-	50
07.	Office Management	WE-50	-	50
08.	Financial Management	WE-25	GR-20	45
09.	Public Procurement Management	-	GE-50	50

Sl.	Name of the Module	Methods and Marks		
		Individual	Group	Total
10.	Achieving Sustainable Development Goals	WE-25	GR-50	75
11.	Project Management	-	GE-50	50
12.	ICT and e-Governance	Pract.-50	-	50
13.	Use of Official Language and Communicative English	CT-50	-	50
14.	Art of Reviewing Book/Journals	50	-	50
15.	Physical Conditioning and Games	100	-	100
16.	Contemporary Issues	IA-25	-	25
17.	Evaluation Department			
	a. Attendance (20)	30	-	55
	b. Speaker Evaluation (10)			
Evaluation by the CMT (25)	25			
Total Marks		580	320	900

3.3 Evaluated Courses

Table 3.7 shows the evaluation results of the core and short courses that were published within the training year 2018-19.

Table 3.7 Results of the courses (FTCs, ACADs, SSCs, PPMCs and SFTCs)

Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
66 th FTC	202	200	B+	05
		(02 participants released)	B	152

Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
			Pass	43
67 th FTC	85	85	A A- B+ B	01 03 15 61 05
68 th FTC	536	534 (Released-02)		
69 th FTC	396			to be continued
Advanced Course on Administration & Development (ACAD)				
121 st ACAD	35	35	A- B+ B	05 27 03
122 nd ACAD	31			
123 rd ACAD	34	34	A- B+ B Passed	06 22 05 01
124 th ACAD	33	32 (Released-01)	A- B+	14 18
125 th ACAD	33	32 (Released-01)	A- B+ B	03 20 09
Senior Staff Course (SSC)				
87 th SSC	29	29	B+ B	08 21

Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
88 th SSC	26	24	A-	08
		(02 participants did not participate in LLW)	B+	13
			B	03
89 th SSC	26	26	A-	01
			B+	01
			B	24
Policy Planning and Management Course (PPMC)				
17 th PPMC	16	13	B+	10
		(03 participants did not participate in LLW)	B	03
18 th PPMC	17	17	A-	03
			B+	08
			B	03
			B-	02
			C	01
Special Foundation Training Courses (SFTC)				
1 st SFTC for DMTCL	22	21	B+	09
		(Released-01)	B	12
1 st SFTC for BCSIR & ACC	47	46	A-	10
		(Released-01)	B+	36
2 nd SFTC for RHD	25	25	B	25
3 rd SFTC for RHD	25	25	B+	09
			B	16
1 st SFTC for LGED	24	24	B+	11
			B	13
2 nd SFTC for LGED	25	25	A-	02
			B+	18
			B+	05

Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
			B	
3 rd SFTC for LGED	25	25	B+	09
			B	11
			Passed	05
4 th SFTC for DoR	29	29	B	29
5 th SFTC for DoR	30	30	A-	01
			B+	13
			B	16
6 th SFTC for DoR	29	29	A-	03
			B+	14
			B	12

3.3.1 Merit Positions in the FTCs

Results of two FTCs were published in the financial year 2018-19. Merit positions of the top ten percent of the total number of participants in each batch is presented in Tables 3.8

Table 3.8 Merit wise list of FTC participants (Top 10%)

66th Foundation Training Course

Roll	Name	Designation	Position
132	Md.Mashkur Rahman	Assistant Superintendent of Police	1 st
131	Md Monzur Morshed	Assistant District Commandant	2 nd
438	Shuvra Das	Assistant Engineer	3 rd
404	Shajeed Hassan Nirjhar	Assistant Mechanical Engineer	4 th
343	Md. Taz Uddin	Assistant Commissioner	5 th
445	Dipankar Ghosh	Assistant Superintendent of Police	6 th
120	Farzana Sharif	Assistant Superintendent of Police	7 th

Roll	Name	Designation	Position
428	Md. Raseduzzaman	Batallion Second in Command	8 th
205	Sharmin Ara	Assistant Commissioner	9 th
149	Md.Jahidul Islam	Assistant Director	10 th
142	Sourav Kumer Dey	Upazilla Fisheries Officer	11 th
110	Md. Belal Hossen	Assistant Superintendent of Police	12 th
111	Md. Abu Bakar Siddique	Commanding Officer	13 th
303	Razib Kumar Dhar	Assistant Radio Engineer	14 th
440	Imdadul Haque Talukdar	Assistant Commissioner	15 th
419	Md. Emran Ahmmed	Assistant Police Commissioner	16 th
106	Mohammad Fayez Uddin	Assistant Superintendent of Police	17 th
211	Sultana Rajia	Assistant Commissioner	18 th
135	ShahinurAkter	Assistant Commissioner	19 th
151	Mostafizur Rahmam	Assistant Superintendent of Police	20 th

67th Foundation Training Course

Roll	Name	Designation	Position
116	Towhidur Rahman	Assistant Commissioner of Taxes	1 st
126	Farhana Yasmin	Assistant Superintendent of Police	2 nd
143	Nabid Mostafa Zisan	Assistant Secretary	3 rd

Roll	Name	Designation	Position
135	Md. Samaun Khalid	Assistant Secretary	4 th
118	Jakir Hossen	Upazila Fisheries Officer	5 th
242	Md. Arifur Rahman	Assistant Secretary	6 th
240	Md. Shoaib - UI - Islam Tarafder	Assistant Secretary	7 th
226	Mst. Tania Akter	Assistant Director	8 th
141	Muhammad Ziadul Islam Chowdhury	Assistant Secretary	9 th



Mr. Towhidur Rahman receiving Award of Rector Medal from the Chief Guest A.L.M. Abdur Rahman, former Rector of the BPATC in the Closing Programme of 67th FTC

3.3.2 Merit Position in the ACADs

Results of four ACADs were published in the financial year 2018-19. The first position of each of these batches is presented in Table 3.9.

Table 3.9 List of ACAD participants who secured first position

Course Name	Name of Participant (ID)	Designation
121 st ACAD	Alyea Akter (5614)	Deputy Secretary & equivalent officers
122 nd ACAD	Result not published yet	Deputy Secretary & equivalent officers
123 rd ACAD	Roksana Tarannum (6822)	Deputy Secretary
124 th ACAD	Md. Naoshad Hossain (8031)	Chief Officer
125 th ACAD	Dr. Md. Selim Reza	Deputy Secretary

3.3.3 Merit Positions in the SSCs

Results of two SSCs were published in the financial year 2018-19. The first position in each of these batches is presented in Table 3.10.

Table 3.10 List of SSC participants who secured first position

Course Name	Name of Participant (ID)	Designation
87 th SSC	Md. Mizanur Rahman (5694)	Joint Secretary
88 th SSC	Mridha Md. Ekramuzzaman	Group Captain
89 th SSC	Md. Moazzem Hossain	Captain

3.3.4 Merit Positions in the PPMCs

Result of the 17th PPMC was published in the financial year 2018-19. The first position of the batch is presented in Table 3.11.

Table 3.11 List of PPMC participants who secured first position

Course Name	Name of Participant (ID)	Designation
17 th PPMC	Md. Alamgir (5236)	Managing Director, (Additional Secretary), Pan Pacific Sonargaon Hotel
18 th PPMC	Md. Zafar Iqbal _{ndc}	MDS, BPATC

CHAPTER FOUR

RESEARCH, PUBLICATION AND ICT

4.1 Introduction

Bangladesh Public Administration Training Centre (BPATC) is mandated to conduct Research for generating knowledge and use the findings of the research in the training activities. For instance, research findings can be used to prepare cases as a training material, to share experiences from the field in the training sessions as well as to update the training curriculum of a course. BPATC also mandated to carry out consultancy to advice government for policy intervention.

Member Directing Staff (Research and Consultancy) leads the Research and Consultancy Division of the Centre. MDS (R&C) executes his task under the overall guidance of the Rector. Director (Research and Development) does the tasks regarding research and development under the supervision of MDS (R&C).

The Research and Consultancy (R&C) Division of the Centre, in fact, has three departments: Research and Development (R&D), Library and Training Aid (LTA), and Computer Centre (CC). The activities of the LTA are described in the next chapter. This chapter describes the activities relating to research, publication, and information and communication technology (ICT) of the Centre.

4.2 Research Activities

4.2.1 Managing Research of the Centre

The Research branch coordinates the research activities undertaken and funded by the revenue budget of the Centre. This coordination activity involves invitation of research proposals to submission of final research reports. The Research Policy 2018 of the Centre guides its research activities. Research proposals are selected for funding following the process and procedure stated in the Research Policy.

4.2.2 Research Committee

According to the policy, a research committee oversees the overall management of the research activities. The research committee is chaired by the Vice-Chancellor of Jahangirnagar University, one of the members of BOD. MDSs of BPATC are the internal members by the virtue of their position and two external experts, nominated by the Board of Directors, are the members of the Research Committee. The Director (R&D) is the Member Secretary of the

committee. In the financial year 2018-2019, there was one Research Committee meeting organized by the Research Branch.

4.2.3 Conduct Research

BPATC calls for research proposal and it usually widely circulated to universities, research and training institutions. Research areas are mostly on public administration, management, sustainable development, governance and social issues. Research Committee evaluates and recommends research projects for funding.



Data collection from Sundarbans by the Researchers of BPATC

4.2.4 Research Proposal Invitation

In response to the notice inviting research proposals, under the financial year 2018-19, from the faculty members of BPATC and experienced researchers from outside BPATC, 5 (five) research proposals recommended by the 54th Research Committee Meeting and the approved by the Rector of the Centre. The title of these research projects are given below.

Sl. No.	Title of Research Proposal	Researcher(s)	Approved Budget
1.	Exploring the Training Spectrum: A Case of 60 Hours Long Training in a Year for Government Employee of Bangladesh	Dr. Mehedi Masud, Deputy Director, BPATC	3,71,000/- (Revenue)
2.	Achieving Sustainable Development Goals in Bangladesh: An Organizational Analysis	59 Faculties of BPATC, Members of Cabinet Division and GIU, Prime Minister's Office Project Director: Dr. Muhammad Abu Yusuf, MDS (R&C), BPATC	74,69,000/- (Revenue)
3.	Assessing the Role of Foundation Training Course for enhancing the Knowledge of the Young Civil Servants to Achieve Sustainable Development Goals (SDGs): A Case Study from Bangladesh Public Administration Training Centre	Md. Masud Ahmed, Assistant Director and others, BPATC	4,20,000/- (Revenue)
4.	An Exploration in the Innovation Initiatives in the Public Offices in Bangladesh	Dr. Md. Morshed Alom, Deputy Director (Current charge)(International Program)	3, 67,000/- (Revenue)
5.	Regulatory and Institutional Framework for Sustainable use of Coastal and Marine Resources: a Comparative Analysis between Bangladesh and Australia	Dr. Md. Mizanur Rahman, Director (Research & Development) and others, BPATC	1,46,22,608/- (Development Budget)

4.2.5 Faculty Seminar

The Research Branch organizes two types of faculty seminar- one for research proposal presentation and another one is; for draft research reports. Research proposals are selected on the basis of the feedback received from the faculty of BPATC. Besides this, the research reports are amended based on the faculty's comments obtained from faculty seminar and then sent to the evaluators for final feedback and experts' opinion.

The research wing organized one faculty seminar in financial year 2018-2019. The faculty seminar of this financial year was organized (held on 26 July 2018) on research proposal presentation where four research proposals were presented.

4.2.6 Compilation of Annual Report

In addition to the research activities, the research branch is also responsible for compilation of the Annual Report of the Centre. It collects information from various departments and their branches and prepare the draft manuscript. The editorial board of the annual report edits the manuscript. The research branch published the annual report of the Centre for the financial year 2017-2018 and distributed around 200 copies of it among the members of the BOD, ministries, field level offices, heads of different government and semi-government institutions, autonomous bodies, national and international institutions etc.

4.2.7 Conduct Sessions

Research team conducts session on research methodology and trains them how to conduct research including writing research proposal, develop questionnaire for data collection, collection of data from the field, data processing and analysing and preparation of research reports.

ACAD

The Participants of ACAD course need to prepare seminar paper related on any issues relevant to their Office/ Ministry/Division, they have to undergo different sessions on Research Methodology during their training period. Research team facilitates workshop to teach participants how to prepare seminar proposal, collect data & analyze data and prepare seminar paper.

SSC

The SSC participants have to do Policy evaluation. Research team facilitates workshop to teach SSC participants how to prepare policy evaluation proposal, collect data and analyse data and prepare policy evaluation report.

4.2.8 Field Visits of the FTC

The research branch also coordinates the field visit programme of the FTC. The main objective of this programme is to familiarize the participants with different techniques of data collection, data analysis and writing a scientific report. Under this programme, the participants of the FTC are sent to the districts and upazilas of the country to collect data from the people as well as government offices on selected topics. After collection of data, they analyze them and write reports.

4.3 Publication Activities

The publication branch does the following functions according to the publication policy, 2002 of the Centre:

- a. Preparation of publication programme of the Centre
- b. Publication of BPATC English and Bengali journals
- c. Publication of Training Calendar, Annual Report etc
- d. Printing of all books, forms, cards etc. required by the Centre
- e. Supervision of all printing works on behalf of the Centre and processing of printing bills for payment
- f. Maintenance of the stock of books, journals, bulletins etc
- g. Maintenance of a sales centre for the BPATC priced publications
- h. Maintenance of accounts relating to earnings from sale of BPATC publications and deposit of the sale proceeds to the Finance Section of the Centre
- i. All matters connected with the procedures for publication, fulfillment of requirements of the press and publication ordinance and other relevant laws, regulations and executive orders

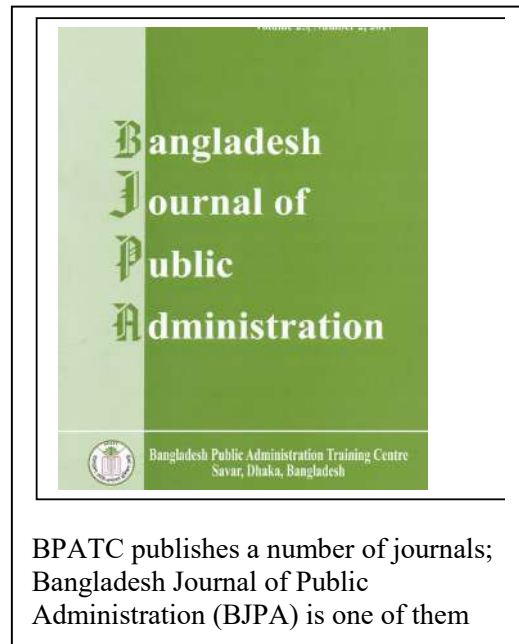
- j. Promotion of sales of BPATC publications
- k. Maintenance of up-to-date mailing list

4.3.1 Publication Policy

4.3.1.1 Objectives

The publication policy of the Centre has the following objectives:

- a. To select quality and impartial scripts for publication
- b. To develop quality of publication



- c. To motivate the members of the faculty for writing articles and books
- d. To ensure proper utilization of allocated funds for publication
- e. To suggest/procure related reference books to support the training programmes of the Centre

4.3.1.2 Classification of Publications

According to the publication policy, publications of the Centre are of two types:

- a. Professional manuscript
- b. Non-professional manuscript

4.3.1.3 Publication Committee

The publication committee of the Centre ensures proper utilization of the allocated fund for publication. This committee determines whether books, seminar papers and reports are appropriate for publication. It also considers the research reports recommended by the research committee of the Centre for publication.

The publication committee consists of the following members:

Rector	: Chairperson
MDS (All)	: Member
One External Member (A Professor from the Dept. of Public Administration Or Political Science of Jahangirnagar University)	: Member
Director (R&D)	: Member-Secretary

4.3.1.4 Bangladesh Journal of Public Administration (BJPA)

Bangladesh Journal of Public Administration (BJPA) is a flagship journal of the Centre. BJPA is an international double-blind peer-reviewed journal publishing high quality original research. This journal began publication in 1987. BJPA is available both in print and online. The journal obtained both print and online ISSN (1563-5032). BJPA has a web portal of its own. The journal can be accessed by visiting the following link: <http://bjpa.bpatc.org.bd/bjpa.org/>. BJPA contributes to the community of practice where practitioners can collaborate with academics such as students, researchers, scholars, and educators. Bangladesh Journal of Public Administration (BJPA) publishes manuscripts concerned with social sciences. BJPA emphasizes best practices and tools related to management, public administration, public policy, training and leadership, planning and development and gender.

4.3.2 Publications in the Financial Year 2018-19

The following Table 4.2 lists the reports and publications that were published under the reporting year 2018-19.

Table 4.2: List of Publications for the Financial Year 2018-19

S.L.	Name of Publications	Number of Publication	Number of Copies of each	Total Number of Copies
a.	BPATC Training Calendar (2018-2019)	01	500	500
b.	RPATC's Training Calendar (2018-2019)	01	1000	1000
c.	Annual Report (2017-2018)	01	300	300
d.	Lok-Proshashon Samoecky Issue 67 th (2018)	01	300	300
e.	Lok-Proshashon Samoecky Issue 68 th (2018)	01	300	300
f.	Bangladesh Lok-Proshashon Patrika 17 th Issue	01	300	300
g.	Bangladesh Journal of Public Administration (BJPA) Volume 26 Number 1 2018	01	700	700
h.	Bangladesh Journal of Public Administration (BJPA) Volume 26 Number 2 2018	01	700	700
i.	Bangladesh Journal of Public Administration (BJPA) Volume 27 Number 1 2019	01	700	700

j.	BPATC Newsletter (October-December 2018) has been Published	01	300	300
k.	BPATC Newsletter (January-March 2019) has been Published on BPATC	01	300	300
l.	BPATC Newsletter (April-June 2019) has been Published on BPATC	01	300	300
m.	Souvenir on 35 th Founding Anniversary of BPATC	01	1000	1000
n.	Souvenir on 4 th Jatiya Unnoyon Mela 2018	01	1000	1000
o.	Souvenir on Unnoyoner Ovijatrai Odomya Bangladesh 2018	01	600	600
p.	Souvenir on Development Activities Under Different Project at BPATC	01	200	2000
q.	Souvenir on 4 th National Development fair 2018	01	500	500
r.	BPATC at a Glance	01	1000	1000

4.3.3 Revenue from Sales of Publications

In order for a wide circulation of the Centre's publications, different reports and books were sent to different districts and upazillas of the country. Money received from the sale of these publications was forwarded to the Finance Section of the Centre.

4.3.4 Problems

- a. Lack of adequate number of quality writings
- b. Usually manuscripts are not handed over in time which causes delay in publication

4.4 ICT activities of Computer Section

Computer Section of BPATC is one of the important units of Research & Consultancy (R&C) Division. The Section is responsible for managing ICT & e-Governance activities of the centre. It has also immense contribution in imparting training on e-Governance & Digitalization of BPATC. Systems Analyst (equivalent to Director) lead the Computer Section & MDS (R&C) supervises the System Analyst in implementing Digitalization of BPATC.

4.4.1 Computer Lab

There are 12 Computer Labs in BPATC with Network Printer and Scanner facilities. Out of these, two Computer Labs are located at the 3rd floor of Faculty Building-2, at BPATC where 64 (Sixty four) faculty members can attend in the computer training. One Computer Lab is situated in the ITC building where 29 (Twenty Nine) trainees can have access to computer facility. Old language lab of the academic building has recently been modernized and renamed as multipurpose ICT Lab-1 and 2. There are 96 computers in these labs which are being used to improve ICT and English Language skills. Besides, two new computer labs with 60 new computers have been established in the 2nd floor of the Library Building for imparting ICT training. Also, 5 (Five) Computer labs are in the Dormitory-1, 2, 3, 4 and 5 for the uses of the participants of different courses.

ICT and e-Governance module is dedicated for core courses, for example, FTC, ACAD & SSC and also for selected short courses of BPATC. The module consists with ICT Policy, ICT for development, e-Governance, Innovation in Service Delivery & e-Nothi as a content of curriculum for this module. Apart from that participants also learn uses of MS Word, MS Excel & MS PowerPoint during the training period.



Computer Lab of BPATC with All Modern Amenities

4.4.2 Laptop and Desktop

BPATC procured 756 Laptop & 561 Desktop. A total 561 Desktop are being used in the 12 Computer Labs and different sections of the Centre, while Laptops are used for the participants of different courses and faculty members as well. The Computer Section remains open 14 hours every day to serve the trainees. Computer Section also remains open in the weekend & also during holidays depending on trainees need.

4.4.3. Management Software at BPATC

BPATC developed ERP system (seven Application Software's) namely Personnel Management Information System (PMIS), Computerized Training Management System (CTMS), Store Management System (SMS), Accounts and Finance Management System (A & FMS), Transport Management System (TMS), Dormitory Management System (DMS) and Computer Equipment Management System (CEMS). The ERP software's have been set up under the Office of Digitalization of BPATC for automating the services of the Centre. These ERP System are using in seven functional units of BPATC to ensure digitalization initiatives of the Government of Bangladesh.

4.4.3.1 Office Automation

The Usage of seven ERP Software's is as follows:

a) Personnel Management Information System (PMIS): Through this software, all Employee's Personal History (Joining, Retirement, Posting, Increment, Promotion, Punishment, Leave etc) are managed. The role of the High Authority in its office management is immense. This is an important software that provides effective support in the human resources management of the center.

b) Computerized Training Management System (CTMS): This software is used for the management of the courses for example uploading daily routine, disseminating notice to the participants. Moreover, this software plays an important role in the course management, including communication with Module Coordinators, management of speaker & guest speakers evaluation, publishing result, and distribution of handout & other documents.

c) Store Management System (SMS): The role of SMS is huge in the center's daily Office Management. This is a Real Time Inventory Management System. Through this software, almost 6000 items of day-to-day works used by the center are managed. It plays a significant role in decision making process of purchasing and stocking of items of BPATC.

d) Accounts and Finance Management System (A & FMS): A&FMS software integrates with PMIS. Employees' salary, bonus, increment, etc. are managed automatically through the Payroll module. Besides, all kind of income and expenditure of the center is managed through this software by following the government rules & regulations.

e) Transport Management System (TMS): This software is effectively providing support to the center's transportation management. Through this, there is an arrangement to store all the vehicle information in the center. All the activities including Car Requisition, Car Maintenance, Car Roster, Driver Roster, and Fuel Consumption are required to be managed through this software.

f) Dormitory Management System (DMS): Room allocation of the participants is done by this software. According to the requirement of the course, a participant can avail any room of a particular dormitory and the room equipment management is managed through this software.

g) Computer Equipment Management System (CEMS): Computer items of the Centre are managed by using this software. There are about 756 laptops, 561 desktop computers, 118 printers, 81 scanners, 130 online Wi-Fi routers, 51 online UPSs, 200 network devices. Furthermore, various types of tasks such as preparation of reports report, printing of assignments, maintenance of those reports are managed by the software according to the requirements of various departments of the Centre.

4.4.3 Appropriate Measures taken to Provide Training

A number of appropriate measures have been taken to provide the necessary training to the software officers / employees of the center.

2. Establishment of two sophisticated ICT Labs: Two advanced ICT lab-1 and 2 have been set up in the library building to increase the quality of ICT services in the training activities. There are 122 computers in the two labs. These labs are being used to increase ICT skills and competency levels for the trainees.

3. Establishing 2 Multipurpose ICT Labs: In order to increase the quality of ICT services in training, the modern multipurpose ICT Lab-1 and Lab-2 have been set up in the academic building. In the two labs, 96 computers are being used. This lab is being used to increase competency level of ICT Skills and English Language.

4. International quality software usage: Faculty members are using various professional software's in research, training and publication for ensuring its quality. Turnitin (Anti Plagiarism) software has been purchased for the removal of plagiarism and it is being used. For the analysis of data analysis, SPSS for Interactive Presentation, Prezi for online analysis, Kahoot for online exams and other international software's are used for various purpose.

5. Web Portal for BJPA: A separate online-based web portal for BJPA has been created. For the purpose of international standards of BJPA it has been experimentally tested.

6. Social Networking: Social media like Facebook, WhatsApp are used in daily office works. Regular information exchange and updating of information of daily office works like notices, office orders etc are done by using social networking software.

7. Library Automation: Center has been brought under the Automation Library. Institutional Repository has been created using the KOHA using e-catalog and DSpace. Meanwhile, several e-Resource (JSTOR, WILEY) has been collected. Library Automation has been established with the installation of new servers and installation of computer labs and e-library updates, designs, developments and library books. A separate web portal has been created and used for BPATC library.

8. Local Area Network (LAN) Extension: In 2014 Local Area Network (LAN) was expanded through the Digitization of BPATC project. Optical Fiber Backbone Network (LAN) has been set up in all office areas of BPATC. As a result, the official / employee can use both Local Area Network (LAN) and Wi-Fi system for official purposes. It is to be noted that one mini computer lab has been set up in each dormitory and the trainees are performing the necessary functions in these labs.

9. Increase in Internet Speed: Internet bandwidth of the centre increased from 256 Kbps to 10 Mbps in August 2010, from 10 Mbps to 30 Mbps in September 2014, from 30 Mbps to 94 Mbps in September 2015, from 94 Mbps to 150 Mbps in January 2017, from 150 Mbps to 350 Mbps in July 2018 has been upgraded. Along with Radio Link, the alternative 100 Mbps internet bandwidth is being purchased from a private enterprise. As a result, the trainees and faculty members get high-quality internet access and are able to communicate more information in less time.

10. Central Wi-Fi System Installation: Through the Digitalization of BPATC project, the Honorable Prime Minister inaugurated the Central Wi-Fi System on 10/08/2014. As a result, the entire area and dormitories came under the central Wi-Fi system. Participants of different courses get the facility of training and faculty members get the convenience of the entire Wi-Fi system.

11. Website modernization and social media linkage: Center website (www.bpatc.org.bd) has been rich and modernized with new information. Here are information on BPATC and RPATC.

BPATC's official Facebook Group, e-Filing System, e-Library, ERP software, links to the website of the Center has been established. From July 2016, all types of notices, office orders, external holiday announcements, working hours, recent events, etc. are being uploaded regularly, constantly monitoring and updating completed events.

12. e-Learning Platform: A Memorandum of Understanding (MoU) signed between BPATC and a2i on 20/08/2014. According to the Memorandum of Understanding with the technical assistance of a2i, we introduced it in the 92th, 93th, 97th and 98th Advanced Course on Administration and Development (ACAD) and 69th and 70th Senior Staff Course (SSC). Later, due to some problems while using e-learning platform, the problem solving and content updating work is stopped. Currently, BPATC has taken the initiative to start e-learning platform using its own resources.

13. Video Conferencing System Installation: Video Conferencing System has been established in 2015 through Info-Government Project. Besides, in the Regional Center (Dhaka / Chittagong / Rajshahi / Khulna) Video Conferencing System has been established in the year 2015 through the Digitalisation of BPATC project. Video Conferencing System plays an important role in the exchange / session management and social media dialogue with various training organizations.

14. Enabling e-Tendering System: The training of officers concerned by CPTU is given to implement the e-GP system for bringing the precision to the purchasing activities of the center.

15. e-Nothi system implementation: In order to start the e-Nothi system in official management, initiatives have been taken to implement e-Nothi system through the training of 03 (three) officers of the center by the a2i program in the Prime Minister's Office on 21-24 November 2016. Training of officers / employees has been provided for the implementation of e-Nothi system. In January, 2019, 120 branches of the center, total number of 253 users are used e-nothi system.

16. Laptop Grant for Training: According to the promise of Honorable Prime Minister, 100 laptops in 2010 from Computer Council and 200 laptops in 2011 were given as computer grants.

These laptops are being used for the training of senior staff courses (SSC), ACAD and basic training courses, and other courses of laptop computer center.

17. Advanced Model Laptop Computer Collection: In order to increase the number of trainees in the basic training course, 15 laptops under Digitalization of BPATC project, 54 in 2014, 325 laptops in 2015 and 50 laptops in 2018 were purchased. These laptops are being used for the training of senior staff courses (SSC), ACAD and basic training courses, and other courses of laptop computer center.

18. Computer and online UPS collection and installation: In the continuation of the formation of digital Bangladesh, as part of digitalizing BPATC, establishment of computer lab for the training and official work of the center under the revenue budget and all the branches / inspectors:

- 10 advanced model servers;
- 561 advanced models of desktop computers;
- 12 computer labs (including 5 in dormitories), publications units and 4 color printers on different floors, 32 printers including 32 printer printers have been installed;
- 51 online UPSs have been set up in all the computers lab and classrooms.

(In 2014, 2 online UPS, 12 online UPS (3 KVA) was established in 2015. Later, 189 advanced models of desktop computers, 4 servers, 12 online UPS (10 KVA 10 and 3 KVA 2) in 2014 through digitalization of BPATC project, 15 in 2016, 41 desktop computers, 50, scanners, 5 online UPS and 50 in 2018. Desktop computers, 1, document scanners, 13 online UPS collections and several offices have been installed.)

19. Digital Display Board Installation: One Digital Display Notice Board has been established at the reception of the centre. Currently, trainees and faculty members receive training and program related information from digital display notice board. Also, displaying various information including pictures of various programs through two Display / TVs.

20. Interactive Display Installation: As part of digitizing of BPATC, 23 Interactive Display have been set up at various important places including library, auditorium and class room.

21. Live Monitoring System Installation: CC cameras have been installed at the center gates. In order to strengthen the security of the center, the Live Monitoring System has been set up by installing digital cameras in different locations in the office area.

22. Establishment of Biometric Attendance System: Seven Biometric Attendance Machines have been set up in 2016 for managing the presence of center officials / employees in biometric mode. For the trainees, more 10 biometric attendance machines were setup on 26 February, 2013.

23. Website Management

Computer Section manages the website of the BPATC & regularly updates the website with information and pictorial activities.

24. Network Management

Managing network (LAN, BTCL network) is one of the responsibilities of Computer Section. Computer Section ensures uninterrupted internet connection through BTCL in 318 Desktop connected in the LAN and 600 Laptop & other devices through Wi-Fi system. Through this Network Management training and administrative activities become more effective and easy.



Faculty Members of BPATC Participating in a Workshop arranged in the Computer Lab

CHAPTER FIVE

LIBRARY AND TRAINING AID

5. Introduction

Library and Training Aids (LTA) department has a great importance in the field of training and research of Bangladesh Public Administration Training Center. It is under the Research and Consultancy (R&C) Division of the Institute. Under the department, there are two branches one is Documentation and the other one is Audio Visual and Reproduction (AVR).

5.1 Functions of Documentation Branch

The library plays a vital role to achieve the goals of trainings conducted in the centre. Collection building of relevant Books, Journals, Magazines and other reading materials, processing and providing service to readers is the main tasks of the Documentation Branch. Besides purchase system, the library receives a good number of Books, Journals, Workshop Proceedings, Conventional and Non Conventional research reports, Annual Reports, Newsletters and Magazines through exchange programme with various local and foreign organizations.

5.1.1 BPATC Digital Library:

BPATC Library was declared as 'BPATC Digital Library' on the 18th of March 2019. As part of this upgrading process, following software and technology was implemented in BPATC Library.

5.1.1.1 Library Automation

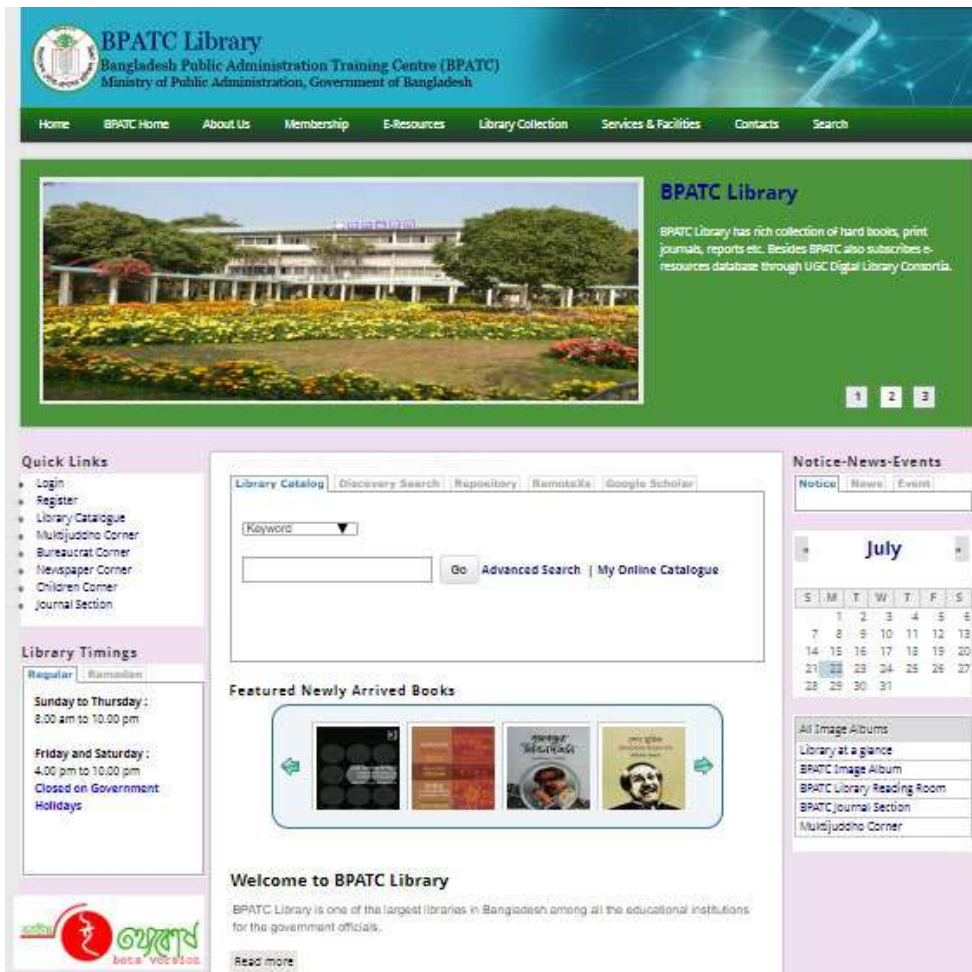
Using the KOHA Library software, user management, membership, book requisition management, cataloguing, classification, check-out and check-in of library materials, report generation etc. can be performed smoothly. At present, approximately 80,000 books and other resources have been catalogued following international standards. Faculty members and participants can apply online for library membership and login to their account for various services like online resource searching, renewal of library materials, holding library items, purchase suggestions, creating list of favorite books, export citations, checking dues and so on.

5.1.1.2 Library Website

A separate website was developed in 2018 for BPATC Library to showcase the library resources and services and to make the service delivery system smooth and easy to the users. New arrivals of BPATC Library, detailed information about subscribed and registered E-resource databases, library news, notices and other necessary information are organized in this website.

5.1.1.3 Radio Frequency Identification (RFID) Technology

A Full-fledged RFID (Radio Frequency Identification) system was established in 2018 in the library of the Centre. Under this initiative RFID tag was set in more than 80,000 books. A RFID gate was installed at the entrance of the first floor of the library to ensure the security of library materials. Two self check-in and check-out devices were also installed where library members can easily borrow and return books themselves and print the confirmation slip.



Outlook of the BPATC Library Website



‘Self check-in & check-out device’ and ‘Touch screen OPAC’ (From the left).

5.1.1.4 BPATC Institutional Repository

BPATC Institutional Repository was implemented in BPATC Library using DSpace, the most widely used open source digital repository management software developed in the USA. During this period, approximately 180 books, government documents, reports, gazettes etc. were scanned and uploaded to the repository with standard metadata set. Besides, the remarkable BPATC publications were also made available therein. Uploaded books and other publications can be accessed and downloaded from any part of the world.

5.1.1.5 Joining Open DOAR

To increase the visibility of BPATC Institutional Repository, an initiative was taken to enlist the repository in the ‘Directory of Open Access Repositories (Open DOAR), is a UK based

academic directory of repositories where repositories of world-renowned organizations are enlisted. Open DOAR harvests repository metadata from all enlisted repositories to increase the visibility of the Institutional Repository open for all.

5.1.1.6 E-Resources

At present there are two consortia, University Grant Commission Digital Library (UDL) and Library Consortium of Bangladesh (LiCoB) allowing subscriptions to thousands of e-resources from Bangladesh. BPATC Library subscribes 44 highly priced qualitative e-resource databases including WILEY, JSTOR, Emerald, Springer, Cambridge University Press, EBSCOhost etc. through aforementioned consortia at reasonable costs.

BPATC Library joined research4life platform for developing countries to provide free access to thousands of highly priced journals and e-books last year. BPATC faculty members and participants can access HINARI, AGORA, OARE and ARDI databases now.



E-resources subscribed by BPATC Library

5.1.2 Liberation War Corner

Liberation War Corner was established in 2013. At present it has more than 3000 books and documents on the history of Bangladesh and its liberation war. BPATC is trying to enrich the

collection and very soon it will be the largest available collection on Liberation war in the country. The main objective of establishing the corner is to transfer knowledge and values of liberation war and the golden history of our motherland to the present and next generation civil servants as to inculcate passion and love in their hearts for making the country a ‘Sonar Bangla’ dreamt by the father of the nation Bangabandhu Sheikh Mujibur Rahman.



Liberation War Corner of BPATC Library

5.1.3 Child Resource Centre

A child resource centre has been set up at BPATC Library under the collaboration program between BPATC and UNICEF so that civil servants can easily find information on child rights.



Child Resource Centre of BPATC Library

5.1.4 Reference Service section

Reference collections of the library are very rich. More than 136 titles of encyclopedias are available in this section of the library. In addition to these, a huge number of reference related books are also available.

5.1.5 Lending Service

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday and from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers from different training courses use the library regularly. A total of 3500 books were checked-out by the readers in the financial year 2018-19. Each faculty member may take maximum 10 books while a trainee can take four books at a time for duration of one month.

5.1.6 Newspaper and Journal Service

Except the books, the trainers and trainees can read the leading daily newspapers in the Newspaper Reading Room of the library at the ground floor of Library Building. A total of 17,595 copies of 17 dailies were kept in the financial year 2018-19. Moreover, 5 selected dailies are preserved in bound volumes for reference and research purposes. The library also subscribes to a number of leading international magazines such as The Economist, Times, Reader's Digest, National Geographic and so on. Some renowned Journals of home and abroad are also available in the Journal Section on the third floor of the library.

5.1.7 Other services

One of the important collections for the trainees, faculty members and researchers of the library is Paper Clippings. Paper clippings are being kept on 120 different topics. These are helpful in preparing various assignments, research works and seminar papers of the trainees and members of the faculty. Library also preserves the omnibuses, seminar papers and souvenirs of different core courses as ready references for the readers. The library is also a corporate member of the Bangladesh Society for Training and Development (BSTD).

Table 5.1.8: Collected Resources of the BPATC library

SL.	Statement of Items	Number of Items
1.	Procured books (Purchased 368+ The Purchase is under process 2417)	2785 copies
2.	Complimentary copies of various publications received	120 copies
3.	The library remained open (including weekends)	3972 hours
4.	Annual reports received from various organizations	32 Titles
5.	Journals received (through exchange programme by virtue of Membership of international organizations and complimentary copies)	52 Titles
6.	Number of daily newspapers kept (per day)	44 copies of 16 titles
7.	Processing of books completed (New process 550+ Re-process 3424)	3974 Copy
8.	Magazines kept (weekly, fortnightly, monthly etc.)	45 titles
9.	Paper clippings kept on	120 topics

5.2 Activities of Audio-Visual and Reproduction

The Audio-Visual and Reproduction (AVR) Branch of the library is equipped with the latest international AVR equipment to provide technological support in the academic sessions, seminars, workshops and other programs of the Centre. In addition BPATC library extends support in conducting online training sessions, video conferences by providing multimedia, large screens and other modern equipment. Services delivered by the AVR branch of the library in financial year 2018-2019 are listed in the four Tables below.

Table 5.2.1: Audio-Visual and Reproduction Resources

SL. No	Description of the Works	Pages/ books
1.	Copy by 7 Photo Copiers	3,80,530 Pages
2.	Copy by 6 Duplicators	5,20,7400 Pages
3.	Spiral Binding	328 books
4	Hard Binding	5100 books

Table 5.2.2: Process of Training Aids and Reproduction

SL. No	Description of the Works	Pages/ books
1.	Copy by 7 Photo Copiers	3,80,530 Pages
2.	Copy by 6 Duplicators	5,20,7400 Pages
3.	Spiral Binding	80 books

5.2.1 Service Delivered by the AVR Unit of the Library in 2018-2019

Table 5.2.3: Audio-Visual support to conduct session in Classrooms

SL. No	Items used in classrooms	Service Hours
1.	21 nos. P.A Systems in 19 Class rooms (Auditorium, Cafeteria, Short course, Workshop/ Seminar and other places)	35,000
2.	10 nos. Wireless Amplifiers in different class rooms, short courses, meetings, seminars, sports and games etc.	5,500
3.	3 nos. Conference Sets in ITC conference room, PPMC, Conference Room at faculty building 2, Workshop, Seminar, BOG meeting & Short courses etc	6,000
4.	19 Multimedia Projectors in different class rooms, conference rooms and other functions.	14,000
5.	17 nos. All in All Flat panel in different class room	22,000

Table 5.2.3: Photography and Miscellaneous Functions

SL. No	Description	Numbers
1.	Photography in different Event	1100
2.	Number of Photo Snaps	19,000
3.	Laminating (Certificate/ Photo)	2,700

Table 5.2.4: Equipment Purchased

SL. No	Description	Quantity	Price
1.	Portable wireless meeting amplifier, NUD PC & other accessories	4 & 8 set	Tk. 13,98,790/-
2.	40 inch TV	5 Nos.	Tk. 3,15,000/-
3.	Wireless boundary microphone	10 Sets	Tk. 15,59,000/-

CHAPTER SIX

Physical Conditioning & Games

6.1 Introduction

Physical Conditioning & Games is an essential and integral part of different training courses organized here in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is compulsory for all the participants of Core and Special Courses *i.e.* FTC, SFTC, ACAD, SSC & PPMC. The Physical Conditioning and Games session aims to make the participants physically fit to cope with the demand of a rapidly changing contemporary environment. The other objectives of the activities are to build a congenial and friendly relation among the participants of different sectors through collective psycho-somatic exercise & games and prepare them capable of delivering better services to the nation. Physical Games and Exercise is also very important for group dynamics. Training besides, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and improve mental strengths of the officers through a well-planned program and it is designed with the latest scientific concepts to relieve from mental stress and fatigue created by the highly intensive training, family matters and all other socioeconomic stresses and also to develop a positive attitude to live a sound, healthy and active long life and also practice positive lifestyle habit to reduce the probability of disease and delay the degeneration. The highlights of different Physical conditioning programs provided to different courses in the financial year 2018-2019 are outlined in this section.

6.2 Physical Conditioning and Games for the Participants of FTC

6.2.1 Participation in physical conditioning early in the morning and games in the evening is mandatory for Foundation Training Course (FTC). The physical conditioning program is consisted of stretching, walking, jogging, running, freehand exercise, floor exercise, swimming, calisthenics, therapeutic exercises, and other rehabilitation exercises to take care of musculoskeletal problem and also a brief introduction to selected types of yoga (Meditation and Breathing exercise).



Participants of the 67th Foundation Training Course and faculty members attending in the morning PT



Morning PT of the 67th FTC participants starting with National Anthem



Trainees of the 69th FTC along with the Physical Instructor participated in Morning PT Session



Trainees of the 69th FTC along with the Physical Instructor participated in Morning PT Session

In the games sessions, participants of FTC actively participate in four different games that are (i) Football, (ii) Volleyball, (iii) Handball and (iv) Basketball. Additionally, female participants also take part in sports events like-Volleyball, Handball and Badminton. Furthermore, participants of both (male & female) have the opportunity to practice Table Tennis, Carom, Chess and Weight Training on an optional basis. Swimming is compulsory with the particular aim to save a life in water for those who do not know how to swim.

The activities of games arranged in three phases in every training course. Those phases are providing theoretical and practical knowledge regarding the rules of the games, regulations, and strategies of sports in the first phase. In the second phase, they learn the basic skills of different games and practice those skills in performing different games. Moreover, in the third phase, sports competitions are arranged and prizes are given among the winners of the participants of a particular course.

6.2.2 In the 2018-2019 training year there are two FTCs were held. In the FTC 66th and 67th all together (200+85) 285 participants took part in different physical activities and exercises. For the morning exercise, the male participants were divided into 6 to 7 groups and female participants were divided into 2 to 3 groups depending on the number of male and female participants of the course. Another combined group was formed with all injured participants. The Physical Conditioning Department provide them therapeutic exercises with the aim of early recovery; so that they can return faster in the main group to enjoy and share their activities with the own group.



Trainees of the 69th FTC participated in Morning PT Session

The evening session of games was conducted by dividing all the participants into two teams. For practicing games, the participants were again divided into several groups each of which comprises of 18-25 participants. Furthermore, swimming sessions also took part in the evening comprising of 15-20 participants in each group. For female participants, separate swimming sessions were organized.



Trainees of the 69th FTC Taking part in the Evening Session of Games

6.3 Sports Competitions

Sports & games competitions usually held in the afternoon sessions. The participants took part in different team games *i.e.*, Football, Volleyball, Handball, Basketball, Swimming, Badminton, Table Tennis competitions. Moreover, individual swimming competition was also arranged. A friendly volleyball match was organized between the faculty members and the participants on the prize-giving ceremony of sports competition. The Rector of the Centre inaugurated the competition by participating in the game and distributed the prizes among the winners afterward.



Participants of the 69th FTC Performing in the Sports



Participants of the 69th FTC Performing in the Sports



Participant of the 69th FTC receiving Medal and Certificate for Sports Competition from the Rector of the Centre

6.4 Physical Conditioning & Games for ACAD Participants

In the training year of 2018-2019, five Advanced Courses on Administration and Development (ACAD) (121st, 122nd, 123rd, 124th, and 125th ACAD) were organised. Altogether 166 participants took part in physical training and games sessions. The trainees of ACAD

participated in the physical exercise early in the morning; for instance, stretching, walking, yoga, meditation and different types of physical and therapeutic exercises to prevent degenerative diseases and musculoskeletal problem. In the evening session, they took part in different sports such as Volleyball, Tennis, Badminton, Table Tennis and Swimming as per their interest. At the end of the courses, a friendly volleyball match was organized among the faculty members and the participants. Lastly, prizes were distributed among the participants.



Rector of BPATC Dr. M Aslam Alam introducing with the participants of the 122nd ACAD at the beginning of Sports competition of the course

6.5 Physical Conditioning & Games for the SSC Participants

BPATC conducted three Senior Staff Course (SSC) in 2018-2019. A total of 81 participants of three SSC courses (87th, 88th and 89th SSC) participated in physical conditioning and games. The participants took part in the exercises, for example, stretching, morning walk, yoga, meditation and different types of physical and therapeutic exercises to prevent degenerative processes and delay aging. They usually participated in Volleyball, Tennis, Badminton, and Table Tennis and also practiced Swimming as per their interest. In addition, a friendly volleyball match was organized among the participants and the faculty members at the end of each course. Prizes were distributed among the participants who were a winner of the sports competitions at the end of the friendly match.

6.6 Special Courses

BPATC organizes several on request Special Foundation Courses (SFTC) for the officers of various departments. In the year 2018-2019, there are Ten (10) (on payment) on-demand special course completed in the 2018-2019 Training year. These are (i) 4th Special Foundation Training Course for Department of Registration (DoR) Officials (11/07/2018-08/09/2018), (ii) 1st Special Foundation Training Course for LGED Officials (05/08/2018-03/10/2018), (iii) 5th Special Foundation Training Course for Department of Registration (DoR) Officials (10/09/2018-08/11/2018), (iv) Special Foundation Training course for Dhaka Mass Transit Company Limited (16/09/2018-14/11/2019), They are (v) 2nd Special Foundation Training Course for LGED Officials (07/10/2018-05/12/2018), (vi) 6th Special Foundation Training Course for Department of Registration (DoR) Officials (11/11/2018-09/01/2019), (vii) Special Foundation Training Course for BCSIR+ACC Officials (18/11/2018-16/01/2019), (viii) 2nd Special Foundation Training Course for Roads and Highways Department Officials (18/11/2018-16/01/2019), (viii) 3rd SFTC for LGED Officials(09/12/2018-06/02/2019), (x) 3rd Special Foundation Training Course for Roads and Highways Department Officials (27/01/2019-27/03/2019). SFTC usually follows the schedule of regular FTC.

6.7 Policy Planning and Management Course (PPMC)

In the year 2018-2019 two PPMC conducted by the BPATC, *i.e.* 17th and 18th PPMC and total 33 participants attended in the course. Physical conditioning & games were mandatory for PPMC, they also participated in the afternoon games session. There was friendly volleyball match between faculty members & participant's team at the end of the course, prizes were distributed among the faculty member's & participants.

CHAPTER SEVEN

FINANCE AND ACCOUNTS

7.1 Introduction

Finance Section maintains all kinds of financial transactions along with receipts and expenditures of the Centre. This section maintains all kinds of financial records as well. Deputy Director (Finance) works as the Drawing and Disbursing Officer (DDO) in favor of Rector who coordinates and supervises all financial activities.

The Centre maintains its accounts according to the Govt. rules, regulations, circulars and BPATC ordinance. Payments of pay and allowances of all Officers and Staff are made by a consolidated statement prepared on the basis of respective pay bill and send to Sonali Bank, PATC Branch.

Every bill is to be delivered within 24 hours now a days. The finance team has maintained its all record digitally. As ERP (Enterprise Resource Planning) software is introduced here for the first time, so this time all the financial records are maintained in ERP software and in manual system as well. All the employee gets their salary by ERP. This is a paperless salary disbursement system. All of the employee can visualize their salary and other financial statements from his ERP account.

The fund of the Centre is raised from the following sources:

- (a) Grants made by the Government
- (b) Sale proceeds and royalties accruing from the property owned by the Centre and
- (c) Receipts from any other sources

7.2 Activities of Finance and Accounts Branch

According to 3 (2) Section of the BPATC ACT, 2018, the Centre is a body corporate. Rector who is a Secretary/Senior Secretary to the Government is responsible for management and operation of the funds of the Centre. In order to maintain the speediness in the financial management of the Centre (including the four RPATCs), financial power has been decentralized and delegated amongst different officers.

As per provision of Section 15(2) of the BPATC Act, 2018, the accounts of the Centre are being audited by the Comptroller & Auditor General of Bangladesh. Up to financial year 2017-2018,

expenditures and financial transactions of the centre were audited by the audit Team of CAG Office.

Group Insurance and Benevolent contribution for all officers and staff are deducted from the monthly salary bills as per Government orders/rules. Besides, Pension Scheme has been introduced for all own officers and staff of BPATC since 16 April 2005.

The total budget allocation for the financial year 2018-19 was Taka 99,74,28,000/- (Taka ninety nine crore seventy four lakh twenty eight thousand only) under Code no 3631101, 3631102, 3631103, 3631107, 3631199 Tk. 99,74,28,000/- only. This included Taka 21, 16, 00,000/- (Taka twenty one crore sixteen lakh only) for the four RPATC's also. An amount of Tk. 88,73,16,853 (eighty eight crore seventy three lakh sixteen thousand eight hundred and fifty three only) was spent as on 30 June 2019 and 11,01,11,147/-(99,74,28,000-88,73,16,853) (Taka eleven crore one lakh eleven thousand one hundred and forty seven only) remains unspent. A detailed account of the income and expenditure that took place during the financial year that started on 1 July 2019 and ended on 30 June 2019 is given in the Table 7.1.

Table 7.1: Statement of Income & Expenditure of the Financial Year 2016-2017

Income (Taka)			Expenditure (Taka)			
Source		2016-2017	Code	Head &Sub-head		2016-2017
Pay & Allowance			4500	Pay		
5901 General grant		593811000/-	4501	Pay of Officers		49567891/-
5965- Special grant		2100000/-	4601	Pay of Establishment.		64107523/-
5998- Capital		23500000/-		(A)Total of pay		113675414/-

grant					
			4700	Allowances	
			4701	Dearness allowance	0
			4705	House Rent Allowance.	23958808/-
			4709	Recreation Allowance	2910430/-
			4713	Festival Allowance	17883784/-
			4714	Bangla Noboborsho Allowance	1748728/-
			4717	Medical Allowance	7626065/-
			4725	Washing Allowance	210803/-
			4755	Tiffin Allowance.	715082/-
			4765	Conveyance Allowance.	1058666/-
			4773	Education Allowance	2118457/-
			4777	Training Allowance	2395607/-
			4795	Other Allowance	1073888/-
				(B) Total of Allowances	61700318/-
				(C) Total of Pay & Allowances (A+B)	175375732/-

			4800	Supply and Services	
			4801	Traveling Expenses	1973306/-
			4804	04 (Four) Regional Centers	82000000/-
			4805	Overtime	3179377/-
			4811	Tax & Duties	371200/-
			4815	Postal & Telegraph	44000/-
			4816	Telephone/Telegraph/ Printer	2428422/-
			4821	Electricity	21580582/-
			4822	Gas	3267379/-
			4823	Petrol & Lubricant	11381019/-
			4828	Stationery, Seal & Stamp	15860355/-
			4829	Research	702026/-
			4831	Books & Journals	1170770/-
			4833	Advertisement Exp.	659908/-
			4834	Sports materials	1779111/-
			4835	Publication & Printing	1278743/-
			4836	Uniform	485047/-

			4840	Training Expenditure		102582428/-
			4841	Seminar & Conference		682495/-
			4845	Office Entertainment		460405/-
			4869	Medical Expenditure		1405082/-
			4877	Maintenance of officers own car		2819250/-
			4882	Legal Expenses		487000/-
			4899	Miscellaneous		19101669/-
				(D)Total of Supply & Service		275699574/-
			4900	Maintenance & Preservation		
			4901	Transport Maintenance		8679048/-
			4906	Repair of Furniture		467551/-
			4916	Repair of Machineries		2294761/-
			4921	Maintenance of Building		79250131/-
				(E)Total of Maintenance & Preservation		90691491/-
			5900	Grant		

			5914	Grant for Pension fund.		23607840/-
			5930	Purchase of Equipments		2936428/-
			6101	Fees for Foreign Institutions		00
				(F) Total of Grant		26544268/-
			5901	1.Total of General Grant (C+D+E+F)		568311065/-
			5965	Special grant		2080000/-
				2. Total of Special Grant		2080000/-
			5998			
			6807	Vehicles Purchases		6308000/-
			6815	Computer & Networking		5025428/-
			6821	Purchase of Furniture		5337130/-
			6845	Gardening		891377/-
			7401	Advance for Housing		966000/-
				3. Total of Capital Grant		18527935/-

Total Grant	56297205/-	61,94,11,00/-		Total Expenditure (1+2+3)		588919000/-
	-----	----		Closing Balance		*30492000/-
Grand Total	56297205/-	61,94,11,00/-		Grand Total		619411000/-

7.2 Statement of Income & Expenditure of the Financial Year 2017-2018

Income			Expenditure		
Code no	Name of Source (Govt. Grants)	F year 2017-2018	Code no	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2017-2018
5901	General grant	658674000/-	4501	Pay of Officers	53287942/-
5965	Special grant	2200000/-	4601	Pay of Establishment.	58334789/-
5998	Capital grant	470100000/-		(A)Total of pay	111622731/-
			4700	Allowances	
			4701	Responsibility allowance	
			4705	House Rent Allowance.	25167804/-
			4709	Recreation Allowance	2658550/-
			4713	Festival Allowance	17764701/-
			4714	Bangla Nabrarsha Allowance	1754188/-
			4717	Medical Allowance	7152074/-
			4725	Washing Allowance	200460/-
			4755	Tiffin Allowance.	694529/-
			4765	Conveyance Allowance.	1011411/-
			4773	Education Allowance	2119106/-
			4777	Training Allowance	2374863/-

	4795	Other Allowance	1491001/-
		(B) Total of Allowances	62388687/-
		(C) Total of Pay & Allowances (A+B)	174011418/-
	4800	(D) Supply and Services	
	4801	Traveling Expenses	2178356/-
	4804	04 (Four) Regional Centers	90675000/-
	4805	Overtime	3595085/-
	4811	Tax & Duties	371200/-
	4815	Postal & Telegraph	77911/-
	4816	Telephone/Telegraph/Printer	1124364/-
	4817	Internet	1102879/-
	4821	Electricity	22723144/-
	4822	Gas	3825446/-
	4823	Petrol & Lubricant	15739997/-
	4828	Stationary, Seal & Stamp	11644281/-
	4829	Research	216380/-
	4831	Books & Journals	7702881/-
	4833	Advertisement Exp.	559393/-
	4834	Sports materials	569860/-
	4835	Publication & Printing	455396/-
	4836	Uniform	695920/-
	4840	Training Expenditure	116158856/-
	4842	Seminar & Conference	637905/-
	4845	Office Entertainment	568497/-
	4851	Labor wages	14319896/-
	4869	Medical Expenditure	1872444/-

	4877	Maintenance of officers own car	4520000/-
	4882	Legal Expenses	162800/-
	4883	Honorary Allowances/Fee/	221075/-
	4890	Ceremony/Festival Allowance	1852590/-
	4899	Miscellaneous	9835933/-
		(D)Total Supply & Service	313407489/-
	4900	Maintenance & Preservation	
	4901	Transport Maintenance	4717361/-
	4906	Repair of Furniture	858380/-
	4916	Repair of Machineries	3781714/-
	4921	Maintenance of Building	54668932/-
		(E) Total of Maintenance & Preservation	64026387/-
	5900	Grant	
	5914	Grant for Pension fund.	23788129/-
	5930	Purchase of Equipments	20995045/-
	6101	Fees for Foreign Institutions	5000/-
		(F) Total Grant	44788174/-
	5901	1.Total of General Grant(C+D+E+F)	596233468/-
	5965	Special grant	2200000/-
		2. Total of Special grant	2200000/-
	5998	Capital grant	
	6807	Vehicles Purchases	11691000/-
	6815	Computer & Networking	11849110/-
	6821	Purchase of Furniture	9479242/-

		6827	Electrical Equipment	0
		6845	Gardening	565398/-
		7401	Advance for Housing	470200/-
		6901	Purchase of Land	432873419/-
			3. Total of Capital grant	466928369/-
	Total Grant	1130974000/-	Total Exp. (1+2+3)	1065361837/-
		0	Closing Balance	65612163/-
	Grant Total	1130974000/-	Grand Total	1130974000/-

CHAPTER EIGHT

NATIONAL AND INTERNATIONAL COLLABORATION

8.1 Introduction

National and international collaboration is considered highly important for institutional development and mutual relationship in this era of globalization. BPATC, as an apex training institution of Bangladesh, is keen to establish linkage with reputed national and international organizations for its up-gradation and exposure. The Centre establishes linkage through of memorandum of understanding, agreement, contract among national and foreign training institutes, universities, and other organizations. In this way BPATC is trying to establish itself to be a Centre of Excellence in true sense.

The Public Administration Training Policy 2003 stresses on equipping the public servants at all levels with requisite knowledge, skills and techniques to enable them to make productive use of their potentials, and to ensure balanced and sustainable economic growth and development. The globalisation is making the world a single family where everyone needs knowledge on mutual development. The world is changing continuously. Therefore, change management has become very imperative. The civil service officials should be made able to face the changed circumstances. But this trait is not developed automatically. This requires quality trainers for building knowledge and skill base of the civil officers. The existing faculty members need to be developed and made competent through training both at home and abroad. Diploma, masters, PhD and short course on training of trainers and specialized course such as knowledge management, cyber crime, effective negotiation skills, adaptation to climate change, disaster management, public administration and ICT for development, project management, conflict management, human resource management etc. need to be arranged for the faculty members. For organizing overseas and joint training for the faculty members, officials, staff and trainees, national and international collaboration is very crucial. With a view to organizing overseas and joint training, sharing knowledge and experience through different programmes and research, BPATC is extending its hand of collaboration.

8.2. Collaboration with International Organizations

BPATC from time to time establishes linkages with international organizations for the purpose of faculty development, research, exchange of faculties, seminars, workshops, symposiums, conferences and overseas training monitoring. These linkages are established for a limited period for specific purposes.

8.2.1: MoU with Royal Institute of Management on Mutual Collaboration and Corporation:

A Memorandum of Understanding (MoU) between the Bangladesh Public Administration Training Centre (BPATC) and the Royal Institution of Management (RIM), Thimphu, Bhutan came into effect in 13 April, 2019 with a view to developing mutual collaboration and cooperation including the areas like- training course, study visit programmes, joint organization of conference, research and support in knowledge management etc. This MoU can be amended and will be valid for five years which can be terminated any time with three months notice.

8.2.2: MoU with Beijing Administration Institute:

Bangladesh Public Administration Training Centre (BPATC) and Beijing Administration Institute (BAI) signed a MoU on sending and receiving senior level delegation like teachers/trainers/faculty member/researchers comprising six members with a time period of 5 (five) days to each other for cooperating and discussing relevant research topics and lecturing issues like teaching, social research, consulting etc. The period of MoU is extended to 5 years and can be extended and amended if both parties feel the need.

8.2.3: MoU with Nepal Administrative Staff College, Nepal (NASC):

In order to develop mutual collaboration and to achieve the shared goal, BPATC and NASC came into a memorandum of understanding on 09 February, 2019 for 5 years, signed by the honorable Rector of BPAT6C Dr. M Aslam Alam and Deputy Executive Director of NASC Mr. Khum Raj Punjali. The agreement included exchanging of faculty members and students, organizing training courses and international conferences, arranging study visit and conducting joint research as well as extending support.

8.2.4: MoU with HKU school of Professional and Continuing Education (HKU SPACE):

A MoU between the two aforementioned institutes was signed on 15 October , 2018 for 5 years by the Rector of BPATC Dr. M Aslam Alam and Director of HKU SPACE Professor William Lee to organize training courses, conduct joint research and international conference. The memorandum was taken to exchange academic programme for faculty members and students, organize training courses, arrange study visit, conduct joint researches and extend support in knowledge management.

8.3. Collaboration with Other International Organization

International Programme (IP) Department of BPATC is assigned to organise international programmes including international training, workshop, seminar, conference, symposium, joint research, faculty exchange programme. Currently BPATC has collaboration programmes with Beijing Administrative College (BAC), China; National Institute of Development Administration (NIDA), Thailand; Sri Lanka Institute of Development Administration (SLIDA), Sri Lanka, Institute of Social Studies (ISS), the Netherlands, UNDP, JICA, UNICEF, Bangladesh; FAO, Building Capacity for the Use of Research Evidence (BCURE) of DFID etc. BPATC is regularly organizing foreign exposure visits to Administrative Staff College of India and Asian Institute of Technology of Thailand for the participants of core courses of BPATC.

As a part of exchange programme, a six-member team headed by the Rector of BPATC, Dr. M Aslam Alam, visited Beijing Administration Institute (BAI, former BAC), China and The Hong Kong University School of Professional and Continuing Education (HKU SPACE), Hong Kong, China from 21 to 29 April 2018 in order to strengthen the relation and explore new areas for collaboration. The agendum set by IP Department has already been approved by the Board of Directors to sign Memorandum of Understanding (MoU) with HKU SPACE, Huazhong University of Science and Technology of China, Nepal Administrative Staff College of Nepal and Central Queensland University of Australia. The IP Department of BPATC will also take initiatives to build cooperation with RMIT University and Macquarie University of Australia.

CHAPTER NINE

DEVELOPMENT PROJECTS

9.1 Introduction

Besides the routine activities, BPATC also implements several projects for developing human resources of the public sector and also for infrastructural development of the Centre. This section gives an account of such project activities.

9.2 Activities of the Project Division

9.2.1 Ongoing Project of BPATC

The Project Division is one of the important Divisions of Bangladesh Public Administration Training Centre. This Division formulates and takes approval of projects as well as programmes and subsequently implements, monitors and evaluates the projects of BPATC. During the fiscal year 2018-2019, Project Division has implemented different activities of three projects. The projects those were ongoing during the last financial year are as follows

1. Vertical Extension of International Training Complex of BPATC Project: Estimated cost of the project (in Lakh Taka) : 4500.00
2. Capacity Enhancement of the Core Courses of BPATC Project: Estimated cost of the project (in Lakh Taka) : 5000.00
3. Enhancement of Training Capacity of BPATC Project: Estimated cost of the project (in Lakh Taka) : 85900.00

9.2.1.1 Vertical Extension of International Training Complex of BPATC:

To elevate Bangladesh to the next strike of development, the present government has considered the enhancement of public service as one of its main goals. Thus, to make that a reality, capacity building of Bangladesh Public Administration Training Centre (BPATC), the apex body of public service training in the country, is much needed.

On that context, to increase training facility of BPATC through infrastructural development, a project was completed in the 2018-19 financial year under close supervision of the Rector of the institute to extend the International Training Complex Building from 4th to 9th floor. This project will help imparting training to the civil service officers with a view to making competent civil servants.

The total project costs is Taka 45 crore that will help in achieving the set out goals and targets of the Vision 2021, Seventh Five Year Plan and the Sustainable Development Goals (SDGs) through enhancing capacity of Public Administration, it will also facilitate BPATC in organizing international training programmes on different contemporary issues and thus focuses the International Training Complex (ITC) as a Centre of Excellence.

Through the project, the International Training Complex Building is being vertically extended from 4th floor to 9th floor. Facilities like 48 Dormitory Rooms for 96 participants, 05 Classrooms, 01 Multipurpose Hall for 200 participants, 02 Course Offices, 01 Computer Lab, 01 Dining Room and 01 Pantry Room in each floor has been built from the project. There is also facilities and functions of Rain Water Harvesting, Underground Water Reservoir, One Sub-station including generator, 02 lifts (01 existing lift extension from 4th floor to 9th floor, 01 new lift from ground floor to 9th floor), modern Fire Alarming System and broad band WiFi connection.



Front view of newly constructed ITC building of BPATC

Key Points

- Total cost Taka 45 crore
- New accommodation 96 trainees
- Provides with a new hall room, class room and office rooms
- Provides strong wifi facilities
- Power sub-station to provide uninterrupted electricity supply
- Rain water harvesting and two water reservoirs with more than two lakhs litre water storing capacity
- A modern coffee corner with gardenia view inside the building with flower plants to increase aesthetic views
- Well equipped computer lab

This project is supposed to complete within June 2019 and meanwhile almost all the works items is done. Rector Dr. M Aslam Alam inaugurated the building on 25th July 2019. Many renovation works of existing floors and aesthetic views has been increased of ITC building under this project.

9.2.1.2 Capacity Enhancement of the Core Courses of BPATC Project

Estimated cost of the Project for the period of 01 July 2016 to 30 June 2020 is Taka 5000.00 lakh generated from DRGA-CF of Japan. During the last financial year 2018-19 Taka 1000.00 lakh was allocated for the project and actual financial expenditure was Taka 382.83 lakh (39.84%) and 38.69% physical progress in a total Project. This project has been extended for one year with no cost extension.

The project is being implemented with view to achieving the following objectives:

1. To enhance the capacity of BPATC for imparting quality and international standard training to the members of Bangladesh Civil Service through its four Core Courses with a view to materializing the Vision 2021 of the Government.

2. To strengthen the core courses through strengthening the core course offices and through modernization of twelve class room, establishing two language and two computer labs, one e-learning data centre, enhancing health care and physical exercise facilities, increasing technological equipment and logistic supports.



Rector of BPATC Dr. M Aslam Alam Inaugurated Vertical Extension of ITC Building

3. To Improve the capacity of BPATC faculty members with view to imparting better and quality training to the participants of the core courses through organizing overseas training, joint training programme with reputed foreign institutions at BPATC and local research works on various burning issues.
4. To develop and improve capacity of the linked organization officials (from the PMO, MoPA, Cabinet Division, Planning Commission, IMED, Finance Division, ERD and PIO) to contribute to expedite good governance as well as to help BPATC as faculty in future.
5. To provide technical support for establishing Civil Service Knowledge Repository at BPATC.

Table 9.2: Activities and Achievements during the last Financial Year

Sl.	Activities/Components			No. of Participant	Comment
	Type	Target	Achievement		
1	Local Training	15	15	374	BPATC faculty members and staff attended the course
2	1 st International Conference on Information and Knowledge Management	1	1	Foreign-32 Local-323	Representatives/officials from 17 countries participated
3	Master's (Foreign) program	1	1	1	An Officer of Finance Division attained foreign Masters in the University of Reading, UK
4	Research: Regulatory and institutional Framework for sustainable use of coastal and Marine resources: A comparative analysis between Bangladesh and Australia	1	1	9 researchers from Bangladesh and Australia	Final research report is to be submitted within April 2020.

9.2.1.4 Enhancement of Training Capacity of BPATC

The estimated cost of the Project for the period of 01 July 2017 to 30 June 2020 is Taka 85900.00 lakh with GoB fund. During the last financial year 2018-19 Taka 3375.00 lakh was allocated for the project. Actual financial expenditure was Taka 2500.00 lakh (74.07%), achieved physical progress 2.75% and 3.61% physical progress in a total project.

Enhancement of Training Capacity of BPATC project is being carried out to enhance BPATC's infrastructure and training facilities for improving the efficiency of the cadre officers of Bangladesh Civil Service and providing quality training.

Table 9.3: Main Components of the Project and their Achievements

Sl.	Activities/Component	Progress
1	Bangabandhu Sheikh Mujib Academic and Administrative Building	EoI has been called for Architectural design of 20-storied Bangabandhu Sheikh Mujib Academic and Administrative building
2	Construction of 15-storied dormitories	Architectural design has been approved
3	Cafeteria	Architectural design is under process. This Cafeteria will provide 2500 sitting arrangement at a time.
4	Medical Center Building	The revised primary design obtained from the Directorate of Architecture of the 4-storied Medical Center has been approved
5	Jogging Truck	80% completed
6	Reconstruction of Boundary wall	50% completed
7	Electrical lighting of Jogging Truck	NoA for work has been given
8	Library Automation	Library Automation is completed
9	Library AC	Procurement process is completed
10	Auditorium Light & sound System	Tender process has been completed

9.4 Upcoming Projects

The project Wing has started working on the following projects to meet the demands of BPATC with view to making competent civil servants to achieve the Vision 2021, Sustainable Development Goals 2030 of UN and the Vision 2041 to be a developed country. Ground work has been expedited during the last fiscal year 2018-19 for the project.

1. Construction of Sylhet, Barishal, Rangpur, Mymensingh and Cox's Bazar Regional Public Administration Training Centre's (RPATCs)
2. Curriculums Development of the Core and other Courses of BPATC
3. Improving Public Services through Total Quality Management Project (2nd Phase)
4. Enhancement of Training Support Facilities for BPATC
5. Enhancement of Training Capacity of RPATCs (Dhaka, Chattogram, Rajshahi and Khulna) .

CHAPTER TEN

MISCELLENOUS

10.1 Introduction

Being a working place, BPATC becomes the second home to its employees due to its natural beauty, aesthetic views and secure environment to live with serene atmosphere. Therefore, most of the officers and employees of BPATC reside inside its campus along with their families. Moreover, all of the participants of the different training programmes of the Centre live in the campus during their training programmes. Despite various limitations, the Centre has initiated different welfare activities for its participants, officers and employees. There are some small organizations within the campus of the Centre that operate various welfare activities. These organizations include the BPATC School and College, clinic, mosque, officers' club, employees' club and ladies' club etc. Brief accounts of the welfare activities of these organizations undertaken during the last financial year are given below:

10.2 BPATC School & College

The BPATC School & College imparts education to the children of the officers and employees of the Centre. Moreover, a good number of students from the neighbouring residences study in this institution. Therefore, the size of this institution has grown over the years.



Observing the Victory Day 2019 in BPATC



Rector of BPATC Dr. M Aslam Alam distributing books to the children of BPATC School and College, on the occasion of National Book Fair on 01 January 2019

10.2.1 Teaching Staff

There was an increase in the number of the teaching staffs in the financial year 2018-19 comparing to the previous years. All together 52 teachers worked in the school and the college sections which was 53 in the previous year. The school section had 25 teachers while the college section had 27 teachers. The following Table shows the distribution of the teaching staff of the school and the college sections.



Essay Writing Competition on the occasion of observing the National Mourning Day, on 15th August 2019

Table 10.1: Teaching Staff of BPATC School & College in 2018-19

Teachers	School			College			Grand Total
	MPO	Non-MPO	Total	MPO	Non-MPO	Total	
Male	8	6	14	9	6	15	29
Female	3	8	11	9	3	12	23
Total	11	14	25	18	09	27	52

10.2.2 Students

The following table shows the distribution of the students of the school and the college sections. It shows that the number of students had increased in the academic year 2018-19 compared to that of the previous academic session in both the school and the college sections.

Table 10.2: Number of Students in the School Section

Academic Session	Group	Students		
		Boys	Girls	Total
School Section				
2018-19	Not Applicable	616	558	1,174
2019-20	Not Applicable	491	459	950
College Section				
2017-18	Science	88	121	209
	Humanities	34	51	85
	Business Studies	78	81	159
	Total	214	248	462
2018-19	Science	88	119	207
	Humanities	33	68	101
	Business Studies	67	90	157
	Total	188	277	465

Note: The number of students in the college section under the academic year 2018-19 is reduced from what has been presented in the last annual report. This is due to failure of students, cancellation of students' admission and transfer of students to other academic institutions.

10.2.3 Academic Performance by Students

10.2.3.1 Performance in the PEC Exam

In the academic year 2018, 114 students participated in the primary education completion (PEC) examination. All of the students passed the examination where 78.94 percent of them got GPA 5 points. This rate was comparatively much higher than that of the previous academic year. Table 10.3 shows comparative performance of students in the PEC examination in two academic years.

Table 10.3: Comparison of Performance of Students in the PEC Exam

(Data within parentheses show percentage)

Year	No. of Student		Result						
	Appeared	Passed	GPA 5	GPA 4 to <5	GPA 3.5 to <4	GPA 3 to <3.5	GPA 2 to <3	GPA 1 to <2	Fail
2017	112	112	86 (76.8)	23 (20.5)	3 (2.7)	0	0	0	0
2018	114	114	90 (78.94)	23 (20.17)	1 (0.87)	0	0	0	0

10.2.3.2 Performance in the JSC Exam

In the academic year 2018, 165 students participated in the Junior School Certificate (JSC) examination and all but one of them passed. Out of the total students, 15.15 percent got GPA 5 point which was comparatively lower than the previous academic year. Table 10.4 shows comparative performance of students in the JSC examination in two academic years.

Table 10.4: Comparison of Performance of Students in the JSC Examination

(Data within parentheses show percentage)

Year	No. of Student		Result						
	Appeared	Passed	GPA 5	GPA 4 to <5	GPA 3.5 to <4	GPA 3 to <3.5	GPA 2 to <3	GPA 1 to <2	Fail
2017	173	172	86 (49.7)	66 (38.1)	16 (9.2)	3 (1.7)	1 (0.6)	0	1 (0.6)
2018	165	165	25 (15.15)	122 (73.93)	10 (6.06)	5 (3.03)	3 (1.81)	0	0

10.2.3.3 Performance in the SSC Examination

In the academic year 2019, 177 students participated in the Secondary School Certificate (SSC) examination and 177 of them have passed this examination. Out of the total students that appeared in the examination, 30.5 percent got GPA 5 points, which was higher than that rate of the previous academic year. Table 10.5 shows comparative performance of students in the SSC examination in two academic years.

Table 10.5: Comparison of Performance of Students in the SSC Examination

(Data within parentheses show percentage)

Year	No. of Student		Result						
	Appeared	Passed	GPA 5	GPA 4 to <5	GPA 3.5 to <4	GPA 3 to <3.5	GPA 2 to <3	GPA 1 to <2	Fail
2018	171	165	78 (45.6)	58 (34)	18 (10.5)	9 (5.3)	2 (1.2)	0	6 (3.5)
2019	177	177	54 (30.5)	90 (50.84)	20 (11.29)	10 (5.64)	3 (1.69)	0	0

10.2.3.4 Performance in the HSC Exam

In the academic year 2019, 459 students participated in the Higher Secondary Certificate (HSC) examination and 456 of them passed it. Out of the total students that appeared in the examination, 8.71 percent got GPA 5 points which were comparatively much higher than that rate of the previous academic year. Table 10.6 shows comparative performance of students in the HSC examination in two academic years.

Table 10.6: Comparison of Performance of Students in the HSC Examination

(Data within parentheses show percentage)

Year	No. of Student		Result						
	Appeared	Passed	GPA 5	GPA 4 to <5	GPA 3.5 to <4	GPA 3 to <3.5	GPA 2 to <3	GPA 1 to <2	Fail
2018	466	448	16 (3.43)	250 (43.13)	82 (34.12)	63 (13.51)	9 (1.93)	0	18 (3.86)
2019	459	456	40 (8.71)	201 (54.91)	159 (27.67)	33 (7.19)	4 (0.87)	0	3 (0.65)

10.2.4 Income and Expenditure

The total income from the students of the BPATC School & College and donation from BPATC for the financial year 2018-19 was Taka 4,72,03,101.00 (four crores seventy-two lakhs three thousand one hundred and one) whereas the total expenditure for the same period was Taka 5,55,27,600.00 (Five crores fifty-five lakhs twenty-seven thousand six hundred). A comparative statement of the income and expenditure of the said financial year is shown in the Table 10.7 below.

Table 10.7: Comparative statement of income and expenditure for the financial year 2018-19

Income (Taka)		Expenditure (Taka)	
Source	Amount	Head & Sub-head	Amount
Tuition fee	24136,680.00	Teacher & staff salary, allowances	27598960.00
Session fee	6116,650.00	Excursion/study tour	552000.00
Development fee	3450,000.00	Examination (internal)	2488800.00
Identity card	340,800.00	Board fee	1012380.00
Lab & admission fee	3060,640.00	Centre fee	200000.00
Examination fee	3318,400.00	Annual sports & prizes	490000.00
Board fee	1212,340.00	Annual cultural function & prizes	310000.00
Study tour	552,000.00	Fresher's reception/orientation	275000.00
Miscellaneous	573,091.00	Annual milad	135000.00
Transport fee	3742,500.00	Furniture making & repair	700000.00
BPATC donation	1000,000.00	Building painting & repair	1000000.00
		Scout fee	70000.00
		ID card, name plate, rock tape making	195000.00
		Printing of syllabus pad & prospectus	395000.00
		Admission test	395000.00
		Lab commodities	2200000.00
		Miscellaneous	1005460.00
		National programmes	220000.00
		Stationeries	210000.00
		Teachers appointment expenses	75000.00
		Deposited to FDR	10000000.00
		Transport (fuel, repair etc.)	6000000.00
Total Income	47203101.00	Total Expenditure	55527600
Opening balance	15007008.61	Closing balance	6682509.61
Grand Total	62210109.61	Grand Total	62210109.61

10.3 BPATC Clinic

10.3.1 Regular Activities

BPATC always tries to offer proper medical treatments from the clinic towards the employees and their dependant family members. BPATC also provides primary medical support to the participants of the various training courses. The clinic staff consists of four medical officers (three male and one female), two sub-assistant community medical officers (SACMO), two physiotherapists (one male and one female), one pharmacist, two senior staff nurses, two

compounders and two office assistants. This medical team offers various medical services to the client round the clock. The medical officers of the clinic manage the daily outdoor patients and provide consultation to them. They also attend emergency patients at any time round the clock and manage them as per circumstances. The clinic arranges health check-up sessions for the participants of all the core courses at the beginning of the course. It also arranges medical check-up for the staff of the various department of the Centre as per requisition. Apart from these, the medical officers of the clinic also conduct some training sessions on different health related topics in various courses of the Centre.

A total of 33,876 patients received medical services from the BPATC clinic during the financial year 2018-19 of whom 26 percent was participants of different courses of the Centre and the rest were patients other than participants. Table 10.8 shows distribution of the patients by type and by sex.

Table 10.8: Distribution of Patients that Attended the BPATC Clinic in 2017-18

(Data within parentheses show percentage)

Distribution by Type			Distribution by Sex			
Participant	Other than Participant	Total	Male	Female	Children	Total
9,155	26,019	35,174	18,994	10,552	5,628	35,174
(26)	(74)	(100)	(54)	(30)	(16)	(100)

10.3.2 Special Activities

BPATC clinic has introduced a diagnostic ultrasonogram facility for the patients. A modern expensive ultrasonography machine has been installed in the Clinic. In the financial year 2017-18, a total of 1,267 patients did various pathology investigations and 445 patients did ultrasonography in the clinic. The clinic charges a nominal fee for doing ultrasonography. A total of Taka 362,800 (three hundred and sixty-two thousand and eight hundred) was raised from this fee in the financial year. Besides this, the clinic also organized many special programs in this financial year. On the ninth of every month, the EPI programmes for the infants were arranged in the clinic under the supervision of the Upazila health complex of the Savar Upazila. Family planning services were also provided from the clinic in every month. In addition, the National Immunization Day programme was arranged in the clinic according to the government circular.



Blood Donation Programme at the BPATC Clinic on the National Mourning Day 2018

10.3.3 Physiotherapy Unit

There is a physiotherapy unit at the gymnasium hall of the Centre. It operates under the supervision of the clinic. An experienced graduate physiotherapist is appointed there to give required consultation and therapy to the participants and the employees of BPATC. In the financial year 2018-19, a total of 3,686 patients received physiotherapy treatment from the physiotherapy unit of whom 43 percent were participants of the different courses of the Centre.

Table 10.9: Distribution of the patients by type and by sex

Distribution by Type					Distribution by Sex			
Participant			Other than Participant	Total	Male	Female	Children	Total
Male	Female	Sub-Total						
1,120 (70)	478 (30)	1,598 (100)/ (43)	2,088 (57)	3,686 (100)	2,227 (60)	1,459 (40)	-	3,686 (100)

10.4 BPATC Mosque

BPATC has a large and splendid mosque surrounded by lush-green garden. Muslim officers and staff, and the participants of different training courses perform their prayer in this mosque. Around 1000 people can have their prayer in the mosque at a time. One Imam, one Muazzin and one Khadem in the mosque get their salaries from the government exchequer. The Imam of the mosque is a learned and articulated person. He is also called for reciting verses from the Holy Quran in different occasions of the centre. The mosque committee runs a Maktab (religious study centre) where children are taught the Arabic language and Islamic manners and etiquettes. Children attend the Maktab for learning Ampara (Pre study of the Holy Quran) in order to recite the holy Quran properly. The mosque and Maktab is managed by a committee elected through Islamic procedures and instituted through an office order by the authority. This committee works under the overall guidance of the Rector of the Centre for effective management of the mosque and its development activities.



A View of BPATC Jam-e-Mosque

The mosque committee also takes necessary measures for the observance of Islamic events like Ashura, Siratun Nabi (SAW), Shab-e-Miraj, Shab-e-Kadar, etc. Reputed Islamic thinkers and scholars are invited to speak on these occasions. Besides, special initiatives are taken to observe Eidul-UI-Fiter, Eidul-UI-Adha. The committee arranges Tarabih Namaz for the month of Ramadan. Two Hafeezes are hired for this purpose in each year. Munajats are arranged on the International Mother Language Day, the Independence Day, National Mourning Day and the Victory Day. The mosque has got a rich library having 2,782 books on various Islamic subjects.

10.6 Observance of National and International Day

BPATC observed the National Mourning Day on 15 August 2018, the darkest day in the history of the nation. A day long program arranged to observe this occasion in befitting manner.



Observance of National Mourning Day on 15 August 2018

10.6.1 Celebration of BPATC Day-2019

BPATC was established on 28th April 1984 to meet the need for human capital of a newly independent country. The Centre was mandated for creating a number of efficient, dynamic, competent, citizen-focused, proactive and patriotic public servants for rapid and sustainable development. On 28th April, 2019 BPATC observed its 35th foundation day as BPATC Day with due respect and festive mood. At the outset of the commemoration, BPATC flag was hoisted. With the significant presence of the first Rector Dr. Sheikh Maksud Ali and other former rectors, the incumbent rector Dr. M. Aslam Alam inaugurated the celebration by cutting a cake that was followed by a rally, discussion program and highly enjoyable cultural soiree. All members of faculty, former rectors and other officials attended the functions.



Rector of BPATC Dr. M Aslam Alam inaugurated the BPATC day program along with former Rectors and Faculty members.

10.6.2 Celebration of Victory Day-2018

Under the leadership of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and after the sacrifice of the lives of three million people and the honour of nearly half a million women; Bangladesh was born as an independent country 47 years ago on 16th December, 1971.

BPATC celebrated the 48th Victory Day on 16th December 2018 by giving raceme in the National Mausoleum to show respect to the martyrs. The centre arranged a day long various programmes in the centre including poem recitation, drawing, blood donation etc.



Victory Rally 2018

10.7 Socialization and Recreational Activities

10.7.1 Officers' Club

The BPATC officers' club was established in 1988 in order to promote friendship and intimacy among the officers. Its activities are performed by an elected/selected executive council of 12 members. The club has an organizational constitution to guide its activities. The members of club elect the members of the executive council. The Rector of the Centre is the President of the club by virtue of the post. Dr. Md. Arafe Zawad acted as the General Secretary and Mr. Md. Abul Baset acted as the treasurer of the club for the financial year 2018-19.

The fund of the club consists of a grant from the social welfare fund of the Centre and fees charged for cable TV connections. The club runs its activities by the help of this fund. The club performed the following activities during the financial year 2018-19:

- a. National days were observed with due solemnity. Recitation, music and drawing competitions for the children and friendly football/volleyball matches for the officers

were arranged in observance of the Independence Day, Victory Day and International Mother Language Day.

- b. The club arranged a cultural programme to celebrate the Bangla New Year 1426.
- c. An Iftar party was jointly organized by the Centre, the officers' club and the mosque committee.
- d. The club also organized farewell programme for retired and transferred officers of the Centre.
- e. The club also organized annual sports.



MD Rakib Hossain_{ndc}, Present Rector delivering speech in an after Eid Get together.

10.7.2 Ladies' Club

The BPATC ladies' club was formed with all female officers and spouses of all male officers of BPATC. It formally started functioning in 1998. Its functions are guided by a constitution of the organization which is approved by the Rector of the Centre. The club has a nine-member executive committee. The Rector's spouse is the president of the club by virtue of her position. The other members of the executive committee are elected through ballot. During the financial year 2018-19, Mrs. Najhut Afrin acted as the General Secretary and MST. Kaniz Fatima Keya as the treasurer of the club. The tenure of the executive committee is one year. The club performs

all activities with the money it receives from the social welfare fund of BPATC, monthly contribution of the members and earning from a play group school, which is being run by the club. It performed the following activities during the financial year 2018-19:

- Observed all the national days.
- Arranged competition on drawing, singing and recitation for the children living in the campus were arranged for their development.
- Distributed yearly scholarships among the poor and meritorious students from class six to ten.
- Celebrated the Bengali New Year 1426 and the Eid-Ul-Fitr.
- Arranged sports programme of the members.
- Managed a play group school.
- Organized Milad and Iftar Party during the month of Ramadan.
- Arranged an annual picnic for the members of the club and the students and guardians of the “Ankur” school.

10.7.3 Employees’ Club

The BPATC employees’ Club was established in 1986 with a view to cultivating a more developed culture and facilitating recreation of the employees of the Centre. As per the constitution of the club a 15-member executive council is formed through the biannual election. Overall activities of the club are run by the donation from the social-welfare fund of the Center and subscriptions from its members. The club observes the International Mother Language Day, Independence Day and Victory Day. Various mini-tournaments on football, cricket and volleyball are arranged. Indoor games such as card, carom, and chess are also arranged throughout the year. Annual sports competition is one of the main recreational activities of the club. The 31st annual sports competition of the club was held with much enthusiasm. The sports competition was inaugurated by the chief guest of the annual sports, the Rector and the convener of the advisory council of the employees’ club. The Rector distributed prizes among the winners of the competition on 27th July, 2019. Various events of sports, cultural function, and lottery were held with Rector as the chief guest. Besides these, Pohela Baishakh-1426 was observed in colorful manner by the Employees' Club. Iftar Mahfil and Farewell function for retired officials

were arranged by the Employees' Club. Rector of BPATC was the Chief Guest in all these events.



Prize distribution in essay writing competition arranged by BPATC Employees' club

10.7.4 Annual Sports of the Centre

The 32nd Annual Sport of the Centre was held on 6th December 2018. Rector of the Centre, Dr. M. Aslam Alam inaugurated the Annual Sports. Mr. Zaydul Haque Molla ^{ndc}, MDS (Project) head the organizing committee of 32nd Annual Sports. All officers and staff of the Centre participated in the events of Annual Sports. A total of 339 employees participated in the Annual Sports. Out of 339 participants, 282 were male and 57 were female. Total 57 events were organized in the Annual Sports Competition for officers and staff of the Centre. A total of 7 events were also organized for the children of the employees of BPATC. The events were divided according to age group namely 8 years (2 events), 10 years (2 events), 15 years (2 events) for the children of the employees. The most interesting and attracting event was 'dress as you like' for the children.

Furthermore, there was a friendly Volleyball Match among the officers and staff. Three teams participated in Volleyball competition, for instance, Bally, Bongshi, and Dhaleshari. The team 'Bally' becomes a champion and 'Dhaleshori' secured runner-up position

Other team games were Tennis, Badminton, Mini Marathon for male & female employees which were organised before the main event on 2nd December 2018.



Faculty Team of Friendly Volleyball Match

In Badminton, there were 14 teams participated in the event. Mr. Md. Siddiqur Rahaman & Mr. Md. Sharif Uddin became the champion and Dr. Md. Arafe Zawad & Mr. Md. Razibul Islam pair secured runner-up position. In Tennis competition, seven pair participated. Dr. Md. Arafe Zawad and Mr. Md. Razibul Islam pair became the champion and Mr. Mohammad Moshior Rahman & Mr. Siddiqur Rahman secured runner-up position. In female Badminton competition four pair participated. Ms. Aonamika Das & Ms. Dipty Das became the champion and Ms. Amena Akter and Ms. Shamima Akter were runner-up.

One of the most exciting and competitive events was the relay race. Four regional training centers (RPATC's) took part in that event and Chattogram and Rajshahi team hold the 1st and 2nd position respectively. The most appealing event was Tug-of-war in between Rectors team vs Organizing committee. Another very interesting event was the Mini-Marathon. For male, the 'Theme' of the Mini-Marathon event was "We want non-communal Bangladesh" and Mr. Md. Monsur Ali, Mr. Md. Rohidul Islam, Mr. Md. Kamal Hossain secured the 1st, 2nd & 3rd position respectively. For the female participants of the event, the 'Theme' of Mini-Marathon was "National Development is not Possible Without Women's Development and Empowerment". Ms. Shamima Akter, Ms. Shoheli Khatun Shathi, and Ms. Ormita Islam secured the 1st, 2nd & 3rd

position respectively. At the end of the sports competition, Dr. M. Aslam Alam, Rector of the Centre handed over the prizes among the winners in Milon Mela.

10.7.5 Milon-Mela

The 2nd ‘BPATC Milon Mela’ was organized at BKSP on 7th December Friday 2018 all Officers, staffs, their spouse, children and guest took part in the 2nd Milon Mela. A number of Cultural and Sports events were organized for the children, spouses and guests. The cultural program was divided into two parts. In the first part children were participated and in the second part officers and staffs of BPATC took part to make the event enjoyable.



BPATC Faculty Members and Employees of the Centre Enjoying the Annual Sports Competition and Milon Mela 2019



Dr. M Aslam Alam, Rector, BPATC Distributing Prizes to the employees of BPATC at the Milon Mela at BKSP, Savar.

10.7.6 Community Centre

Rector of the Centre took an initiative to establish a community center in BPATC with a view to arranging all types of social programs including marriage ceremony of BPATC staff easily and preferably at reasonable cost. In the presence of the officers and staff of BPATC, the Rector inaugurated BPATC Community Centre on 24 July 2018.

This community center is situated at the north-east side of BPATC campus near the gate No. 1, beside the spectacular BPATC lake in the midst of lush green premises. It is needless to say that the aesthetic beauty of the surrounding amplifies the elegance of any program arranged here. The community centre has five thousand square feet space, where 300 people can sit at a time or enjoy any program. There are also stage, facilities for cooking and arrangement for lightening. If needed, this decoration, equipment and retention capacity can be increased in personal venture.

Cafeteria was used as a venue of different social programs of the staff before establishment of this community center, where the scarcity of crockeries and lack of space were common phenomena. At the same time, sound and environment pollution used to create a negative impact on overall administrative and academic atmosphere. It is hoped that besides eradicating the problems mentioned above, this community centre will intensify fraternity among BPATC family.



A view of the community centre of BPATC