

Attachment

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SCHEME OF EXAMINATION

Three Months Certificate Course on Panchayati Raj and Rural Development

w.e.f. the Session 2016-2017

The Course will consist of three months duration. In all there would be three papers with three Units in each paper. Total marks for the course would be 300. (100 each per paper). Total participants in each course would be 50.

Paper	Name of Paper	Theory	Internal Assessment	Total Marks	Time
P-I	Panchayati Raj and Rural Development	80	20	100	3 hrs.
P-II	Behavioural Aspects and Good Governance	80	20	100	3 hrs.
P-III	Planning and Management in PRIs: Operational Aspects	80	20	100	3 hrs.

Note: The question paper will contain multiple choice questions (MCQs) as well as 01 or 02 marks questions, which will be prepared by the respective Universities and will be common. The grading system will be adopted for certification.

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Course-1: Panchayati Raj and Rural Development

Unit-1: Panchayati Raj

1.1 Introduction

- Concept and Evolution since Independence

1.2 73rd Amendment Constitutional Amendment

- Salient Features

1.3 Haryana Panchayati Raj Act, 1994

- Composition and Functions of Gram Sabha
- Composition and Functions of Gram Panchayat
- Composition and Functions Panchayat Samiti
- Composition and Functions of Zila Parishad
- Role and Inter-relationship of three tiers in Haryana

1.4 Devolution of Funds, Functions and Functionaries

- Sources of Funds
- How to generate funds
- Functions and Devolution of Functions
- Devolution Index
- Devolution of Functionaries

1.5 District and Block Administration

- Structure and Role of Block Administration in Panchayati Raj and Rural Development
- Structure and Role of District Administration in Panchayati Raj and Rural Development

1.6 State Level: Rural Development and Panchayats Department

- Structure and Role of State Administration

1.7 Central Level: MoRD and MoPR

- Structure and Role of Administration of Central Ministries.
- MoRD
- MoPR

Unit-2: Rural Development Programmes

2.1 Introduction

- Concept
- Objectives
- Contents (Food, Shelter, Health, Education, Drinking Water, Development, Power, Communication, Transportation, Crisis Management, *Swachhata* and sustained progress)

2.2 Centrally Sponsored Programmes

2.2.1 Mahatma Gandhi National Rural Employment Guarantee Schemes

- Introduction
- Objectives
- Features with special reference to 10 entitlements
- Permissible Works
- Convergence
- Funding Pattern



- Role of PRIs
- Role of Block and District Administration

2.2.2 National Rural Livelihoods Mission

- Introduction
- Objectives
- Coverage
- Features including Panchsutra
- Funding Pattern
- Role of PRIs
- Role of Blocks and District Administration

2.2.3 Din Dayal Upadhyay- Gramin Kaushal Yojana

- Introduction
- Objectives
- Coverage
- Features
- Funding Pattern
- Role of PRIs
- Role of Blocks and District Administration

2.2.4 Pradhanmantri Awas Yojana- Gramin

- Introduction
- Objectives
- Coverage
- Features including selection criteria of the beneficiaries
- Financial Assistance and Funding Pattern
- Role of PRIs
- Role of Blocks and District Administration

2.2.5 Pradhanmantri Krishi Sinchai Yojana (IWMP)

- Introduction
- Objectives
- Coverage
- Features including role of village communities
- Funding Pattern
- Role of PRIs
- Role of Blocks and District Administration

2.2.6 National Social Assistance Programme

- Introduction
- Indira Gandhi National Old Age Pension Scheme
- Indira Gandhi National Widow Pension Scheme
- Indira Gandhi National Physically Handicapped Pension Scheme
- Objectives
- Coverage
- Features
- Funding Pattern
- Role of PRIs



- Role of Blocks and District Administration

2.2.7 Saansad Aadarsh Gram Yojana

- Introduction
- Objectives
- Features
- Activities
- Convergence
- Planning
- Role of PRIs
- Role of Blocks and District Administration

2.2.8 Rashtriya Gram Swaraj Abhiyan

- Introduction
- Objectives
- Features
- Activities
- Convergence
- Planning
- Role of PRIs
- Role of Blocks, District and State Administration
- Role of Training Institutions

2.2.9 Swachh Bharat Mission-Gramin

- Introduction
- Objectives
- Features
- Activities
- Role of PRIs
- Role of Blocks, District and State Administration

2.2.10 National Rural Drinking Water Programme

- Introduction
- Objectives
- Features
- Activities
- Role of PRIs
- Role of Blocks, District and State Administration

2.2.11 Panchayati Raj Institutions and 14th Finance Commission

- Introduction
- Financial devolution
- Other recommendations

2.3 State Sponsored Schemes

2.3.1 Vidhayak Aadarsh Gram Yojana

- Introduction
- Objectives
- Features
- Activities



- Convergence
- Planning
- Role of PRIs
- Role of Blocks and District Administration

2.3.2 Swa-Prerit Adarsh Gram Yojana

- Introduction
- Objectives
- Features
- Activities
- Convergence
- Planning
- Role of PRIs
- Role of Blocks and District Administration

2.3.4 Swaranjayanti Mahagram Yojana

- Introduction
- Objectives
- Features
- Activities
- Role of PRIs
- Role of Blocks and District Administration

2.3.5 Haryana Swaranjayanti Vikas Nidhi Yojana

- Introduction
- Objectives
- Features
- Activities
- Role of PRIs
- Role of Blocks and District Administration

2.3.6 Haryana Rural Development Funds Administration Board

- Introduction
- Objectives
- Features
- Activities
- Role of PRIs
- Role of Blocks and District Administration

Unit-3: Practical Exposure and Field Visits

3.1 Hand on training

- Practical Orientation on SHG formation
- Attending Gram Sabha Meeting
- Writing Proceedings

3.2 Success stories and Best Practices

- Some Experiments and Success Stories in PRIS and RD (International, National and Local)
- Gram Gaurav and its celebration
- Visit to villages to see the best practices



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Course-2: Behavioural Aspects and Good Governance

Unit-1: Behavioural Aspects and Leadership

1.1 Introduction

1.2 Human Behaviour

- Concept and Definition
- Dimensions of human Behaviour
- Group Behaviour

1.3 Leadership and Motivation

- Define
- Qualities of a leader
- Types of leadership
- Define motivation
- Qualities of a motivator
- Motivation Techniques

1.4 Social mobilization

- Define Social mobilization
- Techniques of Social mobilization
- Impact of Social mobilization

1.5 Decision making

- Define Decision making
- Who is a decision maker
- Stages of decision making

1.6 Capacity Building for Rural Development

- What is capacity building?
- Methods of capacity building
- Benefits of capacity building

1.7 Conflict Resolution

- Define conflict
- Types of Conflicts
- Factors leading to Conflict
- Modes of conflict Resolution

1.8 Gender Issues

- Define gender
- Various issues relating to Gender discrimination
- Reducing Gender discrimination

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1.9 Inequality and Social Inclusion

- Define Inequality
- Impact of Inequalities in the rural society
- Importance of reducing inequalities
- Define social inclusion
- Promoting Social Inclusion

1.10 Team Building

- Define team
- Importance of Team Building
- How to build a Team

Unit-2: Good Governance

2.1 Introduction

- Concept and objectives

2.2 Ethics

- Define Ethics
- Ethical behaviour
- Impact of Unethical Behaviour

2.3 Social Audit and Process of Social Audit

- Introduction
- Define Social Audit
- Importance of Social Audit
- Process of Social Audit
- Role of Panchayats in Social Audit
- Role of District/Block Administration in Social Audit

2.4 Right to Information Act (RTI)

- Introduction
- Features

2.5 Right to Service Act (RTS)

- Introduction
- Features

2.6 Information and Communication Technology (ICT) in Rural Development

- Introduction
- Importance
- Features
- Areas of ICT

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2.7 Beti Bachao, Beti Padhao

- Introduction
- Importance
- Role of Panchayats
- Role of Community

2.8 Integrated Child Development Services (ICDS)

- Introduction
- Features
- Coverage
- Role of Panchayats

2.9 National Health Mission (NHM)

- Introduction
- Features
- Coverage
- Role of Panchayats

2.10 Public Distribution System (PDS)

- Introduction
- Features
- Role of Panchayats
- Role of District Administration

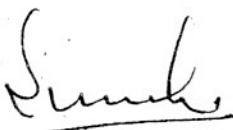
2.11 Pradhanmantri Jan-Dhan Yojana (PMJDY)

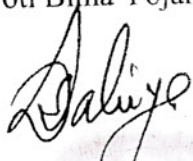
- Introduction
- Features
- Role of Panchayats
- Role of Banks
- Role of Administration

2.12 Pradhanmantri Mudra Yojana

- Introduction
- Features
- Coverage
- Role of Panchayats
- Role of Banks
- Role of Districts Administration

2.13 Pradhanmantri Jeevan Jyoti Bima Yojana







- Introduction
 - Features
 - Coverage
 - Role of Panchayats
 - Role of Banks
 - Role of Districts Administration
- 2.14 Pradhanmantri Suraksha Bima Yojana
- Introduction
 - Features
 - Coverage
 - Role of Panchayats
 - Role of Banks
 - Role of Districts Administration
- 2.15 Atal Pension Yojana
- Introduction
 - Features
 - Coverage
 - Role of Panchayats
 - Role of Banks
 - Role of Districts Administration

Unit-3: Practical Exposure and Field Visits

- 3.1 Hand on training
- Role Play
 - Mock Exercise
 - Group/Individual Task
 - Group Games
- 3.2 Best Practices
- Visit to actual sites

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Course-3: Planning and Management in PRIs: Operational Aspects

Unit-1: Planning and Functional Aspects

1.1 Introduction

- Concept and Objectives

1.2 Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad

- Convening of Meeting
- Conduct of Meeting
- Recording of Minutes

1.3 Maintenance of Accounts

- Classification
- Code and Discription
- Classification of Grants
- Accounts Format
- Cash Book
- Cheque Book
- Transactions

1.4 Audit of Accounts

- Custody of Money
- Operation of GP funds account

1.5 Gram Panchayat Records and Maintenance

- Number of Registers/Records

1.6 Tender Process

- Terms and Conditions
- Opening and Finalization
- Works Order

1.7 Disposal of Assets and Liabilities of GP



- Type of Assets
- Type of Liabilities


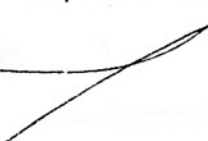
1.8 Acquisition and Transfer of Property by GP

- Assets
- Community Lands

1.9 Management of Community Lands

- Types of Community Lands
- Management

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- 1.10 Maintenance and improvement of Schools, Hospitals, Dispensaries and other public/ community buildings
- Types of community building
 - Types of public buildings
 - Maintenance
- 1.11 Preparation of GPDP
- Introduction
 - Constitution of Working Group
 - Participatory Rural Appraisal Exercise
 - Concept of PRA
 - Various PRA Techniques
 - Transact Walk
 - Mapping
 - Timeline
 - Matrix Ranking
- 1.12 Environment Awareness
- Introduction
 - Define – Importance of Clean Environment
 - Burning of Agriculture Waste
 - Non-Conventional Sources of Energy
 - Plantation
- 1.13 Water Conservation
- Introduction
 - Water Conservation Techniques including Rainwater Harvesting

Unit-2: Entrepreneurship Development in Rural Development

- 2.1 Entrepreneurship
- Concept and Objectives
- 2.2 Pradhanmantri Skill Development Mission
- 2.3 Start up India
- 2.4 DDU-GKY
- 2.5 Setting up of Polyhouse/Greenhouse
- 2.6 Mushroom Cultivation
- 2.7 Bee-keeping
- 2.8 Organic Farming
- 2.9 Vermin Composting

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- 2.10 Dairying Farming
- 2.11 Piggery Farming
- 2.12 Poultry Farming
- 2.13 Community Service Centres
- 2.14 Non-Farm Activities

Unit-3: Practical Exposure and Field Visits

- 3.1 Hand on training
- 3.2 Best Practices

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