



Bangladesh Public
Administration Centre (BPATC)
Savar, Dhaka-1343
www.bpatc.org.bd
Program Branch



নম্বর: 05.01.2672.140.25.022.17.28

তারিখ: ২৭ শ্রাবণ ১৪২৮

১১ আগস্ট ২০২১

Office Order

In order to standardise and update the curriculum of the Foundation Training Course (FTC), with changing demand of the country, the following committees (module-based) are constituted as per the guidance of the competent authority:

Module No and Title	Name and Designation of the Faculty Member (not as per seniority)
Module 01: Bangladesh and Bangabandhu Studies	1. Md. Sharif Hasan, Director 2. Abu Naser Mohammad Sajidul Ahsan, DD 3. Mohammad Sohrab Hoshen, AD
Module 02: Village Study	1. Md. Siddiqur Rahman, Director 2. Alina Akter, DD 3. Razib Mia, EO
Module 03: Poverty Reduction and Rural Development	1. Md. Motaher Hossain, DD 2. Md. Nazim Uddin, AD 3. Sanjoy Kumar Sarma, EO
Module 04: District and Upazila Attachment	1. Afroza Parvin, DD 2. A.S.M. Riyad Hassan Gourab, DD 3. Md. Hasib Mamun, RO
Module 05: Fundamentals of Foundation Training Course	1. Dr. M. Arifur Rahman, Director 2. Md. Faruq Sufian, DD 3. Afia Rahman Mukta, SRO
Module 06: Organization and Human Resource Management	1. Md. Abul Basher, Director 2. Dr. Mehedi Masud, DD 3. Shamim Hosen, AD

Module 07: Important Service Laws in Bangladesh	<ol style="list-style-type: none"> 1. Shamima Shormin, DD 2. Afia Sultana Keya, DD 3. Monirul Islam, AD
Module 08: Office Management and Communications	<ol style="list-style-type: none"> 1. Md. Akram Ali, P. S. to Rector 2. Jakia Sultana, DD 3. Mohammad Mamun, SRO
Module 09: Public Financial Systems	<ol style="list-style-type: none"> 1. Jahangir Alam, DD 2. Mohammad Mozaherul Islam, AD 3. Md. Mizanur Rahman, RO
Module 10: Governmental System and Essential Laws	<ol style="list-style-type: none"> 1. K. M. Abdul Kader, DD 2. Mehedi Shahnewaz Jalil, AD 3. Roma Rani Biswas, AD
Module 11: Public Administration & Governance	<ol style="list-style-type: none"> 1. Dr. Md. Morshed Alom, DD 2. Shohela Ferdous, DD 3. Md. Nejam Uddin, AD
Module 12: Child Rights and Gender Equality	<ol style="list-style-type: none"> 1. Dr. Rokeya Fahmida, Director 2. Md. Aminul Karim, DD 3. Nasrin Akter, DD
Module 13: Development and Economic Management	<ol style="list-style-type: none"> 1. Mostak Ahmed, Director 2. Anirban Das, AD 3. A.M. Shahrir Alam, AD
Module 14: Sustainable Development Goals	<ol style="list-style-type: none"> 1. Md. Atikuzzaman, Director 2. Dr. Md. Moshir Rahman, DD 3. Md. Yousuf Ali, AD
Module 15: Project & Procurement Management	<ol style="list-style-type: none"> 1. Dr. Md. Mohoshin Ali, Director 2. Md. Anisur Rahman, DD 3. Parimal Kumar Roy, DD
Module 16: Basics of Social Research	<ol style="list-style-type: none"> 1. Dr. Md. Zohurul Islam, Director 2. Dr. Mohammad Rezaul Karim, DD 3. Shamim Adnan, AD
Module 17: IELTS and Communication Skills in English	<ol style="list-style-type: none"> 1. S M Mehedi Hasan, Director 2. Abdullah Al Mamun, DD 3. Samiana Sultana, EO
Module 18: Basics of English	<ol style="list-style-type: none"> 1. Hasan Murtaza Masum, Director 2. Md. Anisur Rahman, DD 3. Shohela Ferdous, DD
Module 19: Book Review and Presentation	<ol style="list-style-type: none"> 1. Dr. B M Benojir Ahmed, Director 2. Shamim Hosen, AD 3. Md. Nazim Uddin, AD
Module 20: Information Communication Technology (ICT)	<ol style="list-style-type: none"> 1. Mohammad Razibul Islam, Director 2. Dr. Mohammad Ziaul Islam, ASA 3. Md. Mamun-Or-Rashid, Lib. (Docu.)

Module 21: Physical Conditioning & Games	1. A.T.M. Arif Hossain, Director 2. Razib Mia, EO 3. Farjana Afrose, AD
Module 22: Comprehensive Examination	1. Mostak Ahmed, Director 2. Alina Akter, DD 3. Jakia Sultana, DD
Module 23: Contemporary Issues	1. Hasan Murtaza Masum, Director 2. Dr. Md. Moshiur Rahman, DD 3. A.S.M. Riyad Hassan Gourab, DD
Module 24: Car Driving	1. Md. Motaher Hossain, DD 2. Sanjoy Kumar Sarma, EO 3. Mir Md. Toufiqul Islam, AD

N. B. Faculty members who are positioned in the serial no 01 will be treated as the Convener/Head of the committee, 02 will be the Member, and 03 will be the Member Secretary)

b) All committees are requested to act in accordance with the following ToRs (Terms of References) to deal with respective functions:

ToRs (Terms of References)

1. Examine the module title, objective/s, evaluation method/s, allocated marks whether that is congruent with the course objectives and demand of the time;
2. Analyse the feedback/course end evaluation of at least last three (03) same type of training programs;
3. Suggest/recommend the best approach by examining the topics, titles, sequencing, allocated hours and training methods;
4. Suggest to include or exclude any topic with proper justification analysing the pertinent international, national training manual/s, curriculum/s, literatures;
5. Scrutinise the speaker's evaluation of at least the last three (03) same type of training programs;
6. Provide with the necessary information regarding the prospective resource person/s from both internal and external;
7. Do other necessary things as per respective committee's decision, merit and integrity to upgrade the standard of the concerned module and make that more effective;
8. Prepare a short presentation (to be presented within 10 minutes)

with proper logic, justification, references (wherever needed) for the pertinent workshop to be organised as per the decision of the competent authority of the centre;

9. Follow other instruction/s derived from the competent authority from time to time;

10. Need to consult the equivalent courses offered in other regional countries;

11. You are required to follow the specific format prepared by PPR for the revision of content/curriculum.

c) Each committee will get thirty (30) days to finalise the respective review and analysis. Assigned committees are requested to send their review document/s through this email address (ppr.bpatc@gmail.com) within the stipulated time frame.

d) This order is issued with prior approval of the competent authority and will be effective immediately.

Attachments: Course End Evaluation Report of 67th ([67th FTC Course End Report](#)); 69th ([69th FTC Course End Report](#)); 71st FTC ([71st FTC Course End Report](#)); Curriculum of 72nd FTC ([Curriculum of 72nd FTC](#)); Sample Template of Review ([Review Format _Template of 72nd FTC Curriculum by Committee](#)); Recommended Changes in FTC's Curriculum by MOPA ([Recommended Changes by MOPA](#)).



১১-৮-২০২১

Dr. Md. Mohoshin Ali

Director

ফোন: ০২২২৪৪৪৬৬০৭

ফ্যাক্স: ০২২২৪৪৪৫০২৯

ইমেইল: ppr.bpatc@gmail.com

নম্বর:

05.01.2672.140.25.022.17.28/১(৯০)

তারিখ: ২৭ শ্রাবণ ১৪২৮

১১ আগস্ট ২০২১

Distribution for kind information and necessary action (wherever applicable) (not as per seniority):

১) Faculty (All), BPATC, Savar, Dhaka-1343.

- ২) P. S. to Rector, (for kind information of the Rector), BPATC, Savar, Dhaka.
- ৩) Assistant Director, (Record), BPATC, Savar, Dhaka (with the request to preserve this document).
- ৪) Assistant Programmer-04, BPATC, Savar, Dhaka (with the request to upload this order on the website).
- ৫) Concerned File.



১১-৮-২০২১

ড. মোঃ মহসীন আলী

পরিচালক