



Record Number: 05.01.2672.133.25.020.21.49

Date: 27/6/2021

Office Order

The following guidelines are issued in line with the 'Evaluation Policy' of BPATC and 'Online Training Guidelines' of the Ministry of Public Administration for smooth running of courses online. Concerned Course Management Teams (CMTs) of the Centre are requested to share this order with their participants beforehand to maintain quality and standard of online training activities.

Norms/Etiquette to be followed by the Participants in Online Training Course/Program

1. Participants must ensure on time online appearance. They should log in at least five minutes before the session starts or follow instruction/s from the Course Management Team (CMT) in this regard.
2. Participants should ensure reliable internet connection (broadband connection is preferred over cellular network). They must check the connection well ahead of the sessions. There must be a back-up plan for power outage.
3. Stay in real time video presence. The CMT will collect online presence report.
4. Participants should be properly attired. Usual classroom dress-code (official attire; closed collar etc.) should be maintained.
5. Choose a well-lit place with proper background. Make sure that the distractions (background noise, movement of others etc.) are removed or properly addressed.
6. Make sure your microphone is muted when not in use.
7. Sit on a straight seat. Do not lie on sofa or bed during the class.
8. Do not engage in other communications (conversation, phone call or sms) during the class.
9. Mobile/laptop browsing during the session is prohibited unless otherwise instructed from CMT.
10. Position your camera properly and keep it on during the session. Try to

look into the camera.

11. Prepare necessary training/study materials in advance.
12. Address internet disruptions (if needed) to the concerned member of the Course Management Team.
13. Tackle any technical issues in advance.
14. Use the chat box of zoom/webex/designated online platform to ask questions or notify anything to CMT during the session. Please do not overuse the chatbox with unnecessary words.
15. Stay on topic and ask/share relevant questions/comments.
16. Be careful with your tone.
17. Ask permission before you take screenshot or record.
18. Exit the meeting politely; the host should leave last.
19. Set your screen name as per the directives of the CMT.
20. Don't post or share (even privately) inappropriate material. Remember that nothing is private online. Apologize for any accidental breach of online etiquette.
21. Do follow any other instructions circulated by the concerned CMT or competent authority of BPATC.

This order is issued with the prior approval of the competent authority with immediate effect.



27-06-2021

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Copy for Kind Information and Necessary Action:

1) Faculty Member (all), Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka

2) P. S. to Rector (for kind information of the Rector), BPATC, Savar, Dhaka



27-06-2021

Dr. Md. Mohoshin Ali

Director