

Dr. MCR HRD Institute

89<sup>th</sup> Foundation Course Village Visit Programme

Responsibilities of Various Officers

**Liaison Officer**

- One officer/faculty of the Institute is nominated to each district
- Will be responsible to contact the district administration and obtain list of villages for the study by the OTs
- Shall be the liaison between the Institute and the district administration
- Shall be overall responsible for the effective conduct of the village visit programme in the district including lodging, boarding, transport, safety and health of the OTs
- Visit as many villages as possible and ensure that everything is OK
- Ensure that the local officials do not pamper the OTs and help them only when requested and required
- Arrange for facilities during briefing and de-briefing at the district level
- Report the status to the CC of 89<sup>th</sup> FC on a daily basis.

**District Team Leader**

- One of the OTs is selected as the District Team Leader
- He/She shall be responsible for the following:
- Ensure that all the OTs behave like officers during the time all the OTs assigned to a district are together like briefing and de-briefing, travel time etc
- Report any non-acceptable behaviour of OTs to the Liaison Officer and the CC FC.
- Shall be responsible for introducing the OTs to the Collector and district officials at the time of Briefing
- Carry Mementos to the District Collector and present on behalf of the Institute
- Ensure that all teams are ready with their presentations for the de-briefing on the last day at the district, ensure they are made in to a folder/CD and handed over to the Collector

**Team Leader (for 4-5 OTs one per village)**

- He/She shall be responsible for the following:
- Collect all material related to the village allotted to the team
- Carry medicines and other common articles given at MCR HRDI
- Ensure that the team members exhibit officer like qualities during the village stay
- Ensure that the members do not leave the village during the study period
- Report any non-acceptable behaviour to the District Team Leader/ Liaison Officer
- Inform about the help required to the local officials/elected representatives
- Demonstrate to the villagers that it is a team and not 4-5 individuals
- Report the safety and security of the team members on daily basis to DTL/LO