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Bangladesh Public Administration Training Centre

and

Foundation Training Course

1.0 Introduction

Every modern state generally strives to establish a public administration training institute at the national level for mitigating the demands for ready human resources for running the state affairs effectively and for rendering the best services to the citizenry. Bangladesh Public Administration Training Centre (BPATC) as a centre of excellence and a premier regional hub is dedicated to provide effective, inclusive and self-mandated and bespoke training for civil servants, in the public sector in Bangladesh. The centre is entrusted to meet national and global challenges of the modern era through imparting state of the art training in the public sector.

The spirit of our liberation war in 1971 was to build a glorious, developed and prosperous Bangladesh free from all sorts of exploitations and injustices. In order to achieve the goal, a group of well-groomed, professional and skilled civil servants in all tiers is a must. At present the national commitment is to build up a digital Bangladesh and middle income country by 2021. We need hardware, software and human resources to achieve the target. Human Resource is the most important aspect to ensure digital Bangladesh and to achieve Sustainable Development Goals, Vision 2021 and Vision 2041. BPATC can be treated as the nursing home of human resources to cater these dire needs.

The main mandate of BPATC is to provide the highest quality training to groom up the officers of entry level, mid-level and even at the senior-level as the best administrative leaders of the soil. The Centre is relentlessly working to perform their assigned duties properly. We believe any training institution is a preaching and practicing house of good governance. Therefore, we try to encourage the participants by saying the best words and by demonstrating the best practices. We would like to reiterate that we religiously believe in transparency, accountability, justice and fairness. Our humble expectation from our participants is that they will also avail the opportunity to reinforce their positive attitude, pro-activeness and working spirit through the training received here. We are always with our esteemed participants to provide the best services as much as we can.

Foundation Training Course (FTC) is the main core course of the centre for the entry level officers who are future administrative leaders of the country. They are to carry out their

own responsibilities to provide efficient and quick delivery of services to the citizens of this country with less efforts and minimum costs. We sincerely desire the participants of FTC will utilize their time here effectively to gather experience so that they can perform their responsibilities efficiently with highest professionalism.

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's Training Academy (COTA)
4. 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 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 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 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 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, how we make decisions and how we 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 discipline of highest order in every step of our activities. We believe in mutual respect and human dignity. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

Integrity

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

Inclusiveness

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

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 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 instil 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, create a stimulating atmosphere for learning knowledge, skills and competencies attuned with 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 Senior Secretary to the Government entrusted with transforming the mission, vision, goals and objectives of the centre into reality by managing holistically the human and other resources 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 division 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 respectively. 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 of Governors (BOG) chaired by a Minister. Overall administration and policy-guidelines of the centre rest on the board.

6.0 Functions of BPATC

Since 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 Defence 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 policies of the government, to familiarize them with the Rules, Regulation etc and to appraise them of the relevant reforms and changes. The centre on occasions caters bespoke training e.g. Special Foundation Training course (SFTC) to entertain 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 regional level. Understanding rural people and dynamics of field administration through field visit and attachments, is a mandatory part of the training of BPATC. In BPATC, the medium of

instruction in class room session 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 conducts, dress code, table manners and standards set by the centre.

7.0 Research and Consultancy

The centre, as the think-tank of the Government, conducts research and provides consultancy services to the Government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and to 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 Vice-Chancellor of Jahangir Nagar University with spaces for two external experts nominated by the BOG for executing research activities of the centre.

8.0 Publication

The centre publishes BPATC English and Bangla Journals, yearly Bangladesh Lok-Prashashon Potrika, bi annual Lok-Prashason Samoeky. BPATC Barta, BPATC Newsletter, Training Calendar, Annual Report, Books, Seminar Paper, Training Programmes, research work, forms, cards etc. There is a publication committee headed by Rector of the centre keeping a professor of Jahangir Nagar University from the Department of Public Administration or Political Science as a member.

9.0 Training Methods

BPATC strives to employ modern scientific methods of training as far as possible. Various training methods like lecture, workshop, article and book review, group exercise, case studies, group work, debate competition, research work, policy review, extempore speech and presentation are used in BPATC training courses. Lecture and discussion method is extensively employed encouraging participants to actively take part in the discussion. Study Tour and Field Visits are employed for exposing real life situations and feedback seminars are arranged in the plenary sessions for assessing individually and jointly for the

oral presentation and quality of reports. Modern ICT tools, e.g. electronic mails, online registration and attendance, online assignment submission and assessment, video clips, video conference, e-books and Journals, e-platform are extensively used. On-line courses are going to be started from the centre very shortly to address the huge demands of the clients.

10.0 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. The contents and methods of this course are so designed that the participants can enhance the basic knowledge of various theories, concepts and issues on administration and development in general and of rules, regulations, processes, procedures in public service delivery in particular. The course aims at building personality, stimulating creativity and instilling leadership qualities into the trainee officers. The course also provides an opportunity to the officers to familiarize themselves with various dimensions of history, culture and socio-economic development of the country.

Mere knowledge on rules and regulations and law is not enough to deliver public services effectively and professionally. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Complex interactive processes, the crux of globalization and technological advancement have brought about a radical change in the role of the state. Public servants must possess analytical insight to construct, function and perform responsibilities across all public administration settings and competencies. The FTC strives to improve their competencies to deliver public services efficiently and effectively.

10.1 Course Objectives

General

To create a set of skilled, innovative, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context.

Specific

Through the course 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;
- translate essential laws, basic service norms, rules, policies and procedures into practice;
- identify the real needs of the backward societies and realize their problems and way out;
- internalize the real problems of the backward section of the society and take initiatives for probable solution;
- recognize the role of civil servants in a changing national and global environment;
- achieve an understanding of SDGs, its linkages, implementation process and challenges for achieving vision 2021 and 2041;
- utilize information and communication technology in management;
- prepare research papers, reports and other documents professionally;
- communicate in English with accuracy and fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
- maintain physical fitness and ethical values to meet emerging challenges.

10.2 Course Activities

Number of days for the course activities is given below:

Course activities and number of days allocated

Items	No. of days
Total days	179
Week-ends and public holidays in BPATC	41
Working days at BPATC	81+16* =97
Total days at BPATC	123
Field Attachment	56
Inauguration and Closing	2
Secretariat Attachment	2
Field trips/Visits	2
Sessions	398
Total working days in BPATC	97

***Including Saturday**

10.3 Tentative Schedule of Daily Activities

Tentative Schedule of Daily Activities

Time	Activities
05:30- 06:30	Physical Exercise*
07:00-08:10	Breakfast*
08:30-09:25	Classroom Session
09:40-10:35	Classroom Session
10:35-11:00	Tea Break
11:05-12:00	Classroom Session
12:15-13:10	Classroom Session
13:15-14:00	Prayer and Lunch
14:15-15:10	Classroom Session/library work/ lab. work etc.
16:30-17.25	Games & Sports/Driving*
19:15-21:10	Extension Lecture/Group Presentation/Library Work/Film Show
20:30-21:30	*Dinner

***Subject to change according to sunrise and sunset**

11.0 Course Management Team (CMT)

The CMT is selected from among the faculties of the centre before organizing the FTC and sometimes at the time of the preparation of the training calendar. The CMT comprises Course Advisor (CA), Course Director/Directors (CD), and Course Coordinators (CC). The CD is in charge of the overall responsibility of the course. He supervises and guides the coordinators and consults with the CA on various academic and management issues. The participants are divided into different sections. Trainee Officers of each section are supervised by one CC, whose responsibility is to ensure implementation of academic, extra-academic and administrative activities of his /her section. The other two CCs are primarily responsible for preparing schedules, budget and coordination of the whole training programme and ensuring overall discipline.

12.0 Requirements of the Course

Successful completion of the course requires fulfilment of the following conditions –

- (i) Maintaining discipline, ethics, norms and formalities inside and outside the class room.
- (ii) Attending all instructional sessions and other training activities and punctually. Participants must enter the class room at least 5 minutes before the schedule time.
- (iii) Participating in Secretariat Attachment and Field Attachment programme.
- (iv) Submitting ‘Exploring Bangladesh’ report, ‘Village Study’ report, ‘Book Review’ report and other assignments.
- (v) Staying compulsorily in the dormitory of the centre and follow the rules and regulations thereof.

(vi) Carrying and using cell phones in academic sessions, formal functions, mosque, library and corridor are strictly prohibited.

(vii) Participating in all co-curricular activities such as debate, extempore speech, etc; and

(viii) Maintaining stringent discipline; follow the rules of the centre and code of conduct.

Success or failure in meeting the above requirements is reflected in the final evaluation and in pen picture of the participants by the course management.

13.0 Facilities of BPATC

Accommodation

The Foundation Training Course is hundred percent residential. The participants will have to stay in the room allocated to them at BPATC dormitory. Dormitory 3 and Dormitory 5 are allocated for male participants. Female participants will stay in Dormitory 2 and Dormitory 4. All rooms will be allocated during **online registration** of the course. House tutors, dormitory supervisor and room boys work in the dormitory for making the participants stay comfortable in the dormitory. Every six participants will get one room boy. It may vary in accordance with the number of participants. The responsibilities of the room boys are well defined and hang in the front desk of the dormitory reception. In case of emergency, one room boy will stay in the dormitory at night. Furthermore, one House Tutor is assigned for male dormitories and one for female dormitories. He or she will look after the overall dormitory activities. Participants have to get entry in the dormitory by 10.30 p.m. After 10.30 p.m. the collapsible gate will be closed.

Contact Persons and Phone Number

House tutor		
Mohammad Sohrab Hosssain, Assistant Director	01715817450,	01710-842740 Extension: 4180
Ms. Roma Rani Biswash, Assistant Director	01722878088	

Sl. No.	Name	Designation	Telephone No			Time
			Office		Residence	
			T&T/Mobile	Extension	Extension	
1.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530	07.30 to 23.00 hours
2.	Dormitory-2	Ground Floor	-	4759		
		First Floor	-	4750		
		Second Floor	-	4770		
3.	Mir Farhad Ul Islam Dormitory- 3	Supervisor	01716377144	4677	4571	07.30 to 23.00 hours
4.	Dormitory-3	Ground Floor/First	-	4651	-	

Sl. No.	Name	Designation	Telephone No			Time
			Office		Residence	
			T&T/Mobile	Extension	Extension	
1.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530	07.30 to 23.00 hours
2.	Dormitory-2	Ground Floor	-	4759		
		Floor				
		Second Floor	-	4653	-	
		Third Floor	-	4655	-	
		Fourth Floor	-	4657	-	
		Fifth Floor	-	4660	-	
		Sixth Floor	-	4661		
5.	Armita Islam, Dormitory- 4	Supervisor	01817621625	4663	4570	07.30 to 23.00 hours
6.	Dormitory- 4	G. Floor /Child Care	-	4664	-	
		First Floor	-	4664	-	
		Second Floor	-	4667	-	
		Third Floor	-	4668		
7.	Md. Rafiqul Islam, Dormitory- 5	Supervisor	01834927255	4669	4577	07.30 to 23.00 hours

Leaving the Centre without permission is treated as misconduct.

Class Room

In BPATC, classes are conducted at various facilities of the centre, specially at Academic Building, ITC, Multipurpose Hall, Lecture Theatre to suit the purpose. In each class room, there will be a class room attendant. He will manage the training aids of the class room and to assist all sort of class room support for smoothly running the training sessions. She/he is supervised by Technical Supervisor. The classes are under constant vigilance of the CMT.

Academic Building

It is a three-storied structure building (ex-Syndicate Building) with spaces for class rooms and other facilities. Foundation level, mid level and senior level, all the three categories of training are held here. The trainees room are in close touch with the class rooms so that the faculty can carry various training materials and can be in close touch with other offices and class rooms. The rooms are spacious and having regard to the hot and humid climate of Bangladesh.

Lecture Theatre

There are two modern lecture theatres at the Centre, designed to seat 125 trainees at a time. It is intended for the passing out exercises especially when the class rooms are not suitable to accommodate medium-sized assembly of trainees. The total covered area of the theatre is 4.400 sq.ft. with fixed and curved gallery sitting arrangement.

Auditorium or Multi Purpose Hall

It is the largest hall of multipurpose use where six hundred persons can be accommodated very comfortably. The seats can be arranged and stacked as and when necessary. This hall is intended to use for time to time assembly of outstanding speakers, available occasionally for international conference as well as for social and cultural functions.

International Training Complex (ITC)

It is one of the facilitating arms of the centre for networking with foreign institutions for arranging training, workshops, seminars, meetings etc. The office of the Rector and the Rector's Secretariat has recently been shifted here. This complex has a modern accommodation facilities for all type of training programs e.g. a mini auditorium, rector's conference room, three class rooms, two syndicate rooms, seminar room, one executive dining room, kitchen facilities etc. The ITC has residential facilities for VIPs and for trainees/ participants. Exquisitely designed double seated rooms are fully furnished and equipped with modern facilities like refrigerator, television, telephone etc. It has a computer laboratory with internet connection that offers facilities for global communication network for the participants. The complex is turning into a full-fledged abode of training, networking and collaboration very shortly by converting it as ten-storied self sufficient modern building.

Multi Purpose Building

This two storied building of the centre is to meet the daily needs and activity services of the staff and trainees. It provides services of bank, ATM booth, post office, laundry, salon, canteen etc.

ATM Booth

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

Library

The BPATC library is one of the best administration library of the country. The library plays an important role to achieve the goals of training. Collection of relevant books, journals, magazines and other reading materials and processing these for the readers are the main tasks of the library. In its possession there are approximately 1,25,000 books for circulation to the readers. Participants will have ready access to the reading facilities. During the financial year 2016-17 more books, newspapers magazines etc. were purchased for the library. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters and magazines as complimentary copies through exchange programme with various local and

foreign organizations. 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 a.m. to 10.00 p.m. without any break from Sunday to Thursday. On Friday and Saturday it remains open from 4.00 p.m. to 10.00 p.m. A large number of readers use the library regularly. Approximately, 2,750 books were issued to the readers in the financial year 2016-17. Every faculty member can borrow 10 books while a trainee can borrow 4 books at a time for one month. Photocopying facilities are also available on payment in the ground floor of the Library.

Except the books issued, the trainers and trainees can read a good number of leading dailies. A total of 13,368 copies of 17 dailies were kept in the library in the financial year 2016-17. Moreover, 5 selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as the Economist, Times, Reader’s Digest and National Geographic etc. The Library is subscribers to some renowned journals namely Proshikhyan, International Review of Administrative Science etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) and Librarian (Documentation) are the key persons to know more about the Library. Md. Tazib Uddin (cell no. 0178972829) is working as Librarian of the Centre.

Dining/Cafeteria

Assistant Director (Dormitory) supervises activities of the cafeteria. Participants must follow table manners and the time schedule as given below:

Regular tentative schedule for dining:

- Breakfast: 07:00 am to 8:15 am hrs (last entry to cafeteria: 08:00hrs)
- Snacks & tea (morning): 10:40 am to 11:00 am hrs
- Lunch: 13:15 to 14:00 hrs (last entry to cafeteria 13:50hrs)
- Snacks & tea (evening): 17:00 pm – 17:45 pm hrs (subject to change based on sunset time)
- Dinner: 20:30-21:30 hrs (last entry to cafeteria is 21:20 hrs)

Dining time will be reshaped on the occasion of Ramadan.

Computer Lab

Computer training is compulsory for all participants. All the computers of 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 listening capability of the participants where language classes are arranged. A lab attendant is assigned for every lab to maintain and assist trainees. Lab attendant and language lab is supervised by Technical Supervisor.

Sports

Physical conditioning and games are very vital part 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. In every morning, physical conditioning and sports programme starts by singing the National Anthem and Morning Prayer at 5.00 a.m. It is introduced from the 66th FTC. During Ramadan, sports time will be rearranged.

Physical conditioning programme consists of stretching, walking, jogging, running, floor exercise (free hand exercise), swimming, calisthenics, therapeutic exercise and brief introduction of selected type of yoga. In the games sessions, participants actively participate in four different team games, which are (i) football, (ii) volleyball, (iii) handball, and (iv) basketball. Besides, female participants also take part in sports events such as volleyball, handball and badminton. Furthermore, participants of both the sexes have opportunity to practice table tennis, carom, chess and weight training on optional basis. 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 prizes are given among the winners.

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. Swimming pool opens from 6.15 p.m. to 7.15 p.m. for practice only on Sunday and Monday. This schedule is optional for the participants. The training session will be arranged as per schedule of the course.

Clinic

The BPATC clinic offers medical treatment to the participants of the various training courses and as well as the employees and their dependant family members, who are residing on the BPATC campus. The clinic staff consists of four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders and two office assistants. This medical team offers various medical services to the client round the clock. The medical officers of the clinic manage the daily outdoor patients and give consultation to them. They also attend emergency patients at any time round the clock and manage them as per circumstances. The clinic arranges health check up sessions for the participants of all the core courses at the beginning of the course.

The medical clinic is run by four qualified doctors with limited medical facilities. Participants are given free medical consultation, prescriptions and limited medical care. The

participants are entitled to have medical prescription free of charge and also some common medicines that are available at the clinic, especially on emergency basis. However, the medical facilities can only meet the primary needs or minor cuts and injuries. The clinic provides ambulance services on payment in case of serious illness. Doctors are available in two shifts from 9.00a.m. - 3.00 p.m. and from 3.00 p.m. to 9 p.m. From 9 a.m. to 9 p.m. doctors attend the patients in case of emergency.

Contact number of the Doctors:

Dr. Mustafizur Rahman	Medical Officer	01552444675	4143	4443
Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-
Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
Emergency	Medical Officer	01705757690	-	-

Physiotherapy

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

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

The centre has a fair number of vehicles for meeting the varied nature of demands. Pick and drop facility is arranged by the BPATC authority for the participants. A minimal payment system is there Tk. 25/- for each participant. The route is like this: BPAT-Savar-Gabtolli-Shamoli-Asadgate-Farmgate-RPATC, 49 New Eskaton; and BPATC-Asulia-Abdullahpur-Uttara-Airport Station. Trainees are also given transport facility only for emergency medical purposes on the basis of requisition and approval from the competent authority. Apart from weekend pick, drop and medical purpose, study tour transport facilities are also provided for the participants. On payment basis, twice a week transport (Dhaka and Savar) is also arranged from BPATC for meals shopping purpose only.

Child Care

The female officers having infant aged lower than 1 year are not preferred to attend the training programme. There are only 24 seats for female participants having babies in between 1-3 years. Female participants babies have to pay extra Tk. 3500.00 for Dormitory-2 and Tk. 3000.00 for Dormitory-4.

Digital Attendance

To ensure participants' attendance the centre installed a significant number of Digital Attendance Machine at every point of class rooms, auditorium, dormitory, library and academic building. Maintenance of punctuality is a must in all programs of FTC.

Mosque

BPATC has a large and splendid mosque surrounded by lush-green garden. Interested muslim officers and staff, and the participants of different training courses say their prayer in this mosque. Around 1000 people can have their prayer in the mosque at a time. One Imam, one Muazzin and one Khadem in the mosque are working there and get their salaries from the government exchequer.

Recreation

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

Annexure-1

Modules and Marks Distribution at a Glance

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh: History, Society, Culture and Liberation War		GA (50)	50
2	Village Study	-	GR(50), GP(25)	75
3	Poverty Reduction and Rural Development	WE(35)+ ICA(15)		50
4	Field Attachment	LD (10), ICA (5), Attendance (5)	GA (45), GP (20)	85
B. Management Studies				
5	Fundamentals of Foundation Training Course		GA(25), GE (25)	50
6	Organization and Human Resource Management	WE (45)	GR (25)	70
7	Important Service Laws in Bangladesh	OBE (40)	GR (25)	65
8	Office Management	WE (40)+ IA (30)	-	70
9	Financial Management	WE (30) + IE (40)	-	70
C. Public Administration				
10	Governmental System & Essential Laws	OBE (25)	GA (25)	50
11	Public Administration and Governance	IA (25)	GA (25)	50
12	Child rights and Gender equality	-	GE (40)	40
D. Development Studies				
13	National Economic Management	WE(25)	GE (25)	50
14	Achieving Sustainable Development Goals	WE(25)	GA(25),GP (25)	75
15	Project & Procurement Management	IR (25)	GE (40)	65
16	Basics of Social Research	IRP(25)	-	25
17	Contemporary Issues	IA (25)	-	25
F. Skill Development				
18	IELTS Preparations	IE (50)		50
19	Verbal Competency	IP (25)		25
20	Art of Reviewing Book/Journals	IR (30) + IP (20)	-	50
21	ICT and e-Governance	IE (25) + PT(25)		50
23	Physical Conditioning and Games	Attendance (25), WE (25), IA (50)	-	100
G. CMT				
-	Evaluation by the CMT	Overall Conduct & discipline (25)	-	25
	Evaluation by Evaluation Department	Attendance (25)	-	35
		Speaker's Evaluation (10)		
24	Comprehensive Written Examination	200	-	200
Total=		1005	495	1500

CMT= Course Management Team, **IA=** Individual Assignment/Assessment, **ICA=**Individual Conduct Assessment, **ICS=** Individual Case Study, **IRP=** Individual Research Proposal, **IE=** Individual Exercise, **IP=** Individual Presentation, **IR=** Individual Report, **LD=** Learning Diary, **GA=** Group Assignment, **GE=** Group Exercise, **GP=** Group Presentation, **GR=** Group Report, **OBE= Open Book Exam**, **PT=** Practical Test, **WE=**WrittenExamination.

*Annexure-2***List of Module Directors**

Module No.	Title of the Module	Name of the Module Directors of 66th FTC
Module -01	Bangladesh: History, Society, Culture and Liberation War	Mohammad Tazib Uddin
Module -02	Village Study	Dr. Md. Zohurul Islam
Module -03	Poverty Reduction and Rural Development	Module Director will be selected by BARD/RDA
Module-04	Field Attachment	Md. Jahidul Islam (District Attachment, Data collection during field visit) Md. Moin Uddin (BARD/RDA)
Module -05	Fundamentals of Foundation Training Course	Md. Jahidul Islam
Module -06	Organization and Human Resource Management	Md. Sanwar Jahan Bhuiyan
Module -07	Important Statutory Service Laws in Bangladesh	Mohammad Razibul Islam
Module -08	Office Management	Md. A Razzaque Sarker
Module -09	Financial Management	Dr. Mohammed Amjed Hossain
Module 10	Governmental System and Essential Laws	K.M. Abdul Kader
Module -11	Public Administration & Governance	Mallick Sayeed Mahbub
Module -12	Child rights and Gender equality	Dr. Rokeya Fahmida
Module -13	National Economic Management	Suhana Islam
Module -14	Achieving Sustainable Development Goals	Dr. Md. Mizanur Rahman
Module -15	Project & Procurement Management	Kazi Hasan Imam
Module -16	Basics of Social Research	Dr. Morshed Alom
Module -17	Contemporary Issues	Course Director
Module -18	IELTS Preparation	A. F. M. Amir Hussain
Module-19	Verbal Competency	Hasan Murtaza Masum
Module-20	Art of Reviewing Book/Journals	Md. Zakir Hossain
Module –21	ICT and E-Governance	Md. Saiful Islam
Module-22	Car Driving Programme	Mohammad Tazib Uddin
Module-23	Physical Conditioning & Games	Mohammad Moshioir Rahman
Module-24	Comprehensive Examination	Course Director

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা

প্রশিক্ষার্থীদের করণীয় ও বর্জনীয়

সার্বিক

ক. করণীয়

- ১। শৃঙ্খলা ও সময়ের প্রতি মনযোগী হোন।
- ২। বিপিএটিসিতে অবস্থানকালে ডরমিটারির বাইরে সর্বদাই 'নেম-ব্যাজ' পরিধান করুন।
- ৩। আপনার কোন কথা বা কাজে যদি ভুল হয়ে থাকে তাহলে তা অকপটে স্বীকার করুন এবং দুঃখ প্রকাশ করুন।
- ৪। আপনার কোন অভিযোগ থাকলে তা কোর্স কর্তৃপক্ষকে জানান। প্রশিক্ষণ-ব্যবস্থাপনা সংক্রান্ত বিষয় হলে প্রথমে কোর্স সমন্বয়কের সাথে কথা বলুন।
- ৫। কেউ কোন ব্যাপারে আপনার প্রতি সাহায্য-সহযোগিতা-সৌজন্য প্রদর্শন করলে তাকে অবশ্যই ধন্যবাদ জ্ঞাপন করুন। কেউ আপনাকে ধন্যবাদ জানালে আপনি তার জবাব দিন।
- ৬। যথাসম্ভব নিচু স্বরে কথা বলুন।
- ৭। সর্বদা ডান পাশ দিয়ে হাঁটুন। করিডোর দিয়ে হাটার সময় পাশাপাশি দু'জন হাটবেন না।
- ৮। টুকরো কাগজ/ব্যবহৃত টিস্যু ডাস্টবিনে ফেলুন।
- ৯। কেউ দ্রুত হেঁটে গেলে তাকে জায়গা করে দিন।
- ১০। পোশাকের ব্যাপারে নির্দেশনাবলী যথাযথভাবে অনুসরণ করুন।
- ১১। কেন্দ্রের বাসে উঠার সময় শৃঙ্খলা বজায় রাখুন।
- ১২। কথোপকথনের সময় নিজে বলার চাইতে অন্যকে বলার সুযোগ দিন। অন্যদের কথা মনোযোগ দিয়ে শুনুন।
- ১৩। একে অপরের প্রতি যথাযথ সম্মান প্রদর্শন করুন।
- ১৪। কথাবার্তা ও চালচলনে সংযম প্রদর্শন করুন।
- ১৫। জ্যেষ্ঠদের আগমনে দাঁড়িয়ে সম্মান প্রদর্শন করুন।
- ১৬। পোষাকে, কথা বলায় ও আচরণে পরিশীলিত হউন।
- ১৭। সিন্ডিকেট বিল্ডিং এর সিড়ি দিয়ে নামার সময় আস্তে কথা বলবেন। আশে পাশে অন্য কোর্স চলমান থাকে।

খ. বর্জনীয়

- ১। যথাযথ কর্তৃপক্ষের অনুমতি ছাড়া কোন অবস্থায় কেন্দ্র ত্যাগ করা যাবে না।
- ২। কোন অবস্থাতেই এমন কিছু করবেন না যাতে পেশাভিত্তিক কিংবা ব্যক্তিকেন্দ্রিক সম্প্রীতি বিনষ্ট হয়।
- ৩। যে কোন পরিস্থিতিতে উত্তেজনা পরিহার করুন।
- ৪। কারো ব্যক্তিগত কাজের বিশ্বাস বা অনুভূতিকে আঘাত করে কথা বলবেন না।
- ৫। যে কোন ক্ষেত্রে বিভেদ ও বৈষম্যমূলক আচরণ বর্জন করুন।
- ৬। জ্যেষ্ঠদের সঙ্গে দেখা-সাক্ষাৎ কথা বলার সময় পকেটে হাত রাখবেন না।
- ৭। কথাবার্তা ও চালচলনে হঠকারিতা, অসংযম ও ভাঁড়ামি বর্জনীয়।
- ৮। কোন মহিলাকে দন্ডায়মান রেখে নিজে বসা সমীচীন নয়।

- ৯। সতীর্থদের মধ্যে নিজেকে লুকিয়ে রাখা এবং নিজেকে দৃষ্টিকটুভাবে জাহির করা-উভয়ই বর্জনীয়।
- ১০। কাউকে দূর থেকে ডাকাডাকি করা বর্জনীয়।
- ১১। অন্যকে ছোট একং নিজেকে বড় করে দেখার মানসিকতা পরিত্যাগ করুন।
- ১২। আবেগতড়িত ভাষা ও রুক্ষ ব্যবহার পরিহার করুন।
- ১৩। করিডোরে/রাস্তায় দাঁড়িয়ে কথাবার্তা বলবেন না।
- ১৪। বিপিএটিসি ধূমপানমুক্ত এলাকা। তাই বিপিএটিসিতে অবস্থানকালীন সময়ে ধূমপান বর্জন করুন।
- ১৫। যথাযথ কর্তৃপক্ষের অনুমোদন ব্যতীত কেন্দ্রের কর্মকর্তা ও কর্মচারীদের জন্য নির্ধারিত পরিবহন এর সুযোগ নেয়া যাবে না।
- ১৬। নেতিবাচক মনোভাব বর্জন করুন।
- ১৭। সময়ের অপচয় করবেন না।
- ১৮। সংবেদনশীল রাজনৈতিক ও ধর্মীয় আলাপচারিতা থেকে বিরত থাকুন।
- ১৯। কোর্স ব্যবস্থাপনা টিমের অনুমতি ব্যতিরেকে কোর্স সচিবালয়ের কম্পিউটার ব্যবহার ও প্রিন্ট নেয়া নিষিদ্ধ।

শ্রেণীকক্ষ

ক. করণীয়

- ১। অধিবেশন শুরু হবার অন্তত: পাঁচ মিনিট আগে আবশ্যিকভাবে শ্রেণীকক্ষে নির্ধারিত আসনে বসুন।
- ২। বক্তার প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।
- ৩। অনিবার্য প্রয়োজনে শ্রেণীকক্ষের বাইরে যেতে হলে বক্তার অনুমতি নিয়ে গমন করুন।
- ৪। সরবরাহকৃত হ্যান্ড - আউট একটি নিজে গ্রহণ করে অপরগুলো পাশের সহ-প্রশিক্ষার্থীকে গ্রহণের সুযোগ করে দিন।
- ৫। অধিবেশন-চলাকালে মনোযোগী হোন।
- ৬। হাজিরা-ছকে স্বাক্ষর করার পর দ্রুত পার্শ্ববর্তী প্রশিক্ষার্থীর অনুকূলে তা সরবরাহ করুন।
- ৭। কথা বলার আগে বক্তা/সভাপতির অনুমতি গ্রহণ করুন।
- ৮। তথ্য সম্পর্কে নিশ্চিত হয়ে কথা বলুন।
- ৯। শ্রেণীকক্ষে বস্তুনিষ্ঠ ও প্রাসঙ্গিক প্রশ্ন করুন। প্রশ্ন করার আগে হাত উঠানো নিয়ম। তা অনুসরণ করুন।
- ১০। অন্যের মতামতের প্রতি শ্রদ্ধাশীল ও সহিষ্ণু হোন।
- ১১। শ্রেণীকক্ষে প্রয়োজন হলে বক্তার অনুমতি নিয়ে দাঁড়িয়ে কথা বলুন।
- ১২। অধিবেশন শেষ না হওয়া পর্যন্ত প্রয়োজন ছাড়া নিরবতা পালন করুন।

খ. বর্জনীয়

- ১। শ্রেণীকক্ষে মোবাইল ফোন বহন, ধারণ ও ব্যবহার সম্পূর্ণ নিষিদ্ধ।
- ২। অন্য কেউ বক্তাকে প্রশ্ন করতে থাকলে আপনি পরে সুযোগ নিন।
- ৩। বক্তাকে মাত্রাতিরিক্ত ও অপ্রাসঙ্গিক প্রশ্ন করবেন না।
- ৪। বক্তা/সভাপতির অনুমতি না পাওয়া পর্যন্ত প্রশ্ন উপস্থাপন কিংবা কথা বলা থেকে বিরত থাকুন।
- ৫। আক্রমণাত্মক প্রশ্ন/মন্তব্য করবেন না।
- ৬। বক্তা বা সতীর্থের বক্তব্যের সাথে দ্বিমত পোষণ করা যাবে। তবে তা বিনয়ের সঙ্গে করতে হবে।

- ৭। কাউকে কটাক্ষ করে কিছু বলবেন না। কুটতর্ক এড়িয়ে চলুন।
- ৮। অধিবেশন চলাকালে পার্শ্ববর্তী সতীর্থদের সাথে কোন কথা বলবেন না।
- ৯। অধিবেশন চলাকালে অনিবার্য না হলে এবং বিনানুমতিতে শ্রেণীকক্ষের বাইরে যাবেন না।
- ১০। শারিরিক ও মানসিক আক্রমণের প্রবণতা থেকে বিরত থাকুন।
- ১১। সেশন চলাকালে অননুদোতিভাবে বই পড়া এবং ল্যাপটপ ব্যবহার করবেন না।
- ১২। ওয়াশ রুমে গিয়ে অপ্রয়োজনীয়ভাবে সময় ক্ষেপন করবেন না।

খেলাধুলা ও শরীরচর্চা

গ. করণীয়

- ১। খেলার মাঠে অবশ্যই নির্ধারিত পোশাকে আসবেন।
- ২। খেলার মাঠে অবশ্যই নির্ধারিত সময়ে মাঠে উপস্থিত হবেন।
- ৩। সুশৃঙ্খলভাবে শরীরচর্চায় অংশ নিবেন।
- ৪। খেলার মাঠে এবং শরীরচর্চার সময় দলীয় চেতনাকে অবশ্যই ব্যক্তি-চেতনার উর্ধ্বে স্থান দিতে হবে।
- ৫। ক্রীড়া প্রশিক্ষকের নির্দেশনা/পরামর্শ মেনে চলুন।
- ৬। ক্রীড়া প্রশিক্ষকের প্রতি যথাযোগ্য সম্মান প্রদর্শন এবং ক্রীড়া শাখার কর্মচারীর প্রতি শোভন আচরণ করুন।
- ৭। প্রতিযোগিতার নিয়ম-কানূনের প্রতি শ্রদ্ধাশীল হোন।
- ৮। রেফারীর/প্রশিক্ষকের সিদ্ধান্ত সহজভাবে গ্রহণ করুন।
- ৯। খেলার সময় অযথা উত্তেজনা পরিহার করুন এবং নিজের প্রতি সতর্ক থাকুন।
- ১০। নিজে দুর্ঘটনা এড়িয়ে চলুন এবং অন্যকেও সতর্ক থাকতে সহায়তা করুন।
- ১১। ঋণের পরিচয় বহন করুন।

ঘ. বর্জনীয়

- ১। প্রতিদ্বন্দ্বীর প্রতি উত্তেজনাপূর্ণ আচরণ পরিহার করুন।
- ২। এমনভাবে খেলবেন না যাতে নিজের এবং অন্যদের আহত হওয়ায় ঝুঁকি থাকে।

গ্রন্থাগার

ক. করণীয়

- ১। নিরবতা বজায় রাখুন।
- ২। গ্রন্থাগারের পরিচ্ছন্নতা সম্পর্কে যত্নবান হোন।
- ৩। রেক/সেল্ফ থেকে নামানো বই টেবিলে রেখে দিন।
- ৪। গ্রন্থাগারের গেট-কীপারকে তার কাজে সহযোগিতা করুন।
- ৫। গ্রন্থাগারের অন্যান্য নিয়ম যথাযথভাবে পালন করুন।
- ৬। সময়মত বই ফেরৎ দিন, অন্যের ব্যবহারে সহায়তা করুন।
- ৭। বইয়ের প্রতি যত্ন নিন।
- ৮। গ্রন্থাগারে ফরমাল পোশাক পরিধান করে আসতে হবে।

৯। গ্রন্থাগারের সময়সূচি ভাল করে জেনে নিন।

খ. বর্জনীয়

১। গ্রন্থাগারে ব্যক্তিগত কথোপকথন পরিহার করুন।

২। শব্দে চেয়ার টানাটানি করবেন না।

৩। বইয়ের পাতা ছেঁড়া বা মলাট বিনষ্ট করা থেকে বিরত থাকুন।

ব্যক্তিগত পড়াশুনা

ক. করণীয়

১। প্রতিদিনের পড়া প্রতিদিন করুন।

২। প্রতিদিনের বক্তৃতার সারাংশ প্রতিদিন পড়ুন।

৩। নিজে পড়ুন এবং সতীর্থদের পড়তে সাহায্য করুন।

৪। গ্রন্থাগারের সদ্যব্যবহার করুন।

৫। প্রয়োজনে সংশ্লিষ্ট অনুষদ সদস্যদের সাহায্য নিন।

৬। যে কোন দিন পরীক্ষার জন্য প্রস্তুত থাকুন।

৭। প্রতি দিনের Learning Points প্রতিদিন পূরণ করুন।

৮। স্মরণ রাখুন সময়ের এক ফোঁড় অসময়ের দশ ফোঁড়।

৯। Recap Session কে গুরুত্ব দিন।

খ. বর্জনীয়

১। এমনভাবে পড়াশুনা করবেন না যাতে সতীর্থদের অসুবিধা ঘটে।

২। কোন কাজ ভবিষ্যতের জন্য ফেলে রাখবেন না।

৩। গ্রন্থাগারে মোবাইল ফোন ব্যবহার করবেন না।

মূল্যায়ন

ক. করণীয়

১। মূল্যায়নের নিয়মাবলী যত্ন সহকারে পড়ুন এবং মেনে চলুন।

২। মূল্যায়ন সংক্রান্ত কোন জিজ্ঞাসা থাকলে মূল্যায়নের উপর রিফিং এর সময় ভাল করে জেনে নিন। তাছাড়া প্রয়োজনে কোর্স ব্যবস্থাপনা সদস্যের অনুমতি সাপেক্ষে মূল্যায়ন কর্মকর্তার সঙ্গে আলোচনা করুন।

৩। মৌখিক মূল্যায়নের সময় ব্যক্তিগত মতামত নয়, দলীয় মতামত প্রকাশের চেষ্টা করুন। বক্তব্য উপস্থাপনের আগে যথাসম্ভব আলোচনা করুন।

৪। যথাসময়ে সঠিকভাবে বক্তাকে নির্মোহভাবে মূল্যায়নকরণ কারন এর জন্য নম্বর বরাদ্দ আছে।

খ. বর্জনীয়

১। ব্যক্তিগত পছন্দ/অপছন্দ যাতে মূল্যায়নকে প্রভাবিত না করে সেদিকে লক্ষ্য রাখুন।

২। অযৌক্তিক দাবি/সুপারিশ উপস্থাপন এবং নিরর্থক সমালোচনা থেকে বিরত থাকুন।

৩। মৌখিক মূল্যায়নের সময় কাউকে ব্যক্তিগতভাবে আঘাত দিয়ে কথা বলবেন না।

৪। প্রশংসা বা সমালোচনার ক্ষেত্রে অতিশয়োক্তি পরিহার করুন।

পরীক্ষার হল

ক. করণীয়

- ১। নিরবতা বজায় রাখুন।
- ২। পরিদর্শকদের কাজে সহযোগিতা করুন।
- ৩। প্রশ্নোত্তর প্রাসঙ্গিক ও সংক্ষিপ্ত হওয়া বাঞ্ছনীয়।
- ৪। সময়ের সদ্ব্যবহার করুন।
- ৫। উত্তরপত্রে নাম, রোল নম্বর ও সেকশন লিখেছেন কিনা তা নিশ্চিত করুন।

খ. বর্জনীয়

- ১। পরীক্ষায় অসদুপায় অবলম্বনের চেষ্টা অসদাচরণ হিসেবে গণ্য হবে এবং সেজন্য বিধি মোতাবেক প্রয়োজনীয় ব্যবস্থা গ্রহণ করা হবে।
- ২। পরীক্ষার হলে অপরকে সাহায্য করার এবং অপরের নিকট থেকে সাহায্য পাওয়ার মানসিকতা পরিহার করুন।
- ৩। পরীক্ষার হলে মোবাইল ফোন ব্যবহার নিষিদ্ধ।

টেলিফোন

ক. করণীয়

- ১। টেলিফোন করার সময় আগে সঠিক নম্বর সম্পর্কে নিশ্চিত হোন এবং এরপর নিজের পরিচয় দিন।
- ২। যিনি টেলিফোন ধরছেন, বিনয়ের সঙ্গে তার নাম জিজ্ঞেস করুন এবং কাউকে ডেকে দেয়ার প্রয়োজন হলে অনুরোধের সুরে কথা বলুন।
- ৩। মহিলাদের সঙ্গে কথা বলার সময় শালীনতা বজায় রাখুন।
- ৪। টেলিফোনে আলোচনা সংক্ষিপ্ত করুন।

খ. বর্জনীয়

- ১। টেলিফোনে বেশিক্ষণ কথা বলবেন না।
- ২। যিনি টেলিফোন ধরেছেন, কখনো আগে তার পরিচয় জিজ্ঞাসা করবেন না।
- ৩। দাপ্তরিক টেলিফোন থেকে ব্যক্তিগত আলাপ করার সুযোগ দেয়ার জন্য কেন্দ্রের কোন কর্মকর্তা/কর্মচারীকে অনুরোধ জানাবেন না।
- ৪। এক্সচেঞ্জে গিয়ে টেলিফোন লাইন দেয়ার জন্য অনুরোধ করবেন না।
- ৫। অনুমতি না নিয়ে কারো টেলিফোন ব্যবহার করবেন না।
- ৬। করিডোর দিয়ে হাঁটার সময় মোবাইল ফোনে কথা বলা নিষেধ।

অনুষদ সদস্যবৃন্দ এবং অন্যান্য কোর্সে অংশগ্রহণকারীদের সাথে আচরণ

ক. করণীয়

- ১। কেন্দ্রের অনুষদ-সদস্যবৃন্দের সঙ্গে বিনয় ও আন্তরিকতার সঙ্গে মেশার চেষ্টা করুন।
- ২। কেন্দ্রে চলমান অন্যান্য কোর্স বিশেষত সিনিয়র স্টাফ কোর্স এবং উচ্চতর প্রশাসন ও উন্নয়ন কোর্সের অংশগ্রহণকারী উর্ধ্বতন কর্মকর্তাদের প্রতি যথাযোগ্য সম্মান প্রদর্শন করুন।
- ৩। অনুষদ-সদস্যবৃন্দ ও অন্যান্য কোর্সে অংশগ্রহণকারীদের সঙ্গে দেখা হলে কুশল বিনিময় করুন।

- ৪। জরুরী প্রয়োজনে অনুষদ সদস্যদের সঙ্গে তাঁদের অফিস কক্ষে সাক্ষাৎ করতে হলে কোর্স ব্যবস্থাপনার মাধ্যমে আগে যোগাযোগ করে নিন।
- ৫। সমালোচনা থেকে বিরত থাকুন

খ. বর্জনীয়

- ১। অনুষদ-সদস্যদের সঙ্গে পূর্ব-পরিচয় কিংবা আত্মীয়তার দৃষ্টিকটু বহিঃপ্রকাশ বর্জনীয়।
- ২। অন্যান্য কোর্সে অংশগ্রহণকারী জ্যেষ্ঠ কর্মকর্তাদের সঙ্গে এমন আচরণ করবেন না যাতে তাঁরা মর্মান্বিত হন।

কর্মচারীদের সঙ্গে আচরণ

ক. করণীয়

- ১। রুমবয়, শ্রেণীকক্ষের এ্যাটেনডেন্ট, ক্যাফেটেরিয়া কর্মচারী ও লাইব্রেরির কর্মচারীদের সঙ্গে শোভন ও মানবিক আচরণ করুন।
- ২। আপনার সহ-প্রশিক্ষার্থীও যাতে রুমবয়ের সেবা পেতে পারেন তার সুযোগ দিন।
- ৩। কোন কর্মচারী অশোভন আচরণ করলে কর্তৃপক্ষকে জানান।

খ. বর্জনীয়

- ১। কোন কর্মচারীকে তার দায়িত্বের আওতা-বহির্ভূত কিংবা এখতিয়ার-বহির্ভূত কিছু করার জন্য বাধ্য করবেন না।
- ২। কোন কর্মচারী তার দায়িত্ব পালনে ব্যর্থ হলে, কিংবা আপনার সঙ্গে যথাযথ আচরণ না করলে কর্তৃপক্ষকে বলুন, সরাসরি শাসন করবেন না।

সাংস্কৃতিক অনুষ্ঠান

ক. করণীয়

- ১। কোন অনুষ্ঠান শুরু হওয়ার অন্তত দশ মিনিট আগে নির্ধারিত আসন গ্রহণ করুন।
- ২। প্রধান অতিথির আগমনের সময় দাঁড়িয়ে সম্মান প্রদর্শন করুন।
- ৩। সাংস্কৃতিক অনুষ্ঠান চলাকালে নির্মল আনন্দ উপভোগের পাশাপাশি অফিসারসুলভ সংযম বজায় রাখুন।
- ৪। নির্ধারিত কর্মসূচি অনুযায়ী অনুষ্ঠান পরিচালনায় উদ্যোক্তাদের সহযোগিতা করুন।
- ৫। অনুষ্ঠান উপভোগের সময় প্রয়োজনীয় করতালির মাধ্যমে উৎসাহিত করুন।
- ৬। লক্ষ্য রাখতে হবে যেন অনুষ্ঠানাদি মার্জিত, রুচিপূর্ণ, মানসম্মত ও ভাবগম্ভীর হয়।
- ৭। সকল ক্ষেত্রে পরিমিতবোধ প্রদর্শন করুন।

খ. বর্জনীয়

- ১। অনুষ্ঠান চলাকালে মাত্রাতিরিক্ত উচ্ছ্বাস প্রকাশ করবেন না।
- ২। ব্যাঙ্গোক্তি, কটুক্তি এবং অসংযত মন্তব্য ও ভাবভঙ্গি প্রকাশ করবেন না।
- ৩। সামনে উপবিষ্ট ব্যক্তির চেয়ারের নিচে পা রাখবেন না।
- ৪। অনুষ্ঠান চলাকালে পার্শ্বে উপবিষ্টদের সঙ্গে কথাবার্তা বলবেন না।
- ৫। নির্ধারিত অনুষ্ঠানসূচির অতিরিক্ত কোন কিছু পরিবেশনের জন্য পরিবেশককে অনুরোধ করবেন না।
- ৬। অনুষ্ঠান চলাকালে ওয়ান মোর ওয়ান মোর বলে আওয়াজ করা থেকে বিরত থাকুন।

Profile of the Rector



Dr. M Aslam Alam is the Senior Secretary to the Government of Bangladesh and the Rector of Bangladesh Public Administration Centre (BPATC). Prior to his current appointment, Dr. Alam served as Rector, BCS Administration Academy. Before that he was the Secretary, Bank and Financial Institutions Division (BFID) of the Ministry of Finance, Government of Bangladesh. Before assuming that position he was the Secretary of the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh. Previously, he was the Director General of the Department of Land Records and Surveys, where he pursued formulation and implementation of a land digitization strategy and action plan, involuntary resettlement as well as land use planning. Previously, he was the Director General-3 at the Prime Minister's Office. Prior to that, Dr. Alam was on lien to UNDP/UNOPS from October 2004 to July 2008, and worked as Senior Program Manager of the Comprehensive Disaster Management Programme (CDMP).

Dr. Alam is a career civil servant and started his career in the administrative service of Bangladesh. At the field level, he has served as Assistant Commissioner at Faridpur, Gopalganj, Jamalpur and Chittagong Districts. He worked as Upazila Nirbahi Officer and Additional Deputy Commissioner at Chandpur District. He was a faculty member (Deputy Director) of BCS Administration Training Academy as well. He also served as Deputy Secretary at the Ministry of Establishment and Project Director of two projects under the Ministry of Primary and Mass Education.

Dr. Alam obtained his PhD in Social Science and Policy (Environmental Policy) from the University of New South Wales at Sydney, Australia. Prior to doing PhD, he did an MA in International Relations with specialization in international economic cooperation at the International University of Japan (IUJ). He originally graduated from the University of Dhaka, Bangladesh. He obtained his M. Com and B. Com (honours) degrees in Accounting. He has undergone a number of professional training at home and abroad. He has presented numerous papers at various academic and professional conferences/ seminars/ workshops at home and abroad. He has published extensively in professional journals on training and development, public administration, climate change and disaster reduction and environmental protection.

List of Faculty Members
(Not in order of seniority)

Sl.	Name & Designation	Code
1.	Dr. M Aslam Alam, Rector (Sr. Secretary)	Rector
2.	Md. Zaydul Hoque Molla ^{ndc} (Additional Secretary), MDS	Zayed
3.	Ranjit Kumar Sen ^{ndc} (Additional Secretary), MDS	Ranjit
4.	Dr. Mohd. Shahadt Hossain Mahmud (Additional Secretary), MDS	Shahadt
5.	Dr. Muhammad Abu Yusuf, (Joint Secretary), MDS	Yusuf
6.	Syed Mizanur Rahman ^{ndc} , MDS	Syed Mizan
7.	Banik Gour Sundar, MDS	Banik
8.	Mallick Sayeed Mahbub, Director	Mallik
9.	Md. A. Razzaque Sarker, Director	Razzak
10.	Kazi Hasan Imam, Director	Hasan
11.	Mohammad Moshior Rahman, Director	Moshior
12.	Md. Shafiqul Haque, Director	Shafiq
13.	SM Zobayer Enamul Karim, PhD, Director	Zobayer
14.	Md. Golam Mahede, Director	Mahede
15.	Md. Zakir Hossain, Director	Zakir
16.	Dr. Mohammed Amjed Hossain, Director	Amjed
17.	Dr. Md. Mizanur Rahman, Director	Mijan
18.	Md. Jahidul Islam, Director	Jahid
19.	A.F.M. Amir Hussain, Director	Amir
20.	Mohammad Saiful Islam, Programmer	Saiful(P)
21.	Dr. Md. Zohurul Islam, Deputy Director	Zohur
22.	Md. Atikuzzaman, Deputy Director	Atik
23.	BM Benojir Ahmed, Deputy Director	Benojir
24.	Rokeya Fahmida, PhD, Deputy Director	Fahmida
25.	Mohammad Razibul Islam, Deputy Director	Razib
26.	Md. Sharif Hasan, Deputy Director	Sharif
27.	Md. Abul Basher, Deputy Director	Basher
28.	Mehedi Masud, PhD, Deputy Director	Mehedi
29.	ATM Arif Hossain, Deputy Director	Arif
30.	Md. Moin Uddin, Deputy Director	Moin
31.	K.M. Abdul Kader, Deputy Director	Kader
32.	Hasan Murtaza Masum, Deputy Director	Masum
33.	Mohammad Tazib Uddin, Deputy Director	Tazib
34.	Mohammad Rezaul Karim, PhD Deputy Director	Reza
35.	Dr. Md. Mostafizur Rahman, Medical Officer	Mostafiz
36.	Mostak Ahmed, Deputy Director	Mostak
37.	Md. Nazmul Islam Sarker, PS to Rector	Nazmul
38.	Abdullah Al Mamun, Deputy Director	Mamun
39.	Dr. Md. Moshior Rahman, Deputy Director	Moshior
40.	Md. Motaher Hossain, Deputy Director	Motaher

Sl.	Name & Designation	Code
41.	Parimal Kumar Roy, Deputy Director	Parimal
42.	Farzana Ferdous Zaman, Deputy Director	Farzana
43.	Suhana Islam, Deputy Director	Suhana
44.	Helena Perveen, Deputy Director	Helena
45.	Dr. Md. Arafe Zawad, Assistant Director (Sports)	Zawad
46.	Abu Naser Mohammad Sajidul Ahsan, Senior Research Officer	Sajid
47.	Md. Morshed Alom, Senior Research Officer	Morshed
48.	Afia Rahman Mukta, Research Officer	Afia
49.	Tanjur Ahmed Joarder, Assistant Programmer	Tanjur
50.	Mohammad Altab Hossain, Assistant Programmer	Altab
51.	Farjana Afrose, Assistant Director	Farjana
52.	Jakia Sultana, Evaluation Officer	Jakia
53.	Nasrin Akter, Evaluation Officer	Nasrin
54.	Syed Ashrafujjaman, Assistant Director	Ashraf
55.	Golam Mahmud, Assistant Director	Mahmud
56.	Rabiul Alam Lokman, Research Officer	Lokman
57.	Mohammad Sohrab Hossain, Assistant Director	Sohrab
58.	Md. Masud Ahmed, Assistant Director	Masud
59.	Mir Md. Taufiqul Islam, Assistant Director	Taufiq
60.	Sanjoy Kumar Sarma, Evaluation Officer	Sanjoy
61.	Razib Mia, Evaluation Officer	Razib
62.	Mohammad Masum Rahman, Assistant Programmer	Masum
63.	Md. Rustom Rabbani, Assistant Programmer	Rustom
64.	Ms. Roma Rani Biswas, Assistant Director	Roma

Annexure-6

Bangladesh Public Administration Training Centre
Savar, Dhaka
67th Foundation Training Course

Section-A

Roll	Participants Name	Cell	Email
101	Afrin Bintay Aziz	01766600007	sharna.ag@gmail.com
102	Marufa Rahman Ema	01768-764247	marufarahman34@gmail.com
103	nahida82shikha@gmail.com	01750870885	Mst. Nahida Afrin
104	Md. Jamil Akhter	01739460866	jamil_akhter70@yahoo.com
105	Md. Shahidul Islam	01727672392	shahidul.shuvo@gmail.com
106	Md. Najmus Sakib	01717757751	sakibduphy@gmail.com
107	Md. Sumon Mia	01729650854	sumon_reod@yahoo.com
108	Rafiqul Islam	01718859087	sau.rafiq@gmail.com
109	Nishat Anjum Ananna	01747000881	nishatananna@gmail.com
110	Fauzia Habib Khan	01770498128	koli35.ju@gmail.com
111	Satyajit Kumar Ghose	01777720212	satyajitghosesujan@gmail.com
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114	Syed Faisul Islam	01713565765	sazulmgt2011@gmail.com
115	Md. Nuruzzaman	01722743047	sujondncrp1@gmail.com
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117	Md. Moinuddin	01714995219	Moin.du08@gmail.com
118	Jakir Hossen	01918572254	jakirjbd92@gmail.com
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123	Tripty Kana Bose	01717440686	tr_tri_trip2007@yahoo.com
124	Fariba Halim Aurin	01716634859	faribapwd@gmail.com
125	Md. Sha Alam	01811206347	shahalamdu56@gmail.com
126	Farhana Yasmin	01717753179	farhanaflora61468@gmail.com
127	Kazi Md. Tareq Aziz	01913623884	kazi.mta@gmail.com
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129	Nazia Islam	01752533713	nazialisa@gmail.com
130	Mukur Chakma	01912120731	changmamukur@gmail.com
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132	Sharif Mohammad Faroquzzaman	01777720066	sharif826@gmail.com
133	Siddik Ahmad	01912846663	siddikan1989@gmail.com
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135	Md. Zahid Ahsahn	01716276977	xed.ahsan@yahoo.com
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137	Tasmina Khatun	01792873317	tasmina17910@gmail.com
138	Sayed Md. Abdullah Al Nahyan	01718-816543	nahyan.bcs.bd@gmail.com
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140	Farhana Begum	01778579791	farhanabegum773@gmail.com
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143	Nabid Mostafa Zisan	01722057693	nabid.zisan@mofa.gov.bd
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145	Tamanna Tabassum Khan	01966179840	tamantaman.du@gmail.com

Section-B

Roll	Participants Name	Cell	Email
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204	Md. Rafikul Islam	01903880130	saurafik@gmail.com
205	Sharifa Aktar	01746683183	silvershotudro@yahoo.com
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212	Md.Shahinur Islam	01712314245	shahindu267@gmail.com
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224	Md. Arif Hossain	01712414298	sopnobaz007@gmail.com
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229	Most. Sharmin Sultana Rakhi	01729637411	sharminrakhi028212@gmail.com
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244	Masuma Akter	01915169741	jyotimasuma@yahoo.com

Annexure-7

Important Telephone Numbers
(PABX: 7745010-16, 7742080-85; Fax 7745029)

Sl. No.	Name	Designation	Telephone No		
			Office		Residence
			T&T/Mobile	Extension	Extension
1.	Dr. M Aslam Alam	Rector (Sr. Secretary)	7745010-16 7745028		-
2.	Syed Mizanur Rahman ndc, MDS	Course Advisor	01756595005		
3.	Md.Jahidul Islam, Director	Course Director	01718768300 01556306174	4631	-
4.	Dr.Md. Zohurul Islam, Director	Course Director	01716458964	4134, 4624	-
5.	Md. Moin Uddin, Deputy Director	Course Coordinator (General)	01715388116	4138, 4627	
6.	Mohammad Tazib Uddin, Librarian	Course Coordinator (Program)	01789732829	4136, 4629	
7.	Afia Rahman Mukta	Course Coordinator (Section-A)	01914890462	4175, 4626	
8.	A.T.M. Arif Hossain, Deputy Director (Sports)	Course Coordinator (Section-B)	01712153317	4639, 4625	
9.	Ms. Nasrin Akhter, Evaluation Officer	Course Coordinator (Section-C)	01767818179	4640, 4625	
10.	Tanjur Ahmed Joarder, Assistant Programmer	Course Coordinator (Section-D)	01712543033	4625, 4326	
11.	Md. A. Razzaque Sarker	Director(Administration)	01712803934	4107	-
12.	Hasan Murtaza Masum	DD (Finance & Service)	01686900243	4122	
13.	Dr. Mustafizur Rahman	Medical Officer	01552444675	4143	4443
14.	Dr. Syed Shamsul Arefin	Medical Officer	01829673034	4350	-
15.	Dr. Bilkis Laila	Medical Officer	01711073636	4308	-
16.	Mohammad Sohrab Hoshen	AD (Dormitory)	01715817450	4180	-
17.	Ratan Kumar Das	Physiotherapist	01911574514	4318	-
18.	Minara Akter	Physiotherapist	01677302243	4318	-
19.	Md. Shahidul Islam	UDA (Course Office)	01875782366	4630	4820
20.	Md. Zosim Uddin	Computer Oparator	01723918693	4630	
21.	Abu Baker Siddiqui	Compounder, Clinic	01820524061	4231	
22.	Dormitory-2	Ground Floor	-	4759	
		First Floor	-	4750	
		Second Floor	-	4770	

Sl. No.	Name	Designation	Telephone No		
			Office		Residence
			T&T/Mobile	Extension	Extension
23.	Shahab Uddin, Dormitory-2	Supervisor	01817094587	4657	4530
24.	Dormitory-3	Ground Floor/First Floor	-	4651	-
		Second Floor	-	4653	-
		Third Floor	-	4655	-
		Fourth Floor	-	4657	-
		Fifth Floor	-	4660	-
		Sixth Floor	-	4661	-
25.	Mir Farhad Ul Islam Dormitory- 3	Supervisor	01716377144	4677	4571
26.	Dormitory- 4	G. Floor /Child Care	-	4664	-
		First Floor	-	4664	-
		Second Floor	-	4667	-
		Third Floor	-	4668	-
27.	Armita Islam, Dormitory- 4	Supervisor	01817621625	4663	4570
28.	Dormitory- 5	Ground Floor/ First Floor	-	4670	-
		Second Floor	-	4671	-
		Third Floor	-	4674	-
		Forth Floor	-	4676	-
29.	Md. Rafiqul Islam, Dormitory- 5	Supervisor	01834927255	4669	4577
30.	PABX (Operator)	07.30 – 23.00 hours	-	-	-
31.	Cafeteria	Ground Floor	-	4621/4622	-
		First Floor	-	4623	-
32.	Library Counter	Ground Floor	-	4649	-
		First Floor	-	4650	-
33.	Computer Lab	Faculty Building- 2	7745017	4322	-
34.	Md. Saiful Islam	Programmer	-	4315	-
35.	Reception	24 hours on duty	-	4220	-
36.	Gate-1 (Residential Area)	24 hours on duty	-	4100	-
37.	Gate-2 (Main Gate)	24 hours on duty	-	4200	-

N.B.: Please dial 9 for Operator and Emergency Medical Service 01551061824

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

67th Foundation Training Course

(30 April 2018 – 25 October 2018)

DAILY SCHEDULE

Date: 29.04.2018

Day: Sunday

Time	Section	Event	Speaker/Attached Faculty	Venue
15.30-16.30	Combined	Arrival of the participants and Registration	Course Management Team (CMT)/Asst. Director (Dormitory)	Coffee Corner (In Front of Library)
17.00-17.30		Evening Tea	Course Management Team	Cafeteria
19.15-21.00		Course Briefing	Course Management Team	Auditorium
21.00-21.30		Dinner	DD (Service)	Cafeteria

- This schedule may be changed due to unavoidable circumstances.

(Mohammad Tazib Uddin)

Course Coordinator

Cell: 01789832829

PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, 67th FTC, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA (A.C)), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Course Coordinators (ongoing all courses), BPATC, Savar, Dhaka;
8. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
9. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;
10. All Notice Boards, BPATC, Savar, Dhaka;
11. Office Copy/Omnibus Copy.

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

67th Foundation Training Course

(30 April 2018 – 25 October 2018)

DAILY SCHEDULE

Date: 30.04.2018

Day 01: Monday

Time	Section	Event	Speaker/Attached Faculty	Venue
07.30-08.15	Combined	Breakfast	AD (Dormitory)	Cafeteria
08.30-10.35	Joint	Briefing on Various Department of the Centre	Dr. Rokeya Fahmida/Md. Zakir Hossain/Mohammad Moshiour Rahman / Hasan Murtaza Masum/ Dr. Md. Mostafizur Rahman	Auditorium
10.35-11.05	Combined	Tea Break		Cafeteria
11.05-13.15	Combined	Committee Formation	CMT and Participants	Auditorium
13.15-14.15	Combined	Lunch & Prayer		Cafeteria & Mosque
15.00-16.30	Combined	Paying Tribute to the Martyrs	CMT	National Mausoleum, Savar, Dhaka
16.30-17.00	Combined	Kit Allowance Distribution	CMT	Concerned Classroom
17.00-17.30	Combined	Evening Tea	AD (Dormitory)	Cafeteria
18.40-20.05	Combined	Opening Function	CMT	Auditorium
20.10-20.30	Combined	Photo Session	CMT	Indoor Games Hall
20.30-21:30	Combined	Dinner		Cafeteria

- This schedule may be changed due to unavoidable circumstances.

(Mohammad Tazib Uddin)

Course Coordinator

Cell: 01789732829

PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, 67th FTC, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA (A.C)), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Course Coordinators (ongoing all courses), BPATC, Savar, Dhaka;
8. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
9. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;
10. All Notice Boards, BPATC, Savar, Dhaka;
11. Office Copy/Omnibus Copy.

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

67th Foundation Training Course

(30 April 2018 – 25 October 2018)

DAILY SCHEDULE

Date: 03.05.2018

Day 02: Thursday

Time	Section	Code	Event	Speaker/Attached Faculty	Venue
07.30-08.15	Joint	-	Breakfast	AD (Dormitory)	Cafeteria
08.30-10.35	A	-	Knowing Each Other	Course Coordinator	204 Academic Building
	B		Knowing Each Other	Course Coordinator	215 Academic Building
10.35-11.05	Joint		Tea Break		Cafeteria
11.05-12.00	A	-	Health Checkup	Medical Officers	BPATC Clinic
	B		Library Work	CMT	Library
12.00-13.15	A		Library Work	CMT	Library
	B		Health Checkup	Medical Officers	BPATC Clinic
13.15-14.15	Joint		Lunch & Prayer		Cafeteria & Mosque
14.15-15.15	A	-	Pre-Training Evaluation	Evaluation Department	204 Academic Building
	B	-	Pre-Training Evaluation	Evaluation Department	215 Academic Building
16.00-17.00	Joint		Rector's Tea	CMT	Auditorium

- This schedule may be changed due to unavoidable circumstances.

(Mohammad Tazib Uddin)

Course Coordinator

Cell: 01789732829

PABX: 4629

Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, 67th FTC, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA (A.C)), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Course Coordinators (ongoing all courses), BPATC, Savar, Dhaka;
8. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
9. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;
10. All Notice Boards, BPATC, Savar, Dhaka;
11. Office Copy/Omnibus Copy.

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

67th Foundation Training Course
(18 February 2018 – 16 August 2018)

DAILY SCHEDULE

Date: 05.05.2018

Day 03: Saturday

Time	Section	Code	Event	Speaker/Attached Faculty	Venue
07.30-08.15	Joint	-	Breakfast	AD (Dormitory)	Cafeteria
08.30-10:35	Joint	21.01	ERP Software, Need assessment of ICT Skill & WiFi Connection (Participants are requested to bring their Laptops)	Md. Saiful Islam, Mohammad Altab Hossain	Auditorium
10.35-11.05			Tea Break		Cafeteria
11.05-12.00	Joint	5.01	Foundation Training Course and its Philosophy	Rector	Auditorium
12.15-13.10		5.02	Introduction to Cadre Services (including Bangladesh Judicial Service) and Inter Cadre Relationships		
13.10-14.10	Joint		Lunch & Prayer Break	AD (Dormitory)	Cafeteria
14.10-16.15	Joint	23.04	Sedentary Life Style and Effects	Mohammad Moshioour Rahman	Auditorium

- This schedule may be changed due to unavoidable circumstances.

(Mohammad Tazib Uddin)

Course Coordinator

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Distribution:

1. MDS (All), BPATC, Savar, Dhaka;
2. Course Advisor/Course Director/Course Coordinators, 67th FTC, BPATC, Savar, Dhaka;
3. Director (Administration/PPR/Evaluation/LTA/SA (A.C)), BPATC, Savar, Dhaka;
4. DD (Service/Finance/MIS/Evaluation/Sports), Medical Officer, BPATC, Savar, Dhaka;
5. PS to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
6. Concerned Speaker.....
7. Course Coordinators (ongoing all courses), BPATC, Savar, Dhaka;
8. Technical Supervisor(s)/Care-Taker-1, Cafe Manager, BPATC, Savar, Dhaka;
9. Dormitory Supervisors/Supervisor, Day Care Centre, BPATC, Savar, Dhaka;
10. All Notice Boards, BPATC, Savar, Dhaka;
11. Office Copy/Omnibus Copy.