

# *Annual Training Action Plan*

*2013-14*



**STATE INSTITUTE OF RURAL DEVELOPMENT**  
**RURAL DEVELOPEMNT & PANCHAYAT RAJ DEPARTMENT**  
**Government of Tamil Nadu**  
**Maraimalai Nagar – 603 209**

## 1 . TRAINING ON INFORMATION, COMMUNICATION AND TECHNOLOGY SKILLS

(RGSY)- 25 Districts-

Sl.no	Name of Training	Funding source	Clientele	Days	Batches	Total to be trained	Per capita cost	venue	Total Cost (Rs. In lakhs)
1	TOT on ICT Skills	RGSY- MoPR GOI	Computer Operators at Blocks and Districts	5	17	500	1500	SIRD	37.5
2	Training on ICT Skills		District Panchayat Chairpersons	5	1	25	1500	SIRD	1.88
3	Training on ICT Skills		Panchayat Union Chairpersons	5	10	295	1500	SIRD	22.14
4	Training on ICT Skills		Village Panchayat Presidents	5	77	2310	1500	RIRD	173.25
5	Training on ICT Skills		Village Panchayat Presidents	5	213	6387	650	District Institutions	207.58
6	Training on ICT Skills		Village Panchayat Secretaries	5	290	8697	650	District Institutions	282.65

	Sub Total	<b>608</b>	<b>18214</b>			<b>725.00</b>
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## 2. TRAINING ON INFORMATION, COMMUNICATION AND TECHNOLOGY SKILLS

(BRGF)- 6 Districts-

Sl.no	Name of Training	Funding source	Clientele	Days	Batches	Total to be trained	Per capita cost	venue	Total Cost (Rs. In lakhs)
1	TOT on ICT Skills	BRGF- MoPR GOI	Computer Operators at Blocks and Districts	5	2	60	1500	SIRD	4.50
2	Training on ICT Skills		DP&Panchayat Union Chairpersons	5	4	95	1500	SIRD	7.12
3	Training on ICT Skills		Village Panchayat Presidents & Secretaries	5	77	2310	1500	RIRD	173.25
	Sub Total				<b>83</b>	<b>2465</b>			<b>184.87</b>

## Course Content on Information, Communication and Technology skills;

Knowledge Aspects	Skill Upgradation Aspects	Attitude Aspects
<ul style="list-style-type: none"><li>❖ <b>Computer Basics and fundamentals</b></li><li>❖ <b>Hardware and software</b></li><li>❖ <b>MS word (Theory and Hands on training)</b></li><li>❖ <b>MS Excel (Theory and Hands on training)</b></li><li>❖ <b>MS powerpoint (Theory and Hands on training)</b></li></ul>	<ul style="list-style-type: none"><li>❖ <b>Internet and E mail</b></li><li>❖ <b>Softwares on monitoring RD programmes</b></li><li>❖ <b>SMS through internet</b></li></ul>	<ul style="list-style-type: none"><li>❖ <b>Browsing Govt websites</b></li><li>❖ <b>Utility services available on line</b></li><li>❖ <b>on line conferencing through Skype</b></li></ul>

### 3. TRAINING ON PANCHAYAT ADMINISTRATION AND RD SCHEMES UNDER RGSY

(Rs. in lakhs)

Sl.No.	Name of Training	Funding source	Clientele	Days	Batches	Total	Percapita Training	venue	Total Cost
1	Refresher course for empowerment	RGSY- MoPR  GOI	SC/ST VP presidents	3	55	2180	750	RIRD	49.05
2	TOT to trainers on women empowerment		Resource persons	3	3	130	1000	SIRD	3.90
3	Course on women empowerment		Women VP presidents	3	75	2995	750	RIRD	67.38
4	Refresher course for strenthening		SC/ST PU chair persons	3	2	70	1000	SIRD	2.10
5	Course on women empowerment		women PU ward members	3	3	108	1000	SIRD	3.24
6	Refresher course for strenthening		VPPs	3	15	600	750	RIRD	13.50
	<b>Sub Total</b>				<b>153</b>	<b>6083</b>			<b>139.17</b>

**Course Content on empowerment and women development;**

Knowledge Aspects	Skill Upgradation Aspects	Attitude Aspects
<ul style="list-style-type: none"> <li>❖ <b>73 rd Constituent Amendment provisions;</b></li> <li>❖ <b>Tamilnadu Panchayats Act 1994</b></li> <li>❖ <b>Coping with Right to Information Act</b></li> <li>❖ <b>Transparency in Tenders Act.</b></li> <li>❖ <b>MGNREGS Act</b></li> <li>❖ <b>Rules, Guidelines Govt. Orders,</b></li> <li>❖ <b>Role of PRIs in social issues,</b></li> <li>❖ <b>Engineering aspects,</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Participatory Rural Appraisal Method</b></li> <li>❖ <b>Budgeting and accounting</b></li> <li>❖ <b>Leadership Skills;</b></li> <li>❖ <b>Social Mobilization;</b></li> <li>❖ <b>Communication skills and art of speech</b></li> <li>❖ <b>Resources Mobilization</b></li> <li>❖ <b>Managerial skills</b></li> <li>❖ <b>Issues faced by SC/ST people</b></li> <li>❖ <b>Challenges for women</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Community based Disaster Management;</b></li> <li>❖ <b>Collective decision making;</b></li> <li>❖ <b>Personality Development;</b></li> <li>❖ <b>Transparency in administration;</b></li> <li>❖ <b>Social Auditing;</b></li> <li>❖ <b>Gender sensitization;</b></li> <li>❖ <b>Convergence by Coordination with line departments</b></li> <li>❖ <b>Schemes for SC/ST development</b></li> <li>❖ <b>Schemes for women development</b></li> </ul>

#### 4. TRAINING OF TRAINERS FOR PLF& SHGS UNDER BRGF

(Rs. in lakhs)

Sl.no.	Name of district	Funding source	Clientele	Days	Batches	Total be Trained	Percapita cost	venue	Total Cost
1	Cuddalore	BRGF- MoPR GOI	TOT	5	4	215	1000	SIRD	10.75
2	Tiruvannamalai		TOT	5	5	225	1000	SIRD	11.25
3	Dindigul		TOT	5	3	140	1000	SIRD	7.00
4	Nagapattinam		TOT	5	3	150	1000	SIRD	7.50
5	Sivagangai		TOT	5	3	120	1000	SIRD	6.00
6	Villuppuram		TOT	5	5	257	1000	SIRD	12.85
	<b>Sub Total</b>				<b>23</b>	<b>1107</b>			<b>55.35</b>

## 5. TRAINING FOR PLF& SHGS UNDER BRGF

(Rs. in lakhs)

Sl.no.	Name of district	Funding source	Clientele	Days	Batches	Total be Trained	Percapita cost	venue	Total Cost
1	Cuddalore	BRGF-MoPR GOI	PLF and SHGs	3	610	30485	1000	BHQ	91.45
2	Tiruvannamalai		PLF and SHGs	3	602	30110	1000	BHQ	90.33
3	Dindigul		PLF and SHGs	3	453	22640	1000	BHQ	67.91
4	Nagapattinam		PLF and SHGs	3	457	22873	1000	BHQ	68.61
5	Sivagangai		PLF and SHGs	3	353	17663	1000	BHQ	52.99
6	Villuppuram		PLF and SHGs	3	706	35286	1000	BHQ	105.85
<b>Sub Total</b>					<b>3181</b>	<b>159057</b>			<b>477.16</b>



**Course Content on Panchayat Raj system and RD Schemes;**

Knowledge Aspects	Skill Upgradation Aspects	Attitude Aspects
<ul style="list-style-type: none"><li>❖ <b>Organising as SHG</b></li><li>❖ <b>Accounts maintenance</b></li><li>❖ <b>Right to Information Act</b></li><li>❖ <b>MGNREGS Act</b></li><li>❖ <b>Livelihood activities</b></li><li>❖ <b>Success stories of SHGs</b></li></ul>	<ul style="list-style-type: none"><li>❖ <b>Social mobilization</b></li><li>❖ <b>Interaction with bankers</b></li><li>❖ <b>Marketing of SHG products</b></li><li>❖ <b>Communication skills</b></li><li>❖ <b>Leadership skills</b></li><li>❖ <b>Internet</b></li></ul>	<ul style="list-style-type: none"><li>❖ <b>Rural Bazaar</b></li><li>❖ <b>Online trading</b></li><li>❖ <b>Team spirit and cooperation</b></li><li>❖ <b>Participation in Gramasabha</b></li><li>❖ <b>Liasion with line departments</b></li></ul>

## 6. TRAINING ON LAB TO LAND PROGRAMME

Sl.No.	Name of Training	Funding source	Clientele	Days	Batches	Total to be Trained	Percapita Training	venue	Total Training Cost (Rs. in lakhs)
1	Training of trainers on Lab to Land	MoRD	Resource persons (BFTs)	4	6	300	1000	SIRD	12.00
2	Training of trainers on Lab to Land		BNVs/SHGs	3	440	22000	250	VP clusters	165.00
3	State Level workshop on L2 L		BNVs/CBNVs/BFTs	1	1	100	1000	SIRD	2.00
<b>Sub Total</b>					<b>447</b>	<b>22400</b>			<b>179.00</b>

**7. TRAINING ON MGNREG Scheme**

**(Rs. in lakhs)**

Sl.No.	Name of Training	Funding source	Clientele	Days	Batches	Total target	Percapita Training	Venue	Total Cost
1	Training Course on MGNREGS	MGNREGS-MoRD	APOs(WE)	4	1	31	1000	SIRD	1.24
2	Training Course on MGNREGS		DBDOs (MGNREGS)	4	11	385	1000	SIRD	15.40
3	Training Course on		Dt coordinators TSC	4	1	31	1000	SIRD	1.24
4	Exposure visit to Other States on MGNREGS		PDs/EEs	3	1	40	5000	other state	6.00
5	Training Course on Convergence		Block coordinators TSC	3	11	385	750	RIRD	8.66
6	Training course on technical matters in MGNREGS		AEs/ Overseers	3	10	350	750	RIRD	7.87
<b>Sub Total</b>					<b>35</b>	<b>1222</b>			<b>40.41</b>

**8. TRAINING ON WASTE LAND DEVELOPMENT PROGRAMME****(Rs. in lakhs)**

<b>Sl.No.</b>	<b>Name of Training</b>	<b>Funding source</b>	<b>Clientele</b>	<b>Days</b>	<b>Batches</b>	<b>Target</b>	<b>Percapita Training</b>	<b>venue</b>	<b>Total Cost</b>
1	Training Course on Water shed Management	MoRD	AD level officer of line departments	4	3	120	1000	SIRD	4.80
<b>Sub Total</b>					<b>3</b>	<b>120</b>			<b>4.80</b>

**9. TRAINING ON RURAL HOUSING PROGRAMME****(Rs. in lakhs)**

<b>Sl.No.</b>	<b>Name of Training</b>	<b>Funding source</b>	<b>Clientele</b>	<b>Days</b>	<b>Batches</b>	<b>Target</b>	<b>Percapita cost</b>	<b>venue</b>	<b>Total Cost</b>
1	Training Course on RURAL HOUSING	NIRD	VPPS/VPS.	3	2	90	750	DISTRICT	2.02
2	Training Course on RURAL HOUSING		BDO(VP) & DBDO	3	2	90	750	DISTRICT	2.02
3	Training Course on RURAL HOUSING		Overseers/ Road Inspectors	3	2	90	750	DISTRICT	2.02
<b>Sub Total</b>					<b>6</b>	<b>270</b>			<b>6.06</b>

**10. TRAINING on National Rural Livelihood Mission in RGSY districts (Rs. in lakhs)**

<b>Sl.No.</b>	<b>Name of Training</b>	<b>Funding source</b>	<b>Clientele</b>	<b>Days</b>	<b>Batches</b>	<b>Total to be Trained</b>	<b>Percapita Training</b>	<b>venue</b>	<b>Total Training Cost</b>
<b>1</b>	<b>ToT on NRLM</b>	<b>MoRD</b>	<b>Resource persons</b>	<b>3</b>	<b>5</b>	<b>250</b>	<b>1000</b>	<b>SIRD</b>	<b>7.50</b>
<b>2</b>	<b>Induction Training on NRLM</b>		<b>District Project Managers</b>	<b>3</b>	<b>10</b>	<b>500</b>	<b>750</b>	<b>SIRD</b>	<b>11.25</b>
<b>3</b>	<b>Training Course on AccountS Maintenance</b>		<b>PLF/VPRC/SHG members</b>	<b>3</b>	<b>20</b>	<b>1000</b>	<b>450</b>	<b>DISTRICT</b>	<b>13.50</b>
<b>4</b>	<b>Induction Training on Livelihood Promotions</b>		<b>PLF/VPRC/SHG members</b>	<b>2</b>	<b>100</b>	<b>5000</b>	<b>250</b>	<b>VP Cluster</b>	<b>25.00</b>
<b>Sub Total</b>					<b>135</b>	<b>6750</b>			<b>57.25</b>

**11. TRAINING on Convergence of Schemes at Village Level (Rs. in lakhs)**

S.no .	Name of Training	Funding source	Clientele	Days	Batches	Total to be Trained	Percapita Cost	venue	Total Cost
1	Training on Convergence for Village Level Workers	MoPR	VAO/VHN/PS/PL F/BNV/AW/CBO/ NYK	2	188	9400	250	Village Clusters	47.00
<b>Sub Total</b>					<b>188</b>	<b>9400</b>			<b>47.00</b>

**12. TRAINING on Administrative, Technical , Audit and Accounts under Training Corpus Fund (Rs. in lakhs)**

Sl.no.	Name of Training	Funding source	Clientele	Days	Batches	Target	Percapita Cost	venue	Total Cost
1	A Course on Village Panchayat Audit	TCF	Dy BDO(Audit)	3	9	385	1000	SIRD	11.55
2	A Course on Accounts Maintenance in Panchayat Union		Accountants	3	9	385	1000	SIRD	11.55
3	Training Course on Technical Matters		Engineers	3	9	385	1000	SIRD	11.55

<b>4</b>	<b>Training on Administrative and Establishment matters</b>		<b>AD level Officers</b>	<b>3</b>	<b>8</b>	<b>310</b>	<b>1000</b>	<b>SIRD</b>	<b>9.30</b>
<b>5</b>	<b>Training course on Flagship programmes</b>		<b>AD level Officers/BDOs/Engineers</b>	<b>3</b>	<b>8</b>	<b>310</b>	<b>1000</b>	<b>SIRD</b>	<b>9.30</b>
<b>Sub Total</b>					<b>43</b>	<b>1775</b>			<b>53.25</b>

**13. TRAINING on Disaster Management, Level D Training by Govt of India (Rs. in lakhs)**

<b>Sl. no.</b>	<b>Name of Training</b>	<b>Funding source</b>	<b>Clientele</b>	<b>Days</b>	<b>Batches</b>	<b>Target</b>	<b>Percapita cost</b>	<b>venue</b>	<b>Total Cost</b>
<b>1</b>	<b>A ToT Course on Disaster Management</b>	<b>NIDM , New Delhi</b>	<b>JD/AD level Officers of Line Departments</b>	<b>3</b>	<b>3</b>	<b>120</b>	<b>750</b>	<b>SIRD</b>	<b>2.70</b>
<b>2</b>	<b>Level D Training to Under Secretaries</b>	<b>DoPT, New Delhi</b>	<b>AD level Officers</b>	<b>14</b>	<b>1</b>	<b>35</b>	<b>1950</b>	<b>Districts</b>	<b>9.55</b>
<b>Sub Total</b>					<b>4</b>	<b>155</b>			<b>12.25</b>

#### 14. ABSTRACT OF TENTATIVE TRAINING PROGRAMMES 2013-14

(Rupees in lakhs )

Sl .no	Name of Training	Funding source	Batches	Total to be Trained	Total Training Cost
1	Training on information and technology skills (25 districts)	RGSY - MoPR	608	18214	725.00
2	Training on information and technology skills (6 districts)	BRGF-MoPR	83	2465	184.87
3	Training on Panchayat administration and RD Schemes	RGSY-MoPR	153	6083	139.17
4	Training of Trainers programme for PLFs/SHGs	BRGF-MoPR	23	1107	55.35
5	Training programme for PLFs/SHGs	BRGF-MoPR	3181	159057	477.16
6	Training on Lab to Land Programme	MoRD	447	22400	179.00
7	Training on MGNREG Scheme	MGNREGS-MoRD	35	1222	40.41
8	Training on Waste Land Development Programme	MoRD	3	120	4.80



<b>9</b>	<b>Training on Rural Housing Programme</b>	<b>NIRD</b>	<b>6</b>	<b>270</b>	<b>6.06</b>
<b>10</b>	<b>Training on National Rural Livelihood Mission</b>	<b>MoRD</b>	<b>135</b>	<b>6750</b>	<b>57.25</b>
<b>11</b>	<b>Training on Convergence of Schemes at Village Level</b>	<b>MoPR</b>	<b>188</b>	<b>9400</b>	<b>47.00</b>
<b>12</b>	<b>Training on Administrative Technical audit and accounts under Training Corpus Fund</b>	<b>TCF</b>	<b>43</b>	<b>1775</b>	<b>53.25</b>
<b>13</b>	<b>Training on Disaster Management, Level D Training by Govt of India</b>	<b>NIDM / DoPT New Delhi</b>	<b>2</b>	<b>155</b>	<b>12.25</b>
<b>Total</b>			<b>4907</b>	<b>229018</b>	<b>1981.57</b>

## 19. Overall Capsules;

Sl.No	TOPIC	SUBJECT MATTER
1.	An Exposure to Tamilnadu Panchayat Act 1998	<ul style="list-style-type: none"> <li>▪ Role, duties and Responsibilities of 3 Tier Panchayatraj Institutions.</li> </ul>
2.	Distinctive features of The Right to Information Act 2005	<ul style="list-style-type: none"> <li>• Furnishing informations</li> <li>• Appellate Provisions.</li> <li>• Case studies</li> </ul>
3.	A look at Centrally sponsored schemes	<ul style="list-style-type: none"> <li>• IAY/SGSY/TSC/ MGNREGS/MPLADS/</li> <li>• Guidelines</li> <li>• Success and Failure notes</li> </ul>
4.	A look at State sponsored schemes	<ul style="list-style-type: none"> <li>• SSS/ THAI/MLACDS</li> <li>• Guidelines</li> <li>• Success features</li> </ul>
5.	Personality Development- A Stepping Stone for Success	<ul style="list-style-type: none"> <li>• Factors affecting Personality.</li> <li>• Development of Managerial skills</li> <li>• A true values of life</li> <li>• Communication skills</li> </ul>
6.	Prevention of audit	<ul style="list-style-type: none"> <li>▪ How to prevent audit objections</li> </ul>
7.	Personal Health and hygiene- an indispensable matter to a mankind	<ul style="list-style-type: none"> <li>▪ Health Check up</li> <li>▪ Body Mass Index</li> <li>▪ Prevention from Diseases</li> <li>▪ Health Tips</li> </ul>
8.	Stress management and save from heart attacks	<ul style="list-style-type: none"> <li>▪ Prevention of stress</li> <li>▪ Good bye to Heart attacks</li> </ul>
9.	Introduction to IT tools	<ul style="list-style-type: none"> <li>▪ Internet browsing</li> <li>▪ Information on line.</li> </ul>
10.	Know Your Establishment Rules- A glimpse	<ul style="list-style-type: none"> <li>▪ TNGS CONDUCT RULES</li> <li>▪ TNCS(D&amp;A) RULES</li> </ul>
11	Accounting skills	<ul style="list-style-type: none"> <li>▪ Panchayat accounts</li> <li>▪ Union accounts</li> </ul>

12	Becoming a successful man in RD dept	<ul style="list-style-type: none"> <li>• Sharing others success stories</li> <li>• special initiatives</li> </ul>
13	Liaison with NGOs and line departments	<ul style="list-style-type: none"> <li>• Development of interactive skills</li> </ul>
14	Facing legal cases	<ul style="list-style-type: none"> <li>▪ Preparation of affidavits and counter-affidavits and case laws on RD matter</li> </ul>
15	Prevention of corruption	<ul style="list-style-type: none"> <li>▪ The Chances for leakages</li> <li>▪ Combating corruption</li> </ul>
16	Evaluation of past schemes	<ul style="list-style-type: none"> <li>▪ Fast evaluation of schemes executed</li> <li>▪ Feedback and corrective measures</li> </ul>
17	Village Panchayat Administration	<ul style="list-style-type: none"> <li>• Elections, Panchayat meetings</li> <li>• Gramasabha, tax and Non tax revenue, Budget, Audit</li> </ul>
18	Sharing the Knowledge	<ul style="list-style-type: none"> <li>• Filed Visit</li> <li>• Panel discussion</li> <li>• Group Discussion</li> <li>• Trainees speech exercise</li> <li>• Exclusive Library Hour</li> </ul>
19	Entertainment	<ul style="list-style-type: none"> <li>• Sports,</li> <li>• Shrimadhan</li> <li>• Pattimandram</li> <li>• Video on themes</li> <li>• Movie Films</li> <li>• Sing a song sequence</li> </ul>
20	Evaluation	<ul style="list-style-type: none"> <li>• Quiz programme on what is learnt</li> <li>• Objective type tests</li> <li>• Feedback</li> <li>• Prizing the best outcomers.</li> </ul>

## 20. ACTION POINTS FOR EFFECTIVE CAPACITY BUILDING

Sl.No	Action Point	Action to be taken
1.	<b>Training Course Material</b>	<b>SIRD should supply a printed course material to the trainees in bookand pamphlets</b>
2.	<b>Acts, Rules and Guidelines in C.D.</b>	<b>RTI Act, TN Panchayat Act, MGNREG Act, All guidelines of schemes should be supplied in CD format to the trainees.</b>
3.	<b>Case studies</b>	<b>Sharing the experience through case studies available online in GOI website should be down loaded and circulated.</b>
4.	<b>Bottlenecks/ success stories</b>	<b>Feel of expression to list out learned lessons and bottlenecks with matching solutions should be disclosed.</b>
5.	<b>Eminent guest lecturers</b>	<b>Guest faculty from academic institutions with background on working knowledge of PRIs should be engaged.</b>
6.	<b>Visual Presentations</b>	<b>Power Point Presentations with visualised photos on success matters should be the method of lecture for all classes.</b>
7.	<b>Interactive Discussion</b>	<b>Interactive questions and answering session would facilitate and refresh the learned memories.</b>

<b>8. Quality food</b>	<b>Delicious food with good quality and quantity should be arranged through leading food masters on cost sharing basis.</b>
<b>9. Useful training kit,</b>	<b>Reliable and use worthy kit like Pen, Notebook, Pamphlets, complementary bags should be distributed to the trainees.</b>
<b>10. Accommodation</b>	<b>Accommodation with hospitality be ensured.</b>