ELEVENTH POLICY PLANNING AND MANAGEMENT COURSE

(07 - 18 August 2016)

Course Management

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Rector

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Bangladesh Public Administration Training Centre
Savar Dhaka
Vision, Mission and Core Values of Bangladesh Public Administration Training Centre (BPATC)

**Vision:** BPATC becomes a centre of excellence for developing patriotic, competent and professional civil servants dedicated to public interest.

**Mission:**

We are committed to achieving the shared vision through:

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

**Core Values**

- **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 spirit de corps in our activities and share our achievements as well as failures among ourselves.
# Table of Contents

1.0 Introduction to BPATC .................................................................................................................. 1

2.0 Policy Planning and Management Course ....................................................................................... 2
   2.1 The Course Objectives .................................................................................................................. 2
   2.2 Training Outlines ......................................................................................................................... 2
   2.3 Training Methods ......................................................................................................................... 2
   2.4 Training Sessions ......................................................................................................................... 3
   2.5 Evaluation Methods ..................................................................................................................... 3
   2.6 Sports and Games ....................................................................................................................... 3
   2.7 Training Requirements ............................................................................................................... 4
   2.8 Study Tour/Field Visit ............................................................................................................... 4
   2.9 Timeline .................................................................................................................................. 4

3. Accommodation ................................................................................................................................. 4

4. Food Arrangements ............................................................................................................................ 5

5. Library ........................................................................................................................................... 5

6. Clinic ............................................................................................................................................ 5

7. Mosque ....................................................................................................................................... 5

ANNEX-A .......................................................................................................................................... 6

ANNEX-B .......................................................................................................................................... 8

ANNEX-C .......................................................................................................................................... 9

ANNEX-D ......................................................................................................................................... 10

ANNEX-E ......................................................................................................................................... 11

ANNEX-F ......................................................................................................................................... 12
1.0 Introduction to BPATC

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. BPATC uniquely blends management development, consultancy, research, information and communication technology to prepare the civil servants to deal with the managerial issues and challenges more effectively.

Truly speaking, civil service in Bangladesh needs to evolve; from being "hierarchical, centralized and bureaucratic" into being "efficient, empowered, creative and responsive" and most importantly "stakeholder-oriented, transparent and accountable" in order to execute manifold constructs, functions and responsibilities in a proper, acceptable and legitimate manner across all public administration settings throughout the country.

In the world of rapidly changing technology and fiercely competitive globalizing markets, the managers are to cope with different management obstacles. The Centre strives to prepare the managers to face those obstacles of modern administration of the new millennium with skill and confidence.

BPATC has four regional centres in Dhaka, Chittagong, Rajshahi and Khulna known as RPATC. RPATCs impart training mainly to the class I officers and staff of class III and IV. RPATCs organise training, workshop, seminar for the class I officers and on request training courses of various departments known as commercial courses. BPATC has a vision to develop RPATC as regional hub of knowledge and training.

Rector, a Secretary to the Government of Bangladesh, is the Chief Executive Officer of the Centre. He is assisted by six Members Directing Staff (MDS), nineteen Directors and other officers of different capacities.

Training courses of BPATC are of mainly three categories such as core courses, special courses and short courses. The Centre conducts four core courses namely, i. Policy Planning and Management Course for Additional Secretaries to the government, ii. Senior Staff Course (SSC) for Joint Secretaries to the Government and their equivalents iii. Advance Course on Administration and Development (ACAD) for Deputy Secretaries to the Government and their equivalents and iv. Foundation Training Course (FTC) for newly recruited Bangladesh Civil Service Cadre Officers and Officers of Bangladesh Judicial Service.

Special courses like lunch-time dinner time courses are arranged for the top level officers like Secretaries. Besides, the Centre conducts several customized and need-based short courses, special foundation training course (SFTC), and other special courses upon request of the public sector departments or institutions.
BPATC has collaboration programmes with universities and other national level training institutions at home and abroad for sharing knowledge, experiences, research, faculties through academic discourse. Main collaboration partners are Beijing Administrative College (BAC), China; National Institute of Development Administration (NIDA), Thailand; Sri Lanka Institute of Development Administration (SLIDA), Sri Lanka; Australian National University (ANU), Australia; The Netherlands Universities' Foundation For International Cooperation (NUFFIC), the Netherlands, etc.

2.0 Policy Planning and Management Course

The Policy Planning and Management (PPM) Course is designed for the Additional Secretaries to the Government. The purpose of the course is to facilitate the trainee officers to analyze and review the existing development policies, strategies, priorities, plans and programmes of the Government in the light of their wisdom and experiences they have gathered during their service life.

2.1 The Course Objectives

The main objective of this training course is to improve leadership qualities so that the top civil servants capable of taking steering role to translate the development agenda of the party in power into reality. The other objectives are to -

- impart intellectual inputs to widen the vision of senior civil servants;
- enable them to contribute more to pro-people policy formulation and implementation;
- develop them as a leader, guide, mentor and monitor of development;
- enhance their capability to analyse the development issues
- improve efficiency to review sectoral policies and other important aspects on pro-poor development issues through leadership role.

2.2 Training Outlines

Policy Planning and Management Course is comprised of four modules. These four modules cover issues relating to challenges of policy formulation and implementation, socio-economic development, challenges of innovation in public service management, and other contemporary national and global issues. Course contents are given in detail in Annex- A.

2.3 Training Methods

Unlike other training courses, PPMC applies more participatory approach to training so that the top level officers can share their experiences and contribute towards achievement of national vision. However, following training methods shall be applied -

- Lecture & Discussion
- Panel Discussion
- Syndicate
• Workshop/Seminar
• Exercise
• Case Study
• Field Visit/Study Tour

Resource persons from senior civil servants, civil society members and universities will be invited to facilitate their activities and for expert opinions on the subjects.

2.4 Training Sessions

Usually, training sessions, during the day time, starts at 9.00 o clock in the morning and ends at 4.30 in the afternoon. In between, there will be a tea break for about 15 minutes and lunch and prayer break for about one hour. In addition, there may be some extension lectures in the evening. The duration of sessions in the day time will be of one hour while the evening sessions will be for about 90 minutes.

2.5 Evaluation Methods

Your Performance of the course will be evaluated in 500 marks through various mechanism like report writing, individual assignment, group assignment etc. You also would get an opportunity to evaluate the speakers as well as the course management and other aspects of the course. However, the marks allotted for evaluation are distributed as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of Module</th>
<th>Individual</th>
<th>Group</th>
<th>Total</th>
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<tbody>
<tr>
<td>01</td>
<td>Behavioral Governance</td>
<td>100</td>
<td>--</td>
<td>100</td>
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<tr>
<td>02</td>
<td>Policy Analysis</td>
<td>--</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>03</td>
<td>Development Issues</td>
<td>100</td>
<td></td>
<td>100</td>
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<tr>
<td>04</td>
<td>Managing Projects</td>
<td>50</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>05</td>
<td>Study Tour (Internal)</td>
<td></td>
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<td>25</td>
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<tr>
<td>06</td>
<td>Study Tour (External)</td>
<td></td>
<td>25</td>
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<td>07</td>
<td>Evaluation by Course Management Team</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

2.6 Sports and Games

BPATC has modern facilities for indoor and outdoor sports like indoor games hall, gymnasium, swimming pool, tennis ground, football ground, 2.2 km walkway etc. The participating officers can use these facilities for physical exercise, sports and games.
Participants are strongly encouraged to take part in such activities. They may also walk on the jogging track in the morning and in the evening.

2.7 Training Requirements

The trainee officers are expected to -

- stay in the allotted room of the ITC at BPATC campus;
- maintain punctuality in all activities of the course;
- attend at least 95% of the sessions in the course;
- follow the norms and etiquette in accordance with the existing practices and precedents of BPATC;
- participate actively in the class room sessions and filed visits.

2.8 Study Tour/Field Visit

Study tour is an integral part of the training programme, which will provide the participants with an opportunity to see and observe the practical aspects and situation of an organisation or a project. This tour would help them not only to understand the real problems on the issues but also assist them to formulate appropriate policy. Participants would require writing group/individual reports on the study tour comprising of around 3000 words. Broadly, the report should cover the following area:

- Introduction
- Purpose of the Visit
- Objectives
- Expected Outcome
- Expected Tasks & Actions
- Structure of the Report
- Some Important Information Regarding the Report
- Conclusion and Recommendation

2.9 Timeline

PPM Course is a fast-moving intensive course. Participants need to take all the assignments very seriously and sincerely at the very outset. Timelines for different training activities/assignments shall be strictly maintained.

3. Accommodation

This is a compulsory live-in-training course. As part of the course requirements, all participants will have to stay at the ITC suites during the training. No exemption is made in this regard.
4. Food Arrangements

Breakfast, lunch and supper for the participants will be arranged at ITC Cafeteria. The cost of food is met from the course fee fixed by the Government. There will be a three member Mess Committee from among the participants to manage the menu and oversee the meals arrangements. Course management will provide all possible supports in this regard.

5. Library

The Centre has a modern library having more than one Lac books and a good number of periodicals and training films from home and abroad. Participants are encouraged to visit and use the library facilities beyond class hours. There is a provision for issuing books from the library during the training period. The library remains open from 08 am to 10 pm (Sunday through Thursday without any break). It also remains open from 04 pm to 06 pm on Friday and from 06 pm to 10 pm on Saturday.

6. Clinic

The Centre maintains a Clinic run by four Medical Officers. The Clinic remains open from 9:00 am to 9:00 pm on every working day. Participants may have free medical advice and prescriptions from the clinic prescribed by the Physicians/Residential Medical Officers. However, participants need to buy the medicines by themselves from outside. The prescribed medicines may, however, be purchased with the help of room boys.

7. Mosque

There is a beautiful mosque at BPATC towards the south of the Rector’s building. It is fully air-conditioned and is led by a managing committee formed through election process by the staff and faculties of BPATC. The Pesh Imam of the mosque is a learned religious scholar who also looks into the library inside the mosque. The mosque has a wide range and diversified collection of books on Islamic values, diction and culture. The participants may drop in for prayer or reading whenever they have a chance to do so.
# COURSE CONTENTS

**Module-01: Behavioral Governance**  
**Module Director:** A. S. Shameem Ahmed, MDS  
**Evaluation Method:** Individual Assignment/Exercise (100)

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic Title</th>
<th>Hrs</th>
<th>Resource Persons</th>
<th>Training Method</th>
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<tr>
<td>1.1</td>
<td>Attitude Change and Mindset Building</td>
<td>02</td>
<td>Rector/Shohel</td>
<td>L&amp;D</td>
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<tr>
<td>1.2</td>
<td>Good Governance, Bangladesh Perspective</td>
<td>01</td>
<td>Rector</td>
<td>L&amp;D</td>
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<tr>
<td>1.3</td>
<td>Administrative Ethics and Values</td>
<td>01</td>
<td>Faculty/GS</td>
<td>L&amp;D</td>
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<tr>
<td>1.4</td>
<td>Importance of Recruitment, Training and Promotion in BCS</td>
<td>01</td>
<td>Rector</td>
<td>L&amp;D</td>
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<tr>
<td>1.5</td>
<td>Problem Solving and Decision Making Process</td>
<td>01</td>
<td>Faculty/GS</td>
<td>L&amp;D</td>
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<tr>
<td>1.6</td>
<td>HRM: Gender Perspective</td>
<td>01</td>
<td>Faculty/GS</td>
<td>L&amp;D</td>
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</table>

**Module-2: Policy Analysis**  
**Module Director:** Dr. Rizwan Khair, Director  
**Evaluation Method:** Group Assignment (100)

<table>
<thead>
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<th>Resource Persons</th>
<th>Training Method</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Practical Guide for Policy Analysis: Group Work</td>
<td>3</td>
<td>Dr. Rizwan/Dr. Arif</td>
<td>D &amp; G W</td>
</tr>
<tr>
<td>2.2</td>
<td>Policy Process: A Case Analysis</td>
<td>2</td>
<td>Dr. Rizwan/Dr. Arif</td>
<td>D &amp; G W</td>
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<tr>
<td>2.3</td>
<td>Challenges of Policy Formulation and Implementation</td>
<td>2</td>
<td>Rector/Dr. Rizwan</td>
<td>L&amp;D</td>
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<td>2.4</td>
<td>Rules of Business and Submission of Summaries to the Cabinet</td>
<td>2</td>
<td>Cabinet Secretary</td>
<td>L&amp;D</td>
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<tr>
<td>2.5</td>
<td>Managing Conflicts: Dealing with Critical Issues of Interest: Case Study</td>
<td>2</td>
<td>GS/Sohel</td>
<td>L&amp;D/Case Study/</td>
</tr>
<tr>
<td>2.6</td>
<td>Challenges of Innovation in Civil Service</td>
<td>2</td>
<td>GS</td>
<td>L&amp;D</td>
</tr>
<tr>
<td>2.7</td>
<td>Policies, Strategies and Priorities of Developments Partners and Experiences of Bangladesh</td>
<td>2</td>
<td>GS</td>
<td>L&amp;D</td>
</tr>
</tbody>
</table>
# Module-3: Development Issues

**Module Director:** Md. Mahmudul Hassan, PhD, MDS  
**Evaluation Method:** Group Report (50) and Presentation (50)

<table>
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<th>Hrs.</th>
<th>Resource Persons</th>
<th>Training Method</th>
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<tr>
<td>3.1</td>
<td>Challenges/Barriers to PPP in expanding private investment in infrastructure development: Experiences of South Asian Countries and Challenges for Bangladesh</td>
<td>2</td>
<td>GS</td>
<td>PD</td>
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<tr>
<td>3.2</td>
<td>Vision 2021: Challenges for the Civil Servants in Development Initiatives</td>
<td>2</td>
<td>GS</td>
<td>L&amp;D</td>
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<tr>
<td>3.3</td>
<td>Contemporary Development Issues: Bangladesh and Global Perspectives</td>
<td>2</td>
<td>GS</td>
<td>L &amp; D</td>
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<tr>
<td>3.4</td>
<td>Blue Economy: Prospects and Challenges for Bangladesh</td>
<td>2</td>
<td>GS</td>
<td>L &amp; D</td>
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<td>3.5</td>
<td>Digital Bangladesh Rupakalpa and Transformation Bangladesh into a Middle Income Country by 2021</td>
<td>1</td>
<td>Rector</td>
<td>L &amp; D</td>
</tr>
<tr>
<td>3.6</td>
<td>Visit to Private Sector/ NGO</td>
<td>-</td>
<td>CMT</td>
<td>Field Visit</td>
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</tbody>
</table>

# Module 4: Managing Projects

**Module Director:** Md. Zaydul Hoque Molla ndc, MDS  
**Evaluation Method:** Individual Assignment (50) and Group Assignment (50)

<table>
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<th>Code</th>
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<th>Hrs.</th>
<th>Resource Persons</th>
<th>Training Method</th>
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<tbody>
<tr>
<td>4.1</td>
<td>Project: Planning, Approval, Monitoring, Evaluation Aspects and Role of Senior-Level Executives in Managing Project</td>
<td>3</td>
<td>Shameem</td>
<td>L &amp; D</td>
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<tr>
<td>4.2</td>
<td>Use of Tools and Techniques in Project Selection: Qualitative and Quantitative Approach</td>
<td>2</td>
<td>Hasan</td>
<td>L &amp; D</td>
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<tr>
<td>4.3</td>
<td>Critical Issues of Procurement Procedure</td>
<td>2</td>
<td>Banik</td>
<td>L &amp; D</td>
</tr>
<tr>
<td>4.4</td>
<td>Visiting Project: Issues of Managing Project</td>
<td>-</td>
<td>CMT</td>
<td>Study Tour</td>
</tr>
</tbody>
</table>

**Notes:**

The training method mentioned above may be changed according to the consensus between participants and the guest speaker when or where required.
Profile of the Rector

Higher Education:

Mr. A.L.M. Abdur Rahman ndc has completed BA (Hons.) and MA in Economics from Chittagong University. Mr. Rahman also completed M. Phil in National Security Studies from Bangladesh University of Professionals. He made National Defence Course from National Defence College, Bangladesh. He attended at AIT Bangkok Thailand, University of Manchester, UK, Civil Service College, UK and Open University, Malaysia for higher studies/training.

Training:

Mr. Rahman underwent Foundation Training Course at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, 8th Financial Rules and Procedure Course at BPATC, Savar, Dhaka, English Language Course at British Council, Dhaka, 4th Special Course on Law & Administration at BCS(Admin) Academy, District Attachment Programme at Tangail Collectorate, Survey and Settlement Training at DTE of Land Records and Survey, Awareness Course on Disaster Management at Disaster Management Bureau and Land Management Training Course at Land Administration Training Centre. He attended Management, Accounting, Auditing & Budgeting (MAAB) at Financial Management Academy, 38th Advanced Course on Administration and Development (ACAD) at BPATC, 3rd Advanced Course on Training of Trainers at Bangladesh Society for Training & Development and 43rd Senior Staff Course at BPATC. He participated Managing at The Top-2 (Batch-2) at BPATC, Gender & Development at National Academy for Educational Management (NAEM), Dhaka and E-File Management System at PACC, Ministry of Public Administration.

He also completed Development of Administrative Information System in a LAN Environment and Project Monitoring and Evaluation Course at AIT, Bangkok, Thailand, Need Assessment, Monitoring, Evaluation & Information Generation at Society for Development Studies, Delhi, India, Managing at The Top (MATT-2) Stage-2 at the University of Manchester, UK and Strengthening Government through Capacity Development at Civil Service College, UK. He visited Thailand, Malaysia, Singapore, Turkey, Canada, Netherlands, Hungary, South Korea and Austria for other training and Study tour.

Professional Career:

Mr. Rahman has a brilliant career with diverse experience. He joined the Bangladesh Civil Service (Admin) Cadre as a member of 82 regular batch. Starting his career in the civil service as Assistant Secretary, he has reached the top echelon of bureaucracy. A career civil servant, he has served both in field level and Secretariat level. In the field level he served as Upazila Nirbahi Officer (UNO), ADC. Some important positions he held in the Secretariat he served as Deputy Secretary (Ministry of Public Administration and Ministry of Chittagong Hill Tracts Affairs etc.), Joint Secretary (Ministry of Public Administration), Additional Secretary (Ministry of Water Resources).

Publications:

Mr. Rahman is a regular contributor on arts, culture, administration and management in dailies and periodicals. He has in his credit two professional articles published in the journal of National Defence College and BCS Admin Academy. A book of his monographs namely- Bangladesh Nation State : Babgabandhu and other issues has already been published.
# ANNEX-C

## List of Prospective Guest Resource Persons

<table>
<thead>
<tr>
<th>Name &amp; Designation</th>
<th>Office/Organisation</th>
<th>Phone numbers &amp; e-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Mohammad Shafiul Alam Cabinet Secretary</td>
<td>Cabinet Division</td>
<td>9566558, 01711595585 <a href="mailto:cab_secy@cabinet.gov.bd">cab_secy@cabinet.gov.bd</a></td>
</tr>
<tr>
<td>Mr. Md. Abul Kalam Azad Principal Secretary</td>
<td>Prime Minister's Office</td>
<td>99118910</td>
</tr>
<tr>
<td>Mr. Md. Humayun Kabir Former Foreign Secretary</td>
<td>BEI</td>
<td>01821801932 <a href="mailto:Kabirh60@gmail.com">Kabirh60@gmail.com</a></td>
</tr>
<tr>
<td>Rear Admiral(Rtd.)Md. Khurshed Alam Former Secretary</td>
<td>M/O Foreign Affairs</td>
<td>01714035530 <a href="mailto:Khurshed.alam@mofa.gov.bd">Khurshed.alam@mofa.gov.bd</a></td>
</tr>
<tr>
<td>Professor Dr. M Shamsul Alam Member, GED</td>
<td>GED, Planning Commission</td>
<td>01715763871, <a href="mailto:sabau47@yahoo.com">sabau47@yahoo.com</a></td>
</tr>
<tr>
<td>Md Nazrul Islam Former Secretary</td>
<td></td>
<td>9513301 <a href="mailto:Secy_cnr@cabinet.gov.bd">Secy_cnr@cabinet.gov.bd</a></td>
</tr>
<tr>
<td>Prof M.M. Akash Professor</td>
<td>Economics Department Dhaka University</td>
<td>01711847650 <a href="mailto:Akash92@hotmail.com">Akash92@hotmail.com</a></td>
</tr>
<tr>
<td>Mr. Mohammad Mejbahuddin Secretary</td>
<td>ERD</td>
<td>9113743(O) <a href="mailto:secretary@erd.gov.bd">secretary@erd.gov.bd</a></td>
</tr>
<tr>
<td>Kazi Akram Uddin Ahmed (GS) Former President, FBCCI</td>
<td>FBCCI</td>
<td>9560589 <a href="mailto:fbcci@bol-online.com">fbcci@bol-online.com</a></td>
</tr>
<tr>
<td>Syed Afsor H. Uddin (GS) CEO</td>
<td>PPP Cell PMO</td>
<td>9898455 <a href="mailto:info@pppo.gov.bd">info@pppo.gov.bd</a></td>
</tr>
<tr>
<td>Md Muslim Chowdhury Adl. Secretary</td>
<td>MoF</td>
<td></td>
</tr>
<tr>
<td>Dr. Debapriya Bhattacharya Distinguished Fellow</td>
<td>CPD</td>
<td>9134438 <a href="mailto:debapriya.bh@gmail.com">debapriya.bh@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Mustafizur Rahman, Executive Director</td>
<td>CPD</td>
<td></td>
</tr>
<tr>
<td>Prof. Salauddin M Aminuzzaman</td>
<td>Dhaka University</td>
<td>01711533898</td>
</tr>
<tr>
<td>Dr. Iftekhar Gani Chowdhury VC</td>
<td>State University of Bangladesh</td>
<td>01710498807</td>
</tr>
<tr>
<td>Professor Dr. Jamilur Reza Chowdhury VC</td>
<td>University of Asia Pacific</td>
<td>01711563499</td>
</tr>
<tr>
<td>Mr. Md. Abdul Halim Director General</td>
<td>GIU, PMO</td>
<td>9136901 <a href="mailto:innovation@pmo.gov.bd">innovation@pmo.gov.bd</a></td>
</tr>
<tr>
<td>Dr. M Z. Mamun</td>
<td>IBA, DU</td>
<td>8652121 <a href="mailto:mzmun@iba-du.edu">mzmun@iba-du.edu</a></td>
</tr>
<tr>
<td>Md. Faruque Hossain (GS) Ex. DG</td>
<td>CPTU</td>
<td>01817145288</td>
</tr>
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## List of Prospective Resource Persons of BPATC

<table>
<thead>
<tr>
<th>Name &amp; Designation</th>
<th>Phone numbers &amp; e-mail address</th>
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<tbody>
<tr>
<td>Mr. A. L. M Abdur Rahman <strong>ndc</strong> Rector</td>
<td>4201 (Ext to PA of the Rector)</td>
</tr>
</tbody>
</table>
| Mr. A S Shameem Ahmed, MDS (Additional Secretary) | 7745025 (o)  
01552386357 (m)  
asshameem@yahoo.com |
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7745027  
01915730440 (m)  
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shohel.imam@yahoo.com |
| Kazi Hasan Imam **ndc** Director | 7745010-16 Ext: 4119  
01716401005 (m) |
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7742078(o)  
01552329371 . rizwan.khair@gmail.com |
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msyeedmabhub@gmail.com |
| Mr. Md. Golam Mahede **ndc** Director | 7745010-16 ext: 4302(O), 4436(R),  
7746603(O), 7747542(R),  
01715300908(M)  
mahede60@gmail.com |
| Dr. Md. Mizanur Rahman **ndc** Deputy Director | 7745010-16, Ext: 4121  
01716231197  
mizan_peroj@yahoo.com |
| Dr. M Arifur Rahman **ndc** Deputy director | 7745010-16 Ext: 4166  
mar3368@yahoo.com |
<table>
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<tr>
<th>নং</th>
<th>নাম, পরিচিতি নং, পদবী ও কম নং</th>
<th>মাবিল নং</th>
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| 1.   | জানাব মা: আবু দাহিদ শখ (২১০৫)  
যু । বি পরিচালক (অতিরী সচিব), সসন। মাধ মিক উ শ । অধিদ র।  
শি । ভবন, ঢাকা | ০১৫৫২৪৭৯২৯৩ | 
| 2.   | জানাব বিকাশ কিশোর দাস (৩৪৮৯)  
অতিরী সচিব, মহিলা ও শি বিষয়ক ম গালয়। | ০১৭৩০০৪৩৫৬২ | 
| 3.   | জানাব মা: হাবিবুর রহমান খান (৪০১৪)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৮২১৭৬৬৬২ | 
| 4.   | জানাব মা: হমায়েত হাসেন (৩৫১২)  
জনাব সচিব, রলপথ ম গালয়, রল ভবন ঢাকা। | ০১৭৬১৬৬৬৬৩ | 
| 5.   | জানাব মা: শাহাদহ হাসেন (৪৫১৪)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৩০০৪৩৫৬২ | 
| 6.   | জানাব মা: মোলর উদ্দিন (৪৮৩৩)  
এক্সেকিউটিভ সচিব, বিষয়ক সচিবের কমিটির ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 7.   | জানাব মা: মোসার সুবেহ হক (৪৭১৭)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 8.   | জানাব মা: মনিমুর উদ্দিন (৪৮৩৩)  
অতিরী সচিব, অধিদ র। | ০১৭৬১৬৬৬৬৩ | 
| 9.   | জানাব মা: আবু রায়েন আহমেদ (৪৮৩৩)  
কেরালা এম কে এম আধুনিক সচিব, বিষয়ক ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 10.  | জানাব মা: মুহাম্মদ আবু আলি (৪৮৩৩)  
কেরালা এম কে এম আধুনিক সচিব, কিউই-১ জে, মাধ মিক ও উ শি ।  
অধিদ র। | ০১৭৬১৬৬৬৬৩ | 
| 11.  | জানাব মা: এফ ইউ আহমেদ (৪৮৩৩)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 12.  | জানাব মা: মুহাম্মদ আলি (৪৮৩৩)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 13.  | জানাব মা: আবু মায়েন আহমেদ (৪৮৩৩)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 14.  | জানাব মা: মোলর উদ্দিন (৫৮৬৩)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৬১৬৬৬৬৩ | 
| 15.  | জানাব মা: শফি ল ইসলাম (১৪৬৩)  
বিশেষ ভার । কমকতা (অতিরী সচিব), জন শাসন ম গালয় | ০১৭৬১৬৬৬৬৩ | 

*ANNEX-E*
### Important Telephone Numbers

**BPATC PABX:** 7745010-16, 7742080-85  
**Fax No:** 7745029  
**Website:** [www.bpatc.org.bd](http://www.bpatc.org.bd)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name and Designation</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Office</td>
</tr>
<tr>
<td>1.</td>
<td>A. L. M Abdur Rahman ndc Rector &amp; Course Advisor</td>
<td>7710028 (4101)</td>
</tr>
<tr>
<td>2.</td>
<td>Md. Zaydul Hoque Molla ndc MDS (Project) &amp; Course Director</td>
<td>7745010-16 Ext: (4304, 01715616743(m))</td>
</tr>
<tr>
<td>3.</td>
<td>Md. Golam Mahede Director (TOT) &amp; Course Coordinator</td>
<td>7746603 01715300908</td>
</tr>
<tr>
<td>4.</td>
<td>Mallick Sayeed Mahbub Director (Administration)</td>
<td>4107(o), 01712773232(m)</td>
</tr>
<tr>
<td>5.</td>
<td>Dr. Md. Mizanur Rahman Deputy Director (Service) &amp; Course Coordinator</td>
<td>7745010-16, Ext: 4121 01716231197</td>
</tr>
<tr>
<td>6.</td>
<td>Mahbubur Rahman ITC Dormitory Super.</td>
<td>01913990435</td>
</tr>
<tr>
<td>7.</td>
<td>Library Counter</td>
<td>4650</td>
</tr>
<tr>
<td>8.</td>
<td>Reception</td>
<td>4302, 4199</td>
</tr>
<tr>
<td>9.</td>
<td>Manager, Sonali Bank</td>
<td>4209</td>
</tr>
<tr>
<td>10.</td>
<td>Medical Assistant</td>
<td>4223 4497 4493</td>
</tr>
<tr>
<td>11.</td>
<td>Clinic</td>
<td>4223</td>
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</tbody>
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