

Annual Report

2014-2015

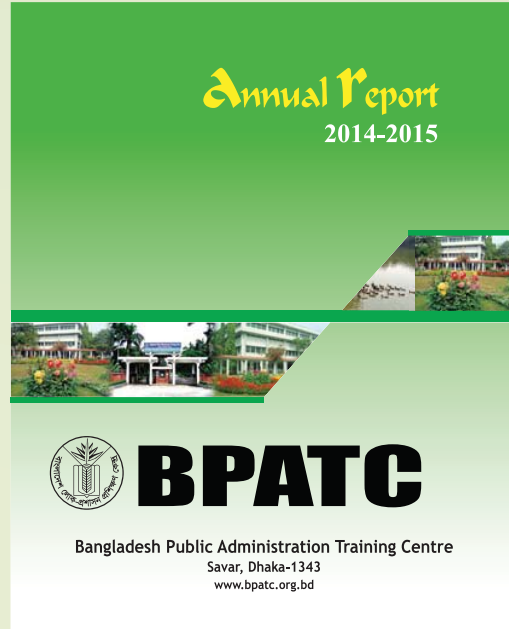


BPATC

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

www.bpatc.org.bd



Annual Report 2014-2015

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বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র



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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.

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.





Honourable Prime Minister, Sheikh Hasina, MP is encouraging us to work for good governance through her remarks in the visitor's book



Honourable Prime Minister, Sheikh Hasina, MP is addressing at the Closing Ceremony of 56th FTC



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



Message from the BoG Chairperson

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. Even before that, important institutions used to publish their annual reports in order to publicize their activities and performance. Such a report also ensures a certain level of transparency of operations of an institution. Above all such a report discharges the accountability duty of an institution.

It pleases me immensely to avail this opportunity to give a message for the publication of the Annual Report 2014-2015 of Bangladesh Public Administration Training Centre. This report encapsulates the overall functions of the Centre for 2014-2015. It also reflects an integrated view of the Centre and the way the activities are managed 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.

It is envisaged that BPATC will continue to enhance 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.

I would like to record my sincere and heartiest thanks to all the members of the Board of Governors, members of faculty, the employees for their talent and passion; and to guest resource persons, participants of various courses and well-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



Message from the Rector



I am very pleased to hear that, Bangladesh Public Administration Training Centre (BPATC) is going to publish its Annual Report what shows the general activities of the Centre during the year of 2014-2015. This report reflects the performances done by the Centre as well which becomes a valuable document for the future researcher also.

Bangladesh Public Administration Training Centre (BPATC), the apex training institute in the public sector, emerged as an autonomous organization in 1984 under the Presidential Ordinance (Ordinance no XXVI of 1984). BPATC started its journey through amalgamation of four; 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 organize 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 the Bangladesh Civil Service. Currently, Judiciary, Defence Service and NGOs are also showing keen interest in BPATC's training Programmes.

The Centre has the privilege to utilize 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 new millennium successfully.

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

A handwritten signature in black ink, appearing to be 'A.K.M. Abdul Awal Mazumder'. The signature is fluid and cursive, with a prominent initial 'A'.

A.K.M. Abdul Awal Mazumder
Rector, BPATC



CHAPTER ONE



INTRODUCING BPATC



A Partial View of BPATC

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 Bangladesh Public Administration Training Centre Ordinance (Ordinance No. XXVI of 1984) by amalgamating the existing institutions viz., National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA), Bangladesh Administrative Staff College (BASC) and Staff Training Institute (STI). BPATC is located at a distance of 28 kilometers from the capital city Dhaka and near Jahangirnagar University and Dhaka-Aricha highway. Under 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 its activities.

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 organisation, we value:

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.

Integrity

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

Inclusiveness

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

Professionalism

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

Learning for Results

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

Innovation

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

Team Spirit

We foster esprit de corps in our activities and share our achievements as well as failures among ourselves. We consider every individual of the organisation as a valued member of the team where contribution by everybody is recognised. 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 institution 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 & development;
- e. to publish books, journals & reports relating to administration & 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 According to the Bangladesh Public Administration Training Centre Ordinance 1984, the responsibility of overall administering and providing guidelines to the Centre rests on the Board of Governors. As per Paragraph 5 (1) of the Ordinance, the formation of 13-member Board of Governors headed by a member of the Cabinet is as follows:

- a) A Minister of the Government (Nominated by the Government) - Chairman
- b) Secretary, Cabinet Division - Member
- c) Rector of the Centre - Member
- d) Secretary, Ministry of Public Administration - Member
- e) Secretary, Ministry of Finance - Member
- f) Secretary, Ministry of Education - Member
- g) Vice Chancellor, Jahangirnagar University - Member
- h) A Vice Chancellor of a University (Nominated by the Government) - Member
- i) Commandant, Defence Services Command and Staff College - Member
- j) President, Bangladesh Federation of Chambers of Commerce and Industry (FBCCI) - Member
- k) Chairman, Department of Public Administration, University of Dhaka, Chittagong, Rajshahi & Jahangirnagar (By rotation nominated by the Government) - Member
- l) One member nominated by the Government - Member
- m) One female member nominated by the Government - Member

1.4.2 A list of the members of the Board of Governors of BPATC for the financial year 2014-2015 is given below:

- (1) Mr. Abul Maal A. Muhith
Honourable Minister, Ministry of Finance
and
Chairman
Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
(From 25 March 2009 till date)
- (2) Mr. Muhammad Musharraf Hossain Bhuiyan
Cabinet Secretary, Cabinet Division
Government of the People's Republic of Bangladesh
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (3) Khandker Md. Iftekhar Haider (From 18.02.2014 to 09.12.2014),
Mr. A.K.M. Abdul Awal Mazumder (From 09.12.2014 to till date)
Rector
Bangladesh Public Administration Training Centre, Savar, Dhaka.
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (4) Dr. Kamal Abdul Naser Chowdhury
Senior Secretary
Ministry of Public Administration
Government of the People's Republic of Bangladesh
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (5) Mr. Mahbub Ahmed
Senior Secretary
Ministry of Finance
Government of the People's Republic of Bangladesh
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.

- (6) Md. Nazrul Islam Khan
Secretary
Ministry of Education
Government of the People's Republic of Bangladesh
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (7) Professor Dr. Farzana Islam
Vice Chancellor
Jahangirnagar University
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (8) Professor Dr. Harun-or-Rashid
Vice Chancellor
National University
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.



59 Meeting of the Board of Governors is in run by Mr. Abul Maal A. Muhith in the Chair, Mr. Muhammad Musharraf Hossain Bhuiyan, Cabinet Secretary, Cabinet Division & Member of BOG is discussing on a certain issue.

- (9) Major General Shajjadul Haque, AFWC, PSC
Commandant
Defence Services Command and Staff College
Mirpur Cantonment, Dhaka.
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (10) Kazi Akram Uddin Ahmed
President
The Federation of Bangladesh Chamber of Commerce & Industry
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.
- (11) Dr. Awal Hossain Mollah
Chairman
Department of Public Administration
Rajshahi University, Rajshahi
and
Member, Board of Governors
Bangladesh Public Administration Training Centre, Savar, Dhaka.

Decisions of the 59th BOG Meeting

1.4.3 59th Meeting of the Board of Governors took place in the financial year 2014-2015 on 9th November 2014. The important decisions relating to training and other administrative activities taken in the meeting are as follows:

Note of felicitations: The honorable Chairman and other members of the Board of Governors congratulated the newly nominated members of BOG and wished their well-being.

Note of Condolence: The Board of Governors expressed condolence with silent prayer for the departed soul of Mr. Nazrul Islam and sympathized with his family members.

Decisions 8.4

The Board of Governors approved the proposed expenditure-limit of the MDSs, Director (Administration.), DD (Finance) and Deputy Directors (RPATCs) as mentioned below:

MDS	50,000/-	1,00,000/-
Director (Administration)	15,000/-	25,000/-
DD (Finance)	5,000/-	10,000/-
DD (RPATCs)	15,000/-	25,000/-

Decisions 10.1.1

The Board of Governors approved the proposal of increasing of honorarium for the BOG members from Tk. 3,000/- to 5,000/- for taking part in the BOG meeting.

Decisions 10.1.1

The Board of Governors approved the proposal of increasing of honorarium for the guest speakers of different courses conducted by BPATC in the following manner:

Name of the course	Existing rate	Proposed rate
FTC	1,000/-	3,000/-
ACAD	1,500/-	4,000/-
SSC	2,500/-	5,000/-
Special courses (for non-cadre officials)	2,500/-	5,000/-
Short courses	1,000/-	3,000/-
Extension Lecture	2,500/-	7,000/-

However, the decision will be implemented following necessary approval by the Ministry of Public Administration (MoPA).

Decisions 10.3.4

The Board of Governors approved the proposal of increment of daily allowance for the participant of different courses from Tk. 200/- to 500/-. However, the decision would be implemented following necessary endorsement by the MoPA.

Decisions 10.4.2

The Board of Governors approved the rate of increment from Tk. 10/- to Tk. 30/- for evaluation of answer sheets of different courses conducted by BPATC; though the decision would be implemented following necessary endorsement by the MoPA.

Decisions 10.5.3

The Board of Governors approved the rate of increment from Tk. 200/- to Tk. 300/- for the labourer, hired on daily basis. However, the decision would be implemented following necessary endorsement by the MoPA.

Decisions 11.3

The BOG decided that BPATC could make the Driving Module as part of its training programme. However, the participant, following the rules/regulations of BRTA in this regard, will take part in necessary exams as conditions of receiving a driving license, Moreover as the matter has financial involvement, the decision of the board would be implemented following necessary endorsement by the MoPA.

Decisions 15.5

The BOG approved the proposal of appointing of a lawyer on contract basis for disposal of the cases lodged for and against BPATC.

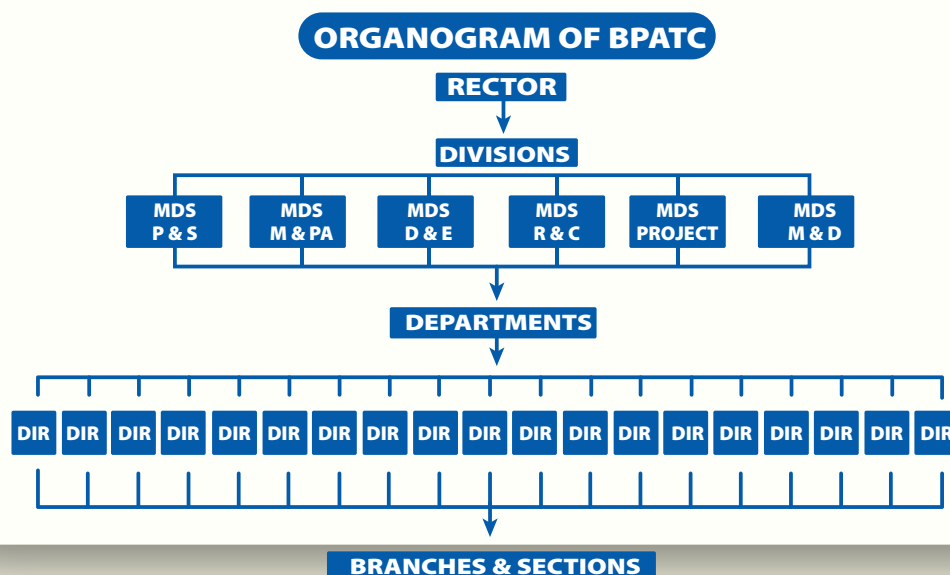
Decisions 17.2

The BOG decided that the duration of the FTC has to be extended from four months to six months.

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 six Divisions viz. (i) Management and Public Administration (M&PA) (ii) Programme and Studies (P&S) (iii) Development and Economics (D&E) (iv) Research and Consultancy (R&C) (v) Management and Development (M&D) and (vi) Project.

Each of the Divisions is directed by a Member Directing Staff. The Member Directing Staff is a Joint Secretary to the Government or of equivalent rank. However, during the time, Additional Secretaries were also acting as Member Directing Staff in BPATC. Each of the Divisions is divided into several Departments and Departments 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. During the time, some Joint Secretaries were acting as Director in BPATC. Besides, there are four Regional Public Administration Training Centres (RPATC) in four Divisional Headquarters (Dhaka, Chittagong, Rajshahi & Khulna). The RPATC's are controlled by the main Centre at Savar. A Regional Public Administration Training Centre is headed by a Deputy Director. There are two Assistant Directors to assist him. Among other officers a Junior Instructor, a Technical Supervisor and some other employees are appointed there. The main functions of RPATC's are to provide 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 even to the class-I officers of Government and non-Government Organizations.



1.6 Personnel/Manpower of BPATC & RPATC

The number of officers and employees of the Centre is 650 under revenue budget. Among those, 555 posts are permanent and 95 are temporary posts on retention basis under revenue budget. Among 75 temporary posts 56 posts are for BPATC and 19 other for RPATC's. It is necessary to mention that there are total 116 posts in four RPATC's each having 29 posts.

The existing staff position with the number of vacancies in financial year 2014-2015 is given in the table -1.1

Table: 1.1: Sanctioned manpower and vacant posts under Revenue Budget in FY 2014-2015

Level of workforce	No of sanctioned posts	Workforce up to 30 June 2015	Vacant posts up to 30 June 2015
Class -I	120	91	29
Class-II	24	21	03
Class-III	235	195	40
Class-IV	271	221	58
Total	650	528	130

Table: 1.2: Employees joining and leaving the Centre in the fiscal year 2014-2015.

	Employees joining the	Employees leaving the Centr
Class - I	18	02
Class -II	-	01
Class -III	35	05
Class -IV	-	03
Total	53	11

7.7 Activities of BPATC Clinic in the year 2014 – 2015.

In the year 2014-15 BPATC clinic offered medical treatment to the participants of the various training courses as well as the employees and their dependent family members, who are residing in the BPATC campus. The clinic staff consist of three male and one lady Medical officers, two Sub Assistant Community Medical officers, one Physiotherapist one Pharmacist, two Senior Staff Nurse, two Compounder and two Office Assistants. This medical team offered various medical services to the client as far as possible. The clinic usually managed the daily outdoor patients and the Medical Officers gave consultation and medication to them. The Medical Officers also attended the emergency patients round the clock and managed them as per circumstances. The Clinic also arranged health check-up for the participants of the various core courses and as well as the staff of the different department of the centre regularly.

1.7.2 Furthermore many special programmes were organized by BPATC Clinic in the last year. On the ninth of every month, the immunization programs for the infants were arranged under the supervision of Upazilla Health Complex, Savar, Dhaka, according to EPI Schedule. Family planning programmes services have been provided from the clinic in every month. Besides these, the National Immunization Day programmes were also arranged in the Clinic according to Government circular.

a.

1.7.3 In addition to that, there is a physiotherapy unit at gymnasium hall under the supervision of BPATC clinic. An experienced graduate physiotherapist has given required consultation and therapy to the participants and as well as other patients. Apart from these, Medical Officers of the clinic also conducted some sessions on different health related topics of various training courses.

4.4.4 In the year 2014-15, total 27,746 patients were attended in BPATC Clinic. The statistics of the patients attending in the BPATC clinic and physiotherapy unit has been stated in the following tables :

Table 1.3: Distribution of patients attended in BPATC clinic by participants and other than participants in the year 2014-2015 :

Sl. No.	Types of patients	Number of patients	Percentage (%)
01	Participants	3,884	14%
02	Other than participants	23,862	86%
	Total	27,746	100%

4.4.5 In the year 2014-15, total 27,746 patients received treatment from BPATC clinic. Among them 3884 (14%) patients were participants and 23862 (86%) patients were other than participants.

Table 1.4: Distribution of patients attending in BPATC clinic by sex:

Sl. No.	Types of patients	Number of patients	Percentage (%)
01	Male	15,260	55%
02	Female	8,046	29%
03	Children	4,440	16%
	Total	27,746	100%

Out of 27,746 patients, 15260 (55%) were male and 8046 (29%) were female patients and 4440 (16%) were child patients.

Table 1.5: Distribution of patients attending in Physiotherapy unit by participants and other than participants in the year 2014-2015:

Sl. No.	Type of patients	Number of patients	Percentage (%)
01	Participants	1880	67 %
02	Other than participants	931	33 %
	Total	2821	100%

4.4.7 In the physiotherapy unit, total 2821 patients received treatment in the year 2014-2015. Among them 1890 (67%) patients were participants and 931 (33%) were other than participants.

Table 1.6 : Distribution of patients attending in Physiotherapy unit by sex in the year 2014-2015 :

Sl. No.	Types of patients	Number of patients	Percentage (%)
01	Male	2031	72 %
02	Female	790	28 %
	Total	2821	100%

Out of 2821 patients attended the physiotherapy unit, out of which 2031 (72%) were male and 790 (28%) were female patients.



Honourable Prime Minister, Sheikh Hasina, MP



Honourable Rector of the Centre Mr. A.K.M. Abdul Awal Mazumder is presiding over the meeting

CHAPTER TWO



TRAINING ACTIVITIES and FACULTY DEVELOPMENT



Honourable Rector of the Centre Mr. A.K.M. Abdul Awal Mazumder is conducting a session





Honourable Rector of the Centre Mr. A.K.M. Abdul Awal Mazumder is addressing in a workshop

2.1 Introduction

The Programme and Studies Division of BPATC oversees all activities about its faculty development and training. It is also responsible to guide similar range of activities in its four Regional Public Administration Training Centres (RPATCs). This chapter gives information about the training and faculty development activities of BPATC and the RPATCs.

2.2 Categories of Training

Training at BPATC is mainly developed to its mandated areas of three core courses designed for the three cohorts of civil servants. Other than this mandatory responsibility, it also arranges different long term and short term training courses, seminars, workshops on the basis of professional needs and request of different public sector organisations. BPATC has also co-ordination with different organisations in conducting training courses, seminars and workshops. The courses conducted by BPATC can be categorised into 04 (four) such as (i) Core Courses; (ii) Specialised Short-term Courses; (iii) Refreshers Courses; and (iv) Other Courses.

2.2.1 Core Courses

The Centre imparts training to several batches of different groups of the civil servants in each of the core courses in every calendar year. Among them, 04 month (120 days) and 06-month (180 days/26 weeks, on the basis of Prime



Mr. Abdus Sobhan Sikder, Senior Secretary, is gracing the inaugural ceremony of 57 FTC

Honourable Rector of the Centre Mr. A.K.M. Abdul Awal Mazumder is addressing in a session of FTC



Minister's expectation, BPATC extended the duration of FTC from four month to six month from 58th FTC started in 18th January,2015.) long Foundation Training Courses (FTC) is arranged for the entrants to the Bangladesh Civil Service, 61-day long (9 weeks) Advanced Course on Administration & Development (ACAD) is

for the Deputy Secretaries and equivalent officers of defence services and 47-day long (6 weeks) Senior Staff Course (SSC) for the Joint Secretaries and equivalent officers of defence services.

2.2.2 Specialised Short-term Courses

Specialised short-term courses are offered to cater the needs of efficiency development for different levels of public and private sector professionals. All these courses are designed for enhancing skills, and these differ from core course in terms of focus, duration and target group. At present, BPATC offers about a dozen short courses around one calendar year.

2.2.3 Refreshers' Courses

BPATC occasionally organises refreshers courses for the officers who have successfully completed FTC at BPATC.

2.2.4 Other Courses

BPATC also arranges different customised courses on the basis of request from different public agencies. These courses may either be long or short in duration. BPATC organised SFTC for 40+ aged Officers, SFTC for EC Officials, SFTC for BTRC Officials in 2014-2015.

2.3 Training Activities

Training activities of the Centre in the Training Year 2014-2015, seminars/workshops and convention held in the same period have been compiled in Tables 2.1-2.7. Moreover, a comparative statement of training activities (1984-85 to 2014-2015) presented in Table 2.8 and 2.9.

Table 2.1: Senior Staff Courses (SSC) held in the Training Year 2014-2015

Sl. No	Name of the Course	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1.	71 st Senior Staff Course	12.04.2015-26.05.2015	25	27	108%
2.	70 th Senior Staff Course	02.02.2015 - 18.03.2015	25	20	80%
3.	69 th Senior Staff Course	30.11.2014 - 13.01.2015	25	20	80%
4.	68 th Senior Staff Course	12.10.2014 - 26.11.2014	25	21	84%
5.	67 th Senior Staff Course	03.08.2014-16.09.2014	25	22	88%
6	66 th Senior Staff Course	25.05.2014-08.07.2014	25	26	104%
Total			150	136	91%

Table 2.2: Advanced Courses on Administration & Development (ACAD) held in the Training Year 2014-2015

Sl. No	Name of the Courses	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1.	102 nd Advanced Course on Administration & Development (ACAD)	21.06.2015-20.08.2015	25	27	108%
2.	101 st Advanced Course on Administration & Development (ACAD)	19.04.2015-17.06.2015	25	31	128%
3.	100 th Advanced Course on Administration & Development (ACAD)	19.04.2015-17.06.2015	25	33	132%
4.	99 th Advanced Course on Administration & Development (ACAD)	15.02.2015-15.04.2015	25	26	104%
5.	98 th Advanced Course on Administration and Development (ACAD)	07.12.2014 - 04.02.2015	25	26	104%
6.	97 th Advanced Course on Administration & Development (ACAD)	21.09.2014-19.11.2014	25	30	120%
7.	96 th Advanced Course on Administration & Development (ACAD)	13.07.2014 - 10.09.2014	25	29	116%
Total			175	202	115%

Table 2.3: Foundation Training Courses (FTC) held in the Training Year 2014-2015

Sl. No	Name of the Course	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1.	59 th Foundation Training Course (FTC)	22.03.2015-17.09.2015 (6 months)	300	289	96%
2.	58 th Foundation Training Course (FTC)	18.01.2015-16.07.2015 (6 months)	300	286	95%
3.	57 th Foundation Training Course (FTC)	24.08.2014-21.12.2014 (4 months)	200	262	131%
4.	56 th Foundation Training Course (FTC)	13.04.2014-10.08.2014 (4 month)	200	263	132%
Total			1000	1100	110%

Table 2.4: Special Courses held in the Training Year 2014-2015

Sl. No.	Name of the Course	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1	Lunch Time/Dinner Time Training Course- ½ day	28.08.2014	20	20	100%
2	8 th Policy, Planning and Management Course	14.06.2015-25.06.2015	25	22	88%
3	7 th Policy, Planning and Management Course	30.11.2014-11.12. 2014	25	15	60%
Total			70	57	81.42%

Table 2.5: Special Courses held in the Training Year 2014-2015

Sl. No.	Name of the Course	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1.	8 th Special Foundation Training Course for 40+ Aged Officers	02.03.2015 - 15.04.2015	30	46	153%
2.	2 nd Special Foundation Training Course for BTRC Officials	22.12.2014 - 19.02.2015	25	30	120%
Total			55	76	138%

Table 2.6: Short Courses held in the Training Year 2014-2015

Sl. No.	Name of the Course	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1.	1 st Course on Public Procurement Management	07.06.2015- 21.06.2015	25	36	144%
2.	12 th Course on Conflict Management and Negotiation Techniques	01.03.2015- 05.03.2015	25	11	44%
3.	3 rd Course on Research Methodology	05.01.2015- 19.01.2015	25	17	68%
4.	35 th Training of Trainers (TOT) Course	09.11.2014- 23.11.2014	25	13	52%
5.	9 th Gender and Development Course	07.12.2014- 11.12.2014	25	12	48%
6.	17 th Project Management Course	31.08.2014- 14.09.2014	25	16	64%
Total			150	105	70%

Table 2.7: Courses of Enhancing Capacity of Public Services Training Through TQM in Bangladesh:

Sl. No.	Name of the Course	Time Line	Targeted Number of Participants	Actual Number of Participants	Achievement in Percentage (%)
1.	12 th Course on Improving Public Services Through TQM	24.08.2014-28.08.2014	25	28	112%
Total			25	28	100.46%

Table 2.8: Comparative Statement of Training Activities (1984-85 to 2014-2015)

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

Year	No. of Courses	Targeted No. of Participants	Actual No. of Participants	Achievement in percentage (%)
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
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%
Total	771	37198	34823	93.61%



Honourable Minister Matia Chowdhury, Ministry of Agriculture is addressing the participants

Table 2.9: Seminars/Workshops/Conference information (1984-85 to 2014-2015)

Year	Target of Seminars/ Workshops	Seminars/ Workshops held	Targeted No. of Participants	Actual No. of Participants
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
Total	233	214	9389	10424

2.3 Activities of the Child Care Centre of BPATC

BPATC has a child care centre named 'Sefina Child Care Centre'. Since its inception on 26 February 2007. It has been providing day care facilities for the babies of the participants. A supervisor supervises its activity and four caregiver always look after the babies. It has well arrangement for entertaining the kids. It can care twelve to fifteen babies at a time. In 2014-2015 session 33 babies got day care service from this centre. Every parent has to pay 3000 taka per month and the centre earned a total of 3, 57,000 taka in 2014-15 session.

Recently, a new Child Care Centre with modern decoration has been prepared and waiting for inauguration.

2.4 Faculty Development

BPATC facilitates different types of training arranged both at home and abroad for the capacity building of its faculty members. Alongside intensive short and long courses, in



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder is addressing in a Workshop

country training programmes also includes workshops and seminars which are arranged not only in the Centre but also in other training institutes of the country. Training abroad varies widely in terms of contents and nature, and ranges from study tours to different short/long term

study opportunities. These training programmes are supported in most cases

by direct funding from SBPATC project and foreign agencies. However, in some cases, foreign training opportunities are funded as part of different collaborative training activities including TQM training. The following table provides a brief outline of the Centre's faculty development endeavors.

Table-2.10: In country Training/Training/Seminar/Workshop

SI No	Name of the Training/Seminar/Workshop	Duration	Number of faculty attended
1.	Workshop on Organization Development Curriculum Design	15-18.11.2014	05
2.	Modern Office Management Course	02-16.11.2014	20
3.	Government Office Management and Implementation	12-13.11.2014	01
4.	Feedback Seminar on Overseas Study Tour	08.11.2014	05
5.	ng on Facilitating Innovation in Public Service	17-20.11.2014	02
6.	Feedback Seminar on Overseas Study Tour	01.11.2014	05
7.	Importance of ICT to establish Integrity and Motivational Training Course	27.06.2015	20
8.	Importance of ICT to establish Integrity and Motivational Workshop	13.06.2014	47
9.	Importance of ICT to establish Integrity and Motivational Workshop	28.06.2014	10
10	Workshop on Negotiation and Communication Skills ToT	07-10.2014	07
11	Workshop on Branding of Dhaka Mass Transit Company Limited	08.12.2014	01
12	Feedback Seminar on Overseas Study Tour	13.12.2014	08
13	Modern Office Management Course	22.10-12.11.2014	20
14	Land Management Online Course Curriculum Workshop	14.12.2014	01
15	Workshop on Gender Integrity	05-08.01.2015	03
16	Workshop on Conflict Management and Negotiation Skills	15.01.2015	01
17	Workshop on Organizational and Institutional Development Course's, ToT	08-11.02.2015	03
18	Project Cycle Management and e-governance's Curriculum's Stakeholder Consultation Workshop	18.02.2015	08
19	Improving Public Service Through Total Quality Management(IPS –TQM)	22-26.02.2015	20
20	Project Cycle Management and e-governance's Curriculum's Stakeholder Consultation Workshop	04.04.2015	08

SI No	Name of the Training/Seminar/Workshop	Duration	Number of faculty attended
21	Course on ICT and e-governance	29.03.2015 09.04.2015	20
22	Course on Network System Management	11- 27.04.2015	10
23	Course on Computer Hardware, Software and Troubleshooting	19- 23.04.2015	20
24	Course on e-learning Platform Based Training	26- 30.04.2015	20
25	Course on Network System Management	12- 25.04.2015	10
26	TNA	25.05.2015	17
27	Feedback Seminar on Overseas Study Tour	08.05.2015	05
28	Feedback Seminar on Overseas Study Tour	09.05.2015	05
Total			302

Table-2.11: Overseas Training/Study Visit of the Faculty Member of BPATC, Year 2014-2015

SI No	Purpose of Visit	Duration	Number of participants	Country
1.	55 th FTC Study Tour	11.07.14-20.07.14	07	Srilanka
2.	Consultation of Curriculum Development Hydra Diplomacy in the Gayness -	15.07.14-16.07.14	01	Thailand
3.	66 th SSC Study Tour	10.10.14-19.10.14	04	Malaysia
4.	Strategic Review Workshop	20.11.14-25.11.14	06	Nepal
5.	56 th FTC Study Tour	30.11.14-09.12.14	09	Srilanka
6.	96 th ACAD Study Tour	01.12.14-10.12.14	04	Thailand
7.	Project Management	13.01.15-19.01.15	06	Italy
8.	57 th FTC Study Tour	15.03.15-25.03.15	01	Australia
9.	97 th ACAD Study Tour	24.03.15-02.04.15	02	Malaysia
10.	67 th SSC Study Tour	05.05.15-14.05.15	02	Malaysia
11.	68 th SSC Study Tour	17.05.15-26.05.15	02	Malaysia
12.	98 th ACAD Study Tour	25.05.15-04.06.15	02	Malaysia
13.	99 th ACAD Study Tour	05.06.15-14.06.15	02	Malaysia
14.	57 th FTC Study Tour	10.06.15-19.06.15	02	Malaysia
15.	Strategic Leadership-2	07.07.15-16.07.15	11	Singapore
16.	Strategic Leadership-1	21.07.15-30.07.15	12	Singapore
17.	Study Visit	25.07.15-30.07.15	02	Singapore
18.	Study Visit	29.07.15-03.08.15	03	Italy
19.	Procurement Management Course	29.07.15-05.08.15	09	Italy
Total=			87	

Table-2.12: Training Activities of RPATCs during the Year 2014-2015

Sl. No.	Name of the Programme	Duration	Number of Programme		Targeted number of Participants	Actual Number of Participants attended				Total
			Targeted	Conducted		Dhaka	Chittagong	Rajshahi	Khulna	
1.	Workshop on Right to Information (RTI), for Class-I Officers and the equivalents	1 Day	1×4=4	4	30×4=120	44	20	34	39	137
2.	Workshop on Women and Child Rights, for Class-I Officers and the equivalents	1 Day	1×4=4	4	30×4=120	40	33	41	43	157
3.	Seminar on Medium Term Budget Framework (MTBF), for Class-I & II Officers	1 Day	1×4=4	4	30×4=120	46	78	36	39	199
4.	Workshop on PPA, 2006 and PPR, 2008, for Class-I & II Officers and the equivalents	1 Day	2×4=8	8	30×8=240	75	150	62	87	374
5.	Modern Office Management Course, for Class-I & II Officers and the equivalents	12 Days	2×4=8	8	30×8=240	94	49	38	36	217
6.	Financial Management Course, for Class-I & II Officers	12 Days	2×4=8	8	30×8=240	74	55	37	49	215
7.	Conduct and Discipline Course, for Class-I & II Officers	05 Days	2×4=8	8	30×8=240	103	34	47	41	225
8.	ICT and e-Governance Management Course, for Class-I & II Officers and the equivalents	12 Days	2×4=8	8	25×8=200	77	52	58	53	240
9.	Communicative English Course, for Class-I Officers and the equivalents	12 Days	1×4=4	4	30×4=120	41	31	15	18	105
10.	Basic Office Management Course, for Class-III Employees	19 Days	4×4=16	16	30×16 =480	192	172	145	170	679
11.	Computer Application and English Language Course, for Class-III Employees	19 Days	3×4=12	12	25×12 =300	164	113	96	110	483
12.	Basic Conduct and Discipline Course, for Class-III Employees	05 Days	2×4=8	8	30×8=240	91	64	61	72	288
13.	Basic Financial Management Course, for Class-III Employees	05 Days	2×4=8	8	25×8=200	97	92	55	111	355
14.	Staff Development Course, for Class-IV Employees	05 Days	1×4=4	8	30×8 =240	96	91	82	76	345
15.	Computer Literacy Course, for SSC Passed Class-IV Employees	05 Days	2×4=8	8	25×8=200	104	104	66	70	344
Extra	Workshop on Training Needs Assessment (Class-1)	01 Day	-	1	30	-	-	-	37	37
Grand Total (in four RPATCs)		-	112	116	3300	1338	1138	873	1051	4439
Percentage of Achievement		-	-	-	-					134.33 %

CHAPTER THREE



TRAINING EVALUATION



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder is with participants

Introduction

Evaluation of any training course is necessary to assess its effectiveness and to improve its quality. BPATC applies multi-pronged method to evaluate each of the courses. Module Director evaluates the academic achievement of the module through individual assessment, group exercise and written examination. Course Management Team (CMT) evaluates the behavioral aspects of the trainees such as attitude, discipline, loyalty etc. Physical instructor observes mindset, attitudes, interaction with other participants, 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 the Course Management Team (CMT) and resource persons from outside BPATC. For that purpose, participants of all courses are given a prescribed format to assess the qualities and effectiveness of each training session. Recently, the format has been revised to make it more need-based. The process of evaluation at BPATC has been given below.

3.2 Detail of the Evaluation Method

The detail of the evaluation method has been outlined in the evaluation policy of BPATC. However, following paragraph brief the evaluation process:

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 their performance is sent to the Ministry of Public Administration for onward forwarding for retention in the officers' dossiers.

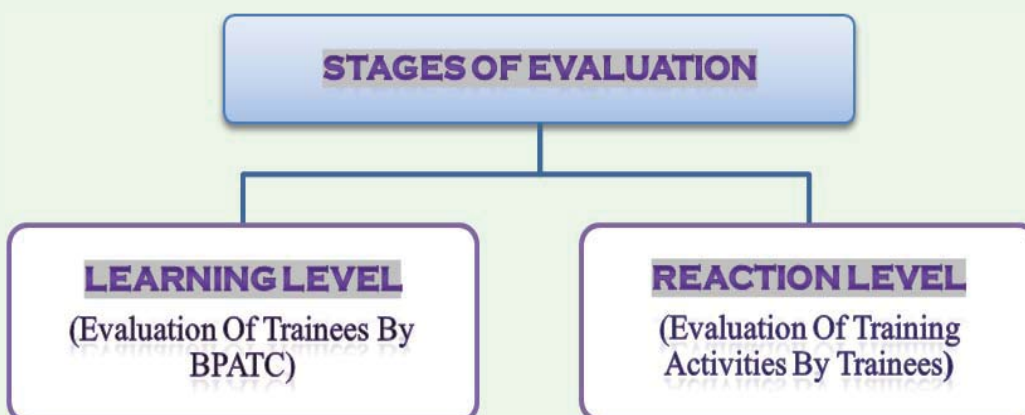
Assessments for all types of participants are based on the quantitative scale shown in table 3.1.

Table 3.1: Grading System

Number (%)	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	Fail

3.2.2 Stages of Evaluation

Training activities are evaluated by two means –



In accordance with the evaluation policy of the Centre, the Evaluation Department carries out the evaluation process through these two means.

3.2.3 Course Evaluation System

The courses are broadly classified into two major groups-

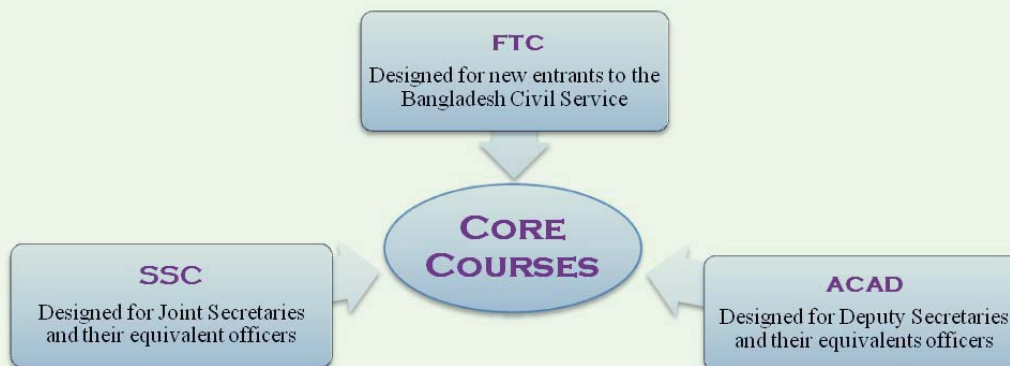
- (1) Core Courses and (2) Short Courses.



3.2.3.1 Core Course:

In case of Foundation Training Course, pre-term, mid-term and post-training course test evaluations are done while in the other two core courses, only course-end evaluation is conducted.

Besides, written evaluation, open-ended oral evaluation is also carried out in all the courses.



Foundation Training Course (FTC)

FTC is the basic training course on administration and development. As per Bangladesh Civil Service Recruitment Rules, 1981 Foundation Training Course is compulsory for all new entrants to the Bangladesh Civil Service. The participants are evaluated on 1200 marks in total. Marks distribution of the course is shown in table 3.2.

Table 3.2: Marks Distribution of Foundation Training Course

Activities	Remarks		
	Individual	Group	Total
Field Attachment	-	75	75
Module Wise Written Examination	500	-	500
Module Wise other Activities	300	175	475
Art of Reviewing	50	-	50
Evaluation by the Course Management Team	50	-	50
Attendance	50	-	50
Total	950	250	1200

The Advanced Course on Administration and Development (ACAD)

ACAD is designed for the mid-level officers of the rank of Deputy Secretary to the government and their equivalent officers from the defense service and other organizations. The participants are evaluated on 1000 marks in total. Marks distribution of the course is shown in table 3.3.

Table 3.3: Marks Distribution of ACAD

Subjects of Evaluation		Allotted Number
Group Activity		300
Individual Activity		300
Written Examination	Creative	100
	Explanatory	
Study Tour (Individual Report)		100
Study Tour (Group Report)		100
Evaluation By Course Management Team		100
Total		1000

Senior Staff Course (SSC)

SSC is designed and organized for the senior officers of the rank of Joint Secretaries to the government and their equivalents drawn from public enterprises and sector corporations. The participants are evaluated on 1000 marks in total. Marks distribution of the course is shown in table 3.4.

Table 3.4: Marks Distribution of SSC

Subjects of Evaluation	Allotted Number
Group Activity	300
Individual Activity	400
Study Tour (Individual Report)	100
Study Tour (Group Report)	100
Evaluation By Course Management Team	100
Total	1000

3.2.3.2 Short Courses

Short specialized courses are conducted for developing efficiency of different level officials in specific fields.

3.2.3.3 Others Courses

The others courses are arranged on special request.

3.3 The Recent Revision in Evaluation Policy

- Participants of Core Course's will be provided with Grade sheets and Certificates. (Clause. 7.2.10)
- The Rector and the MDS (P&S) sign the individual evaluation report of Senior Staff Course. (Clause. 7.2.12)

3.4 Courses Evaluated in the Training Year of 2014-2015

In core courses, a total 136 participants of SSC, 175 participants of ACAD and 811 participants of FTC have participated in the training programs in the training year 2014-2015.

On the other hand, BPATC also conducted various types of short courses and special courses. A total of 279 participants attended in various special courses in this training year.

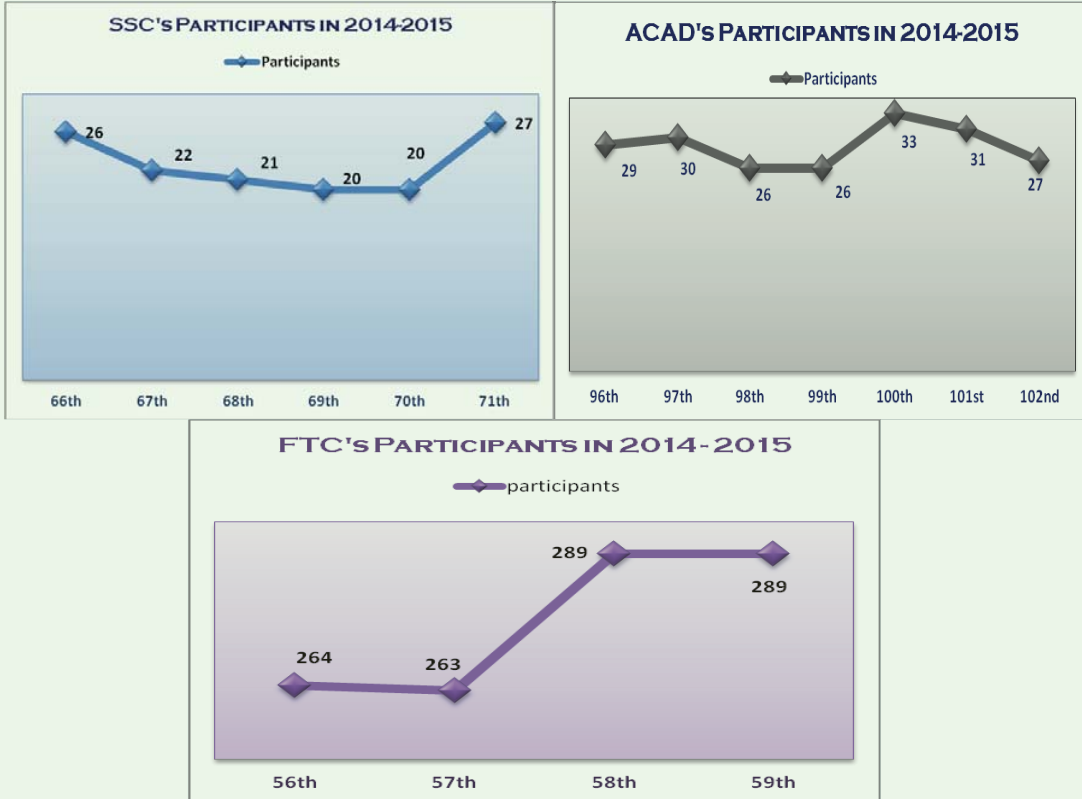
Table 3.5 shows details of the Core, Short & Special Courses evaluated in the training year of 2014-2015.

Table 3.5: Core, Short & Special Courses Evaluated in the Training Year of 2014-2015

Name of the Evaluated Course	Number of Participants		Grade
	Attended	Passed	
Core Courses			
Senior Staff Course (SSC)			
1. 64 th SSC *	30	30	A+ =30
2. 65 th SSC *	29	29	AA = 01 A+ = 28
3. 66 th SSC	26	26	A+ = 25 A = 01
4. 67 th SSC	22	--	Result will be published after exposure visit and feedback seminar.
5. 68 th SSC	21	--	"
6. 69 th SSC	20	--	"
7. 70 th SSC	20	--	"
8. 71 st SSC	27	--	"
Advanced Course on Administration and Development (ACAD)			
1. 93 rd ACAD *	31	31	A+ = 31
2. 94 th ACAD *	30	30	A+ = 13 A = 17
3. 95 th ACAD	30	30	--
4. 96 th ACAD	29	29	A+ = 29
5. 97 th ACAD	30	--	Result will be published after exposure visit and feedback seminar
6. 98 th ACAD	26	--	"
7. 99 th ACAD	26	--	"
8. 100 th ACAD	33	--	"
9. 101 st ACAD	31	--	"
10. 102 nd ACAD (on going)	27	--	"

Name of the Evaluated Course	Number of Participants		Grade
	Attended	Passed	
Foundation Training Course (FTC)			
1. 56 th FTC	264	263	A ⁺ = 140 A = 122 Passed= 01 Released = 01
2. 57 th FTC	263	262	A ⁺ = 60 A = 202 Released = 01
3. P58 th FTC	289	286	AA= 01 A ⁺ = 263 A = 20 Passed = 02 Released = 03
4. P59 th FTC (On going)	289	-	-
Short Courses			
1. 12 th Course on Conflict Management and Negotiation Techniques (CCMNT)	11	11	All Participants successfully completed the course.
2. 12 th Total Quality Management Course (TQM)	29	29	"
3. 9 th Gender and Development Course (GDC)	12	12	"
4. 17 th Project Management Course (PMC)	16	16	"
5. 3 rd Course on Research Methodology	17	17	"
6. 35 th Training of Trainers Course (TOT)	13	13	"
7. 1 st Public Procurement Management Course (PPMC)	36	36	"
Special Courses			
1. 7 th Policy Planning and Management Course (PPMC)	15	15	"
2. 8 th Policy Planning and Management Course (PPMC)	22	22	"
SFTC On Special Request			
1. 8 th SFTC for Election Commission Officials	32	32	A+ = 31 A = 01
2. 2 nd SFTC for BTRC Officials	30	30	A+ = 30
3. 8 th SFTC for 40+ Officers	46	46	A+ = 09 A = 37

3.5 The core course's participants are shown in graphs:



3.6 Merit Positions of the Core Courses (SSC & ACAD) in the Training Year of 2014-15

Table 3.6: Merit Positions of the SSCs in the Training Year of 2014-2015

Name of the Course	Name and ID	Roll	Designation	Position
64 th SSC	Abdullah Al Mamun Chowdhury, PSC (p no-615)	26	Captain BN	1 st
65 th SSC	Md. Ashraf Shameem (4615)	07	Joint Secretary	1 st
66 th SSC	A.B.M. Zakir Hossain	22	Director (JS)	1 st

Table 3.7: Merit Positions of the ACADs in the Training Year of 2014-2015

Name of the Course	Name and ID	Roll	Designation	Position
93 rd ACAD	Nasreen Jahan (5976)	09	Deputy Secretary	1 st
94 th ACAD	Md. Mushfiqur Rahman (5993)	19	Deputy Secretary	1 st

3.7 Merit Positions of the FTC in the Training Year of 2014-2015

Foundation Training Course is the flagship training programme of the Centre. The top 30 participants in the merit list of each course get an opportunity to participate in a foreign training programme. Names of the top 30 merit positions of the three FTCs evaluated in the training year of 2014-2015 are given in the Tables 3.8, 3.9& 3.10

Table 3.8: Merit Position of the 56th Foundation Training Course

Name	Designation	Position
Nasir Uddin	Assistant Secretary	1 st
Chand Sultana Chowdhurany	Asstt. Commissioner of Taxes	2 nd
Mahfuza Sultana	Assistant Secretary	3 rd
Md. Mohsin Mridha	Asstt. Commissioner	4 th
Md. Ashaduzzaman	Asstt. Commissioner of Taxes	5 th
Reagan Chandra Dey	Asstt. Commissioner of Taxes	6 th
Mst. Ulfat Ara Begum	Asstt. Commissioner	7 th
Achhiya Khatoon	Asstt. Commissioner	8 th
Md. Badruddoza Shuvo	Asstt. Commissioner	9 th
Md. Rafiqul Alam	Asstt. Commissioner	10 th
Md. Mahabubur Rahman	Assistant Secretary	11 th
Md. Sarwar Morshed	Asstt. Commissioner	12 th
Pankaj Kumar Saha	Assistant Engineer	13 th
Lira Tarafder	Asstt. Commissioner	14 th
Md. Shajidul Islam	Asstt. Commissioner of Taxes	15 th
Satyajit Roy Das	Asstt. Commissioner	16 th
Md. Aminul Islam	Asstt. Commissioner	17 th
Shah Nusrat Jahan	Asstt. Commissioner	18 th
S.M. Shahin	Asstt. Commissioner	19 th
Hosne Ara Popy	Asstt. Commissioner	20 th

Name	Designation	Position
Md. Nikar Uz Zaman	Asstt. Commissioner	21 st
Md. Mohidul Islam Chowdhury	Asstt. Commissioner of Taxes	22 nd
A.K.M. Mahbubur Rahman	Asstt. Police Super	23 rd
Moumita Zeenat	Assistant Secretary	24 th
Fahmida Haque Shelley	Asstt. Police Super	25 th
Md. Abul Hasnat	Asstt. Police Super	26 th
Md. Shafiqul Islam	Asstt. Commissioner	27 th
Quddus Ahmed Tushar	Asstt. Post Master General	28 th
Md. Ziaur Rahman	Asstt. Controller	29 th
Asik Kadir	Asstt. Engineer	30 th

Table 3.9: Merit Position of the 57th Foundation Training Course

Name	Designation	Position
Nahid Sultana	Assistant Commissioner	1 st
Nirjhar Adhikary	Assistant Secretary	2 nd
Muhammad Monsur Uddin	Assistant Commissioner	3 rd
Muhammad Ariful Islam	Statistical Officer	4 th
Syed Halimur Rahman	Assistant Engineer	5 th
Md. Farjanul Islam	Assistant Commissioner of Taxes	6 th
A.S.M. Zahidur Rahman	Assistant Commissioner	7 th
Md. Shamsuddin Masum	Senior Assistant Judge	8 th
Md. Rafiqul Alam Molla	Assistant Secretary	9 th
Md. Hafiz Al Faruq	Assistant Commissioner of Police, DMP	10 th
Dayamayee Chakraborty	Assistant Secretary	11 th
Shawon Shyla	Asstt. Police Super	12 th
Md. Shahin Reza	Assistant Commissioner	13 th
Tushita Chakma	Assistant Secretary	14 th
Md. Towhidur Rahman	Assistant Commissioner	15 th
Md. Sayeadul Arefin	Assistant Commissioner	16 th
Joya Maria Pereira	Assistant Commissioner	17 th
Nazmun Naher Kaisar	Assistant Commissioner	18 th
Md. Mazharul Islam	ACAO	19 th
Md. Shafikur Alam	Assistant Commissioner	20 th
Mohammad Azadur Rahman	Deputy Director (In Charge)	21 st
Baishakhi Barua	Assistant Commissioner	22 nd
Taslema Sultana	Assistant Director	23 rd

Name	Designation	Position
Md. Masud Parvez Majumder	Assistant Commissioner	24 th
Amit Kumar Das	Asstt. Commissioner of Taxes	25 th
Md. Shoaib Mahmud	Agriculture Extension Officer	26 th
Naznin Akther	Agriculture Extension Officer	27 th
Sheikh Md. Abdullah Bin Kalam	Asstt. Police Super	28 th
Md. Najmul Alam	Assistant Commissioner	29 th
Raquibul Hassan	Assistant Commissioner	30 th

Table 3.10: Merit Position of the 58th Foundation Training Course

Name	Designation	Position
Farhana Jahan Upama	Assistant Commissioner	1 st
Nur-E-Alam Siddique	Assistant Superintendent of Police	2 nd
M. M. Mohaimenur Rashid	Assistant Commissioner of Police	3 rd
Shahrear Arafat	Senior Assistant Judge	4 th
Md. Nasim Haque Palash	Assistant Commissioner of Taxes	5 th
Rubaiyet Zaman	Assistant Commissioner of Police	6 th
Gouri Mondal	Upazila Fisheries Officer	7 th
Monjur Kader	Senior Judicial Magistrate	8 th
Sabrin Chowdhury	Assistant Commissioner	9 th
Md. Kamrul Islam Buyan	Information Officer	10 th
Nargis Akhter	Assistant Commissioner of Taxes	11 th
Umma Farhana Hossain Shimu	Assistant Director	12 th
Mir Alif Reza	Assistant Commissioner	13 th
Tusher Ahmed	Assistant Commissioner	14 th
Md. Golam Saklain	Assistant Police Commissioner	15 th
Nittyando Sarker	Senior Judicial Magistrate	16 th
Abhijeet Chowdhury	Sub Divisional Engineer	17 th
Mohammad Abdus Sadek	Assistant Commissioner	18 th
Dr. Sujan Kanungo	Veterinary Surgeon	19 th
Nebash Chandra Pal	Livestock Officer	20 th
Joyoshree Rani Roy	Assistant Commissioner	21 st
Dr. Polash Kanti Dutta	Veterinary Surgeon	22 nd
Pranab Kumar Ghosh	Assistant Commissioner	23 rd
Sharif Md. Sanaul Huq	Senior Assistant Judge	24 th

Name	Designation	Position
Shuvashis Karmaker	Poultry Development Officer	25 th
Md. Reza-E-Rabbi	Assistant Engineer, RHD	26 th
Zinat Mahal	Assistant Chief	27 th
Dr. Amirul Islam	Veterinary Surgeon	28 th
Md. Shahriar Rahman Khan	Assistant Engineer	29 th
Shiuli Hari	Assistant Commissioner	30 th

* The courses were held in year 2013-2014 but the result was published in year 2014-2015

সি'র ৩১তম প্রতিষ্ঠা বার্ষিকী উদযাপন এবং একে বিশ্বমানের
 স্থানে উন্নীতকরণে আমাদের করণীয়
 প্রতিঃ জনাব এ.কে.এম. আবদুল আউয়াল ম
 ২৮ এপ্রিল ২০১৫
 বাংলাদেশ লোক-প্রশাসন প্র
 সভার, ঢাকা-১৩৪৩



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder is at Establishment Day of BPATC

CHAPTER FOUR



RESEARCH, PUBLICATION AND ICT



A partial view of BPA7C

Introduction

The Research and Consultancy Division of the Centre has three departments – Research and Development, the Library and Training Aid, and the Computer Centre. The activities of the Library and Training Aid are described in Chapter V. This chapter describes the research, publication and information and communication technology (ICT) activities of the Centre.

4.2 Research Activities

4.2.1 The Research Section coordinates the research activities undertaken and funded by the revenue budget of the Centre. The coordination activities incorporate from inviting research proposals to submission of the final reports. The research activities are guided by the Research Policy of the Centre. According to the policy, a Research Committee oversees the overall management of the research activities of the Centre. Headed by the Vice-Chancellor of Jahangirnagar University, the Committee has all the Members, Directing Staff of BPATC as internal members and two experts nominated by the Board of Governors as external member.

Director (Research and Development) acts as the Member Secretary of the Committee. The Research Committee sat twice during the training year 2014-2015. The 48th meeting was held on 30 March 2015 and 49th meeting was held on 30 June 2015.

4.2.2 Member Secretary of the Meeting informed that in responses to circular inviting research proposals on “Assessment of Effectiveness and Impact of Foundation Training Course” under financial year 2014-15 in the daily newspapers “The Daily Jugantor” and



Professor Dr. Farzana Islam, Vice Chancellor, Jahangirnagar University is chairing a Meeting of Research Committee

“The Daily Star”, in response 2(two) research proposals were submitted by external researchers.

The Members of the Research Committee evaluated the research proposals. After thread-bare discussions they univocally opined none of the parties are competent to do the research work. In considerations of the experience on conducting research in the field of training, both the parties seemed novice in this very important field.

4.2.3 2(two) research report completed this fiscal year 2013-14 (mentioned below):

1. Research title: “Identifying the Root Causes of Low Turn-out in the short training courses offered by BPATC: A Study on Selected Short Courses”

Researchers: Mr. Banik Gour Sundar, MDS, BPATC, Mr. Shohel Imam Khan, Director, BPATC, Mr. Md. Shafiqul Haque, Director, BPATC.

2. Research title: “Utilization of Remittance to Bangladesh by the Expatriate Workers” Researchers: Mr. Md. Mahamudul Hassan, PhD, MDS, BPATC (Honorary), Mr. Abdul Baki, Director, BPATC.

4.2.4 Research Committee informed that In line with instruction of the Research Committee of the Centre a notice inviting research proposals for the Year 2015-2016 has been circulated. The Research Committee has been informed and the issue is dropped.

4.2.5 In line with instruction of the Research Committee of the Centre a notice inviting research proposals under financial year 2015-1016 in the daily newspapers “Prothom Alo” and “The Daily Star” and to the faculty of the Centre. In response to this notice 18(Eighteen) research proposals have been submitted to the Research Section of the Centre.



4.2.6 The members of the Research Committee evaluate the research proposals thoroughly before attended the Meeting. After a detailed discussion the meeting primarily selected 8(Eight) research proposals for presenting in the faculty seminar held in 16th and 17th August, 2015 organised by the Research Section of the Centre.

4.3 Faculty Seminar

The Research Section also conducts 2 (two) faculty seminar to disseminate and share knowledge, ideas and views, generated from the research findings, amongst the members of the Faculty of the Centre. The objective of this type of faculty seminar is to enhance intellectual capacity and analytical ability of the faculty members. Faculty members attending the seminars put forward their suggestions for further improvement of the research reports.

4.4 Compilation of Annual Report

In addition to the research activities, the Research Section is responsible for compilation of the Annual Report of the Centre. The section collects information from various departments and sections of BPATC. After getting all information, the concerned officer of the section analyses the information and prepare a draft manuscript. There is an Editorial Board for the annual report that edits the content of the report. The Research Section compiled and published the Annual Report of the Centre for the training year 2013-2014. The Research Section has distributed around 500 copies of the annual report among the members of the BOG, ministries, field level offices, heads of different government, semi- government institutions, autonomous bodies, national and international institutions etc.

4.5 Other Activities

The Research Section also coordinates the Field Study Programme of the Foundation Training Course (FTC). The main objective of this programme is to familiarise the participants with different techniques of data collection, data analysis and writing a scientific report.

The participants of Foundation Training Course of (FTC) are sent to the districts and upazilas of the country to collect data on the selected topic from the people as well as government offices for analysing and writing a report on it.

4.6 Functions of Publication Section

4.6.1 The main functions of Public Section are to prepare publication programme of the Centre, publish BPATC English and Bangla Journals, publish Training Calendar, Annual Reports, print all books, forms, cards, supervise all printing works, maintain stock of books, journals, bulletins, maintain a Sales Centre, maintain on up-to-date mailing list etc.

4.6.2 Publication Policy

4.6.2.1 Objectives

The objectives of the Publication Policy of the Centre are to select quality and impartial scripts for publication, develop quality of publication, motivate the members of the Faculty for writing articles and books, ensure proper utilization of allocated funds for publication and to suggest procure related reference books to support the training Programmes of the Centre.

4.6.2.2 Classification of Publications

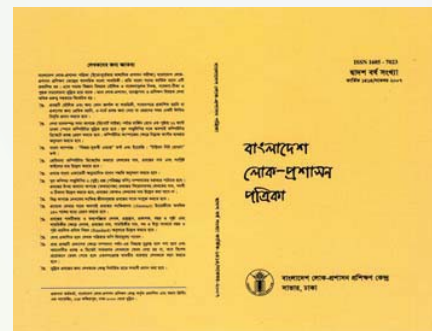
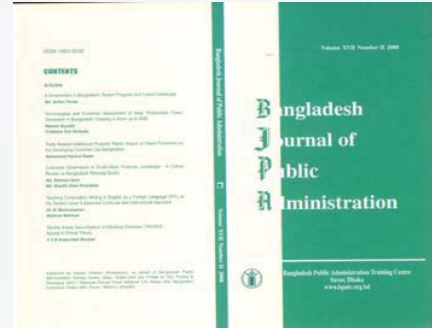
According to the Policy, publications of the Centre can be of two types:

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

4.6.2.3 Publication Committee

Publication Committee of the Centre ensures proper utilisation 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 | Member |
| Or Government and Politics of Jahangirnagar University) | |
| Director (Research & Development) | Member-Secretary |



4.6.2.4 List of Publications for the year 2014-2015

The following reports and publications were published under the reporting year

S.L.	Name of Publications	Number of Publication	Number of Copies of each Publication	Total Number of Copies Published during the year
a.	BPATC Training Calendar (2014-2015)	01	700	700
b.	RPATC Training Calendar (2014-2015)	01	1500	1500
c.	Bangladesh Lok-ProshashonPotrika 14 th Year Issue	01	500	500
d.	Lok-ProshashonSamoeeky, issue 61 and 62	02	400	800
e.	BPATC Barta, 18 th Year, Issue 02	01	900	900
f.	BPATC NewsLetter, Issue 02	01	900	900
g.	Annual Report 2013-2014	01	600	600
h.	Bangladesh Journal of Public Administration (BJPA) volume XXII Number I & II 2013	02	500	1000



4.62.5 Problems

- Lack of adequate number of quality writings
- Manuscripts not handed over in time causing delay in Publication

4.7 Activities of Computer Centre

Computer Centre is one of the most important Units of Research & Consultancy (R&C) division. It looks after the ICT & e-Governance activities and imparts training on these issues. The Centre also acts as the implementing agent of Digital BPATC. It is headed by a Systems Analyst. MDS (R&C) oversees the functions of the Computer Centre.

Presently there are 9 (nine) Computer Labs at BPATC with Network Printer and Scanner. Those 2 (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 installed in the ITC wherein Twenty Nine trainees can use Computer at a time. One Computer Lab is installed in the Library and five Computer labs are situated in the Dormitory-one, two, three, four and five for participants of different courses. ICT module has been incorporated in all the core courses and selected short courses of the Centre. The Computer Centre is kept open for 14 hours in a day. Besides, Computer Centre also remains open on weekly holidays depend on the training load and the urgency of the participants.

Along with the Computer Labs installed at the RPATCs, Video-Conferencing Systems have been established at RPATCs with BPATC. Central Wi-Fi Systems have been installed to Office and Dormitory Area of BPATC and RPATCs. So all the officers and participants are getting internet connection through Wi-Fi Network.

During 2014-2015 the Centre arranged 10 (ten) short courses on Computer Hardware, Software, Troubleshooting, Programming, Network Systems Management and e-Learning Platform under the supervision of Computer Centre for BPATC and RPATC officials.

The Centre has set up an e-Learning Platform based Training Systems. 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 Computer Centre in 2014-2015 are mentioned below:

- ❑ ICT training for 1287 participants;
- ❑ ITC training for 149 participants in the evening special sessions for slow learners of different courses;
- ❑ 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 Centre;
- ❑ A total of 189 new computer setup has been established under supervision of Computer Centre in different places;
- ❑ Established 6 Computer Labs in different areas;
- ❑ Regularly maintaining the Fiber Network, Wi-Fi and Video Conferencing Systems;



Participants are in a session at Computer Lab

CHAPTER FIVE



LIBRARY AND TRAINING AID



*Library Building and
Various Journals hung on the wall of Library Building*

Introduction

Library and training Aid (LTA) is an important department of Research and Consultancy Division. There are two branches of the department. Documentation and Audio Visual and Reproduction.

5.2 Functions of Documentation

The library plays an important role to achieve the goals of training. To collect relevant books, journals, magazines and other reading materials and process these for the readers are the main tasks of the library. During financial year 2014-2015

books, newspapers magazines etc were purchased for the library. Besides, the library received a good number of books, journals, workshop proceedings, conventional

and non conventional research reports, annual reports, newsletters and magazines as complimentary, through exchange programmes various local and foreign organisations.



5.2.2 Reference Services: Reference collection of the library is very rich. Surprisingly more than 135 titles of encyclopedias are there in the library. In addition, a huge number of references related books are available in the library. The library staffs are committed to responding to the queries to check various reference citations to the readers.

5.2.3 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 p.m. to 6.00 p.m. on Friday and 6.p.m. to 10. p.m. on Saturday. A large number of readers use the library regularly. Approximately, 5000-books were issued to the readers in the financial year 2014-2015. Every faculty member can borrow 10 books while a trainee can borrow 4 books at a time for one month. Except the issued books, the trainers and trainees read a good number of

leading dailies. A total of 15,000 copies of 17 dailies were kept in the library in the F/Y 2014-2015. Moreover 5 selected dailies are preserved as bound form for various reference and research purposes. The library also subscribes to international magazine like the Economist, the Times, Reader Digest and National Geographic etc.

5.2.4 One of the important collections of the library is paper clipping. Paper clipping are being kept on 123 topics. These are very helpful for preparing various assignments, research work 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.

BPATC library is a member of AMDISA. The library is also corporate member of Bangladesh Society for Training and Development.

Online and e-library service are the latest addition to reader's service. 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

Automation programme of the library is ongoing. Catalogues of 44000 titles of 66000 volumes are available on the web page. Readers can use the web page Private IP: 192.168.7.3 Public IP: 123.49.37.98. Modern furniture has been procured through Digitalization of BPATC project. Stocktaking has been completed successfully in the previous financial year (2014-2015).



Table: 5.1: Comparative statement of the services provided by library, 2014-2015:

Sl. No.	Statement of Items	2014-2015
1.	No. of Procured books	940
2.	Complementary copies of various publications received.	297 Copies
3.	Library opened (including weekends)	4000 hours
4.	Annual Report received from various organisations	25 copies
5.	Journals received (Exchange programme by virtue of Membership of international organisation and complementary copies)	130 vols
6.	No. of daily Newspapers kept (per day)	46 copies of 17 titles
7.	Processing of books	1500 volumes
8.	Magazines kept (weekly, fortnightly, monthly etc.)	17 titles
9.	Paper Clippings kept	123 topics

5.3 Activities of Audio-Visual and Reproduction



The Audio-Visual and Reproduction (AVR) unit of the library is equipped with the latest international AVR equipment 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 provide language

learning to the participants. The two laboratories together can accommodate 80 participants at a time. Service deliveries by the AVR Section during the training year of 2014-2015 are as follow:

Table 5.2: Process of Training Aids and Reproduction

SL. No	Description of the Works	Volume of Works
1.	Output copies of Photo Copy and Duplicating (With 4 Nos. Photo Copiers and 5 Duplicators)	(4,53,259+23,66,840) 28,20,099 Pages
2.	Spiral Binding (With 2 Nos. Spiral Binding Machine)	220 Copies

Table 5.3: Statement of Training Assistance (Audio-Visual) in the Class Rooms

SL. No	Description of the Works	Volume of Works
1.	Use of 16P.A Systems in 12 Class rooms, Auditorium, Cafeteria, Short course, Workshop/Seminar and Others	22,000 Hours
2.	Use 3 overhead Projectors (OHP) in the different class rooms	30 Hours
3.	Use of 8 wireless Amplifiers in different class rooms, Short courses, meetings, seminar, picnic, sports and game etc.	6,300 Hours
4.	Use 5 Conference Sets in ITC conference room, ACAD, SSC, Rector's conference room, Workshop, Seminar, BOG meeting, Short courses and other activities	7,800 Hours
5.	Use of 20 Multimedia Projector in different class rooms, Conference rooms and other functions.	17,600 Hours
6.	Use Language Lab (With 2 Labs)	1,500 Hours

Table 5.4: Photography and Miscellaneous Function:

SL.No	Description of the Works	Volume of Works
1.	Photography Event nos.	890 Nos.
2.	Photo Snaps Nos.	7,240 Nos.
3.	Photo Display Nos.	2,427 Nos.
4.	Laminating (Certificate/ Photo)	3,642 Nos.

CHAPTER SIX



PHYSICAL CONDITIONING & GAMES



A partial view of BPA7C

Introduction:

Physical Conditioning & 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 & SSC. The main objectives are to build-up a congenial and friendly relation among the participants of different cadres and sectors through collective psycho-somatic exercise & games; and 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 better serve. Besides this, 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 and it is designed with latest scientific concepts to relieve from mental stress and fatigue created by the highly intensive training, family matters and all other socio-economic stresses and also to develop an attitude to live a sound, healthy and active long life. The details of different conditioning programmes rendered to different courses of the Center in the financial year 2014-2015 are as follows:

6.2 Physical Conditioning and Games for the Young Officers of FTC

6.2.1 Physical Conditioning in the early morning and games in the evening are mandatory for all the participants of Foundation Training Course (FTC) to participate actively. 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 session's 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 like-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 arranged in three phases are: theoretical and practical knowledge regarding the rules of the games, regulations and strategies of

sports in the first phase. In the third phase sports competitions are arranged and prizes are given among the winners.

6.2.2 In the 2014-2015 training year three FTCs were held. The 57th, 58th and 59th all



together 837 participants took part and successfully accomplished. 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 all injured participants, in the phase of recovery to provide therapeutic exercises

with the sole aim of early recovery; so that they can return faster in the main group to enjoy & share their activities with the own group. The evening sessions were conducted by dividing all the participants into two groups. For practicing games, the participants were again divided into several groups each comprising 18-25 members. Furthermore, one group in each session comprising 15-20 participants took part in swimming exercise session. Distinct sessions were arranged for the female participants.

6.3 Sports Competitions



Competitions were held in the afternoon sessions. The participants took part from different teams in Football, Volleyball, Handball, Basketball, Swimming, Badminton, Table Tennis and Carom competitions. Moreover, separate individual swimming competitions have been arranged. After competitive events a friendly volleyball match was organised between the faculty members and the participants on the day of closing

programme. The Rector of the Centre participated in the competition and gave away prizes among the winners.

6.4 Physical Conditioning & Games for the ACAD Participants



In the training year of 2014-2015 Seven (07) Advanced Courses on Administration and Development (ACAD) 96th, 97th, 98th, 99th, 101st, 102nd were held. All together 202 participants took part in conditioning and games sessions. The participants of ACAD took part in the physical exercise early in the in the morning;

i.e.: walking, yoga, meditation and different types of physical and 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 organised and Rector distributed prizes among the participants.

6.5 Physical Conditioning & Games for the SSC Participants

In the centre during the last training year 4 Senior Staff Course (SSC) were held. A total of 110 participants from the 67th, 69th, 70th, 71st 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 the sole aim to prevent degenerative processes and delay aging. They played Volleyball, Tennis, Badminton, Table Tennis and they also practiced Swimming as per their personal choice. 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.

6.6 Special Courses

BPATC organized special foundation training course (SFTC) for the non-cadre officers of 40+ age working in ministries and departments. BPATC also organizes SFTCs for the officers of various departments upon request of the concerned departments. BPATC organizes one SFTC for 40+ age officers, one for officer of BEC and other one for BTRC officials. Participants of all SFTCs also enjoy all physical facilities and sports facilities like other core course.

6.7 Physical Conditioning and Games for the Short Courses

During financial year 2014-2015 participants of the following short courses took part in the physical exercise and games (optional) both early in the morning and also in the evening. Participants of all the short courses took part in friendly Volleyball match at the end of the courses. Respected Rector observed competitions and gave away prizes among the participants.

6.8 Annual Sports of the Centre

Sports Department takes due credit to organise and successful completion of 28th Annual Sports Competition for the employees of the Centre of last financial year (2014-2015). An organizing committee headed by MDS (P&S) arranged the event under the patronization of the Rector. On 29rd January, 2015 Rector of the Centre inaugurated the sports competition and at the end of competition distributed prizes among the winners. In total 333 male and 65 female employees of BPATC took part in 55 events in the competition being divided in 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 as well as women participants were also divided into two groups accordingly. Employees of the Centre took part in the volleyball competition being divided into four different groups. "Surma" group became champion on the other hand "Padma" group became runner-up under the captaincy of Mr. Md. Abdul Baki and Mr. Md. Jaydul Haque Molla ndc respectively. In Badminton doubles Dr. Md Arafe Zawad and Md. Altab Hossain became champions and Md. Siddiqur Rahman and Md. Sharif Uddin could manage Runners up.

In Tennis doubles Kazi Hasan Imam and Dr. Md. Arafe Zawad become champions and Mohammad Moshiur Rahman and A.T.M Arif Hossain Runners up in this event. In Badminton Female doubles Farzana Afrose and Nasrin Sultana become Champions and Amena Akter and Nasima Akter are runner up in this event. In 100M sprint, the most attracting event of Athletics; Mr. Md. Munshur Ali secured 1st Position.

6.9 Physio-therapy centre

A physio-therapy centre has been established of BPATC sports department manages this physio-therapy centre. Employees and officers can under so physio-therapy if needed.

CHAPTER SEVEN



FINANCE AND ACCOUNTS



Introduction

Finance Branch maintains accounts and all kinds of financial transactions along with receipts and expenditures of the Centre. Deputy Director (Finance) works as the Drawing and Disbursing Officer, who coordinates and supervises all financial activities.

The Centre maintains its accounts according to the Govt. Rules, Regulations and BPATC Ordinance. Payments of pay and allowances of all Officers and Staffs are made by a consolidated statement prepared on the basis of respective pay bills and send to Sonali Bank, BPATC Branch.

The fund of the Centre may 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 Section

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

As per provision of Section 15 (2) of the BPATC Ordinance, the accounts of the Centre are being audited by the Comptroller & Auditor General of Bangladesh. Up to financial year 2013-2014 were audited by the audit Team of C & AG Office.

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

During 2014-2015 financial year under code no 5901 General Grant (Including Pay, Allowances and Services) 40,20,20,000/-, Code no 5965 Special Grant Tk. 19,50,000/- code No 5998 Capital Grant Tk. 5,41,00,000/- A total amount of Tk $= (40,20,20,000 + 19,50,000 + 5,41,00,000) = 45,80,70,000/-$ (Taka Forty five crore eighty lac seventy thousand) was allocated for the Centre including Tk.5,87,31,168/- (Taka Five crore eighty seven lac thirty one thousand and one hundred sixty only) for four RPATCs. Against which an amount of Tk. 43,60,68,945/- (Forty three Crore Sixty Lac Sixty eight Thousand Nine Hundred Forty five) only was spent as on 30 June, 2015 and

2,20,01,055/- (Two Crore Twenty Lac One Thousand Fifty five) only remained unspent A detailed expenditure during the financial year from July 2014 to June 2015 is given in Table 7.3.1

7.3 Income & Expenditure of the Centre

Income and expenditure of the Centre are shown in table no 8.3.1 & 8.3.2

Table-8.3.1: Comparative Statement of Income & Expenditure of the Financial Year 2013-2014 & 2014-2015.

Income			Expenditure			
Name of Source (Govt. Grants)	Income of 2013-2014	Income of 2014-2015	Code no	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2013-2014	Expenditure of 2014-2015
			4500	<u>Pay & Allowance</u>		
5901 General grant	314588000	402020000	4501	Pay of Officers	24868304	27006211
5965-Special grant	1850000	1950000	4601	Pay of Establishment.	35937186	35651277
5998-Capital grant	49750000	54100000		(A) Total of pay	60805490	62657488
			4700	Allowances		
			4701	Dearness allowance	11819609	12601487
			4705	House Rent Allowance.	11169401	12626996
			4709	Recreation Allowance	1392296	1447365
			4713	Festival Allowance	9822767	9655387
			4717	Medical Allowance	3612805	3500946
			4725	Washing Allowance	195570	177742
			4755	Tiffin Allowance.	607207	574869
			4765	Conveyance Allowance.	602280	565179
			4773	Education Allowance	928320	916183
			4777	Training Allowance	3498075	3452804
			4795	Other Allowance	1785098	1317789
				(B) Total of Allowances	45433428	46836747
				(C) Total of Pay & Allowances (A+B)	106238918	109494235
			4800	Supply and Services		
			4801	Traveling Expenses	1599295	965562
			4804	04 (Four) Regional Centers	49630000	58731168
			4805	Overtime	1877641	1612251
			4811	Tax & Duties	45120	57120
			4815	Postal & Telegraph	47052	93834

Income			Expenditure			
Name of Source (Govt. Grants)	Income of 2013-2014	Income of 2014-2015	Code no	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2013-2014	Expenditure of 2014-2015
			4816	Telephone/Telegraph/Printer	1819796	1868147
			4821	Electricity	15626557	19170227
			4822	Gas	738809	2201713
			4823	Petrol & Lubricant	10495325	10160424
			4828	Stationery, Seal & Stamp	10917294	12818885
			4829	Research	640925	18000
			4831	Books & Journals	768566	1701278
			4833	Advertisement Exp.	480223	1215581
			4834	Sports materials	1208226	1291261
			4835	Publication & Printing	1446311	1369238
			4836	Uniform	343278	970362
			4840	Training Expenditure	34567941	81919287
			4841	Seminar & Conference	126925	903644
			4845	Office Entertainment	418337	1049566
			4869	Medical Expenditure	2760698	1848845
			4877	Maintenance of officers own car	0	3022000
			4882	Legal Expenses	57500	154115
			4899	Miscellaneous	6407101	10042325
				(D)Total Supply & Service	142022920	213184833
			4900	Maintenance & Preservation		
			4901	Transport Maintenance	5007683	4818594
			4906	Repair of Furniture	371099	1039316
			4916	Repair of Machineries	1695098	1672893
			4921	Maintenance of Building	16274196	30546545
				(E)Total of Maintenance & Preservation	23348076	38077348
			5900	Grant		

Income			Expenditure			
Name of Source (Govt. Grants)	Income of 2013-2014	Income of 2014-2015	Code no	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2013-2014	Expenditure of 2014-2015
			5914	Grant for Pension fund.	13413020	16202412
			5930	Purchase of Equipments	27092868	18128080
			6101	Fees for Foreign Institutions	469396	58000
				(F) Total Grant	40975284	34388492
			5901	1.Total of General Grant (A+B+C+D+E+F)	312585198	395144908
			5965	Special grant	1850000	1949973
				2. Total of Special grant	1850000	1949973
			5998	Capital grant		
			6807	Vehicles Purchases	20863590	16173238
			6815	Computer & Networking	0	18276892
			6821	Purchase of Furniture	946366	1642221
			6845	Gardening	941338	1086713
			7401	Advance for Housing	1678508	1795000
				3. Total of Capital grant	24429802	38974064
Total Grant	36,61,88,000	436068945		Total Exp. (1+2+3)	338865000	436068945
	-----	----		Closing Balance	27323000	22001055
Grant Total	366188000	458070000		Grand Total	366188000	458070000



Mr. Mohammad Shofiuzzaman Bhuiyan, Deputy Director hands over a cheque for Rana Plaza affected people

CHAPTER EIGHT



**ACTIVITIES OF VARIOUS ON-GOING
PROJECTS IN BPATC**



SBPATC Project

Introduction

One of the main objectives of the administrative reforms and changes in Bangladesh is to improve the Civil Service delivery system. In line with this objective government has been showing keen interest in the development of potential of the officials at all levels.

In order to bring changes in the design of BPATC core courses, to facilitate the Faculty Members (including prospective Faculty Members from Bangladesh Civil Service) with new knowledge and skills a project entitled Strengthening of BPATC Project was implemented in the 2005-2006 and subsequently Strengthening of Bangladesh Public Administration Training Centre (Phase-II) Project (SBPATC) was undertaken to continue with the efforts initiated under those two phases of the SBPATC Project, the Strengthening of BPATC (Phase-III) Project was approved for implementation during November 2008 to June 2015 with a total cost of Taka 73.00 crore. The project is an effort towards capacity building of BPATC, at the same time, an effort towards capacity building of Bangladesh Civil Service. During the financial year 2014-15 Taka 721.68 lakh was allocated for the project and actual expenditure is Taka 673.11 lakh.

8.2 OBJECTIVES OF THE SBPATC PROJECTS WERE AS FOLLOWS:

1. To develop skill and enhance overall capacity of the Faculty Members (FMs) of BPATC, and concerned officials (prospective FMs of BPATC) to contribute to the improvement of governance and to achieve the MDGs
2. To conduct research on different pressing issues on Public Administration
3. To give international exposure to the participants of BPATC core courses to share knowledge and experiences on public administration reform and best practices
4. To organize local and international regional seminars/ workshops/ training programmes on different contemporary issues
5. To establish linkages with other national and international training institutes including different specialized centers related to public administration and management.

8.3. Activities during 2014-2015

8.3.1. Overseas study tour programmes for the participants of the core courses: A total of 106 participants (including members of the course management) took part in the overseas study tour programmes arranged by the project during the financial year 2014-2015.

Table 8.1 provides a detailed overview of this component:

SI no.	Course Name	Number of Participants	Destination Country	Duration
1.	66 th Senior Staff Course	31 Persons	Malaysia	10 days
2.	96 th Advanced Course on Administration & Development	36 Persons	Thailand	10 days
3.	56 th Foundation Training Course	39 Persons	Sri Lanka	10 days
	Total =	106 Persons		

8.3.2. Study Visit: Overseas Study Visit programs for the participants: A total of 14 participants (Representative of MoPA and Link Ministry, including faculty members of BPATC) took part in the overseas study visit programmes arranged by the project during the financial year 2014-2015.

Table 8.2 provides a detailed overview of this component:

SI no.	Course Name	Number of Participants	Destination Country	Duration
1.	Study Visit	02 Persons	Italy	07 days
2.	Study Visit	06 Persons	Singapore	06 days
3.	Study Visit	06 Persons	Italy	07 days
	Total =	14 Persons		

8.3.3. Short Course: Overseas Short Course programmes for the participants: A total of 69 participants (Representative of MoPA and Link Ministry, including faculty members of BPATC) took part in the overseas short course programmes arranged by the project during the financial year 2014-2015.

Table 8.3 provides a detailed overview of this component:

SI no.	Course Name	Number of Participants	Destination Country	Duration
1.	Project Management Course	10 Persons	Italy	10 days
2.	Strategic Leadership	30 Persons	Singapore	10 days
3.	Procurement Management Course	14 Persons	Italy	07 days
4.	Conflict and Resolution and Negotiation Techniques Course	15 Persons	Singapore	07 days
	Total =	69 Persons		

8.3.4. Workshop: Workshop and Regional Workshop on NIS in Public Service Delivery and Fundamentals of Government service and practicing National Integrity Strategy

(NIS) arranged by SBPATC (Phase-III) project for the participants of different Cadre and non-cadre officials of Bangladesh. In Total 1040 participants attend the workshop during the financial year 2014-2015

Table 8.4 provides a detailed overview of this component:

SI no.	Course Name	Number of Participants	Venue	Duration
1.	NIS in Public Service Delivery	204 Persons	Rajshahi, Jessore and Comilla	01 day
2.	Fundamentals of Government service and Practicing National Integrity Strategy (NIS)	519 Persons	BPATC Auditorium and ITC	01 day
3.	Civil Military Relation and Good Governance	317 Persons	BPATC Auditorium	01 day
	Total =	1040 Persons		

8.3.5. Feedback Seminar: After Overseas study tour programmes arranged Feedback Seminar for the participants of the core courses: A total of 303 participants (Representative of MoPA, including members of the course management) took part in the overseas Feedback Seminar programs arranged by the project during the financial year 2014-2015.

Table 8.5 provides a detailed overview of this component:

SI no.	Course Name	Number of Participants	Date	Venue	Duration
1.	93 rd ACAD+64 th SSC	61 Persons	01.11.2014	ITC	01 day
2.	94 th ACAD+54 th FTC	64 Persons	08.11.2014	ITC	01 day
3.	55 th FTC	36 Persons	10.12.2014	ITC	01 day
4.	66 th SSC	41 Persons	13.12.2014	ITC	01 day
5.	95 th ACAD	39 Persons	06.12.2014	ITC	01 day
6.	96 th ACAD	30 Persons	08.05.2015	ITC	01 day
7.	56 th FTC	32 Persons	09.05.2015	RPATC, Dhaka	01 day
	Total =	303 Persons			

8.3.6. In-house Training Courses: During the same period, the project also offered opportunities for in-house training courses for BPATC officials (Class I, II officers & III, IV Staff). A total of 584 participants took part in the in house Local training arranged by the project during the financial year 2014-2015.

Table 8.6 shows the summary of activities of this component below:

SI no.	Course Title	Class	Participants	Venue	Duration
1.	ICT & e-Governance Course	Class I & II Officers	19 Persons	Computer Lab	10 days
2.	Conduct and Discipline Course	Class I Officers	18 Persons	ITC	10 days
3.	Communicative English Language Course	Class I & II Officers	20 Persons	ITC	10 days
4.	Conduct and Discipline Course	Class III employees	95 Persons	ITC	10 days
5.	Computer Hardwar and Networking Course	Class III employees	69 Persons	ITC	10 days
6.	Public Procurement Management Course	Class III employees	30 Persons	ITC	10 days
7.	Dining Room Operation Course	Class III & IV employees	62 Persons	ITC	10 days
8.	Staff Development Course	Class IV employees	114 Persons	ITC	10 days
9.	Neat and Cleanliness Course	Class IV employees	37 Persons	ITC	05 days
10.	Security Affairs Course	Class IV employees	27 Persons	ITC	05 days
11.	Conduct and Discipline Course	BPATC employees under Master Role	93 Persons	ITC	05 days
Total =			584 Persons		

Table 8.7: List of Research that finished faculty seminar under Strengthening of BPATC (Phase-III) Project

SL	Name of Research Project	Researchers
02	A Study of Policy makers Understanding of and Response to Climate Change in Bangladesh	Project Director: Syed Mahboob Hasan, Ex-MDS (Project), BPATC. Joint Project Director: 1. Abdul Baki, Director, BPATC 2. Md. Jahidul Islam, Deputy Director, BPATC 3. Research Associate: Md. Zakirul Islam, Lecturer, BOU
08	Follow-up Study on staff Development Course Conducted by RBPATC, Dhaka to bring the curriculum up to date	Project Director: Dr. M. Mizanur Rahman (DS), Ex-Deputy Director, RPATC, Dhaka. Consultant: Dr. Md. Mahamud-UI-Hoque Ex- Deputy Director, BPATC
09	Post-Training Utilization of Training of Trainers (TOT) Course of BPATC: An Empirical Study	Project Director: Dr. Md. Mahamud-UI-Hoque Ex- Deputy Director, BPATC Joint Project Director: Md. Mahamud-UI- Hoque, Director (R&C)



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder with the Head of delegates of Defence Services Command & Staff College

Table 8.8: List of Completed Research under Strengthening of BPATC (Phase-III) Project

SL	Name of Research Project	Researchers	Amount
02	A Study of Policy makers Understanding of and Response to Climate Change in Bangladesh	Project Director: Syed Mahboob Hasan, Ex-MDS (Project), BPATC. Joint Project Director: 1. Abdul Baki, Director, BPATC 2. Md. Jahidul Islam, Deputy Director, BPATC 3. Research Associate: Md. Zakirul Islam, Lecturer, BOU	300000.00
08	Follow-up Study on staff Development Course Conducted by RBPATC, Dhaka to bring the curriculum up to date	Project Director: Dr. M. Mizanur Rahman (DS), Ex-Deputy Director, RPATC, Dhaka. Consultant: Dr. Md. Mahamud-UI-Hoque Ex- Deputy Director, BPATC	200000.00
09	Post-Training Utilization of Training of Trainers (TOT) Course of BPATC: An Empirical Study	Project Director: Dr. Md. Mahamud-UI-Hoque Ex- Deputy Director, BPATC Joint Project Director: Md. Mahamud-UI- Hoque, Director (R&C)	225,000.00

8.4 IPS-TQM Project

The Improving Public Services through Total Quality Management (IPS-TQM) Project is a Five-Year (2013-2018) long collaborative project of Bangladesh Public Administration Training Centre (BPATC), its partner institutes are BARD, RDA, NAEM, NAPD, and NILG, and Japan International Cooperation Agency (JICA). The General Objective of this Project is to improve the quality of public services in the Upazila-level Offices of the Government in Bangladesh through training and application of Total Quality Management (TQM) and Kaizen. The major activity in this Project is, therefore, the Upazila Training Course on Improving Public Services through Total Quality Management (IPS-TQM).

8.4.2 This year, IPS-TQM Upazila courses were organized for all the Upazilas of four Districts, namely, Manikganj, Gazipur, Munshiganj, and Mymensingh. The Manikganj Course was organised from September 24 – October 02, 2014. A total of 162 Upazila Officers of 31 Departments of the Government in the District have been trained. As part of the training, the Upazila Officers have implemented a total of 162 Small Improvement Projects (SIPs). The Gazipur Course was organised from April 25–29, 2015.



A total of 111 Upazila level Officers of 21 Government Departments of the District have been trained. As part of the training, the Upazila level Officers have implemented a total of 111 Small Improvement Projects (SIPs). The Munshiganj Course was organised from May 10–14, 2015. A total of 130 Upazila level Officers

of 23 Government Departments of the District have been trained. As part of the training, the Upazila level Officers have implemented a total of 130 Small Improvement Projects (SIPs). The Mymensing Course was organised from May 23–27, 2015. A total of 264 Upazila level Officers of 23 Government Departments of the District have been trained. As part of the training, the Upazila level Officers have implemented a total of 264 Small Improvement Projects (SIPs).

8.4.3 Undertaking and implementing a Small Improvement Project (SIP) or Kaizen by each Trainee is a regular component of the IPS-TQM Upazila Course design. Each Trainee Officer identifies a Problem or an Improvement Opportunity in his/her own office and tries to make an improvement in three months with the help of their District-level supervising officers. Reports on implementation of the SIPs are presented in Refresher Courses and Kaizen Conventions held in the Districts after three months. Refresher Courses for these courses have been programmed for September 2015.

8.4.4 Small Improvement Projects (SIPs) are also undertaken by the participants of Foundation Courses of BPATC as a requirement under their Module on TQM. A total of

287 Participants of 58th FTC and 288 Participants of 59th FTC have submitted SIP Plans many of which are expected to be implemented after their FTC training is over.

8.4.5 Although not all of the SIPs are notable for their significance, one or two creative or innovative initiatives come up every year which the Project can take-up as Model Projects. From among the SIPs implemented in the four districts this year, several Model Projects are expected to come up. The most probable one is the “Marking of Speed Breakers for Road Safety”. This Improvement Initiative has been undertaken by the Local Government Engineering Department (LGED) in Gazipur. They are trying to Mark all the Speed Breakers of roads under Gazipur LGED to improve road safety. Following the lead of Gazipur, Munshiganj and Mymensing LGED are also doing the work on Speed Breaker Marking. This

8.4.6 Project wants to get this done in the whole country.

A Major Event of the Project this year was the International Kaizen Convention held in Hotel Westin on December 18, 2014 in which selected Kaizen Cases were presented by officials from Bangladesh, Japan, and United Kingdom. It was attended by as many as 179 officials from home and abroad. Secretaries of Ministries and DGs and Focal Points of Directorates were involved in this Project, and JICA Bangladesh Officials attended the Programme. The Hon'ble State Minister of the Ministry of Public Administration was the Chief Guest. The Senior Secretary of the Ministry of Public Administration was the Special Guest. The Mayor of Sanjyo City; High Officials from the Internal Affairs Ministry; and Professor Toshihiko Ishihara of KwanseiGakuin University were among the distinguished guests from Japan. An Officer of the Chartered Institute of Public Finance and Accountancy in UK also attended. The Programme was chaired by Rector of BPATC.

8.4.7 A special event this year was the Divisional Kaizen Convention in Rajshahi on June 20. It was organised to share the results of replication of Kaizen initiatives implemented in Bogra. The Assistant Commissioners (Land) of BograSadar and Shibganj Land Offices implemented Kaizen or Small Improvement Project as part of IPS-TQM Training Course organised in Bogra District. Through consultation with the Divisional Commissioner of Rajshahi Division, the Assistant Commissioners (Land) of 67 Land Offices of 8 Districts of Rajshahi Division were requested by IPS-TQM Project to improve Land Records Management, Work Environment, and Client Services in the light of similar improvements made in the two Land Offices in Bogra. With support from the Deputy Commissioners and ADCs (Revenue) of eight districts, the ACs (Land) of 67 Land Offices worked hard for three months to make improvements. In the Divisional Kaizen Convention, eight ACs (Land) made eight consolidated presentations on the improvements achieved in all the Land Offices of the eight districts.

8.4.8 As a Public Relations / Promotional activity of the Project, a Short Documentary Film on the Small Improvement Initiatives under this Project titled "Sobuj Patar Gaan (Song of a Green Leaf)" was broadcasted on a National Television Channel on July 4, 2014.

In order to train new faculty members of BPATC on TQM and Kaizen, a TOT Course for the Faculty Members of BPATC was organized from February 22-26, 2015. A total of 21 faculty members participated in the Programme. They will sit for a TQM Certification Exam to be organised by the Project later.

8.4.9 Besides, Project Management activities have been held regularly, including, Joint Review Meeting on July 13, 2014; TQM Focal-Point Meetings on September 15, December 02, 2014, and May 16, 2015; Mid-Term Evaluation Review Meeting on December 22, 2014.

Financially, there was a total allocation of Taka 13.15 Crore in the ADP of 2014-15, Taka 8.12 Crore as Project Aid to be spent directly by JICA and Taka 5.03 Crore from GOB to be spent by PIO. Out of this allocation, JICA has spent its whole amount while Taka 2.38 Crore of the GOB money has been spent. Total implementation for the whole year has been Taka 10.77 Crore i.e. 82%.

8.5 Digitalization of Bangladesh Public Administration Training Centre Project

Bangladesh Public Administration Training Center (BPATC) completed 'Digitalization of Bangladesh Public Administration Training Center (BPATC) Project' (Duration: October, 2013 to June, 2015, Project code: 5010) with the aim of promoting BPATC as a knowledge-based organisation through comprehensive integration of information and communication technologies (ICTs) in all of its activities. This project is fully funded by the Government of People's Republic of Bangladesh. The approved cost of BPATC project was BD Taka 1146 lakh and approved cost of first revised was BD Taka 1260 lakh. Major activities of the BPATC Project were to establish network system through fiber optic cables and wireless devices so that the users-faculty members, employees and participants of various courses can enjoy seamless internet services around the clock. This project had an office automation component to improve the productivity of different departments of BPATC through ICT integration in business as usual. In this component, a number of softwares were introduced to boost up the activities of BPATC. A number of computers with accessories were purchased to set up computers labs and work sections. The library of BPATC was partially automated (Customization of Library Management Software, Available Data Entry, Scanning and Integration) with establishing of digital repository, online book borrowing, reservation system etc. Necessary hardware and accessories may be installed after evaluation of utility of the services procured under this project. Hopefully equipment/ & service procured under

this project will be fully utilised and will have positive impact to materialise the dream of digital Bangladesh. Year wise allocation and expenditure are given in the table.

Table 8.6: Year wise allocation and expenditure Of DBPATC project:

Financial Year	Revised Allocation & target				Expenditure & physical progress			
	Total	Taka	P.A.	Physical	Total	Taka	P.A.	Physical
1	2	3	4	5	6	7	8	9
2012-13	10.00	10.00	-	1%	9.95	9.95	-	1%
2013-14	500.00	500.00	-	43%	487.68	487.68	-	40.40%
						-13.25		
2014-15	660.00	660.00	-	56%	646.07	646.07	-	55.21%
Total	1170.00	1170.00	-	100%	1130.45	1130.45		96.61%

N.B. TK 13.25 lac was released against research proposal in the year 2013-14. But research proposal was cancelled in the year 2014-15 and accordingly the released money & surrender in the year 2014-15.



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder is addressing at an Integrity Workshop

CHAPTER NINE



MISCELLANEOUS



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder is in a Farewell Ceremony & Sports Programme

Introduction

BPATC is a residential training institution. Participants of different training programmes stay in the dormitories of the Centre. Most of the officers and employees of the Centre reside in the campus with their families. Despite various limitations, the Centre has initiated different welfare activities for the participants, officers and employees.

Among others, BPATC School and College, Clinic, Mosque, Officers' Club, Employees' Club, Ladies Club etc. are worth mentioning. A brief description of the welfare activities taken in the year 2014-2015 is given below:

9.1. Activities of BPATC School & College

9.1.1. Advancement of BPATC School & College is gradually increasing in comparison with the last fiscal year 2012-13. A batch of 243 students appeared at the HSC examination 2014. This was the 13th batch from the college section. Out of 243 students, 240 students passed successfully. The gradation of successful students are 69 in GPA-5, 144 in GPA-4.00<5.00, 22 in GPA- 3.50<4.00, 05 in GPA- 3.00<3, and 00 student in GPA 1.00<2.00, the pass rate is 98.77%

9.1.2. A batch of 144 students (27th batch from the school section) appeared at the SSC examination 2015 of them 144 students passed successfully. Out of these 144 students, 49 students have got GPA-5.00. The pass rate is 100 % percent.

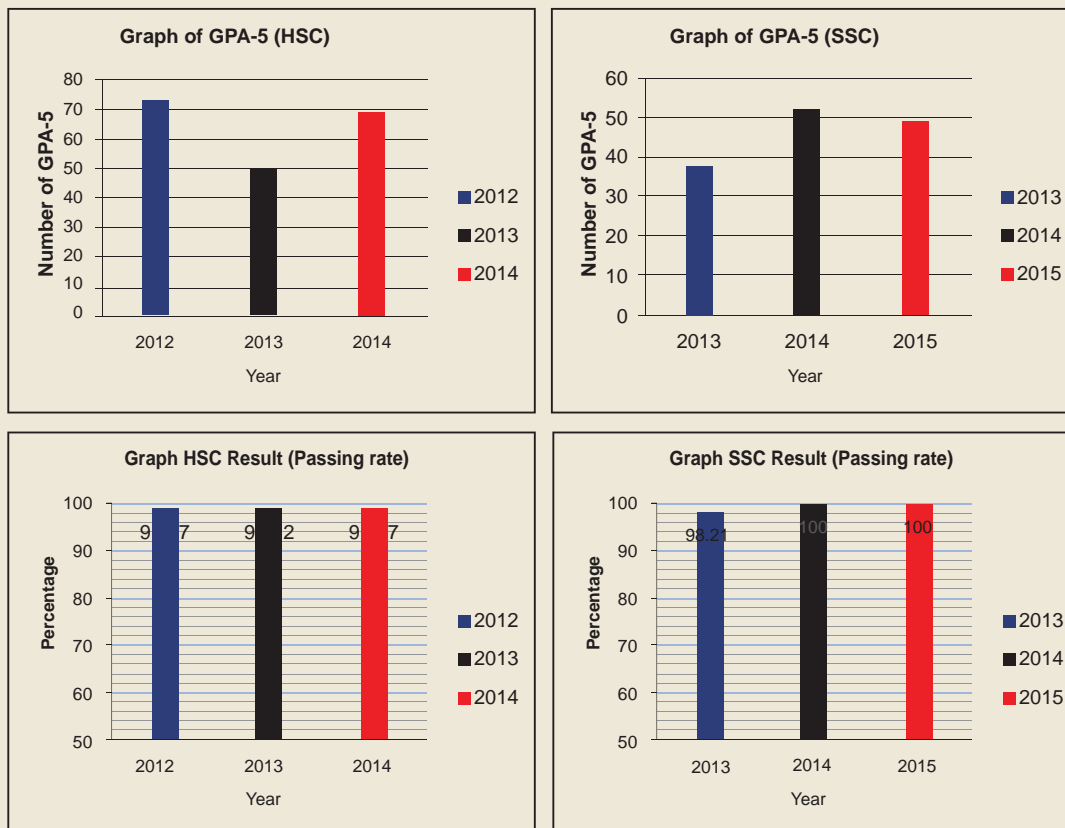
The data of the above students are presented in the following table & graph:

Table 9.1: Success rate of the SSC and HSC Students:

Exam	Appeared students	Passed Student	GPA-5	GPA 4.00<5.00	GPA 3.5<4.0	GPA 3.0<3.5	Pass rate
SSC	144	144	49	85	05	05	100%
HSC	243	240	69	144	22	05	98.77%



The results of the last three years are shown in the Figures (1-4) below:

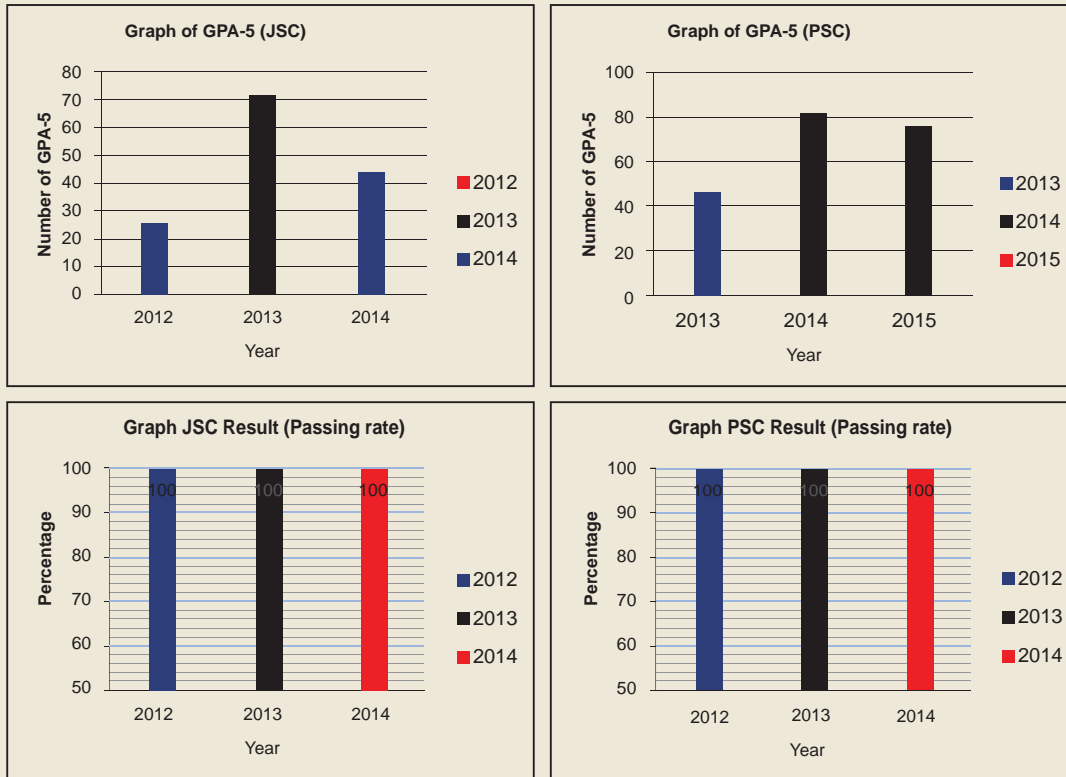


9.1.3. Moreover, in this fiscal year, in the junior section, 105 students have passed the Junior exam successfully. 16 Students from the school have got junior scholarship (03 in talent pool grade and 13 in general grade). In the primary section, 105 students have passed the primary exam successfully. Among them 22 students have got primary scholarship (18 in talent pool grade and 04 in general grade). So, a total of 38 students have got scholarship from this school this year.

Table 9.2: Success rate of JSC and PSC Students

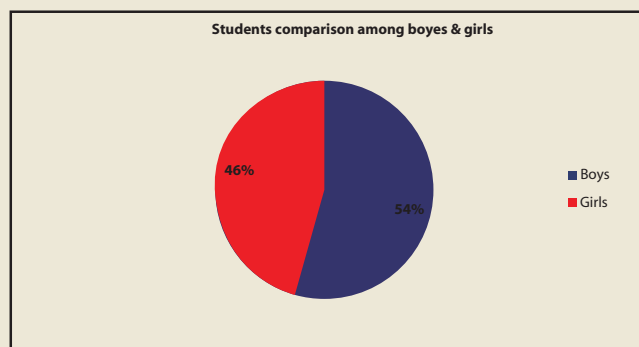
Exam	Appeared students	Passed Student	GPA-5	GPA 4.00<5.00	GPA 3.5<4.0	GPA 3.0<3	Pass rate
JSC	105	105	44	50	03	08	100%
PSC	105	105	76	29	00	00	100%

The results of the last three years are shown in the Figures (5-8) below:



9.1.5. In the year 2014-15 and 2015-16 the number of students who had got themselves admitted in HSC Science.

Graph 9.1 and Table 9.3 and 9.4 : Humanities and Business Studies and students of School & College section



Session	Group	Students		
		Boys	Girls	Total
2014-15	Science	121	109	230
	Humanities	35	43	78
	Business Studies	86	67	153
2015-16	Science	138	118	256
	Humanities	23	49	72
	Business Studies	77	82	159
Grand Total		480	468	948

College Section

Students	Number
Boys	651
Girls	482
Total	1133

School Section

Total Students of institution: 2081

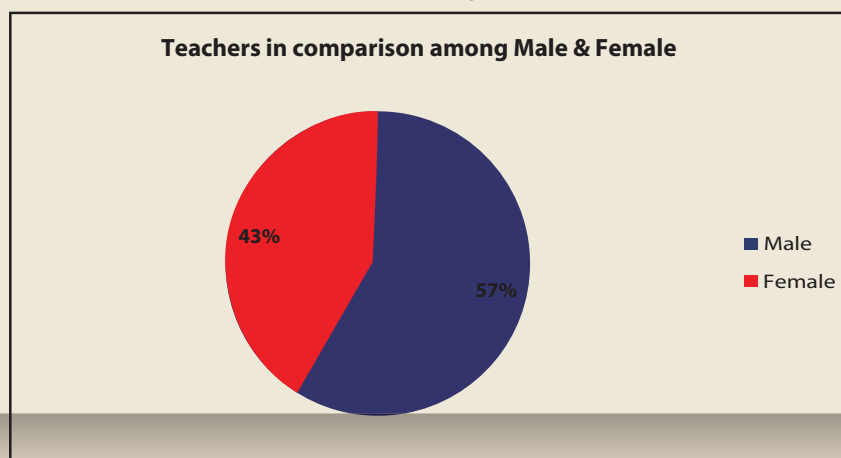
Table 9.4: The teaching staff in BPATC School & College

Teachers	College		School		Total
	MPO	Non MPO	MPO	Non MPO	
Male	7	6	8	5	26
Female	6	3	5	4	18
Grand Total	13	9	13	9	44

9.1.6. During this fiscal year, a series of functions like farewell of HSC candidates and reception of fresher in college section, annual sports prize distribution among successful students and teachers, the national mother language day, the Independence Day, the victory day, etc have been observed duly. Co-curricular activities for physical & mental development of students also took place accordingly.



Graph 9.2: Comparison of the Teachers among Male and Female



9.1.7. In this fiscal year, BPATC provided 3.00 lakh taka to BPATC School & College as yearly donation. Other than this donation, the institution has got 61.09lakh more from the government as govt. portion of teachers & staff.

3.1.8. Administrative Setup

BPATC School and college is administered by the rules and regulations of higher secondary education board Bangladesh. It is continuously governed by the prominent Governing Body formed by Bangladesh Public Administration Training Centre (BPATC). The honorable Rector of BPATC, (Savar, Dhaka) performs the duty of the chairman of the Governing Body. The chairman and the members concerned of the GB constitute the principles of conducting the institution and the college is also run according to that principles. The principal is the administrative Head of the college. According to the decisions of the GB the principal governs the academic as well as administrative activities. * The tenure of the Governing Body remains valid for two years from the first meeting of the GB.

3.1.9. Governing Body

Chairman : Khandker Md Iftekhar Haider, Rector, Bangladesh Public Administration Training Centre, Savar, Dhaka.

(From 18/02/2014 to 09/12/2014.)

A.K.M. Abdul Awal Mazumder, Rector(Secretary to the Govt.), Bangladesh Public Administration Training Centre, Savar, Dhaka.

(From 10/12/2014 to till now.)

- Member : Banik Gour Sundar, MDS, Bangladesh Public Administration Training Centre, Savar, Dhaka.
- Member : Md. Golam Rabbani, Director, Bangladesh Public Administration Training Centre, Savar, Dhaka.
- Member : Md. A. Razzaque Sarker, Director, Bangladesh Public Administration Training Centre, Savar, Dhaka.
- Member : Sultan Ahmmed Siddiqui (Lecturer in Computer Science), BPATC School & College, Savar, Dhaka.
- Member : ABM Moazzem Hossain. (Senior Teacher), BPATC School & College, Savar, Dhaka.
- Member Secretary of The Governing Body: MD. Nasim Faruque, Principal, BPATC School & College, Savar, Dhaka.

Table 9.5: List of Students enrolled in different university:

S/L	University	Number of Student
01	Public University (General, Agriculture, Engineering)	22
02	Non Government University	38
03	Public Medical College	02
04	Non Government Medical College	03
05	National University	47
Total =		112

9.2. Activities of BPATC Mosque

9.2.1 BPATC has a large and beautiful Mosque surrounded by lush-green garden. Interested Muslim officers and staff, and the participants of different training courses say their prayers in this mosque. Together 1000 people can say their prayer in the mosque. One Imam, one Muazzin and one Khadem in the Mosque, who are the regular member of the Centre. 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 Rector of the Centre for effective management of the major policy issues of the Mosque and its development activities.

9.2.2. The Mosque committee also takes necessary measures for the observance of Islamic events like Ashura, Eid e Miladunnabi, Shab-e-Miraj, Shab-e-Kadar, etc. Reputed Islamic thinkers and scholars are invited to speak on these occasions. Essay, hamd and



naat competitions are also held on the occasion of SiratunNabi (SAW). Besides, special initiatives are taken to observe Eid-ulFitr, Eid-ulAzha and munajats are being arranged on International Mother Language Day, Independence Day and Victory Day. The Mosque has got a rich library having 2782 books on different Islamic subjects. A total of Taka

2,30,000/- was received from the Centre in the year (F/Y) 2014-2015 as grant for arranging the events mentioned above and for meeting other expenditures of the Mosque and the Maktab. Ajukhana of the mosque has been extended for the wellbeing of the musollies.

9.2.3. The Maktab is managed for teaching Arabic and Islamic manners and etiquettes to the children as well as learning holy Q'uran for the adult officers and staff of the

Centre. There are three part-time teachers for this purpose who have been paid from the budget received from the office. Around 100 children are attending the Maktab for learning ampara in order to recite the holy Q'uran properly. The Masjid Committee arranges Tarabi Namaz for the musulees in the month of Ramadan. Two Hafez have been hired for this purpose.

9.2.4. Constitutions of the BPATC Musque has been amended this year. Now the constitution is more elaborate and modern. As per new constitution the Rector of the centre will be the chairperson of the Mosque committee.

9.3. Activities of the BPATC Officers Club in the year 2014 – 2015

BPATC Officers Club was established in 1988 in order to promote friendship, solidarity, brother hoodand intimacy among the officers and the club is led by an elected/selected executive council.

9.3.2. According to the constitution of the club, all the activities of the club should be conducted by an executive council consisting of twelve members. The members of club elect the member of the executive council. Rector of the Centre is the President of the club by virtue of his post. Mr. Md. Monjurul Hafiz, DR. M. Arafz Zawad and Mr. Md. Abul Based acted as general Secretary, Joint Secretary, and treasurer respectively of the year 2014-2015.

9.3.3. Grants received from the social welfare fund of the Centre, monthly subscription of the members and connection fees of the dish antenna, are the sources of fund by which the activities of the club are conducted.

9.3.4 The club observed National days with due solemnity, recitation, music and drawing competition for the children and friendly football/volleyball matches. Besides these, the club arranged farewell programme of Officers and staff concerned.

9.4. Activities of the BPATC Ladies club in the year 2014 – 2015

The BPATC Ladies club was formed with all the female officers and wives of all the officers of BPATC. It formally started functioning in 1998. It is run by the constitutions approved



by the Rector of Centre. It has an Executive Committee consisting of nine members. 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. According to the constitution of the club, all the activities of the club should be conducted by an executive council consisting of nine members. During the period of 2014-15 Mrs. Humaira-Jahan Jalsha acted as the general secretary and Mrs. Aklima Islam as the Treasure of the club. The tenure of the executive committee is for one year. The club performs all activities with the money received from the social welfare fund of BPATC Monthly contribution of the members and earning from a school which is being run by the club.

9.4.2 During the Financial Year 2014-15 the club arranged various programmes with due solemnity keeping pace with the Officers club.

9.5. Activities of BPATC Employees Club

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 of the social-welfare sector of the center and subscription of the employees. With the initiative of the employees' club, the International Mother Language Day, Independence Day and Victory Day are observed. Various mini-tournaments on Football, Cricket and Volleyball are arranged, indoor games like cards, carom, ludo and chess are arranged throughout the year. Annual sports competition is one of the main recreational activities of the club. The 27th Annual Sports Competition of the club was held with much enthusiasm. The competition was inaugurated by the chief guest of the annual sports competition, Rector and the convener of the advisory council of the employees' club. Rector distributed the prizes among the winners of the competition.

9.6 UPCOMING INITIATIVES OF THE CENTRE

Apart from the regular training activities, BPATC arranges various special programmes in collaboration with institutions of home and abroad towards its journey to be a centre of excellence. Some of such upcoming initiatives are outlined in this section.

9.6.1 Letter of Agreement with Food and Agriculture Organization

Bangladesh Public Administration Training Centre (BPATC) is going to ink a Letter of Agreement (LOA) with Food and Agriculture Organization (FAO) to impart training to the officials of Ministry of Agriculture (MoA), Ministry of Fisheries and Livestock (MFL), Ministry of Food and Disaster Management (MoFDM) and Implementation Monitoring and Evaluation Division (IMED) with the objectives of addressing the Result-Based Project Cycle Management Training Course (PCM/RBPID) and streamlining 'food security and agriculture project cycle that puts emphasis on 'result-based project

identification and design' monitoring under the project of Integrated Agriculture Productivity Project(IAPP). This training will enhance awareness among GOB stakeholders of the need to adopt a result-based project identification and design of project cycle management approach.

The main aim of the MOU is to provide training on main courses (3 courses each one for 10 days) and refresher courses (4 course each one 2 days) to 80 participants by August 2016.

9.6.2 Memorandum of Understanding with FINEUROP

Bangladesh Public Administration Training Centre (BPATC) is going to sign a Memorandum of Understanding (MOU) with FINEUROP, a firm appointed by the World Bank under an agreement with Central Procurement and Technical Unit (CPTU) for organizing training cum workshop on public procurement management, which will come into force from 1st August 2015. Under this MOU, BPATC will impart short modular training of 1-2 day on public procurement to the entry level, mid level and senior level civil servants embedded within the regular Foundation Training Course (FTC), Advanced Course Administration Development (ACAD) and Senior Staff Course (SSC). It is expected that about 22 courses (4 FTC with ±300 each, 9 ACAD and 9 SSC with ±30 each) will be held from August 2015 to December 2016. Total target is 1940.

The aim is to acquaint the participants with various procurement functions such as planning, budgeting, preparing tender/proposal document, tender/proposal evaluation, contract administration with the Public Procurement Act 2006 (PPA, 2006) and Public Procurement Rules (PPR, 2008) and thereby raise the performance standard of procurement functions.

9.6.3 Collaboration with the United Nation's Children Fund (UNICEF)

Recently, country Director, UNICEF, Bangladesh has visited BPATC and proposed to launch collaborative programme for capacity building of BPATC and provide support to organize training to the BPATC officials on issues of child education, child health, nutrition, immunization and ensuring child rights. Some workshops will be arranged for the officials working at field level such as Upazila, District to build awareness and improve the capacity of the public servants to deal with the issues relating to health services, quality education, child Rights etc.

9.6.4 Reducing backlog of Foundation Training Course (FTC)

At present government has a backlog of 2672 entry level officers waiting for foundation training. The government has decided to increase the duration of foundation training

course from four months to six months to build a force capable of dealing with the issues of professional public service delivery and to improve the quality of training. BPATC believes in excellence. To achieve world class standards in all its courses, it ensures quality training with updated curricula and skilled management system. In that line, BPATC has decided to temporarily postpone some of the short courses from the calendar year 2015-16 in order to reduce the backlog of Foundation Training Course (FTC).

Ministry of Public Administration (MOPA) has initiated to arrange some FTCs at other Training Institutes such as BCS Administration Academy (BCSAA), Bangladesh Institute of Administration and Management (BIAM), Officers' Training Institutes (OTI), Fisheries Training Academy (FTA), National Training Academy (NATA), Postal Training Academy (PTA), Training Academy of BTCL, Custom's Training Academy, Rural Development Academy (RDA) etc. to reduce backlog. It is expected that around 400 participants will undertake FTC at a time in these training institutes. BPATC shall coordinate all training institutes for conducting FTC.

9.6.5 MOU with Bangladesh Council of Scientific and Industrial Research (BCSIR)

Bangladesh Public Administration Training Centre (BPATC) is going to sign a MoU with BCSIR under which BPATC will impart Special Foundation Training Course (SFTC) to the class I officials of BCSIR. First course will start from 12 July 2015.

9.6.6 Letter of Agreement with Local Government and Engineering Department

A letter of Agreement is being considered to conclude with Local Government and Engineering Department (LGED) for organizing a training course on 'Managerial Leadership, Ownership and Integrity' for superintending engineers and senior executive engineers of LGED. It is expected that about 90 officers will undergo the training course.

9.6.7 Distant Training

BPATC has established network facilities in all its four regional centers including its main campus at Savar, Video conferencing equipments are also set under the project 'Digitalization of BPATC'. Now BPATC is going to introduce distant training through video conferencing set up in all its four regional centers. Participants will enjoy same training sessions of BPATC from RPATCs located at four divisional headquarters in Dhaka, Chittagong, Rajshahi and Khulna.

9.6.8 Standard Operating Procedure for Managing Training

Standard Operating Procedure (SOP) outlining the standard procedure to be maintained in all activities relating to training programmes of BPATC is being prepared.

It covers standard process, procedure and principles of BPATC relating to the core values entailing discipline, integrity, inclusiveness, professionalism, innovation, team spirit and learning for results for the participants as well as the faculty. The objectives of the SOP are to maintain professionalism in managing training activities of the BPATC from stakeholders' ends.

The standard operating procedures would be applicable mainly to the officials involved in course management, curriculum development, and support services and to all the trainees (including in-house trainees) and resource persons including faculties of BPATC.

9.6.9 Upcoming Projects of SBPATC

1. Name of Project: Construction of Vertical Extension of ITC Building
 - a) Estimated cost of the Project (In Lakh Taka) : 6157.00
 - b) Project Implementation Period (Proposed) : July, 2015 to June, 2018
2. Name of Project: Capacity Enhancement of the Core Courses of BPATC
 - a) Estimated cost of the Project (In Lakh Taka) : 5000.00
 - b) Project Implementation Period (Proposed) : July, 2015 to June, 2018
3. Name of Project: Enhancement of Training Capacity of BPATC
 - a) Estimated cost of the Project (In Lakh Taka) : 70000.00
 - b) Project Implementation Period (Proposed) : January, 2016 to June, 2021

9.7 Report on Right to Information Act 2009 (2009) of BPATC

9.7.1 As a public sector organisation Bangladesh Public Administration Training Centre (BPATC) is committed to establish transparency and accountability at all levels of its activities. It believes that stakeholders have every right to get the information they seek from this apex training institute of this country. In order to ensure easy access of the



citizens to the information organisational arrangements have been made. Particular officers are assigned to deliver the information sought by the stakeholders for BPATC as well as the Regional Public Administration Training Centres (RPATCs). Moreover, in case of absence of the assigned officers, designated alternative officers are assigned to substitute them at both BPATC and regional centres. There are appellate authorities. The

formation of the mechanism to provide information is as follows:

List of Assigned officers to provide information under Right to Information ACT 2009 (RTI 2009) at BPATC and RPATCs.

SL. No	Ministry /Offices Name	Responsible Officers Name & Designation	Responsible Officers Phone & Mobile Number	Responsible Officers E-mail Number	Appellate Authority Name, Designation,Phone,Mobile Number & E-mail
1.	Bangladesh Public Administration Training Centre Savar, Dhaka-1343	Md. ShafiqulHaque Director (Research)	Phone: 7745010-16 Ext: 4171(o) 7744998 (h) Mobile: 01552329028 01840988173	shafiqulh@gmail.com	Md. Zaydul Hoque Mollondc (Additional Secretary) Member Directing Staff (Project) Phone: 7745010-16 Ext: 4304, 7744822(o) Mobile: 01715616743(m) mdzaydul@gmail.com
2.	Regional Public Administration Training Centre,49 New Eskaton Road, Dhaka	A. K. M Shamim Akhter Deputy Director (DS), RPATC, Dhaka	Phone: 02-9361150 Mobile: 01720666000	rpatcdhaka@yahoo.com	Md. Mahmudul Hasan, PhD (Additional Secretary to the Govt.) Member Directing Staff (P & S) 7745010-16 Ext:4104, 7745027(o), 01915730440(m) hassan377@yahoo.com
3.	Regional Public Administration Training Centre,10 SS Khaled Road, Chittagong	Begum Yasmin ParvinTibriji Deputy Director, RPATC, Chittagong	Phone: 031-613691 Mobile: 01712577900	rpatcctg@yahoo.com	
4.	Regional Public Administration Training Centre,KaziHata, Rajshahi	Dr. Sitara Begum Deputy Director, RPATC, Rajshahi	Phone: 0721-772520 Mobile: 01726086295	rpatcraj@gmail.com	
5.	Regional Public Administration Training Centre,Boyra, Khulna	Hossain Ali Khandaker Deputy Director(DS), RPATC, Khulna	Phone: 041-762347 Mobile: 01712100645	rpatckhulna@gmail.com hossainali5951@gmail.com	

Every year the necessary information regarding disclosure of information sought by the stakeholders is sent to the Information Commission through a prescribed format. The relevant information of the year 2014 is as follows:

ক্র. নং	কর্তৃপক্ষের নাম	তথ্য অধিকার আইন ২০০৯-এর ফরমেট অনুযায়ী তথ্য সরবরাহের জন্য প্রাপ্ত আবেদনের সংখ্যা।	তথ্য সরবরাহের মাধ্যমে নিষ্পত্তিকৃত আবেদনের সংখ্যা।	অনুরোধকৃত তথ্য না দেয়ার সিদ্ধান্তের সংখ্যা ও উক্ত সিদ্ধান্ত গ্রহণের কারণ।	দায়িত্বপ্রাপ্ত কর্মকর্তার সিদ্ধান্তের বিরুদ্ধে আপীলের সংখ্যা।	আপীল নিষ্পত্তির সংখ্যা।	কর্তৃপক্ষ কর্তৃক দায়িত্বপ্রাপ্ত কর্মকর্তার বিরুদ্ধে গৃহিত শাস্তিমূলক ব্যবস্থার সংখ্যা।	তথ্য অধিকার (তথ্যপ্রাপ্তি সংক্রান্ত) বিধিমালা ২০০৯-এর বিধি ৮ অনুযায়ী তথ্যের মূল্য বাবদ আদায়কৃত অর্থের পরিমাণ।	কর্তৃপক্ষ কর্তৃক গৃহিত বিভিন্ন কার্যক্রমের বিবরণ।
১	২	৩	৪	৫	৬	৭	৮	৯	১০
১	বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র	নাই	নাই	নাই	নাই	নাই	নাই	নাই	নাই



Honourable Rector Mr. A.K.M. Abdul Awal Mazumder is in an Open Discussion & Establishment Day Programme of BPATC



A partial view of BPA7C