

## **Dr.MCR HRD Institute of A.P.**

**88<sup>th</sup> F.C. for Civil Service Officers**

**VILLAGE STUDY PROGRAMME - 04-11-2013 TO 10-11-2013**

### **GENERAL INFORMATION, DO'S & DONT'S**

#### **FORMATION OF GROUPS & SUB-GROUPS**

- The 169 O.Ts have been divided into 6 groups (5 groups with 28 O.Ts each and 1 group with 29 O.Ts)
- Each group is divided into 7 sub-groups of 4 O.Ts each. There will be total of 42 (6 x 7) sub-groups.
- One group will go to one District. 6 Districts in three States are selected. They are Mahabubnagar, Nalgonda and Nizamabad in A.P., Bellary and Gulbarga in Karnataka and Solapur in Maharashtra.
- 7 villages are selected in each District. One sub-group will go to one village.
- There will be a Group leader for every group and Sub-Group Leader for every sub-group.
- In every sub-group one O.T knowing local language is accommodated, to the extent possible. The Dist. Collector is requested to provide interpreter where there is no such O.T. There are minimum two female O.Ts wherever they are in a team. The 4 O.Ts in a group are drawn from different services and States.
- No request for any change will be entertained.

#### **ITINERARY**

**03.11.13 A.N.- Departure to District**

**04.11.13 - Briefing by Collector, departure to villages,  
stay in village upto 10.11.13 for vg. study.**

**10.11.13 – From Vg to Dist. H.Q, De-briefing, Departure to Hyderabad.**

**11.11.13 F.N – Arrival in Hyderabad.**

## **OBJECTIVES OF THE VILLAGE VISIT**

The village study aims to sensitize the Officer Trainees towards realities and complexities of rural life. The objectives are:

- Assess the socio-economic political dynamics that exists in a village.
- Recognize the importance of the need to learn from the villagers in evolving people based solutions to their problems
- Evaluate the spatial and temporal changes that have occurred in the village in terms of quality of life as a result of Governmental and non-Governmental interventions or through the sheer efflux of time.
- Evaluate the working of various village level institutions, both formal and informal in terms of participation and effectiveness.
- Understand and analyze the problems faced by the rural people especially the marginalized sections such as S.Cs, S.Ts, Physically Challenged, old, poor, landless and women, etc.

## **REPORTS & PRESENTATION**

- Each sub-group has to write a village report (See Annex-I & II of Village visit manual) and also make a presentation on their return to the Institute. Usually, the SGL introduces the subject while each member of the sub group presents one part of the report. Gold, Silver and Bronze medals will be awarded to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> groups, respectively, along with certificates
- Each member of the sub-group is required to prepare an issue based individual report of approximately 1000 words (Hand written). It would be assessed for 10 marks out of the total marks for Public Administration.

(The SGL in consultation with other members of the sub-group will assign one issue to each member. )

- Also collect data in Annex-I relating to disaster management and submit.  
(Read Village Visit Manual for further details and follow)

## **ROLE OF GROUP LEADER**

- Responsible for entire group and represents group
- Collect Memento, List of O.Ts, Imp. Ph.Nos etc., from F.C.Secretariat.
- Attendance & Roll call
- Liaise with District Administration
- Oversee arrangements made
- Give speech of thanks etc. and present memento

## **ROLE OF ASSOCIATE GROUP (SUB GROUP) LEADER**

- Collect stationery, Medical kit, and Food charges (Rs.290/-day/O.T.) from F.C. Secretariat.
- Ensure everybody stays in the village
- Liaise with block / Village authorities
- Allocate duties, topics to the group members
- Present group view at debriefing

## **MOVEMENT SCHEDULE**

- To & from Hyderabad – Bus/Train tickets booked by Liaison Officers of this Institute. Be in touch with them.
- Transport – Ensure timely departure from the Academy – Packed food, water
- Accommodation – You must stay in the village only.
- Food - No private hospitality, pay for own food. Pay minim wages to cook etc.,

## **GENERAL INSTRUCTIONS**

- Don't Carry Valuables – you are going to assess poverty.
- Sub Groups should clear all bills before leaving the villages
- Submit statement of expenditure with vouchers/receipts, unspent amount in F.C.Secretariat, soon after returning from village visit.

## **ETIQUETTE & CONDUCT**

- Briefing by Collector / DM
- De – briefing – not for fault finding, but constructive based on your study and not on your personal opinions
- Be polite and courteous
- Presentation of Memento to the DM by Group Leader
- Conduct in the village – You are not princes and princesses

## **PRECAUTIONS**

- Be careful about drinking water from hand pumps and if possible treat it with chlorine Tablets
- Avoid swimming and bathing in local streams, rivers and ponds
- Ascertain the address of local doctors in case of necessity (Beware of quacks)
- Keep yourself properly clad as per climatic conditions and local settings
- Take adequate precautions against local diseases
- First Aid kit – as in trek manual
- Give details of blood group/ allergies to AGL

## **GENERAL CONDUCT**

- Do nothing that may offend local sentiment and requirement
- No assurances to villagers
- Local officers are not your subordinates – treat them with due respect
- This is not a tourism exercise – it is an official duty and your work done in the villages is taken seriously
- Do not accept any gifts etc. Make payments for everything you pick up/need.

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