

# **INFORMATION BROCHURE**

**Basic Certificate Courses**  
(October – December 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 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 field, publishes two research journals (refereed) and maintains a library. Institute also offers 'Advanced Certificate Courses' and 'Basic Certificate Courses'.

### 2) Basic Certificate Courses

In pursuance of its objects, the Institute *inter alia* organizes several Basic Certificate Courses, which are of the duration of 8-12 hours. The Basic Certificate Courses are offered on rotation basis in different batches and thus vary in different batches. During the October – December 2024 batch, following Basic Certificate Courses will be offered:

- i. BCC-LPP: Basic Certificate Course in Legislative Process in Parliament
- ii. BCC-EPP: Basic Certificate Course in Evolution of Parliamentary Practices and Procedures
- iii. BCC-LGPR: Basic Certificate Course in Local Self Government – Panchayati Raj
- iv. BCC-SDG: Basic Certificate Course in Sustainable Development Goals 2030 and Indian Constitution
- v. BCC-PETB: Basic Certificate Course in Personal Effectiveness and Team Building
- vi. BCC-PD: Basic Certificate Course in Parliamentary Diplomacy
- vii. BCC-EIG: Basic Certificate Course in Ethics in Governance
- viii. BCC-IFP: Basic Certificate Course in Indian Foreign Policy
- ix. BCC-EWS: Basic Certificate Course in Effective Writing Skills
- x. BCC-SVI: Basic Certificate Course in Starting New Ventures in India
- xi. BCC-CFRM: Basic Certificate Course in Cooperative Farming and Rural Management
- xii. BCC-LM: Basic Certificate Course in Leadership and Management

### 3) Duration of Courses

Basic Certificate Courses span over a period of 8-12 hours each.

### 4) Course Fee

Nil

### 5) Number of Seats

60 seats in each course

### 6) Eligibility Criteria

Candidates having scored a minimum of 50% marks in matriculation examination may apply for the courses.



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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/1FAIpQLSdFBZGoA4cZCmT2Z-uURYJnMNXsmFnLs2KbbQsFwMz747sWTw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdFBZGoA4cZCmT2Z-uURYJnMNXsmFnLs2KbbQsFwMz747sWTw/viewform?usp=sf_link)

### 8) Pursuing More than One Course Simultaneously

Subject to the availability of seats, candidates may register for and pursue a maximum of 3 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 courses 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.	Time	Classroom-I	Classroom-II
1	10:15 am to 11:15 am	Personal Effectiveness and Team Building (BCC-PETB)	Parliamentary Diplomacy (BCC-PD)
2	11:30 am to 12:30 pm	Local Self Government– Panchayati Raj (BCC-LGPR)	Legislative Process in Parliament (BCC-LPP)
3	12:45 pm to 01:45 pm	Sustainable Development Goals 2030 and Indian Constitution (BCC-SDG)	Evolution of Parliamentary Practices & Procedures (BCC-EPP)
4	02:00 pm to 03:00 pm	Starting new ventures in India (BCC-SVI)	Ethics in Governance (BCC-EIG)
5	03:15 pm to 04:15 pm	Indian Foreign Policy (BCC-IFP)	Leadership and Management (BCC-LM)
6	04:30 pm to 05:30 pm	Cooperative Farming and Rural Management. (BCC-CFRM)	Effective Writing Skills (BCC-EWS)



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### 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, IILM 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 students.

### 13) Certification

Certificates will be issued to the students who will be attending at least 50 percent of the lectures arranged.

### *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 several 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.



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1) **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 to by President become Acts.

**Objectives**

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.

**Duration**

Duration of the course will be 10 hours.

**Course Contents**

*Session-1:*

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
- (c) Classification of Bills- Money Bills and Financial Bills
- (d) Certification of Money Bill and Special Procedure regarding Money Bills
- (e) Financial Bills: Financial Bills of Category-A
- (f) Financial Bills of Category-B
- (g) Financial Memoranda to Bills involving expenditure

*Session-2:*

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



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*Session-3:*

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-4:*

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:

- (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

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2) **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 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.



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### **Objectives**

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.

### **Duration**

The duration of the course will be 10 hours.

### **Course Contents**

Parliament of India synthesizes, harmonizes and reconciles the diverse interests and concerns, hopes and aspirations, expectations and desires of the people. What are the mechanisms or parliamentary devices, through which the voices of the people are resonated by the members of Parliament, on the floor of the Lok Sabha and the Rajya Sabha, will be deliberated in the following sessions:

- Session-1: Parliamentary System: An Over view  
Functioning of Parliament, Role of Members, important Parliamentary terms
- Session-2: Parliamentary Functionaries  
Leader of the House, Role of Opposition and Political Party System
- Session-3: President's Address: Motion of Thanks (Scope and Discussion)
- Session-4: Significance of Question Hour  
{Starred/Unstarred Questions, Short Notice Question, Half-an-Hour Discussion}
- Session-5: Deliberative role of members by raising matters of public concern  
During Zero hour, under Rule 377, Calling Attention Motion, Adjournment Motion, and Short Duration Discussion
- Session-6: Cabinet Responsibility:  
Motions of No-Confidence and Motions of Confidence faced by various Prime Ministers
- Session-7: Need for the Anti-defection Law and the landmark decisions by Speakers, its assessment and evaluation
- Session-8: Impeachment of a Sitting Judge:  
Process and Role of Parliament, case study
- Session-9: Executive Surveillance through Parliamentary Committees  
{Functioning of Financial Committees, Departmentally Related Standing Committees, Joint Committees}
- Session-10: Various Support services extended to the Members of Parliament to enable them to undertake their responsibilities smoothly and efficiently

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### **3) BASIC CERTIFICATE COURSE IN LOCAL SELF GOVERNMENT – PANCHAYATI RAJ (BCC-LGPR)**

#### **About the Course**



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The history of Panchayat Raj Institutions in India can be traced to Vedic Era. In the Rig Veda there is mention of Sabha, Samiti and Vidatha as local self-units. These were democratic bodies at local level and the King used to get approval of these bodies for certain functions and decisions. The existence of these bodies continued in one form or other in limited manner. The real need to establish and strengthen these institutions was felt, after inclusion of Article 40 in the Directive Principles of State Policy in the Constitution of India. However, a series of committees and recommendations by committees and efforts by successive governments, the Panchayat Raj institutions could be established through 73<sup>rd</sup> Constitution Amendment in 1992. The term Panchayati Raj signifies the system of rural local self-government. It has been established in the states of India by the Acts of State Legislatures to build democracy at grassroots level.

### **Objectives**

The Panchayati Raj institutions are the third pillar of governance after Central and State governments in India. The main objective of the course is to acquaint the participants about the evolution and functioning of these institutions. The course encompasses to familiarize the participants with the functioning of these institutions.

### **Duration**

Duration of course will be 09 hours.

### **Course Contents**

#### *Session-1:*

- Evolution of Panchayat Raj Institutions in India
- Historical perspective of local self-governments
- Existence of Panchayat Raj before independence
- Balwant Rai Mehta Committee
- Formation of various committees and Study Teams

#### *Session-2:*

- Ashok Mehta Committee
- GVK Rao Committee
- L M Singhvi Committee
- Thungan Committee
- Gadgil Committee

#### *Session-3:*

- Initiation of legislative process, 64<sup>th</sup> Constitution Amendment Bill introduced in Parliament 1989 by Government
- Revised bill by Government
- Narsimha Rao Government
- 73<sup>rd</sup> Constitution Amendment Act of 1992 and its significance

#### *Session-4:*

- Gram Sabha
- Three Tier System
- Election of Members





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- Reservation of seats
- State Election Commission
- Powers and Functions
- Finances
- Finance Commission
- Eleventh Schedule

*Session-5:*

- Compulsory Provisions
- Voluntary Provisions
- PESA Act of 1996 (Extension Act)
- Objectives of the Act
- Features of the Act
- Finances of Panchayati Raj
- Limitations in performance
- Suggested Remedies
- Way Forward

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4) **BASIC CERTIFICATE COURSE IN  
SUSTAINABLE DEVELOPMENT GOALS 2030 & INDIAN CONSTITUTION  
(BCC-SDG)**

**About the Course**

Sustainable Development Goals (SDGs) are a set of 17 Goals adopted by 193 member countries of the United Nations at the historic Summit held in New York on 25 September 2015. Came into force on 01 January 2016, the SDGs are expected to stimulate developmental actions in areas of critical importance such as ending poverty and hunger, providing healthy lives and quality education, achieving gender equality, providing modern energy, promoting sustainable economic growth, reducing inequality, etc. till the year 2030. Also known as the 2030 Agenda for Sustainable Development, the SDGs aim at transforming the lives and livelihood of the people across the globe.

As a member of the Open Working Group (OWG) constituted for preparing a proposal on the SDGs, India vociferously advocated the concerns of the developing countries. India emphasised on the priorities for lifting vast number of poor people out of poverty through rapid and inclusive economic growth. The NITI Aayog has been overseeing the implementation of SDGs at the national level. As part of this implementation process, the NITI Aayog has carried out a mapping of all SDGs, Central Ministries and the Centrally-sponsored Schemes.

**Objectives**

The course aims to provide participants with an in-depth understanding of the 17 SDGs and their targets. The course will help the stakeholders and the participants to understand the importance of international policy and the individual responsibilities towards the society, and also how India has taken a lead as a responsible democracy with its constitutional values to achieve the goals of Sustainable Development 2030. Through interactive sessions and case



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studies, the program seeks to foster a culture of awareness and action towards building a more sustainable future.

### **Duration**

Duration of the course will be 8 hours.

### **Course Contents**

- Session-1: Sustainable Development: A Vision for Green Globe  
Session-2: Sustainable development in India: Evolution & Legal Perspective  
Session-3: Rights of Nature for Sustainable Development  
Session-4: Law, Policy & Governance Crossroads towards Green Development  
Session-5: Innovations in Democracy for Achieving SDG's 2030  
Session-6: Role of International Policy and Reforms in Establishing Fundamentals of Sustainable Development Goals  
Session-7: Climate Change & Development: Constitutional Perspective and Transformational Challenges  
Session-8: Indian Democracy leading the Goal of Sustainable Development: 2030 & Interactive Session

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## **5) BASIC CERTIFICATE COURSE IN PERSONAL EFFECTIVENESS & TEAM BUILDING (BCC-PETB)**

### **About the Course**

The global work environment is dynamic and volatile. Every individual that aspires to be part of the professional ecosystem is required to possess quintessential competencies to manage self and others. Accordingly, two personal traits viz., personal effectiveness and team building acquire significance. Personal effectiveness is different thing to different people because everyone has own standards of success and achievement. Personal effectiveness is a trait that is often linked to positive wellbeing and is an important part of leading a successful and fulfilling life. It helps a person to be more productive, motivated and consistent.

Since individuals also have to work in group settings, they also need to learn and nurture this trait. Team Building is a management technique used for improving the efficiency and performance of the work groups through various activities. It involves a lot of skills, analysis and observation for forming a strong and capable team. The sole motive is to achieve the vision and objectives. Team building helps in identifying Strengths and Weaknesses, direct towards vision and mission, develops communication and collaboration, establishes role and responsibilities, initiates creative thinking and problem solving approach, builds trust and morale, introduces and manage changes, facilitates delegation for better productivity. This highlights the need of study of the course.

### **Objectives**

- To help the participants to be better listeners



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- To assist the participants manage time and stress
- To understand interpersonal relations and learn how to build rapport
- To hone team management skills for better interpersonal relations and communication

**Duration**

Duration of the course will be 8 hours.

**Course Contents**

- Session-1: Understand Interpersonal Relations and Learn How to Build Rapport  
Session-2: Apply Effective Listening and Oral Communication Techniques  
Session-3: Apply Techniques to Manage Teams/ Groups for Effective Brainstorming  
Session-4: Apply Techniques to Manage Self with Specific Focus on Managing Time and Stress

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**6) BASIC CERTIFICATE COURSE IN  
PARLIAMENTARY DIPLOMACY (BCC-PD)**

**About the Course**

Parliament plays a pivotal role in Indian democratic system. It is also an instrument of governmental administration. Being the reflection of people's will, the function of the Parliament touches almost every aspect of the state craft and reshapes the perspective of the governance according to the will of the people. There has always been an interest of Parliament in the foreign policy of the country. Also, with growing development in global geo-politics, the discussions in Parliament on global issues have become more frequent. Therefore, in recent times, Parliaments have dramatically extended their circle of interest in the foreign field. Issues of foreign policy have frequently been subject of discussion, either in committees or during a parliamentary plenary session. In addition, parliamentary delegations participate in the work of parliamentary assemblies of international organizations. Also, there are exchange of programmes and delegations between Parliaments of various countries. The scope and role of Parliament has increased in recent times. This justifies the need of understanding of Parliamentary diplomacy.

**Objectives**

The Certificate Program on 'Parliamentary Diplomacy' aims to introduce and familiarise that Parliamentary form of diplomacy has become an important tool in recent times. The Certificate Program on 'Parliamentary Diplomacy' will highlight the Indian foreign policy aspect in parliamentary democracy. This course will also enhance and increase the awareness on diplomacy and India's foreign policy and relations.

**Duration**

Duration of the course will be 10 hours.

**Course Contents**

- Session-1: Introduction to Diplomacy



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Diplomacy, in simple terms, is management of relations of a nation state with different state actors in geopolitics. This session will deliberate upon the meaning, definition, scope and purpose of diplomacy. The session will review various contours of diplomacy and its importance in foreign relations and policy making. The session will also touch upon various types of diplomacy. As modern diplomacy has undergone many changes in way diplomacy is done, so the session will trace the styles and content of diplomacy till today, which will of course include 'Parliamentary Diplomacy'.

**Session-2: India's Foreign Policy**

An understanding of diplomacy is incomplete without understanding the foreign policy of a nation state in general and India in particular. The session will talk about the foreign policy of India, the path traversed by India in its foreign policy and its contemporary dimensions. The session will discuss the determinants of India's foreign policy. The session will reflect the role played by national interest of India in foreign policy making at national and international level. It will touch upon the foreign policy of India from our first Prime Minister Nehru to the current Hon'ble Prime Minister Narendra Modi. The policies adopted by India in various times and regimes.

**Session-3: Diplomatic Communication**

Communication is the basic tool of diplomacy. With the basics remaining the same, there is no doubt that different people viz-a-viz countries communicate differently. A diplomat, at all levels, has to communicate to different kind of people viz-a-viz countries with an underlining motive to convey message of the interest of his or her own nation in a clear yet soft manner. The session will explain the specific terminologies used by countries to send official communication under "Vienna Convention". The session will also discuss how, in contemporary times, parliament has taken a step ahead in communicating with state and non-state actors of other states. Case studies will also be discussed.

**Session-4: Diplomatic Protocol**

The Vienna Convention on Diplomatic Relations (1961) is a treaty that defines the framework for the conduct of diplomatic relations between countries. This treaty lays down the diplomatic protocol that is followed by the nation-states across globe to conduct its relations with other countries. The session will make the learner abreast of the Vienna convention, diplomatic protocols, kinds of protocols and immunities enjoyed by a diplomat under his diplomatic cover.

**Session-5 Diplomatic Etiquette**

After understanding the jargons of 'Diplomatic Communication' and 'Diplomatic Protocol', the learner will be made abreast with the 'diplomatic etiquette' practised globally. Along with these norms in 'diplomatic etiquette' practised by the diplomatic community the session will also discuss various case studies relating to that. The session will include certain hands-on training on 'diplomatic etiquette'.

**Session-6: Conflict Resolution**

'Conflict resolution' is the basic premise of diplomacy in the geopolitics where there is a constant clash of interests of nation-states. The session will ponder over the basic understanding of conflict resolution and then will deliberate upon the role of diplomacy in conflict resolution. It will take up certain case studies to do the same.

**Session-7: Negotiation Skills**



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Diplomacy is incomplete without using the tool of 'negotiation skills'. The session aims to provide a hands-on training on negotiation skills.

**Session-8: Role of Parliamentary Diplomacy**

The session will discuss how there is an expansion of diplomacy from closed door to Parliaments. It will also talk about the role of Parliament in conducting diplomacy through various means.

**Session-9: Multilateral Organisations and Diplomacy**

There are more than one actor involved in 'Multilateral Diplomacy'. Multilateral diplomacy requires very specific forms of networking, information gathering, alliance building and coordination among partners. It is very different from bilateral diplomacy. The session will aim to discuss the types of multilateral organisations, reformed multilateralism and need of change in multilateralism through diplomacy.

**Session-10: Current International Issues**

The session will highlight and discuss the ongoing international issues of concern for India in the geopolitics. It will also highlight the role of India in the current international issues. It will examine the affect of these issues on India and the world as a whole.

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**7) BASIC CERTIFICATE COURSE IN LEADERSHIP AND MANAGEMENT  
(BCC-LM)**

**About the Course**

The certificate course on "Leadership and Management: Key to Effective Governance" is designed to address the contemporary challenges faced by government officials in India. Balancing the demands of competition and work has become increasingly complex, resulting in a blend of impatience and determination among professionals.

This course leverages the fusion of ancient Indian wisdom and modern management concepts to offer a unique strategy to tackling these challenges. With a focus on constitutional and parliamentary studies, the course spans eight hours and aims to empower government officials with the leadership skills and management strategies necessary for efficient governance in the modern era.

**Objectives**

The course aims to achieve the following objectives:

- Provide insights into leadership and management strategies through an Indian lens.
- Equip participants with effective time management techniques for enhanced productivity.
- Cultivate patience, teamwork, and collaborative skills essential for successful governance.
- Address mental obstacles and stereotypes that hinder effective decision-making.
- Foster the development of robust professional networks and relationships.



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- Learn how to strategically align leadership with organizational goals
- Encourage creativity and innovation in addressing governance challenges.
- Enhance participants' ability to manage authority and responsibility effectively.
- Improve focus, attention, and the acquisition of new skill sets for adaptive governance.

### **Duration**

The duration of the course will be 8 hours.

### **Course Contents**

#### *Session-1: Leadership and Management – An Indian Perspective*

Exploring leadership qualities and management practices in ancient India; and Extracting lessons and strategies on ethical governance, decision-making, and conflict resolution

#### *Session-2: Managing Time Effectively*

Techniques for prioritizing tasks and optimizing time allocation; and Time management strategies tailored for effective governance

#### *Session-3: Learning Patience and Teamwork*

Understanding the importance of patience and collaboration in governance roles; and Building cohesive and collaborative teams for efficient governance

#### *Session-4: Overcoming Mental Blockages and Stereotypes*

Identifying and mitigating mental barriers that hinder effective governance; and Challenging stereotypes for inclusive and equitable decision-making

#### *Session-5: Building a Professional Network and Relationships*

Exploring the significance of networking in the context of governance; and Techniques and strategies for fostering relationships that support effective governance

#### *Session-6: Fostering Creativity and Innovation*

Encouraging innovative approaches to address complex governance challenges; and Creating an environment conducive to fostering creativity and innovation

#### *Session-7: Managing Authority and Responsibility*

Balancing authority and accountability in governance roles; and Effective delegation and empowerment techniques for improved governance

#### *Session-8: Improving Focus and Attention – Developing New Skillsets*

Techniques to enhance focus and attention amidst dynamic governance environments; and Lifelong learning strategies for acquiring new skills relevant to governance

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**8) BASIC CERTIFICATE COURSE IN INDIAN FOREIGN POLICY (BCC-IFP)**

**About the Course**

Indian foreign policy has evolved over the years. It is dynamic, not static responding to stimuli from domestic and external developments. It also carries India's cultural, and spiritual heritage as enshrined in our scriptures. In recent times, economic diplomacy and defence and security aspects have also been critically factored in making of Indian foreign policy. Be that as it may, the promotion of national interest and ensuring the security and defense of the country are the cardinal principles of Indian foreign policy. Succeeding prime ministers have also contributed their thoughts and ideas to the making of Indian foreign policy.

**Objectives**

The objective of the course is to acquaint and familiarize students of the dynamic nature of Indian foreign policy.

**Duration**

Duration of the Course will be of 12 hours.

**Course Contents**

Session-1: Evolution of Indian Foreign Policy

- The cultural and spiritual moorings of Indian foreign policy
- India's freedom struggle
- Nationalism, anti-imperialism and anti-colonialism
- Impact of Gandhi, Nehru, and Subash Chandra Bose
- India's membership of the Commonwealth

Session-2: Non-Alignment: How Relevant is it Today?

Imperatives of Non-alignment, after effects of Cold War, The Korean War, New International Economic Order (NIEO), and Why NAM is defunct today, reinventing NAM?

Session-3: India's Nuclear Policy

India's Atomic Energy Policy, Peaceful Nuclear Explosion (PNE), Indo-US Nuclear Deal, waiver at the Nuclear Supplier Group (NSG)

Session-4: The enduring India-Russia relations: Can it withstand new dynamics of emerging geopolitics?

This session elucidates the evolution of the India-Russia relation and Russia's role in India's development in various sectors such as still, atomic energy, space, defense and Russia's support to India for UNSC membership. It also focus on India-Russia friendship treaty of 1971. This segment will also dwell upon India-Russia relations after the disintegration of the erstwhile USSR and end of the Cold War.

Session-5: India-US Relations: From Estranged Democracy to Global Strategic Partnership

This session will discuss why in the initial years of Independence India-US relations didn't develop and how US imposed sanctions on India for India's nuclear program, it will also throw light on the role of US in the India-China war of 1962. The session will touch down



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how India and USA transformed their relationship to Comprehensive Global Partnership and the visit of President Biden to India.

Session-6: Indo-Pacific: The kernel of India's Act East Policy

This session will focus on the geo-politics in oceanic dimension-the strategic significance of India's engagement with South East Asia, the traction of Indo-Pacific, China's assertive behaviour, freedom of the sea, South China Sea, Quadrilateral alliance of USA, Japan, India and Australia, India's Malabar Naval Exercise, etc.

Session-7: Engaging with China: The Persistent Security Dilemma

This session will analyse India's complex and complicated relations with its mighty northern neighbour. Strategic rivalry and persistent security dilemma permeates India's relationship with China. This session will also throw light on India's China policy.

Session-8: India-Japan Relations

This session will delineate India's enduring relationship with Japan and its role in the development of India. Political and economic and strategic relations between the two countries will be the flavour of this session.

Session-9: India and Her Neighbours

This session will dwell upon India's engagement with its neighbors – Pakistan, Bangladesh, Nepal, Bhutan, Sri Lanka and Maldives. It will also elucidate India-China contestation in South Asia.

Session-10: India's Economic Diplomacy and Developmental Partnership

This session aimed at discussing India's developmental programs both in the neighbourhood and beyond including the Parliamentary Internship Program (PIP) and Legislative Drafting Program for foreign Parliamentary officials for capacity building.

Session-11: India's Soft Power including Diaspora

This session will dwell up on India's soft power and cultural diplomacy including Yoga and Bollywood including Indian Diaspora as a strategic asset.

Session-12: Parliament and Indian Foreign Policy

This session will elucidate role of Parliament including the role of Standing Committees in making of foreign policy.

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## **9) BASIC CERTIFICATE COURSE IN EFFECTIVE WRITING SKILLS (BCC-EWS)**

### **About the Course**

The skill of writing is one of the most effective tools of communication. It helps to develop imaginative and critical thinking abilities, and is often the sign of an education. It involves the ability to write effectively and creatively. Writing is more permanent than speaking, and requires more careful organisation. It is also less spontaneous because it involves a process, from organising ideas in the mind to setting the final document on paper. Like speaking, writing can be both formal and informal, depending





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on its purpose. For example, the language of a formal letter is very different from that of a text message from a mobile phone. Since specific contexts require special vocabulary (words and phrases) and grammar (sentence structures), teaching the skill of writing involves familiarising the audience with various formats of informal and formal written texts and taking the audience through a process – a series of steps – such as brainstorming for ideas, organising and sequencing them, revising and editing the draft and so on.

### **Objectives**

- To write straight and simple language
- To stick to uniformity and consistency
- To understand the basic principles of improving a write up
- To learn creative writing, news writing and Research writing
- To focus on error-free writing and editing

### **Duration**

Duration of the course will be 8 hours.

### **Course Contents**

*Session-1: Effective Writing Skills, Qualities of Good Writing*

*Session-2: News Writing Structure and Styles News Leads and Types*

How to write a Press Release

Fake News- Misinformation & Disinformation

*Session-3: Qualitative and Quantitative Researches*

Steps for Writing Research Papers/ Reports/ Thesis

*Session-4: Principles of Editing*

Tips for Editing

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## **10) BASIC CERTIFICATE COURSE IN STARTING NEW VENTURES IN INDIA (BCC-SVI)**

### **About the Course**

The course "Starting New Ventures in India" is designed to provide students with the foundational knowledge and practical skills needed to launch and grow new businesses. This course covers the entrepreneurial journey from idea generation to the successful scaling of a business, with a focus on critical aspects such as opportunity identification, business planning, financial management, and marketing.

The course aims to equip students with the knowledge and skills necessary to launch and grow new businesses in the Indian context. This course will cover the unique opportunities and challenges faced by entrepreneurs in India, providing a comprehensive understanding of the entrepreneurial ecosystem, regulatory environment, and various schemes available for entrepreneurs.



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### Course Objectives

- **Understand the Entrepreneurial Process:** Gain insights into the stages of starting and growing a new venture.
- **Identify and Evaluate Opportunities:** Learn how to spot market gaps and evaluate the feasibility of new business ideas.
- **Develop Comprehensive Business Plans:** Acquire the skills to develop detailed business plans that can attract investors and guide business growth.
- **Master Financial Management:** Understand the basics of financial planning, funding options, and managing finances for a startup.
- **Implement Effective Marketing Strategies:** Learn to create and execute marketing strategies that drive customer acquisition and retention.
- **Build Sustainable Ventures:** Emphasize the importance of sustainability and ethical practices in business operations.
- **Understand the Indian Entrepreneurial Ecosystem:** Gain insights into the startup ecosystem in India, including key players, support systems, and funding sources.
- **Navigate Regulatory Frameworks:** Learn about the legal and regulatory requirements for starting and operating a business in India.

### Course Outline

#### 1. Introduction to Entrepreneurship

- Definition and significance of entrepreneurship
- Characteristics of successful entrepreneurs
- Global vs. Indian entrepreneurship landscape

#### 2. Opportunity Recognition and Evaluation

- Methods for generating business ideas
- Market research and analysis techniques
- Feasibility analysis and business modeling

#### 3. Business Planning

- Key components of a business plan: executive summary, market analysis, product/service description, marketing plan, operations plan, financial plan
- Writing and presenting a business plan
- Case studies of successful business plans



#### **4. Legal and Regulatory Environment**

- Understanding business structures: sole proprietorship, partnership, corporation, LLC
- Business registration and legal compliance
- Intellectual property and protection of business ideas

#### **5. Financial Planning and Management**

- Basics of financial statements: income statement, balance sheet, cash flow statement
- Budgeting, forecasting, and financial planning
- Funding sources: bootstrapping, angel investors, venture capital, loans, crowdfunding

#### **6. Marketing and Sales Strategies**

- Market segmentation and target market selection
- Developing a marketing plan and brand strategy
- Sales techniques and building customer relationships
- Digital marketing and social media strategies

#### **7. Operations and Management**

- Setting up business operations: supply chain, production, and logistics
- Human resource management and building a team
- Project management and operational efficiency

#### **8. Technology and Innovation**

- Role of technology in business innovation
- Leveraging digital tools and platforms for business growth
- Protecting intellectual property and managing innovation

#### **9. Scaling Up and Growth Strategies**

- Strategies for scaling operations and entering new markets
- Managing growth challenges and organizational change
- Examples of companies that successfully scaled

#### **10. Indian Entrepreneurial Ecosystem**

- Key players: incubators, accelerators, angel investors, and venture capitalists



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- Government initiatives and support schemes (e.g., Startup India, Make inIndia)
- Role of industry associations and networks

### **11. Regulatory Environment**

- Business registration and incorporation processes
- Legal structures: sole proprietorship, partnership, LLP, private limited company
- Compliance requirements: taxation, labor laws, intellectual property rights

### **12. Government Schemes**

- Introduction and details of various government schemes to enable the start-up ecosystem in India
- Funding schemes

### **Duration**

The duration of the course will be 12 hours.

### **Teaching Methodology**

- **Lectures and Interactive Sessions:** Engaging lectures combined with interactive discussions to facilitate understanding and critical thinking.
- **Case Studies and Real-life Examples:** Analysis of successful and failed ventures to draw practical lessons.

### **Evaluation**

- **Business Plan Project:** Development and presentation of a comprehensive business plan

### **Target Audience**

- Aspiring entrepreneurs and startup enthusiasts
- Business students and graduates
- Professionals looking to transition into entrepreneurship
- Individuals interested in understanding the Indian business environment

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## **11) BASIC CERTIFICATE COURSE IN COOPERATIVE FARMING AND RURAL MANAGEMENT (BCC-CFRM)**

World has seen various models of economic engagements for the welfare of the communities. Cooperative movements which had its origins in 1761 also has gone through various changes to accommodate the aspirations of the community and people at large.



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The world has started thinking about inclusive economic development. India has been one of the early beginner of cooperative model of business. India currently has 8,02,639 societies in 29 different sectors involving 130 million farmers in the country.

Nearly 46% of rural economy contributes to national income and 50% of India's population would live in rural areas by 2050. In this background a study of economic engagement through cooperatives is a must.

But my course apart from defining the basic concepts would deal primarily with producer cooperatives and Farmer producer organizations which is being promoted by Government of India.

### **Duration**

The duration of the course will be 10 hours.

Session 1. Concept of cooperation and its evolution

Session 2. Structure of cooperative currently in operations in India

Session 3 Structure of cooperative currently in operations in India

Session 4 Limitation and deficiencies of current working of cooperatives

Session 5 case study success of Amul

Session 6 Emergence of PO and FPO in India

Session 7 The structure of FPO and comparative analysis with Cooperative structure

Session 8 Case study of a successful FPO

Session 9 Quiz and Assignment

Session 10. Conclusion and final words.

Farmer collectives: The evolution and growth of FPO in India

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## **12) BASIC CERTIFICATE COURSE IN ETHICS IN GOVERNANCE** **(BCC- EIG)**

### **Governance and Ethics in Public Life Objectives of the Course**

The objective of this course is to enable the participants to understand Governance particularly Good Governance, the components of Governance and how it can be public centric leading to Good Governance. It will also emphasise on ethics and how it can be applied in Public Life as also administration for the betterment of individual, society and nation.



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**Duration**

Duration of course will be 10 hours.

**Course contents**

**Session -1**

This session will deal with the conceptual aspects of Governance under sub themes

- (a) Governance: Conceptual Analysis
- (b) Types and forms
- (c) Model of Governance
- (d) Objective of governance
- (e) Global trends
- (f) Empirical dimensions

**Session-2**

In this session the main thrust of Good governance will be explained in detail under following themes

- (a) Good Governance : Definition
- (b) Global perspectives- UNDP, World Bank, USESCO
- (c) Elements of Good Governance
- (d) Main Thrust of Good Governance
- (e) Best practises

**Session -3**

In this session the main emphasis will be on Good governance in Indian Context

- (a) Objective of Good Governance
- (b) Vision of Prime Ministers: Nehruji to Narendra Modiji
- (c) Components of Governance
- (d) Govt. + Private Sector + Third Sector Partnership
- (e) Focus of governance
- (f) What needs to be done

**Session- 4**

In this session the emphasis will be on Towards Good governance in India

- (a) Conference of Chief Secretaries 1996
- (b) Conference of Chief Ministers 1997
- (c) Action Plan to bring about Accountability
- (d) Good governance reforms in India
- (e) Vikshit Bharat

**Session -5**

In this session the concept of citizen's Charter will be discussed under following sub heads

- (a) Evolution of the Citizen's charter :Intellectual context
- (b) New Paradigm
- (c) Historical context
- (d) Empirical context
- (e) Recommendations of Chief Secretaries conference 1996
- (f) Some Examples

**Session-6**

In this session the focus will be on Citizen- centric Administration

- (a) Situating Citizens in governance
- (b) Citizens and Administration
- (c) Citizen's perception about administration



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- (d) Pre-condition for citizen-centric Administration
- (e) Administration in the Service of Citizens
- (F) Reforms within the system

**Session -7**

This session will deal with the mechanism for Redressal of Public Grievances. It will be covered under the sub headings

- (a) Public grievances
- (b) Grievance Redressal in India
- (c) Right to information
- (d) Citizen's charters
- (e) E-governance
- (f) Role of civil society
- (h) Role of NGO

**Session -8**

In this session the main emphasis will be to understand Ethics and how to apply in administration

- (a) Ethics: an interpretation
- (b) Ethics and morality
- (c) Salient characteristic of Ethical Behaviour
- (d) Code of ethics
- (e) Obligation to government and the constitution

**Session -9**

The focus of this session will be on ethics in public life

- (a) An outline of Gandhian Ethics
- (b) Swaraj, Satyagraha, Swadeshi
- (c) Truth and Non-violence
- (d) Primacy of Duty over Rights
- (e) True religion
- (f) Purushartha
- (g) Seven Sins

**Session -10**

The concluding session will highlight the lessons learnt from the lives of great leaders

- (a) Lessons from Scriptures- Gita, Ramayan
- (b) Chanakya, Swami Vivekananda, Raja Rammohan Roy
- (c) Tilak, Gandhi, Savarkar, Nehru and Deendayal Upadhyay
- (d) Martin Luther King and Mandela
- (e) Best Practices by individuals
- (f) Lesson for Individual, Society and nation

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