

**SEVENTEENTH ADMINISTRATIVE AND DEVELOPMENT
MANAGEMENT COURSE**

OCTOBER 05 - 18, 1998

COURSE ADVISER

MD. TOFAZZEL HOSSAIN
M D S

COURSE DIRECTOR

JAGOBANDHU BISWAS
Director

COURSE COORDINATOR

MD. ISMAIL
Deputy Director

Bangladesh Public Administration Training Centre
Savar, Dhaka

Introduction to BPATC :

Bangladesh Public Administration Training Centre (BPATC) is an apex training institute in Bangladesh. This centre imparts training to all cadre, non-cadre officers and employees working at different tiers of the government and autonomous organisations. This centre was created by means of promulgation of the Public Administration Training Centre Ordinance, 1984 by amalgamation of former Bangladesh Administrative Staff College (BAS'C), National Institute of Public Administration (NIPA), Civil Officers Training Academy (COTA) and Staff Training Institute (STI). It started functioning in a beautiful natural environment at Savar as an autonomous organisation since April 28, 1984, in the name of Bangladesh Public Administration Training Centre (BPATC), 28 kilometres to the north from Dhaka beside the Dhaka-Aricha high way. It has four regional centres at Dhaka, Chittagong, Khulna and Rajshahi.

This centre conducts three core courses, namely 1) Senior Staff Course (SSC) for officers at the level of Joint Secretaries to the Government and their equivalents, 2) Advance course on Administration and Development (ACAD) for mid-level officers like Deputy Secretaries to the Government and their equivalents and 3) Foundation Training Course (FTC) for all newly recruited cadre officers. Besides these, the centre also conducts some special short courses.

Rector is the executive head of the centre. He holds the status of a Secretary to the Government. He is assisted by 5 Member Directing Staffs (MDS), 13 Directors and in addition to them, 73 other class-1 officers.

Introduction to Administrative and Development Management Course :

The Administrative and Development Management Course is very important among the short courses which are conducted by the centre. Meanwhile this Centre conducted 16 courses of this kind. This course has been designed in the light of the recommendations given by the participants of the past courses. This course is organised mainly for Professionals. Efficiency in management is a precondition for development. More the professionals will be efficient in management, more expeditiously the

development project will be implemented. At present the professionals are supposed to perform a lot of administrative and management works in addition to their professional assignments. Sometimes, they are also to participate in policy formulation activities.

It is learnt from experience that many of the professionals have not received any administrative and management training in initial stage of their service career. Keeping this in view, Bangladesh Public Administration Training Centre (BPATC) has designed this course for mid-level professionals like Physicians, Engineers, Agriculturists etc. It is expected that after completion of this course the participants will have detailed knowledge about administrative and management activities which will help them to perform their duties more effectively and efficiently.

Objectives of the course:

More specifically the objectives of the course are :

- 1) To help the participants to have an idea about Organisation management, Governmental system and office management;
- 2) To make them conversant with various service rules, financial rules etc and their application
- 3) To help them to acquire more efficiency in project management;
- 4) To help them building positive attitude towards social service activities;
- 5) To acquaint them with computer-based information system;

Training Methodologies :

To make this course more pragmatic and skill oriented emphasis will be given on group-discussion, case study, syndicate work, exercise etc. in addition to class-room lecture. Moreover, arrangement for a study tour will be made so that participants may get a scope to have practical knowledge about what they will learn in class-room situation

Sessions to be held :

There will be five sessions with 01:00 hour each, every day. In case of need more session (s) may be arranged in the evening. First session will be started at 09:10 a.m. There will be 10 minutes recess after each session. Tea and light food will be served after first session. During this time, participants will get an opportunity to exchange views with the faculty members and guest speakers. If any participant is found absent in the class, it will be treated as misconduct.

Reading materials :

Reading materials in connection with the course contents are available in the Library of the Centre. During the course goes on, the participants may receive and keep those reading materials with them. But at the end of the course they are to return those materials to the Library and collect clearance certificate to that effect. Besides these, handouts with important points on most of the topics will be distributed among the participants.

Evaluation :

Evaluation of training course is very important to improve the standard of the course. If any deficiency is detected through evaluation, it may be corrected in designing the future courses. The training course is evaluated by the participants, by filling the forms devised by the National Training Council (NTC) and Bangladesh Public Administration Training Centre (BPATC). Performance of the participants will also be evaluated through written examination, syndicate presentation, exercise etc. In addition, the course Director and other faculty members evaluate the participants outside the course. The participants will also get an opportunity to evaluate the speakers,

The performance of the participants will be evaluated in the following way :-

a)	Written examination	-	200	marks
b)	Syndicate presentation and exercise	-	25	“
c)	Over all performance and general conduct	-	25	“

.....
Total = 250 marks

The required score to pass an examination is 50%.

Marks of the participants will be graded in the following way :-

<u>Percentage of marks</u>	<u>Grading</u>
90 - above	AA (Outstanding)
80 - 89	A+ (Very good)
70 - 79	A (Good)
60 - 69	B (Average)

Library :

BPATC has a modern Library with a very rich collection of Books, Journals/Periodicals and Documents. About 80,000 (Eighty thousands) books, 250 kinds of Journals/Periodicals and Magazines of home and abroad are housed in the Library. The participants are expected to use this Facilities. The Library remains open from 9 a.m to 10 p,m on all working days and 4 p.m to 6 p.m on weekly holidays. The participants are allowed to borrow books.

Physical exercise and sports :

Those who are interested in physical exercise and sports, can participate in Lawn tennis, volley-ball, Basket-ball etc. The Deputy Director (sports) will extent cooperation in this connection.

Food & Residential Arrangements :

It is a residential training course. During the whole training period, it is compulsory for all Participants to stay in the Dormitory. Everybody will be provided with residential facilities. They will also be given daily allowance at the rate of Tk. 70/= per day for thirteen days. A Mess Committee will be constituted from among the participants who will buy food staff from the market according to their choice. For this purpose, the centre will provide them with a transport on rent basis. The employees working in the cafeteria will cook foods and serve the participants.

Time for taking food :

- a) Breakfast : 08:15 - 09:00 a.m
- b) Lunch : 01:00 - 02:00 p.m
- c) Dinner : 08:00 - 09:00 p.m

Medical Facilities :

The centre maintains a clinic with reasonable medical facilities. The clinic remains open from 09:00 a.m to 05:00 p.m on all working days. Participants are given free medical care and prescriptions in this clinic. If any prescribed medicine is not available, the participants have to purchase it by themselves from the market. However, no pathological facilities are available in this clinic.

Prayer facilities :

The centre has a beautiful mosque within its premises. Interested participants may offer their prayer in the mosque. Timing for Name is :

- a) Fajar ----- 05:20 a.m
- b) Zuh'r ----- 01:15 p.m
- c) Ash'r Namaj ----- 04:45 p.m
- d) Magrib ----- 06:05 p.m
- e) Esha ----- 08:00 p.m

Closing :

On completion of the course the participants will do the following works before they leave

- 1) Taking Certificates as a mark of successful completion of the course;
- 2) Taking clearance certificate from the Library after returning Books and Journals;
- 3) Obtaining clearance certificate from the telephone operator after payment of telephone bill;
- 4) Taking clearance certificate from the Dormitory supervisor;
- 5) Release order from the course co-ordinator;

Expectation :

We believe that valuable suggestions of the participants help a lot to improve the qualitative standard of the course. so, we expect that the participants will record their valuable and constructive suggestions and recommendations to improve the course curricula. These will be taken into consideration in designing the future training course of this kind.

Course content :**Module No-1: Organisation Management**

- 101 Organisation Management : Theoretical Perspective
- 103 Leadership
- 102 Human resource Planning and Management
- 104 Team Building
- 105 Supervision and Motivation
- 106 Organisation Analysis
- 107 Decision Making Process

Module No-2 : Governmental system

- 201 Salient features of the Constitution
- 202 Responsibilities and Rights of the Government servants in the light of the constitution
- 203 Rules of Business
- 204 Relationship between Secretariat and Statutory Bodies

Module No-3 : Office Management

- 301 Letter writing and Administrative communication
- 302 Note writing
- 303 Summary writing

- 304 File Management
- 305 Time Management
- 306 Office inspection
- 307 Protocol
- 308 Store Management
- 309 Conducting Meeting and preparing Working Paper and Minute of the Meeting

Module No-4 : government Rules :

- 401 General conditions of service
- 402 The Government servants (Conduct) rules, 1979
- 403 The Government servants (Discipline and Appeal) Rules, 1985-1
- 404 The Govt. servants (Discipline and Appeal) Rules, 1985-2
- 405 Leave rules
- 406 The Administrative Tribunals Act, 1980 with up to date amendments
- 407 The Government servants (Special Provisions) Ordinance, 1979
- 408 The Public Employees Discipline (Punctual Attendance) Ordinance, 1982

Module No-5 : Economic Planning and Project Management in Bangladesh

- 501 Plan formulation procedure
- 502 Project : Concept and Cycle
- 503 Types of PP and approval procedure
- 504 Project Appraisal Technique
- 505 Project Monitoring and Evaluation

Module No-6 : Financial Management

- 601 Preparation of Budget and its approval system
- 602 Delegation of Financial power

- 603 Procedure for release of Fund
- 604 Audit system and disposal of Audit objection
- 605 Responsibilities and Duties of a Drawing and Disbursing Officer
- 606 Pension & Gratuity

Module N0-7 : Computer Training

- 701 Typing Tutor
- 702 Typing Tutor
- 703 Typing Tutor
- 704 Typing Tutor
- 705 Typing Tutor
- 706 Typing Tutor
- 707 Typing Tutor
- 708 Typing Tutor
- 709 Typing Tutor
- 710 Typing Tutor

List of In-house Faculty and other resource personnel

- | | | |
|----|---|------|
| 1. | Mr. Md. Tofazzel Hossain, MDS, BPATC, | MTH |
| 2. | Dr. Mir Obaidur Rahaman, MDS, BPATC, | MOR |
| 3. | Mr. A.K.M Musa, Director, BPATC, | AKMM |
| 4. | " Md. Hasibur Rahaman, Director, BPATC | MHR |
| 5. | " Amalendu Sen, Director, BPATC, | A.S |
| 6. | Mrs. Ayesha Azim, Director, BPATC, | AA |
| 7. | Mr. A.B.M Abdul Haq Chowdhury, Director, BPATC, | AHC |

8.	"	Md. Sirajul Islam, Director, BPATC,	SI
9.	"	Abdul Matin, Director, BPATC,	AM
10.		Syed Shamsul Alam, Director, BPATC,	SSM
11.		Mr. Jagobandhu Biswas, Director, BPATC,	JB
12.		Mr. Golam Mustakuim, Director, BPATC,	GM
13.		Syed Naquib Muslim, Director, BPATC,	NM
14.		Mr. Rizwan Khair, Deputy Director BPATC,	RK
15.	"	Muhammad Maqsudur Rahaman, Deputy Director, BPATC,	MR
16.		Md. Mahfuzul Hoque, Deputy Director BPATC.	MMH
17.		Qaji Hashan Imum, Deputy Director, BPATC,	QHI
18.		Mrs. Kanka Jamil, Deputy Director, BPATC,	KJ
19.		Mr. Md. Manjurul Hoque, Deputy Director, BPATC,	MH
20.		Sk. Mustafizur Rahaman, Deputy Director, BPATC,	MR
21.		Mr. Md. Zakir Hossain, Asstt. Director, BPATC,	MZK
22.	"	Zobayer Enamul Karim, Research Officer, BPATC,	ZEK
23.	"	Md. Golam Faruque, Asstt. Director, BPATC,	GF

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

SAVAR, DHAKA.

Seventeenth Administrative & Development Management Course

October 5 - 18, 1998

Address of Participants

Sl.	Name & Designation	Present Official Address	Residential Address
1.	MR.N.M.Alamgir Addl. Deputy Director	Admin. & Personnel wing Khamarbari, Dhaka.	
2.	Mr. Kaiser Khan Sr. Instructor	SARDI, Jaydeypur Gazipur.	
3.	MR. MD. Moslehuddin Faroque Disease Specialist	P P Wing Khamerbari. Dhaka	
4.	MR.MD.Matiuzzaman Research Officer	Planning & Evaluation Wing Khamarbari, Dhaka	
5.	MR. Nazmul Alam Manager (Operation)	Narayangonj Bus Depot BRTC Narayangonj	
6.	MR.Arajit Kumar Biswas Acting Maintenance Engineer	National Mass Media Institute 125/A, Dargah Salam Mirpur, Dhaka	
7.	MR.Md. Bazlur Rashid Superintendent	Sirajgonj District Jail Sirajgonj	
8.	MR.Md. Zakir Hossain Superintendent (C.C)	Gazipur District Jail Gazipur	
9.	MR. Kabir Ahmed Principal Officer	Admin. Department Principal Office Janata Bank 110, Motijheel C/A, Dhaka	

10.	MR. Nasir Ahmed Khan Principal Officer (Welfare & Appeal)	Welfare & Appeal Department Principal Office Janata Bank 110, Matijheel C/A, Dhaka.
11.	MR. Humayun Kabir Senior Officer	Administration Department Principal Office Janata Bank 110, Motijheel C/A, Dhaka
12.	MR. Humayun Kabir Lasker Sr. Asstt. Secretary	Administration Sec.IV M/O Commerce Govt. of Bangladesh, Dhaka
13.	MR. Ranjan Kumer Ray Officer	Human Resources Division Bangladesh Shilpa Rin Sangstha BIWTA Bhaban (6th Floor) 141-143 Motijheel C/A Dhaka. Ph.9552310
14.	MR. Mirza Piar Ali Asstt. Director	Bastra Daptar BTMC Bhaban 7-9 Kauranbazar Dhaka
15.	MR. Md. Sajjad Hossoin Vice-Principal	Technical Training Centre Mirpur, Dhaka <i>Bureau of</i> (Manpower, Employment & Training
16.	MR. Md. Anisur Rahman Mondal Asstt. Director (Training & Operation)	Bureau of Manpower, Employment & Training 89/2, Kakrail Dhaka.
17.	Sirajul Islam Shaikh Asstt. Director (Personnel)	Administrative Branch Personnel Section BPATC, Savar, Dhaka.

18.	Mr. Aminul Islam Dy. Librarian	Jatiya Grantha Kendra Grantha Bhaban 5/C, Bangaubandhu Avenue Dhaka	
19.	Dr. Md. Abdur Rouf Chief Medical Officer	Bangladesh Agriculture University	
20.	Mr.Md. Oliullah Farm Supervisor	Farm Management Branch Bangladesh Agriculture University Mymensingh	
21.	Mr.Md. Shaheen Islam Khan Asstt. Engineer (Civil)	Bangladesh Agriculture University Mymensingh	
22.	Mr.Md. Khaleque Dy. Director	Directorate of Archaeology 22/1, Block-B, Babar road Mohammadpur, Dhaka	
23.	Khandaker Alamgir Asstt. Director (Publication)	- Do -	
24.	Mr. Md. Shafiqul Islam Asstt. Director (Admin)	Jatiya Mohila Sangstha M/O Women Affairs Govt. of Bangladesh Dhaka	

Tentitive Schedule for 17th Administrative and Development Management Course

Date and day	1st Session 09:10 - 10:10	Tea Break	2nd Session 10:40 -11:40	3rd Session 11:50 -12:50	Lunch Break 13:00 -14:30	4th Session 14:30 - 15:30	5th session 15:40 -16:
Oct. 5 Monday	Registration	-	Ice - Breaking	Course Briefing	-	401 JB	701 MJH
Oct. 6 Tuesday	101 KJ	-	402 JB	302 MAM	-	501 MOR	702 ZEK
Oct. 7 Wednesday	102 SI	-	601 MHR	301 MAM	-	403 JB	703 RK
Oct. 8 Thursday	201 MH	-	103 AA	404 JB	-	303 MAM	704 MJH
Oct. 10 Saturday	502 GF	-	605 JB	304 SSA	-	104 SNM	705 ZEK
Oct. 11 Sunday	305 MAM	-	308 SI	407 & 408 MR	-	503 MOR	706 RK
Oct. 12 Monday	602 AS	-	309 AA	606 JB	-	504 MH	707 MJH
Oct. 13 Tuesday	105 SNM	-	202 G.S	203 G.S	-	Note AS MR Sung 708	ZEK
Oct. 14 Wednesday	505 QHI	-	603 AS	406 G.S	-	107 SI	709 ZEK
Oct. 15 Thursday	106 SNM	-	604 G. S	306 MTH	-	307 AKMM	710 RK
Oct. 17 Saturday	S T U D Y T O U R						
Oct. 18 Sunday	204 AHC	10:20 - 11:20 Exam		11:25 - 12: 00 Course Evaluation		12:00 -13:00 Closing	13:00 -14: Working Lunch