



Capacity Building of PANCHAYATI RAJ INSTITUTIONS

IN INDIA

Supporting Generations Through Generations









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AISECT'S PREAMBLE

India's leading Social Enterprise, AISECT has been instrumental in delivering quality Education, Skill Development, Financial Inclusion and other ICT-based services that builds careers for students and brings about inclusive changes in the previously untapped semi-urban and rural areas of the country. Established in 1985, AISECT has been working towards bridging the skill and ICT gap between urban and rural India and creating local opportunities for the rural youth. Focused on creating an inclusive society, AISECT has been untiringly reaching out to the remotest corners of the country to empower people, generate employment for the youth and unfold entrepreneurial initiatives.

AISECT's determined efforts towards social development had been published earlier as series named "PEHEL". These initiatives were:

- MULTIPURPOSE ELECTRONICS AND INFORMATION TECHNOLOGY CENTRES-Promoting I.T. Entrepreneurship Employment and Maintenance in Rural Areas
- 2. INDIRA SUCHNA SHAKTI YOJNA One of the Biggest Computer Education Projects in Schools in India
- 3. INFORMATION TECHNOLOGY FOR WOMEN Empowering Women with Skills in Information Technology
- 4. SUCHNA MITRA Making People Partners in E-Governance
- 5. I.T. YATRA A Campaign for Taking Information Technology to People
- 6. AISECT PUBLICATIONS Creating Contents in Indian Languages
- 7. ENTREPRENEURSHIP DEVELOPMENT PROGRAMS

AISECT has been working towards its mission of delivering its services to every nook and corner of the country in the past years and is dedicated towards bringing a social change through its initiatives. AISECT will continue to publish these new initiatives in the field of education, skill development and services by the name "SAMARTH".

AISECT is aligned to the Government of India's key Missions of Digital India, Skill India, Start Up Stand Up, Financial Inclusion, Women Empowerment and will continue to work towards developing a New India. AISECT is committed towards spreading its array of services to reach the unreached and will continue to deliver quality Education, Skill Development, Financial Inclusion and other ICT-based services.

ABOUT AISECT

India's leading Social Enterprise, AISECT has been instrumental in delivering quality Education, Skill Development, Financial Inclusion and other ICT-based services that builds careers for students and brings about inclusive changes in the previously untapped semi-urban and rural areas of the country. Established in 1985, AISECT has been working towards bridging the skill and ICT gap between urban and rural India and creating local opportunities for the rural youth. Focused on creating an inclusive society, AISECT has been untiringly reaching out to the remotest corners of the country to empower people, generate employment for the youth and unfold entrepreneurial initiatives.

With a PAN-India presence of 20,000 Centres across 29 States and 3 Union Territories, 12 State offices and 28 Regional offices, Adopting the most self-sustainable, demand-led model, the AISECT model reflects the demand side of communities for various skills and services required in the unorganized sector. Having successfully set up India's biggest entrepreneurial driven network at the district (475), block (1500) and Panchayat (7200) levels, AISECT has generated more than 15,000 rural entrepreneurs with an annual income ranging from Rs. 2 lakh to 1 crore.

Pioneering the 'Multipurpose Centre' Model,

AlSECT utilized their existing Education & Training Centre infrastructure to offer numerous services including skill development, capacity building, information window, maintenance and repair, sale of allied products and services, e-Governance through Common Service Centres (CSC), banking and insurance services, etc. Initiating strategic innovations to reach out to its target audience which comprises primarily of semi-urban and rural masses, AISECT has initiated IT content creation in Hindi and other regional languages.







PAN-India Presence:	† Offices:
29 States	20,000 Centres
3 Union Territories	12 State Offices
475 Districts	28 Regional Off
1,500 Blocks	
7,200 Panchayats	
	2

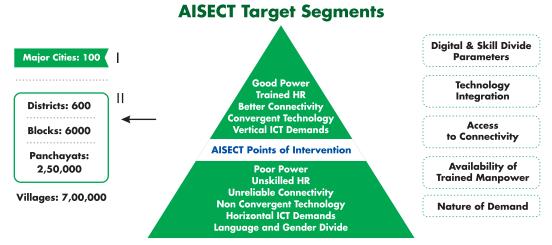
Connected with: 20 Lakh people trained State Offices 15,000 Rural entrepreneurs generated 11 Lakh recruitments 50 Lakh people empowered

AISECT primarily works in seven verticals. In their endeavour to uplift and empower the rural and semi-urban masses, AISECT's unique value proposition has helped in the advancement of Educational Academies, Skill Development, Capacity Building Projects, Common Service Centres, Banking Services, Rural Job Placements and Higher Education Institutions.



Skill Development and Vocational Education:

AISECT has been working in the field of skill development and training for the past 31 years and have reached the remotest corners of the country. It is a pioneer in imparting skill development courses in local language which explains its reach at the grassroots. AISECT's reach within the country is aptly showcased through a Demographic Pyramid whereby the penetration of AISECT's various activities is highest at the bottom.



The Indian Pyramid and its Digital and Skill Divide

With the evolution of AISECT by working in the field of skill development some major learnings which differentiated it are as follows:

AISECT's Differentiating Factors and Learnings in the field of Skill Development

Pioneering 'Multipurpose IT Centre' Model	Course Material creation in Local Languages	Creation of an Entrepreneurial & Demand led Model	Innovative Mobilization Campaigns
Forging Developmental Linkages with ongoing Government Initiatives	Creating an 'Access Anywhere' MOOCs: aisectonline.com	Creating an innovative online & offline Placement support portal: Rojgarmantra.com	Integrating Skill Development within the Higher Education Framework
Launching India's first Community Radio station by a University	Introducing Online Live Lectures through Distance Learning Centres	Continuous addition of Emerging Vocations	In summary trying to Organize the Unorganized Sector





AISECT - NSDC Partnership:

AISECT joined hands with NSDC with the mission to skill around 1.3 million youth across rural and semi-urban India in 2012, in seven of the twenty-one priority sectors identified by NSDC. The seven sectors identified by AISECT for training the youth are IT and ITES, Electronics and Hardware, Banking and Financial Services, Teacher and Assessor Training, Textiles, Organised Retail and Agri skills. These are the sectors which are estimated to have the highest contribution towards the requirement of skilled workforce in the country over next ten years. Under this partnership AISECT has also been affiliated with 12 Sector Skill Councils formed under NSDC.

The main objectives of this partnership were:

- To expand the skilling and training facilities of AISECT, first in the
 rural and backward regions of states such as Madhya Pradesh, Chhattisgarh,
 Jharkhand, Bihar, Rajasthan, Uttar Pradesh, Orissa, Maharashtra and Punjab
 and then expand across the country.
- To undertake massive "Training of Trainers" program to improve the quality of skill training and to up skill the technology utilization of trainers in training.
- To utilize the nearly 6,000 Common Service Centres (CSCs) set up by AISECT at the Panchyat Level across Madhya Pradesh, Chhattisgarh & Punjab for skilling youth.
- To link skill development programs with university education and to set up Vocational Academies or Skill Resource Centers within the two AISECT Universities.
- To support the skill development training programs by providing placement services both online and offline to the trained manpower.
- To expand and develop the AISECT Content Creation Center as the backbone of the ongoing skill development efforts.





Thus, AISECT has been contributing to the Skill India Mission through the following initiatives:

SSDM	NULM/SUDA	CENTRAL MINISTRIES	NSQF
STATES (11)	STATES (12)	SCHEMES: STATES	STATES (11)
RSLDC	MP	DDUGKY: MP	HARYANA
OSEM	UP	DDUGKY: GUJARAT	RAJASTHAN
BSDM	CG	DDUGKY:	DELHI
UPSDM	BIHAR	HARYANA DDUGKY: PUNIAB	JHARKHAND
CSSDA	JHARKHAND	FDCIL	MP
GLPC	GUJARAT		CG
PSDM	MIZORAM	MoMA, MoD	PUNJAB
	MAHARASTHRA	MANAS	FONJAB
JSDM	PUNJAB	NEEM	WEST BENGAL
APSSDC	ARUNACHAL PRADESH	MSSDC	H P
ASDM	J & K	SILF	ODISHA
PBSSDM	WEST BENGAL		ANDHRA PRADESH



Higher Education:

A path-breaker in the field of ICT and skill-based education and training,

AISECT has positively empowered millions of lives through their educational initiatives over the last 33 years. The Group has established several premier higher education institutions at locations which were in dire need of quality higher education institutions. In 2006, Dr. C.V. Raman University, central India's first private university, was established in Chhattisgarh and has empowered thousands of students with industry-oriented skills. Moreover, India's first skill-based private university, Rabindranath Tagore University, Bhopal strives to impart skill-based quality education and promote research driven advancement of knowledge for creating successful professionals. Established by the AISECT Group in 2010, it has carved a niche for itself in Madhya Pradesh. This need of imparting skill based higher education motivated to established AISECT University, Hazaribag Jharkhand and Dr. C. V. Raman University, Vaishali, Bihar Furthermore, SCOPE Group of **Institutes** (SCOPE College of Engineering and SCOPE College of Education) has been established in Bhopal. With strong industry linkages, AISECT's focus lies in the holistic learning and development of a student in order to ensure the effective application of knowledge for a secure future.







AISECT School Services:

AISECT's rich experience in the education sector has led to the establishment of a series of educational ventures, **Brainy Bear Activity Club & Pre-School,** Brainy Bear Publications and multimedia school content for students from kindergarten to class 12th that provides cost-effective, interactive learning solution to children.

AISECT has successfully integrated itself in the pre-school segment by establishing **Brainy Bear Pre-school and Activity Club chain**, aimed at providing first-of-its-kind affordable pre-schooling chain in tier 2 and 3 cities. It has also included other programs like, Mother Toddler Program and After School Program. AISECT's pre-schooling chain in the rural areas was initiated as Brainy Bear Prarambh. With over 16 centres launched within 1 year, AISECT's Brainy Bear Pre-school and Activity Club chain has successfully enrolled more than 500 students in an attempt to provide affordable and quality early childhood education to students of semi-urban and rural India.



Online Education:

Giving shape to AISECT's endeavor to support the Skill India and **Sarva Shiksha Abhiyan** movements, **aisectmoocs.com was established as India's largest free online open learning platform.** AISECT in association with Ireland-based ALISON, offers inclusivity in education by giving students in the remotest corners of the country easy and free access to world-class course curriculum with over **2000 free certificate/diploma courses available in both English and Hindi.** In a blended model students enrolled for an AISECT MOOC course will have the choice of studying at home or coming to the AISECT Centre to make use of the available facilities.

AISECT has also launched a portal **'aisectonline.com'** to empower students in the remotest corners of the country with anywhere, anytime access to education.

AISECT has also initiated concentrated efforts in various B2C services such as mobile and DTH recharge, examination form download and submission, railway ticket booking, data entry operations etc., to make such services more accessible to the common man by integrating with government departments, private businesses and other organizations.





Financial Inclusion and e-Governance Services:

Keeping in mind the urgent need for **Financial Inclusion** in the country, AISECT has successfully established a Financial Inclusion model that has been synchronizing more and more services through the AISECT's Multi-purpose ICT enable centres in rural areas. AISECT has set up over **4000 banking kiosks** in association with **3 nationalized banks and 2 regional rural banks with 88 lakh accounts opened so far and transactions worth Rs. 5000 crores**, initiated mobile ATM services, and started offering renewal premium collection services for reputed insurance companies.

AISECT's prestigious Common Service Centre Project, under the Government of India, was a resonating success and led to the establishment of 2926 CSCs in Madhya Pradesh, 1487 in Chhattisgarh and 585 CSCs in Punjab. Apart from AISECT's core education, training & B2C services, these CSCs provided services under schemes like Jan Sunwai Kendra, Farmer Registration, PFRDA, MP Online, National Population Register, MNREGA, PAN Card as well as Suvidhaa Online. The AISECT's CSCs in M.P, Chhattisgarh and Punjab also functioned as the permanent UID (Aadhar) Card Enrolment Centres. Recently AISECT has also established 300 E-Mitra Kiosks in Rajasthan which are prouiding government services to the citizens



Focused on bridging the demand and supply gap in the job market, AISECT has established India's biggest rural job portal, **Rojgar Mantra.** Rojgarmantra.com is a one-of-a-kind job portal focused on providing relevant employment opportunities and related services to the job seekers while at the same time providing a medium for employers to recruit suitable skilled and semi killed manpower. With over 3 lakh job seekers already registered with the portal, Rojgar Mantra is poised to be the biggest rural job placement initiative of India.







Award & Accolades:

A true path-breaker in terms of its vision, reach and passion for spreading education, technical expertise, generating employment as well as revenue opportunities for the previously untapped semi-urban and rural areas of the country, AISECT has won numerous awards and recognitions at national as well as international platforms. Recognized as "the most sustainable and scalable form of IT penetration & popularization in India" by the World Bank-IIM (A) Joint Report, AISECT has been working towards bridging the skill and ICT gap between urban and rural India. It has also been recognized by UNDP for its innovative ICT based vocational training to youth in rural and semi-urban India. The organization has been a recipient of prestigious awards like the Schwab Foundation's Social Entrepreneur of the Year Award instituted by the World Economic Forum as well as the Ashoka Senior Fellowship for AISECT's Chairman & Managing Director Mr. Santosh Choubey, Indian Innovation Award, Manthan Award South Asia & Asia Pacific, Skoch Corporate Leadership Award, NASSCOM I.T. Innovation Award, ASSOCHAM Excellence in Education Award, NASSCOM EMERGE 50 Leader Award, Golden Icon National e-Governance Award, TiE Lumis Partners Entrepreneurial Excellence Award, World Education Summit Award, Inc India 500 Award, Asian Forum i4d Award and Best Practice Recognition Award by the National Skill Development Corporation (NSDC).











































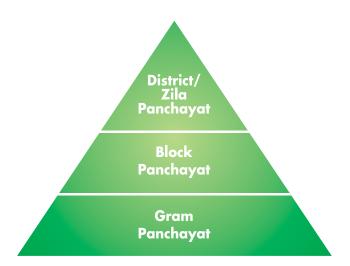
Panchayati Raj Institutions in India

Panchayats have been the backbone of Indian villages. Mahatama Gandhi advocated the system of Panchayati Raj Institution as a decentralised form of government where each village will be responsible for its development. This idea gave rise to the current Panchayati Raj Institutions in the country. Panchayati Raj System is a governance system in India which has been levied with responsibility for rural reconstruction. It's a three tier system which ensures people participation for the benefit of the community.

The passage of the **Panchayati Raj Act**, 1992 marked a new era in the federal democratic set up of the country. It provided the much needed constitutional sanction to the Panchayati Raj Institutions (PRIs) for functioning as an integral part of the nation's democratic process. It came into force with effect from April 24, 1993.

The structure of the three tier system of Panchayati Raj is as follows:

- **1. Village Panchayat** This is the lowest unit in the Panchayati Raj structure where it is a body of representatives of a village or a group of villages if the population of these villages happen to be small.
- 2. Block Panchayat This is the second tier of Panchayati Raj structure where the elected members from the gram panchayat are a member of block panchayat. The main function of this committee is to supervise various gram panchayats under its jurisdiction.
- **3. Zila Panchayat** It stands at the Apex of the three tier structure and comprises of the elected member of block panchayat and other ex-officio members.







Features of The Panchayati Raj Act

The Act has five main features:

- A 3-tier system of Panchayati Raj for all States having population of over 20 lakh
- Panchayat elections regularly every 5 years
- Reservation of seats for Scheduled Castes, Scheduled Tribes and Women (not less than one-third of seats)
- Appointment of State Finance Commission to make recommendations as regards to financial powers of the Panchayats
- Constitution of District Planning Committees to prepare development plans for the district as a whole

Thus, the Panchayats have been endowed with such powers and authority as may be necessary to function as institutions of self-government and social justice. Providing real functional autonomy at the village level is at the core of the amendment Act.

To make the panchayats efficient and to enable them to perform their duties in the most effective manner, regular capacity building and training is required. For this purpose the Central and State Government arrange for such types of trainings so as to update their knowledge and make the panchayat functionaries independent in their decision making. One of the major initiative taken by the government in this regard is:

Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA):

This scheme was launched in 2013 with the objective of strengthening the Panchayats. The act aimed at capacity building of the Panchayat officials thus improving the governance and delivery of services by the Panchayats. The main objectives of this Act were:

- Enhance capacities and effectiveness of Panchayats and Gram Sabhas.
- Enable democratic decision making and accountability in Panchayats and promote people's participation.
- Strengthen the institutional structure for knowledge creation and capacity building of Panchayats.
- Strengthen Gram Sabhas to function effectively as the basic forum of peoples participation, transparency and accountability within the panchayat system.
- Create and strengthen democratic local self-government in areas where Panchayats do not exist.
- Strengthen the constitutionally mandated framework on which Panchayats were found.





AISECT Training The PRIs

AISECT - MAHATMA GANDHI STATE INSTITUTE OF RURAL DEVELOPMENT, MADHYA PRADESH

Background

The Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) is one of the Government of India's flagship programme aiming to guarantee the 'right to work' and ensure livelihood security in rural areas by providing at least 100 days of guaranteed wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work. For effective execution of this scheme and to transform every Panchayat into e–Panchayat, through which various Govt. portals are going to be monitored and controlled such as MIS, EFMS etc. Gram Panchayat Sachiv and Gram Rojgar Sahayak (GRS) up Skilling was felt indispensable as they are the key people to implement these schemes. The IT Skill and NREGA application training was designed and implemented to make them friendly with computer and its applications, internet and its usage, OS and other software used for uploading and downloading data.

The Department of Panchayat and Rural Development, Govt. of M.P. along with Mahatma Gandhi State Institute of Rural Development, Jabalpur, M.P. decided to empanel leading training agencies for providing IT training and upskilling services to improve the Computer Skills of the Panchayat level functionaries. AISECT was therefore empanelled as one of the leading training agency to provide Computer training to the Gram Panchayat Sachiv and Rojgar Sahayaks from Sagar, Gwalior, Chambal and Jabalpur regions of Madhya Pradesh. AISECT implemented the training of Sachivs in Two Phases

- Phase-I of 14 days
- Phase-II of 7 days

Training of Gram Rojgar Sahayaks of 12 days was also conducted across 141 Blocks in 21 Districts of M.P. with in a year time with the network of AISECT Training Centers across the state.

Training Objective

The Department of the Panchayat and Rural Development, Govt. of M.P., envisaged to convert all 23006 Gram Panchayats of M.P. into e-Panchayats. Keeping this in view, there was an urgent need to update the IT Skills of the manpower available at Gram Panchayat. The Department along with Madhya Pradesh State Institute of Rural





Development, Jabalpur, M.P. empanelled AISECT as one of the leading training agency to provide Computer training to the Gram Panchayat Sachiv and Rojgar Sahayak of M.P.

The basic objective of this training programme was

- To improve Computer Skills of Gram Sachivs
- Give them in-depth knowledge of basic office application like M.S. Word and Excel
- Provide exposure to the departmental software applications like MNREGA MIS,
 Priasoft: Accounting Package, Electronic Fund and Management System.

This training was conceptualised as a 21 day programme to be conducted in 2 phase for the Gram Panchayat Sachivs. In the 1st Phase - 14 days curriculum was covered on the above mentioned topics and the 2nd phase - 7 days training was also conducted after 2 months of 1st Phase as a refresher cum trouble shooting exercise. Similarly a comprehensive 12 days training was evolved for Gram Rojgar Sahayaks who are the enabling hands for Panchayat Sachivs.

The overall objective of this training programme was not only to provide basic IT Skills to all Gram Sachivs and equip them with hands on experience to execute their day to day computer related tasks involved in smooth functioning of e-Panchayat and also to motivate them for regular usage of IT in their routine official task to encourage prompt and transparent ways of working.

Project Area and Training Targets

The training programme was conducted by AISECT in four major regions of the state. The district wise Panchayat Sachivs and Gram Rojgar Sahayaks trained in these areas are mentioned in the table below:

S. No.	Region	Districts	Panchayat Sachivs Trained	Gram Rojgar Sahayaks Trained
1.	Sagar	Chhatarpur	531	528
		Tikamgarh	440	434
		Damoh	421	443
		Panna	388	369
		Sagar	718	784
2.	Jabalpur	Katri	379	399
		Chhindwara	784	766
		Jabalpur	518	519



S. No.	Region	Districts	Panchayat Sachivs Trained	Gram Rojgar Sahayaks Trained
		Dindori	346	343
		Narsinghpur	453	439
		Balaghat	520	665
		Mandla	453	617
		Seoni	563	
3.	Gwalior	Gwalior	272	281
		Shivpuri	585	574
		Guna	402	448
		Ashoknagar	315	315
		Datia	280	264
4.	Chambal	Sheopur	221	252
		Morena	476	463
		Bhind	353	346
		Total	9418	9249

Training of Trainers

AISECT implemented this project through its selected 152 Centers which were already operational in the project area. For these 152 training center's faculties and center managers, AISECT organised Training of Trainers (TOT) programme at AISECT HO Bhopal, M.P. In Sachiv phase-I and phase-II, separate TOTs were conducted at AISECT H.O. and regional offices of Jabalpur, Gwalior and Chhatarpur to provide complete orientation and equip the teams with all available inputs for conducting actual training. The TOT at AISECT HO was attended by 310 faculties of the selected 152 training centers for execution of Sachiv phase-I (14 days) and GRS training (12 days).

The TOT program was conducted for two days and it included theory and practical aspects of each topic. TOT covered all the topics starting from Project and its









Practical class for trainers at AISECT Head Office



Practical class in the field



Ongoing training at the field



Practical class at the field



TOT session at AISECT Head Office



Distribution of Kit at the field



Practical class at the field



Certificate distribution to participants



implementation, Introduction to Computer, Internet and E-mail, MS-Office and Application Software, Data Transfer tools and Search Engine, Introduction of Software used by Panchayati Raj, detail description of MNREGA MIS, Priasoft: Accounting Software, Social Audit, Electronic Fund and Management System (EFMS). In each day of TOT, there was a guest lecture of distinguish subject specialist from Panchayati Raj Department at the end of TOT program.

AISECT implemented the training programme through 152 AISECT Training Centers located across 141 blocks of 21 districts which was our allotted project area by creating 310 Master Trainers in these training centers.

In the TOTs, each trainer was given training kits, which included the following items:

- Basic IT Module for Sachiv
- Basic IT Module for GRS
- Writing Pad
- Pen
- Bag
- I-Card to each trainer
- DVD1: Information letter, 14 Format, Govt. Guidelines, Presentation on the Website, Manual, CBT, Brochure of Panchayat Raj, Attendance Format, Presentation given on ToT
- DVD2: MNREGA Software (Offline Version)
- Handouts: Govt. Order, Presentation on Priasoft, Social Audit Guidelines, EFMS Guidelines, MNREGA Software Installation Guide

SI. No.	TOT Dates	No. of Master Trainers Trained
- 1	30 th and 31 st August 2013	110
II	6 th and 7 th September 2013	100
III	10 th and 11 th September 2013	100
	Total Trainers Trained	310

In the above TOTs, trainers from all 21 district of 4 regions (Chambal Gwalior, Sagar & Jabalpur) had participated. The TOTs emphasized on the need of clearing all the apprehensions from the minds of Sachivs to adopt and utilize technology for smooth functioning of Panchayat level activities.





TRAINING KITS

AISECT prepared three types of training kits for the participants.

Training Kit for Master Trainer

- प्रशिक्षण मॉड्यूल भाग-एक (कम्प्यूटर से संबंधित जानकारी) 1 से 8 दिवस का प्रशिक्षण
- 2. Writing Pad
- दो DVD (नरेगा ऑफ लाइन सॉफ्टवेयर एवं मध्य प्रदेश पंचायत एवं ग्रामीण विकास विभाग से संबंधि समस्त मेनुअल, प्रेजेंटेशन व आवश्यक जानकारी)
- 4. Pen
- 5. प्रत्येक प्रशिक्षक के लिये पहचान पत्र
- 6. Bag



Training Kit for Gram Panchayat Sachiv

- प्रशिक्षण मॉड्यूल भाग-एक (कम्प्यूटर से संबंधित जानकारी)
 से 8 दिवस का प्रशिक्षण
- 2. Writing Pad
- CD (मध्य प्रदेश पंचायत एवं ग्रामीण विकास विभाग से संबंधित समस्त मेनुअल, प्रेजेंटेशन व आवश्यक जानकारी)
- 4. Pen
- प्रत्येक सचिव के लिये पहचान पत्र
- 6. Bag







Training Kit for Gram Rojgar Sahayaks

- ग्राम रोजगार सहायकों के लिये प्रशिक्षण (कम्प्यूटर से संबंधित जानकारी) 1 से 14 दिवस का प्रशिक्षण
- 2. Writing Pad
- दो DVD (नरेगा ऑफ लाइन सॉफ्टवेयर एवं मध्य प्रदेश पंचायत एवं ग्रामीण विकास विभाग से संबंधित समस्त मेन्अल, प्रेजेंटेशन व आवश्यक जानकारी)
- 4. Pen
- 5. प्रत्येक प्रशिक्षक के लिये पहचान पत्र
- 6. Bag









Training Implementation Strategy

AISECT was allotted the training project to be implemented across 141 blocks in 21 districts of Madhya Pradesh. In order to execute this massive task, the entire training was planned to be executed into 3 cycles of training as mentioned on the next page:

Cycle	No. of Locations	Dates
1	53 locations	2 nd September onwards
2	86 locations	12 th September onwards
3	All remaining locations	As per CEO Janpad Panchayat Dates

The orientation of the above training center managers was conducted before the mentioned dates. In this orientation meeting the following project related aspects were shared with the centres which where the three pillars of the project execution:





ABOUT PROJECT AND ITS IMPLEMENTATION	TOT, TRAINING KIT AND CLAIM SUBMISSIONS	MICRO-PLANNING etc.
 About Project and Area of implementation Important Govt. orders/letters Detailed Guideline for project execution Faculty and Infrastructure details Training and Monitoring reporting formats Project schedule for execution 	 About Training Kit Training of Trainers in Cycle 1 & 2 Bill submission process Review meetings and H.O. Reporting Help Desks during Training Execution 	 District wise, Block wise Micro planning of targets District and Block Authorisation Open discussion for doubt clearance

Training Programme Schedule

The entire project in which about 20,000 Panchayat Sachivs and Gram Rojgar Sahayaks were trained, it was executed in a time bound schedule in a cascading approach of implementation from H.O. to field level centers as mentioned below:

S. No.	Event	Activities	Timeline
1	MOU of SIRD and AISECT for Computer Training	MoU between SIRD and AISECT for execution of Sachiv Training in Jabalpur, Gwalior, Chambal and Sagar Divisions of Madhya Pradesh	8 th August, 2013
2	Training Kit and monitoring formats Preparation	Preparation of training contents and kit, approval from SIRD	27 th August, 2013
3	First Phase Orientation Meeting (Cycle' 1)	Orientation of 57 selected AISECT Coordinators at H.O. Bhopal for Project Implementation and its action plan (For DMs, ADMs, BMs, Regional centers of 57 locations from 4 Divisions and Project Team)	26 th August, 2013
4	First Phase TOT (Cycle' 1) 114 Trainers	First batch of Master Trainer's Training at AISECT H.O. (For the first selected 57 centers' 114 faculties @ of 2 faculty per centre), provision of kits and course material to trainers	30 th - 31 st August, 2013



S. No.	Event	Activities	Timeline
5	First Phase Sachiv Training (Cycle 1- For 1710 Sachivs)	First Phase of Gram Sachiv Training for 14 days at 57 locations for a batch of 30 each as per the first TOT	Batch 1- for 1710 Sachivs 2 nd to 15 th September, 2013
6	First Phase Orientation Meeting (Cycle 2)	Orientation of 96 AISECT centre Coordinators at AISECT H.O. for Project Implementation	3 rd September, 2013
7	Second TOT (Cycle 2-190)	Second batch of Master Trainers Training for Cycle 2, 95 locations' 190 faculties @ 2 faculties per centre	6 th - 7 th September, 2013 (for 100 Faculties) 10 th - 11 th
			September, 2013 (for 92 Faculties
8	First Phase Sachiv Training (Cycle 2- For 2880 Sachivs)	First Phase Cycle 2 of Gram Sachiv Training for 14 days at 95 locations for a batch of 30 each as per second TOT	Batch 2- for 2880 Sachivs 12 th to 25 th September, 2013
9	Review of Training Centers	Review of Training Program, feedback, both Cycles at AISECT H.O. by branches	30 th September, 2013
10	Second Phase Sachiv Training (Cycle 3- 5539 Sachivs)	Second Phase Cycle-3 of Gram Sachiv Training of 14 days at all the remaining locations	Batch 3- for 5539 Sachivs 17 th to 30 th October, 2013
11	Review of Cycle 3	Review of Training Program, feedback, Cycle 3 claim submission at AISECT H.O. by branches	12 th November, 2013

Training Outcomes

Prior to implementation of this training program there was no concrete effort made by the Govt. to orient or induct the panchayat level key functionaries on basic IT skills as well as MNREGA related softwares/portals and its applications at massive level across the State. This was therefore first yet comprehensive effort made by the Govt. by involving professional training agencies to fill the skill gap of key functionaries at the panchayat level. This innovative approach helped in bringing out the following outcomes from the entire training programme:

 Basic IT training on Computer, Office Application, Internet and Email to about 20000 Panchayat Sachiv and Gram Rojgar Sahayaks of the state working at Panchayats





- Comprehensive training on MNREGA-MIS, especially focusing on data entry and report generation to about 20000 Panchayat Sachiv and Gram Rojgar Sahayaks prompting to transparency
- Focus on exploring internet and using e-mail by about 20000 Panchayat Sachiv and Gram Rojgar Sahayaks
- Orientation of about 20000 Panchayat Sachiv and Gram Rojgar Sahayaks in Electronic Fund Management System (EFMS) and its operational aspects
- Emphasis on other important aspects related to panchayats like: Social Audit, Labour Budget, e-Muster Roll, Work Allocation, Printing and Issuing Job Card etc. to about 20000 Panchayat Sachiv and Gram Rojgar Sahayaks.

AISECT CONDUCTING PRI TRAINING UNDER RASHTRIYA GRAMEEN SWARAJ ABHIYAAN IN GUJARAT

Background

Rashtriya Gram Swaraj Abhiyan is proposed to help the Panchayati Raj Institutions to deliver more sustainable goals and speed up the overall growth of development in rural areas. Rashtriya Gram Swaraj Abhiyan (RGSA) is a project which is implemented by both the Centre and the State Governments across various states in India to reform and strengthen the Panchayat levels. This RGSA scheme is sponsored by both the Central as well as the State Government. The funding pattern of the Scheme has been 75% provided by the Central Government and 25% by the State Government.

This scheme has 2 components of **training & capacity building** and **Infrastructure development.** Under the training component assistance is provided for actual training as well as setting up of training infrastructure for distance learning of Panchayat functionaries of difficult areas.







Training conducted for PRI functionaries in Gujarat



Theory session in progress



BDO addressing the audience



Kit Prepration



Theory session in progress



Registration of candidates

To implement this scheme, AISECT was empanelled as a training partner. The total target in Gujarat for Basic Foundation Course on Panchayati Raj under RGSA 2017-18 was to train 99855 PRI functionaries under 14625 Gram panchayats, 247 Blocks and 33 Districts Panchayats.





To implement this scheme, AISECT was empanelled as a training partner. The target allotted to AISECT for Basic foundation course under this project was as follows:

S. No.	District	Name of Block	No. of Gram Panchayat	Total Trainees
1	Anand	Sojitra	21	147
		Petlad	56	392
		Umreth	39	273
		Tarapur	38	266
		Borsad	65	455
		Anand	44	308
		Khambhat	56	392
		Aaklav	32	224
	Sub Total	8 Blocks	351	2457
2	Mahisagar	Lunawada	109	763
		Kadana	46	322
		Santrampur	86	602
		Khanpur	35	245
		Virpur	31	217
		Balasinor	44	308
	Sub Total	6 Blocks	351	2457
		Valod	35	245
		Dolvan	44	308
		Vyara	71	497
		Songadh	79	553
		Unchal	24	168
		Nizar	20	140
		Kunkarmunda	18	126
	Sub Total	7 Blocks	291	2037
	Total	21	993	6951





Training Process

1. Selection of Team

A team of trainers was selected to implement the training program in the allotted locations. These trainers were selected on the basis of their past experience. Trainers selected had been working for a long time with the state rural development institute, village community and the local Swaraj institute. Experienced candidates who had relevant education qualification like MSW also selected as trainers.

2. Training of The Trainers (TOT)

State Institute of Rural Development organised a five days Training of Trainers (TOT) during $26^{\text{th}} - 30^{\text{th}}$ May 2017 at Gandhi Nagar. This TOT was organised to appraise master trainers about the training program, topics to be covered, schedule of training etc. Sixteen master trainers of AISECT were trained through this training programme.

3. Mobilization

The mobilization of candidates for this training was done by the Government where Panchayats were issued letters for attending the training program. Mobilisation was also done through the following ways:

- Arrange Group Meeting with Taluka Team
- Publicizing through pamphlet distribution and making announcements.
- Distributing information brochures at Gram Panchayat organised to appraise the master trainers about the training program, topics to be covered, schedule of training etc. Sixteen master trainers of AISECT were trained through this training programme.

4. Conduction of Training

The training organised was of three days as per SIRD Guidelines. On the first day of training the participants were provided with the kits which comprised of the following

- Writing pad
- Training Shedule
- Training Manuals and Presentation copies
- Pen







The content of training and topics covered are as follows:

	DAY-1		
S. No.	Training Modules	Details of Modules	
1.	Necessity and requirement for training and Background Assessments		
2.	Administration and Progress	Centralization, Transparency, Responsibilities, Joint Responsibilities, Lawful administration, Human Rights	
3.	Introduction to Panchayati Raj	Panchayati Raj In Gujarat, 73rd Amendment to Constitution	
4.	Work, Responsibilities and Duties of Gram Panchayat	Roles and Responsibilities according to the positions, Duties	
5.	Gram Sabha (Meeting)	Formation, Work and Importance	
6.	Committees of Gram Panchayat	Administrative Committee. Social Justice Committee. Water Committee. Health Committee.	
7.	Summary of the Day	Notes on subjects taught during the day.	

	DAY-2		
S. No.	Training Modules	Details of Modules	
Summary of Training given during Day 1			
1.	Administrative System of Gram Panchayat	Schedule of Meetings, Roles & Responsibilities, Members Rights.	
2.	Gram Panchayat Income Generation Units available	Taxable, Non Taxable	
3.	Estimation Letter of Gram Panchayat	Agreement and Action taken	
4.	Social Audit	Importance of Social Audit, Method of conducting social audit	
5.	Accounting and Audit system of Gram Panchayat	Understanding accounting system, maintaining PnL account	
6.	Strategic Points for Progress and Future plans	Detailed Understanding	
7.	Implementation and Working Style for Development under Center and State Government plans, Mission, etc	Detailed Understanding	
8.	Women and Panchayat Raj	Position of Women, Reservation of women	
9.	Summary of the Day	Notes on subjects taught during the day	



	DAY-3		
S. No.	Training Modules	Details of Modules	
Summary of Training given during Day 2			
1.	Swachhta Bharat Mission (Gramin)	Objectives and importance, Role of Panchayat functionaries	
2.	Mahatma Gandhi Rashtriya Gramin, Binding and Labour Laws	Developing understanding of Labour laws, its importance	
3.	Prime Minister Residential Project Awas (Garmin Units)	Objectives and importance, eligibility, how can it be applied to	
4.	National Gramin Aajivika Mission	Understanding & Study	
5.	Prime Minister Irrigation Project	Understanding & Study	
6.	Jaive Vaivadhik Law 2002 (its Plan and working committee)	Detailed Study	
7.	Vrindavan Gram Yojana	Detailed Study	
8.	Remote Sensing and GIS technology utilization in GPDP	Detailed Study	
9.	Panchayat role in Children Rights and their welfare	Detail Understanding	
10.	Planning of Gram Panchayat Development and Progress	Verbal discussions, Exercises, games etc	
11.	End of Day	Future plan, training feedback, assessments	





5. Training Feedback:

After the completion of training, candidates were asked to fill a feedback form which evaluated the training quality, quality of trainers, quality of content prepared, arrangement of facilities done for trainees etc.





PRI training programme in the presence of TDO





Training kit distribution in the PRI training





PRI members in the training



Panchayati Raj Training - Himachal Pradesh

Panchayati Raj Training Institute, Mashobra, Himachal Pradesh, in collaboration with AISECT conducted a training for Panchayat Sachivs/Sahayaks and other Panchayat officials on Financial Literacy. The two day training was completed in six stages covering participants from four districts namely Shimla, Kinnaur, Sirmaur and Salon. The training period was from 14th June to 30th June 2017. The number of candidates attending the training through all the districts was 319. The main objective of the training was to create awareness about the following:

- Financial Planning & Management
- Savings
- Financial Products
- Operation of a bank Account
- Loan and Credit from a Bank
- Insurance and Pension Products
- Social Security Schemes
 - a. Pradhan Mantri Jan Dhan Yojna
 - b. Pradhan Mantri Suraksha Bima Yojna
 - c. Pradhan Mantri Jeevan Jyoti Bima Yojna
 - d. Atal Pension Yojna
 - e. Pradhan Mantri Suraksha Bima Yojna
- Means of Cash Less Transfer like Debit/Credit Cards, Electronic Fund Transfer, Digital Wallet, Mobile Banking, Internet Banking, USSD, UPI, POS, Micro ATM etc.

The kit to be distributed to the training participants was also prepared by AISECT which contained:

1. Booklets

- a. Financial Literacy
- b. Social Security Schemes
- c. Cashless/Digital Transactions

2. Activity Material

- a. Questions on Financial Literacy
- b. Application forms of 4 Social Security Schemes





AISECT



3. CDs

- a. Presentations Social Security Schemes
- b. Presentation Cashless Transaction
- c. 6 Videos
- d. Guidelines for Training



AISECT officials introducing the topic



Participants understanding basics of financial literacy



Theory session in progress



Theory session in progress



Govt. Officials addressing the participants



Feedback form filled by participants





4. Folder

5. Pen

6. Writing Pad

For the convenience and requirement of the participants the training material was prepared in Hindi and the medium of training was also Hindi. Multimedia content such as films, presentations and videos were used as an important part of the training so as to maintain curiosity and interest of the participants throughout the training. This multimedia content was also shared with all the participants in the form of a CD so that they can in turn make the community financial literate and aware about various schemes.

Training Methodology:

As the target segment for this training was Panchayat Functionaries, as per the requirement the medium of training was kept Hindi. Some innovative methods inculcated in the training methodology were:

- Checking Subject Knowledge Before Training: A questionnaire was developed by AISECT witch was filled by participants before training to gauge their understanding about the subject. This gave trainers a fair idea as to how to structure the training.
- 2. Use of Multimedia Content and Animation Videos: The training was done through the use of presentations and videos developed by AISECT. Animated videos for the subject of financial literacy was also developed which helped in developing a better understanding about the subject and was appreciated by the participants.
- **3. Experience Sharing:** The participants were asked to share their experiences on the subject and the kind of challenges they face with respect to banking & financial and cashless transactions in their day to day life.
- **4. Practical Transactions:** Demonstration of the transactions was done online so that the participants have a clear understanding on new concepts introduced to them. This also helped in overcoming the hesitation in performing the transactions themselves which usually is the case with respect to online payment, cashless transactions etc.
- **5. Feedback Sharing:** A feedback form was developed and shared with the participants at the end of this two day training. The feedbacks were then analyzed and quantified and submitted to the department for incorporating them in the trainings to be conducted in future.





Training Methodology:

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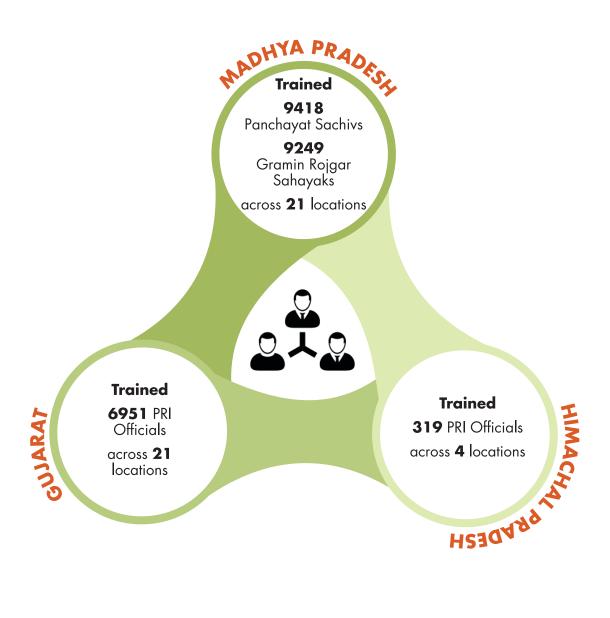
AISECT's vast experience in training at grassroot level in local language

Content development in local language AISECT's presence in remote corners of the country AISECT's experience of working with various state and central govt. ministries





SNAPSHOT OF PRI TRAINING DONE BY AISECT







Media Coverage

नदद्गिया भोपाल, संवेवर १ सितंबर २०१३

मास्टर ट्रेनर्स ने सीखीं विषय की बारीकियां

भौषात। आईसेक्ट द्वारा पंचायत विवसीय मास्टर ट्रेनर्स प्रशिक्षण सर्विध्वों के लिए आयोजिल होने वाले कंप्यूटर प्रशिक्षण के लिए वो था। कार्यक्रम के अंतिम दिन शनिवार



ग्रामाण विकास संस्थान, जबलपुर (एसआईआरडी) के लिए पंचायत सचिवों को कंप्यूटर प्रशिक्षण दिवा जाना है। इस मौके पर चौबे ने कहा कि आप लोग इस प्रशिक्षण कार्यक्रम कि आप लाग इस प्राश्यक्षण कायक्रम की महत्वपूर्ण कही हैं। इस प्रशिक्षण में आपको वयसक व्यक्ति के मनोविज्ञान को समझना होगा और पद्मने के बजाय सिखाने पर ज्यादा ध्वान देना होगा। वहीं, आईसेक्ट के महानिदेशक सिद्धार्थ चतुर्वेदी ने कहा कि आईसेक्ट द्वारा कौठाल विकास कि आईसेक्ट द्वारा कौशल विकास क आइसकट द्वारा काशल विकास के क्षेत्र में महत्वपूर्ण कार्य किया जा रहा है और कौशल विकास का मुख्य वाहक प्रशिक्षक ही होता है। आईसेक्ट की प्रोजेक्ट डायरेक्टर शिस्पी वार्णेय ने बताया कि ये 14 दिवसीय कार्यक्रम है।

30 ग्राम रोजगार सहायकों को मिला प्रशिक्षण



बड़ामलहरा। नगर के वीआरजीएफ भवन में चल रहे रोजगार सहायकों के कम्प्यूटर प्रशिक्षण का समारोहपूर्वक समापन किया गया। इस प्रशिक्षण में जनपद क्षेत्र के 30 ग्राम रोजगार सहायकों ने ८ से २६ फरवरी तक पशिक्षण पान किया। अंतिम दिन सभी रोजगार यस्यकों को जनपर पंचायत के शीयप वर्मा द्वारा प्रमाण पत्र प्रदान किए गए। आईसेकर के ब्लाक मैनेजर जयकमार जैन के मार्गदर्शन में विपुल डेवड़िया, रोशन जैन, भूपेन्द्र जैन और वालकिशन अहिरवार ने सभी रोजगार सहायकों को प्रशिक्षण दिया। समापन अवसर पर अतिथि श्रीराम वर्मा ने कहा कि सभी रोजगार सहायक पूरी ईमानदारी से अपना कार्य करें। इस दीरान उन्होंने एक सैर कहा कि गरीव की आवरू अमीर वेचते हैं, पंचायत का न्याय प्रधान वेचते हैं क्या कहें आज के इंसान का संदिर के पुजारी भगवान को बेचते हैं। अंत में सभी उपस्थित जनों का आभार जताया गया।

साध्य प्रकाश



आईसेक्ट में ग्राम रोजगार सहायकों का ट्रेनिंग ऑफ ट्रेनर्स का आयोजन

दैनिक सांध्य प्रकाश . भोपाल

आईसेवर द्वारा 27 एवं 29 नवस्था को होगंपाबाद रोड स्थित आईसेक्ट मुख्यालय में जाम गोवागार सहस्यको के लिए अधीतित होने वाले कम्प्यूटर प्रशिक्षण के लिए तो दिवसिए देनिंग ऑफ देश्मे कार्यक्रम का आधीवन किया गया। अर्दिसक होग प्रसारत स्थापी राज्य स्थापन विकास संस्थापन अध्यापन कारबन्न का आयोजन किया गया। अनुसक्ट ह्या महात्मा गांधी राज्य प्रामीण विकास संस्थान, जबलपुर (एसआईआरडी) के सहयोग में पंचायत एवं प्रामीण (पुरान्याकारक) के संस्थाण में पंचायन एवं प्राचीण विकास विश्वाच क्रांग जाग वेदियार यहारकों की कोप्युटर पेत्रिक्षण दिया जा त्या है। विसका कियान्त्रय प्रदेश के बार संधानों में आईसेक्ट होंग

भुगाव्याय भी मौजूर थे। प्रशिक्षण के लिए अगू 100 में भीमक प्रित्माकरों को प्रविधित करते हुए आहुनेकर के निदेशक सिदारों क्षणतीं में कार्यक अपने मोज इस प्रीत्मास कार्यक के प्रस्ताप्त कार्य है। इस प्रीत्मास अपने के स्वताप्त सिदारों में गायारा प्रतिक्षण में आपको क्षमक व्यक्ति के म्योद्धान कर्म प्रतिक्षण में आपको क्षमक व्यक्ति के म्योद्धान कर्म प्रमान होगा। प्रमुक्ते के ब्याग सिद्धानी मा गायारा व्याग देवा होगा। उन्होंने कार्यक अनुकेशक होगा कर्माल विकास के क्षेत्र में महत्वपूर्ण कार्य मिला जा रहा है और स्वीत्मस के स्वताप्त कार्यक प्रतिक्रम क प्रेमल विकास के क्षेत्र में सहत्वपूर्ण कार्य किया जा राई और कीमल विकास का मुख्य सहत्व प्रतिहत्व है अब्दे हैं प्रिकृत्व की के कि क्षेत्र के कि कि देनमा है की जानकारि कि कि करियों है । जो देनमा है कि स्वातिका, सबस, साम और स्वतिकार की कि स्वातिका, सबस, साम और स्वतिकार की किस्ता किप्पास्त्रपा पदान के प्राप्त सभाग व आहुमक्ट ह्या । विका मा रहा है के प्राप्त सभाग व आहुमक्ट ह्या । विका मा रहा है के प्राप्त सभाग के स्वत्य अपने के प्राणित्य अवस्त सभाग और अवस्त्रण स्थाप के 10 निदोस्त्र विद्याप कर्नुवेदी एवं अद्योजिक वर्त विभाग अपने स्वत्य के प्रणित्रक्त कि प्रणित्रक्त कि प्रणित्रक्त दिवा स्वयंक्टर कुमी मिल्यो बाल्योच वे किया। इस भीके पर आएमा । इस भीके पर प्रणित्रक्त साहुन्त एवं सी है एवं उद्यानकर के मुख्य क्रमायक अधिकारी महाशेर

HINDUSTAN TIMES, BHOPAL SATURDAY, AUGUST 31, 2013

Masters trainers training programme started at AISECT

AISECT started a 'Masters Trainers training programme' for the computer trainers. These trainers are going to give computer training to secretaries of Village panchayat. AISECT is going to provide computer training for Mahatma Gandhi State Rural Development Institute. The training programme has been inaugurated by DG, AISECT, Santosh Choubey along with project director Shilpi Varshney. DG says, "This is a very important training because understanding the phycology is must for training them".

Training for Panchayat secretaries at AISECT



AISECT director Siddhartha Chaturvedi address inaugural programme of training for Panchayat Secretaries on Friday.

OUR STAFF REPORTER

The master trainers' proga-The master trainers proga-ramme meant to impart computer training to Pan-chayat secretaries was in-augurated at the headquar-ters of AISECT on Friday. Director-general of AI-SECT. Satish Chaube inau-

ted the training proguraned the training pro-gramme under which com-puter training will be given to Panchayat secretaries for Mahatma Gandhi State Rural Development Institute,

Janapur. While addressing more than 100 secretaries present on the occasion, Chaube in his speech said that all of trainees present here are the key factor under the training programme.

der the training pro-gramme.
Chaube also provided In-formation about the hierar-chy from national level to panchayat level to the trainees. On this occasion, director of AISECT Sid-dharth Chaturvedi and project director Shipl Vashney were also present

Saturday • August 31 • 2013 • Bhopal The Hitavada

COMPUTER TRAINING PROGRAMME FOR PANCHAYAT SECRETARIES



Officials inaugurated the training programme on Friday.

MASTER trainers programme for Panchayat secretaries has been kicked off by AISECT University at head-quarters situated near Hoshangabad ad on Friday

Road on Friday. During the programme, Panchayat secretaries for Mahatma Gandhi State Rural Development Institute (SRDI), Jabalpur would get computer train-

ing. The inauguration was performed by Santosh Choubey, director gen-eral of the university. On the occa-sion, AISECT director Siddhartha Chaturvedi, project director Sidpli Varshney was also present. Addressing over 100 master tuli-ers, Santosh Choubey said that tul-rent to the control of the control to the control of the control of the training season. He said that train-ers should have understanding of

elder's psychology. They have to read the thoughts and mentality of elders and instead of teaching they should be learned. He also informed about the structure of Panchayat offi-cials. Siddhartha Chaturvedi said that AISECT is working rapidly in the field of skill development and trainers are the best part of success. Trainers should be updated with the daily changes and tools. He also

informed about the history of uni-versity. Project Director Shippi-informed about the aim of pro-gramme and said that it will be con-tinued for 14 days. Training will be started from September. They are also releasing letter to the chief-exe-utive officers of district Panchayst. Programme was coordinated by ES Sharma and Mahavir Upadhyay pre-sented vote of thusis. sented vote of thanks







CHHATTISGARH | MADHYA PRADESH | JHARKHAND | BIHAR









AISECT GROUP

AISECT Skill Development Academies

























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