

ANNUAL REPORT 2017-2018

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



BPATC

Bangladesh Public Administration Training Centre



BPATC



Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

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Main Entrance of BPATC



Abbreviation

| | |
|-----------------|--------------------------------------------------------------|
| ACAD | Advanced Course on Administration and Development |
| APA | Annual Performance Agreement |
| AVR | Audio Visual and Reproduction |
| BASC | Bangladesh Administrative Staff College |
| BCS | Bangladesh Civil Service |
| BCSAA | Bangladesh Civil Service Administration Academy |
| BIAM | Bangladesh Institute of Administration and Management |
| BOG | Board of Governors |
| BPATC | Bangladesh Public Administration Training Centre |
| BRAC | Bangladesh Rural Advancement Committee |
| BWDB | Bangladesh Water Development Board |
| C&AG | Comptroller and Auditor General |
| CEMS | Computer Equipment Management System |
| CEGIS | Centre for Environmental and Geographic Information Services |
| CDC | Curriculum Development Committee |
| CMT | Course Management Team |
| CTMS | Computerized Training Management System |
| COTA | Civil Officers' Training Academy |
| DOICT | Department of Information and Communication Technology |
| FAO | Food and Agriculture Organization |
| FBCCI | Federation of Bangladesh Chambers of Commerce and Industries |
| FTC | Foundation Training Course |
| GOB | Government of Bangladesh |
| GPA | Grade Points Average |
| ICT | Information and Communication Technology |
| JICA | Japan International Cooperation Agency |
| LGED | Local Government Engineering Department |
| LTA | Library and Training Aid |
| MDS | Member Directing Staff |
| MOPA | Ministry of Public Administration |
| MOU | Memorandum of Understanding |
| MPO | Monthly Pay Order |
| NIDA | National Institute of Development Administration |
| NGOs | Non-Government Organizations |
| NIPA | National Institute of Public Administration |
| NIS | National Integrity Strategy |
| PIMS | Personnel Information Management System |
| PMO | Prime Minister's Office |
| PPMC | Policy Planning and Management Course |
| PPR | Planning, Programming and Recording |
| P&S | Programme and Studies |
| R&C | Research & Consultancy |
| R&D | Research & Development |
| RDA | Rural Development Academy |
| RPATC | Regional Public Administration Training Centre |
| SDGs | Sustainable Development Goals |
| SFTC | Special Foundation Training Course |
| SSC | Senior Staff Course |
| STI | Staff Training Institute |
| TMS | Transport Management System |
| TOT | Training of Trainers |
| TQM | Total Quality Management |

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Vision, Mission and Core Values

Bangladesh Public Administration Training Centre as the apex training institution of the country perceives and expresses common aspirations and expectations of its key stakeholder, 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 psyche of all the employees of the organization.

BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organization. The shared vision, mission and core values are described below:

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 vision through :

- Developing competent and professional human resources by imparting quality training and development programmes.
- Conducting research, publishing books and journals and extending consulting 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.



Core Values

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

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

Inclusiveness

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

Integrity

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

Professionalism

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

Learning for Results

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

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 instill team spirit among participants of our programmes.

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.

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



BPATC

Ministry of Finance
Government of the People's
Republic of Bangladesh



Abul Maal A Muhith
Finance Minister

22 October, 2018



Message

It gives me pleasure to write a few words for the Annual Report 2017-2018 of Bangladesh Public Administration Training Centre (BPATC). This report encapsulates the overall functions of the Centre spanning over the training year 2017-2018 and reinforces its commitment to create value to its stakeholders.

The Right to Information Act, 2009 has legally bound us to reveal all relevant information in the form of annual report for the clients and the citizens of the country. Hence, publication of this Annual Report will promote the transparency and accountability to its stakeholders. I appreciate this praiseworthy initiative wholeheartedly.

As the apex training institute of the country, BPATC is mandated to impart quality training to the civil servants in order to enable them to play significant role to implement various nation building activities of the government. I have come to know that the authority of this organization has given prime importance on Sustainable Development Goals (SDGs) in the curricula of various training courses. I believe and hope that such initiative would have positive impact on the achievement of SDGs as well as vision 2041-graduation of Bangladesh to a developed country by the aforesaid time.

My sincere and heartiest thanks to all the members of the Board of Governors, faculty members and other employees of BPATC, guest resource persons, participants of various courses and well-wishers for their unremitting efforts and abiding support for BPATC since its inception. My genuine gratitude is also due to the Rector and the Research and Consultancy Division of BPATC for publishing this report.

I wish the collective endeavours of the members of faculty, employees and all stakeholders of BPATC will add to the efforts having made to set up the BPATC as a Centre of Excellence for civil service training.

Abul Maal A Muhith
22/10/18

Abul Maal A. Muhith. MP

Chairperson

Board of Governors

Bangladesh Public Administration Training Centre



Library Building of BPATC



Greenery and Aesthetic Beauty of BPATC



Rector

(Senior Secretary to the Government)

Bangladesh Public Administration Training Centre

Message from the Rector

I am highly delighted to know that Bangladesh Public Administration Training Centre (BPATC) is going to publish its Annual Report which is the mirror of the general activities of the Centre during 2017-2018. The performance of this Centre is reflected in the annual report and consequently it becomes a valuable document for the future also.

Meanwhile, Bangladesh Public Administration Training Centre (BPATC), the apex training institute in the public sector, has become a centre of excellence through paradigm shift. One can notice the dynamics of BPATC over the last year in terms of infrastructure development, regulatory framework development, automation, curriculum development, research, faculty development, openness, transparency and accountability. BPATC has been transmitting a dream amongst the participants aligning, which can be treated as a great beacon of hope. Now we are dreaming a day when effective, competent, accountable and inclusive civil servants lead the country to achieve the agenda 2030 and vision 2041. Accountable and inclusive institutions are at the core of sustainable development. Feeling the role and responsibilities, BPATC is trying hard to be a SDGs knowledge hub. BPATC has initiated a long waited journey with many international renowned organizations. BPATC believes in partnership; accountable and inclusive governance. Our motherland has given a lot to the civil servants. Now it's their turn to work hard for her prosperity.

I offer heartiest thanks to all concerned, especially to editorial board who contributed a lot to the significant inputs of the report. Any observation, view and recommendation from the interested readers would be highly appreciated and considered as precious contributions towards enriching the future publication of the report.

Dr. M. Aslam Alam

Rector (Senior Secretary to the Government)

Bangladesh Public Administration Training Centre



CHAPTER

01

**INTRODUCING
BPATC**



1.1 Introduction

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. It was established in 1984 under the Bangladesh Public Administration Training Centre Ordinance (Ordinance No. XXVI of 1984) by amalgamating the existing institutions viz., NIPA, COTA, BASC and STI. BPATC is located at a distance of 28 kilometers from the capital city Dhaka and near Jahangirnagar University on the Dhaka-Aricha highway. Following the Ordinance of 1984, the government issued a notification (No. SRO-1051-L/84 MR(II)/-PATC-8/83 part-I) on 18 April 1984, which was enacted on 28 April 1984, to begin the activities of the Centre.

1.2 Functions of BPATC

According to Section VI of the BPATC Ordinance, the major functions of the Centre are :

- a) To conduct training for senior executive officials of the government of Bangladesh and business institutions so that they may play effective roles in a dynamic and evolving society;
- b) To provide on-the-job training for the employees of the republic and the people who work under local authority;
- c) To conduct foundation training for different civil service cadre officials of Bangladesh;
- d) To conduct research/case study on public administration and development;
- e) To publish books, journals & reports relating to administration and development;
- f) To establish and maintain libraries and reading rooms;
- g) To provide consultancy to the government, if and when necessary, regarding administration and development to solve specific problems; and
- h) To do other necessary activities to implement the objectives of the Ordinance.

1.3 Board of Governors of the Centre

1.3.1 Formation of the BOG

According to the Bangladesh Public Administration Training Centre Ordinance 1984, the responsibility of overall administering and providing guidelines to the Centre rests on a Board of Governors (BOG). As per paragraph 5(1) of the Ordinance, the formation of a 13-member BOG headed by a member of the Cabinet is as follows :

1.3.1.1 Chairman of the BOG

A Minister of the government (nominated by the government)

1.3.1.1 Members of the BOG

1. Cabinet Secretary, Cabinet Division
2. Rector of the Centre
3. Secretary of the Ministry of Public Administration
4. Secretary of the Ministry of Finance
5. Secretary of the Secondary and Higher Education Division
6. Vice-Chancellor of Jahangirnagar University
7. A Vice-Chancellor of a university (nominated by the government)
8. Commandant of the Defense Services Command and Staff College
9. President of the Federation of Bangladesh Chambers of Commerce and Industries (FBCCI)
10. Chairman of the Department of Public Administration of University of Dhaka or Chittagong or Rajshahi or Jahangirnagar (by rotation, nominated by the government)
11. One member nominated by the government
12. One female member nominated by the government



1.3.2 The BOG in 2017-18

A list of the members of the Board of Governors for the financial year 2017-2018, formed according to paragraph 5(2) of the BPATC Ordinance, is given below :

1.3.2.1 Chairman

Mr. Abul Maal A. Muhith

Minister, Ministry of Finance

Government of the People's Republic of Bangladesh

(Form 25 March 2009 till to date)

1.3.2.2 Members

- **Mohammad Shafiul Alam**
Cabinet Secretary, Cabinet Division
Government of the People's Republic of Bangladesh
- **Dr. M Aslam Alam**
Rector, Bangladesh Public Administration Training Centre, Savar, Dhaka.
- **Mr. Faiz Ahmed**
Senior Secretary, Ministry of Public Administration
Government of the People's Republic of Bangladesh
- **Mr. Mohammad Muslim Chowdhury**
Secretary, Ministry of Finance
Government of the People's Republic of Bangladesh
- **Mr. Md. Sohorab Hossain**
Secretary, Secondary and Higher Education Division
Government of the People's Republic of Bangladesh
- **Professor Dr. Farzana Islam**
Vice-Chancellor, Jahangirnagar University
- **Professor Dr. Md. Alauddin**
Vice-Chancellor, National University
- **Major General A K M Abdullahil Baki ndc, psc**
Commandant, Defense Services Command and Staff College
Mirpur Cantonment, Dhaka.
- **Mr. Shafiul Islam (Mohiuddin)**
President, Federation of Bangladesh Chamber of Commerce & Industries



Mr. Abul Maal A Muhith, Finance Minister & Chairperson of BOG
Presiding Over the 63rd BOG Meeting

1.3.3 Meetings of the BOG

The 63rd meeting of the Board of Governors was held on 31st January 2018. Important decisions regarding training and other administrative activities that were taken in that meeting are as follows :

Note of Condolence : The Board of Governors expressed condolence with silent prayer for the departed soul of Md. Monir Hossain, Md. Ayub Ali Howlader, Md. Abdul Mannan, Md. Abdul Khalek, Md. Eleyas Sarkar, Md. Shirajul Islam Bhuiyan and Md. Nurul Amin and sympathized with their family members.

Note of Felicitations : The Board of Governors congratulated the newly nominated members of the Board and wished for their well-being.



1.3.3.1 Decisions of the 63rd BOG Meeting

Extension of Course Duration and Awarding Executive Masters Degree/ Executive Diploma

The Board of Governors approved, in principle, the proposal of converting the Foundation Training Course into a Post-Graduation degree, namely, Executive Masters in Public Administration and Governance by extending its duration from six months to one year in partnership with any university for general cadres. However, a four-month common curriculum will be followed for all cadres.

The Board also approved in principle the proposal of converting the ACAD (Advanced Course on Administration and Development) into an Executive Diploma in Public Policy and Governance by extending its duration from two months to six months in partnership with any local and foreign university.

Approval of Research and Consultancy Policy

The meeting approved the Research Policy and the Consultancy Policy of BPATC.

Approval of financial activities

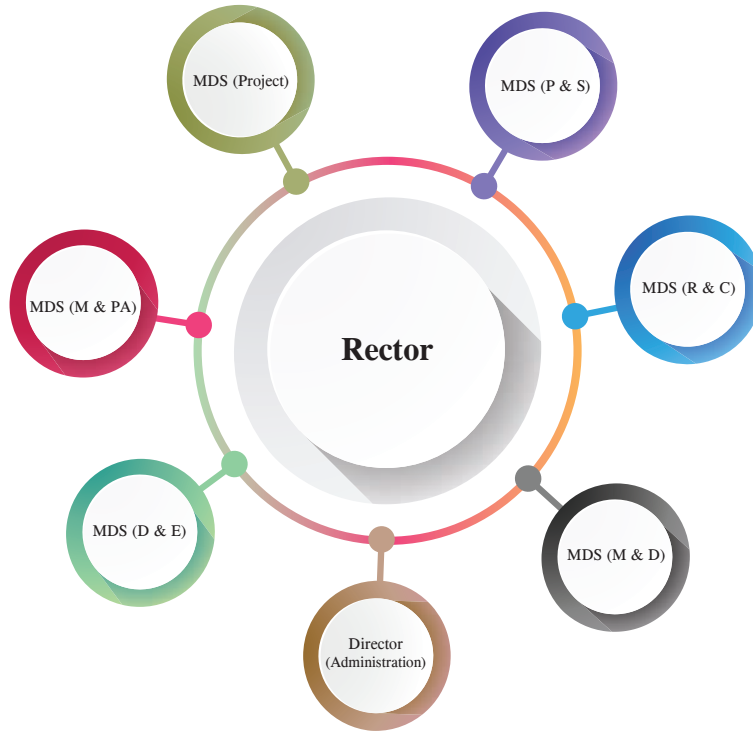
The Board gave post-facto approval of BPATC's revised budget of Tk. 62,15,11,000 (sixty two crore fifteen lac and twelve thousand only) for the financial year 2017-18

Miscellaneous

A clause, to make the Minister and the State Minister for MoPA as ex-Officio members of BPATC's Board of Governors, is to be incorporated in the proposed BPATC Law 2017 and until the proposed law gets enacted they are to be invited to the Board's meetings as guests of honour.

1.4 Organogram of the Centre

The Rector, the Chief Executive of the Centre, with the guidance of the Board of Governors, runs the organization. The Rector is a Senior Secretary to the Government. At present the overall activities of the Centre are divided into six divisions viz.



Each of the division is directed by a Member Directing Staff (MDS). An MDS is an Additional/Joint Secretary to the government or of equivalent rank. Each of the division is divided into several departments and a department is divided into branches. Each of the branches is further divided into sections. A director is the head of a department, a deputy director is the head of a branch and an assistant director is the head of a section. Directors of the Centre are Deputy Secretaries to the government or of equivalent rank. Besides, there are four Regional Public Administration Training Centres (RPATC) in four administrative divisional headquarters of the country (Dhaka, Chittagong, Rajshahi & Khulna). The RPATCs are supervised by the main Centre at Savar. A RPATC is headed by a Deputy Director. There are two Assistant Directors to assist the Deputy Director. There are other officials such as a Junior Instructor, a Technical Supervisor and several other employees who work in each RPATC. The main functions of a RPATC include providing training to the Class-II Officers, Class III & Class IV employees of different organizations of the government. In some cases these regional centres provide training also to the Class-I Officers of the government and non-government organizations (NGOs).



1.5 Personnel of BPATC & RPATC


The total number of officers and employees of BPATC is 650 under the revenue budget. Each of the RPATCs has 29 posts that account a total of 116 posts for the four RPATCs. Up to the ending date of the 2017-18 financial year 191 posts out of the sanctioned 650 were vacant. During the same period, 16 employees had joined and 26 employees had retired/transferred from the Centre. Table 1.1 shows level-wise sanctioned and vacant posts while Table 1.2 shows the number of employees that joined, retired/transferred from the organization during the financial year 2017-18.

Table 1.1: Sanctioned and Vacant Posts under the Revenue Budget in 2017-18

| Level of Post | Sanctioned Post | Workforce up to 30 June 2018 | Vacant Post up to 30 June 2018 |
|---------------|-----------------|------------------------------|--------------------------------|
| Class -I | 120 | 92 | 28 |
| Class-II | 24 | 21 | 03 |
| Class-III | 235 | 176 | 59 |
| Class-IV | 271 | 170 | 101 |
| Total | 650 | 459 | 191 |

Table 1.2: Employees Joined and Retired/Resigned BPATC in 2017-18

| Level of Post | Employees Joined The Centre | Employees Retired Transferred from the Centre |
|---------------|-----------------------------|-----------------------------------------------|
| Class - I | 16 | 9 |
| Class -II | - | 1 |
| Class -III | - | 7 |
| Class -IV | - | 9 |
| Total | 16 | 26 |

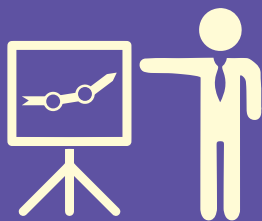
The background features a blue gradient with various shades. It is populated with several dark blue icons: human figures in business attire, some standing with arms raised, some running, and some in pairs. Interspersed among these are several gears of different sizes and designs, including a large gear with a central hub and a smaller gear with a star-like center. A large, stylized gear with a white center and a yellow dashed border is the focal point of the upper half of the page.

CHAPTER
02

TRAINING ACTIVITIES

and

**FACULTY
DEVELOPMENT
PROGRAMME**





2.1 Introduction

Training activities and faculty development programmes of BPATC and its four RPATCs are managed by four departments under the Programme and Studies (P&S) Division of the Centre. These departments are: (a) Planning, Programming and Recording (PPR); (b) Evaluation; (c) International Programme (IP); and (d) Physical Education. These four departments carry out different activities relating to training and faculty development. This chapter records the training activities and faculty development programmes of the PPR department and the training activities of the four RPATCs. Activities of the other three departments are discussed in other parts of this report.

2.2 Training Activities of BPATC in 2017-18

The PPR department prepares a training calendar containing the plan of the different training programmes of the Centre including the core and short courses, special courses, seminars, workshops, symposiums before the start of a training-calendar year, which starts in July and ends in June. Training programmes are mainly arranged in the areas of human resource development, public sector management, skill development, macroeconomic management in four core courses designed for the entry-level officers of the Bangladesh Civil Service (BCS), mid-level civil servants, and senior top management officials. The Centre also arranges short-term courses, seminars, workshops, and symposiums on the basis of professional needs. Special courses are also arranged upon request of public sector organizations. The training activities can be categorized into (a) core courses, (b) special courses, (c) short courses, and (d) other courses.

2.2.1 Core Courses

BPATC imparts training to civil servants through four core courses namely the Foundation Training Course (FTC), the Advanced Course on Administration and Development (ACAD), the Senior Staff Course (SSC) and the Policy Planning and Management Course (PPMC).

2.2.1.1 Foundation Training Course

During the training year 2017-18, BPATC organized three batches of the FTC—P65th, 66th and 67th— in which 590 officers participated. The P65th batch started on 6 August 2017 and ended on 1 February 2018. The 66th batch started on 18 February 2018 and will end on 16 August 2018. The 67th batch started on 30 April 2018 and will end on 25 October 2018. To reduce the backlog of officers waiting for doing the FTC, the course was also being implemented in some other training institutions. The other training institution that implemented the FTC training during the last training year was Bangladesh Civil Service Administration Academy (BCSAA). The BCSAA trained 40 officials in the A65th batch. This training institution followed the same curriculum of the FTC developed by BPATC. The Centre coordinated the FTC training in this institution to maintain harmony and uniformity. Table 2.1 shows institution-wise distribution of the P65th Batch of the FTC, while Tables 2.2 and 2.3 show cadre-wise distribution of participants in the same batch of the FTC conducted by BPATC and the BCSAA, respectively.



Professor Abdullah Abu Syeed
Conducting a Session at BPATC

**Table 2.1: Institution-wise Distribution of Participants of the 65th FTC**

| Institution | Participants | | |
|--------------|--------------|------------|------------|
| | Male | Female | Total |
| BPATC | 211 | 94 | 305 |
| BCSAA | 23 | 17 | 40 |
| Total | 234 | 111 | 345 |

Table 2.2: Cadre/Service-wise Distribution of participants of the P65th FTC held at BPATC

| Cadre/Service | Number of Participants | | |
|------------------|------------------------|-----------|------------|
| | Male | Female | Total |
| Administration | 31 | 18 | 49 |
| Police | 02 | 01 | 03 |
| Judicial Service | 07 | 01 | 08 |
| Foreign Service | 10 | 01 | 11 |
| Public Works | 20 | 03 | 23 |
| Economic | 18 | 06 | 24 |
| Statistics | 01 | 02 | 03 |
| Taxation | 17 | 06 | 23 |
| Livestock | 14 | 05 | 19 |
| Agriculture | 83 | 48 | 131 |
| Roads & Highways | 03 | 00 | 03 |
| Fisheries | 01 | 01 | 02 |
| Food | 02 | 00 | 02 |
| Information | 02 | 00 | 02 |
| Total | 211 | 94 | 305 |

Table 2.3: Cadre/Service-wise Distribution of participants of the A65th FTC held at BCSAA

| Cadre/Service | Number of Participants | | |
|------------------|------------------------|-----------|-----------|
| | Male | Female | Total |
| Administration | 1 | 3 | 4 |
| Police | 4 | 3 | 7 |
| Ansar | 1 | 1 | 2 |
| Foreign Service | - | 1 | 1 |
| Livestock | 2 | - | 2 |
| Taxation | 1 | - | 1 |
| Economic | 3 | 1 | 4 |
| Agriculture | - | 7 | 7 |
| Customs & Excise | 2 | 1 | 3 |
| Public Works | 6 | - | 6 |
| Food | 1 | - | 1 |
| Audit & Accounts | 1 | - | 1 |
| Information | 1 | - | 1 |
| Total | 23 | 17 | 40 |

BPATC alone provided FTC to 305 officers belonging to 14 cadres and the judicial service in the 65th batch. In that programme, 211 officers were male and 94 officers were female. In the training programme of the BCSAA, 23 officers were male and 17 were female.

In the 66th batch of the FTC, BPATC provided training to 200 officers belonging to 17 cadres where 147 officers were male and 53 were female. In the 67th batch of the FTC, BPATC commenced training for 85 officers belonging to 12 cadres where 52 officers were male and 33 were female. Batch-wise detailed information about the participants including their male-female distribution are given in Tables 2.4 and 2.5.

**Table 2.4: Cadre-wise Distribution of participants of the 66th FTC**

| Cadre/Service | Number of Participants | | |
|---------------------|------------------------|-----------|------------|
| | Male | Female | Total |
| Administration | 09 | 09 | 18 |
| Police | 64 | 12 | 76 |
| Ansar | 11 | 00 | 11 |
| Public Works | 06 | 03 | 09 |
| Agriculture | 09 | 07 | 16 |
| Taxation | 12 | 00 | 12 |
| Railway Engineering | 07 | 01 | 08 |
| Information | 05 | 03 | 08 |
| Postal | 04 | 03 | 07 |
| Family Planning | 01 | 03 | 04 |
| Livestock | 06 | 08 | 14 |
| Fisheries | 07 | 02 | 09 |
| Customs & Excise | 00 | 01 | 01 |
| Statistics | 01 | 00 | 01 |
| Economic | 02 | 00 | 02 |
| Roads & Highways | 02 | 00 | 02 |
| Food | 01 | 01 | 02 |
| Total | 147 | 53 | 200 |



H.T. Imam, Political Advisor to the Prime Minister of Bangladesh
Conducting a Session at **BPATC**

Table 2.5: Cadre-wise distribution of participants of the 67th FTC

| Cadre/Service | Participants | | |
|------------------|--------------|-----------|-----------|
| | Male | Female | Total |
| Administration | 01 | 06 | 07 |
| Police | 23 | 07 | 30 |
| Ansar | 01 | 00 | 01 |
| Foreign Service | 06 | 03 | 09 |
| Public Works | 00 | 01 | 01 |
| Agriculture | 05 | 05 | 10 |
| Taxation | 01 | 00 | 01 |
| Information | 05 | 06 | 11 |
| Customs & Excise | 00 | 02 | 02 |
| Fisheries | 04 | 02 | 06 |
| Livestock | 01 | 01 | 02 |
| Family Planning | 05 | 00 | 05 |
| Total | 52 | 33 | 85 |



Participants of the 66th FTC in a Session



Faculty Members and Participants of the 67th FTC in the Rector's Tea Programme

2.2.1.2 Advanced Course on Administration and Development (ACAD)

The ACAD is a sixty-day course for the Deputy Secretaries and equivalent officers of the defense services. BPATC has organized five batches of the ACAD during the training year 2017-18 in which 162 officers took part. Among them, 128 participants were male and 34 participants were female. Table 2.6 shows batch-wise distribution of participants in the course.

Table 2.6: Batch-wise Distribution of Participants of the ACAD

| Batch | Duration | Participants | | |
|--------------|-----------------------|--------------|-----------|------------|
| | | Male | Female | Total |
| 116th ACAD | 06.08.2017-04.10.2017 | 33 | 4 | 37 |
| 117th ACAD | 08.10.2017-06.12.2017 | 32 | 4 | 36 |
| 118th ACAD | 10.12.2017-07.02.2018 | 19 | 6 | 25 |
| 119th ACAD | 12.02.2018-22.04.2018 | 21 | 11 | 32 |
| 120th ACAD | 25.04.2018-03.07.2018 | 23 | 9 | 32 |
| Total | | 128 | 34 | 162 |

2. 2.1.3 Senior Staff Course (SSC)

The SSC is designed for the Joint Secretaries to the government and equivalent officers of the defense services. It is a 45-day course and focuses mainly on policies, leadership in public service management and development. A total of 126 Joint Secretaries and equivalent officers of the defense services attended the course in five batches during the training year 2017-18. Among the total participants, 15 were female and 111 were male. Batch-wise distribution of the participants is shown in Table 2.7.



Dr. M Aslam Alam
Rector (Senior Secretary) of BPATC, Inaugurating the 86th SSC

Table 2.7: Batch-wise Distribution of Participants of the SSC

| Batch | Duration | Participants | | |
|--------------|-----------------------|--------------|-----------|------------|
| | | Male | Female | Total |
| 82nd SSC | 16.07.2017-29.08.2017 | 21 | 3 | 24 |
| 83rd SSC | 17.09.2017-31.10.2017 | 25 | 5 | 30 |
| 84th SSC | 11.12.2017-24.01.2018 | 16 | 4 | 20 |
| 85th SSC | 30.01.2018-25.03.2018 | 24 | 1 | 25 |
| 86th SSC | 17.04.2018-10.06.2018 | 25 | 2 | 27 |
| Total | | 111 | 15 | 126 |

2.2.1.4 Policy Planning and Management Course (PPMC)

The PPMC—a 12-day course—is for the Additional Secretaries to the government. This course focuses on policies, leadership, management, governance and innovation. Two batches of the PPMC were organized in the training year 2017-18 in which 40 officers participated. Among the participants, 33 were male and 7 were female. Table 2.8 shows batch-wise distribution of the participants of the course

Table 2.8: Batch-wise Distribution of Participants of the PPMC

| Batch | Duration | Participants | | |
|--------------|-----------------------|--------------|----------|-----------|
| | | Male | Female | Total |
| 15th PPMC | 12.11.2017-23.11.2017 | 13 | 4 | 17 |
| 16th PPMC | 01.04.2018-12.04.2018 | 20 | 3 | 23 |
| Total | | 33 | 7 | 40 |

2.2.2 Special Courses

The Center from time to time organizes a two-month special foundation training course (SFTC) for the non-cadre officers of the ninth grade of the national pay scale. This SFTC is a requirement for the non-cadre officials—over 40 years of age and promoted to Class I positions—for confirmation of their services. BPATC organized the 11th batch of this category of the SFTC for the 40+ officials during the training year 2017-18. BPATC also organizes a different version of the SFTC for officials working in different agencies of the government. During the same training year, five such SFTCs were held at BPATC— 2 courses for the Directorate of Registration (DoR) officials, 1 for the BCSIR officials, 1 for the RHD officials, and 1 for PWD officials. A total of 247 officials took part in these 10 SFTCs of which 224 were male and 23 were female. Table 2.9 shows the number of participants of the SFTCs.

Table 2.9: Batch-wise Distribution of Participants of the SFTC

| Course Name | Timeline | Participants | | |
|----------------------------------|-----------------------|--------------|-----------|------------|
| | | Male | Female | Total |
| 11th SFTC for 40+ Aged Officials | 13.05.2018-26.06.2018 | 25 | 4 | 29 |
| 3rd SFTC for BCSIR Officials | 23.04.2017-21.06.2017 | 20 | 10 | 30 |
| 1st SFTC for RHD Officials | 13.03.2017-11.05.2017 | 30 | - | 30 |
| 3rd SFTC for DoR Officials | 19.02.2017-19.04.2017 | 30 | - | 30 |
| 1st SFTC for PWD Officials | 05.01.2017-05.03.2017 | 10 | 1 | 11 |
| 2nd SFTC for DoR Officials | 18.12.2016-15.02.2017 | 25 | 5 | 30 |
| Total | | 140 | 20 | 160 |



2.2.3 Short Courses

BPATC organizes short-term courses focusing mainly on governance, policy analysis, project management, procurement management, e-governance, ICT etc. These specialized short-term courses are offered to cater for the needs of efficiency development for different level of public and private sector professionals. These courses are designed for enhancing skills and they differ from the core courses in terms of focus, duration and target groups. Three short courses for the Department of Narcotics officials were organized during the financial year 2017-18. In these courses 87 participants took part, of which 84 were male and 3 were female. Table 2.10 shows distribution of participants of these courses.

Table 2.10: Distribution of Participants of the Short Courses for the Department of Narcotics Officials

| Course Name | Timeline | Participants | | |
|-------------------------------------------------------------------------------------------------------|-----------------------|--------------|----------|-----------|
| | | Male | Female | Total |
| Short Course on Organizational Rules and Regulations for the officials of the Department of Narcotics | 03/06/2018-07/06/2018 | 30 | - | 30 |
| Short Course on Administration for the Officials of the Department of Narcotics | 20/05/2018-31/05/2018 | 26 | 3 | 29 |
| Financial Management Course for the Officials of the Department of Narcotics | 06/05/2018-17/05/2018 | 28 | - | 28 |
| Total | | 84 | 3 | 87 |

Apart from these, the Centre also organized other short courses, for its faculty members and officials, during the financial year 2017-18. A total of 218 officials participated in these courses where 184 were male and 34 were female. Detailed information about the courses and their participants is presented in Table 2.11.

Table 2.11: Distribution of Participants of BPATC in Different Short Courses

| Course Name | Timeline | Participants | | |
|--------------------------------------------------------------------|-----------------------|--------------|-----------|------------|
| | | Male | Female | Total |
| E-Filing Management Course | 27.03.2018-02.04.2018 | 16 | 04 | 20 |
| Procurement Management-e-GP Training Course | 11.03.2018-15.03.2018 | 16 | 03 | 19 |
| Short Course on Preparing Creative Questions and Evaluation Method | 22.02.2018 | 26 | 02 | 28 |
| 32 nd Financial Management Course | 04.02.2018-15.02.2018 | 21 | 05 | 26 |
| 3 rd TOT Course under a2i Programme | 07.01.2018-11.01.2018 | 28 | 02 | 30 |
| Innovation Training Course | 30.12.2017-03.01.2018 | 14 | 03 | 17 |
| 2 nd TOT Course under a2i Programme | 26.11.2017-30.11.2017 | 19 | 06 | 25 |
| E-Filing Training Course | 15.10.2017-19.10.2017 | 21 | 04 | 25 |
| 1st TOT Course under a2i Programme | 09.10.2017-12.10.2017 | 23 | 05 | 28 |
| Total | | 184 | 34 | 218 |

2.2.4. Workshop/Seminar/Symposium

BPATC in the financial year 2017-18 organized a number of workshops/seminars on different issues of national interest in which a total of 6,240 officers and employees of various government departments participated out of which 4,599 were male and 1,643 were female. Table 2.12 shows more information about titles of these workshops/seminars and the number of participants who attended them.



Dr. Gohor Rizvi
Conducting a Joint Session at BPATC

Table 2.12: Workshops held at BPATC in the Financial Year 2016-17

| Course Name | Timeline | Participants | | |
|--------------------------------------------------------------------------------------|------------|--------------|--------|-------|
| | | Male | Female | Total |
| Workshop on Using of Software Such as Prezi, Kahoot, Mandale for Faculty Members | 30.06.2018 | 25 | 05 | 30 |
| National Kaizen Convention under (IPS-TQM Project) | 27.06.2018 | 19 | 01 | 20 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 120th ACAD | 24.06.2018 | 23 | 09 | 32 |
| Workshop on Preparing Creative Questions and Evaluation Method | 23.06.2018 | 33 | 04 | 37 |
| Workshop on Field Attachment (67th FTC) | 21.06.2018 | 52 | 33 | 85 |

Table 2.12: (Continued)

| Course Name | Timeline | Participants | | |
|------------------------------------------------------------------------------------------------------|------------|--------------|--------|-------|
| | | Male | Female | Total |
| Workshop on Building Effective, Inclusive and Accountable Public Administration System (120th ACAD) | 19.06.2018 | 23 | 09 | 32 |
| Academic Writing | 12.06.2018 | 52 | 09 | 61 |
| Workshop on Performance Management: PA & APA (67th FTC) | 12.06.2018 | 52 | 33 | 85 |
| Academic Writing (120th ACAD) | 10.06.2018 | 23 | 09 | 32 |
| Lessons Learned Workshop for 120th ACAD & 86th SSC | 09.06.2018 | 100 | 44 | 144 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 11th SFTC for 40+ officers | 06.06.2018 | 25 | 04 | 29 |
| Workshop on Using of Software Such as Prezi, Kahoot, Mandale for Faculty Members | 03.06.2018 | 21 | 04 | 25 |
| Workshop on Innovation in Public Policy (86th SSC) | 23.05.2018 | 25 | 02 | 27 |
| Workshop on Academic Writing (67th FTC) | 14.05.2018 | 52 | 33 | 85 |
| Workshop on Academic Writing (67th FTC) | 12.05.2018 | 52 | 33 | 85 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 67th FTC | 08.05.2018 | 52 | 33 | 85 |
| Workshop on Academic Writing (66th FTC) | 25.04.2018 | 147 | 53 | 200 |
| Workshop on National Social Security Strategy of Bangladesh (66th FTC) | 22.04.2018 | 147 | 53 | 200 |



Table 2.12: (Continued)

| Course Name | Timeline | Participants | | |
|--------------------------------------------------------------------------------------------------------|--------------------------|--------------|--------|-------|
| | | Male | Female | Total |
| Lessons Learned Workshop for the 12th , 13th & 14th PPMC | 21.04.2018 | 79 | 17 | 96 |
| Workshop on Building Effective, Inclusive and Accountable Public Administration System (119th ACAD) | 18.04.2018 | 21 | 11 | 32 |
| Workshop on Annual Performance Agreements (APA) (66th FTC) | 18.04.2018 | 147 | 53 | 200 |
| Workshop on Empathy Building (66th FTC) | 16.04.2018 to 17.04.2018 | 147 | 53 | 200 |
| Workshop on Innovation in Public Service (119th ACAD) | 11.04.2018 | 21 | 11 | 32 |
| Lessons Learned Workshop for the 115th & 119th ACAD | 07.04.2018 | 183 | 66 | 249 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 1st SFTC for RHD Officials | 22.03.2018 | 32 | 00 | 32 |
| Workshop on Building Effective, Inclusive and Accountable Public Administration System (85th SSC) | 21.03.2018 | 24 | 01 | 25 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 66th FTC | 21.03.2018 | 149 | 53 | 202 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 3rd SFTC for BCSIR Officials | 19.03.2018 | 20 | 10 | 30 |
| Feedback Seminar of the 85th SSC | 14.03.2018 | 175 | 54 | 229 |
| Feedback Seminar of the 82nd & 83rd SSC | 12.03.2018 | 193 | 60 | 253 |

Table 2.12: (Continued)

| Course Name | Timeline | Participants | | |
|----------------------------------------------------------------------------------------------|------------|--------------|--------|-------|
| | | Male | Female | Total |
| Workshop on National Integrity Strategy (NIS) for the participants of the 119th ACAD | 04.03.2018 | 21 | 11 | 32 |
| Workshop on Innovation in Public Service (85th SSC) | 19.02.2018 | 24 | 01 | 25 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 85th SSC | 13.02.2018 | 24 | 01 | 25 |
| Faculty Seminar on Research Proposal Report Presentation | 12.02.2018 | 37 | 08 | 45 |
| Workshop on Social Research and Policy (85th SSC) | 04.02.2018 | 24 | 01 | 25 |
| Feedback Seminar of the 114th & 116th ACAD | 29.01.2018 | 271 | 101 | 372 |
| Workshop on Annual Performance Agreement: Structure and Implementation Challenges (84th SSC) | 17.01.2018 | 16 | 04 | 20 |
| Workshop on SDGs (84th SSC) | 08.01.2018 | 16 | 04 | 20 |
| Workshop on National Integrity Strategy (NIS) for the participants of the p-65th FTC | 08.01.2018 | 212 | 94 | 306 |
| Feedback Seminar of the 80th & 81st SSC | 06.01.2018 | 258 | 96 | 354 |
| Workshop on Innovation in Public Service (84th SSC) | 27.12.2017 | 16 | 04 | 20 |
| Workshop on National Integrity Strategy (NIS) for the participants of the p-65th FTC | 26.12.2017 | 212 | 94 | 306 |
| Workshop on Climate Change (84th SSC) | 24.12.2017 | 16 | 04 | 20 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 84th SSC | 20.12.2017 | 16 | 04 | 20 |



Table 2.12: (Continued)

| Course Name | Timeline | Participants | | |
|----------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|--------|-------|
| | | Male | Female | Total |
| Workshop on Combating Corruption in Public Service Delivery (P65th FTC) | 19.12.2017 | 212 | 94 | 306 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 118th ACAD | 18.12.2017 | 19 | 06 | 25 |
| Workshop on Research Methodology (84th SSC) | 12.12.2017-14.12.2017 | 16 | 04 | 20 |
| Workshop on Innovation in Public Service (117th ACAD) | 13.11.2017 | 32 | 04 | 36 |
| Workshop on E-filing (P64th FTC) | 11.11.2017 | 211 | 102 | 313 |
| Workshop on Research Agenda for Capacity Enhancement of Core Courses | 08.11.2017 | 46 | 05 | 51 |
| International Conference on Managing Change for Better Public Service Delivery: South and Southeast Asian Experience | 05.11.2017-06.11.2017 | 188 | 32 | 220 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 117th ACAD | 31.10.2017 | 32 | 04 | 36 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 83rd SSC | 26.09.2017 | 25 | 05 | 30 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 1st SFTC for PWD Officials | 25.09.2017 | 10 | 01 | 11 |
| Workshop on Research Methodology (P65th FTC) | 25.09.2017 | 101 | 47 | 148 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 116th ACAD | 18.09.2017 | 33 | 04 | 37 |

Table 2.12: (Continued)

| Course Name | Timeline | Participants | | |
|-----------------------------------------------------------------------------------------------------------------------|------------|--------------|-------------|-------------|
| | | Male | Female | Total |
| Feedback Seminar of the 112th and 113th ACAD | 12.09.2017 | 46 | 05 | 51 |
| Feedback Seminar of the 78th & 79th SSC | 11.09.2017 | 35 | 02 | 37 |
| Small Improvement Project (SIP) workshop under (IPS-TQM) Project | 24.08.2017 | 32 | 08 | 40 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 82nd SSC | 23.08.2017 | 21 | 03 | 24 |
| Workshop on National Integrity Strategy (NIS) for the exposure visitors of SOS Children's Villages, Dhaka, Bangladesh | 08.08.2017 | 32 | 23 | 55 |
| Workshop on National Integrity Strategy (NIS) for the participants of the p-64th FTC | 01.08.2017 | 211 | 102 | 313 |
| Workshop on National Integrity Strategy (NIS) for the participants of the 115th ACAD | 12.07.2017 | 20 | 03 | 23 |
| Total | | 4599 | 1641 | 6240 |

2.2.5 Training Abroad and Other Capacity Building Activities

Training abroad varies widely in terms of contents and nature of the training, and ranges from training & study tours to different short-term and long-term study programmes. These training Programmes are supported, in most cases, by the Ministry of Public Administration (MoPA), the Capacity Enhancement of the Core Courses of BPATC Project, as well as foreign training opportunities funded as part of different collaborative training activities. A total of 622 trainee officers of FTC, ACAD, SSC and PPMC and 65 faculty members participated in foreign training and exposure visits abroad in the training year 2017-18. Tables 2.13 and 2.14 show information about foreign exposure visits attended by the participants of different courses and faculty members respectively.

**Table 2.13 : Foreign Exposure Visits and Number of Participants Attended in 2017-18**

| Course | Country | Duration | Participants | | |
|------------------|-----------|--------------------------|--------------|------------|------------|
| | | | Male | Female | Total |
| 114th ACAD | Malaysia | 08.08.2017 to 17.08.2017 | 28 | 03 | 31 |
| 81st SSC | Malaysia | 20.08.2017 to 29.08.2017 | 36 | 01 | 37 |
| 12th & 13th PPMC | Thailand | 10.09.2017 to 16.09.2017 | 21 | 03 | 24 |
| 62nd & 63rd FTC | Malaysia | 08.10.2017 to 17.10.2017 | 12 | 15 | 27 |
| 63rd FTC | Malaysia | 22.10.2017 to 31.10.2017 | 21 | 04 | 25 |
| 82nd SSC | Vietnam | 29.10.2017 to 07.11.2017 | 27 | 04 | 31 |
| 14th PPMC | Thailand | 29.10.2017 to 04.11.2017 | 15 | 06 | 21 |
| 115th ACAD | India | 05.11.2017 to 14.11.2017 | 21 | 04 | 25 |
| 83rd SSC | Vietnam | 12.11.2017 to 21.11.2017 | 27 | 06 | 33 |
| 116th ACAD | India | 12.12.2017 to 21.12.2017 | 33 | 04 | 37 |
| 15th PPMC | Thailand | 14.01/2018 to 20.01.2018 | 14 | 04 | 18 |
| 84th SSC | Vietnam | 28.01.2018 to 06.02.2018 | 18 | 05 | 23 |
| 117th ACAD | India | 04.02.2018 to 13.02.2018 | 35 | 04 | 39 |
| 118th ACAD | India | 25.02.2018 to 06.03.2018 | 22 | 06 | 28 |
| 85th SSC | Vietnam | 04.03.2018 to 13.03.2018 | 24 | 03 | 27 |
| 119th ACAD | India | 25.03.2018 to 03.04.2018 | 23 | 11 | 34 |
| 64th FTC | Malaysia | 01.04.2018 to 10.04.2018 | 26 | 05 | 31 |
| 16th PPMC | Thailand | 06.05.2018 to 12.05.2018 | 21 | 05 | 26 |
| 120th ACAD | India | 08.05.2018 to 17.05.2018 | 20 | 12 | 32 |
| 65th FTC | Thailand | 20.05.2018 to 29.05.2018 | 13 | 10 | 23 |
| 64th & 65th FTC | Australia | 27.05.2018 to 07.06.2018 | 13 | 10 | 23 |
| 86th SSC | Thailand | 29.05.2018 to 07.06.2018 | 25 | 02 | 27 |
| Total | | | 495 | 127 | 622 |

Table 2.14 : Foreign Exposure Visits and Number of Faculty Members Attended in 2017-18

| Course | Country | Duration | Participants | | |
|----------------------------------------------------------------------------|----------------------|--------------------------|--------------|--------|-----------|
| | | | Male | Female | Total |
| 114th ACAD | Malaysia | 08.08.2017 to 17.08.2017 | 01 | - | 01 |
| 81st SSC | Malaysia | 20.08.2017to 29.08.2017 | 01 | - | 01 |
| 12th & 13th PPMC | Thailand | 10.09.2017 to 16.09.2017 | 02 | - | 02 |
| 62nd & 63rd FTC | Malaysia | 08.10.2017 to 17.10.2017 | - | 01 | 01 |
| 63rd FTC | Malaysia | 22.10.2017 to 31.10/2017 | - | 01 | 01 |
| 82nd SSC | Vietnam | 29.10.2017 to 07.11.2017 | 01 | - | 01 |
| 14th PPMC | Thailand | 29.10.2017 to 04.11/2017 | 01 | - | 01 |
| 115th ACAD | India | 05.11.2017 to 4.11.2017 | 01 | - | 01 |
| 83rd SSC | Vietnam | 12.11.2017 to 21/11.2017 | 01 | - | 01 |
| Participation in Symposium on Agenda 2030 | South Korea | 05.12.2017 to 08.12.2017 | 01 | - | 01 |
| 116th ACAD | India | 12.12.2017 to 21.12.2017 | 01 | - | 01 |
| Study Visit | U.S.A | 07.01.2018 to 15.01.2018 | 01 | - | 01 |
| 15th PPMC | Thailand | 14.01.2018 to 20.01.2018 | 02 | - | 02 |
| Training Methodology for Development Professional | India | 24.01.2018 to 20.02.2018 | 01 | - | 01 |
| 84th SSC | Vietnam | 28.01.2018 to 06.02.2018 | 02 | - | 02 |
| Regional Capacity Building Water Governance Project Dissemination Workshop | Thailand | 28.01.2018 to 29.01.2018 | 01 | - | 01 |
| 117th ACAD | India | 04.02.2018 to 13.02.2018 | 02 | - | 02 |
| 118th ACAD | India | 25.02.2018 to 06.03/2018 | 02 | - | 02 |
| 85th SSC | Vietnam | 04.03.2018 to 13.03.2018 | 02 | - | 02 |
| Study Visit | Australia & Thailand | 13.03.2018 to 24.03.2018 | 01 | - | 01 |
| 119th ACAD | India | 25.03.2018 to 03.04.2018 | 02 | - | 02 |
| 64th FTC | Malaysia | 01.04.2018 to 10.04.2018 | 01 | - | 01 |

Table 2.14 : (Continued)

| Course | Country | Duration | Participants | | |
|---------------------------------------------------------|------------------|-----------------------|--------------|-----------|-----------|
| | | | Male | Female | Total |
| Visit | China & Hongkong | 22/04/2018-30/04/2018 | 03 | - | 03 |
| Leadership in Public | U.S.A | 22/04/2018-12/05/2018 | 10 | 01 | 11 |
| Leadership in Public Sector | U.S.A | 02/05/2018-22/05/2018 | 08 | 02 | 10 |
| 16th PPMC | Thailand | 06/05/2018-12/05/2018 | 02 | - | 02 |
| 120th ACAD | India | 08/05/2018-17/05/2018 | 02 | - | 02 |
| Professional Development Program | U.S.A | 14/05/2018-27/05/2018 | 01 | - | 01 |
| 65th FTC | Thailand | 20/05/2018-29/05/2018 | 02 | - | 02 |
| 64th & 65th FTC | Australia | 27/05/2018-07/06/2018 | 02 | - | 02 |
| 86th SSC | Thailand | 29/05/2018-07/06/2018 | 02 | - | 02 |
| United Nations Public Service Forum and Awards Ceremony | Morocco | 21/06/2018-23/06/2018 | 01 | - | 01 |
| Total | | | 60 | 05 | 65 |

2.3 Training Courses Conducted and No. of Trainees in BPATC since its Inception

BPATC has conducted 854 training courses since its inception in 1984 which includes core courses and short courses. The total number of participants in these courses was 39,265. Table 2.15 shows year-wise number of participants in these courses. Since 1984, BPATC organized 331 workshops/seminars/conferences in which 21,442 officials participated. Table 2.16 shows year-wise number of participants of these workshops/seminars/conferences.

Table2.15: Training Activities of BPATC Since 1984

| Training Year | Number of Courses | | | Number of Participants | | |
|-----------------------------------|-------------------|---------------|------------|------------------------|--------|---------------|
| | Core Courses | Other Courses | Total | Male | Female | Total |
| 1984-1985 Through 2015-2016 | | | 793 | | | 36,257 |
| 2016-2017 | 18 | 10 | 28 | 1,248 | 377 | 1,625 |
| 2017-2018 | 15 | 18 | 33 | 1,090 | 293 | 1,383 |
| Grand Total | | | 854 | | | 39,265 |

Table2.16 : Seminars/Workshops/Conference Held Since 1984

| Training Year | Number of Workshops | Number of Participants | | |
|-----------------------------------|---------------------|------------------------|--------|---------------|
| | | Male | Female | Total |
| 1984-1985 Through 2015-2016 | 240 | | | 13,552 |
| 2016-2017 | 28 | | | 1,650 |
| 2017-2018 | 63 | 4599 | 1641 | 6,240 |
| Total | 331 | | | 21,442 |

2.4 Training Programmes Conducted by RPATCs

BPATC has four regional training centres known as Regional Public Administration Training Centre (RPATC). These RPATCs conduct training mainly for the employees from Grades 10 to 20. BPATC also arranges several special courses and short courses in the RPATCs. The four RPATCs altogether trained 5,064 employees in the financial year 2017-18. The main courses conducted by the RPATCs include basic office management, financial management, computer application and ICT, communicative English language course etc. The details of the courses conducted in RPATCs are given in Table 2.17.



Md. Abul Kalam Azad, Principal Coordinator (SDG Affairs) of Prime Minister's Office
Conducting a Session with FTC Participants



Dr. M Aslam Alam
Rector (Senior Secretary) of BPATC Inspecting Khulna RPATC


Table 2.17 : Training Activities of RPATCs in the Financial Year 2016-2017

| Sl. No. | Programme | | Number of Participants attended | | | | | | | | | | | | | | | Total |
|---------|-----------------------------------------------------------------------------------|---------|---------------------------------|----------|----------|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|--|-------|
| | | | Dhaka | | | Chittagong | | | Rajshahi | | | Khulna | | | | | | |
| | | | M | F | T | M | F | T | M | F | T | M | F | T | | | | |
| 01 | Workshop on Right to Information (RTI) for Class-I Officers and the equivalents | 1 Day | 4 | 31 | 04 | 35 | 61 | 19 | 80 | 55 | 20 | 75 | 16 | 06 | 22 | 212 | | |
| 02 | Workshop on Women and Child Rights for Class-I Officers and the equivalents | 1 Day | 4 | 10 | 15 | 25 | 39 | 16 | 55 | 32 | 29 | 61 | 10 | 06 | 16 | 157 | | |
| 03 | Workshop on PPA, 2006 and PPR, 2008 for Class-I & II Officers and the equivalents | 1 Day | 4 | 14 | 31 | 35 | 30 | 08 | 38 | 52 | 12 | 64 | 34 | 08 | 42 | 179 | | |
| 04 | Workshop on National Integrity Strategy (NIS) (Class-1) | 1 Day | 16 | 26 | 93 | 119 | 205 | 39 | 244 | 157 | 59 | 216 | 110 | 23 | 133 | 712 | | |
| 05 | Seminar on Medium Term Budget Framework (MTBF) for Class-I & II Officers | 1 Day | 4 | 29 | 05 | 34 | 56 | 12 | 68 | 55 | 18 | 73 | 26 | 04 | 30 | 205 | | |
| 06 | Modern Office Management Course for Class-I & II Officers and the equivalents | 12 Days | Batch I Batch II | 09 12 | 31 44 | 40 56 | 13 20 | 06 01 | 19 21 | 16 17 | 10 14 | 26 31 | - 09 | - 06 | 15 | 85 123 | | |
| 07 | Financial Management Course for Class-I & II Officers | 12 Days | Batch I Batch II | 09 08 | 27 28 | 36 36 | 39 34 | 02 01 | 41 35 | 18 23 | 06 10 | 24 33 | 05 09 | 06 09 | 11 18 | 112 122 | | |
| 08 | Conduct and Discipline Course for Class-I & II Officers | 12 Days | Batch I Batch II | 10 06 | 38 30 | 48 36 | 33 53 | 06 02 | 39 55 | 18 13 | 16 15 | 34 28 | 13 21 | 04 04 | 17 25 | 138 144 | | |

Table 2.17 : (Continued)

| Sl. No. | Programme | | Number of Participants attended | | | | | | | | | | | | Total | |
|-------------------------------------|--------------------------------------------------------------------------------------|-----------|---------------------------------|----|----|------------|----|----|----------|----|----|--------|----|----|-------------|------------|
| | | | Dhaka | | | Chittagong | | | Rajshahi | | | Khulna | | | | |
| | | | M | F | T | M | F | T | M | F | T | M | F | T | | |
| 09 | ICT and e-Governance Management Course for Class-I & II Officers and the equivalents | Batch I | 37 | 03 | 40 | 22 | 08 | 30 | 15 | 07 | 22 | 14 | 0 | 14 | 106 | |
| | | Batch II | 31 | 10 | 41 | 22 | 03 | 25 | 19 | 14 | 33 | 10 | 05 | 15 | | 114 |
| 10 | Communicative English Course for Class-I Officers and the equivalents | 1 | 21 | 07 | 28 | 24 | 05 | 29 | 15 | 08 | 23 | 10 | 01 | 11 | 91 | |
| 11 | Basic Office Management Course for Class-III Employees | Batch I | 39 | 56 | 56 | 42 | 10 | 52 | 36 | 13 | 49 | 29 | 06 | 35 | 192 | |
| | | Batch II | 36 | 13 | 49 | 43 | 12 | 55 | 40 | 06 | 46 | 31 | 07 | 38 | | 188 |
| | | Batch III | 25 | 08 | 33 | 44 | 09 | 53 | 31 | 09 | 40 | 13 | 03 | 16 | | 142 |
| | | Batch IV | 37 | 18 | 55 | 28 | 07 | 35 | 30 | 12 | 42 | 34 | 06 | 40 | | 172 |
| 12 | Computer Application and English Language Course for Class-III Employees | Batch I | 38 | 22 | 60 | 38 | 04 | 42 | 30 | 05 | 35 | 32 | 03 | 35 | 172 | |
| | | Batch II | 35 | 09 | 44 | 52 | 05 | 57 | 24 | 07 | 31 | 22 | 06 | 28 | | 160 |
| | | Batch III | 44 | 15 | 59 | 31 | 02 | 33 | 30 | 06 | 36 | 30 | 14 | 44 | | 172 |
| 13 | Basic Conduct and Discipline Course for Class-III Employees | Batch I | 35 | 17 | 52 | 45 | 07 | 52 | 28 | 04 | 32 | 17 | 01 | 18 | 154 | |
| | | Batch II | 35 | 12 | 47 | 24 | 06 | 30 | 20 | 10 | 30 | 37 | 08 | 45 | | 152 |
| 14 | Basic Financial Management Course for Class-III Employees | Batch I | 38 | 08 | 46 | 39 | 08 | 47 | 43 | 07 | 50 | 33 | 02 | 35 | 178 | |
| | | Batch II | 30 | 09 | 39 | 56 | 09 | 65 | 38 | 09 | 47 | 25 | 04 | 29 | | 180 |
| 15 | Staff Development Course for Class-IV Employees | Batch I | 40 | 06 | 46 | 74 | 09 | 83 | 48 | 13 | 61 | 29 | 03 | 32 | 222 | |
| | | Batch II | 38 | 06 | 44 | 29 | 03 | 32 | 45 | 04 | 49 | 18 | 02 | 20 | | 145 |
| 16 | Computer Literacy Course for SSC Passed Class-IV Employees | Batch I | 35 | 08 | 43 | 33 | 05 | 38 | 31 | 05 | 36 | 26 | 03 | 29 | 146 | |
| | | Batch II | 46 | 07 | 53 | 63 | 06 | 69 | 25 | 06 | 31 | 31 | 05 | 36 | | 189 |
| Grand Total (in four RPATCs) | | | | | | | | | | | | | | | 5064 | |

Note: M=Male; F=Female; T=Total



CHAPTER
03

**TRAINING
EVALUATION**



3.1 Introduction

Evaluation of any training course is necessary to assess its effectiveness and to improve its quality. BPATC applies multi-pronged methods to evaluate each of the courses it organizes. Module director evaluates the academic achievement of his/her module through individual assessment, group exercise and written examination. The Course Management Team (CMT) evaluates the behavioral aspects of the trainees such as attitude, discipline, loyalty, mindset, interaction with others participants etc. Physical instructor observes physical endurance etc. Evaluation department coordinates the whole process of evaluation of training activities. In addition, evaluation department assesses the overall effectiveness at individual level and course level through pre-training test, mid-term evaluation and post-training test for each course.

BPATC also emphasizes the evaluation of the performances of the faculty members, members of a CMT and resource persons. For that purpose, participants of all courses are given a prescribed format to assess the qualities and effectiveness of each training session. Recently, the format has been revised to make it more need-based.

Evaluation activities are carried out in accordance with the Evaluation Policy of the Centre. The Centre updates this policy from time to time. In the financial year 2017-18 the evaluation policy was revised thoroughly.

3.2 Evaluation Method

The details of the evaluation method are outlined in the training evaluation policy of the Centre. Here a brief description of the evaluation process is given.

3.2.1 Assessment

The participants are graded on the basis of their performance. Grade sheets are distributed to all concerned participants. A report on the performance of the participants is sent to the Ministry of Public Administration and all participants' concerned ministries for retention in the officers' dossiers. Assessments of participants are based on the quantitative scale shown in Table 3.1.

Table 3.1 : Grading System

| Number (%) | Grade |
|--------------|--------------------|
| 95 and Above | A+ (Outstanding) |
| 90 to <95 | A (Excellent) |
| 85 to <90 | A- (Very Good) |
| 80 to <85 | B+ (Good) |
| 70 to <80 | B (Satisfactory) |
| 60 to < 70 | B- (Above Average) |
| 50 to < 60 | C (Average) |
| <50 | Fail |

3.2.2 Stages of Evaluation

The evaluation department evaluates the training activities of the Centre in two stages: (a) learning level where the trainees are evaluated by the Centre, and (b) reaction level where the trainees evaluate the training activities of the Centre.

3.2.3 Course Evaluation System

The courses are broadly classified into two major groups: (a) core courses and (b) short courses. The core courses range from 15 to 180 days and are linked to career development of the officers. These courses focus on development of conceptual issues and practical knowledge. The short courses range from 1 to 8 weeks. These courses focus on development of skills on specific fields. Both categories of courses are evaluated three times: pre-term, mid-term and post-term. Besides, they are also monitored on daily basis.

3.2.3.1 Core Courses

Among the four core courses of the Center, the FTC is evaluated in three stages: pre-training, mid-term evaluation and post-training evaluation. The other three core courses i.e. the PPMC, the SSC, and the ACAD are evaluated at the end of the respective course. Moreover, written evaluation, open-ended oral evaluations are also carried out in all the courses. The participants of the FTC are evaluated on 1200 marks, the ACAD and the SSC on 1000 marks each, and the PPMC on 500 marks. In addition to these core courses of BPATC, special FTCs are arranged in the Center for officers of different agencies of the government. The SFTC participants are evaluated on 900 marks. Marks distributions of the four core courses and the SFTC are shown in the following five Tables (3.2 to 3.6).



Table 3.2: Marks Distribution of the FTC

| Module | | Evaluation Method and Mark | | |
|--------------|------------------------------------------------------------------|------------------------------------------------------------|-------------------|----------------|
| No. | Name | Individual | Group | Total |
| 1. | Bangladesh: History, Society, Culture | IA(25) | - | 25 |
| 2. | Liberation War of Bangladesh | - | GA (25) | 25 |
| 3. | Village Study | - | GR (50) | 50 |
| 4. | Poverty Reduction and Rural development : Bangladesh Perspective | WE (25) + OE (10) | GA (15) | 50 |
| 5. | Field Attachment | IA (15)+ ICA (25) | GA + GP (35) | 75 |
| 6. | Fundamentals of Foundation Training Course | WE (25) | - | 25 |
| 7. | Organization and Human Resource Management | WE (25) | GR (25) | 50 |
| 8. | Important Service Laws in Bangladesh | OBE (50) | - | 50 |
| 9. | Modern Office Management | WE (50)+IA (25) | - | 75 |
| 10. | Important Statutory Financial Management | WE (25)+IE (25) | - | 50 |
| 11. | Governmental System & Essential Laws | - | GA+GP (50) | 50 |
| 12. | Public Service Management | IA (25) | GR (25) | 50 |
| 13. | Child Rights, Gender and Development | - | GE (25) | 25 |
| 14. | Integrity in Public Administration | WE (50) | - | 50 |
| 15. | Macroeconomic Management | WE (50) | - | 50 |
| 16. | Economic Development: Bangladesh Perspective | - | GE (25) + GR (25) | 50 |
| 17. | Environment and Disaster Management | WE (25) | - | 25 |
| 18. | Project Management | IR (25) | GE (25) | 50 |
| 19. | Procurement Management | - | GE (25) | 25 |
| 20. | Basics of Social Research | WE (25) | GR (25) | 50 |
| 21. | Contemporary Important Issues | IR (25) | - | 25 |
| 22. | Language Skills | WE (25)+IE (25) | - | 50 |
| 23. | Art of Reviewing | IR (20)+IP (30) | - | 50 |
| 24. | ICT and e-Governance | WE (25)+PT (25) | - | 50 |
| 25. | Physical Conditioning and Games Evaluation by the CMT | IE (10)+IA(15) (a) Attendance (b) Overall Evaluation | - | 25 50 50 |
| Total | | 825 | 375 | 1200 |

Table 3.3 : Marks Distribution of the ACAD

| Module | | Evaluation Method and Mark | | |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------|-----------------------------------------|
| No. | Name | Individual | Group | Total |
| 1. | Behavioural Governance and Spirit of Liberation of War | 50 | - | |
| 2. | Seminar Paper Preparation and Presentation: a. Basics of Research b. Seminar Paper | 25 125 | | 150 |
| 3. | Policy Analysis and Governmental Business Process | 50 | - | 50 |
| 4. | Public Service Management | 25 | - | 25 |
| 5. | Achieving Sustainable Development Goals | - | 75 | 75 |
| 6. | Project Management | - | 75 | 75 |
| 7. | Procurement Management | - | 75 | 75 |
| 8. | Conflict Management and Negotiation | - | 75 | 75 |
| 9. | Verbal Competency and Development Debate (Individual Presentation 25+ *Recap 50) | 25+50 | - | 75 |
| 10. | ICT & e-Governance | 25 | - | 25 |
| 11. | Exposure Visit a. Internal Exposure Visit b. Foreign Exposure Visit (i) Evaluation by BPATC (Individual Contribution-50 and Coverage of the Report and presentation- 50) (ii) Evaluation by Host Organization (50) | - 100 | 50 50 | 50 150 |
| 12. | Fitness of Body and Mind a. Morning Exercise and Yoga b. Afternoon Games and Sports Indicators of Evaluation: i. Attendance (25), ii. Dress Code (10), iii. Other Activities (15) | 50 | - | 50 |
| 13. | Contemporary Issues Evaluation by Evaluation Department i) Attendance (15) ii) Speaker Evaluation (10) Evaluation By CMT (a) Punctuality (b) Table Manner (c) Dress (d) Overall Conduct & Discipline (e) participation in co-curricular activities | 25 25 5 5 5 5 5 | - - - - - - | 25 25 25 |
| Tota | | 600 | 400 | 1000 |



Table 3.4: Marks Distribution of the SSC

| Module | | Evaluation Method and Mark | | |
|--------|--------------------------------------------------------|----------------------------|------------|-------------|
| No. | Name | Individual | Group | Total |
| 1. | Behavioural Governance | - | 50 | 50 |
| 2. | Social Research and Policy | 200 | - | 200 |
| 3. | Public Policy and Management | - | 50 | 50 |
| 4. | Negotiation | - | 50 | 50 |
| 5. | Achieving SDGs | - | 100 | 100 |
| 6. | Project and Procurement Management | 25 | 25 | 50 |
| 7. | ICT and e-Governance | 50 | - | 50 |
| 8. | Important Contemporary Issues | - | 50 | 50 |
| 9. | Verbal Competency | 150 | - | 150 |
| 10. | Exposure Visit : | | | 200 |
| | a. Domestic Exposure Visit | 50 | - | |
| | b. Foreign Exposure Visit | 100 | 50 | |
| | Evaluation by CMT : | | | 20 |
| | a. Punctuality | 5 | | |
| | b. Table Manners and Dress | 5 | | |
| | c. Appropriate Observation of BPATC's Norms and Values | 5 | | |
| | d. Participation in Co-curriculum Activities | 5 | | |
| | Evaluation by Evaluation Department: | | | 30 |
| | a. Speakers Evaluation | 10 | | |
| | b. Attendance | 20 | | |
| | Total | 625 | 375 | 1000 |

Table 3.5: Marks Distribution of the PPMC

| Module | | Evaluation Method and Mark | | |
|--------|-----------------------------------------------------------|----------------------------|-------|-------|
| No. | Name | Individual | Group | Total |
| 1. | Sustainable Development Goals | - | 50 | 50 |
| 2. | Strategic Planning | - | 50 | 50 |
| 3. | Project Management | - | 25 | 25 |
| 4. | Public Policy | - | 50 | 50 |
| 5. | Negotiation | - | 50 | 50 |
| 6. | Contemporary Issues | - | 25 | 25 |
| | Exposure Visit : | | | 200 |
| | a. Field Visit (Domestic) | 50 | | |
| | b. Foreign Exposure Visit | 50+100 | | |
| | Evaluation by Course Management Team: | | | 20 |
| | a. Punctuality | 5 | | |
| | b. Table Manners and Dress | 5 | | |
| | c. Appropriate Observation of BPATC's Norms and Values | 5 | | |
| | d. Participation in Co-curriculum Activities | 5 | | |
| | Evaluation by CMT : | | | 30 |
| | a. Speakers Evaluation | 10 | | |
| | b. Attendance | 20 | | |
| | Total | 250 | 250 | 500 |

Table 3.6: Marks Distribution of the SFTC

| Module | | Evaluation Method and Mark | | |
|--------|-------------------------------------------------------------------|----------------------------|------------|------------|
| No. | Name | Individual | Group | Total |
| 01. | Bangladesh: History, Society and Culture | | 50 | 50 |
| 02. | Behavioural Governance | WE-50 | - | 50 |
| 03. | Constitution and Other Legal Provision to Public Service Delivery | WE-50 | - | 50 |
| 04. | Public Sector Management | - | GR-50 | 50 |
| 05. | Strategic Management and Leadership | - | GE-50 | 50 |
| 06. | Essential Service Rules | WE-50 | - | 50 |
| 07. | Office Management | WE-50 | - | 50 |
| 08. | Financial Management | WE-25 | GR-20 | 45 |
| 09. | Public Procurement Management | - | GE-50 | 50 |
| 10. | Achieving Sustainable Development Goals | WE-25 | GR-50 | 75 |
| 11. | Project Management | - | GE-50 | 50 |
| 12. | ICT and e-Governance | Pract.-50 | - | 50 |
| 13. | Use of Official Language and Communicative English | CT-50 | - | 50 |
| 14. | Art of Reviewing Book/ Journals | 50 | - | 50 |
| 15. | Physical Conditioning and Games | 100 | - | 100 |
| 16. | Contemporary Issues | IA-25 | - | 25 |
| | Evaluation Department: | | | 30 |
| | a. Attendance | 20 | | |
| | b. Speaker Evaluation | 10 | | |
| | Evaluation by CMT | 25 | | 25 |
| | Total Marks | 580 | 320 | 900 |

3.3 Evaluated Courses

Table 3.7 shows the evaluation results of the core and short courses that were published within the training year 2017-18.

Table 3.7: Results of the Evaluated Core and Short Courses

| Name of Course | Number of Participants | | Grade | No. of Scorers |
|----------------|------------------------|----------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| | Attended | Passed | | |
| P64th FTC | 313 | 313 | A+ A Pass | 61 246 06 |
| P65th FTC | 314 | 305 | A+ A Pass Fail Released | 79 222 03 01 09 |
| 116th ACAD | 37 | 37 | A+ A | 06 21 |
| 117th ACAD | 36 | Lessons Learned Workshop yet to be held | - | - |
| 118th ACAD | 25 | Lessons Learned Workshop yet to be held | - | - |
| 119th ACAD | 32 | 32 | A- B+ B | 01 22 09 |
| 120th ACAD | 32 | 32 | A- B+ B | 01 18 13 |
| 82nd SSC | 24 | 24 | A+ A | 11 13 |
| 83rd SSC | 30 | Result under processing (05 Participants were not present in Lessons Learned Workshop) | A- B+ B | 03 11 11 |
| 84th SSC | 20 | Lessons Learned Workshop yet to be held | A+ A B | 02 09 32 |
| 85th SSC | 25 | 25 | A+ A | 15 15 |
| 86th SSC | 27 | Result under processing | - | - |
| 15th PPMC | 17 | Lessons Learned Workshop yet to be held | - | - |
| 16th PPMC | 23 | Lessons Learned Workshop yet to be held | - | - |



Table 3.7: (Continued)

| Name of Course | Number of Participants | | Grade | No. of Scorers |
|--------------------------|-------------------------------------------------|--------------|--------------|----------------|
| | Attended | Passed | | |
| 1st SFTC (PWD) | 11 | 11 | A+ A | 02 09 |
| 1st SFTC (R&HD) | 32 | 32 | B | 32 |
| 2nd SFTC (DoR) | 30 | 30 | A+ A | 15 15 |
| 3rd SFTC (DoR) | 30 | 30 | A+ A | 01 29 |
| 3rd SFTC (BCSIR) | 35 | 30 | B+ B | 05 25 |
| 11th SFTC (40+ Officers) | 29 | 27 (Fail-02) | B+ B F | 02 25 02 |
| 1st ToT Course | No Grading System. Only Certificate awarded. | | | |
| 2nd ToT Course | | | | |
| 3rd ToT Course | | | | |

3.3.1 Merit Positions in the FTCs

Results of two FTCs were published in the financial year 2017-18. Merit positions of the top ten percent of the total number of participants in each batch are presented in Tables 3.8 and 3.9.

Table 3.8 : Merit Position Holders in the P64th FTC

| Roll No. | Name of Course | Designation | Position |
|----------|-------------------------|------------------------------------|-----------------|
| 307 | Shikrity Pramanik | Assistant Commissioner | 1 st |
| 504 | Md. Shaheen Mahmud | Assistant Commissioner | 2 nd |
| 305 | Yasina Ferdous | Sr. Asst. Superintendent of Police | 3 rd |
| 119 | Nur Mohammad Ali Chisty | Senior Assistant Director | 4 th |
| 648 | Shamima Akter Jahan | Assistant Commissioner | 5 th |
| 310 | Md. Jahid Bin Kashem | Assistant Commissioner | 6 th |
| 543 | Sainy Azeez | Assistant Chief | 7 th |

Table 3.8 : (Continued)

| Roll No. | Name of Course | Designation | Position |
|----------|---------------------------|------------------------------------|------------------|
| 544 | Monjur Alam | Assistant Commissioner | 8 th |
| 116 | Umme Salma | Assistant Commissioner | 9 th |
| 327 | Kawsar Ahammad | Assistant Commissioner | 10 th |
| 637 | Atia Sultana | Assistant Postmaster General | 11 th |
| 312 | Ashiqur Rahaman | Assistant Director | 12 th |
| 516 | Md. Naveed Rezwatul Kabir | Assistant Chief | 13 th |
| 605 | Rakhi Banerjee | Assistant Commissioner | 14 th |
| 501 | K.M. Rafiqul Islam | Assistant Commissioner | 15 th |
| 524 | Md. Faiz | Assistant Director | 16 th |
| 623 | Tanvir Hassan Chowdhury | Assistant Commissioner | 17 th |
| 226 | Mamnoon Ahmed Anik | Assistant Commissioner | 18 th |
| 620 | Md. Dalim Sarker | Assistant Commissioner | 19 th |
| 545 | Shahadat Hussein | Assistant Chief | 20 th |
| 601 | Subir Kumar Das | Assistant Commissioner | 21 st |
| 315 | Md. Anisur Rahman Bali | Assistant Commissioner | 22 nd |
| 331 | Tania Tabassum | Assistant Commissioner | 23 rd |
| 625 | Muhammad Al-Amin | Assistant Commissioner | 24 th |
| 343 | Farashid Bin Enam | Assistant Commissioner | 25 th |
| 503 | Md. Nazmul Ahsan | Assistant Commissioner of Taxes | 26 th |
| 448 | Md. Salahuddin | Information Officer | 27 th |
| 513 | Masud Rana | Assistant Director | 28 th |
| 626 | Zissan Bin Mazed | Assistant Commissioner | 29 th |
| 404 | Shakhawate Jamil Saikat | Assistant Commissioner | 30 th |
| 514 | Israt Jahan | Assistant Superintendent of Police | 31 st |

Table 3.9 : Merit Position Holders in the P65th FTC

| Roll No. | Name of Course | Designation | Position |
|----------|---------------------------|---------------------------------|------------------|
| 132 | Ommey Salma Nazneen Trisa | Assistant Chief | 1 st |
| 304 | S M Mikhail Islam | Assistant Chief | 2 nd |
| 248 | Md Bahadur Alam | Assistant Commissioner of Taxes | 3 rd |
| 118 | Md. Jannatul Habib | Assistant Secretary | 4 th |
| 114 | Mousumi Haque | Assistant Chief | 5 th |
| 345 | Nahin Sultana | Instructor | 6 th |
| 303 | Pritam Saha | Assistant Commissioner | 7 th |
| 116 | Zakaria Bin Amjad | Assistant Secretary | 8 th |
| 408 | Md. Shah Aziz | Assistant Chief | 9 th |
| 442 | Md. Delwar Mahafuj Sohag | Assistant Engineer | 10 th |
| 648 | Tithi Sikder | Assistant Commissioner of Taxes | 11 th |
| 524 | Anonna Ahmed Linda | Assistant Engineer | 12 th |
| 503 | Sabera Tabassum Wahid | Assistant Chief | 13 th |
| 224 | Sonia Munni | Assistant Secretary | 14 th |
| 315 | Masuma Jannat | Assistant Commissioner | 15 th |
| 113 | Afzal Mehdat Adnan | Assistant Secretary | 16 th |
| 319 | Mishkatul Tamanna | Assistant Chief | 17 th |
| 342 | Moniruzzaman | Judicial Magistrate | 18 th |
| 321 | Md. Ilias Robin | Assistant Engineer | 19 th |
| 104 | Orthita Howlader | Sample Collection Officer | 20 th |
| 129 | Nabila Nasrin | Assistant Engineer (E/M) | 21 st |
| 127 | Nurunnahar Shifa | Assistant Commission of Taxes | 22 nd |
| 429 | Shuvo Marak | Assistant Commissioner Of Taxes | 23 rd |
| 413 | Md. Walid Bin Quashem | Assistant Secretary | 24 th |
| 608 | Mamunur Rashid | Assistant Commissioner | 25 th |
| 412 | Sukanta Saha | Assistant Commissioner | 26 th |
| 115 | Md. Alamgeer Hossain | Assistant Secretary | 27 th |
| 534 | Md. Mijanur Rahman | Agriculture Extension Officer | 28 th |
| 242 | Md. Abdullah Yousuf | Asst. Commissioner of taxes | 29 th |
| 610 | Md. Rubel Rana | Assistant Chief | 30 th |

3.3.2 Merit Position in the ACADs

Results of three ACADs were published in the financial year 2017-18. The first position of each of these batches is presented in Table 3.10.

Table 3.10 First Position in Each ACAD Batch

| Course Name | Name of Participant (ID) | Designation |
|-------------|--------------------------|------------------|
| 116th ACAD | Md. Ruhul Amin (7908) | Deputy Secretary |
| 119th ACAD | Mirana Mahruah (6489) | Deputy Secretary |
| 120th ACAD | Rahima Akter (6835) | Deputy Secretary |

3.3.3 Merit Positions in the SSCs

Results of two SSCs were published in the financial year 2017-18. The first position in each of these batches is presented in Table 3.11.

Table 3.11 First Position in Each SSC Batch

| Course Name | Name of Participant (ID) | Designation |
|-------------|-----------------------------|-----------------|
| 82nd SSC | Dr. Shahnaz Arefin (5539) | Joint Secretary |
| 85th SSC | Dr. Md. Abdul Mannan (5687) | Joint Secretary |



Dr. M Aslam Alam, Rector (Senior Secretary) of BPATC
Awarding Certificates among the 86th SSC Participants

CHAPTER
04

**RESEARCH
PUBLICATION
AND ICT**



4.1 Introduction

Bangladesh Public Administration Training Centre (BPATC) is mandated to conduct Research for generating knowledge and use the findings of the research in the training activities. For instance, research findings can be used to prepare cases as a training material, to share experiences from the field in the training sessions as well as to update the training curriculum of a course. BPATC also mandated to carry out consultancy to advise government for policy intervention.

Member Directing Staff (Research and Consultancy) lead the Research and Consultancy Division of the Centre. MDS (R&C) execute his task under the overall guidance of the Rector. Director (Research and Development) do the tasks regarding research and development under the supervision of MDS (R&C).

The Research and Consultancy (R&C) Division of the Centre, in fact, has three departments: Research and Development (R&D), Library and Training Aid (LTA), and Computer Centre (CC). The activities of the LTA are described in the next chapter. This chapter describes the activities relating to research, publication, and information and communication technology (ICT) of the Centre.

4.2 Research Activities

4.2.1 Managing Research of the Centre

The Research branch coordinates the research activities undertaken and funded by the revenue budget of the Centre. This coordination activity involves invitation of research proposals to submission of final research reports. The Research Policy 2018 of the Centre guides its research activities. Research proposals are selected for funding following the process and procedure stated in the policy.

4.2.2 Research Committee

According to the policy, a research committee oversees the overall management of the research activities. The research committee is headed by the Vice-Chancellor of Jahangirnagar University, one of the members of BOG. MDSs of BPATC are the internal members by virtue of their position and two experts, nominated by the Board of Governors, are the external members of the Research Committee. The Director (R&D) is the member secretary of the committee. In the financial year 2017-2018, there was no Research Committee meeting organized by the Research Branch.

4.2.3 Conduct Research

BPATC call for research proposal and it usually widely circulated Universities, research and training institutions. Research areas are mostly on public administration, management, sustainable development, governance and social issues. Research Committee evaluates and recommends for funding.

4.2.4 Research Proposal Invitation

In response to the notice inviting research proposals, under the financial year 2017-18, from the faculty members of BPATC and experienced researchers from outside BPATC, 13 (thirteen) research proposals were submitted to the research branch. The research committee evaluated the research proposals thoroughly and primarily selected 5 (five) research proposals for presentation in a faculty seminar which was held on 12 February 2018.

4.2.5 Faculty Seminar

The Research Branch organizes two types of faculty seminar- one for research proposal presentation and another one are for draft research reports. Research proposals are selected on the basis of the feedback from the faculty of BPATC. Besides this, the research reports are amended based on the faculty's comments obtained from faculty seminar and then sent to the evaluators for final feedback and experts' opinion.

The research branch organized two faculty seminars in the financial year 2017-2018. In one hand, faculty seminar of this FY was organized (held on 12 February, 2018) on research proposal presentation where the selected five research proposals were presented. On the other hand, two draft reports were presented in another faculty seminar which was held on 14th February 2018. Along with faculty members, the Chairperson Dr. M Aslam Alam, Rector BPATC evaluated the research proposals and research reports presented in the faculty seminar.

4.2.6 Compilation of Annual Report

In addition to the research activities, the research branch is also responsible for compilation of the annual report of the Centre. It collects information from various departments and their branches and prepares a draft manuscript. The editorial board of the annual report edits the manuscript. The research branch published the annual report of the Centre for the financial year 2016-2017 and distributed around 500 copies of it among the members of the BOG, ministries, field level offices, heads of different government and semi-government institutions, autonomous bodies, national and international institutions etc.



4.2.7 Conduct Sessions

Research team conduct session on research methodology and train them how to conduct research including writing research proposal, develop questionnaire for data collection, collection of data from the field, data processing and analysing and preparation of research reports.

ACAD

The Participants of ACAD course need to prepare seminar paper related on any issues relevant to their Office/ Ministry/Division. Most of the participants don't have any knowledge on conducting research report preparation. Research team facilitate workshop to teach participants how to prepare seminar proposal, collect data & analyze data and prepare seminar paper.

SSC

The SSC participants have to do Policy evaluation. Research team facilitate workshop to teach SSC participants how to prepare policy evaluation proposal, collect data and analyse data and prepare policy evaluation report.

4.2.8 Field Visits of the FTC

The research branch also coordinates the field visit programme of the FTC. The main objective of this programme is to familiarize the participants with different techniques of data collection, data analysis and writing a scientific report. Under this programme, the participants of the FTC are sent to the districts and upazilas of the country to collect data from the people as well as government offices on selected topics. After collection of data, they analyze them and write reports.

4.3 Publication Activities

The publication branch does the following functions according to the publication policy of the Centre :

- a. Preparation of publication programme of the Centre
- b. Publication of BPATC English and Bengali journals
- c. Publication of training calendar, annual reports etc
- d. Printing of all books, forms, cards etc. required by the Centre
- e. Supervision of all printing works on behalf of the Centre and processing of printing bills for payment
- f. Maintenance of the stock of books, journals, bulletins etc
- g. Maintenance of a sales centre for the BPATC priced publications
- h. Maintenance of accounts relating to earnings from sale of BPATC publications and deposit of the sale proceeds to the Finance Section of the Centre
- i. All matters connected with the procedures for publication, fulfillment of requirements of the press and publication ordinance and other relevant laws, regulations and executive orders
- j. Promotion of sales of BPATC publications
- k. Maintenance of up-to-date mailing list

4.3.1 Publication Policy

4.3.1.1 Objectives

The publication policy of the Centre has the following objectives :

- a. To select quality and impartial scripts for publication
- b. To develop quality of publication
- c. To motivate the members of the faculty for writing articles and books
- d. To ensure proper utilization of allocated funds for publication
- e. To suggest/procure related reference books to support the training programmes of the Centre

4.3.1.2 Classification of Publications

According to the publication policy, publications of the Centre are of two types :

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

4.3.1.3 Publication Committee

The publication committee of the Centre ensures proper utilization of the allocated fund for publication. This committee determines whether books, seminar papers and reports are appropriate for publication. It also considers the research reports recommended by the research committee of the Centre for publication.

The publication committee consists of the following members

The publication committee consists of the following members:



- **Chairperson** Rector
- **Member** MDS (All)
One External Member
- **Member** (One Professor from the Dept. of Public Administration
or Political Science of Jahangirnagar University)
- **Member-Secretary** Director (R&D)

4.3.2 Publications in the Financial Year 2017-18

The following Table lists the reports and publications that were published under the reporting year 2017-18 :

Table 4.1 : List of Publications for the Financial Year 2015-16

| Sl. No. | Name of Publication | Number of Publication | Number of Copies of each Publication | Total Number of Copies Published |
|---------|------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------|----------------------------------|
| 1. | BPATC Training Calendar (2017-2018) | 01 | 700 | 700 |
| 2. | Annual Report (2016-2017) has been Published in BPATC Website | 01 | 300 | 300 |
| 3. | Lok-Proshashon Samoecky Issue 67th, has been Published in BPATC Website | 01 | 300 | 300 |
| 4. | Bangladesh Journal of Public Administration (BJPA) Volume XXV Number I 2017 has Published in BPATC Website | 01 | 700 | 700 |
| 5. | Bangladesh Lok-Proshashon Patrika 17 th Year Issue has Published in BPATC Website | 01 | 300 | 300 |
| 6. | BPATC Barta (July-September 2017) has Published in BPATC Website | 01 | - | - |
| 7. | BPATC Barta (October-December 2017) has been Published in BPATC Website | 01 | - | - |
| 8. | BPATC Newsletter (July-December 2017) has been Published in BPATC Website | 01 | - | - |
| 9. | BPATC Newsletter (January-March 2018) has been Published in BPATC Website | 01 | - | - |

4.3.3 Revenue from Sales of Publications

In order for a wide circulation of the Centre's publications, different reports and books were sent to different districts and upazilas of the country. Money received from the sale of these publications was forwarded to the Finance Section of the Centre.



4.3.4 Problems

- a. Lack of adequate number of quality writings
- b. Usually manuscripts are not handed over in time which causes delay in publication

4.4 ICT Activities of Computer Section

Computer Section of BPATC is one of the important units of Research & Consultancy (R&C) Division. Computer Section is responsible for managing ICT & e-Governance activities of the centre and imparting training on e-Governance & Digitalization. Systems Analyst lead the Computer Section & MDS (R&C) supervises the System Analyst in implementing Digitalization of BPATC.

4.4.1 Computer Lab

There are nine Computer Labs in BPATC with Network Printer and Scanner facilities. Out of these, two Computer Labs are located at the 3rd floor of Faculty Building-2, where 64 (Sixty four) faculty member can attend the Computer training. One Computer Lab is situated in the ITC building where 29 (Twenty Nine) trainees can have access to computer facility, while one Computer Lab is in the 2nd floor of Library Building and 5 (Five) Computer labs are in the Dormitory-1, 2, 3, 4 and 5 for the uses of different courses participants. ICT and e-Governance module is dedicated for FTC, ACAD & SSC and selected short courses as well. The module consists with ICT Policy, ICT for development, e-Governance, Innovation in Service Delivery & e-Nothi as a content of curriculum for this module. Apart from that participants also learn uses of MS Word, MS Excel & MS PowerPoint. The centre is having a Language Training lab at the Academic Building of the centre, where FTC participants are attending English language training sessions. A total of 83 PCs were installed with audio facilities to learning English Language.

4.4.2 Laptop and Desktop

BPATC procured 691 Laptop & 368 Desktop. A total 368 Desktop are being used in the 9 Computer Labs, while Laptops are used for the participants of different courses and faculty members as well. The Computer Section remains open 14 hours every day to serve the trainees. Computer Section also remains open in the weekend & also during holidays depending on trainees need.

4.4.3 Video Conferencing System

The centre is equipped with two Video Conferencing Systems. Video conferencing systems are used to conduct joint training sessions where the participants from Regional Public Administration Training Centres (RPATCs) at Dhaka, Chottogram, Rajshahi and Khulna. Prime Minister's Office and a2i also conducted meeting with BPATC by using Video Conferencing System. In order to make the training activities more effective social media dialogue held with Prime Minister's Office and major training institutions of the country through video conferencing system.

4.4.4 Management Software at BPATC

BPATC developed ERP system (seven Application Software's) namely Personnel Management Information System (PMIS), Computerized Training Management System (CTMS), Store Management System (SMS), Accounts and Finance Management System (A&FMS), Transport Management System (TMS), Dormitory Management System (DMS) and Computer Equipment Management System (CEMS). These ERP System are using in seven functional units of BPATC to ensure digitalization initiatives of the Government of Bangladesh.

Computer Section has set up an e-Learning Platform based Training Systems. e.g. distribution of course materials, submission of assignment by participants, circulating notices, etc. Online discussion between training & faculty members covered under this umbrella.

4.4.5 Special Tasks performed by the Computer Section in 2017-2018 are as follows :

- Library Automation
- Website Development and Software Development
- Digitalization of Training Aid
- Live Monitoring Systems
- Office Automation-ERP system (seven Application Software's) like (PMIS, CTMS, SMS, A&FMS, TMS, DMS, CEMS)
- Accelerating the e-learning platform implementation program in all core courses
- According to the Government Order to implement e-Nothi System in office by successful training course was completed (43 officers and 226 employees).
- e-Catalog has been created using KOHA as a part of Library Automation.
- Institutional Repository has been created using D-Space.



- E-Resource (JSTOR, WILEY) has been collected. BPATC own library web portal is developing.
- Turnitin (Anti Plagiarism) software is being used for training assignment and journal publishing work.
- Web portal is being used for BJPA, Bangladesh Lok Proshason Patrika & Lok Proshason Samoeeky.
- Network Printers maintenance in different places under supervision of Computer Section.
- Regularly maintenance Optical Fiber Network & Wi-Fi.
- IT support for CCTV
- IT support for Biometric Attendance of Employee & Participants

4.4.6 In the fiscal year 2017-18 Computer centre imparted training courses and number of trainees are as follows :

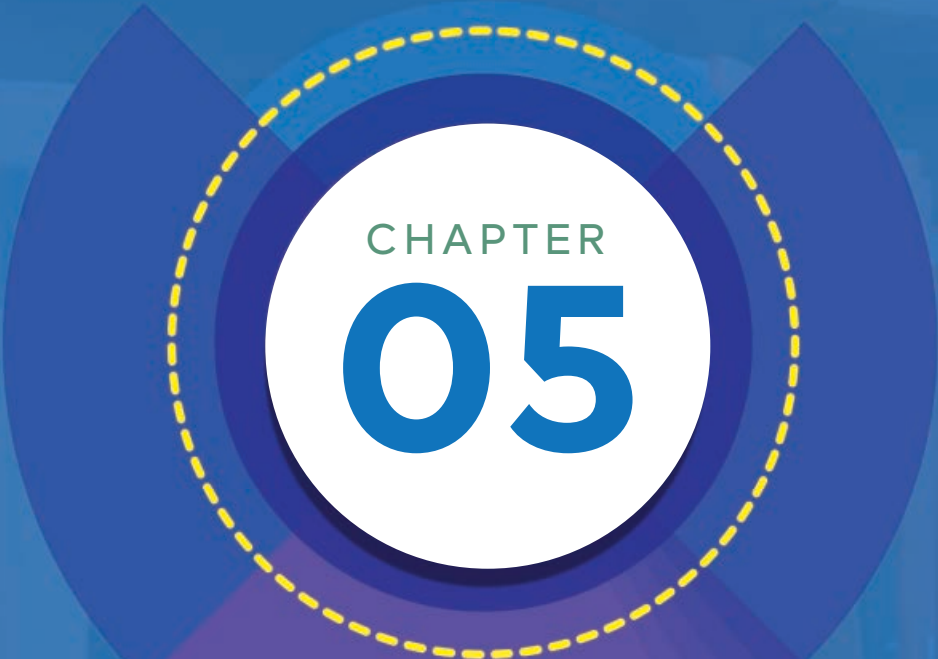
- ICT training for 935 participants of different courses.
- ICT training for 277 participants in the evening special sessions for slow learners of different courses.

4.4.7 Website Management

Computer Section manages the website of the BPATC & regularly updates the website with information and pictorial activities.

4.4.8 Network Management

Managing network (LAN, BTCL network) is one of the responsibilities of Computer Section. Computer Section ensures uninterrupted internet connection through BTCL in 318 Desktop connected in the LAN and 600 Laptop & other devices through Wi-Fi system. Through this Network Management training and administrative activities become more effective and easy.



CHAPTER
05

**LIBRARY
AND
TRAINING AID**



5.1 Introduction

Library and Training Aid (LTA) is an important department of the Research and Consultancy Division. There are two branches of the department: (a) documentation and (b) audio visual and reproduction.

5.2 Functions of Documentation

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. During the financial year 2017-18, 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 through exchange programme with various local and foreign organizations.

5.2.1 Reference Service

Reference collection of the library is very rich. More than 136 titles of encyclopedias are available in the library. In addition to these, a huge number of reference-related books are available in the library.

5.2.2 Lending Service

The library remains open from 8.00 a.m to 10.00 p.m without any break from Sunday to Thursday and from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. A total of 2,750 books were issued to the readers in the financial year 2017-18. Each faculty member can borrow maximum 10 books while a trainee can borrow 4 books at a time for one month.

5.2.3 Newspaper and Journal Service

Except the books issued, the trainers and trainees can read a good number of leading dailies. A total of 21,045 copies of 17 dailies were kept in the library in the financial year 2017-18. 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.

5.2.4 Online Journal and books

The library has its own repository in DSpace. Moreover it is subscribing a good number of e-Resources through UDL Consortium and Bangladesh INASP-PERI Consortium. These are JSTOR journals, Wiley online books, Annual Reviews, Wiley online library, Springer, Policy Press. Very soon some other e-Resources will be added to BPATC library. Moreover, the flagship journal of the Centre—Bangladesh Journal of Public Administration—is now available online. Currently this journal can be accessed at 123.49.37.102/bjpa.org. Soon the other Bengali journal— Bangladesh Lok-Proshashon Patrika—will be available online also.

5.2.5 Other services

One of the important collections for the trainees, faculty members and researchers of the library is paper clippings. Paper clippings are being kept on 123 topics. These are very helpful for preparing various assignments, research works and seminar papers of the trainees and members of the faculty. The library has opened a Muktijuddah Corner where about 2400 Books of our heroic Libaration movement are available. Library also preserves the omnibuses and seminar papers and souvenir of different core courses as ready references for the readers. The library is also a corporate member of the Bangladesh Society for Training and Development (BSTD).

5.2.6 Library Automation

An automation programme of the library is ongoing. KOHA software is used for this automation. The readers will be benefitted immensely after completion of the process of full automation of the library. The following table provides a comparative statement of the services and collected resources for the library during the financial year 2017-18 :



**Table 5.1: An Account of the Services Provided by the Library**

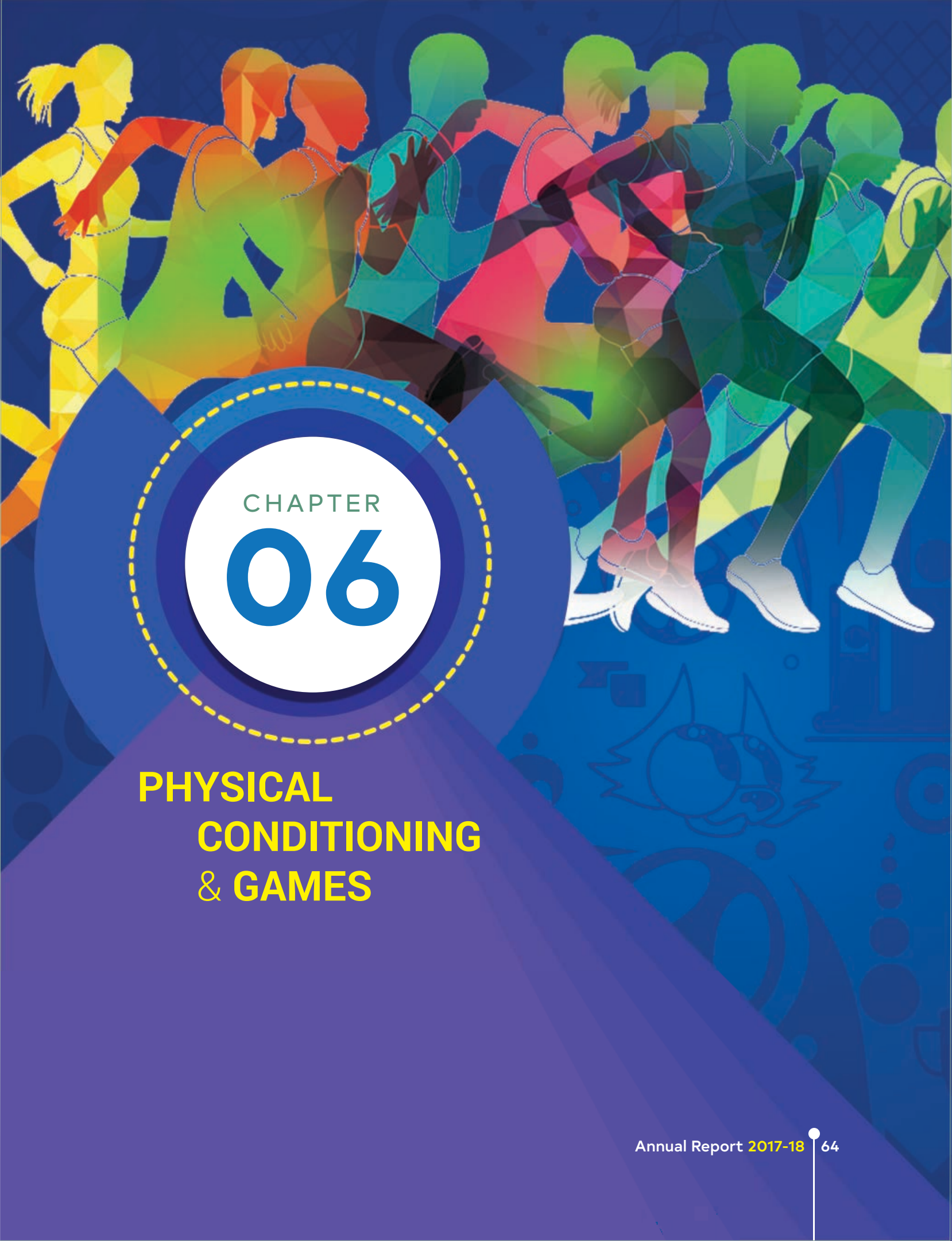
| Sl. No. | Statement of Items | Number of Items |
|---------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1. | Procured books | 2864 copies |
| 2. | Complementary copies of various publications received | 125 copies |
| 3. | The library remained open (including weekends) | 4272 hours |
| 4. | Annual reports received from various organizations | 32 Titels |
| 5. | Journals received (through exchange programme by virtue of Membership of international organizations and complementary copies) | 60 Titles |
| 6. | Number of daily newspapers kept (per day) | 49 copies of 17 titles |
| 7. | Processing of books completed (New process 331+ Re-process-1332) | 1663 Copy |
| 8. | Magazines kept (weekly, fortnightly, monthly etc.) | 41 titles |
| 9. | Paper clippings kept on | 123 topics |

5.3 Activities of Audio-Visual and Reproduction

The Audio-Visual and Reproduction (AVR) Branch of the library is equipped with the latest international AVR equipment to provide technological support in the academic sessions, seminars, workshops etc. of the centre. Two language Labs are equipped with audio and video support and computer facilities to help participants in language learning. The two laboratories can accommodate 80 participants. In addition BPATC library extend support in conducting online training sessions, video conferences by providing multimedia, large screens and other modern equipment. Service deliveries by the AVR branch in financial year (2017-2018) are listed in the following tables :

Table 5.2: Process of Training Aids and Reproduction

| Sl. No. | Description of the Works | Pages/books |
|---------|--------------------------|-------------------|
| 1. | Copy by 6 Photo Copiers | 5,11,720 Pages |
| 2. | Copy by 5 Duplicators | 7,78,280 Pages |
| 3. | Spiral Binding | 178 books/reports |



CHAPTER
06

**PHYSICAL
CONDITIONING
& GAMES**

6.1 Introduction

Physical Conditioning & Games are part and parcel of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all Core and Special Course participants i.e. FTC, SFTC, ACAD, SSC & PPMC. The main objectives are to build-up a congenial and friendly relation among the participants of different cadres and sectors through collective psycho-somatic exercise & games and to make them physically fit to cope up with the demand of rapidly changing contemporary world and at the bottom-line they become capable of delivering better services to the nation. Besides, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and improve mental strengths of the officers through a well-planned program and it is designed with the latest scientific concepts to relieve from mental stress and fatigue created by the highly intensive training, family matters and all other socio-economic stresses and also to develop a positive attitude to live a sound, healthy and active long life. The details of different conditioning programs rendered to different courses of the center in the financial year 2017-2018 are outlined in this section.

6.2 Physical Conditioning and Games for the Participants of FTC

6.2.1 Participation in physical conditioning early in the morning and games in the evening is mandatory. Physical conditioning program is consisted of stretching, walking, jogging, running, floor exercise (free hand exercise), swimming, calisthenics, therapeutic exercises and other rehabilitation exercise to take care musculo-skeletal problem and also brief introduction to selected types of yoga. In the games sessions, participants of FTC actively participate in four different team games; which are (i) Football, (ii) Volleyball, (iii) Handball, and (iv) Basketball. On the other hand, female participants also take part in sports events like-Volleyball, Handball and Badminton. Farther more, participants of both the sexes have opportunity to practice Table Tennis, Carom, Chess and Weight Training on optional basis. Learning swimming is compulsory with the sole aim of life saving for those who do not know how to swim. All the activities of games arranged in three phases are: theoretical and practical knowledge regarding the rules of the games, regulations and strategies of sports in the first phase. In the second phase they learn basic skills of different games and practice selected games. In the third phase, sports competitions are arranged and prizes are given among the winners.

6.2.2 In the 2017-2018 training year there are Four FTCs were held. In the FTC 64th and 65th, 66th, 67th all together 908 participants took part in different physical activities. The male participants were divided into 6/7 groups and female participants were divided into 2/3 groups depending on the number of male and female participants for conditioning in the morning. Another combined group was formed with all injured participants,

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

6.2.3 Sports Competitions

Competitions were held in the afternoon sessions. The participants took part from different teams i.e., Football, Volleyball, Handball, Basketball, Swimming, Badminton, Table Tennis competitions. Moreover, separate individual swimming competition was also arranged. A friendly volleyball match was organized between the faculty members and the participants on the day, before the closing day program. The Rector of the Centre participated in the competition and distributed prizes among the winners.

6.3 Physical Conditioning & Games for the ACAD Participants

In the training year of 2017-2018 Five (5) Advanced Courses on Administration and Development (ACAD)-116th, 117th, 118th, 119th and 120th were held. All together 162 participants took part in conditioning and games sessions. The participants of ACAD took part in the physical exercise early in the morning; i.e. stretching, walking, yoga, meditation and different types of physical and therapeutic exercises to prevent degenerative diseases and exercise also done to take care of musculo-skeletal problem. In the evening session, they took part in different sports such as: Volleyball, Tennis, Badminton, Table Tennis and Swimming as per their personal interest. At the end of the courses, a friendly volleyball match was organized for all ACAD and distributed prizes among the participants.



6.4 Physical Conditioning & Games for the SSC Participants

BPATC conducted Five Senior Staff Course (SSC) in 2017-2018. A total of 128 participants of the 82nd, 83rd, 84th, 85th, 86th SSCs took part in physical conditioning and games. The participants took part in the stretching morning walk, yoga, meditation and different types of physical and therapeutic exercises with the sole aim to prevent degenerative processes and delay aging. They played Volleyball, Tennis, Badminton, Table Tennis and they also practiced Swimming as per their personal choice. At the end of each course, a friendly volleyball match was organized between two groups of the participants and also with the faculty and prizes were distributed among the participants.



Faculty Members and 86th SSC Participants are in a Friendly Volleyball Competition

6.5 Special Courses

BPATC organizes SFTCs for the officers of various departments upon request of the concerned departments. In the year 2017-2018 there are eight (08) (on payment) on demand special course completed in the 2017-2018 Training year.



They are (i) short course on organizational Rules and Regulations for the officials of the Department of Narcotics (03 June-07 June 2018), (ii) short course on Administration for the Officials of the Departments of Narcotics control (20 May-31 May 2018), (iii) Financial Management course for the Officials of the Department of Narcotics control (06 May-17 May 2018), (iv) 3rd Special Foundation Training course for BCSIR Officials (04 March-30 April 2018), They are (v) 1st Special Foundation Training Course for Roads & Highways Department Officials (04 March to 30 April 2018), (vi) 1st Special Foundation Training Course for Public Works Department (PWD) Officials (10 September to 08 January 2018), (vii) 3rd Special Foundation Training Course for Directorate of Registration (DoR) Officials (15 October to 13 December 2017), (viii) 2nd Special Foundation Training Course for DoR (14 May to 12 July 2017).

6.6 Schedule courses

In the year 2017-2018 one scheduled course has been completed for 40+ Aged Officers named Special Foundation Training Course for 40+ (13 May to 26 June 2018).

6.7 Policy, Planning and Management Course (PPMC)

In the year 2017-2018 there 02 (Two) PPMC conducted by the BPATC, i.e. 15th, 16th PPMC and total 40 participant attended in the course. Physical conditioning & games were mandatory for PPMC, they also participated in the afternoon games session. There were friendly volleyball match between faculty members team & participant's team were held at the end of the course, prizes were distributed among the faculty member's & participants.

6.8 Physical Conditioning and Games for the Short Courses

During financial year 2017-2018 participants of the following short courses took part in the physical exercise and games (optional) both early in the morning and also in the evening. Participants of all the short courses took part in friendly Volleyball match at the end of the courses and gave away prizes among the participants.

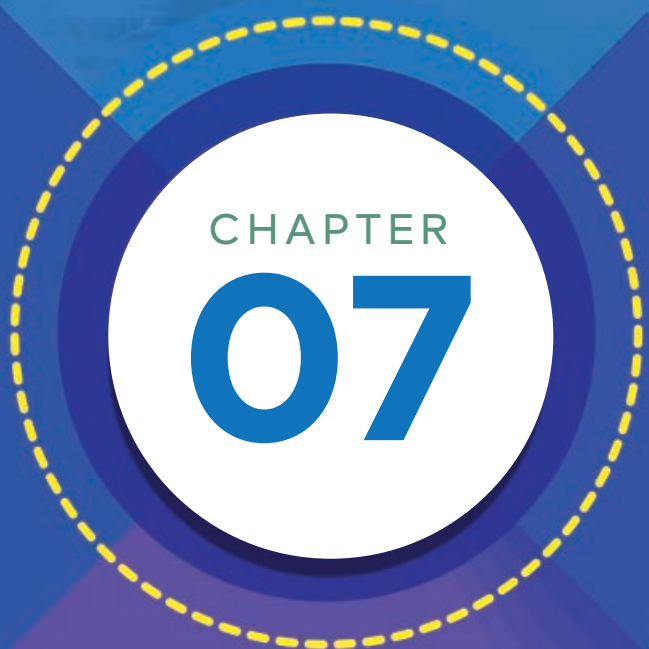
In this financial year following short course were completed. They are (i) 32nd Financial Management Course (04-15 February 2018), (ii) 3rd Training of Trainers Course (ToT) (07-11 January 2018), (iii) 2nd Training of Trainers Course (ToT) (26-30 November 2017), (iv) 1st Training of Trainers Course (ToT) (09-12 October 2017).

6.9 Annual Sports of the Centre

First time BPATC organized Milon Mela, 2018 at BKSP on 26th January 2018 Comprising the Annual Sports and Annual picnic with all the officers & employees of BPATC and RPATCs. An organizing committee headed by MDS (project) arranged the event under the patronization of the Rector. On 26 January Rector of the Centre inaugurate the sport competition and at the end of the competition distributed prizes among the winners. Out of 344 athletes 57 Female athletes took part in 55 events. Physical Education department takes due credit to organize and successful completion of 31st Annual Sports Competition for the officers and employees of the Centre in the financial year 2017-2018. Total competitors were divided into several groups according to their age. Male competitors are divided into 6(six) groups and female competitors also divided into three groups. The employees of four RPATCs also participated in the events. Participation of the athletes in the daylong competition made the sports festival attractive and highly competitive. Male & female were participated in the mini-marathon. Employees of the Centre took part in the volleyball competition being divided into three different groups named by Bangshi, Dhaleshari and Balu teams. After league Dhoheshory became Champion & Balu became Runner-up. In Badminton doubles, Mr. Md. Siddikur Rahaman & Mr. Md. Sharif Uddin became Champion and Mr. Md. Yusuf Ali & Mr. Razib Mia could manage Runner-up. In Tennis doubles, Mr. Mohammad Moshir Rahman and Kazi Hasan Imam become Champion and Mr. Md. Palash & Md. Siddikur Rahaman Runner-up in this event. In Badminton Female doubles, Ms. Anamika Das and Ms. Diphthy Rain Das become Champion and Ms. Farida Yeasmin and Ms. Mos. Shamima Akter are Runner-up in this event. In 100 miter sprint, the most attracting event of Athletics; Mr. Md. Munshur Ali secured 1st Position.

Few Events
of the BPATC
Annual Sports
Competition
2 0 1 8





CHAPTER
07

**FINANCE
AND
ACCOUNTS**

7.1 Introduction

The Finance Branch maintains accounts and all kinds of financial transactions along with receipts and expenditures of the Centre. A Deputy Director works as the drawing and disbursing officer of this Branch and coordinates and supervises all financial management activities.

The Centre maintains its accounts according to government rules and regulations, and the BPATC ordinance. Payments of pay and allowances of all officers and staff are made by a consolidated statement prepared on the basis of respective pay bills and send to the BPATC branch of the Sonali Bank.

The fund of the Centre is raised from the following sources:

- (a) Grants made by the government
- (b) Sale proceeds and royalties accruing from the property owned by the Centre and
- (c) Receipts from any other sources.

7.2 Activities of Finance and Accounts Branch

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

As per the provision of Section 15(2) of the BPATC Ordinance, the accounts of the Centre are audited by the Comptroller & Auditor General (C&AG) of Bangladesh. The audit team of the C&AG had audited the accounts of the Centre up to the financial year 2013-14.

Group insurance and benevolent contributions from all officers and staff are deducted from the monthly salary bills as per government rules. The Finance Section also deducts income tax at source from the salary and honorarium. Besides these, a pension scheme has been introduced for all own officers and staff of BPATC on 16 April 2005. The total budget allocation for the financial year 2016-17 was Taka 61,94,11,000 (in words: taka sixty-one crore ninety-four lakh and eleven thousand). According to the approved re-appropriation, the budget was allocated under three codes. Under code number 5901, a general grant including pay, allowances and services was Taka 59,38,11,000; under code number 5965, an special grant was Taka 21,00,000; and under code number 5998 a capital grant was Taka 2,35,00,000 only. This included Taka 8,20,00,000 (Eight crore and twenty lakh) for the four RPATCs also.



An amount of Taka 58,89,19,000 (Fifty-eight crore eighty-nine lakh and nineteen thousand) was spent as on 30 June, 2017; and, therefore, Taka 3,04,92,000/- (Three crore four lakh and ninety-two thousand) remained unspent. A detailed account of the income and expenditure that took place during the financial year that started on 1 July 2016 and ended on 30 June 2017 is given in the Table 7.1.

Table 7.1: Comparative Statement of Income & Expenditure of the Financial Year 2015-2016 & 2016-2017

| Income (Taka) | | | | Expenditure | | |
|----------------------------|-----------|-----------|-------------|------------------------------------------------|------------------|------------------|
| Source | 2015-2016 | 2016-2017 | Code | Head & Sub- head | 2016-2017 | 2015-2016 |
| Pay & Allowance | | | 4500 | Pay | | |
| 5901 - General grant | 538872055 | 593811000 | 4501 | Pay of Officers | 47771027 | 49567891 |
| 5965 - Special grant | 2100000 | 2100000 | 4601 | Pay of Establishment. | 57576924 | 64107523 |
| 5998 - Capital grant | 22000000 | 23500000 | | (A)Total of pay | 105347951 | 113675414 |
| | | | 4700 | Allowances | | |
| | | | 4701 | Dearness allowance | 5504092 | 0 |
| | | | 4705 | House Rent Allowance. | 13338712 | 23958808 |
| | | | 4709 | Recreation Allowance | 1851453 | 2910430 |
| | | | 4713 | Festival Allowance | 18406446 | 17883784 |
| | | | 4714 | Bangla Noboborsho Allowance | 1754930 | 1748728 |
| | | | 4717 | Medical Allowance | 3652261 | 7626065 |
| | | | 4725 | Washing Allowance | 173091 | 210803 |
| | | | 4755 | Tiffin Allowance. | 584843 | 715082 |
| | | | 4765 | Conveyance Allowance. | 567192 | 1058666 |
| | | | 4773 | Education Allowance | 900694 | 2118457 |
| | | | 4777 | Training Allowance | 2798160 | 2395607 |
| | | | 4795 | Other Allowance | 1061405 | 1073888 |
| | | | | (B) Total of Allowances | 50593279 | 61700318 |
| | | | | (C) Total of Pay & Allowances (A+B) | 155941230 | 175375732 |
| | | | 4800 | Supply and Services | | |
| | | | 4801 | Traveling Expenses | 1523122 | 1973306 |
| | | | 4804 | 04 (Four) Regional Centers | 73322000 | 82000000 |
| | | | 4805 | Overtime | 1827737 | 3179377 |

Table 7.1: (Continued)

| Income (Taka) | | | | Expenditure (Taka) | | |
|----------------------------|-----------|-----------|-------------|---------------------------------------------|------------------|------------------|
| Source | 2015-2016 | 2016-2017 | Code | Head & Sub- head | 2016-2017 | 2015-2016 |
| Pay & Allowance | | | | Pay | | |
| | | | 4811 | Tax & Duties | 321200 | 371200 |
| | | | 4815 | Postal & Telegraph | 47094 | 44000 |
| | | | 4816 | Telephone/Telegraph/ Printer | 2257786 | 2428422 |
| | | | 4821 | Electricity | 20993854 | 21580582 |
| | | | 4822 | Gas | 2861798 | 3267379 |
| | | | 4823 | Petrol & Lubricant | 12283446 | 11381019 |
| | | | 4828 | Stationery, Seal & Stamp | 14136353 | 15860355 |
| | | | 4829 | Research | 472821 | 702026 |
| | | | 4831 | Books & Journals | 1597566 | 1170770 |
| | | | 4833 | Advertisement Exp. | 643836 | 659908 |
| | | | 4834 | Sports materials | 1607758 | 1779111 |
| | | | 4835 | Publication & Printing | 1033357 | 1278743 |
| | | | 4836 | Uniform | 878385 | 485047 |
| | | | 4840 | Training Expenditure | 124184685 | 102582428 |
| | | | 4841 | Seminar & Conference | 2221243 | 682495 |
| | | | 4845 | Office Entertainment | 1645671 | 460405 |
| | | | 4869 | Medical Expenditure | 2743431 | 1405082 |
| | | | 4877 | Maintenance of officers own car | 4484032 | 2819250 |
| | | | 4882 | Legal Expenses | 485000 | 487000 |
| | | | 4899 | Miscellaneous | 15000617 | 19101669 |
| | | | | (D)Total of Supply & Service | 286572792 | 275699574 |
| | | | 4900 | Maintenance & Preservation | | |
| | | | 4901 | Transport Maintenance | 4838403 | 8679048 |
| | | | 4906 | Repair of Furniture | 89320 | 467551 |
| | | | 4916 | Repair of Machineries | 1630194 | 2294761 |
| | | | 4921 | Maintenance of Building | 29439480 | 79250131 |



Table 7.1: (Continued)

| Income (Taka) | | | | Expenditure (Taka) | | |
|----------------------------|------------------|---------------------|------|----------------------------------------------------|------------------|------------------|
| Source | 2015-2016 | 2016-2017 | Code | Head & Sub- head | 2016-2017 | 2015-2016 |
| Pay & Allowance | | | | Pay | | |
| | | | | (E) Total of Maintenance & Preservation | 35997397 | 90691491 |
| | | | | 5900 Grant | | |
| | | | | 5914 Grant for Pension fund. | 23341565 | 23607840 |
| | | | | 5930 Purchase of Equipments | 5558045 | 2936428 |
| | | | | 6101 Fees for Foreign Institutions | 00 | 00 |
| | | | | (F) Total of Grant | 28899610 | 26544268 |
| | | | | 5901 1. Total of General Grant (C+D+E+F) | 507411029 | 568311065 |
| | | | | 5965 Special grant | 2100000 | 2080000 |
| | | | | 2. Total of Special Grant | 2100000 | 2080000 |
| | | | | 5998 Capital Grant | | |
| | | | | 6807 Vehicles Purchases | 00 | 6308000 |
| | | | | 6815 Computer & Networking | 5199395 | 5025428 |
| | | | | 6821 Purchase of Furniture | 3980540 | 5337130 |
| | | | | 6845 Gardening | 1222091 | 891377 |
| | | | | 7401 Advance for Housing | 959000 | 966000 |
| | | | | 3. Total of Capital Grant | 11361026 | 18527935 |
| Total Grant | 562972055 | 61,94,11,000 | | Total Expenditure (1+2+3) | 520872055 | 588919000 |
| | ----- | ----- | | Closing Balance | *42100000 | *30492000 |
| Grant Total | 562972055 | 61,94,11,000 | | Grand Total | 562972055 | 619411000 |



CHAPTER

08

**NATIONAL
AND INTERNATIONAL
COLLABORATION**



8.1 Introduction

In today's world national and international collaboration is considered highly important for institutional development and mutual relationship. BPATC, as an apex training institution of Bangladesh, is keen to establish linkage with reputed national and international organizations for its up-gradation and exposure. The Centre establishes linkage through signing of memorandum of understanding, agreement, contract among national and foreign training institutes, universities, and other organizations. The ultimate goal of establishing linkage is to make BPATC "a centre of excellence" in the region.

The Public Administration Training Policy 2003 stresses on equipping the public servants at all levels with requisite knowledge, skills and techniques to enable them to make productive use of their potentials, and to ensure balanced and sustainable economic growth and development. The globalisation is making the world a single family where everyone needs knowledge on mutual development. The world is changing continuously. Therefore, change management has become very imperative. The civil service officials should be made able to face the changed circumstances. But this trait is not developed automatically. This requires quality trainers for building knowledge and skillbase of the civil officers. The existing faculty members need to be developed and made competent through training both at home and abroad. Diploma, masters and short course on training of trainers and specialized course such as knowledge management, cyber crime, effective negotiation skills, adaptation to climate change, disaster management, public administration and ICT for development, project management, conflict management, human resource management etc. need to be arranged for the faculty members. For organizing overseas and joint training for the faculty members, officials, staff and trainees, national and international collaboration is very crucial. With a view to organizing overseas and joint training, sharing knowledge and experience through different programmes and research, BPATC is extending its hand of collaboration.

8.2 Institutional Collaboration

8.2.1 Collaboration with National Organizations

BPATC feels that collaboration with different national organizations will enhance capacity and strengthen the organization through sharing of knowledge, experience and other resources and the country will be benefitted immensely by this sort of linkage. Over the years, BPATC has established linkage with a number of national organizations.

8.2.1.1 MoU with DoICT

A memorandum of understanding was signed with the Department of Information and Communication Technology (DoICT) on 6 April 2016. The agreement will expire in three years. The main purpose of this agreement was to organize SFTCs for the officials of the DoICT. The two parties also agreed to explore other areas of cooperation.

8.2.1.2 MoU with LGED

A memorandum of understanding was signed with the Local Government Engineering Department (LGED) on 26 September 2016. The agreement will expire in October 2017. The main purpose of this agreement was to enhance capacity of the LGED officials through SFTC in the area of public administration, management process, governance and leadership, economics and development, and skill development etc.

8.2.1.3 MoU with CEGIS

A memorandum of understanding was signed with the Centre for Environmental and Geographic Information Services (CEGIS) on 29 December 2016 with a view to building collaboration in conducting training and research and sharing of resources with regard to environmental and geographic information services.

8.2.1.4 MoU with DoR

A memorandum of understanding was signed with the Directorate of Registration (DoR) on 02 January 2017. The agreement will expire in June 2018. The main purpose of this agreement was to enhance capacity of the DoR officials through SFTC in the area of public administration, management process, governance and leadership, economics and development, and skill development etc.

8.2.1.5 MoU with BWDB

A memorandum of understanding was signed with the Bangladesh Water Development Board (BWDB) on 05 January 2017. The agreement will expire on 31 December 2018. The main purpose of this agreement was to enhance capacity of the BWDB officials through SFTC in the area of public administration, management process, governance and leadership, economics and development, and skill development etc.



8.2.1.6 MoU with Suchana Foundation

A memorandum of understanding was signed with the Suchana Foundation on 05 March 2017. The agreement will expire in 04 March 2019. The purpose of the MoU was to deliver a holistic understanding about neuro-development disorders to all civil service trainees of Bangladesh so that they are able to address the various issues pertaining to these conditions when they hold government positions in any sector and at any level.

8.2.2 Collaboration with International Organizations

BPATC from time to time establishes linkages with international organizations for the purpose of faculty development, research, exchange of faculties, seminars, workshops, symposiums, conferences and overseas training monitoring. These linkages are established for a limited period for specific purposes.

8.2.2.1 Linkage with NIDA

An MoU was signed with the National Institute of Development Administration (NIDA) of Thailand to explore collaboration in professional development, research, material exchange, student exchange, student cooperation, and joint masters programme. This agreement will expire in November 2018.

8.2.2.2 Linkage with SLIDA

An agreement with the Sri Lanka Institute of Development Administration (SLIDA) to facilitate exchange and/or mutual visit of trainees, faculty members, experts and/or staff in relation to training, research activities, meetings, workshops or seminars; arrange policy dialogue on crucial issues of both the nations; arrange joint conferences, academic programs, training programmes, research activities and publications; and share best practices in the public sector management of both countries and such other areas to be agreed by both the institutions. The agreement will expire in February 2017.

8.3. Collaboration with International Organization

International Programme (IP) department of BPATC is assigned to organise international programmes including international training, workshop, seminar, conference, symposium, joint research, faculty exchange programme. Currently BPATC has collaboration programmes with Beijing Administrative College (BAC), China; National Institute of Development Administration (NIDA), Thailand; Sri Lanka Institute of Development Administration (SLIDA), Sri Lanka, Institute of Social Studies (ISS), the Netherlands, UNDP, JICA, UNICEF, Bangladesh; FAO, Building Capacity for the Use of Research Evidence (BCURE) of DFID etc. BPATC is regularly organizing foreign exposure visits to Administrative Staff College of India, Asian Institute of Technology of Thailand for the participants of core courses of BPATC.

As a part of exchange programme, a six-member team headed by the Rector of BPATC, Dr. M Aslam Alam, visited Beijing Administration Institute (BAI, former BAC), China and The Hong Kong University School of Professional and Continuing Education (HKU SPACE), Hong Kong, China from 21 to 29 April 2018 in order to strengthen the relation and explore new areas for collaboration. The agendum set by IP department has already been approved by the Board of Governors to sign Memorandum of Understanding (MoU) with HKU SPACE, Huazhong University of Science and Technology of China, Nepal Administrative Staff College of Nepal and Central Queensland University of Australia. The IP department of BPATC will also take initiatives to build cooperation with RMIT University and Macquarie University of Australia.





CHAPTER
09

**DEVELOPMENT
PROJECTS**

9.1 Introduction

Besides the routine activities, BPATC also implements several projects for developing human resources of the public sector and also for infrastructural development of the Centre. This section gives an account of such project activities.

9.2 Activities of the Project Division

9.2.1 Approval of New Projects

Project Wing is one of the important wings of Bangladesh Public Administration Training Centre. This wing formulates and takes approval of projects as well as programmes and subsequently implements, monitors and evaluates the projects of BPATC. During the fiscal year 2017-2018 Project Wing has implemented different activities of four projects. The project which were ongoing during the last financial year are as follows

1. Improving Public Services through Total Quality Management (IPS-TQM) Project : Estimated cost of the project (In Lakh Taka): 6511.14
2. Vertical Extension of International Training Complex of BPATC Project: Estimated cost of the project (In Lakh Taka) : 4500.00
3. Capacity Enhancement of the Core Courses of BPATC Project: Estimated cost of the project (In Lakh Taka) : 5000.00
4. Enhancement of Training Capacity of BPATC Project: Estimated cost of the project (In Lakh Taka) : 85900.00

9.2.1.1 Improving Public Services through Total Quality Management (IPS-TQM) Project

The Improving Public Services through Total Quality Management (IPS-TQM) Project is a Five-Year (July 2013 to June 2018) long project of Bangladesh Public Administration Training Centre (BPATC). Japan International Cooperation Agency (JICA) provides technical assistance and financial support BDT. 4851.54 lakh along with the Government of Bangladesh contribution BDT. 1659.60 lakh. The project is a collaborative one with 5 partner institutes- BARD, RDA, NAEM, NAPD and NILG. The general objective of this project is to improve the quality of public services in the field-level offices (upazilas) of the Government in Bangladesh through training and application of Total Quality Management (TQM) and Kaizen.



The major activity in this project is, therefore, the District TQM seminar and dissemination workshop on improving public services through Total Quality Management (IPS-TQM). The project intends to establish a mechanism or framework for implementing One Year One Projects (OYOPs) at field level offices sustainably.

During the last financial year all the activities of the project were conducted through the allocation provided by the Government of Bangladesh BDT. 211.00 lakh and actual financial expenditure was BDT. 205.12 lakh (97.22%). Cumulative physical achievement of the project is 99%.

Table 9.1: Project Activities and Achievements during the last Financial Year

| Sl | Activities/Components | | | No. of Participant | Comment |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|--------------------|-----------------------------------------------------------------------------------------------------------------|
| | Type | Target | Achievement | | |
| 1 | District Seminar on IPS-TQM (Bhola, Cumilla, Dhaka, Banderban, Rangamati, Rangpur, Rajshahi and Bagerhat) | 8 District | 8 District | 545 | Deputy Commissioners, UNOs, District and Upazila level officials and others attended the seminar |
| 2 | Dissemination Workshop on TQM | 8 District | 8 District | 1626 | Total 1626 'Small Improvement Projects-SIPs/Kaizen adopted by upazila level officers to improve public services |
| 3 | District Kaizen Convention (Gopalganj, Jhalokhati, Chuadanga, Khulna, Narshindi, Pirojpur, Jhenidha, Nilphamari, Panchagarh, Barisal, Khustia, Bogura, Shatkhira, Sherpur, Kurigram, Meherpur, Sunamganj, Magura, Khagrachari, Shoriatpur, Cumilla, Bhola, Dhaka, Thakurgaon, Rajshahi, Banderban, Ranpur, Rangamati and Bagerhat) | 29 District | 29 District | 2401 | Deputy Commissioners, UNOs, District and Upazila level officials as well as others attended the convention |

Table 9.1 : (Continued)

| Sl | Activities/Components | | | No. of Participant | Comment |
|----|---------------------------------------------------------|--------|-------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Type | Target | Achievement | | |
| 4 | National Kaizen Convention | 2 | 2 | 160 | Honorable State Minister of MoPA attended the convention as Chief Guest, Senior Secretary MoPA, Secretary (Coordination & Reforms) of Cabinet Division & JICA Senior Representative attended the convention while Rector BPATC chaired it |
| 5 | ToT on IPS-TQM | 1 | 1 | 30 | - |
| 6 | ToT Refreshers | 1 | 1 | 29 | - |
| 7 | NBDs Workshop/ Seminar on IPS-TQM | 5 | 5 | 139 | Officials of different ministries/divisions /organizations participated the workshops/seminars |
| 8 | Conference (Partner Institutes and Focal Points) | 1 | 1 | 35 | - |



9.2.1.2 Vertical Extension of International Training Complex of BPATC :

BPATC has been implementing the project entitled 'Vertical Extension of International Training Complex' for the period of 01 July 2016 to 30 June 2019 with a total GoB cost of Taka 4500.00 lakh.

The project is being executed with the following objectives :

1. To increase training capacity of Bangladesh Public Administration Training Centre (BPATC) through infrastructural facilities for imparting training to the civil service officers with a view to making competent civil servants
2. To help in achieving the set out goals and targets of the Vision 2021, Seventh Five Year Plan and the Sustainable Development Goals (SDGs) through enhancing capacity of Public administration
3. To facilitate BPATC in organizing international training programmes on different contemporary issues and thus focuses the International Training Complex (ITC) as a centre of excellence

Through the project, the International Training Complex Building will be vertically extended from 4th floor to 9th floor. Facilities like 48 Dormitory Rooms for 96 participants, 05 Classrooms, 01 Multipurpose Hall for 200 participants, 01 Course Office, 01 Computer Lab, 01 Dining Room and 01 Pantry Room in each floor will be created from the project. There will also be facilities and functions of Harvesting Rain Water, Underground Water Reservoir, One Sub-station, 03 Lifts (01 Existing Lift extension from 4th floor to 9th floor, 01 new Lift from ground floor to 9th floor and 01 passenger Existing Lift from ground floor to 9th floor and Fire Alarming System.

During the last 2017-18 financial year Tk. 2400.00 lakh was allocated for this project and actual financial expenditure was Tk. 2365.53 lakh (98.56%) and physical progress is 71%. Cumulative financial and physical progress of the project is 54.83% and 73.27% respectively.



Vertical Extension of the ITC of BPATC

9.2.1.3 Capacity Enhancement of the Core Courses of BPATC Project :

Estimated cost of the Project for the period of 01 July 2016 to 30 June 2019 is Taka 5000.00 lakh generated from DRGA-CF of Japan. During the last financial year 2017-18 Taka 1565.00 lakh was allocated for the project and actual financial expenditure was Taka 1564.90 lakh (100%) and 31% physical progress in a total Project. The project is being implemented with view to achieving the following objectives :



1. To enhance the capacity of BPATC for imparting quality and international standard training to the members of Bangladesh Civil Service through its four Core Courses with a view to materializing the vision 2021 of the Government
2. To strengthen the core courses through strengthening the core course offices and through modernization of twelve class room, establishing two language and two computer labs, one e-learning data centre, enhancing health care and physical exercise facilities, increasing technological equipment and logistic supports
3. To Improve the capacity of BPATC faculty members with view to imparting better and quality training to the participants of the core courses through organizing overseas training, joint training programme with reputed foreign institutions at BPATC and local research works on various burning issues
4. To develop and improve capacity of the linked organization officials (from the PMO, MOPA, Cabinet Division, Planning Commission, IMED, Finance Division, ERD and PIO) to contribute to expedite good governance as well as to help BPATC as faculty in future
5. To provide technical support for establishing Civil Service Knowledge Repository at BPATC

Table 9.2: Activities and Achievements during the last Financial Year

| SI | Activities/Components | | | No. of Participant | Comment |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Type | Target | Achievement | | |
| 1. | Local Training | 15 | 15 | 474 | BPATC faculty members and staff attended the course |
| 2. | International Conference (‘International Seminar on Managing Change for Better Public Service Delivery: South and South Asian Experience’) 05-06 November 2017. | 1 | 1 | 216 | Representatives/officials from 11 countries participated. 40 papers have been presented. |
| 3. | Study Visit (Duke University and Alabama University, USA and Macquarie University and Queensland University, Australia) | 2 | 2 | 5 | Honorable Minister of MoPA, MoPA and BPATC officials attended the programme |
| 4. | Short Course Leadership in Public Sector (Duke University and Alabama University, USA) Macquarie University and Queensland University, Australia) | 4 | 4 | 30 | Two short course will be held in Macquarie University and Queensland University, Australia from 30 July to -19 August 2018 and other course from 05-25 August 2018 |

Table 9.2 : (Continued)

| SI | Activities/Components | | | No. of Participant | Comment |
|----|-----------------------|--------|-------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| | Type | Target | Achievement | | |
| 5. | Local Seminar | 6 | | 113 | Seminar held on various burning and contemporary issues Representatives/officials from 11 countries participated. 40 papers have been presented. |
| 6. | Workshop | 4 | | 217 | Workshop held on various burning and contemporary issues |

9.2.1.4 Enhancement of Training Capacity of BPATC

Estimated cost of the Project for the period of 01 July 2017 to 30 June 2020 is Taka 85900.00 lakh with GoB fund. During the last financial year 2017-18 Taka 1612.00 lakh was allocated for the project. Actual financial expenditure was Taka 808.50 lakh (50%) and achieved physical progress 0.86%.

Enhancement of Training Capacity of BPATC project is being carried out to enhance BPATC's infrastructure and training facilities for improving the efficiency of the cadre officers of Bangladesh Civil Service and providing quality training.

Table 9.3 : Main Components of the Project and their Achievements

| SI | Activities/Components | Progress |
|-----|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 01. | Bangabandhu Sheikh Mujib Academic and Administrative Building | EOI has been called for Architectural design of 20-storied Bangabandhu Sheikh Mujib Academic and Administrative building |
| 02. | Construction of 15-storied dormitories | Architectural design of this building is nearly finalized and side by side tender process has been started |
| 03. | Cafeteria | Architectural design is under process. This Cafeteria will provide 2500 sitting arrangement at a time. |
| 04. | Medical Center Building | The revised primary design obtained from the Directorate of Architecture of the 4-storied Medical Center has been approved |

Table 9.3 : (Continued)

| SI | Activities/Components | Progress |
|-----|--------------------------------------|----------------------------------------|
| 05. | Jogging Truck | Work is on going |
| 06. | Reconstruction of Boundary wall | Work is progressing |
| 07. | Electrical lighting of Jogging Truck | NoA has been given |
| 08. | Library Automation | Library Automation is nearly completed |
| 09. | Library AC | Procurement process is at end |
| 10. | Auditorium Light & sound System | Tender has been completed |

9.2.2 Upcoming Projects

Project Wing has started working on the following projects to meet the demands of BPATC with view to making competent civil servants to achieve the Vision 2021, Sustainable Development Goals 2030 of UN and the Vision 2041 to be a developed country. Ground work has been expedited during the last fiscal year 2017-18 for the project.

1. Construction of Sylhet, Barisal, Rangpur and Mymensingh Regional Public Administration Training Centre's (RPATCs)
2. Curriculums Development of the Core and other Courses of BPATC
3. Improving Public Services through Total Quality Management Project (2nd Phase)
4. Enhancement of Training Support Facilities for BPATC
5. Enhancement of Training Capacity of RPATCs (Dhaka, Chittagong, Rajshahi and Khulna)



Foreign Participants and Faculty Members of the 'International Conference on Managing Change or Better Public Service Delivery: South and South-East Asian Experience' Held on 05-06 November 2017

CHAPTER
10

MISCELLANEOUS

10.1 Introduction

Most of the officers and employees of BPATC reside inside its campus along with their families. Moreover, all of the participants of the different training programmes of the Centre live in the campus during their training programmes. Despite various limitations, the Centre has initiated different welfare activities for its participants, officers and employees. There are some small organizations within the campus of the Centre that run various welfare activities. These organizations include the BPATC School and College, clinic, mosque, officers' club, employees' club, ladies'club etc. Brief accounts of the welfare activities of these organizations undertaken during the last financial year are given below :

10.2 BPATC School & College

The BPATC School & College imparts education to the children of the officers and employees of the Centre. However, a good number of students from the neighbouring residences study in this institution. Therefore, the size of this institution has grown over the years.

10.2.1 Teaching Staff

There was an increase in the number of the teaching staff in the financial year 2017-18 compared to that of the previous year. All together 53 teachers worked in the school and the college sections which was 47 in the previous year. The school section had 27 teachers while the college section had 26 teachers. The following Table shows the distribution of the teaching staff of the school and the college sections.

Table 10.1: Teaching Staff of BPATC School & College in 2017-18

| Teachers | School | | | College | | | Grand Total |
|--------------|--------|---------|-------|---------|---------|-------|-------------|
| | MPO | Non-MPO | Total | MPO | Non-MPO | Total | |
| Male | 8 | 7 | 15 | 9 | 5 | 14 | 29 |
| Female | 3 | 9 | 12 | 9 | 3 | 12 | 24 |
| Total | 11 | 16 | 27 | 18 | 8 | 26 | 53 |



10.2.2 Students

The following Table shows the distribution of the students of the school and the college sections. It shows that the number of students had increased in the academic year 2017-18 compared to that of the previous academic session in both the school and the college sections.

Table 10.2 : Students in the School Section

| | Academic Session | Group | Students | | |
|-----------------|------------------|------------------|------------|------------|------------|
| | | | Boys | Girls | Total |
| School Section | 2017-18 | Not Applicable | 657 | 579 | 1,236 |
| | 2018-19 | Not Applicable | 616 | 558 | 1,174 |
| College Section | 2017-18 | Science | 135 | 125 | 260 |
| | | Humanities | 60 | 80 | 140 |
| | | Business Studies | 95 | 115 | 210 |
| | | Total | 290 | 320 | 610 |
| | 2018-19 | Science | 128 | 137 | 265 |
| | | Humanities | 54 | 75 | 129 |
| | Business Studies | 86 | 110 | 196 | |
| | Total | 268 | 322 | 590 | |

Note : The number of students in the college section under the academic year 2017-18 is reduced from what has been presented in the last annual report. This is due to failure of students, cancellation of students' admission and transfer of students to other academic institutions.

10.2.3 Academic Performance by Students

10.2.3.1 Performance in the PEC Exam

In the academic year 2017, 112 students participated in the primary education completion (PEC) examination. All of the students passed the examination where 76.8 percent of them got GPA 5 points. This rate was comparatively much higher than that of the previous academic year. Table10.3 shows comparative performance of students in the PEC examination in two academic years.

Table 10.3 : Comparison of Performance of Students in the PEC Exam*(Data within parentheses show percentage)*

| Year | No. of Student | | Result | | | | | | |
|------|----------------|--------|--------|-------------|---------------|---------------|-------------|-------------|-------|
| | Appeared | Passed | GPA 5 | GPA 4 to <5 | GPA 3.5 to <4 | GPA 3 to <3.5 | GPA 2 to <3 | GPA 1 to <2 | Fail |
| 2016 | 107 | 106 | 49 | 54 | 1 | 2 | 0 | 0 | 1 |
| | | | (45.8) | (50.5) | (0.9) | (1.9) | | | (1.9) |
| 2017 | 112 | 112 | 86 | 23 | 3 | 0 | 0 | 0 | |
| | | | (76.8) | (20.5) | (2.7) | | | | |

10.2.3.2 Performance in the JSC Exam

In the academic year 2017, 173 students participated in the Junior School Certificate (JSC) examination and all but one of them passed. Out of the total students, 49.7 percent got GPA 5 point which was comparatively lower than the previous academic year. Table 10.4 shows comparative performance of students in the JSC examination in two academic years.

Table 10.4 : Comparison of Performance of Students in the JSC Exam*(Data within parentheses show percentage)*

| Year | No. of Student | | Result | | | | | | |
|------|----------------|--------|--------|-------------|---------------|---------------|-------------|-------------|-------|
| | Appeared | Passed | GPA 5 | GPA 4 to <5 | GPA 3.5 to <4 | GPA 3 to <3.5 | GPA 2 to <3 | GPA 1 to <2 | Fail |
| 2016 | 170 | 170 | 97 | 65 | 7 | 1 | 0 | 0 | 0 |
| | | | (57.1) | (38.2) | (4.1) | (0.6) | | | |
| 2017 | 173 | 172 | 86 | 66 | 16 | 3 | 1 | 0 | 1 |
| | | | (49.7) | (38.1) | (9.2) | (1.7) | (0.6) | | (0.6) |

10.2.3.3 Performance in the SSC Exam

In the academic year 2018, 171 students participated in the Secondary School Certificate (SSC) examination and 165 of them passed it. Out of the total students that appeared in the examination, 45.6 percent got GPA 5 points, which was higher than that rate of the previous academic year. Table 10.5 shows comparative performance of students in the SSC examination in two academic years.

Table 10.5 : Comparison of Performance of Students in the SSC Exam

(Data within parentheses show percentage)

| Year | No. of Student | | Result | | | | | | |
|------|----------------|--------|--------------|--------------|---------------|---------------|-------------|-------------|------------|
| | Appeared | Passed | GPA 5 | GPA 4 to <5 | GPA 3.5 to <4 | GPA 3 to <3.5 | GPA 2 to <3 | GPA 1 to <2 | Fail |
| 2016 | 167 | 164 | 70 (41.9) | 73 (43.7) | 17 (10.2) | 4 (2.4) | 0 | 0 | 3 (1.8) |
| 2017 | 171 | 165 | 78 (45.6) | 58 (34) | 18 (10.5) | 9 (5.3) | 2 (1.2) | 0 | 6 (3.5) |

10.2.3.4 Performance in the HSC Exam

In the academic year 2018, 466 students participated in the Higher Secondary Certificate (HSC) examination and 348 of them passed it. Out of the total students that appeared in the examination, 3.43 percent got GPA 5 points which were comparatively much lower than that rate of the previous academic year. Table 10.6 shows comparative performance of students in the HSC examination in two academic years.

Table 10.6 : Comparison of Performance of Students in the HSC Exam

(Data within parentheses show percentage)

| Year | No. of Student | | Result | | | | | | |
|------|----------------|--------|--------------|----------------|----------------|---------------|-------------|-------------|--------------|
| | Appeared | Passed | GPA 5 | GPA 4 to <5 | GPA 3.5 to <4 | GPA 3 to <3.5 | GPA 2 to <3 | GPA 1 to <2 | Fail |
| 2016 | 401 | 396 | 43 (10.7) | 250 (62.3) | 82 (20.4) | 19 (4.7) | 2 (0.5) | 0 | 5 (1.2) |
| 2017 | 466 | 448 | 16 (3.43) | 201 (43.13) | 159 (34.12) | 63 (13.51) | 9 (1.93) | 0 | 18 (3.86) |

10.2.4 Income and Expenditure

The total income from the students of the BPATC School & College and donation from BPATC for the financial year 2017-18 was Taka 48928490.00 (four crore eighty-nine lakh twenty-eight thousand four hundred and ninety) whereas the total expenditure for the same period was Taka 49354523.00 (four crore ninety-three lakh fifty-four thousand five hundred and twenty-three). A comparative statement of the income and expenditure of the said financial year is shown in the Table 10.7 below.

Table 10.7: Comparative statement of income and expenditure for the financial year 2017-18

| Income (Taka) | | Expenditure (Taka) | |
|---------------------|--------------------|---------------------------------------|--------------------|
| Source | Amount | Head & Sub-head | Amount |
| Tuition fee | 23504215.00 | Teacher & staff salary, allowances | 24927731.00 |
| Session fee | 6965000.00 | Excursion/study tour | 620000.00 |
| Development fee | 3559300.00 | Examination (internal) | 2606688.00 |
| Identity card | 368200.00 | Board fee | 1185785.00 |
| Lab & admission fee | 3427245.00 | Centre fee | 372045.00 |
| Examination fee | 3373955.00 | Annual sports & prizes | 404425.00 |
| Board fee | 1383875.00 | Annual cultural function & prizes | 265570.00 |
| Study tour | 647000.00 | Nobinboron/orientation | 239470.00 |
| Miscellaneous | 1396618.00 | Annual milad | 68520.00 |
| Transport fee | 4003082.00 | Furniture making & repair | 321377.00 |
| BPATC donation | 300000.00 | Building painting & repair | 1301395.00 |
| | | Scout fee | 30000.00 |
| | | ID card, name plate, rock tape making | 300630.00 |
| | | Printing of syllabus pad & prospectus | 112493.00 |
| | | Admission test | 287396.00 |
| | | Lab commodities | 1325140.00 |
| | | Miscellaneous | 1127389.00 |
| | | National programmes | 285254.00 |
| | | Stationeries | 179896.00 |
| | | Teachers appointment expenses | 107000.00 |
| | | Deposited to FDR | 10000000.00 |
| | | Transport (fuel, repair etc.) | 3286319.00 |
| Total Income | 48928490.00 | Total Expenditure | 49354523.00 |
| Opening balance | 15437041.00 | Closing balance | 15007008.00 |
| Grand Total | 64365531.00 | Grand Total | 64361531.00 |



10.3 BPATC Clinic

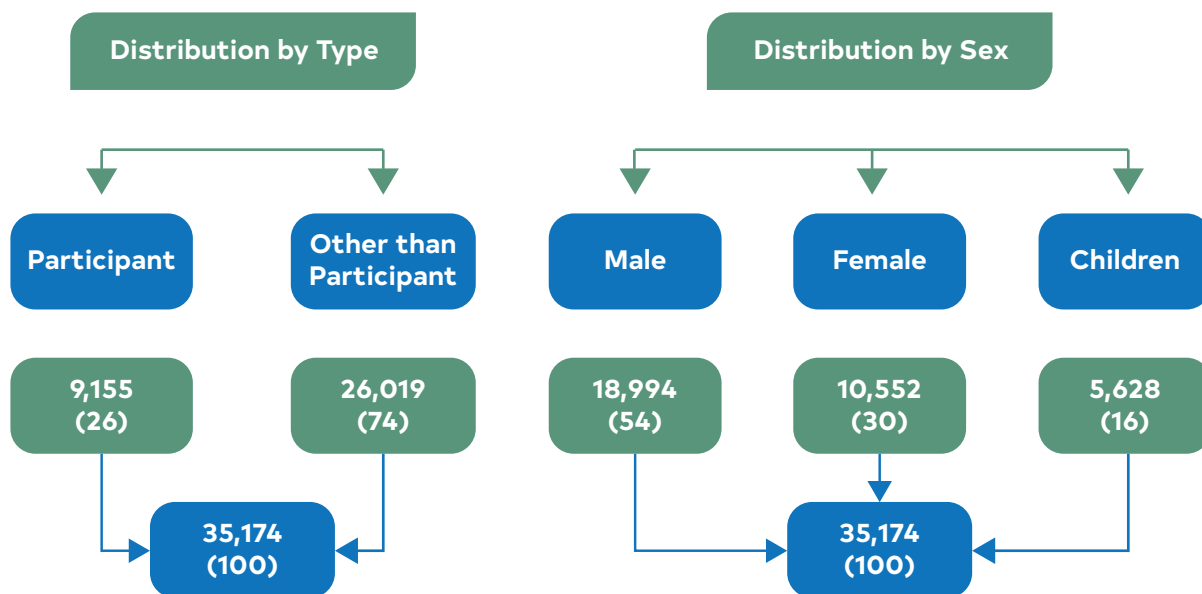
10.3.1 Regular Activities

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. It also arranges medical check-up for the staff of the various department of the Centre as per requisition. Apart from these, the medical officers of the clinic also conduct some training sessions on different health related topics in various courses of the Centre.

A total of 35,174 patients received medical services form the BPATC clinic during the financial year 2017-18 of whom 26 percent was participants of different courses of the Centre and the rest were patients other than participant. Table 10.8 shows distribution of the patents by type and by sex.

Table 10.8: Distribution of Patients that Attended the BPATC Clinic in 2016-17

(Data within parentheses show percentage)



10.3.2 Special Activities

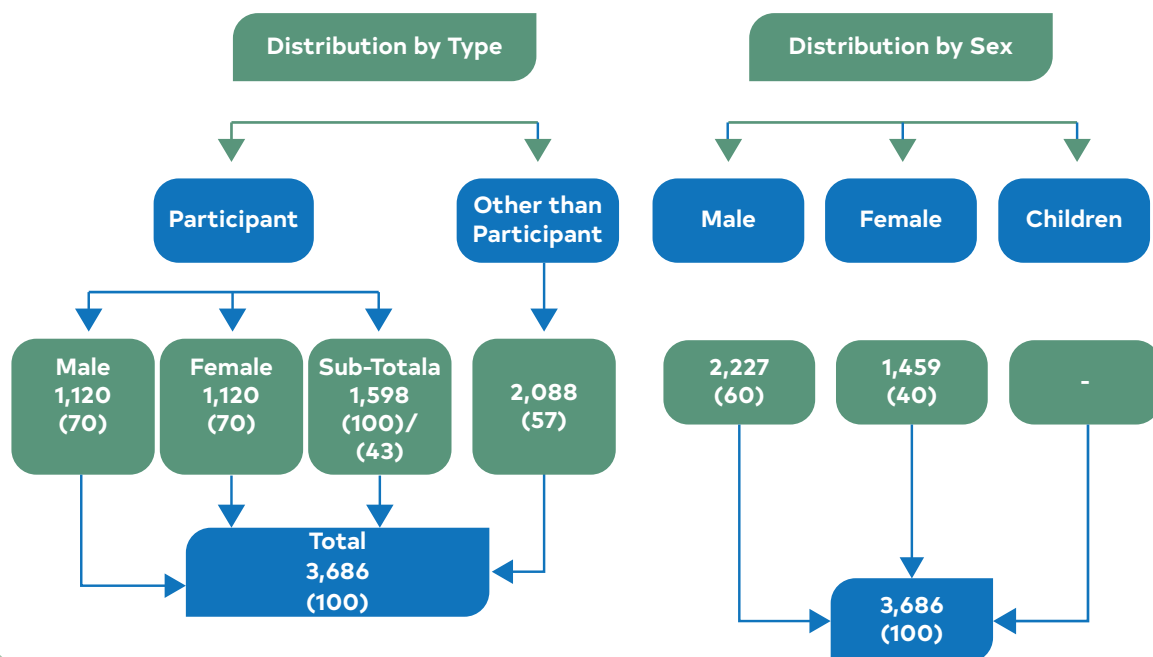
BPATC clinic has introduced a diagnostic ultrasonogram facility for its clients. A modern expensive ultrasonography machine has been installed in the Clinic. In the financial year 2017-18, a total of 1,267 patients did various pathology investigations and 445 patients did ultrasonography in the clinic. The clinic charges a nominal fee for doing ultrasonography. A total of Taka 362,800 (three hundred and sixty-two thousand and eight hundred) was raised from this fee in the financial year. Besides this, the clinic also organized many special programs in this financial year. On the ninth of every month, the EPI programmes for the infants were arranged in the clinic under the supervision of the Upazila health complex of the Savar Upazila. Family planning services were also provided from the clinic in every month. In addition, the National Immunization Day programme was arranged in the clinic according to the government circular.

10.3.3 Physiotherapy Unit

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. In the financial year 2017-18, a total of 3,686 patients received physiotherapy treatment from the physiotherapy unit of whom 43 percent were participants of the different courses of the Centre. Table 10.9 shows distribution of the patients by type and by sex.

Table 10.9: Distribution of Patients that Attended the Physiotherapy Unit in 2016-17

(Data within parentheses show percentage)





10.4 BPATC 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 get their salaries from the government exchequer. The Imam of the mosque is a learned and articulated person. The mosque committee runs a maktab where children are taught the Arabic language and Islamic manners and etiquettes. Children attend the maktab for learning ampara in order to recite the holy Quran properly. The mosque and maktab is managed by a committee elected through Islamic procedures and instituted through an office order by the authority. This committee works under the overall guidance of the Rector of the Centre for effective management of the mosque and its development activities.

The mosque committee also takes necessary measures for the observance of Islamic events like Ashura, Siratun Nabi (SAW), Shab-e-Miraj, Shab-e-Kadar, etc. Reputed Islamic thinkers and scholars are invited to speak on these occasions. Besides, special initiatives are taken to observe Eidul-UI-Fiter, Eidul-UI-Adha. The committee arranges Tarabi Namaz for the month of Ramadan. Two Hafezes are hired for this purpose. Munajats are arranged on the International Mother Language Day, the Independence Day and the Victory Day. The mosque has got a rich library having 2,782 books on Islamic subjects.

10.5 Ladies' Club

The BPATC ladies' club was formed with all female officers and wives of all officers of BPATC. It formally started functioning in 1998. Its functions are guided by a constitution of the organization which is approved by the Rector of Centre. The club has a nine-member executive committee. The Rector's spouse is the president of the club by virtue of her position. The other members of the executive committee are elected through ballot. During the financial year 2017-18, Mrs. Nazhat Afrin acted as the General Secretary and Mrs. Fatima Jahan as the treasurer of the club. The tenure of the executive committee is one year. The club performs all activities with the money it receives from the social welfare fund of BPATC, monthly contribution of the members and earning from a play group school, which is being run by the club. It performed the following activities during the financial year 2017-18 :

- Observed all the national days with due solemnity. Competition on drawing, singing and recitation for the children living in the campus were arranged for their development.
- Distributed yearly scholarships among the poor and meritorious students from class six to ten.
- Celebrated the Bengali New Year 1425 and the Eid-UI-Fitar.
- Arranged sports programme of the members.
- Managed a play group school.
- Organized Milad and Ifter Party during the month of Ramdan.
- Arranged an annual picnic for the members of the club and the students and guardians of the "Ankur" school.

10.6 Officers' Club

The BPATC officers' club was established in 1988 in order to promote friendship, solidarity, brotherhood and intimacy among the officers. Its activities are performed by an elected/selected executive council of 12 members. The club has an organizational constitution to guide its activities. The members of club elect the members of the executive council. The Rector of the Centre is the President of the club by virtue of his post. Dr. Md. Arafe Zawad acted as the General Secretary and Mr. Md. Abul Baset acted as the treasurer of the club for the financial year 2017-18.

The fund of the club consists of a grant from the social welfare fund of the Centre and fees charged for cable TV connections. The club runs its activities by the help of this fund. The club performed the following activities during the financial year 2017-18 :

- a. National days were observed with due solemnity. Recitation, music and drawing competitions for the children and friendly football/volleyball matches for the officers were arranged in observance of the Independence Day, Victory Day and International Mother Language Day.
- b. The club arranged a cultural programme to celebrate the Bangla New Year 1425.
- c. An Ifterparty was jointly organized by the Centre, the officers' club and the mosque committee.
- d. The club also organized farewell programme for retired and transferred officers of the Centre.
- e. The club also organized annual sports competitions and distributed prizes.



10.7 Employees' Club

The BPATC employees' Club was established in 1986 with a view to cultivating a more developed culture and facilitating recreation of the employees of the Centre. As per the constitution of the club a 15-member executive council is formed through the biannual election. Overall activities of the club are run by the donation from the social-welfare fund of the Center and subscriptions from its members. The club observes the International Mother Language Day, Independence Day and Victory Day. Various mini-tournaments on football, cricket and volleyball are arranged. Indoor games such as card, carom, and chess are also arranged throughout the year. Annual sports competition is one of the main recreational activities of the club. The 30th annual sports competition of the club was held on 3rd March 2018 with much enthusiasm. The competition was inaugurated by the chief guest of the annual sports competition, the Rector and the convener of the advisory council of the employees' club. The Rector distributed prizes among the winners of the competition. For the first time, BPATC Officers' Club, BPATC Ladies' Club, and BPATC Employees' Club combinedly organized an Annual Picnic on 26 January 2018 at BKSP under the supervision of the BPATC authority. Various events of sports, cultural function, and lottery were held with Rector as the chief guest. Besides these, Pohela Baishakh 1425 was observed stylishly by the Employees' Club. Iftar Mahfil and Farewell function for retired officials were arranged by the Employees' Club. Rector of BPATC was the Chief Guest in all these events.

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