



Annual Report

2019-2020



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



BPATC

Bangladesh Public Administration Training Centre

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Annual Report 2019-2020



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Bangladesh Public Administration Training Centre
Savar, Dhaka - 1343

design & printing **adfair design & supply** 9553163 7117897 www.adfairbd.com



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





Abbreviation



ACAD	Advanced Course on Administration and Development
APA	Annual Performance Agreement
AVR	Audio Visual and Reproduction
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BIAM	Bangladesh Institute of Administration and Management
BoD	Board of Directors
BoG	Board of Governors
BPATC	Bangladesh Public Administration Training Centre
CEMS	Computer Equipment Management System
CDC	Curriculum Development Committee
CMT	Course Management Team
CTMS	Computerized Training Management System
COTA	Civil Officers' Training Academy
DOICT	Department of Information and Communication Technology
FBCCI	Federation of Bangladesh Chambers of Commerce and Industries
FTC	Foundation Training Course
GOB	Government of Bangladesh
GPA	Grade Points Average
ICT	Information and Communication Technology
LGED	Local Government Engineering Department
LTA	Library and Training Aid
MDS	Member Directing Staff
MOPA	Ministry of Public Administration
MOU	Memorandum of Understanding
MPO	Monthly Pay Order
NGOs	Non-Government Organizations
NIPA	National Institute of Public Administration
NIS	National Integrity Strategy
PMO	Prime Minister's Office
PPMC	Policy Planning and Management Course
PPR	Planning, Programming and Recording
P&S	Programme and Studies
R&C	Research & Consultancy
R&D	Research & Development
RDA	Rural Development Academy
RPATC	Regional Public Administration Training Centre
SDGs	Sustainable Development Goals
SFTC	Special Foundation Training Course
SSC	Senior Staff Course
STI	Staff Training Institute
TMS	Transport Management System
TOT	Training of Trainers

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BPATC Theme

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



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
Capacity for **Effective,**
Inclusive and **Accountable**
Public **Administration**
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





BPATC



Rector

(Secretary to the Government)

Bangladesh Public Administration Training Centre

Message from the Rector

It gives me an immense pleasure to write a few words for the Annual Report 2019-2020 of the Centre. This report encapsulates the overall functions of the Centre, spanning over the training and Financial year 2019-2020 and reinforces its commitment to creating value to its stakeholders.

Bangladesh Public Administration Training Centre (BPATC), the apex training institute in the public sector, has become a centre of excellence through a paradigm shift in the meantime. One can notice the dynamics of BPATC over the last year in terms of infrastructure development, regulatory framework development, automation, curriculum development, research, faculty development, openness, transparency and accountability. BPATC has been transmitting a dream amongst the participants so that they feel an urge to take this country to a higher stage. Now we are dreaming a day when effective, competent, accountable and inclusive civil servants will lead the country to achieving 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 the SDG's knowledge hub. BPATC has initiated a long waited journey with many international renowned organizations. BPATC believes in partnership through accountable, transparent and inclusive governance. Above all, BPATC is committed to fulfill the dream of the Father of the Nation, Bangabandhu Sheikh Mujibur Rahman, hence we inculcate that dream to become a reality through the leadership of our civil servants, particularly the young officials to drive the country into a developed nation by 2041 and also reaching the Delta Plan 2100, the vision set by our honourable Prime Minister Sheikh Hasina. As a result, BPATC is committed to instilling such attitude in the civil service officers by providing them with knowledge and effective training.

Lastly, I offer heartiest thanks to all concerned, especially to the team members who compiled the report. The performance of this Centre is reflected in the annual report, and 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 as precious contributions towards enriching the future publication of the report.

Md. Rakib Hossain ndc



1

CHAPTER ONE

BPATC: An Introduction



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. It was established in 1984 under the Bangladesh Public Administration Training Centre Ordinance (Ordinance No. XXVI of 1984) by amalgamating the existing institutions viz., NIPA, COTA, BASC and STI. BPATC is located at a distance of 28 kilometers from the capital city Dhaka and near Jahangirnagar University on the way to National Mausoleum on the Dhaka-Aricha highway. Following the abolishment of the Ordinance of 1984, the government enacted 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, 2018 the major functions of the Centre are:

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

1.2 Organogram of the Centre

The Rector, the Chief Executive of the Centre, with the guidance of the Board of Directors, runs the organization. The Rector is a Senior Secretary or Secretary to the Government. At present, the overall activities of the Centre are divided into six divisions viz. (i) Management and Public Administration (M&PA), (ii) Programme and Studies (P&S), (iii) Development and Economics (D&E), (iv) Research and Consultancy (R&C), (v) Project, and (vi) Management & Development (M&D).

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

1.3 Board of Directors (BoD) of the Centre

Board of Directors (BoD) is the highest governing authority of the Centre. Several specific issues will be presented before BoD for approval while the other significant changes will be presented for kind appraisal. Previously the BoD was named as Board of Governors (BoG) which was renamed by BPATC Act, 2018. The last BoG meeting (64th) was held on 29 July 2018 with the then finance minister Abul Mal Abdul Muhit as the chair. 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 ongoing mega-project. The Centre is taking preparation for next BoD meeting with the HPM Sheikh Hasina as chair.

Gratitude to the Honorable Prime Minister

The Board of Directors (BoD) of Bangladesh Public Administration Training Centre was reconstituted on 15th March, 2020. It is a matter of great honor and privilege for BPATC to have Honorable Prime Minister Sheikh Hasina as the Chairperson of the seventeen members Board of Directors. And the Centre is elated and endowed to have high ranking officials, reverend & esteemed citizens as the members on Board of Directors.

The 17-member Board of Directors (BoD) has been established in accordance with the section 5(1) of Bangladesh Public Administration Training Act 2018.

This BoD functions as an administrative body vested with the authority of policy making for BPATC, an apex institution in the field of imparting training to the Civil Servants.



BoD Members

Chairperson

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

Members

- ◉ **SHEIKH HASINA**, MP
Honorable Minister,
Ministry of Public Administration
- ◉ **FARHAD HOSSAIN**, MP
Honorable Minister of State, Ministry of Public Administration
- ◉ **KHANDKER ANWARUL ISLAM**
Cabinet Secretary to the Government of Bangladesh
- ◉ **SHAIKH YUSUF HARUN**
Secretary, Ministry of Public Administration
- ◉ **ABDUR ROUF TALUKDER**
Senior Secretary, Finance Division, Ministry of Finance
- ◉ **MD. MAHBUB HOSSAIN**
Secretary, Secondary and Higher Education Division
- ◉ **MD. RAKIB HOSSAIN** ndc
Rector (Secretary to the Govt.), Bangladesh Public Administration Training Centre (BPATC)
- ◉ **PROFESSOR DR. FARJANA ISLAM**
Vice-Chancellor, Jahangirnagar University
- ◉ **PROF. DR. M. ROSTOM ALI**
Honorable Vice-Chancellor, Pabna University of Science and Technology
- ◉ **MAJOR GENERAL MD. AKBAR HOSSAIN**, SBP, SUP (BAR), AFWC, PSC
Commandant, Defense Services Command and Staff College (DSCSC), Mirpur, Dhaka.
- ◉ **SHEIKH FAZLE FAHIM**
President, Federation of Bangladesh Chambers of Commerce and Industry (FBCCI)
- ◉ **DR. MOBASSER MONEM**
Chairman, Department of Public Administration, University of Dhaka
- ◉ **MOHAMMAD ABDULLAH**
Former Senior Secretary & Former Rector, BCS Administration Academy
- ◉ **MUNSHI FOYEZ AHMED**
Former Ambassador & Former Chairman, Bangladesh Institute of International and Strategic Studies (BISS)
- ◉ **MUSHFEKA IKFAT**
Former Senior Secretary, Government of Bangladesh
- ◉ **BARRISTER NIHAD KABIR**
President, Metropolitan Chamber of Commerce and Industry, Dhaka



Sheikh Hasina, MP



Farhad Hossain, MP



Khandaker Anwarul Islam



Shaikh Yusuf Harun



Abdur Rouf Talukder



Md. Mahub Hossain



Md. Rakib Hossain ndc



Prof. Dr. Farjana Islam



Prof. Dr. M. Rostom Ali



Major General Md. Akbar Hossain



Sheikh Fazle Fahim



Dr. Mobasser Monem



Mohammad Abdullah



Munshi Foyez Ahmed



Mushfeka Ikfat



Barrister Nihad Kabir



1.4 Personnel of BPATC & RPATC

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

1.5 ‘Probidhanmala’

The Centre recently has amended its ‘Probidhanmala’ and has sent to the Ministry of Public Administration for approval. It has been amended to a certain extent of promotion and recruitment in order to enable the Centre to attract dedicated, hardworking, meritorious and sincere officers. The number of posts in various grades has been increased bearing in mind the future BPATC, especially immediately after the completion of the mega project, including a 20 storied “Bangabandhu Sheikh Mujib Academic & Administrative Building”. A dedicated team has also been working on the Organogram. Soon, the Centre will an ideal organogram in order to meet the present head of the human resource management.

1.6 E-GP & E-Nothi

To ensure fair competition among the bidders, most of the procurements have been done in E-GP system in 2019-2020. E-ticketing system, Microbus for Dhaka RPATC, Renovation of Auditorium, purchase of electronic goods, Procurement of Mixture Console Board, Procurement of Computer accessories etc. are the mentionable ones. Most of the files are now being processed through e-nothi system. As one of the best practices, the Centre has awarded best performers in e-nothi management which undoubtedly encouraged others to do their day to day office correspondence through e-nothi system. Assistant Director Md. Golam Azam and Office Assistant Md. Nasir Uddin have been awarded for the year 2019-2020 for their efforts in e-nothi management.

1.7 Service & Procurement

Maintaining the installations and resources is one of the vital functions of the Service section. One of the significant challenges in the fiscal year of 2019-2020 was to shift the offices from Administration Building to facilitate the construction of the 20-storied Sheikh Mujib Academic and Administrative Building. Three vehicles (a microbus, a car, and a motorbike) have been duly condemned and disposed of in this financial year. To support the citizen of Bangladesh returned from abroad with Covid-19 suspension BPATC has been declared a venue for official quarantine Centre by government and Bangladesh Army has taken over the charge of two dormitories. They also occupied part of other areas and facilities to accommodate the troops, vehicles and stationeries. Administration and Service had to keep in close contact regarding the assistance from both ends. In organizing 7th ICPAD, Service section has undertaken a fair amount of responsibilities ranging from accommodation, catering, commuting, to protocol and security. Concerned officials went on an all-out drive to secure the campus from the Covid-19 contagion with disinfectants. An LED Panel has been set up on the Foot over Bridge at Gate-1 of the Centre, where documentaries on Mujib's Birth Centenary and Liberation war are being shown to the commuters of the Dhaka-Aricha Highway.

1.8 APA, NIS, GRS, RTI, Citizen Charter

The APA has become one of the strategic tools for good governance in the country. Four pre-scheduled meetings on the APA under the fiscal year 2019-2020 were held, and the decisions of these meetings have been implemented. According to the half-yearly evaluation report, the implementation rate was 65.1 per cent. However, the Centre has exerted a lot of efforts to perform as per the goals and indicators set earlier at the beginning of the year. The reports regarding APA implementation are all available online on the BPATC website. The APA for the fiscal year 2020-21 has already been published, and the departments of the Centre are in the process of implementing the targets committed for the fiscal year 2020-2021.

To ensure good governance, this Centre of excellence always remain stick to the strategies taken by the government. Within this financial year (2019-2020), as many as twelve complaints have been resolved as per as Grievance Redress System (GRS) is concerned. Four reports regarding the activities of the GRS have been submitted to the Cabinet Division. An initiative has been taken to update the Citizen's Charter of the Centre, and a committee has been formed headed by an MDS in this regard. Quarterly reports are all sent to the ministries within the designated timeframe. A system has been introduced to invite and analyze opinions from the service seekers for better governance of the Centre.

As per the National Integrity Strategy (NIS), the committee has taken steps to identify the dedicated and hard-working employees to reward and set examples for others to follow. Mr. Md. Siddiquir Rahman, Director (Administration) and Mr. Md. Kamruzzaman, Satt Lipikar cam Computer Operator (from 10-20 grade) have been nominated and awarded the 'integrity award' for the year 2019-2020 for his integrity and dedication towards duties. Different rules and regulations are being drafted regarding integrity award and the usage of newly constructed Nature Observation Center which is one of the agenda of the financial year 2020-2021. The Centre has achieved 94.04 out of 100 in implementation of work-plan of the Ethics Committee.



Mr. Md. Siddiquir Rahman, Director (Administration) receiving the 'integrity award' from the Respected Rector of the Centre for the year 2019-2020

1.9 BPATC Directory

Organizations across the planet are better known by their ‘soft power’, and hence it became one of the inner forces of BPATC to develop ‘superstructures’. Among various notable outcomes, BPATC directory is worth referring here. Users can easily download the ‘Application’ from ‘Playstore’ to get access to the contacts of employees. It has been being updated since its commencement. This is one of the mentionable initiatives during this financial year.

1.10 Observance of Mujib Borsho

1.10.1 Formation of Mujib Borsho Secretariat

Bangladesh Public Administration Training Center has set up the ‘Mujib Borsho Secretariat’ to celebrate the birth centenary of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman with due dignity. With the guidance of the Rector of this Centre, four-member team is responsible for coordinating various activities of our centre to disseminate the viewpoints on life and work of Bangabandhu. The centre has launched various programs and organizes 12 series seminars on Bangabandhu’s life and philosophy, conduct research on Bangabandhu and prepares curriculum for a special training course on diverse aspects of Bangabandhu’s life and so on.

1.10.2 Bangabandhu Chair

The Bangabandhu Chair was established at or introduced at Bangladesh Public Administration Training Centre (BPATC) marking the birth centenary of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman. Ms Selina Hossain, a renowned novelist, and literary personality, has been appointed as the Bangabandhu Chair of the Centre from 1st March 2020 to 30th June 2021. The Chair will perform several duties, for instance, providing advice on research work on Bangabandhu, giving instructions to organize 12 seminars on the Father of the Nation in the 12 months, delivering ‘Bangabandhu Memorial Speech’, providing consultation on preparing training curriculum on the philosophies of Bangabandhu and so on.



Ms. Selina Hossain, a renowned novelist and Bangabandhu Chair of the BPATC in a meeting held at BPATC Conference Room

1.10.3 “Torjoni” in observing Mujib Centenary

In conformity with the national agenda along with great respect and esteem the Centre has observed Seventeenth March, hundred birth anniversary of the Father of the Nation Bangabandhu Sheikh Mujibur Rahaman with various activities, as well as the year 2020-2021 as Mujib centenary. One of the mentionable efforts of the Centre was to establish “Torjoni”, a souvenir in honour of the great leader built at the main gate of the centre. The significance of this souvenir is illustrated as below:

Established	17th March 2020
Planning / Theme	Mr. Md. Rakib Hossain ndc, Rector, BPATC and Core faculty Team
Candles (all)	20 in numbers Each candle metaphorically standing for five bright years of the leader signifying hundred years altogether;
Parallel candles (in the middle)	06 in numbers (Representing 06 points Movement)
Torjoni (The Index Finger)	Representing the Freedom of the Nation
Walkways to Torjoni (Red)	The struggles and hurdles of the Father of the Nation during the journey up until Freedom
Candles (One side)	07 in numbers Representing 07th March 1971 as the call for the Freedom
Flowers blown in both sides of the walkway to Torjoni	Success achieved out of struggles of the Father of the Nation



Md. Rakib Hossain ndc, Rector BPATC along with the faculty members paying tribute to the "Torjoni" on the 17th March 2020, the birth anniversary of Bangabandhu Sheikh Mujibur Rahman, The Father of the Nation.

1.10.4 Vision Garden

A modern and well-decorated meeting point named Vision Garden that ensures a serene beauty has been established under Vertical Extension of International Training Complex of BPATC (VEITC_BPATC). The nature blended fresh decoration of Vision Garden is located on the 1st floor of the ITC building has increased the aesthetic views of this International Training Complex in true sense.

The official as well trainees and staff remaining in this building will get an international flavour while they remain in their work station, which will refresh their mind and tend to work with happy mode. This vision garden has multiple indirect impacts ranging from a change of attitude and mindset of the officials/employees to refresh their mind and body from workload anxiety. This will help the trainers and trainees' officials a long-term effect on ensuring quality services. A highly sophisticated and well-decorated computer lab is located near the vision garden, which will provide high-speed wifi and other easy access in availing IT facility.

The Vision Garden will help in achieving the set-out goals and targets of the Vision 2021, Vision 2041 as well and will work as a catalyst to become BPATC as a Centre of excellence.



Honourable State Minister of Ministry of Public Administration inaugurating the Vision Garden of BPATC



A scenic view of well decorated Vision Garden setting up in BPATC



2

CHAPTER
TWO



**TRAINING ACTIVITIES
AND FACULTY
DEVELOPMENT
PROGRAMME**

2.0 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.

To manage the training in a planned way, BPATC prepares the Training Calendar (TC) beforehand in 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.



Khondokar Anwarul Islam, Cabinet Secretary to the Government conducting a session with the 70th FTC participants

2.1.1 Foundation Training Course (FTC)

During the 2019-2020 financial-year, BPATC organized three foundation training programs: 68th, 69th, and 70th FTC. 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 content of the course is designed in a way that it enables 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 belonging to different cadres of the civil service. This interaction has a long-term impact on strengthening collaborative governance in the country.

The 68th FTC was held outside the BPATC campus but at 8 (eight) different training institutions, namely BCS Administration Academy, Dhaka; BIAM, Dhaka; Telecommunication Staff College, Gazipur; Postal Academy, Rajshahi; BIAM, Bogura; RPATC, Chattogram, BARD, Cumilla; RDA, Bogura. 398 participants took part in the 68th FTC. While under the 69th FTC, 311 participants joined the course. The course was organized at the BPATC campus. 70th FTC was held simultaneously at BPATC and 7 (seven) other training institutions such as BCS Administration Academy, Dhaka; BIAM, Dhaka; Telecommunication Staff College, Gazipur; Postal Academy, Rajshahi; BIAM, Bogura; BARD, Cumilla; RDA, Bogura. 282 entry-level civil servants joined the FTC conducted at the training institutions outside BPATC, while 217 participants took part in FTC at BPATC.



Dr. Ahmed Kaikaus, Principal Secretary to the Honorable Prime Minister conducting session with the participants of 70th FTC

**Table 2.1:** Cadre/Service-wise Distribution of participants of the 68th FTC

Cadre Name	Participants		Total
	Male	Female	
BCS (Admin)	92	48	140
BCS (Police)	96	16	112
BCS (Ansar)	6	-	6
BCS (Public Works)	6	-	6
BCS (Agriculture)	110	49	159
BCS (Taxation)	6	2	8
BCS (Railway Engineering)	09	2	11
BCS (Information)	5	6	11
BCS (Postal)	3	-	3
BCS (Livestock)	16	4	20
BCS (Fisheries)	2	4	6
BCS (Commerce)	3	1	4
BCS (Statistical)	3	-	3
BCS (Economic)	1	2	3
BCS (Roads & Highways)	22	-	22
BCS (Forest)	2	-	2
BCS (Co-Operative)	14	1	15
BCS (Audit & Accounts)	1	3	4
Faculty of BPATC	1	-	1
Total	398	138	536

Table 2.2: Institution-wise Participants of 68th Foundation Training Course

Name of Institutions	Participants		Total
	Male	Female	
BIAM, Dhaka	27	13	40
RPATC, Chattogram	30	14	44
BIAM, Bogura	30	12	42
BCS (Admin) Academy, Dhaka	61	19	80
BARD, Cumilla	67	28	95
RDA, Bogura	84	21	105
Postal Academy, Rajshahi	33	11	44
TSC, Gazipur	66	20	86
Total	398	138	536

Table 2.3: Cadre/Service-wise Distribution of participants of the 69th FTC held at BPATC

Cadre Name	Participants		Total
	Male	Female	
BCS (Admin)	193	65	258
BCS (Police)	77	11	88
BCS (Ansar)	06	01	07
BCS (Foreign Service)	13	05	18
BCS (Information)	04	00	04
BCS (Co-Operative)	05	01	06
BCS (Audit & Accounts)	06	00	06
BCS (Postal)	07	01	08
Total	311	84	395

Figure 1: Cadre/Service-wise Distribution of participants of the P-70th FTC held at BPATC

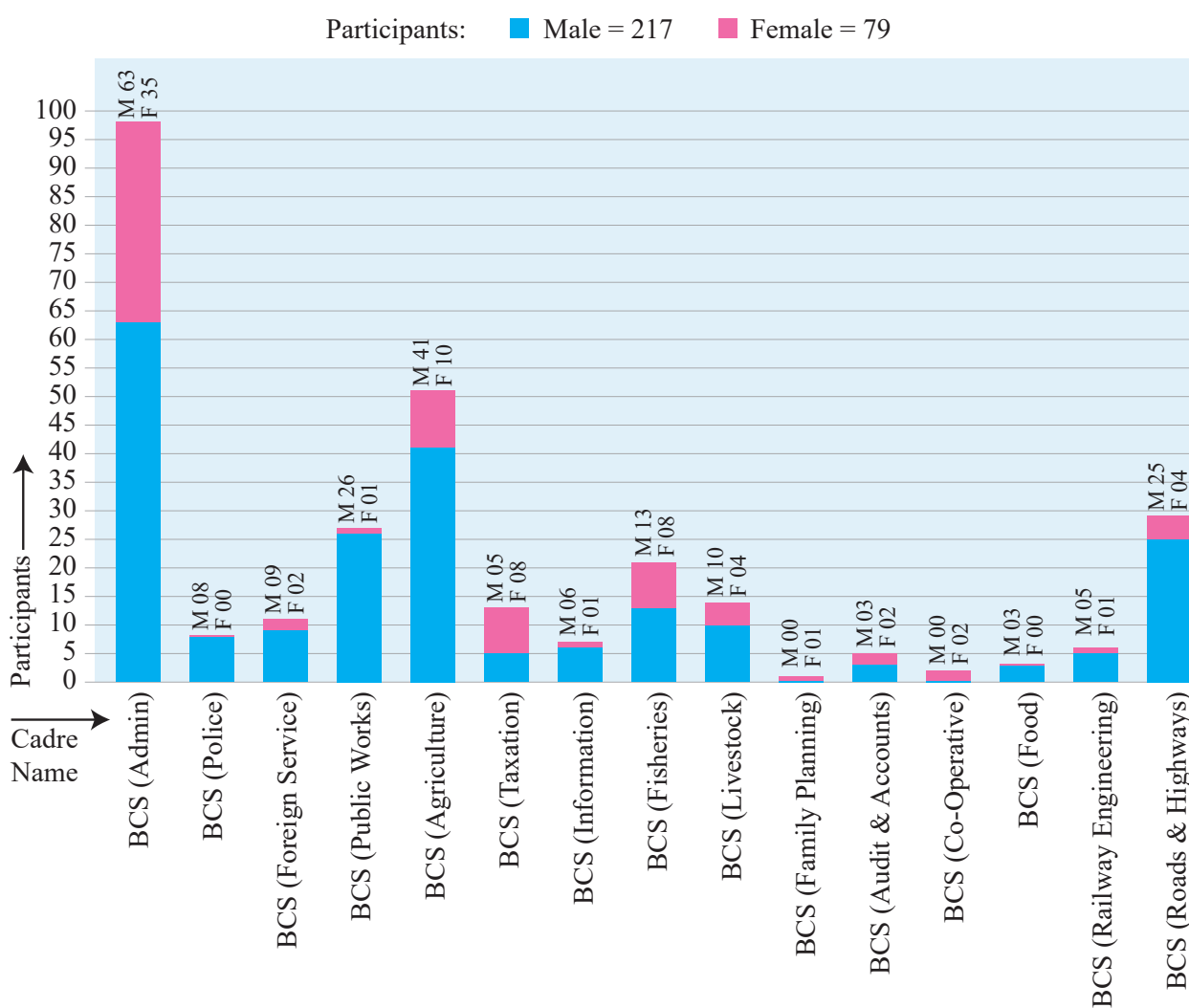


Figure 2: Institution-wise Distribution of Participants of 70th FTC

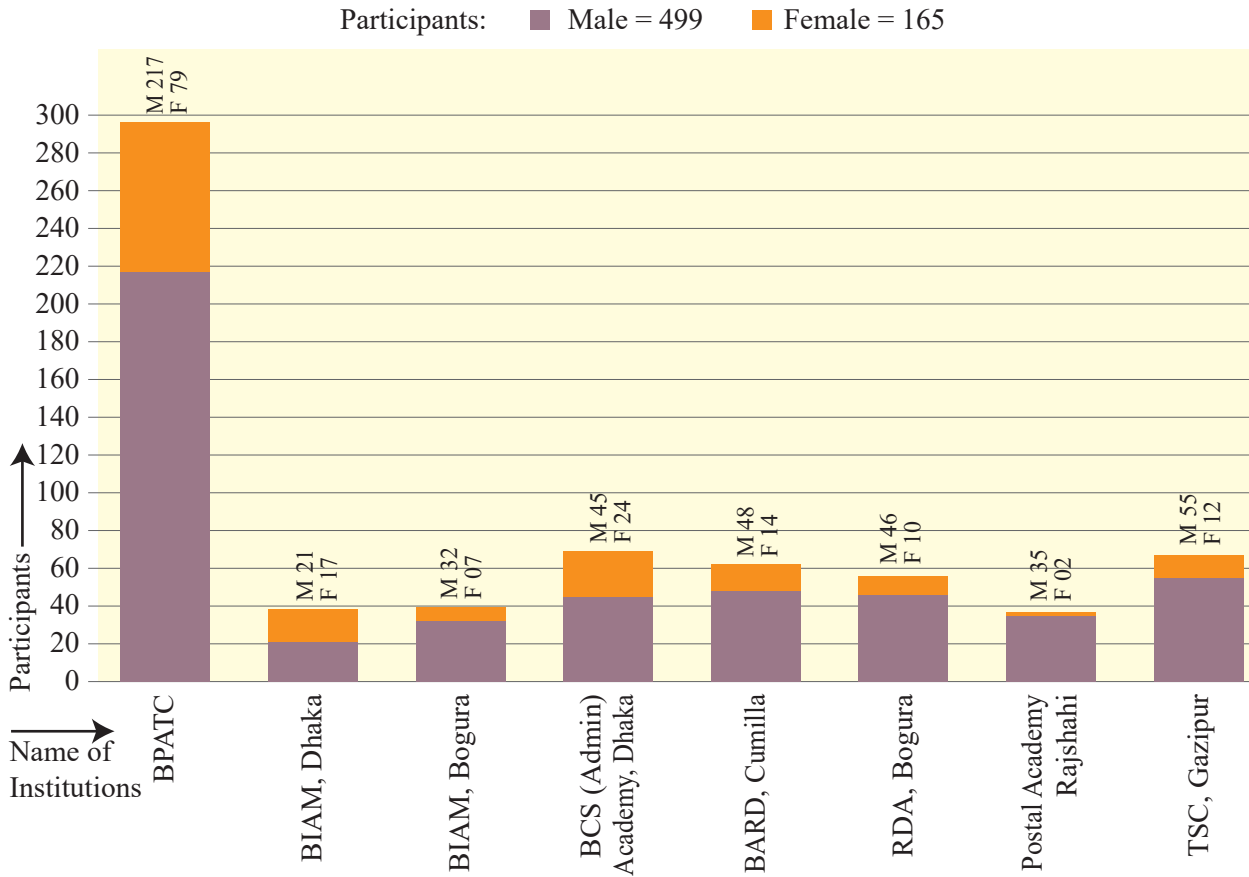
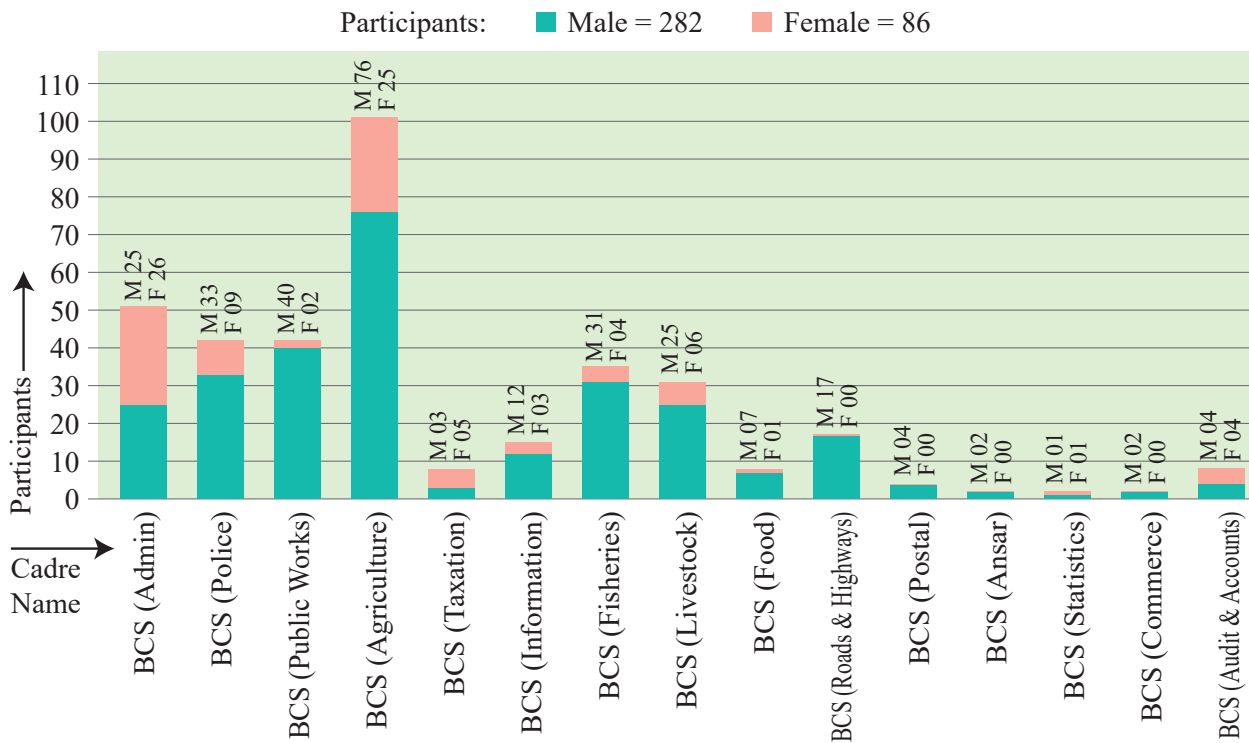


Figure 3: Cadre/Service-wise Distribution of participants of the 70th FTC held outside BPATC



2.1.2 Advanced Course on Administration and Development (ACAD)

Seventy-day long ACAD is the main professional course for the Deputy Secretaries to the government. Besides, some officials at the level of deputy secretary of the armed forces also join the training course. During the reporting financial-year, 3 ACAD courses, 126th, 127th, and 128th, were completed; however, the fourth course, 129th ACAD, was postponed due to COVID-19. In total, 78 participants took part in the three completed courses. This course is the first step for the mid-level civil servants to transform them as 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 2.7 highlights the accomplishments of ACAD in 2019-2020.



Participants of 127th ACAD attending in the ten-day programme ‘Regional Exposure Visit’ at Asian Institute of Technology (AIT), Thailand

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

Cadre Name	Duration	Participants		Total
		Male	Female	
126th Advanced Course on Administration and Development (ACAD)	21/07/2019-28/09/2019	31	05	36
127th Advanced Course on Administration and Development (ACAD)	06/10/2019-14/12/2019	25	05	30
128th Advanced Course on Administration and Development (ACAD)	22/12/2019-29/02/2020	22	08	30
129th Advanced Course on Administration and Development (ACAD)	08/03/2020-16/05/2020 (The course was deferred from 23/03/2020 due to COVID-19)	26	03	29
Total		104	21	125

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 critical issues concerning governance and development of the country. Senior civil servants, reputed researchers, and academics conduct the sessions in the SSC. In this reporting year, three courses, 90th SSC, 91st SSC, and 92nd SSC, were organized at BPATC. SSC has an international component that allows the participants to take part in exposure and learning visits abroad. Due to COVID-19, the 94 SSC was deferred. The following table presents detailed information on the SSC.



Participants of the 91st SSC attending a programme of exposure visit in the USA

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

Batch	Duration	Participants		Total
		Male	Female	
90th Senior Staff Course	06/07/2019-29/08/2019	20	01	21
91st Senior Staff Course	07/09/2019-31/10/2019	25	02	27
92nd Senior Staff Course	11/11/2019-04/01/2020	26	02	28
93rd Senior Staff Course	11/01/2020-05/03/2020	29	03	32
94th Senior Staff Course	14/03/2020 - 07/05/2020 (the course was deferred from 23/03.2020 due to Covid -19)	22	04	26
	Total	122	12	134

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, three PPMCs were held, engaging 52 additional secretaries. The participants, as part of the course, attend the overseas training segment in any developed country to gain hands-on experiences about the development and governance of the country.



Honorable Cabinet Secretary attending the Closing Ceremony with the participants and Course Management Team of 21st PPMC

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

Batch	Duration	Participants		Total
		Male	Female	
19th Policy, Planning and Management Course	29/09/2019-10/10/2019	11	01	12
20th Policy, Planning and Management Course	24/11/2019-05/12/2019	18	07	25
21st Policy, Planning and Management Course	16/02/2020-27/02/2020	23	00	23
	Total	52	08	60



21th PPMC Participants and CMT Visiting the World Bank Dhaka Office

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), Department of Environment (DoE), Dhaka Mass Transit Company Limited (DMTCL), and Department of ICT (DoICT). 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.



Mr. Mostafa Jabbar, Honorable Minister. Ministry of Post, Telecommunications and Information Technology conducting session with Participants of the 21st PPMC



Course Management Team along with the participants of SFTC for LGED officials paying tribute to the martyrs at the National Mausoleum, Savar

Table 2.10: Distribution of Participants of BPATC in Different Short Courses

Course Name	Duration	Participants		Total
		Male	Female	
4th Special Foundation Training Course for LGED Officials	25/08/2019 – 23/10/2019	20	05	25
Special Foundation Training Course for Department of Environment Officials in RPATC, Dhaka	20/08/2019 – 14/10/2019	34	05	39
5th Special Foundation Training Course for LGED Officials	03/11/2019 – 01/01/2020	21	04	25
Special Foundation Training Course for Dhaka Mass Transit Company Limited	11/11/2019 – 08/01/2020	36	01	37
7th Special Foundation Training Course for the officials of DoICT	05/01/2020 – 04/03/2020	21	06	27
8th Special Foundation Training Course for the officials of DoICT	05/01/2020 – 04/03/2020	21	06	27
9th Special Foundation Training Course for the officials of DoICT (the course was deferred from 23/03/2020 due to COVID-19)	08/03/2020 – 06/05/2020	22	05	27
10th Special Foundation Training Course for the officials of DoICT (the course was deferred from 23/03/2020 due to COVID-19)	08/03/2020 – 06/05/2020	23	04	27
	Total	198	36	234

2.2 Curriculum Development Committee Meeting

Curriculum Development Committee (CDC) is an important institutional mechanism to review and upgrade the content of the training schemes of BPATC continuously. While all Member Directing Staff (MDS) are the members of the CDC, the PPR wing provides the secretarial support to the CDC. It periodically discusses the contents of the course and reviews the feedback of the participants on the course contents. Members of the faculty are also welcome to provide any suggestions to the CDC for consideration. During the 2019-2020 financial-year, there were 5 CDC meetings. The meetings reviewed the course contents of the following courses and made some improvements: PPMC, SSC, ToT, SFTC (DoICT), Online Course on Administrative and Developmental Thoughts of Bangabandhu.

Table 2.11: Meeting to Update Course Curriculum

Sl. No.	Meeting Name	Target in APA	Achievement	Date	Details of the Meetings
1.	Meeting to Update Course Curriculum	04	05	07/08/2019	Course Curriculum of PPMC & SSC
				02/01/2020	Course Curriculum of ToT and Inclusion of New Subjects in the Syllabus of Different Courses
				29/01/2020	Course Curriculum of Special Foundation Training Course for the Directorate of Sports
				03/03/2020	Course Curriculum of 9th & 10th Special Foundation Training Courses for DoICT
				22/03/2020	Online Course Curriculum regarding Administrative and Developmental Ideas of Bangabandhu

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 the speaking, presentation, and analytical skills and competencies of its participants. ACAD, SSC, and PPMC have overseas learning segments, and upon return from overseas visits, participants are required to share 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 take part. The following table presents an overview of the accomplishments of workshops/seminars.



Faculties from different training institute attending a workshop beforehand of 70th FTC

Table 2.12: Workshops held at BPATC in the Financial Year 2019-2020

Workshop/Seminar Title	Hosting Date	Participants		Total
		Male	Female	
Workshop on Building Effective, Inclusive and Accountable Public Administration System (For the participants of 125th ACAD)	01/07/2019	28	05	33
Workshop on Writing Summary for Cabinet Committee on Government Purchase (CCGP) and Economic Affairs Committee (EAC) (For the participants of 125th ACAD)	02/07/2019	28	05	33
Workshop on Indicators of SDGs (For the participants of 125th ACAD)	07/07/2019	28	05	33
Workshop on National Integrity Strategy (NIS): Implementation Challenges (For the participants of 90th SSC)	21/07/2019	20	01	21
Workshop on National Social Security Strategy (For the participants of 90th SSC)	25/07/2019	20	01	21
Workshop on Overview of SDGs (For the participants of 90th SSC)	29/07/2019	20	01	21
Lessons Learned Workshop of 90th SSC & 18th PPMC	27/08/2019	68	08	76
Workshop on Changing Attitude and Mindset for better service delivery (For the participants of 4th SFTC for LGED)	29/08/2019	20	05	25
Workshop on Building Effective, Inclusive and Accountable Public Administration System (For the participants of 126th ACAD)	01/09/2019	31	05	36
Workshop on Public Service Values (For the participants of 4th SFTC LGED)	07/09/2019	20	05	25
Workshop on Effective, Inclusive and Accountable Public Administration (For the participants of 69th FTC)	12/09/2019	311	84	395

**Table 2.12:** Continued

Workshop/Seminar Title	Hosting Date	Participants		Total
		Male	Female	
Workshop on National Integrity Strategy (NIS): Implementation Challenges (For the participants of 127th ACAD)	07/10/2019	25	05	30
Workshop on Building Effective, Inclusive and Accountable Public Administration System (For the participants of 91st SSC)	15/10/2019	26	02	28
Workshop on National Integrity Strategy (NIS) (For the participants of 4th SFTC, LGED)	20/10/2019	20	05	25
Preparatory In-house Workshop to Organise 70th FTC Smoothly	20/10/2019	39	06	45
Preparatory Workshop to Organise 70th FTC to be held Outside BPATC	22/10/2019	28	04	32
Workshop on Adopting Innovative Approach to Public Policy Effectiveness (For the participants of 92nd SSC)	18/11/2019	26	02	28
Workshop on Building Effective, Inclusive and Accountable Public Administration System (For the participants of 92nd SSC)	21/11/2019	26	02	28
Lessons Learned Workshop of 127th ACAD	02/12/2019	26	05	31
Workshop on National Integrity Strategy: Implementation Challenges (For the participants of 92nd SSC)	02/12/2019	26	02	28
Lessons Learned Workshop of 91st SSC	04/12/2019	25	02	27
Workshop on Building Effective, Inclusive and Accountable Public Administration System (For the participants of 127th ACAD)	10/12/2019	25	05	30
Lessons Learned Workshop of 19th PPMC	19/12/2019	40	05	45
Workshop on National Integrity Strategy (NIS): Implementation Challenges (For the participants of 128th ACAD)	31/12/2019	22	08	30
Workshop on National Integrity Strategy (NIS): (For the participants of 5th SFTC, LGED)	31/12/2019	21	04	25
Workshop on Identify Emerging Issues of Children	18/01/2020	20	01	21
Workshop on Building Effective, Inclusive and Accountable Public Administration System (For the participants of 93rd SSC)	02/02/2020	29	03	32
Workshop on Adopting an Innovative Approach to Public Policy Effectiveness (For the participants of 93rd SSC)	13/02/2020	29	03	32
	Total	1721	312	2033

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, seven such FEVs were organized. 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. The following table depicts information on FEV conducted in this reporting year.

Table 2.13: Details of Foreign Exposure Visits

Course	Institution and Country	Duration	Participants		Total
			Male	Female	
90th SSC	National Academy for Public Administration (NAPA), Vietnam	30/07/2019-08/08/2019	21	01	22
126th ACAD	National Academy for Public Administration (NAPA), Vietnam	10/09/2019-19/09/2019	31	05	36
91st SSC	The University of Alabama at Birmingham (UAB), USA	02/11/2019-14/11/2019	25	02	27
19th PPMC	Deakin University, Australia	09/12/2019-13/12/2019	14	03	17
127th ACAD	Asian Institute of Technology (AIT), Thailand	19/11/2019-28/11/2019	26	05	31
92nd SSC	The University of Alabama at Birmingham (UAB), USA	02/03/2020-11/03/2020	33	02	35
20th PPMC	Deakin University, Australia	02/03/2020-06/03/2020	19	07	26
		Total	169	25	194

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 Master's degree and, in some cases, Ph.D. at the renowned universities of the world. The government, through the Ministry of Public Administration, supports BPATC's professional training and academic programs. The following table presents an overview of the foreign training and educational program.



Prof. Datuk Dr. John Antony Xavier, Visiting Professor of the Putra Business School, Malaysia facilitating a five-day course named “ToT on Case Study Method” with the faculty members of BPATC

Table 2.14: Foreign Exposure Visits and Number of Participants Attended in 2019-2020

Course	Country and Institution	Duration	Participants		Total
			Male	Female	
Training and Exposure Visits					
Institutional Integrity Management and Good Governance	Hong Kong University, Hong Kong	14/07/2019-23/07/2019	11	01	12
Part of FEV (126th and 127th ACAD; 90th, 91st and 92nd SSC and 19th and 20th PPMC)	NAPA, Vietnam; UAB, USA; AIT, Thailand; Deakin University Australia	-	12	-	12
Study Tour	UK	18/08/2019-24/08/2019	01	-	01
Leadership Training (Two-legs)	India and UK		-	02	02
Academic Courses					
MSC in Social Research Methods	University of Dundee, Scotland, UK	09/09/2019-11/09/2020	03	-	03
MSC in Leadership for Sustainable Development	Queen’s University, Belfast, Northern Ireland, UK	16/09/2019-30/09/2020	02	02	04
MA in International Development	University of Essex, UK	03/10/2019-31/10/2020	01	-	01
Master of Science in Strategic Studies and Management	University of Aberdeen, Scotland, UK	07/01/2020-20/01/2021	01	01	02
MSC in Sustainability	University of Dundee, Scotland, UK	20/01/2020-24/01/2021	-	01	01
Certificate Course on Social Science Research Methodology	Bournemouth University, UK	20/01/2020-19/07/2020	06	-	06
Certificate Course on International Relations	University of Aberdeen, Scotland, UK	07/01/2020-03/07/2020	03	-	03
		Total	40	07	47

2.5.1 In-house Short Courses for BPATC Officials

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 6 (six) short courses and training of trainers (ToTs). The following table reports on the short courses and ToTs.



Faculty members attending in the workshop arranged by P4D at BPATC

Table 2.15: Distribution of Participants of BPATC in Different Short Courses

Workshop/Seminar Title	Hosting Date	Participants		Total
		Male	Female	
Short Course on Administrative Management	15/09/2019-26/09/2019	07	01	08
Experiential Pilot Course (under P4D Project)	06/12/2019-08/12/2019	25	07	32
Training for Trainers (ToT)	12/01/2020-26/01/2020	18	02	20
ToT on Case Study Writing & Development	09/02/2020-13/02/2020	37	07	44
Training for Trainers (ToT) (with assistance from P4D project)	26/02/2020-28/02/2020	25	07	32
Training of Trainers (ToT) for the Thematic Group on Children	21/06/2020-23/06/2020	22	03	25
	Total	134	30	164

2.6 Activities of TOT Department

The main function of the TOT Department is to organize various TOT training courses for developing skills of the faculty members of the Center. Following this, the TOT department has arranged three TOT training courses for the faculty members. Details are mentioned in the table below:

Table 2.16: TOT Courses held in the Fiscal Year of 2019-2020

Sl. No.	Date	Number of Participants	Place	Name of Training Course
1	12/01/2020 - 26/01/2020	19	BPATC	Training of Trainers (TOT)
2	09/02/2020 - 13/02/2020	41	BPATC	ToT on Case Study Writing & Development
3	18/02/2020 - 20/02/2020	32	BPATC	Training of Trainers (ToT) under the project of P4D of Cabinet Division



Md. Rakib Hossain ndc, Rector BPATC distributing certificates among the Faculty Members

2.7 Sixty-Hour Training Programmes

According to the Public Administration Training Policy (PATP) of 2003, at least, sixty-hour long training in a year is mandatory for all government employees to refresh and enhance their knowledge and skills. Based on the PATP, the Career Planning and Training Wing of the Ministry of Public Administration has prepared a training manual and curriculum for a sixty-hour long training programme for all levels of the employees of the government including ministries, divisions, directorates, training institutes, attached departments, field administration etc. The manual holds guidelines for conducting regular training on specific issues, including the training methodology. However, concerned authorities have the liberty to adjust the course content and schedule according to the particular needs of the officials or the organizations. This 60-hour training programme improves the performance of an individual employee and updates his skills at the workplace, which leads to a sustainable and more accountable Bangladesh. BPATC also had organized training programmes for its employees. The following table shows information regarding the 60-hour training programmes.



Respected Rector conducting session with the participants of a staff training course

**Table 2.17:** Details of 60-hour Training Conducted in the Fiscal Year 2019-2020

S.L	Name of Training Course	Duration	Time	Number of Participants	Total Time (In hours)
1.	Basic Management Course	15 July- 04 August 2019	6 hours	16	1440
2.	Course related to VAT Law and Regulations	30-31 August 2019	8 hours	3	48
3.	File Management Course (Batch 1 to 4)	29 September - 30 November 2019	5 hours	33	660
		06-10 October 2019	5 hours	33	660
		13- 16 October 2019	5 hours	33	660
		20-23 October 2019	5 hours	33	660
4.	Course on Office Manner and Regulations (Batch 1 to 4)	3-11 November 2019	5 hours	32	960
		13-20 November 2019	5 hours	32	960
		21-28 November 2019	5 hours	32	960
		01-08 December	5 hours	32	960
5.	Financial Management Course	07-21 November 2019	3 hours	30	900
6.	Information and Communication Technology (ICT) Course (Batch-1)	07-21 November 2019	3 hours	30	900
7.	Basic Training Course (Batch-1)	07-21 November 2019	2 hours	30	600
8.	Conduct and Discipline Course (Batch-1)	01-12 December, 2019	3 hours	30	900
9.	E-nothi (Batch-1)	01-12 December 2019	3 hours	30	900
10.	Basic Training Course (Batch-II)	01-12 December 2019	2 hours	30	600
11.	Laws and Practices	December 17-24, 2019	5 hours	18	540
12.	File Management Course (Batch-1, Grade 11 to 16)	05-10 January 2020	5 hours	20	600
13.	Course on Office Manner and Regulations (Batch-2, Grade 17 to 20)	19-24 January 2020	5 hours	20	600
14.	File Management Course (Batch-3, Grade 11 to 16)	26-31 January 2020	5 hours	20	600
15.	Course on Office Manner and Regulations (Batch-4, Grade 17 to 20)	15-20 February 2020	5 hours	20	600
16.	File Management Course (Batch-5, Grade 11 to 16)	9-14 February 2020	5 hours	20	600
17.	Course on Office Manner and Regulations (Batch-6, Grade 17 to 20)	15-20 February 2020	5 hours	20	600
18.	File Management Course (Batch-7, Grade 11 to 16)	23-28 February 2020	5 hours	20	600
19.	Course on Office Manner and Regulations (Batch-8, 17 to 20 Grade)	01-06 March 2020	5 hours	20	600
20.	File Management Course (Batch- 9, Grade 11 to 16)	23-28 February 2020	5 hours	20	600
21.	Course on Office Manner and Regulations) (Batch-10, 17 to 20 Grade)	01-06 March 2020	5 hours	20	600
22.	File Management Course (Batch-11, Grade 11 to 16)	15-20 March 2020	5 hours	17	510

2.8 Training Programmes Conducted by RPATCs

BPATC has four regional training centres known as Regional Public Administration Training Centre (RPATC). These RPATCs conduct training mainly for the employees from Grades 10 to 20. BPATC also arranges several special courses and short courses in the RPATCs. The four RPATCs altogether trained 3,840 employees in the financial year 2019-2020. The main courses conducted by the RPATCs include basic office management, financial management, computer application and ICT, communicative English language course etc. The details of the courses conducted in RPATCs are given in Table 2.18.





Table 2.18: Training Activities of RPATCs in the Financial Year 2019-2020

Sl. No.	Programme Name	Duration (Days)	Number	Number of Participants attended												Total
				Dhaka			Chhattagram			Rajshahi			Khulna			
				M	F	T	M	F	T	M	F	T	M	F	T	
1.	Fundamental Training Course (Grade 10 to 12 Employees)	28	1	39	07	46	32	10	42	17	09	26	29	03	32	
2.	Fundamental Training Course (Grade 13-16 Employees)	21	1	23	08	31	23	10	33	38	06	44	26	06	32	422
3.	Fundamental Training Course(Grade 17 to 20 Employees)	14	1	42	07	49	20	0	20	27	05	32	33	02	35	
4.	Conduct and Discipline Course (Grade 10 to 12 Employees)	05	1	28	09	37	21	04	25	22	03	25	18	07	25	
5.	e-Nothi Course (Grade 10 to 12 Employees)	05	1	34	09	43	23	12	35	20	05	25	25	05	30	390
6.	Fundamental Training Course(Grade 17 to 20 Employees)	14	1	40	10	50	27	03	30	21	04	25	35	05	40	
7.	Office Management and ICT Course (Grade 10 to 12 Employees)	12	1	25	09	34	28	11	39	19	09	28	23	05	28	
8.	Fundamental Training Course(Grade 13-16 Employees)	21	1	39	07	46	34	15	49	27	09	36	32	03	33	554
9.	e-Nothi Course (Grade 13 to 16Employees)	05	1	21	09	30	27	07	34	32	05	37	30	03	33	
10.	Fundamental Training Course(Grade 17 to 20 Employees)	14	1	31	09	40	21	01	22	29	01	30	32	03	35	
11.	Fundamental Training Course (Grade 10 to 12 Employees)	28	1	28	05	33	31	03	34	20	11	31	24	02	26	
12.	Fundamental Training Course (Grade 13 to 16 Employees)	21	1	33	11	44	46	12	58	29	06	35	28	07	35	446
13.	Fundamental Training Course (Grade 17 to 20 Employees)	14	1	29	14	43	44	02	46	27	01	28	23	10	33	
14.	Fundamental Training Course (Grade 13 to 16 Employees)	21	1	22	14	36	29	09	38	35	01	36	30	05	35	404
15.	Conduct and Discipline Course (Grade 13 to 16 Employees)	05	1	26	07	33	34	02	37	22	03	25	32	03	35	
16.	Fundamental Training Course (Grade 17 to 20 Employees)	14	1	30	10	40	24	04	29	27	04	31	23	06	29	
17.	Financial Management Course (Grade 10 to 12 Employees)	12	1	26	08	34	20	01	21	19	06	25	25	01	26	
18.	Fundamental Training Course (Grade 13 to 16 Employees)	21	1	24	11	35	19	11	30	30	04	34	26	09	35	375
19.	Fundamental Training Course (Grade 17 to 20 Employees)	12	1	33	07	40	28	0	28	33	03	33	31	03	34	

Table 2.18: Continued

Sl. No.	Programme Name	Duration (Days)	Number	Number of Participants attended												Total
				Dhaka			Chhattogram			Rajshahi			Khulna			
				M	F	T	M	F	T	M	F	T	M	F	T	
20.	Fundamental Training Course (Grade 10 to 12 Employees)	28	1	25	03	28	21	11	32	19	10	29	18	02	20	
21.	Office Management and ICT Course (Grade 13 to 16 Employees)	12	1	20	10	30	59	14	73	38	05	43	29	05	34	423
22.	Fundamental Training Course (Grade 17 to 20 Employees)	14	1	29	04	33	41	05	46	25	03	28	24	03	27	
23.	Fundamental Training Course (Grade 13 to 16 Employees)	21	1	29	09	38	51	14	65	24	06	30	22	03	25	
24.	Financial Management Course (Grade 13 to 16 Employees)	12	1	22	10	32	40	08	48	32	07	39	23	03	26	452
25.	Fundamental Training Course (Grade 17 to 20 Employees)	14	1	26	09	35	41	04	45	37	04	41	24	04	28	
26.	Communicative English Course (Grade 10 to 12 Employees)	12	1	24	10	34	18	16	34	19	08	27	0			
27.	Information and Communication Technology (ICT) Course (Grade 13 to 16 Employees)	12	1	30	09	39	30	11	41	34	08	42	29	10	39	374
28.	Fundamental Training Course (Grade 17 to 20 Employees)	14	1	31	04	35	24	03	27	24	03	27	27	02	29	
29.		April							Deferred							
30.		May							Deferred							
31.		June							Deferred							

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

Note: A Special Foundation Training Course for Promoted Officials only was held at RPATC, Dhaka and the total number of Participants were 27 (Male 24 and Female 3).



3

CHAPTER
THREE

**NATIONAL
AND
INTERNATIONAL
COOPERATION**

3.0 National and International Cooperation

Through the Department of International Programme, BPATC reaches to the international community and exhibits its activities. This department plays a pivotal role in bridging the scholars from diverse background and knowledge. Hence, signing memorandum of understanding (MoU) with international training organizations and universities, arranging international conferences, organizing training programmes for BPATC faculty members, sending core course participants abroad as a part of the training are vital responsibilities, which are bestowed upon this department.

3.1 Signing of Memorandum of Understanding

BPATC has been forging relationships with institutes home and abroad by signing Memorandum of Understanding (MoU) and becoming members of organizations that share common goals and interest 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. In 2019-2020 BPATC had the following partnerships which were established earlier.

Table 3.1: Description of foreign organizations having linkage with BPATC

Institute	Date of Initiation	Duration
Nepal Administrative Staff College, Nepal	09 February, 2019	5 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

In the reporting year, BPATC established partnerships with the North-South University (NSU)/South Asian Institute of Policy and Governance (SIPG) and the Defence Services Command & Staff College (DSCSC), Mirpur, Dhaka. The key objective of the partnerships is to advance research and advocacy on governance and development. Both institutions are among the major academic and training institutions of the country. Rector of BPATC, Mr Md Rakib Hossain ndc signed MoUs on behalf of BPATC, while the Vice-Chancellor of NSU Professor Atiqul Islam and Major General Md. Enayet Ulla, BSP, ndu, psc represented respectively NSU and DSCSC.



Officials of BPATC and NSU during the occasion of signing of an MoU

In addition to these, BPATC organized Leadership Development Programmes at Duke University and the University of Alabama, Performance Management and E-governance Training Course at CQ Macquarie University, Australia. These training programmes were designed by the host university and funded the Capacity Enhancement of the Core Courses of BPATC Project. Faculty members of the Centre and officials of the Ministry of Public Administration attended the training. This department also has indirect linkage of organizing visit programme for the trainees of the Centre to AIT, Thailand; ASCI, Hyderabad; UPM Malaysia and NAPA Vietnam as part of the overseas study tour.



A Memorandum of Understanding being signed between BPATC and DSCSC in November 2019

Apart from these, the Centre has almost finalized signing an MoU with Civil Service Commission, Maldives which may come into effect as soon as the worldwide Covid-19 situation gets normal. BPATC has become an institutional member of Eastern Regional Organization for Public Administration (EROPA) from the MoU signing date of 22 September 2020. The Centre will get preferences in attending seminars and conferences arranged by EROPA for a year. A copy of the Asian Review of Public Administration Journal will also be given to BPATC as per the membership agreement.

3.2 Visit of Nepal Administrative Staff College (NASC)

As a part of BPATC-NASC MoU, a ten-member delegation from Nepal visited BPATC from 17th to 21st December. The purpose of the visit was to get a comprehensive idea about BPATC, its functions and the procedures of conducting a training course. This is the third team BPATC welcomed. The delegates of the NASC spent three days familiarizing themselves with numerous activities of the Centre. A comprehensive plan for their familiarization was chalked out by the IP Department of BPATC. The delegates were briefed by the Director of IP Dr. Md. Mohosin Ali about the mission, vision and objectives. Director, PPR Dr. Mohammad Mizanur Rahman, briefed the guests about the programmes and courses offered by the Centre and also about the structure of the organization. Moreover, a one-hour session on “Role of administrative officers in creating effective learning environment and facilitating innovations: An orientation” and another session on “Human Resource Management Practices” were conducted to acquaint them with the quality the Centre tries to ensure in facilitating various sessions.



A delegation of Nepal Administrative Staff College visiting BPATC in December 2019

3.3 International Conference

Bangladesh Public Administration Training Centre has successfully organized its flagship international event, the International Conference on Public Administration and Development, (ICPAD), for 7th consecutive time on 5-8 February 2020 at the Centre. Professionals, academicians and researchers from home and abroad have utilized the platform to share their knowledge through discussions, presenting papers and taking part in sessions on different interests.



Honorable State Minister of the Ministry of Public Administration Mr. Forhad Hossain, MP was present in the inauguration of the ICPAD Conference

The 7th ICPAD theme was ‘The evolving nature of governance and development and the need for realigning the civil service.’ More than a hundred local participants, 29 overseas scholars from 15 countries having diverse background have graced the occasion. Asian Association of Public Administration (AAPA) headquartered in the Philippines; Civil Service Commission of Maldives; Nepal Administrative Staff College; Asian Institute of Technology (AIT) of Thailand; University of Jayawardenapura of Sri Lanka; University of Alabama at Birmingham of the USA; University of Malay of Malaysia are few among the international organizations from where scholars came to attend the conference and presented their papers.



Chief Guest Khondokar Anwarul Islam, Hon’ble Cabinet Secretary, Gracing Closing Ceremony

In total 240 participants, including 35 international contributors, took part in the conference, where 110 papers were presented. The central theme of the conference was “[the evolving nature of governance and development and the need for realigning the civil service](#)”. The conference covered seven sub-themes centering around the central theme. Hon’ble State Minister for Public Administration Mr Farhad Hossain opened the conference as the chief guest. Cabinet Secretary Mr Khandker Anwarul Islam was the Chief Guest in the closing event. Details about the conference can be found at <http://icpad.bpatc.org.bd/>



International fellows from various renowned universities around the world contributed to the ICPAD Conference

3.4 Seminars/workshops

International Programme department has successfully arranged a workshop immediately after 7th ICPAD. A Case Study Writing workshop was organized from 9th to 13th February 2020 for the faculty members of the Centre to equip them with the advanced and effective methods of training. Prof. Datuk Dr John Antony Xavier, a Visiting Professor of the Putra Business School, Malaysia was the facilitator of the workshop.



Participants from International and National Institution presenting in the Inauguration of ICPAD on 5th February 2020

3.5 Renewal of MoU with UNICEF

On 29 October, 2019 BPATC and UNICEF renewed the MoU that was signed between the organizations in 2016. A new joint work plan was made, which focuses on the new issues of child rights. According to the agreement, related modules will be incorporated in the training programmes to enhance knowledge of the civil servants on these issues. The renewal of MoU was followed by a courtesy visit of UNICEF representative Mr. Tomoo Hozumi and his team to BPATC on 12 December 2019. The Rector of the centre Mr. Md. Rakib Hossain ndc, Secretary to the Government, along with the members of the BPATC Thematic Group on Children were present in the MoU signing Ceremony. The visiting team had a satisfactory discussion on the joint work plans of the two institutions. Later on the UNICEF team representative gave a presentation on “Current Demographic Dividend and Future Opportunities: Need/importance of investment in Children.”



UNICEF represented by Mr Tomoo Hozumi and BPATC represented by Mr Md. Rakib Hossain ndc, Rector on the occasion of renewal of a MoU in December 2019

3.6 Delegates from Harvard University

A team of delegates from Harvard University along with Governance Innovation Unit (GIU) of Prime minister's Office visited BPATC and discussion was held on capacity building of human resource in the civil service of Bangladesh.



A team of delegates from Harvard University along with Governance Innovation Unit (GIU) of Prime Minister's Office visiting BPATC



Evaluating your training session

4

CHAPTER
FOUR

**TRAINING
EVALUATION**



4.0 Training Evaluation

Evaluation of a training course is necessary to measure its effectiveness and improve its quality. The literature of training evaluation suggests four levels of evaluation - reaction level, learning level, job behaviour level and functional level. In accordance with the Training Evaluation Policy (Amended) 2013 of BPATC, 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 common mechanisms.

On the one hand, participants are evaluated based on their performance, and on the other hand, they evaluate the training system, course management, external and internal speakers along with 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 on the basis of their performance. A report on their performance is 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

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 range from 45-180 days and are linked to career development, focusing on the development of conceptual issues and practical knowledge. On the other hand, short courses ranges from 1-4 weeks 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 in the other core courses, only course-end assessment is conducted. Besides, written assessment, open-ended oral opinion is also taken into consideration in all the courses.

4.1.1 Foundation Training Course (FTC)

This is a primary training course for the entry-level civil servants. As per Government Rules, 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

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
A. Bangladesh Studies				
1	Bangladesh: History, Society, Culture and Liberation War		GA (50)	50
2	Village Study	IAP-25	GP (25), GRR (25)	75
3	Poverty Reduction and Rural Development	WE(35) + ICA(15)		50
4	Field Attachment	IR (50)	GA (35)	85
B. Management Studies				
5	Fundamentals of Foundation Training Course		GA(25), GE (25)	50
6	Organization and Human Resource Management	MCQ (45)	GR (25)	70
7	Important Service Laws in Bangladesh	OBE(40)	GR (25)	65
8	Office Management	MCQ (40) + IA (30)	-	70
9	Financial Management	MCQ (30) + IE (40)	-	70
C. Public Administration				
10	Governmental System & Essential Laws	OBE (25)	GA (25)	50
11	Public Administration and Governance	IA (25)	GA (25)	50
12	Child Rights and Gender equality	-	GE (40)	40
D. Development Studies				
13	National Economic Management	MCQ(25)	GE (25)	50
14	Achieving Sustainable Development Goals	MCQ(25)	GA(25),GP (25)	75
15	Project & Procurement Management	IR (25)	GE (40)	65
16	Basics of Social Research	IRP(25)	-	25
17	Contemporary Issues	IA (25)	-	25
F. Skill Development				
18	IELTS Preparations	IE (50)		50
19	Verbal Competency	IP (25)		25
20	Art of Reviewing Books/Journals	IR (30) + IP (20)	-	50
21	ICT and e-Governance	IE (25) + PT(25)	-	50
23	Physical Conditioning and Games	Attendance (50), WE (25), IA (25)	-	100

Table 4.2: Continued

Module No.	Name of the Module	Evaluation Method		Marks
		Individual	Group	
G. CMT				
-	Evaluation by the CMT	Overall Conduct & discipline (25)	-	25
	Evaluation by Evaluation Department	Attendance (25)	-	35
		Speaker's Evaluation (10)		
24	Comprehensive Written Examination	200	-	200
	Total =	1030	470	1500

4.1.2 Advanced Course on Administration and Development (ACAD)

The course 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 as following:

Table 4.3: Marks Distribution of ACAD

Module No.	Title of the Modules	Evaluation Methods and Marks		
		Individual Assessment	Group	Total
1.	Behavioural Governance and Spirit of Liberation of War	50	-	50
2.	Seminar Paper Preparation and Presentation			
	a. Basics of Seminar Paper	25	-	25
	b. Preparation of Seminar Paper Presentation	125	-	125
3.	Policy Analysis and Governmental Business Process	50	-	50
4.	Public Service Management	25	-	25
5.	Achieving Sustainable Development Goals	-	75	75
6.	Project Management	-	75	75
7.	Procurement Management	-	75	75
8.	Conflict Management and Negotiation	-	75	75
9.	Verbal Competency and Development Debate (Individual presentation 25+ *recap 50)	25+50	-	75
10.	ICT & e-Governance	25	-	25
11.	Exposure Visit			
	a. Internal Exposure Visit	-	50	50
	b. Foreign Exposure Visit	100	50	150
	i) Evaluation by BPATC (Individual Contribution-50 and Coverage of the Report and Presentation-50)			
	ii) Evaluation by Host Organization (50)			

Table 4.3: Continued

Module No.	Title of the Modules	Evaluation Methods and Marks		
		Individual Assessment	Group	Total
12.	Fitness of Body and Mind			
	a. Morning Exercise and Yoga b. Afternoon Games and Sports Indicators of Evaluation: i. Attendance 25 ii. Dress Code 10 iii. Other Activities 15	50	-	50
13.	Contemporary Issues	25	-	25
14.	Evaluation by Evaluation Department i) Attendance (15) ii) Speaker Evaluation (10)	25	-	25
15.	Evaluation by CMT	25	-	25
	i) Punctuality (5)		-	
	ii) Table Manners (5)		-	
	iii) Dress (5)		-	
	iv) Overall Conduct and Discipline(5)		-	
	v) Participation in co-curricular activities (5)		-	
Grand Total		600	400	1000

4.1.3 Senior Staff Course (SSC)

This course 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 SSC

Module No.	Title of the Modules	Methods and Marks		
		Individual	Group	Total
01.	Behavioural Governance	-	50	50
02.	Policy Evaluation Process	200	-	200
03.	Public Policy and Management		50	50
04.	Negotiation	-	50	50
05.	Achieving Sustainable Goals (SDGs)	-	100	100
06.	Project and Procurement Management	25	25	50
07.	ICT and e-Governance	50	-	50
08.	Important Contemporary Issues	-	50	50
09.	Verbal Competency	150		150

Table 4.4: Continued

Module No.	Title of the Modules	Methods and Marks		
		Individual	Group	Total
10.	Exposure Visit			200
	Domestic Exposure Visit	50	-	
	Foreign Exposure Visit	100	50	
11.	Evaluation by the CMT	20	-	20
12.	Evaluation by Evaluation Department	30		30
Total Marks		625	375	1000

4.1.4 Policy Planning and Management Course (PPMC)

Additional Secretaries to the government and their equivalents drawn from public enterprises and sector corporations 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 PPMC

Sl. No.	Name 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	-	50	50
05.	Negotiation	-	50	50
06.	Contemporary Issues	-	25	25
07.	Exposure Visit	-	50	50
	a. Field Visit (Domestic) b. Foreign Exposure Visit	-	50+100	150
08.	Evaluation by Course Management Team	20	-	50
	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)			
Evaluation Department	30	-		
a. Speakers Evaluation (10) b. Attendance (20)				
Total =		50	450	500

4.1.5 Special Foundation Training Course (SFTC)

On request of different organizations/ministries, BPATC arranges 2-month long SFTC for non-cadre officials. The participants of these courses are evaluated on 900 marks.

Table 4.6: Marks Distribution of SFTC

Sl. No.	Name of the Module	Methods and Marks		
		Individual	Group	Total
01.	Behavioural Governance	WE-35	-	35
02.	Bangladesh and Bangabandhu Studies		GR-25	25
03.	Constitution and Other Legal Provision to Public Service Delivery	WE-25	-	25
04.	Digital leadership and Strategic Planning	IR-25	GR-25	50
05.	Strategic Management and Leadership	-	GA-25	25
06.	Public Sector Management	WE-25	GR-25	50
07.	Administrative and Organizational Management	WE-75	-	75
08.	Achieving Sustainable Development Goals		GE-75	75
09.	Public Procurement and Management	PE-50	-	50
10.	Financial Management	IE-25	GE-25	50
11.	Project Management	-	GE-50	50
12.	Field Attachment and Report Writing		GR-25	25
13.	English Language Skill Development	CT-50	-	50
14.	Physical Conditioning and Games	IA-75 WE-25	-	100
15.	Research and Development Management	WE-40	-	75
16.	ICT Related Laws, Regulations and Other Important Issues	IA-35	GA-20	60
17.	Contemporary Important Issues	WA-40	GA-25	25
18.	Evaluation by Evaluation Department a. Attendance (20) b. Speaker Evaluation (10)	30	-	30
19.	Evaluation by the CMT (25)	25	-	25
	Total Marks	580	320	900

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 and their evaluation methods, allotted marks, module coordinators are selected and uploaded in the software. Then module coordinators submit their scores after evaluating participants' group/individual performance. Thus merit list is finalized with the approval of the authority.

Table 4.7: Overview of the Results of the Courses in the Financial Year 2019-2020

Course Name	Number of Participants		Marks	Marks
	Attended	Passed		
69th FTC	395	395	B+ B Passed only	46 226 123
70th FTC	296	The course activities are going on online		
Advanced Course on Administrative & Development (ACAD)				
126th ACAD	36	36	A- B+ B	6 25 5
127th ACAD	30	30	A- B+	15 15
128th ACAD	30	Result yet to be completed	Lessons Learnt Workshop was not held	
129th ACAD	30	The course activities are deferred due to Covid-19 pandemic		
Senior Staff Course (SSC)				
90th SSC	21	21	B+ B	12 9
91st SSC	27	27	A- B+ B B-	4 13 3 7
92nd SSC	28	Result yet to be completed	-	-
93rd SSC	32	Result yet to be completed	-	-
94th SSC	26	The course activities are deferred due to pandemic situation		
Policy Planning and Management Course (PPMC)				
19th PPMC	12	12	A- B+ Pending	9 2 1
20th PPMC	25	Result yet to be completed due to Covid-19 pandemic		

Table 4.7: Continued

Course Name	Number of Participants		Marks	Marks
	Attended	Passed		
21st PPMC	23	Course activities are postponed		
Special Foundation Training Courses (SFTCs)				
4th SFTC for LGED officials	25	25	A- B+ B	3 21 1
5th SFTC for LGED officials	25	25	A- B+ B	1 23 1
1st SFTC for DMTCL officials	35	35	A- B+ B	7 25 3
7th SFTC for DoICT officials	27	27	B+ B	
8th SFTC for DoICT officials	27	27	B+ B	
9th SFTC for DoICT officials	27	The activities of the courses have been deferred from 22/03/2020 due to Covid -19 virus.		
10th SFTC for DoICT officials	27			



Ms. Arifa Afrin, Assistant Secretary receiving Rector's Medal from the Honorable State Minister Mr. Forhad Hossain MP as the top scorer of 69th FTC.

**Table 4.8:** Merit List (Top 10% participants) of 69th Foundation Training Course

Roll	Name	Designation	Position
440	Arifa Afrin	Assistant Secretary	1st
701	Md. Rahmat Ali	Assistant Secretary	2nd
217	Arnob Malaker	Assistant Commissioner	3rd
114	Humayra Sultana	Assistant Commissioner	4th
704	Tarique Mahmud Pasha	Assistant Secretary	5th
339	Anik Saha	Assistant Commissioner	6th
119	Md. Masudur Rahman	Assistant Commissioner	7th
404	Abdullah Bin Mahabub	Assistant Secretary	8th
228	Md. Ziaur Rahman	Assistant Commissioner	9th
346	Md. Samin Sarwar	Assistant Commissioner	10th
306	Md. Mahbul Hasan	Assistant Commissioner	11th
423	Md. Rifatul Haque	Assistant Commissioner	12th
402	Snehasish Kumar Das	ASP	13th
224	Sharif Shawan	Assistant Commissioner	14th
503	Walid Mohammad	Assistant Secretary	15th
523	Fazle Wahid	Assistant Commissioner	16th
222	Md. Arfan Uddin	Assistant Commissioner	17th
410	Riyad Bin Ibrahim Bhuyan Sa-adh	Assistant Commissioner	18th
610	Sayeed Muhammad Ibrahim	Assistant Commissioner	19th
603	Sharowar Mohammad Shahriar Khan	Assistant Secretary	20th
604	Tanvir Ahmed	Assistant Secretary	21st
122	Md. Rafiqul Islam	Assistant Commissioner	22nd
344	Md. Rashidul Hasan	Assistant Post Master General	23rd
608	Md. Sazid Hossain	ASP	24th
803	Md. Mahade Alam Bintu	Assistant Secretary	25th
421	Selina Akter	Assistant Commissioner	26th
832	Wasiuzzaman Chowdhury	Assistant Commissioner	27th
340	Md. Abu Bakkar Siddique	Assistant Accountant General	28th
629	Md. Toky Foysal Talukdar	Assistant Commissioner	29th
150	Mustahsin Tasmim Rahman Anidro	Assistant Commissioner	30th
212	Md. Kayesur Rahman	Assistant Commissioner	31st
609	Sheikh Suraiya Urmee	ASP	32nd
622	Syeda Saleha Noor	Assistant Commissioner	33rd

Table 4.8: Continued

Roll	Name	Designation	Position
419	Avijit Sarkar	Assistant Commissioner	34th
308	Md. Fazle Rabbani Chowdhury	Assistant Commissioner	35th
208	Md. Mahmudul Hasan	Assistant Commissioner	36th
846	Md. Mahmudul Hasan	Assistant Commissioner	37th
309	Md. Amdadul Haque Sharif	Assistant Commissioner	38th
347	Mohammad Shalek Muhid	Assistant Commissioner	39th
641	Sumaiya Sultana Ane	Assistant Commissioner	40th

Table 4.9: Name of the Participants Who Achieved First Position in Merit List (ACAD)

Course Name	Name of Participant (ID)	Designation
126th ACAD	Khokan Kanti Saha (15679)	Manager
127th ACAD	Sm Abdullah Al Mamun (15927)	Deputy Secretary

Table 4.10: Names of the Participants Who Achieved First Position in Merit List (SSC)

Course Name	Name of Participant (ID)	Designation
90th SSC	Mohammad Shamsul Aziz	Director
91st SSC	NiazRahman (7647)	Joint Secretary

Table 4.11: Name of the Participant Who Achieved First Position in Merit List (PPMC)

Course Name	Name of Participant (ID)	Designation
19th PPMC	Mst. Asia Khatoon (5470)	Additional Secretary



Participants of PPMC receiving certificates from the Rector of the Centre



5

CHAPTER FIVE

**RESEARCH,
PUBLICATION
AND
ICT**



5.0 Research, Publication and Ict

Bangladesh Public Administration Training Centre (BPATC) is mandated to conduct research for generating knowledge and use the findings of the study in the training activities. For instance, research findings can be used to prepare cases as training materials, to share experiences from the field in the training sessions as well as to update the training curriculum of a course. The Research and Consultancy (R&C) Division of the Centre, led by a Member Directing Staff, has three departments: Research and Development (R&D), Library and Training Aid (LTA), and Computer Centre (CC). The research activities of the Centre, generally, manage by the research branch, which is under the Department of Research and Development (R&D). The research branch works under the leadership of Deputy Director (Research). This chapter describes the activities relating to research, publication, and information and communication technology (ICT) of the Centre.

5.1 Research Activities

5.1.1 Managing Research of the Centre

As per the Research Policy-2018, the Research branch coordinates all the research activities, irrespective of sources, undertaken by the Centre and its faculty members (individually, jointly with other faculties or outside experts) funded by the revenue budget of the Centre and other sources (Development budget, project money, funded from bilateral and multilateral agreement etc.). This coordination activity involves the invitation of research proposals to submission of final research reports. The Research Policy 2018 of the Centre guides its research activities. Research proposals are selected for funding following the process and procedure stated in the Research Policy.

5.1.2 Conduct Research

BPATC calls for research proposal and it usually widely circulates to universities, research and training institutions. Research areas are mostly on public administration, management, sustainable development, TNA, PTO, governance and social issues. Research Committee evaluates and recommends research projects from approval Research Proposal to Research Report for further necessary actions which include funding, adjustment etc.

5.1.3 Research Committee

According to the policy, a research committee 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 BOD. All MDSs of BPATC are the internal members by their position and two external experts, nominated by the Board of Directors, are the members of the Research Committee. The Director (R&D) is the Member Secretary of the committee.



Professor Dr. Farzana Islam, Vice-Chancellor, Jahangirnagar University conducted a meeting of the Research Committee as its Chair on 28 September 2019

5.1.4 Approval Initiative of Research Report

There were two meetings of the Research Committee of the Centre, 55th and 56th, organized under the financial year 2019-2020. In these meetings, eight final research reports were approved by the Committee which were taken under different financial years. The meeting approved nine research proposals for the Financial year 2019-2020 (Table 5.2). The followings are the detail description of those research projects.

5.1.5 Research Proposal Invitation

Nine research proposals were approved by the Rector under the fiscal year 2019-2020, which were recommended by the Research Committee. The title of these research projects are given in the table below.

Table 5.1: Approved Research Reports under FY 2019-2020

Sl. No.	Research Title and Researcher	Financial Year	Approved Budget
1.	Gender and representation of women of Bangladesh Civil Service : And empirical analysis of 'Glass Ceiling' effect Dr. Rizwan Khair, Former MDS, BPATC	2015-2016	2,97,000/-
2.	Post -training utilization of learning obtained from Foundation Training Course in the field: A study Dr. Md. Moshir Rahman Deputy Director, BPATC	2016-2017	4,00,000/-
3.	Organization effectiveness of BPATC: An evaluation Dr. Md. Zohirul Islam, Director, BPATC	2016-2017	3,00,000/-
4.	Applicability of learning by the participants of the training courses conducted by RPATCs Md. Jahidul Islam Former Director, BPATC	2016-2017	3,70,000/-
5.	Achieving Sustainable Development Goals in Bangladesh: An organizational analysis Dr. Md. Mizanur Rahman Director (Research & Development)	201 8- 2019	74,69,000/-
6.	Assessing the role of Foundation Training Course for enhancing the knowledge of the young civil servants to achieve Sustainable Development Goals (SDGs): A case study from Bangladesh Public Administration Training Centre Md. Masud Ahmed, Assistant Director, BPATC	201 8- 2019	4,20,000/-
7.	Understanding the field level innovation teams in Bangladesh Dr. Md. Morshed Alom, Deputy Director (Research)	201 8- 2019	4,76,000/-
8.	Regulatory and institutional framework for sustainable use of coastal and marine resources: A comparative analysis between Bangladesh and Australia Dr. Md. Mizanur Rahman, Director (R&D) et al. BPATC	201 8- 2019	1,46,22,608/-

Table 5.2: Approved Research Proposals under FY 2019-2020

Sl. No.	Title of Research Proposal	Researcher(s)	Approved Budget
1.	A study on motivation to transfer of training: A case of Selected Training Organizations	Dr. Md. Zohurul Islam, Director, BPATC	5,45,000/- (Revenue)
2.	Improving ICT Literacy through participatory approach: A study on human capital development project under LGSP in Bangladesh	Mr. Siddiqur Rahman, Director (Admin), BPATC	9,95,000/- (Revenue)
3.	e-Government Procurement (e-GP) system in Bangladesh for ensuring efficiency, transparency and accountability: An effectiveness assessment	Dr. Mohammed Amjed Hossain, Director, BPATC	6.40,000/- (Revenue)
4.	The role of citizen charter in accelerating public service delivery in land management: A case study of Upazila Land Offices	Mohammad Mamun, Research Officer, BPATC	5,00,000/- (Revenue)
5.	Interplay of disaster management and sustainable development: Legislative and institutional role of the government of Bangladesh	Dr. Mohammad Rezaul Karim, Deputy Director, BPATC	5,00,000/- (Revenue)
6.	Grievance redress system in Bangladesh: an Assessment	Md. Morshed Alom, Ph.D, Deputy Director, BPATC	4,42,000/- (Revenue)
7.	Project management at local government institutions: Localization of SDGs in context	Khondoker Azim Ahmed, Director, BPATC	4,00,000/- (Revenue)
8.	An assessment of the socio-economic effects of climate change in the tea producing areas of Bangladesh	Dr. Md. Mizanur Rahman, Director (R&D), BPATC	22,30,000/- (Revenue)
9.	Education thoughts of Bangabandhu: Analysis of the Quadrant-e-Khuda Education Commission Report	M. Arifur Rahman, PhD Director (Governmental System)	19,65,000/- (Revenue)

5.2 Faculty Seminar

The Research Branch organizes two types of faculty seminar- one for research proposal presentation and another one is; for draft research reports presentation. Research proposals are selected on the basis of the feedback received from the faculty of BPATC. Besides this, the research reports are amended based on the faculty's comments obtained from the faculty seminar and then sent to the evaluators for final feedback and experts' opinion. The research wing organized two faculty seminars in financial year 2019-2020. In these faculty seminars, 12 research proposals were presented before the faculty members.



Former Principal Advisor to honorable Prime minister & Chief Coordinator of the SDG Cell, Mr. Abul Kalam Azad (In the middle) participated in a faculty seminar as Chief Guest, while Respected Rector of the Centre Mr. Md. Rakib Hossainndc (In the left) and former Rector of the Centre, Dr. M Aslam Alam (In the right) were present.

5.3 Compilation of Annual Report

The research section prepares the annual report of the Centre. It collects information from various departments and their sections and prepares the draft manuscript. The publication branch takes necessary actions for publishing the Annual report in every year including press selection procure. The Annual Report of the Centre for financial year 2018-2019 was published and 200 copies of it 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 among others.

5.4 Publication Activities

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 Patrika 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. Md. Morshed Alom as the member-secretary. The committee finalized its draft which was under the process of approval. The following two tables respectively show the documents published and printing support provided during 2019-20.

Table 5.3: List of Publications Made during 2019-2020

Sl. No.	Name of Publications	Number of Copies
1.	BPATC Training Calendar (2019-2020)	500
2.	RPATC's Training Calendar (2019-2020)	1000
3.	Annual Report (2018-2019)	300
4.	Lok-Proshashon Samoeeky Issue 68th,	300
5.	Bangladesh Journal of Public Administration (BJPA) Volume 26 Number 1 2018	700
6.	Bangladesh Journal of Public Administration (BJPA) Volume 26 Number 2 2018	700
7.	Bangladesh Journal of Public Administration (BJPA) Volume 27 Number 1 2019	700
8.	Bangladesh Journal of Public Administration (BJPA) Volume 28 Number 1 2020 (Special)	700
9.	Bangladesh Lok-Proshashon Patrika 17th	300
10.	BPATC Newsletter (April-June 2018)	300
11.	BPATC Newsletter (July-September 2018)	300
12.	BPATC Newsletter (January-March 2019)	300
13.	BPATC Newsletter (April-June 2019)	300
14.	BPATC Newsletter (July-September 2019)	300
15.	BPATC Newsletter (October-December 2019)	1000
16.	BPATC Newsletter (January-March 2020)	1000

Table 5.4: Printing Support Provided to Different Activities of BPATC during 2019-2020

Sl. No.	Name of Course	Batch & Number	Activities
1.	Policy Planning and Management Course (PPMC)	19th-21st 3 Batches	Brochure (Cover Page, Rector's Profile, CMT), Name Badges, Invitation Cards, Certificates, Grade Sheet
2.	Senior Staff Course (SSC)	90th-94th 5 Batches	Brochure (Cover Page, Rector's Profile, CMT), Name Badges, Invitation Cards, Certificates, Grade Sheet
3.	Advanced Course on Administration and Development (ACAD)	125th-129th 5 Batches	Brochure (Cover Page, Rector's Profile, CMT), Name Badges, Invitation Cards, Certificates, Grade Sheet
4.	Foundation Training Course (FTC)	68th-70th 3 Batches	Brochure (Cover Page, Rector's Profile, CMT), Name Badges, Invitation Cards, Certificates, Grade Sheet, Sports Certificate, Debate Certificate
5.	Foundation Training Course (FTC)	68th & 70th	Certificate of RPATC (Chattogram), TSC (Gazipure), Postal Academy (Rajshahi), BIAM (Bogra), BCS Admin Academy (Dhaka), BARD (Cumilla), RDA (Bogura), BIAM (Dhaka)
6.	Special Foundation Training Course (SFTC)	9 Batches	Brochure (Cover Page, Rector's Profile, CMT), Name Badges, Invitation Cards, Certificates, Grade Sheet
7.	Short Course	12 Batches	Name Badges, Certificates
8.	Various Workshop & Seminar (NIS, Annual Picnic, Mujibborsho, International Mother Language Day, Independence Day)	6 Batches	Certificate, Banner

5.5 Computer Section

5.5.1 Activities of Computer Section

The Computer Section is responsible for managing the ICT & e-governance activities of the Centre. It also imparts training on ICT, e-Governance, Digital Bangladesh, and Innovation. A Systems Analyst leads the computer section with assistance from Assistant Systems Analysts and Programmers, Assistant Programmers. MDS (R&C) supervises the ICT and e-governance activities of the section.

5.5.2 Function of the Computer Section:

- Design and upgrading ICT & e-Governance Module of Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), Senior Staff Course (SSC) and other Selected Courses.
- Maintaining ICT infrastructure (Network/Internet Systems, Computer, Printer, UPS, Display System, etc.);
- Managing BPATC ERP systems, website and other online systems;
- Providing IT support to Seminar, Workshop, Online Courses, Meetings;
- Implementing e-Governance and introducing modern technology in BPATC.

5.5.3 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 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.

5.5.4 Hardware and Network System

5.5.4.1 Computer Lab Facilities

The Centre is maintaining one of the largest ICT infrastructures among the training institutes. There are 12 Computer Labs in BPATC with modern ICT facilities (Network system, Digital Display, Printer, and Scanner facilities). Out of these, two Computer Labs are located on the 3rd floor of Faculty Building-2, where 64 (Sixty four) faculty member can attend the Computer training. One Computer Lab is situated in the ITC building where 29 (Twenty Nine) trainees can have access to computer 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 setup on the 2nd floor of the library building. These labs are being used for ICT training. While 4 (Four) Computer labs are in the Dormitory-1, 2, 3, and 4 for the uses of different course participants.

5.5.4.2 Laptop and Desktop

BPATC procured 756 laptop & 561 desktops. A total of 561 desktops are being used in the 12 computer labs and different sections, while Laptops are used by the participants of different courses and faculty members. It is mentionable that according to the promise of Honorable Prime Minister, 100 laptops in 2010 from Computer Council and 200 laptops in 2011 were given as computer grants. These laptops are being used for the training of senior staff courses (SSC), ACAD and basic training courses, and other courses. The Computer Section remains open 14 hours every day to serve the trainees. Computer Section also remains open at the weekend & also during holidays depending on the participants' needs.

5.5.4.3 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 756 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.



5.5.4.4 Central Wi-Fi System Installation and Extension

All the office buildings and dormitories connected through Wi-Fi systems. Under the Digitalization of 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 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.

5.5.4.5 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.

5.6 Office Automation through ERP

The ERP Software of BPATC has been set up under the Office of Digitalization of BPATC for Office Automation. The ERP Software includes the followings 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)

5.6.1 Personnel Management Information System (PMIS)

Through this software, all employees' personal history (joining, retirement, posting, increment, promotion, punishment, leave, etc.) is managed. This is an important software that provides effective support for the human resources management of the center.

5.6.2 Computerized Training Management System (CTMS)

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.

5.6.3 Store Management System (SMS)

SMS is a real-time inventory management system. This software manages a total of 6000 items used by the center. This software plays a vital role in the decision-making process of purchasing reduces corruption stocking of items.

5.6.4 Accounts and Finance Management System (A & FMS)

This software integrates with PMIS. Through this, all employees' salaries, bonuses, increments, etc. are manage automatically through the Payroll module. Besides, following all the government rules & regulations, all income-expenditure of the center is manage through this software.

5.6.5 Transport Management System (TMS)

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 center. All the activities, including vehicle requisition, vehicle maintenance, vehicle roster, driver roster, fuel consumption, are required to be also done through this software.

5.6.6 Dormitory Management System (DMS)

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.

5.6.7 Computer Equipment Management System (CEMS)

All computer items are managed using this software. There are about 756 laptops, 561 desktop computers, 118 printers, 81 scanners, 130 online Wi-Fi router, 51 online UPSs, 200 network devices, and various tasks such as assignment, maintenance, and preparation of reports according to various department requirements.

The computer section organizes training on uses of 7 software for the faculty members & employees of the centre.

5.7 Digital Initiatives to build Digital Nation

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

5.7.1 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 trainees. Another Computer lab established in ITC with modern ICT facilities. Honorable State Minister inaugurated the lab.

5.7.2 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 installed with Internet facilities. This lab is being used to improve the competency level of ICT Skills and English Language.

5.7.3 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 concern to ensure the 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.



5.7.4 Model Laptop for Participants and Faculty

The Participants of FTC, SFTC, ACAD, SSC, and other courses are using BPATC laptop 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 are updating their IT skills and playing a vital role in implementing Digital Bangladesh activities.

The Computer Centre is managing all the laptops and providing 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, and 50 laptops in 2018 were purchased to increase the number of trainees in the basic training course. At present, the Centre is maintaining 756 laptops for Faculty and Participants.

5.7.5 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 has 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.

5.7.6 Live Monitoring System Installation with CC Camera

CC cameras have been installed at the center gates. To strengthen the security of the center, 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.

5.7.7 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 center officials/employees in biometric mode. For the trainees, more than ten biometric attendance machines were setup on 26/02/2013. The Computer Section is providing the necessary technical support to run the biometric device smoothly.

5.7.8 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.

5.7.9 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.

5.7.10 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 by using social networking software.

5.7.11 Library Automation

Center has been brought under the Automation Library. Institutional Repository has been created using the KOHA using e-catalog and D-Space. Meanwhile, several e-resources (JSTOR, WILEY) have been collected. Library Automation has been established with the installation of new servers and the installation of computer labs and e-library updates, designs, developments, and library books. A separate web portal has been created and used for the BPATC library.

5.7.12 Website Modernization and Social Media Linkage

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

5.7.13 Enabling e-Tendering System

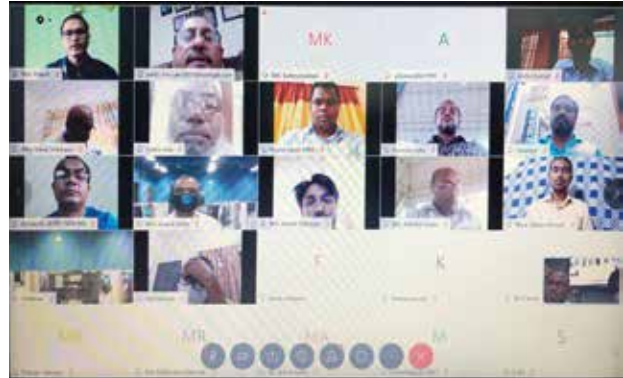
The training of officers concerned by CPTU is given to implement the e-GP system for bringing the precision to the purchasing activities of the center.

5.7.14 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 center 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. In June 2020, 120 branches of the Center, a total number of 176 users are used e-nothi system.

5.7.15 Seminar, Workshop, and Meeting Through Online

Due to the Covid-19 situation, BPATC introduced the online seminar, workshop, and meeting systems. For this purpose, advanced video conferencing systems like Zoom and WebEx with advanced video conference technology; it has become easier than ever for companies to hold high-quality virtual meetings and presentations. The advantage is that location no longer matters because, with today's powerful, efficient, and reliable tools, you can meet instantly anywhere. The Centre issued a work order for purchasing three user license of Webex.



Honorable Rector of BPATC conducting a session through Webexvideo conferencing with connected participants.

Faculty Members, Experts (Local/Foreign), Guests from different Ministry/Division, Development Partners, Policy Makers are connection through online. It is ensuring the social distance guided by the Ministry of Health and reducing the cost of the Seminar, Workshop, and Meetings.



Rector, BPATC inaugurating a training course in RPATC, Khulna Through live video conference



6

**CHAPTER
SIX**

**LIBRARY
AND
TRAINING AID**



6.0 Library and Training Aid

Library and Training Aids (LTA) is an important department of the Centre. It is under the Research and Consultancy Division. Documentation and Audio Visual and Reproduction (AVR) are two branches of this department.

6.1 Documentation

The library plays a vital role to achieve the goals of training conducted in the Centre. Collection building of relevant Books, Journals, Magazines and other reading materials, processing and providing service to readers is the main tasks of the Documentation Branch. Besides the purchase system, the library receives a good number of Books, Journals, Workshop Proceedings, Conventional and Non-Conventional research reports, Annual reports, Newsletters and Magazines through exchange programmes with various local and foreign organizations.

6.1.1 Library Automation

Using the Library software, user management, membership, cataloguing, classification, check-out and check-in of library materials, report generation etc. are performed smoothly. 82,000+ books and other resources have been catalogued following international standards. Library users can apply online for library membership and log in to their account for various services such as online resource searching, renewal of library materials, holding library items, purchase suggestions, creating lists of favourite books, export citations, checking dues and so on.

6.1.2 RFID Technology

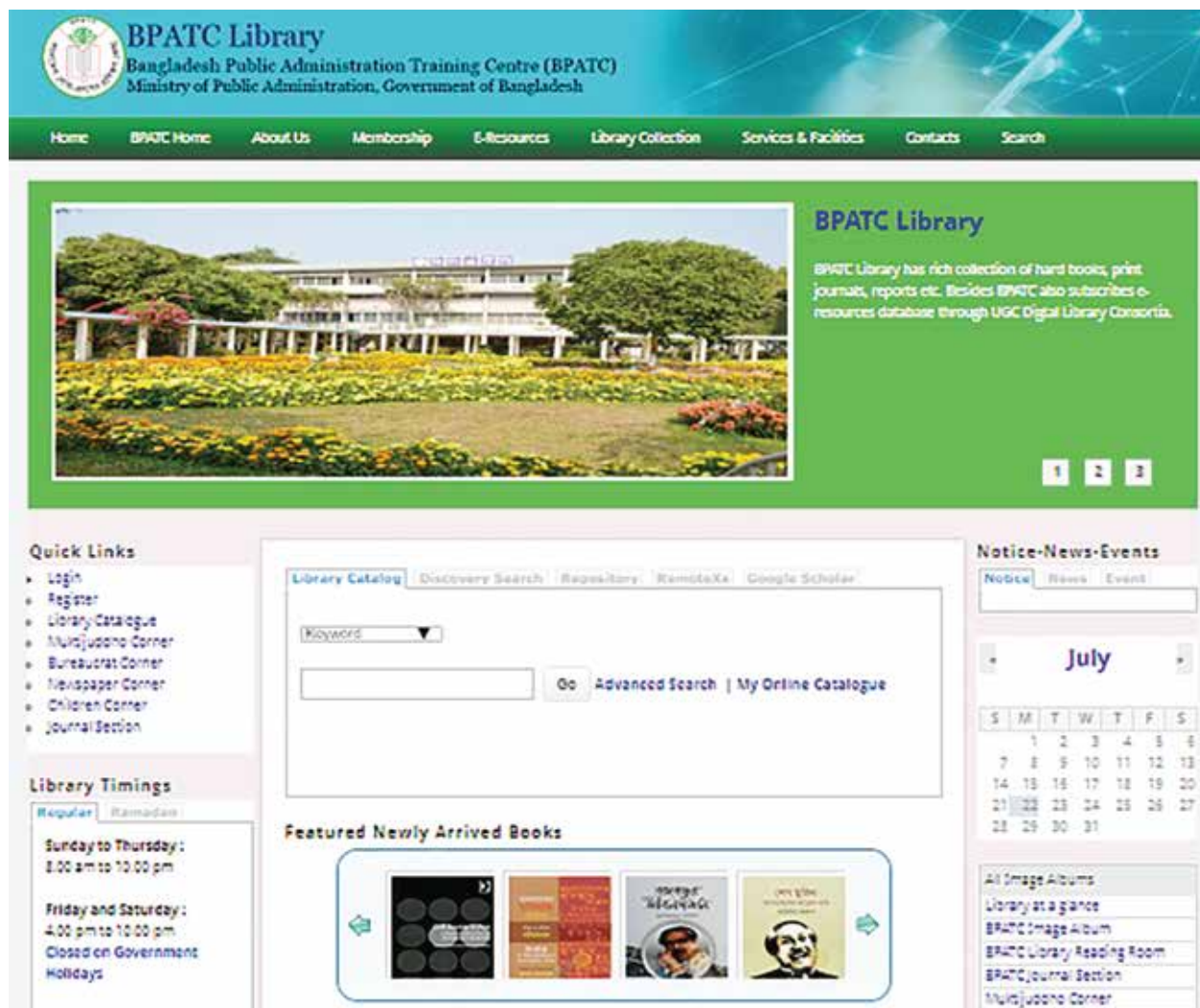
A Full-fledged RFID (Radio Frequency Identification) system was implemented in the BPATC Library in 2018. RFID tags were inserted in more than 80,000 books. A RFID gate and two self-check-in and check-out devices were installed at the circulation section of the library to ensure the security of library resources as well as easy borrowing and return service by users.



Self-check-in and check-out devices installed an BPATC library

6.1.3 Library Website

A separate website was developed in 2018 for BPATC Library to showcase the library resources and services and to make the service delivery system smooth and easy to the users. New arrivals of BPATC Library, detailed information about subscribed and registered E-resource databases, library news, notices and other necessary information have been organized in this website (<http://library.bpatc.org.bd>).



BPATC Library Website

6.1.4 BPATC Institutional Repository

More than 90 scanned books, reports, newsletters etc. have been scanned and uploaded in this e-Repository till now. In 2019-2020, more than 2000 pages of books and government publications were scanned and uploaded in this e-Repository. These books and other publications are accessible from any part of the world. BPATC Institutional Repository is enlisted in the Directory of Open Access Repositories. Open DOAR is a UK based academic directory of repositories where repositories of prestigious organizations worldwide are enlisted for greater visibility.

6.1.5 E-Resources

BPATC Library subscribes 30+ e-resource databases including Wiley, Jstor, Emerald, Springer, Cambridge University Press, Ebsco-host etc. through two consortia (UGC Digital Library and Library Consortium of Bangladesh) with reasonable price. Besides, BPATC Library joined Research4life platform, a United Nations initiative to enjoy free access to thousands of high priced journals and e-books in 2019. This year BPATC faculty members and participants can access HINARI, AGORA, OARE and ARDI databases through IP based authentication without username and password.

6.1.6 Liberation War Corner

The collection of Liberation War Corner was increased to more than 3200 books and documents on the history of Bangladesh as well as liberation war. 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 teach passion and love in their hearts for making the country a ‘Sonar Bangla’ dreamt by the father of the Nation Bangabandhu Sheikh Mujibur Rahman.



Liberation War Corner

6.1.7 Extension of Child Resource Centre

A child resource corner was established at the Library (1st Floor) in 2018-2019 under the collaboration program between BPATC and UNICEF for providing easy access to child-related knowledge to civil servants. In 2020 this Center was extended in terms of new books (147 Titles and 350 copies), Educational Child Toys, decoration with colourful carpets, show pics and bookshelves. 200+ existing scattered books in different sections have also been organized here.



Child Resource Centre of BPATC

6.1.8 Newspaper and Journal Service

A total of 16 dailies per day were kept in the library in the last financial year. The library also subscribes to international magazines such as The Economist, Times, Reader's Digest and National Geographic etc. Some renowned Journals are also available in the Journal Section.

6.1.9 Other Services

One of the important collections for the trainees, faculty members and researchers of the library is Paper Clippings which are very helpful for preparing various assignments, research works and seminar papers of the trainees and faculty members. Omnibuses, seminar papers and souvenirs of different courses are also preserved as ready references for the readers. The library is also a corporate member of the Bangladesh Society for Training and Development (BSTD).

Table 6.1: Resources and Service at a glance

Sl. No.	Statement of Items	APA Target	Number Completed/Achieved
1.	Procured books	500 titles	785 titles, 1244 copies
2.	Complimentary copies of various publications received		40 copies
3.	Annual reports received from various organizations		19 titles
4.	Journals received (through exchange programme by virtue of Membership of international organizations and complimentary copies)		41 titles
5.	Number of daily newspapers		41 copies of 16 titles per day
6.	Processing of books completed (New process 820+ Re-process 3050)		3870 copies
7.	Magazines kept (weekly, fortnightly, monthly etc.)		49 titles
8.	Paper clippings kept on		120 topics
9.	Number of books issued by users		2452 copies
10.	Number of Pages scanned/digitized	2000 pages	2000 pages
11.	Number of books (bindings)	1000 copies	1000 copies

6.2 Audio-Visual and Reproduction

The Audio-Visual and Reproduction (AVR) Branch of the library is equipped with the latest international AVR equipment to provide technical support in the academic sessions, seminars, workshops etc. of the Centre. Besides, the AVR branch assists in conducting online training sessions, video conferences by providing multimedia, large screens and other modern equipment. Service delivered by the AVR branch in the financial year 2019-2020 is listed in the four tables:

Table 6.2: Training Aids and Reproduction

SL. No.	Description of the Works	Pages/ Books
1.	Copy by 5 Photo Copiers	3,20,700 Pages
2.	Copy by 6 Duplicators	5,30,300 Pages
3.	Spiral Binding	110 Books

Table 6.3: Audio-Visual support to conduct sessions in Classrooms

SL. No.	Items used in classrooms	Service Hours
1.	21 nos. P.A Systems in 19 Class rooms (Auditorium, Cafeteria, Short course, Workshop/ Seminar and other places)	34,000
2.	10 nos. Wireless Amplifiers in different class rooms, short courses, meetings, seminar, sports and games etc.	4,000
3.	3 nos. Conference Sets in ITC conference room, Conference Room at faculty building 2, Workshop, Seminar, BOG meeting & Short courses etc.	4,500
4.	20 Multimedia Projectors in different class rooms, conference rooms, mini auditorium and other functions.	12,000
5.	19 nos. All in All Flat panel in different class room	23,000

Table 6.4: Photography and Miscellaneous Functions

SL. No.	Description	Numbers
1.	Photography in different Event	950
2.	Number of Photo Snaps	16,000
3.	Laminating (Certificate/ Photo)	1,000

Table 6.5: Equipment Purchase

SL. No.	Description	Quantity	Price
1.	Mixer amplifier-2 set Speaker-24 nos. 16 Channel Mixer control-1 no Crossover-1 no & others accessories.	1 lot	Tk. 6,34,900/-
2.	NUD pc and other accessories.	1 lot	Tk. 3,14,600/-



7

**CHAPTER
SEVEN**



**PHYSICAL
CONDITIONING
&
GAMES**

7.0 Physical Conditioning & Games

Physical Conditioning & Games are an essential and integral part of different training courses conducted in BPATC. Positive and active participation in the physical exercise sessions early in the morning and games in the afternoon is compulsory for all Core and Special Course participants, i.e. FTC, SFTC, ACAD, SSC & PPMC. The main objectives are to build up a harmonious 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. At the bottom-line, they become capable of delivering better services to the nation. Besides, other objectives of the physical exercise and games are to enhance physical potential, ethics, morality and improve mental strengths of the officers through a well-planned program. It is designed with the latest scientific concepts to relieve from mental stress and fatigue created by the highly intensive training, family matters and all other socioeconomic stresses and also to develop a positive attitude to live a sound, healthy and active long life and also practice positive lifestyle habit to reduce the probability of disease and delay the degeneration. The details of different conditioning programs rendered to various courses of the Centre in the financial year 2019-2020 are outlined in this section.



Faculty Football Team during a friendly match between Officers Club vs Staffs Club on the occasion of Annual Sports Day of the Centre

7.1 Physical Conditioning and Games for the Participants of FTC

7.1.1 Participation in physical conditioning early in the morning and games in the evening is mandatory. The physical conditioning program includes stretching, walking, jogging, running, freehand exercise, floor exercise, swimming, calisthenics, therapeutic exercises, rehabilitation exercise to take care of the musculoskeletal problem, and also a brief introduction to selected types of yoga (Meditation and Breathing exercises). 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. Furthermore, participants of both (male & female) have the opportunity to 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 the necessary skills of different games and practice that skill in selected games. In the third phase, sports competitions are arranged, and prizes are given among the winners.

7.1.2 In the 2019-2020 training year, Two FTCs were held. In the FTC 69th and 70th all together (395+296), 691 participants took part in different physical activities. The male participants were divided into eight groups, and female participants were divided into four groups depending on the number of male and female participants for conditioning in the morning. Another combined group was formed with all injured participants, in the phase of recovery to provide them therapeutic exercises with the aim of early recovery; so that they can return faster in the leading group to enjoy and share their activities with the own group. The evening sessions were conducted by dividing all the participants into two parts. For practising games, the participants were again divided into several groups, each comprising of 18-25 participants. Furthermore, one group in each session consisting of 15-20 participants took part in the swimming learning session. Separate swimming sessions were arranged for female participants.



Participants of the 70th FTC attending in the morning PT session

7.2 Sports Competitions

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



Faculty Members and 69th FTC participants in a friendly volleyball match

7.3 Physical Conditioning & Games for the ACAD Participants

In the training year of 2019-2020, Four Advanced Courses on Administration and Development (ACAD) 126th, 127th, 128th, 129th (129th ACAD course has been deferred from 22/03/2020 due to Covid-19) were held. All together 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 activities to prevent degenerative diseases and exercise also done to take care of the musculoskeletal problem. 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, friendly volleyball matches were organized between faculty members and participants.

7.4 Physical Conditioning & Games for the SSC Participants

BPATC conducted Five Senior Staff Course (SSC) in 2019-2020. A total of 134 participants of the 90th, 91st, 92nd, 93rd, 94th (94th SSC course has been deferred from 22/03/2020 due to Covid-19) SSCs took part in physical conditioning and games. The participants took part in the stretching, morning walk, yoga, meditation and different types of physical and therapeutic exercises with the sole aim to prevent degenerative processes and delay aging. They usually participated in Volleyball, Tennis, Badminton, Table Tennis and they also practiced Swimming as per their personal choice and interest. At the end of each course, a friendly volleyball match was organized in between participants and the faculty members and prizes were distributed among the participants.



7.5 Policy, Planning and Management Course (PPMC)

In the year 2019-2020 three PPMC conducted by the BPATC, i.e. 19th, 20th, 21st PPMC and total 60 participant attended in the course. Physical conditioning & games were mandatory for PPMC, they also participated in the afternoon games session. There were friendly volleyball match between faculty members & participant's team at the end of the course; prizes were distributed among the faculty member's & participants.

7.6 Special Courses

BPATC organizes SFTCs for the officers of various departments upon request of the concerned departments. In the year 2019-2020 there are Eight (8) (on payment) on demand special course completed in the 2019-2020 training year. They are (i) 4th Special Foundation Training Course for LGED Officials (25/08/2019-23/10/2019), (ii) Special Foundation Training Course for Department of Environment Officials in RPATC, Dhaka (20/08/2019-14/10/2019), (iii) 5th Special Foundation Training Course for LGED Officials (03/11/2019-01/01/2020), (iv) Special Foundation Training course for Dhaka Mass Transit Company Limited (11/11/2019-08/01/2020), (v) 7th Special Foundation Training Course for the Officials of DoICT (05/01/2020-04/03/2020), (vi) 8th Special Foundation Training Course for the Officials of DoICT (05/01/2020-04/03/2020). (vii) 9th Special Foundation Training Course for the Officials of DoICT (08/03/2020-06/05/2020), (viii) 10th Special Foundation Training Course for the Officials of DoICT (08/03/2020-06/05/2020). The course of 9th & 10th SFTC of DOICT officials has been deferred from 22/03/2020 due to Covid-19. SFTC usually follows the schedule of FTC.



Faculty of BPATC and Participants of different courses using the renovated 'Jogging Track' to keep their health better.



8

**CHAPTER
EIGHT**

**FINANCE
AND
ACCOUNTS**





8.0 Finance and Accounts

8.1 Finance and Accounts

Finance Section maintains all kinds of financial transactions along with receipts and expenditures of the Centre. This section keeps every sort of financial records as well. Deputy Director (Finance) works like the drawing and disbursing officer in favour of Rector who coordinates and supervises all financial activities. The Centre maintains its accounts according to the Govt. rules, regulations, circulars and BPATC Act. Payments of pay and allowances of all Officers and Staff are made by a consolidated statement prepared based on respective pay bill and sent to Sonali Bank, BPATC Branch.

8.2 iBAS++

Nowadays, every bill is to be delivered within 24 hours. The finance team has to maintain all its records digitally. The multi-layered application software ERP (Enterprise Resource Planning) of the Centre has been integrated with iBAS++ for easing the service to the stakeholders. The records are being maintained in a manual system as well for the security reason. All the employees get their salary by EFT (Electronic fund transfer), the latest paperless salary disbursement system introduced in the country. All the employees have access to payroll and other financial statements from their ERP and iBAS++ accounts.

8.3 Activities of Finance and Accounts Section

As BPATC is an autonomous organization, Rector of the Centre is responsible for the management and operation of the funds. The financial power has been decentralized and delegated among different officers for maintaining pace in the financial management of the Centre (including four RPATCs).

As per provision of Section 15 (2) of the BPATC Act 2018, the accounts of the Centre are being audited by the Comptroller & Auditor General of Bangladesh. Up to the financial year 2018-2019, expenditures and financial transactions of the Centre were audited by the audit Team of C &AG Office.

Group Insurance and Benevolent contribution for all officers and staffs are deducted from the monthly salary bills as per Government orders/rules. Besides these, the Pension Scheme has been introduced for all officers and staff of BPATC since 16 April 2005.

The total budget allocation for the financial year 2019-20 was taka 104,00,00,000 (One Hundred four crore only) and Revised Budget 102,36,69, 000/- (Taka one hundred and two crore thirty-six lac sixty-nine only) under Code no 3631101, 3631102, 3631103, 3631104, 3631107, 3631108, 3631199, 3632103, 3632105 & 3632106 Tk. 102,36,69,000 only. This included Tk. 22,00,00,000 (twenty-two crore only) for the four RPATC's also. An amount of Tk. 65,44,50,480 (Sixty five crore forty four lac fifty thousand four hundred eighty only) was spent as on 30 June 2020 and (102,36,69,000-65,44,50,480) = 36,92,18,520 (Taka thirty-six crore ninety-two lac eighteen thousand five hundred and twenty only) remained unspent. A detailed account of the income and expenditure that took place during the financial year that started on 1 July 2019 and ended on 30 June 2020 is available.

8.4 Receipts and Expenditures

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

- (a) Grants made by the Government
- (b) Sale proceeds and royalties accrued from the property owned by the Centre and
- (c) Receipts from other sources

The total budget allocation for the financial year 2019-20 was taka 104,00,00,000 (One Hundred four crores only) and Revised Budget 102,36,69, 000/- (Taka one hundred and two crore thirty-six lac sixty-nine only). This includes Taka 22, 00, 00,000 (Taka twenty-two crore only) for the four RPATC's also.



Natural Beauty of BPATC

Table 8.1: Statement of Income & Expenditure of the Financial Year 2019-2020

Code no	Income		Code no	Expenditure		Remarks
	Name of Source (Govt. Grants)	Financial year 2019-2020		Name of Head & Sub-head (Govt. Grants)	Expenditure of 2019-2020	
1	2	3	4	5	6	7
3631101	Pay of Officers	122500000	3111101	Pay of Officers	52793907	
3631102	Pay of establishment.	993690000	3111201	Pay of Establishment.	68997057	
3631103	Supply & servicing capital	702300000		(A) Total of pay	121790964	
3631104	Pension & retirement benefit	280000000	3631103	(B) Allowances		
3631107	Special grant	3500000	3111301	Charge allowance	330756	
3631108	Research grant	10000000	3111302	Conveyance Allowance.	951595	
3631199	Others grant	700000	3111306	Education Allowance	1992028	
3632103	Vehicle purchase grant	18000000	3111310	House Rent Allowance.	47329608	
3632105	Information & communication Technonology grant	31800000	3111311	Medical Allowance	6608373	
3632106	Others Capital grant	7500000	3111312	Mobile Allowance	270605	
			3111314	Tiffin Allowance.	654153	
			3111316	Washing Allowance	179109	
			3111325	Festival Allowance	17667999	
			3111327	Overtime	2689394	
			3111328	Recreation Allowance	2760230	
			3111329	Training Allowance	1680660	
			3111331	Entertainment Allowance	55545	
			3111332	Honorarium Allowances	447330	

Table 8.1: Continued

Code no	Income		Code no	Expenditure		Remarks
	Name of Source (Govt. Grants)	Financial year 2019-2020		Name of Head & Sub-head (Govt. Grants)	Expenditure of 2019-2020	
			3111333	Home Support Allowance	384000	
			3111335	Bangla Nabrarsha Allowance	1860291	
					85861676	
				(C) Total of Pay & Allowances (A+B)	207652640	
				(D) Administrative Cost		
			3211102	Washing & Cleaning	1563288	
			3211104	Contingent Staff/Institution	151001032	
			3211106	Entertainment Expenditure	1296729	
			3211109	Labor wages	14917917	
			3211110	Legal Expenses	427000	
			3211111	Seminar & Conference	4348425	
			3211112	International Subscription	234849	
			3211113	Electricity	18000774	
			3211117	Internet/Fax/Telex	1295760	
			3211119	Postal	4448	
			3211120	Telephone Expensive	904588	
			3211125	Advertisement Exp.	816965	
			3211127	Books & Journals	1826162	
			3211128	Publication	1016603	
			3231301	Training	91958221	
			3243101	Petrol, Oil & Lubricant	17909378	
			3243102	Gas	4334740	
			3244101	Traveling Expensive	3089134	

Table 8.1: Continued

Code no	Income		Code no	Expenditure		Remarks
	Name of Source (Govt. Grants)	Financial year 2019-2020		Name of Head & Sub-head (Govt. Grants)	Expenditure of 2019-2020	
			3252101	Bading	39056	
			3252109	Medicine and antidote	798413	
			3253103	Security service collection	5229310	
			3255101	Computer materials (Print & Stationary)	1262522	
			3255102	Printing and binding (Print & Stationary)	442154	
			3255105	Others Stationary	16716487	
			3256106	Uniform	18136	
			3256107	Sports materials	1951949	
			3257206	Honorarium Expenses	904800	
			3257301	Festival/festivities	2031693	
			3258101	Vehicles (Maintenance)	8252613	
			3258102	Furniture "	571649	
			3258103	Computer "	0	
			3258104	Office Equipments	2357006	
			3258105	Others Machine & equipments	7977734	
			3258106	Residential building	1874038	
			3258107	Non-Residential building	22519178	
			3258108	Other buildings and structures	4348473	
			3258126	Telecommunication equipment	312445	
			3258140	Maintenance of officers motor car	6612878	
			3631104	(D)Total Supply & Service	399166547	
				Pension & retirement benefit		
			3731103	Grand for Pension Fund	24660028	

Table 8.1: Continued

Code no	Income		Code no	Expenditure		Remarks
	Name of Source (Govt. Grants)	Financial year 2019-2020		Name of Head & Sub-head (Govt. Grants)	Expenditure of 2019-2020	
				(E) Total of Pension & retirement benefit	24660028	
			3631107	Special grant		
			3721102	Social Welfare grant	3450000	
			3631108	(F) Total of Special grant	3450000	
			3257103	Research grant		
				Research expenditure	4823798	
				(G) Total of Research grant	4823798	
			3631199	Others grant		
			3821102	Land development tax	371200	
				(H) Total of others grant	371200	
			3632103	Vehicle purchase grant		
			4112101	Vehicles purchase	4399500	
				(I) Total of Vehicle purchase grant	4399500	
			3632105	Information & communication Technology grant		
			4112202	Computer & Others	2687370	
			4113301	Computer Software	6393529	
				(J) Total of Information & communication Technology grant	9080899	
			3632106	Others Capital grant		
			4112314	Furniture purchase	64198	
			4113102	Tree, Crop, Plant Resources	781670	
				(K) Total of Others Capital grant	845868	
	Total Grant	1023669000		Total Exp. (1+2+3)	654450480	
				Closing Balance	369218520	
	Grant Total	1023669000		Grand Total	1023669000	



9

**CHAPTER
NINE**

**DEVELOPMENT
PROJECTS**



9.0 Development Projects

To fulfil the mandated works, Bangladesh Public Administration Training Centre is carrying out different projects for developing its capacity in providing training to the government civil service officials of the country. These include initiatives to enhance both hardware/ infrastructural and software/ human resource development. Specifically, for imparting quality and international standard training to the members of the Bangladesh Civil Service through its four core courses, it is important to instruct contemporary pedagogy and to enhance the capability of the educator. Likewise, to improve the training capacity of the centre through provisioning ‘State of the art’ infrastructural and, the competency and efficiency of BCS Cadre Service Officials through providing training in this centre also significant. The prime job of project wing of BPATC is to take and implement development projects including renovation and modification works of existing ones as and when assigned by the authority. This section gives an account of such project activities.

9.1 Development Activities of the Centre

BPATC is carrying out different projects for developing its capacity in providing training to the government officials of the country. With a view to improving training capacity of the centre, manifesting infrastructural beauty, strengthening competence, efficiency and effectiveness of BCS cadre officers; BPATC has taken initiative to execute a mega project amounting taka 8.59 billion.



Rector Md. Rakib Hossain ndc and Major General Ibne Fazal Shayekhuzzaman, EnC of Bangladesh Army are evaluating the tentative drawing of the Bangabandhu Sheikh Mujib Academic and Administrative Building



ITC building; after the completion of vertical extension

Under this project, BPATC will build a 20 storied academic and administrative building named after the Father of the Nation Bangabandhu Sheikh Mujibur Rahman which is proposed to be built by the Bangladesh Army. The project office has already started constructing a 15-storied dormitory building, renovating the jogging track, and repairing the boundary wall. 5 storied cafeteria, a 4 storied clinic, 2 storied power sub-station, 4 storied multipurpose building, an amphitheater, a water treatment and waste management plant, and lake beautification are other elements to be implemented under this mega project.

In the financial year 2016-2017 to 2018-2019, BPATC completed the ‘Vertical Extension of International Training Complex of BPATC’ project to ensure training and accommodation for the In-country and international participants. This project ensures modern facilities in accommodation and in providing logistic supports with a modern computer lab, latest IT facilities and equipped modern classrooms with latest facilities, standard catering services and an open space for health break.

9.2 Ongoing Project of BPATC

Among different wings of BPATC, Project Wing is one of the most important wings to accomplish vital and illustrious works. This wing is responsible for formulating Development Project Proposal (DPP) and Technical Project Proposal (TPP), taking approvals of projects as well as programs and subsequently for implementing, monitoring and evaluating the projects of BPATC. During the fiscal year 2019-2020, Project Wing has been working on different activities of mainly two projects. The projects which were ongoing during the last financial year are as follows:

1. Capacity Enhancement of the Core Courses of BPATC Project: Estimated cost of the project (In Lac Taka): 5000.00
2. Enhancement of Training Capacity of BPATC Project: Estimated cost of the project (In Lac Taka): 85900.00 (RDPP under revision)

9.3 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’ for the period of 01 July 2016 to 30 June 2020 with a total GoB cost of Taka 5000.00 lakh which generated from Debt Relief Grant Assistance- Counterpart Fund (DRGA-CF) of Japan. During the last financial year, 2019-2020 Taka 3000.00 lakh was allocated for the project, and actual financial expenditure was Taka 1759.00 lac (58.63%). The physical progress achieved 35.30 %. Cumulative financial and physical progress are 3751.08 (75.02%) & 73.99% respectively in the entire project. This project has been extended for one year on a no-cost-extension earlier and applied for the next one-year extension due to unattended status of some of its components on account of global Pandemic- Covid-19 as usual. The project is being implemented with a view to achieving the following objectives:

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

Table 9.1: Activities and Achievements during FY 2019-2020

Sl. No.	Activities/Components			No. of Participant	Comment
	Type	Target	Achievement		
1.	Local Training	09	09	249	BPATC faculty members, employees and link organizations attended the course
2.	International Conference: “7th International Conference on Public Administration and Development” (ICPAD)	1	1	All faculties of BPATC and 35 foreign and more than 70 national participants attended	Conference held
3.	Masters (Foreign)	11	11	11	Held in UK
4.	Certificate Course (Foreign)	11	11	11	Held in USA
5.	Research: “Regulatory and Institutional Framework for Sustainable use of Coastal and Marine Resources: A Comparative Analysis between Bangladesh and Australia”	1	1	1	Research work completed Report yet to submit
6.	Local Seminar	11	8	746	Among employees of the centre under 60 hours training
7.	Core Network and Server Farm Infrastructure	1	1	---	Ongoing and will be completed within August 2020.

9.4 Enhancement of Training Capacity of BPATC Project

To enhance the capacity of BPATC to provide quality training to Bangladesh Civil Service officials the project titled ‘Enhancement of Training Capacity of BPATC’ has been implementing with GoB fund of Taka 85900.00 lakh which is the total estimated cost for the period of 01 July 2017 to 30 June 2020. During the last financial year, 2019-20 Taka 2500.00 lakh was allocated and released for the project. Actual financial expenditure was Taka 2500.00 lakh (100.00%), achieved physical progress 2.27% and 5.88% tangible progress in a Total Project.

The specific objectives of this project are:

- (i) To improve training capacity of BPATC through provisioning state of the art infrastructure and training facilities to conduct training for BCS Cadre Officials; and
- (ii) To enhance the competency and efficiency of BCS Cadre Service Officials through providing training by BPATC.

**Table 9.2:** Main Components of the Project and their Achievements 2019-2020

Sl. No.	Activities/Component	Progress
1	Bangabandhu Sheikh Mujib Academic and Administrative Building	Architectural Design has been completed by Bangladesh Army (Engineering Core). Final Approval is under processing by MoPA.
2	Construction of 15-storied Dormitory Building	Building Piling work has been completed. MAT Casting with other related civil works is ongoing.
3	Construction of Cafeteria Building	Invitation of Tender will be done after approval of RDPP.
4	Construction of Medical Center Building	Foundation Soil excavation works is ongoing.
5	Construction of 2.20 km Jogging Track	Work has been Completed.
6	Construction of Boundary wall	Civil Work has been Completed. Facing Brick & Barbed Ware works are ongoing.
7	Electrical Lighting of Jogging Track	Work has been Completed.
8	Beautification of BPATC Lake	Design has been completed by DOA.
9	Construction of Portrait/ Mural of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman	Design process is ongoing by Bangladesh Army (Engineering Core).
10	Construction of Sub-Station Building	Design process is ongoing by PWD & DOA.
11	Construction & Establishment of Sewerage, Drainage, Sewerage Treatment Plant & Waste Management System.	Design process is ongoing by PWD & DOA.
12	Library Automation	Library Automation Work has been Completed.
13	Auditorium Light & sound System	Work has been Completed.

9.5 Upcoming Projects

As future initiatives, BPATC always thinks well ahead to continue the pace of constant development. Project Wing has already started working on to prepare DPP and another process of the following projects to meet the demands of BPATC to make competent civil servants achieve the Vision 2021, Sustainable Development Goals 2030 of UN and the Vision 2041 to be a developed country. Groundwork has been expedited during the last fiscal year 2019-20 for these projects:

1. Construction of Regional Public Administration Training Centres (RPATCs) at Sylhet, Barishal, Rangpur and Mymensingh Divisions
2. Construction of BPATC 2nd Campus at Cox's Bazar
3. Core Course Curriculum and Faculty Development of BPATC
4. Enhancement of Training Capacity of RPATC Dhaka
5. Improvement of Training Support Facilities for BPATC

Among the above projects, construction of boundary walls of RPATC, Barishal has been completed. Land acquisition is at the final stage of the other three RPATCs. Site selection and concept paper on the feasibility study of Construction of BPATC 2nd campus at Cox's Bazar project has been submitted for final approval. Final DPP of Core Course Curriculum and Faculty Development of BPATC Project of 49.95 lac BDT has been submitted to MoPA. It is noticed that project is mainly for the higher study of faculty members.

10

CHAPTER
TEN

OTHER ACTIVITES



10.0 Other Activities

BPATC becomes the second home to its employees due to its natural beauty, beautiful views and secure environment to live with a serene atmosphere. Therefore, most of the officers and employees of BPATC reside inside its campus along with their families. Moreover, all of the participants of the different training programmes of the Centre live in the campus during their training programmes. Despite various limitations, the Centre has initiated different welfare activities for its participants, officers and employees. There are some small organizations within the campus of the Centre that run various welfare activities. These organizations include the BPATC School and College, clinic, mosque, officers' club, employees' club, ladies' club etc. Brief accounts of the welfare activities of these organizations undertaken during the last financial year are given in this chapter.

Although the financial year 2019-2020 was very significant in terms of 'Development Expenditure' due to Covid-19 pandemic, BPATC has taken quite a good number of initiatives to develop infrastructure, observe Mujib Birth Centenary, maintain and develop transports as well as commuting facilities etc.

10.1 The BPATC School & College

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

10.1.1 Teaching Staff

There was an increase in the number of teaching staff in the financial year 2019-2020 compared to that of the previous year. Altogether 53 teachers worked in the school and the college sections, which was 47 in the last year. The school section had 26 teachers, while the college section had 27 teachers. The following table shows the distribution of the teaching staff of the school and the college sections.

Table 10.1: Teaching Staff of BPATC School & College in 2019-2020

Teachers	School			College			Grand Total
	MPO	Non-MPO	Total	MPO	Non-MPO	Total	
Male	9	7	16	9	6	15	33
Female	3	7	10	9	3	12	22
Total	12	14	26	18	9	27	53

10.1.2 Students

The following table shows the distribution of the students of the school and the college sections.

Table 10.2: Number of Students in the School Section

Academic Session	Group	Students		
		Boys	Girls	Total
School Section				
2019-2020	Not Applicable	491	459	950
2020-2021	Not Applicable	476	452	928
College Section				
2019-2020	Science	102	168	270
	Humanities	45	45	90
	Business Studies	101	92	193
	Total	248	350	598
2020-2021	Science			
	Humanities			
	Business Studies			
	Total			

N.B: according to government order, admission for the 2020-2021 session is stopped.



BPATC School & College observed book festival at the school premise

10.1.3 Academic Performance by Students

10.1.3.1 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 exam, where 56.60 per cent of them got GPA 5 points. This rate was comparatively a bit lower than that of the previous academic year. Table 10.3 shows the comparative performance of students in the PEC examination in two academic years.

Table 10.3: Comparison of Performance of Students in the PEC Exam

(Data within parentheses will 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
2018	114	114	90 (78.94)	23 (20.17)	1 (0.87)	0	0	0	0
2019	53	53	30 (56.60)	18 (33.96)	4 (7.54)	1 (1.88)			

10.1.3.2 Performance in the JSC Exam

In the academic year 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 GPA 5 point which was comparatively higher than the previous academic year. Table 10.4 shows the comparative performance of students in the JSC examination in two academic years.

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

(Data within parentheses will 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
2018	165	165	25b (15.15)	122 (73.93)	10 (6.06)	5 (3.03)	3 (1.81)	0	0
2019	108	108	21 (19.44)	72 (66.66)	7 (6.48)	5 (4.62)	3 (2.77)	0	0

10.1.3.3 Performance in the SSC Examination

In the academic year 2020, 159 students participated in the Secondary School Certificate (SSC) examination, and 156 of them have passed this examination. Out of the total students that appeared in the exam, 41.5 per cent got GPA 5 points, which was higher than that rate of the previous academic year. Table 10.5 shows the comparative performance of students in the SSC examination in two academic years.

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

(Data within parentheses will 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	177	177	54 (30.5)	90 (50.84)	20 (11.29)	10 (5.64)	3 (1.69)	0	0
2020	159	156	66 (41.50)	68 (42.76)	19 (11.94)	3 (1.88)	0	0	3 (1.88)

10.1.3.4 Performance in the HSC Exam

Due to the global pandemic, Higher Secondary Certificate (HSC) exam for the academic year 2020 is stopped as per a government order.

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

(Data within parentheses show percentage)

Year	No. of Student		Result						
	Appeared	Passed	GPA 5	GPA 4 to <5	GPA 3.5 to <4	GPA 3 to <3.5	GPA 2 to <3	GPA 1 to <2	Fail
2019	459	456	40 (8.71)	252 (54.91)	127 (27.67)	33 (7.19)	4 (0.87)	0	3 (0.65)
2020									

10.1.3 Income and Expenditure

The total income from the students of the BPATC School & College and the donation from BPATC for the financial year 2018-2019 was Taka 4,72,03,101.00 (four crores seventy-two lakhs three thousand one hundred and one). In contrast, the total expenditure for the same period was Taka 5,55,27,600.00 (Five crores fifty-five lakhs twenty-seven thousand six hundred). A comparative statement of the income and expenditure of the said financial year is shown in table 10.7 below.

Table 10.7: Comparative Statement of Income and Expenditure for the Financial Year 2019-2020

Income		Expenditure	
Source	Amount	Head & Sub-head	Amount
Tuition fee	1,54,89,525.00	Teacher & staff salary, allowances	2,82,47,381.00
Session fee	57,93,950.00	Excursion/study tour	5,80,000.00
Development fee	27,78,000.00	Examination (internal)	17,30,032.00
Identity card	3,10,400.00	Board fee	11,34,960.00
Lab & admission fee	29,66,905.00	Centre fee	3,70,000.00
Examination fee	31,72,850.00	Annual sports & prizes	5,30,000.00
Board fee	11,34,960.00	Annual cultural function & prizes	3,20,000.00
Study tour	5,80,000.00	Nobinboron/orientation	3,00,000.00
Miscellaneous	4,70,078.00	Annual milad	1,50,000.00
Transport fee	34,31,500.00	Furniture making & repair	3,00,000.00
BPATC donation	10,00,000.00	Building painting & repair	4,75,000.00
		Scout fee	1,50,000.00
		ID card, name plate, rock tape making	1,95,000.00
		Printing of syllabus pad & prospectus	2,80,000.00
		Admission test	3,95,000.00
		Lab commodities	32,44,014.00
		Miscellaneous	10,66,930.80

Income		Expenditure	
Source	Amount	Head & Sub-head	Amount
		National programmes	2,50,000.00
		Stationeries	3,20,000.00
		Teachers appointment expenses	1,50,000.00
		Deposited to FDR	0.00
		Transport (fuel, repair etc.)	30,00,000.00
Total Income	3,71,28,168.00	Total Expenditure	4,31,88,317.80
Opening balance	1,90,95,120.86	Closing balance	1,30,34,971.06
Grand Total	5,62,23,288.86	Grand Total	5,62,23,288.86

10.2 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 dependant family members and the students of BPATC School and College. The Clinic staffs are consists of four Medical Officers, two Physiotherapist, one Pharmacist, one Sub Assistant Community Medical Officers (SACMO), two Senior Staff Nurses, two Compounders and two Physiotherapy Assistant, one Pathology Lab Attendant and two Office Assistants. This medical team offers various medical services to the client round the year. The Medical Officers of the Clinic manage the daily outdoor patients and gave consultation to them. The Medical Officers also attended the emergency patients at any time round the clock and managed them as per circumstances with the support of other health employees. The Clinic arranged health check-up session for the participants of all core courses at the beginning of the course. BPATC Clinic also arranged health check-up for the staff of the various department of the Centre as per requisition.



Volunteer team of BPATC to prevent Covid-19

BPATC adopted several precautionary measures to tackle the pandemic due to covid-19. A committee was formed to deal with the pandemic at mid-March of 2020. The doctors and staff of the Clinic along with the Administration Department took the responsibility in maintaining the

Centre safely. Preparing an isolation centre with six bed, organising awareness programs for ensuring that those who live inside the BPATC must wear masks as soon as they leave home, instructing everyone to move while maintaining the social distance indicated by the government, keeping their hands germ-free and sanitizing them, stopping all kinds of group activities, were the major initiatives taken by the BPATC authority.

BPATC Clinic has a small pathology laboratory where some standard pathology tests are being done. Nominal fees are taken for doing pathology tests. In the last year, 1031 patients did various pathology tests, and 144 patients did ultrasonography in the Clinic. Thus BPATC Clinic has earned about 327,015/- (Three Lac Twenty-Seven Thousand and Fifteen) Taka in the last financial year and contributed to some extent to increase the income of the centre.

There is a Physiotherapy unit at the Gymnasium Hall of the Centre, which is maintained under the supervision of BPATC Clinic. One male and one female experienced graduate physiotherapists are appointed there to give required consultation and therapy to the participants and as well as other patients. A total number of 3,940 patients, including participants and staff, has been received physiotherapy treatment in the last financial year. Despite all these Medical Officers of the Clinic also conducted some sessions on the deferent health-related topics in various training courses.



Precautions to prevent Covid-19



Honorable Rector, Mr. Md. Rakib Hossain ndc, is visiting blood donating campaign

Besides these, many specialised programs were organised by BPATC Clinic in the financial year 2019-2020. The ninth day of every month, the EPI programs for the children were arranged in the Clinic to immunise them. Family planning services also provided from the Clinic every month. In addition to these, the National Immunization Day (NID) programs and vitamin-A capsule campaign program also arranged in BPATC Clinic according to the government circular. Apart from these, a voluntary blood donation program was arranged on 15 August 2019, the National Mourning Day.

In the year 2019-2020, total 37,130 patients received medical services from BPATC Clinic in where 3,940 patients were attended in the physiotherapy unit. The statistics of the patients attended by the BPATC Clinic and Physiotherapy unit has been stated in the following table. In the year 2019-2020, total 37,130 patients received medical services from BPATC Clinic in where 3,940 patients were attended in the physiotherapy unit. The statistics of the patients attended by the BPATC Clinic and Physiotherapy unit has been stated in the following table.

Table 10.8: Distribution of Patients Attended in BPATC Clinic in the Year 2019-2020

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Participant	9283	25 %
02	Other than participant	27847	75 %
	Total	37130	100%

Table 10.9: Distribution of Patients Attended in BPATC Clinic by Age and Sex :

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Male	20793	56 %
02	Female	10025	27 %
03	Children	6312	17 %
	Total	37130	100%

Table 10.10: Distribution of Patients Attended in Physiotherapy Unit by Participants and other than Participants in the Year 2019-2020 :

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Participant	1629	41 %
02	Other than participant	2311	59 %
	Total	3940	100%

Table 10.11: Distribution of Patients (out of total patient) Attended in Physiotherapy Unit by Sex in the Year 2019-2020 :

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Male	2245	60 %
02	Female	1695	40 %
	Total	3940	100%

Table 10.12: Distribution of Patients (Among the participants only) Attended in Physiotherapy Unit by Sex in the Year 2019-2020:

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Male Participants	1037	64 %
02	Female Participants	592	34 %
	Total	1629	100%

Table 10.13: Distribution of Patients (Among other than participant only) Attended in Physiotherapy Unit by Sex in the Year 2019-20 :

Sl. No.	Type of patient	Number of patient	Percentage (%)
01	Male	1208	52 %
02	Female	1103	48 %
	Total	2311	100%

10.3 BPATC Mosque

BPATC has a large and splendid mosque surrounded by a lush green garden. Muslim officers and staff, and the participants of different training courses perform their prayer in this mosque. Around 1000, people can have their prayer in the mosque at a time. One Imam, one Muazzin and one Khadem in the mosque get their salaries from the government exchequer. The Imam of the mosque is a learned and articulate person. He is also called for reciting verses from the Holy Quran in different occasions of the Centre. The mosque committee runs a Maktab (religious study centre) where children are taught the Arabic language and Islamic manners and etiquettes. Children attend the Maktab for learning Ampara (Pre-study of the Holy Quran) to recite the Holy Quran correctly. The mosque and Maktab are managed by a committee elected through Islamic procedures and instituted through an office order by the authority. This committee works under the overall guidance of the Rector of the Centre.



BPATC Mosque

The Mosque committee also takes necessary measures for the observance of Islamic events like Ashura, Siratun-Nabi (SAW), Shab-E-Miraj, Shab-E-Kadar, etc. Reputed Islamic Thinkers and scholars are invited to speak on these occasions. Besides, special initiatives are taken to observe Eid-UI-Fitr, Eid-UI-Adha and munajats are being arranged on International Mother Language Day, Independence Day and Victory Day. The mosque has got a rich library having 2783 books on different Islamic subjects. A total of Taka, 2,50,000/- was received from the Centre in the Year 2019-2020 as a grant for arranging the events mentioned above. Moreover, in the Year 2019-2020, the renovation work of the mosque needed Taka 14,66,873 (fourteen lac sixty-six thousand eight hundred seventy-three only).

10.4 Observance of National Days

Bangladesh Public Administration Training Centre observed the national days with due dignity. The centre celebrated these days by taking a day long activity. The main programme commenced with hoisting of the National Flag early in the morning. And, it was followed by offering wreaths at the national monument by the team of BPATC headed by the Rector of the Centre.



Dr. Farash Uddin Ahmed, Respected Guest of Honor presenting in the Discussion Meeting of Bangabandhu's life on 15th August 2019



BPATC School Organized a Competition on 15 August 2019

10.4.1 Observance of National Victory Day 2019



Honorable Rector, Faculties and the participants paying tribute to the martyrs at National Mausoleum, Savar

10.4.2 Observance of 21 February of International Mothers Language Day



Paying tribute to the 'Shaheed Minar, BPATC' in observance of 21 February the International Mother Language Day 2019



Students of BPATC School and College Performing in a Cultural Program on 15th August 2019

10.4.3 Observance of International Women’s Day



Respected Rector and Secretary to the Government Mr. Md. Rakib Hossain ndc presided over a seminar to commemorate International Women’s Day at BPATC while renowned novelist Selina Hossain gave a talk to the participant of BPATC.

10.5 Nature Observation Centre

The Centre has its scenic beauty, thanks to the locational advantage, as it is surrounded by flora and fauna grown in and around especially in the institutions, e.g. Jahangirnagar University, Military farm, and Radio installations. The natural set up of the arena invites migratory birds among other species onto the adjacent lakes and woodlands. To enjoy this serenity and scenic beauty, the Centre executed its plan of establishing a nature observation centre during this financial year (2019-20). From the third and fourth floor of this building, someone can enjoy nature and its rhythm through eye-catching beauty ever-present on the lakes and in the plantations in between Jahangirnagar University and BPATC. Trainees, invitees, officers and the residents now can enjoy their leisure in nature.



Schematic view of Nature Observation Centre

10.6 Renovation of Auditorium

BPATC central Auditorium, the heart of the Centre, had been one of the development needs and a backlash for quite a long time. During the financial year 2019-20, among other development drives, the renovation of the Auditorium had been in effect with capacity building in terms of IT infrastructure, sound and light calibration, stage management, interior decoration and washroom facilities. Five hundred thirty-six participants can now take part simultaneously in a seminar, conference or a session in this renovated lovely premise. It is indeed a piece of good news for the Centre that the seventh International Conference on Public Administration and Development 2020 had been taken place immediately after the renovation.



The aesthetic view of renovated auditorium



10.7 E-ticketing and One Stop Center

The Centre has introduced an E-ticketing system to ease the services for its stakeholders. BPATC provides various services among which Transport facilities, Library facilities, Indoor activities with Swimming Pool, clinic services etc. are worth mentioning here. For delivering services using the latest technologies, the Centre introduced RFID system encoded in a card. This card can be used at any point to show identity and claim services. For example, one can touch the card to pay for the ride at the transport. The unauthorized vehicles will not be able to enter into the Centre without the prior approval from the competent authority. Payment made through the card at the Kiosk will make the system more fruitful, time-worthy and user friendly. This is, off course, a tremendous effort to simplify the process, a little contribution to the holistic effort of 'Service Process Simplification (SPS)'. This excellent idea generated by innovation team that has been implemented during the financial year 2019-2020 which is, of course, a giant leap for the Centre.

10.8 Socialization and Recreational Activities

10.8.1. BPATC Officer's Club

BPATC Officer's Club was established in 1988 to promote friendship, solidarity, brotherhood and intimacy among the officers. Club activities are performed by an elected/ selected executive council of 12 members. The club has an organizational constitution to guide its activities/functions. As per the provisions of the club, executive members are selected by election. The Rector of the Centre is the president of the club by his post. Dr Md. Zohurul Islam acted as the General Secretary, Mr Md. Nazim Uddin served as the treasurer of the club for the financial year 2019-2020.

The fund of the club consists of a grant from the social welfare head of the centre, monthly subscription of the members and fees charged for cable TV connections (official and residential areas). The club runs its activities by the assistance from that fund. The club performed the following activities during the financial year 2019-2020:

- All the National days were jointly observed with Ladies' 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. This year the celebration of Independence Day is postponed because of coronavirus pandemic.
- Every year the club arranges a day-long programme to celebrate Bangla New Year' Pohela Boishak' along with ladies' club and centre. This year the officer's club has also postponed its Pohela Boishak programme due to COVID-19 Pandemic.
- The Officer's Club has donated Tk. 1,20,000/- to the centre for the betterment of impoverished people.
- The club also organized farewell programme for retired and transferred officers of the centre.
- In the Covid-19, volatile pandemic situation, the club distributed COVID protection materials to all club member/residential family.
- The Officer's Club also purchased and decorated with modern furniture in the club room, in addition to that the club purchased different cookeries items and sports items.

- The officer's club has arranged an easy writing competition on the impacts of COVID-19 for the children (including school, College & University level student).
- This is the first time; that the club authority has taken a decision for setting up a 'weekly recitation poem school' for the children of its member.



Respected chief guest distributing prize in the BPATC Picnic Day 'Milon Mela' at Dream Holiday Park, Narsingdi

10.8.2. BPATC Ladies Club:

The BPATC ladies club was formed with all the female officers and wives of all officers of BPATC. It formally started functioning in 1998. Its functions are guided by a constitution of the organization which is approved by the Rector of Centre. The club has a nine-member executive committee. The Rector's spouse is the president of the club by her position. The other members of the executive committee are elected ballot or selected (if required). During the financial year 2019-2020, Professor Fatema Yeasmin acted as President, Most. Aklima Khatun served as General Secretary, and Badrunnessa 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, monthly contribution of the members and earning from a playgroup school which is being run by the club (called Ankur school). During the financial year 2019-2020, the club performed the following activities:

- Observed all the national days with due solemnity. Competition on drawing, singing and recitation for the children living on the campus was arranged for their development.
- Distributed yearly scholarship among the poor and meritorious students from class six to ten (who studied in BPATC School & College)
- Arranged a sports programme for the members

- Managed and administered a playgroup school called ‘Ankur’.
- Organized the ‘Women Day’ at BPATC campus.
- Arranged a picnic for ‘Ankur School’ students at BPATC campus.



Members of the Ladies Club with the president of the club Professor Fatema Yeasmin attending in a program organised by Ladies Club.

10.8.3 Employees’ Club:

The BPATC employees' Club was established in 1986 to cultivate a more developed culture and facilitate the recreation of the employees of the Centre. As per the constitution of the Club a 15-member executive council is formed through the biannual election. The donation runs overall activities of the Club from the social-welfare fund of the Center and subscriptions from its members. During the financial year 2019-2020, the Club performed the following activities:

- The club respectfully observed the National Mourning Day by arranging drawing and essay competitions for kids, conference and prize-giving ceremony on 15th August 2019.
- Celebrating the National Victory Day by organising drawing and essay competitions for kids, meeting and prize-giving ceremony on 16th December 2019.
- Participating and following the given duties to celebrate the Birth Centenary of Father of the Nation Bangabandhu Sheikh Mujibur Rahman & National Children Day on 17th March 2020.
- Iftar items were distributed among permanent and daily basis staffs of BPATC during the Holy Ramadan.
- The Employees' Club arranged a farewell function for retired 21 officials.
- To create awareness and to prevent coronavirus, employee's Club arranged miking and distributed face-masks.
- Donating money in relief fund to help the daily basis room-boys and cleaners of BPATC.
- Helped some needy families in the COVID-19 situation.

10.9 Annual Sports of the Centre

The 33rd Annual Sports of the Centre was held on Thursday 16th January 2020. Mr Md. Rakib Hossain ndc, Rector (Secretary to the Govt.) of the Centre inaugurated the Annual Sports. Syed Mizanur Rahman ndc, MDS (Project) head of the organizing committee of 33rd Annual Sports along with all Officers and Staff of the Centre were present in that auspicious occasion. A total of 330 employs participated in the Annual Sports. Out of 330 participants, 267 were male, and 63 were female. Total 58 events were organized in the Annual Sports Competition for officers and staff of the Centre. A total of 7 events were also organized for the children of the employees of BPATC. The events were divided according to age group, namely eight years, ten years and 15 years. The most exciting and attracting event was 'Dress as You Like' for the children.



The Rector inaugurating BPATC's annual sports competition

Other exciting events were Volleyball, Tennis, and Badminton. Mini Marathon for both (male & female) was held on 06.01.2020, before the main event. One of the most exciting and competitive events was the relay race. Four old divisions took part in that event where Chittagong and Rajshahi hold the 1st and 2nd position respectively. The most appealing event was Tug-of-wars in between Rector's team VS Organizing committee. Four teams participated in the Volleyball competition namely Padma, Magna, Jamuna and Surma. The team Surma became champion, and Jamuna secured runner-up position.



Officials of BPATC participating in different events of annual sports competition



In the Badminton event, nine teams participated. Mr Md. Palash & Mr Md. Nasir Uddin Ahmed became Champion and Mr Md. Siddikur Rahaman & Mr Md. Sharif Uddin pair secured runner-up position. In the event of Tennis, there were six teams participated in the competition. Mr Md. Palash & Md. Siddikur Rahaman pair became champion and Mr Md. Razibul Islam and A.T.M. Arif Hossain secured runner-up position. In the female Badminton event, four teams participated in the competition, and Ms Iffat Jahan & Ms Farjana Afrose became champion. At the same time, Ms Amena Akter and Ms Nasima Akter were runner-ups. One of the very prestigious events was Mini-Marathon. Mr Md. Kamal Hossain, Mr Md. Monsur Ali & Mr Md. Aslam Uddin became 1st, 2nd & 3rd respectively. For the female, Ms Shamima Akter, Ms Ormita Islam and Ms Nargis Akter secured 1st, 2nd & 3rd positions respectively in the Mini-Marathon event. At the end of the Sports competition, Mr Md. Rakib Hossain ndc, Rector (Secretary to the Govt.) of the Centre handed over the prize among the winners.



