

FACULTY OF SOCIAL SCIENCE

DIRECTION NO. 149-/2012

**DIRECTION GOVERNING EXAMINATIONS LEADING TO THE ONE YEAR POST
GRADUATE DIPLOMA COURSE IN PANCHAYAT RAJ ADMINISTRATION(PGDPA) ON
CREDIT & GRADING SYSTEM**

[Direction issued by the Hon'ble Vice-Chancellor under Section 14(8) of the M.U.Act, 1994]

WHERE AS THE Maharashtra Universities Act No. XXXV of 1994 (hereinafter referred as an Act) has come into force with effect from 22nd July, 1994 and has been amended from time to time.

AND

WHERE AS Gondwana University, Gadchiroli has been established vide Government of Maharashtra Notification No. MISC-2010(252/10) UNI – 4 Dated 27th Sep 2011 and commences its academic activities from 2012-13 academic session.

AND

WHERE AS it is expedient to introduce scheme and syllabus for **One Year Post Graduate Diploma Course in Panchayat Raj Administration credit & grading system** in the faculty of Social Science for Gondwana University

AND

WHERE AS the Board of Studies in Social Science in its meeting dated 13-04-2012 and subsequent meeting dated 23-04-2012 introduced and approved the scheme and syllabus for **One Year Post Graduate Diploma Course in Panchayat Raj Administration on credit & grading system** to be implemented from the academic year 2012-13.

AND

WHERE AS the Faculty of Social Science at its meeting held on 3/5/2012 approved the said syllabus prepared by the Board of Studies in Social Science.

AND

WHERE AS the Chairperson/ Dean of the Faculty requested the Vice-Chancellor of Gondwana University to approve the new syllabus based on **Credit & Grading system** under Section 14(7) of Maharashtra Universities Act, 1994 to meet the exigency.

AND

WHERE AS the procedure of implementing the new syllabus is urgent and emergent.

Now, therefore, I, Dr. Vijay Ainchwar, Vice-Chancellor, Gondwana University, Gadchiroli, in exercise of the powers vested in me under Section 14 (8) of the Maharashtra Universities Act, 1994 do hereby issue the following Direction:

1. **Title of the Direction:** This direction shall be called "Direction leading to the examination for award of **One Year Post Graduate Diploma Course in Panchayat Raj Administration on Credit & Grading system** in the faculty of Social science, Gondwana University, Gadchiroli.
2. **Commencement of the Direction:** It shall come into force from the academic year 2012-13.
3. **Duration of the Programme:** The duration of the programme is One academic year. An examination at the end of each academic year at such places and on such dates as may be fixed by the University. The fees for the examination shall be prescribed by the University from time to time. The subjects /papers shall be as given in the Appendix-I.
4. **Interpretation Clause :** Unless the context otherwise require, the following words shall have the meaning as assigned to them in this clause.
 - (a) **Add-on Course:** Means a course which can be studied as an additional course along with the regular course.
 - (b) **Average Grade Letter :** refers to the grade letter awarded after summing up external and internal Marks obtained in each course/ Paper.
 - (c) **Course :** It is equivalent to a paper/subject. It is a complete unit of learning which will be taught and evaluated .
 - (d) **Credit :** Credit means the unit by which the course work is measured. It is measured in terms of weekly class hours assigned to a Course. In this Direction one Credit means one hour of teaching work or two hours of practical work .
 - (e) **Credit Point (CP):** It is the value obtained by multiplying the Grade Point by the Credit i.e No. of Credits assigned for the course x Grade Points secured for that course.
 - (f) **Cumulative Grade Point Average (CGPA):** CGPA means the value obtained by dividing total number of credit points by the total number of credits .
 - (g) **Grade Letter :** Grade Letter means an index to indicate the performance of a student in a particular course/ Paper. It is the transformation of actual marks secured by a student in a course/paper into a letter grade.
 - (h) **Grade Point :** Grade Point means weightage allotted to each grade letter.
5. **Eligibility Criteria for Admission:**
 - (a) A graduate from any discipline can take admission in this course
 - (b) Admission to the programme shall be made on basis of merit by the respective college admission committee. The reservation policy and rules of the Government of Maharashtra governing admission to higher educational institutions issued from time to time shall also be followed.
6. **Medium of Instruction:** The medium of instruction and Examination shall be in Marathi Hindi, English. Question papers for the examination shall be set in Marathi, Hindi and English.

7. **Attendance:** No student shall be permitted to appear for the Examination unless he/she has put in not less than 75% attendance of the classes held in any course/paper.

8. **Evaluation System on the basis of Credit based Award Pattern:** The academic performance of a student shall be graded on a Seven-point scale. The grade awarded to a student shall depend on his/her performance in external and internal examinations. The academic performance of a student at the end of the programme, shall be evaluated on the basis of:

(i) **Grade Point (GP) obtained in each subject**

(ii) **Cumulative Grade Point Average (CGPA)**

9. **Award of Grade Letter, Grade Points, Credit Points, CGPA:**

(a) **Award of Grade Letter and Grade Points:**

Each course/paper shall be valued in Seven Grades. The letter grades and their equivalent grade points are listed below.

Range of % of Marks	Grade Letter	Grade Points
85 to 100	O	10
75 to 84	A+	9
65 to 74	A	8
55 to 64	B+	7
45 to 54	B	6
40 to 44	C	5
0 to 39	D	0

(b) **Calculation of Credit Points :-**

Credit Points for the course = (No. of Credits assigned for the course x Grade Point secured for that course.)

(c) **Cumulative Grade Point Average (CGPA) :** CGPA refers to the Cumulative Grade Point Average .

$$\text{CGPA} = \frac{\text{Total Credit Points Obtained}}{\text{Total Credits}}$$

Provided that CGPA is calculated only when the candidate passes in all the papers Provided further, that, the final Grade Sheet shall show the Grade and Grade Points only.

10. Standard of Passing : In order to qualify a particular examination, a candidate shall have secured at least 40% of marks in each and every theory/ Practical/Dissertation prescribed. Similarly a candidate shall have to secure at least 40% of the internal marks wherever applicable.

Note: for further details reference may be made to Appendix I to this direction.

11. Award of the Degree: A student will be eligible for the award of the Degree governed by this direction if he gets minimum CGPA of 5.00. The degree shall specify the division and CGPA of successful candidates as per the following criterion :

- | | |
|-------------------------------------|--------------------------|
| i) First Division with Distinction: | CGPA from 7.00 and above |
| ii) First Division: | CGPA from 6.00 to 6.99 |
| iii) Second Division : | CGPA from 5.00 to 5.99 |

12. Conversion of CGPA into Percentage of Marks: The formula used in this direction to calculate percentage of marks from CGPA is

$$\text{Percentage} = 10 \times \text{CGPA}.$$

13 Award of Medals and Merit Certificates: Candidates who appear and pass the examination in all the papers at first appearance only are eligible for the award of Medals/ Prizes/Rank Certificates etc.

Gadchiroli

Dated: 4/7/2012

Dr. Vijay Ainchwar
Vice-Chancellor

APPENDIX – I

POST GRADUATE DIPLOMA IN PANCHAYAT RAJ ADMINISTRATION

Sr. No.	Name of the Paper	No. of Credits	Max. Marks	Min. Marks
1	Panchayat Raj Theoretical Perspective	4	80+20=100	32+08=40
2	Panchayat Raj In Maharashtra	4	80+20=100	32+08=40
3	Mechanism of Panchayat Raj Administration	4	80+20=100	32+08=40
4	R.D.A.Technique	4	80+20=100	32+08=40
5	Rural Development Area	4	80+20=100	32+08=40
6	Element Of Survey Method(Research In PRA)Theory Practicals : 1. Project Work / Dissertation	4	Theory - 40 Practicals - 60	16+24=40

APPENDIX – II
DETAILED SYLLABUS FOR
POST GRADUATE DIPLOMA IN PANCHAYAT RAJ ADMINISTRATION

PAPER – I
PANCHAYAT RAJ THEORITICAL PERSPECTIVE

1. Developing nation Aspirations; Challenges of developing Societies, for Modernization and Development at grass root level.
2. New Approach Relation between: Democracy, Decentralisation and Development, Development from below – Self generating, self Sustaining, community Development, concept of “ Integrated Development ” System Approach.
3. Social Organization A – Relistic need: A administrative are as natural growth and artificially carved; Delimitation of boundaries and functions; concept of organic society inter-action between Rural, Urban and ?Urban community; the region with developmental approach.
4. Asian Experiments : Experiments in South-Asian countries China and SAARC Countries.
5. Panchayati Raj ideology in India: Decentralised, Democracy and Panchayati Raj _ Paul Appleby's view; individual and Panchayati Raj Polity; Panchayati Raj as an agency of Rural- Local self Government; Development and Modernization in India.
6. Democratic Super Structure at field, Political Body wider social- representation and participation; Reservation policy about weaker, Section of society and approach, of state; Three Tiered federation; Federal State and local orgns, interaction and interrelations.
7. States Emergence of P.R. in India: Community Development programme in the National scenario and its disappointments; Balwant Mehta Committee, V.J. Naik Committee and Shri Mehta Committee, Recent constitutional Status of Panchayat Raj.
8. New thrust in Panchayat Raj; Patterns of panchayati Raj in Indian States – Rajasthan, Maharashtra and Gujarat, Andhra Pradesh Karnataka, West Bengal and Madhya Pradesh (M.P)

Theory : 80
Internal Assessment 20
Total : 100

PAPER – II

PANCHGAYAT RAJ IN MAHARASHTRA.

1. State Government, the Field Agencies, and Panchayat Raj Institution ; Web of district administration and position of PRI (Panchayati Raj Institution) : district rural sector of matrix and inter relation of Panchayati Raj with official non- official organizations.
2. Structure of panchayati Raj : Three Tier Panchayati Raj interrelationship; scope of activities of Three Tiers.
3. Political organs in Three Tiers : Election process; Organization of the political Organ (General Bodies and Committees) ; their role, power and functions; Political office bearers like president, Chairman and Sar. Panch; their status powers, functions, representative and remuneration.
4. Bureaucratic component : Administrative Officials; ZP CEO, DY; CEO, Panchayat Samitti and Secretary, Village Panchayat; their power, functions and responsibility, roles and relationships between Political executive, and bureaucrats at different Tiers.
5. Administrative structure at Three levels : Administrative Departments of different subjects; their Sub-divisions & Sections the departmental heads and bureaucratic hierarchies their administrative flows and processes.
6. Panchayat Raj Bureaucracy : PR civil service levels and Cadres; deputed officers, opted officers, class – III and class- IV cadres generalist specialist and Technocrats.
7. Fiscal Administration : Sources of Revenue –Taxes, Fines, Prices, cess, Fees, Grants in Aid, Public Borrowing components of expenditures Budgetary system.
8. State Control, Direction and Assistance.
9. Interaction with vertical and horizontal institutions, Interest and pressure groups, Political Parties and Elites.

Theory : 80
Internal Assessment 20
Total : 100

PAPER – III

MECHANISM OF PANCHAYATI RAJ ADMINISTRATION

1. Conceptual differences between – constitution, Act, Bill, statutes, Ordinance, Goet. ResolutioOn, Directives, Rules, Byelaws, Guide Lines.
2. Functioanl compments : Adminsatrative Bureaucaracy, Politician, External functioneries people – their role, operations and interactions; official – non- official, office bearers and Theiar role.
3. PRI a committee style Government : Policy approval and Adminstrative control of organizations; Rules and procedures and conduct of business in PRI Bodies.
4. Administrative Officers, diarection and control of administrative process : Sanction, Administrative Planning (administrative & technical) Order; progress report; Directives, Evaluation and completion certificate.
5. Middle Management : (A) Supervision and Inspection _Ordering and intimation; Critical assessment of quality and progress directives and ar5eport.

(B) MATERIAL & INVENTORY MANAGEMENT :-

Quotations and Tenders processing; material puurchase; Issue and storing.

6. office Management: Scientific Approach, Parinciples, Office services; correspondence; types of letter, filling system; Indexing; Recoard keeping and ts disposal; report writing; controlling office works method;l O&M.
7. managing Z.P., Civil services personnel : Fundamental aRules (Maharashtra Civil Service Rules) Rules a relating to pay, leave, allowances, suspension allowance; combination of appointments, compensatory allowance; convience allowance rules, leave account, service Book; Retirement rules, Termination supervision and dismissed.
8. Fiscal Management : Estimates, Budgeting operations in Control over grants, aaaaaRevised estimates and Supplementary budgets; Loans and bonowings power and processes; subsidies.
(b) Control over income : Ass3ssments Demand registers Collection of Revenue; Issue and control over receipt books; Depositing Government receipts into minicipal and Government Treasury to the credit of local Fund and accounting process in connection therwith; watching the progress of collection; write of.
(c) Control of Expendiaure : Various fors of public Expenditure; Statutory Provisions –Restricting scope of expendituare Statutory activities, compulsory and discretionary Restrictions repayment out of local funds; control of Budget in Departments; Control in accounts, control under rules and sanctions, control fo committees; contracts; stores –control over purchase, issue and stock; control over establishments – scheduled, Non-scheduled and Statutory.
9. Accounts aand Audit ; (a) Constitution o Local funs and atheir custody; keeping `detailed subsidiary accounts with related registers; Treatment of accounts Types; Reenues and Rate Fund, capital, SUSPENSE, SPECIAL FUND, Sinking fund, the depreciation fund, provident fund, Book-Keeping its principles, systems, classification of accounts, assets Liabilities, capital and Revenue accounts; system of accountancy. Double enatry Book Keeping, nature of ledger balances, debit and credi, accounting receipt and payment; Reverse elementary Banking –cheque’s endorsements, drafts, Audiat : (b) Auditing of accounts, Principles, its kinds, surcharge rules, internal and External auditing
10. Reforms ; official, non- official constructive relation commitment to democratic ethos; innovative administrative practice and processes; Lakhina pattern of office management; cliental satisfying seice delivery and Empathic public relation; Financial and administratie reforms.

Theory : 80

Internal Assessment 20

Total : 100

PAPER – IV
R.D.A. TECHNIQUE

1. R.D.A. Features: Developmentocracy, Dynamic organization and the mechanism, Innovative process, New public Administration attributes for R.D.A. personnel including Entrepreneurship and social skills.
2. Administrative Operations : Clientel – Satisficing techniques program\mme planning Management project _Management.
3. Decentralised Planning Technique ; (a) Devolution of planning functions, Dilution of Planning authority by bringing in non-govt agencies like market, prices, incentives etc, Flexible Planning; participative Techniques, spatial planning ; sectoral planning ; Macro- level – planning; infrastructural Planning; Financial autonomy and Accountability.

(b) Decentralised Planning Mechanism :-Sectoral Co-ordination vs Intergration; Regional Planning techniques; Delimiting Rural Development planning areas; Design of village production system. Sequential planning; Information system for Rural Plan Management.

4. Eco-friendly Relationship Technique : Devising ecologically and Socio-economically sustainable agricultural practices; Integrated post Management Techniques; social and lands management; water management water harvesting; post harvest techniques; participatory research and Training techniques of Revamping social forestry scheme and joint Forest Management partnership pollution controlling.
5. Plan actualisation; Analysing obstacles, mobilising and using influence; coping with contents; Developing campaign strategies; clientele- Management.
6. Community Oriented techniques: Community work and its major division such as community development; community Relation community organization.
7. Extension Techniques; concept Need; level of extension objectives; Function.
8. Elements of extension communication System.

Principles of extension programme Planning: Steps in extension programme Planning; limitation in programme planning; Approaches in communication and Extension communication method; in Extension.

9. POSDCORB of extension : Elements of extension; Management – including, leading, communication motivating people to work and controlling. Controlling techniques: monitoring; evaluating; Supervision; Budgeting and Auditing; Reporting; Self-discipline. Skills in extension personnel: Orienting the new entrants training for development and training method.
9. Inter Action approach Strategy to involve grass- root people Organization as agency in development work Interactive, Approach.
10. Experiments- pre and post Independence period : Pre- independence- Maatandum Experiment; Gurugaoon Experiment; Shriniketan Experiment.,
Post- Independence – Integrated Rural Development, Ralegaon Shirdi (Maharashtra); Ankeli Experiment (Karnataka)

Theory : 80
Internal Assessment 20
Total : 100

PAPER – V

RURAL DEVELOPMENT AREAS

1. Area Development : Concept ; constraints in the present approaches; policies and programmes in the direction of rural development.
2. Elements of a realistic strategy for rural development : New approaches such as (a) setting up Date Bank, (B) Priority to such projects relevant to the minimum needs of life; rural unemployment and rural poverty (c) development of 'RURBAN' centres; Employment; (d) Guarantee to landless labour, development of waste lands; (e) Action involvement of voluntary Organisation; (f) education in Family planning Health and sanitations; (g) Institutional arrangement in Land Reforms; provision of institutional credit, marketing facilities; price guarantee systems; insurance, extension services. (h) Macro level planning of examining village by Village for growth poles; identifying need based and resource based enterprising; ganful works and idle labour; together deepening of wells and tanks, leveling of land, eliminating vested interests, fair sharing of irrigation water etc. (i) Appropriate education for creating awareness and skills Universities to reflect rural reality; special skills for rural women.
3. Poverty alleviation : concept, programme for poverty alleviation; need for supplementary structural changes with complementary economic policies, emphasis on realistic strategy- growth, redistribution and minimum needs simultaneously and task oriented approach, method of organizing poor.
4. Appropriate Technology for Rural Development : Site, labour intensive, cost benefit; (a) choice of appropriate technology Scientifically tested, technique; a crucial role of science and technology resource-based, need based within the available means and consistent with the aspiration; environment and cultures of the people.

(b) Main aspects: Land augmenting technologies with labour recycling of water and oil technology; Biogas technology; Animal husbandary. Rural Transport; Rural Housing; small and cottage industries; (c) Case for proliferation of small mechanised units; Key variables of their participation in agriculture.
5. Women and Development ; components of this Development ? Different roles of women; Their problems of rural women of weaker sections and their development programs
6. policies issues relating non-formal areas; Rural finance; Rural marketing; Rural Labour; Rural Artisans.
7. Co-operations : Co-Operation as Instruments for Social- Economic justice co-operative society and integrated development; co-operation and P.R., A comparative study of cooperativisation of Rural Economy; small man dominating, controlling and improving the delivery system.
8. Case studies of the following;
 - (a) Village adoption (Area development and H.R. Development) Hananpura (Karnataka)
 - (b) Shri Kshtra Dharmathala Rural Development Project- Karnataka State.
 - © Jhunjhunu Experiment in I R D P, Rajasthan (M.R.Morarka G.d.C.Rural Research Foundation)
 - (d) Apna Desh Association (A.D.,A) experiments in rural areas.
 - (e) Special Target Groups Programmes.

Theory : 80
Internal Assessment 20
Total : 100

PAPER – VI

RESEARCH IN P.R.A.

A) Elements of Survey Method-

Theory : 40

B) Project Work / Dissertation-

Practicals : 60