

BPATC



Bangladesh Public Administration Training Centre

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76th Foundation Training Course

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[09 March – 04 September 2024]

Course Curriculum and Brochure

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



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

76th Foundation Training Course

(09 March – 04 September 2024)

*Building Capacity for Effective, Inclusive & Accountable
Public Administration System*

COURSE CURRICULUM & BROCHURE



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

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জাতীয় সংগীত

আমার সোনার বাংলা, আমি তোমায় ভালোবাসি।
চিরদিন তোমার আকাশ, তোমার বাতাস, আমার প্রাণে বাজায় বাঁশি ॥
ও মা, ফাগুনে তোর আমার বনে ঘ্রাণে পাগল করে,
মরি হয়, হয় রে—
ও মা, অঘ্রাণে তোর ভরা ক্ষেতে আমি কী দেখেছি মধুর হাসি ॥

কী শোভা, কী ছায়া গো, কী স্নেহ, কী মায়া গো—
কী আঁচল বিছায়েছ বটের মূলে, নদীর কূলে কূলে।
মা, তোর মুখের বাণী আমার কানে লাগে সুধার মতো,
মরি হয়, হয় রে—
মা, তোর বদনখানি মলিন হলে, ও মা, আমি নয়নজলে ভাসি ॥

প্রভাতি প্রার্থনা

হে পরম করুণাময় সৃষ্টিকর্তা
আমাদের উপর কল্যাণ বর্ষণ করুন।
রোগ, জরা, ব্যাধি থেকে আমাদের রক্ষা করুন।
লোভ, হিংসা, দুর্নীতি ও পরশ্রীকাতরতা থেকে মুক্ত রাখুন।

আমরা যেন নিজেকে উন্নীত করতে পারি
স্বার্থপরতা থেকে পরার্থপরতায়
কুপমন্ডকতা থেকে আলোকিত মানসিকতায়
সংকীর্ণতা থেকে উদারতায়, নৈতিকতায় ও মানবিকতায়।

হে করুণাময়,
আমরা যেন কাজ করতে পারি দেশের এবং বিশ্বের কল্যাণের জন্য
সবার উপরে যেন স্থান দিতে পারি জনস্বার্থকে।

List of Abbreviations

ACR	Annual Confidential Report
ADC	Additional Deputy Commissioner
APA	Annual Performance Agreement
ATT	Attendance
BAPARD	Bangabandhu Academy for Poverty Alleviation and Rural Development
BARD	Bangladesh Academy for Rural Development
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BPATC	Bangladesh Public Administration Training Centre
BS	Bangladesh Studies
BSR	Bangladesh Service Rules
CA	Course Adviser
CC	Course Coordinator
CD	Course Director
CLP	Chars Livelihoods Programme
CMT	Course Management Team
COTA	Civil Officers Training Academy
CRPC	The Code of Criminal Procedure
CT	Class Test
CPC	The Code of Civil Procedure
CVDP	Comprehensive Village Development Programme
DC	Deputy Commissioner
DCV	Disadvantage Citizen Visit
DS	Development Studies
FGD	Focus Group Discussion
FM	Faculty Member
FT	Facilitation Team
FTC	Foundation Training Course
GA	Group Assignment
GD	Group Discussion
GDP	Gross Domestic Product
GE	Group Exercise
GNI	Gross National Income
GP	Group Presentation
GR	Group Report
GRS	Grievance Redress System
GS	Guest Speaker
HPM	Hon'ble Prime Minister
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
IBAS++	Integrated Budget and Accounting System
ICA	Individual Conduct Assessment
ICS	Individual Case Study
IE	Individual Exercise
IP	Individual Presentation

IR	Individual Report
IRP	Individual Research Proposal
L&D	Lecture and Discussion
L&E	Lecture and Exercise
L&P	Lecture and Practice
LDC	Least Developed Countries
LGI	Local Government Institution
MDS	Member Directing Staff
MOPA	Ministry of Public Administration
MS	Management Studies
NIPA	National Institute of Public Administration
NIS	National Integrity Strategy
NNP	Net National Product
OBE	Open Book Examination
PA	Public Administration
PDBF	Palli Daridro Bimochon Foundation
PR	Presentation
PRB	Police Regulation, Bengal
PT	Practical Test
Q&A	Question and Answer
RA	Reading Assignment
RDA	Rural Development Academy
RECAP	Recapitulation
RP	Role Play
RTI	Right to Information
RW	Report Writing
SA	Secretariat Attachment
SAR	Secretariat Attachment Report
SD	Skills Development
SDG	Sustainable Development Goal
SFDF	Small Farmer Development Foundation
SMART	Specific, Measurable, Achievable, Rationale and Time-bound
SPSS	Statistical Package for the Social Sciences
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TA/DA	Travel Allowance/Daily Allowance
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
VAT	Value Added Tax
WE	Written Examination
WS	Workshop

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Course Curriculaum

INTRODUCTION

Foundation Training Course (FTC)

FTC is the first and compulsory training course for the civil servants as they enter into the service. The contents of this course are designed in a way so that the participants can get an overall understanding of different aspects of governance, development and different national institutions and policies to undertake their roles as civil servants. Since the entry level civil servants come from diverse academic areas and social background, it is important to ensure that the participants have a common understanding of various theories, concepts and issues on administration and development in general and of rules, regulations, processes, procedures for the public sector. However, apart from enhancing professional knowledge of the trainee officers, the course also intends to enrich the behavior and character of the participants to enable them to perform their roles in the work place with due sincerity, commitment, fairness and objectivity. The course also provides an opportunity for the officers to familiarize themselves with various dimensions of history, culture and socio- economic development of the country. Instilling the spirit of liberation war and patriotism in the minds of participants is also a major expectation of the course.

While the foundation course has set different evaluation methods, it gives special attention to individual assignments as this method presents an opportunity to the participants to be more analytical, argumentative and illustrative in putting arguments. Therefore, participants are expected to be more engaged and active in the training to deepen their learning and enrich their analytical reasoning. It is important to be noted that public servants must possess the analytical insight to provide prudent input in decision making while they work on the ground.

Course Objectives

In general, the FTC intends developing the trainee officers as skilled, innovative, proactive and well-groomed to be committed to the well-being and development of the people in an ever-changing national and global context. With the completion of the course, it is expected that the participants will be able to:

- develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand the role of leadership in public sector;
- recognize the role of civil servants in a changing national and global environment;
- have a broader understanding of different national goals such as Vision 2041 and Delta Plan 2100 including the SDGs or Agenda 2030 and its localization;
- know essential laws, basic service norms, rules, policies and procedures;

- identify the root causes of the challenges that the marginalized people are exposed to and to find the sustainable approach and strategies to address those challenges;
- understand the need of utilizing the ICT in service process simplification and efficient management of public services;
- be able to prepare analytical reports within stipulated time and present them before a large audience;
- communicate in English with competency and confidence;
- foster esprit de corps and empathy among the participants and other stakeholders coming from the diverse academic and socio-economic background;
- maintain physical fitness and ethical values.

KEY ASPECTS OF THE FOUNDATION TRAINING COURSE

KEY ASPECTS OF THE FOUNDATION TRAINING COURSE

Course Duration

The length of the Foundation Training Course is 6 months (180 days). Sessions are held on all weekdays except holidays; however, depending on the necessity, sessions may be held on weekends. Participation of the trainees in all activities is mandatory.

Course Content

The course is conducted through 23 academic modules. Car driving is a non-academic module. Academic modules are clustered into five broad thematic areas such as (1) Bangladesh Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development. Another segment in the curriculum is (6) Cross-Cutting Issues which includes Module 23; Contemporary Issues and Module 24; Comprehensive Examination along with evaluation by Course Management Team and Evaluation Department.

Under the comprehensive examination module, participants take part in the final examination at the end of the course and respond to questions analytically and elaborately. Topics covered under the contemporary issues remain out of evaluation. Course Management Team or the Module Director provides a briefing on the comprehensive examination before they undertake the examination.

The titles of the modules are as follows.

1	Bangladesh and Bangabandhu Studies	7	Important Service Laws in Bangladesh
2	Village Study	8	Office Management and Communications
3	Poverty Reduction and Rural Development	9	Public Financial Management and Economic Governance
4	District and Upazila Attachment	10	Governmental System and Essential Laws
5	Fundamentals of Foundation Training Course	11	Public Administration and Governance
6	Leadership and Organizational Management	12	Child Rights and Gender Equality
13	Economic Planning and Development	19	Book Review and Presentation
14	Sustainable Development Goals	20	Information & Communication Technology (ICT)
15	Project and Procurement Management	21	Physical Conditioning & Sports
16	Basics of Social Research	22	Car Driving
17	IELTS and Communication Skills in English	23	Contemporary Issues
18	Basics of English	24	Comprehensive Examination

Course Activities and Days Allocation

Items	No. of days
Total Days	180
Week-ends and Public Holidays	62
Working Days	118
Field Attachment (Including Week-ends)	35
Inauguration and Closing	2
Pre-training Activities	2
Secretariat Attachment	2
Field Trips/Visits	3
Field Trips/Visits	3
Total Working Days in BPATC	86

Tentative Schedule of Daily Activities

Time	Activities
05:30-06:30	Physical Exercise*
07:30-08:15	Breakfast*
08:30-09:30	Classroom Session
09:40-10:40	Classroom Session
10:40-11:05	Tea Break
11:05-12:05	Classroom Session
12:15-13:15	Classroom Session
13:15-14:15	Prayer and Lunch
14:15-15:15	Classroom Session/Library Work/Lab. Work etc.
16:30-17.30	Games & Sports/Driving*
19:15-20:30	Evening Session/Extension Lecture/Group Presentation/Library Work/ Film Show
20:30-21:30	Dinner

*Subject to change according to sunrise and sunset

Training Methods

The Course includes different training methods such as lecture and discussion, group work, reading assignment, library work, case study, panel discussion, seminar, workshop, individual/group exercise, film show, study tour, field visit/attachment, extension lecture, role play, demonstration etc.

A recap session is held at the first session of every week in which 5 (five) participants will present their learning points of the previous week. This session is an opportunity for the participants to enhance their presentation skills and learning abilities.

Medium of Instruction

The medium of instruction of the Foundation Training Course is English. The Centre encourages the participants to develop their oral and written skills in English through practicing inside and outside the classroom. More importantly, all assignments, both group and individual presentations will be in English.

Resource Persons

Both faculty members and guest speakers will conduct training sessions. Eminent scholars, senior civil servants, renowned professionals are invited as guest speakers in the course.

Extension Lectures

Topics mentioned in the ‘contemporary issues’ module are usually conducted by guest speakers as Extension Lecture (EL). EL is a great opportunity for the young participants to learn from the guest speakers and interact with them. EL usually takes place in the evening. Senior level policy makers and experts of different fields speak in the EL sessions.

Attachments and Visits

Out of the six-month duration of the course, five weeks will be spent in several attachments and visits. The attachments and visits are organized to fulfill the objectives of some modules of the course. The attachments and visits include: (1) Own Village Visit (1 week); (2) Rural Development Institutes (BARD/RDA/BAPARD) Attachment (1 week); (3) District and Upazila Attachment (2 weeks); (4) Knowing Bangladesh (1 week). CMT organizes briefing before any attachment and visit. Detailed on the attachment is given at the end of the module descriptions.

Evaluation and Grading System

According to the Evaluation Policy of the BPATC, performance in the training of all participants is evaluated and graded. The participants must ensure at least 95% attendance in the instructional sessions and physical training and games. Participants are strongly advised to consult the Evaluation Policy of BPATC to know details of the evaluation systems. Qualifying marks in each module/subject is 50 percent of total marks. Only successful participants are given certificate at the end of the course. The following table presents the grading system.

Sl.	Percentage of Marks	Grading
1	85 and above	A+ (Outstanding)
2	80- <85	A (Excellent)
3	70- <80	B+ (Very Good)

4	60- <70	B (Satisfactory)
5	50- <60	C (Average)
6	<50	Fail

Absence and Marks Deduction

In all types of training sessions, for 1% authorized absence (academic & sports sessions) 10% marks will be deducted from the marks of attendance. Authorized absence exceeding 5% for any participant will result in instant release of that participant from the course. The percentage of deduction of marks due to authorized absence in the sessions is enumerated in the below table.

Rate of Absence	Rate of Deduction of Marks
1%	10%
2%	20%
3%	30%
4%	40%
5%	50%

Rector's Medal/Merit Medal

Top 20% of the total participants will be awarded Merit Medal. The outstanding participant who secures the topmost position in the course by overall evaluation with a clean image regarding discipline and other issues maintained throughout the course will be awarded with special medal, such as 'Rector's Medal'.

Course Management Team (CMT)

The course management team comprises a Course Adviser, Course Director(s) and a number of Course Coordinators (CC). The course is organized under the direct supervision of the CMT. Each section of the course is managed by a Course Coordinator (CC) and the CC works under the guidance of the Course Director (CD) and Course Adviser (CA). The CC is primarily responsible for the implementation of all academic, extra-academic and administrative activities of a section and s/he is the first interface between the participants and CMT.

Participants are encouraged to share any feedback with the CMT to ensure quality training and convenience in the training environment. However, they are advised to meet the CMT through the respective Coordinator.

Mandatory Responsibilities of the Participants

Successful completion of the course requires fulfillment of the following conditions by the participants and this compliance is compulsory.

- maintaining higher degree of discipline, ethics, norms and formalities inside and outside the classroom;
- attending all instructional sessions and other training activities punctually;
- entering the classrooms at least five minutes before the scheduled time;
- submitting the assignments within the stipulated time;
- staying compulsorily in the dormitory and following the rules and regulations there of;
- abstaining from carrying and using of cell phones in academic sessions, formal functions, mosque, library and corridor;
- participating in all co-curricular activities as instructed by the CMT;
- maintaining health protocol, with special reference to Covid-19 as prescribed by the institution;
- plagiarized documents/reports will result in serious disciplinary actions

It is important to note that the degree of the compliance with the above-mentioned issues will determine the CMT's comments in the pen-picture of the participants which is sent to the cadre controlling ministries/divisions to keep it in the dossier of each trainee. Moreover, CMT's observation in this regard also influences the CMT evaluation.

Meeting a Faculty Member

No participant shall meet or otherwise be called by any faculty member in his/her office room/home. In case of any necessity of meeting between the participant and the faculty member, faculty member or participant concerned should inform the CC concerned. CC of that Section will make the arrangement of meeting time and it should be held in the course office in presence of the concerned CC. In case of any deviation/violation of this instruction, disciplinary action will be taken against the participant concerned.

Dress Code

Participants must follow the prescribed dress code during training. A detailed dress code as approved by MoPA is enclosed (Annexure 1).

Table Manners

All participants must follow the table manners, etiquettes as briefed by the CMT at the beginning of the training. It is the responsibility of the CMT to inform the participants of the table manners and etiquettes properly and ensure the full practice. Failing to observe appropriate manners and etiquettes on the part of any trainee may result in disciplinary action.

Accommodation

The Foundation Training Course is residential and staying dormitory is mandatory. The participants will have to stay in the room allotted to them in the dormitory. During their stay in the dormitory, participants must wear decent dress. Leaving the dormitory without permission is treated as misconduct. At 10:30 pm, the dormitory gate will be closed. It is advised that all participants must enter dormitory building before 10 pm. No gambling, playing cards, taking drugs and alcohol are allowed in the dormitory. Participants are not allowed to take any guest in the dormitory. Participants cannot possess any arms and sharp materials with them during their stay in the dormitory. In case of any deviation, disciplinary action will be taken against the concerned trainee. In case of taking alcohol, drugs, possessing arms and sharp materials during their stay in the dormitory, the participants will be expelled from the course notifying the controlling ministry accordingly.

Food

Meals are arranged for participants through Mess Committee formed by the participants. Having meal in cafeteria is mandatory for all FTC participants. Using spoon, fork and knife during meal is mandatory. The participants will take their breakfast, lunch, evening tea and dinner within scheduled time at the specified dining room/cafeteria. The Mess Committee is responsible for maintaining the overall quality of meals served to participants. Mess Committee should be accountable to the participants for their expenditure. All costs should also be audited.

MODULE-WISE MARKS DISTRIBUTION

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh and Bangabandhu Studies	IA (25), IR (25)	-	50
2	Village Study	IR (30) IP (20)	-	50
3	Poverty Reduction and Rural Development	WE (20), ICA (05)	-	25
4	District and Upazila Attachment	District: ATT (5) ICA (5)	District: GP (20), BPATC: GR (20)	50
B. Management Studies				
5	Fundamentals of Foundation Training Course	-	-	-
6	Leadership and Organizational Management	IA (50)	-	50
7	Important Service Laws in Bangladesh	OBE (50)	-	50
8	Office Management and Communications	IE (25) SAR (25)	-	50
9	Public Financial Management and Economic Governance	IE (50)	-	50
C. Public Administration				
10	Governmental System & Essential Laws	OBE (50)	-	50
11	Public Administration and Governance	WE (25)	GE (25)	50
12	Child Rights and Gender Equality	-	GE (25)	25
D. Development Studies				
13	Economic Planning and Development	WE (50)	-	50
14	Sustainable Development Goals	IA (25)	-	25
15	Project & Procurement Management	-	GE (50)	50
16	Basics of Social Research	IRP (50)	-	50
E. Skill Development				
17	IELTS and Communication Skills in English	IE (50)	-	50
18	Basics of English	IE (25)	-	25
19	Book Review and Presentation	IR (30), IP (20)	-	50
20	Information & Communication Technology (ICT)	PT (50)	-	50

21	Physical Conditioning and Sports	ATT (10+10), WE (20), ICA (10)	-	50
22	Car Driving	-	-	-
F. Cross-Cutting Issues				
23	Contemporary Issues	-	-	-
24	Comprehensive Examination	50	-	50
25	Evaluation by the CMT	Overall Conduct & Discipline (25)	-	25
26	Evaluation by Evaluation Department	Attendance (20)	-	25
		Speaker’s Evaluation (05)		
Total		860	140	1000

ATT= Attendance, **CMT**= Course Management Team, **IA**= Individual Assignment, **ICA**= Individual Conduct Assessment, **IE**= Individual Exercise, **IP**= Individual Presentation, **IR**= Individual Report, **GE**= Group Exercise, **GP**= Group Presentation, **GR**= Group Report, **OBE**= Open Book Examination, **PT**= Practical Test, **WE**= Written Examination, **IRP**= Individual Research Proposal, **SAR**= Secretariat Attachment Report

DETAILED COURSE CONTENTS

Thematic Area A Bangladesh Studies

Module 01: Bangladesh and Bangabandhu Studies

Evaluation Method: Individual Assignment-25 & Individual Report on Visit-25

Total Marks: 50

Module Objectives: To acquaint the participants with the following:

- the anthropological background, history and culture of Bangladesh
- the genesis and spirit of liberation war of Bangladesh
- different aspects of leadership, life and works of Bangabandhu
- the roots of socio-economic transformation of Bangladesh
- genocide and struggle of 1971

Module 01 A: Bangabandhu Studies

Code	Hr(s)	Topic	TM	RP
1.01	2	Emergence of Bangabandhu as a Leader	L&D	GS
1.02	2	Political Philosophy of Bangabandhu and his Contribution to the Development of the “Bengali Nation”	L&D	GS
1.03	2	Historic Speech of 7 March 1971: Declaration of Independence	L&D Film Show	FM/GS
1.04	2	Bangabandhu’s Strategic Outlook about Foreign Policy and Administrative Reforms	L&D	GS
1.05	2	Bangabandhu’s Economic Vision	L&D	GS
-	-	Life and Works of Bangabandhu	Seminar	CMT
-	-	Visits to Bangabandhu’s Mausoleum, Tungipara and Bangabandhu Memorial /Liberation War Museum	Visit	CMT

Module 01 B: Bangladesh at a Glance: History & Culture

Code	Hr(s)	Topic	TM	RP
1.06	1	Anthropology of Bengali People and Genesis of Bangladesh	L&D	GS/FM
1.07	1	Socio-Cultural Heritage and its Transformation	L&D	GS /FM
1.08	2	Genocide in Bangladesh and Spirit of Liberation War	L&D & Film Show	GS/FM
1.09	2	Potential Resources of Bangladesh (Special Emphasis on Tourism and District Branding)	L&D	FM/GS
1.10	2	The Influence of Poets & Writers in Bangla Literature and Culture with special Reference to National Poet Kazi Nazrul Islam, Rabindranath Tagore and Jasimuddin	L&D	GS

Module 02: Village Study**Evaluation Method: Individual Report and Individual Presentation on the visit****Total Marks: 50 (IR:30, IP:20)****Module Objectives:** The participants will be able to identify

- the gap between existing and desired conditions of civic amenities in villages, and
- ways out of overcoming the challenges;
- problems of disadvantaged families,
- the standard of public services to them while taking initiatives to solve at least one or two of their problems

Code	Hr(s)	Topic	TM	RP
2.01	2	My Village - My Town (SWOT Analysis and Action Plan)	L&D	FM/GS
2.02	1	Briefing on Disadvantaged Citizen Visit (DCV)	L&D Q&A	FM/GS
2.03	-	Presentation on DCV (Each participant will get 10 minutes for presentation including Q & A)	Presentation	FM/GS

Module 03: Poverty Reduction and Rural Development

Module Management: BARD/RDA/BAPARD (as the case may be)

Evaluation Method: Written Examination and Individual Conduct Assessment (The evaluation will be conducted by the CMT of the host organization)

Total Marks : 25 (WE: 20, ICA:05)

Module Objectives: To make the participants aware of the history, concept and techniques of rural development; and the transformation of the rural economy and society of Bangladesh.

Code	Hr(s)	Topic	TM	RP
3.01	1	Poverty Alleviation: Concepts and Measurements	L&D/CS	BARD/RDA/ BAPARD Management
3.02	2	Poverty Reduction Models: <i>Amar Bari, Amar Khamar, Palli Sanchay Bank, CVDP, SFDF, PDBF, Char Livelihood Programme(CLP)</i>	CS&E	
3.03	1	Rural Economy in Bangladesh: Trends, Achievements and Challenges	L&D	
3.04	1	Cooperative Movement and Social Development in Bangladesh	CS&E	
3.05	2	Rural - Urban Migration in Bangladesh: Causes and Consequences	L&D	
-	-	Field Visit to Rural Development Projects	Visit	

Module 04: District and Upazila Attachment

Evaluation Method: Group Report, Group Presentation and Individual Conduct Assessment

Total Marks: 50 (District level: GP-20, ICA-10 (Attendance -5, ICA -5) and at BPATC: GR-20)

Module Objectives: To present the opportunity for the participants to know the practical aspects of the field administration, changing dynamics of the rural society, history and economy and the potentials of Bangladesh.

Week 1: District Attachment

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential firm/NGO
- Studying the Annual Performance Agreements (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying different accountability and transparency tools (eg. Citizen Charter/NIS/GRS/RTI/APA) of different offices to analyse the impact of it on the service delivery

Week 2: Upazila Attachment

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and economically disadvantaged households, and (ii) studying service delivery by Upazila level offices. The tasks include the following:

Component 1

- Studying the functions and role of the Upazila Parishad
- Studying the roles and functions of the local government institutions (LGIs)

Component 2

Module Director of Module-4 and the CMT will assign task and coordinate the activities¹.

Week 3: Knowing Bangladesh/District Potentials

This activity is to meet the requirement of Module-1 (Module: 1A Bangladesh and Bangabandhu Studies and Module: 1B Bangladesh at a Glance: History & Culture). Upon finishing the visit participants will be required to submit individual report on the visits.

¹ All host institutions should follow the attachment guidelines provided by BPATC.

Thematic Area B Management Studies

Module 05: Fundamentals of Foundation Training Course

Module Objectives: To enable the participants to understand the content, context and philosophical foundations of the FTC. A major objective of this module is to reorient the newly recruited civil servants to feel obligated to perform their roles with professionalism, fairness and objectivity.

Code	Hr(s)	Topic	TM	RP
5.01	2	Philosophy of Foundation Training Course and Civil Service Values, Ethics and Professionalism	L&Demo	GS/FM
5.02	2	The Whole of Government Approach in Civil Service of Bangladesh	L&D	GS/FM
5.03	2	Etiquette, Manners and Code of Conduct for Civil Servants	L&E	GS/FM

Module 06: Leadership and Organizational Management**Evaluation Method:** Individual Assignment**Total Marks:** 50

Module Objectives: To make the trainees understand the basic forms, structure and nature of organizations and apply the HR principles and strategies effectively in own organization for optimum utilization of available HR and enhance productivity.

Code	Hr(s)	Topic	TM	RP
6.01	2	Organization & Management: Concepts, Types, Nature, Structure, Creation of Post and Abolition, etc.	L&E	GS/FM
6.02	2	HRM and HRD in Organization with focus on Career Planning and Career Development	L&E	GS/FM
6.03	2	Art of Leadership	L&D Case Study	GS/FM
6.04	1	Effective Crisis Management	L&D	GS/FM
6.05	2	Team Building, Motivation and Human Relationship in Organization	Case Study	GS/FM
6.06	2	Change Management in Civil Service	L&D	GS/FM
6.07	1	Conflict Management in Organizational Situations: Negotiation & Coordination Techniques	Case Study	GS/FM
6.08	2	Stress Management in Workplace	L&D	GS/FM

Module 07: Important Service Laws in Bangladesh

Evaluation Method: Open Book Examination

Total Marks: 50

Module Objectives: To make the participants understand the essential service acts, rules and regulations; and to understand the application of different acts, rules and regulations in appropriate situation.

Code	Hr(s)	Topic	TM	RP
7.01	2	Institutions and Process of Formulating Laws, Rules and Regulations (Overview of the Presidential Order; Act; Ordinance; Rules; Regulation; Executive Order; Code; Sanction; Gazette etc.)	L&D	GS/FM
7.02	2	সরকারী চাকুরী আইন, ২০১৮	L, GD	GS/FM
7.03	2	BSR: Part 1 & Part 2	L&D	GS/FM
7.04	1	General Conditions of Service including Seniority Rules	L&D	GS/FM
7.05	2+2	The Government Servants (Discipline and Appeal) Rules 2018 Inquiry Procedure and Report Writing (Case study)	L GD&E	GS/FM
7.06	2	The Government Servants (Conduct) Rules, 1979	L, GD	GS/FM
7.07	1	The Administrative Tribunal Act & Rules, 1980	L, GD	GS/FM
7.08	2	Rules Related to Leave Rules related to Joining Time	L, D&E	GS/FM
7.09	1	The Bangladesh National Flag, Anthem and Emblem Order, 1972 & Rules and Protocol	L&D	GS/FM
7.10	2	Performance Management and Annual Confidential Report (ACR)	L&D	GS/FM

Module 08: Office Management and Communications**Evaluation Method:** Individual Exercise, Secretariat Attachment Report**Total Marks:** 50 (IE: 25, SAR:25)**Module Objectives:** To orient the participants with the following:

- basics of office management;
- government's guideline and instructions regarding office management and communication
- practical exposure to different Ministries/Divisions of Bangladesh Secretariat

Code	Hr(s)	Topic	TM	RP
8.01	2	Secretariat Instructions,2014 and Its Role in Public Office Management	L&D	GS/FM
8.02	2	Opening of Files, Writing Notes, References, Flagging and Maintaining Different Register	L&E	GS/FM
8.03	1+2	Types of Written Communications and Preparation and Issuance of Letters/Orders	L&Exercise	GS/FM
8.04	2	Meeting preparation (notice, working paper) and effective meeting conduction	L&E and Video Show	GS/FM
8.05	2	Writing Meeting Minutes	L&E	GS/FM
8.06	2	Office Inspection with Case Studies	L&E	GS/FM
8.07	2	E-Nothi/ D-Nothi & Digital Communication	L&E Demo	FM
8.08	2	প্রমিত বাংলা বানান রীতি ও দাপ্তরিক কাজে এর ব্যবহার	L&D	GS
8.09	2 Days	Secretariat Attachment	Study Visit	CMT

Module 09: Public Financial Management and Economic Governance

Evaluation Method: Individual Exercise(s)²

Total Marks: 50

Module Objectives: To enable the participants to know about public financial systems, procedures and gain practical knowledge in certain areas of financial management.

Module 09 A: Basic Economic Concepts

Code	Hr(s)	Topic	TM	RP
09.01	1	Basics of Microeconomics: Some Conceptual Issues	L&D	GS/FM
09.02	1	Basics of Macroeconomics: Some Conceptual Issues	L&D	GS/FM
09.03	1	National Income Accounting	L&D	GS/FM
09.04	2	Monetary Policy, Fiscal Policy and their Dimensions	L&D	GS/FM
09.05	2	Four Sector Relationships (Interrelation and Implications – Real Sector, Fiscal Sector, Monetary Sector and External Sector)	L,D&E	GS/FM
09.06	1	Market Economy vs Mixed Economy: Concept and Issues, Market Failure & Government Intervention	L&D	GS/FM
09.07	1	Capital Market and National Economy	L&D	GS/FM
09.08	2	International Trade and Globalization: Bangladesh Perspective	L&IE	GS/FM
09.09	2	Bangladesh's LDC Graduation: Process, Strategy, Opportunities and Challenges	L&D	FM/GS

Module 09 B: PFM and Economic Governance

Code	Hr(s)	Topic	TM	RP
09.10	2	Public Financial Management Systems & Reforms in Bangladesh	L&D	GS
09.11	2	General Financial Rules	L&D	GS/FM
09.12	2	Treasury Rules	L&D	GS/FM
09.13	2	Budget: Legal Basis, Preparation and MTBF Process	L&D	GS/FM
09.14	2	Fiscal Table (Budget in brief): Hands on Exercise	L,D&E	GS/FM
09.15	2	IBAS++ and it's application	L&D	GS/FM
09.16	2	Debt Management	L&D	GS/FM

2 Module Director will decide the number of individual exercises for final evaluation.

09.17	1	Duties and Responsibilities of Drawing and Disbursing Officer	L&IE	GS/FM
09.18	2	Delegation of Financial and Administrative Powers	L&IE	GS/FM
09.19	2	Preparation of Pay Bill and Pay Fixation	L&D	GS/FM
09.20	2+1	TA, DA Rules and Preparation of TA Bills	L&D	GS/FM
09.21	2	Laws and Practice of VAT	L&E	GS /FM
09.22	1	Laws and Practice of Income Tax	L&IE	GS/FM
09.23	2	Preparation of Income Tax Return	L&IE	GS/FM
09.24	2	Auditing in government offices and response to audit objection (writing broadsheet reply)	L&IE	GS/FM

Thematic Area C

Public Administration

Module 10: Governmental System and Essential Laws

Evaluation Method: Open Book Examination

Total Marks: 50

Module Objectives: To make the participants aware of the governmental system of Bangladesh and orient with the provisions of the Constitution and essential laws of the country.

Code	Hr(s)	Topics	TM	RP
10.01	2	Salient Features of Bangladesh Constitution	L&D	GS/FM
10.02	2	Organs of the State (Executive, Legislature & Judiciary) and their Interplay in Bangladesh Perspective	L&D	GS/FM
10.03	2	Penal Code, CrPC: Sections Essential for Public Service	L&D	GS/FM
10.04	2	CPC, Evidence Act, PRB, 1943: Sections Essential for Public Service	L&D	GS/FM
10.05	1	ভোক্তা অধিকার সংরক্ষণ আইন ২০০৯	L&D	GS/FM
10.06	2	Rules of Business & Allocation of Business	L&D	GS/FM
10.07	2	Land Management, litigation and dispute resolution in Bangladesh	L&D	FM/GS
10.08	2	Local government system in Bangladesh: Functions of LGIs and Challenges	L&D	FM/GS
10.09	2	Interface and Coordination between Elected Representatives and Civil Servants	Panel Discussion	Invited Guests
10.10	-	Parliament Visit: Attending Parliamentary Session	Visit	CMT

Module 11: Public Administration & Governance**Evaluation Method:** Written Examination, Group Exercise**Total Marks:** 50 (WE: 25, GE: 25)**Module Objectives:** To make the participants aware of different aspects of public administration and governance and its changing dynamics.

Code	Hr(s)	Topics	TM	RP
11.01	2	Public Administration and governance: recent trends and case discussion (example of other countries)	L&D	GS/FM
11.02	2	Public Administration Reforms in Bangladesh	L&D	GS
11.03	2	Introduction to Public Policy and Policy Making Process	L&E	GS/FM
11.04	1	Challenges of Policy Crafting and Implementation	L&D	GS/FM
11.05	2	Non-State Stakeholders and Public Policy Formulation	L&D	GS/FM
11.06	1	Business Process Re-engineering	GE&P	GS/FM
11.07	1	Management Improvement and Result Orientation: Total Quality Management (TQM) and Result-based Management (RBM)	L&D	FM
11.08	3	Social Accountability Tools and Practices in Bangladesh: Citizen Charter; Right to Information Act; Grievance Redress System; Annual Performance Agreement ; National Integrity Strategy	L&D/W	FM
11.09	3	Empathy Building and Innovation in Public Service Delivery	Workshop	GS/FM

Module 12: Child Rights and Gender Equality

Evaluation Method: Group Exercise

Total Marks: 25

Module Objectives: To sensitize the participants on the vulnerabilities of the women and children and orient them with the legal provisions to protect the rights and empower the women and children.

Code	Hr(s)	Topics	TM	RP
12.01	2	Gender and Development: women in leadership for equal future	L&D	GS/FM
12.02	2	Women and Child Rights (National, Regional and International Perspective)	D&E	GS/FM
12.03	2	Initiatives of Government of Bangladesh regarding women and child rights (gender-friendly work environment, prevention of gender-based violence, prevention of child marriage, gender responsive budgeting)	L&D	GS/FM

Module 13: Economic Planning and Development**Evaluation: Method:** Written Examination**Total Marks:** 50

Module Objectives: To orient the participants with different aspects of development and economic management. Moreover, the participants will learn the basic issues of economics and different sectors of national economy.

Code	Hr(s)	Topics	TM	RP
13.01	2	Economic Development and Economic Planning: Concepts, Issues, Role of Planning Division	L&D	GS
13.02	2	Vision Trajectories of Hon'ble PM: Perspective Plan 2021-2041 (Vision 2041), Overview of 8 th Five-year plan; Delta Plan 2100	L&D	GS/FM
13.03	1	Socio Economic Indicators of Bangladesh	L&D	GS/FM
13.04	2	Agricultural Development and Food Security	L&D	GS/FM
13.05	1	Education and Development: Bangladesh Perspective	L&D	GS/FM
13.06	2	Universal Health Coverage and Development: Bangladesh Perspective	L&D	GS/FM
13.07	1	Infrastructure and Growth: Bangladesh Perspective (Mega Projects)	L&D	GS
13.08	2	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	L&D	GS/FM
13.09	1	Poverty and Inequality: Concept, Poverty Line, Gini Coeff, Lorenz Curve, Pro-poor Policy, Inclusive Development	L&D	GS/FM
13.10	2	Social Protection Programs for Inclusive Development	L&D	GS/FM
13.11	2	Environment, Development and Sustainability	L&D	GS/FM
13.12	2	Disaster Management in Bangladesh	L&D	GS/FM
13.13	1	SMEs and Startups for Development	L&D	GS/FM

Thematic Area D Development Studies

Module 14: Sustainable Development Goals

Evaluation Method: Individual Assignment

Total Marks: 25

Module Objectives: To acquaint the participants with the concept of sustainable development, different aspects of SDGs, localization of SDGs in Bangladesh.

Code	Hr(s)	Topic	TM	RP
14.01	2	Basics of SDGs and its evolution in the international development framework	L&D	GS/FM
14.02	2	Localization of SDGs: Approach, Strategies and Alignment with Local development priorities	L&D	GS/FM
14.03	2	Budgeting for SDGs and its administration: Challenges and Way forward	L&D	GS/FM

Module 15: Project & Procurement Management**Evaluation Method:** Group Exercise**Total Marks:** 50**Module Objectives:** To make the trainees orient with the following:

- different stages of project cycle; and different tools of project management
- procurement act, rules and procedures

Code	Hr(s)	Topics	TM	RP
15.01	2	Overview of Project Planning and Approval Process in Bangladesh	L&D	GS/FM
15.02	2	Introduction to Project Cycle and Project Management	D&E	GS/FM
15.03	3	Log Frame and Results Based Management (RBM)	D&E	GS/FM
15.04	1	Feasibility Study of a Project	D&E	GS/FM
15.05	2	Preparation of Development Project Proforma (DPP) and Technical Assistance Project Proforma (TAPP)	D&E	GS
15.06	1	Project Risk Management	CS	GS/FM
15.07	1	Project Monitoring and Evaluation	D&E	GS/FM
15.08	2	Overview on PPA 2006, PPR 2008 and Different Procurement Methods	L&D	GS/FM
15.09	2	Steps in Procurement: Annual Procurement plan (APP); Technical Specification; Tender Opening; Tender Evaluation and Contract Signing	L&E	GS/FM
15.10	2	Electronic Government Procurement (E-GP)	L&E	GS/FM
15.11	1	Use of Project Management Software (e.g. MS Project)	Practical	GS/FM

Module 16: Basics of Social Research

Evaluation Method: Individual Research Paper

Total Marks: 50

Objectives: To orient the participants with different aspects of social research and its applicability and necessity in public sector governance.

Code	Hr(s)	Topics	TM	RP
16.01	2	Introduction to Social Research: Concepts of Social Reality, Problem Statement, Research Objectives, Research ethics and Relevance to Public Sector	L&D	FM/GS
16.02	2	Literature Review, Referencing & Bibliography	L&D	FM/GS
16.03	2	Methodology: Research Design and Approaches, Sampling, Data Collection Methods (Interview, FGD, Observation, Survey, Case Study)	L&D	FM/GS
16.04	1	Writing Research Proposal	L&E	FM/GS
16.05	2	Exercise on Preparing Questionnaire	L&E	FM/GS
16.06	1	Data Analysis Technique: Qualitative	L&D	FM/GS
16.07	2	Data Analysis Technique: Quantitative	L&D	FM/GS
16.08	1	Plagiarism and Academic Writing Standard	L&D	FM/GS
16.09	1	Writing Research Report	L&E	FM/GS
16.10	4	Use of Software for Data Analysis in Research (e.g. SPSS, STATA)	Practical	FM/GS

Thematic Area E

Skill Development

Module 17: IELTS and Communication Skills in English

Evaluation Method: Individual Exercise

Total Marks: 50

Module Objective: To improve English listening, speaking, reading and writing ability of the participants and make the participants confident and competent in communication in English.

Code	Hr(s)	Topic	TM	RP
Part 1: Improving English through IELTS Skills				
17.01	1	Introduction to IELTS Listening	L&D	GS/FM
17.02	1+1+1	Listening Practice	Exercise	GS/FM
17.03	1	Introduction to IELTS Speaking	L&D	GS/FM
17.04	1+1+1	Speaking Practice	Exercise	GS/FM
17.05	1	Introduction to IELTS Reading	L&E	GS/FM
17.06	1+1+1	Reading Practice	Exercise	GS/FM
17.07	1	Introduction to IELTS Writing	L&E	GS/FM
17.08	1+1+1	Writing Practice	Exercise	GS/FM
Part 2: Oral Communication Skill Development				
17.09	2	Techniques of Presentation and Public Speaking	L&D Q&A	GS/FM
17.10	6	Contemporary Issues/Theme based Extempore Speech	Speaking Exercise	FM
17.11	12	Debate Competition	Exercise	FM
17.12	10	Recap Sessions	Presentation	FM

Module 18: Basics of English

Evaluation Method: Individual Exercise

Total Marks: 25

Module Objective: To make the participants know the basic grammatical issues of English language to write and speak the language correctly.

Code	Hr(s)	Topic	TM	RP
18.01	2	Common Grammatical Errors in English	L&E	FM
18.02	1	Subject-Verb Agreement	L&E	GS/FM
18.03	2	English at Work Place (Oral & Written Communication)	L&E	FM

Module 19: Book Review and Presentation**Evaluation Method:** Individual Report and Individual Presentation**Total Marks:** 50 (IR: 30³ + IP: 20⁴)**Module Objectives:** To provide the participants with the opportunity to develop skills in critically reviewing books; to enhance public speaking skills and to develop reading habits.

Code	Hr(s)	Topics	TM	RP
19.01	2	Introduction to Art of Book Review	L&D	GS/FM
19.02	17 ⁵	Book/Article/Case Studies Review Report Presentation (20 min. for each presentation including Q&A) (Books Written by Bangabandhu, HPM Sheikh Hasina and on Liberation War, Governance, Development, Public Administration, History Preferred)	R&P	MD

-
- 3 Structure and subject matter: 10, Language, writing style and logical sequence: 10, Consistency and relevance: 10, Analysis and command over the topic: 10
- 4 Presentation skills and ability: 20, Q&A: 10, Time management: 5
- 5 Total Hours will be subject to the number of the participants.

Module 20: Information & Communication Technology (ICT)

Evaluation Method: Practical Test

Total Marks: 50

Module Objectives: To enhance ICT skills of the participants to make them able to leverage ICT in public sector governance.

Code	Hr(s)	Topic	TM	RP
20.01	2	Document Preparation	L&P	GS/FM
20.02	2	Typing (Bangla & English)	L&D	GS/FM
20.03	2	Presentation Preparation	L&P	GS/FM
20.04	2	Spreadsheet Analysis	L&P	GS/FM
20.05	2	e-Governance: Concept and Readiness	L&GW	GS/FM
20.06	2	From Digital to Smart Bangladesh: Concept and Initiatives	L&D	GS/FM
20.07	2	Cyber Security: Relevant Acts and Issues	L&D	GS/FM
20.08	1	Social Media user guidelines and Citizen Connectivity	L&D	GS/FM
20.09	2	4 th Industrial Revolution and its Implications in Bangladesh	L&D	GS/FM

Module 21: Physical Conditioning & Sports**Evaluation Method:** Written Examination and Assessment of Individual Attendance and Participation**Total Marks:** 50 (Attendance: 20; Individual Conduct Assessment: 10; Written Examination: 20)**Module Objectives:** To make the participants aware of the benefits of physical exercise and sports and support them to be motivated to stay physically fit and to be able to manage stress and to improve quality of life.

Code	Hr(s)	Topics	TM	RP
21.01	1	Nutrition & Physical Fitness	L&D	GS/FM
21.02	1	Wellness management: Balancing life and work	L&D	GS/FM
21.03	1	Effect of Exercise on Different Organs	L&D	GS/FM
21.04	1	Sports Injuries and its Prevention	L&D	GS/FM
21.05	1	Sedentary Life Style and Effects	L&D	GS/FM
21.06	1	Occupational Pain and its Management and Rehabilitation	L&D	GS/FM
21.07	1	Emotional Health and Psychological Wellbeing	L&D	GS/FM
21.08 Mandatory Activities	-	Morning Exercise: Walking, Jogging, Freehand Exercises, Ground Exercises, Stretching, Minor Games, Meditation Afternoon Games: Football, Handball, Volleyball, Basketball, Swimming, Tennis etc.	Exercise	FM & Guest Instructors

Module 22: Car Driving

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

Code	Hr(s)	Topic	TM	RP
22.01	1	Introduction to Vehicles	L&P	GS
22.02	1	Traffic Rules, Signals	L&E	GS
22.03	1	Vehicle Maintenance	L&P	GS
22.04	1	Trouble Shooting	L&E	GS
22.05	1	Motor Vehicle Ordinance	L&D	GS
-	150	Driving Practice	Practice	BRTA Team

Module 23: Contemporary Issues⁶

Module Objectives: To provide the participants with the opportunities to learn different perspectives and aspects of the important contemporary issues from the experts and senior policymakers.

Code	Hr(s)	Topic	TM	RP
23.01	2	Smart Bangladesh: Where Development shines Accelerating Employment.	L&D	GS
23.02	2	Ten Special Initiatives of HPM Sheikh Hasina	L&D	GS
23.03	2	State capacity, Developmental State and Middle-income Trap: Lessons for Bangladesh	L& D	GS
23.04	2	Demographic Dividend: Opportunities & Challenges	L&D	GS
23.05	2	Poverty Reduction and Rural Development Strategy in Bangladesh: Major Approaches and Strategies	L&D	GS
23.06	2	Microfinance & Micro Savings in Poverty Reduction: Strategies for Financial Inclusion	L&D	GS
23.07	2	Overseas Employment, Remittance and National Economic Progress: Opportunities and Challenges	L&D	GS
23.08	2	Public-Private Partnership: Models, Benefits and Risks	L&D	GS
23.09	2	Blue Economy and the prospect of economic growth of Bangladesh	L&D	GS
23.10	2	Rohingya Crisis and the Geopolitics of South-East Asia	L&D	GS
23.11	2	Noise Induced Hearing Loss, Smoking related Health Risks, Mobile Phone Use and Health Hazards	L&D	GS
23.12	2	Autism and Neuro-development Disorder	L&D	GS
23.13	2	Climate Change, Adaptation & Climate Risk Mitigation in Bangladesh	L&D	GS
23.14	2	Waste Management in Bangladesh: Issues, Rules and Challenges	L&D	GS
23.15	2	Road Safety and Initiatives by Bangladesh Government	L&D	GS/F
23.16	2	Media Relation	L&D	GS
23.17	2	Motivational Speech by Change-Makers	L&D	GS
23.18	1	Bangabandhu Public Administration Award Policy	L&D	GS/FM

⁶ This is an indicative list and may change overtime and is subject to availability of time. The CMT in consultation with the Rector can add and delete any topic based on the necessity and importance.

Module 24: Comprehensive Examination

Evaluation Method: Written Examination

Total Marks: 50

Module Objectives: To provide the participants with the opportunities to reproduce the acquired knowledge and insights of the participants regarding the core values of FTC in the way to bring Inclusiveness, responsiveness, priority-based decision innovation, team spirit, etc.

After the completion of all written examinations of FTC, all participants will be required to appear in a comprehensive written examination that covers all the contents of FTC (descriptive & analytical) of two hours duration or as fixed by the authority.

CMT/Concerned Module Director will brief the participants beforehand about the system and procedure of the examination.

GUIDELINES FOR FIELD ATTACHMENTS AND VISITS

Module 02: Village Study

Duration: 1 Week

Under this module, each participant will go to his/her own village to observe his/her village, analyse SWOT, identify the gap between existing and desired conditions of civic amenities in villages, involve in the development process and prepare a report based on the study. During this visit, the participant can identify a disadvantaged family, internalize their problems, and take initiatives to address the problems. CMT will brief the participants on the visit and assignment.

Methodology

- Individual visits, face to face interview with several stakeholders
- Collection of Primary and Secondary data
- FGD
- Observation

Monitoring

- Maintaining learning diary, which will be examined by the concerned Coordinator.

Output to be Produced by the Participants (Report)

- Participants will prepare an individual report based on the visit. One copy of the report should be submitted to the local administration (UNO) and the final copy should be submitted to the Module Director.

Visit Schedule

CMT will inform the participants of the visit in due time.

Module 03: Poverty Reduction and Rural Development

BARD/RDA/BAPARD Attachment

Tasks

Participants will participate in the activities as designed by BARD/RDA/BAPARD. However, BARD/RDA/BAPARD will consult BPATC in designing the program under this module.

Duration: 1 week

Output: Completion of Module 3

Monitoring:

- Learning diary will be compulsory for the trainee officers and it will be examined/inspected by concerned CC/Focal Point
- Selected CC will stay with participants at BARD/RDA/BAPARD during the attachment

Module: 04

Upazila and District Attachment

Under this module, series of activities will have to be undertaken and several reports/assignments need to be generated. To make the participants fully informed of the roles and responsibilities, this note provides the list of tasks, methodology, evaluation procedure and expected outputs at different levels. The attachment will involve three broad segments within the two weeks visits or attachments. The attachment will start with the district level visit followed by upazila level visit. Within the district and upazila visits, the participants will explore the potentials of the district by visiting different areas and reading secondary material. Since, district and upazila visits are same in nature though not in scope, therefore, a common methodology has been put forward to undertake the tasks.

I. District Attachment Segment: Week 1

Tasks at the District Level

- Observing and understanding the functions and role of the District Development Coordination Committee (DDCC)
- Learning the objectives and functions of all district level public offices including a potential cooperative society/a potential business firm/NGO
- Studying the Annual Performance Agreement (APA) of different departments
- Observing and knowing the satisfaction of the service seekers and different stakeholders
- Studying the citizen's charter of different offices to analyse the impact of it on the service delivery

II. Upazila Attachment Segment: Week 2

Tasks at the Upazila Level

The Upazila attachment activity will have two components: (i) studying functions of Upazila level offices and local government institutions and also the changing environment of rural society and (ii) studying service delivery by Upazila level offices. The tasks include the following:

Component 1

- Studying the functions and role of the Upazila Parishad
- Studying the roles and functions of the local government institutions (LGIs)
- Understanding the rural economy and the constraints of the disadvantaged people

Component 2

Participants may identify the disadvantaged family (if unable to identify the one from their own village), internalize their problems, and take initiatives to address the problems.

District and Upazila Attachment Methodology

How to Perform the Tasks

- Office visits
- Observations
- Document analysis
- Meeting participation
- Stakeholder discussions

Output/Assignments of Visits I and II

Preparing a group report & presentation to District Evaluation Committee (DEC) on the overall activities of the attachment and visit. This report should be analytical and well-articulated and should reflect national development priorities and strategies while presenting the analysis. Group will be formed by the CMT.

III.

Knowing Bangladesh/District Potentials: Week 3

This activity is to meet the requirement of Module-1. Upon finishing the visit participants will be required to submit individual report on the visits. This segment will enable the participants to discover/ explore economic potentials and social /cultural /historical importance of the visiting district.

Tasks during the Visit

- Knowing the economic trend of last 5 years of the district
- Exploring the resources and expected future demand
- Identifying the major two economic products and its potentials
- Exploring the marketing channel of the products and identifying the barriers
- Studying the social/cultural/historical importance/branding of the visiting district

Methodology

- Discussion with government and non- government organizations
- Discussion with social leaders, academics and other local stakeholders
- Secondary data collection and analysis

Output/Assignment of III

Participants will be required to prepare an **individual report** on district potentials that will have to be submitted to the Module Director of Module-1.

Monitoring and Evaluation by District Administration during the Attachments (Segments: I, II & III)

The attachment will be guided and monitored by the district administration of the respective district. It is expected that the Deputy Commissioner will assign an officer, preferably an ADC, to coordinate and monitor the activities of the attachment. S/he will also request the UNO concerned to take necessary measures to manage the attachment activities smoothly at the Upazila level. The UNO concerned may also nominate a Focal Officer for this.

The participants will be required to maintain learning diary regularly and this diary will be examined and monitored by the district administration.

According to guidelines of the CMT, district attachment group report will have to be presented before the District Evaluation Committee (DEC) which will be constituted with several district level officials under the leadership of the DC of the respective district. The DEC will evaluate according to the evaluation guideline of Module-4. The marks for this evaluation will be 30 marks. Assigned participants will be distributed in several groups. Each group will make group presentation on the functions and roles of different government departments and LGIs. 20 marks will be allocated for this presentation. District administration (DC Office) will evaluate the participants individually on discipline, behaviour, punctuality and attitude and 5 marks will be allocated for this. Moreover, there will be 5 marks for attendance in all activities of the attachment and this will also be evaluated by the district administration.

District Evaluation Committee (DEC)

1. Deputy Commissioner	Chairperson
2. Superintendent of Police/Representative	Member
3. Deputy Director (Agriculture)	Member
4. District Livestock Officer	Member
5. District Fisheries Officer	Member
6. ADC(General/Education)	Member-Secretary

A Summary of the Number of Assignments/Reports under Module-4 for BPATC and District

- (1) Group Report** on District/Upazila Attachment. Presentation of this report will be made at the respective Deputy Commissioner's Office and report to be submitted to the Module Director of Module-4 .
- (2) Individual Report** by every participant; This report will be based on the visit as part of the knowing Bangladesh/district potential. This report will be part of Module-1.

Secretariat Attachment

Under this module, participants will get the opportunity to visit different ministries and divisions located at the Bangladesh Secretariat. The objective of this visit is to enable the participants to know the functions of the ministries and divisions on the ground. Since ministries and divisions deal with policy making roles, participants will learn the dynamics of policy making from this visit. Moreover, they get the opportunity to meet in-person the Honorable Minister and Secretary of the ministries and divisions along with the senior-level policy makers and see the practical work. This engagement enhances the confidence and personality of the participants.

For arranging smooth visit, participants will be grouped and assigned to different ministries and divisions. CMT will organize the visit. The participants visit the ministries and divisions for two consecutive working days.

Output (Assignment): Individual report shall have to be prepared and submitted by the participants based on the visit.

PAPER WRITING POLICY

Paper Writing Policy

Foundation Training Course

Module 16: Basics of Social Research

Guidelines on individual research paper writing, Full marks-50

As part of the evaluation under the Module 16, each participant will write a research paper of 2,500 - 3,000 words on a topic of his/her own choice. These brief guidelines aim to direct the participants to a successful accomplishment of their research assignment.

Topics for research: Each participant should choose a topic for research that falls within the broader/purview of the public administration, governance, and development issues of Bangladesh. It will be social science research. The participants will not get any time assigned for data collection. Therefore, they should choose topics that can allow them to collect data during their field attachment programmes and weekends.

Mentoring: Each participant will be mentored by a faculty member throughout his/her research process. The standard participant-mentor ratio should be 10:1. The mentors may sit with their assigned participants and give feedback on research ideas. The Course Management Team (CMT) will arrange sessions to facilitate discussions between mentors and mentees. The other means of communication, including phones, emails, and social media, can be used for communication between the mentors and the mentees based on agreements with the mentors. The mentors will keep record journals of the participants' research progress in a page using the following format:

Meeting Date:

Participant's Name & Roll No.	Research Paper Title	Progress Status	Participant's Signature

Timeline: Participants should finalise their research concepts in consultation with their respective mentors, submit the first draft research paper to their respective mentors and hand over the final paper—after addressing comments given by the mentor on the draft paper—to the CMT following the timeline stipulated by the concerned module director. They will get 15 days to finalise the research concept, 45 days to submit the first draft, and 15 days for revision and final submission.

Paper Structure: (a) Each paper will have a COVER PAGE mentioning the research title at the top, participant's name and roll number in the middle, and the course name along with the organization's name and date of submission at the bottom of the page. There will be no indication of the participant's name and roll number anywhere on the paper except the cover page.

(b) The rest of the paper will have the general look of an academic journal article. The participants are encouraged to visit the website of BPATC's flagship journal, the Bangladesh Journal of Public Administration (BJPA)—bjpa.bpatc.org.bd—and review related journal articles. The paper will

have the following STRUCTURE:

(i) TITLE

A good title gives the reader a good understanding of the nature of research work. It should (i) have the most important words at the beginning, (ii) not use ambiguous or confusing words, and (iii) break up into a title and a subtitle if it has too many words.

(ii) ABSTRACT

There will be an abstract of 200-250 words written in italic below the title. Participants should read journal articles and learn how abstracts are written. In general, the abstracts tell about the problem statement, objective, methodology, key findings, and research implications.

(iii) INTRODUCTION

The introduction will give a big picture of the topic. It will have a few paragraphs addressing different issues. These paragraphs should present an overview of the issue (background), what other researchers have argued about it, the research gap (problem statement), the objectives of the current study, and its rationale.

(iv) LITERATURE REVIEW

This section will give a critical overview of the past studies leading to developing a conceptual framework/ analytical framework/ or theoretical framework.

(v) METHODOLOGY

This part of the paper will tell the readers about the research approach (qualitative/quantitative/mixed) followed, details about research population, sampling technique and sample size, data collection method(s), and data analysis method.

(vi) FINDINGS/ RESULTS

Participants will present their study findings/ results in this section.

(vii) DISCUSSION

Participants will offer a brief discussion on their study findings/ results in this part of the paper.

(viii) CONCLUSION

The paper will conclude with implications for policymakers and future researchers in this concluding section.

(ix) REFERENCE

The paper will follow the BJPA's referencing style. The participants should carefully read the author guidelines available on the journal's website for details. Note that the paper will be checked for plagiarism using the Turnitin software. Up to 25% similarity with proper referencing in academic writings is accepted at BPATC.

Specifications: The following specifications will apply to the research paper:

1. Font: The paper will use 'Times New Roman' font in 12 font-size in general, except it is specified in the relevant places.
2. Margins: Top-1.2", Bottom-1.2", Left-1.0", and Right-1.0"
3. Title: (i) The title will be 16 font-size, Bold, and left-aligned, (ii) There will be 1 line space above and below the title.
4. Abstract: (i) The title 'Abstract' will follow heading 1. (ii) The text of the abstract will be 11 font-size and italicized.
5. Heading 1: (i) Heading one will be UPPERCASE, Bold and left-aligned. (ii) It will have 2 line spaces above and below.
6. Heading 2: (i) Heading two will be Capitalized on each word, Bold and left-aligned. (ii) It will have 1.5 line spaces above and below.
7. Heading 3: (i) Heading three will be Capitalized on each word, Bold, italic, and left-aligned. (ii) It will have 1.5 line spaces above and below.
8. Paragraphs: (i) There will be no line space between paragraphs. (ii) The first line of the second paragraph and onwards will have 0.5" indentation.
9. Table: (i) The word 'Table,' table number, and colon in a table title will be Bold. (ii) The table title will be centred and capitalized on each word. (iv) The table title will be above the table.
10. Figure: (i) The word 'Figure,' figure number, and colon in a figure title will be Bold. (ii) The figure title will be centred and capitalized on word. (iv) The figure title will be below the figure.
11. References: (i) There will be no line space between references. (ii) Each reference will have 0.5" hanging..

Submission: *The participants will submit their research papers to the CMT in printed and softcopies. The CMT will send the printed copies to the evaluation wing for necessary actions, get the softcopies checked for plagiarism by the IT team members, and send the plagiarism-checked softcopies to the evaluation wing.*

-:Good Luck:-

Course Brochure

Bangladesh Public Administration Training Centre

Rector



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Secretary to the Government
BCS Administration (13th Batch)
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Course Management Team, 76th FTC

Course Adviser



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BPATC AT A GLANCE

BPATC at a Glance

1.0 Introduction

A state needs to adapt with new challenges and a public administration training institute appears as a savior to cope up with those challenges producing efficient human resources to run the state affairs efficiently. Bangladesh Public Administration Training Centre (BPATC) is such a centre of excellence dedicated to providing effective, inclusive and accountable public administration in Bangladesh.

The spirit of our liberation war in 1971 was to build a glorious, developed, and prosperous Bangladesh. In order to achieve the goal, a group of well-groomed, professional, and skilled civil servants in all tiers is a must. As HRD is one of the most significant conditions to achieve Vision 2030, Vision 2041 and Vision 2100, BPATC is committed to develop recruited professionals of different cadre services as per needs of the time in line with perspective plans.

The core mandate of BPATC is to provide quality training to prepare the officers of entry-level, mid-level, and even of the senior-level as the best administrative leaders of the soil. We accept as true this institution is, in preaching and practicing, a house of good governance; which encourage the participants by saying the best words and by demonstrating the best practices. We ardently believe in transparency, accountability and justice with expectations from participant's acquiescent of positive attitude, pro-activeness and working spirit. To make it happen, we are always with our esteemed participants to provide the best.

2.0 Foundation of BPATC

With the dire necessity of fulfilling the demand for ready human resources of a newly born independent country and achieving the dream of the father of Nation Bangabandhu Sheikh Mujibur Rahman's Sonar Bangla, creating a core of efficient, dynamic, competent, citizen-focused, proactive, and patriotic public servants for rapid and sustained development, BPATC emerged in 1984 as an autonomous organization amalgamating the then four institutions:

1. Bangladesh Administrative Staff College (BASC)
2. National Institute of Public Administration (NIPA)
3. Civil Officer Training Academy (COTA)
4. Regional Staff Training Institute (STI)

3.0 Location and Landscape

Set amidst a landscape of the velvet of lush green natural environment and aesthetic beauties blended with planned trees with the abode of chirping birds, flowers, gardens, water body- a habitat of flora and fauna surrounded by a mini tea garden, a herbal garden, and plants and modern infrastructures, the Centre lies in Savar at a surface of 54 acres land which is 28 kms away from the maddening crowd of the capital city Dhaka. Notwithstanding the limitation imposed by its distant location, the Centre prides itself as the alma mater for most laurels in the civil service domain across the country.

4.0 Vision, Missions, Theme, and Core Values

Vision

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

Mission

We are committed to achieving the shared vision through:

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

Theme

Building an effective, inclusive, and accountable public administration system

Core Values

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

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

Discipline

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

Integrity

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

Inclusiveness

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

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.

Professionalism

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

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.

Team Spirit

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

5.0 Faculty, Management, and Participants

The learned faculty of the Centre comprises a healthy blend of senior civil servants, academicians, and researchers, keeping spaces for dignified guest speakers with diversified backgrounds. The civil servants combine the richness of their field experience with strong academic credentials, creating a stimulating atmosphere for learning knowledge, skills, and competencies attuned with a positive attitude. The faculty blended with academicians, experienced civil servants, and researchers contribute to the two-way synergy of theory and practice to respond to constantly changing environmental dynamics.

The Centre is headed by a Rector who is a Secretary to the government entrusted with transforming the vision, mission of the Centre into reality by managing the human and other resources holistically at his domain. Followed by the Rector, there are six Member Directing Staff (MDS) of the rank of Additional Secretary/Joint Secretary to the government, devoted to supervising six divisions of the centre. There are a required number of specialized departments within each wing headed by Directors, equivalent to the rank of Deputy Secretaries. Other faculty members below Directors

are designed as Deputy Directors, Senior Research Officers, Research Officers, Evaluation Officers, Assistant Director, Medical Officers, and Librarians. The total manpower of BPATC is about 650 of which class-I officers (Grade-9)-120, Class II Officers (Grade-10)-22, Support Staff belonging to class-III (Grade 11-16)-235 and Class-IV (17-20)-272. The Centre acts as a virtual melting pot where participants across the divergent generation, qualifications, and socio-economic backgrounds meet interact and learn from each other ranging from the brilliant young women and men who begin their career in civil service after qualifying in rigorous competitive examination to mid-level and senior officials. Above all, the Centre has a twelve-member Board chaired by Honorable Prime Minister. Overall administration and policy guidelines of the Centre rest on the board.

6.0 Functions of BPATC

6.1 Training

Since its inception, the Centre has turned into a trusted home of training for the officials of government, autonomous and non-government organizations. Among the core courses conducted by the Centre, the FTC is for the new entrants to the Bangladesh Civil Service (BCS) while Advance Course on Administrative and Development (ACAD) is for mid-career Deputy Secretaries and their equivalent, Senior Staff Course (SSC) is for the Joint Secretaries and equivalent officials from Defense Services and Police while Policy Planning and Management Course (PPMC) is for the Additional Secretaries.

The Centre also conducts a plethora of short courses to make officers aware of the government's policies, familiarize them with the Rules, Regulations, etc and apprise them of the relevant reforms and changes. The Centre on occasions caters bespoke training, e.g., Special Foundation Training course (SFTC), to entertain the demands of the valued clients. Indeed, the Centre has four arms as Regional Public Administration Training Centre (RPATC), planned to be extended up to all eight Divisions of the country shortly, mandated to discharge specialized training courses for supporting staff and officials at the regional level. Understanding rural people and the dynamics of field administration through field visits and attachments is a mandatory part of the training of BPATC. In BPATC, the medium of instruction in classroom sessions is preferably English. The Centre encourages participants to develop their oral English skills, and as such, they are expected to speak English with colleagues and faculty members during staying at BPATC. The participants have to mandatorily abide by the norms, code of conduct, dress code, table manners, and standards set by the Centre.

6.2 Research and Consultancy

As the think-tank of the government, the Centre conducts research and provides consultancy services to the government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and formulate sound policies. These emerging challenges are pertaining to poverty reduction, inequality, corruption, environmental degradation, child labour, water and sanitation, access to e-services, transport, and communication, quality education and health services, unemployment, terrorism, migration, refugee problem, etc. There is a research committee headed by the Vice-Chancellor of Jahangir Nagar University.

6.3 Publication

The Centre publishes a number of journals and periodicals in Bangla and English, including Bangladesh Journal of Public Administration (BJPA), Bangladesh Lok-Prashashon Potrika (BLPP), BPATC Newsletter, Training Calendar, Annual Report etc. A publication committee headed by the Rector of the Centre guides the publications of the Centre.

7.0 Foundation Training Course

FTC is the basic training course of the Centre on public service management and development. As per the Bangladesh Civil Service Recruitment Rules 1981, FTC is compulsory for all entrants to the Bangladesh Civil Service. It is the mandate of BPATC to impart Foundation training to civil servants.

Daily Performance Record

The CMT will use apps to record day to day performance of the participants. It will be reflected in the Evaluation and pen picture.

8.0 Facilities of BPATC

Accommodation

The Foundation Training Course is a fully residential programme. FTC participants mandatorily stay in the dormitory. 75th FTC participants will be staying at the newly built 15-storey dorm. At the dorm, the participants will enjoy various amenities including free wi-fi, room attendants (6:1 ratio), computer lab, laundry, 24/7 electricity, AC, Day-care centre for kids etc. The participants must not cross floor demarcated for male and female officers. Moreover, trainees must make their entry into the dorm no later than 10:30 pm in the evening. After that time, the entry points of the dorm will be closed. In case of emergency, participants may contact with the dormitory supervisors. The following three supervisors are in charge of different floors of the new dorm:

- (1) Floor 1-4 (for female participants): Ms. Armita Islam, Ph. 01817621625
- (2) Floor 5-8 (for male participants): Mir Farhad ul Islam, Ph. 01716377144
- (3) Floor 9-11 (for male participants): Mr. Aminul Islam, Ph. 01716610525

Leaving the Centre without permission is treated as misconduct.

Class Room

In BPATC, classes are conducted at various facilities of the Centre, namely at Academic Building, ITC, Multipurpose Hall, Lecture Theatre etc. All these classrooms are well equipped with state-of-the-art facilities, such as multipurpose board, multimedia display, wi-fi, sound system and so on. All these classrooms are under CC camera monitoring. A classroom attendant stands by when the sessions go on to facilitate with the training aids and to extend technical support.

Academic Building

Academic building is the three-storeyed facility adjacent to the Library. The building houses FTC Office, Guest Room, Course Director's Office, classrooms, multipurpose language lab etc.

Lecture Theatre

There are two newly renovated lecture theatres- lecture halls with seats in tiers- having seating capacity for 50 persons each. These spacious and well-equipped halls are great indoor facility for immersive learning experience. Lecture theatres are located near to the rose garden of BPATC.

Main Auditorium and Mini-Auditorium

The main auditorium of BPATC is a newly refurbished facility for large gathering. Usually the inaugural and closing ceremonies, mess and guest nights and other programmes take place in this commodious hall where 500 plus participants can sit at a time. It houses a spacious elevated stage with cutting-edge acoustic and lighting system. At the ground floor of ITC Building the so called mini-auditorium is located. This hall has an elevated podium and is used for various formal programmes. It has a seating capacity of 100 people.

Cadence Hall

Located at the 9th floor of ITC Building, Cadence Hall is a multipurpose room which is used for classroom sessions, seminar, workshop and other formal programmes. It can accommodate 200 plus participants at a time.

International Training Complex (ITC)

ICT Building is a key premise of the Centre. This busy joint houses Rector's Secretariat, office blocks, conference room, classroom facilities, IT lab, cafeteria, kitchen, dining hall, mini auditorium, dormitory and so on. It also has an architectural atrium called 'Vision Garden'- a sky-lit court space where socialization events take place.

Multi-Purpose Building (MPB)

MPB is one of the oldest structures on BPATC Campus and a popular haunt by the participants. This three-storeyed building is a one-stop spot for different services. A branch of Sonali Bank Ltd., ATM booth, post office, laundry, convenience shops, tea stalls are housed in this facility.

ATM Booth

The Centre has Sonali Bank with an ATM booth facility. This ATM booth supports VISA, NPSB, and Q-cash. This is a newly added facility at BPATC.

Library

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

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

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

Dining/Cafeteria

Assistant Director (Dormitory) supervises activities of the cafeteria. Participants must follow table manners.

Computer Lab

Computer training is compulsory for all participants. All the computers of the two labs are connected with Broadband Internet facilities. The participants are encouraged to send and receive e-mail and browse the net. The lab will remain open from 03:00 pm to 10:00 pm during working days.

Language Lab

The Centre has two language labs for enhancing the listening capability of the participants where language classes are arranged. A lab attendant is assigned to every lab to maintain and assist trainees. Technical Supervisor supervises lab attendant and language lab.

Sports

Physical conditioning and games are vital parts 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 FTC participants. Every morning, physical conditioning and sports programme start by singing the National Anthem and Morning Prayer at 5.00 am. It is introduced from the 69th FTC. During Ramadan, sports time will be rearranged.

The physical conditioning program consists of stretching, walking, jogging, running, floor exercise (freehand exercise), swimming, calisthenics, therapeutic exercise, and a brief introduction to the selected yoga type. In the games sessions, participants actively participate in four different team games, which are (i) football, (ii) volleyball, (iii) handball, and (iv) basketball. Besides, female participants also take part in sports events such as volleyball, handball, and badminton. Furthermore, participants of both sexes have the opportunity to practice table tennis, carom, chess, and weight training on an optional basis. The Centre also has a mini gymnasium for the staff and the participants.

All the activities of games are arranged in three phases. In the first phase, participants are given theoretical and practical knowledge regarding the rules of the games and regulations and strategies of sports. In the second phase, strategies of different games are practiced individually and in groups. In the third phase, sports competitions are arranged, and winners give prizes.

Director (sports) and Deputy Directors (sports) coordinate this programme with the help of instructors.

Swimming Pool

Learning swimming is compulsory with the sole aim of life-saving for those who do not know how to swim. The swimming pool opens from 6.15 pm to 7.15 pm for practice only on Sunday and Monday. This schedule is optional for the participants. The training session will be arranged as per the schedule of the course.

Medical Facility

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8.00 am to 9 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advise from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

Contact number of the Doctors:

Name	Designation	Cell No.	Ext. Tel
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350
Dr. Bilkis Laila	Medical Officer	01711073636	4308
Dr. Shamima Akter	Medical Officer	01711001084	4308

Emergency Number for Medical Purpose: 01705757690
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Physiotherapy

There is a physiotherapy unit at the clinic building. It operates under the supervision of the clinic. An experienced graduate physiotherapist is appointed there to give required consultation and therapy to the participants and the employees of BPATC.

Contact number of Physiotherapists

Name	Designation	Cell No.	Ext. Tel	Timing
Ratan Kumar Das	Physiotherapist	01911574514	4318	3:30-6:30pm
Minara Akter	Physiotherapist	01677302243	4318	3:30-6:30pm

Transport Support

BPATC has a fleet of vehicles for official purposes. The Centre also provides conveyance support to participants. An on-payment pick-and-drop service is arranged on weekends for participants to commute from and to BPATC. The usual routes are (i) BPATC to Manik Mia Avenue via Gabtoli-Asadgate and (ii) BPATC to Uttara Airport Railway Station via Ashulia-Abdullapur. However, the route may change according to the decision of CMT. Vehicle support for food and grocery shopping is also provided on requisition by CMT. As mentioned earlier, emergency medical transport is provided as or when needed.

Shafina Day-care Centre for Children

The Centre is well considerate of the needs of participants with child and has necessary arrangement so that the female officers with babies can carry on their training with ease of mind. The old female dormitory used to house 'Shafina Daycare Centre for Children.' However, this facility has been relocated to the 15-storey newly built dormitory. Children aged between 1-3 years can enjoy the daytime care by experienced and trained caregivers. This service is free of cost. Participants or their personal attendants can use the facility for preparing food for babies and preserve them in refrigerators. Babies can also play around in a safe and well decorated environment.

BPATC Mosque

BPATC has a spacious, architecturally soothing mosque overlooking the lake and hillocks. Around 1000 people can say their prayer at a time. The prayer service is administered by a full-time Imam. Practicing Muslim participants join the prayers five times a day. Moreover, special supplications are arranged as part of observance of some national days. Participants are always welcome to the mosque to join the supplication programmes. While visiting the mosque, participants should follow the prescribed dress code.

Recreation and leisure

Participants enjoy leisure and have recreational activities while on campus. The new dormitory has TV and common rooms. They can avail of the indoor gym facilities at dorm and indoor games hall. At the end of every month, FTC participants led by Cultural Committee organize cultural programme called Mess Night. They also organize cultural programme on occasion of various national/international days celebration. Towards the end of the Course, participants are invited to 'Guest Night' where they can join the cultural programme and dinner with their spouses.

STANDARD CONDUCT AND BEHAVIOUR FOR PARTICIPANTS

Standard Conduct and Behaviour for Participants

Ensure all kinds of discipline (as per Training Evaluation Policy)

- The centre expects the participants to behave like mature individuals. The Participant does not burn up in anxiety.
- Participant neither resents authority nor does he/she become overbearing when he/she is in a position of power.
- In short, mature persons are balanced people who are an asset to any organization.
- Creativity that improves all human endeavor like a spark will be encouraged so that participants can contribute creatively to all activities and raise the standard of the course.
- A participant/An officer is expected to excel and constantly strive towards setting higher benchmarks.

01. Expectations from the Participants.

- **Discipline:** Discipline is the topmost important core value of BPATC. It is non-negotiable. As a civil servant, a strict code of conduct and norms of behaviour bind each of us. It is expected from the participant to follow the code of conduct and demonstrate the highest standard of discipline in the service as well as personal life.
- **Behaviour:** BPATC expects the highest standard of behaviour and decorum befitting for an officer from each of the participant. BPATC expects that participant will be courteous and well-mannered towards each other, with academic staffs and with the faculty-members. Participants must ensure that their behaviour towards participants of the opposite gender is beyond criticism.
- **Punctuality:** It is expected that participant will reach the venue or reporting point of any scheduled event (academic or otherwise), ten minutes ahead of time and will be seated in allotted chair at least five minutes before of the event.
- **Participation:** A training course is a two-way traffic. What the participant will extract that will depend a good deal on what they put into it. The Course Management Team would like them to participate fully in all the activities that make-up the Course. BPATC would be happy to know of bottlenecks, if any, or where they see a possibility for further improvement. When participants participate in classroom discussions we expect you to be polite and considerate to all others present.
- **Attire:** BPATC expects participant to be appropriately attired for every occasion. The details about what constitutes proper attire is given at Annex--1.

02. General Conduct.

- Discipline is the topmost important core value of BPATC. It is non-negotiable. As a civil servant, a strict code of conduct and norms of behaviour bind each of us. It is expected from the participant to follow the code of conduct and demonstrate the highest standard of discipline in the service as well as personal life.

- The entire range of activities at the Centre, including co-curricular and extra-curricular activities, are integral parts of the course and the participants are required to take an active part in all of them. All activities, behaviours and movements of participants are subjects to daily monitoring as well as evaluation.
- Residing in the Campus is compulsory; spouses, friends or relatives of the participants will not be permitted to stay on Campus under any circumstances. Violation of this will be considered an act of indiscipline and misconduct.
- Participants should not play loud music in their rooms or speak loudly in lounges or the corridors.
- While walking in the corridors, all participants must walk following right track. Walking in corridors in a haphazard way is to be taken as misconduct. Gossiping in corridors or any walk-way or run-way making a ring is strictly prohibited.
- Keeping or consuming alcoholic drinks is not permitted in the campus. Inebriated conduct will invite expulsion from the course and action under Conduct Rules.
- BPATC is declared as smoking free zone; so, smoking is strictly prohibited in the campus.
- Participants are not permitted to keep private vehicles in the BPATC Campus.
- Practicing mutual respect is part of our core values. Showing or attempting any event of disrespect to any fellow-participant, colleague, faculty-member, senior-junior, employees of the Centre is considered as misconduct.
- Redress of grievances, if any, should be sought within the Centre. Any issue of grievances related to individual or group must be reported to concern course coordinator first. A direct representation to the higher authority, without going through the proper channel will be considered as the violation proper channel.
- Carrying and showing personal firearms (if any) are strictly prohibited in BPATC campus.
- Carrying and using mobile phone other than dormitory area is strictly prohibited.

03. Standard behavior in classroom

- Showing mutual respect is the part of our core values. The participant must practice the norms of mutual respect- respect to others opinion, respect to any innovative idea, respect to any disagreement are the part of mutual respect. The participants are advised to stand up and remain stand up at the entry and exit of the resource person to and fro the class room.
- Participants will be assigned specific seats in the respective lecture halls. Each participant is expected to occupy only the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement.
- The Centre encourages freedom of expression and diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. Politeness in discussions is a hallmark of an officer. You are expected to listen carefully to the views of others and raise your hand to be called upon by the session-conducting officer, before making any points of your own.

- Punctuality and decorum is to be maintained for all sessions /event academic or non academic. Participants should enter the classroom and take their allotted seats 5 minutes prior to the time designated for the commencement of the lecture.
- Attendance will be noted according to the seating arrangement. Participants will not be allowed to enter through front door after the doors have been closed. During the session time, participants are directed to use (if there is an obvious reason) back door during the session time. Taking any sorts of food (including chewing gum and chocolate) and drink in class room is strictly prohibited.
- Participants are expected to be attentive and conduct themselves with due regard for the feelings of the lecturer and fellow Officer Trainees.
- Questions addressed to faculty members / guest speakers should be clear, precise and polite. Participant will stand up when asking any question.
- Participants must remember that guest faculty is invited by the Centre. As such, they are honoured guests; and their dignity should be upheld under any circumstances. Talking or whispering or making side-talking during a lecture not only disturbs the speakers but other participants also.
- Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class. The posture adopted while sitting in the classroom is extremely important.
- Participant sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. This is considered extremely impolite and uncivilized.
- While applauding guest speakers, thumping on the table should not be done as this is not becoming of a civil servant. One should clap with hands only.
- When a lecturer leaves classes, participants are expected to remain standing after the lecture concludes till the speaker leaves the class.

No	Activities/Procedures/Standard	Responsibility
01	Ensure participants presence in class room at least 5 minutes before of the session commencement	For all participants
02	Monitor the participants in the class-room during the session time by the CMT.	For all participants
03	Monitor the activities of Manager of the Day (Keeping time, offering vote of thanks) by CMT	Manager of the Day
04	Ask Manager of the Day/Any other participant for offering vote of thanks in English 10 minutes before the class finish.	Manager of the Day
05	Ensure the submission of the session/speaker evaluation through online at the last session of the day	For all participants
06	Monitor speaker's evaluation by a concerned Evaluation Officer and CC (Prog)	Concerned Evaluation Officer

04. Standard Behaviour for Physical Training and Sports Activities

- Participants must wear the specified dress in morning PT and sports session in afternoon.
- Not wearing specified dress is considered as violation of discipline and matter of negative marking; repetition of same behavior can be treated as misconduct.
- Timely attendance in PT and Sports Session is very important. Late attendance in those sessions is considered as an offence.
- Active participation in PT and sports activities is a part of evaluation. So, maintaining proper dress code, participating actively in game and sports activities, taking all the sports and PT professionally are some important criteria for evaluation.
- Participants must not engage them in unauthorized conversation or side talk while morning PT and walk is going on. They should follow all the instruction of physical instructor attentively and act accordingly.

05. General behavior

Identity Cards

- Participants are issued identity cards for the duration of the course they attend. This identity card has to be carried by the participant at all times within the campus.
- ID cards must be clipped on to shirts, pullovers, jackets or sharees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess, on all formal occasions in the Centre.

Leave & Absence

- All course activities, including classes, P.T., sports, attachment, study tour and extra-curricular activities are made compulsory for all participants and all of those activities constitute official duty for the participating officers. No participant shall absent himself/herself from any of these activities.
- Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the course. In case of very serious and exceptional reasons, application for leave entertained under provisions of the Evaluation Policy 2013.
- Participants are required to stay on Campus during the entire duration of the Course. No Officer Trainee shall leave even the Municipal limits of Savar without obtaining prior written permission from the course authorities, even on holidays or weekends.

Penalties

- We are confident of full participation by the Trainees in all activities of the course. Any absence without explicit permission would be treated as "unauthorized absence from official duty" and will be dealt with as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, or under the Rules relating to Conduct and Discipline under the provisions of Evaluation Policy, 2013 or both. We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.

- At any point of time during the course, if any trainee indulges in any act of misconduct or indiscipline, the course authorities may release him/her from the course without serving any notice and in case of such event a report to the controlling Ministry will be sent to that effect.

Informal Meetings with Faculty

- The participants are not allowed, in general, to meet any faculty member in their office rooms or residences.
- If it is obvious to meet any faculty member, the participant must request him through Course Management Team and CMT will make arrange the meeting in course office. Kindly be punctual on such engagements. In the event of your not being able to keep up the engagement, concerned Participant must express regrets to the Faculty member. Not turning up on a fixed engagement without any intimation to the host would be construed as an act of indiscipline.

Behaviour during Guest Lectures

- Participants must ensure that the participants never leave the class till the guest speaker leaves. Courtesy demands that The Participant rises from his chairs at the end of the session and wait till the Guest Speaker leaves the room.
- While the centre encourage the Participants to ask questions to the Guest Speakers, The Participant should be careful in framing your questions and be polite and dignified in interaction. Participants should remember that they are the guests of the Centre and have to be given due respect and regard. They also have the highest expectations from you.

Conduct in Dormitory

- Without any exceptional case, all participants must not enter into the dormitory after 10:30 pm. Staying outside of the dormitory after 10:30 pm is to be considered as an indisciplinary event.
- Participants must wear decent and gentleman dress while they are in dormitory. Wearing shorts, longi, short hosiery is not allowed in dormitory.
- Participants are expected to behave decently in the dormitories at all times. Shouting, loud music, noisy parties/revelry must be avoided as it is a source of inconvenience and nuisance to others. Keeping or consuming alcohol or alcoholic drinks or narcotics in the hostels is prohibited.
- Participants may kindly note that in the interests of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a fine.
- Water is a scarce resource. Participants are expected to ensure that taps are properly closed, whenever they leave the room. Violation of this norm will attract a fine as well.
- Apart from penalties mentioned above, any damage to Government property resulting from negligence will be recovered from your salary.
- Other than the specified behavior mentioned above, BPATC has formulated an exhaustive list of “Dos and Don’ts” (Annexure-2) to be followed strictly by the participants.

ANNEXURE

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা

www.bpatc.gov.bd

প্রশিক্ষণ কোর্সের পোশাক-পরিচ্ছদ

ক্রম	অনুষ্ঠান/কার্যক্রমসমূহ	নারী প্রশিক্ষণার্থী	পুরুষ প্রশিক্ষণার্থী
১.	শ্রেণীকক্ষ অধিবেশন/ শিক্ষাসফর/ সংযুক্তি কার্যক্রম/ ক্যাফেটেরিয়া (প্রশিক্ষণ চলাকালে)/ কোর্স প্রশাসন, অনুষদের সাথে সাক্ষাত/ রেক্টর'স টি, মেস নাইট	১। দেশি শাড়ী (সুতি/সিল্ক) [রঙ: মভ, আকাশী নীল (স্কাই ব্লু), পিচ, হালকা ধূসর (লাইট গ্রে)]; ২। ক্লোসড সুজ (রঙ: কালো, গ্রে); ৩। স্কিন কালারড লম্বা মোজা; ৪। শীতকালে ব্লেজার; ৫। বিশেষ পরিস্থিতিতে স্কার্ফ ও লং কটি পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।	১। ক্লোসড কলার ফুল হাতা শার্ট [রঙ: সাদা, আকাশী নীল (স্কাই ব্লু), ছাই/লাইট গ্রে]; ২। নির্ধারিত টাই; ৩। ফর্মাল ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়)। [রঙ: কালো, অফিসিয়াল নেভি ব্লু]; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। প্যাটের রঙের সাথে সামঞ্জস্যপূর্ণ লম্বা মোজা; ৬। শীতকালে ব্লেজার; ৭। বিশেষ পরিস্থিতিতে অন্যান্য পরিচ্ছদ পরিধানের প্রয়োজন হলে তা অবশ্যই সাধারণভাবে সুপারিশকৃত রঙের সাথে সামঞ্জস্যপূর্ণ হতে হবে।
২.	উদ্বোধন ও সমাপন অনুষ্ঠান/গেস্ট নাইট	১। জামদানী শাড়ী [রঙ: হাক্কা ল্যাভেভার, কপার ব্রাউন, সি থ্রিন]; ২। ব্লেজার (অফিসিয়াল নেভি ব্লু); ৩। ক্লোসড সুজ (রঙ: কালো, ধূসর); ৪। স্কিন কালারড লম্বা মোজা।	১। সুট (অফিসিয়াল নেভি ব্লু); ২। ফুল হাতা সাদা শার্ট; ৩। নির্ধারিত টাই; ৪। অক্সফোর্ড লেইসড সুজ (কালো); ৫। লম্বা মোজা (কালো)।
৩.	ক্রীড়া অধিবেশন	১। পোলো শার্ট, ট্রাউজার; ২। সালোয়ার-কামিজ-ওড়না, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]	১। পোলো শার্ট; ২। ট্রাউজার/শার্টস, ৩। লম্বা মোজা; ৪। কেডস। ৫। ট্যাকসুট (শীতকালে) [সব সাদা]
৪.	ক্যাফেটেরিয়া/ লাইব্রেরি ওয়ার্ক/ কম্পিউটার ল্যাব/ ডরমিটরির বাইরে অবস্থান/ অতিথির সাথে সাক্ষাত (অধিবেশন ব্যতীত/ছুটির দিন)	১। শাড়ী/সালোয়ার-কামিজ-ওড়না; ২। লেদার স্যান্ডেল।	১। ওপেন কলার শার্ট সঙ্গে ফুল প্যান্ট (জিন্স, গ্যাবার্ডিন/কর্ড কাপড় প্রযোজ্য নয়); ২। লেদার সুজ/স্যান্ডেল সু।
৫.	জাতীয়/ আন্তর্জাতিক অনুষ্ঠান/ কার্যক্রমসমূহ	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।	১ নং ক্রমিকে বর্ণিত পোশাকের অনুরূপ। প্রয়োজ্যক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন নির্দেশনা প্রদান করবে।
৬.	ধর্মীয় অনুষ্ঠান/কার্যক্রমসমূহ	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।	প্রচলিত রীতি-প্রথা অনুযায়ী পোশাক-পরিচ্ছদ। তবে, এক্ষেত্রে সংশ্লিষ্ট কোর্স প্রশাসন সকলের সাথে সমন্বয়ের লক্ষ্যে সুনির্দিষ্ট নির্দেশনা প্রদান করবে।

Bangladesh Public Administration Training Centre

Savar, Dhaka
(www.bpatc.gov.bd)

Do's and Don'ts for the Participants**Overall****Do's**

1. Be attentive to punctuality and discipline.
2. Always wear the name badge while out of dormitory at the centre.
3. Admit your fault unhesitatingly and express your grief if you make any mistake in words or deeds.
4. Inform the Course Administration if you have any grievance. First talk to the Course Coordinator in case of issues pertaining to Course Management.
5. Thank the person if s/he helps you or shows courtesy. Reply in return if someone thanks you.
6. Speak in a fairly low voice.
7. Always walk in single file and on the right side.
8. Throw the litter to the litter box.
9. Make space for the person walking fast.
10. Follow properly the instructions pertaining to the dress-code.
11. Maintain discipline while boarding a bus at the centre.
12. Let others speak first and listen attentively to what they say.
13. Show proper respect to each other.
14. Show modesty in your bearing.
15. Stand up in respect to an approaching senior.
16. Be refined in attire, speaking and demeanour.

Don'ts

1. Leaving the campus is prohibited without the prior approval from the competent authority.
2. Don't do anything that disrupts the professional or personal harmony.
3. Avoid exasperation under any circumstances.
4. Don't hurt anyone's feelings and belief.
5. Avoid discriminatory behaviour in all circumstances.
6. Don't put hand/s in the pocket/s while greeting or conversing with any senior.
7. Avoid indiscretion, intemperance and flamboyance in your bearing.
8. It is not courteous to sit keeping a lady standing.
9. Neither a too introvert nor a too extrovert be.
10. Avoid calling someone loudly from far away.
11. Avoid underestimating others and overestimating yourself.
12. Avoid using emotional language and rough demeanour.
13. Don't speak standing at the corridor or on the way.
14. The centre is a smoking free zone. So don't smoke while on the campus.

15. It's not permissible to use the vehicle of the officers and the staff without the prior approval from the competent authority.
16. Avoid negative mindset.
17. Don't waste time.
18. Keep yourself away from any type of sensitive political and religious conference.
19. Don't use the computer and the printer of the course secretariat without the prior approval from the Course Management Team.

Classroom

Do's

1. Sit in the classroom at least five minutes prior to the commencement of the session.
2. Show proper respect to the speaker.
3. Seek permission from the speaker to go outside the classroom on inevitable cause.
4. Let others to take the supplied handouts after you have taken yours.
5. Be attentive to the session.
6. Pass the attendance sheet forthright after you have put your signature on it.
7. Seek permission from the speaker before you speak.
8. Speak after being well-informed.
9. Put forward objective and relevant questions. Raise your hand before you ask a question.
10. Be respectful of and forbearing to other's comments.
11. If necessary, stand up and speak up seeking permission for the speaker.
12. Maintain silence until the session ends.

Don'ts

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

Games and Physical Exercise

Do's

1. Come to the field putting on the designated costume.
2. Be on time in the field.

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

Don'ts

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

Library

Do's

1. Maintain silence.
2. Be careful to the cleanliness of the library.
3. Keep on the table the books taken from the self/rack.
4. Help the gate-keeper of the library in his job.
5. Abide by the rules of the library.
6. Return the book/s in time and help others to avail the opportunity.
7. Take care of the book/s.
8. Put on formal attire before coming the library.
9. Know the time-table of the library.

Don'ts

1. Avoid personal conversation in the library.
2. Don't drag the chair making cracking sound.
3. Don't tear the page/s or spoil the cover page of the book/s.

Personal Study

Do's

1. Study regularly.
2. Study the summary of the lecture regularly.
3. Study and help others study.
4. Properly utilise the library.
5. Take help from the concerned Faculty, if necessary.
6. Be prepared for the examination on any date.
7. Fill up every day's learning point/s regularly.
8. Keep in mind - "A stitch in time saves nine."

9. Give importance to the Recap Session/s.

Don'ts

1. Don't study in a way that disturbs others.
2. Don't put off any work for future.
3. Don't use mobile phone in the library.

Evaluation

Do's

1. Carefully read the Evaluation Guideline and abide by it.
2. Be well-informed during the briefing on Evaluation in case of any query. Besides, consult with the Evaluation Officer seeking permission from the Course Management Team.
3. Try to express team comment/s instead of personal comment/s during oral Evaluation. Discuss as much as possible before presenting your speech.
4. Properly and punctually evaluate the speaker/s as number is allocated for this.

Don'ts

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

Examination Hall

Do's

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

Don'ts

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

Telephone

Do's

1. Make sure the number is alright before dialing someone and give your identity first.
2. Ask modestly the name of the person who picks up the phone and speak with him in an

- entreating voice if someone else is to be called.
3. Maintain utmost decency while conversing with a lady.
 4. Be brief in your telephonic conversation.

Don'ts

1. Don't speak too long over the phone.
2. Never first ask the identity of the person who picks up the phone.
3. Never request any officer or staff to make an opportunity for you to use the official phone for personal conversation.
4. Never use someone else's phone without prior permission.
5. Speaking over while walking through the corridor is strictly prohibited.

Behaviour towards the Faculty and Participants of other Courses

Do's

1. Try to mix up with the Faculty with modesty and earnestness.
2. Show proper respect to the participants from other courses.
3. Greet the Faculty and the participants from other courses.
4. Please notify the Course Management Team before you meet any Faculty in his office on necessity.

Don'ts

1. Avoid doing criticism.
2. Avoid showing off your erstwhile or any sort of relation with the Faculty.
3. Never behave with the participants of other courses in a way that mortifies them.

Behaviour towards the Employees

Do's

1. Be modest and humanitarian in your attitude towards the Room boy, Classroom attendant, employees of the cafeteria & library and others.
2. Make space for your co-participant to avail the assistance of the Room boy.
3. Inform the authority in case of any employee's immodest behaviour.

Don'ts

1. Never force any employee to do something beyond his charter of duty.
2. Don't rebuke the employee if he fails to carry out his assigned duty or misbehaves. Inform the matter to the authority.

Cultural Functions

Do's

1. Take your seat at least ten minutes prior to the commencement of any programme.

2. Stand up and show respect to the Chief Guest during his entrance.
3. Cultivate Officer like self-restrain while enjoying the refined entertainment.
4. Help the volunteers to conduct the programmes as per the schedule.
5. Encourage the performers with clapping as and when necessary.
6. Keep in mind that the function should be refined, up to the taste & standard and solemn.
7. Bear the sense of being moderate in everything.

Don'ts

1. Don't show too much excitement during the programme.
2. Never make any indecent remark or bad comment.
3. Don't put your leg under the seat in front of you.
4. Don't talk with the persons sitting next to you during the programme.
5. Don't request the organiser to arrange something beyond his/her scheduled item/s.
6. Avoid loud cheering and uttering "One more; one more"

Bangladesh Public Administration Training Centre
Savar, Dhaka

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16.	Showkot Ara Khanom	Assitant Librarian (Circulation)	01727159178	
17.	Library Circulation Desk		-	4650
18.	Cafeteria	Ground Floor	-	4621/4622
		First Floor	-	4623
19.	Md. Aminur Rahman	Dormitory Supervisor (15 Storied Dormitory)	01716610525	
20.	Computer Lab	Faculty Building- 2		4322
21.	Reception	24 hours on duty	-	4220
22.	Gate-1 (Residential Area)	24 hours on duty	-	4100
23.	Gate-2 (Main Gate)	24 hours on duty	-	4200

Bangladesh Public Administration Training Centre

Savar, Dhaka

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Bangladesh Public Administration Training Centre

Savar, Dhaka

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Module-03	Poverty Reduction and Rural Development	Ms. Rumana Tanjin Antara, Deputy Director
Module-04	District and Upazila Attachment	Ms. Munira Islam, Deputy Director
Module-05	Fundamentals of Foundation Training Course	Mr. S. M. Mehedi Hasan, Director
Module-06	Organization and Human Resource Management	Dr. Mehedi Masud, Director
Module-07	Important Service Laws in Bangladesh	Ms. Alina Aktar, Deputy Director
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Annexure-6

Bangladesh Public Administration Training Centre
Savar, Dhaka

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76th Foundation Training Course

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76th Foundation Training Course**Section: G**

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76th Foundation Training Course**Section: H**

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Gantt Chart of 76th Foundation Training Course (09 March - 04 September 2024)

WEEK	Module (Sessions) /Date Range	09 Mar - 10 Mar	11 Mar - 14 Mar	17 Mar - 21 Mar	24 Mar - 28 Mar	31 Mar - 04 Apr	07 Apr - 11 Apr	08 Apr - 17 Apr	18 Apr - 25 Apr	28 Apr - 02 May	05 May - 09 May	12 May - 16 May	19 May - 23 May	26 May - 30 May	02 Jun - 06 Jun	09 Jun - 13 Jun	16 Jun - 18 Jun	19 Jun - 25 Jun	26 Jun - 02 Jul	02 Jul - 11 Jul	14 Jul - 18 Jul	21 Jul - 25 Jul	28 Jul - 01 Aug	04 Aug - 08 Aug	11 Aug - 15 Aug	18 Aug - 22 Aug	25 Aug - 29 Aug	01 Sep - 03 Sep	04-Sep
		Opening Ceremony, and Pre training activities																											