

## Module – 12

Five days Basic Foundation Course for the newly Elected Members of ZP/PS/GP.

Day	Sessions	Topic/Subject	Duration
<b>Day 1</b>	<b>01</b>	<ul style="list-style-type: none"> <li>• 73<sup>rd</sup> amendment Act of Indian Constitution.</li> <li>• The Tripura Panchayat Act 1993</li> <li>• Roles and responsibilities of Gram Panchayat, Panchayat Samiti and Zilla Parishad.</li> </ul>	90 Minutes
	<b>02</b>	<ul style="list-style-type: none"> <li>• Roles of Gram Panchayat, its self independence and village development.</li> <li>• Power and duties of Gram Panchayat, Panchayat Samiti and Zilla Parishad.</li> <li>• Roles and responsibilities of Pradhan and Upa-Pradhan of GP, Chairman and Vice-Chairman of PS, Sabhadhipati and Sahakari Sabhadhipati of ZP.</li> <li>• Roles of Panchayat Secretaries /RPM/Village Secretaries.</li> </ul>	60 Minutes
	<b>03</b>	<ul style="list-style-type: none"> <li>• Procedure of various GP/PS/ZP Meetings.</li> <li>• Procedure of Gram Sansad and Gram Sabha</li> </ul>	60 Minutes
	<b>04</b>	<ul style="list-style-type: none"> <li>• Developing inter-personnel among stakeholders</li> <li>• Service delivery of Panchayats.</li> </ul>	60 Minutes
	<b>05</b>	<ul style="list-style-type: none"> <li>• Various Records and Registers of Panchayat.</li> <li>• Making of Budget and Maintenance of Cash Book.</li> </ul>	60 Minutes
<b>Day 2</b>	<b>06</b>	<ul style="list-style-type: none"> <li>• Various sources of fund of Panchayat.</li> <li>• Guideline of PDF.</li> <li>• Guideline of FFC.</li> <li>• Guideline of Own Source Fund.</li> <li>• Panchayat Toll, Tax Rules.</li> </ul>	90 Minutes
	<b>07</b>	<ul style="list-style-type: none"> <li>• Gram Panchayat Development Plan and 17 nos Sustainable Development Goals (SDGs.).</li> <li>• Convergence of different schemes.</li> <li>• Mission Antyodaya.</li> <li>• Conservation Bio Diversity Act and Roles of Panchayats.</li> <li>• Environmental Up gradation and Roles of Panchayats.</li> <li>• Village Level Disaster Management Plan.</li> </ul>	90 Minutes

	<b>08</b>	<ul style="list-style-type: none"> <li>• MGNREGA</li> <li>• Labour Budget</li> <li>• Social Audit</li> </ul>	90 Minutes
	<b>09</b>	<ul style="list-style-type: none"> <li>• IHHL</li> <li>• PMAY</li> </ul>	60 Minutes
<b>Day 3</b>	<b>10</b>	<ul style="list-style-type: none"> <li>• Practice of Yoga &amp; Meditation</li> </ul>	60 Minutes
	<b>11</b>	<ul style="list-style-type: none"> <li>• Welfare Schemes of SC/ST/OBC</li> </ul>	60 Minutes
	<b>12</b>	<ul style="list-style-type: none"> <li>• Right to Information Act - 2005.</li> <li>• The Tripura Lokayukta Act - 2008</li> </ul>	90 Minutes
	<b>13</b>	<ul style="list-style-type: none"> <li>• Schemes of Agriculture Department</li> </ul>	60 Minutes
	<b>14</b>	<ul style="list-style-type: none"> <li>• Schemes of Social Welfare and Social Education Department.</li> <li>• Awareness on Disability Rights.</li> <li>• Protection of Child and Women.</li> </ul>	90 Minutes
<b>Day 4</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Schemes of Labour Department</li> </ul>	60 Minutes
	<b>16</b>	<ul style="list-style-type: none"> <li>• Education for All</li> </ul>	60 Minutes
	<b>16</b>	<ul style="list-style-type: none"> <li>• Characteristics of a Model Village</li> <li>• Criteria for getting Awards and Prizes of MoPR.</li> </ul>	60 Minutes
	<b>17</b>	<ul style="list-style-type: none"> <li>• Field Visit at PLC(GP)</li> </ul>	150 Minutes
<b>Day 5</b>	<b>18</b>	<ul style="list-style-type: none"> <li>• Learning/Outcomes of the Field Visit.</li> </ul>	60 Minutes
	<b>19</b>	<ul style="list-style-type: none"> <li>• Health for All and Role of Gram Panchayat.</li> <li>• Adverse affects of Drug and Substance use among individual</li> </ul>	60 Minutes
	<b>20</b>	<ul style="list-style-type: none"> <li>• E-Panchayat Application</li> <li>• E-FMS &amp; PFMS</li> <li>• PMS</li> <li>• Various Digital Transaction Methods</li> </ul>	60 Minutes
	<b>21</b>	<ul style="list-style-type: none"> <li>• Evaluation</li> </ul>	30 Minutes
	<b>22</b>	<ul style="list-style-type: none"> <li>• Feedback, distribution of Certificate &amp; Group Photo and valediction of Training Programme</li> </ul>	30 Minutes