



# BPATC

Bangladesh Public Administration Training Centre  
Savar, Dhaka - 1343

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DECEMBER

# TRAINING CALENDAR 2024 - 25

BUILDING EFFECTIVE,  
INCLUSIVE AND  
ACCOUNTABLE PUBLIC  
ADMINISTRATION SYSTEM



## BPATC

Bangladesh Public Administration Training Centre

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

# Training

## TRAINING

## CALENDAR

**2024-25**

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AND  
ACCOUNTABLE  
PUBLIC ADMINISTRATION  
SYSTEM



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Savar, Dhaka-1343, Bangladesh  
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Calendar

Prepared by

## **Planning, Programming and Recording (PPR) Department**

**Bangladesh Public Administration Training Centre**  
Savar, Dhaka- 1343

June 13, 2024





**Sayeed Mahbub Khan**  
Rector  
(Secretary to the Government)  
BPATC

## Rector's Speech

I am immensely pleased to learn that BPATC will release the "Training Calendar 2024–25" in order to accomplish the Center's APA commitment and to plan training management for the entire year. From the founding year of the organization in 1984, the Center has been releasing this publication annually.

As per the BPATC Act of 2018, the government's human resource development programs are spearheaded by the Center. BPATC goes above and beyond to fulfill its obligations, particularly when it comes to civil service training. We are completely aware that civil officials must be prepared for the future in order to fulfill the Vision 2041, which calls for Bangladesh to become a developed and intelligent nation by the time it steps into 70th year of Independence. In order to be prepared to lead the nation from the front, civil servants need ongoing training on a variety of newly emerging challenges and pressing problems. BPATC through its various training program, is serving the nation by providing quality training to to enhance the capacity of government bodies and public organizations.

To accomplish the provisions of Public Administration Training & Higher Education Policy, 2023, BPATC has been providing training to non-cadre officials of different government institutions, for example; special foundation training course for the officials of Department of Registration, Roads & Highways Department, Department of ICT, etc., and other special training courses. We also arrange Orientation to National Defense Course for the civil servants nominated to join the course. As a result, more people have been and will be enrolled in different training courses in the latest and upcoming years. BPATC is excited to take on this challenge and has adjusted the 2024–2025 training schedule in line with it. We are also certain that the Center can accommodate a greater number of training programs at any given moment because of the accommodations made possible by the newly built 15-storey Dormitory Building.

This document, which includes details on BPATC's training programs, will provide you a thorough understanding of our strategy. It is also my desire that BPATC will demonstrate its proficiency in both planning and execution. I will end here with this tone of expectation. I share my heartfelt gratitude to all of my BPATC colleagues.

Joy Bangla.

**Sayeed Mahbub Khan**

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# PREFACE

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Bangladesh Public Administration Training Centre (BPATC) is the premier training hub dedicated to effective, inclusive and competence-based professional training. BPATC as the main training arm of the Ministry of Public Administration, plays pivotal role in translating the government's Smart Bangladesh vision.

Publication of the training calendar at the start of financial year has been a cornerstone of BPATC's training management activities ever since its inception in 1984. However, the importance of training calendar publication has recently enhanced as the task has been included in the Centre's Annual Performance Agreement (APA). Hence, this Training Calendar for FY 2024-2025 is coming out in compliance with the APA 2023-24.

Training calendar is a powerful way of planning the onboarding and training requirement, sharing training related information and keeping ahead of training preparation while creating a culture of personal and professional development.

Since April, 2023 the government has shifted weight on training by declaring Senior Staff Course and Advanced Course on Administration and Development mandatory for the joint secretaries and deputy secretaries respectively. This decision has caused a surge in the number of participation last year. In addition, inquiry about course related information has also multiplied as incumbents of different courses want to plan prior to joining any training programme. In this context, we have updated the Training Calendar 2024-2025 with all necessary information, projection and dates of upcoming programmes to meet participants' training needs.

In 2024-2025 the following core courses have been planned: two Foundation Training Courses (FTC)s for the entry-level civil servants of different cadres of the Bangladesh Civil Service (BCS); five Advanced Courses on Administration and Development (ACAD)s for the deputy secretaries and equivalent rank officials of the Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police; five Senior Staff Courses (SSC)s for the Joint Secretaries and the equivalent rank officials of Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police; two Policy Planning and Management Course (PPMC)s for the Additional Secretaries and the equivalent officials of Bangladesh Armed Forces and BCS Foreign Affairs and BCS Police.

Furthermore, we have plan for arranging a number of Special Foundation Training Course (SFTC)s; Fundamental and Short Courses next year depending on the requirements and requests from different government/semi-government, autonomous or statutory bodies. In addition to scheduled programmes, workshop, seminar, conference and international programmes find spaces.

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

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# BPATC AND ITS TRAINING COURSES

**BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE (BPATC)** was established in 1984 as the lead institution to organize civil servants' professional training. The principal objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with adequate professional knowledge and skills and moral values. BPATC maintains a set of core values in its training schemes, and these include discipline, integrity, inclusiveness, professionalism, learning for results, innovations, team spirit, participation, and mutual respect.

BPATC is governed by a Board of Directors (BoD), which is headed by the Hon'ble Prime Minister. Rector, a Secretary to the government, acts as the Chief Executive Officer (CEO). Six Members of the Directing Staff (MDS), who are additional secretary and joint secretary-level officials, support the Rector in managing its functions. BPATC's activities and roles clustered in six strategic and functional divisions. An MDS leads each division. The divisions are (1) Management and Public Administration (M&PA); (2) Programming and Studies (P&S); (3) Development and Economics (D&E); (4) Research and Consultancy (R&C); (5) Project and Development (P&D); (6) Management and Development (M&D). Each department is headed by a Director of the rank of Deputy Secretary and Equivalent. Deputy Directors, Assistant Directors, Librarians, Senior Research Officers, Medical Officers, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department. There is also a System Analyst to take care of ICT related issues of the Centre.

BPATC has several regional centres named as Regional Public Administration Training Centre (RPATC), and currently, it has four RPATCs at four divisional headquarters in Dhaka, Chattogram, Rajshahi, and Khulna. A Deputy Director heads an RPATC. Besides, four Regional Public Administration Training Centre (RPATC) is now under construction in Rangpur, Mymensingh, Sylhet and Barishal. BPATC also plans to build an extended campus in Cox's Bazar.





FTC  
ACAD  
SSC  
SFTC  
PPMC  
Short Course  
Fundamental Training Course  
Workshop  
Orientation Course  
Seminar  
Conference  
Harvard ToT  
Symposium

## COURSES BPATC OFFERS

BPATC primarily offers four training courses for civil servants at different levels and they are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC), and Policy Planning and Management Course (PPMC).

Apart from these courses, BPATC on request organizes Special Foundation Training Course (SFTC) and Short Courses for different departments and non-cadre<sup>1</sup> promoted officials of various Ministries/Divisions occasionally.

## OVERVIEW OF THE COURSES

### Part: I (Core Courses)

#### Foundation Training Course (FTC)

FTC is the first and compulsory training course for the entry-level civil servants belonging to different cadres of the Bangladesh Civil Service (BCS). The course aims to offer the participants an opportunity to get a basic understanding on different aspects of governance, development, professionalism and various national institutions and policies to undertake their roles as civil servants. Since the entry-level civil servants come from diverse academic areas and social backgrounds, it is essential to ensure that the participants understand various theories, concepts, and issues on administration and development in general and public sector rules, regulations, processes, and procedures. However,

<sup>1</sup> They are not formal part of different cadres of the civil service. Under certain quota, administrative officers and personal officers of the Ministries/Divisions become Assistant Secretaries and they are considered non-cadre promoted officials.

apart from enhancing the trainee officers' professional knowledge, the course also intends to enrich the participants' behavior and character to enable them to perform their roles in the workplace with due sincerity, commitment, fairness, and objectivity.

The length of the Foundation Training Course is six months (180 days). The course consists of 26 academic modules, and they represent six broad thematic areas such as (1) Bangladesh Studies; (2) Management Studies; (3) Public Administration; (4) Development Studies; (5) Skills Development; and (6) Cross-Cutting Issues.



## Advanced Course on Administration and Development (ACAD)

Advanced Course on Administration and Development (ACAD) is a flagship training programme for the mid-career civil servants. While the course's main participants are the deputy secretaries to the government, officials of the same rank from the Defense Services Foreign Service and Bangladesh Police also join. BPATC organizes the course in collaboration with the Ministry of Public Administration as the latter provides the nominations for this training. ACAD's general purpose is to make the mid-level civil servants ready for the policy-level roles. This course follows a blended approach that emphasizes both theoretical and operational aspects of governance and development. As such, participants get the opportunity to have a macro view of the key issues of public sector governance and development, both from global and national perspectives, and at the same time come across the operational and translative perspectives of different regulations, policies, and strategies of the government. Moreover, developing leadership skills, particularly strategic decision-making, is another crucial objective of this course. The design of the modules of this course supports the participants to realize the purposes of the training.

The 70-day long ACAD has two segments: 60-day training at BPATC and 10 days overseas training in advanced or emerging countries. The course is conducted

through 14 academic modules, which are clustered into six thematic areas that are (1) public service management; (2) public policy management; (3) economic development; (4) international partnerships and development; (5) skill development; and (6) cross-cutting issues.



*Dr. Pran Gopal Datta, MP is holding a session with the ACAD participants.*

## Senior Staff Course (SSC)

Senior Staff Course (SSC) is for the policymaking-level officials of the government. While the course's main participants are the joint secretaries to the government, some officials of the equivalent rank from the Armed Forces, Bangladesh Civil Service Foreign Affairs Cadre and Police Cadre can also join it. BPATC organizes the course in partnership with the Ministry of Public Administration as the ministry nominates the trainees and provides budget. SSC's general purpose is to allow the policy-level officials to understand governance and development's critical issues. As such, participants critically analyze the problems to determine the most appropriate strategies to address them. Moreover, developing leadership skills, particularly strategic decision-making, is another crucial objective of this course. The design of the modules of this course supports the participants to realize the purposes of the training.



*Md. Tofazzel Hossain Miah, Principal Secretary, is conducting an open session with SSC participants.*

The course duration is 55 days with two segments: in-country training at BPATC and foreign exposure visit in a foreign country's designated institution. Out of the 55 days, 45 days are spent at BPATC, and the rest days are for the overseas part. The course is conducted through 10 academic modules, which are clustered into 4 thematic areas, such as (1) public sector governance; (2) economic development; (3) cross-cutting issues; and (4) skill development.

## Policy Planning and Management Course (PPMC)

Policy Planning and Management Course (PPMC) is for the additional secretaries to the government. Its main objective is to provide opportunities for the participants to enhance their capacity to critically analyze several sectoral policies and strategies of the government to be ready for leadership roles and positions. Since the participants are senior-level officials, workshops, panel discussions, and group exercises are the principal means for conducting the sessions. This course also has two segments. 12-day long training at the BPATC and 07 days overseas training. Senior policymakers and academics conduct sessions of the course.



*Ramendra Nath Biswas, ex-Rector, BPATC is holding a session with PPMC participants.*

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## Part: II Special Courses & Others

### Special Foundation Training Course

BPATC occasionally arranges the two-month long special foundation training course (SFTC) for non-cadre promoted govt. officials of grade 9 and for newly recruited grade 9 officials of different government bodies. Departmental SFTCs are organized on request by the department(s) if the schedule and accommodation facilities permit. SFTC is shorter in terms of duration and content. This course aims at building personality, stimulating creativity, and instilling leadership qualities in the officers, creating some common core

values among the new recruits or promotees, and developing the knowledge base required for a career-based service by generating some skills on some specific aspects relating to modern administration and management. The course content of SFTC is developed according to the needs and priorities of the concerned departments.



## Fundamental Training Course

BPATC also arranges the one-month long fundamental training course for non-cadre promoted/recruited govt. officials from different government bodies on request, if the schedule and accommodation facilities permit. This course provides the participants the basic understanding on administration, financial and office management affairs, and various cross-cutting issues. This Course aims to instill core values, develop necessary knowledge bases, and enhance skills for career-based services and cultivate leadership qualities and equip participants with competencies essential for effective governmental roles, contributing to the development of Bangladesh. The course content of this Fundamental Training Course is developed according to the needs and priorities of the concerned departments.



## Orientation Course

Orientation Course is a 21-day basic training programme on administration, development, and office management. This course aims to situate a new recruit in the Services and facilitates the transition process of probationers and sets the foundation to ease the process of their entry into the government system. The prime intentions of this Orientation Course are to create some common core values among the new recruits and to develop their knowledge base required for a career-based service where generating some skill on some specific aspects relating to modern administration and management remains an add-on objective. Besides, to make the participants able to enhance their skills, or individuals preparing for leadership roles within their service. BPATC on request, conducts Orientation Course for the officials of various ministries and departments.



## Harvard ToT

The Bangladesh Public Administration Training Centre (BPATC) becomes the trustworthy training facilitator to arrange a training program for the Faculty Pool of Bangladesh. It arranges the Training for Trainers for the Faculty Pool which was provided by the faculty of Harvard Kennedy School. Under the MoU signed among the Governance Innovation Unit (GIU), Prime Minister Office, Bangladesh and Harvard Kennedy School, BPATC occasionally organizes this training course, aiming to empower participants with advanced training techniques and methodologies. It leverages Harvard's expertise in adult learning methodologies and curriculum development to enhance the capabilities of trainers in various areas of public administration.



*A session is conducted by a Professor of Harvard Kennedy School at the Training of Trainers for the Faculty Pool, arranged with the collaboration of Harvard Kennedy School, USA*

The BPATC Harvard TOT program typically covers a wide range of topics, including leadership development, strategic management, policy analysis, and effective communication. The ultimate goal of the Harvard TOT program is to equip trainers with the necessary skills and knowledge to effectively train and develop public administrators in Bangladesh, thereby contributing to the country's overall governance and development objectives.

## NDC Orientation Course

The NDC Orientation Course is a preparatory course for non-defense civil officers to undergo the National Defence Course (NDC). It is a 4-day long course. This course aims to familiarize participants with ND Course Objectives and Learning Outcomes, Academic Features of ND Course: Course Design, Syllabus, Evaluation, Norms and Etiquettes. It also includes Check-list for ND Course/ND Course, Public Speaking to improve Speaking Skill of the participants and key contemporary issues of Bangladesh Civil Service. BPATC occasionally organizes the NDC Orientation course.



## Short Courses

From the FY 2024-25, BPATC decided to launch various short/short-term professional course at the center. The main purpose of these courses is to develop better understanding and build capacity and skills in the thematic area. The duration of these short course would be 7-10 days respectively. Primarily BPATC decided to launch Six Short Courses.

They are:

- (1) ToT on Pedagogy Training Management;
- (2) Course on Project Management;
- (3) Course on Leadership and Negotiation;
- (4) Course on Public Financial Management;
- (5) Course on Civil Service, 2041 and Smart Bangladesh; and
- (6) Course on Climate Change and Environment Governance

# Functions of BPATC

## Training

Since its inception, the Centre has turned into a trusted home of training for the officials of government, autonomous and non-government organizations. Among the core courses conducted by the Centre, the FTC is for the new entrants to the Bangladesh Civil Service (BCS) while Advance Course on Administrative and Development (ACAD) is for mid-career Deputy Secretaries and their equivalent, Senior Staff Course (SSC) is for the Joint Secretaries and equivalent officials from Defence Services and Police while Policy Planning and Management Course (PPMC) is for the Additional Secretaries.

The Centre also conducts a plethora of short courses to make officers aware of the government's policies, familiarize them with the Rules, Regulations, etc. and appraise them of the relevant reforms and changes. The Centre on occasions caters bespoke training, e.g., Special Foundation Training course (SFTC), to entertain the demands of the valued clients. In BPATC, the medium of instruction in classroom sessions is preferably English. The Centre encourages participants to develop their oral English skills, and as such, they are expected to speak English with colleagues and faculty members during staying at BPATC. The participants have to mandatorily abide by the norms, code of conduct, dress code, table manners, and standards set by the Centre.



*Ms. Tahsin Binta Anis, the Participant of 75<sup>th</sup> Foundation Course, is receiving the Rector's Medal from the Honorable Prime Minister Sheikh Hasina.*



## Research and Consultancy

As the think-tank of the government, the Center conducts research and provides consultancy services to the government and valued clients regarding administration and development to resolve imminent problems and strategic challenges and formulate sound policies. These emerging challenges are pertaining to poverty reduction, inequality, corruption, environmental degradation, child labour, water and sanitation, access to e-services, transport, and communication, quality education and health services, unemployment, terrorism, migration, refugee problem, etc. There is a research committee headed by the Vice-Chancellor of Jahangirnagar University with spaces for two external experts nominated by the BOD for executing the research activities of the Centre.



## Publication

The Centre publishes BPATC English and Bangla Journals, yearly Bangladesh Lok-Prashashon Potrika, bi-annual Lok-Prashason Samoeky. BPATC Barta, BPATC Newsletter, Training Calendar, Annual Report, Books, Seminar Paper, Training Programmes, research work, forms, cards, etc. There is a publication committee headed by the Rector of the Centre, keeping a professor of Jahangirnagar University from the Department of Public Administration or Political Science as a member.



# Facilities of BPATC

## BPATC Campus

BPATC has a splendid and magnificent campus located in a serene natural environment at 28 kilometers north-west from the capital city Dhaka. It has an aesthetic beauty with the verdant surrounding that provides a perfect setting for study, discussion, reflection, and introspection.

## Inter-disciplinary Faculty

BPATC has a team of rich inter-disciplinary faculty, many of whom are trained abroad. A good number of faculties have the PhD degree. The unique strength of BPATC's faculty is that some of its senior faculties are senior-level practitioners. They can infuse practical insights into the training programs. BPATC faculties' key areas of expertise include: Development Studies, Economics, Public Service Management, Innovation and Governance, Environment, Information and Communication Technology, Communicative Skills in English Language, Financial Management, Human Resource Management, Human Resource Development, Human Resource Planning, Performance Management, Disaster Management, Training and Development, Public Policy, Social Services, Strategic Management, Project Management, New Public Management, Change Management, and E-government Management. BPATC regularly invites eminent guest speakers who interact with the faculty members and participants.





## International Training Complex (ITC)

It is one of the facilitating arms of the Centre for networking with foreign institutions for arranging training, workshops, seminars, meetings, etc. The office of the Rector and the Rector's Secretariat has recently been shifted here. This complex has modern accommodation facilities for all types of training programs, e.g., two mini auditorium, rector's conference room, seven classrooms, syndicate rooms, seminar room, one executive dining room, kitchen facilities, etc. The ITC has residential facilities for VIPs and trainees/participants for higher course. Exquisitely designed double-seated rooms are fully furnished and equipped with modern facilities like refrigerator, television, telephone, etc. It has a computer laboratory with an internet connection that offers facilities for global communication networks for the participants. The complex is turning into a full-fledged abode of training, networking, and collaboration very shortly by converting it into a ten-storied self-sufficient modern Building.

## The 15-Storey Dormitory Building

To enhance the accommodation capacity of BPATC a 15-Storey Dormitory Building has been built for trainees and officials attending training programs at the center. The dormitory offers modern amenities and facilities to ensure the comfort and convenience of the residents including living rooms, a day-care centre for the participants' children aged 1-3 years old with indoor playground and kitchen, common areas, dining facilities, recreational spaces, and conference rooms or classrooms for conducting sessions, workshops and seminars. It was inaugurated by the Honorable Prime Minister in October 2023. The building, covering an area of 35,512 square meters.

Different facilities included at the dormitory building are: leisure room with a large-screen TV at each floor, WiFi-internet connection and an automated management system, fire extinguisher system, one IP-based telephone, wooden wall cabinet, sofa, and two reading tables in each room, geyser arrangement for hot water supply, water filters, washing machines and fridges in common space, indoor games and gym facility at the basement, a computer lab, prayer rooms for male and female participants, etc. And last but not the least, there are 500 rooms capable of accommodating 1000 trainees, all are equipped with air conditioning and a private balcony.



## Multi-Purpose Building

This three-storied building of the Centre meets the daily needs and activity services of the staff and trainees. It provides services of a bank, ATM booth, post office, laundry, canteen, etc.

## Academic Building

It is a three-storied structure building (ex-Syndicate building) with classrooms and other facilities. The trainees' rooms are in close touch with the classrooms so that the faculty can carry various training materials and be in close touch with other offices and classrooms. The rooms are spacious and having regard to the hot and humid climate of Bangladesh.

## Lecture Theatre

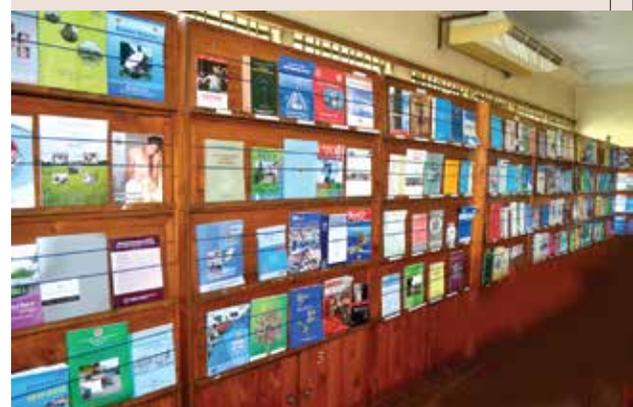
There are two modern lecture theatres at the Centre, designed to seat 100 trainees at a time. It is intended for the passing out exercises, especially when the classrooms are not suitable to accommodate a medium-sized assembly of trainees. The total covered area of the theatre is 4.400 sq. ft. with a fixed and curved gallery sitting arrangement.

## Auditorium or Multi-Purpose Hall

It is the largest hall of multipurpose use where seven hundred persons can be accommodated very comfortably. The seats can be arranged and stacked as and when necessary. This hall is intended to assemble outstanding speakers from time to time, available occasionally for international conferences and social and cultural functions.

## Library

The BPATC library is one of the best administration libraries in the country. The library plays an important role in achieving the goals of training. Collection of relevant books, journals, magazines, and other reading materials and processing these for the readers are the main tasks of the library. There are approximately 125,000 books for circulation to the readers in its possession. Participants will have ready access to the reading room facilities. Besides these, the library received a good number of books, journals, workshop proceedings, conventional and non-conventional research reports, annual





reports, newsletters, and magazines as complimentary copies through exchange programmes with various local and foreign organizations. Recently a 'Muktijuddho Corner' has been opened where almost all the books on our independence and war of liberation are available.

The library remains open from 8.00 am to 10.00 pm without any break from Sunday to Thursday. It remains open from 4.00 pm to 10.00 pm on Friday and Saturday. A large number of readers use the library regularly. Every faculty member can borrow ten books, while a trainee can borrow four books at a time for one month. Photocopying facilities are also available on payment on the library's ground floor.

Except for the books issued, the trainers and trainees can read many leading dailies. Moreover, five selected dailies are preserved in bound form for various reference and research purposes. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest, and National Geographic. The library is subscribers to some renowned journals, namely Proshikhyan, International Review of Administrative Science, etc. The participants are encouraged to use the library facilities at the maximum effort. Librarian (AVR) is the key person to know more about the library.



## Computer Lab

Computer training is compulsory for all participants. All the computers of the two labs are connected with Broadband Internet facilities. The participants are encouraged to send and receive e-mail and browse the net. The lab will remain open from 03:00 pm to 10:00 pm during working days.



## Language Lab

The Centre has two language labs for enhancing the listening capability of the participants where language classes are arranged. A lab attendant is assigned to every lab to maintain and assist trainees. Technical Supervisor supervises lab attendant and language lab.

## ATM Booth

The Centre has Sonali Bank with an ATM booth facility. This ATM booth supports VISA, NPSB, and Q-cash. This is a newly added facility at BPATC.

## Swimming Pool

Learning swimming is compulsory with the sole aim of life-saving for those who do not know how to swim. The swimming pool opens from 6.15 pm to 7.15 pm for practice only on Sunday and Monday. This schedule is optional for the participants. The training session will be arranged as per the schedule of the course.

## Transport

BPATC arranges transports for the participants to travel from Dhaka at the onset of the course and the weekends and other visits relating to the course. Participants receive the travel schedule well ahead.

## Medical Facility

To provide the participants of various courses with healthcare and medical facility, BPATC runs a ten-bed clinic. BPATC clinic is housed in a newly built 4-storeyed facility next to Officer's Club. The Clinic offers medical facilities to the participants of all ongoing courses, members of the Faculty and Staff and their family members. The Clinic staff comprises four medical officers, two sub-assistant community medical officers (SACMO), one physiotherapist, one pharmacist, two senior staff nurses, two compounders, and two office assistants. OPD treatments are available during office time. Doctors are available at outdoor from 8:00 am to 9:00 pm. Emergency services beyond office time is also ensured by on-duty doctors. The Clinic also runs dentistry services. On arrival, participants of any course should go through a regular health check-up by BPATC doctors. For the duration of the course, participants are given free medical consultation, prescriptions, and other medical care. Participants are advised to take advise from BPATC doctors if anyone is feeling unwell. No leave on medical ground is granted without intimation from BPATC medical officers. The Clinic also provides 24/7 ambulance services as or when needed.

## Physiotherapy

There is a physiotherapy unit at the gymnasium hall of the Centre. It operates under the supervision of the clinic. An experienced graduate physiotherapist is appointed there to give required consultation and therapy to the participants and the employees of BPATC.





## Mosque

BPATC has a large and splendid mosque surrounded by a lush green garden. Interested Muslim officers and staff and the participants of different training courses offer their prayer in the mosque. Around 1000 people can have their prayer in the mosque at a time. One Imam, one Muazzin, and one Khadem in the mosque work there and get their salaries from the government exchequer.



## Physical Training and Games

BPATC has modern facilities for physical exercise, games, and sports like football, lawn tennis, volleyball, basketball, badminton, handball etc. and a 2.2 km jogging track around the campus. Participants enjoy morning and afternoon walking and jogging. Moreover, it has a swimming pool and a wooden floor gymnasium. Full-time physiotherapists support therapy services in a well-equipped physiotherapy center. These facilities have added to the variety of modes of physical training for the participants. The indoor games hall has facilities for sports like volleyball, badminton, and table tennis. The capacity of the hall is about 500.



## Recreation

As the course is very intensive, there is minimal scope for recreation. However, there are some television sets in the dormitories with dish connections. Facilities for playing Table Tennis, Carom, Chess etc., are available in the dormitories and indoor games hall as well. Participants will arrange cultural programmes and mess nights at the end of every month. They are also taken to different places for a visit of interest.



## Social Events

At the BPATC, there is a tradition of organizing social and cultural events during the course. The aim of arranging such social events is to create an opportunity for the participants to interact with the faculty members, resource persons, and other eminent persons. BPATC also organizes social and cultural programs, especially on the national days where different courses join.

## Institutional Partnerships

BPATC has established collaboration with different national and international institutions. Workshops, seminars, training courses, research and exchange of journals, case studies, and faculties are organized under collaboration programmes.

### I. National Partnerships

BPATC has effective collaboration with a lot numbers of nationally leading Training Institutes, Universities, Professional and Research organizations of Bangladesh. The key national institutional partners of BPATC are: Defence Services Command and Staff College (DSCSC); Bangladesh Bank; Police Staff College Bangladesh (PSC); Anti-Corruption Commission (ACC); North South University (NSU); Aspire to Innovate (a2i), Department of ICT (DoICT) and JICA Bangladesh. The number of the institutional partners increases each year.

In FY 2023-24 the financial year BPATC signed Memorandum of Understanding (MoU) with the following National Organizations.

Table : List of Effective MoU between BPATC and National Organizations in FY 2023-24:

Police Staff College Bangladesh (PSC)
Bangladesh Bank

### II. International Partnerships

BPATC has established international collaboration with the Royal Institute of Management, Bhutan; Nepal Administrative Staff College, Nepal; HKU School of Professional and Continuing Education, Hong Kong SAR; Beijing Administration Institute, China; Sri Lanka Institute of Development Administration (SLIDA), International College of National Institute of Development Administration (NIDA), Thailand; University of Alabama at Birmingham, Duke Center of International Development (DCID) of Duke University, USA; Macquire University, CQ University, Curtin University, Australia; Hong Kong University School of Professional and Continuing Education (SPACE), Hong Kong; National Institute of Development Institute, Asian Institute of Technology (AIT), Thailand; Astana Civil Service Hub, Kazakhstan;

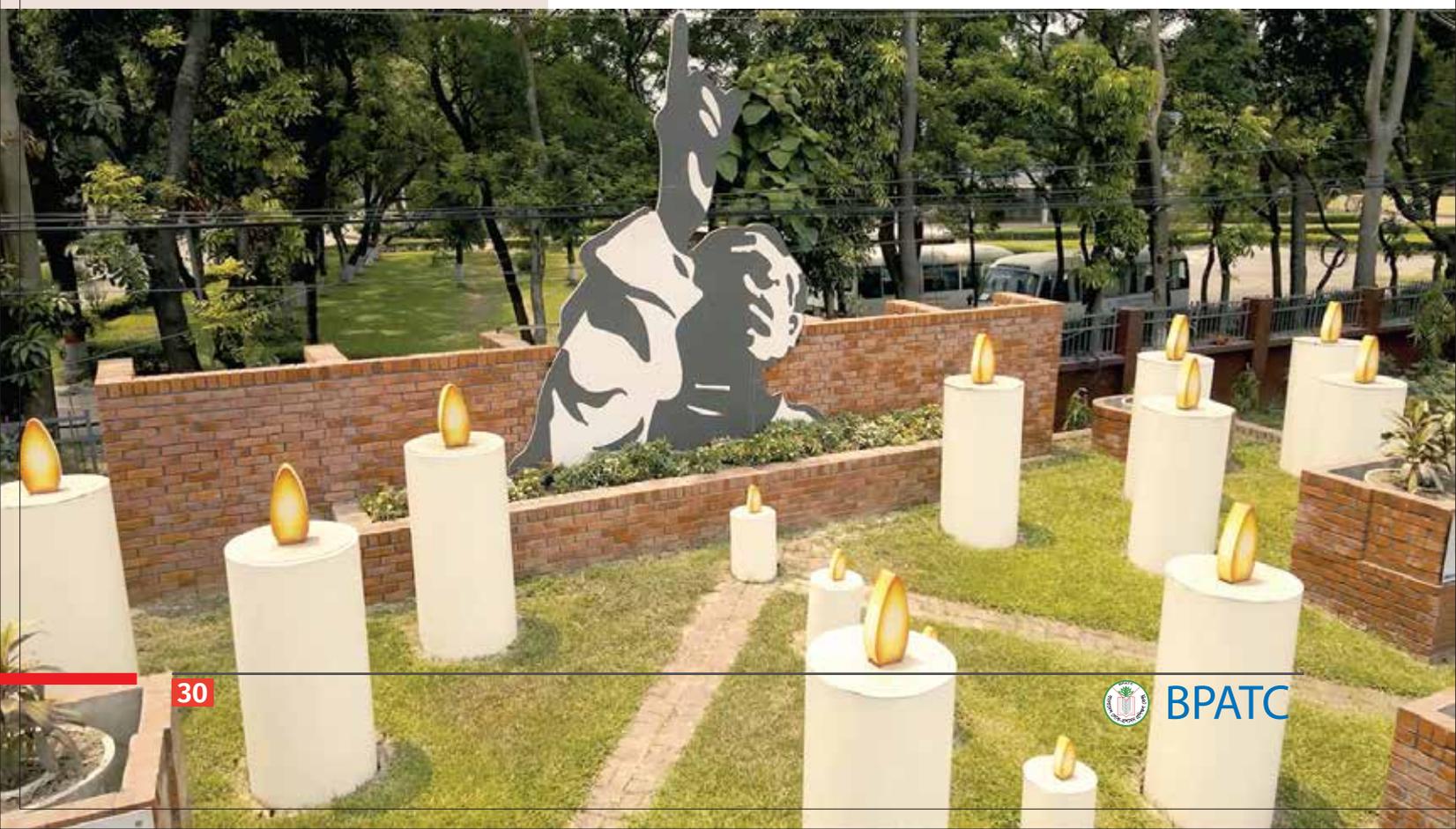


Administrative Staff College of India (ASCI), Lal Bahadur Shastri National Academy of Administration, and Indian Institute of Public Administration (IIPA), India. With that, linkages with international organisations are established either directly by BPATC or through the Ministry of Public Administration.

During 2022-23 the financial year BPATC had effective Memorandum of Understanding (MoU) between the following university and organizations.

*Table : List of Effective MoU between BPATC and International Organizations in 2022-2023*

Macquaire University Centre for Environmental. Law, Australia
The Steering Committee of the Astana Civil Service Hub, Kazakhstan
HKU School of Professional and Continuing Education (HKU SPACE), Hongkong
Special Administrative Region, China
Royal Institute of Management, Bhutan
Beijing Administration Institute, China
Napal Administrative Staff College, Nepal (NASC)



## Title of ongoing research project in FY 2023-24

SL	Heading
01	An Empirical Study Between Food Safety Knowledge Among Employees and Export Performance of Processed Food Industries
02	Factors Associated with Women's Empowerment in Rural Bangladesh
03	Local Good Governance Practices and Obstacles in Bangladesh's Public Sector Management: A Study in Upazila Administration
04	Role of RPATCs in Imparting Training to Different Grade Government Employees: An Analysis
05	Training Need Assessment (TNA) of Bangladesh's Secondary and Higher Secondary Education Level Teachers to Implement Formative Assessments Under the Revised National Curriculum Framework 2020
06	Low-Income Groups in Bangladesh: Examining the impact of Price Increases on Wage Negotiation Bargaining Power
07	Utilizing Green HRM in Public and Private Organizations to Achieve SDG's



# TRAINING PROGRAMME OF THE YEAR OF 2024-2025

## Training Course Name, Duration, and Number of Participants

Sl. No.	Name of the Courses	Duration / Days	Number of Courses	Desired Number of Participants (each course)	Minimum Acceptable number of Participants (each course)	Maximum Acceptable Number of Participants (each course)	Total Desired Number of Participants
1	Policy Planning and Management Course (PPMC)	12	2	20	15	25	40
2	Senior Staff Course (SSC)	45	5	20	16	25	100
3	Advanced Course on Administration & Development (ACAD)	60	5	25	20	30	125
4	Foundation Training Course (FTC)	180	2	320	250	400	640
5	Policy Dialogue	1	1	40	30	50	40
6	Special Foundation Training Course for Promoted Officers-Grade 9	45	1	25	20	30	25
7	Special Foundation Training Course for others	60	4	30	25	35	120
8	Short Course	12	2	25	20	30	50
9	ToT/Advanced ToT Courses	12	2	25	20	30	50
10	Workshop/Seminar/Conference/Symposium	1/2	14	100	75	125	1400

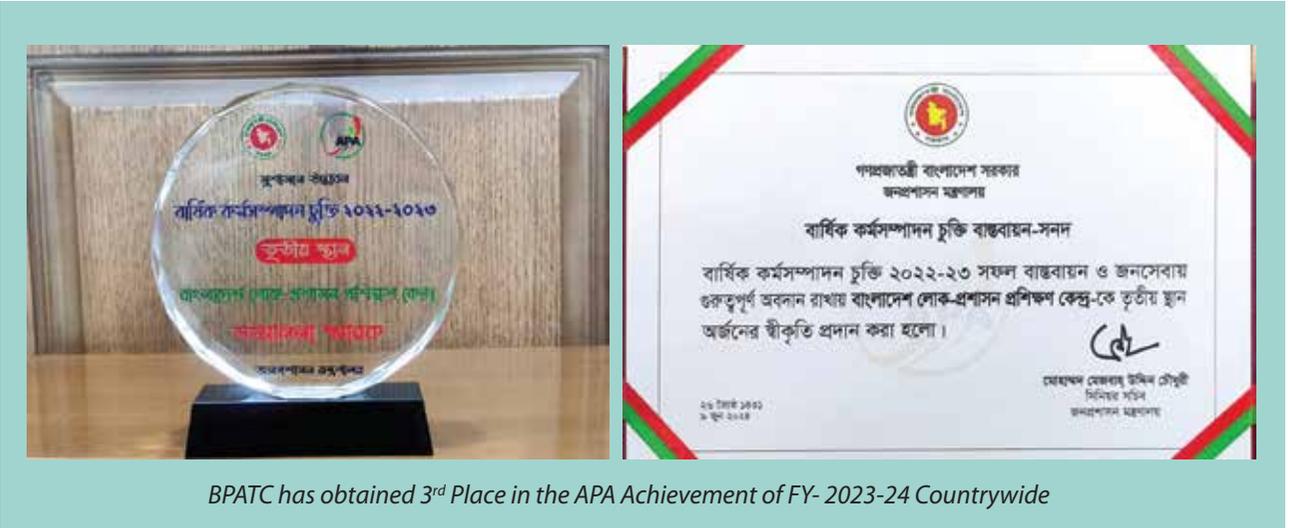
## Information of Key Training Courses held (up to June 2024)

Sl. No.	Name of the Courses	Number of Courses held	Total Number of Participants Attended
1	Policy Planning and Management Course (PPMC)	1	15
2	Senior Staff Course (SSC)	5	160
3	Advanced Course on Administration & Development (ACAD)	7	263
4	Foundation Training Course (FTC)	1	602
7	Special Foundation Training Course for others	7	240
8	Short Course/s	2	52
9	ToT/Advanced ToT Course/s	-	-
10	Workshop/Seminar/Conference/Symposium	20	782
	<b>Total</b>	<b>43</b>	<b>2114</b>



## Achievement of APA 2023-24

কর্মসম্পাদনের ক্ষেত্র	কার্যক্রম	লক্ষ্যমাত্রা	অর্জন	মন্তব্য
কোর্স কোর্সসমূহের মাধ্যমে রাষ্ট্রীয় প্রতিষ্ঠানে নিযুক্ত কর্মচারীদের সক্ষমতার উন্নয়ন	১.১) বাংলাদেশ সিভিল সার্ভিসে নবনিযুক্ত কর্মচারীদের জন্য বুনিয়াদি প্রশিক্ষণ আয়োজন	৫৯৫	৬০২	৭৫তম বুনিয়াদি প্রশিক্ষণ কোর্সে মোট ৬০২ জন প্রশিক্ষণার্থী অংশগ্রহণ করেছেন.
	১.২) উপসিচব, পুলিশ ও পররাষ্ট্র ক্যাডারের এবং সমমানের সামরিক বাহিনীর কর্মচারীগণের জন্য উচ্চতর প্রশাসন ও উন্নয়ন কোর্স আয়োজন	১০০	২৬৩	চলমান ১৪৬ ও ১৪৭তম উচ্চতর প্রশাসন ও উন্নয়ন কোর্সে (গ্রিসগ্রিড) অংশগ্রহণকারী ৭১ জনসহ
	১.৩) যুগ্মসিচব এবং সমমানের কর্মচারীদের জন্য সিনিয়র স্টাফ কোর্স আয়োজন	১২০	১১৫৮	চলমান ১১২তম সিনিয়র স্টাফ কোর্সে অংশগ্রহণকারী ৩৫ জনসহ
	১.৪) অন্যান্য প্রশিক্ষণ কোর্স আয়োজন (পিপিএমিস/এসএফটিসি/টিওটি)	১৬০	৩১৯	২৪তম পিপিএমিসেত-১৫ জন, ফ্যাকাল্টি পুল কর্মকর্তার প্রশিক্ষণ ৩২ জন, বিশেষ বুনিয়াদি প্রশিক্ষণ কোর্সে ২৭২ জনসহ মোট ২৮৭ জন।
সেমিনার, কনফারেন্স, ওয়ার্কশপ ও প্রশিক্ষণের মাধ্যমে মানবসম্পদের সক্ষমতার উন্নয়ন	৪.১) সেমিনার/ওয়ার্কশপ /কনফারেন্স আয়োজন	১২	১০	অবশিষ্ট ২টি আগামী ০৬/০৬/২০২৪ ও ১২/০৬/২০২৪ তারিখে অনুষ্ঠিত হবে।



## Tentative Schedule for Core Training Courses of 2024-2025

Sl.	Course Name	Number of Courses	Course Title	Duration	Schedule of Course	
					Start Date	End Date
1	Policy Planning & Management Course (PPMC)	02	25 <sup>th</sup> PPMC	12 Days	27/10/2024	07/11/2024
			26 <sup>th</sup> PPMC	12 Days	06/04/2025	17/04/2024
2	Senior Staff Course (SSC)	05	113 <sup>rd</sup> SSC	45 Days	14/07/2024	27/08/2024
			114 <sup>th</sup> SSC	45 Days	08/09/2024	22/10/2025
			115 <sup>th</sup> SSC	45 Days	10/11/2024	24/12/2024
			116 <sup>th</sup> SSC	45 Days	12/01/2025	25/02/2025
			117 <sup>th</sup> SSC	45 Days	20/04/2025	03/06/2025
3	Advanced Course on Administration & Development (ACAD)	05	148 <sup>th</sup> ACAD	60 Days	07/07/2024	04/09/2024
			149 <sup>th</sup> ACAD	60 Days	22/09/2024	20/11/2024
			150 <sup>th</sup> ACAD	60 Days	01/12/2024	29/01/2025
			151 <sup>st</sup> ACAD	60 Days	09/02/2025	09/04/2025 (Including Ramadan & Eid-ul-Fitar)
			152 <sup>nd</sup> ACAD	60 Days	27/04/2025	25/06/2025 (Including Eid-ul-Azha)
4	Foundation Training Course (FTC)	02	77 <sup>th</sup> FTC	180 Days	22/09/2024	20/03/2025
			78 <sup>th</sup> FTC	180 Days	04/05/2025	30/10/2025







*BPATC observing the National Victory Day-2023 with due respect along with the faculty members and trainees of the Centre.*



*The participants of ACAD are celebrating colourful Cultural Night at BPATC*



*The participants of 145th ACAD are holding a photo session with the Course Management Team at the Premise of ITC, BPATC.*