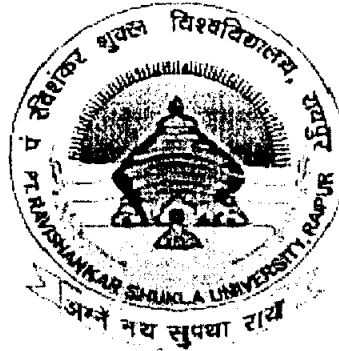


# School of Regional Studies and Research

Syllabus for Certificate Course - 2020

Three Month Certificate Course in Panchayat Secretary



Pt. Ravishankar Shukla University, Raipur -492010  
Chhattisgarh, India

*Dr. B. S. Singh*  
30/11/19  
Chairman, BOS

*Shukla*  
CH

*R*

2

**School of Regional Studies and Research  
Pt. Ravishankar Shukla University, Raipur (C.G.)**

**Paper I: Panchayat Secretary**

**Credit: 4**

**UNIT-I**

Rural Secretary: Meaning and Definitions, Dimensions of Rural Secretary, Role of Rural Secretary. Communication sources of secretary.

**UNIT-II**

Rural Development Administration and Panchayat Raj Institutions: Panchayat Raj System, Panchayat Raj Amendment 2019, functions of Panchayat Raj System, Sources of income for Panchayats, merits and demerits of Panchayat system, strengthening of Panchayat Raj System, Rural Development administration.

**UNIT-III**

Rural Development Program in India: Gandhian approach for Community development, IADP, IRDP, MNREGA, Narwa, Garwa, Ghurwa, Badi (NGGB) Programme, Neo Gandhian, (PURA), Need Based and demand based centres.

**UNIT- IV**

Rurban Area: Concept of Rurban area, Objective of Rurban area, Formation of Rurban, Special references to Chhattisgarh.

**Books Recommended:**

1. Badi, V. Narayan, Badi, V. Narayan, **Rural Marketing**, Himalaya Publishing, 2014.
2. Desai, V. **Rural Development in India**. Himalaya, New Delhi, 2005.
3. IGNOU. **Rural Development: Indian Context**, IGNOU, New Delhi, 2005.
4. Kashyap, P., **Rural Marketing**, Pearson Publication. 2016.
5. Narwani, G.S. **Training for Rural Development**, New Delhi: Rawat Publications, 2002.
6. Rao K. Hanumantha , **Rural Development Statics: 2007-08**, National Institute of Rural Development Ministry of R. D., Govt. of India, Rajendra Nagar, Hyderabad- 30 July, 2008.
7. Arora, R. **Panchayati Raj, Participation and Decentralization**, Rawat Publications, New Delhi, 2018.
8. Maddick, H. **Panchayati Raj**, Rawat Publications, New Delhi, 2018.
9. Sharma, BM. **Panchayati Raj and Reservation Policy**, Rawat Publications, New Delhi, 2018.

*SR* *Shukla* *SR* *SR*

**School of Regional Studies and Research  
Pt. Ravishankar Shukla University, Raipur (C.G.)**

**Paper: II Rural Social Audit**

**Credit: 4**

**UNIT-I**

Social Audit: Meaning of Social Audit, Objective of Social Audit, Steps in Social Audit in Local Audit.

Implementation of Social Audit

Key Factors for Successful Social Audit.

Gram Panchayat Stakeholders.

**UNIT-II**

Concept of Basic Finance: Introduction and Basic Concepts. Basic Economic Problem Choice and Scarcity.

Deductive and Inductive Positive and Normative Economics Static and Dynamic, Equilibrium.

Concept of Equilibrium: General Equilibrium v/s Partial Equilibrium Walrasian theory of General Equilibrium.

NABARD. Role of Banks and Micro-finance in Rural Areas.

**UNIT-III**

Agencies in Agriculture Marketing: Marketing Inter –mediators

Commission on Agriculture costs & prices (CACP)

Agricultural Agencies

1. FCI(Food Corporation of India)
2. APMC (Agriculture Price &Marketing Council)
3. NAFED (National Federation)

**UNIT- IV**

Problems related to Land: Types of techniques of farm production, problems of land owners and Landless Labours and artisans, measure to reduce rural problems, trends of land acquisition by Businessmen, industrialist, politicians and Bureaucrats.

*dh*

*Shukla*

*dh*

*dh*

### Books Recommended:

1. Badi, V. Narayan, Badi, V. Narayan, **Rural Marketing**, Himalaya Publishing, 2014.
2. Desai, V. **Rural Development in India**. New Delhi: Himalaya, 2005.
3. Datt and Vasant. **Fundamental of Rural Development**. Rawat Publications, New Delhi, 1991.
4. Datt and Rudra. **Growth Poverty and Equality**, Deep and Deep Publication, New Delhi, 2008
5. IGNOU, **Rural Development: Indian Context**, IGNOU, New Delhi, 2005.
6. Kashyap, P., **Rural Marketing**, Pearson Publication. 2016
7. Sundaram, I. Satya. **Rural Development**, Himalaya Publishing House, Mumbai, 2002.
8. डॉ महाजन, संजिव. आधुनिक भारत में समाजिक परिवर्तन, अर्जुन पब्लिशिंग हाउस, अंसाररोड, अरयागंज. नई दिल्ली 2001.

20/

Sankar

20/

AT

**School of Regional Studies and Research  
Pt. Ravishankar Shukla University, Raipur (C.G.)**

**Paper:III: Applied Research Methodology in Rural Development**

**Credit: 4**

**UNIT-I**

Introduction to Scientific Research: Purpose, Nature and Scope, Research in Rural Development Retrospect: National and International Perspectives.  
Research Process I: Formulation of Research of Research Problem  
Process II: Preparing a Research Proposal

**UNIT-II**

Scientific Methods of Social Research, Descriptive and Experimental Research Evaluation and Action Research, Naturalistic Inquiry and Case Study.  
Methods of Sampling, Tool of Data Collection, Interview, Observation, Documents as Tools, Data Collection.

**UNIT-III**

Writing a research proposal, Research Report Writing: Structure, clarity and consistency; Chapter-Scheme, preparation of bibliography and reference, Methods of presentation, appendices, review of literature, computer application in research.

**UNIT-IV**

Applied Research Methods: Participatory Rural Appraisal (PRA), Rapid Rural Appraisal (RRA) and Focus Group Discussion (FGD).

**Books Recommended:**

1. Marshall & Rosaman, **Designing Qualitative Research**. New Delhi: Sage Publications, 1999.
2. Kothari, C.R. & Garg, G. **Research Methodology: Methods and Techniques (Fourth Edition)**, New Age International Publishers, New Delhi, 2019.
3. Healey, J.F. **Statistics: A Tool for Social Research**, Rawat Publications, New Delhi, 2018.
4. Yesudhas, R. **Methodologies in Social Research**, Rawat Publications, New Delhi, 2017.
5. Babbie, E. **Basics of Social Research 6<sup>th</sup> Ed.**, Rawat Publications, New Delhi, 2015.

*(Handwritten signatures and marks at the bottom of the page)*

