

# SFTC for the Officers of DIFE

## GUIDELINES & CURRICULUM



**BANGLADESH PUBLIC ADMINISTRATION  
TRAINING CENTRE**

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“Building Capacity for Effective,  
Inclusive and Accountable  
Public Administration System”



**BANGLADESH PUBLIC ADMINISTRATION  
TRAINING CENTRE**

[www.bpatc.org.bd](http://www.bpatc.org.bd)

**Planning, Programming and Recording (PPR) Department**  
Bangladesh Public Administration Training Centre  
Savar, Dhaka

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# SFTC for the Officers of DIFE

## Course Management Team



**Md. Monjur Hossain**  
Rector  
Principal Advisor



**Md. Nasir Uddin Ahmed**  
Inspector General, DIFE  
Course Advisor



**Abu Momtaz Saaduddin Ahmed**  
MDS  
Course Advisor



**Shabbir Ahmmad**  
Deputy Director, RPATC, Dhaka  
Course Director



**Afroza Parvin**  
Deputy Director, BPATC  
Course Coordinator



**Md. Masud Alam**  
Assistant Director, RPATC, Dhaka  
Course Coordinator



**Md. Kamrul Hasan**  
Deputy Inspector General, DIFE  
Course Advisor



**A.K.M. Mansurul Hoque**  
Assistant Inspector General (General)  
Office of the Inspector General



**Mohammad Abdul Kader**  
Assistant Director, RPATC, Dhaka  
Liaison Officer

## Profile of Rector, BPATC



**Mr. Md. Monjur Hossain**, a dynamic and result-oriented career bureaucrat, is a Secretary to the Government of Bangladesh and belongs to the 10th batch of BCS Administration Cadre. As a connoisseur of inclusive education, especially for persons with disabilities, he joined Bangladesh Public Administration Training Centre (BPATC), the alma mater for many legendary civil servants of Bangladesh, as the 23rd Rector on 24th of May 2021.

Mr. Hossain is a citizen-centric and humanistic civil servant with more than 29 years of experience in different capacities of the government and in international organization. He specializes in the areas of human resources management, strategic planning, policy formulation, implementation, and financing among others. He is an effective communicator with the spirit of team effort in building relationships with stakeholders nationally, regionally, and internationally.

He has vast experiences of working both in the field administration and at the policy level. He has served in several Ministries, namely; Ministry of Public Administration, Ministry of Health and Family Welfare Affairs, Ministry of Education, Bangladesh Public Service Commission (BPSC), and the Hon'ble President's Office of Bangladesh. As a young civil servant, he also served as Assistant Commissioner and Magistrate, Assistant Commissioner (Land), Senior Assistant Commissioner and Upazila Nirbahi Officer in the field level administration. His varied career includes a stint as Secretary/Deputy Secretary General at Bangladesh National Commission for UNESCO (BNCU), Ministry of Education. Before joining as Rector, the Chief Executive Officer of BPATC, he was on lien in the USA from January 2020 to May 2021 as Human Resource Specialist.

Mr. Hossain earned his Master Degree with excellence in International Relations from the University of Dhaka in 1990. He also obtained a Master Degree in Public Administration (MPA) from the prestigious National University of Singapore (NUS). He contributed a lot in inclusive education and had a number of articles published to his credit.

Mr. Hossain is married to Mrs. Afsari Khanam who is also a civil servant and the couple is blessed with a son Mr. Ayeman Monjur Anindya, an undergraduate student in the USA.

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## 1.0 Introduction

The core of spirit of our struggle for freedom and great liberation war is to build a glorious nation, a developed and prosperous Bangladesh-free from all kind of exploitation and injustices. To build a prosperous, developed and exploitation-free nation a contingent of civil servants need to be shaped as a member of an institute with specific degree of professionalism and integrity, and a good knowledge of national and global issues. Public servants must be subject to a set of legal conditions, which enable them to effectively execute their functions and contribute to the achievement of national goal in a proper and lawful manner, across all public administration settings.

Mere knowledge on laws, rules and regulations is not enough to deliver public services effectively and professionally. Knowledge, technology and technological know-how are ever-changing and the pace of change is becoming faster and competitive. Service providers are required to be more responsive to the needs of the recipients to sustain in the competitive environment. Private sector is becoming more participative in the public domain.

To attain Vision 2021 and Sustainable Development Goals (SDGs) by 2030, the government officials must have a specific degree of professionalism and integrity and capability of translation of knowledge of administrative and constitutional laws into action. They must possess analytical insight to constructs, functions and responsibilities in an appropriate manner across all public administration settings.

### 1.1 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, the civil servants, who will uphold and remain committed to the core values of the nation i.e. Democracy, Nationalism, Secularism and Social Justice. Vision and Mission of BPATC, thus, always inspire and create a sense of purpose and commitment in the mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

## 1.2 Vision

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

## 1.3 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 organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

## 1.4 BPATC Theme

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

## 1.5 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 among ourselves. As a public sector human resource development organisation, we value:

### a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

### b) 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.

### c) 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. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

### d) 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.



#### **e) 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

#### **f) Innovation**

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

#### **g) Team spirit**

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

## **1.6 Training Programmes of BPATC**

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the new entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defence services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the Centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

## **1.7 Other Activities of BPATC**

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

## **02. About DIFE**

The Department of Inspection for Factories and Establishments (DIFE) is a department under the Ministry of Labour and Employment. This department is responsible for ensuring welfare, safety and health of valuable human resources working in various sectors contributing national development. By enforcing labour laws of the country, the department has been leading the nation in creating a safe and healthy work culture and improving the quality of wage earner. The DIFE is no longer considered a mere labour law enforcement agency, it provides information and advice to employers and workers concerning the most effective means of complying with the legal provisions. The DIFE Collaborates with various government and private organizations, agencies along with international organizations specially ILO to facilitate policy, planning, measures and directions adopted to enhance occupational safety and health for all workers by appropriate working conditions and environment.

In 1969, on the basis of the Pakistan Government along with the report made by Air Vice Marshal Nur Khan, labour department was divided into three parts: (1) Labour Department (2) Department of Inspection for Factories and Establishments and (3) Department of Trade union Registration. In the following year in 1970, The Department of inspection for Factories and Establishments was created as a separate department in pursuance of ILO Labour Inspection Convention No. 81 and labour policy of 1969. Bangladesh emerges as an independent and sovereign country in the world map through a glorious liberation war in 1971. Over the long span of 49 years of independence, a huge number of factories, shops and commercial establishments has flourished in the country. The importance of industry and trade is increasing day by day. Millions of workers are working in these sectors. The Department of inspection for Factories and Establishments has been carrying out the responsibilities by ensuring legal rights, safe and hygienic work place for the huge number of working people.

## **03. Special Foundation Training Course for the Officials of DIFE**

Foundation Training Course (FTC) is the basic training programme on administration and development conducted by Bangladesh Public Administration Training Centre (BPATC). FTC is a compulsory training for all new entrants to the Bangladesh Civil Services. Although compulsory for all new recruits, FTC is not any cadre or service oriented training course rather a very generic type of programme which is conducted with the general aim of situating a new recruit in the service. It provides the foundation for subsequent professional training organised by various cadre-oriented training institutes. A candidate through a competitive examination steps into the structured system of government. FTC is the link point between the candidate pre-work life and the professional life and acts as a bridge between these two. It facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. It is not exclusively meant for developing their skills in line with the true sense of arranging training programme rather the prime intentions of conducting FTCs are to create some common core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. This underlying philosophy of the foundation training course is equally applicable for all new recruits to the government service. As such, BPATC on request conducts special Foundation Training Course for officials of various departments. This Special Foundation Training Course (SFTC) for the officials of DIFE is one of such courses.

The contents of this course have carefully been selected so that the participants acquire the basic knowledge of various theories, concepts and issues on administration and development. The course aims at building personality, stimulating creativity and instilling leadership qualities into the officers. The course also provides an opportunity to the officers to familiarise themselves with various dimensions of socio-economic development of the country.

## **04. Objectives of the Course**

The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically with professional excellence. The principal aim is to foster participants' capacity to meet the upcoming challenges that the country will face.

## **05. The Specific Objectives of the Course**

Through this course participants will be able to-

- recognise their role as public servants in a changing national and global environment;
- identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
- develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
- understand and adhere to the basic service norms, rules, policies and procedures;
- learn skills on the practical aspects of management process;
- communicate in English with accuracy and reasonable fluency;
- foster esprit de corps, empathy, common perception and understanding among diverse stakeholders;
- enhance work skill through physical and mental labour to meet arduous challenges and
- Develop the team spirit in performing their task to achieve the organisational goal.

## **06. Requirements of the Course**

Successful completion of the course demands strict adherence to the following conditions:

As a participant of the course you must-

- maintain the tradition, discipline, norms and values of BPATC;
- attend and actively participate in all sessions and other activities on time, preferably at least ten minutes earlier than the scheduled time;
- attend written examinations, submit individual assignments, group reports and participate in such other tasks as may be assigned by the Course Management Team (CMT);
- stay compulsorily in the dormitory of the Centre and abide by the rules and regulations thereof;
- Refrain from carrying and using of cell phone in classroom, mosque, library and during formal programmes or walking on the corridor since it is prohibited;
- secure at least 50% marks in all assignments, reports and other evaluation related activities;

- wear formal dresses during academic sessions and official functions;
- follow table manners during breakfast, lunch and dinner;
- be punctual in attending all activities prescribed for the course; and
- have 100% attendance. Exceptions are made only in case of unforeseen emergency. In case of such emergency, maximum 5% absence is permitted only for the reasons exempted in the Evaluation Policy of BPATC. However, marks allotted for attendance shall be deducted proportionately in such case as per Evaluation Policy of the Centre.

## 07. Training Duration

The duration of the course is 60 days and this duration is distributed in the following manner:

Sl. No.	Thematic Areas	Modules
1	Inauguration, Course Briefing & Formation of Different Committees	1
2	Days for Training Sessions	34
4	Field Attachment Programme	4
4	Study Tour	2
5	Visit to Bangabandhu's Samadhi Soudho at Tungipara	1
5	Certificate Awarding and Closing Ceremony	1
6	Domestic exposure Visit: Bangabandhu Memorial Museum, Dhanmondi 32/CRP/Hi-Tec Park/Liberation Museum	1
6	<b>Total Working Days</b>	<b>44 (Tentative)</b>
7	<b>Weekends and Public Holidays</b>	<b>16</b>
8	<b>Total Days</b>	<b>60</b>

## 08. Tentative Daily Schedule

Time	Activity
06:00 - 07:00	<b>Physical Exercise*</b>
07:30-08:15	Breakfast
08:30- 09:30	1st Session
09:40 - 10:40	2nd Session
<b>10:40 - 11:05</b>	<b>Health Break</b>
11:05 - 12:05	3rd Session
12:15 - 13:15	4th Session
<b>13:15 - 14:00</b>	<b>Lunch and Prayer Break</b>

Time	Activity
14:00 - 15:00	5th Session
15:05 - 16:05	6th Session
16:30 - 17:30	Games & Sports*
18:00 - 20:00	Extension Lecture*
20:15 - 21:15	Dinner

*\* Subject to sun rise and sun set*

## 09. Training Methods

Various training methods like lecture, group discussion, exercise, case study, role play, syndicate group work, presentation, attachment, film show and reading assignment will be employed. Despite certain limitations the lecture and discussion method is extensively used in this course. However, the course management team (CMT) believes that this method of instruction can significantly be improved by active participation of the participants. The speakers will encourage the participants to take part in the discussions.

Moreover, study tour will be organised to expose the participants to real life situation in the field. The study tour, an integral part of the course, will provide them with an opportunity to relate important theoretical issues to real-life situation.

Other activities would mainly be team based requiring maximum interaction among group members for the accomplishment of a group task. Each group, usually will consist of 5 participants. A participant is responsible individually and jointly for the quality of the report. Each group will present its report before the other syndicates in a plenary session.

## 10. Training session

Usually there will be Six sessions every day. However, additional sessions may be arranged if and when felt required. Moreover, sometimes there will be evening sessions and first session of a day will start at 08.30 a.m.

## 11. Medium of Instruction

The medium of instruction of the course will be English. Further, since the Centre encourages the participants to develop their oral English skills, they are expected to speak English as far as it is possible with other colleagues at least during their time in BPATC.

## 12. Course Content

In order to meet the training needs of the officers, the designed course curriculum has been accumulated following modules:

1.	Behavioral Governance	2.	Bangladesh & Bangabandhu Studies
3.	Constitution and Others Legal Provision Relating to Public Service Delivery	4.	Digital Leadership & Strategic Planning
5.	Strategic Management and Leadership	6.	Public Sector Management
7.	Administrative and Organizational Management	8.	Achieving Sustainable Development Goals in Bangladesh
9.	Public Procurement and Management	10.	Financial Management
11.	Book Review	12.	Field Attachment and Report Writing
13.	English Language Skill Development	14.	Physical Conditioning and Games
15.	Research and Development Management	16.	Issues Related to DIFE
17.	Contemporary Issues		

Each module has several topics. The details of course contents are given in **Annex-1**.

### **13. Field Study Programme**

A four-day-long field study programme adds an important dimension to the Training Course. On the basis of data collected during field attachment programme participants will have to present both individual and group reports. During field visit programme staying days and nights in the selected place is compulsory for all participants.

### **14. Extension Lecture**

A number of extension lectures are conducted with external resource persons. Extension lectures will be held in the evening. These lectures will focus on the issues of national/international importance and will offer the participants a scope to interact and share experiences with senior government officials and renowned personalities. After each lecture every participant have to submit a one page summary (learning points in bullet form) on the lecture in the following morning.

### **15. Physical Training and Games**

The Centre has a 2.2 kilometer jogging track. Participating in the jogging session, in the early morning, is compulsory. It is also compulsory for the participants to take part in morning physical exercise and afternoon game sessions.

### **16. Evaluation**

BPATC follows a two way evaluation method. Performance of the participants is evaluated through Individual Assignment, presentation, exercise, and overall participation in every activity of the course. Apart from this, the course administration and/or other faculty members would evaluate the participants outside the course based on their out-fit, behavior and personality. The participants would also get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, participants of the course will be evaluated on 800 marks in total. Marks are distributed as follows:

Module No	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioral Governance	IA-35	-	35
2.	Bangladesh & Bangabandhu Studies	-	GR-25	25
3.	Constitution and other Legal Provision Relating to Public Service Delivery	WE-25	-	25
4.	Digital Leadership & Strategic Planning	IR-50	-	50
5.	Strategic Management and Leadership	-	GA-25	25
6.	Public Sector Management	-	GR-50	50
7.	Administrative and Organizational Management	WE-75	-	75
8.	Achieving Sustainable Development Goals	-	GR & GP-50	50
9.	Public Procurement and Management	PGE-50	-	50
10.	Financial Management	IE-50	-	50
11.	Project Management	GE-50	-	50
12.	Field Attachments and Report Writing	-	GR-25	25
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	WE-25 IA-25	-	50
15.	Research and Development Management	IA-75	-	75
16.	Issues related to DIFE	IA-60	-	60
17.	Contemporary Important Issues	-	-	-
18.	Evaluation by Evaluation Department i. Attendance (20) ii. Speaker Evaluation (10)	30	-	30
19.	Evaluation by Course Management Team i) Punctuality (5) ii) Table Manners (5) iii) Dress (5) iv) Overall Conduct and Discipline(5) v) Participation in co-curricular activities (5)	25	-	25
	<b>Total</b>	565	235	800
	<b>Grand Total</b>			<b>800</b>

**Note:** WE- Written Examination, IA- Individual Assignment, IE- Individual Exercise, R-Report, Pr-Presentation, IA- Individual Assessment, GR- Group Report, GA- Group Assignment, GE- Group Exercise

## 17. Group Work

Participants are required to carry out syndicate/group works. The Module Director will give the topics, which are discussed and deliberated by the group members. The group will select a chairperson and a rapporteur and a secretary among their group to conduct the exercise session. The exercise will be followed by the presentation of the syndicate/ group work amongst their group report.

## 18. Grading

According to the Evaluation Policy of BPATC, marks, participants obtained in the course in different assessments, will be based on a quantitative scale and will be graded in the following way:

Sl.	Percentage of Marks	Grading
1	95 and above	A+ (Outstanding)
2	90- <95	A (Excellent)
3	85- <90	A- (Very Good)
4	80- <85	B+ (Good)
5	70- <80	B (Satisfactory)
6	60- <70	B- (Above Average)
7	50- <60	C (Average)
8	<50	Fail

## 19. Visit/ Meet Faculty Members

No participant will meet or otherwise be called by any faculty member in his/her office room. In case of urgency, the meeting between the participant and the faculty member may be held in the Course Office intimating the Course Management. Course Management will brief the participants accordingly and arrange the interview as and when necessary.

## 20. Committee Activities

The participants will be encouraged to form various committees among themselves. These committees will manage different activities of the course. Mess Committee, Sports Committee, Cultural Committee, Literary and Publication Committee and Environment Committee are formed with a view to developing leadership qualities among the officers.

## 21. Discipline

A strict conformity with the rules of the Centre is important for successful completion of the course. Violation of any rules, activities subversive of discipline or code of conduct, adopting unfair means in the examinations or unauthorized absence by any participant will render him/her liable to disciplinary action. The course management and the evaluation department may visit the dormitory at any time and check the presence of the participants. All participants must wear name badges in all occasions except sports activities. Cell phone uses and carries are strictly prohibited in the class.



## 22. Dress Code

### Male participants

**Formal Sessions:** All participants must wear formal dresses in all academic sessions and formal occasions. Male participants will wear tie and full-sleeved shirts with or without suit. It is advisable that male participants wear suits during mess nights, guest nights and at official dinner. Participants may wear sherwani/prince coat for religious ground.

**PT and game Session:** All participants must wear white-colored English/tennis half pant/tracksuit, white-colored T-shirt and white-colored keds with white-colored socks.

### Female participants

**Formal Sessions:** Although salwar-kamiz is allowed, female participants are encouraged to wear sari in all academic sessions. However, they must wear sari in official functions and other formal activities.

**PT and game Sessions:** All female participants must wear white-colored three-pieces/tracksuit, white scarves and white-colored keds with white-colored socks.

## 23. Table Manners

Government officials attend banquettes with guests from home and abroad. Besides, they have to arrange formal dinners on various occasions. Thus, to acquaint the participants with table manners and to enable them to practice it, several dinners with formal etiquette are arranged. The participants are expected to attend these dinners in formal dress.

## 24. Accommodation and Food

The Course is residential. The participants will have to stay in the room allocated to them at BPATC dormitory. Leaving the Centre without permission is treated as misconduct. Meals are arranged through Mess Committee formed by the participants. The participants will take their breakfast, lunch, evening tea and dinner in scheduled time at the specific dinning place of the Centre. The Mess Committee is responsible for maintaining the overall quality of meals.

Please note that discipline, dress codes, table manners and other dinning norms will be observed and evaluated.

## 25. Library facility

The Library of BPATC is modern and well equipped with various books, journals and audio-visual aids. In its possession there are almost 1, 12,000 books for circulation to the readers. Participants will have ready access to the reading facilities. Photocopy facilities are also available on payment. Library remains open from 8:00 a.m. to 10:00 p.m. Sunday to Thursday, from 4:00 p.m. to 6 p.m. on Friday and from 4:00 p.m. to 10 p.m on Saturday. The participants are encouraged to use the library facilities at the maximum effort.

## **26. Medical Facilities**

The centre, which is run by three qualified doctors, maintains a small clinic 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 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.

## **27. Recreation**

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

## **28. Prayer facility**

There is a beautiful mosque within the premises of the Centre, but no separate prayer room in the dormitory. Interested participants can offer their prayer in the mosque. However, female participants can offer their prayer in their respective rooms.

## **29. Smoking or Taking Drugs to Alcohol Prohibition**

Smoking and taking drugs and alcohol in BPATC is prohibited and as such, participants are advised to refrain from such abusive manner during their stay in the Centre. Disciplinary actions may be taken for violation of such norms.

## **30. Any Question or Query?**

This Course Guidelines give an outline of the various aspects of the Foundation Training Course. If, there are any queries, participants may contact the Coordinators and Course Director personally. Daily schedule of activities, list of faculty speakers, list of participants, reading list are shown in Annex. In case of any emergency, participants may contact with Course Director or Course Coordinators through their office and residence telephone numbers which are attached as **Annex**.

**Module-01 : Behavioral Governance**

Total Marks : 35

Evaluation Method : Individual Assignment-35 (Word Limit: 500-800)

Module Objectives : The participants will be able to-

- Understand the human and office behaviour in work place; and
- Apply basic office procedures appropriately.

Topic Code	Session Hour	Topics	Facilitator	Training Method
01.01	01	Values, Ethics and Morals	Faculty/GS	L&D
01.02	02	Changing Attitude and Mindset for better service delivery	Faculty/GS	L&E
01.03	02	Empathy Building	Faculty/GS	L&D
01.04	02	Career Planning: Practical Aspects	Faculty/GS	L&E
01.05	01	Art of Communication	Faculty/GS	L,GD
01.06	01	Problem Solving and Decision Making Process	Faculty/GS	L&E
01.07	02	Public Service Values	Faculty/GS	L&D
01.08	02	Manners, Etiquettes and Dress Code	Faculty/GS	L&D

**Module-02 : Bangladesh & Bangabandhu Studies**

Total Marks : 25

Evaluation Method : Group Report-25 (Word Limit: 500-800 Words)

Module Objectives : The participants will be able to-

- Analyze social, political, scientific and cultural aspects of Bangladesh.
- Know the philosophy of the Father of the Nation

Topic Code	Session Hour	Topics	Facilitator	Training Method
2.01	01	Historical Background of Bangladesh	Faculty/GS	L&D
2.02	02	Political Philosophy of Bangabandhu and his Contribution to the Development of the "Bengali Nation"	Faculty/GS	L&D
2.03	01	Liberation War of Bangladesh: Background and Spirit	Faculty/GS	L&D
2.04	01	Potential Resources of Bangladesh: Natural Resources & Tourism	Faculty/GS	L&D
2.05	01	Social Structure and Cultural Heritage of Bangladesh	Faculty/GS	L&D
2.06	02	Ten Special Initiatives of the Honorable Prime Minister of Bangladesh	GS	L&D

Topic Code	Session Hour	Topics	Facilitator	Training Method
2.07	02	Bangladesh on the March Towards Prosperity	Faculty/GS	L&D
2.08	02	Vision 2021, SDGs by 2030, Vision 2041 and Bangladesh Delta Plan 2100	Faculty/GS	L&D
2.09	02	Historic Speech of 7 March: 1971 Declaration of Independence	Faculty/GS	Film show & L&D
2.10	02	Mujib Borsho and Bangladesh	Faculty/ GS	L&D
-	-	Visit to Bangabandhu's Samadhi Soudho at Tungipara and Bangabandhu Memorial Museum, Dhanmondi 32	CMT	Visit

**Module-03 : Constitution and other Legal Provisions relating to Public Service Delivery**

Total Marks : 25

Evaluation Method : Written Exam - 25

Module Objectives : The participants will be able to -

- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topics	Facilitator	Training Method
3.01	01	Salient Features of Bangladesh Constitution and Fundamental Rights	Faculty/GS	L&D
3.02	01	Different Organs of the State (Executive, Legislature & Judiciary)	Faculty/GS	L&D
3.03	01	Constitutional Body of the Nation (EC, PSC, C&G etc.)	Faculty/GS	L&D
3.04	02	Rights and Obligations of Public Servants and Constitutional Provisions	Faculty/GS	L&D
3.05	01	Local Government of Bangladesh	Faculty/GS	L&D

**Module-04 : Digital Leadership & Strategic Planning**

Total Marks : 50

Evaluation Method : Individual Report-50 (Word Limit: 500-800 Words)

Objectives : The participants will be able to -

- Digital Bangladesh Strategy; and
- How to promote different e-services in field level offices.

Topic Code	Session Hour	Topics	Facilitator	Training Method
4.01	01	Digital Bangladesh and Four Pillars of Bangladesh	GS	L&E
4.02	01	Digital Leadership: Overview and Practices	Faculty/GS	L, GD
4.03	01	National e-Services: Web Portal, Data Centre etc & its Implementation Strategy in the Field Level	GS	L&P
4.04	02	E-Nothi and its Practical Usage	Faculty/GS	L, GD
4.05	02	Frontier Technologies (AI, IoT, Big Data, Block Chain etc), E-Waste Management	Faculty/GS	L, GD
4.06	02	e-Government: Concept and Architecture	Faculty/GS	L, GD
4.07	02	Service Process Simplification: Methodology and Present Status of Bangladesh	Faculty/GS	L, GD

**Module-05 : Strategic Management and Leadership**

Total Marks : 25

Evaluation Method : Group Assignment-25 (Word Limit: 500-800 Words)

Objectives : The participants will be able to -

- Identify the behavioral strengths and weakness; and
- Promote interpersonal relations in administration.

Topic Code	Session Hour	Topics	Facilitator	Training Method
5.01	02	Leadership and Personality Development, Group Dynamics and Team Building	Faculty/GS	L&E
5.02	02	Strategic Management: SWOT Analysis, Crafting Strategies, Setting SMART Objectives, 5 Force Model	Faculty/GS	L&P
5.03	02	Total Quality Management (TQM)	Faculty/GS	L, GD
5.04	02	Art of Leadership	Faculty/GS	L, GD
5.05	02	Change Management	Faculty/GS	L, GD
5.06	02	Stress Management	Faculty/GS	L, GD

**Module-06 : Public Sector Management**

Total Marks : 50

Evaluation Method : Group Report-50 (Word Limit: 500-800)

Objectives : The participants will be able to –

- Understand different issues of public sector

Topic Code	Session Hour	Topics	Facilitator	Training Method
6.01	01	Development Administration: Concepts, Issues and Expectations	Faculty/GS	L&D
6.02	01	Good Governance: Concept, Issues and Challenges	Faculty/GS	L&E
6.03	02	HRM & HRD Practices in Public Sector Organization in Bangladesh	Faculty/GS	L&E
6.04	02	Introduction to Public Policy & Policy Making Process	Faculty/GS	L&E
6.05	01	Decision Making Process	Faculty/GS	L&E
6.06	01	ACR Writing for Performance Management	Faculty/GS	L&E
6.07	01	Managing Middle Man and Pressure Group	GS	L&D
6.08	02	Media Relations	Faculty/GS	L&D

**Module-07 : Administrative and Organizational Management**

Total Marks : 75

Evaluation Method : Written Examination -75

Objective : The participants will be able to –

- Discharge the duties assign to them to achieve organizational goals.

Topic Code	Session Hour	Topics	Facilitator	Training Method
7.01	02	Organizational Concept & Issues	Faculty/GS	L&D
7.02	02	Secretariat Instructions 2014	Faculty/GS	L&D
7.03	01	The Government Servants (Conduct) Rules, 1979	Faculty/GS	L&GD
7.04	04	The Government Servants (Discipline and Appeal) Rules, 2018 Inquiry Procedure & Report Writing (Case Study)	Faculty/GS	L,GD&E
7.05	02	সরকারি চাকুরি আইন, ২০১৮	Faculty/GS	L&GD
7.06	01	Rules related to Leave	Faculty/GS	L&E
7.07	02	Seniority Rules and Pension	Faculty/GS	L&E
7.08	01	Writing Notes and Preparation of Drafts	Faculty/GS	L&E
7.09	02	Conducting Meeting, Writing Working Paper and Minutes	Faculty/GS	L&E

Topic Code	Session Hour	Topics	Facilitator	Training Method
7.10	01	Forms of Written Communications (MoU/ DO Letter/ UO Note/ Government Letter etc.)	Faculty/GS	L&E
7.11	01	Office Inspection	Faculty/GS	L&D
7.12	01	Equipment, Store & Stationary Management in Organization and Stock Entry	Faculty/GS	L&P
7.13	01	Use of Different Register	Faculty/GS	L&D

**Module -08 : Achieving Sustainable Development Goals in Bangladesh**

Total Marks : 50

Evaluation Method : Group Report & Presentation -50

Objectives : To enable the participants to:

- acquaint the participants with SDGs
- prepare the participants to achieve the vision 2021 and 2041
- analyze major issues of environmental management and sustainable development;

Topic Code	Session Hour	Topics	Facilitator	Training Method
8.01	06	Achieving Sustainable Development Goals 2030: Implementation Strategy, Challenges and Way Forward in the Context of Bangladesh.	Faculty/GS	Workshop (Day long)

**Module-09 : Public Procurement and Management**

Total Marks : 50

Evaluation Method : Practical Group Exercise - 50

Objectives : The participants will be able to -

- To make the trainees understand the procurement act, rules and procedures;
- To make the trainees understand the electronic government procurement.

Topic Code	Session Hour	Topics	Facilitator	Training Method
9.01	02	Overview of PPA 2006 and PPR 2008	Faculty/GS	L&D
9.02	02	Procurement Methods of Goods, Works and Services	Faculty/GS	L&E
9.03	01	Annual Procurement Plan	Faculty/GS	L&E
9.04	01	Preparation of Technical Specification	Faculty/GS	L&E
9.05	01	Tender Opening & Evaluation, Approval & Awarding	Faculty/GS	L&E

Topic Code	Session Hour	Topics	Facilitator	Training Method
9.06	01	Request for Quotation Method (RFQM) PG-1	GS	L&E
9.07	02	Electronic Government Procurement (E-GP)	GS	L&E

## **Module-10 : Financial Management**

Total Marks : 50

Evaluation Method : Individual Exercise-50

Objectives : The participants will be able to -

- Understand, analyze and explain constitutional and legal aspects of financial management system of Bangladesh; and
- Enable participants to apply standard financial management practice in their day to day financial activity.

Topic Code	Session Hour	Topics	Facilitator	Training Method
10.01	02	Budgetary System of Bangladesh and MTBF	Faculty/GS	L&E
10.02	01	TA & DA Rules	Faculty/GS	L&E
10.03	02	Duties and Responsibilities of Drawing and Disbursing Officer	Faculty/GS	L&D
10.04	01	General Financial Rules(GFR)	Faculty/GS	L&P
10.05	02	Audit Objections and its Disposal	GS	L&E
10.06	02	Delegation of Power: Financial and Administrative	Faculty/GS	L&D
10.07	01	Financial Rules & Regulations: BSR Part 1& 2	Faculty/GS	L, GD
10.08	01	IBAS++	Faculty/GS	L&D
10.09	02	Income Tax Rules and Exercise on Assessment of Income Tax	Faculty/GS	L&D



**Module -11 : Project Management**

Total Marks : 50

Evaluation Method : Group Exercise - 50

Objectives : The participants will be able to -

- Understand the different stages of project cycle
- Use different tools of project management

Topic Code	Session Hour	Topics	Facilitator	Training Method
11.01	02	Introduction to Project Cycle Management	Faculty/GS	L&D
11.02	02	Log Frame and Results Based Management (RBM)	Faculty	P
11.03	02	Preparation and Approval Process of DPP and TAPP	Faculty/GS	L&D
11.04	01	Project Monitoring and Evaluation	Faculty/GS	L&D
11.05	02	Public Private Partnership (PPP)	Faculty/GS	L&D

**Module -12 : Field Attachment and Report Writing**

Total Mark : 25

Evaluation Method : Group Report-25

Objectives : The participants will be able to -

- Analyze the current situation of Public Service Delivery through using ICT and come up with evidence based resolution. To do so, they will apply the learning of Module No. 15 (Research and Development Management)

Topic Code	Session Hour	Topics	Facilitator	Training Method
12.01	01	Briefing on Field Attachment Report	Faculty	Briefing
-	-	Field Visit	Faculty	Study Visit
12.02	01	Presentation on Field Study Report	Faculty	Presentation

**Module-13 : English Language Skill Development**

Total number : 50

Evaluation Method : Class Test-50

Objectives : The participants will be able to –

- Identify and rectify the common mistakes in everyday use of English and improve the basic knowledge in English language; and
- Have knowledge on IELTS exam and prepare them for achieving scholarship in higher education.

Topic Code	Session Hour	Topics	Facilitator	Training Method
13.01	08	Listening Skill	Faculty/GS	L&E
		Speaking Skill	Faculty/GS	L&E
		Reading Skill: Reading techniques	Faculty/GS	L&E
		Writing skill: Descriptive writing, argumentative writing	Faculty/GS	L&E
13.02	03	Extempore Speech	Faculty/GS	Presentation
13.03	01	Vocabulary: Administrative and Common office Use	Faculty/GS	L&E

**Module-14 : Physical Conditioning and Games**

Total number : 50

Evaluation Method : a) Written Examination – 25  
b) Individual Assessment - 25

Objectives : The participants will be able to –

- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Session Hour	Topics	Facilitator	Training Method
14.01	1	Effects of Sedentary Lifestyle and Management	Faculty/GS	L&D
14.02	1	Effects of Exercise on Different Organs	Faculty/GS	L&D
14.03	1	Managing Wellness	Faculty/GS	L&D
14.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Faculty	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)		

**Module -15 : Research and Development Management**

Total Marks : 75

Evaluation Method : Individual Assignment-75

Objectives : The participants will be able to –

- Understand research methodology, prepare social research papers

Topic Code	Session Hour	Topics	Facilitator	Training Method
15.01	02	Introduction of Research, developing Research Question, Introduction of Data and Variable	Faculty/GS	L&D
15.02	01	Sampling Techniques and Methods of Data Collection	Faculty/GS	L&E
15.03	02	Data Analysis and Tabulation	Faculty/GS	L&E
15.04	02	Writing Research Proposal	Faculty/GS	L&E
15.05	01	Writing Research Report	Faculty/GS	L&E

**Module 16 : Issues related to DIFE**

Total Marks : 60

Evaluation Method : Individual Assessment - 60

Objectives : The objectives of the module are:

- a) to enhance knowledge on departmental laws and rules;
- b) to enable the participants in using departmental rules and regulations.

Module 16: Part A : Policies, Laws, Rules and Regulations related to DIFE

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.01	01	Roles and Responsibilities of Labour Inspectors	Faculty/GS	L&D
16.02	01	Introduction to different law enforcement authority related to labour and industrial safety	Faculty/GS	L&D
16.03	01	National Labour Policy 2012	Faculty/GS	L&D
16.04	01	Child Labour Elimination Policy 2010	Faculty/GS	L&D
16.05	01	National Occupational Health and Safety Policy 2013	Faculty/GS	L&D
16.06	01	Domestic Worker Protection and Welfare Policy 2015	Faculty/GS	L&D
16.07	01	Introduction to BLA 2006 and BLR 2015	Faculty/GS	L&D
16.08	02	Industrial Safety Measures	Faculty/GS	L&D

**Module 16: Part B : SOPs, Labour Inspection checklist, LIMA, Inspection visit, CAP, Notice, Case Filing**

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topics</b>	<b>Facilitator</b>	<b>Training Method</b>
16.09	02	SOP: Labour Inspection	Faculty/GS	L&D
16.10	02	SOP: Layout plan approval, Licecne issue and renewal	Faculty/GS	L&D
16.11	01	SOP: Accident Investigation	Faculty/GS	L&D
16.12	01	SOP: Complaints Investigation	Faculty/GS	L&D
16.13	01	Code of ethics for labour inspectors	Faculty/GS	L&D
16.14	01	Labour Inspection Checklist	Faculty/GS	L&D
16.15	01	Introduction to LIMA: Module for Labour Inspectors	Faculty/GS	L&D
16.16	01	Debriefing: Inspection Visit	Faculty/GS	L&D
16.17	01	Post Inspection: CAP and Notice	Faculty/GS	L&D
16.18	02	Post Inspection: Filing Case to Labour Court	Faculty/GS	L&D

**Module 16: Part C : Work place management in view of BLA and BLR**

<b>Topic Code</b>	<b>Session Hour</b>	<b>Topics</b>	<b>Facilitator</b>	<b>Training Method</b>
16.19	01	BLA and BLR: Conditions of Employment and Service	Faculty/GS	L&D
16.20	01	BLA and BLR: Employment of adolescent worker	Faculty/GS	L&D
16.21	01	BLA and BLR: Maternity benefit	Faculty/GS	L&D
16.22	01	BLA and BLR: Health and Hygiene	Faculty/GS	L&D
16.23	02	BLA and BLR: Safety	Faculty/GS	L&D
16.24	01	BLA and BLR: Special provisions to health, hygiene and safety	Faculty/GS	L&D
16.25	01	BLA and BLR: Welfare measures	Faculty/GS	L&D
16.26	01	BLA and BLR: Working hour and leave	Faculty/GS	L&D
16.27	01	BLA and BLR: Wages and payment, minimum wages	Faculty/GS	L&D
16.28	01	BLA and BLR: Compensation for injury caused by accident	Faculty/GS	L&D
16.29	01	BLA and BLR: Trade unions and industrial relations	Faculty/GS	L&D
16.30	01	BLA and BLR: Settlement of dispute, labour court, labour appellate tribunal, legal proceedings etc	Faculty/GS	L&D
16.31	01	BLA and BLR: Participation of workers in the profit of the companies	Faculty/GS	L&D
16.32	01	BLA and BLR: Provident fund, apprenticeship	Faculty/GS	L&D
16.33	01	BLA and BLR: Offence, penalty and procedure	Faculty/GS	L&D
16.34	01	BLA and BLR: Administration and Inspection, Miscellaneous	Faculty/GS	L&D

Module 16: Part D : Standards, practices by ILO

Topic Code	Session Hour	Topics	Facilitator	Training Method
16.35	02	Overview of the module and pre-assessment	Faculty/GS	L&D
16.36	02	The ILO and the international labour standard system	Faculty/GS	L&D
16.37	02	Main characteristics of labour inspection according to ILO convention 81	Faculty/GS	L&D
16.38	02	Fundamental principles and rights at work	Faculty/GS	L&D
16.39	02	Introduction to labour inspection	Faculty/GS	L&D
16.40	02	Tools for labour inspection	Faculty/GS	L&D
16.41	02	Information system for labour inspection	Faculty/GS	L&D
16.42	02	Strategies for compliance	Faculty/GS	L&D
16.43	02	Strategies for compliance	Faculty/GS	L&D
16.44	02	Soft skills for labour inspectors	Faculty/GS	L&D
16.45	02	Inspection and partnership	Faculty/GS	L&D
16.46	02	Inspection of child labour	Faculty/GS	L&D
16.47	02	Labour inspection and gender equality	Faculty/GS	L&D
16.48	02	Building and fire safety inspection	Faculty/GS	L&D
16.49	02	Inspection of working conditions	Faculty/GS	L&D
16.50	02	Inspection of employment relationships	Faculty/GS	L&D
16.51	02	Inspection of OSH	Faculty/GS	L&D
16.52	02	Occupational safety and Health: National Enterprise level systems	Faculty/GS	L&D
16.53	02	Occupational safety and Health: Programmes	Faculty/GS	L&D

**Module-17 : Contemporary Issues**

- Objectives : The participants will be able to -
- Identify and analyse issues of national importance; and
  - Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topics	Facilitator	Training Method
17.01	02	Corporate Social Responsibility in Bangladesh	Faculty/GS	L&D
17.02	02	Sustainable Renewable Energy	Faculty/GS	L&D
17.03	02	Demographic Transformation, Dividend, Opportunity and Challenges	Faculty/GS	L&D
17.04	02	Autism & Neuro Development Disorder & Its Management	Faculty/ GS	L&D
17.05	02	Covid - 19 and Lesson Learned	Faculty/GS	L&E
17.06	02	Combating Corruption	Faculty/GS	L&D
17.07	04	Social Accountability Tools NIS; APA; Citizen Charter; RTI; GRS	Faculty/GS	Workshop/L&D
17.08	02	8th Five Year Plan	Faculty/ GS	L&D
17.09	01	Service Provider & Client Relation Management	Faculty/ GS	L&D
17.10	02	Role of Private Sector in Development	Faculty/ GS	L&D
17.11	02	Disaster Management with Special Reference to Industrial Hazards	Faculty/ GS	L&D

**SFTC for the Officers of DIFE**  
**Important Telephone Numbers**

BPATC PABX: 7745010-16, 7742080-85, Fax: 7745029

SI No	Name	Designation	E-mail & Cell NO
<b>Course Management</b>			
1.	Md Monjur Hossain	Rector (Secretary)	02224445028 (Official) Fax: 02224445029 E-mail: rector@bpatc.org.bd
2.	Md. Nasir Uddin Ahmed	Inspector General, DIFE & Course Advisor	02-8391348 (Office), +88 01715091089 Fax: 02-8391425 E-mail: ig@dife.gov.bd
3.	Abu Momtaz Saaduddin Ahmed	Member Directing Staff & Course Advisor	02-224445026 (O), 02-224442080-86, Ext. 4103 01552309307, kisluahmed@gmail.com saaduddin6255@gmail.com
4.	Shabbir Ahmad	Deputy Director (Deputy Secretary), RPATC, Dhaka & Course Director	01913043666 saraahmmad24@yahoo.com, ddrpatcdhk@bpatc.org.bd
5.	Md. Kamrul Hasan	Deputy Inspector General & Course Coordinator	02-8391695 +88 01719-230773 dig.safety@dife.gov.bd
6.	A.K.M. Mansurul Hoque	Assistant Inspector General (General) & Course Coordinator	02-8391779 +88 01815-281384 mansurulhoque@gmail.com
7.	Afroza Parvin	Deputy Director (Administration) & Course Coordinator	02-224442080-86 Ext. 4120 02-224446616 (O), 01730908944 afroza16539@gmail.com
8.	Md. Masud Alam	Assistant Director RPATC, Dhaka & Course Coordinator	01716-041011 adrpatcdhk1@bpatc.org.bd rony.patua@yahoo.com
9.	Mohammad Abdul Kader	Assistant Director RPATC, Dhaka & Liaison officer	01717-299645 akader782010@gmail.com
<b>Support Service</b>			
1.	ASM Alamgir Patwary	Head Assistant, RPATC, Dhaka	01717716950, alamgirpatc@gmail.com
2.	Abdullah Al Mamun Khan	Accountant, RPATC, Dhaka	01763395966, mamun.patc@gmail.com
3.	Asma Afroz	Computer Operator, RPATC, Dhaka	01835554185, aafrozpatc@gmail.com
4.	Md Robiul Alam	Dormitory Supervisor, RPATC, Dhaka	01924806061, robiull.du@gmail.com
5.	Md Foqrul Islam	Room Boy, RPATC, Dhaka	01923499587
6.	Md Kawsar Ahmed	Classroom Attendant, RPATC, Dhaka	01764902564
7.	Md Saiful Islam	Assistant Cook, RPATC, Dhaka	01751211102

# Bangladesh Public Administration Training Centre

Savar, Dhaka

## 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 a 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 much introvert nor a too much 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 an 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 from 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 danger.

#### **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 to 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. Get well-informed of the matter you have any query during the briefing on Evaluation. Besides, if necessary 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 dialling 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-restraint 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"

# BPATC

“Building Capacity for Effective,  
Inclusive and Accountable  
Public Administration System”



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka