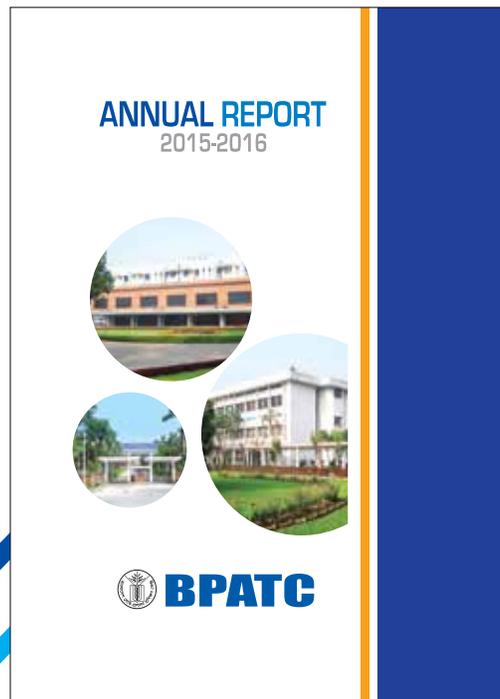


# ANNUAL REPORT 2015-2016



# BPATC



# EDITORIAL BOARD

## CHAIRMAN

**Md. Zaydul Hoque Molla, ndc**

Member Directing Staff

## MEMBERS

**Dr. Md. Shafiqul Haque**

Director (Research and Development)

**A.F.M. Amir Hussain**

Deputy Director (Publication)

**Dr. Md. Zohurul Islam**

Deputy Director (Research)

## MEMBER SECRETARY

**Md. Morshed Alom**

Senior Research Officer



# ABBREVIATION

ACAD	Advanced Course on Administration and Development
AVR	Audio Visual and Reproduction
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BCSAA	Bangladesh Civil Service Administration Academy
BCSIR	Bangladesh Council of Scientific and Industrial Research
BIAM	Bangladesh Institute of Administration and Management
BOG	Board of Governors
BPATC	Bangladesh Public Administration Training Centre
C&AG	Comptroller and Auditor General
CEVTA	Customs Excise & VAT Training Academy
CMT	Course Management Team
COTA	Civil Officers' Training Academy
DOICT	Department of ICT
FAO	Food and Agriculture Organization
FBCCI	Federation of Bangladesh Chambers of Commerce and Industries
FTA	Fisheries Training Academy
FTC	Foundation Training Course
GOB	Government of Bangladesh
ICT	Information and Communication Technology
JICA	Japan International Cooperation Agency
LGED	Local Government Engineering Department
LTA	Library and Training Aid
MDS	Member Directing Staff
MOPA	Ministry of Public Administration
MoU	Memorandum of Understanding
MPO	Monthly Pay Order
NGO	Non-Governmental Organisation
NATA	National Agriculture Training Academy
NIPA	National Institute of Public Administration
OTI	Officers' Training Academy
PAR	Postal Academy, Rajshahi
PPMC	Policy Planning and Management Course
PPR	Planning, Programming and Recording
P&S	Programme and Studies
R&C	Research & Consultancy
R&D	Research & Development
RDA	Rural Development Academy
RPATC	Regional Public Administration Training Centre
SFTC	Special Foundation Training Course
SSC	Senior Staff Course
STI	Staff Training Institute
TOT	Training of Trainers
TQM	Total Quality Management
TSC	Telecommunications Staff College

# Table of Contents

Editorial Board	ii
Abbreviation	iii
Table of Contents	v
Vision	vii
Mission	vii
Message from the BOG Chairperson	ix
Message from the Rector	xi
<b>INTRODUCING BPATC</b>	<b>1</b>
1.1 Introduction	3
1.2 Core Values	3
1.3 Functions of BPATC	4
1.4 Board of Governors of the Centre	4
1.5 Organogram of the Centre	8
1.6 Personnel/Manpower of BPATC & RPATCs	9
<b>TRAINING ACTIVITIES AND FACULTY DEVELOPMENT</b>	<b>11</b>
2.1 Introduction	13
2.2 Training Activities of BPATC in 2015-16	13
2.3 Training Activities since inception of BPATC	26
2.4 Training at RPATCs	29
<b>TRAINING EVALUATION</b>	<b>33</b>
3.1 Introduction	35
3.2 Evaluation Method	35
3.3 Recent Revision in Training Evaluation Policy of 2013	39
3.4 Evaluated Courses	41



<b>RESEARCH, PUBLICATION AND ICT</b>	<b>49</b>
4.1 Introduction	51
4.2 Research Activities	51
4.3 Publication Activities	52
4.4 ICT Activities	54
<b>LIBRARY AND TRAINING AID</b>	<b>57</b>
5.1 Introduction	59
5.2 Functions of Documentation	59
5.3 Activities of Audio-Visual and Reproduction	61
<b>PHYSICAL CONDITIONING &amp; GAMES</b>	<b>63</b>
6.1 Introduction	65
6.2 Physical Conditioning and Games for the FTC	65
6.3 Physical Conditioning and Games for the ACAD	67
6.4 Physical Conditioning and Games for the SSC	67
6.5 Physical Conditioning and Games for Special and Short Courses	68
6.6 Annual Sports of the Centre	68
<b>FINANCE AND ACCOUNTS</b>	<b>69</b>
7.1 Introduction	70
7.2 Activities of Finance and Accounts Branch	70
<b>ACTIVITIES OF VARIOUS ONGOING PROJECTS IN BPATC</b>	<b>73</b>
8.1 Introduction	75
8.2 International Collaboration	75
8.3 Total Quality Management Project	76
<b>MISCELLANEOUS</b>	<b>79</b>
9.1 Introduction	81
9.2 BPATC School & College	81
9.3 BPATC Clinic	87
9.4 BPATC Mosque	88
9.5 Ladies' Club	88
9.6 Officers' Club	90
9.7 Employees' Club	91

# VISION

By the year 2021, BPATC will establish itself as a Centre of excellence and a regional hub for development of competent, innovative and morally sound public servants and a think tank' of knowledge-based governance.

# MISSION

Develop human resources with competence and strong moral values through state-of-the-art training;

Promote a culture of continuous learning in the public service to foster a knowledge society;

Conduct research and publication on public sector management;

Network with reputed institutions of home and abroad to enrich training, research and consultancy;  
and

Extend consultancy services for enhancing organizational performance.





Honourable Prime Minister Sheikh Hasina, MP, is awarding Rector's Medal to the participant securing first position in FTC.



Minister  
Ministry of Finance  
Government of the People's  
Republic of Bangladesh



## Message from the BoG Chairperson

I have great pleasure in associating myself with the publication of the Annual Report 2015-2016 of Bangladesh Public Administration Training Centre. This report encapsulates the overall functions of the Centre spanning over the training year 2015-2016 and epitomizes its commitment to create value to its stakeholders. It also envisages an integrated view of the Centre and the way the activities are administered all the year round. The strategy underpinned by the vision, mission and the core values provides both the focus and the flexibility to cater to demand of the stakeholders.

The Right to Information Act, 2012 has legally bound us to reveal all relevant information in the form of annual report for the clients and the citizens of the nation. Hence publication of this Annual Report will promote the transparency and accountability to its stakeholders; I personally appreciate this laudable effort on the part of BPATC.

It is envisaged that BPATC will continue to expedite its capabilities in rendering services to its stakeholders and develop new capabilities in order to be at the forefront of myriad of changes and challenges faced by the civil service today. This charge does not get due importance because of the pressure of normal work-load. But genuine efforts by interested staff members and also participants in various courses of training will be highly welcome.

I would like to record my sincere and heartiest thanks to all the members of the Board of Governors, members of the faculty, the employees for their talent and passion, guest resource persons, participants of various courses and will-wishers for their unremitting efforts and continuous assistance to BPATC since its inception. My genuine gratitude is also due to the Rector and the Research and Consultancy Division of BPATC for publishing this report.

I look forward to working with BPATC to bring it to a new height, a step closer to its vision of becoming a centre of excellence.

Abul Maal A. Muhith  
Chairperson  
Board of Governors  
Bangladesh Public Administration Training Centre





Rose Garden : Scenic Beauty of BPATC



Rector  
(Secretary to the Government)  
Bangladesh Public Administration Training Centre



## Message from the Rector

I am immensely delighted to know that Bangladesh Public Administration Training Centre (BPATC) is going to publish its Annual Report which shows the general activities of the Centre during the year of 2015-2016. This report reflects the performances done by the Centre as well as becomes a valuable document for the future researchers also.

Bangladesh Public Administration Training Centre (BPATC), the apex training organisation in the public sector, emerged as an autonomous organisation in 1984 under the Presidential Ordinance (Ordinance no XXVI of 1984). BPATC started its journey through amalgamation of four organisations viz. Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA), and Staff Training Institute (STI). The purpose of merging these training institutions were to integrate human and other resources, share and interact different ideas and experiences amongst different services. As a result, the Centre inherited a rich legacy of Public Administration and Management.

The core institutional responsibilities of BPATC are to design and organise training courses, workshops, seminars and to conduct researches on Public Administration, Management and Development Economics. Moreover, the Centre advises the Government on leading or emerging policy issues. Clientele groups of BPATC are diverse, which represent almost all cadres of Bangladesh Civil Service. Currently, Judiciary, Defence Services and NGOs are also showing keen interest in BPATC's training programmes.

The Centre has the privilege to utilise the training programmes for the welfare of the people. Hence, time-befitting and quality training is more important than the quantity of training. The main concern, obviously, is to provide forward-looking training to the clients to face the challenges of the 21<sup>st</sup> century successfully.

Heartfelt thanks are extended to all concerned personnel, especially to editorial ones who contributed to the significant inputs of the report. Any observation, view and recommendation from the interested readers would be highly appreciated and considered as precious contribution towards enriching the future publication of the report.

A.L.M. Abdur Rahman ndc





Honourable Prime Minister Sheikh Hasina, MP, is receiving memento of BPATC from the Rector of the Centre on the occasion of 60<sup>th</sup> FTC Closing Ceremony.



Honourable Minister, Ministry of Finance, Mr. Abul Maal A. Muhith is addressing in the Certificate Awarding Ceremony of 60<sup>th</sup> Foundation Training Course.

# CHAPTER ONE



## INTRODUCING BPATC





Honourable Prime Minister Sheikh Hasina, MP, is addressing the audience at the Certificate Awarding Ceremony of 60<sup>th</sup> Foundation Training Course.



Respected Rector of the Centre Mr. A. L. M. Abdur Rahman ndc is presiding a meeting as chairperson at the Rector's Conference Room.

## **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 existing institutions viz., NIPA, COTA, BASC and STI. BPATC is located at a distance of 28 kilometers from the capital city of Dhaka and near Jahangirnagar University on the Dhaka-Aricha highway. Following the Ordinance of 1984, the government issued a notification (No. SRO-1051-L/84 MR(II)/PATC-8/83 part-I) on 18 April 1984, which was enacted on 28 April 1984, to begin the activities of the Centre.

## **1.2 Core Values**

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

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

### **1.2.1 Discipline**

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

### **1.2.2 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.

### **1.2.3 Inclusiveness**

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

### **1.2.4 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.



## 1.2.5 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.

## 1.2.6 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.

## 1.2.7 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.

## 1.3 Functions of BPATC

According to section VI of the BPATC Ordinance, the major functions of the Centre are:

- a) To conduct training for senior executive officials of the government of Bangladesh and business institutions so that they may play effective roles in a dynamic and developing society;
- b) To provide on-the-job training for the employees of the republic and the people who work under local authority;
- c) To conduct foundation training for different civil service cadre officials of Bangladesh;
- d) To conduct research/case study on public administration and development;
- e) To publish books, journals & reports relating to administration and development;
- f) To establish and maintain libraries and reading rooms;
- g) To provide consultancy to the government, if and when necessary, regarding administration and development to solve specific problems; and
- h) To do other necessary activities to implement the objectives of the Ordinance.

## 1.4 Board of Governors of the Centre

### 1.4.1 Formation of the BoG

According to the Bangladesh Public Administration Training Centre Ordinance 1984, the responsibility of overall administering and providing guidelines to the Centre rests on a Board of Governors (BoG). As per paragraph 5(1) of the Ordinance, the formation of a 13-member BoG headed by a member of the Cabinet is as follows:

### **1.4.1.1 Chairman of the BoG**

A minister of the government (nominated by the government)

### **1.4.1.1 Members of the BoG**

1. Cabinet Secretary
2. Rector of the Centre
3. Secretary of the Ministry of Public Administration
4. Secretary of the Ministry of Finance
5. Secretary of the Ministry of Education
6. Vice-Chancellor of Jahangirnagar University
6. A Vice-Chancellor of a university (nominated by the government)
8. Commandant of the Defense Services Command and Staff College
9. President of the Federation of Bangladesh Chambers of Commerce and Industries (FBCCI)
10. Chairman of the Department of Public Administration of University of Dhaka or Chittagong of Rajshahi or Jahangirnagar (by rotation, nominated by the government)
11. One member nominated by the government
12. One female member nominated by the government

### **1.4.2 The BoG in 2015-16**

A list of the members of the Board of Governors for the financial year 2015-2016, formed according to paragraph 5(2) of the BPATC Ordinance, is given below:

#### **1.4.2.1 Chairman**

Mr. Abul Maal A. Muhith  
Honourable Minister, Ministry of Finance  
Government of the People's Republic of Bangladesh  
(Form 25 March 2009 till date)

#### **1.4.2.2 Members**

1. Mohammad Shafiul Alam  
Cabinet Secretary, Cabinet Division  
Government of the People's Republic of Bangladesh

2. A.L.M. Abdur Rahman ndc  
Rector, Bangladesh Public Administration Training Centre, Savar, Dhaka

3. Dr. Kamal Abdul Naser Chowdhury  
Senior Secretary, Ministry of Public Administration  
Government of the People's Republic of Bangladesh

4. Mr. Mahbub Ahmed  
Senior Secretary, Ministry of Finance  
Government of the People's Republic of Bangladesh

5. Md. Sohorab Hossain  
Secretary, Ministry of Education  
Government of the People's Republic of Bangladesh

6. Professor Dr. Farzana Islam  
Vice-Chancellor, Jahangirnagar University

7. Professor Dr. Harun-or-Rashid  
Vice-Chancellor, National University

8. Major General Shajjadul Haque, AFWC, PSC ( October 2014),  
Major General Md. Saiful Abedin, BSP, ndc, psc (05.05.2016 till date)  
Commandant, Defence Services Command and Staff College  
Mirpur Cantonment, Dhaka

9. Abdul Matlub Ahmad  
President, Federation of Bangladesh Chamber of Commerce & Industries

10. Professor Zarina Rahman Khan  
Department of Public Administration  
Dhaka University

11. Md. Muhammad Sayadur Rahman  
Professor and Chairman  
Department of Public Administration  
Dhaka University

### 1.4.3 Meetings of the BoG

Two meetings of the Board of Governors (60<sup>th</sup> and 61<sup>st</sup>) were held on 26<sup>th</sup> July 2015 and 7<sup>th</sup> February 2016 respectively. Important decisions regarding training and other administrative activities taken in those meetings are as follows:

Note of Condolence: The Board of Governors expressed condolence with silent prayer for the departed souls of Mr. A K M Aynul Haque, Deputy Director; Mr. Ibrahim Khalil, Upper Division Assistant; and Das Sagarika, Steno-Typist. The Board sympathized with their family members.

Note of Felicitations: The Board of Governors congratulated the newly nominated members of the Board and wished their well-being.

### **1.4.3.1 Decisions of the 60<sup>th</sup> BoG Meeting**

#### **Decisions 4.2.1**

The Board of governors, for the time being, decided to adjourn the implementation of final passing out examination as it requires further study and observation.

#### **Decisions 4.2.3**

The Board urged BPATC to finalize the policy for distribution of honorarium as incentives in case of tailor made/on payment courses conducted by BPATC being requested by other organizations-and place it to the next meeting of the Board.

#### **Decisions 4.2.12**

The Board decided that the upgradation of the post of Imam into second class is to be incorporated in the proposed service rules of BPATC as per the notification of the Ministry of Religious Affairs in this regard.

#### **Decisions 6.4**

The Board approved the proposal of sanctioning Taka 10,00,00000/- (ten crore) from the part of the Government as endowment fund to enrich the pension deposit of BPATC.

#### **Decisions 7.2**

The Board decided that BPATC may implement some selected Individual Action Plans (IAP) and Project Implementation Plans (PIP) on optional basis, rather than making it compulsory for the participants of ACAD/SSC.

#### **Decisions 9.2**

The Board was pleased to approve the increment of kit allowance from Tk-10,000/- to 22,000/- for the Foundation Training Course, and Tk-10,000/- to 15,000/- in cases of ACAD and Senior Staff Course.

#### **Decisions 10.4.2**

The Board of Governors approved the proposal of increasing the honorarium from Tk 10/- to Tk 30/- for evaluating the exam-scripts of different courses organized by the Centre.

#### **Decisions 11.3**

The Board decided, for the time being, to adjourn the decision regarding inclusion of motor driving in the curriculum of Foundation Training Course as the matter requires further observation and scrutiny.

#### **Decisions 18.2.3.1**

The Board observed that the proposal of making any change in the name of the Centre is not logical and decided not to bring any change.

**Decisions 18.2.3.2**

The Board approved the proposal of abolition of the clause 9 regarding recruitment of Director and MDS from the proposed BPATC Act, as it has already been incorporated in the new/proposed service rules of BPATC.

**1.4.3.2 Decisions of the 61<sup>st</sup> BoG Meeting****Decisions 6.5**

The Board decided that the existing service rules and the proposed one may remain in force simultaneously; and agreed to forward it to the Ministry of Public Administration (MoPA) for scrutiny before making its approval. Even more, the Board suggested referring it to the Finance Division/Finance Secretary for opinion/clarification in some specific matters.

**Decisions 8.3**

The Board approved the signing of memorandum of understanding (MoU) with the Harvard Kennedy School and any other possible institutions for pursuing higher degrees, research and training.



Meeting of the 62<sup>nd</sup> Board of Governors (BoG) in run

**1.5 Organogram of the Centre**

The Rector, the chief executive of the Centre, with the guidance of the Board of Governors, runs the organization. The Rector is a Secretary to the Government or of equivalent rank. At present the overall activities of the Centre are divided into five 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) and (v) Project.

Each of the divisions is directed by a member of the directing staff (MDS). An MDS is a joint 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 and units. 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, Chittagong, 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 him/her. Some other officials such as a junior instructor, a technical supervisor and some other employees work in each RPATC. The main functions of a RPATC include providing training to the class-II officers and 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).

## 1.6 Personnel/Manpower of BPATC & RPATC

The total number of officers and employees of BPATC is 650 under the revenue budget. Among these, 555 posts are permanent and 95 posts are temporary, on retention basis, under the revenue budget. Of the permanent posts, 455 are for BPATC and 100 are for the four RPATCs. Up to the ending date of the financial year 2015-16, 139 posts out of the sanctioned 650 were vacant. During the same period, 31 employees had joined the Centre while 30 left. Table 1.1 shows level-wise sanctioned and vacant posts while table 1.2 shows the number of employees that joined and left the organization during the financial year 2015-16.

**Table 1.1 Sanctioned and Vacant Posts under the Revenue Budget in 2015-16**

Level of Post	Sanctioned Post	Workforce up to 30 June 2016	Vacant Post up to 30 June 2016
Class -I	120	92	28
Class-II	24	22	02
Class-III	235	192	43
Class-IV	271	205	66
<b>Total</b>	<b>650</b>	<b>511</b>	<b>139</b>

**Table 1.1 Employees Joined and Left BPATC in 2015-16**

Level of Post	Employees Joined the Centre	Employees Left the Centre
Class - I	13	15
Class -II	01	02
Class -III	17	10
Class -IV	-	03
<b>Total</b>	<b>31</b>	<b>30</b>



International Training Complex of BPATC

## CHAPTER TWO

# TRAINING ACTIVITIES AND FACULTY DEVELOPMENT





A moment of a classroom interaction with participants by Hon'ble Rector, BPATC, Mr. A.L.M. Abdur Rahman ndc



Members of the Course Management and Participants are offering a bouquet of flowers to the masoleum at Savar.

## **2.1 Introduction**

Training activities and faculty development programmes 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) department; (b) evaluation department; (c) international programme (IP) department; and physical education department. These four departments carry out different activities relating to training and faculty development. This chapter records the training activities and faculty development programmes of the PPR department and the training activities of the four RPATCs. Activities of the other three departments are discussed in other parts of this report.

## **2.2 Training Activities of BPATC in 2015-16**

The PPR department prepares a training calendar containing the plan of the different training programmes of the Centre including the core and short courses, special courses, seminars, workshops, symposiums before the start of a training-calendar year, which starts in July and ends in June. Training programmes 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-term courses, seminars, workshops, and symposiums on the basis of 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).

#### **2.2.1.1 Foundation Training Courses**

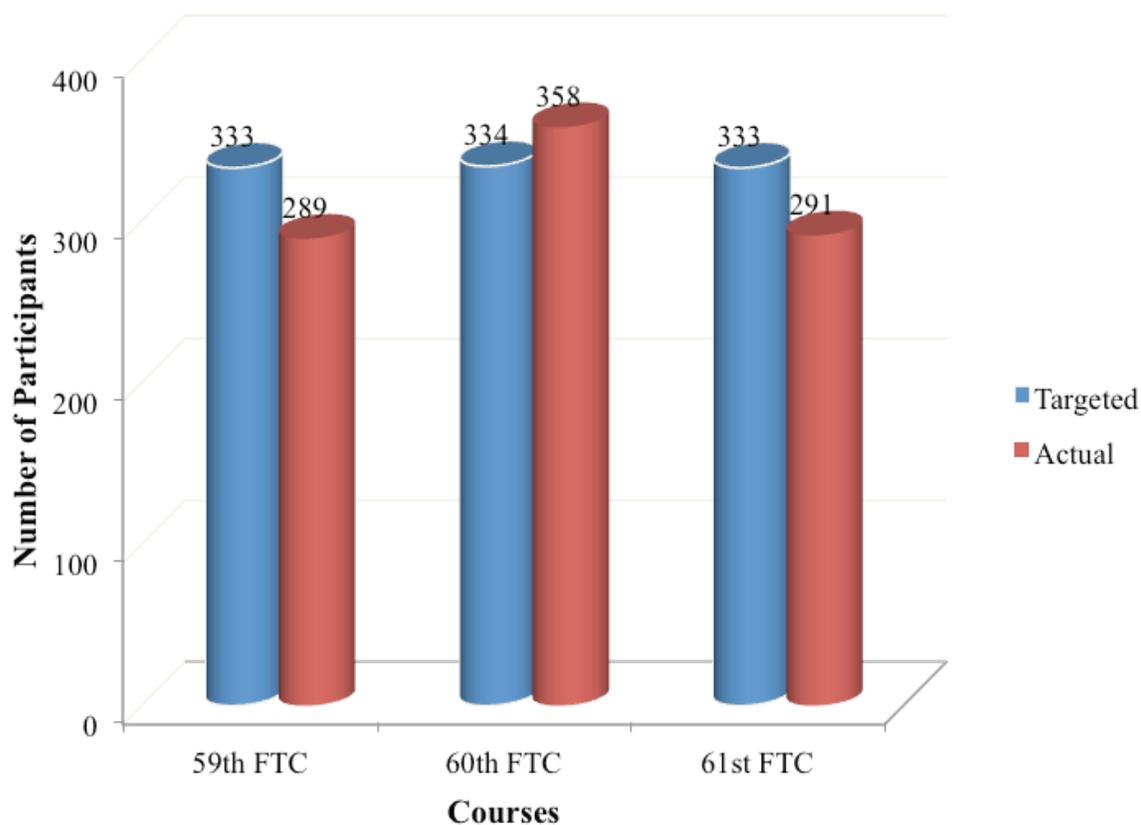
Honourable Prime Minister envisions that the FTC is so designed that the newly recruited civil servants are prepared to serve the nation professionally and effectively. To this end, the duration of the FTC has been increased from four months to six months. In the financial year 2015-16, BPATC organized three batches of the FTC in which 938 officers participated. The government has decided to organize the FTC in other training institutes as well to reduce the backlog of officers waiting for doing the FTC as this course is mandatory for the entry level civil servants for confirming their jobs in their services. The other training institutes that are implementing the FTC are Bangladesh Civil Service Administration Academy (BCSAA); Bangladesh Institute of Administration and Management (BIAM); Bangladesh Customs Excise & VAT Training Academy (CEVTA); Fisheries Training Academy (FTA); National Agriculture Training Academy (NATA); Officers Training Institute (OTI); Postal Academy, Rajshahi (PAR); Rural Development Academy (RDA); and Telecommunication Staff College (TSC). These training institutions have implemented the 60th and 61st FTC during the same financial year in which 702 officers participated. These training institutions followed the same curriculum of the FTC developed by BPATC. The Centre coordinated the FTC training in these institutions to maintain harmony and uniformity. In total, in the financial year 2015-16, 1640 officers participated in the FTC.

Tables 2.1 and 2.2 show number of participants in the FTC conducted by BPATC and the other training institutions respectively. Graph 2.1 pictorially shows the information contained in table 2.1.

**Table 2.1 Foundation Training Course Conducted by BPATC**

Sl. No.	Batches	Time Line	Participation		
			Target	Actual	Achievement (%)
1.	59 <sup>th</sup> FTC	22.03.2015-17.09.2015	333	289	87
2.	60 <sup>th</sup> FTC	04.10.2015-31.03.2016	334	358	107
3.	61 <sup>st</sup> FTC	13.12.2015-09.06.2016	333	291	87
	<b>Total</b>		<b>1000</b>	<b>938</b>	<b>94</b>

**Chart 2.1 FTC Conducted at BPATC**



**Table 2.2 Foundation Training Course Conducted by Other Training Institutions**

Sl. No.	Training Institution	FTC Batches	Participation (Actual)
1.	BARD	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	0 40
2.	BCSAA	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	39 40
3.	BIAM	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	39 37
4.	CEVTA	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	48 30
5.	FTA	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	28 16
6.	NATA	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	38 33
7.	OTI	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	26 22
8.	PAR	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	29 24
9.	RDA	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	47 46
10.	TSC	60 <sup>th</sup> FTC 61 <sup>st</sup> FTC	73 47
	<b>Total</b>		<b>702</b>



Honourable Rector of the Centre Mr A. L. M. Abdur Rahman ndc is offering a bouquet to H. T. Imam Advisor to the Honourable Prime Minister.



Mr Gowher Rizbi, Advisor to the Honourable Prime Minister Sheikh Hasina, MP is conducting a session in FTC.



Mr Md. Abul Kalam Azad, Principal Secretary to the Prime Minister is addressing the participants of FTC.

### 2.2.1.2 Advanced Course on Administration and Development

The ACAD is a sixty-day course for the deputy secretaries and equivalent officers of the defense services. BPATC has organized seven batches of the ACAD during the financial year 2015-16 in which 178<sup>th</sup> officers took part. Table 2.3 shows batch-wise number of participation in the course.

**Table 2.3 Batch-wise Distribution of Participation in the ACAD**

Sl. No.	Batches	Time Line	Participation		
			Target	Actual	Achievement (%)
1.	103 <sup>rd</sup> ACAD	30.08.2015-29.10.2015	25	29	116
2.	104 <sup>th</sup> ACAD	01.11.2015-30.12.2015	25	26	104
3.	105 <sup>th</sup> ACAD	03.01.2016-02.03.2016	25	25	100
4.	106 <sup>th</sup> ACAD	03.01.2016-02.03.2016	25	27	108
5.	107 <sup>th</sup> ACAD	06.03.2016-04.05.2016	25	26	104
6.	108 <sup>th</sup> ACAD	13.03.2016-11.05.2016	25	21	84
7.	109 <sup>th</sup> ACAD	15.05.2016-13.07.2016	25	24	96
<b>Total</b>			<b>175</b>	<b>178</b>	<b>101</b>

### 2.2.1.3 Senior Staff Course

The SSC is designed for the joint secretaries to the government and equivalent officers of the defense services. It is of 45 days and focuses mainly on policies, leadership in public service management and development. A total of 125 joint secretaries and equivalent officers of the defense services attended the course in five batches. The batch-wise number of participation is shown in table 2.4.

**Table 2.4: Batch-wise Distribution of Participation in the SSC**

Sl. No.	Batches	Time Line	Participation		
			Target	Actual	Achievement (%)
1.	72 <sup>nd</sup> SSC	26.07.2015-10.09.2015	25	29	116
2.	73 <sup>rd</sup> SSC	18.10-2015-01.12.2015	25	22	88
3.	74 <sup>th</sup> SSC	20.12.2015-02.02.2016	25	25	100
4.	75 <sup>th</sup> SSC	07.02.2016-22.03.2016	25	29	116
5.	76 <sup>th</sup> SSC	17.04.2016-31.05.2016	25	27	108
<b>Total</b>			<b>125</b>	<b>132</b>	<b>105</b>

### 2.2.1.4 Policy Planning and Management Course

The PPMC, a 12-day course, is for the additional secretaries to the government. This course focuses on policies, leadership, management, governance and innovation. Three batches of the PPMC were organized in the financial year 2015-16 in which 31 officers participated. Table 2.5 shows the batch-wise distribution of participation in the course.

**Table 2.5 Batch-wise Distribution of Participation in the PPMC**

Sl. No.	Batches	Time Line	Participation		
			Target	Actual	Achievement (%)
1.	9th PPMC	06.12.2015-17.12.2015	20	19	95
2.	10th PPMC	03.04.2016-14.04.2016	20	12	60
		Total	40	31	77



Central Auditorium of BPATC



Dr. Debopriyo Battacharya in a session



Mr. Muhammad Musharraf Hossain Bhuiyan, ex-Cabinet Secretary is addressing in a session.



Respected of the Centre A. L. M. Abdur Rahman ndc is addressing the participants.

## 2.2.2 Special Courses

The Centre sometimes organizes special training courses for specific purposes. One such course is a Lunch-time Dinner-time Course designed for the senior secretaries and secretaries to the government. This course focuses on national, regional and global policy issues relating to social and economic development and public sector management. However, no Lunch-time Dinner-time Course was held in the financial year 2015-16.

The Centre from time to time organizes a two-month Special Foundation Training Course (SFTC) for the non-cadre employees of the ninth grade. This SFTC is a requirement for the officials-over 40 years of age and to be promoted to class I positions-for confirmation of their services. BPATC organized two SFTCs for the Bangladesh Council of Scientific and Industrial Research (BCSIR) officials and another two SFTCs for the Department of ICT (DoICT) officials in financial year 2015-16. A total of 125 officials took part in these courses. Table 2.6 shows the number of participants of the SFTCs.

**Table 2.6 Batch-wise Distribution of Participation in the SFTC**

Sl. No.	Name of Course	Time Line	No. of Participants
1.	1 <sup>st</sup> SFTC for the BCSIR officials	12.07.2015-09.09.2015	30
2.	2 <sup>nd</sup> SFTC for the BCSIR officials	04.04.2016-02.06.2016	30
3.	1 <sup>st</sup> SFTC for the DoICT officials	17.04.2016-15.06.2016	35
4.	2 <sup>nd</sup> SFTC for the DoICT officials	15.06.2016-10.08.2016	30
	<b>Total</b>		<b>125</b>

Besides the SFTCs, a five-day managerial leadership course was specially organized for the officials from the Local Government Engineering Department (LGED) in the financial year under consideration. Thirty officials participated in the course from 23-27 August 2015.

## **2.2.3 Short Courses**

BPATC organizes some 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 course in terms of focus, duration and target groups. At present, the Centre has postponed regular short courses temporarily to accommodate more FTCs to reduce the backlog of the officials who need to do the FTC for confirming their services.

## **2.2.4 Other Courses**

### **2.2.4.1 Refreshers Courses**

BPATC occasionally arranges refreshers courses for the officers who have successfully completed the FTC at this centre. In the financial year 2015-16, no refresher course could be organized due to the pressure from the FTCs.

### **2.2.4.2 Customized Courses**

BPATC also arranges different customized courses on the basis of requests from different public sector organizations, development partners and agencies. It organized a course called Result Based Project Identification and Design (RBPID) in collaboration with Food and Agricultural Organization (FAO) in which mid-level 20 officers of relevant ministries participated.

### **2.2.4.3 Training under APA**

Under the annual performance agreement (APA) framework BPATC has provided training to 523 employees against a target of 189 during 2015-16. The number of trained employees is so high because one employee received training several times in different fields.

### **2.2.4.4 Revisiting Curriculum**

BPATC regularly revisits the contents of all training courses in order to make them need-based, and pro-people service oriented. A curriculum development committee (CDC) headed by the MDS (P&S) revisited the curricula of 21 courses including the FTC during the last financial year and updated contents based on the feedback from the participants, and views of faculties and experts.

### **2.2.4.5 Collaboration Programme**

BPATC has collaborative programmes with different training institutes, universities from within the country for conducting training courses, seminars and workshops. Currently BPATC has such collaborative programmes with BIGD of BRAC University, and Jahangirnagar University.

### **2.2.4.6 Application Software**

The PPR department of the Centre has introduced application software to manage training activities such as on-line registration, distribution of notices, handouts and other training related activities online. Important training sessions and programmes are arranged through video conferencing with the PMO, and the RPATCs.

### **2.2.4.7 Workshop/Seminar/Symposium**

BPATC in the financial year 2015-16 organized a number of workshops on national issues of development, macroeconomic management, innovation, and public service management in which a total of 3,128 officers and employees of various government departments participated. Table 2.7 gives more information about the number of participants in these workshops.



Honourable Rector of the Centre Mr. A. L. M Abdur Rahman ndc in a conversation with the NDC participants

**Table 2.7 Workshops held in BPATC in the Financial Year 2015-16**

Sl. No.	Participants of Workshop	Duration	Number
1.	Trainees of NAEM; BCS (Education) Cadre	25 July 2015	187
2.	BCS Cadre Officials	01 Aug 2015	124
3.	Trainees of NAPD; BCS (Health) Cadre	22 Aug 2015	117
4.	Trainees of BIAM	22 Aug 2015	120
5.	Trainees of NAEM BCS (Education) Cadre	05 Sep 2015	30
6.	Officers of LGED	05 Sep 2015	120
7.	Feedback Seminar on Overseas Study Tour	09 Sep 2015	49
8.	Feedback Seminar on Overseas Study Tour	10 Sep 2015	47
9.	Officers of ICAB	12 Sep 2015	98
10.	Principal/Head Master, Assistant Head Master and Senior Teacher of 50 Secondary Schools of Savar Upazila, Dhaka	10 Oct 2015	131
11.	Officers of Trainees of ICAB and NAEM	17 Oct 2015	106
12.	Trainees of BIAM	30 Oct 2015	119
13.	Officers of LGED and BCS Administration Academy	31 Oct 2015	136
14.	Engineers of LGED	24 Oct 2015	120
15.	Assistant Police Super and Additional Police Super of Bangladesh Police	31 Oct 2015	65
16.	Trainees of NAPD BCS (Health) Cadre	04-05 Nov 2015	80
17.	Officers of ICAB	14 Nov 2015	37
18.	Feedback Seminar on Overseas Study Tour	14 Nov 2015	120
19.	Officers of NAEM	19 Dec 2015	195
20.	Officers of LGED	26 Dec 2015	105
21.	Officers of Army, Navy and Air Force	02 Jan 2016	150
22.	Officers of NAPD	17-18 Jan 2016	80
23.	Mainstreaming Climate Resilient Ecosystems and Co-management Approach in the Development Persuasion: Introducing to the BPATC Training Curricula	21 Jan 2016	20
24.	34 <sup>th</sup> BCS Cadre	24 Jan 2016	40
25.	34 <sup>th</sup> BCS Cadre	30 Jan 2016	60
26.	Feedback Seminar on Overseas Study Tour	04 Feb 2016	54
27.	Students of Uttara Model School and College	06 Feb 2016	330
28.	Feedback Seminar on Overseas Study Tour	07 Feb 2016	86
29.	34 <sup>th</sup> BCS Cadre	13 Feb 2016	50
30.	UNICEF Consultation workshop on Identification of Areas of Bi-lateral Cooperation	14 Mar 2016	15
31.	Faculty Members of BPATC (To bring innovative ideas in own fields)	14-15 June 2016	24
32.	Feedback Seminar on Overseas Study Tour	19 June 2016	113
	<b>Total</b>		<b>3128</b>

**Table 2.8 Foreign Exposure Visits Done by Participants in 2015-16**

Sl. No.	Country	Duration	Number of participants
1.	8 <sup>th</sup> PPMC-Vietnam	12.10.15-17.10.15	25
2.	9 <sup>th</sup> PPMC-Thailand	21.03.16-27.03.16	19
3.	10 <sup>th</sup> PPMC-Thailand	16.05.16-22.05.16	19
4.	69 <sup>th</sup> SSC-Vietnam	07.08.15-16.08.15	21
5.	70 <sup>th</sup> SSC-Vietnam	17.08.15-26.08.15	23
6.	71 <sup>st</sup> SSC-Thailand	09.08.15-18.08.15	27
7.	72 <sup>nd</sup> SSC-Vietnam	05.10.15-14.10.15	32
8.	73 <sup>rd</sup> SSC-Vietnam	08.12.15-17.12.15	24
9.	74 <sup>th</sup> SSC-Vietnam	24.02.16-04.03.16	28
10.	75 <sup>th</sup> SSC-Vietnam	08.05.16-17.05.16	23
11.	100 <sup>th</sup> ACAD-Thailand	25.10.15-03.11.15	32
12.	101 <sup>st</sup> ACAD-Vietnam	20.10.15-29.10.15	31
13.	102 <sup>nd</sup> ACAD-Vietnam	20.12.15-29.12.15	32
14.	103 <sup>rd</sup> ACAD-Vietnam	06.01.16-15.01.16	34
15.	104 <sup>th</sup> ACAD-India	29.03.16-07.04.16	28
16.	105 <sup>th</sup> ACAD-India	01.05.16-10.05.16	25
17.	106 <sup>th</sup> ACAD-India	22.05.16-31.05.16	29
18.	58 <sup>th</sup> FTC-Thailand	24.01.16-02.02.16	20
19.	59 <sup>th</sup> FTC-Thailand	14.02.16-23.02.16	20
	Total		492



A Partial View of BPATC

Training abroad varies widely in terms of contents and nature of the training, and ranges from 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 Strengthening of BPATC (SBPATC) project, the total quality management (TQM) project sponsored by JICA, as well as foreign training opportunities funded as part of different collaborative training activities. A total of 492 trainee officers of FTC, ACAD, SSC and PPMC and 77 faculty members participated in foreign training and exposure visits abroad in the financial year 2015-16. Tables 2.8 and 2.9 show information about foreign exposure visits done by the participants of different courses and those done by the faculty members respectively.

**Table 2.9 Foreign Exposure Visits Done by the Faculty Member in 2015-16**

Sl. No.	Purpose of Visit	Duration	Number	Country
1.	Strategic Leadership -i	07.07.15-16.07.15	11	Singapore
2.	Strategic Leadership -ii	21.07.15-30.07.15	12	Singapore
3.	Study Visit	25.07.15-30.07.15	02	Singapore
4.	Procurement Management	27.07.15-04.08.15	09	Italy
5.	Study Visit	29.07.15-04.08.15	03	Italy
6.	69 <sup>th</sup> SSC Study Tour	07.08.15-16.08.15	02	Vietnam
7.	70 <sup>th</sup> SSC Study Tour	17.08.15-26.08.15	01	Vietnam
8.	71 <sup>st</sup> SSC Study Tour	09.08.15-18.08.15	01	Thailand
9.	100 <sup>th</sup> ACAD Study Tour	25.10.15-03.11.15	02	Thailand
10.	101 <sup>st</sup> ACAD Study Tour	20.10.15-29.10.15	02	Vietnam
11.	8 <sup>th</sup> PPMC Study Tour	12.10.15-17.10.15	02	Vietnam
12.	72 <sup>nd</sup> SSC Study Tour	05.10.15-14.10.15	02	Vietnam
13.	73 <sup>rd</sup> SSC Study Tour	08.12.15-17.12.15	02	Vietnam
14.	102 <sup>nd</sup> ACAD Study Tour	20.12.15-29.12.15	02	Vietnam
15.	103 <sup>rd</sup> ACAD Study Tour	06.01.16-15.01.16	02	Vietnam
16.	58 <sup>th</sup> FTC Study Tour	24.01.16-02.02.16	01	Thailand
17.	59 <sup>th</sup> FTC Study Tour	14.02.16-23.02.16	01	Thailand
18.	74 <sup>th</sup> SSC Study Tour	24.02.16-04.03.16	02	Vietnam
19.	PDP	05.03.16-20.03.16	01	USA
20.	IPS-TQM	23.03.16-29.03.16	01	Japan
21.	9 <sup>th</sup> PPMC Study Tour	21.03.16-27.03.16	02	Thailand
22.	104 <sup>th</sup> ACAD Study Tour	29.03.16-07.04.16	02	India
23.	Exchange Visit Programme	10.04.16-14.04.16	04	India
24.	105 <sup>th</sup> ACAD Study Tour	01.05.16-10.05.16	02	India
25.	75 <sup>th</sup> SSC Study Tour	08.05.16-17.05.16	02	Vietnam
26.	10 <sup>th</sup> PPMC Study Tour	16.05.16-22.05.16	02	Thailand
27.	106 <sup>th</sup> ACAD Study Tour	22.05.16-31.05.16	02	India
	Total		77	

## 2.3 Training Activities since inception of BPATC

BPATC has conducted 793 training courses since its inception in 1984. The total number of participants in these courses was 38,693. Table 2.10 shows year-wise number of participants in these courses. Since 1984, BPATC organized 240 workshops/seminars in which 13,552 officials participated. Table 2.11 shows year-wise number of participants of these workshops/seminars.

**Table 2.10: Training Activities since 1984**

Year	No. of Courses	Targeted No. of Participants	Actual No. of Participants	Achievement in percentage
1984-85	18	749	711	94.93
1985-86	18	859	724	84.24
1986-87	23	1097	1007	91.80
1987-88	31	1602	1388	86.64
1988-89	15	1201	1027	85.51
1989-90	21	1296	1182	91.20
1990-91	30	1400	1142	81.57
1991-92	27	1498	1228	81.98
1992-93	25	970	754	77.42
1993-94	24	1297	867	66.85
1994-95	22	920	743	81.20
1995-96	25	1057	847	80.13
1996-97	24	1025	933	91.02
1997-98	26	1225	1010	82.44
1998-99	18	800	734	91.37
1999-2000	22	1050	920	88.03
2000-2001	22	870	848	97.47
2001-2002	25	1048	994	94.84
2002-2003	21	1070	1007	94.11
2003-2004	18	1120	1099	98.12
2004-2005	17	1065	999	93.80
2005-2006	24	1078	1144	106.12
2006-2007	24	1300	1218	95.78
2007-2008	25	1120	1129	100.80
2008-2009	24	1319	2169	164.44
2009-2010	51	1799	1602	84.80
2010-2011	44	1953	1798	92.00
2011-2012	31	1525	1485	97.38
2012-2013	26	1380	1415	102.53
2013-2014	23	1105	1284	116.19
2014-2015	27	1400	1415	101
2015-2016	22	1495	1434	96
Total	793	38693	36257	94

## 2.4 Training at RPATCs

BPATC has four regional training centres known as Regional Public Administration Training Centre (RPATC). These RPATCs conduct training mainly for the employees belonging to the grades from 10 to 20. BPATC also arranges some special courses and short courses in the RPATCs. The four RPATCs altogether trained 3907 employees in the financial 2015-16 against a target of 3300. The main courses conducted by the RPATCs include Basic Office Management, Financial Management, Computer Application and ICT, English Language Course etc. Details about the courses conducted in the RPATCs are given in table 2.12

**Table 2.11 Seminars/Workshops/Conference held since 1984**

Year	Number of Academia		Number of Participants	
	Target	Held	Target	Actual
1984-85	4	3	120	110
1985-86	4	4	160	302
1986-87	7	7	280	310
1987-88	7	7	280	273
1988-89	1	1	40	15
1989-90	2	2	80	67
1990-91	2	2	80	80
1991-92	4	4	160	143
1992-93	7	5	200	282
1993-94	14	12	480	791
1994-95	3	3	120	195
1995-96	7	7	280	248
1996-97	5	5	200	212
1997-98	4	4	160	160
1998-99	8	8	320	855
1999-2000	8	8	320	428
2000-2001	8	5	320	222
2001-2002	8	5	200	200
2002-2003	11	10	299	492
2003-2004	3	3	120	106
2004-2005	3	3	120	88
2005-2006	5	5	351	370
2006-2007	10	10	398	440
2007-2008	15	15	620	622
2008-2009	24	21	1118	1019
2009-2010	18	22	1003	970
2010-2011	14	14	543	525
2011-2012	12	12	737	691
2012-2013	0	0	0	0
2013-2014	0	7	280	208
2014-2015	15	0	0	0
2015-2016	26	26	0	3128
Total	259	240	9389	13552

**Table-2.12: Training Activities of RPATCs during the Year 2015-2016 (July 2015- June 2016)**

Sl. No.	Name of the Programme	Duration	Number of Programme		Targeted Number of Participants	Number of Participants Attended				Total
			Targeted	Actual		Dhaka	Chittagong	Rajshahi	Khulna	
	2	3	4	5	6	7	8	9	10	11
1.	Workshop on Right to Information (RTI), for Class-I Officers and the equivalents	1 Day	1x4=4	3	30x4=120	45	Not held	32	42	119
2.	Workshop on Women and Child Rights, for Class-I Officers and the equivalents	1 Day	1x4=4	3	30x4=120	32	Not held	21	34	87
3.	Seminar on Medium Term Budget Framework (MTBF), for Class-I & II Officers	1 Day	1x4=4	3	30x4=120	38	Not held	34	36	108
4.	Workshop on PPA, 2006 and PPR, 2008, for Class-I & II Officers and the equivalents	1 Day	2x4=8	4	30x8=240	43	104	24	39	210
5.	Modern Office Management Course, for Class-I & II Officers and the equivalents	12 Days	2x4=8	6	30x8=240	48+39	25	15+19	29	175
6.	Financial Management Course, for Class-I & II Officers	12 Days	2x4=8	6	30x8=240	41+26	Not held	25+35	18+18	163
7.	Conduct and Discipline Course, for Class-I & II Officers	05 Days	2x4=8	8	30x8=240	41+37	52+57	33+32	19+31	302
8.	ICT and e-Governance Management Course, for Class-I & II Officers and the equivalents	12 Days	2x4=8	6	25x8=200	44+34	Not held	20+31	23+16	168
9.	Communicative English Course, for Class-I Officers and the equivalents	12 Days	1x4=4	3	30x4=120	35	Not held	19	25	79
10.	Basic Office Management Course, for Class-III Employees	19 Days	4x4=16	14	30x16 =480	54+55+42+60	61+42	40+54+27+37	38+70+31+64	675
11.	Computer Application and English Language Course , for Class-III Employees	19 Days	3x4=12	10	25x12 =300	58+58	65+65	36+36+36	36+64+47	501

Sl. No.	Name of the Programme	Duration	Number of Programme		Targeted Number of Participants	Number of Participants Attended				Total
			Targeted	Actual		Dhaka	Chittagong	Rajshahi	Khulna	
	2	3	4	5	6	7	8	9	10	11
12.	Basic Conduct and Discipline Course, for Class-III Employees	05 Days	2x4=8	5	30x8=240	46	71	27	51+31	226
13.	Basic Financial Management Course, for Class-III Employees	05 Days	2x4=8	8	25x8=200	58+49	74+60	41+21	53+51	407
14.	Staff Development Course, for Class-IV Employees	05 Days	1x4=4	8	30x8 =240	55+52	33+56	28+30	44+37	335
15.	Computer Literacy Course, for SSC Passed Class-IV Employees	05 Days	2x4=8	7	25x8=200	58+63	66+33	37	52+43	352
	Extra Workshop on Training Needs Assessment for Class-I officers	Day - 1				30	-	-	-	37
		Total -	112	95	3300	1211	864	790	1042	3907

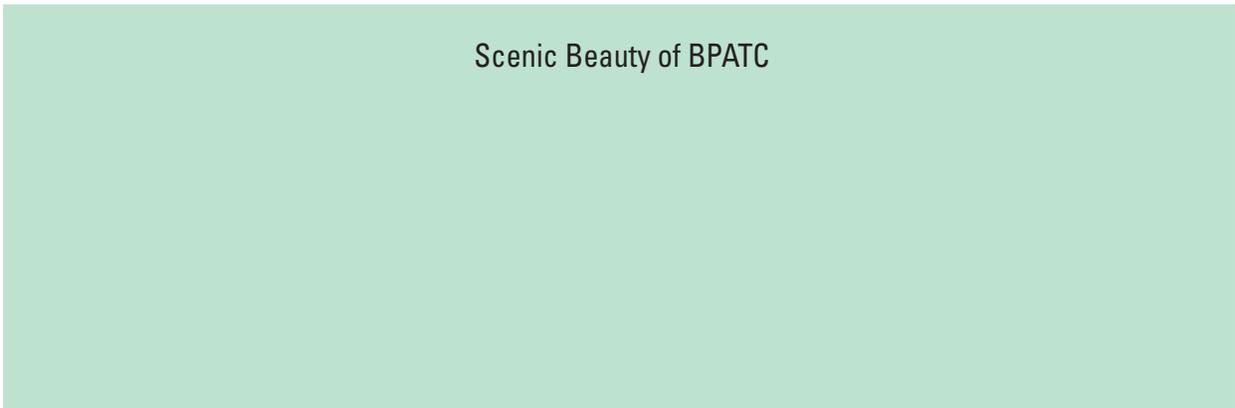
Targeted number of participants : 3,300  
 Number of participants attended : 3,907  
 Achievement in terms of participation : 118.39%



Scenic Beauty of BPATC



Scenic Beauty of BPATC



## CHAPTER THREE

# TRAINING EVALUATION





Examination of Foundation Training Course is in run.



Participants of Foundation Training Course are in a workshop.

### 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 director evaluates 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 others 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.

### 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.

#### 3.2.1 Assessments

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**

Percentage of Marks	Grade
90 and above	AA (Outstanding)
80 - <90	A + (Very good)
70 - <80	A (Good)
60 - <70	B + (Above Average)
50 - <60	B (Average)
< 50	Failed

#### 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 15 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. Both categories of courses are evaluated three times: pre-term, mid-term and post-term. Besides, they are also monitored on daily basis.

#### 3.2.3.1 Core Course

Among the four core courses of the Centre, 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 on 1200 marks, the ACAD and the SSC on 1000 marks, and the PPMC on 500 marks. Marks distributions of the four core courses are shown in the following four (3.2 to 3.5) tables.



Scenic Beauty of BPATC

**Table 3.2 Marks Distribution of the FTC**

Module No.	Name of Module	Evaluation Method and Mark		
		Individual	Group	Total
1.	Bangladesh: History, Society and Culture	WE 25	GA 25	50
2.	Village Study	-	GR 50	50
3.	Poverty Studies and Rural development	WE 25, OA 10	GA 15	50
4.	Field Attachment	IA -15, ICA-25	GA&P 35	75
5.	Fundamentals of Foundation Training Course	WE 25		25
6.	Organization and Human Resource Management	WE 25	GR 25	50
7.	Important Statutory Service Laws in Bangladesh	WE 50, CT 25	-	75
8.	Modern Office Management	WE 50, IA 25	-	75
9.	Financial Management	WE 25, IE 25	-	50
10.	Governmental System & Essential Laws	-	GA+ GP	50
11.	Public Sector Management	IA 25	GR 25	50
12.	Gender and Development	-	GE 25	25
13.	Integrity in Public Administration	WE 50	-	50
14.	Macroeconomic Management	WE 25 GA	25	50
15.	Economic Development: Bangladesh Perspective	WE 25	GA 25	50
16.	Environment and Disaster Management	WE 25	-	25
17.	Project Management	-	GE 25	25
18.	Procurement Management	-	GE 25	25
19.	Basics of Social Research	We 25	GR 25	50
20.	Contemporary Issues	IR 25	-	25
21.	Language Skills	WE 25, IE 25	-	50
22.	Art of Reviewing	IR 20, IP 30	-	50
23.	ICT and e-Governance	WE 25, PT 25	-	50
24.	Physical Conditioning and Games	IE 10, IA 15	-	25
	Evaluation by the CMT	(a) Attendance (b) OE	50	50
Total		825	375	1200

Table 3.3 Marks Distribution of the ACAD

Module No.	Name of Module	Evaluation Method and Mark		
		Individual	Group	Total
1.	Behavioral Governance	50	-	50
2.	Writing Seminar Paper	100	-	100
3.	Governmental Business Process	50	25	75
4.	Public Sector Management	75	-	75
5.	Development Economics & Gender Issues	25	50	75
6.	Poverty Reduction: Bangladesh Perspective	75	-	75
7.	Public Project Management	-	50	50
8.	Procurement Management	-	50	50
9.	Environment & Disaster Management	-	50	50
10.	Conflict Management & Negotiation	-	50	50
11.	Improving Language Skills	25	-	25
12.	ICT and e-Governance	25	25	50
13.	Physical Conditioning and Games	25	-	25
14.	Field Attachment Programme	-	50	50
15.	Contemporary Issues	50	-	50
16.	Study Tour (Foreign)	-	50	50
Evaluation by CMT				
	(a) Punctuality	10	-	100
	(b) Table Manner & Dress	10	-	
	(c) Manner & Etiquettes	15	-	
	(d) Overall Conduct & Discipline	15	-	
	(e) Class Attendance	50	-	
	Total	600	400	1000

Table 3.4 Marks Distribution of the SSC

Module No.	Name of Module	Evaluation Method and Mark		
		Individual	Group	Total
1.	Behavioral Governance	50	-	50
2.	Policy Analysis and National Policy Analysis review	100	100	200
3.	Public Management and Governance	50	-	50
4.	Negotiation Techniques	--	75	75
5.	Macroeconomic Management	75	-	75
6.	Environment Management	--	50	50
7.	Project Management	50	25	75
8.	Public Procurement Management	75	-	75
9.	ICT and e-Governance	25	-	25
10.	Physical Conditioning and Games	25	-	25
11.	Important Contemporary Issues	50	-	50
12.	Problem Identification and Resolution	-	50	50
13.	Visiting Public/Private/IDO	-	50	50
14.	Exposure Visit	-	50	50
	Evaluation by CMT	100	-	100
	Total	600	400	1000

Table 3.5 Marks Distribution of the PPMC

Module No.	Name of Module	Evaluation Method and Mark		
		Individual	Group	Total
1.	Module (4*100)	150	250	400
2.	Study Tour			
	(a) National	-	25	25
	(b) Foreign	-	25	25
3.	Evaluation by CMT	50	-	50
	Total	200	300	500

### 3.3 Recent Revision in Training Evaluation Policy of 2013

- ❖ The PPMC has been included as a core course. (Article. 2.2 and 5.2.0)
- ❖ A participant, if fails in any module, will have a chance to sit for a reexamination arranged by the CMT. (Art. 7.1.6)
- ❖ Two members of the faculty, excluding the concerned module director, will assess an application for reevaluation. The average of the three numbers will be the final score. (Art. 7.2.8 & 7.2.9)



Honourable Rector of the Centre is receiving a memento from the Representative of Monash University.



Honourable Rector of the Centre is in a Conversation with the Participants at a Fruit Festival.

### 3.4 Evaluated Courses

Table 3.6 shows the evaluation results of the core and short courses that were published within the financial year 2015-15.

Table 3.6 Results of the Evaluated Core and Short Courses

Name of Course	Number of Participants		Grade	
	Attended	Passed		
59 <sup>th</sup> FTC	291	288	A+	207
			A	57
			Pass	24
			Released	03
60 <sup>th</sup> FTC	364	358	A+	355
			A	01
			Pass	02
			Released	06
61 <sup>st</sup> FTC	294	291	A+	272
			A	10
			Pass	09
			Released	03
95 <sup>th</sup> ACAD*	30	30	A+	30
97 <sup>th</sup> ACAD*	30	30	A+	30
98 <sup>th</sup> ACAD*	26	26	A+	26
99 <sup>th</sup> ACAD*	26	26	A+	26
100 <sup>th</sup> ACAD*	33	33	A+	33
101 <sup>st</sup> ACAD*	31	31	A+	31
102 <sup>nd</sup> ACAD*	27	27	A+	27
103 <sup>rd</sup> ACAD	29	29	A+	29
104 <sup>th</sup> ACAD	26	26	A+	26
105 <sup>th</sup> ACAD	25	25	A+	25
106 <sup>th</sup> ACAD**	27	27	-	-
107 <sup>th</sup> ACAD**	26	-	-	-
108 <sup>th</sup> ACAD**	21	-	-	-
109 <sup>th</sup> ACAD**	24	-	-	-
67 <sup>th</sup> SSC*	22	22	A+	22
68 <sup>th</sup> SSC*	21	21	AA	01
			A+	20
69 <sup>th</sup> SSC*	20	20	A+	20
70 <sup>th</sup> SSC*	20	20	A+	20
71 <sup>st</sup> SSC*	27	27	A+	27
72 <sup>nd</sup> SSC	29	29	A+	28
			A	01
73 <sup>rd</sup> SSC	22	22	AA	01
			A+	21
74 <sup>th</sup> SSC	25	25	A+	25
75 <sup>th</sup> SSC	29	29	A+	29
76 <sup>th</sup> SSC**	27	-	-	-

Name of Course	Number of Participants		Grade	
	Attended	Passed		
9 <sup>th</sup> PPMC	19	19	A+	19
10 <sup>th</sup> PPMC**	12	-	-	-
1 <sup>st</sup> SFTC for DoICT	35	34	A+	04
			A	14
			Pass	13
2 <sup>nd</sup> SFTC for DoICT	30	ongoing	-	-
2 <sup>nd</sup> SFTC for BCSIR	30	30	A+	10
			A	16
			Pass	04
Orientation Programme for Officials Managing Foundation Training Course	19	19	Short courses are not graded	
Training Course on Managerial Leadership, Ownership and Integrity (1 <sup>st</sup> Batch)	30	30	Short courses are not graded	
Training Course on Managerial Leadership, Ownership and Integrity (2 <sup>nd</sup> Batch)	30	30	Short courses are not graded	

Note: \*These courses were held in the financial year 2014-15 but results of them were published in the financial year 2015-16.

\*\*Results will be published after foreign exposure visit and feedback seminars are held.

### 3.4.1 Merit Positions in the FTCs

Results of three FTCs were published in the financial year 2015-16. Merit positions of the top ten percent of the total number of participants in each batch are presented in tables 3.7 to 3.9.

**Table 3.7 Merit Positions in the 59<sup>th</sup> FTC**

Name	Designation	Position
Prottoy Hasan	Assistant Commissioner	1 <sup>st</sup>
Md. Alamgir Kabir	ASP	2 <sup>nd</sup>
Papia Sultana	Assistant Commissioner	3 <sup>rd</sup>
Shahadat Hossain	Assistant Commissioner of Police	4 <sup>th</sup>
Tapos Kumar Paul	ASP	5 <sup>th</sup>
Md. Tanvir Rahman Chowdhury	Assistant Engineer	6 <sup>th</sup>
Md. Sanuwarul Kabir	Assistant Commissioner (Cus. & Excise)	7 <sup>th</sup>
Md. Shohug Howlader	Assistant Commissioner	8 <sup>th</sup>
A.N.M. Abuzar Giffary	Assistant Commissioner	9 <sup>th</sup>
Mohammad Hashib Sarker	Assistant Commissioner	10 <sup>th</sup>
Md. Yeasir Arafat	Assistant Superintendent of Police	11 <sup>th</sup>
Md. Mahfujur Rahman	Assistant Commissioner	12 <sup>th</sup>
Priyanka Debi Paul	Assistant Commissioner	13 <sup>th</sup>
Asif Ahamed	Assistant Commissioner	14 <sup>th</sup>
Khandaker Ashfaquzzaman	Assistant Superintendent of Police	15 <sup>th</sup>
Istiaq Ahmed	Assistant Chief	16 <sup>th</sup>
Md. Omar Faruk	Assistant Commissioner of Taxes	17 <sup>th</sup>
Md. Iftekhar Hossain	Assistant Director	18 <sup>th</sup>
Md. Nazmul Islam	Assistant Commissioner of Taxes	19 <sup>th</sup>
Md. Noor-Uddin Milon	Assistant Commissioner (Cus. & Excise)	20 <sup>th</sup>
Md. Shaiful Hoque	Assistant Commissioner	21 <sup>st</sup>
Sayeda Nafis Sultana	Assistant Commissioner	22 <sup>nd</sup>
Bapan Chandra Das	Assistant Commissioner of Taxes	23 <sup>rd</sup>
Md. Zakir Hossen	Assistant Commissioner	24 <sup>th</sup>
Mamun Al Islam	ASP	25 <sup>th</sup>
Md. Samiul Haque	Assistant Commissioner	26 <sup>th</sup>
Mohammad Zariab Hossain	Assistant Chief	27 <sup>th</sup>
Md. Adnan Babu	Agriculture Extension Officer	28 <sup>th</sup>
Md. Abdul Momin	Assistant Commissioner	29 <sup>th</sup>
Sheikh Abdullah Shadid	Assistant Commissioner	30 <sup>th</sup>

**Table 3.8 Merit Positions in the 60<sup>th</sup> FTC**

Name	Designation	Position
Syed Asrafujjaman	Assistant Commissioner	1 <sup>st</sup>
Hia Paul	Assistant Chief Accounts Officer	2 <sup>nd</sup>
Rafiquzzaman	Assistant Commissioner	3 <sup>rd</sup>
Muhammad Musabbirul Islam	Assistant Commissioner	4 <sup>th</sup>
Bashir Ahmed	Assistant Commissioner	5 <sup>th</sup>
Raktim Chowdhury	Assistant Commissioner	6 <sup>th</sup>
Md. Showeb Abdullah	Assistant Secretary	7 <sup>th</sup>
Mohammad Nahidul Karim	Assistant Commissioner	8 <sup>th</sup>
Khondakar Md. Ikhtiar Uddin Arafat	Assistant Commissioner	9 <sup>th</sup>
Prosanta Kumar Biswas	Assistant Commissioner	10 <sup>th</sup>
Md. Arafat Rahman	Assistant Secretary	11 <sup>th</sup>
Lamia Saiful	Assistant Commissioner	12 <sup>th</sup>
Shumon Ahmad Shaon	ASP	13 <sup>th</sup>
Md. Morshedur Rahman Talukder	Assistant Secretary	14 <sup>th</sup>
Kaniz Fatema	Assistant Secretary	15 <sup>th</sup>
Subasish Ghose	Assistant Commissioner	16 <sup>th</sup>
Md. Ariful Islam	Divisional Electrical Engineer	17 <sup>th</sup>
Debashish Das	ASP	18 <sup>th</sup>
Md. Ashfaq Hussain	Assistant Secretary	19 <sup>th</sup>
Nahid Tamanna	Assistant Commissioner	20 <sup>th</sup>
Nazmun Nahar	Assistant Commissioner (Cust & Ex)	21 <sup>st</sup>
Md. Mahadi Hasan	ASP	22 <sup>nd</sup>
Shaika Sharkia	Assistant Engineer	23 <sup>rd</sup>
Md. Rejaul Islam	Assistant Secretary	24 <sup>th</sup>
Tahamina Akther Khanom	ASP	25 <sup>th</sup>
Alamgir Hossain	Assistant Commissioner	26 <sup>th</sup>
Niaz Morshed	Assistant Secretary	27 <sup>th</sup>
Tanvir-Al-Nasif	Assistant Commissioner	28 <sup>th</sup>
Md. Mahub Hossain Kazall	ASP	29 <sup>th</sup>
Tahsina Afrin Sharmin	Assistant Secretary	30 <sup>th</sup>
Rumana Tanjin Antara	Assistant Commissioner	31 <sup>st</sup>
Jannatul Adan Joarder	Assistant Engineer	32 <sup>nd</sup>
Shamprity Pramanik	Assistant Commissioner (Cus. & Ex.)	33 <sup>rd</sup>
Md. Abu Bakkar Siddique	Assistant Commissioner	34 <sup>th</sup>
S. M Masud Pervez	Senior Assistant Judge	35 <sup>th</sup>
Farhana Haque Rich	Assistant Engineer	36 <sup>th</sup>

**Table 3.9 Merit Positions in the 61<sup>st</sup> FTC**

Name	Designation	Position
Md. Atikul Hoque Prodhan	Assistant Superintendent of Police	1 <sup>st</sup>
A.H.M. Monjur Morshed	Assistant Superintendent of Police	2 <sup>nd</sup>
Md. Shahadat Hossain	Assistant Commissioner	3 <sup>rd</sup>
Pranab Sarker	Deputy Director	4 <sup>th</sup>
Kazi Rashidul Azam	Deputy Director	5 <sup>th</sup>
Mohammed Kabir Hossain	Deputy Finance Controller	6 <sup>th</sup>
Md. Abdul Awal	Assistant Commissioner	7 <sup>th</sup>
M. M. Shahidullah Kysar	Assistant Commissioner of Taxes	8 <sup>th</sup>
Nusrat Azmery Haque	Assistant Commissioner	9 <sup>th</sup>
Md. Ruhul Amin	Assistant Superintendent of Police	10 <sup>th</sup>
Iftekhar Yunus	Assistant Commissioner	11 <sup>th</sup>
Dipa Rani Halder	Assistant Director	12 <sup>th</sup>
Md. Rezaul Karim	Assistant Commissioner	13 <sup>th</sup>
Md. Joynul Abadin	Assistant Engineer	14 <sup>th</sup>
Zahirul Islam	Deputy Finance Controller	15 <sup>th</sup>
Md. Shohel Rana	Assistant Commissioner	16 <sup>th</sup>
Mohammad Nazmul Hasan	Assistant Superintendent of Police	17 <sup>th</sup>
Mohammad Amir Hossen	Veterinary Surgeon	18 <sup>th</sup>
Hassan Md. Hafizur Rahman	Assistant Director (Programme)	19 <sup>th</sup>
Taniya Rahman	Horticulturist	20 <sup>th</sup>
Md. Hasanur Reza	Assistant Engineer	21 <sup>st</sup>
Sawgat Ahmed Shuvo	Assistant Engineer	22 <sup>nd</sup>
Sadiya Jarin	Assistant Commissioner	23 <sup>rd</sup>
Shah Mostofa Tariquzzaman	Assistant Engineer	24 <sup>th</sup>
Dr. Safeth Arju	Veterinary Surgeon	25 <sup>th</sup>
Md. Kamruzzaman	Assistant Commissioner	26 <sup>th</sup>
A. B. M. Khalid Hossain Siddique	Assistant Commissioner	27 <sup>th</sup>
Shila Roy	Upazila Fisheries Officer	28 <sup>th</sup>
Md. Ashek Un Nabi Talukder	Assistant Commissioner	29 <sup>th</sup>

### 3.4.2 Merit Positions in the ACADs

Results of eleven ACADs were published in the financial year 2015-16. The first position in each of these batches is presented in table 3.10. In two batches, the first position was scored by two participants simultaneously.

**Table 3.10 First Position in each ACAD**

Name of Course	Name of Participant	Roll	Designation	Position
95 <sup>th</sup> ACAD	Md. Ruhul Amin Talukder	24	DS	1 <sup>st</sup>
	Md. Golam Kabir	20	DS	
96 <sup>th</sup> ACAD	Md. Kamal Uddin Biswas	8	DS	1 <sup>st</sup>
97 <sup>th</sup> ACAD	Sheikh Mohammad Salimullah	3	DS	1 <sup>st</sup>
	Md. Mohsin Chowdhury	6	DS	
98 <sup>th</sup> ACAD	Md. Mahmudul Hasan	15	DS	1 <sup>st</sup>
99 <sup>th</sup> ACAD	Sanjida Sobhan	26	DS	1 <sup>st</sup>
100 <sup>th</sup> ACAD	Md. Ahmodur Rasheed	30	Wing Commander	1 <sup>st</sup>
101 <sup>st</sup> ACAD	Dr. Md. Golam Faruque	11	DS	1 <sup>st</sup>
102 <sup>nd</sup> ACAD	Md. Fajlul Haque	09	DS	1 <sup>st</sup>
103 <sup>rd</sup> ACAD	Maqsura Noor	8	DS	1 <sup>st</sup>
104 <sup>th</sup> ACAD	Niaz Rahman	13	DS	1 <sup>st</sup>
105 <sup>th</sup> ACAD	Shish Hayder Chowdhury	21	DS	1 <sup>st</sup>

### 3.4.3 Merit Positions in the SSCs

Results of nine SSCs were published in the financial year 2015-16. The first position in each of these batches is presented in table 3.11.

**Table 3.11 First Position in each SSC**

Name of Course	Name of Participant	Roll	Designation	Position
67 <sup>th</sup> SSC	Abu Sayeed Chowdhury	6	Joint Secretary	1 <sup>st</sup>
68 <sup>th</sup> SSC	Md. Ashadul Islam	21	Joint Secretary	1 <sup>st</sup>
69 <sup>th</sup> SSC	M. Maududur Rashid Safdar	3	Joint Secretary	1 <sup>st</sup>
70 <sup>th</sup> SSC	Mamunur Rashid	11	Group Captain	1 <sup>st</sup>
71 <sup>st</sup> SSC	Dr. Mohd. Abdus Salam	9	Joint Secretary	1 <sup>st</sup>
72 <sup>nd</sup> SSC	M. Moinul Hassan	14	Captain	1 <sup>st</sup>
73 <sup>rd</sup> SSC	Mohammed Ayub	16	Joint Secretary	1 <sup>st</sup>
74 <sup>th</sup> SSC	Dr. Md. Shahadat Hasan	3	Joint Secretary	1 <sup>st</sup>
75 <sup>th</sup> SSC	Md. Maksudul Haque	22	Colonel	1 <sup>st</sup>

## CHAPTER FOUR

# RESEARCH, PUBLICATION AND ICT





Meeting of the Research Committee chaired by Vice Chancellor, Jahangirnagar University is in run.



Dr. Md. Shafiqul Haque, Director (Research) is addressing in a Research Proposal presentation seminar.

## **4.1 Introduction**

The Research and Consultancy (R&C) division of the Centre 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 Research Committee**

The research branch coordinates the research activities undertaken and funded by the revenue budget of the Centre. The coordination activities range from invitation of research proposals to submission of final research reports. A research policy of the Centre guides its research activities. According to the policy, a research committee oversees the overall management of the research activities. The research committee is headed by the vice-chancellor of Jahangirnagar University. All of the MDSs of BPATC are the internal members and another two experts, nominated by the Board of Governors, are the external members of the committee. The Director of the R&D department acts as the member secretary of the committee. This committee sat for one meeting during the financial year 2015-16. This was the 50<sup>th</sup> meeting of the committee held on 13 September 2015.

### **4.2.2 Research Proposal Invitation**

A notice inviting research proposals, under the financial year 2015-16, from the faculty members of BPATC and experienced researchers outside BPATC was published in the daily newspapers "Prothom Alo" and "The Daily Star". In response to this notice, 18 (eighteen) research proposals were submitted to the research branch. The research committee evaluated the research proposals thoroughly and primarily selected 8 (eight) research proposals for presentation in a faculty seminar which was held on 16<sup>th</sup> and 17<sup>th</sup> August 2015.

### **4.2.3 Faculty Seminar**

The research branch organized a faculty seminar where the selected 8 research proposals were presented. Professor Dr. Monirul Islam Khan, Chairman of the Department of Sociology of Dhaka University; Dr. Mohammad Solaiman, member of the research committee of BPATC; and Professor Dr. Musleh Uddin Ahmed of the Department of Public Administration of Dhaka University evaluated the research proposals presented on 16<sup>th</sup> August 2015. Dr. Mohammad Solaiman, member of the research committee of BPATC, and Professor Dr. Musleh Uddin Ahmed of the Department of Public Administration of Dhaka University evaluated the proposals presented on 17<sup>th</sup> August 2015. Based on the feedback from the faculty seminar, the research committee recommended 3 research proposals for the financial year 2015-16. The following table shows information about the recommended proposals:

Table 4.1 Recommended Research Proposals for Financial Year 2015-16

Sl. No.	Title of the Research Proposal	Name & Addresses of Researchers
1.	Socio-Economic and Cultural Factors Affecting job performance of Women in Cadre Service in Bangladesh	Khan Md. Mainul Haque Training Specialist, NAEM, Dhanmondi Dhaka-1205
2.	Gender and Representation of women of Bangladesh Civil Service: An empirical Analysis of 'Glass Ceiling Effect	Dr. Rizwan Khair Director (IP), BPATC, Savar, Dkaka
3.	Delivery of Services in Government Department in the light of "Citizens Views and Expectations from the public Servants of Bangladesh: A Study on Four Upazila Social Welfare Departments	M. Zubayer Enamul Karim PhD Director (Management) BPATC, Savar, Dhaka-1343

#### 4.2.4 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 prepares a 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 2014-2015 and distributed around 600 copies of it among the members of the BOG, ministries, field level offices, heads of different government and semi-government institutions, autonomous bodies, national and international institutions etc.

#### 4.2.5 Field Study of the FTC

The research branch also coordinates the field study 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 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 reports 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 accounts branch 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 (One Professor from the Dept. of Public Administration or Political Science of Jahangirnagar University)	: Member
Director (R&D)	: Member-Secretary

### 4.3.2 Publications in the Financial Year 2015-16

The following table lists the reports and publications that were published under the reporting year 2015-16:

Sl. No.	Name of Publication	Number of Publication	Number of Copies of each Publication	Total Number of Copies Published
1.	BPATC Training Calendar (2015-2016)	01	700	700
2.	RPATC Training Calendar (2015-2016)	01	1500	1500
3.	Bangladesh Lok-Proshashon Potrika 15 <sup>th</sup> Year Issue	01	500	500
4.	Lok-Proshashon Samoeeky, issue 63,64,65	03	700	2100
5.	BPATC Barta, 19 <sup>th</sup> Year, Issue 02	02	900	1,800
6.	Annual Report 2014-2015	01	600	600
7.	Bangladesh Journal of Public Administration (BJPA) Volume XXIII Number II 2015 & Volume XXIV Number I 2016	02	500	1000
8.	Citizen Charter	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 branch 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**

The computer centre of BPATC is an important unit of the R&C division. It looks after the ICT & e-Governance activities of the Centre and imparts training on relevant issues. The computer centre also acts as the implementing agent of Digital BPATC. It is headed by a Systems Analyst and the MDS (R&C) oversees its activities.

At present there are 9 (nine) computer labs in BPATC with network printer and scanner. Two computer labs are situated in the faculty building-2 wherein 64 (sixty four) trainees can use computer at a time. One computer lab is situated in the ITC wherein 29 trainees can use computer at a time and another computer lab is situated in the library. The five dormitories of the Centre accommodate 5 computer labs for the use by participants of different courses.

A module on ICT has been included in the FTC, the ACAD, and the SSC, and in selected short courses. Participants gain primary knowledge of ICT through theoretical and practical sessions on MS Word, MS Excel, MS Power Point, MS Access, e-Mail, Internet, Networking, Troubleshooting, e-Services, Innovation in Service Delivery and e-Governance.

There are 971 computers including 694 laptops in the Centre, which are being used in the 9 computer labs and by the faculty members and participants of different courses. The computer centre is kept open for 14 hours a day. It also remains open on weekly holidays depending on training load and need of participants. The faculty members may also use the computer centre.

Recently two video conferencing systems have been installed. They are used as and when necessary. This facility is used to conduct joint training sessions connecting the RPATCs in Dhaka, Chittagong, Rajshahi and Khulna. Important government officers, such as officers from the Prime Minister's Office, are communicated through the video conferencing system. In order to make the training activities of BPATC more effective, a media dialogue was held including the Prime Minister's Office and major training institutions of the country.

Seven application softwares have been developed and are being used in seven functional units. These softwares are (1) personnel information management system (PIMS) set up in the administration branch, (2) computerized training management system (CTMS) set up in the PPR and the evaluation branches, (3) finance and accounts management system ( F&AMS) setup in the finance brunch, store management system (SMS) set up in the purchase and store section, dormitory management system (DMS) setup in the dormitory section, transport management system (TMS) setup in the transport unit, computer equipment management system (CEMS) set up in the computer cell. For proper functioning of these softwares, seven focal point officers are assigned. These softwares are on trial run and feedbacks received from various corners are

taken care of. The process of inserting data input is going on under close supervision.

The Centre has set up an e-learning-platform-based training system. A number of online activities e.g. distribution of course materials, submission of assignment by participants, circulating notice, online discussion will be covered under this umbrella.

Special Activities of the computer centre done in the financial year 2015-16 were the following:

- " Imparted regular ICT training to 1404 participants of different courses.
- " Imparted ICT training to 310 participants in the evening special sessions for slow learners.
- " 18 new network printers were installed in different places under the supervision of the computer centre
- " 12 new online UPS & 80 offline UPS were installed in different classrooms and office rooms under supervision of computer centre.
- " Library automation, website development and software development, digitalization of training aid, live monitoring systems setup and application software update activities are going on under the direct supervision of the computer centre.
- " The computer centre is regularly maintaining the fiber network, Wi-Fi and video conferencing systems.



Mr. Md. Zakir Hossain, Director (LTA) is in a session

## CHAPTER FIVE

# LIBRARY AND TRAINING AID





Participants are enjoying a session in the Language Lab.



Participants are doing library work.

## **5.1 Introduction**

Library and Training Aid (LTA) is an important department of the R&C division. There are two branches of the department: (a) documentation and (b) audio visual and reproduction.

## **5.2 Functions of Documentation**

The library plays an important role to achieve the goals of training. Collection of relevant books, journals, magazines and other reading materials and processing these for the readers are the main tasks of the library. During the financial year 2015-16 books, newspapers magazines etc. were purchased for the library. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters and magazines as complimentary copies through exchange programme with various local and foreign organizations.

### *5.2.1 Reference Service*

Reference collection of the library is very rich. More than 135 titles of encyclopedias are present in the library. In addition to these, a huge number of reference-related books are available in the library. The library staff is committed to responding to the queries to check various reference citations of the readers.

### *5.2.2 Lending Service*

The library remains open from 8.00 a.m to 10.00 p.m without any break from Sunday to Thursday and from 4.00 pm to 6.00 pm on Friday and 6.00 pm to 10.00 pm on Saturday. A large number of readers use the library regularly. Approximately, 3285-books were issued to the readers in the financial year 2015-16. In addition to this, about 158 books were lent to the Fisheries Training Academy and Officers Training Institute in aid to capacitate them for reviewing books by the FTC participants. Every faculty member can borrow 10 books while a trainee can borrow 4 books at a time for one month.

### *5.2.3 Newspaper and Journal Service*

Except the books issued, the trainers and trainees can read a good number of leading dailies. A total of 15,600 copies of 16 dailies were kept in the library in the financial year 2015-16. Moreover, 5 selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as the Economist, Times, Reader's Digest and National Geographic etc. The Library is the subscribers of some renowned journals namely Proshikhyan, International Review of Administrative Science etc. Online and e-library services are the latest addition to readers. BPATC has registered for online journals and e-books. Faculty members and participants can browse the following publisher's web page for online journal and e-books.

1. Springerlink.com
2. Wileyonline.com
3. Oxfordscholarship.com
4. Journalsinform.org

#### 5.2.4 Other services

One of the important collections for the trainees, faculties and researchers of the library is paper clippings. Paper clippings are being kept on 123 topics. These are very helpful for preparing various assignments, research works and seminar papers of the trainees and members of the faculty. The library has opened a bureaucrat's book corner where the works of the civil servants of Bangladesh are available. Very recently, a book corner on the great liberation movement of Bangladesh has also been opened in the library. Library also preserves the omnibuses and seminar papers and souvenir of different core courses as ready references for the readers. BPATC library is a member of AMDISA. The library is also a corporate member of the Bangladesh Society for Training and Development.

#### 5.2.5 Library Automation

Automation programme of the library is ongoing. Catalogues of 46,523 titles of books of 65,662 volumes are available on the web page. Readers can search web page using user-IP: 123.49.37.100 for information about those books. Some books and documents are already scanned and uploaded for online reading. The readers will be benefitted immensely after completion of the process of full automation of the library.

The following table provides a comparative statement of the services provided from the library during the financial year 2015-16:

Sl. No.	Statement of Items	Number of Items
1.	Procured books	491 copies
2.	Complementary copies of various publications received	352 copies
3.	Books collected from RPATC, Dhaka	4429 copies
4.	The library remained open (including weekends)	3892 hours
5.	Annual reports received from various organizations	24 copies
6.	Journals received (through exchange programme by virtue of Membership of international organizations and complementary copies)	120 volumes
7.	No. of daily newspapers kept (per day)	46 copies of 16 titles
8.	Processing of books completed	1638 volumes
9.	Magazines kept (weekly, fortnightly, monthly etc.)	17 titles
10.	Paper clippings kept on	123 topics



NDC Participants in a visit to the Language Lab

### 5.3 Activities of Audio-Visual and Reproduction

The audio-visual and reproduction (AVR) branch of the library is equipped with the latest international AVR equipments to provide technological support in the academic sessions, seminars, workshops etc. of the Centre. Two modern language laboratories are equipped with all sorts of audio and video support and computer facilities to help participants in language learning. The two laboratories together can accommodate 80 participants at a time. In addition, BPATC library, on and often, supports conducting online training sessions, video conferences by providing multimedia, large screens and other modern equipments. Services delivered by the AVR branch during the financial year 2015-16 are listed in the following two tables:

**Table 5.2: Process of Training Aids and Reproduction**

Sl. No	Description of Work	Volume of Work
1.	Output from 4 photo copiers	4,48,862 pages
2.	Output from 5 duplicators	24,26,823 pages
3.	Spiral binding	250 books

Sl. No	Description of Work	Volume of Work
1.	Use of 18 PA systems in 14 c lass rooms, auditorium, cafeteria, short courses, workshop/seminars	25,000 hours
2.	Use of 8 wireless amplifiers in different class rooms, short courses, meetings, seminars, games and sports	6,000 hours
3.	Use of 5 conferencesets in ITC conference room, ACAD, SSC, PPMC, Rector's Conference Room, workshops, seminars, BOG meeting s, short courses and in other activities	8,600 hours
4.	Use of 26 multimedia projectors in different class rooms, conference rooms and otherfunctions	26,600 hours
5.	Use of languagelabs	1,600 hours

**Table 5.4 Photography and Miscellaneous Functions**

SL. No	Description of Work	Volume of Work
1.	Photography	916 events
2.	Photo	8,410 snaps
3.	Photo display	2,647 pieces
4.	Laminating ( certificates and photos)	3,702 pieces

## CHAPTER SIX

# PHYSICAL CONDITIONING & GAMES





Members of the Faculty and the Participants are in the Indoor Games Hall.



Participants in the morning PT Session

## 6.1 Introduction

Physical conditioning and games are part and parcel of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all core and special course participants, i.e. FTC, SFTC, ACAD, and SSC. The main objectives are to build-up a congenial and friendly relationship among the participants of different cadres and sectors through collective psycho-somatic exercise and games; to make them physically fit to cope up with the demand of rapidly changing contemporary world; and, at the bottom-line, to enable them to serve better. Beside these, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and mental capacities of the officers through a well-planned programme; to relieve mental stress and fatigue created by highly intensive training, family matters and other socio-economic pressures; and also to develop an attitude to live a sound, healthy and active long life. Physical conditioning and games are designed with the latest scientific concepts. The details of different conditioning programmes rendered to the different courses of the Center in the financial year 2014-2015 are as follows:

## 6.2 Physical Conditioning and Games for the FTC

Physical conditioning in the early morning and games in the evening are mandatory for all the participants of the FTC. Physical conditioning programme consists of stretching, walking, jogging, running, floor exercise (free hand exercise), swimming, calisthenics, therapeutic exercise and brief introduction of selected type of yoga. In the games sessions, participants actively participate in four different team games, which are (i) football, (ii) volleyball, (iii) handball, and (iv) basketball. On the other hand, female participants also take part in sports events such as volleyball, handball and badminton. Furthermore, participants of both the sexes have opportunity to practice table tennis, carom, chess and weight training on optional basis. Learning swimming is compulsory with the sole aim of life saving for those who do not know how to swim. All the activities of games are arranged in three phases. In the first phase, participants are given theoretical and practical knowledge regarding the rules of the games, and regulations and strategies of sports. In the second phase, strategies of different games are practiced individually and in groups. In the third phase, sports competitions are arranged and prizes are given among the winners.

In the financial year 2015-16 all together 937 participants from the 59<sup>th</sup>, 60<sup>th</sup> and the 61<sup>st</sup> FTC took part in the physical conditioning and games. The male participants were divided into 6/7 groups and female participants were divided into 2/3 groups depending on the number of female participants for conditioning in the morning. Another combined group was formed with the injured participants. They were provided therapeutic exercises so that they can recover early return to their respective groups. The evening sessions were conducted by dividing all the participants into two groups. They were again divided into several groups, each comprising 18-25 members. Furthermore, one group in each session, comprising 15-20 participants, took part in the swimming exercise sessions. Separate sessions were arranged for the female participants.

Competitions were held in the afternoon sessions. Sports competitions included football, volleyball, handball, basketball, swimming, badminton, table tennis and carom. After competitive events, a friendly volleyball match was arranged between the faculty members and the participants on the closing day of the programme. The Rector of the Centre participated in the competition and gave away prizes among the winners.



Participants are in the Indoor Games Hall



Participants are in the PT Session



Participants are playing Volleyball



Swimming in the Swimming pool of the Centre



Ex-MDS of the Centre is received by a Participant with a bouquet



Participants are in a Volleyball competition

### **6.3 Physical Conditioning and Games for the ACAD**

In the financial year 2015-16, 178 participants from the 103<sup>rd</sup>, 104<sup>th</sup>, 105<sup>th</sup>, 106<sup>th</sup>, 107<sup>th</sup>, 108<sup>th</sup>, and the 109<sup>th</sup> ACAD took part in conditioning and games sessions. They took part in morning physical exercises including walking, yoga, meditation, and in therapeutic exercises to prevent degenerative diseases. In the evening sessions, they took part in different team sports such as volleyball, tennis, badminton, table tennis and swimming as per their personal interest. At the end of the sports curriculum, a friendly volleyball match was arranged and the Rector distributed prizes among the participants.

### **6.4 Physical Conditioning and Games for the SSC**

In the financial year 2015-16, 132 participants from the 72<sup>nd</sup>, 73<sup>rd</sup>, 74<sup>th</sup>, 75<sup>th</sup>, and the 76<sup>th</sup> SSC took part in physical conditioning and games. The participants took part in the morning walk, yoga, meditation and different types of physical and therapeutic exercises with an aim to prevent degenerative processes and delay aging. They played volleyball, tennis, badminton, table tennis and also practiced swimming as per their personal choices. At the end of the course, a friendly volleyball match was held between two groups of the participants and prizes were distributed among the participants.

### **6.5 Physical Conditioning and Games for Special and Short Courses**

Participants of the SFTCs enjoy all physical facilities and sports facilities like the core courses. For the short courses, physical exercise and games are optional. However, they take part in a friendly volleyball match at the end of their course.

## 6.6 Annual Sports of the Centre

The sports department takes due credit for successfully organizing the 29<sup>th</sup> annual sports competition for the employees of the Centre in the financial year 2014-2015. An organizing committee headed by the MDS (P&S) arranged the event under the patronization of the Rector. On 21<sup>st</sup> January, 2016 the Rector of the Centre inaugurated the sports competition and distributed prizes among the winners at the end of the competition. In total, 315 male and 64 female employees of BPATC took part in 55 events of the competition being divided into different groups. The employees of four RPATCs also participated in the events. Participation of the athletes in the daylong competition made the sports festival attractive and highly competitive. A mini-marathon was held in which male participants were divided in three different age-groups and women participants were divided into two groups. Employees of the Centre took part in the volleyball competition being divided into four different groups. The "Jamuna" group became champion and the "Surma" group became runner-up. Other events included badminton doubles championship, tennis doubles championship, female badminton doubles championship, and 100 meter sprint championship in which Mr. Manshur Ali secured the 1st position.



Honourable Rector of the Centre Mr. A. L. M. Abdur Rahman is having an interaction with the players before a match.

## CHAPTER SEVEN

# FINANCE AND ACCOUNTS



## 7.1 Introduction

The finance branch maintains accounts and all kinds of financial transactions along with receipts and expenditures of the Centre. A deputy director works as the drawing and disbursing officer of this branch and coordinates and supervises all financial activities.

The Centre maintains its accounts according to government rules and regulations, and the 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 bills and send to the BPATC branch of the Sonali Bank.

The fund of the Centre is be 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 section 3(2) of the BPATC ordinance, The Centre is a corporate body. The Rector, who is a secretary to the government, is responsible for management and operation of the funds of it. In order to maintain speediness in the financial management of the Centre including the four RPATCs, financial power has been decentralized and delegated amongst different officers.

As per the provision of section 15(2) of the BPATC ordinance, the accounts of the Centre are audited by the Comptroller & Auditor General (C&AG) of Bangladesh. The audit team of the C&AG had audited the accounts of the Centre up to the financial year 2013-14.

Group insurance and benevolent contributions from all officers and staff are deducted from the monthly salary bills as per government orders and rules. Besides these, a pension scheme has been introduced for all own officers and staff of BPATC on 16 April 2005.

The total budget allocation for the financial year 2015-16 was Taka 54,09,71,000. At the end of the financial year 2014-15, an amount of Taka 2,20,01,055 was unspent. Therefore, the total budget amount for the financial year 2015-16 was (54,09,71,000+ 2,20,01,055) Taka 56,29,72,055 (fifty-six crore twenty-nine lakh seventy-two thousand and fifty-five). According to the approved re-appropriation, the budget was allocated under three codes. Taka 53,88,72,055 was allocated under code number 5901 (general grant including pay, allowances and services); Taka 21,00,000 was allocated under code number 5965 (special grant); and Taka 2,20,00,000 was allocated under code number 5998 (capital grant). Under the code 5901 Taka 7,33,22,000 (taka seven crore thirty-three lakh and twenty-two thousand) only was allocated for the four RPATCs. According to the financial-year-end statement on 30 June 2016, an amount of Taka 52,08,72,055 ( fifty-two crore eight lakh seventy-two thousand and fifty-five) only was spent and there was an unspent amount of Taka 4,21,00,000 (four crore and twenty-one lakh) only which will be added with the budget of the financial year 2016-17. A detailed account of the income and expenditure that took place during the financial year that started on 1 July 2015 and ended on 30 June 2016 is given in the table 7.1.

**Table 7.1 Comparative Statement of Income & Expenditure of the Financial Year 2014-2015 & 2015-2016.**

Income			Expenditure			
Source	2014-2015	2015-2016	Code	Head & Sub-head	2014-2015	2015-2016
			4500			
Pay & Allowances			(i) Pay			
General grant	402020000	165833000	4501	Pay of Officers	27006211	47771027
Special grant (Code 5965)	1950000	375138000	4601	Pay of Establishment	35651277	57576924
Capital grant (Code 5998)	54100000			(a) Total of Pay	62657488	105347951
			4700	(ii) Allowances		
			4701	Dearness allowance	12601487	5504092
			4705	House Rent Allowance.	12626996	13338712
			4709	Recreation Allowance	1447365	1851453
			4713	Festival Allowance	9655387	18406446
			4714	Bangla Nabrarsha Allowance	0	1754930
			4717	Medical Allowance	3500946	3652261
			4725	Washing Allowance	177742	173091
			4755	Tiffin Allowance.	574869	584843
			4765	Conveyance Allowance.	565179	567192
			4773	Education Allowance	916183	900694
			4777	Training Allowance	3452804	2798160
			4795	Other Allowance	1317789	1061405
				(b) Total of Allowances	46836747	50593279
				(A) Total of Pay & Allowances (a+b)	109494235	155941230
			4800	(iii) Supply and Services		
			4801	Traveling Expenses	965562	1523122
			4804 04	(Four) Regional Centers	58731168	73322000
			4805	Overtime	1612251	1827737
			4811	Tax & Duties	57120	321200
			4815	Postal & Telegraph	93834	47094
			4816	Telephone/Telegraph/ Printer	1868147	2257786
			4821	Electricity	19170227	20993854
			4822	Gas	2201713	2861798
			4823	Petrol & Lubricant	10160424	12283446
			4828	Stationery, Seal & Stamp	12818885	14136353
			4829	Research	18000	472821
			4831	Books & Journals	1701278	1597566
			4833	Advertisement Exp.	1215581	643836

Income			Expenditure			
Source	2014-2015	2015-2016	Code	Head & Sub- head	2014-2015	2015-2016
			4834	Sports materials	1291261	1607758
			4835	Publication & Printing	1369238	1033357
			4836	Uniform	970362	878385
			4840	Training Expenditure	81919287	124184685
			4841	Seminar & Conference	903644	2221243
			4845	Office Entertainment	1049566	1645671
			4869	Medical Expenditure	1848845	2743431
			4877	Maintenance of officers own car	3022000	4484032
			4882	Legal Expenses	154115	485000
			4899	Miscellaneous	10042325	15000617
				(B)Total of Supply & Services	213184833	286572792
			4900	(iv) Maintenance & Preservation		
			4901	Transport Maintenance	4818594	4838403
			4906	Repair of Furniture	1039316	89320
			4916	Repair of Machineries	1672893	1630194
			4921	Maintenance of Building	30546545	29439480
				(C) Total of Maintenance & Preservation	38077348	35997397
			5900	(v) Grant		
			5914	Grant for Pension fund.	16202412	23341565
			5930	Purchase of Equipments	18128080	5558045
			6101	Fees for Foreign Institutions	58000	00
				(D) Total of Grant	34388492	28899610
			5901	1. Total of General Grant	395144908	507411029
				(A+B+C+D)		
			5965	(vi) Special Grant	1949973	2100000
				2. Total of Special Grant	1949973	2100000
			5998	(vii) Capital grant		
			6807	Vehicles Purchases	16173238	00
			6815	Computer & Networking	18276892	5199395
			6821	Purchase of Furniture	1642221	3980540
			6845	Gardening	1086713	1222091
			7401	Advance for Housing	1795000	959000
				3. Total of Capital Grant	38974064	11361026
Total Grant	36,61,88,000	436068945		Total Exp. (1+2+3)	436068945	520872055
	-----	-----		Closing Balance	22001055	*42100000
Grand Total	366188000	458070000		Grand Total	458070000	562972055

\*Including the closing balance of 2014-15 (22001055+20098945)=4,21,00,000

## CHAPTER EIGHT

# ACTIVITIES OF VARIOUS ONGOING PROJECTS IN BPATC





Honourable Rector of the Centre is addressing the Participants in a TOT Programme.



MDS Mr Md. Zaydul Hoque Molla ndc and ex-MDS Ms Kanka Jamil are with the participants of result based project identification and design Training Programme.

## **8.1 Introduction**

In today's world national and international collaboration is considered highly important for institutional development and mutual relationship. BPATC, as an apex training institution of Bangladesh, is keen to establish linkage with reputed national and international organizations from its inception for its up-gradation and exposure. The Centre establishes linkage through signing of memorandum of understanding, agreement, contract among national and foreign training institutes, universities, and other organizations. The ultimate goal of establishing linkage is to make BPATC "a centre of excellence" in the region.

The public administration training policy of 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 skillbase of the civil officers. The existing faculty members need to be developed and made competent through training both at home and abroad. Diploma, masters and short course on training of trainers and specialized course like 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 International Collaboration**

### **8.2.1 Collaboration with National Organizations**

BPATC feels that collaboration with different national organizations will enhance capacity and strengthen the organization through sharing of knowledge, experience and other resources and the country will be benefitted immensely by this sort of linkage. Over the years, BPATC has established linkage with a number of national organizations.

#### **8.2.1.1 MoU with DoICT**

In the financial year 2015-16, a memorandum of understanding was signed with the Department of Information and Communication Technology (DoICT) on 6 April 2016. The agreement will expire in three years. The main purpose of this agreement was to organize SFTCs for the officials of the DoICT. The two parties also agreed to explore other areas of cooperation.

### **8.2.1.1 MoU with A2I**

A memorandum of understanding was signed with the Access to Information (A2I) programme office in 2014 for capacity building of the members of the BCS with particular focus on effective use of ICT as tools for public sector reform and innovation, public service delivery, dissemination of information, etc. This agreement was operational in the financial year 2015-16, which expired on 30 June 2016.

## **8.2.2 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.

### **8.2.2.1 Linkage with FAO**

An agreement was signed with the Food and Agriculture Organization (FAO) to streamline food security of the Government of Bangladesh (GOB) and agriculture project cycle that puts emphasis on results-based monitoring, sharing experience and design of training curriculum. This linkage is in operation and will expire in August 2016.

### **8.2.2.2 Linkage with NIDA**

An MoU was signed with the National Institute of Development Administration (NIDA) of Thailand to explore collaboration in professional development, research, material exchange, student exchange, student cooperation, and joint masters programme. This agreement will expire in November 2018.

### **8.2.2.3 Linkage with SLIDA**

An agreement with the Sri Lanka Institute of Development Administration (SLIDA) to facilitate exchange and/or mutual visit of trainees, faculty members, experts and/or staff in relation to training, research activities, meetings, workshops or seminars; arrange policy dialogue on crucial issues of both the nations; arrange joint conferences, academic programs, training programmes, research activities and publications; and share best practices in the public sector management of both countries and such other areas to be agreed by both the institutions. The agreement will expire in February 2017.

## **8.2.3 Future Collaboration**

BPATC is on process of establishing collaboration with different international organizations for strengthening its capacity and developing mutual relationship. These will be finalized after completing administrative processes. The prospective institutions include the Lal Bahadur Shastri National Academy of Administration (LBSNAA) of India, Monash University of Australia, Rome Business School, Kennedy School of Harvard University, Macquarie University, NAPA of Vietnam.

## **8.3 Total Quality Management Project**

BPATC is implementing the improving public services through TQM (IPS-TQM) project for the period of July 2013 to June 2018 with a total cost of Taka 6511.14 lakh (GOB 1659.60 lakh & JICA 4,851.54 lakh). During the financial year 2015-16 Taka 2818.00 lakh was allocated for the project and actual expenditure was Taka 2817.48 lakh (99.98%).

### **8.3.1 Objectives**

The overall objective of the project is to establish a mechanism or framework for implementing the One-Year-One-Project (OYOP) theme at the Upazila level offices and make it sustainable. The specific objective is to implement the OYOP theme at the Upazila offices based on TQM training and to share experiences among the Upazila offices nationwide.

### **8.3.2 Activities during Financial Year 2015-2016**

TQM district seminars, workshops, and dissemination programmes & Kaizen conventions were arranged by the project during the financial year 2015-2016 in 25 districts. These districts are Jessore, Netrokona, Joypurhat, Lakshmipur, Gaibandha, Chandpur, Brahmanbaria, Feni, almonirhat, Sylhet, Kishoreganj, Sirajganj, Rajbari, Narayanganj, Jamalpur, Barguna, Dinajpur, Moulvibazar, Pabna, Narail, Habiganj, Cox's Bazar, Chittagong, Naogaon, and Sunamganj.

### **8.3.3 Other Activities:**

The project arranged the following training courses and conferences during the same financial year.

- (a) one TOT refresher course on TQM was arranged for trainers from BPATC, partner organizations and TQM cell members. A total of 30 participants participated in this course.
- (b) One TOT course on TQM was arranged for trainers from BPATC, partner organizations and TQM cell members. A total of 29 participants participated in this course.
- (c) One international Kaizen convention & two quarterly conferences of TQM focal points were held.



National Kaizen Convention



Addressing by Mr. Fujira, JICA Expert in the TQM Programme

## **CHAPTER NINE**



## **MISCELLANEOUS**



Art Competition by the Students of BPATC School and College



Honourable Rector of the Centre Mr A. L. M. Abdur Rahman ndc is offering a bouquet to the masoleun at Savar.

## 9.1 Introduction

Most of the officers and employees of BPATC reside in its campus along with their families. Moreover, all of the participants of the different training programmes of the Centre live in the campus during the 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 run various welfare activities. These organizations include the BPATC School and College, clinic, mosque, officers' club, employees' club, ladies' club etc. Brief accounts of the welfare activities of these organizations undertaken during the financial year are given below:

## 9.2 BPATC School & College

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

### 9.2.1 Teaching Staff

There was an increase in the number of the teaching staff in the financial year 2015-16 compared to that of the previous year. All together 46 teachers worked in the school and the college sections which was 44 in the previous year. The school section had 24 teachers while the college section had 22 teachers. The following table shows the distribution of the teaching staff of the school and the college sections.

**Table 9.1 Teaching Staff of BPATC School & College in 2015-16**

Teachers	School			College			Grand Total
	MPO	Non-MPO	Total	MPO	Non-MPO	Total	
Male	8	6	14	8	5	13	27
Female	5	5	10	6	3	9	19
Total	13	11	24	14	8	22	46

### 9.2.2 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 2016-17 compared to that of the previous academic session in both the school and the college sections.

**Table 9.1 Students in the School Section**

Academic Session	Group	Students		
		Boys	Girls	Total
School Section				
2015-16	Not Applied	531	506	1,037
2016-17	Not Applied	607	540	1,147
College Section				
2015-16	Science	138	118	256
	Humanities	23	49	72
	Business Studies	77	82	159
	Total	238	249	487
2016-17	Science	140	110	250
	Humanities	35	65	100
	Business Studies	118	82	200
	Total	293	257	550

## 9.2.3 Academic Performance by Students

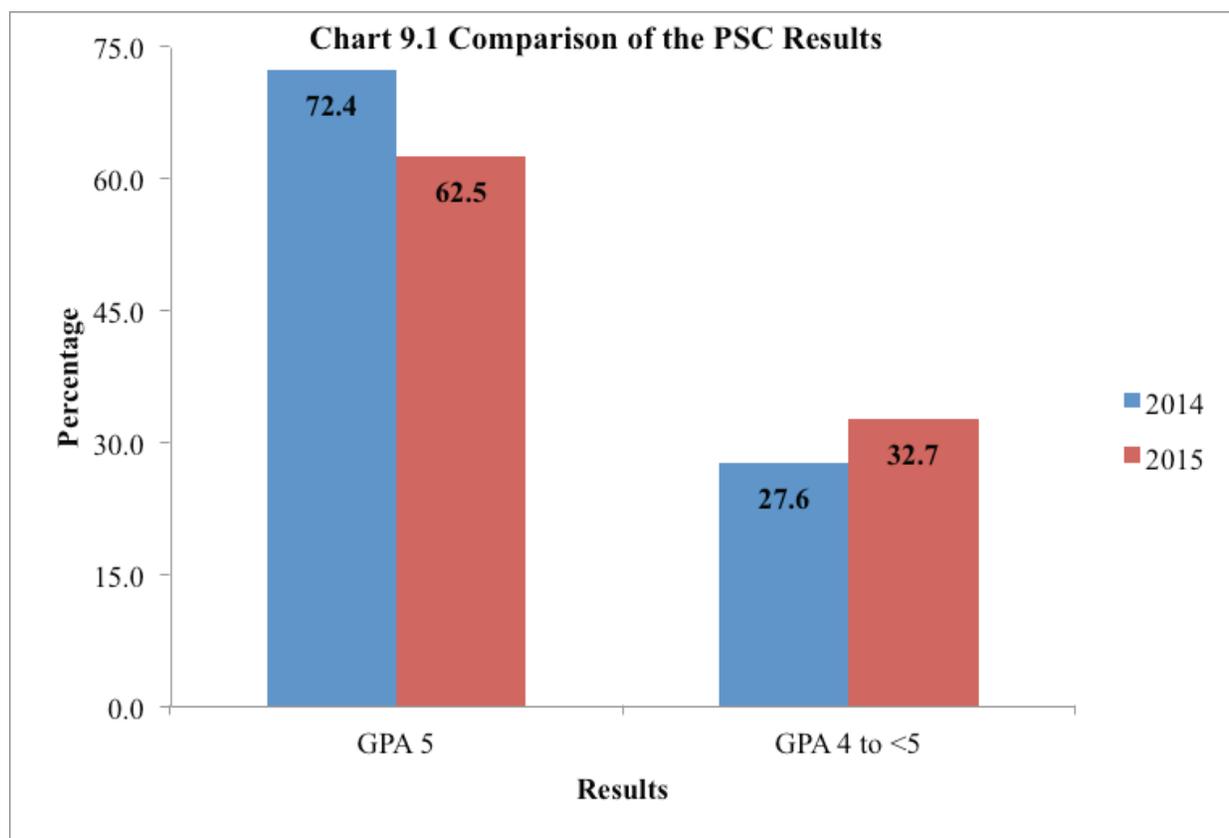
### 9.2.3.1 Performance in the PSC Exam

In the academic year 2015, 104 students participated in the primary school certificate (PSC) examination. All of the students passed the examination where 62.5 percent of them got GPA 5 points. This rate was comparatively lower than that of the previous academic year. Moreover, 18 students got scholarships: 12 of them in the talent pool grade and 6 in the general grade. Table 9.2 shows comparative performance of students in the PSC examination in two academic years while chart 9.1 shows the comparison in a graphical presentation.

**Table 9.2 Comparison of Performance of Students in the PSC 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
2014	105	105	76 (72.4)	29 (27.6)	0	0	0	0	0
2015	104	104	65 (62.5)	34 (32.7)	3 (2.9)	2 (1.9)	0	0	0



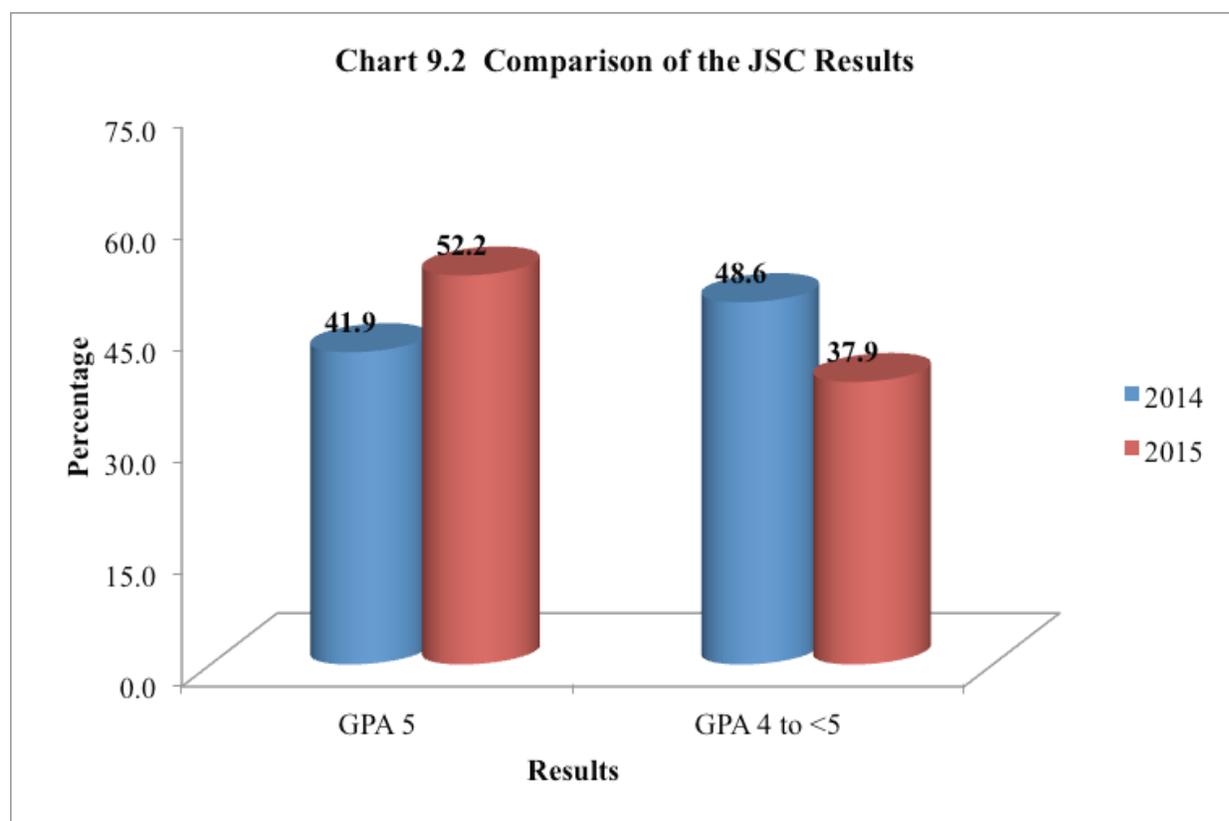
### 9.2.3.2 Performance in the JSC Exam

In the academic year 2015, 161 students participated in the junior school certificate (JSC) examination and all of them passed. Out of the total students, 52.2 percent got GPA 5 points which was comparatively higher than the previous academic year. Moreover, 44 students got scholarships: 17 of them in the talent pool grade and 27 in the general grade. Table 9.3 shows comparative performance of students in the JSC examination in two academic years while chart 9.2 shows the comparison in a graphical presentation.

**Table 9.3 Comparison of Performance of Students in the JSC 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
2014	105	105	44 (41.9)	51 (48.6)	9 (8.6)	1 (1.0)	0	0	0
2015	161	161	84 (52.2)	61 (37.9)	12 (7.5)	4 (2.5)	0	0	0



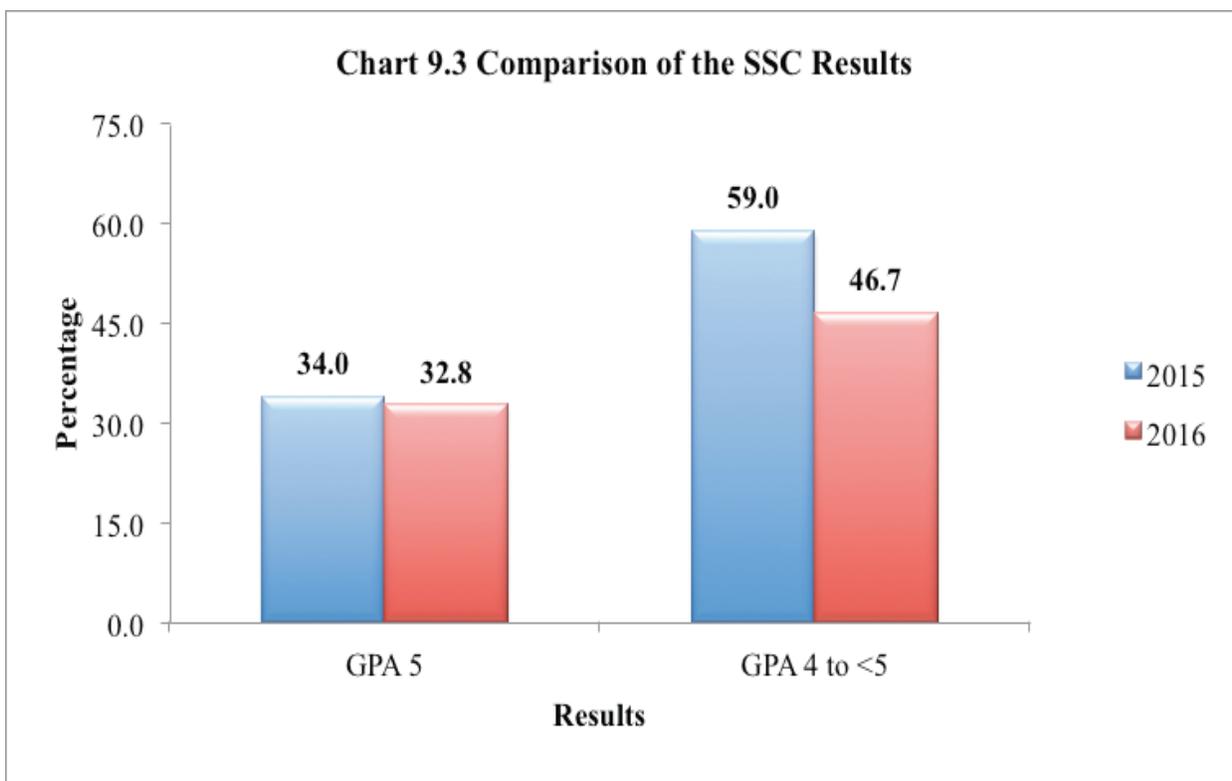
### 9.2.3.3 Performance in the SSC Exam

In the academic year 2016, 137 students participated in the secondary school certificate (SSC) examination and 134 of them passed it. Out of the total students that appeared in the examination, 32.8 percent got GPA 5 points which was slightly lower than the rate of the previous academic year. Table 9.4 shows comparative performance of students in the SSC examination in two academic years while chart 9.3 shows the comparison in a graphical presentation.

**Table 9.4 Comparison of Performance of Students in the SSC 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
2015	144	144	49 (34.0)	85 (59.0)	9 (6.3)	1 (0.7)	0	0	0
2016	137	134	45 (32.8)	64 (46.7)	18 (13.1)	4 (2.9)	3 (2.2)	0	3 (2.2)



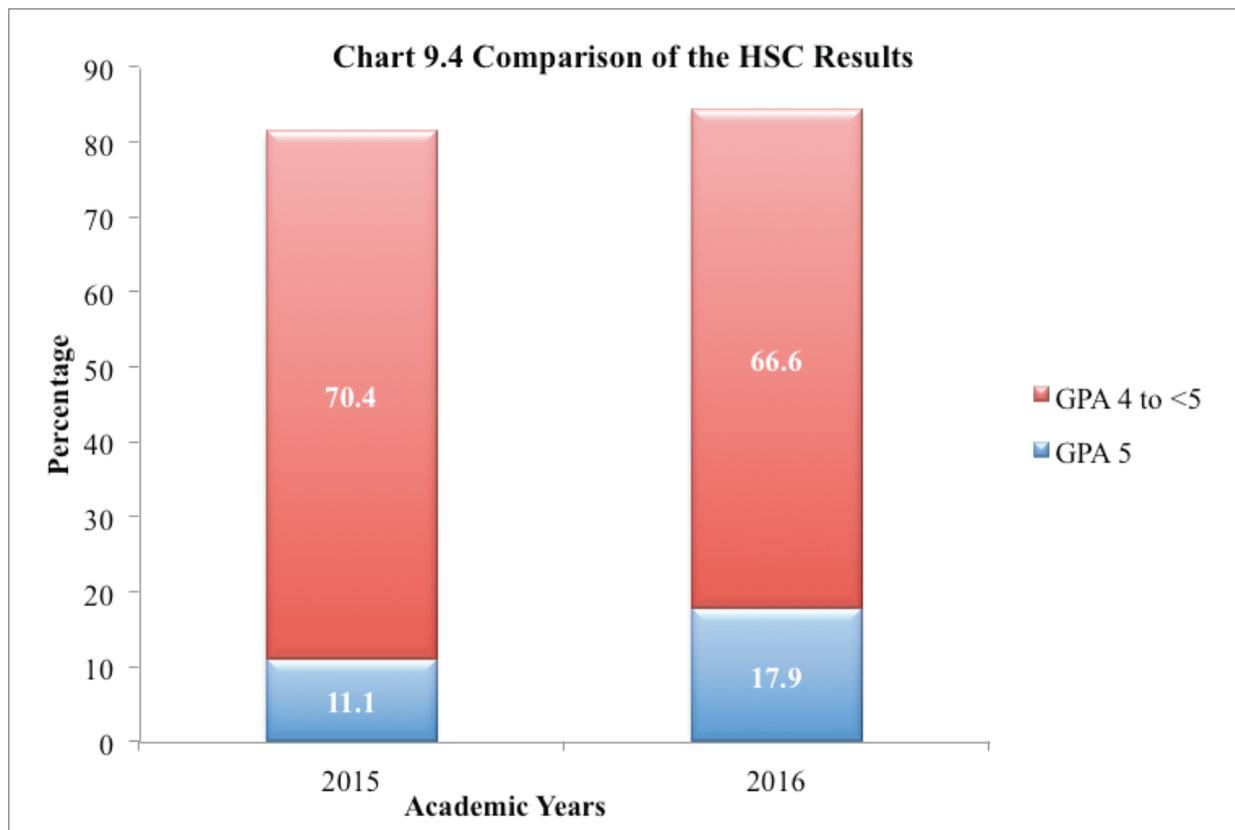
### 9.2.3.4 Performance in the HSC Exam

In the academic year 2016, 392 students participated in the higher secondary certificate (HSC) examination and 385 of them passed it. Out of the total students that appeared in the examination, 17.9 percent got GPA 5 points which was comparatively higher than the rate of the previous academic year. Table 9.5 shows comparative performance of students in the HSC examination in two academic years while chart 9.4 shows the comparison in a graphical presentation.

**Table 9.5 Comparison of Performance of Students in the HSC 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
2015	314	304	35 (11.1)	221 (70.4)	39 (12.4)	12 (3.8)	1 (0.3)	0	6 (1.9)
2016	392	385	70 (17.9)	261 (66.6)	50 (12.8)	4 (1.0)	0	0	7 (1.8)



### 9.2.4 Income and Expenditure

In the financial year 2015-16, the BPATC School & College got Taka 93.52 lakh more from the government as the government portion of the pay for the teachers and the staff. Moreover, the institution received Taka three lakh from BPATC as yearly donation.



Scout team of BPATC School and College in action

The BPATC clinic offers medical treatment to the participants of the various training courses and as well as the employees and their dependant family members, who are residing on the BPATC campus. The clinic staff consists of four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, 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 give 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 27,892 patients received medical services from the BPATC clinic during the financial year 2015-16 of whom 11 percent were participants of different courses of the Centre and the rest were patients other than participant. Table 9.6 shows distribution of the patents by type and by sex.

**Table 9.6 Distribution of Patients that Attended the BPATC Clinic in 2015-16**

(Data within parentheses show percentage)

Distribution by Type			Distribution by Sex			
Participant	Other than Participant	Total	Male	Female	Chi Idren	Total
3,068	24,824	27,892	15,898	8,926	3,068	27,892
(11)	(91)	(100)	(57)	(32)	(11)	(100)

Recently the BPATC clinic has introduced a diagnostic ultrasonogram facility for its clients. A modern expensive ultrasonography machine has been installed in the Clinic. In the financial year 2015-16, a total of 345 patients did ultrasonogram investigation in the clinic. Besides this, the clinic also organized many special programs in this financial year. In April 2016, the clinic undertook a programme where all of the cafeteria staff, who are food handlers, were clinically examined and a dose of anti-helminthic tablet was given to all of them compulsorily under the direct supervision of the doctors. Furthermore, on the ninth of every month, the EPI programmes for the infants were arranged in the clinic under the supervision of the Upazilla 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.

### 9.3.3 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 2015-16, a total of 2,780 patients received physiotherapy treatment from the

physiotherapy unit of whom 52 percent were participants of the different courses of the Centre. Table 9.7 shows distribution of the patients by type and by sex.

**Table 9.7 Distribution of Patients that Attended the Physiotherapy Unit in 2015-16**  
(Data within parentheses show percentage)

Distribution by Type			Distribution by Sex			
Participant	Other than Participant	Total	Male	Female	Children	Total
1,448	1,332	2,780	1,990	871	-	2,780
(52)	(48)	(100)	(69)	(31)		(100)

## 9.4 BPATC Mosque

BPATC has a large and splendid mosque surrounded by lush-green garden. Interested muslim officers and staff, and the participants of different training courses say 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. The mosque committee runs a maktab where children are taught the Arabic language and Islamic manners and etiquettes. Around 300 children attend the maktab for learning ampara 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.

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 Tarabi Namaz for the month of Ramadan. Two Hafezes are hired for this purpose. Munajats are arranged on the International Mother Language Day, the Independence Day and the Victory Day. The mosque has got a rich library having 2,782 books on Islamic subjects. In the financial year 2015-16, Taka 2,50,000 was granted to the mosque for arranging the events mentioned above.

## 9.5 Ladies' Club

The BPATC ladies' club was formed with all female officers and wives of all 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 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 2015-16, Mrs. Zakera Begum acted as the General Secretary and Mrs. Aklima Islam 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 2015-16:

- ◆ Observed all the national days with due solemnity. 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 1423 and the Eid-UI-Fitar.
- ◆ Arranged sports programme of the members.
- ◆ Managed a play group school.
- ◆ Organized Milad and Ifter 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.



Members of the Ladies Club

## 9.6 Officers' Club

The BPATC officers' club was established in 1988 in order to promote friendship, solidarity, brotherhood 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 his post. Dr. Md. Arafe Zawad acted as the General Secretary and Mr. Md. Abul Based acted as the treasurer of the club for the financial year 2015-16.

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 2015-16:

- 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 1423.
- c. An Ifter party was jointly organized by the Centre, the Officers' Club and the Mosque Committee.
- d. The club also organized farewell programme for 8 officers of the Centre.
- e. The club also organized annual sports competitions.



Cultural Soiree on the Pohela Boishakh

## **9.7 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 28th annual sports competition of the club was held with much enthusiasm. The competition was inaugurated by the chief guest of the annual sports competition, the Rector and the convener of the advisory council of the employees' club. The Rector distributed prizes among the winners of the competition.

