



# ANNUAL REPORT 2020-2021

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



# BPATC

Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343

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Public Administration  
System ”



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## ANNUAL REPORT 2020-2021

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The National Flag, and the flags of BPATC and Mujib Borsho at the Central Reception





# Abbreviation



<b>ACAD</b>	Advanced Course on Administration and Development
<b>A&amp;FMS</b>	Accounts and Finance Management System
<b>AIT</b>	Asian Institute of Technology
<b>APA</b>	Annual Performance Agreement
<b>ASCI</b>	Administrative Staff College of India
<b>AVR</b>	Audio Visual and Reproduction
<b>BASC</b>	Bangladesh Administrative Staff College
<b>BCS</b>	Bangladesh Civil Service
<b>BJPA</b>	Bangladesh Journal of Public Administration
<b>BIAM</b>	Bangladesh Institute of Administration and Management
<b>BOD</b>	Board of Directors
<b>BOG</b>	Board of Governors
<b>BPATC</b>	Bangladesh Public Administration Training Centre
<b>BRC</b>	BPATC Research Committee
<b>CEMS</b>	Computer Equipment Management System
<b>CDC</b>	Curriculum Development Committee
<b>CMT</b>	Course Management Team
<b>CTMS</b>	Computerized Training Management System
<b>COTA</b>	Civil Officers' Training Academy
<b>DCID</b>	Duke Center of International Development
<b>DMS</b>	Dormitory Management System
<b>DOICT</b>	Department of Information and Communication Technology
<b>ERP</b>	Enterprise Resource Planning
<b>FBCCI</b>	Federation of Bangladesh Chambers of Commerce and Industries
<b>FTC</b>	Foundation Training Course
<b>GOB</b>	Government of Bangladesh
<b>GPA</b>	Grade Points Average
<b>ICPAD</b>	International Conference on Public Administration and Development
<b>ICT</b>	Information and Communication Technology
<b>IIPA</b>	Indian Institute of Public Administration
<b>IOT</b>	Internet of Things
<b>LAN</b>	Local Area Network
<b>LGED</b>	Local Government Engineering Department
<b>LTA</b>	Library and Training Aid
<b>MDS</b>	Member Directing Staff
<b>MOPA</b>	Ministry of Public Administration
<b>MoU</b>	Memorandum of Understanding
<b>MPO</b>	Monthly Pay Order
<b>NGOs</b>	Non-Government Organizations
<b>NIPA</b>	National Institute of Public Administration
<b>NIS</b>	National Integrity Strategy
<b>PMIS</b>	Personnel Management Information System
<b>PMO</b>	Prime Minister's Office
<b>PPMC</b>	Policy Planning and Management Course
<b>PPR</b>	Planning, Programming and Recording
<b>P&amp;S</b>	Programme and Studies
<b>R&amp;C</b>	Research & Consultancy
<b>R&amp;D</b>	Research & Development
<b>RDA</b>	Rural Development Academy
<b>RFID</b>	Radio Frequency Identification
<b>RPATC</b>	Regional Public Administration Training Centre
<b>SDGs</b>	Sustainable Development Goals
<b>SFTC</b>	Special Foundation Training Course
<b>SLIDA</b>	Sri Lanka Institute of Development Administration
<b>SMS</b>	Store Management System
<b>SSC</b>	Senior Staff Course
<b>STI</b>	Staff Training Institute
<b>TMS</b>	Transport Management System
<b>TOT</b>	Training of Trainers
<b>UGC</b>	University Grant Commission

# Table of Contents

	Abbreviation	v
	Table of Contents	vi
	Vision, Mission and Core Values	viii
	Message from the Rector	xiii
<b>CHAPTER ONE</b>	<b>INTRODUCING BPATC</b>	<b>01</b>
	1.0 BPATC: An Introduction	02
	1.1 Functions of BPATC	02
	1.2 Board of Directors (BoD) of the Centre	03
	1.3 Organogram of the Centre	06
	1.4 Department of Administration: Overseeing Administrative Activities	06
<b>CHAPTER TWO</b>	<b>TRAINING ACTIVITIES AND FACULTY DEVELOPMENT PROGRAMME</b>	<b>21</b>
	2.1 Civil Service Training Programs	22
	2.2 Curriculum Development Committee Meeting	31
	2.3 Workshops and Seminars	32
	2.4 Foreign Exposure Visits	33
	2.5 Human Resource Development of BPATC	34
	2.6 Staff Training & Regional Centre (ST&RC) Wing	36
	2.7 Activities of ToT Section	41
<b>CHAPTER THREE</b>	<b>NATIONAL AND INTERNATIONAL COOPERATION</b>	<b>42</b>
	3.0 International Programmes	43
	3.1 Signing of Memorandum of Understanding (MoU)	43
	3.2 International Training Programme Faculty Members	44
	3.3 International Conference	44
<b>CHAPTER FOUR</b>	<b>TRAINING EVALUATION</b>	<b>45</b>
	4.0 Training Evaluation	46
	4.1 Course Evaluation System	46
	4.2 Software-based Result Processing	51
<b>CHAPTER FIVE</b>	<b>RESEARCH, PUBLICATION AND ICT</b>	<b>57</b>
	5.0 Research, Publication and ICT	58
	5.1 Research Activities	58
	5.2 Faculty Seminar	60
	5.3 Compilation of Annual Report	60
	5.4 APA Achievement	60
	5.5 Publication Section	61
	5.6 Publication Activities	61



	5.7	Publication Policy	62
	5.8	Revenue from Sales of Publications	63
	5.9	Problems of Publication Section	63
	5.10	APA Achievement	63
	5.11	Introduction of Computer Section	64
	5.12	Responsibilities of the Section	65
	5.13	Office Automation through ERP	68
	5.14	Materializing the vision of ‘Digital Bangladesh’	69
	5.15	APA Achievement	72
<b>CHAPTER SIX</b>		<b>LIBRARY AND TRAINING AID</b>	<b>73</b>
	6.0	BPATC Library (Documentation)	74
	6.1	Technology used in BPATC Library	74
	6.2	Increased Collection in Liberation War Corner	74
	6.3	Audio-Visual and Reproduction	75
	6.4	APA Achievement	76
<b>CHAPTER SEVEN</b>		<b>PHYSICAL CONDITIONING AND GAMES</b>	<b>77</b>
	7.0	Physical Conditioning & Games	78
	7.1	Physical Conditioning and Games for the Participants of FTC	78
	7.2	Physical Conditioning & Games for the ACAD Participants	79
	7.3	Physical Conditioning & Games for the SSC Participants	80
	7.4	Special Courses	80
	7.5	Annual Sports of the Centre	80
	7.6	BPATC Gold Cup	81
<b>CHAPTER EIGHT</b>		<b>DEVELOPMENT PROJECTS</b>	<b>82</b>
	8.0	Development Projects of BPATC	83
	8.1	Ongoing Project of BPATC	83
	8.2	Preparation of Two Development Project Proposals	86
	8.3	Upcoming Activities	87
<b>CHAPTER NINE</b>		<b>MISCELLANEOUS</b>	<b>88</b>
	9.0	Welfare Activities of BPATC	89
	9.1	BPATC School & College	89
	9.2	Activities of BPATC Clinic	93
	9.3	Women’s Club, BPATC	95
	9.4	BPATC Officers’ Club	96
		Appendix	98



## 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:

- ① developing competent and professional human resources by imparting quality training and development programmes;
- ① Conducting research, publishing books and journals and extending consulting services for continuous improvement of public service delivery system;
- ① Establishing effective partnership with reputed institutions of home and abroad for developing organizational capacity; and
- ① 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.

“ Building  
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System ”



“The government has been working to build a people-friendly and service-oriented public administration through ensuring transparency and accountability at all levels. A digital, effective and skilled public administration is being built to fulfill hopes and aspirations of the people.”

**Sheikh Hasina, MP**

**Prime Minister**

Government of The People’s Republic of Bangladesh





## Rector

(Secretary to the Government)

Bangladesh Public Administration Training Centre

### Message from the Rector

It gives me pleasure to write a few words for the publication of the Annual Report 2020-2021 of Bangladesh Public Administration Training Centre. This report reflects an integrated view of the Centre and the way the activities are managed all the year round. Above all the annual report encapsulates the overall functions of the Centre, spanning over the training year 2020-2021 and underpins its commitment to creating value for its stakeholders.

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. BPATC has become a centre of excellence through a paradigm shift of a rich legacy of Public administration and management. The core institutional responsibilities of BPATC are to design and organize training courses, workshops. Seminars and conduct researches mainly on public administration, management and development economics. The dynamics of BPATC is immensely noticeable over the last year in terms of infrastructure development, regulatory framework development, automation, curriculum development, research, faculty development, and transparency and accountability. BPATC has been transmitting a dream amongst the participants aligning with these, which can be treated as a great beacon of hope. Now we are dreaming of a day when effective, competent, accountable and inclusive civil servants lead the country to achieve the agenda 2030 and vision 2041.

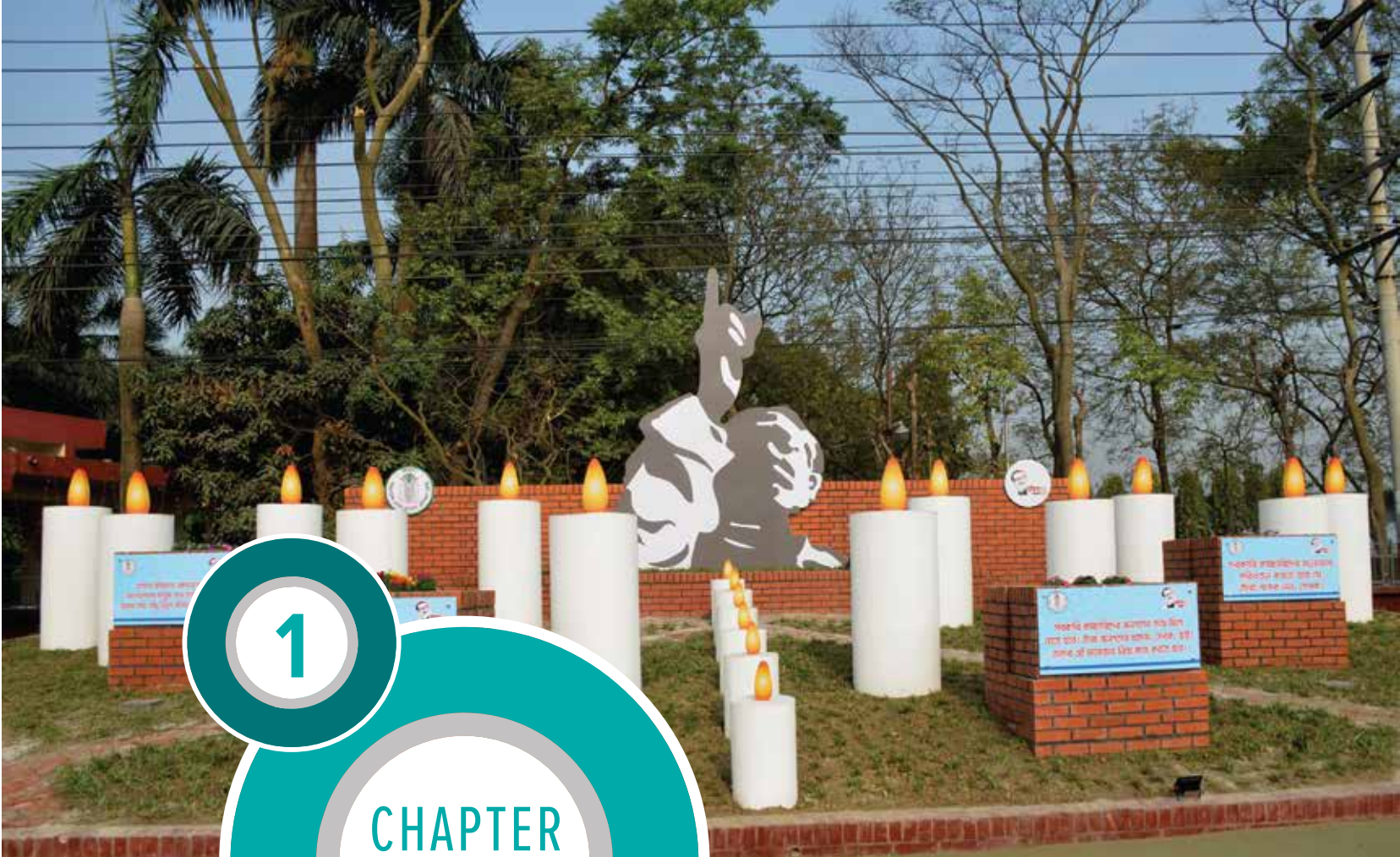
Accountable and inclusive institutions are at the core of sustainable development. Feeling the role and responsibilities, BPATC is trying hard to be a SDGs knowledge hub. BPATC also believes in partnership and it has initiated a long waited journey with many international renowned organizations. Moreover, the Centre advises the Government on leading or emerging policy issues. That's why, the main concern of the Centre is to provide forward –looking training to the clients to face the challenges of the new millennium successfully.

I offer the heartiest thanks to all concerned, especially to the editorial board, who contributed a lot to the significant inputs of the report. The performance of this Centre is reflected in the annual report. Consequently, it becomes a valuable document for the future also. Any observation, view and recommendation from the interested readers would be highly appreciated and considered precious contributions towards enriching the future publication of the report.

#### Md. Monjur Hossain

Rector (Secretary to the Government)

Bangladesh Public Administration Training Centre



1

# CHAPTER ONE

## INTRODUCING BPATC



## 1.0 BPATC: An Introduction

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. The Centre offers innovative training courses to equip future leaders and policymakers for a broad understanding of varied social, economic, political, environmental, scientific, and organizational aspects involved in planning national policies and strategies. In addition, the Centre arranges several seminars and workshops on various issues of national and global concerns.

BPATC was established in 1984 under the Bangladesh Public Administration Training Centre Ordinance (Ordinance No. XXVI of 1984) by amalgamating the existing four institutions NIPA, COTA, BASC and STI. BPATC is located at a distance of 28 kilometres from the capital city Dhaka and near Jahangirnagar University on the way to National Mausoleum on the Dhaka-Aricha highway. Following the abolishment of the ordinance of 1984, the government enacted the Bangladesh Public Administration Training Centre Act, 2018 (Act no. 64 of the year 2018) on 14th November 2018.

### 1.1 Functions of BPATC

According to Section VI of the BPATC Act, the 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.

## **1.2 Board of Directors (BOD) of the Centre**

The Board of Directors (BoD) is the highest governing authority of the Center. Several specific issues must be presented before BoD for approval, while the other significant changes are presented for kind appraisal. It is an honour for the Centre that her Excellency honourable Prime Minister Sheikh Hasina has consented to chair the board. Since the last meeting up until today, there had been a fair amount of changes, notably the implementation of the ongoing mega-project. The last BoD meeting (64th) was held on 29 July 2018, with the then finance minister Abul Mal Abdul Muhit as the chair. Due to the pandemic of COVID 19, the Centre was unable to organize BoD meetings in the last two years. However, the Centre is taking preparation for the next BoD meeting with HPM Sheikh Hasina as chair.



## BOD Members

### *Chairperson*

**SHEIKH HASINA, MP**  
Honourable Prime Minister,  
Government of the People's Republic of Bangladesh

### *Members*

**FARHAD HOSSAIN, MP**  
Honorable Minister of State, Ministry of Public Administration

**KHANDKER ANWARUL ISLAM**  
Cabinet Secretary

**K M ALI AZAM**  
Senior Secretary, Ministry of Public Administration, Government of the People's Republic of Bangladesh

**ABDUR ROUF TALUKDER**  
Secretary of Finance Division, Ministry of Finance,

**MD. MAHBUB HOSSAIN**  
Secretary, Secondary and Higher Education Division

**MD. MONJUR HOSSAIN**  
Rector (Secretary to the Govt.), Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka

**PROFESSOR DR. FARJANA ISLAM**  
Honorable Vice-Chancellor, Jahangirnagar University

**PROF. DR. M. ROSTOM ALI**  
Honorable Vice-Chancellor, Pabna University of Science and Technology

**MAJOR GENERAL MUHAMMED ZUBAYER SALEHIN**, SUP, NDU, PSC,  
Commandant, Defense Services Command and Staff College (DSCSC), Mirpur, Dhaka.

**MD. JASIM UDDIN**  
President, the Federation of Bangladesh Chambers of Commerce and Industry (FBCCI)

**PROF. DR. FERDOUS ARFINA OSMAN**  
Chairman, Department of Public Administration, University of Dhaka

**MOHAMMAD ABDULLAH**  
Former Senior Secretary & Rector, BCS Administration Academy

**MUNSHI FOYEZ AHMED**  
Former Ambassador & Chairman, Bangladesh Institute of International and Strategic Studies (BISS)

**MUSHFEKA IKFAT**  
Former Senior Secretary

**BARRISTER NIHAD KABIR**  
President, Metropolitan Chamber of Commerce and Industry, Dhaka



Sheikh Hasina, MP



Farhad Hossain, MP



Khandaker Anwarul Islam



K M Ali Azam



Abdur Rouf Talukder



Md. Mahbub Hossain



Md. Monjur Hossain



Prof. Dr. Farjana Islam



Prof. Dr. M. Rostom Ali



Major General Md. Jubayer Salehin



Md. Jashim Uddin



Prof. Dr. Ferdous Arfina Osman



Mohammad Abdullah



Munshi Foyez Ahmed



Mushfeka Ikfat



Barrister Nihad Kabir

### 1.3 Organogram of the Centre

The Rector, the Chief Executive of the Centre, runs the organisation with the guidance of the Board of Directors. The Rector is a 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 and Development (M&D).

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

### 1.4 Department of Administration: Overseeing Administrative Activities

The Administration Department is responsible for human resource management, health care of the participants and employees and their family members, budget management, procurement, physical and social infrastructure, and transport management. Three core sections, namely Administration, Service, and Finance sections headed by Deputy Directors, work with Director (Administration) to perform the mentioned services.

#### 1.4.1 Administration Section

The administration section prepared the Annual Performance Agreement (APA) for 2020-2021 and implemented it. As the APA focal point, Director (Administration) coordinated with other departments for implementing the APA's strategic and mandatory strategic objectives. The section organized 12 monthly meetings, 4 National Integrity Strategy (NIS) meetings, two public hearings, four meetings against corruption, two stakeholders' meetings, 04 Grievance Redress System (GRS) meetings, 02 (Right to Information) RTI meetings, two meetings on citizen charters, 04 meetings to inform the service recipients about service delivery and implemented the decision thereof. It also organized the NIS award and Innovation award ceremony. Ms



*A faculty member receiving innovation award from the former Rector of the centre*



*Respected Rector of the centre, Md. Monjur Hossain signing APA between BPATC and RPATC's*

Iffat Jahan, deputy director from 1st to 10th grade, and Mr Md. Ariful Islam, from 11th to 20th grade, received the NIS award in this year. In addition, Ms Nargis Begum, a computer typist, was rewarded for working hard to implement APA.

### **1.4.1.1 General Section**

The General Section performs multifaceted activities of the Centre. Celebrating Centenary of Birthday of Father of the Nation, celebrating National Days, Managing Covid 19 pandemic, creating post, Preserving and fixing the posts of the employees, reporting to the ministries, providing financial assistance from BPATC fund and introducing Family Health Insurance, organizing Farewells for the departed employees are the examples of responsibilities of this section.

#### ***Celebrating National Days, Celebrating Centenary of Birthday of Father of the Nation Bangabandhu Sheikh Mujibur Rahman***

- The Centenary of Birthday of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman has been celebrated in the Center.
- A Mujibborsho Secretariate has been established to conduct the celebration using organizational capacity. One director, 02 Deputy Directors, and 01 Evaluation Officer were assigned to the secretariat to coordinate the action plans.
- The government nominated the Celebrated author Selina Hossain as the 'Bangabandhu Chair' of the Center. Her tenure has been extended to December 2021 by Government Order.
- To celebrate the centenary of the birthday of the father of the nation and to uphold the memory of March 07, a monument named 'Torjoni' was established.



*Honourable former Rector and faculty members paying tribute to the portrait of Bangabandhu Sheikh Mujibur Rahman on the occasion of 17th March 2021*

### **Covid 19 Management**

- The section looked after the employees affected by the Covid-19 and sent fruits baskets to them as a token of love on behalf of the respected rector. They have formed various committees to prevent coronavirus and managed the pandemic. The sub-committees are regularly communicating with the affected and supplying medicine and other required supplies through the volunteers.

### **Celebrating National Days**

- Different committees and action plans are formed in the centre to observe the national days. National Training Day on January 23, International Mother Language Day on February 21, Historical March 07, International Women's Day on March 08, Birthday of the Father of the Nation on March 17, The Genocide Remembrance Day on March 25, National Independence Day on March 26, Public Service Day on June 23, National Mourning Day on August 15 and National Victory Day on December 16 are celebrated in the Center.



*Honourable Bangabandhu Chair, BPATC, respected former Rector and faculty members paying tribute to the father of the nation on the occasion of 15th August 2020*



*The principal of BPATC School & College delivering speech on the discussion of 16th December 2020*

### **Post Creation, Preservation, and Fixation**

- Post Creation: According to the direction from Internal Training-1 of MoPA on 09 September 2020, a complete proposal of 08 UDAs and 01 HA has been sent to MoPA on 31 March 2021. MoPA has sent a letter on 09 June 2021. Following that letter, another proposal regarding upgrading 09 petitioners to Junior Instructor, which is equivalent to Administrative Officer in the BPATC, has been sent to MoPA on 14 June 2020.
- Post Preservation and Fixation: A proposal to make permanent/ to preserve 31 posts among the 75 posts created on 08 September 2009 has been sent to MoPA.

### Reporting to Ministries

- A total of 40 reports, including the annual report to MoPA, Annual Report to Cabinet Division, Booklet of Prime Minister's Office, and other required reports of several ministries are prepared and sent from the Center. In addition to that, implementation reports of different meetings and other urgent reports required by ministries are sent to the ministries.

### Organizing Farewell

- Farewells for the employees are organized for the retired employees and the deputed officers after their tenure in the Center.

### Financial Assistance from BPATC Fund and Introducing Family Health Insurance

- Financial Assistance from BPATC Welfare Fund is provided to the employees of the Center and regional centres based on their applications.
- A list of 393 employees and their family members has been sent to Bangladesh Employee Welfare Board to introduce Family Health Insurance for them.
- Applications of retired employees and family members of employees who died in their tenure are sent to Bangladesh Employee Welfare Board.

### 1.4.1.2 Personnel Section

The total number of officers and employees of BPATC is 650 under the revenue budget. Each of the RPATCs has 29 posts that account for 116 posts for the four RPATCs. Up to the ending date of the 2020-21 financial year, 243 posts out of the sanctioned 650 were vacant. During the same period, no employees had joined, and 13 employees had retired from the Centre. Among the employees, four persons died, and eight individuals resigned from the Centre. Table 1.1 shows level-wise sanctioned and vacant posts, while Table 1.2 shows the number of employees who joined, retired, resigned, and died from the organization during 2020-21.

**Table 1.1:** Sanctioned and Vacant Posts under the Revenue Budget in 2020-2021

Level of Post	Sanctioned Post	Workforce up to June 30, 2020	Vacant Post up to June 30, 2020
Class-I	120	91	29
Class-II	24	15	9
Class-III	234	163	71
Class-IV	272	138	134
<b>Total</b>	<b>650</b>	<b>407</b>	<b>243</b>

**Table 1.2:** Employees Joined and Retired/Resigned BPATC in 2020-2021

Level of Post	Employees Joined the Centre	Employees Retired from the Centre	Employees Resigned from the Centre	Number of Died Employees
Class-I	0	2	0	0
Class-II	0	2	0	0
Class-III	0	1	7	1
Class-IV	0	8	1	3
<b>Total</b>	<b>0</b>	<b>13</b>	<b>8</b>	<b>4</b>



### ***Organizing DPC Meeting***

The Personnel Section of the Administration Department organizes Departmental Promotion Committee (DPC) 01 & 02 Meeting on a certain interval. This section has also the reflection of the APA commitment in last year is given below:

#### ***1.4.1.3 Status of APA Commitment***

According to the Mandatory Strategic Objectives 2.13 of APA

- The meeting of DPC 01 was held on February 13, 2021. 04 Deputy Directors, 02 Assistant Directors, 01 Publications Officer were promoted at that meeting. In addition to that, 02 Senior Research Officers were promoted to the DPC 01 meeting held on May 06, 2021.
- The meeting of DPC 02 was held on February 15, 2021. A total of 19 employees were promoted at that meeting. Among them, 12 employees joined the promoted posts.

### ***Service Delivery Commitment and Implementation***

The updated service delivery commitment of the Personnel section has been incorporated into the citizen's charter and uploaded to the website of the Center (Mandatory Strategic Objective 1.4 of APA). All types of orders regarding leave, retirement, and claims are issued timely according to the service delivery commitment. In addition to that, identification cards are being given to the newly joined employees.

### ***Introducing at least one Digital Service***

- The leave application and approval procedure of all the employees have been incorporated in the ERP (Mandatory Strategic Objective 2.2.1 of APA).

### ***Implementing at least on Simplified Service***

- The Annual Confidential Report-related information of 170 employees has been incorporated into ERP as a recent initiative (Mandatory Strategic Objective 2.3.1).

### ***Issue of leave encashment two months before PRL***

- The leave encashment orders were issued for 13 employees before two months of their retirement. In addition, leave encashment orders for 04 late employees were issued within one month of their death.

### ***Recruitment against vacant posts***

- The approval from the Ministry of Public Administration was received for 31 posts of 5th to 16th grade on December 02, 2019. Recruitment advertisement was published for 05 posts of 6th to 9th grade and 16 posts of 11th to 16th grade. Applications received for 11th to 16th grade are sorted already. The recruitment process is postponed due to the pandemic.
- The approval from the Ministry of Public Administration was received for 91 posts of 17th to 20th grade on September 21, 2020. The recruitment advertisement was not published due to the pandemic.

### ***Departmental Proceedings***

- Four (04) departmental proceedings have been disposed of (Mandatory Strategic Objective 2.6, 2.7, 2.8).

### ***Other Activities of the section***

- The meeting for updating the seniority list was held on September 16, 2020. A seniority list of 173 employees of 11th to 16th grade was prepared for the meeting. Twelve complaints were lodged within the deadline. A meeting was held on November 05, 2020, to address the complaints. After disposal of the 12 complaints, the final seniority list was published on November 08, 2020. Another meeting for updating the seniority list was held on June 08, 2021, due to several employees' promotions, death, retirement, and resignation. A final

consolidated seniority list was published on June 10, 2021, based on the decisions of the meeting.

- A seniority list of 5th to 9th-grade employees has been published.
- Identification cards were provided to the 150 employees in 2020-2021.

### **1.4.2 Service Section**

The service section is responsible for providing logistic, dormitory, and engineering services in the Center. It maintains dormitory buildings, cafeteria, office, and non-office buildings, roads, transports. In the fiscal year 2020-2021, the major works are described below:

#### **1.4.2.1 BPATC Abason Policy 2002 (amended 2020)**

The Abason Policy-2002 (BPATC's Housing Policy-2002) has been amended following the building types of the government. Building types have been changed such as the smallest building will be referred to as "A-Type" instead of "F-Type," and thus referred to as "B Type", "D Type", "E Type", "F Type", (1500 sq. Ft.), "F type (1850 sq. Ft.)" And "Superior type" are included in the policy.

#### **1.4.2.2 Addition of digital scanners for transport**

Technology has been facilitating human work since the dawn of civilization. At the same time, it accelerates human work and helping people to make the right decisions. BPATC has been providing vehicles to the trainees two days a week to bring them to Dhaka from the very beginning. BPATC also provides vehicles to the Officers and Staff subject to availability for different purposes. Vehicle maintenance is the most important part of the transport section. Digital scanner is an important addition to BPATC's vehicle maintenance management in the current 2020/2021 financial year. This device can be used to check the accuracy of the vehicle software, and if there is an error in the software, it automatically instructs about the error. In some cases, it corrects the error itself.

#### **1.4.2.3 Auto door at the International Training Complex**

For the first time, an Auto door has been installed at the main entrance of the International Training Complex. It is basically a sensor-controlled auto door. The installation of this gate has resulted in reducing the working hours to maintain cleanliness as dust and sand do not enter inside the ITC Building now. It reduces the wastage of electricity. (*Appendix*)

#### **1.4.2.4 Corridor Renovation**

The corridor of BPATC is an aesthetically pleasing place. Every building in the official area of the Center, including the dormitory associated with the participants, is connected to each other through corridors.

The aroma of orchid flowers on both sides of the corridor and the beauty of the rooftop flower Participants make the corridors reminiscent of BPATC when they go back to their workplaces after completing the training. The corridor has recently been renovated to its former glory. (*Appendix*)

#### **1.4.2.5 Roof Garden**

The roof on the second floor was vacant since the construction of the International Training Complex. Trainees and guests used to walk on the roof in an open place without green trees. At present, the roof garden has been prepared to make the walking space more enjoyable and to make the space more useful. A total of 110 trees, including mango, orange, white, guava, dragon, lemon, and pomegranate, have been planted in the garden. This roof garden has further enhanced the aesthetic beauty of BPATC's International Training Complex

### ***1.4.2.6 Renovation work of the BPATC Mosque***

BPATC Jame Mosque is the central place of prayer for the Muslims where all staff of BPATC, trainees, visitors, and the residents of the BPATC performing their prayers. Funeral prayers are also performed outside of this mosque. The front of the mosque has been slightly enlarged with a view to perform Janazah during heavy rain and storm, keeping the earlier beauty of the mosque intact. As a result, more people will be able to participate in Janazah prayers at the enlarged place of BPATC Jame Mosque during natural calamities.

### ***1.4.2.7 VIP Tree-Garden***

The VIP Garden (ভিআইপি বৃক্ষ-কানন) between the Center of the cafeteria and library building has been redesigned. Hon'ble Prime Minister Sheikh Hasina inaugurated this garden on August 26, 1996, by planting a "Rokto-Kombol". Ministers and state ministers, along with former rectors of the Center and top officials of the country's civil service, planted a variety of trees in this garden. The garden looks very beautiful at night in the colourful light of multicolour garden lights. This VIP garden is an example of how to decorate a garden in a modern way. The entrance and the garden's path have been arranged with red pavement tiles that have given the garden a different beauty in a different dimension. On April 7, 2021, the former rector of the Center, Mr. Rakib Hossain ndc, renamed the garden "Rakta Chandan" and redecorated it.



*The VIP Tree-Garden Renamed as "Rakta Chandan"*

### ***1.4.2.8 Activities have been taken to prevent Covid-19***

Several steps were taken to prevent Covid-19 in the residential and official areas of the Center. These are as follows:

- a) Use of safety equipment, including soap, hand sanitiser etc., has been ensured by installing basins at the gates of the Center and in the residential areas. Hand washing and body temperature checking has been ensured at the entrance of the Center.
- b) Disinfectant tunnels have been installed at Gates 1 and 2 to disinfect the body before entering the Center. Bleached wet burlap was also set up to disinfect the foot of the shoe.
- c) Hand gloves, face masks are being provided to all the security guards regularly.
- d) Car wheels are being disinfected with disinfectant spray.

- e) Ensuring the wearing of face masks in mosques and discouraging the children, old age, and sick people from entering the mosque.
- f) Regular monitoring and motivation are being carried out in office and residential areas, especially in shopping centres or canteens, to use corona resistance masks and maintain social distance.
- g) Several basins have been set up at various places in the residential area so that one can wash his hands from there and enter their respective homes. (Appendix)

#### ***1.4.2.9 Waste Management and Sanitation***

Like any other residential area, BPATC has been facing various problems with waste management. As there is no waste disposal facility at the Center, BPATC has developed a relationship with the Dhaka North City Corporation to dispose of the waste at the Boliyarpur waste plant. Apart from the cleaning within the Center by a group of skilled cleaners, BPATC has also been cleaning the surrounding area by collecting various polythene, tissues, torn paper, chocolate shells, etc.

#### ***1.4.2.10 Beautification in various places, including Nature Observation Center***

Carpet grass is planted, and flower gardens are made in front of the Nature Observation Center located in the residential area of the Center to make it more aesthetic. A carpet grass garden has been created inside gate No.2.

In the open space in front of the Nature Observation Center, two visually pleasing umbrellas and seating seats have been set up for the visitors in front of the Nature Observation Center. Parents, students, and young boys and girls who come to the school may spend time sitting here. (Appendix)

#### ***1.4.2.11 Renovation of internal roads and footpaths between the residential buildings***

A new road was constructed between the residential buildings No. A-1 and B-4 of the Center, which enhanced the beauty of the area and enabled the people of the residential area to move freely. In addition, roads and sidewalks have been constructed between these buildings in front of the observation centre to enhance the beauty of the nature observation centre. Apron drains have been constructed for these buildings, and walls have been constructed next to the aprons to enhance the beauty of the building. (Appendix)

#### ***1.4.2.12 Modernization of the washroom of the library building***

BPATC Library is one of the largest government libraries in the country. The washrooms from the ground floor to the 2nd floor of the library building were not up to the mark. As an Apex Training Institute, which is not compatible with the Centre. In this case, the washrooms from the ground floor to the 2nd floor are equipped with high-quality tiles and sanitary fittings. Now the trainees, incoming guests and the staff working in the library will feel comfortable using it.

### ***1.4.3 Finance Section***

In accordance with Section 3 (2) of the BPATC Act 2018, BPATC is a statutory body. Rector, who is a Secretary to the Government, is responsible for the management and operation of the funds of the Centre. In order to maintain efficient and effective financial management of the Centre (including the four

RPATCs), financial power has been decentralized and delegated amongst different officers. Deputy Director (Finance) works like the drawing and disbursing Officer in favour of the Rector, who coordinates and supervises all financial activities. Payments and transactions are executed through an online platform using ERP, iBAS++ and e-GP.

The Centre maintains its accounts according to the Govt. rules, regulations, circulars and BPATC Act & ordinance. 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

As per provision of Section 15 (2) of the BPATC Ordinance, the accounts of the Centre are being audited by the Comptroller & Auditor General of Bangladesh. Up to the financial year 2020-2021, expenditures and financial transactions of the centre have been audited by the Audit Team of the Directorate of IT & Public Service Audit.

BPATC received a budget allocation of Tk.112,79,88,000 (One Hundred twelve crore seventy-nine lac eighty-eight thousand only) and spent Tk. 81,45,94,930 in the financial year 2020-2021. Financial Activities are performed through Purchase & Store and Budget & Accounts Branches. As per the revised budget and annual purchase plan, the targeted amount to spend was Tk, 23,14,00,000/ out of which Tk, 9,29,25,731/ was spent due to pandemic Covid-19. The Financial Statement of the Centre is presented in Table 3. The Finance Division imposed an embargo on the procurement of transport and works. 80% procurement through the e-GP platform to ensure transparency and accountability is a success story.

The procurement of training materials, stationery items, ICT-related items, repairing work of residential and non-residential buildings, internal roads, Purchasing Hematology Analyzer for Pathology Lab and Purchasing Medicines, Surgical Materials, and Corona protection materials are important, among others.

### ***1.4.3.1 Purchase Branch***

In the financial year 2020-2021, some international standard sports pieces of equipment are purchased for the participants of various courses training of the Center. Notable instruments are table tennis, football, pool table, etc.

Besides these procurement processes, this section has conducted training sessions for relevant officials of the Center on public procurement acts and rules and e-GP.

### ***1.4.3.2 Store Branch***

The Centre maintains effective store management using Store Management System software aligned with the central ERP system where purchased goods are enlisted and delivered.

### ***1.4.3.3 Budget & Accounts Branch***

This section is responsible for Budget preparation, Bill payments, other financial activities, including record keeping for Audit response. The Centre maintains its accounts according to the Govt. rules, regulations, circulars, and BPATC Act.

**Table 1.3: Financial Statement of 2020-2021**

Code No	Income		Financial Year 2020-2021	Code No	Expenditure		Remarks
	Name of Source (Govt. Grants)				Name of Head & Sub-head (Govt. Grants)	Expenditure of 2020-2021	
1	2		3	4	5	6	7
<b>3631101</b>	Pay of Officers	59000000		3111101	Pay of Officers	53465557	
<b>3631102</b>	Pay of Establishment	69300000		3111201	Pay of Establishment	61258222	
<b>3631102</b>	Allowances	98330000			<b>(A) Total of pay</b>	<b>114723779</b>	
<b>3631103</b>	Supply & servicing capital	702820000		3631103	<b>(B) Allowances</b>		
<b>3631104</b>	Pension & retirement benefit	29000000		3111301	Charge allowance	412300	
<b>3631107</b>	Special grant	4000000		3111302	Conveyance Allowance	892728	
<b>3631108</b>	Research grant	8300000		3111306	Education Allowance	1937582	
<b>3631199</b>	Others grant	800000		3111310	House Rent Allowance	47235556	
<b>3632103</b>	Capital grant	11000000		3111311	Medical Allowance	6422770	
<b>3632105</b>	Information & communication Technology grant	60000000		3111312	Mobile Allowance	233766	
<b>3632106</b>	Others Capital grant	3600000		3111314	Tiffin Allowance	602219	
<b>4141101</b>	Land Acquisition	81838000		3111316	Washing Allowance	161829	
				3111325	Festival Allowance	17505050	
				3111327	Overtime	2790519	
				3111328	Recreation Allowance	2264290	
				3111329	Training Allowance	1618736	
				3111331	Entertainment Allowance	32700	
				3111332	Honorarium Allowances	1064797	
				3111333	Home Support Allowance	304000	

**Table 1.3: Continued**

Income		Expenditure			Remarks	
Code No	Name of Source (Govt. Grants)	Financial Year 2020-2021	Code No	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2020-2021	Remarks
1	2	3	4	5	6	7
			3111335	Bangla Nabarsha Allowance	1735070	
					<b>85213912</b>	
				<b>(C) Total of Pay &amp; Allowances (A+B)</b>	<b>199937691</b>	
				<b>(D) Administrative Cost</b>		
			3211102	Washing & Cleaning	1262458	
			3211104	Contingent Staff/Institution	220621049	
			3211106	Entertainment Expenditure	783294	
			3211109	Labor wages	22465846	
			3211110	Legal Expenses	656000	
			3211111	Seminar & Conference	4896325	
			3211112	International Subscription	59979	
			3211113	Electricity	38611948	
			3211117	Internet/Fax/Talex	1595156	
			3211119	Postal	52167	
			3211120	Telephone Expensive	604577	
			3211125	Advertisement Exp.	1520718	
			3211127	Books & Journals	1138701	
			3211128	Publication	1095950	
			3231301	Training	100479506	

Table 1.3: Continued

Income		Expenditure			Remarks	
Code No	Name of Source (Govt. Grants)	Financial Year 2020-2021	Code No	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2020-2021	Remarks
1	2	3	4	5	6	7
			3243101	Petrol, Oil & Lubricant	15455580	
			3243102	Gas	4187014	
			3244101	Traveling Expensive	1536458	
			3252101	Bading	2907721	
			3252109	Medicine and antidote	2198751	
			3253103	Security service collection	5816870	
			3255101	Computer materials (Print & Stationary)	982358	
			3255102	Printing and binding (Print & Stationary)	555595	
			3255105	Others Stationary	9846106	
			3256106	Uniform	2037844	
			3256107	Sports materials	1858905	
			3257206	Honorarium Expenses	550440	
			3257301	Festival/festivities	2136955	
			3258101	Vehicles (Maintenance)	8026163	
			3258102	Furniture "	89738	
			3258103	Computer "	23700	
			3258104	Office Equipment	1048920	
			3258105	Others Machine & equipment	2737964	
			3258106	Residential building	6166786	



Table 1.3: Continued

Income		Expenditure			Remarks	
Code No	Name of Source (Govt. Grants)	Financial Year 2020-2021	Code No	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2020-2021	Remarks
2		3	4	5	6	7
			3258107	Non-Residential building	12888001	
			3258108	Other buildings and structures	2809648	
			3258126	Telecommunication equipment	19020	
			3258140	Maintenance of officers' motor car	5800000	
				<b>(D) Total Supply &amp; Service</b>	<b>485524211</b>	
			<b>3631104</b>	<b>Pension &amp; retirement benefit</b>		
			3731103	Grand for Pension Fund	25400459	
				<b>(E) Total of Pension &amp; retirement benefit</b>	<b>25400459</b>	
			<b>3631107</b>	<b>Special grant</b>		
			3721102	Social Welfare grant	4000000	
				<b>(F) Total of Special grant</b>	<b>4000000</b>	
			<b>3631108</b>	<b>Research grant</b>		
			3257103	Research expenditure	5281576	
				<b>(G) Total of Research grant</b>	<b>5281576</b>	
			<b>3631199</b>	<b>Others grant</b>		
			3821102	Land development tax	393290	
				<b>(H) Total of others grant</b>	<b>393290</b>	
			<b>3632103</b>	<b>Capital grant</b>		
			4112310	Office Equipment (Machinery purchase)	595724	

Table 1.3: Continued

Income		Expenditure			Remarks	
Code No	Name of Source (Govt. Grants)	Financial Year 2020-2021	Code No	Name of Head & Sub-head (Govt. Grants)	Expenditure of 2020-2021	Remarks
1	2	3	4	5	6	7
				(I) Total of Vehicle purchase grant	595724	
			3632105	Information & communication Technology grant		
			4112202	Computer & Others	6464069	
			4113301	Computer Software	4309669	
				(J) Total of Information & communication Technology grant	10773738	
			3632106	Others Capital grant		
			4112314	Furniture purchase	73071	
			4113102	Tree, Crop, Plant Resources	777170	
				(K) Total of Others Capital grant	850241	
			4141101	Land Purchase (RPATC)		
			4141101	Land Acquisition	81838000	
				(L) Total of Land Purchase (RPATC)	81838000	
	Total Grant	1127988000		Total Exp. (A to L)	814594930	
				Closing Balance	313393070	
	Grant Total	1127988000		Grand Total	1127988000	

### ***1.4.3.4 Digitization and Automation in Financial Management***

For efficient and effective Financial Management, the Centre is aware of Digitization and Automation of the system. Currently, the Centre is using digital tools and online platforms such as the Central ERP system, iBAS++, and e-GP.



*Honorable Prime Minister, Sheikh Hasina, MP connected through online at the Closing Ceremony of 71<sup>st</sup> Foundation Training Course*



2

## CHAPTER TWO

### TRAINING ACTIVITIES AND FACULTY DEVELOPMENT PROGRAMME

## 2.1 Civil Service Training Programs

The principal role of the BPATC is to impart training to the civil servants. BPATC generally organizes four types of training courses. Foundation Training Course (FTC) for the entry-level civil servants; Advanced Course on Administration and Development (ACAD) for the deputy secretaries, Senior Staff Course (SSC) for joint secretaries and Policy Planning and Management Course (PPMC) for additional secretaries. Courses are organized with direct support from the Ministry of Public Administration. All courses are residential that participants are required to stay at BPATC. BPATC maintains a comprehensive policy approach to its training management. Thus, apart from the academic aspect, it puts equal emphasis on social and inter-personal and leadership aspects during the training period. Moreover, training participants are strongly encouraged to take part in different co-curricular activities actively. For the FTC participants, physical exercises and games are mandatory. Participants of other courses such as ACAD, SSC, and PPMC also regularly join the physical exercise activities.

BPATC prepares the Training Calendar (TC) beforehand to manage the training in a planned way each financial year. The TC eventually becomes the key planning document to host the training throughout the year. TC preparation follows a participatory approach to identify training priorities and to adjust to the changing needs and environment in training design and planning. Moreover, BPATC consults with the Ministry of Public Administration (MoPA) before finalizing the TC. The Training Calendar is published and shared with all stakeholders. The targets embedded in the TC are commensurate with the marks of the Annual Performance Agreement (APA) of the BPATC. In the following sections, reports on different training are presented.

### 2.1.1 Foundation Training Course (FTC)

During the 2020-2021 financial year, BPATC organized two foundation training programs: 71<sup>st</sup> and 72<sup>nd</sup> FTC. The 6-month long FTC is the first formal training for civil servants that they receive after their recruitment. FTC is mandatory for all civil servants to have their service confirmed. The course content is designed to enable the participants to become professionally efficient and undertake formal roles when they go back to their place of posting. As this is the first training, it adopts a comprehensive strategy to ensure that all participants are actively engaged in academic learning, leadership development, and strengthening interpersonal skills. FTC provides a unique opportunity for the participants to interact with their peers from different civil cadre services. This interaction has a long-term impact on strengthening collaborative governance in the country.



*Syed Anwar Hossain, Professor, University of Dhaka, conducting a session with the participant of FTC*



*Participants of Foundation Training Course taking oath during their closing ceremony*

The 71<sup>st</sup> FTC was held simultaneously at the BPATC campus and at 6 (six) different training institutions outside BPATC, namely BCS Administration Academy, Dhaka; BIAM, Dhaka; BIAM, Bogura; RPATC, Chattogram, BARD, Cumilla; RDA, Bogura. Three hundred and seven participants took part in the 71<sup>st</sup> FTC. While under the 72<sup>nd</sup> FTC, 626 participants joined the course. The course was organized simultaneously at BPATC and 7 (seven) other training institutions such as BIAM, Dhaka; BIAM, Bogura; NATA, Gazipur; Postal Academy, Rajshahi; BARD, Cumilla; RDA, Bogura; RPATC, Chattogram. Three hundred seventy-three entry-level civil servants joined the FTC conducted at the training institutions outside BPATC, while 253 participants took part in FTC at BPATC.

Since the FTC is the mandate of the BPATC, FTCs conducted outside BPATC at different institutions were organized under the direct supervision of BPATC to ensure quality and coherence in training approach and design. Holding FTC outside BPATC is a temporary arrangement to address the training backlog. The following tables present details of different FTCs.

**Table 2.1:** Cadre/Service-wise Distribution of participants of the 71<sup>st</sup> FTC

Cadre/Service	Participants		
	Male	Female	Total
BCS (Administration)	01	17	18
BCS (Foreign Affairs)	12	8	20
BCS (Police)	67	11	78
BCS (Tax)	9	4	13
BCS (Livestok)	25	7	32
BCS (Roads & Highways)	3	1	4
BCS (Fisheries)	31	13	44
BCS (Food)	4	0	4
BCS (Agriculture)	23	11	34
BCS (Public Works)	11	1	12
BCS (Information)	17	2	19
BCS (Ansar)	21	4	25
BCS (Statistics)	1	0	1
Faculty Member of BPATC	3	0	3
<b>Total =</b>	<b>228</b>	<b>79</b>	<b>307</b>

**Table 2.2:** Institution-wise Participants of 71<sup>st</sup> Foundation Training Course

Cadre/Service	Participants		
	Male	Female	Total
<b>BPATC</b>			
BCS (Administration)	1	15	16
BCS (Foreign Affairs)	12	8	20
BCS (Police)	14	2	16
BCS (Tax)	4	0	4
BCS (Livestock)	5	1	6
BCS (Roads & Highways)	2	1	3
BCS (Fisheries)	4	0	4
BCS (Food)	1	0	1
BCS (Agriculture)	7	1	8
BCS (Public Works)	2	1	3
BCS (Information)	3	1	4
BCS (Ansar)	1	0	1
<b>Total =</b>	<b>63</b>	<b>30</b>	<b>93</b>
<b>RDA, Bogura</b>			
BCS (Police)	7	0	7
BCS (Livestok)	6	0	6
BCS (Fisheries)	8	0	8
BCS (Agriculture)	4	0	4
BCS (Public Works)	1	0	1
BCS (Information)	2	0	2
BCS (Ansar)	2	0	2
<b>Total =</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>BCS Administration Academy, Dhaka</b>			
BCS (Administration)	0	1	1
BCS (Police)	10	5	15
BCS (Tax)	2	3	5
BCS (Livestok)	0	2	2
BCS (Roads & Highways)	1	0	1
BCS (Fisheries)	1	5	6
BCS (Food)	1	0	1

**Table 2.2:** Continued

Cadre/Service	Participants		
	Male	Female	Total
BCS (Agriculture)	0	2	2
BCS (Information)	5	0	5
BCS (Ansar)	1	1	2
<b>Total =</b>	<b>21</b>	<b>19</b>	<b>40</b>
<b>RPATC, Chattogram</b>			
BCS (Police)	11	0	11
BCS (Livestok)	2	0	2
BCS (Fisheries)	4	0	4
BCS (Food)	1	0	1
BCS (Information)	4	0	4
BCS (Ansar)	3	0	3
<b>Total =</b>	<b>25</b>	<b>0</b>	<b>25</b>
<b>BARD, Cumilla</b>			
BCS (Administration)	1	0	1
BCS (Police)	0	9	9
BCS (Tax)	1	0	1
BCS (Livestok)	3	2	5
BCS (Fisheries)	5	3	8
BCS (Agriculture)	6	4	10
BCS (Public Works)	2	0	2
BCS (Information)	0	1	1
BCS (Ansar)	4	1	5
Faculty Member of BPATC	3	0	3
<b>Total =</b>	<b>33</b>	<b>12</b>	<b>45</b>
<b>BIAM Foundation, Dhaka</b>			
BCS (Police)	12	4	16
BCS (Tax)	1	1	2
BCS (Livestok)	3	2	5
BCS (Fisheries)	2	5	7
BCS (Agriculture)	1	4	5
BCS (Public Works)	0	1	1
BCS (Ansar)	2	1	3
<b>Total =</b>	<b>21</b>	<b>18</b>	<b>39</b>

**Table 2.2:** Continued

Cadre/Service	Participants		
	Male	Female	Total
<b>BIAM Foundation, Bogura</b>			
BCS (Police)	4	0	4
BCS (Tax)	1	0	1
BCS (Livestock)	6	0	6
BCS (Fisheries)	7	0	7
BCS (Food)	1	0	1
BCS (Agriculture)	5	0	5
BCS (Public Works)	1	0	1
BCS (Information)	4	0	4
BCS (Ansar)	6	0	6
<b>Total =</b>	<b>36</b>	<b>0</b>	<b>35</b>

**Table 2.3:** Cadre/Service-wise Distribution of Participants of 72<sup>nd</sup> FTC

Cadre/Service	Participants		
	Male	Female	Total
BCS (Administration)	206	78	284
BCS (Foreign Affairs)	18	4	22
BCS (Police)	112	12	124
BCS (Tax)	30	5	35
BCS (Audit & Accounts)	32	6	38
BCS (Roads & Highways)	2	0	2
BCS (Fisheries)	6	2	8
BCS (Food)	3	1	4
BCS (Customs)	1	0	1
BCS (Public Works)	28	2	30
BCS (Information)	13	2	15
BCS (Ansar)	30	10	40
BCS (Statistics)	2	0	2
BCS (Family Planning)	7	2	9
BCS (Postal)	10	0	10
BCS (Cooperative)	1	1	2
<b>Total =</b>	<b>501</b>	<b>125</b>	<b>626</b>

**Table 2.4:** Institution-wise Distribution of Participants of 72<sup>nd</sup> FTC

Cadre/Service	Participants		
	Male	Female	Total
<b>BPATC</b>			
BCS (Administration)	119	43	162
BCS (Foreign Affairs)	9	3	12
BCS (Police)	40	0	40
BCS (Tax	11	2	13
BCS (Audit & Accounts)	9	1	10
BCS (Ansar)	12	0	12
BCS (Family Planning)	3	1	4
<b>Total =</b>	<b>203</b>	<b>50</b>	<b>253</b>
<b>BIAM Foundation, Dhaka</b>			
BCS (Administration)	14	9	23
BCS (Police)	10	1	11
BCS (Tax	3	0	3
BCS (Audit & Accounts)	2	0	2
BCS (Ansar)	2	0	2
<b>Total =</b>	<b>31</b>	<b>10</b>	<b>41</b>
<b>BIAM Foundation, Bogura</b>			
BCS (Administration)	12	4	16
BCS (Police)	6	2	8
BCS (Tax)	0	2	2
BCS (Audit & Accounts)	3	3	6
BCS (Ansar)	3	0	3
BCS (Information)	5	2	7
BCS (Fisheries)	2	0	2
BCS (Public Works)	1	0	1
BCS (Postal)	1	0	1
<b>Total =</b>	<b>33</b>	<b>13</b>	<b>46</b>
<b>BARD, Cumilla</b>			
BCS (Administration)	10	10	20
BCS (Police)	7	0	7
BCS (Foreign Affairs)	9	1	10
BCS (Tax)	4	1	5

**Table 2.4:** Continued

Cadre/Service	Participants		
	Male	Female	Total
BCS (Audit & Accounts)	3	0	3
BCS (Public Works)	7	1	8
BCS (Information)	2	0	2
BCS (Ansar)	3	0	3
BCS (Family Planning)	2	0	2
BCS (Postal)	1	0	1
<b>Total =</b>	<b>48</b>	<b>13</b>	<b>61</b>
<b>RDA, Bogura</b>			
BCS (Administration)	11	7	18
BCS (Police)	5	5	10
BCS (Tax)	2	0	2
BCS (Audit & Accounts)	3	0	3
BCS (Food)	3	1	4
BCS (Public Works)	7	0	7
BCS (Ansar)	4	4	8
BCS (Postal)	5	0	5
BCS (Family Planning)	1	0	1
<b>Total =</b>	<b>41</b>	<b>17</b>	<b>58</b>
<b>Postal Academy, Rajshahi</b>			
BCS (Administration)	17	4	21
BCS (Police)	9	0	9
BCS (Tax)	3	0	3
BCS (Audit & Accounts)	6	0	6
BCS (Fisheries)	1	0	1
BCS (Information)	2	0	2
BCS (Ansar)	1	4	5
<b>Total =</b>	<b>39</b>	<b>8</b>	<b>47</b>
<b>NATA, Gazipur</b>			
BCS (Administration)	1	1	2
BCS (Police)	29	1	30
BCS (Tax)	3	0	3
BCS (Audit & Accounts)	1	1	2

**Table 2.4:** Continued

Cadre/Service	Participants		
	Male	Female	Total
BCS (Roads & Highways)	2	0	2
BCS (Fisheries)	2	2	4
BCS (Customs)	1	0	1
BCS (Public Works)	13	0	13
BCS (Information)	4	0	4
BCS (Ansar)	2	0	2
BCS (Statistics)	2	0	2
BCS (Postal)	4	0	4
BCS (Cooperative)	1	1	2
<b>Total =</b>	<b>65</b>	<b>6</b>	<b>71</b>
<b>RPATC, Chattogram</b>			
BCS (Administration)	22	0	22
BCS (Police)	6	3	9
BCS (Tax)	4	0	4
BCS (Audit & Accounts)	5	1	6
BCS (Public Works)	0	1	1
BCS (Ansar)	3	2	5
BCS (Family Planning)	1	1	2
<b>Total =</b>	<b>41</b>	<b>8</b>	<b>49</b>

### ***2.1.2 Advanced Course on Administration and Development (ACAD)***

Seventy-day long ACAD is the leading professional course for the Deputy Secretaries to the government. However, some officials at the level of deputy secretary of the armed forces also join the training course. During the financial year 2020-2021, 3 ACAD courses, 130<sup>th</sup>, 131<sup>st</sup>, and 132<sup>nd</sup>, were completed; 69 participants took part in the three completed courses. This course is the first step for the mid-level civil servants to transform them into policy-level functionaries of the government. ACAD course follows extensive content to cover different aspects of development, governance, and policies. Participants are encouraged to get engaged in critical analysis and discussions to be able to strengthen their strategic thinking and leadership. Senior civil servants, policymakers, renowned academics, and researchers conduct the sessions in the course. Table 2.5 highlights the accomplishments of ACAD in 2020-2021.

**Table 2.5:** Batch-wise Distribution of Participants of the ACAD

Batch	Duration	Participants		
		Male	Female	Total
130 <sup>th</sup> ACAD	27/10/2020-25/12/2020	19	7	26
131 <sup>st</sup> ACAD	03/01/2021-03/03/2021	20	2	22
132 <sup>nd</sup> ACAD	07/03/2021-11/04/2021 & 30/05/2021-22/06/2021 (Online)	19	2	21
<b>Total =</b>		<b>58</b>	<b>11</b>	<b>69</b>

### 2.1.3 Senior Staff Course (SSC)

Senior Staff Course (SSC) is a core course designed for the officials at the rank of Joint Secretary. Officers of the equivalent rank from the armed forces also participate in the training. This 54-day long training course provides the participants with the opportunity to analyze the country's critical issues concerning governance and development. Senior civil servants, reputed researchers, and academics conduct the sessions in the SSC. In this reporting year, three courses, 95<sup>th</sup> SSC, 96<sup>th</sup> SSC, and 97<sup>th</sup> SSC, were organized at BPATC. SSC has an international component that allows the participants to take part in exposure and learning visits abroad. The following table presents detailed information of SSC.

**Table 2.6:** Batch-wise Distribution of Participants of the SSC

Batch	Duration	Participants		
		Male	Female	Total
95 <sup>th</sup> SSC	18/10/2020-01/12/2020	24	1	25
96 <sup>th</sup> SSC	10/01/2021-23/02/2021	17	1	18
97 <sup>th</sup> SSC	28/02/2021-13/04/2021	15	3	18
<b>Total =</b>		<b>56</b>	<b>5</b>	<b>61</b>


*Participants of Senior Staff Course (SSC) attending in a class room session*

### 2.1.4 Policy, Planning and Management Course (PPMC)

Twelve-day long PPMC is designed for the Additional Secretaries to the government, and this is the last part of the formal training scheme for civil servants in Bangladesh. Critical policy and strategic issues are discussed and diagnosed in this course. In this reporting year, no PPMC was held due to the COVID-19 pandemic situation. As part of the course, the participants attend the overseas training segment in any developed country to gain hands-on experiences about the development and governance of the country.

### 2.1.5 Special Foundation Training Course (SFTC)

BPATC organizes two-month-long special foundation training courses for the non-cadre officials of Grade 9 and above from different government departments. SFTC is usually conducted at the request of the organization seeking training for its officials. Depending on the availability of facilities and training slots, BPATC entertains the request. During this reporting year, BPATC organized several SFTCs for the officials of the Local Government Engineering Department (LGED), Directorate of Sports, Chittagong Port Authority (CPA), and Mass Communication Department & Press Information Department. Other than length, all other issues of a regular FTC are implemented in the SFTC; therefore, BPATC places particular emphasis on quality, discipline, and learning outcomes in the course. The following table presents a detailed picture of the SFTCs conducted in this reporting year.



*Participants of Special Foundation Training Course attending a classroom session*

**Table 2.7:** Distribution of Participants of BPATC in Different Short Courses

Batch	Duration	Participants		
		Male	Female	Total
Special Foundation Training Course for the Officials of Directorate of Sports	23/08/2020-21/10/2020	22	06	28
Special Foundation Training Course for the Chittagong Port Authority (CPA) Officials	30/11/2020-28/01/2021	17	03	20
Special Foundation Training Course for 40+ Aged Officers of Mass Communication Department & Press Information Department	17/01/2021-02/03/2021	20	02	22
6th Special Foundation Training Course for LGED Officials	10/02/2021-10/04/2021	20	05	25
	<b>Total</b>	<b>79</b>	<b>16</b>	<b>95</b>

## 2.2 Curriculum Development Committee Meeting

Curriculum Development Committee (CDC) is an important institutional mechanism for reviewing and upgrading the existing contents/curriculums of the training programs of BPATC regularly. While all Member Directing Staff (MDS) are members of the CDC, the PPR wing provides secretarial support to the CDC. This committee periodically discusses the contents of the course and reviews the feedbacks of the participants on the course contents. Members of the faculty are also welcomed to provide any suggestions to the CDC for consideration. In the financial year of 2020-2021, a total of 09 (nine) CDC meetings took place. The meetings reviewed the course contents/curriculums of the following courses and brought some necessary and timely changes and improvements: Senior Staff Course (SSC), Advanced Course on Administration and Development (ACAD), Foundation Training Course (FTC), Special Foundation Training Course (SFTC) (for DoICT, LGED, DoS, CPA, PPA), and special online training course on ‘Administrative and Developmental Thoughts of Bangabandhu’.

**Table 2.8:** CDC’s Meeting to update/upgrade/revise/develop Course Curriculum

Sl. No.	Meeting Name	Target in APA	Date	Agenda/Details of the Meetings
1.	Meeting to update/upgrade/revise/develop Course Curriculum	no specific target	21/06/2021	Course Curriculum of 11 <sup>th</sup> and 12 <sup>th</sup> Special Foundation Training Courses (SFTCs) for DoICT
			23/05/2021	Course Curriculum Review of ACAD and SSC
			18/03/2021	Course Curriculum of 72 <sup>nd</sup> FTC
			07/02/2021	Course Curriculums of SFTCs for Payra Port Authority (PPA) and LGED Officials
			12/01/2021	Course Curriculum Review of ACAD
			10/01/2021	Course Curriculum Review of ACAD and SSC to analyse the possibility of including a few training sessions (requested by Election Commission Training Institute and BCS Women's Network) in the prevailing course content
			26/11/2020	Course Curriculum of Special Foundation Training Course (SFTC) for the Chittagong Port Authority (CPA)
			17/08/2020	Course Curriculum of Special Foundation Training Course (SFTC) for the Directorate of Sports (DoS)
			12/08/2020	Course Curriculum for the online training course on ‘Administrative and Developmental Ideas of Bangabandhu’ and analysing the possibility of the inclusion of Child Rights related Issues in BPATC’s core training’s course contents

## 2.3 Workshops and Seminars

Organizing workshops and seminars is another significant role of the BPATC as most of the courses involve workshops and seminar items. The main objective of such an arrangement is that BPATC aims to strengthen its participants' speaking, presentation, and analytical skills and competencies. ACAD, SSC, and PPMC have overseas learning segments, and upon return from overseas visits, participants are required to share



*Mr. AKM Mozammel Haque, MP Honourable Minister, Ministry of Liberation War Affairs delivering speech on the seminar of Bangabandhu Memorial Series*

their learnings in the form of workshops and or seminars. Additionally, BPATC organizes workshops/seminars as part of its research and knowledge sharing roles. Therefore, throughout the year, BPATC organizes several workshops/seminars. In the workshops/seminars, apart from the trainees of different courses, BPATC faculty members also participate. The following table presents an overview of the accomplishments of workshops/seminars.

**Table 2.9:** Workshops held at BPATC in the Financial Year 2020-21

Name of Workshop/Seminar	Timeline	Participants		
		Male	Female	Total
1 <sup>st</sup> Seminar of Bangabandhu Memorial Series	25/07/2020	113	23	136
2 <sup>nd</sup> Seminar of Bangabandhu Memorial Series	18/08/2020	133	15	148
3 <sup>rd</sup> Seminar of Bangabandhu Memorial Series	23/09/2020	172	26	198
4 <sup>th</sup> Seminar of Bangabandhu Memorial Series	18/10/2020	217	34	251
5 <sup>th</sup> Seminar of Bangabandhu Memorial Series	22/10/2020	386	113	499
6 <sup>th</sup> Seminar of Bangabandhu Memorial Series	1/11/2020	295	93	388
7 <sup>th</sup> Seminar of Bangabandhu Memorial Series	19/11/2020	222	60	282
8 <sup>th</sup> Seminar of Bangabandhu Memorial Series	30/12/2020	367	107	474
9 <sup>th</sup> Seminar of Bangabandhu Memorial Series	21/12/2020	201	29	230
10 <sup>th</sup> Seminar of Bangabandhu Memorial Series	13/01/2021	412	223	635
11 <sup>th</sup> Seminar of Bangabandhu Memorial Series	24/01/2021	354	110	464
12 <sup>th</sup> Seminar of Bangabandhu Memorial Series	04/02/2021	335	106	441
Seminar on Covid-19 Challenges	11/01/2021	51	07	58
Seminar on Delta Plan-2100	10/03/2021	54	08	62
Workshop on Innovation	12/05/2021	21	04	25
Workshop on Service Process Simplification	20/05/2021	18	07	25
Seminar on ‘Conflict Management and Negotiation’	22/06/2021	234	17	251
Workshop on ‘Bangladesh on the march towards Prosperity’ and ‘Administration and Development’	29/06/2021	82	17	99
	<b>Total</b>	<b>3667</b>	<b>999</b>	<b>4666</b>

## 2.4 Foreign Exposure Visits

As mentioned earlier, courses for deputy secretaries, joint secretaries, and additional secretaries have foreign exposure visit (FEV) segments to create opportunities for the participants to learn from the experiences of the advanced countries and peer countries of the same level of economic progress. In this reporting year, no such FEVs were organized due to the Covid-19 pandemic. FEV is a conscious effort of the government to help the government officials to get exposed to the development experiences of the advanced countries. Therefore, FEV is an integral part of the greater scheme of human resource development in the civil service of Bangladesh.

## 2.5 Human Resource Development of BPATC

As BPATC is the home of all major professional training for civil servants, it invests much in the capacity development of its faculty members to make them competent for serving at BPATC. Therefore, every financial year, BPATC arranges overseas professional training and academic courses. In some cases, it creates opportunities for its officials to be part of the foreign segments of the FTC, ACAD, SSC and PPMC participants. However, these opportunities can cover only a limited number of BPATC officials. To create more learning opportunities for its officials, it organizes dedicated overseas training courses.

Additionally, it provides scholarships to its officials to undertake a Master's degree and, in some cases, PhD at the renowned universities of the world. The government, through the Ministry of Public Administration, supports BPATC's professional training and academic programs. In this reporting year, no such foreign training and educational program were organized due to the Covid-19 pandemic.

### 2.5.1 Short Courses of BPATC

Apart from overseas professional training and academic courses, BPATC also holds short courses as part of the on-the-job training and continued learning. In this reporting year, BPATC conducted several short courses. The following table reports on the short courses of the centre.



*Honourable State Minister of the Ministry of Public Administration Mr. Forhad Hossain, MP delivering speech on the closing programme of 3rd Policy Dialogue*

**Table 2.10:** Male-Female distribution of Participants of Short courses

Course	Duration	Participants		
		Male	Female	Total
3rd Policy Dialogue (1st Batch)	12/09/2020	16	04	20
3rd Policy Dialogue (2nd Batch)	26/09/2020	17	03	20
3rd Policy Dialogue (3rd Batch)	03/10/2020	13	01	14
Training Course on 'Cisco Webinar, Zoom & E-nothi' (1st Batch)	22/11/2020-26/11/2020	15	00	15
Training Course on 'Cisco Webinar, Zoom & E-nothi' (2nd Batch)	06/12/2020-10/12/2020	10	05	15
Training Course on 'Cisco Webinar, Zoom & E-nothi' (3rd Batch)	20/12/2020-24/12/2020	14	00	14
Training Course on 'Cisco Webinar, Zoom & E-nothi' (4th Batch)	27/12/2020-31/12/2020	14	02	16
Online Course on 'Administration & Development Thought of Bangabandhu' (1st Batch)	27/12/2020-31/12/2020	28	02	30
Online Course on 'Administration & Development Thought of Bangabandhu' (2nd Batch)	03/01/2021-07/01/2021	27	03	30
Online Course on 'Administration & Development Thought of Bangabandhu' (3rd Batch)	17/01/2021-21/01/2021	20	10	30
Online Course on 'Administration & Development Thought of Bangabandhu' (4th Batch)	24/01/2021-28/01/2021	17	13	30
Online Course on 'Administration & Development Thought of Bangabandhu' (5th Batch)	31/01/2021-04/02/2021	28	07	35
Online Course on 'Administration & Development Thought of Bangabandhu' (6th Batch)	07/02/2021-11/02/2021	24	08	32
1st Basic Professional Training Course for the Payra Port Authority (PPA) Officials	14/02/2021-06/03/2021	15	00	15
2nd Basic Professional Training Course for the Payra Port Authority (PPA) Officials	14/03/2021-03/04/2021	15	01	16
1st Basic Professional Training Course for the IV Tier National Data Centre (4TDC) Officials	14/03/2021-20/03/2021	11	02	13
2nd Basic Professional Training Course for the IV Tier National Data Centre (4TDC) Officials	21/03/2021-27/03/2021	12	02	14
Training Course on Innovation as per Annual Innovation Action Plan 2020-2021	08/06/2021-09/06/2021	27	08	35
	<b>Total</b>	<b>323</b>	<b>71</b>	<b>394</b>

## 2.6 Staff Training & Regional Centre (ST&RC) Wing

ST&RC wing coordinates the functions of RPATCs. It facilitates the training capacity and monitors their performance. Provides administrative and financial approval to RPATCs for development works in case of exceeding financial power. In the fiscal year 2020-2021, four RPATCs received the budget of BDT. 28,97,00,000 (Twenty-eight crore ninety-seven lac only). BDT. 22,06,21,049 (twenty-two crore six lac twenty one thousand and forty-nine only) was spent. The performance of budget expenditure is 76.15%. The RPATCs have completed 35 training courses and provided training to 2,650 employees from different government offices. They also arranged four workshops on social accountability tools and other contemporary issues.



*Former Rector of BPATC inaugurating a developmental work in RPATC, Rajshahi*

With the aforementioned financial sanction, the RPATCs have undertaken several infrastructural developmental works like vertical extension, boundary wall, dormitory renovation, purchase of furniture, multimedia projector, projection screen, computer, and other types of equipment. An all-out effort is underway to improve training quality and to enhance the training capacity of all the RPATCs in light of the decision taken in the DC's Conference of 2019. Officials from the Center, including the respected Rector, MDS of the concerned department, visited the RPATCS and gave guidelines to improve the quality of training activities and development works.

Construction of four new RPATCs is under process in all four new divisional cities of Barisal, Rangpur, Sylhet, and Mymensingh. Upon acquisition of the required 5 acres of land in Barisal, a boundary wall around the acquired land is on the verge of completion. Five acres of land have been duly acquired in Sylhet for RPATC, and the compensation process is well underway for over a month. The land acquisition of Rangpur and Mymensingh is under process. Besides, establishing one out-campus of BPATC is also under process in Cox's Bazar.

The department also organized 30 courses for imparting 60 hours of training for in-house employees of the Center. In this year a provision of study tour has been added to make the training enjoyable. As part of this, participants have already visited the Mausoleum of Father of the Nation Bangabandhu Sheikh Mujibur Rahman.

**Table 2.11:** Details of 60 hours of training for in-house employees (Grade 11-20) from July 2020 to June 2021

SL.	Name of the Course	Number of Course	Duration of the Course	Male	Female	Total Number of Participants	Total Training Hours	Total Training Man Hours
1.	30 Hours Training for Grade 11-16 Staff under the Annual 60 Hours Training <b>(1st 30 Hours)</b>	6	6 Days (9:00 am – 3:00 pm = 5 Hours×6 Days)	89	35	124	30	3720
2.	30 Hours Training for Grade 11-16 Staff under the Annual 60 Hours Training <b>(2nd 30 Hours)</b>	7	6 Days (9:00 am – 3:00 pm = 5 Hours×6 Days)	99	31	130	30	3900
3.	Training Course on “Laws, Regulations and Behavior” for the Drivers of the Centre	2	6 Days (9:00 am – 3:00 pm = 5 Hours×6 Days)	24	0	24	30	720
4.	30 Hours Training for Grade 17-20 Staff under the Annual 60 Hours Training <b>(1st 30 Hours)</b>	5	6 Days (9:00 am – 3:00 pm = 5 Hours×6 Days)	105	14	119	30	3570
5.	30 Hours Training for Grade 17-20 Staff under the Annual 60 Hours Training <b>(2nd 30 Hours)</b>	5	6 Days (9:00 am – 3:00 pm = 5 Hours×6 Days)	99	14	113	30	3390



SL.	Name of the Course	Number of Course	Duration of the Course	Male	Female	Total Number of Participants	Total Training Hours	Total Training Man Hours
Training for Grade 11-20 Staff under the Capacity Enhancement of the Core Courses of BPATC Project								
6.	<b>‘Modern Office Management Course’ for the 11-16 Grade Staff</b>	1	10 Days (10:00 am – 1:00 pm = 3 Hours × 10 Days)	18	12	30	30	900
	<b>‘Financial Management Course’ for the 11-16 Grade Staff</b>	5	10 Days (10:00 am – 1:00 pm = 3 Hours × 10 Days)	22	08	30	30	900
	<b>‘Information and Communication Technology (ICT) Course’ for the 11-16 Grade Staff</b>	1	10 Days (10:00 am – 1:00 pm = 3 Hours × 10 Days)	19	06	25	30	750
	<b>‘Basic Training Course’ for the 17-20 Grade Staff</b>	2	10 Days (2:00 pm – 5:00 pm = 3 Hours × 10 Days)	57	03	60	30	1800
	<b>Total</b>	<b>30</b>		<b>532</b>	<b>123</b>	<b>655</b>	<b>-</b>	<b>19,650</b>

Total Number of Participants	: 655
Total Number of Courses	: 30
Total Training Man Hours	: 19,650
Number Employee of BPATC (11-20 Grade)	: 245
Taining Per Employee	: $19650/245 = 80.20$ (Hours)
APA Target	: 60 Hours (Achieved)

NB: Some employees were given training under the Capacity Enhancement of the Core Courses of BPATC Project. Therefore, the training hours per employee exceeded the target.

**Table 2.12: Training Activities of RPATCs in the Financial Year 2020-2021**

Sl. No.	Programme Name	Duration (Days)	Number of Batch	Number of Participants attended												Total
				Dhaka			Chattogram			Rajshahi			Khulna			
				M	F	T	M	F	T	M	F	T	M	F	T	
1.	Fundamental Training Course for (Grade 10-12 Employees)	26	1	15	10	25	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed
2.	Office Management and ICT Course for (Grade 13-16 Employees)	12	1	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed
3.	Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for (Grade 17-20 Employees)	12	1	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed
4.	Conduct and Discipline Course (Grade 9 or above)	05	1	24	14	38	14	02	16	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed
5.	Fundamental Training Course for (Grade 13-16 Employees)	19	1	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed
6.	Conduct and Discipline Course for (Grade 13-16 Employees)	05	1	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed
7.	Workshop on Right to Information (RTI) (Grade 9 or above)	01	1	40	15	55	38	12	50	20	05	25	23	05	28	28
8.	ICT and e-Governance Management Course (Grade 9 or above)	12	1	Postponed	Postponed	Postponed	18	03	21	Postponed	Postponed	Postponed	20	01	21	21
9.	Office Management and ICT Course for (Grade 10-12 Employees)	12	1	29	06	35	31	03	34	Postponed	Postponed	Postponed	28	08	36	36
10.	e-Nothi Course for (Grade 13-16 Employees)	05	1	Postponed	Postponed	Postponed	29	02	31	38	04	42	24	03	27	27
11.	Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for (Grade 17-20 Employees)	12	1	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	Postponed	15	03	18	18
12.	Fundamental Training Course for (Grade 10-12 Employees)	26	1	24	16	40	Postponed	Postponed	Postponed	19	06	25	Postponed	Postponed	Postponed	Postponed
13.	Fundamental Training Course for (Grade 13-16 Employees)	19	1	34	06	40	20	03	23	23	07	30	22	03	25	25
14.	Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for (Grade 17-20 Employees)	12	1	Postponed	Postponed	Postponed	25	04	29	Postponed	Postponed	Postponed	25	05	30	30
15.	Financial Management Course for (Grade 10-12 Employees)	12	1	39	04	43	21	02	23	23	04	27	19	0	19	19
16.	Modern Office Management Course (Grade 9 or above)	12	1	33	10	43	Postponed	Postponed	Postponed	12	05	17	22	0	22	22
17.	Workshop on Women and Child Rights	01	1	04	38	42	17	09	26	20	20	40	21	12	33	33
18.	e-Nothi Course for (Grade 10-12 Employees)	05	1	30	08	38	29	01	30	25	05	30	27	03	30	30
19.	Fundamental Training Course (মৌলিক প্রশিক্ষণ কোর্স) for (Grade 17-20 Employees)	12	1	41	05	46	21	02	23	31	01	32	35	02	37	37



**Table 2.12:** Continued

Sl. No.	Programme Name	Duration (Days)	Number of Batch	Number of Participants attended												Total
				Dhaka			Chhattagram			Rajshahi			Khulna			
				M	F	T	M	F	T	M	F	T	M	F	T	
20.	Workshop on National Integrity Strategy (NIS)	01	1	28	07	35	23	06	29	26	04	30	24	05	29	
21.	Fundamental Training Course for (Grade 10-12 Employees)	26	1	23	14	37	Postponed	25	10	35	20	05	25			
22.	Fundamental Training Course for (Grade 13-16 Employees)	19	1	38	09	47	Postponed	30	03	33	26	09	35			
23.	Information & Communication Technology (ICT) Course for (Grade 13-16 Employees)	12	1	28	11	39	35	03	38	26	04	30	27	05	32	
24.	Conduct and Discipline Course (Grade 10-12)	05	1	24	07	31	24	01	25	18	07	25	17	03	20	
25.	Information & Communication Technology (ICT) Course for (Grade 10-12 Employees)	12	1	24	09	33	24	01	25	22	05	27	23	02	25	
26.	Financial Management Course for (Grade 9 above)	12	1	20	10	30	23	05	28	17	05	22	18	03	21	
27.	Workshop on Localization of Sustainable Goals (SDGs) (Grade 9 above)	01	1	25	05	30	59	07	66	34	11	45	25	05	30	
28.	Financial Management Course (Grade: 13-16)	12	1	22	08	30	33	07	40	32	06	38	26	02	28	
29.	Fundamental Training Course for (Grade: 17-20)	12	1	32	04	36	44	01	45	25	05	30	29	05	34	
30.	Communicative English Course (Grade 9 above)	12	1	Postponed			17	03	20	Postponed		Postponed				
31.	Workshop on Public Procurement Emphasizing on EGP (Grade 9 above)	01	1	Postponed			Postponed		Postponed		Postponed		Postponed			
32.	Fundamental Training Course for (Grade: 10-12)	12	1	Postponed			Postponed		Postponed		Postponed	24	0	24		
33.	Communicative English Course for Grade (Grade: 10-12)	12	1	Postponed			Postponed		Postponed		Postponed		Postponed			
34.	Fundamental Training Course for (Grade: 13-16)	19	1	Postponed			Postponed		Postponed		Postponed		Postponed			
35.	Fundamental Training Course for (Grade: 17-20)	12	1	21	02	23	Postponed		Postponed		Postponed		Postponed			
			35	598	218	816	545	77	622	466	117	583	540	89	629	

\*M=Male, \*F=Female & \*T=Total

## 2.7 Summary of training conducted at BPATC & RPATC's

**Table-2.13:** Total number of Training conducted at BPATC in 2020-21

Course Type	Number of Courses	Participants		
		Male	Female	Total
FTC	1	228	79	307
ACAD	3	58	11	69
SSC	3	56	5	61
PPMC	-	-	-	-
SFTC (Regular)	-	-	-	-
SFTC (Paid)	4	79	16	95
Short Course	18	323	71	394
Seminar/Workshop/Conference	18	3667	999	4666
Others	50	4411	1181	5592

Name of RPATC	Targeted (Courses)	Conducted (Courses)	Total number of Participants (Targeted)	Total number of Participants (Achieved)	Percentage
DHAKA	35	21	875	822	95%
CHATTOGRAM	35	20	875	622	71%
RAJSHAHI	35	19	875	583	67%
KHULNA	35	21	875	629	72%
<b>TOTAL</b>	<b>140</b>	<b>81</b>	<b>3500</b>	<b>2650</b>	<b>76%</b>

**Total Targeted = 3500, Total Achieved = 2650, Total Percentage = 76%**

### 2.7 Activities of ToT Section

The training of Trainers (TOT) section is an important section in the Bangladesh Public Administration Training Center (BPATC). The primary function of this section is to organize various TOT training courses for the development of the skills of the faculty members of the Center. In its continuity, last year (2020-2021), this section arranged 04 (four) TOT courses for the faculty members. Details are mentioned in the table below:

**Table 2.14:** Details of ToT courses in 2020-2021

S.I	Date	Number of Participants	Place	Name of Training Course
1	24/01/2021-28/01/2021	15	BPATC	Advanced ToT on Microsoft Excel (1st Batch)
2	07/02/2021-11/02/2021	15	BPATC	Advanced ToT on Microsoft Excel (2nd Batch)
3	14/02/2021-18/02/2021	15	BPATC	Advanced ToT on Microsoft Excel (3rd Batch)
4	19/05/2021-23/05/2021	30	BPATC	Online Course on 4th ToT on Training Curriculum Review



**BPATC**



**3**

## **CHAPTER THREE**

### **NATIONAL AND INTERNATIONAL COOPERATION**

### 3.0 International Programmes

The Department of International Programme is a window of observing worldview, particularly what internationally recognized training institutes are initiating for developing their human resources and contributing to research in public administration. Likewise, BPATC reaches the international community and exhibits its activities. This department plays a pivotal role in bridging the scholars from diverse backgrounds and knowledge and creates the opportunity for exchanging professional experience and scholarly outputs in an academic forum. Hence, signing MoUs with international training organizations and universities, arranging international conferences, organizing training programmes for BPATC faculty members, and sending core course participants abroad as a part of the training are the key responsibilities of the Department of International Programme.

### 3.1 Signing of Memorandum of Understanding (MoU)

BPATC has been forging relationships with institutes home and abroad by signing a Memorandum of Understanding (MoU) and becoming members of organisations that share common goals and interests in different areas of public administration, training and development. These initiatives enable the centre to share ideas and get familiar with new trends of research also. BPATC has collaboration with foreign universities and research organisations such as the University of Alabama at Birmingham, Duke Center of International Development (DCID) of Duke University, USA; Macquarie University, CQ University, Curtin University, Australia; Beijing Administrative Institute, China; Hong Kong University School of Professional and Continuing Education (SPACE), Hong Kong; Nepal Administrative Staff College, Nepal; The Royal Institute of Management, Bhutan; National Institute of Development Institute, Asian Institute of Technology (AIT), Thailand; Astana Civil Service Hub, Kazakhstan; Sri Lanka Institute of Development Administration (SLIDA), Sri Lanka; Administrative Staff College of India (ASCI), Lal Bahadur Shastri National Academy of Administration, and Indian Institute of Public Administration (IIPA), India. Linkages with international organisations are established either directly by BPATC or through the Ministry of Public Administration. The following partnerships are currently active for a specific period.

**Table 3.1:** Partnership with BPATC and Other Institutions

Institute	Date of Initiation	Duration
Nepal Administrative Staff College, Nepal	09 February, 2019	05 Years
HKU School of Professional and Continuing Education, Hong Kong	10 October, 2018	5 Years
Royal Institute of Management, Bhutan	13 April, 2019	5 Years
Astana Civil Service Hub, Kazakhstan	16 September, 2019	Until further decision
Beijing Administrative Institute, China	15 October, 2018	5 Years
Macquarie University Centre for Environmental Law, Australia	20 December, 2018	5 Years

### 3.2 International Training Programme Faculty Members

As a part of faculty development, this department organizes capacity building training programmes abroad with the support of international organizations having ties with BPATC. However, because of the COVID-19 pandemic, no programme was materialized this year.

### 3.3 International Conference

The 8th International Conference on Public Administration and Development (ICPAD), scheduled to be held in May 2021, has been rescheduled to hold on 24-26 February 2022.

Total 72 papers have already been received. The abstract submission's last date is 31 August 2021, while the full paper submission date is 30 September 2021.



*The Rector of the Centre, Md. Monjur Hossain presiding over a meeting.*

4

CHAPTER  
FOUR



TRAINING  
EVALUATION

## 4.0 Training Evaluation

Evaluation of a training course is necessary to measure its effectiveness to improve its quality. The literature on training evaluation suggests four levels of evaluation - reaction level, learning level, job behaviour level and functional level. Following the evaluation policy of the Centre, the Evaluation Department follows the first two levels regarding the evaluation of its training courses. The courses are broadly classified into two major groups-(1) Core Courses and (2) Short Courses. For both the groups, the Centre follows some basic and standard mechanisms. On the one hand, participants are evaluated based on their performance. On the other hand, they evaluate the training system, course management, external and internal speakers, and facilities and services provided by the Centre. Participants are provided with structured formats for this sort of evaluation. In the subsequent sections, this chapter will give a brief look at the evaluation system of the Centre.

The participants are graded based on their performance. Their performance reports are forwarded to the concerned Ministries/Divisions/Organizations for retention in the officers' dossier. Assessments are based on the quantitative scale shown below:

**Table 4.1:** Grading System of Training Courses

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

## 4.1 Course Evaluation System

Core courses usually ranges Duration of between 15 and 180 days. They are linked to career development, focusing on the development of conceptual issues and practical knowledge. On the other hand, short courses range from 1-4 weeks. They are focused on the development of skills in specific fields of special clientele groups. In the Foundation Training Course, mid-term and course-end evaluations are done, while only course-end evaluations are conducted in the other two core courses. Besides written evaluation, an open-ended oral evaluation is also carried out in all the courses.

### 4.1.1 Foundation Training Course (FTC)

Foundation Training Course (FTC) is an introductory training course on administration and development. As per Bangladesh Civil Service Recruitment Rules 1981, Foundation Training Course is compulsory for all new entrants to the Bangladesh Civil Service. The participants are evaluated on 1500 marks in total. Marks distribution of the course is shown in the following table:

**Table 4.2:** Marks Distribution of Foundation Training Course (71<sup>st</sup> FTC)

Module No.	Name of the Module	Number (%)	Number (%)	Number (%)
<b>A. Bangladesh Studies</b>				
1	Bangladesh and Bangabandhu Studies (BBS)	IA (40+35)	-	75
2	Village Study (VS)	IR(25) IP(25)	-	50
3	Poverty Reduction and Rural Development (PRRD)	WE (35) + ICA (15)	-	50
4	District and Upazila Attachement (DUA)	District Attendance (5) ICA (5)	DGP (30) RTI: GR (20), GP (15)	75
<b>B. Management Studies</b>				
5	Fundamentals of Foundation Training Course (FFTC)	IA (50)	-	50
6	Organization and Human Resource Management (OHRM)	IA (50)	-	50
7	Important Service Laws in Bangladesh (ISLB)	OBE (70)	-	70
8	Office Management and Communications (OMC)	IE (20), OOV (30), SAR (20)	-	70
9	Public Financial Systems (PFS)	IE (50)	-	50
<b>C. Public Administration</b>				
10	Governmental System and Essential Laws (GSEL)	OBE (60)	-	60
11	Public Administration and Governance (PAG)	WE (50)	GE (20)	70
12	Child Rights and Gender Equality (CRGE)	-	GE (50)	50
<b>D. Development Studies and Economic Management</b>				
13	Development and Economic Management (DEM)	WE (60)	-	60
14	Sustainable Development Goals (SDGs)	IA (30+30)	-	60
15	Project and Procurement Management (PPM)	-	GE (50)	50
16	Basics of Social Research (BSR)	IRP (50)	-	50
<b>E. Skill Development</b>				
17	IELTS and Communication Skills in English (IELTS)	IE (50)	-	50
18	Basics of English (BoE)	IE (25)	-	25
19	Book Review and Presentation (BRP)	IR (40) IP (35)	-	75
20	Information Communication Technology (ICT)	PT (50)	-	50
21	Physical Conditioning and Games (PSG)	ATT (50), WE (25), ICA (25)	-	100
22	Comprehensive Written Examination (CWE)	WE (200)	-	200



Module No.	Name of the Module	Number (%)	Number (%)	Number (%)
<b>F. CMT and Evaluation Department Marks</b>				
-	Evaluation by the CMT	Overall Conduct & discipline (25)	-	25
-	Evaluation by Evaluation Department	Attendance (25)	-	35
		Speaker's Evaluation (10)		
<b>Total =</b>		<b>1315</b>	<b>185</b>	<b>1500</b>

*Note: 71<sup>st</sup> FTC centrally evaluated by 940 marks and Institute wise evaluated by 560 Marks, Merit List on the basis of centrally evaluated portion.*

### 4.1.2 Advanced Course on Administration and Development (ACAD)

The Advanced Course on Administration and Development (ACAD) is designed for the mid-level officers of the rank of Deputy Secretary to the government and their equivalents nominated from different public enterprises and sector corporations. The participants are evaluated out of 1000 marks.

**Table 4.3:** Marks Distribution of Advanced Course on Development and Administration (132<sup>nd</sup> ACAD)

Module	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
1.	Behavioural Governance	50	-	50
2.	Public Service and Operational Issues	50	-	50
3.	ICT and Governance	25	-	25
4.	Fitness of Body and Mind	25	-	25
5.	Research for Governance and Policy Analysis			
	a. Research Proposal	25	-	150
	b. Seminar Paper	125		
6.	Policy and Planning	50	-	50
7.	Economic Management	-	50	50
8.	Sustainable Development Goals	-	50	50
9.	Project Management and Financing	-	50	50
10.	Procurement Management	-	50	50
11.	Diplomatic and Development Partnerships and Negotiations	-	50	50
12.	Communication Competency	100	-	100
13.	Contemporary Issues	50	-	50

Module	Title of the Modules	Evaluation Methods and Marks		
		Individual	Group	Total
14.	Exposure Visit a. Internal Exposure Visit b. Foreign Exposure Visit i) Evaluation by BPATC (Individual Contribution-50 and Coverage of the Report and Presentation-50) ii) Evaluation by Host Organization (50)	- 50	50 100	50 150
15.	Evaluation by CMT	25	-	25
16.	Evaluation by Evaluation Department i) Attendance (15) ii) Speaker Evaluation (10)	25	-	25
<b>Grand Total</b>		<b>600</b>	<b>400</b>	<b>1000</b>

### 4.1.3 Senior Staff Course (SSC)

The Senior Staff Course (SSC) is designed and organized for the senior officers of the rank of Joint Secretaries to the government and their equivalents drawn from public enterprises and sector corporations. Participants are evaluated out of 1000 marks.

**Table 4.4:** Marks Distribution of Senior Staff Course (96th SSC)

Module	Title of the Module	Methods and Marks		
		Individual	Group	Total
01	Behavioural Governance	-	50	50
02	Public Policy Formulation	-	50	50
03	Research and Policy Evaluation	25+175	-	200
04	Partnership and Negotiations	-	50	50
05	ICT for Governance and Development	-	50	50
06	Economic Development	100	-	100
07	Project and Procurement Management (PPM)	-	50	50
08	Contemporary Issues	-	50	50
09	Presentation Skills	75	75	150
10	Exposure Visit Domestic Exposure Visit Foreign Exposure Visit	50 50	- 100	200
11	Evaluation by the CMT	20	-	20
12	Evaluation by Evaluation Department	30	-	30
<b>Total Marks</b>		<b>525</b>	<b>475</b>	<b>1000</b>

#### 4.1.4 Policy Planning and Management Course (PPMC)

Additional Secretaries to the government and their equivalents were drawn from public sector enterprises and corporations to participate in the Policy Planning and Management Course (PPMC). In this course curriculum, group activities are emphasized, and participants are evaluated out of 500 marks.

**Table 4.5:** Marks Distribution of Policy Planning and Management Course (21st PPMC)

Module	Title of the Module	Evaluation Methods and Marks		
		Individual	Group	Total
01.	Sustainable Development Goals	-	50	50
02.	Strategic Planning	-	50	50
03.	Project Management	-	25	25
04.	Public Policy Evaluation	-	50	50
05.	Negotiation	-	50	50
06.	Contemporary Issues	-	25	25
07.	Exposure Visit			
	a. Field Visit (Domestic)	50	-	50
	b. Foreign Exposure Visit	50+100	-	150
08.	Evaluation by Course Management Team	20	-	20
	a. Punctuality (05)			
	b. Table Manners and Dress (05)			
	c. Appropriate Observation of BPATC's Norms and Values (05)			
	d. Participation in Co-curriculum Activities (05)			
09.	Evaluation Department			
	a. Speakers Evaluation	10	-	30
	b. Attendance	20		
	<b>Total =</b>	<b>250</b>	<b>250</b>	<b>500</b>

#### 4.1.5 Special Foundation Training Course

At the request of different organizations/ministries, BPATC arranges a two-month long SFTC for non-cadre officials. The participants of these courses are evaluated on 900 marks.

**Table 4.6:** Marks Distribution of Special Foundation Training Course (6th SFTC for LGED Officials)

Module	Title of the Module	Methods and Marks		
		Individual	Group	Total
01.	Behavioural Governance	35	-	35
02.	Bangladesh and Bangabandhu Studies (BBS)	-	25	25
03.	Constitution and Other Legal Provision Relating to Public Service Delivery (CLPRPSD)	25	-	25
04.	Project and Procurement Management (PPM)	25	25	50

Module	Title of the Module	Methods and Marks		
		Individual	Group	Total
05.	Digital Leadership and Strategic Planning (DLSP)	-	50	50
06.	Public Sector Management (PSM)	25	-	25
07.	Administrative and Organizational Management (AOM)	40	50	90
08.	Achieving Sustainable Development Goals (ASDG)		70	70
09.	ICT and e-Governance (ICTeG)	50	-	50
10.	Financial Management (FM)	25	25	50
11.	Book Review (BR)	20+30	-	50
12.	Field Attachments and report writing. (FARW)	-	30	30
13.	English Language Skill Development (ELSD)	50	-	50
14.	Physical Conditioning and Games (PCG)	25+75	-	100
15.	Research and Development Management (RDM)	60	-	60
16.	Essential Issues for LGED Officials (EILGEDO)	40	20	60
17.	Contemporary Issues	-	25	25
18.	Evaluation Department a. Attendance (20) b. Speaker Evaluation (10)	30	-	30
19.	Evaluation by the CMT (25)	25	-	25
<b>Total Marks</b>		<b>580</b>	<b>320</b>	<b>900</b>

## 4.2 Software-based Result Processing

BPATC has digitalized its activities through Enterprise Resource Planning software, where evaluation is a part. Here results are processed online. Firstly, following the Training Evaluation Policy of BPATC, Program, Planning and Recording (PPR) wing issues a course guideline for all types of courses. Training modules, evaluation methods, allotted marks, module coordinators are selected and entered into the software. Then module coordinators submit their scores after evaluating participants' group/individual performance. Thus, the merit list is finalized with the approval of the authority.

**Table 4.7:** Results of the evaluated courses (FTCs, ACADs, SSCs, PPMCs, SFTC's)

Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
P-70th FTC	296	296	A-	04
			B+	51
			B	223
			B-	04
			Passed Only	14



Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
71 <sup>st</sup> FTC	307	307	B+ B B- Passed Only	05 238 62 02
72 <sup>nd</sup> FTC	626		Ongoing	
<b>Advanced Course on Administrative &amp; Development (ACAD)</b>				
129 <sup>th</sup> ACAD	29		Result yet to be published due to Foreign Exposure Visit	
130 <sup>th</sup> ACAD	26		Result yet to be published due to Foreign Exposure Visit	
131 <sup>st</sup> ACAD	22		Result yet to be published due to Foreign Exposure Visit	
132 <sup>nd</sup> ACAD	21		Result yet to be published due to Foreign Exposure Visit	
<b>Senior Staff Course (SSC)</b>				
94 <sup>th</sup> SSC	22		Result yet to be published due to Foreign Exposure Visit	
95 <sup>th</sup> SSC	25		Result yet to be published due to Foreign Exposure Visit	
96 <sup>th</sup> SSC	18		Result yet to be published due to Foreign Exposure Visit	
97 <sup>th</sup> SSC	18		Result yet to be published due to Foreign Exposure Visit	
<b>Policy Planning Management Course (PPMC)</b>				
<b>No Course held in this financial year</b>				
<b>Special Foundation Training Courses (SFTC)</b>				
9 <sup>th</sup> SFTC DoICT	27	24 (03 Participants were released)	A- B+ B	10 12 02
10 <sup>th</sup> SFTC DoICT	27	26 (01 Participant was released)	A- B+ B	01 17 08
1 <sup>st</sup> SFTC for the officials of DoS	28	28	B B-	27 01
SFTC for 40+ DoMC & PID officers	22	22	B+ B	03 19
6 <sup>th</sup> SFTC for LGED Officials	25	25	B+ B	07 18
1 <sup>st</sup> SFTC for Paira Port Authority	15	15	B+ B	03 12
2 <sup>nd</sup> SFTC for Paira Port Authority	16	16	B	16

Course Name	Number of Participants		Grade	No. of Scorers
	Attended	Passed		
1 <sup>st</sup> Professional Training Course for 4TDC Officials	13	13	A	01
			A-	01
			B+	05
			B	06
2 <sup>nd</sup> Professional Training Course for 4TDC Officials	13	13	A	01
			A-	06
			B+	04
			B	02

#### 4.2.1 Merit Position of P-70<sup>th</sup> FTC

The merit position of the participants of P-70<sup>th</sup> FTC is shown in the following table:

**Table 4.8:** Merit Positions of P-70<sup>th</sup> FTC's

SL	Roll	Name	Designation	Position
01.	526	Nusrat Farzana	Assistant Commissioner Of Taxes	1 <sup>st</sup>
02.	602	Ziaur Rahman	Assistant Commissioner	2 <sup>nd</sup>
03.	628	Fahim Rahman Khan	Assistant Engineer	3 <sup>rd</sup>
04.	501	Md. Warishul Islam	Assistant Secretary	4 <sup>th</sup>
05.	601	Munim Islam	Assistant Engineer (Civil)	5 <sup>th</sup>
06.	243	Md. Mahbub Hasan	Assistant Commissioner	6 <sup>th</sup>
07.	521	N. M. Abdullah-Al-Mamun	Assistant Commissioner	7 <sup>th</sup>
08.	128	Md. Arafat Saklain	Assistant Engineer	8 <sup>th</sup>
09.	548	Munia Sirat	Assistant Commissioner Of Taxes	9 <sup>th</sup>
10.	523	Shah Md. Ashraful Alam Mohon	Assistant Secretary	10 <sup>th</sup>
11.	613	Mst. Tanjina Sathi	Assistant Commissioner Of Taxes	11 <sup>th</sup>
12.	612	Md. Masud Parvege	Assistant Secretary	12 <sup>th</sup>
13.	126	Rahul Dev Paul	Assistant Engineer (Civil)	13 <sup>th</sup>
14.	307	Maruf Afzal Rajon	Assistant Commissioner	14 <sup>th</sup>
15.	642	Saleh Mohammad Zakaria	Assistant Superintendent Of Police	15 <sup>th</sup>
16.	627	Arpa Banik	Assistant Commissioner Of Taxes	16 <sup>th</sup>
17.	527	Sheikh Ayman Shouki	Assistant Engineer	17 <sup>th</sup>
18.	514	Syed Shahzaman	Assistant Engineer	18 <sup>th</sup>
19.	624	Mohammed Shahjahan	Assistant Commissioner	19 <sup>th</sup>
20.	641	Sandwip Talukdar	Assistant Commissioner	20 <sup>th</sup>
21.	121	Chandra Shekhar Basu	Agriculture Extension Officer	21 <sup>st</sup>

SL	Roll	Name	Designation	Position
22.	312	Tanisa Tasmim Sinthia	Assistant Engineer	22 <sup>nd</sup>
23.	604	Asif Rahman Nahid	Sub-Divisional Engineer	23 <sup>rd</sup>
24.	112	Md. Fakhrul Islam	Assistant Commissioner	24 <sup>th</sup>
25.	537	Md. Rakibul Hasan	Assistant Commissioner	25 <sup>th</sup>
26.	140	Md. Abdul Wares	Veterinary Surgeon	26 <sup>th</sup>
27.	234	G.M. Rashedul Islam	Assistant Commissioner	27 <sup>th</sup>
28.	201	Md. Samiul Basar	Assistant Engineer (Civil)	28 <sup>th</sup>
29.	317	Masud Mahmud Choton	Assistant Engineer	29 <sup>th</sup>
30.	544	Md. Arafat Ul Islam	Assistant Engineer	30 <sup>th</sup>



*Honourable Prime Minister, Sheikh Hasina, MP connected online in the closing ceremony of 70<sup>th</sup> FTC as the Chief Guest*

#### **4.2.2 Merit Position of 71<sup>st</sup> FTC**

The merit position of the participants of 71<sup>st</sup> FTC is shown in the following table:

Table 4.9 Merit Positions of P-71<sup>st</sup> FTC's

SL	Roll	Participant	Designation	Position
01.	306	A. N. M. Ashiq Billah	Assistant Secretary	1 <sup>st</sup>
02.	303	Most. Hamida Khatun	Assistant Secretary	2 <sup>nd</sup>
03.	111	A. S. M. Taz-Ul-Islam	Assistant Secretary	3 <sup>rd</sup>
04.	108	Most Afrin Nahar Lata	Assistant Secretary	4 <sup>th</sup>
05.	409	Biswajit Debnath	Assistant Secretary	5 <sup>th</sup>
06.	423	Rafat Tahmid Khan	Assistant Commissioner Of Taxes	6 <sup>th</sup>
07.	206	Meskatul Jannat Rabeya	Assistant Commissioner	7 <sup>th</sup>

SL	Roll	Participant	Designation	Position
08.	726	M. Rakibul Hasan Bhuiyan	Assistant Commissioner Of Police	8 <sup>th</sup>
09.	401	Samapti Roy	Assistant Commissioner	9 <sup>th</sup>
10.	317	Asif Raihan	Assistant Director	10 <sup>th</sup>
11.	803	Md. Saddam Hossain	Assistant District Commandant	11 <sup>th</sup>
12.	835	Rafe Samdan Hossain Md. Adel	Assistant Superintendent Of Police	12 <sup>th</sup>
13.	218	Md. Aminul Islam	Assistant Secretary	13 <sup>th</sup>
14.	405	Suborna Shamim	Assistant Secretary	14 <sup>th</sup>
15.	603	Md. Asaduzzaman Shakil	Assistant Superintendent Of Police	15 <sup>th</sup>
16.	321	Fatema-Tuz-Zohra	Assistant Superintendent Of Police	16 <sup>th</sup>
17.	1015	Md. Anwar Hossain	Assistant Director	17 <sup>th</sup>
18.	207	Tahmina Akter	Assistant Secretary	18 <sup>th</sup>
19.	1008	Md. Delwar Hossain	Ac (Supply), Cmp	19 <sup>th</sup>
20.	308	Farjana Haque Dina	Assistant Secretary	20 <sup>th</sup>
21.	834	Jakia Sultana	Assistant Commissioner	21 <sup>st</sup>
22.	601	Md. Ashraful Alam	Assistant Superintendent Of Police	22 <sup>nd</sup>
23.	701	Mr. John Rana	Assistant Superintendent Of Police	23 <sup>rd</sup>
24.	605	Basudeb Ghosh	Assistant Director	24 <sup>th</sup>
25.	202	Tamanna Rahman Jyoti	Assistant Commissioner	25 <sup>th</sup>
26.	402	Amrita Sutradhar	Assistant Superintendent Of Police	26 <sup>th</sup>
27.	824	Somen Mogumder	Assistant Superintendent Of Police	26 <sup>th</sup>
28.	408	Rabeya Begum	Assistant Secretary	27 <sup>th</sup>
29.	312	Jui Datta	Scientific Officer	28 <sup>th</sup>
30.	201	Saiful Islam Khan	Assistant Commissioner Of Police	29 <sup>th</sup>
31.	838	Md. Wahed Al Masud	Deputy Assistant Director	30 <sup>th</sup>



Participants of 71<sup>st</sup> FTC showing their certificates to the Honourable Prime Minister; Sheikh Hasina, MP during their closing ceremony

### ***4.2.3 Merit Position in the ACAD, SSC and PPMC***

The results of ACAD and SSC batches are yet to be published due to incompleteness of foreign exposure visits. No PPMC was held in the reporting financial year.



*Shaikh Yusuf Harun, former Senior Secretary, Ministry of Public Administration, delivering Rector's Medal on behalf of the Honourable Prime Minister; Sheikh Hasina, MP to the top scorer of 71<sup>st</sup> FTC*



**5**

**CHAPTER FIVE**



**RESEARCH,  
PUBLICATION  
AND  
ICT**

## 5.0 Research, Publication and ICT

Bangladesh Public Administration Training Centre (BPATC) is mandated to research to generate knowledge and use the research findings in the training activities. For instance, research findings can be used to prepare case studies as training materials, share experiences from the field in the training sessions, and update the training curriculum of the courses of the Centre. Moreover, the Centre provides consultancy services to the government for policy intervention through appropriate research works, which is also a mandate of the Centre as per the BPACT Act 2018. The Research and Consultancy (R&C) Division of the Centre, headed by a Member Directing Staff, has three wings: Research and Development (R&D), Library and Training Aid (LTA), and Computer Centre (CC). The research activities of the Centre, generally managed by the research branch, is under the Research and Development (R&D) wing. The research branch works under the leadership of a Deputy Director. This chapter describes the activities relating to research, publication, and information and communication technology (ICT) of the Centre.

### 5.1 Research Activities

As per the Research Policy 2018, the research branch coordinates all the research activities, irrespective of the sources of fund, undertaken by the Centre and its faculty members (individually, jointly with other faculty members or outside experts) funded by the revenue budget of the Centre and other sources (development budget, project money, bilateral and multilateral agreements). This coordination activity starts with a call for research proposals and continues up to the approval of research reports. The research policy guides the research activities. Research proposals are selected for funding following the process and procedure stated in the research policy. According to the research policy, a research committee, called BPATC Research Committee or BRC, oversees the overall management of the research activities. The research committee is chaired by the Vice-Chancellor of Jahangirnagar University, one of the members of the Board of Directors (BoD). All MDSs of BPATC are internal members of the BRC by dint of their position. In addition, two external experts, nominated by the BoD, are also members of the BRC. The Director (R&D) is the Member-Secretary of the BRC.



*Faculty members attending a faculty seminar*

#### 5.1.1 Research Proposal Invitation

The call for research proposals under the financial year 2021-2022 was published on 5 January 2021. The call for proposals was published in two national dailies—the Daily Ittefaq and the Daily Observer. Twenty-two research proposals were submitted following the call for proposal. Seventeen proposals were put on a review process after primary scrutiny of the 22 proposals. Due to the global pandemic, the remaining procedures—arranging a faculty seminar on the reviewed proposals and arranging a BRC meeting to decide on the proposals—were not completed within the scheduled timeframe.

### 5.1.2 BRC Meeting

Three meetings of the BRC—57th, 58th and 59th—were held in the financial year 2020-2021. The 57th BRC meeting was held on 3rd November 2020. This meeting discussed the progress on the ongoing research works and selected the external evaluators of these research works. Moreover, the meeting also recommended five research proposals to undertake under the 2020-2021 financial year. Table 5.1 below shows the details of the recommended five research proposals.

**Table 5.1:** Approved research proposals under FY 2020-2021

Sl. No.	Title of Research Proposal	Researcher(s)	Approved Budget
1.	Public hearing as a tool of bureaucratic accountability in Bangladesh: A case study of field-level offices	Md. Morshed Alom, PhD <i>Deputy Director (BPATC)</i>	7,30,000/-
2.	Are incentive packages promoting innovation? A study on Bangladesh Public Administration	Mohammad Ziaul Islam <i>Assistant Systems Analyst, BPATC</i>	22,65,000/-
3.	The Role of Union Digital Centers in women empowerment through commercial training	Tanzina Akhter <i>Assistant Director, BPATC</i>	3,30,400/-
4.	Organizational culture and development: A comparative study on civil and defense training institutions	Dr. Md. Zohurul Islam <i>Director, BPATC</i>	16,75,000/-
5.	Developing ten case-studies as training materials for Advanced Course on Administration and Development (ACAD) of BPATC	Dr. Md. Sanwar Jahan Bhuiyan <i>Joint Secretary &amp; DEPD, SEIP</i>	9,95,200/-

The 58th BRC meeting was held on 27 January 2021. This meeting discussed the progress of the ongoing research works and the call for proposals under the 2021-2022 financial year. In addition, the meeting discussed a research proposal titled ‘Administrative Reforms: Review, Current Practices and Future Requirement in Bangladesh’ under the ‘Capacity Enhancement of the Core Courses of BPATC Project’ under the fiscal year 2020-2021. The 59th BRC meeting was held on 18 May 2021. This meeting discussed the ongoing research works, decided on external evaluators of the research works undertaken for the 2020-2021 financial year and approved six research reports of different financial years. Details of the approved research reports are given in table 5.2 below.

**Table 5.2:** Approved research reports

Sl. No.	Research Title and Researcher	Financial Year	Approved Budget
1.	Exploring the training spectrum: A case of 60-hour long training in a year for government employees of Bangladesh Dr. Mehedi Masud, Deputy Director, BPATC	2018-2019	3,71,000/-
2.	The role of citizen charter in accelerating public service delivery in land management: A case study of Upazila Land Offices Mohammad Mamun, Senior Research Officer, BPATC	2018-2019	5,00,000/-



Sl. No.	Research Title and Researcher	Financial Year	Approved Budget
3.	Socio-economic effects of climate change on tea producing in Bangladesh Dr. Md. Mizanur Rahman, Director, BPATC	2019-2020	22,30,000/-
4.	Grievance redress system in Bangladesh: Experience of service seekers of field-level offices Md. Morshed Alom, PhD, Deputy Director, BPATC	2019-2020	4,42,000/-
5.	Interplay of disaster management and sustainable development: Legislative and institutional role of the government of Bangladesh Dr. Mohammad Rezaul Karim, Deputy Director, BPATC	2019-2020	5,00,000/-
4.	Education thoughts of Bangabandhu: Analysis of the Quadrat-e-Khuda Education Commission Report M. Arifur Rahman, PhD, Director, BPATC	2019-2020	25,95,000/-

## 5.2 Faculty Seminar

The research branch organizes two types of faculty seminars- one for research proposals and another for draft research reports. Faculty members provide their comments in these faculty seminars to improve the research proposals and research reports. The research branch organized seven faculty seminars during the financial year 2020-2021. In these faculty seminars, five research proposals and eight draft reports were presented before the faculty members.

## 5.3 Compilation of Annual Report

The research section prepares the annual report of the Centre. It collects information from various wings and their branches and prepares the draft manuscript. The editorial board of the annual report edits the manuscript. The publication branch takes necessary actions for publishing the annual report every year, including the press selection procedure. The annual report of the Centre for the financial year 2019-2020 was published within the timeframe. Around 300 copies were distributed among the members of the BoD, ministries, field-level offices, heads of different government and semi-government institutions, autonomous bodies, national and international institutions.

## 5.4 APA Achievement

The Annual Performance Agreement (APA) achievement of the research branch during the 2020-2021 is shown in the table 5.3. Due to the covid-19 pandemic situation not all targets of the APA were met.

**Table 5.3:** Achievement of APA of Research Branch of FY2020-21

SL.	Activities	Target (Extra Ordinary)	Achievements
1.	Publishing annual report of 2019-2020	By 31 <sup>st</sup> August 2020	Annual report of 2019-2020 was published both online and printed copy on 31 <sup>st</sup> August 2020.
2.	Arranging faculty seminar on the research proposals under the financial year 2020-2021	By 31 <sup>st</sup> August 2020	Faculty seminar on the research proposals under the FY 2020-2021 was arranged on 10 <sup>th</sup> September 2020.

SL.	Activities	Target (Extra Ordinary)	Achievements
3.	Holding BRC (BPATC Research Committee) meeting on the research proposals under the financial year 2020-2021	By 30 <sup>th</sup> September 2020	BRC meeting on the research proposals under the financial year 2020-2021 was held on 3rd November 2020, and the BRC recommended five proposals
4.	Arranging faculty seminar on the research proposals under the financial year 2021-2022	By 30 <sup>th</sup> April 2021	Faculty seminar on the research proposals under the financial year 2021-2022 was not arranged within the scheduled timeframe.
5.	Holding BRC (BPATC Research Committee) meeting on the research proposals under the financial year 2021-2022	By 31 <sup>st</sup> May 2021	BRC meeting on the research proposals under the financial year 2021-2022 was not held within the set timeframe.
6.	Completing research works and uploading the research reports in the e-repository	Five research reports	Seven reports of completed research works were uploaded in the e-Repository.

## 5.5 Publication Section

BPATC publishes, in regular intervals, some publications each year. These publications include academic journals, i.e., Bangladesh Journal of Public Administration (BJPA) twice in a year and Bangladesh Lok-proshashon Potrika once in a year: and non-academic reports/papers, i.e., annual report of BPATC and training calendar both once in a year, and BPATC newsletter in every three months. The publication activities are guided by a publication policy that was framed in 2002. For the BJPA, a policy was formulated in 2018.

BPATC authority had formed a committee on 08 March 2020 to review the publication policy 2002 and BJPA policy 2018. The committee was headed by Dr. Mohammad Mizanur Rahman and Dr. Md. Mohoshin Ali, Dr. Md. Mizanur Rahman, Dr. M. Arifur Rahman and Dr. Md. Zohurul Islam as members, and Dr. M. Morshed Alom as the member -secretary. The committee finalized its draft, which was under the process of approval.

## 5.6 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 the 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, fulfilment 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

## **5.7. Publication Policy**

### **5.7.1 Objectives**

The publication policy of the Centre has the following objectives:

- a. To select quality and impartial scripts for publication
- b. To develop the quality of the 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

### **5.7.2 Classification of Publications**

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

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

### **5.7.3 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

### **5.7.4 Publications in the Financial Year 2020-21**

The following table lists the reports and publications that were published under the reporting year 2020-21

**Table 5.3:** List of Publications for the Financial Year 2020-2021

S.L.	Name of Publications	Number of Publication	Number of Copies of each	Total Number of Copies
a.	BPATC Training Calendar (2020-21)	01	500	500
b.	BPATC Training Calendar (2021-22)	01	500	500
c.	RPATC's Training Calendar (2020-21)	01	1000	1000
d.	RPATC's Training Calendar (2021-22)	01	1000	1000
e.	Annual Report (2019-2020)	01	300	300
f.	Bangladesh Journal of Public Administration (BJPA) Volume 27 Number 2 2019	01	700	700
g.	Bangladesh Journal of Public Administration (BJPA) Volume 28 Number 2 2020	01	700	700
h.	Bangladesh Journal of Public Administration (BJPA) Volume 29 Number 1 2021	01	700	700
i.	বাংলাদেশ লোক-প্রশাসন পত্রিকা (মুজিব বর্ষ বিশেষ সংখ্যা)	01	500	500
j.	BPATC Newsletter (July-September 2020)	01	300	300
k.	BPATC Newsletter (October-December 2020)	01	200	200
l.	বঙ্গবন্ধুর রাজনৈতিক ও কর্মজীবনের উপর নির্বাচিত প্রবন্ধ সংকলন	01	500	500

## 5.8 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.

## 5.9 Problems of Publication Section

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

## 5.10 APA Achievement

The achievements of the publication section in terms of Annual Performance Agreement (APA) 2020-2021 is shown in the table below:

**Table 5.4:** Achievement of APA of Publication Branch of FY2020-21

SL.	Activities	Target (Extra Ordinary)	Achievements
1.	Publication of BJPA Vol: 28 no.2, 2020	By 30 <sup>th</sup> November 2020	BJPA Vol: 28 no. 2, 2020 was published both online and printed copy on 30 <sup>th</sup> November 2020.
2.	Publication of BJPA Vol: 29 no.1, 2021	By 30 <sup>th</sup> March 2021	BJPA Vol: 29 no. 1, 2021 was published both online and printed copy on 30 <sup>th</sup> March 2021.
3.	Publication of Bangladesh Lok-Proshashon Patrika (Mujib Borsho Special Issue)	By 30 <sup>th</sup> June 2021	Bangladesh Lok-Proshashon Patrika (Mujib Borsho Special Issue) was published both online and printed copy on 30 <sup>th</sup> June 2021.
4.	Publication of Newsletter (July-September/2020)	By 31 <sup>st</sup> October 2020	Newsletter (July-September/2020) was published both online and printed copy on 31 <sup>st</sup> October 2020.
5.	Publication of Newsletter (October-December/2020)	By 31 <sup>st</sup> January 2021	Newsletter (October- December/ 2020) was published both online and printed copy on 31 <sup>st</sup> January 2021.
6.	Publication of Newsletter (January-March/2021)	By 30 <sup>th</sup> June 2021	Newsletter (January-March/2021) publication's work is running.
7.	Publication of BPATC Training Calendar (2021-22)	By 30 <sup>th</sup> June 2021	BPATC Training Calendar (2021-22) was published both online and printed copy on 30 <sup>th</sup> June 2021.
8.	Publication of RPATC Training Calendar (2021-22)	By 30 <sup>th</sup> June 2021	RPATC Training Calendar (2021-22) was published both online and printed copy on 30 <sup>th</sup> June 2021.

## 5.11 Introduction of Computer Section

The Computer Section of BPATC is one of the leading units under the Research and Consultancy (R&C) Division, responsible for the management of ICT, support to e-Governance efforts, innovation, and implementation of the 'Digital Bangladesh' vision.

A Systems Analyst leads the team at the Computer Section, with an Assistant Systems Analyst, a Programmer, and four Assistant Programmers on board. Besides, two Data Entry / Control Operators, one Computer typist, and six Lab Attendants are also on the team. MDS(R&C) supervises the ICT and e-Governance activities of the section.

## 5.12 Responsibilities of the Section

- a) Designing and updating the modules on ICT & e-Governance of Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC), and other Courses.
- b) Maintaining ICT infrastructure (Network/Internet Systems, Computer hardware, Printer, UPS, digital display system, etc.);
- c) Maintaining BPATC Enterprise Resource Planning (ERP) systems, website, and other online services;
- d) Providing IT support to Seminar, Workshop, Online Courses, Meetings;
- e) Implementing e-Governance through e-GP, e-Nothi and advancing breakthrough technological ideas at BPATC

### 5.12.1 Development of ICT & e-Governance Module

ICT and e-Governance module is mandatory for FTC, SFTC, ACAD & SSC, and selected short courses as well. The module consists of basics of ICT, ICT Policy, ICT for development, e-Governance, Innovation, e-Nothi, Digital Signature, Social Media, Internet of Things (IoT), etc., as the content of the curriculum for this module. The Centre is also conducting basic and professional ICT courses for employees. Every year the Centre conducted around 600 hours of ICT & e-Governance sessions for participants and employees.

### 5.12.2 Hardware and Network System

#### 5.12.2.1 Computer Lab Facilities

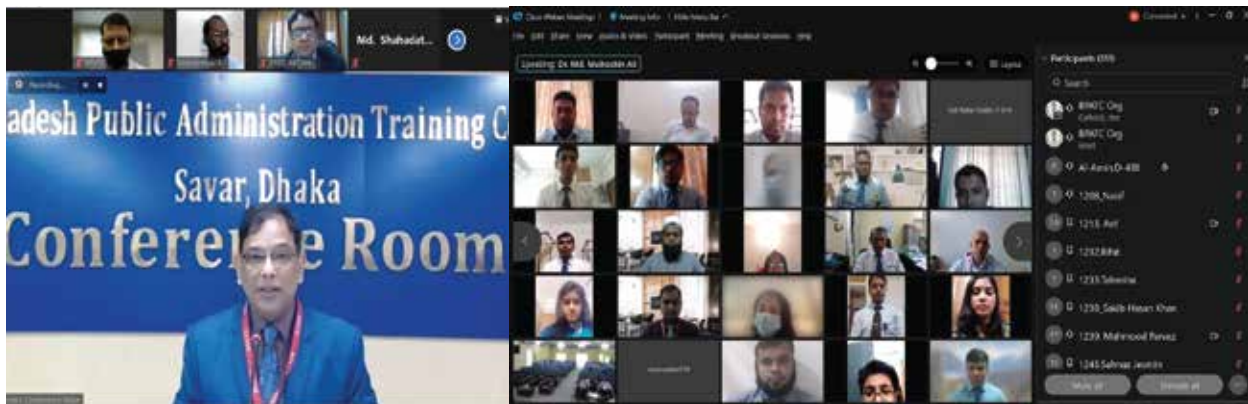
The Centre is maintaining one of the largest ICT infrastructures among the training institutes. There are 11 Computer Labs in BPATC with modern ICT facilities (Network system, Digital Display, Printer, and Scanner facilities). Of these, one Lab is located on the 3rd floor of Faculty Building-2, where 32 (Thirty-Two) faculty members can attend the Computer training. One Computer Lab is situated in the ITC building where 29 (Twenty Nine) trainees can have access to computer facilities. The language labs of the academic building have recently been modernized and renamed as multipurpose ICT Lab-1 and 2. There are 96 computers in these labs which are being used to improve ICT and English Language skills. Besides, two new computer labs with 60 new computers each have been set up on the 2nd floor of the library building. These labs are being used for ICT training. At the same time, 3 (three) labs are in the Dormitory- 2, 3, and 4 for the uses of different course participants.

#### 5.12.2.2 Laptop and Desktop

As of today, the Computer section has 781 laptops & 561 desktops at its disposal. A total of 561 desktops are being used in 11 different computer labs scattered all around the office areas and in different sections, while Laptops are used by the participants of different courses and faculty members. It is mentionable that in fulfilment of the promise of Hon'ble Prime Minister Sheikh Hasina, BPATC received 100 laptops from Computer Council in 2010 and 200 more in 2011 as grants. These laptops are being used for the training of senior staff courses (SSC), ACAD, and other training programs. The procurement of computer devices and laptops is a regular annual activity. In 2020-2021 FY, the Section has bought 25 state-of-the-art laptops. The Computer Section remains open 14 hours on weekdays to serve the stakeholders. It also opens on weekends & during public holidays if needed.

### 5.12.2.3 Online Seminar, Workshop, and Meetings

Due to the Covid-19 situation, BPATC adopts the arrangement of online seminars, workshops, and meetings. For this purpose, a licensed version of advanced video conferencing systems like Zoom and WebEx have been installed to facilitate seamless connectivity. The Centre has purchased three user licenses of WebEx and Twenty user licenses of Zoom. The advantage is that location no longer matters, and BPATC can carry on its responsibilities to participants and other stakeholders during the pandemic. Faculty Members, resource persons (local and foreign), stakeholders from different Ministries/Divisions, and development partners now connect on an almost daily basis via online, ensuring that the strict health guidelines of the Government is maintained and the cost of physical meetings is reduced.



*Honorable Rector of BPATC is conducting a session through online platform.*

### 5.12.2.4 Local Area Network (LAN) Extension

Managing network (LAN, BTCL network) is one of the responsibilities of the Computer Section. Computer Section ensures uninterrupted internet connection through BTCL in 651 Desktops connected in the LAN and 781 laptops & other devices through the Wi-Fi system. Through this Network Management, training, and administrative activities become more productive and more manageable. To enhancing the digital activities, in 2014, Local Area Network (LAN) was expanded through the Digitization of the BPATC project. Optical Fiber Backbone Network (LAN) has been set up in all office areas of BPATC. As a result, the official/employee can use both the Local Area Network (LAN) and the Wi-Fi system for official purposes. Last financial year LAN and Wi-Fi systems expanded to the newly constructed floors of ITC. It is to be noted that one mini-computer lab has been set up in each dormitory, and the trainees are performing the necessary functions in these labs.

### 5.12.2.5 Central Wi-Fi System Installation and Extension

All the office buildings and dormitories are connected through Wi-Fi systems. Under the Digitalization of the BPATC project, the Honorable Prime Minister inaugurated the Central Wi-Fi System on 10 August 2014. Last financial year, the Wi-Fi system extended to ITC newly constructed floors of the ITC building. As a result, the entire office area and dormitories came under the central Wi-Fi system. Participants of different courses get Wi-Fi facilities, and faculty members are also using the Wi-Fi system.

### 5.12.3 Video Conferencing System Installation

Video Conferencing System was established in 2015 through Info-Government Project. Besides, in the Regional Center (Dhaka / Chittagong / Rajshahi / Khulna) Video Conferencing System has been established in the year 2015 through the digitalization of the BPATC project. Video Conferencing System plays a vital role in the exchange/session management and social media dialogue with various training organizations.

### 5.12.4 Core Network & Server Farm Infrastructure Installation

The benefit of Core Network & Server Farm Infrastructure: Network control room and server farm have been set up to control communication and store information, whose main devices are routers, firewalls, core switches, servers, etc.

Also, the number of users and participants is increasing day by day. The use of this type of advanced information technology will increase the efficiency of the trainees, managed centrally, and increase security. All the servers of the Centre can be easily controlled by bringing them to the new server farm. It will play an essential role in providing secure information communication with various branches and departments.

Network firewalls of the new system will detect, confirm, track, analyze, and remediate threats across our server farm and outside communications. This latest software-defined infrastructure enables users to extend



*Honorable Former Political Advisor to the Prime Minister of Bangladesh, Mr. H.T. Imam inaugurating "BPATC Central Server & Network Control System" in BPATC*

consistent policies for any workload within any location, on-premises or cloud. Maximize operational flexibility as users adopt multi-cloud infrastructures and allow them to work within familiar interfaces.

### 5.13 Office Automation through ERP

The ERP Software of BPATC (seven software) has been set up under the Office of Digitalization of BPATC for Office Automation. The ERP Software includes the following seven software:

1. Personnel Management Information System (PMIS)
2. Computerized Training Management System (CTMS)
3. Store Management System (SMS)
4. Accounts and Finance Management System (A & FMS)
5. Transport Management System (TMS)
6. Dormitory Management System (DMS)
7. Computer Equipment Management System (CEMS)

**Table 5.5:** Uses of Seven Software in BPATC

SL. No.	Software	Uses
1.	<b>Personnel Management Information System (PMIS)</b>	Through this software, all employees' personal history (joining, retirement, posting, increment, promotion, punishment, leave, etc.) is managed. This is essential software that provides adequate support for the human resources management of the Centre.
2.	<b>Computerized Training Management System (CTMS)</b>	All courses are manage through this software. This software plays a vital role in the course management, including Module Director, Speaker & Guest Speaker, Evaluation, Class Routine, Result Preparation, and Handout & Other Document Management.
3.	<b>Store Management System (SMS)</b>	SMS is a real-time inventory management system. This software manages a total of 6000 items used by the Centre. This software plays a vital role in the decision-making process of purchasing reduces the corrupt stocking of items.
4.	<b>Accounts and Finance Management System (A &amp; FMS)</b>	This software integrates with PMIS. Through this, all employees' salaries, bonuses, increments, etc., are mange automatically through the Payroll module. Besides, following all the government rules & regulations, all income-expenditure of the Centre is mange through this software.
5.	<b>Transport Management System (TMS)</b>	This software is effectively providing support to the Centre's transportation management. Through this, there is an arrangement to store all the vehicle information in the Centre. All the activities, including vehicle requisition, vehicle maintenance, vehicle roster, driver roster, fuel consumption, are required to be also done through this software.

SL. No.	Software	Uses
6.	<b>Dormitory Management System (DMS)</b>	The Rooms of Dormitories are managing through this software. Room distribution of participants of all courses and dormitory room equipment management is also done through this software.
7.	<b>Computer Equipment Management System (CEMS)</b>	All computer items are managed using this software. There are about 781 laptops, 561 desktop computers, 118 printers, 81 scanners, 130 online Wi-Fi routers, 51 online UPSs, 200 network devices, and various tasks such as assignment, maintenance, and preparation of reports according to different department requirements. The computer section organizes training on uses of 7 software for the faculty members & employees of the Centre.

## 5.14 Materializing the vision of ‘Digital Bangladesh’

Several appropriate initiatives have been taken to provide necessary training to the Participants and Employees:

### 5.14.1 Establishment of 3 Sophisticated ICT Labs

Two advanced ICT labs (lab-1 and 2) have been set up in the library building to provide quality ICT services to the trainees & conduct training sessions in their labs. There are 122 computers in two labs. This lab is being used to improve ICT skills and competency levels for trainees. Another Computer lab was established in ITC with modern ICT facilities.

### 5.14.2 Establishing 2 Multipurpose ICT Labs

The modern multipurpose ICT Lab-1 and Lab-2 have been set up in the academic building to increase the quality of ICT training. In the two labs, 96 computers were installed with Internet facilities. This lab is being used to improve the competency level of ICT Skills and the English Language.

### 5.14.3 High-Speed Internet for Faculty and Participants

All the Faculty Members and Participants are using high-speed Internet for their official, academic, and training purposes. The Centre is very much concerned to ensure 24/7 Internet services to the Faculty and Participants. Due to the demand, Internet bandwidth of the Centre increased from 256 Kbps to 10 Mbps in August 2010, from 10 Mbps to 30 Mbps in September 2014, from 30 Mbps to 94 Mbps in September 2015, from 94 Mbps to 150 Mbps in January 2017, from 150 Mbps to 350 Mbps in July 2018 has been upgraded. Along with Radio Link, the alternative 100 Mbps internet bandwidth is being purchased from a private enterprise. As a result, the trainees and faculty members get high-quality internet access and can communicate more information in less time.

### 5.14.4 IT Facilities for Participants and the Faculty

The Participants of FTC, SFTC, ACAD, SSC and other courses are using BPATC laptops with internet connection during the training period. They are participating in all the training activities by using the BPATC laptop. Therefore, through this process, they update their IT skills and play a vital role in implementing Digital Bangladesh activities.

The Computer Centre manages all the laptops and provides necessary support if they face any technical problems. The Centre also concern about collecting modern laptops. Fifteen laptops under the Digitalization of BPATC project, 54 in 2014, 325 laptops in 2015, 50 laptops in 2018, and 25 high configuration laptops in 2021 were purchased to increase the number of trainees in the basic training course. At present, the Centre is maintaining 781 laptops for Faculty and Participants.

#### ***5.14.5 Digital Interactive Display Board Installation***

Currently, trainees and faculty members receive related training and various programs information from the digital display notice board. Three Digital Display Boards have been established at the reception of the Centre and displaying different information, including pictures of various programs. As part of the digitizing of BPATC, 23 Interactive Display has been set up at various important places, including the library, auditorium, and classroom. The Centre is managing and maintaining these display boards.

#### ***5.14.6 Live Monitoring System Installation with CC Camera***

CC cameras have been installed at the Centre gates. To strengthen the security of the Centre, the Live Monitoring System has been set up by installing digital cameras in different locations in the office area. The Centre installed 240 CC Camera and related equipment for increasing the security of the Centre.

#### ***5.14.7 Establishment of Biometric Attendance System***

Faculty Members and Participants are using digital attendance systems. Seven Biometric Attendance Machines were set up in 2016 for managing the presence of Centre officials/employees in biometric mode. For the trainees, more than ten biometric attendance machines were set up on 26/02/2013. The Computer Section is providing the necessary technical support to run the biometric device smoothly.

#### ***5.14.8 International Quality Software Usage***

Faculty members are using various professional software in research, training, and publication to ensure their quality. Turnitin (Anti Plagiarism) software has been purchased for the removal of plagiarism, and it is being used. For the analysis of data analysis, SPSS for Interactive Presentation, Prezi for online analysis, Kahoot for online exams, and other international software are used for various purposes.

#### ***5.14.9 Web Portal for BJPA***

A separate online-based web portal for BJPA (<http://bjpa.bpatc.org.bd/bjpa.org/>) has been created. For the purpose of international standards of BJPA, It has been experimentally tested.

#### ***5.14.10 Social Networking***

Social media like Facebook, WhatsApp are used in daily office works. Regular information exchange and updating of information on daily office work like notices, office orders, etc., are done using social networking software.

#### ***5.14.11 Library Automation***

The Centre has been brought under the Automation Library. Institutional repository has been created using the KOHA using e-catalogue and D-Space. Meanwhile, several e-resources (JSTOR, WILEY) have been collected. Library Automation has been established by installing new servers and installing computer labs

and e-library updates, designs, developments, and library books. A separate web portal has been created and used for the BPATC library.

#### ***5.14.12 Website modernization and social media linkage***

Computer Section manages the website of the BPATC & regularly updates the website with information and pictorial activities. The Centre website ([www.bpatc.org.bd](http://www.bpatc.org.bd)) has been rich and modernized with new information. Here is information on BPATC and RPATC. The BPATC's official Facebook Group, e-Filing System, e-Library, ERP software, and links to the website of the Centre has been established. From July 2016, all types of notices, office orders, external holiday announcements, working hours, recent events, etc., are being uploaded regularly, continually monitoring and updating completed events.

#### ***5.14.13 Enabling e-Tendering System***

The training of officers concerned by CPTU is given to implement the e-GP system to bring precision to the Centre's purchasing activities.

#### ***5.14.14 e-Nothi system implementation***

In order to start the e-Nothi system in official management, initiatives have been taken to implement the e-Nothi system through the training of 03 (three) officers of the Centre by the A2I program in the Prime Minister's Office on 21-24 November 2016. Training of officers/employees has been provided for the implementation of e-Nothi system and. In June 2021, 122 branches of the Centre, a total number of 240 users, have used the e-Nothi system. e-Nothi implementation achieves a target of 80% by June 2021.

#### ***5.14.15 Real IP Addresses and Microsoft Office 2019***

BPATC has purchased 256 Real IP Addresses for his name from Asia Pacific Network Information Center (APNIC), Australia, in 2021. Work of the Office Automation and Network reachability will be increased in future by using the Real IP. And also, the Centre has procured 50 License copies of Microsoft Office 2019 in 2021 for the use of Classroom and important Office Desk.

#### ***5.14.16 Preparing e-Learning Platform***

Capacity Enhancement of the Core Courses of BPATC Project is going to develop an e-Learning Platform for the Centre. For the selection of consultant firm, the project authority is evaluating the submitted Expression of Interest.

#### ***5.14.17 Launching Digital Services***

Recently, the Computer Section has introduced two online services in the ERP platform of BPATC. The newly introduced services include Wi-Fi Connection requisition via ERP and Online Leave Application. From the Online Wi-Fi Connection system, officials and participants of the Centre can request a connection to their devices (laptops, mobile phones, etc.) to the BPATC Wi-Fi network through an online request. The employees can apply for leave through ERP through the online Leave Application option, and the supervisor can approve/deny the application. These two newly added services will reduce the turn-around time, help the management maintain leave records, and view employees' leave status in real-time.

## 5.15 APA Achievement

Despite the challenges posed by the worldwide COVID 19 pandemic, the Computer Section of BPATC has achieved few landmarks regarding the Annual Performance Agreement (APA) of FY2020-2021. The ICT team of BPATC is relentless in its pursuit of effective training and making the Centre a paperless hub of ICT learning. The achievements of the Computer Section are given below:

**Table 5.6:** Achievement of APA of Computer Section of FY2020-21

SL.	Activities	Target (Extra Ordinary)	Achievements
1.	<b>e-Learning Platform</b>	31st May 2021	The Project entitled ‘Capacity Enhancement of the Core Courses of BPATC’ is going to develop an e-Learning Platform for the Centre. For this, a tender process has started. An evaluation of the interested consultant firms following EoI is underway.
2.	<b>Website update information</b>	2020-2021	The website of the BPATC is updated on a regular basis. All important information, notices, online registration for courses etc., along with pictures, are uploaded and maintained by the Computer Section. BPATC has bought 25 Real IP Addresses for better server and automation management.
3.	<b>e-Nothi system implementation</b>	2020-2021	BPATC has achieved the implementation of e-Nothi, a target of 80% by June 2021. A total of 240 users are currently active on the e-Nothi system.
4.	<b>Launching a digital service</b>	1st February 2021	The Computer Section has introduced an automated service via its ERP system that enables users to get a wi-fi connection to their devices. In the past, the user’s request for a Wi-fi connection would be approved manually. From now on, users, especially the participants, can connect to the BPATC internet network through the online requisition.
5.	<b>Service Simplification</b>	1st February 2021	The Computer Section of BPATC has introduced Online Leave Application in ERP. The Centre's Officials can apply for leave online, and the controlling officer can give decisions online. The online service helps BPATC maintain records in real-time and view the leave status of its employees easily.



6

# CHAPTER SIX



## LIBRARY AND TRAINING AID

## 6.0 BPATC Library (Documentation)

BPATC Library plays a vital role to achieve the goals of training conducted in the centre. Collection building of relevant Books, Journals, Magazines, Workshop Proceedings, research reports, Annual reports, Newsletters and other reading materials in traditional hard and electronic format through the purchase process and exchange programmes with various local and foreign organizations. Besides, the library processes those collected resources systematically and provides services to users using the latest hardware and software technologies.

### 6.1 Technology used in BPATC Library

Membership management, cataloguing, check-out and check-in of library materials, report generation are performed smoothly using the Library software. 104,000+ books and other resources of more than 52,000 titles can be searched through the online catalogue. Library users can apply online for library membership and log in to their account for various services like online resource searching, renewal of library materials, holding library items, purchasing suggestions, creating lists of favourite books, exporting citations, and checking dues. New arrivals of BPATC Library, detailed information about subscribed and registered E-resource databases, library news, notices and other necessary information have been organized on this website <http://library.bpatc.org.bd>. A Full-fledged RFID (Radio Frequency Identification) system has been implemented in the BPATC library to ensure the security of library resources and easy borrowing and return service by users.

#### 6.1.1 Institutional Repository

Three hundred eighty-five scanned books, reports, souvenirs, newsletters and other BPATC publications have been scanned and uploaded in this repository till now. In 2020-2021, more than 2000 pages of books and documents were scanned and uploaded to this repository. These books and other publications are accessible from any part of the world. BPATC's institutional repository is enlisted in the Directory of Open Access Repositories, a UK based academic directory of repositories where repositories of prestigious organizations are enlisted for greater visibility.

#### 6.1.2 E-Resources

BPATC Library subscribes to 30+ e-resource databases including Wiley, Jstor, Emerald, Springer, Cambridge University Press, Ebsco-host through two consortia—UGC Digital Library and Library Consortium of Bangladesh—at a reasonable price. Besides, BPATC Library is a registered member of the Research4life platform, a United Nations initiative to enjoy complimentary access to thousands of high priced journals and e-books where BPATC faculty members and participants can access HINARI, AGORA, OARE and ARDI databases through IP based authentication.

## 6.2 Increased Collection in Liberation War Corner

As a part of the Mujib Borsho and Swadinotar Suborno Joyonti celebration, BPATC Library collected a large number of books on the history of the liberation war and the life of Bangabandhu in 2020-2021. During this period, the collection of Liberation War Corner increased to more than 3400 books and

documents. The main objective of this corner is to transfer knowledge and values of the liberation war to the present and next-generation civil servants as to inculcate passion and love in their hearts for making the country a ‘Sonar Bangla’ dreamt by the Father of the Nation Bangabandhu Sheikh Mujibur Rahman.

**Table 6.1:** Resources Developed During 2020-2021 At A Glance

SL	Statement of Items	Number completed/Achieved
1.	Procured books	595 titles
2.	Complimentary copies of various publications received	35 copies
3.	Annual reports received from various organizations	15 titles
4.	Journals received (through exchange programme and complimentary copies)	36 titles
5.	Daily newspapers	16 titles in newspaper room per day
7.	Magazines kept (weekly, fortnightly, monthly etc.)	49 titles
8.	Paper clippings kept on	120 topics
9.	Books issued by users	2452 copies
11.	Document Scanning/digitization	2050 pages
12.	Books (binding)	1000 copies

## 6.3 Audio-Visual and Reproduction

The Audio-Visual and Reproduction (AVR) section is equipped with the latest international AVR equipment to provide technical support to the Centre's academic sessions, seminars, workshops. In addition, this section provides support in conducting online training sessions, video conferences by providing multimedia, large screens and other modern equipment.

### 6.3.1 Services provided in Reprography Unit

The reprography Unit of this section provides overall reprography service for the courses conducted in the Centre. This section has varieties of photocopy and Duplo machines to provide smooth service round the year. It also monitors reprography machines used in different sections of the Centre.

**Table 6.2:** Audio-Visual Support in the Centre

SL	Statement of Items
1.	21 nos. P.A Systems in 19 Class rooms (Auditorium, Cafeteria, Short course, Workshop/ Seminar and other places)
2.	10 nos. Wireless Amplifiers in different class rooms, short courses, meetings, seminar, sports and games etc.
3.	3 nos. Conference Sets in ITC conference room, Conference Room at faculty building 2, Workshop, Seminar, BOG meeting & Short courses etc.
4.	20 Multimedia Projectors in different class rooms, conference rooms, mini auditorium and other functions.
5.	19 nos. All in All Flat panel in different class room

## 6.4 APA Achievement

The achievement of the Library and Training Aid (LTA) wing, in terms of Annual Performance Agreement (APA), during 2020-2021 is shown in the table below:

**Table 6.2:** Achievement of APA of Library and Training Aid Branch during FY2020-21

SL	Activities	Target (Extra Ordinary)	Achievements
1.	Scanning documents	2000 pages	Scanning 2050 pages and preparing softcopy documents and uploading on Institutional Repository
2.	Purchasing Book titles	500	Procurement of 595 titles of book
3.	Scanning comments of Bangabandhu Mausoleum, Tungipara, Gopalganj.	10 January 2021	Official of Jatir Janak Bangabandhu Memorial Trust informed that they are scanning those comments themselves. After completion of scanning, the comments will be published as books.



*A scenic view of BPATC*



**7**

**CHAPTER SEVEN**



**PHYSICAL CONDITIONING AND GAMES**



## 7.0 Physical Conditioning & Games

Physical conditioning & games are part and parcel of different training courses conducted in BPATC. Active participation in the physical exercise sessions early in the morning and games in the afternoon is obligatory for all core and special course participants, i.e., FTC, SFTC, ACAD, SSC & PPMC. The main objectives are to build up a congenial and friendly relation among the participants of different cadres and sectors through collective psycho-somatic exercise & games and to make them physically fit to cope up with the demand of rapidly changing contemporary world, and, at the bottom-line, they become capable of delivering better services to the nation. Besides, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and improve the mental strengths of the officers through a well-planned program. It is designed with the latest scientific concepts to relieve mental stress and fatigue created by the highly intensive training, family matters and all other socio-economic stresses and develop a positive attitude to live a sound, healthy and active long life. The details of different conditioning programs rendered to different courses of the Center in the financial year 2020-2021 are outlined in this chapter.

### 7.1 Physical Conditioning and Games for the Participants of FTC

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

Due to Covid-19, only one FTC (71<sup>st</sup>) was held in the year 2020-2021. Ninety-three participants took part in different physical activities. The male participants were divided into three groups, and the female participants were divided into two groups depending on the number of male and female participants for conditioning in the morning. Another combined group was formed with all injured participants in the recovery phase to provide them therapeutic exercises with the aim of early recovery. As a result, they could return faster in the main group to enjoy and share their activities with their own group. The evening sessions participants were divided into several groups, each comprising of 18-25 participants. Furthermore, one group in each session comprising of 15-20 participants took part in the swimming learning session. Separate swimming sessions were arranged for the female participants.

### 7.1.1 Sports Competitions

Sports & games competitions are usually held in the afternoon sessions. The participants took part in different teams games, i.e., Football, Volleyball, Handball, Basketball, Mini marathon, Swimming, Badminton, Table Tennis competitions. Moreover, a separate individual swimming competition was also arranged. A friendly volleyball match was organized between the faculty members and the participants on the same day, before the closing day program. MDS (P&S) distributed prizes among the winners.



*Participants of FTC attending a friendly football competition*

### 7.2 Physical Conditioning & Games for the ACAD Participants

In the training year of 2020-2021, three Advanced Courses on Administration and Development (ACAD) 130<sup>th</sup>, 131<sup>st</sup>, 132<sup>nd</sup> were held. Altogether, 69 participants took part in conditioning and games sessions. The participants of ACAD took part in the physical exercise early in the morning, i.e., stretching, walking, yoga, meditation and different types of physical and therapeutic exercises to prevent degenerative diseases and exercise. In the evening session, they took part in different sports such as Volleyball, Tennis, Badminton, Table Tennis and Swimming as per their interest. At the end of the courses, a friendly volleyball match was organized between faculty members and participants. Prizes among the winners were distributed.



*Participants of ACAD playing a friendly volleyball match*

### 7.3 Physical Conditioning & Games for the SSC Participants

BPATC conducted three Senior Staff Course (SSC) in the 2020-2021 training year. A total of 61 participants of the 95<sup>th</sup>, 96<sup>th</sup>, and 97<sup>th</sup> SSC participated in physical conditioning and games. The participants took part in the stretching, morning walk, yoga, meditation and different types of physical and therapeutic exercises with the sole aim to prevent degenerative processes and delay ageing. They usually participated in Volleyball, Tennis, Badminton, Table Tennis, and they also practised Swimming as per their personal choice and interest. At the end of each course, a friendly volleyball match was organized between participants and the faculty members and prizes were distributed among the winners.



*Participants of SSC attending in the morning PT session*

### 7.4 Special Courses

BPATC organizes SFTCs for the officers of various departments upon request of the concerned departments. In the year 2020-2021, six on payment courses were held. They were (i) 1st Special Foundation Training Course for the officials of the Directorate of Sports (23/08/2020-21/10/2020), (ii) the 6th Special Foundation Training Course for the LGED Officials (10/02/2021-10/04/2021), (iii) 1st Basic Professional Training Course for the Payra Port Authority (PPA) (14/02/2021-06/03/2021), (iv) 2nd Basic Professional Training Course for the Payra Port Authority (PPA) (14/03/2021-03/04/2021). SFTC usually follow the schedule of the FTC.

### 7.5 Annual Sports of the Centre

There was no annual sports competition in the 2020-2021 financial year due to the Covid-19 pandemic. Only annual volleyball, badminton & mini-marathon competitions were held. Officers and staff of the Centre participated in that competition. The event was spontaneous and participatory and also in festive surroundings.

## 7.6 BPATC Gold Cup

On the occasion of the 100<sup>th</sup> birth anniversary of Bangabandhu, the Father of the Nation, a BPATC Gold Cup was organized by the sports department. In total, eight teams--Karmachari Club, Officer's Club, SFTC (LGED), three teams from 71<sup>st</sup> FTC and another two teams from BPATC School and College (Red and Green), eagerly participated with full enthusiasm. This tournament was duly conducted by a combination of league and knockout procedures. The red team from BPATC School and College got the championship with utmost satisfaction. Then again, a team from 71<sup>st</sup> FTC got the Runners up trophy. Indeed the ceremony ended with eye-catching radiance. Mr Md. Rakib Hossain ndc, the Rector of the Centre, handed over the prize and trophy among the winners.



*Respected former Rector distributing trophy to the winner of the BPATC Gold Cup*



**8**

**CHAPTER  
EIGHT**

**DEVELOPMENT PROJECTS**

## 8.0 Development Projects of BPATC

Bangladesh Public Administration Training Centre is implementing different projects for expanding its training capacity to feed the training needs of the civil servants. Ongoing Projects include both hardware/ infrastructural and software/ human resource development initiatives. This section gives an overview of all development efforts under ongoing project.

Projects at BPATC are implemented by project office headed by a project director. However, the project wing of BPATC supervises the execution and coordinate with project office and value for money. The wing is also responsible for formulating new project proposats, get necessary approval and subsequently for implementing, monitoring, and evaluating the approved projects. This project wing ensures the quality of development works.



*Hon'ble Prime Minister approves the iconic Bangabandhu Sheikh Mujib Academic and Administrative Building design.*

## 8.1 Ongoing Projects at BPATC

During the fiscal year 2020-2021, Project Wing supervised two projects: (i) Capacity Enhancement of the core courses of BPATC project (ii) Enhancing Training capacity of BPATC project.

### *8.1.1 Capacity Enhancement of the Core Courses of BPATC Project*

BPATC has been implementing the project titled “Capacity Enhancement of the Core Courses of BPATC Project” since July 2017 the total allocation for the project is Tk. 5,000.00 lakhs. The DRGA-CF, Japan funded project will come to end on 30 June 2022. This project was undertaken to enhance the capacity of

BPATC to improve the quality of the trainers and provide participants with international standards training. The main objective of this is to build competent officers for the implementation of ‘Vision 2021 and 2041’.

In accordance with the APA (Strategic Objective 2.2), there is a target to complete 25% of the project in FY 2020-21. However, the target is fixed to 10% because of a budget decrease in the revised ADP. The implementation activities of the project have been taken up accordingly. In the financial year 2020-21, the amount allocated for the project was Tk. 621.00 lakhs in the revised ADP. Against this allocation, expenditure of Tk. 558.69 lakhs has been incurred, and financial progress is 90%, and real progress as per APA target is 9.20%. The cumulative financial progress of the project is 6.20%, and the actual progress is -7.19%.

Under the project, a ‘BPATC Central Server & Network Control System’ has been set up, health care facilities for the residents and trainees have been enhanced in the FY 2020-21. In addition, a small number of local training courses have been organized with altogether 244 officials, including 100 officers and employees from Cabinet Division, Ministry of Public Administration, and Ministry of Finance, and 144 employees from BPATC. One research and publication activity has been completed, and another research activity is underway. Besides these, tender processes to procure different goods or services of the project have been completed in this financial year.



*Divisional Seminar titled ‘Bangladesh on the March towards Prosperity’ arranged under the Project Wing of BPATC.*

### ***8.1.2 Enhancing Training Capacity of BPATC Project***

The project is being implemented to enhance the training capacity of BPATC. Through the project, 20-storey Bangabandhu Sheikh Mujib Academic and Administrative Building, construction of 15-storey dormitory building, high-quality 5-storey cafeteria with seating for 2500 people, construction of 4-storey medical centre, jogging track, construction of boundary wall, library automation, auditorium, activities are underway to enhance the sound system and the beauty of the lake. The project is being implemented from July 2017 to June 2023 at the cost of Tk 12080.60 lakh with full GoB funding.

According to the APA of the Center (Strategic Objective 2.3), 20% of the actual activities of the project are expected to be completed in FY 2020-21. Accordingly, the implementation activities of the project have been taken up. In the last 2020-21 financial year, the amount allocated in the revised ADP in favour

of the project was Tk. 5,000.00 lakhs. Against this allocation, expenditure has been incurred to the tune of Rs. The cumulative financial progress of the project is 12.45%, and the actual progress is 13.96%.

**Table 8.1:** Main Components of the Project and their Achievements 2020-2021

SL	Activities/Components	Progress
1.	Bangabandhu Sheikh Mujib Academic and Administrative Building	Construction work of this 20-storey Bangabandhu Sheikh Mujib Academic and Administrative Building has started with soil test.
2.	Construction of 15-storied Dormitory Building	The roof of the 8th floor with the basement of the 15-storey dormitory building has been completed with the aim of enhancing the residential facilities for the trainees of BPATC. Internal activities on different floors are ongoing.
3.	Construction of Cafeteria Building	The old buildings have been removed with an aim of building a high-quality 5-storey cafeteria with seating for 2500 people.
4.	Construction of Medical Center Building	The roof casting of the 2nd floor of the 4-storey medical centre has been completed, and the roof casting activities of the 3rd floor are in progress.
5.	Beautification of BPATC lake	Work has been completed
6.	Construction of Rector Bungalow	Work has been completed
7.	Construction of Sub-station Building	The design process has been completed
8.	Construction & Establishment of Sewerage, Drainage, Sewerage Treatment Plant & Waste Management System	A soil test of the sewage treatment plant has been completed



*Facade of the 15-Storey Dormitory Building (computer-generated image)*

## **8.2 Preparation of Two Development Project Proposals**

BPATC had set the target of preparing two new Development Project Proposals (DPPs) in the APA of 2020-21 (Strategic Objective 2.1) to enhance the training capacity, infrastructure development, and modernization of RPATCs. Project developing activities have been undertaken following the abovementioned targets. The two projects are; Extension and Modernization of RPATC, Dhaka Project, and Modernization of RPATC, Rajshahi Project.

### ***8.2.1 Extension and Modernization of RPATC, Dhaka***

The activities in preparing DPP for demolishing old six storied building of Regional Public Administration Training Centre, Dhaka and construction of new 12 storied building, and for modernizing the centre is in progress. The final design of the 12-storey building has been approved with the consent of the Rector of the Centre. PWD has been requested to make an estimate in light of the chosen design. Other activities for the preparation of full DPP are underway.

### ***8.2.2 Modernization of RPATC, Rajshahi:***

The Project and Development Division has assigned an officer of the Centre to prepare the draft DPP for modernizing the regional centre. The Rector of the centre has instructed to construct iconic twin towers (buildings) in all RPATCs if possible. According to that, the development team is working to prepare the design of the iconic twin tower. A team from the Centre has already visited RPATC, Rajshahi, and has collected a wish-list/ demand list from RPATC officials. Separate maps have been made with existing

infrastructure and planned new master plans. Draft of the infrastructure plan, human resource plan, list of machinery and vehicles have been prepared to implement the proposed master plan. The RPATC authorities have been requested to send the report of the digital survey and soil test. DPP formulation activities are underway.

### 8.3. Upcoming Activities

As future initiatives, BPATC always thinks well ahead to continue the pace of constant development. The project wing has started working on the further enhancement of BPATC to meet the demands of BPATC. The formulation plan has been adopted to develop the curriculum of the core courses of BPATC, to enhance the training capacity of the faculty members through skill development. Further, the plan for infrastructure development, development of existing RPATCs, and setting up of 4 RPATCs in 4 new cities and development projects in Cox's Bazar district are also at the designing phase. The projects are as follows:

- i. Residential and Training Assistance Facility Enhancement of BPATC Project
- ii. Construction of Regional Public Administration Training Centre (RPATCs) at Sylhet, Barisal, Rangpur, and Mymensingh Divisions
- iii. Core Course Curriculum and Faculty Development of BPATC
- iv. Construction of BPATC's 2<sup>nd</sup> Campus at Cox's Bazar
- v. Modernization of RPATC, Khulna



**9**

**CHAPTER  
NINE**

**MISCELLANEOUS**

## 9.0 Welfare Activities of BPATC

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 on 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. Brief accounts of the welfare activities of these organizations undertaken during the last financial year are given in the following sections.

### 9.1 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 neighbouring residences study in this institution. Therefore, the size of this institution has grown over the years.

#### 9.1.1 Teaching Staff

There was an increase in the number of teaching staff in the financial year 2020-21 compared to the previous year. Altogether 54 teachers worked in the school and the college sections, while 53 in the previous year. The school section had 26 teachers, while the college section had 28 teachers. The following table shows the distribution of the teaching staff of the school and the college sections.

**Table 9.1:** Teaching Staff of BPATC School & College in 2020-21

Teachers	School			College			Grand Total
	MPO	Non-MPO	Total	MPO	Non-MPO	Total	
Male	11	5	16	8	7	15	31
Female	3	7	10	10	3	13	23
<b>Total</b>	<b>14</b>	<b>12</b>	<b>26</b>	<b>18</b>	<b>10</b>	<b>28</b>	<b>54</b>

#### 9.1.2 Students of BPATC School & College

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 2020-21 compared to that of the previous academic session in both the school and the college sections. The number of students in the college section under the academic year 2020-2021 was reduced from what was presented in the last annual report. This reduction was due to failure of students, cancellation of students' admission and transfer of students to other academic institutions.

**Table 9.2:** Distributions of Students in the School Section

Academic Session	Group	Students		
		Boys	Girls	Total
	<b>School Section</b>			
2020-21	Not Applicable	476	452	928
2021-22	Not Applicable	433	483	916
	<b>College Section</b>			
2019-20	Science	102	168	270
	Humanities	45	45	90
	Business Studies	101	92	193
	<b>Total</b>	<b>248</b>	<b>350</b>	<b>598</b>
2020-21	Science	110	141	251
	Humanities	54	77	131
	Business Studies	100	98	198
	<b>Total</b>	<b>264</b>	<b>316</b>	<b>580</b>

*N.B.* The admission process was suspended in the academic year 2021-2022.

### 9.1.3 Academic Performance by Students

#### 9.1.3.1 Performance in the PEC Exam

In the academic year 2019, 53 students participated in the primary education completion (PEC) examination. All of the students passed the examination where 56.60 per cent of them got a GPA of 5 points. Due to the Covid 19 pandemic, the PEC was not held in 2020. Therefore, an comparison of results was not possible. Table 9.3 shows the performance of students in the PEC examination in 2019 academic year only.

**Table 9.3:** 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
2019	53	53	30 (56.60)	18 (33.96)	4 (7.54)	1 (1.88)			
2020	The JSC examination was not held due to Covid-19 pandemic								

#### 9.1.3.2 Performance in the JSC Exam

In 2019, 108 students participated in the Junior School Certificate (JSC) examination, and all of them passed. Out of the total students, 19.44 per cent got a GPA of 5 points. No JSC examination was held in 2020. Therefore, a comparison of results was not possible. Table 9.4 shows the performance of students in the JSC examination in 2019 only.

**Table 9.4:** Comparison of Performance of Students in the JSC Exam

(Data within parentheses show percentage)

Year	No. of Student		Result						
	Appeared	Passed	GPA 5	GPA 4 to <5	GPA 3.5 to <4	GPA 3 to <3.5	GPA 2 to <3	GPA 1 to <2	Fail
2019	108	108	21 (19.44)	72 (66.66)	7 (6.48)	5 (4.62)	3 (2.77)	0	0
2020	The JSC examination was not held due to Covid-19 pandemic								

### 9.1.3.3 Performance in the SSC Exam

In 2020, 159 students participated in the Secondary School Certificate (SSC) examination, and 156 passed it. Out of the total students that appeared in the examination, 41.50 per cent got a GPA of 5 points. The SSC examination was not held in due time in 2021. Therefore, a comparison of results was not possible. The performance of students in the SSC examination in 2020 is presented in Table 9.5 below.

**Table 9.5:** 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
2020	159	156	66 (41.50)	68 (42.76)	19 (11.94)	3 (1.88)	0	0	3 (1.88)
2021	The SSC examination was not held due to Covid-19 pandemic								

### 9.1.3.4 Performance in the HSC Exam

In 2020, 452 students participated in the Higher Secondary Certificate (HSC) examination, and all of them passed it. Out of the total students that appeared in the examination, 52.21 per cent got a GPA of 5 points. The HSC examination was not held in due time in 2021. Therefore, an comparison of results was not possible. Table 9.6 shows the performance of students in the HSC examination in 2020.

**Table 9.6:** 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
2020	452	452	236 (52.21)	209 (46.24)	7 (1.54)	-	-	-	-
2021	The HSC examination was not held due to Covid-19 pandemic								



### 9.1.4 Income and Expenditure

The total income from the BPATC School & College students and the donation from BPATC for the financial year 2020-21 was Taka 5,55,58,882.86 (five crore fifty-five lakh fifty-eight thousand eight hundred eighty-two taka and eighty-six paisa). In contrast, the total expenditure for the same period was Taka 4,43,25,141.80 (Four crore forty-three lakh twenty-five thousand one hundred forty-one taka and eighty paisa). A comparative statement of the income and expenditure of the said financial year is shown in Table 10.7 below.

**Table 9.7:** Comparative statement of income and expenditure for the financial year 2020-21

Income (Taka)		Expenditure (Taka)	
Source	Amount	Head & Sub-head	Amount
Opening balance	1,89,72,420.86		
Tuition fee	2,33,22,960.00	Teacher & staff salary, allowances	2,97,44,074.00
Session fee	62,42,100.00	Excursion/study tour	5,80,000.00
Development fee	62,000.00	Examination (internal)	24,92,865.00
Identity card	2,92,600.00	Board fee	12,59,400.00
Lab & admission fee	15,81,180.00	Centre fee	3,85,135.00
Examination fee	18,23,820.00	Annual sports & prizes	5,30,000.00
Board fee	12,59,400.00	Annual cultural function & prizes	3,20,000.00
Study tour	5,86,000.00	Nobinboron/orientation	3,00,000.00
Miscellaneous	3,77,302.00	Annual milad	1,50,000.00
Transport fee	39,100.00	Furniture making & repair	3,00,000.00
BPATC donation	10,00,000.00	Building painting & repair	4,75,000.00
		Scout fee	1,00,000.00
		ID card, name plate, rock tape making	1,50,000.00
		Printing of syllabus pad & prospectus	2,30,000.00
		Admission test	3,95,000.00
		Lab commodities	37,50,000.00
		Miscellaneous	8,03,926.80
		National programmes	2,50,000.00
		Stationeries	1,60,000.00
		Teachers appointment expenses	2,75,000.00
		Deposited to FDR	0
		Transport (fuel, repair etc.)	16,74,741.00
<b>Total Income</b>	<b>3,65,86,462.00</b>	<b>Total Expenditure</b>	<b>4,43,25,141.80</b>

Income (Taka)		Expenditure (Taka)	
Source	Amount	Head & Sub-head	Amount
Opening balance	1,89,72,420.86		
		Closing balance	1,12,33,741.06
<b>Grand Total</b>	<b>5,55,58,882.86</b>	<b>Grand Total</b>	<b>5,55,58,882.86</b>

## 9.2 Activities of BPATC Clinic

BPATC has a small Clinic inside the campus. The clinic offers primary health care services to the participants of the various training courses, employees and their dependent family members, and BPATC School and College students. The clinic's human resources consist of four Medical Officers, two Physiotherapists, one Pharmacist, one Sub Assistant Community Medical Officers (SACMO), three Senior Staff Nurses, two Compounders, and two Physiotherapy Attendant one Pathology Lab Attendant, and two Office Assistants. This medical team offers various medical services to the client throughout the year. The Medical Officers of the Clinic manages the daily outdoor patients and give consultation to them. The Medical Officers also attended to the emergency patients at any time round the clock. They managed them as per circumstances with the support of other health assistants. The clinic arranged health check-up sessions for the participants of all core courses at the beginning of the course. BPATC Clinic also arranged health check-ups for the staff of the various departments of the Centre as per requisition.

Last year Covid pandemic situation worsened all over the country. Several waves of Coronavirus infection also affected the community people of the BPATC campus. The clinic outdoor was remained open according to the instruction of the authority during the lockdown period. The clinic provides treatment facilities to those Covid-19 patients. About 100 people of the BPATC campus, including participants and employees and their family members, suffered from Covid-19 during the last 12 months. The medical team of the clinic provides medical services to those patients according to circumstances. One Medical Officer named Dr Rashed Sarwar Alam died due to a coronavirus infection while treating the covid patients on 13/12/2021.

In the recent past, digital automation of BPATC Clinic activities was done. A medical software which is given complementarily by Bangladesh Bank has been installed in the clinic. Now patient's history, prescription generation, medicine store management all have been done by medical information system management software. BPATC Clinic has a small pathology laboratory where some standard pathology tests are being done. Nominal fees are taken for doing pathology tests. Last year, 822 patients did various pathology tests, and 110 patients did ultrasonography in the clinic. There is a Physiotherapy unit at the Gymnasium Hall of the Centre, which is maintained under the supervision of the BPATC clinic. One male and one female experienced graduate physiotherapist are appointed there to give required consultation and therapy to the participants and other patients. A total of 2377 patients, including participants and employees, have received physiotherapy treatment in the last financial year. Despite all these, the Medical Officers of the Clinic also conducted some sessions on the different health-related topics in various training courses.

Besides these, many special programs were organized by BPATC Clinic in the financial year 2020-21. Ninth of every month, the EPI programs for the children were arranged in the clinic to immunize them.

Family planning services are also provided by the clinic every month. In addition to these, the National Immunization Day (NID) programs and vitamin-A capsule campaign program were also arranged in BPATC Clinic according to the government circular. Apart from these, a voluntary blood donation program was arranged on August 15, 2019, the National Mourning Day.

In 2020-21, 29,695 patients received medical facilities from the BPATC clinic, in which 3320 patients were attended in the physiotherapy unit. Clinic Management Software has been installed to maintain the record of the patients and medicine. The statistics of the patients attended by the BPATC Clinic and Physiotherapy unit has been stated in the following tables:

**Table 9.8:** Distribution of Patients Attended in BPATC Clinic by Participants and Other Than Participants in the Year 2020-21

Sl. No.	Type of patient	Number of patients	Percentage (%)
01	Participant	4748	18 %
02	Other than participant	21627	82 %
	<b>Total</b>	<b>26375</b>	<b>100%</b>

**Table 9.9:** Distribution of Patients Attended in BPATC Clinic by Age and Sex

Sl. No.	Type of patient	Number of patients	Percentage (%)
01	Male	16089	61 %
02	Female	6330	24 %
03	Children	3956	15 %
	<b>Total</b>	<b>26375</b>	<b>100%</b>

**Table 9.10 :** Distribution of Patients Attended in Physiotherapy Unit by Participants and Other Than Participants in the Year 2020-21

Sl. No.	Type of patient	Number of patients	Percentage (%)
01	Participant	943	28 %
02	Other than participant	2377	72 %
	<b>Total</b>	<b>3320</b>	<b>100%</b>

**Table 9.11 :** Distribution of Patients (out of total patient) Attended in Physiotherapy Unit by Sex in the Year 2020-21

Sl. No.	Type of patient	Number of patients	Percentage (%)
01	Male	1825	55 %
02	Female	1495	45 %
	<b>Total</b>	<b>3320</b>	<b>100%</b>

**Table9.12 :** Distribution of Patients (Among the participants only) Attended in Physiotherapy Unit by Sex in the Year 2020-21

Sl. No.	Type of patient	Number of patients	Percentage (%)
01	Male Participants	667	71 %
02	Female Participants	276	29 %
	<b>Total</b>	<b>943</b>	<b>100%</b>

**Table 9.13 :** Distribution of Patients (Among other than participant only) Attended in Physiotherapy Unit by Sex in the Year 2020-21

Sl. No.	Type of patient	Number of patients	Percentage (%)
01	Male	1158	49 %
02	Female	1219	51 %
	<b>Total</b>	<b>2377</b>	<b>100%</b>

### 9.3 Women’s Club, BPATC

The BPATC ladies club was formed with all the female officers and wives of all officers of BPATC. It formally started functioning in 1998. The constitution of the organization guides its functions. The club has a nine-member executive committee. The Rector's spouse is the president of the club by her position. The other members of the executive committee are elected ballot or selected (if required). During the financial year 2020-2021, Professor Fatema Yeasmin acted as President, Most. Aklima Khatun served as General Secretary, and Ms Sheheli Tamman served as the treasure of the club. The tenure of the executive committee is one year. The club performs all activities with the money received from the social welfare fund of BPATC, the



*Members of the ladies club attending in a social gathering*



members' monthly contribution, and earnings from playgroup school, which is being run by the club (called Ankur Preparatory School). During the financial year 2020-2021, the club performed the following activities:

- Covid-19 protective equipment (Mask, Sanitizer, and Soap) have been distributed among the club members;
- Farewell was arranged for 11 club members due to transfer/retirement from job and BPATC.
- A special farewell was also arranged for the President of Women Club (Professor Fatema Yeasmin);
- Due to the Covid-19 situation, the Women club organized 'Women day' and other National programs (16 December, 21 February) by following COVID-19 protocol and BPATC guidelines;
- Arranged a Bangla Cultural Festival (Pitha Uthshob) for the members-only in the club premises;
- 'Ankur Preparatory School' management was managed by Women Club properly;
- Women Club financially helped low-income family especially, who died due to COVID-19.

## 9.4 BPATC Officer's Club

BPATC officers' club was established in 1988 to promote friendship, solidarity, brotherhood, and intimacy among the organisation's officials. Its activities are performed by an elected/ selected executive council of 12 members. The club has an organisational constitution to guide its activities. The members of the 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. Zohurul Islam acted as the General Secretary, Mr Md. Nazim Uddin acted as the treasurer of the club for the financial year 2020-2021, and the name of the other members of the committee are enclosed.

The club's fund consists of a grant from the social welfare fund of the Centre, a monthly subscription of the member and fees charged for cable TV connections. This financial year, The Officer's club has received taka 4,50,000/- as a grant for its fund from the competent authority of the Centre. The club runs its activities with the assistance of this fund. The club was performed the following activities during the financial year 2020-2021.

1. All the National days were jointly observed with the lady's club and the Centre with due solemnity. Recitation, music and drawing competitions for the children and friendly football/volleyball matches for the officers were arranged in observance of victory day and International Mother Language Day. The observance of independence day of this year has been postponed because of a coronavirus pandemic.
2. Every year the club arranges a day-long programme to celebrate Bangla new year 'Pohela Boishak' jointly with the lady's club and the Centre. However, this year, the club has postponed its Pohela Boishak programme to maintain the social distance issue of the COVID-19 Pandemic.
3. The Officers' Club has donated taka 33,000/- to the committee's fund for purchasing land of constructing cemeteries for the officers and the staff of the Centre.
4. The club has also organised the farewell programme regularly for retired and transferred officers of the Centre.
5. The club has distributed primary health materials, i.e., masks, among its members and staff for tackling the covid-19 induced pandemic situation.
6. The club has also arranged an 'Essay Competition' in different categories on Covid-19 and its impact among the offspring of the members and the Centre's staff.

7. This year, the club has also purchased the centre table, corner table, different cookeries materials, Coffee Maker Machine, Sensor hand wash machine, Table Tennis, Dartboard, Bar-Be-Cu burner, and different sports goods.
8. This is the first time the club established a mini party centre for the community's people to organise domestic and personal occasions.
9. The club has set 'Wednesday' as the club day.





# Appendix



*A session on awareness building programme of Covid 19 Management at BPATC*



*Wash Basin setup at the Entrance of gate-1 of the centre*



*Auto Door at the International Training Center*



*Renovated Corridor of the centre*



*Renovation of internal roads and footpaths between the residential buildings*



*Seating Arrangement in front of the Nature Observation Center*



*A faculty members attending a workshop on Standard Operating Procedure (SOP) for training Management*



*A view of renovated Mosque of BPATC*