

INFORMATION BROCHURE

Basic Certificate Courses

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

Institute of Constitutional and Parliamentary Studies (ICPS) is a premier research institute. It is headed by the Hon'ble Speaker, Lok Sabha and maintained by Lok Sabha Secretariat, Parliament of India. The Institute was inaugurated by the then President of India and Chief Patron of the Institute (late) Dr. S. Radhakrishnan in the Central Hall of Parliament House, New Delhi on 10 December 1965.

This is a distinctive institute in the field of Constitutional and Parliamentary Studies. It provides a bridge between the statesman, academicians, researchers and the others working in this field.

The Institute was created with the objective of organizing academic, research and training programmes in the fields of Constitutional and Parliamentary Studies and thereby to serve as an amalgam of an advanced research center in the field of constitutional and parliamentary studies as well as a vehicle for popular dissemination of democratic values in the country.

2) Basic Certificate Courses

In pursuance of its objects, the Institute *inter alia* organizes following Basic Certificate Courses in:

- i) Legislative Process in Parliament (BCC-LPP)
- ii) Financial Business in Parliament (BCC-FBP)
- iii) Electoral System in India (BCC-ESI)
- iv) Parliamentary Privileges (BCC-PP)
- v) Evolution of Parliamentary Practices and Procedures (BCC-EPP)
- vi) Constitutional Values (BCC-CV)
- vii) Kautilya's Arthashastra in Contemporary Statecraft (BCC-KACS)
- viii) Sustainable Development Goals 2030 and Indian Constitution (BCC-SDG)
- ix) Parliamentary Diplomacy (BCC-PD)
- x) Personal Effectiveness & Team Building (BCC-PETB)
- xi) Effectiveness Writing Skills (BCC-EWS)
- xii) Local Self Government – Panchayati Raj (BCC-LGPR)

3) Duration of Courses

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

4) Course Fee

Course fee will be as notified along with 'Notification for Admission to the Basic Certificate Courses'.

5) Number of Seats

Number of seats for the Courses will be notified in the 'Notification for Admission to the Basic Certificate Courses'.



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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

Application Form for the Courses can be filled-in as per guidelines in this regard in the 'Notification for Admissions to the Basic Certificate Courses'.

8) Pursuing More than One Course Simultaneously

Subject to the availability of seats and time slots for conduct of classes, candidates may register for and pursue more than one Course 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

Schedule for conduct of classes will be notified separately or along with 'Notification for Admission to the Basic Certificate Courses'.

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/



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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) Certification

All those candidates who attend 60 percent of the lectures arranged will be awarded a certificate.

14) Library Facility

Institute's library has 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.

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.



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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

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



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- (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

**BASIC CERTIFICATE COURSE IN
FINANCIAL BUSINESS IN PARLIAMENT (BCC-FBP)**

About the Course

The Financial Business in Parliament consists of the Budget comprising General Budget, Demands for Grants, Vote on Account, Supplementary Demands for Grants and Excess Demands for Grants, Appropriation Bill and Finance Bill. After the Budget is presented, Lok Sabha has opportunity for discussing the financial proposals at several stages from presentation of the Budget to the passing Appropriation and Financial Bill.

The Budgetary Process undergoes the following stages:

1. General Discussion on the Budget
2. Consideration of Demands for Grants by Departmentally related Standing Committees
3. Discussion and Voting on Demands for Grants
4. Consideration and passing of Appropriation Bill
5. Consideration and passing of Financial Bill

Objectives

Objective of the course is to acquaint the participants with the information on Financial Business transacted in Parliament. The course will also narrate the relative powers of the two Houses of Parliament in financial matters.

Duration

Duration of the course will be 10 hours.



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Course Contents

Session-1:

This session will dwell upon the presentation of Budget Speech by the Union Finance Minister. The general discussion will follow thereafter wherein Members are allowed to speak on various aspects of the Budget.

- (a) Presentation of Budget
- (b) Distribution of Budget papers
- (c) Discussion on the Budget
- (d) Allotment of Time

Session-2:

This session will cover the subject pertaining to Demands for Grants. After the general discussion on the Budget is over, the Parliament undergoes a recess of three weeks during which DRSCs take up demands for grants and prepare a report on the same which is laid on the table. The Session will focus on how the Demands for Grants are taken up for consideration.

- (a) Consideration of Demands for Grants
- (b) Departmentally Standing committees
- (c) Discussion on Demands for Grants
- (d) Procedure for moving of Demands for Grants
- (e) Scope of Discussion on Demands for Grants
- (f) Guillotine

Session-3:

This session will deal with Cut Motions which are moved invariably by the Members from the opposition. Following subjects will be covered in this session:

- (a) Cut Motions
- (b) Disapproval of Policy Cut
- (c) Economy Cut
- (d) Token Cut
- (e) Admissibility of Cut Motions
- (f) Circulation of list of Cut Motions
- (g) Procedure regarding moving of Cut Motions
- (h) Circulation of Annual Reports
- (i) Performance/Outcome Budgets of Ministries

Session-4:

This session will deal with Supplementary and Excess demands for grants. It will talk about Appropriation Bill and Finance Bills. The students may clear their doubts on the subject covered during the Session. They may send their queries to the faculty for seeking their answers. The session will cover the following subjects:

- (a) Supplementary, Additional or Excess Grants
- (b) Discussion on Supplementary Demands or
- (c) Excess Demands
- (d) Appropriation Bill



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- (e) Scope of Discussion
- (f) Amendments
- (g) Finance Bill
- (h) Scope of Discussion

**BASIC CERTIFICATE COURSE IN
ELECTORAL SYSTEM IN INDIA (BCC-ESI)**

About the Course

Elections in India, the largest democracy in the world, have never ceased to amaze the onlookers. Given the several diversities of varying degrees on multiple aspects such as geographical terrain, weather conditions, languages, religions and communities, culture, customs, tradition and so on, and the accompanying complexities, the fact that election after election went off smoothly with hassle free transition of power, has been as much a matter of envy for the rest of the world as it is a reason for pride for the citizens of this country.

With more than six million civilian polling personnel and an equal number of security personnel deployed for conducting elections, apart from a large number of persons for supporting the logistics, the Indian election management is easily the largest man management event on the planet. The electors in the country exceed the entire population of some of the continents. The number of electors which is currently close to 950 million is set to touch 1000 million in the next three years. With the large number of political parties of outlook and different ideologies and other electoral contestants, a nation-wide election becomes quite a colourful and noisy spectacle reflecting the spirit that grips the country in a demonstration of the deep roots that democracy in general and elections in particular have taken in the country.

With a robust election law framework and equally robust enforcement, monitoring, compliance and grievance redressal mechanism in place, the election in India has earned a reputation of its own.

Objectives

This programme aims to give the participants a bird's eye view of the elections in India in a capsule form, the legal provisions and the process and procedure to execute the conduct of elections.

Duration

Duration of the course will be 10 hours.

Course Contents

Session-1: Election Commission

The Constitution has dedicated one entire Part for elections and Election Commission. The provisions regarding the constitution of the Election Commission, the history and convention followed in appointment of CEC, multi-member body, the Constitutional protection to CEC against removal from office by the Executive, and provisions of the Act governing the conditions of service and transaction of business of the Commission,



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the decision making provisions and process, will all be covered in this session. Some of the Court judgments will also be discussed. This session will deal with the following:

- (a) Constitutional provisions on Election Commission
- (b) Appointment of members of Election Commission
- (c) Mandate and responsibilities of Election Commission

Session-2: Houses of Parliament and State Legislatures

Relevant provisions in the Constitution regarding the Houses of Parliament and State Legislatures, their constitution, terms, and qualifications for being member of the various Houses will all be covered in this session. This will include provisions on reservation of seats and delimitation of constituencies including history of delimitation. Some of the connected provisions in the Representation of the People Act, 1951, regarding notifying of elections Delimitation Order, 2002, Part II of R P Act, 1950 (allocation of seats and delimitation of constituencies) will also be discussed. This session will deal with following:

- (a) Constitution of the Houses and the terms
- (b) Reservation of seats
- (c) Delimitation of constituencies

Sessions-3: Legal Framework and Electoral systems in India

This session will give an overview of the provisions of RPA 50 and RPA 51 (enrolment in voters list, notifying elections, nomination stage, campaigning including election expense matters, polling, counting and declaration of result, post poll matters, etc.). Following subjects will be dealt with in this session:

- (a) Introduction to Representation of the People Acts and Rules thereunder
- (b) First-past-the-post system
- (c) Proportional representation with single transferrable vote

Session-4: Electoral Rolls

This session will cover the provisions of Articles 325 and 326 of Constitution, provisions of RPA, 50 and The Registration of Electors Rules, 1960. The participants will also be introduced to the system of annual revision of rolls, enrolment of personnel of armed forces as service voters and enrolment of citizens abroad as overseas electors. Preparation of rolls for the Legislative Council constituencies shall also be covered. This session will deal with the following:

- (a) Electoral roll for Assembly/ Parliament Constituencies
- (b) Constitutional and legal provisions
- (c) Annual revision of electoral rolls
- (d) Service voters and overseas voters

Session-5: Political parties and election symbol

In the context of the multi-party system in India, this Session will cover the history of political parties in India, how EC recognised political parties for the first general election in 1951-52, how the concept of formal registration was introduced by the Symbols Order, 1968. Provisions of Section 29A of RP Act 51, governing registration of



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parties along with the guidelines specified by the Election Commission for registration will be discussed.

The session will also deal with the criteria for recognition of parties as State and National parties, the concept of review of poll performance after the general elections to evaluate the eligibility of Parties to get recognised or to retain the recognition.

Discussions will also cover the subject of splits and mergers involving recognised Parties and how Election Commission decides the matter in terms of paragraphs 15 and 16 of the Symbols Order. Following subjects will be dealt with in this session:

- (a) Registration of political parties
- (b) De-registration- case laws
- (c) Grant of Recognition to political parties
- (d) Election Symbols
- (e) Benefits accruing on recognition
- (f) Disputes in Parties – Split and Merger

Session-6: Qualifications and Disqualifications for Candidates for Election

This session will give an Introduction to the Constitutional and statutory provisions governing qualifications and disqualifications for being chosen as, and for being member of the Houses of Parliament and State Legislatures.

Statutory position, Court judgments and ECI guidelines on declaration of antecedents of candidates, dissemination of the details for electors to make an informed choice, consequence of false declaration, etc. will also be covered in the session.

Session-7: Nomination Process, Model Code of Conduct

This session will cover the process of nomination of candidates for elections to the two Houses of Parliament and State Legislatures, requirements to be fulfilled for a valid nomination, follow-up action by Returning Officer culminating in the preparation of list of contesting candidates.

This session will also give an introduction to the Model Code of Conduct, how the electioneering activities are observed and monitored, and how the Model Code attempts to provide level playing field for the stakeholders.

Session-8: Proxy and Postal Ballot Facility

While the general rule for casting vote is voting in person in the assigned polling station, there is the facility of voting through postal ballot for service voters and certain other categories of electors. The procedure followed in the postal ballot voting and the new initiative of electronic transmission in the case of service voters will also figure here.

The concept of proxy voting facility to the service voters belonging to armed forces and para-military forces is also covered in the session. Following subject shall be discussed in this session:

- (a) Principle and procedure of postal voting
- (b) Categories of electors eligible for postal ballot
- (c) Service voters and ETPBS
- (d) Advance voting through postal ballot



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- (e) Proxy voting

Session-9: Elections to Rajya Sabha and State Legislative Councils

This session will cover the biennial retirement of members of Rajya Sabha and State Legislative Councils, how the Proportional Representation system with Single Transferrable Vote followed for these elections works, nomination of candidates, qualifications required, proposers for nomination, the manner of voting, open ballot system in the case of Rajya Sabha election, and also briefly cover the procedure for counting of votes. This session will cover the following:

- (a) Biennial retirement of members
- (b) Council constituencies
- (c) List of electors
- (d) Procedure followed
- (e) Open ballot in Rajya Sabha election

Session-10: Presidential and Vice-Presidential Elections & Election Dispute Resolution

The process and procedure for these elections shall be covered. The constitution of Electoral College, calculation of value of votes of MLAs and MPs, process of nomination of candidates, polling and counting will all be covered so that the participants get a reasonably brief idea about these elections.

The Constitutional and statutory provisions governing redressal of dispute/grievance regarding conduct of elections to the Houses of Parliament and State Legislatures as well as Presidential and Vice-Presidential elections will also be covered in this session. The session will deal with the following:

- (a) Eligibility conditions for candidates
- (b) Preparation of Electoral College
- (c) Calculation of value of votes
- (d) Conduct of poll and counting of votes
- (e) Law related to challenge against elections

**BASIC CERTIFICATE COURSE IN
PARLIAMENTARY PRIVILEGES (BCC-PP)**

About the Course

Parliamentary Privileges are the rights and immunities enjoyed by members of each House of parliament both collectively and individually which enable them to discharge their duties.

Objectives

Parliamentary Privileges is one of the commonly misunderstood concepts. The objective of the Course is to enable the participant to understand and appreciate the need of Parliamentary privileges.

Duration

Duration of the course will be 8 hours.



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Course Contents

The Course will include following sessions:

- Session-1: Parliamentary Privileges: Concept and Imperative*
(What are Parliamentary privileges; Why are they needed; Constitutional provisions)
- Session-2: Committee on Privileges*
(Constitution of the Committee; its Functions and Powers)
- Session-3: Privileges enjoyed by Members of Parliament*
(List of a few Parliamentary Privileges)
- Session-4: Breach of Privilege*
(Punishment for breach of Privilege; Some Important Cases)
- Session-5: Codification: Reasons for and Against*
(Why are the Privileges not codified)
- Session-6: Parliamentary privileges vis-a-vis Freedom of Press*
- Session-7: Parliamentary Privileges and Jurisdiction of Courts*
- Session-8: Parliamentary Privileges and the Executive*
- Session-9: Parliamentary Privileges and Fundamental Rights*
- Session-10: Parliamentary Privileges vs Fundamental Rights*
- Session-11: Privileges and Ethics*
- Session-12: Parliamentary Privileges and Anti-Defection Law*

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.

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.



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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*

BASIC CERTIFICATE COURSE IN
CONSTITUTIONAL VALUES: REFLECTIONS FROM THE LAW (BCC-CV)

About the Course

The course includes the basic precepts and ethos imbibed in our Constitution; the foremost being the Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties of Citizens, Co-operative Federalism, Separation of Powers Concept and their appropriateness and direct relationships with the applicability systemic in the



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contemporary times. On the one hand, the Preamble is the 'soul' of the Constitution from where all power is derived for national action, while on the other the Directive Principles provide the moral and administrative power for the ruling actors to execute welfare and developmental plans for effective governance. Such practices, in one form or the other, have been prevalent even in the ancient Indian period. In nutshell, the topic encourages a thought and reflects on the philosophy and credo behind the Indian Constitution.

Objectives

The course is not a general depiction of our Constitution/its Provisions, but is a reflection of the ideals, ideas and ideology inherent in our Constitution, a philosophy that throws light on the real Indian ethos that needs to be internalized by our youth as well as functionaries and professionals in the government and non-government sectors. This becomes important especially in times of crucial decision-making and while adapting to modern systems of administrative governance. Further, the studies in the course also encourage to think and analyze the right and not so right practices prevalent in the surroundings and to differentiate between the rights and wrongs. It is essential to not only understand the constitutional values but also to implement them at personal, professional as well as national level as they carry the thoughts, ideals and an approach useful in all walks of life for making a good and informed citizen.

Duration

Duration of the course will be 12 hours.

Course Contents

Session-1: Introduction to the Constitution

Defining the Value-system, the Constitution, Constitutional Values, Philosophy of the Constitution, Historical Concept of Law-Making, etc.

Session-2: Preamble - the Soul of the Constitution

- Concept of Sovereignty – the independent authority
- Concept of Socialism – the Welfare State Principle
- Concept of Secularism
- Concept and the definition of Democracy/ Democratic Values
- What is a Republic?
- Adopting the Constitution

Session-3: Parliamentary System of Democracy

Session-4: India, a Union of States; the States and Federalism

Session-5: The Rights Jurisprudence Part-I: Fundamental Rights

Session-6: The Rights Jurisprudence Part-II: Fundamental Rights, recognizing the Indian Ethos

Session-7: The Concept of Welfare State and Benevolent Directives Part-I: Social and Economic Welfare Principles; Health Charter; Gandhian Ideology



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- Session-8: The Concept of Welfare State and Benevolent Directives Part II: Green Principles; Universal Ethics; Judicial Consideration*
- Session-9: Film/Documentary*
- Session-10: Fundamental Duties, Article 51 A*
- Session-11: Other Features Imbibing Values*
- How both Rigid and Flexible
 - Why the largest?
 - Reconciliation of a Written Constitution with Parliamentary Sovereignty
 - Judicial Review etc.
- Session-12: Spirit of the Constitution:*
General and Interactive Discussion on the Nature of the Constitution with final analyses

**BASIC CERTIFICATE COURSE IN RELEVANCE OF KAUTILYA'S
ARTHASHASTRA IN CONTEMPORARY STATECRAFT (BCC-KACS)**

About the Course

Kautilya's Arthashastra is an ancient Indian classic on political theory and statecraft. A study of the text reveals the relevance of its basic tenets beyond its historical context, in part, due to its grounding in unchanging human nature and laws that still govern relations between nations. Importantly, it is a strategic-cultural resource that exercises an important influence on contemporary Indian strategic thought and practice.

The fundamental principles of this foundational text on Political Science and International Relations are of immense relevance to contemporary understanding of concepts like internal security, grand strategy, foreign policy, public administration, political economy, intelligence culture and leadership. Kautilya's template of comprehensive statecraft, strongly moored in India's ancient strategic and philosophical tradition, renders it innate to India's international conduct.

Objectives

The course seeks to introduce Kautilya's Arthashastra and highlight its contemporary relevance by discussing some of its core concepts in both the domestic and interstate realms.

Duration

Duration of the course will be 12 hours.

Course Contents

Session-1: Introduction to the Arthashastra

This session will introduce the Arthashastra with a discussion on its origin and history. The meaning of the term 'Arthashastra' highlights its political-economic approach. The contents and nature of the text outline its contemporary relevance and a broadly a-



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religious spirit. The topic of training of the ruler reveals important insights into this genre of statecraft. The session will deal with the following themes:

- (a) Meaning of the term 'Arthashastra'
- (b) Debates on origin and history
- (c) Nature of the text
- (d) Contents and subject matter
- (e) The Topic of training of the ruler
- (f) *Anvikshiki* (Philosophy/Science of enquiry)
- (g) Relevance and Limitations

Session-2: Internal Security

The concept of internal security is embedded in the Arthashastra. The political end-goal is defined as the welfare of a state [ensuring the security of the state within its existing boundaries and acquiring new territory to enlarge it]. The Arthashastra provides an exhaustive account of possible dangers and revolts in both interior and exterior regions. 'Remedial' or 'suppressive' approach is suggested based on the cause and nature of the rebellion. Suppression is advised only against specific actors; force is not to be used against a multitude of people. Success is to be sought by a combination of the four *upayas* (*sama, dana, bheda* and *danda*); the four means help each other. This session will deal with the following themes:

- (a) The idea of internal security in the text
- (b) *Saptanga* theory – seven elements of the state
- (c) *Rajadharma* (duties of kingship)
- (d) Just use of force
- (e) Internal security and good governance
- (f) Interconnected realms of internal and external security
- (g) *Upaya* cluster
- (h) India's counterinsurgency experience

Session-3: Foreign Policy and Grand Strategy

Kautilya's Arthashastra prescribes six measures of foreign policy and outlines the specific conditions of their use. The six methods are interwoven in a grand strategic formulation which has a defined political end-goal. The text is a *magnum-opus* on grand strategy with policy prescriptions down to the tactical level. The circle of states (*Rajamandala*) with swiftly changing inter-state relationships and fluctuating correlations of forces, akin to modern international state-system, potentially offers lessons for the conduct of contemporary foreign policy. The session will deal with the following themes:

- (a) *Rajamandala* (circle of states)
- (b) Kautilya's six measures (*sadgunyas*) of foreign policy
- (c) Treaty making and alliance building
- (d) Grand strategic element in the text
- (e) Tactical measures
- (f) Meaning, types, and ways of war
- (g) Potential influence of the Arthashastra on India's contemporary foreign policy



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Session-4: Strategic Cultural Roots of India's Contemporary Statecraft

There exists an Indian strategic culture; a deeply rooted, consistent set of assumptions about the strategic environment and about the best means of dealing with it. Kautilya's Arthashastra is an eminent ideational historical legacy that arguably embodies the core, basal beliefs of strategic thinking in India. Like in structural realism, the objective indicators are important in decision making in the Arthashastra, but are viewed in conjunction with the normative dimension – welfare of the people. This brand of realism may be termed as 'Realism Plus.' The session will deal with the following themes:

- (a) Alastair Iain Johnston's conception of strategic culture
- (b) Three-step research process
- (c) Central paradigm and grand strategic preferences in the Arthashastra
- (d) Effect of strategic culture on Behaviour – Nehruvian era (1947-1964)
- (e) Effect of strategic culture on Behaviour – Post 1988 - Nonalignment, India's China policy and India's nuclear doctrine

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



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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*

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 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.



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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

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
- 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*



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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

**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 perceptive 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

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'.



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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

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



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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.

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

About the Course

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 73rd 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 12 hours.

Course Contents

Session-1:

- Evolution of Panchayat Raj Institutions in India
- Historical perspective of local self-governments
- Existence of Panchayat Raj before independence



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- 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, 64th Constitution Amendment Bill introduced in Parliament 1989 by Government
- Revised bill by Government
- Narsimha Rao Government
- 73rd Constitution Amendment Act of 1992 and its significance

Session-4:

- Gram Sabha
- Three Tier System
- Election of Members
- 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
