

School of Regional Studies and Research

Syllabus

Three Month Certificate Course on
Rural Secretary



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

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School of Regional Studies and Research

Paper I: Rural Secretary

Unit-I

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

Organization of programs by Rural Secretary.

Unit- II

Rural Development Administration and Panchayat Raj Institutions: Panchayat Raj System, 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, I.A.D.P., I.R.D.P., N.R.E.G.A., 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, Vasant, **Rural Development in India**. New Delhi: Himalaya, 2005.
3. IGNOU, **Rural Development: Indian Context**. New Delhi: IGNOU, 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.

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Paper: II Rural Social Audit

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.

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.

Books Recommended

1. Badi, V. Narayan, Badi, V. Narayan. **Rural Marketing**. Himalaya Publishing, 2014.
2. Desai, Vasant. **Rural Development in India**. New Delhi: Himalaya, 2005.
3. Datt and Vasant. **Fundamental of Rural Development** New Delhi: Rawat publication, 1991.
4. Datt and Rudra. **Growth Poverty and Equality** New Delhi: Deep and Deep Publication, 2008.
5. IGNOU. **Rural Development: Indian Context**. New Delhi: IGNOU, 2005.
6. Kashyap, P., **Rural Marketing**, Pearson Publication, 2016
7. Sundaram, I. Satya. **Rural Development**. Mumbai: Himalaya Publishing House, 2002.

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8. डॉ. महाजन, संजिव आधुनिक भारतमें समाजिक परिवर्तन अर्जुन पब्लिशिंग
हाउस, अंसारी रोड, दरियागंज, नई दिल्ली 2001.

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Paper: III: Applied Research Methodology in Rural Development

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, Tools 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), Focus Group Discussion (FGD).

Books Recommended:

1. Crabtree & Miller (ed.), **Doing Qualitative Research**. New Delhi: Sage Publications, 2000.
2. Denzin & Lincoln (eds.), **Handbook of Qualitative Research**. New Delhi: Sage Publications, 2000.
3. Herekar, P.M. **Research Methodology and Project Work**. Kolhapur: Phadke Prakashan, 2004.
4. Kumar, P.S.G. **Research Methods and Statistical Techniques**. Delhi: B.R. Publishing Co., 2004.
5. Marshall & Rosaman, **Designing Qualitative Research**. New Delhi: Sage Publications, 1999.

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Paper: **IV**: Project Report based on Field Work

Dissertation/ Field work report ~~will~~ provide an opportunity to students to conduct an original study and develop a ~~field~~ of their choice in coordination with Head or Supervisor with adds significantly to the knowledge of real social audit. This attempt would also give a chance to the students to demonstrate their abilities to use and apply audit theories and techniques they have learnt in theory subjects and to arrive at independent conclusions. Depending upon the theme of the thesis, investigations may involve original field work (collection of Primary data), compilation an analysis of data already available an critical analysis before its synthesis in the form of conclusion and policy recommendations..

The development ^{of the} project on research methods, presentation techniques, and report writing and each student is compulsorily required to attend these courses

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