

ORDINANCE

THREE MONTHS CERTIFICATE COURSE IN PANCHAYATI RAJ AND RURAL DEVELOPMENT

1. Duration:

The duration of the certificate course in Panchayati Raj and Rural Development shall be three months or twelve weeks. There shall be mid-term as well as final examination. The examination shall comprise of 100 marks in each course/Paper. The question paper shall contain multiple choice questions (MCQs) each of one or two marks. However, the supplementary examination shall be held simultaneously after every three months and to be completed within one year. The grading system shall be adopted for this certificate course. The examination schedule containing the date of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time.

2. Eligibility:

The course shall be offered to the elected representatives of all the three levels of Panchayati Raj Institutions (Gram Panchayat, Panchayat Samiti and Zila Parishad) in Haryana State, or prospective candidates or Gram Sachiv(s) or any other else possessing requisite educational qualification to be elected to FRIs is eligible for the course. Initially the number of participants shall be 50.

3. Admission Procedure:

The list of 50 registered participants shall be provided by the respective Block Development and Panchayats Officers (BDPO) to the University. The participants are required to registrar themselves with the BDPO by paying a registration fee of Rs. 1000/-.

4. Methodology of Conducting the Course:

The classes for this course shall be held for three days in a week in the afternoon session comprising of three lectures (Once lecture of an hour for each paper) per day including occasional one full day for hands on training and exposure visit. As per this schedule, there shall be total 36 days classes including field visits during the whole course comprising of 108 lectures. The hands on training and exposure visit to the best practices shall be arranged by the University itself and funded by the Department of Development and Panchayati Raj Government of Haryana.

5. Attendance Requirements:

The candidate will be allowed to appear in the examination if he/she meets the following requirements:

- a) Bears a good moral character;
- b) Has attended not less than 75 percent lectures delivered.

Relaxation in shortage of lectures upto 20 percent will be allowed by the course coordinator on the following grounds: self-illness, illness/death of parents/brother/sister/ or any other close family member and any other reason beyond the control of the student to the satisfaction of the course coordinator.

6. Scheme, Syllabus and Examinations:

The scheme and syllabi of the course shall be prepared by the UG Board of Studies of the University and finalized by the Academic Council of the University.

The examination for the course shall be conducted twice during the course period i.e. mid-term examination of 40 marks and final examination of 60 marks. Out of 60 marks for final examination, 20 marks shall be allotted towards the practical examination/internal assessment. As soon as possible, after the examination, the Controller of Examination shall publish the result of candidates and issue Detailed Marks-Cards and Certificate of successful completion of the course.

Every candidate shall be examined in the subject(s) as laid down in the scheme and syllabi of examination prescribed by the Academic Council from time to time. The fail/reappear candidate(s) will also appear in the examination as per syllabus applicable to this course 20% marks in each written paper shall be assigned for internal assessment. The Director, Deen Dayal Upadhyay Center of Excellence for Rural Development (DDUCERD)/Course Coordinator shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment and its Presentation/Seminar and attendance in the classes etc. to the Controller of Examinations as per the following schedule:

- The Internal assessment marks should be supplied by the Director, Deen Dayal Upadhyay Centre of Excellence for Rural Development (DDUCERD)/Course Coordinator Invariably within 20 days after commencement of the examination.
- The Director, Deen Dayal Upadhyay Centre of Excellence for Rural Development (DDUCERD)/Course Coordinator will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University, up to three months of the date of declaration of each semester examination results.

7. Medium:

The medium of instruction and the examination shall be Hindi/English.

8. Pass Marks:

The list of successful candidates shall be arranged in five Grades as under on the basis of aggregate marks obtained by them which will be stated in their Certificate:-

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|-------------|-----------------------|
| a. Grade A: | More than 75 per cent |
| b. Grade B: | 61-74 per cent |
| c. Grade C: | 51-60 per cent |
| d. Grade D: | 40-50 per cent |
| e. Grade E: | Less than 40 per cent |

The minimum pass marks shall be 40% or up to grade 'D'. A candidate who has completed the prescribed course of instruction in the course but does not appear in the examination, or, having appeared but fails, may be allowed on the recommendation of the Course Coordinator to appear/reappear in the examination, as the case may be, as ex-student, without attending a fresh course of instruction in the next spell of examination of the course but the chance to do so will not be more than three in any case including the chance in which candidate has appeared unsuccessfully.

9. Resource Persons:

The resource persons for this course shall be identified by the university itself their procurement are left to the university.

10. Logistic Arrangements:

There is a separate Centre for conducting/coordinating this course known as Deen Dayal Upadhyay Centre of Excellence for Rural Development (DDUCERD). It shall comprise of one Director/Course Coordinator, one official and one supporting staff.

11. Stay Arrangement to Participants/Candidates:

The University shall make the arrangement of boarding and lodging in the Faculty House/Transit Hostel for the participants/candidates of this course.

12. Funding:

The expenses for running the course will be charged from the Department of Development and Panchayats, Government of Haryana Chandigarh and will be decided from time to time as per the budget agreed between the funding agency and the university.

Notwithstanding anything contained in other Ordinances, a person may pursue studies for Certificate Course in Panchayati raj and Rural

Development and take the examination thereof simultaneously with the studies for any other course of the M.D.University, Rohtak.