

BPATC

NDC Orientation Course 2024

(14 – 17 January 2024)



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

www.bpatc.gov.bd

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Course Management Team

Bangladesh Public Administration Training Centre (BPATC)

Savar, Dhaka-1343

January 2024

NDC Orientation Course 2024



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Rector (Secretary to the Govt.)
BPATC

Course Management Team (CMT)



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Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) is the apex training institution in Bangladesh where almost all BCS Cadre officials and non-cadre officers of various government departments, autonomous, semi-autonomous and non-government organizations are imparted training in an excellent environment. The Centre was established on 28 April 1984 as an autonomous organization by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). The Centre is located 28 kilometres to the north-west from Dhaka city along Dhaka-Aricha highway. It has four regional Centres located in Dhaka, Chattogram, Rajshahi and Khulna.

The Centre is headed by a Rector who is a Secretary to the Government. Rector is supported by Six Member Directing Staff (MDS) of the rank of Additional/Joint Secretary to the Government and equivalent status. Headed by MDS each division consists of a number of departments, each department headed by a Director of the rank of Deputy Secretary and equivalent. Deputy Directors, Assistant Directors, Librarians, Medical Officers, Assistant Systems Analyst, Programmers, Assistant Programmers, Publication Officers, Research Officers and Evaluation Officers etc. work under the guidance of the Directors of relevant department.

BPATC as the top government training institution of the country perceives and expresses common aspirations and expectations of its key stakeholders, 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 mind of all the trainees and employees of the organisation. BPATC also believes and practices some fundamental principles and values which create a strong, unique and innovative culture in the organisation.

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 shared vision through

- developing competent and professional human resources by imparting quality training and development programmes;
- conducting research, publishing books and journals and extending consultancy services for continuous improvement of public service delivery system;
- establishing effective partnership with reputed institutions of home and abroad for developing organisational capacity; and
- promoting a culture of continuous learning to foster a knowledge-based civil service.

BPATC Theme

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

Core Values

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

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 strengthen our respect for the people we serve, our colleagues, and among ourselves. As a public sector human resource development organisation, we value:

a) Discipline

We maintain discipline of highest order in every step of our activities. We believe in mutual respect and dignity.

b) Integrity

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

c) Inclusiveness

We are committed to achieving a diverse and highly professional workforce at all levels of the organisation 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. We are committed to creating an environment where all views, opinions and inputs are encouraged and valued.

d) 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.

e) 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

f) Innovation

We draw inspiration from our shared history and tradition. We are equally committed to find out creative and sustainable solutions to problems in an ever-changing global context. We highly regard innovations in governance and public management.

g) 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.

Training Programmes of BPATC

BPATC conducts three kinds of training courses, namely core courses, short courses and special training courses.

- Core courses are Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD) and Senior Staff Course (SSC). FTC is designed for the entrants to the Bangladesh Civil Service (BCS), while ACAD for Deputy Secretary and their equivalent officers of defense services and public sector departments. Senior Staff Course (SSC) is designed for the Joint Secretary to the government and their equivalents from defence services and public sector departments. BPATC also arranges Policy Planning and Management Course (PPMC) for the Additional Secretaries and Policy Dialogue for the Senior Secretaries and Secretaries to the Government
- Short courses are arranged with a view to focusing on the development of the specific clientele from officials of cadre services, public sector departments and NGOs. Government Budgeting and Procurement Management Course (GB&PMC), Project Management, Communicative English, Environmental Management, Financial Management, Efficiency Enhancement are some of the short courses run by the centre.
- Special training courses are organised to focus on the development of the specific clientele from officials of cadre services, public sector departments, autonomous bodies and NGOs. BPATC arranges special foundation training courses on request of various government and autonomous organisations.

Other Activities of BPATC

- Carries out research in the fields relevant to public service management.
- Provides consultancy service, another core function of BPATC to the Government.
- Publishes journals, periodicals and research reports.
- Organises joint programmes with other training institutes, academies and universities of home and abroad.
- Networks through e-library.
- Organises international programmes.

NDC Orientation Course

NDC Orientation Course is a specially crafted training program of the Ministry of Public Administration and BPATC where the key stakeholders are a cohort of civil servants who have been nominated for the year-long National Defence Course (NDC) which is a flagship program and conducted by the National Defence College. At BPATC, this four-day long preparatory training is mainly aimed for providing the participants a preliminary overview of the NDC. Former NDC participants, alumni, resource persons, management team members of the same course as well

as prominent guest speakers, faculty of BPATC will facilitate training sessions. Successful participation in NDC Orientation Course will enable participants to have a good understanding about NDC norms, etiquettes, checklist, academic features, evaluation methods. In addition, participants will also get insights about group dynamics, research proposal, presentation skills.

The Objectives of NDC Orientation Course

The objective of this course is to orient the civil officers about the National Defense Course includes

- To give participants a general idea about NDC course design and its modality;
- To guide participants about NDC's code of conduct;
- To give participants an overview of NDC curriculum and academic activities;
- To guide participants about NDC oriented presentation skills and concepts.

Bangladesh Public Administration Training Centre
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PROGRAMME SCHEDULE

Reporting Day : 13 January 2024 (Saturday)		
19:00	Arrival and Welcome Reception	Lobby, ITC
19:15	Dormitory Check-in	Dorm, ITC
19:30	Course Briefing	205, ITC
20:00	Dinner	Cafeteria, ITC
Day 01 : 14 January 2024 (Sunday)		
09:00-09:45	Ice-breaking	205, ITC
10:00-10:30	Inauguration Mr. Mohammed Mezbah Uddin Chowdhury Senior Secretary, Ministry of Public Administration	Mini Auditorium, ITC
10:30-11:00	Health Break	Cafeteria, ITC
11:00-12:00	Open Session Speaker: Mr. Mohammed Mezbah Uddin Chowdhury Senior Secretary, Ministry of Public Administration	205, ITC
12:05-13:15		
13:15-14:15	Lunch and Prayer Break	Cafeteria, ITC/Prayer Room
14:15-15:45	ND Course Objectives and Learning Outcomes Speaker: Cdre Ziaur Rahman (TAS), NGP, ndc, afwc, psc, BN, National Defence College	205, ITC
16:30-17:30	Documentary/Film Show	205, ITC
Day 02 : 15 January 2024 (Monday)		
09:00-10:00	Academic Features of ND Course: Course Design, Syllabus, Evaluation Speaker: Mr. G S M Jafarullah ndc Managing Director (G-1), Bangladesh Hi-Tech Park Authority	205, ITC
10:05-11:05		
11:05-11:20	Health Break	Cafeteria, ITC
11:20-13:15	Preparation of Checklist for ND Course/ND Course Norms and Etiquettes Speaker: Mr. Md. Ismiel Hossain ndc Secretary, Ministry of Food	Cafeteria, ITC
13:15-14:15	Lunch and Prayer Break	Cafeteria, ITC/Prayer Room
14:15-15:45	Research: Thesis Proposal Preparation Speaker: Dr. Rizwan Khair, Former MDS, BPATC & Associate Professor, NSU	205, ITC
19:00-20:00	Feedback/Open Session Mr. Md. Ashraf Uddin, Rector (Secretary to the Govt.), BPATC	205, ITC










Day 03 : 16 January 2024 (Tuesday)

09:00-10:00	Improving Group Dynamics Speaker: Mr. Md. Aminul Islam Khan Former Senior Secretary	205, ITC
10:05-11:05	Public Speaking: Improving Speaking Skill Speaker: Mr. Md. Aminul Islam Khan Former Senior Secretary	205, ITC
11:05-11:20	Health Break	Cafeteria, ITC
11:20-13:15	Experience Sharing Dr. Shahnaz Arefin ndc Secretary, Statistics and Informatics Division Facilitator: Dr. Md. Mohoshin Ali, MDS, BPATC	205, ITC
13:15-14:15	Lunch and Prayer Break	Cafeteria, ITC/Prayer Room
14:15-16:25	Smart Presentation Techniques: PowerPoint/MS Office/Smart Panel Board Speaker: Mr. Mohammad Salahuddin Project Analyst, a2i Facilitator: BPATC IT Team	205, ITC
18:30-20:30	Preparation for Research Proposal/Self Study	205, ITC

Day 04 : 17 January 2024 (Wednesday)

09:00-10:40	General Challenges in Public Administration: Public Service Education, Training, Research etc. Speaker: Dr. Mohammed Ziaul Haque , Additional Secretary, Ministry of Public Administration	205, ITC
10:40-11:00	Health Break	Cafeteria, ITC
11:00-12:45	Experience Sharing Seminar with ND Course Alumni 2023 Panelist: NDC Alumni 2023 Facilitator: Mr. Md. Monirul Islam, MDS, BPATC	205, ITC
12:50-13:30	Certificate Awarding and Closing Mr. Mohammed Mezbah Uddin Chowdhury Senior Secretary, Ministry of Public Administration	205, ITC
13:30-14:30	Lunch and Prayer Break	Cafeteria, ITC/Prayer Room
14:30-15:30	Departure	205, ITC

List of the Participants

ক্রম	ছবি	নাম ও পরিচিতি নম্বর (জ্যেষ্ঠতার ক্রমানুসারে নয়)	প্রশিক্ষণে যোগদান কালে পদবী ও কর্মস্থল	মোবাইল নম্বর
০১		জনাব মো: রফিকুল ইসলাম (৬৬৫৭)	সচিব (যুগ্মসচিব) জাতীয় নদী রক্ষা কমিশন	০১৭১৮-৭৭৬৯৫৬
০২		ড. সৈয়দা ফারহানা নূর চৌধুরী (৬৮০৮)	যুগ্মসচিব জনপ্রশাসন মন্ত্রণালয়	০১৭১১-১৭৪৫৩৭
০৩		জনাব মো: আকতার হোসেন আজাদ (৬৮৪৮)	যুগ্মসচিব মুক্তিযুদ্ধ বিষয়ক মন্ত্রণালয়	০১৭১৫-০৩৫৭১৫
০৪		ড. মো: মোকছেদ আলী (১৫০৩৯)	অতিরিক্ত বিভাগীয় কমিশনার (যুগ্মসচিব), বিভাগীয় কমিশনারের কার্যালয়, রাজশাহী	০১৭২৬-৫০৯৪১৮
০৫		জনাব মিরাজুল ইসলাম উকিল (১৫০৪২)	যুগ্মসচিব বাণিজ্য মন্ত্রণালয়	০১৫৫২-৪১৬৩১৭
০৬		জনাব মোহাম্মদ রফিকুল করিম (১৫০৮৮)	যুগ্মসচিব জনপ্রশাসন মন্ত্রণালয়	০১৭৮৭-০৪৯২৭৯
০৭		জনাব মোহাম্মদ কামরুল হাসান বিপিএএ (১৫১১১)	যুগ্মসচিব মন্ত্রিপরিষদ বিভাগ	০১৭১১-৩৬১৩৫৬
০৮		জনাব দিলসাদ বেগম (১৫১৩৯)	যুগ্মসচিব সুরক্ষা সেবা বিভাগ স্বরাষ্ট্র মন্ত্রণালয়	০১৭১১-৯৬৩৩০০
০৯		জনাব মুহাম্মদ আনোয়ার হোসেন (১৫২১৮)	যুগ্মসচিব মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়	০১৭১২-২৬১৭২৭

ক্রম	ছবি	নাম ও পরিচিতি নম্বর (জেষ্ঠ্যতার ক্রমানুসারে নয়)	প্রশিক্ষণে যোগদান কালে পদবী ও কর্মস্থল	মোবাইল নম্বর
১০		জনাব মোসা: কামরুন্নাহার (১৫৪৪৫)	যুগ্মপ্রধান (যুগ্মসচিব) ভৌত অবকাঠামো বিভাগ পরিকল্পনা কমিশন পরিকল্পনা মন্ত্রণালয়	০১৭১৫-০২৪৮৩২
১১		জনাব মোহাম্মদ মাসুদুর রহমান ভূইয়া (১৫৪৯৬)	যুগ্মসচিব নৌপরিবহন মন্ত্রণালয়	০১৯১৪-২৬১৯৬২
১২		জনাব আ স ম আশরাফুল ইসলাম (৭৭৯০)	অতিরিক্ত মহাপরিচালক (যুগ্মসচিব), জনশক্তি কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো	০১৭১১-০৩২০০৭
১৩		জনাব মো: আতাউর রহমান (৭৮৬৭)	যুগ্মসচিব খাদ্য মন্ত্রণালয়	০১৭৯৬-৭২৭৪৮৮
১৪		ড. মো: আব্দুল্লাহ আল মামুন (০০০৪১৪)	অতিরিক্ত প্রধান প্রকৌশলী সওজ টেকনিক্যাল	০১৭৬১-৫৮১০৬০
১৫		জনাব সালমা বেগম, পিপিএম-সেবা বিপি-৭২৯৯০১০০৫৪	ডিআইজি হাইওয়ে পুলিশ বাংলাদেশ পুলিশ, ঢাকা	০১৭৩১-৯৪৫৫৫৫
১৬		জনাব এ কে এম এহসানউল্লাহ বিপি-৬৯০১১১৯৮২২	ডিআইজি বাংলাদেশ পুলিশ একাডেমি সারদা, রাজশাহী	০১৭৪১-২৫৫২০৮

(প্রশিক্ষার্থীর সংযুক্ত নামের তালিকা জনপ্রশাসন মন্ত্রণালয়ের স্মারক নং- ০৫.০০.০০০০.২০০.২৫.০২৩.২২.২৪০, তারিখ: ৩১ অক্টোবর ২০২৩ এবং ০৫.০০.০০০০.২০০.২৫.০২৩.২২.২৭৫, তারিখ: ৩১ ডিসেম্বর ২০২৩ এর মনোনয়ন আদেশ অনুযায়ী প্রস্তুতকৃত)