

# **INFORMATION BROCHURE**

## **Basic Certificate Courses**

**Organized by**



**Institute of Constitutional and Parliamentary Studies**

**18-21, V.P. House, Rafi Marg, New Delhi-110001**



# सांविधानिक तथा संसदीय अध्ययन संस्थान Institute of Constitutional and Parliamentary Studies

18-21, Vithalbhai Patel House, Rafi Marg, New Delhi-110001

## 1) About the Institute

Institute of Constitutional and Parliamentary Studies (ICPS) is a premier research institute. It is headed by the Hon'ble Speaker, Lok Sabha and maintained by Lok Sabha Secretariat, Parliament of India. The Institute was inaugurated by the then President of India and Chief Patron of the Institute (late) Dr. S. Radhakrishnan in the Central Hall of Parliament House, New Delhi on 10 December 1965.

This is a distinctive institute in the field of Constitutional and Parliamentary Studies. It provides a bridge between the statesman, academicians, researchers and the others working in this field.

The Institute was created with the objective of organizing academic, research and training programmes in the fields of Constitutional and Parliamentary Studies and thereby to serve as an amalgam of an advanced research center in the field of constitutional and parliamentary studies as well as a vehicle for popular dissemination of democratic values in the country.

## 2) Basic Certificate Courses

In pursuance of its objects, the Institute *inter alia* organizes following Basic Certificate Courses in:

- Legislative Process in Parliament (BCC-LPP)
- Financial Business in Parliament (BCC-FBP)
- Electoral System in India (BCC-ESI)
- Parliamentary Privileges (BCC-PP)
- Evolution of Parliamentary Practices and Procedures (BCC-EPP)

## 3) Duration of Courses

Basic Certificate Courses span over a period of 12-16 hours each.

## 4) Course Fee

Course fee will be as notified along with 'Notification for Admission to the Basic Certificate Courses'.

## 5) Number of Seats

Number of seats for the Courses will be notified in the 'Notification for Admission to the Basic Certificate Courses'.

## 6) Eligibility Criteria

Candidates having scored a minimum of 50% marks in their 12th standard or intermediate examination may apply for the Courses.

Those registered and pursuing academic programmes in regular mode in other educational institutions may also enroll for and pursue the Courses.



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### 7) How to Apply

Application Form for the Courses can be filled-in as per guidelines in this regard in the 'Notification for Admissions to the Basic Certificate Courses'.

### 8) Pursuing Both the Courses Simultaneously

Subject to the availability of seats, candidates may register for and pursue both the Courses simultaneously.

### 9) Procedure for Admission

First Stage	Receipt of applications and registration thereof in <u>chronological order of date of receipt</u> (till the last date of receipt of applications) and preparation of a list on the basis thereof.
Second Stage	Scrutiny of applications to ascertain eligibility of the candidates and preparation of a comprehensive list of eligible candidates.
Third Stage	Offering admission to the candidates as per the number of seats notified/ available.
Fourth Stage	Offering admission to the candidates against unfilled seats, if any.

**NOTE:** Admissions to the Course are offered on 'FIRST COME FIRST SERVE' basis as the Courses aim to enrich the knowledge base.

### 10) Course Schedule

Schedule for conduct of classes will be notified separately or along with 'Notification for Admission to the Basic Certificate Courses'.

### 11) Resource Persons

Besides the Course Coordinator, the course curriculum will be delivered by the Resource Persons from outside of the Institute (academicians and professionals possessing expertise in the domain area).

Resource Persons of following categories are usually invited to deliver lectures:

- Senior faculty members usually not below the rank of Associate Professor from Central Universities, Institutes of National Importance, premier research/ training institutes like IIPA, ILI, ISTM, etc., and other renowned institutions of higher education and learning in India
- Officers (in-service/ superannuated) usually not below the rank of Director from Lok Sabha/ Rajya Sabha Secretariats
- Officers (in-service/ superannuated) usually not below the rank of Director from Union Ministries of Law & Justice, Parliamentary Affairs, etc.
- Officers (in-service/ superannuated) usually not below the rank of Director from Election Commission of India, Comptroller-General of India, etc.
- Eminent and outstanding professionals/ experts of repute in the domain area.



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## 12) Study Material

The Resource Persons are requested to indicate the sources of study relating to the respective theme delivered by them. Also, any study material provided by the Resource Persons is circulated/ forwarded to the candidates.

## 13) Certification

All those candidates who attend 60 percent of the lectures arranged will be awarded a certificate of successful completion of the Course.

## 14) Library Facility

Institute's library has some of the good sources on the themes included in the course curriculum, which the candidates may refer as per extant library rules.

## 15) Disclaimer

The Institute shall strive to adhere to the schedule and conditions indicated above under normal circumstances. However, it reserves the right to modify/ amend the schedule and conditions indicated above in view of any unforeseen exigencies. The decision of the Director-General in that event shall be final and binding. All disputes shall be subjected to the jurisdiction of the courts of NCT of Delhi.

### **BASIC CERTIFICATE COURSE IN LEGISLATIVE PROCESS IN PARLIAMENT (BCC-LPP)**

#### ***About the Course***

The primary function of Parliament is to make law or pass the legislation which can be initiated in the form of Bills. The Bills can be introduced in any House of Parliament. The Bills passed by both the Houses and assented by President become Acts.

#### ***Objective of Course***

The objective of organising the Course on Legislative Process is to enable the participants to understand the law-making process in Parliament. What are the steps involved in the entire process of legislation? Each Bill is a legislative proposal which can be moved in the form of a government Bill or Private Member's Bill. It has to go through various stages wherein the members get an opportunity to elicit their views on the Bill. The duration of the course will be 12 hours.

#### ***Course Contents***

##### ***Session-I***

This session will deal with legislative powers of Parliament as per Constitution. Following sub-themes will be discussed/ explained in this session:

- (a) Legislative Powers of Parliament: A Constitutional Scheme
- (b) 'Bills' and 'Acts' (instead of 'What is a Bill?') -
- (c) Classification of Bills- Money Bills and Financial Bills
- (d) Certification of Money Bill and Special Procedure regarding Money Bills



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- (e) Financial Bills – Financial Bills of Category-A
- (f) Financial Bills of Category-B
- (g) Financial Memoranda to Bills involving expenditure

*Session -II*

In this session, the main constituent parts of a Bill will be explained in detail. A Bill usually consists of the following:

- (a) Title
- (b) Preamble
- (c) Enacting Formula
- (d) Short Title
- (e) Extent Clause
- (f) Commencement Clause
- (g) Definition Clause
- (h) Schedules
- (i) Statement of Objects and Reasons
- (j) Memorandum regarding a Bill to replace Ordinance
- (k) Annexures

*Session -III*

Besides legislative competence of the Houses, this session will deal with following subjects:

- (a) Bills originating in Lok Sabha
- (b) Examination of Bills before Introduction
- (c) Introduction of Government Bills
- (d) Publication of Government Bills after Introduction
- (e) Reference of Bills to Departmentally related Standing Committees
- (f) Motions after Introduction of Bills
- (g) Amendments to Motions moved after Introduction of Bills
- (h) Procedure after presentation of Report of the Select or Joint Committee
- (i) Clause by Clause consideration of the Bill
- (j) Amendments to Bills
- (k) Third reading of the Bill
- (l) Adjournment of Debates on Bills
- (m) Dilatory Motion
- (n) Withdrawal of Bills
- (o) Procedure in Lok Sabha regarding Bills originating in Rajya Sabha
- (p) Assent to Bills

*Session -IV*

This session will deal with Private Members' Bills and the special procedural features thereof. Constitution amendments Bills will also be discussed during the session. The session will cover the following:



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- (a) Private Members' Bills
  - (i) Special procedural Features regarding Private Members' Bills
  - (ii) Notice of Bills
  - (iii) Drafting of Bills
  - (iv) Introduction of Bills
- (b) Constitution Amendment Bills
- (c) Bills seeking to amend the Bills
- (d) Amendment by simple Majority
- (e) Amendment by Special Majority
- (f) Amendment of Constitution by Special majority and ratification by States

**BASIC CERTIFICATE COURSE IN  
FINANCIAL BUSINESS IN PARLIAMENT (BCC-FBP)**

***About the Course***

The Financial Business in Parliament consists of the Budget comprising General Budget, Demands for Grants, Vote on Account, Supplementary Demands for Grants and Excess Demands for Grants, Appropriation Bill and Finance Bill. After the Budget is presented, Lok Sabha has opportunity for discussing the financial proposals at several stages from presentation of the Budget to the passing Appropriation and Financial Bill.

The Budgetary Process undergoes the following stages:

1. General Discussion on the Budget
2. Consideration of Demands for Grants by Departmentally related Standing Committees
3. Discussion and Voting on Demands for Grants
4. Consideration and passing of Appropriation Bill
5. Consideration and passing of Financial Bill

***Objective of Course***

Objective of the course is to acquaint the participants with the information on Financial Business transacted in Parliament. The course will also narrate the relative powers of the two Houses of Parliament in financial matters. The duration of the course will be 12 hours.

***Course Contents***

***Session-I***

This session will dwell upon the presentation of Budget Speech by the Union finance Minister. The general discussion will follow thereafter wherein Members are allowed to speak on various aspects of the Budget.

- (a) Presentation of Budget
- (b) Distribution of Budget papers
- (c) Discussion on the Budget
- (d) Allotment of Time



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*Session-II*

This session will cover the subject pertaining to Demands for Grants. After the general discussion on the Budget is over, the Parliament undergoes a recess of three weeks during which DRSCs take up demands for grants and prepare a report on the same which is laid on the table. The Session will focus on how the Demands for Grants are taken up for consideration.

- (a) Consideration of Demands for Grants
- (b) Departmentally Standing committees
- (c) Discussion on Demands for Grants
- (d) Procedure for moving of Demands for Grants
- (e) Scope of Discussion on Demands for Grants
- (f) Guillotine

*Session-III*

This session will deal with Cut Motions which are moved invariably by the Members from the opposition. Following subjects will be covered in this session:

- (a) Cut Motions
- (b) Disapproval of Policy Cut
- (c) Economy Cut
- (d) Token Cut
- (e) Admissibility of Cut Motions
- (f) Circulation of list of Cut Motions
- (g) Procedure regarding moving of Cut Motions
- (h) Circulation of Annual Reports
- (i) Performance/Outcome Budgets of Ministries

*Session-IV*

This session will deal with Supplementary and Excess demands for grants. It will talk about Appropriation Bill and Finance Bills. The students may clear their doubts on the subject covered during the Session. They may send their queries to the faculty for seeking their answers. The session will cover the following subjects:

- (a) Supplementary, Additional or Excess Grants
- (b) Discussion on Supplementary Demands or
- (c) Excess Demands
- (d) Appropriation Bill
- (e) Scope of Discussion
- (f) Amendments
- (g) Finance Bill
- (h) Scope of Discussion



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**BASIC CERTIFICATE COURSE IN  
ELECTORAL SYSTEM IN INDIA (BCC-ESI)**

***About the Course***

Elections in India, the largest democracy in the world, have never ceased to amaze the onlookers. Given the several diversities of varying degrees on multiple aspects such as geographical terrain, weather conditions, languages, religions and communities, culture, customs, tradition and so on, and the accompanying complexities, the fact that election after election went off smoothly with hassle free transition of power, has been as much a matter of envy for the rest of the world as it is a reason for pride for the citizens of this country.

With more than six million civilian polling personnel and an equal number of security personnel deployed for conducting elections, apart from a large number of persons for supporting the logistics, the Indian election management is easily the largest man management event on the planet. The electors in the country exceed the entire population of some of the continents. The number of electors is set to touch 1000 million in the next three years. With the large number of political parties of different ideologies and other electoral contestants, a nation-wide election becomes quite a colourful and noisy spectacle reflecting the spirit that grips the country in a demonstration of the deep roots that democracy in general and elections in particular have taken in the country.

With a robust election law framework and equally robust enforcement, monitoring, compliance and grievance redressal mechanism in place, the election in India has earned a reputation of its own.

***Objective of the Course***

This programme aims to give the participants a bird's eye view of the elections in India in a capsule form, the legal provisions and the process and procedure to execute the conduct of elections. The duration of the course will be 13 hours.

***Course Contents***

***Session-1: Election Commission***

The Constitution has dedicated one entire Part for elections and Election Commission. The provisions regarding the constitution of the Election Commission, the history and convention followed in appointment of CEC, multi-member body, the Constitutional protection to CEC against removal from office by the Executive, and provisions of the Act governing the conditions of service and transaction of business of the Commission, the decision-making provisions and process, will all be covered in this session. Some of the Court Judgments can also be discussed. This session will deal with following subjects:

- (a) Constitutional provisions on Election Commission
- (b) Appointment of members of Election Commission
- (c) Mandate and responsibilities of Election Commission





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*Session-II: Constitutional Provisions Pertaining Elections to Houses of Parliament and State Legislatures*

Relevant provisions in the Constitution regarding the Houses of Parliament and State Legislatures, their constitution, terms, and qualifications for being member of the various Houses will all be covered in this session. This will include provisions on reservation of seats and delimitation of constituencies including history of delimitation. Some of the connected provisions in the Representation of the People (R.P.) Act, 1951, regarding notifying of elections Delimitation Order, 2002, Part II of R.P. Act, 1950 (allocation of seats and delimitation of constituencies) will also be discussed. This session will deal with the following:

- (a) Constitution of the Houses and the terms
- (b) Reservation of seats
- (c) Delimitation of constituencies

*Sessions-3: Legal Framework and Electoral systems in India*

This session will give an overview of the provisions of RPA 50 and RPA 51 (enrolment in voters list, notifying elections, nomination stage, campaigning including election expense matters, polling, counting and declaration of result, post poll matters, etc.). Following subjects will be dealt with in this session:

- (a) Introduction to Representation of the People Acts and Rules thereunder
- (b) First-past-the-post system
- (c) Proportional representation with single transferrable vote

*Session-4: Electoral Rolls*

This session will cover the provisions of Articles 325 and 326 of Constitution, provisions of RPA, 50 and The Registration of Electors Rules, 1960. The participants will also be introduced to the system of annual revision of rolls, enrolment of personnel of armed forces as service voters and enrolment of citizens abroad as overseas electors. Preparation of rolls for the Legislative Council Constituencies should also be covered.

- (a) Electoral roll for Assembly/Parliament Constituencies
- (b) Constitutional and legal provisions
- (c) Annual revision of electoral rolls
- (d) Service voters and overseas voters

*Session-5: Political Parties and Election Symbols*

In the context of the multi-party system in India, this Session will cover the history of political parties in India, how EC recognised political parties for the first general election in 1951-52, how the concept of formal registration was introduced by the Symbols Order, 1968. Provisions of Section 29A of RP Act 51, governing registration of parties along with the guidelines specified by the Election Commission for registration will be discussed in some detail.

- (a) Registration of political parties
- (b) Procedure for registration
- (c) Facilities available to registered parties
- (d) De-registration- case laws



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*Session-6: Recognition of Parties*

This session will deal with Symbols Order, 1968, and the case law related to validity of the Symbols Order. Will also discuss the criteria for recognition of parties as State and National parties, the concept of review of poll performance after the general elections to evaluate the eligibility of Parties to get recognised or to retain the recognition.

Discussions will also cover the subject of splits and mergers involving recognised Parties and how Election Commission decides the matter in terms of paragraphs 15 and 16 of the Symbols Order.

- (a) Election Symbols (Reservation and Allotment) Order, 1968
- (b) Conditions for recognition
- (c) Benefits of recognition
- (d) Reservation of election symbol
- (e) De-recognition
- (f) Split and merger in political parties

*Session-7: Qualifications and Disqualifications for Candidates for Election*

This session will give an Introduction to the Constitutional and statutory provisions governing qualifications and disqualifications for being chosen as, and for being member of the Houses of Parliament and State Legislatures.

*Session-8: Nomination Process*

This session will cover the process of nomination of candidates for elections to the two Houses of Parliament and State Legislatures, requirements to be fulfilled for a valid nomination, follow-up action by Returning Officer culminating in the preparation of list of contesting candidates.

*Session-9: Proxy and Postal Ballot Facility*

While the general rule for casting vote is voting in person in the assigned polling station, there is the facility of voting through postal ballot for service voters and certain other categories of electors. The procedure followed in the postal ballot voting and the new initiative of electronic transmission in the case of service voters will also figure here.

The concept of proxy voting facility to the service voters belonging to armed forces and para-military forces is also covered in the session.

- (a) Principle and procedure of postal voting
- (b) Categories of electors eligible for postal ballot
- (c) Service voters and ETPBS
- (d) Advance voting through postal ballot
- (e) Proxy voting

*Session-10: Election Campaign and Model Code of Conduct*

This session will give an introduction to the Model Code of Conduct, how the electioneering activities are observed and monitored, and how the Model Code attempts to provide level playing field for the stakeholders. The various sanctions imposed by EC for violation will also be covered. This session will also cover some of the aspects related to election campaign by parties and candidates.



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- (a) Salient features of model code of conduct
- (b) Action by ECI on violation of MCC
- (c) Electioneering by political parties and candidates

*Session-11: Election dispute resolution mechanism (Election Petition)*

The Constitutional and statutory provisions governing redressal of dispute/grievance in the matter of preparation of electoral rolls and conduct of elections will be covered in this session. Discussed here will be, who can file Election Petition, on what grounds, what are the reliefs that can be claimed, trial, and orders that may be passed by the Court, effect of Court's order, the appeal provision before Supreme Court and all related aspects. The jurisdiction of Election Commission to look into complaints and grievances before the declaration of results will also form part of the discussions.

- (a) Legal provisions
- (b) Parties in Election Petition
- (c) Grounds for challenging election
- (d) Orders of High Court and follow-up action
- (e) Appeal before Supreme Court

*Session 12: Elections to Rajya Sabha and State Legislative Councils*

This session will cover the biennial retirement of members of Rajya Sabha and State Legislative Councils, how the Proportional Representation system with Single Transferrable Vote followed for these elections works, nomination of candidates, qualifications required, proposers for nomination, the manner of voting, open ballot system in the case of Rajya Sabha election, and also briefly cover the procedure for counting of votes.

- (a) Biennial retirement of members
- (b) Council constituencies
- (c) List of electors
- (d) Procedure followed
- (e) Open ballot in Rajya Sabha election

*Session 13: Presidential and Vice-Presidential elections*

The process and procedure for these elections shall be covered. The constitution of electoral college, calculation of value of votes of MLAs and MPs, process of nomination of candidates, polling and counting will all be covered so that the participants get a reasonably brief idea about these elections.

- (a) Term of office of President and Vice-President
- (b) Eligibility conditions for candidates
- (c) Preparation of Electoral College
- (d) Calculation of value of votes
- (e) Conduct of poll
- (f) Counting of votes



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**BASIC CERTIFICATE COURSE IN  
PARLIAMENTARY PRIVILEGES (BCC-PP)**

***About the Course***

Parliamentary Privileges are the rights and immunities enjoyed by members of each House of parliament both collectively and individually which enable them to discharge their duties.

***Objective of the Course***

Parliamentary Privileges is one of the commonly misunderstood concepts. The objective of the Course is to enable the participant to understand and appreciate the need of Parliamentary privileges. The duration of the course will be 12 hours.

***Course Contents***

The Course will include following sessions:

- (i) Parliamentary Privileges: Concept and Imperative  
(What are Parliamentary privileges; Why are they needed; Constitutional provisions)
- (ii) Committee on Privileges  
(Constitution of the Committee; its Functions and Powers)
- (iii) Privileges enjoyed by Members of Parliament  
(List of a few Parliamentary Privileges)
- (iv) Breach of Privilege  
(Punishment for breach of Privilege; Some Important Cases)
- (v) Codification: Reasons for and Against  
(Why are the Privileges not codified)
- (vi) Parliamentary privileges *vis-a-vis* Freedom of Press
- (vii) Parliamentary Privileges and Jurisdiction of Courts
- (viii) Parliamentary Privileges and the Executive
- (ix) Parliamentary Privileges and Fundamental Rights
- (x) Parliamentary Privileges Vs Fundamental Rights
- (xi) Privileges and Ethics
- (xii) Parliamentary Privileges and Anti-Defection Law

**BASIC CERTIFICATE COURSE IN  
EVOLUTION OF PARLIAMENTARY PRACTICES AND PROCEDURES (BCC-EPP)**

***About the Course***

During the 70 years journey of parliamentary democracy, from 1952 to 2022, an array of practices and procedures and conventions have evolved which have not only strengthened democracy but also made the representative institutions more accountable and more responsive. From the process of transition from colonial institution into sovereign Indian Parliament, several procedural innovations were



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initiated in the functioning of Parliament and Speaker G.V. Mavalankar was architect of these changes.

Subsequent galaxy of Speakers introduced sound democratic traditions, rules, practices and customs which are fundamental to a healthy parliamentary culture.

### ***Objective of the Course***

The objective of this course is to traverse the participants through the journey portraying the pioneering contributions made by successive speakers in evolving parliamentary practices and procedures and how these have resulted into consolidating and deepening of democracy in India.

### **Course Contents**

#### *Session-I*

- (a) President's Address: Discussion on Motion of Thanks
- (b) Question Hour
- (c) Short notice Question
- (d) Half an Hour Discussion
- (e) Zero hour
- (f) Matters under Rule 377

#### *Session-II*

- (a) Motion of No confidence
- (b) Motion of confidence
- (c) Ordinances in real emergency only
- (d) Leader of Opposition

#### *Session-III*

- (a) Introduction of various house committees
- (b) Introduction of subject based DRSCs, MPLAD, Direction 73 A
- (c) Anti-defection Law and decisions thereof by Speakers
- (d) Impeachment of a sitting judge

#### *Session-IV*

- (a) Administrative initiatives
- (b) Setting up of PRIDE erstwhile Bureau of parliamentary studies and training
- (c) Parliament Museum
- (d) Telecasting of parliamentary proceedings
- (e) Introduction of lectures series for MPs and Round table discussions
- (f) Briefing sessions on subjects before house
- (g) PRISM
- (h) Information and communication centre for ease of MPs
- (i) Computerisation and Digitization

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