

# **ANNUAL REPORT 2016-2017**



# **BPATC**

Annual Report 2016-2017

Published by:

Research and Development Department

Research and Consultancy Division

Bangladesh Public Administration Training Centre

Savar, Dhaka-1343

Phone : (88-02) 7745010-16/4172 (PABX)

Fax : (88-02) 7745029

e-mail : [mmapatc@hotmail.com](mailto:mmapatc@hotmail.com)

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

Printed by :

Phone :

Printing date :

# Editorial Board

Chairman: Dr. Muhammad Abu Yusuf  
Member Directing Staff (Research & Consultancy)

Members: Dr. Md. Shafiqul Haque  
Director (Research and Development)

Dr. Md. Zohurul Islam  
Deputy Director (Research)

A.F.M. Amir Hussain  
Deputy Director (Publication)

Member-Secretary: Md. Morshed Alom, Ph.D.  
Senior Research Officer



Main Entrance to BPATC

## Abbreviation

ACAD	Advanced Course on Administration and Development
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
C&AG	Comptroller and Auditor General
CMT	Course Management Team
COTA	Civil Officers' Training Academy
DOICT	Department of ICT
FAO	Food and Agriculture Organization
FBCCI	Federation of Bangladesh Chambers of Commerce and Industries
FTC	Foundation Training Course
GOB	Government of Bangladesh
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

NGOs	Non-Government Organizations
NIPA	National Institute of Public Administration
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
SFTC	Special Foundation Training Course
SSC	Senior Staff Course
STI	Staff Training Institute
TOT	Training of Trainers
TQM	Total Quality Management
TSC	Telecommunication Staff College

## Table of Contents

Editorial Board.....	iii
Abbreviation .....	v
Table of Contents .....	vii
Vision, Mission and Core Values .....	ix
Message from the BOG Chairperson .....	<b>Error! Bookmark not defined.</b>
Message from the Rector.....	<b>Error! Bookmark not defined.</b>
<b>INTRODUCING BPATC .....</b>	<b>1</b>
1.1 Introduction.....	3
1.2 Functions of BPATC .....	3
1.3 Board of Governors of the Centre .....	3
1.4 Organogram of the Centre .....	6
1.5 Personnel of BPATC & RPATC.....	7
<b>TRAINING ACTIVITIES AND FACULTY DEVELOPMENT PROGRAMME.....</b>	<b>8</b>
2.1 Introduction.....	10
2.2 Training Activities of BPATC in 2016-17 .....	10
2.3 Training Activities since inception of BPATC .....	23
2.4 Training Programmes Conducted by RPATCs.....	24
<b>TRAINING EVALUATION.....</b>	<b>28</b>
3.1 Introduction.....	30
3.2 Evaluation Method .....	30
3.3 Revision of Evaluation Policy of 2013.....	34
3.4 Courses Evaluated .....	35
<b>RESEARCH, PUBLICATION AND ICT .....</b>	<b>40</b>
4.1 Introduction.....	41
4.2 Research Activities.....	41
4.3 Publication Activities .....	43
4.4 ICT Activities.....	45

<b>LIBRARY AND TRAINING AID.....</b>	<b>47</b>
5.1 Introduction.....	48
5.2 Functions of Documentation.....	49
5.3 Activities of Audio-Visual and Reproduction .....	50
<b>PHYSICAL CONDITIONING &amp; GAMES .....</b>	<b>52</b>
6.1 Introduction.....	54
6.2 Physical Conditioning and Games for the FTC .....	54
6.3 Physical Conditioning and Games for the ACAD .....	56
6.4 Physical Conditioning and Games for the SSC .....	56
6.5 Physical Conditioning and Games for the PPMC .....	57
6.6 Physical Conditioning and Games for Special and Short Courses .....	57
6.7 Annual Sports of the Centre.....	57
<b>FINANCE AND ACCOUNTS .....</b>	<b>58</b>
7.1 Introduction.....	59
7.2 Activities of Finance and Accounts Branch .....	59
<b>NATIONAL AND INTERNATIONAL COLLABORATION .....</b>	<b>62</b>
8.1 Introduction.....	63
8.2 Institutional Collaboration .....	63
<b>ACTIVITIES OF VARIOUS ONGOING PROJECTS IN BPATC.....</b>	<b>66</b>
9.1 Introduction.....	67
9.2 Activities of the Project Unit .....	67
<b>MISCELLANEOUS.....</b>	<b>70</b>
10.1 Introduction.....	72
10.2 BPATC School & College .....	72
10.3 BPATC Clinic .....	80
10.4 BPATC Mosque .....	81
10.5 Ladies' Club.....	81
10.6 Officers' Club .....	83
10.7 Employees' Club .....	<b>Error! Bookmark not defined.</b>

## **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.

***Integrity***

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

***Inclusiveness***

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

***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.

***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.

***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.

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



Abul Maal A Muhith  
Minister

28 November 2017

## Message

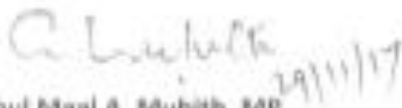
I have great pleasure in associating myself with the publication of the Annual Report 2016-2017 of Bangladesh Public Administration Training Centre. This report encapsulates the overall functions of the Centre during the financial year 2016-2017 and epitomizes its commitment to create value to its stakeholders. It also envisages an integrated view of the Centre and the way the activities are administered all the year round. The strategy underpinned by the vision, mission and the core values provides both the focus and the flexibility to cater to demand of the stakeholders.

The Right to information Act, 2012 has legally bound us to reveal all relevant information in the form of annual report for the clients and the citizens of the nation. Hence publication of this Annual Report will promote the transparency and accountability to its stakeholders; I personally appreciate this laudable effort on the part of BPATC.

It is envisaged that BPATC will continue to expedite its capabilities in rendering services to its stakeholders and develop new capabilities in order to be at the forefront of myriad of changes and challenges faced by the civil service today. This change does not get due importance because of the pressure of normal work-load. But genuine efforts by interested staff members and also participants in various courses of training will be highly welcome.

I would like to record my sincere and heartiest thanks to all the members of the Board of Governors, members of faculty, the employees for their talent and passion; guest resource persons, participants of various courses and well-wishers for their unremitting efforts and continuous assistance to 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 look forward to working with BPATC to bring it to a new height, a step closer to its vision of becoming a centre of excellence.

  
Abul Maal A. Muhith, MP  
Chairperson  
Board of Governors  
Bangladesh Public Administration Training Centre



Library Building of BPATC



Greenery and Aesthetic Beauty of BPATC



**Dr. M Aslam Alam**  
 Rector (Senior Secretary to the Government)  
 Bangladesh Public Administration Training Centre  
 Savar, Dhaka-1343.

### Rector's Message

I am immensely delighted to learn that Bangladesh Public Administration Training Centre (BPATC) is going to publish its Annual Report which pictures the general activities of the Centre spanning over 2016-2017. This report reflects the performances done by the Centre as well as becomes a valuable document for the future researchers also.

Bangladesh Public Administration Training Centre (BPATC), the apex training institute in the public sector, emerged as an autonomous organization in 1984 under the Presidential Ordinance (Ordinance no XXVI of 1984). BPATC started its journey through amalgamation of four organizations viz. Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA), and Staff Training Institute (STI). The Purpose of merging these training institutions was to integrate human and other resources, share and interact different ideas and experiences amongst different services. As a result, the Centre inherited a rich legacy of Public Administration and Management.

The core institutional responsibilities of BPATC are to design and organize training courses, workshops, seminars and to conduct researches on Public Administration, Management and Development issues. Moreover, the Centre advises the Government on leading or emerging policy issues. Clientele groups of BPATC are diverse, which represent almost all cadres of Bangladesh Civil Service. Currently, Judiciary, Defence Services and NGOs are also showing keen interest in BPATC's training programmes.

The Centre has the privilege to utilize the training programmes for the welfare of the people. Hence, time-fitting and quality training is more important than the quantity of training. The main concern, obviously, is to provide forward-looking training to the clients to face the challenges of the 21<sup>st</sup> century successfully.

Heartfelt thanks are due to all concerned personnel, especially to editorial ones who contributed to the significant inputs of the report. Any observation, view and recommendations from the interested readers would be highly appreciated and considered as precious contribution towards enriching the future publication of the report.

Dr. M Aslam Alam



Liberation War Corner in BPATC Library



'Muktijuddho Gallery' in BPATC

CHAPTER ONE

# **INTRODUCING BPATC**



BPATC Main Reception, Administrative and Syndicate Building



Honorable Prime Minister Sheikh Hasina, MP is at the closing ceremony of the 63<sup>rd</sup> FTC awarded certificate to participants

## **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 developing 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. Secretary of the 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
6. 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 2016-17**

A list of the members of the Board of Governors for the financial year 2016-2017, 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  
(From 25 March 2009 till to date)

#### **1.3.2.2 Members**

1. Mohammad Shafiul Alam  
Cabinet Secretary, Cabinet Division  
Government of the People's Republic of Bangladesh
2. Dr. M Aslam Alam  
Rector, Bangladesh Public Administration Training Centre, Savar, Dhaka.
3. Dr. Md. Mozammel Haque Khan  
Senior Secretary, Ministry of Public Administration  
Government of the People's Republic of Bangladesh
4. Mr. Hedayetullah Al Mamoon  
Senior Secretary, Ministry of Finance  
Government of the People's Republic of Bangladesh
5. Mr. Md. Sohorab Hossain  
Secretary, Secondary and Higher Education Division  
Government of the People's Republic of Bangladesh
6. Professor Dr. Farzana Islam  
Vice-Chancellor, Jahangirnagar University
7. Professor Dr. Md. Alauddin  
Vice-Chancellor, National University
8. Major General A K M Abdullahil Baki NDC, PSC

Commandant, Defense Services Command and Staff College  
Mirpur Cantonment, Dhaka.

9. Mr. Shafiul Islam (Mohiuddin)  
President, Federation of Bangladesh Chamber of Commerce & Industries
10. Professor Zarina Rahman Khan  
Department of Public Administration  
Dhaka University
11. Md. Muhammad Sayadur Rahman  
Professor and Chairman  
Department of Public Administration  
Dhaka University



Chairperson of BPATC Board of Governance

### 1.3.3 Meetings of the BOG

One meeting of the Board of Governors (62<sup>nd</sup>) was held on 18<sup>th</sup> August 2016. Important decisions regarding training and other administrative activities taken in that meeting are as follows:

**Note of Condolence:** The Board of Governors expressed condolence with silent prayer for the departed soul of Mr. Abul Kalam Majumder and sympathized with his 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 60<sup>th</sup> BOG Meeting***

#### **Creation of post of bus driver and bus helper**

As per the decision number 4.2.8 of the 61<sup>st</sup> meeting of the BOG, BPATC will continue to pursue the MOPA for creation of 7 posts of driver and 7 posts of bus helper.

#### **Formulation of research and consultancy policy**

The research policy and the consultancy policy of BPATC will be presented in the next meeting of the BOG incorporating suggestions given in the earlier meeting.

#### **Providing endowment fund**

As per decision of the 61<sup>st</sup> meeting of the BOG, BPATC authority will continue to pursue with the Ministry of Finance for sanctioning ten crore taka as “endowment fund” for BPATC.

#### **Approval of financial activities**

The revised budgets of the Centre for the 2014-15 financial year—Tk. 45,80,70,000/- (*forty-five crore eighty lac and seventy thousand only*)—and the revised budget for the 2016-17 financial year—Tk. 56,29,72,055/- (*fifty-six crore twenty-nine lac seventy-two thousand and fifty-five only*)—were given post-facto approval.

## **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. (i) Management and Public Administration (M&PA), (ii) Programme and Studies (P&S), (iii) Development and Economics (D&E), (iv) Research and Consultancy (R&C), (v) Project, and (vi) Management & Development (M&D). An organogram of the centre is shown in the next page.

Each of the divisions 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 sections. Each of the sections is further divided into sections and units. 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 2016-17 financial year, 159 posts out of the sanctioned 650 were vacant. During the same period, 21 employees had left the Centre. Table 1.1 shows level-wise sanctioned and vacant posts while Table 1.2 shows the number of employees that joined and left the organization during the financial year 2016-17.

**Table 1.1: Sanctioned and Vacant Posts under the Revenue Budget in 2016-17**

Level of Post	Sanctioned Post	Workforce up to 30 June 2016	Vacant Post up to 30 June 2016
Class -I	120	89	31
Class-II	24	22	02
Class-III	235	188	47
Class-IV	271	192	79
<b>Total</b>	<b>650</b>	<b>491</b>	<b>159</b>

**Table 1.2: Employees Joined and Retired/Resigned BPATC in 2016-17**

Level of Post	Employees Joined the Centre	Employees Retired/Resigned from the Centre
Class - I	-	-
Class -II	-	-
Class -III	-	04
Class -IV	-	17
<b>Total</b>	<b>-</b>	<b>21</b>

CHAPTER TWO

**TRAINING ACTIVITIES AND FACULTY  
DEVELOPMENT PROGRAMME**



Prof. Syed Anwar Hossain is Conducting a Session in Foundation Training Course



P64<sup>th</sup> Foundation Training Course Participants Paying Tribute to National Martyrs at National Mausoleum

## 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 2016-17

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 ruof 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

Honourable Prime Minister envisions that the FTC is so designed that the newly recruited civil servants are prepared to serve the nation professionally and effectively. To this end, the duration of the FTC has been increased from four months to six months. During the training year 2016-17, BPATC organized three batches of the FTC—62<sup>nd</sup>, 63<sup>rd</sup> and 64<sup>th</sup>— in which 962 officers participated. The 62<sup>nd</sup> batch started on 17 July 2016 and ended on 12 January 2017. The 63<sup>rd</sup> batch started on 25 September 2016 and ended on 23 March 2017. The 64<sup>th</sup> batch started on 24 May 2017 and will end on 19 November 2017. To reduce the backlog of officers waiting for doing the FTC, the course is also being implemented in some other training institutions. The other training institutions that implemented the above-mentioned batches of the FTC during the last training year were Bangladesh Civil Service Administration Academy (BCSAA); Bangladesh Institute of Administration and Management (BIAM); Bangladesh Academy for Rural Development (BARD); Rural Development Academy (RDA); and Telecommunication Staff College (TSC). These training institutions have trained 501 officials in the 62<sup>nd</sup>, 63<sup>rd</sup> batches and are training 307 officers in the 64<sup>th</sup> batch. These training institutions followed the same curriculum of the FTC developed by BPATC. The Centre coordinates the FTC training in these institutions to maintain harmony and uniformity. In total, 1770 officers participated in these three batches of the FTC during the training year of 2016-17. Tables 2.1, 2.2 and 2.3 show number of participants in the three batches of the FTC conducted by BPATC and the other training institutions.

**Table 2.1: Institution-wise Distribution of Participants of the 62<sup>nd</sup> FTC**

Institution	Participants		
	Male	Female	Total
BPATC	224	106	330
BCSAA	23	17	40
BIAM	17	26	43
BARD	29	13	42
RDA	25	24	49
TSC	61	18	79
<b>Total</b>	<b>379</b>	<b>204</b>	<b>583</b>

**Table 2.2: Institution-wise Distribution of Participants of the 63<sup>rd</sup> FTC**

Institution	Participants		
	Male	Female	Total
BPATC	237	82	319
BCSAA	26	11	37
BIAM	22	14	36
BARD	28	16	44
RDA	27	18	45
TSC	63	23	86
<b>Total</b>	<b>403</b>	<b>164</b>	<b>567</b>

**Table 2.3: Institution-wise Distribution of Participants of the 64<sup>th</sup> FTC**

Institution	Participants		
	Male	Female	Total
BPATC	210	103	313
BCSAA	30	13	43
BIAM	27	12	39
BARD	29	17	46
RDA	67	27	94
TSC	60	25	85
<b>Total</b>	<b>424</b>	<b>197</b>	<b>620</b>

BPATC alone provided FTC to 330 officers belonging to 16 Cadres and Judicial Service in the 62<sup>nd</sup> batch. In that batch 224 officers were male and 106 officers were female. In the 63<sup>rd</sup> batch of the FTC, BPATC provided FTC to 319 officers belonging to 16 Cadres, Judicial Service, and BPATC officials where 237 officers were male and 82 officers were female. In the 64<sup>th</sup> batch of the FTC, BPATC provided FTC to 313 officers belonging to 18 Cadres, Judicial Service, and BPATC officials where 210 officers were male and 103 officers were

female. Batch-wise detailed information about the cadres and services of the participants and their male-female distribution are given in Tables 2.4, 2.5 and 2.6.

**Table 2.4: Cadre/Service-wise Distribution of participants of the 62<sup>nd</sup> FTC held at BPATC**

Cadre/Service	Number of Participants		
	Male	Female	Total
Administration	79	45	124
Police	58	11	69
Ansar	04	1	5
Judicial Service	02	01	3
Audit & Account	02	00	2
Customs & Excise	18	05	23
Roads & Highways	01	02	3
Information	09	05	14
Railway Engineering	04	01	5
Fisheries	08	02	10
Family Planning	07	01	8
Taxation	09	07	16
Economic	02	03	5
Livestock	04	05	9
Public Works	16	07	23
Agriculture	01	10	11
<b>Total</b>	<b>224</b>	<b>106</b>	<b>330</b>

**Table 2.5: Cadre/Service-wise Distribution of participants of the 63<sup>rd</sup> FTC held at BPATC**

Cadre/Service	Participants		
	Male	Female	Total
Administration	23	16	39
Police	07	-	7
Ansar	02	-	2
Foreign Service	05	05	10
Judicial Service	32	05	37
Statistics	04	02	6
Information	09	02	11
Railway Engineering	02	0	2
Fisheries	36	08	44
Family Planning	07	01	8
Taxation	01	01	2
Livestock	07	02	9

Cadre/Service	Participants		
	Male	Female	Total
Public Works	34	06	40
Agriculture	63	33	96
Customs & Excise	01	01	2
BPATC	04	00	4
<b>Total</b>	<b>237</b>	<b>66</b>	<b>319</b>

**Table 2.6: Cadre/service-wise Distribution of the participants of the 64<sup>th</sup> FTC held at BPATC**

Cadre/Service	Participants		
	Male	Female	Total
Administration			154
Police	06	04	10
Ansar	01	00	1
Judicial Service	13	02	15
Information	11	04	15
Railway Engineering	01	02	3
Fisheries	07	00	7
Family Planning	02	00	2
Postal	00	01	1
Taxation	21	05	26
Customs & Excise	00	02	2
Economic	07	05	12
Livestock	02	01	3
Public Works	15	02	17
Agriculture	16	14	30
Food	01	01	2
Forest	06	01	7
BPATC	05	01	6
<b>Total</b>	<b>210</b>	<b>103</b>	<b>313</b>



In Rector's Tea Foundation Training Course Participants Interacting with Rector



Mrs. Saima Wazed Conduct Session on Autism in Foundation Training Course in BPATC

### 2.2.1.2 Advanced Course on Administration and Development

The ACAD is a sixty-day course for the Deputy Secretaries and equivalent officers of the defense services. BPATC has organized six batches of the ACAD during the training year 2016-17 in which 164 officers took part. Among them, 143 participants were male and 21 participants were female. Table 2.7 shows batch-wise distribution of participants in the course.

**Table 2.7: Batch-wise Distribution of Participants of the ACAD**

Batch	Duration	Participants		
		Male	Female	Total
110 <sup>th</sup> ACAD	24.07.2016-21.09.2016	22	3	25
111 <sup>th</sup> ACAD	02.10.2016-30.11.2016	28	6	34
112 <sup>th</sup> ACAD	04.12.2016-01.01.2017	20	3	23
113 <sup>th</sup> ACAD	05.02.2017-05.04.2017	26	2	28
114 <sup>th</sup> ACAD	16.04.2017-14.06.2017	27	4	31
115 <sup>th</sup> ACAD	04.06.2017-02.08.2017	20	3	23
<b>Total</b>		<b>143</b>	<b>21</b>	<b>164</b>

### 2. 2.1.3 Senior Staff Course

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 136 Joint Secretaries and equivalent officers of the defense services attended the course in five batches during the training year 2016-17. Only 4 of the participants were female and 132 were male. Batch-wise distribution of the participants is shown in Table 2.8.

**Table 2.8: Batch-wise Distribution of Participants of the SSC**

Batch	Duration	Participants		
		Male	Female	Total
77 <sup>th</sup> SSC	24.07.2016-06.09.2016	25	-	25
78 <sup>th</sup> SSC	25.09.2016-08.11.2016	25	2	27
79 <sup>th</sup> SSC	18.12.2016-31.01.2017	29	-	29
80 <sup>th</sup> SSC	19.02.2017-04.04.2017	21	1	22
81 <sup>st</sup> SSC	30.04.2017-13.06.2017	32	1	33

Batch	Duration	Participants		
		Male	Female	Total
<b>Total</b>		<b>132</b>	<b>4</b>	<b>136</b>

#### 2.2.1.4 Policy Planning and Management Course

The PPMC, a 12-day course, is for the Additional Secretaries to the government. This course focuses on policies, leadership, management, governance and innovation. Four batches of the PPMC were organized in the training year 2016-17 in which 62 officers participated. Among the participants, 55 were male and 7 were female. Table 2.9 shows batch-wise distribution of the participants of the course.

**Table 2.9: Batch-wise Distribution of Participants of the PPMC**

Batch	Duration	Participants		
		Male	Female	Total
11 <sup>th</sup> PPMC	07.08.2016-18.08.2016	16	-	16
12 <sup>th</sup> PPMC	05.02.2017-16.02.2017	13	2	15
13 <sup>th</sup> PPMC	05.02.2017-16.02.2017	13	2	15
14 <sup>th</sup> PPMC	09.04.2017-20.04.2017	13	3	16
<b>Total</b>		<b>55</b>	<b>7</b>	<b>62</b>



Opening Ceremony of Policy Planning and Management Course in BPATC



Mr. H.T. Imam, Political Advisor to the Prime Minister is Conducting Training Session in BPATC



Dr. Gowher Rizvi, International Advisor to the Prime Minister is conducting Training Session in BPATC

### 2.2.2 Special Courses

The Centre also organizes special training courses for specific purposes. One such course is a Lunch-time/Dinner-time Course designed for the Senior Secretaries and Secretaries to the government. This course focuses on national, regional and global policy issues relating to social and economic development and public sector management. However, no Lunch-time/Dinner-time Course was held in the financial year 2016-17.

The Center from time to time organizes a two-month special foundation training course (SFTC) for the non-cadre officers of the ninth grade. This SFTC is a requirement for the officials—over 40 years of age and promoted to Class I positions—for confirmation of their services. BPATC organized the 9<sup>th</sup> and 10<sup>th</sup> batches of this category of the SFTC for the 40+ officials during the training year 2016-17. BPATC also organizes a different version of the SFTC for officials working in different agencies of the government. During the same training year, eight such SFTCs were held at BPATC— 2 courses for the Directorate of Registration (DoR) officials, 4 courses for the Department of ICT ( DoICT) officials, 1 for the Election Commission (EC) officials, and 1 for the Bangladesh Water Development Board (BWDB) officials. A total of 301 officials took part in these 10 SFTCs of which 247 were male and 54 were female. Table 2.10 shows the number of participants of the SFTCs.

**Table 2.10: Batch-wise Distribution of Participants of the SFTC**

Batch	Timeline	Participants		
		Male	Female	Total
2 <sup>nd</sup> SFTC for DoR Officials	14.05.2017-12.07.2017	24	6	30
10 <sup>th</sup> SFTC for 40+ Aged Officials	09.04.2017-23.05.2017	23	4	27
9 <sup>th</sup> SFTC for EC Officials	23.04.2017-21.06.2017	24	12	36
6 <sup>th</sup> SFTC for DoICT Officials	13.03.2017-11.05.2017	31	5	36
1 <sup>st</sup> SFTC for DoR Officials	19.02.2017-19.04.2017	25	5	30
1 <sup>st</sup> SFTC for BWDB Officials	05.01.2017-05.03.2017	21	4	26
5 <sup>th</sup> SFTC for DoICT Officials	18.12.2016-15.02.2017	32	3	35
9 <sup>th</sup> SFTC for 40+ Aged Officials	01.11.2016-15.12.2016	15	7	22
4 <sup>th</sup> SFTC for DoICT Officials	16.10.2016-14.12.2016	26	4	30
3 <sup>rd</sup> SFTC for DoICT Officials	14.08.2016-12.10.2016	26	4	30
<b>Total</b>		<b>247</b>	<b>54</b>	<b>301</b>

### 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 course in terms of focus, duration and target groups. At present, the Centre has postponed regular short courses temporarily to accommodate more FTCs to reduce the backlog of the officials who need to do the FTC to confirm their services.

## **2.2.4 Other Courses**

### ***2.2.4.1 Refreshers Courses***

BPATC occasionally arranges refresher courses for the officers who have successfully completed the FTC at this centre. In the financial year 2016-17, no refresher course could be organized due to the pressure from the FTCs and lack of accommodation.

### ***2.2.4.2 Customized Courses***

BPATC also arranges different customized courses on the basis of requests from different public sector organizations, development partners and agencies. It organized a course called *Result Based Project Identification and Design (RBPID)* in collaboration with Food and Agricultural Organization (FAO) in which mid-level 20 officers of relevant ministries participated.

### ***2.2.4.3 Training under APA***

Under the annual performance agreement (APA) framework BPATC has provided training to 523 employees against a target of 189 during 2016-17. The number of trained employees is so high because one employee received training several times in different fields.

### ***2.2.4.4 Revisiting Curriculum***

BPATC regularly revisits the contents of all training courses in order to make them need-based, and pro-people service oriented. A curriculum development committee (CDC) headed by the MDS (P&S) revisited the curricula of 21 courses including the FTC during the last financial year and updated contents based on the feedback from the participants, and views of faculty members and experts.

### ***2.2.4.5 Collaborative Programme***

BPATC has collaborative programmes with different training institutes, universities from within the country for conducting training courses, seminars and workshops. Currently BPATC has such collaborative programmes with BIGD of BRAC University, and Jahangirnagar University.

### ***2.2.4.6 Application Software***

The IT Unit of the Centre has introduced application software to manage training activities such as on-line registration, distribution of notices, handouts and other training related activities online. Important training sessions and programmes are arranged through video conferencing with the PMO, and the RPATCs.

### ***2.2.4.7 Workshop/Seminar/Symposium***

BPATC in the financial year 2016-17 organized a number of workshops on national issues of development, macroeconomic management, innovation, and public service management in which a total of 1,650 officers and employees of various government departments participated. Table 2.11 shows more information about titles of workshops and the number of participants who attended them.

**Table 2.11: Workshops held at BPATC in the Financial Year 2016-17**

<b>Name of Workshop/Seminar</b>	<b>Duration</b>	<b>Number of Participants</b>
International Conference on Inclusive and Accountable Governance in South Asia	20-21 July 2016	107
International Seminar on “Women’s Participations in the Economy: Policy Challenges for Bangladesh/South Asia”.	10/10/2016	73
Feedback Seminar of the 59 <sup>th</sup> FTC, 76 <sup>th</sup> and 77 <sup>th</sup> SSC	18/12/2016	37
Feedback Seminar of the 106 <sup>th</sup> and 109 <sup>th</sup> ACAD	19/12/2016	101
TQM Seminar for NBDs of 3 Departments (Ministry of Land, EC Secretariat and DoR)	30.11.2016	34
TQM seminar for NBDs (Ministry of Health and Family welfare, DGHS and DGFP)	21.12.2016	37
Feedback Seminar of the 10 <sup>th</sup> PPMC	26/02/2017	12
Feedback Seminar of the 110 <sup>th</sup> and 111 <sup>th</sup> ACAD	26/02/2017	48
Feedback Seminar of the 11th PPMC	26/02/2017	12
Workshop on Evidence Informed Policy Making (EIPM) arranged by Building Capacity for the Use of Research Evidence Project.	21/08/2016	15
Workshop Collaborating with the Representative of Monash University and participants of SSC, ACAD and FTC.	23-24 October 2016	91
Workshop on Curriculum Review	25/10/2016	29
JICA Visit TQM Dissemination Workshop for MoPA Officers	09.11.2016	17
IPS-TQM Workshop: Role of CMT Facilitation and Mentors for BPATC Faculty Members	15.12.2016	29
Orientation Workshop on IPS-TQM	01.02.2017	16
IPS-TQM Workshop	15.12.2016	30
Workshop on Participatory Techniques for Training:	16.04 2017	35
Institutional Strategies to Engage People in Development Initiatives	19.04.2017	19
Course Curriculum Review Workshop for Foundation Training Course	11.05.2017	28
Workshop on Revision of Evaluation Policy of BPATC	15. 06.2017	43
Workshop on National Integrity Strategy (NIS) Collaboration with Bangladesh Army	13/07/2016	326
Workshop on National Integrity Strategy (NIS)	08/12/2016	28

<b>Name of Workshop/Seminar</b>	<b>Duration</b>	<b>Number of Participants</b>
Workshop on National Integrity Strategy (NIS)	13/12/2016	30
Workshop on National Integrity Strategy (NIS) for the participants of P63 FTC	21/03/2017	319
Workshop on National Integrity Strategy (NIS) for the participants of the 80 <sup>th</sup> SSC	07.03.2017	23
Workshop on National Integrity Strategy (NIS) for the participants of the 1 <sup>st</sup> SFTC for DoR Officials (Sub-Register)	18.04.2017	30
Workshop on National Integrity Strategy (NIS) for the participants of the ToT for BPATC faculty members	16.04.2017	21
Challenges and Prospects for Organizations	30.05.2017	60
<b>Total</b>		<b>1650</b>

#### **2.2.4.8 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 strengthening of BPATC (SBPATC) project, the total quality management (TQM) project sponsored by JICA, as well as foreign training opportunities funded as part of different collaborative training activities. A total of 606 trainee officers of FTC, ACAD, SSC and PPMC and 42 faculty members participated in foreign training and exposure visits abroad in the training year 2016-17. Tables 2.12 and 2.13 show information about foreign exposure visits done by the participants of different courses and faculty members respectively.

**Table 2.12: Foreign Exposure Visits and Number of Participants Attended in 2016-17**

<b>Course</b>	<b>Country</b>	<b>Duration</b>	<b>Participants</b>		
			<b>Male</b>	<b>Female</b>	<b>Total</b>
107 <sup>th</sup> ACAD	India	07.08.16 to 16.08.16	28	5	33
76 <sup>th</sup> SSC	Vietnam	10.08.16 to 19.08.16	33	5	38
108 <sup>th</sup> ACAD	India	28.08.16 to 06.09.16	21	5	26
60 <sup>th</sup> FTC	Malaysia	26.09.16 to 05.10.16	24	5	29
109 <sup>th</sup> ACAD	India	30.10.16 to 08.11.16	24	3	27
77 <sup>th</sup> SSC	Vietnam	15.11.16 to 24.11.16	31	1	32
11 <sup>th</sup> PPMC	Thailand	20 to 26/11/2016	20		20
58 <sup>th</sup> , 59 <sup>th</sup> , 60 <sup>th</sup> and 61 <sup>st</sup> FTC	Australia	05 to 16/12/2016	38	6	44
60 <sup>th</sup> FTC	Thailand	11.12.16 to 20.12.16	19	10	29

Course	Country	Duration	Participants		
			Male	Female	Total
78 <sup>th</sup> SSC	Vietnam	12.02.17 to 21.02.17	20	3	23
110 <sup>th</sup> ACAD	India	08 to 17.01.2017	31	2	33
111 <sup>th</sup> ACAD	India	29.01.17 to 07.02.17	32	7	39
61 <sup>st</sup> FTC	Malaysia	16.01.17 to 25.01.17	22	7	29
112 <sup>th</sup> ACAD	India	19 to 28.02.2017	21	4	25
79 <sup>th</sup> SSC	Vietnam	16 to 25.04.2017	34	1	35
61 <sup>st</sup> , 62 <sup>nd</sup> and 63 <sup>rd</sup> FTC	Australia	15 to 26.05.2017	32	14	46
61 <sup>st</sup> and 62 <sup>nd</sup> FTC	Malaysia	07 to 16.05.2017	30	12	42
113 <sup>th</sup> ACAD	India	21 to 30.05.2017	24	2	26
80 <sup>th</sup> SSC	Vietnam	17 to 26 May 2017	28	2	30
		<b>Total</b>	<b>512</b>	<b>94</b>	<b>606</b>

**Table 2.13: Foreign Exposure Visits and Number of Faculty Members Attended in 2016-17**

Course	Country	Duration	Participants		
			Male	Female	Total
107 <sup>th</sup> ACAD	India	07.08.16 to 16.08.16	2		2
76 <sup>th</sup> SSC	Vietnam	10.08.16 to 19.08.16	1	1	2
108 <sup>th</sup> ACAD	India	28.08.16 to 06.09.16	2		2
60 <sup>th</sup> FTC	Malaysia	26.09.16 to 05.10.16	2		2
109 <sup>th</sup> ACAD	India	30.10.16 to 08.11.16	2		2
77 <sup>th</sup> SSC	Vietnam	15.11.16 to 24.11.16	1	1	2
Training Exchange Program	China	15 to 25 November 2016	1		1
11 <sup>th</sup> PPMC	Thailand	20-26/11/2016	3		3
58,59,60 and 61 <sup>st</sup> FTC	Australia	05 to 16/12/2016	1		1
60 <sup>th</sup> FTC	Thailand	11.12.16 to 20.12.16	2		2
78 <sup>th</sup> SSC	Vietnam	12.02.17 to 21.02.17	2		2
110 <sup>th</sup> ACAD	India	08 to 17.01.2017	2		2
111 <sup>th</sup> ACAD	India	29.01.17 to 07.02.17	2		2
60 <sup>th</sup> FTC	Malaysia	16.01.17 to 25.01.17	1		1
112 <sup>th</sup> ACAD	India	19 to 28.02.2017	2		2

Course	Country	Duration	Participants		
			Male	Female	Total
JDCF Project of MoPA	Australia	06.03.17 to 26.03.17	1		1
79 <sup>th</sup> SSC	Vietnam	16 to 25.04.2017	1	1	2
61 <sup>st</sup> , 62 <sup>nd</sup> and 63 <sup>rd</sup> FTC	Australia	15 to 26.05.2017	1		1
61 <sup>st</sup> and 62 <sup>nd</sup> FTC	Malaysia	07 to 16.05.2017	1		1
113 <sup>th</sup> ACAD	India	21 to 30.05.2017	2		2
BCURE Project , Cabinet Division	Indonesia	01 to 05 May 2017	2		2
80 <sup>th</sup> SSC	Vietnam	17 to 26 May 2017	2		2
Seminar on Public Administration for Civil Servants of Bangladesh	China	27.06.17 to 17.07.17	1		1
Strengthening Government Through Capacity Development of the BCS Officials	USA	16.05.17 to 28.05.17	2		2
		<b>Total</b>	<b>39</b>	<b>3</b>	<b>42</b>

### 2.3 Training Courses Conducted and No. of Trainees in BPATC Since Its Inception

BPATC has conducted 821 training courses since its inception in 1984. The total number of participants in these courses was 37,882. Table 2.14 shows year-wise number of participants in these courses. Since 1984, BPATC organized 268 workshops/seminars/conferences in which 15,202 officials participated. Table 2.15 shows year-wise number of participants of these workshops/seminars/conferences.

**Table 2.14: 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
	<b>Grand Total</b>		<b>821</b>	<b>Grand Total</b>		<b>37,882</b>

**Table 2.15: Seminars/Workshops/Conference held since 1984**

<b>Training Year</b>	<b>Number of Workshops</b>	<b>Number of Participants</b>
1984-1985 Through 2015-2016	240	13,552
2016-2017	28	1,650
<b>Total</b>	<b>268</b>	<b>15,202</b>

#### **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 who belong to the grades from 10 to 20. BPATC also arranges some special courses and short courses in the RPATCs. The four RPATCs altogether trained 5,249 employees in the financial year 2016-17. 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 2.16

**Table 2.16: Training Activities of RPATCs in the Financial Year 2016-2017**

Sl. No.	Programme			Number of Participants attended												Total
				Dhaka			Chittagong			Rajshahi			Khulna			
Name	Duration	Number	M	F	T	M	F	T	M	F	T	M	F	T		
1.	Workshop on Right to Information (RTI), for Class-I Officers and the equivalents			23	11	34	31	8	39	23	02	25	27	2	29	127
2.	Workshop on Women and Child Rights, for Class-I Officers and the equivalents	1 Day	4	11	24	35	40	8	48	22	29	51	22	3	25	159
3.	Seminar on Medium Term Budget Framework (MTBF), for Class-I & II Officers	1 Day	4	27	6	33	49	11	60	39	11	50	19	2	21	164
4.	Workshop on PPA, 2006 and PPR, 2008, for Class-I & II Officers and the equivalents	1 Day	4	39	6	45	91	10	101	56	11	67	38	3	41	254
+	Workshop on National Integrity Strategy (NIS) (Class-1)	1 Day	13	123	32	155	40	9	49	259	87	346	90	21	111	661
5.	Modern Office Management Course, for Class-I & II Officers and the equivalents	12 Days	8	65	22	87	41	12	53	40	18	58	33	7	40	238
6.	Financial Management Course, for Class-I & II Officers	12 Days	8	55	19	74	40	6	46	19	15	34	36	12	48	202

Sl. No.	Programme	Number of Participants attended														Total	
					Dhaka			Chittagong			Rajshahi			Khulna			
		Name	Duration	Number	M	F	T	M	F	T	M	F	T	M	F		T
7.	Conduct Rules & Discipline & Appeal Rule Course, for Class-I & II Officers	05 Days	8	70	21	91	51	8	59	31	26	57	57	7	64	271	
8.	ICT and e-Governance Management Course, for Class-I & II Officers and the equivalents	12 Days	7	65	15	80	53	11	64	51	25	76	20	2	22	242	
9.	Communicative English Course, for Class-I Officers and the equivalents	12 Days	4	31	5	36	14	5	19	19	10	29	13	0	13	97	
10.	Basic Office Management Course, for Class-III Employees	19 Days	16	139	54	193	144	23	167	166	33	199	125	28	153	712	
11.	Computer Application and English Language Course , for Class-III Employees	19 Days	12	121	48	169	117	22	139	75	15	90	124	16	140	538	
12.	Basic Conduct and Discipline Course, for Class-III Employees	05 Days	8	70	29	99	112	24	136	58	20	78	80	14	94	407	
13.	Basic Financial Management Course, for Class-III Employees	05 Days	8	90	24	114	106	18	124	81	14	95	127	9	136	469	

Sl. No.	Programme	Duration	Number	Number of Participants attended												Total
				Dhaka			Chittagong			Rajshahi			Khulna			
	Name			M	F	T	M	F	T	M	F	T	M	F	T	
14.	Staff Development Course, for Class-IV Employees	05 Days	8	88	15	103	58	10	68	120	14	134	78	7	85	390
15.	Computer Literacy Course, for SSC Passed Class-IV Employees	05 Days	8	85	28	113	73	7	80	48	12	60	58	7	65	318
<b>Grand Total (in four RPATCs)</b>															<b>5249</b>	

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

CHAPTER THREE

**TRAINING EVALUATION**



Foundation Trainees are Appearing Written Exam in Auditorium of BPATC



Foundation Training Course Participants are attended NIS workshop organised by BPATC

### 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.

### 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 Assessments

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**

Percentage of Marks	Grade
90 and above	AA (Outstanding)
80 - <90	A + (Very good)
70 - <80	A (Good)
60 - <70	B + (Above Average)
50 - <60	B (Average)
< 50	Failed

#### 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 Course

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 and Culture	WE 25	GA 25	50
2.	Village Study	-	GR 50	50
3.	Poverty Studies and Rural development	WE 25, OA 10	GA 15	50
4.	Field Attachment	IA -15, ICA-25	GA&P 35	75
5.	Fundamentals of Foundation Training Course	WE 25		25
6.	Organization and Human Resource Management	WE 25	GR 25	50
7.	Important Statutory Service Laws in Bangladesh	WE 50, CT 25	-	75
8.	Modern Office Management	WE 50, IA 25	-	75
9.	Financial Management	WE 25, IE 25	-	50
10.	Governmental System & Essential Laws	-	GA+ GP	50
11.	Public Sector Management	IA 25	GR 25	50
12.	Gender and Development	-	GE 25	25
13.	Integrity in Public Administration	WE 50	-	50
14.	Macroeconomic Management	WE 25	GA 25	50
15.	Economic Development: Bangladesh Perspective	WE 25	GA 25	50

Module		Evaluation Method and Mark		
No.	Name	Individual	Group	Total
16.	Environment and Disaster Management	WE 25	-	25
17.	Project Management	-	GE 25	25
18.	Procurement Management	-	GE 25	25
19.	Basics of Social Research	We 25	GR 25	50
20.	Contemporary Issues	IR 25	-	25
21.	Language Skills	WE 25, IE 25	-	50
22.	Art of Reviewing	IR 20, IP 30	-	50
23.	ICT and e-Governance	WE 25, PT 25	-	50
24.	Physical Conditioning and Games	IE 10, IA 15	-	25
	Evaluation by the CMT	(a) Attendance		50
		(b) Overall Evaluation		50
	<b>Total</b>	<b>825</b>	<b>375</b>	<b>1200</b>

**Table 3.3: Marks Distribution of the ACAD**

Module		Evaluation Method and Mark		
No.	Name	Individual	Group	Total
1.	Behavioral Governance	50	-	50
2.	Writing Seminar Paper	100	-	100
3.	Governmental Business Process	50	25	75
4.	Public Sector Management	75	-	75
5.	Development Economics & Gender Issues	50	25	75
6.	Poverty Reduction: Bangladesh Perspective	-	75	75
7.	Public Project Management	-	50	50
8.	Procurement Management	-	50	50
9.	Environment & Disaster Management	-	50	50
10.	Conflict Management & Negotiation	-	50	50
11.	Improving Language Skills	25	-	25
12.	ICT and e-Governance	25	25	50
13.	Physical Conditioning and Games	25	-	25
14.	Field Attachment Programme	-	50	50
15.	Contemporary Issues	50	-	50
16.	Foreign Exposure Visit	-	50	50

Module		Evaluation Method and Mark		
No.	Name	Individual	Group	Total
Evaluation By CMT				
	(a) Punctuality	10	-	100
	(b) Table Manner & Dress	10	-	
	(c) Manner & Etiquettes	15	-	
	(d) Overall Conduct & Discipline	15	-	
	(e) Attendance in Sessions	50	-	
	<b>Total</b>	<b>500</b>	<b>500</b>	<b>1000</b>

**Table 3.4: Marks Distribution of the SSC**

Module		Methods and Marks		
No.	Name	Individual	Group	Total
01.	Behavioural Governance		50	50
02.	Policy Analysis and National Policy Review	100	100	200
03.	Public Management and Governance		50	50
04.	Negotiation Techniques	-	75	75
05.	Macroeconomic Management	100	-	100
06.	Environmental Management	50	50	100
07.	Project Management	50	25	75
08.	Public Procurement Management	75	-	75
9.	ICT and e-Governance	25	-	25
10.	Physical Conditioning and Games	25	-	25
11.	Important Contemporary Issues	75	-	75
12.	Exposure Visit	-	50	50
13.	Evaluation by the CMT	100	-	100
	<b>Total</b>	<b>600</b>	<b>400</b>	<b>1000</b>

**Table 3.5: Marks Distribution of the PPMC**

Module		Evaluation Methods and Marks		
No.	Name	Individual	Group	Total
01.	Policy Development Perspective	-	100	100
02.	Policy Analysis and Process	-	100	100
03.	Governance and Public Service Management	-	50	50

Module		Evaluation Methods and Marks		
No.	Name	Individual	Group	Total
04.	Public Finance Management	100	-	100
05.	Study Tour (Domestic)	-	50	50
06.	Study Tour (Foreign)	-	50	50
07.	Evaluation by CMT	50	-	50
<b>Total</b>		<b>150</b>	<b>350</b>	<b>500</b>

**Table 3.6: Marks Distribution of the SFTC**

Module		Methods and Marks		
No.	Name	Individual	Group	Total
01.	Know Bangladesh	25	25	50
02.	Governmental System	50	-	50
03.	Election System of Bangladesh	50	-	50
04.	Public Sector Management	20	30	50
05.	Leadership and Change Management	-	50	50
06.	Human Resource Management	50	-	50
07.	Essential Service Rules	50	-	50
08.	Office Management	50	-	50
09.	Financial Management	50	-	50
10.	Public Procurement Management	50	-	50
11.	Bangladesh Economy: Development Perspective	50	-	50
12.	ICT and e-Governance	-	50	50
13.	Use of Official Language and Communicative English	50	-	50
14.	Book Review and Oral Presentation	50	-	50
15.	Social Research and Field Study	50	50	100
16.	Physical Conditioning and Games	25	-	25
17.	Contemporary Issues	25	-	25
18.	Evaluation by the CMT	50	-	50
<b>Total Marks</b>		<b>695</b>	<b>205</b>	<b>900</b>

### 3.3 Revision of Evaluation Policy of 2013

- The training evaluation policy of 2013 is under review.

### 3.4 Courses Evaluated

Table 3.7 shows the evaluation results of the core and short courses that were published within the training year 2016-17.

**Table 3.7: Results of the Evaluated Core and Short Courses**

Name of Course	Number of Participants		Grade	
	Attended	Passed		
P62 <sup>nd</sup> FTC	336	330	A+	284
		(Released 6)	A	46
P63 <sup>rd</sup> FTC	320	319	A+	291
		(Released 1)	A	14
			Pass	14
109 <sup>th</sup> ACAD	24	24	A+	24
110 <sup>th</sup> ACAD	25	25	A+	25
111 <sup>th</sup> ACAD	35	35	A+	35
112 <sup>th</sup> ACAD	23	Result not published	--	--
113 <sup>th</sup> ACAD	29	Result not published	--	--
114 <sup>th</sup> ACAD	31	Result not published	--	--
77 <sup>th</sup> SSC	25	25	A+	18
			A	07
78 <sup>th</sup> SSC	27	Result not published	--	--
79 <sup>th</sup> SSC	29	Result not published	--	--
80 <sup>th</sup> SSC	23	Result not published	--	--
81 <sup>st</sup> SSC	33	Result not published	--	--
11 <sup>th</sup> PPMC	16	16	A+	16
12 <sup>th</sup> PPMC	15	Result not published	--	--
13 <sup>rd</sup> PPMC	15	Result not published	--	--
14 <sup>th</sup> PPMC	16	Result not published	--	--
2 <sup>nd</sup> SFTC for DoICT	30	30	A+	03
			A	27
SFTC for ACC	30	30	A+	28
			A	02

Name of Course	Number of Participants		Grade	
	Attended	Passed		
3 <sup>rd</sup> SFTC for DoICT	30	30	A+	17
			A	12
			Pass	01
4 <sup>th</sup> SFTC for DoICT	30	30	A+	04
			A	24
			Pass	02
9 <sup>th</sup> SFTC for 40+ Officers	22	22	A+	06
			A	16
1 <sup>st</sup> SFTC for BWDB	25	24	A+	19
		(Released 1)	A	05
1 <sup>st</sup> SFTC for DoR	30	30	A+	13
			A	16
			Pass	01
5 <sup>th</sup> SFTC for DoICT	35	35	A+	22
			A	13
6 <sup>th</sup> SFTC for DoICT	36	36	A+	11
			A	25
9 <sup>th</sup> SFTC for EC	36	Result not published	--	--
10 <sup>th</sup> SFTC for 40+ Officer	27	27	A+	11
			A	14
			Pass	02

*Note: Results of ACAD, SSC, and PPMC are published after their feedback seminars are held.*

### 3.4.1 Merit Positions in the FTCs

Results of two FTCs were published in the training year 2016-17. 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 Positions in the 62<sup>nd</sup> FTC**

Roll No.	Name	Designation	Position
403	Md. Khademul Islam Chowdhury	Assistant Commissioner of Taxes	1 <sup>st</sup>
305	Monjur Ahsan	Assistant Commissioner	2 <sup>nd</sup>
514	Shakila Islam	Assistant Engineer	3 <sup>rd</sup>
512	Zakir Hossain Suman	ASP	4 <sup>th</sup>
515	Sanjib Das	Assistant Commissioner	5 <sup>th</sup>
114	Humaira Binte Hasan	Assistant Engineer	6 <sup>th</sup>

<b>Roll No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
103	Most. Shahina Akter	Assistant Commissioner	7 <sup>th</sup>
516	Palash Kumar Bosu	Assistant Commissioner	8 <sup>th</sup>
310	Mamata Afrin	Assistant Commissioner	9 <sup>th</sup>
112	Mohammad Humayan Rashid	Assistant Commissioner	10 <sup>th</sup>
526	Imran Ashab	ASP	11 <sup>th</sup>
417	Iffat Jahan	Assistant Commissioner	12 <sup>th</sup>
536	Mst. Momotaz Mohol	Assistant Commissioner	13 <sup>th</sup>
141	Shantana Sheikh	Assistant Engineer	14 <sup>th</sup>
330	Jinat Sharmin	Family Planning Officer	15 <sup>th</sup>
424	Md. Masud Hossain	Assistant Commissioner	16 <sup>th</sup>
527	Sarmina Sattar	Assistant Commissioner	17 <sup>th</sup>
331	H. M. Shahriar Hassan	Assistant Commissioner of Taxes	18 <sup>th</sup>
507	Md. Ishtiaque Ymon	Assistant Commissioner	19 <sup>th</sup>
201	Shaila Akhter	Assistant Director	20 <sup>th</sup>
217	Md. Belal Hossain	Assistant Commissioner	21 <sup>st</sup>
423	Parsia Sultana Priyanka	Assistant Commissioner	22 <sup>nd</sup>
508	Priyanka Das Shipu	Assistant Commissioner (Customs & Excise)	23 <sup>rd</sup>
641	Arifur Rahman	Assistant commissioner	24 <sup>th</sup>
637	Afifa Khan	Assistant Commissioner	25 <sup>th</sup>
101	Tamanna Akter Sharmin	Assistant Commissioner	26 <sup>th</sup>
154	A.S.M. Riyad Hassan Gourab	Assistant Commissioner	26 <sup>th</sup>
548	Md Shamsul Arifin	Assistant Commissioner	27 <sup>th</sup>
227	Sukti Rani Sarker	Assistant Commissioner of Taxes	28 <sup>th</sup>
303	Nazmun Nahar	Assistant Commissioner of Taxes	29 <sup>th</sup>
353	Md. Omar Faruq Khan	Assistant Commissioner of Taxes	30 <sup>th</sup>
253	Tarik Ahmed Us Sadik	ASP	31 <sup>st</sup>
511	Fatema Sany Adrita	Assistant Engineer	32 <sup>nd</sup>

**Table 3.9: Merit Positions in the 63<sup>rd</sup> FTC**

<b>Roll No.</b>	<b>Name of Participants</b>	<b>Designation</b>	<b>Position</b>
505	Mst. Mir Nurani Rupoma	Assistant Secretary	1 <sup>st</sup>
504	Abdullah Al Razi	Assistant Secretary	2 <sup>nd</sup>
304	Hasan Al Bashar Abul Ulayee	Assistant Secretary	3 <sup>rd</sup>
205	Jesmine Akter	Assistant Commissioner	4 <sup>th</sup>
407	Farzana Rahman	Assistant Commissioner	5 <sup>th</sup>
151	Md. Mohidul Islam	Upazila Fisheries Officer	6 <sup>th</sup>
107	Sunjida Parveen	Assistant Commissioner	7 <sup>th</sup>
604	Md. Mehebob Zaman	Assistant Secretary	8 <sup>th</sup>
509	Sharif Asif Rahman	Assistant Commissioner	9 <sup>th</sup>
339	Suraiya Sultana	Assistant Commissioner	10 <sup>th</sup>
542	Taposh Shil	Assistant Commissioner	11 <sup>th</sup>
105	Suraiea Akter Lucky	Assistant Commissioner	12 <sup>th</sup>
621	Ali Rajib Mahmud Mithun	Assistant Commissioner	13 <sup>th</sup>
503	Md. Mehbubor Rahman	Assistant Engineer	14 <sup>th</sup>
240	Md. Kamal Hossan	Upazila Family Planning Officer	15 <sup>th</sup>
615	Imran Hossain	Veterinary Surgeon	16 <sup>th</sup>
623	Md. Niamot Ali	Assistant Radio Engineer	17 <sup>th</sup>
602	Shah Salah Uddin Chowdhury	Assistant Engineer	18 <sup>th</sup>
411	Md. Gulam Kibria	Assistant Engineer (Civil)	19 <sup>th</sup>
146	Abu Sufian Imran	Upazila Family Planning Officer	20 <sup>th</sup>
252	Shamim Hosen	Assistant Director	21 <sup>st</sup>
451	Shamim Adnan	Assistant Director	22 <sup>nd</sup>
242	Md. Asaduzzaman Saad	Assistant Engineer (Civil)	23 <sup>rd</sup>
253	Heron Mia	Upazila Fisheries Officer	24 <sup>th</sup>
626	Md. Mansorol Haq	Veterinary Surgeon	25 <sup>th</sup>
624	Md. Farukul Islam	Agriculture Extension Officer	26 <sup>th</sup>
539	S.M. Azharul Islam	Assistant Commissioner	27 <sup>th</sup>
514	Khaled Syfullah	Assistant Engineer (Civil)	28 <sup>th</sup>
302	Zannatul Ferdous	Assistant Commissioner	29 <sup>th</sup>
650	Md. Shafiul Alam	Upazila Fisheries Officer	30 <sup>th</sup>
135	Sujan Kumar Bhowmik	Agriculture Extension Officer	31 <sup>st</sup>
141	Mohammad Hossain Patowary	Assistant Commissioner	32 <sup>nd</sup>

### 3.4.2 Merit Positions in the ACADs

Results of three ACADs were published in the training year 2016-17. The name and designation of the first position holder in each batch are presented in Table 3.10.

**Table 3.10: First Position in each ACAD**

Batch	Name of Participant	Designation
106 <sup>th</sup> ACAD	Ommey Salma Tanzia (6405)	Deputy Secretary
107 <sup>th</sup> ACAD	Mohammed Shoheler Rahman Chowdhury	Deputy Secretary
108 <sup>th</sup> ACAD	Parimal Sarker (6777)	Deputy Secretary
109 <sup>th</sup> ACAD	Mr. Zakaria (6419)	Deputy Director, Local Government (Deputy Secretary)
110 <sup>th</sup> ACAD	Mr. SM Masudul Haque (6895)	Law Officer (Deputy Secretary)
111 <sup>th</sup> ACAD	Mr. A.K.M. Shameem Akther (5908)	Deputy Director, RPATC, Dhaka (Deputy Secretary)

### 3.4.3 Merit Positions in the SSCs

Result of only two SSC batches was published in the training year 2016-17. The name and designation of the first position holder in each batch are presented in Table 3.11.

**Table 3.11: First Position in SSC**

Batch	Name of Participant	Designation
76 <sup>th</sup> SSC	Dr. Md. Afzal Hossain (5320)	Joint Secretary
77 <sup>th</sup> SSC	Sheikh Mujibur Rahman ndc (4954)	Joint Secretary

### 3.4.4 Merit Positions in the PPMCs

Results of the tenth and eleventh batches of the PPMC were published in the training year 2016-17. The name and designation of the first position holder in each batch are presented in Table 3.12.

**Table 3.12: First Position in SSC**

Batch	Name & ID of Participant	Designation
10 <sup>th</sup> PPMC	Gazi Mohammad Julhash ndc (3399)	Additional Secretary
11 <sup>th</sup> PPMC	Sheikh Mujibur Rahman ndc (4954)	Additional Secretary

CHAPTER FOUR

**RESEARCH, PUBLICATION AND ICT**



BPATC Research Committee Meeting Chaired by the Vice Chancellor of Jahangirnagar University

## 4.1 Introduction

The Research and Consultancy (R&C) Division of the Centre 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 Research Committee

The research branch coordinates the research activities undertaken and funded by the revenue budget of the Centre. Coordination activities range from invitation of research proposals to submission of final research reports. A research policy of the Centre guides its research activities. 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. All of the MDSs of BPATC are the internal members and another two experts, nominated by the Board of Governors, are the external members of the committee. The Director of the R&D department acts as the member-secretary of the committee. Two

meetings of the research committee were organized during the financial year 2016-17. The 51<sup>st</sup> meeting was held on 31 July 2016 and the 52<sup>nd</sup> meeting was held on 1 October 2016.

#### 4.2.2 Research Proposal Invitation

In response to the notice inviting research proposals, under the financial year 2016-17, from the faculty members of BPATC and experienced researchers from outside BPATC, 11 (eleven) research proposals were submitted to the research branch. The research committee evaluated the research proposals thoroughly and primarily selected 2 (two) research proposals for presentation in a faculty seminar which was held on 30<sup>th</sup> August 2016.

#### 4.2.3 Faculty Seminar

The research branch organized a faculty seminar where the selected two research proposals were presented. Along with faculty members, Dr. Rizwan Khair, MDS, BPATC evaluated the research proposal titled "Application of learning by the participants of the training courses conducted by RPATC" as a discussant. Mr. AKM Enamul Haque, Director, BPATC evaluated the research proposal titled "Post-training utilization of learning obtained from foundation training course on the field: A study" as a discussant. Based on the feedback from the faculty seminar, the research committee in its 52<sup>nd</sup> meeting finally recommended these two research proposals. The committee also recommended another proposal titled "Organizational effectiveness of BPATC: An evaluation"—which was earlier recommended in the 44<sup>th</sup> meeting of the committee held on 27 September 2011—for the financial year 2016-17. The following Table shows information about the recommended proposals:

**Table 4.1: Recommended Research Proposals for Financial Year 2015-16**

Sl. No.	Title of the Research Proposal	Name & Addresses of Researchers
1.	Application of Learning by the Participants of the Training Courses Conducted by RPATC.	Mr. Abdul Baki Director(PPR), BPATC Savar, Dhaka1343
2.	Post-Training Utilization of Learning obtained from Foundation Training Course on the field. A Study.	Dr. Md. Moshir Rahman Deputy Director, BAPTC Savar, Dhaka-1343
3.	Organizational Effectiveness of BPATC: An Evaluation.	Dr. Md. Zohurul Islam Deputy Director (Research) BPATC, Savar, Dhaka-1343.

#### 4.2.4 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 2015-2016 and distributed around 600 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.

#### 4.2.5 Field Study of the FTC

The research branch also coordinates the field study 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:

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

#### **4.3.2 Publications in the Financial Year 2016-17**

The following Table lists the reports and publications that were published under the reporting year 2016-17:

**Table 4.2: List of Publications for the Financial Year 2015-16**

<b>Sl. No.</b>	<b>Name of Publication</b>	<b>Number of Publication</b>	<b>Number of Copies of each Publication</b>	<b>Total Number of Copies Published</b>
1.	Bangladesh Journal of Public Administration (BJPA) Volume XXIV Number II 2016	01	500	500
2.	Bangladesh Lok-Proshashon Potrika 16 <sup>th</sup> Year Issue	01	700	700
3.	Lok-Proshashon Samoeeky, Issue 66 <sup>th</sup>	01	700	700
4.	Annual Report 2015-2016	01	700	700
5.	BPATC Training Calendar (2016-2017)	01	700	700
6.	RPATC Training Calendar (2016-2017)	01	1500	1500
7.	BPATC Flyers	01	2000	2000
8.	FTC Flyers	01	1000	1000

### **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**

The computer centre of BPATC is an important unit of the R&C division. It looks after the ICT & e-Governance activities of the Centre and imparts training on relevant issues. The computer centre also acts as the implementing agent of Digital BPATC. It is headed by a Systems Analyst and the MDS (R&C) oversees its activities.

At present there are 9 (nine) computer labs in BPATC with network printer and scanner. Two computer labs are located in faculty building-2 wherein 64 (sixty four) trainees can use computer at a time. One computer lab is located in the ITC wherein 29 trainees can use computer at a time and another computer lab is located in the library. The five dormitories of the Centre accommodate 5 computer labs for use by participants of different courses.

A module on ICT has been included in the FTC, the ACAD, and the SSC, and in selected short courses. Participants gain primary knowledge of ICT through theoretical and practical sessions on MS Word, MS Excel, MS Power Point, MS Access, e-Mail, Internet, Networking, Troubleshooting, e-Services, Innovation in Service Delivery and e-Governance.

There are 1,020 computers including 698 laptops in the Centre, which are being used in the 9 computer labs and by the faculty members and participants of different courses. The computer centre is kept open for 14 hours a day. It also remains open on weekly holidays depending on training load and need of participants.

The centre has two video conferencing systems. These are used as and when necessary. This facility is used to conduct joint training sessions connecting the RPATCs in Dhaka, Chittagong, Rajshahi and Khulna. Important government officers, such as officers from the Prime Minister's Office, are communicated through the video conferencing system.

Seven application softwares have been developed and are being used in seven functional units. These softwares are (1) personnel information management system (PIMS) set up for the administration section, (2) computerized training management system (CTMS) set up for the PPR and the evaluation sections, (3) finance and accounts management system (F&AMS) set up for the finance section, store management system (SMS) set up for the purchase and store section, dormitory management system (DMS) set up for the dormitory section, transport management system (TMS) set up for the transport unit, computer equipment management system (CEMS) set up for the computer cell. For proper functioning of these softwares, seven focal point officers are assigned. These softwares are on trial run and feedbacks received from various corners are taken care of.

The Centre has developed an e-learning-platform-based training system. A number of online activities e.g. distribution of course materials, submission of assignment by participants, circulating notice, online discussion will be covered under this umbrella.

Special activities of the computer centre done in the financial year 2016-17 were the following:

- Imparted regular ICT training to 1600 participants of different courses.
- Imparted ICT training to 340 participants in the evening special sessions for slow learners.
- Training on e-filing system was organized for 70 officers, 55 employees in the first phase, and 128 employees in the second phase.
- Training on office automation was organized wherein 49 officers and 68 employees participated. They learnt how to use customized software.
- 5 new online UPS were installed in different classrooms and office rooms under supervision of computer centre.
- Library automation, website development and software development, digitalization of training aid, live monitoring systems setup and application software update activities are going on under the direct supervision of the computer centre.
- The computer centre is regularly maintaining the fiber network, Wi-Fi and video conferencing systems.
- Internet bandwidth was increased from 94 Mbps to 150 Mbps.
- IT support is being provided for maintenance of CCTVs and biometric attendance.

## CHAPTER FIVE

**LIBRARY AND TRAINING AID**



Journal Section of the BPATC Library

## 5.1 Introduction

Library and Training Aid (LTA) is an important department of the R&C 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 2015-16 books, newspapers magazines etc. were purchased for the library. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual reports, newsletters and magazines as complimentary copies through exchange programme with various local and foreign organizations.

### 5.2.1 Reference Service

Reference collection of the library is very rich. More than 135 titles of encyclopedias are available in the library. In addition to these, a huge number of reference-related books are also available in the library. The library staff is committed to respond to the queries to checking various reference citations of the readers.

### 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 p.m. to 6.00 p.m. on Friday and from 6.00 p.m. to 10.00 p.m. on Saturday. A large number of readers use the library regularly. Approximately, 2,750 books were issued to the readers in the financial year 2016-17. Every faculty member can borrow 10 books while a trainee can borrow 4 books at a time for one month.

### 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 13,368 copies of 17 dailies were kept in the library in the financial year 2016-17. Moreover, 5 selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as the Economist, Times, Reader's Digest and National Geographic etc. The Library is subscribers to some renowned journals namely *Proshikhyan*, *International Review of Administrative Science* etc.

### 5.2.4 Other services

One of the important collections for the trainees, faculty members and researchers 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. Library also preserves omnibuses and seminar papers and souvenir of different core courses as ready references for the readers. BPATC library is a member of AMDISA. The library is also a corporate member of the Bangladesh Society for Training and Development.

### 5.2.5 Library Automation

Automation programme of the library is ongoing. Catalogues of 47,647 titles of books of 67,517 volumes are available on the web page. Readers can search web page using user-IP: 123.49.37.100 for information about those books. Some books and documents are already scanned and uploaded for online reading. 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 provided from the library during the financial year 2016-17:

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

Sl. No.	Statement of Items	Number of Items
1.	Procured books	491 copies
2.	Procured books	990 copies
3.	Complementary copies of various publications received	125 copies
4.	Books collected from ITC	549 copies
5.	The library remained open (including weekends)	3664 hours
6.	Annual reports received from various organizations	28 copies
7.	Journals received (through exchange programme by virtue of Membership of international organizations and complementary copies)	115 volumes
8.	No. of daily newspapers kept (per day)	49 copies of 17 titles
9.	Processing of books completed	1358 volumes
10.	Magazines kept (weekly, fortnightly, monthly etc.)	22 titles

### 5.3 Activities of Audio-Visual and Reproduction

The Audio-Visual and Reproduction (AVR) section of the library is equipped with the latest international AVR equipments to provide technological support to academic sessions, seminars, workshops etc. of the Centre. Two modern language laboratories are equipped with all sorts of audio and video support and computer facilities to help participants in language learning. The two laboratories together can accommodate 80 participants at a time. In addition, BPATC library, on and often, supports conducting online training sessions, video conferences by providing multimedia, large screens and other modern equipments. Services delivered by the AVR branch during the financial year 2016-17 are listed in the following two Tables:

**Table 5.2: Process of Training Aids and Reproduction**

Sl. No	Description of Work	Volume of Work
1.	Output from 4 photo copiers	9,04,632 pages
2.	Output from 5 duplicators	17,16,538 pages
3.	Spiral binding	187 Books

**Table 5.3: Training Assistance (Audio-Visual) Given to Class Rooms**

<b>Sl. No</b>	<b>Description of Work</b>	<b>Volume of Work</b>
1.	Use of 18 PA systems in 14 class rooms, auditorium, cafeteria, short courses, workshop/seminars	22,500 Hours
2.	Use of 8 wireless amplifiers in different class rooms, short courses, meetings, seminars, games and sports	6,500 Hours
3.	Use of 5 conference sets in ITC conference room, ACAD, SSC, PPMC, Rector's Conference Room, workshops, seminars, BOG meetings, short courses and in other activities	8,000 Hours
4.	Use of 26 multimedia projectors in different class rooms, conference rooms and other functions	33,000 Hours
5.	Use of language labs	420 Hours

**Table 5.4: Photography and Miscellaneous Functions**

<b>SL. No</b>	<b>Description of Work</b>	<b>Volume of Work</b>
1.	Photography	730 Events
2.	Photo	14,000 Snaps
3.	Photo display	4,000 Pieces
4.	Laminating (certificates and photos)	2,200 Pieces

## CHAPTER-SIX

**PHYSICAL CONDITIONING & GAMES**



Foundation Training Course Participants are Walking in the Morning PT Sessiion



Foundation Training Course Participants are doing Exercise in the Morning PT Ssession

## 6.1 Introduction

Physical conditioning and games are a part of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all core and special course participants, *i.e.* FTC, SFTC, ACAD, and SSC. The main objectives are to build-up a congenial and friendly relationship among the participants of different cadres and sectors through collective psycho-somatic exercise and games; to make them physically fit to cope up with the demand of rapidly changing contemporary world; and, at the bottom-line, to enable them to serve better. Beside these, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and mental capacities of the officers through a well-planned programme; to relieve mental stress and fatigue created by highly intensive training, family matters and other socio-economic pressures; and also to develop an attitude to live a sound, healthy and active long life. Physical conditioning and games are designed with the latest scientific concepts. The details of different conditioning programmes rendered to the different courses of the Center in the financial year 2016-2017 are as follows:

## 6.2 Physical Conditioning and Games for the FTC

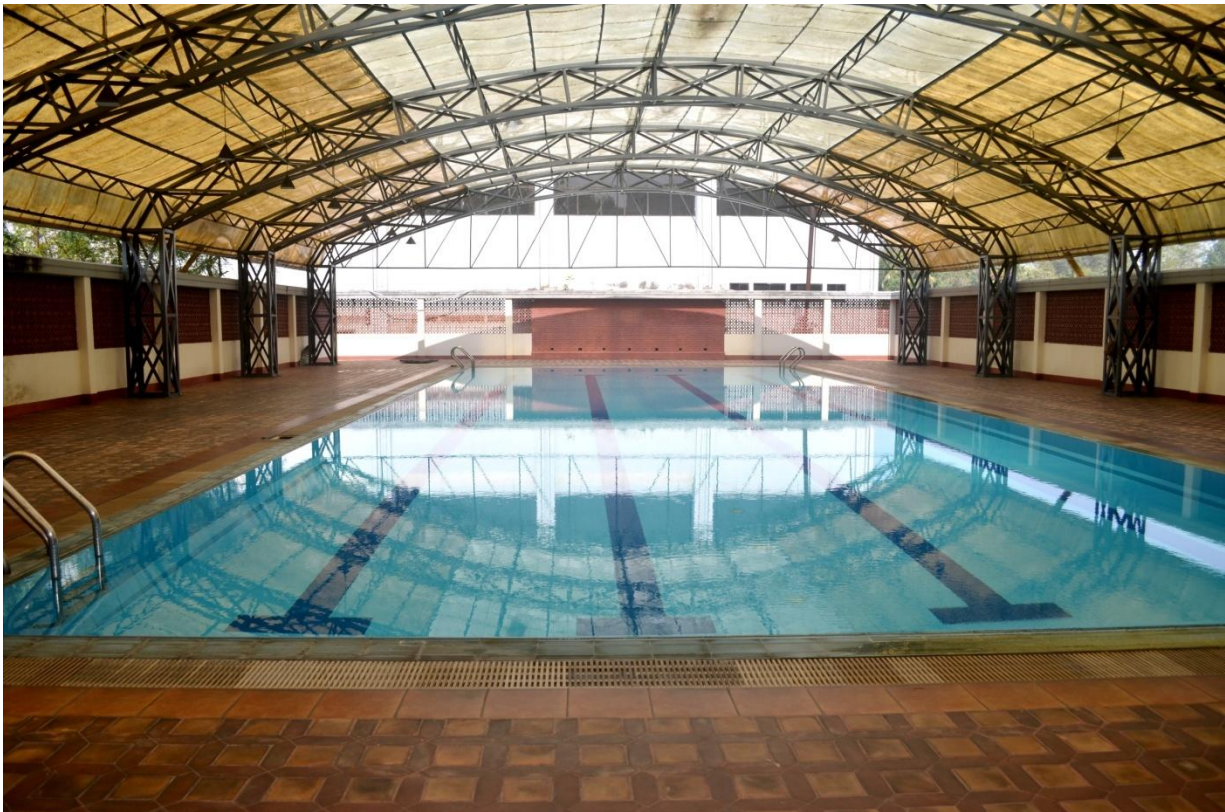
Physical conditioning in the early morning and games in the evening are mandatory for all the participants of the FTC. Physical conditioning programme consists of stretching, walking, jogging, running, floor exercise (free hand exercise), swimming, calisthenics, therapeutic exercise and brief introduction of selected type of yoga. In the games sessions, participants actively participate in four different team games, which are (i) football, (ii) volleyball, (iii) handball, and (iv) basketball. On the other hand, female participants also take part in sports events such as volleyball, handball and badminton. Furthermore, participants of both the sexes have opportunity to practice Table tennis, carom, chess and weight training on optional basis. 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 are arranged in three phases. In the first phase, participants are given theoretical and practical knowledge regarding the rules of the games, and regulations and strategies of sports. In the second phase, strategies of different games are practiced individually and in groups. In the third phase, sports competitions are arranged and prizes are given among the winners.

In the financial year 2016-17 all together 649 participants from the 62<sup>nd</sup> and the 63<sup>rd</sup> FTC took part in the physical conditioning and games. The male participants were divided into 6/7 groups and female participants were divided into 2/3 groups depending on the number of female participants for conditioning in the morning. Another combined group was formed with the injured participants. They were provided therapeutic exercises so that they can recover early return to their respective groups. The evening sessions were conducted by dividing all the participants into two groups. They were again divided into several groups, each comprising 18-25 members. Furthermore, one group in each session, comprising 15-20 participants, took part in the swimming sessions. Separate sessions were arranged for the female participants.

Competitions were held in the afternoon sessions. Sports competitions included football, volleyball, handball, basketball, swimming, badminton, Table tennis and carom. After competitive events, a friendly volleyball match was arranged between the faculty members and the participants on the closing day of the programme. The Rector of the Centre participated in the competition and gave away prizes.



Foundation Training Course Participants are in the morning PT Session



BPATC Swimming Pool



Friendly Volleyball Competition- Trainees vs. Faculty Members

### 6.3 Physical Conditioning and Games for the ACAD

In the financial year 2016-17, 164 participants from six batches of the ACAD— ranging from the 110<sup>th</sup> to the 115<sup>th</sup> batches— took part in conditioning and games sessions. They took part in morning physical exercises including walking, yoga, meditation, and in therapeutic exercises to prevent degenerative diseases. In the evening sessions, they took part in different team sports such as volleyball, tennis, badminton, Table tennis and swimming as per their personal interest. At the end of the sports curriculum, a friendly volleyball match was arranged and the Rector distributed prizes among the participants.

### 6.4 Physical Conditioning and Games for the SSC

In the financial year 2016-17, 136 participants from five batches—from 77<sup>th</sup> batch to 81<sup>st</sup> bath—of the SSC took part in physical conditioning and games. The participants took part in the morning walk, yoga, meditation and different types of physical and therapeutic exercises with an aim to prevent degenerative processes and to delay aging. They played volleyball, tennis, badminton, Table tennis and also practiced in swimming as per their personal choices. At the end of the course, a friendly volleyball match was held between two groups of the participants and also with the faculty members and prizes were distributed among the participants.

## **6.5 Physical Conditioning and Games for the PPMC**

Physical conditioning & games are optional for the PPMC participants. In the financial year 2016-2017 there were 62 participants from the four batches of this course i.e., 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>. They participated in the afternoon games sessions. There were friendly volleyball matches between faculty members and participants at the end of these courses and prizes were distributed among the faculty members and participants.

## **6.6 Physical Conditioning and Games for Special and Short Courses**

Participants of the SFTCs enjoy all physical facilities and sports facilities like the core courses. For the short courses, physical exercise and games are optional. However, they take part in a friendly volleyball match at the end of their course. In the financial year 2016-2017 there were four SFTCs for the department of ICT officials where 131 participants took part. Two SFTCs for the 40+ aged officials were also conducted where 49 Participants took part. Two SFTCs for the Directorate of Registration officials were conducted where 60 participants took part. One SFTC for Bangladesh Water Development Board officials and one SFTC for Election Commission officials were conducted and 25 & 36 participants respectively attended these courses. Participants of all these SFTCs also enjoyed all physical facilities of sports like those of the other core courses.

## **6.7 Annual Sports of the Centre**

As usual, the sports department successfully organized the 30<sup>th</sup> annual sports competition for the employees of the Centre in the financial year 2016-2017. An organizing committee headed by the MDS (P&S) arranged the event under the patronization of the Rector. On 26<sup>th</sup> January, 2017 the Rector of the Centre inaugurated the sports competition and distributed prizes among the winners at the end of the competition. In total, 324 male and 61 female employees of BPATC took part in 55 events of the competition being divided into different 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. A mini-marathon was held in which male participants were divided in three different age-groups and women participants were divided into two groups. Employees of the Centre took part in the volleyball competition being divided into three different groups. The groups scored the same point and thereby all became champions. Other events included badminton doubles championship, tennis doubles championship, female badminton doubles championship, and 100 meter sprint championship in which Mr. Manshur Ali secured the 1<sup>st</sup> position.

## CHAPTER SEVEN

**FINANCE AND ACCOUNTS**

## 7.1 Introduction

The Finance Section 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 section 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 sent 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 body corporate. The Rector, who is 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 orders and 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). 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			Expenditure			
Source	2015-2016	2016-2017	Code	Head & Sub- head	2015-2016	2016-2017
<b>Pay &amp; Allowance</b>			<b>4500</b>	<b>Pay</b>		
5901 General grant	538872055	593811000	4501	Pay of Officers	<b>47771027</b>	<b>49567891</b>
5965- Special grant	2100000	2100000	4601	Pay of Establishment.	57576924	64107523
5998- Capital grant	22000000	23500000		<b>(A) Total of pay</b>	<b>105347951</b>	<b>113675414</b>
			4700	<b>Allowances</b>		
			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>(B) Total of Allowances</b>	<b>50593279</b>	<b>61700318</b>
				<b>(C) Total of Pay &amp; Allowances (A+B)</b>	<b>155941230</b>	<b>175375732</b>
			4800	<b>Supply and Services</b>		
			4801	Traveling Expenses	1523122	1973306
			4804	04 (Four) Regional Centers	73322000	82000000
			4805	Overtime	1827737	3179377
			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

Income			Expenditure			
Source	2015-2016	2016-2017	Code	Head & Sub- head	2015-2016	2016-2017
			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
				<b>(D) Total of Supply &amp; Service</b>	<b>286572792</b>	<b>275699574</b>
			4900	<b>Maintenance &amp; Preservation</b>		
			4901	Transport Maintenance	4838403	8679048
			4906	Repair of Furniture	89320	467551
			4916	Repair of Machineries	1630194	2294761
			4921	Maintenance of Building	29439480	79250131
				<b>(E) Total of Maintenance &amp; Preservation</b>	<b>35997397</b>	<b>90691491</b>
			<b>5900</b>	<b>Grant</b>		
			5914	Grant for Pension fund.	23341565	23607840
			5930	Purchase of Equipments	5558045	2936428
			6101	Fees for Foreign Institutions	00	00
				<b>(F) Total of Grant</b>	<b>28899610</b>	<b>26544268</b>
			5901	<b>1. Total of General Grant (C+D+E+F)</b>	<b>507411029</b>	<b>568311065</b>
			5965	Special grant	2100000	2080000
				<b>2. Total of Special Grant</b>	<b>2100000</b>	<b>2080000</b>
			5998	<b>Capital Grant</b>		
			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
				<b>3. Total of Capital Grant</b>	<b>11361026</b>	<b>18527935</b>
Total Grant	<b>562972055</b>	<b>61,94,11,000</b>		<b>Total Expenditure (1+2+3)</b>	<b>520872055</b>	<b>588919000</b>
	-----	----		<b>Closing Balance</b>	<b>*42100000</b>	<b>*30492000</b>
Grant Total	<b>562972055</b>	<b>61,94,11,000</b>		<b>Grand Total</b>	<b>562972055</b>	<b>619411000</b>

CHAPTER EIGHT

**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 FAO**

An agreement was signed with the Food and Agriculture Organization (FAO) to streamline food security of the Government of Bangladesh (GOB) and agriculture project cycle that puts emphasis on results-based monitoring, sharing experience and design of training curriculum. This agreement expired in August 2016.

### **8.2.2.2 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.

### **8.2.2.3 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.

CHAPTER NINE

**DEVELOPMENT PROJECTS IN BPATC**

## 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 Unit

### 9.2.1 Approval of New Projects

The project unit develops, plans, monitors and evaluates projects for BPATC. The following three projects were approved by the concerned authority during the financial year 2016-17:

- 1) Vertical Extension of International Training Complex of BPATC Project: Estimated cost of the Project (In Lakh Taka) : 6157.00
- 2) Capacity Enhancement of the core courses of BPATC Project: Estimated cost of the Project (In Lakh Taka) : 5000.00
- 3) Enhancement of Training Capacity of BPATC Project: Estimated cost of the Project (In Lakh Taka) : 85900.00

#### 9.2.1.1 Vertical Extension of International Training Complex of BPATC

BPATC is implementing the project entitled 'Vertical Extension of International Training Complex' for the period of 01 July 2016 to 30 June 2018 with a total cost of Taka 4500.00 lakhs from the GOB fund. During the financial year 2016-17 Taka 577.00 lakhs were allocated for this project and actual expenditure was Taka 101.96 lakhs.

#### Objectives of the Project

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 the civil servants competent;
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 the 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.

#### 9.2.1.2 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 lakhs (DRGA-CF-5000.00 lakhs). During the financial year 2016-17 Taka 1000.00 lakhs were allocated for the project and actual expenditure was Taka 44.35 lakhs (4.43%).

#### Objectives of the Project

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 rooms, establishing two language labs 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 a view to imparting better and quality training to the participants of the core courses through organizing overseas training, joint training programmes with reputed foreign institutions at BPATC and local research works on various burning issues;
4. To develop and improve capacity of the linked organizations' 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 members in future;
5. To provide technical support for establishing civil service knowledge repository at BPATC.

### **9.2.2 Activities of the IPS-TQM Project**

The Improving Public Services through Total Quality Management (IPS-TQM) Project is a five-year (2013-2018) long collaborative project of Bangladesh Public Administration Training Centre (BPATC). This project involves partner institutes such as BARD, RDA, NAEM, NAPD, and NILG, and Japan International Cooperation Agency (JICA). The General Objective of this project is to improve the quality of public services in the field-level offices of the government through training and application of Total Quality Management (TQM) and Kaizen. The major activities of this project include organizing district seminars and dissemination workshops on improving public services through TQM.

The IPS-TQM project is allocated a total cost of Taka 6511.14 lakhs (GOB 350.00 lakhs & JICA 871.00 lakhs) for the period of July 2013 to June 2018. During the financial year 2016-17, Taka 1221.00 lakhs were allocated for the project and actual expenditure was Taka 1147.90 lakhs (94.01%).

#### ***9.2.2.1 District seminar, Workshop and Dissemination Programme***

During the last financial year, IPS-TQM upazila courses (seminars and workshops) were organized for all the upazilas of 23 districts. These districts were Chapainawabganj, Tangail, Patuakhali, Gopalganj, Jenaidah, Panchagar, Khulna, Magura, Barisal, Narsindi, Chuadanga, Nilphamari, Bogra, Kustia, Dhakurgaon, Meherpur, Kurigram, Pirojpur, Khagratori, Jhalokhati, Sherpur and Shariatpur. A total number of 3436 upazila officers belonging to 25 departments of the government were trained. As part of the training, the upazila officers implemented a total of 3436 Small Improvement Projects (SIPs).

#### ***9.2.2.2 District Kaizen Convention***

District Kaizen conventions were organized by the project during the financial year 2016-2017 in Chapainawabganj, Tangail, Patuakhali, Jenaidah and Gopalganj.

#### ***9.2.2.3 ToT Course on TQM***

Two ToT courses were arranged during the last financial year for 41 faculty members of BPATC and partner institutes.

#### **9.2.2.4 Workshop**

During the financial year 2016-2017 several workshops on 'IPS-TQM' for the officers of MoPA, Ministry of Land, Election Commission Secretariat, DoR, Ministry of Health and Family welfare, DGHS, DGFP and BPATC were arranged where 184 officers took part.

#### **9.2.3 Upcoming Projects**

The project unit is in the process of submitting the following four new projects:

- 1) Enhancement of Training Support Service Facilities for BPATC
- 2) Enhancement of Training Capacity of RPATCs (Dhaka, Chittagong, Khulna and Rajshahi)
- 3) Construction of Sylhet, Barisal, Rangpur and Mymensingh Regional Public Administration Training Centre's (RPATCs)

Development of curriculums of core courses and other courses of BPATC



Nepal Staff College Faculty Members Visited BPATC to Collaborate with BPATC for Capacity Development of Their Faculty Members

## CHAPTER TEN

**MISCELLANEOUS**



Students of BPATC School Observing the Nation Children's Day, 2017

## 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 2016-17 compared to that of the previous year. All together 47 teachers worked in the school and the college sections which was 46 in the previous year. The school section had 22 teachers while the college section had 25 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 2016-17**

Teachers	School			College			Grand Total
	MPO	Non-MPO	Total	MPO	Non-MPO	Total	
Male	8	4	12	9	5	14	<b>26</b>
Female	5	5	10	8	3	11	<b>21</b>
<b>Total</b>	<b>13</b>	<b>9</b>	<b>22</b>	<b>17</b>	<b>8</b>	<b>25</b>	<b>47</b>

### 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 2016-17 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
<b>School Section</b>				
2016-17	Not Applicable	607	540	<b>1,147</b>
2017-18	Not Applicable	657	579	<b>1,236</b>
<b>College Section</b>				
2016-17	Science	140	110	<b>250</b>
	Humanities	35	65	<b>100</b>
	Business Studies	118	82	<b>200</b>
	<b>Total</b>	<b>293</b>	<b>257</b>	<b>550</b>
2017-18	Science	135	125	<b>260</b>
	Humanities	60	80	<b>140</b>
	Business Studies	95	115	<b>210</b>
	<b>Total</b>	<b>290</b>	<b>320</b>	<b>610</b>

### 10.2.3 Academic Performance by Students

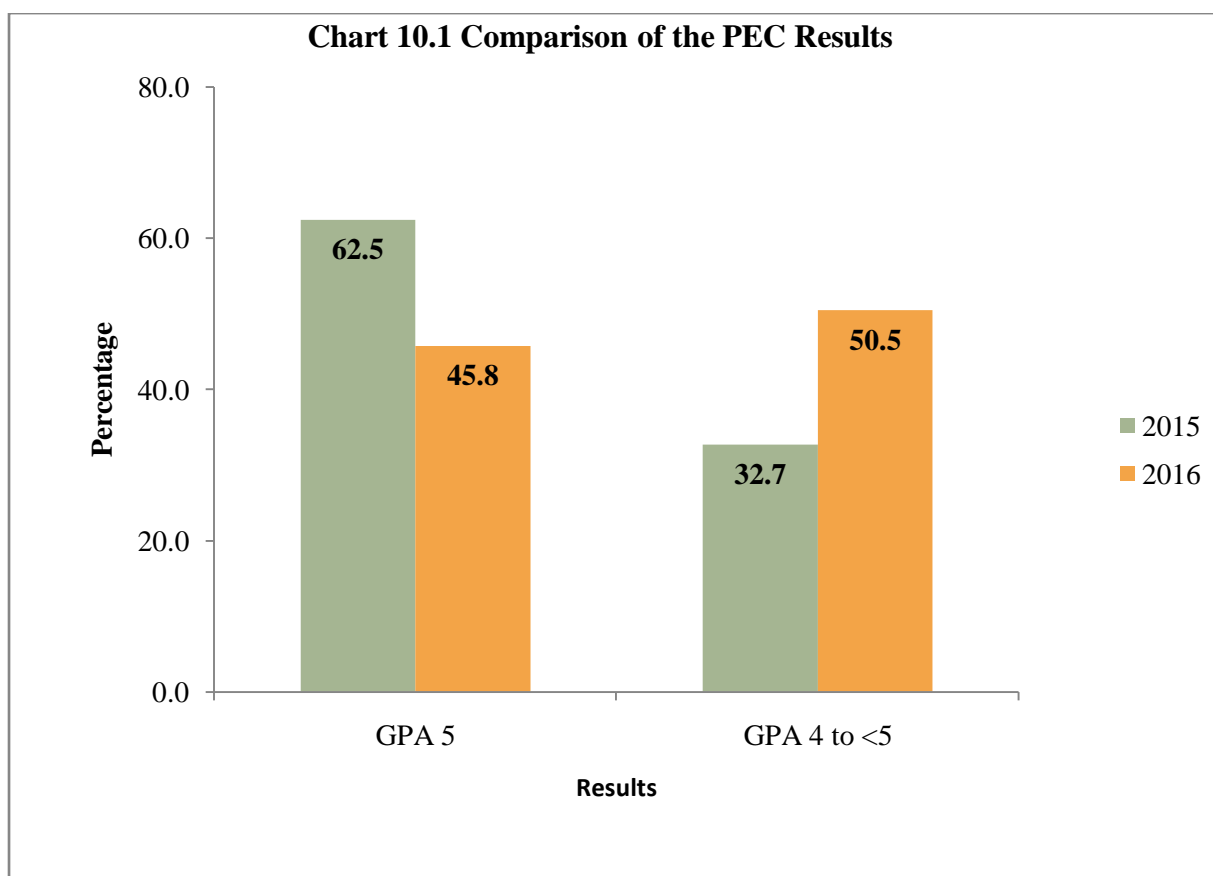
#### 10.2.3.1 Performance in the PEC Exam

In the academic year 2016, 107 students participated in the primary education completion (PEC) examination. All but one of the students passed the examination where 45.8 percent of them got GPA 5 points. This rate was comparatively much lower than that of the previous academic year. Moreover, 15 students got scholarships: 9 of them in the talent pool grade and 6 in the general grade. Table 10.3 shows comparative performance of students in the PEC examination in two academic years while chart 10.1 shows the comparison in a graphical presentation.

**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
2015	104	104	65 (62.5)	34 (32.7)	3 (2.9)	2 (1.9)	0	0	0
2016	107	106	49 (45.8)	54 (50.5)	1 (0.9)	2 (1.9)	0	0	1 (1.9)



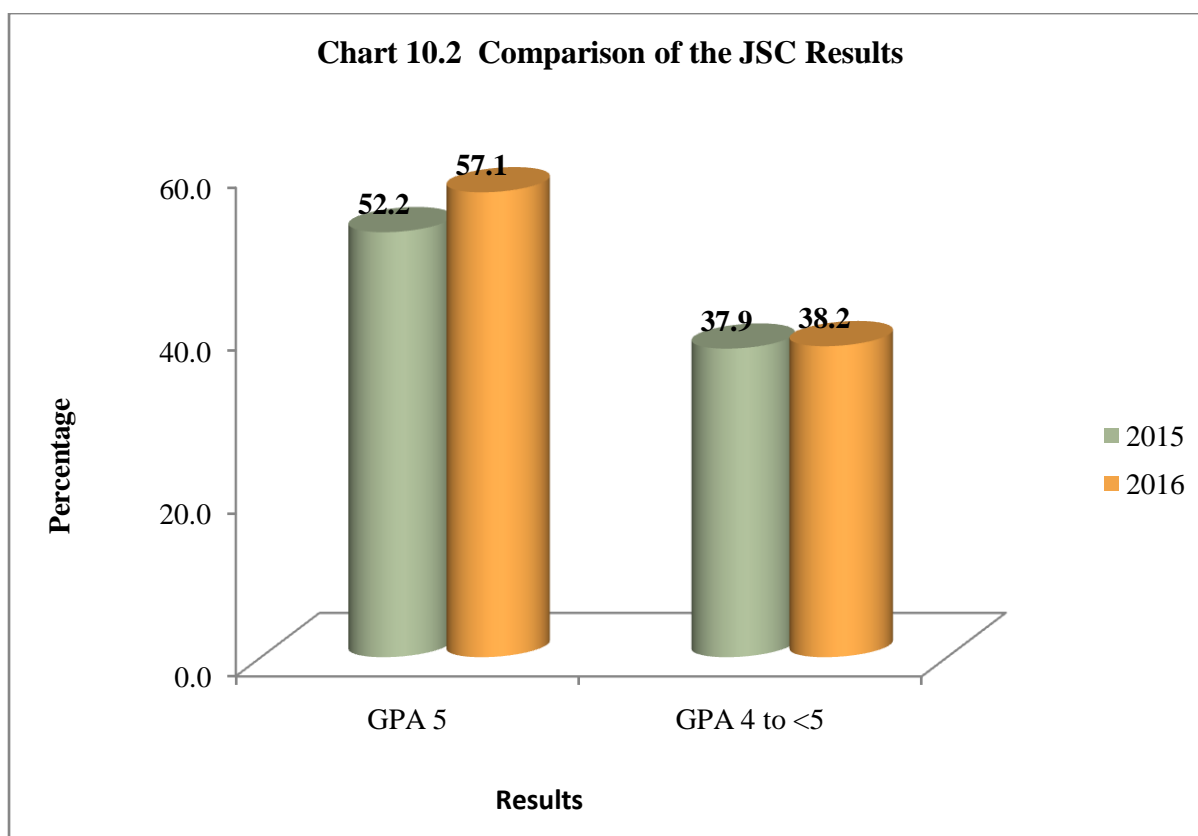
### 10.2.3.2 Performance in the JSC Exam

In the academic year 2016, 170 students participated in the Junior School Certificate (JSC) examination and all of them passed. Out of the total students, 57.1 percent got GPA 5 point which was comparatively higher than the previous academic year. Moreover, 30 students got scholarships: 15 of them in the talent pool grade and 15 in the general grade. Table 10.4 shows comparative performance of students in the JSC examination in two academic years while chart 10.2 shows the comparison in a graphical presentation.

**Table 10.4: Comparison of Performance of Students in the JSC Exam**

(Data within parentheses show percentage)

Year	No. of Student		Result						Fail
	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	
2015	161	161	84 (52.2)	61 (37.9)	12 (7.5)	4 (2.5)	0	0	0
2016	170	170	97 (57.1)	65 (38.2)	7 (4.1)	1 (0.6)	0	0	0



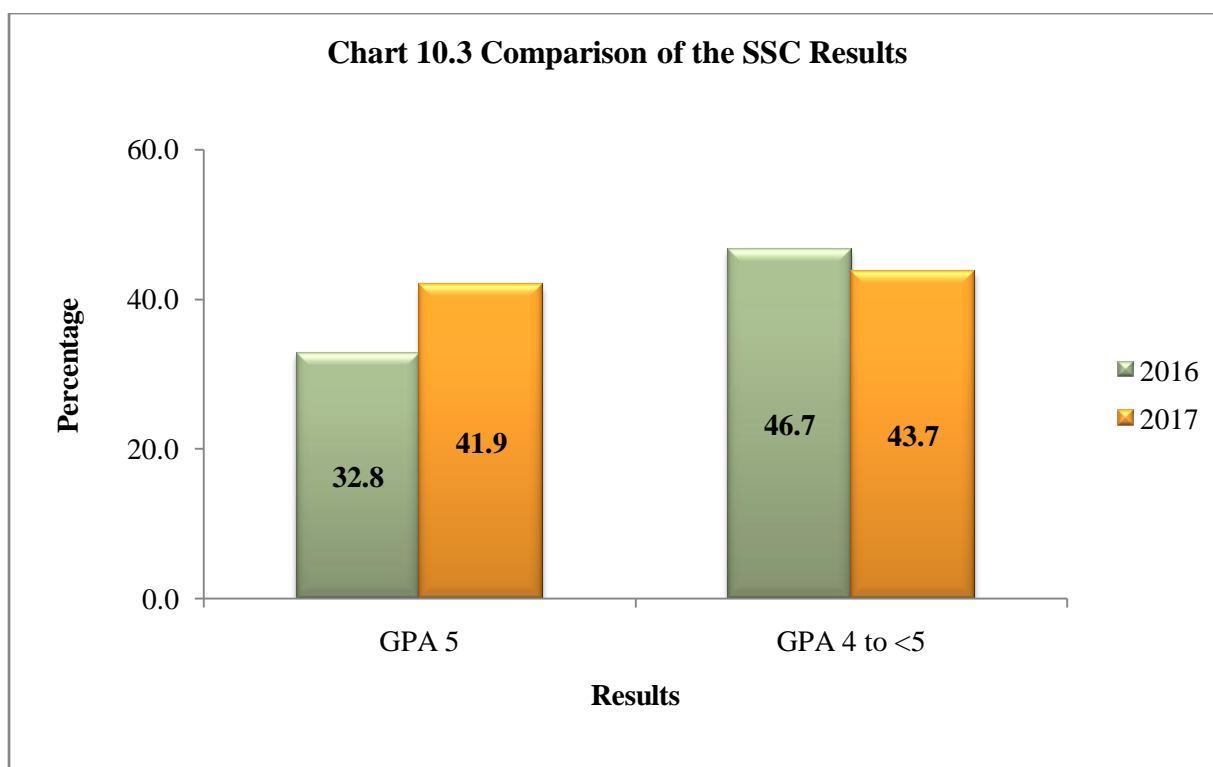
### 10.2.3.3 Performance in the SSC Exam

In the academic year 2017, 167 students participated in the Secondary School Certificate (SSC) examination and 164 of them passed it. Out of the total students that appeared in the examination, 41.9 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 while chart 10.3 shows the comparison in a graphical presentation.

**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	137	134	45 (32.8)	64 (46.7)	18 (13.1)	4 (2.9)	3 (2.2)	0	3 (2.2)
2017	167	164	70 (41.9)	73 (43.7)	17 (10.2)	4 (2.4)	0	0	3 (1.8)



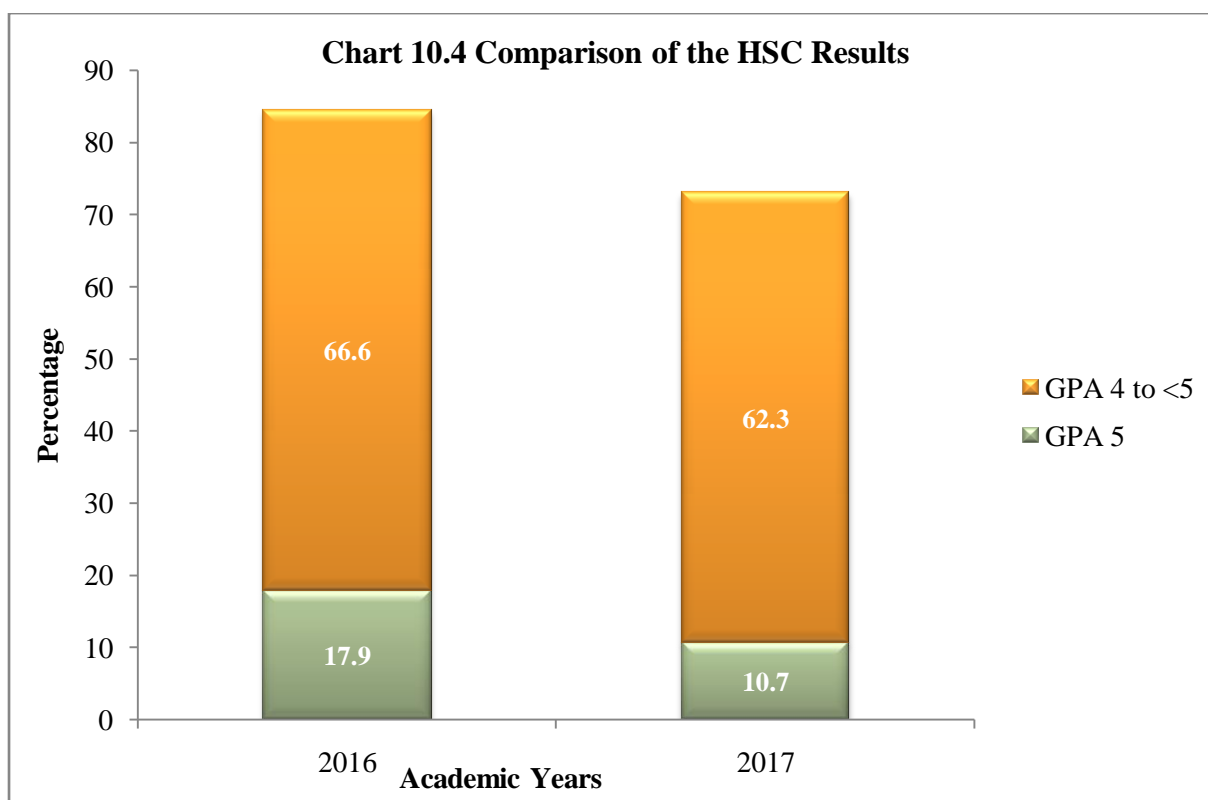
#### 10.2.3.4 Performance in the HSC Exam

In the academic year 2017, 401 students participated in the Higher Secondary Certificate (HSC) examination and 396 of them passed it. Out of the total students that appeared in the examination, 10.7 percent got GPA 5 points which was 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 while chart 10.4 shows the comparison in a graphical presentation.

**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	392	385	70 (17.9)	261 (66.6)	50 (12.8)	4 (1.0)	0	0	7 (1.8)
2017	401	396	43 (10.7)	250 (62.3)	82 (20.4)	19 (4.7)	2 (0.5)	0	5 (1.2)



#### 10.2.4 Income and Expenditure

The total income from the students of the BPATC School & College for the financial year 2016-17 was Taka 47,156,426.00 (four crore seventy-one lakh fifty-six thousand four hundred and twenty-six) whereas the total expenditure for the same period was Taka 47,643,875.70 (four crore seventy-six lakh forty-three thousand eight hundred and seventy-five taka and seventy paisa) 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 2016-17**

Income		Expenditure	
Source	Amount	Head & Sub-head	Amount
Tuition fee	20,997,136.00	Teacher & staff salary, allowances	25,382,209.00
Session fee	8,291,295.00	Excursion/study tour	594,000.00
Development fee	3,882,150.00	Examination (internal)	2,249,501.00
Identity card	373,100.00	Board fee	1,069,971.00
Lab & admission fee	2,271,500.00	Centre fee	308,700.00
Examination fee	2,999,335.00	Annual sports & prizes	317,870.00
Board fee	1,206,130.00	Annual cultural function & prizes	202,130.00
Study tour	591,000.00	Nobinboron/orientation	198,300.00
Miscellaneous	748,952.00	Annual milad	50,490.00
Transport fee	4,628,845.00	Furniture making & repair	553,680.00
FDR (maturity) receipt	1,166,983.00	Building painting & repair	310,685.00
		Scout fee	41,320.00
		ID card, name plate, rock tape making	150,948.00

<b>Income</b>		<b>Expenditure</b>	
<b>Source</b>	<b>Amount</b>	<b>Head &amp; Sub-head</b>	<b>Amount</b>
		Printing of syllabus pad & prospectus	271,320.00
		Admission test	374,607.00
		Lab commodities	105,200.00
		Miscellaneous	855,829.00
		National programmes	155,813.00
		Stationeries	151,718.00
		Teachers appointment	133,200.70
		Deposited to FDR	11,000,000.00
		Transport (fuel, repair etc.)	3,166,384.00
<b>Total Income</b>	<b><u>47,156,426.00</u></b>	<b>Total Expenditure</b>	<b>47,643,875.70</b>
Opening balance	15,924,490.91	Closing balance	15,437,041.21
<b>Grand Total</b>	<b>63,080,916.91</b>	<b>Grand Total</b>	<b>63,080,916.91</b>



Orchestra Team of BPATC School and College



Scouts of BPATC School and College are Performing Their Tasks

## 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 28,977 patients received medical services from the BPATC clinic during the financial year 2016-17 of whom 20 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)

Distribution by Type			Distribution by Sex			
Participant	Other than Participant	Total	Male	Female	Children	Total
5,844	23,133	28,977	15,907	9,070	4,000	28,977
(20)	(80)	(100)	(55)	(31)	(14)	(100)

### 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 2016-17, a total of 225 patients did ultrasonogram investigation in the clinic. The clinic charges a nominal fee for doing ultrasonogram. A total of Taka 75,000 (seventy five thousand) 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 Upazilla 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 2016-17, a total of 3,063 patients received physiotherapy treatment from the

physiotherapy unit of whom 58 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)

Distribution by Type				Distribution by Sex				
Participant			Other than Participant	Total	Male	Female	Children	Total
Male	Female	Sub-Total						
1,352	422	1,774	1,289	3,063	2,253	810	-	3,063
(76)	(24)	(100) / (58)	(42)	(100)	(34)	(26)		(100)

#### 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. Around 300 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. In the financial year 2016-17, Taka 4,00,000 (four lakh) was granted to the mosque for arranging the events mentioned above.

#### 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 2016-17, Mrs. Zakera Begum acted as the General Secretary and Mrs. Aklima Islam 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 2016-17:

- 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 1424 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.



BPATC Ladies Club Members are in a Meeting

## 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 2016-17.

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 2016-17:

- 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 1424.
- c. An Ifter party was jointly organized by the Centre, the officers' club and the mosque committee.
- d. The club also organized farewell programme for 8 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 29th annual sports competition of the club was held 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.