

# **INFORMATION BROCHURE**

**Advanced Certificate Courses  
(April – July 2024)**

**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**  
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### 1) About the Institute

Established in 1965, Institute of Constitutional and Parliamentary Studies (ICPS) is a premier research and training institute.

Headed by Hon'ble Speaker, Lok Sabha, who is ex-officio President of the Institute, ICPS is peer to similar centres of excellence existing in the Executive and the Judiciary, viz., Indian Institute of Public Administration and Indian Law Institute, respectively.

Towards furtherance of its objects, the Institute undertakes research on mandated areas, conducts capacity building courses on legislative drafting, parliamentary procedures and allied fields, publishes two research journals (refereed) and maintains a library. Institute also offers 'Advanced Certificate Courses' and 'Basic Certificate Courses'.

### 2) Advanced Certificate Courses

Currently, the Institute offers following Advanced Certificate Courses:

- Parliamentary Institutions and Procedures
- Constitutional Law
- Constitutional Values

### 3) Duration of Courses

The duration of the Courses is 30 hours each.

### 4) Course Fee

Rs. 2500/- per course

### 5) Number of Seats

50 seats in each course

### 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.

### 7) How to Apply

Candidates may apply by filling out the Google Form available at the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSd3TJRH\\_D1sGja0pFC0wT5jv3PJ2kgWTRHz00U02Ks-OxIgjw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd3TJRH_D1sGja0pFC0wT5jv3PJ2kgWTRHz00U02Ks-OxIgjw/viewform?usp=sf_link)

### 8) Pursuing Multiple Courses Simultaneously

Subject to the availability of seats, candidates may register for and pursue multiple 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

On-line classes for the courses will be conducted on Saturdays as per following schedule:

No.	Course Name	Schedule of Classes
1	Advanced Certificate Course in Parliamentary Institutions and Procedures (ACC-PIP)	10:30 am to 12:30 pm
2	Advanced Certificate Course in Constitutional Law (ACC-CL)	1:00 pm to 3:00 pm
3	Advanced Certificate Course in Constitutional Values (ACC-CV)	3:30 pm to 5:30 pm

## 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 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.



## 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) Course Requirements and Certification

Certificates will be issued to the students who will be attending *at least* 60 percent of the lectures arranged.

Candidates, who fail to attend 60 percent of the lectures during the batch they are registered, will be offered only one more opportunity to fulfill the requirement during the immediately succeeding batch. No further opportunity will be allowed thereafter.

### ***Show-round of Parliament House Premises***

Those students who will be attending at least 90 percent of the lectures arranged for their respective courses will be facilitated a show-round of 'Parliament House' premises, subject to fulfillment of criteria/ conditions for the purpose.

## 14) Library Facility

Institute's library has a collection of 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.

## **ADVANCED CERTIFICATE COURSE IN PARLIAMENTARY INSTITUTIONS AND PROCEDURES (ACC-PIP)**

### ***Objective***

The Course offers an opportunity to the students to get acquainted with the parliamentary processes and procedures so that they might become enlightened citizens, contribute fruitfully and engage effectively in the process of nation-building and development of the country.

### ***Specific Learning Outcomes***

The Course will enable the participants to:

- Identify the role and position of Parliament in Indian polity
- Understand how Parliament evolved in India
- Comprehend the composition, powers and functions of two Houses of Parliament
- Acquaint with the concepts and terminology in parliamentary usage
- Have an insight about how the sessions of Parliament are convened and conducted



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- Know about the tools available to Members of Parliament to control the executive and to raise their grievances
- Understand how laws are enacted and financial business is transacted in Parliament
- Know the role and functions of presiding officers of the two Houses of Parliament
- Comprehend the composition and working of Parliamentary Committees
- Have an insight into the privileges, amenities and facilities of Members of Parliament
- Get acquainted with the concept of subordinate legislation
- Acquaint with the MPLAD scheme and issues involved therein
- Functions and powers of the Secretaries-General and working of the secretariats of the two Houses
- Know about the systems of elections in India

### ***Course Contents***

1. Parliament of India 4 Hours
  - Democracy and the Institutions Thereof
  - Evolutionary Character of Indian Parliament
  - Structure and Composition
  - Duration or Tenure
  - Qualifications and Disqualifications for Members
  - Functions and Role
  - Special Powers of the two Houses
2. Some Key Concepts in Parliamentary Usage 3 Hours
  - *Rules* - Rules of Procedure and Conduct of Business in Lok Sabha and Rajya Sabha
  - *Precincts* - Chambers, Lobby, Bar, Gallery, Table, etc.
  - *Sessions* - Summoning, Adjournment, Prorogation, Dissolution, etc
  - *Sittings* - Duly constituted sittings, Oath, President's Address, Joint sittings
  - *Functionaries* - Presiding Officers, Leader of House/ Opposition, Whip, etc.
  - Point of Order
  - Private Members, Private Members' Business
  - Notices, Resolutions, Division and Motions
  - Bills and Acts
3. Process of Summoning of Sessions 1 Hour
  - Role of Cabinet Committee on Parliamentary Affairs
  - Role and Functions of Ministry of Parliamentary Affairs
  - Role of the President
  - Notification
4. Conduct of Sessions 3 Hours
  - Conduct and Schedule of Sittings
  - Presiding Officers: Role and Functions
  - Structure of Sittings
  - Business Advisory Committee



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5. Tools Available to Members of Parliament 3 Hours
- Motion of Thanks on Address by the President
  - Parliamentary Questions (Question Hour)
  - Half-an-Hour Discussion
  - Zero Hour
  - Calling-Attention
  - Adjournment Motion
  - Motion of Confidence and No-Confidence
  - Censure Motion
  - General Discussion on Budget
  - Approval of Demands for Grants and Cut Motions
6. Parliamentary Committees 3 Hours
- Rationality and Significance
  - Provisions under Constitution of India
  - Types of Parliamentary Committees
    - Standing and Ad-hoc Committees
    - Joint and Single House Committees
    - Financial Committees
    - Department Related Standing Committees
    - Other Committees
  - Scope and Role
7. Legislative Powers of Parliament 3 Hours
- Process of Legislation
  - Financial Business in Parliament
  - Finance and Money Bills
  - Constitution Amending Powers of Parliament
  - Private Members' Business
8. Parliamentary Privileges and Amenities & Facilities to Members of Parliament 3 Hours
- Parliamentary Privileges
    - Concept and Rationality
    - Provisions under Constitution of India and Rules of Procedures
    - Breach of Privileges and Contempt of Houses
  - Committee on Parliamentary Privileges
  - Amenities and Facilities to Members of Parliament
  - Codification: Issues and Challenges
9. Subordinate Legislation 2 Hours
- Concept and Rationality
  - Subordinate Legislation and Rules of Procedure
  - Committee on Subordinate Legislation
  - Criticism of Subordinate Legislation
10. Member of Parliament Local Area Development (MPLAD) Scheme 1 Hour
- Origin and Rationality
  - Features and Procedure
  - Issues and Challenges



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11. Offices of Secretaries-General and Secretariats of Indian Parliament 2 Hours
- Appointment, Tenure and Privileges
  - Powers and Functions
  - Evolution of the Secretariats
  - Secretariats of Parliament and the Constitutional Position
  - Structure of the Secretariats
12. Electoral System in India 2 Hours
- Democracy and the Elections
  - Election Commission of India
  - Peoples Representation Act
  - Systems of Election in India
    - First Past the Post System
    - Proportional Representation System
  - Free and Fair Elections in India

**ADVANCED CERTIFICATE COURSE IN  
CONSTITUTIONAL LAW (ACC-CL)**

***Objective***

The Course offers an opportunity to the students to get acquainted with the main provisions of the Constitution of India so that they might become enlightened citizens, contribute fruitfully and engage effectively in the process of nation-building and development of the country.

***Specific Learning Outcomes***

The Course will enable the participants to:

- Appreciate the evolutionary character of the Constitution of India, know how the Constituent Assembly of India was constituted and how the Constitution of India was drafted
- Understand the Preamble and the Features of the Constitution of India
- Comprehend Rule of Law in the context of Constitution of India
- Know the constitutional and legal provisions for citizenship in India
- Identify the fundamental rights conferred upon the citizens of India and the fundamental duties assigned to them
- Comprehend the constitutional directives to the Indian State
- Comprehend the structure, functions assigned/ performed and procedures adopted by (i) Union legislature, (ii) Union executive, and (iii) judiciary in India
- Know the alternative means of adjudication/ dispute resolution available under the Constitution of India
- Understand the provisions governing the Union-State relations in India and the institutional mechanism provided/ created for the purpose
- Know various provision governing trade, commerce and inter-state trading within the territory of India including the Goods and Services Tax
- Know the constitutional provisions relating to the working of local bodies in India



### **Course Contents**

1. Constitution of India 4 Hours
  - Democratic Form of Government and the Constitution
  - Evolutionary Character of Indian Constitution
  - Making of the Indian Constitution
    - Formation and Composition of Constituent Assembly
    - Constituent Assembly at Work
    - Constitution Adopted and Implemented
  - Preamble
  - Features
2. Rule of Law and the Constitution of India 2 Hours
  - Concept of Rule of Law
  - Democracy and Rule of Law
  - Rule of Law in India
  - Rule of Law, Constitution and the Judiciary
3. Citizens: Citizenship and Obligations 2 Hours
  - Citizenship
    - Concept
    - Constitutional Provisions
    - The Citizenship Act, 1955 in India: Salient Features
  - Fundamental Duties
    - Concept and Significance
    - Fundamental Duties under Indian Constitution
    - Justice J.S. Verma Committee on Teaching of Fundamental Duties (1998)
    - Making Fundamental Duties Compulsory: The Debate
4. Citizens: Entitlements 3 Hours
  - Fundamental Rights
    - Background, Source and Significance
    - Fundamental Rights and Human Rights
    - Fundamental Rights under Constitution of India
    - Expanding Scope of Fundamental Rights
    - Amendability of Fundamental Rights
5. Directive Principles of State Policy 2 Hours
  - Genesis, Source and Significance
  - Classification of Directive Principles
    - Socialist and Economic Principles
    - Gandhian Principles
    - International Principles
  - Fundamental Rights vis-a-vis Directive Principles of State Policy
6. Union Executive 3 Hours
  - President of India – Powers, Functions
    - Qualifications, Tenure, Salaries and Allowances, and Benefits





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- Election of the President
  - Powers of the President - Legislative, Executive, Judicial, & Emergency
  - Position of the President
  - Prime Minister and the Council of Ministers
    - Constitutional Provisions and Precedents
    - Powers and Functions of Prime Minister
    - Position of Prime Minister
  - Council of Ministers
7. Union Legislature 3 Hours
- Structure and Composition
  - Qualifications of Members of Parliament
  - Sessions and Sittings
  - Presiding Officers
  - Functions and Role
  - Parliamentary Committees
  - Comptroller and Auditor General of India
8. Judicial System in India 3 Hours
- Judiciary under Indian Constitution
  - Supreme Court
    - Constitutional Provisions and Composition
    - Jurisdiction and Functions
  - High Courts
    - Constitutional Provisions and Composition
    - Jurisdiction and Functions of High Courts
  - District and Lower Courts
  - Contempt of Courts
9. Alternative Means of Adjudication/ Dispute Resolution 2 Hours
- Means of Alternative Dispute Resolution
  - Lok Adalats
  - Tribunals
  - Regulatory Commissions
  - Ombudsman
  - Consumer Courts
10. Union-State Relations in India 3 Hours
- Distribution of Powers between Union and States
  - Finance Commission
  - Inter-State Councils
  - Cooperative Federalism and NITI Ayog
  - Office of the Governor
    - Constitutional Provisions
    - Functions and Role of Governor



11. Trade, Commerce and Inter-State Trading within the Territory of India 2 Hours
- Division of Economic Powers under the Indian Constitution
  - Need to Promote Inter-State and Commerce
  - Hindrances to Inter-State Trade and Commerce and Remedial Measures
  - Goods and Services Tax
12. Local Bodies 1 Hour
- Panchayati Raj Institutions
    - Structure & Composition
    - Powers and Functions
  - Urban Local Bodies
    - Structure & Composition
    - Powers and Functions

**ADVANCED CERTIFICATE COURSE IN  
CONSTITUTIONAL VALUES (ACC-CV)**

***Objective***

The course offers an opportunity to the students to understand and analyse holistically the ethos, basic precepts and positive thoughts with which the law of the land was made. The basic concepts like Preamble, Fundamental Duties, Fundamental Rights, Directive Principles of State Policy, Federalism, Separation of Power, etc. are viewed in the context of ancient Indian jurisprudence, as also some judicial pronouncements and parliamentary discussions.

***Specific Learning Outcomes***

The Course will enable the participants to:

- Comprehend the deep thought and ethos practiced by our constitution makers while making the Constitution.
- Understand the ancient Indian practices and rich traditions studied through our Constitution and makes the participants aware of our ancient law makers and their legal philosophies and theories.
- Modify their perspective in understanding their Constitution by knowing it through the prism of our value-system.
- On the above thought, it inculcates a sense of pride, self esteem and encourages inquisitiveness amongst the participants to know more about the Law of the land.
- It is very useful for our youth as well as functionaries of the government and non-government sectors in all aspects of life while deciding on significant matters in public as well as personal life.
- It makes a strong foundation of an individual in internalizing the spirit of our 'national heritage' and gives a holistic picture of ideas imbibed behind 'national working'.
- It reflects upon the idea of governance necessary for the welfare of the people, the foremost being an understanding of the Nature of our Constitution, Philosophy behind its various concepts as well as their relevance and relationship with the socio-economic growth in the contemporary times.



### **Course Contents**

1. Democratic Values and the Relevance of Representation 2 Hrs
  - Defining Democracy
  - Why Parliamentary form of government?
2. Prologue to the Indian Constitution and defining Value System 2 Hrs
  - Nature of the Indian Constitution
  - Basic Features of the Indian Constitution
3. The Idea of Rights and their Jurisprudence 2 Hrs
  - Concept of Rights
  - A Source of Intellectual-Moral Attainment
4. Neo Rights in the New Age - Right to life and personal liberty 2 Hrs
5. Harmonious Amalgam of a Strong Union with a Federal Structure 2 Hrs
  - India, A Union of States
  - Unity in Diversity; The idea behind a Federal Structure and Cooperative Federalism
6. India, A Welfare State 2 Hrs
  - The State and its Duties- Socio-Economic Directives- Part I
7. Directive Principles - Part II 2 Hrs
8. Moral and Ethical Duties 2 Hrs
  - The National Conscience
  - Short Film on the making of the Constitution
9. Coordinate and Independent Authorities: Organs of the State 2 Hrs
  - Apex Law Makers and the Executive
  - Sanctity of Institutions for final Interpretation of the Law
  - Spirit of Justice
10. Union State Relations & the Grassroots Reach: Last mile delivery 2 Hrs
11. Effective Crisis Management 2 Hrs
  - Article 352 National emergency
  - Article 356 President's Rule
12. Article 360 Financial Emergency & Uniqueness of 'Rigidity and Flexibility' 2 Hrs
13. Jurisprudential Exposition to Law & Legislation and Basic Doctrines and Concepts 2 Hrs
14. Composite Culture of India 2 Hrs
  - Socio-Anthropological Aspect
  - Constitutional Provisions
15. Interactive Discussion on Significance of our Constitution 2 Hrs

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