

INFORMATION BROCHURE

Short-Duration Certificate Programmes

in

Parliamentary Institutions and Procedures

and

Constitutional Law

Organised by



Institute of Constitutional and Parliamentary Studies

18-21, V.P. House, Rafi Marg, New Delhi-110001



Institute of Constitutional and Parliamentary Studies

18-21, Vithalbhai Patel House, Rafi Marg, New Delhi-110001 (INDIA)

Tel No. 011-23716038, Telefax: 011-23717339

Website: icpsindia.org; E-Mail: icps.newdelhi@gmail.com

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1) About the Institute

Inaugurated by the then President of India and Chief Patron of the Institute (late) Dr. S. Radhakrishnan in the Central Hall of Parliament House, New Delhi, the Institute of Constitutional and Parliamentary Studies (ICPS) came into existence on 10th December 1965. This premier Institute is headed by the Hon'ble Speaker, Lok Sabha who is *ex-officio* President of the Institute.

This is a distinctive Institute in the field of Constitutional Law and Parliamentary Studies in the country. It provides a bridge between the statesman, academicians, researchers and the others working in this field. It was created with the objective of organising academic, research and training programmes in the fields of Constitutional and Parliamentary Studies and thereby to "serve as an amalgam of an advanced research center in the field of constitutional and parliamentary studies as well as a vehicle for popular dissemination of democratic values in the country."

2) Objective of the Programmes

To achieve the objects, the Institute *inter alia* organises two part-time short duration Certificate Programmes in (i) Parliamentary Institutions & Procedures, and (ii) Constitutional Law. The Programmes offer an opportunity to the young social scientists, social workers, government officials, professionals/ employees from private sector, parliamentary officials, legal professionals and journalists to get acquainted with the technicalities of parliamentary processes and procedures, and operation and interpretation of the Constitution.

3) Duration of Programmes

The duration of the Programmes including examination will be around four months. However, the classes for the Programmes will span over a period of three months. The classes will be organised on weekends at the Institute's premises.

4) Eligibility Criteria

Candidates having scored a minimum of 50% marks and awarded degrees by a university/ institution recognised by UGC may apply for the Programmes.

However, in the first instance, Graduates/ Post-Graduates who have studied Political Science or Public Administration or Law as one of the subjects will be considered.

Candidates from other disciplines/ streams fulfilling the minimum eligibility criteria may be considered for admission to the Programmes for unfilled seats, if any.

5) Resource Persons

Besides the Director of the Institute, who has hands-on experience of more than 28 years in the field, and the Programme Coordinator, the Institute boasts of eminent resource persons from academia as also professionals. Resource Persons of following categories are usually invited to deliver lectures:

- Senior Faculty usually not below the rank of Associate Professor from Central Universities, Institutes of National Importance, premier research/ training institutes like IIPA, ILI, ISTM, etc., state universities in NCT of Delhi
- Officers (in-service/ superannuated) usually not below the rank of Director from Lok Sabha/ Rajya Sabha Secretariats



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- Officers (in-service/ superannuated) usually not below the rank of Director from Union Ministries of Law & Justice, Parliamentary Affairs, etc.
- Officers (in-service/ superannuated) usually not below the rank of Director from Election Commission of India, Comptroller-General of India, etc.
- Eminent and outstanding professionals/ experts of international repute in the respective domain area.

6) Programme Schedule

Events/	Scheduled Dates
Schedule of Classes	Every Saturday (Except on public holidays)
Last Date for Submission of Filled-in Application Forms	09.10.2019 (Wednesday)
Display of First List of Candidates Shortlisted for Admission	15.10.2019 (Tuesday)
Last Date for Verification of Documents/ Depositing of Fee by the Candidates Shortlisted in First List	19.10.2019 (Saturday)
Display of Second List of Candidates Shortlisted for Admission, if Needed	22.10.2019 (Tuesday)
Last Date for Verification of Documents/ Depositing of Fee by the Candidates Shortlisted in Second List	26.10.2019 (Saturday)
Display of Third List of Candidates Shortlisted for Admission, if Needed	30.10.2019 (Wednesday)
Last Date for Verification of Document/ Depositing of Fee by the Candidates Shortlisted in Third List	2.11.2019 (Saturday)
Commencement of Classes	2.11.2019 (Saturday)
Last Date for Submission of Assignment Paper	Date of MCQ-Based Paper
Written Examination (MCQ Based Paper)	Last Week of February 2020
Declaration of Result	Last Week of March 2020

Schedule of Classes:

Classes will be held Every Saturday (except on public holidays) as per following schedule:

CP-PIP

09:30 hours to 13:15 hours

CP-CL

14:00 hours to 17:45 hours



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7) Programme Fee

- Rs. 7,500/- for each Programme
- Rs. 14,000/- for both Programmes, if pursued concurrently

NOTE: The Fee paid shall not be refunded.

Fee can be paid (i) through SBI Collect (ii) through cheque/ demand draft drawn in favour of 'Institute of Constitutional and Parliamentary Studies' or (iii) in cash at the Institute.

Applicants are not required to submit Programme Fee along with the Application Form. The Fee will be realised at the time of admission.

8) Number of Seats

20 (Twenty) in each Programme

9) Programme Requirements

Successful completion of the Programmes is subject to the completion and fulfillment of following conditions and requirements:

Attendance

To be eligible to appear in the examination, the candidates shall be required to attend *at least 70%* of the lectures arranged.

This may be relaxed in exceptional circumstances at the discretion of the Director on the written request of the candidate.

Examination

To assess the learning outcomes of the candidates, examination will be conducted subsequent to the disbursement of classes. The examination for the Programme will comprise of following two components and the candidates shall be required to write/ appear and qualify both the components:

- *Assignment Paper*

Candidates are required to propose a theme for 'Assignment Paper' in the Application Form on any subject/ issue related to the programme of study. The proposed theme will be considered and vetted, if needed, by the Institute. The candidates shall be required to write and submit the Assignment Paper by the stipulated date.

The Assignment Papers shall be evaluated on the basis of the following criteria:

No.	Indicators/ Parameters	Maximum Marks
1	Language Consistency	15
2	Structural Consistency	10
3	Quality/ Richness of Content/ Subject-Matter	50
4	Argument Building	20
5	Word Limit (Prescribed Word Range: 5000-6000)	05
Total		100



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- **Multiple-Choice Questions (MCQ) Based Paper**

The second component of the examination viz., (MCQ) Based Paper will be held in the Institute's premises as per stipulated schedule.

Qualifying Criteria

- Candidates shall have to secure *at least* 40% marks in each of the components.
- Candidates who fail to appear or qualify the examination for the Programme, will be offered one more opportunity to qualify the same. They will be allowed to re-take the examination along with the examination of the succeeding batch of the Programme wherein they have registered, whenever conducted.

However, candidates appearing with the succeeding batch will be required to appear in both the components afresh even if they have qualified any of the two components previously.

Candidates will not be allowed re-take in the examination beyond the succeeding batch wherein they have registered.

10) Library Facility

The Institute possesses a library having a collection of some of the good sources on the themes included in the course curriculum of the Programmes, which the candidates may refer. Candidates shall be entitled to borrow two books at a time from the Institute's library on deposit of refundable library security of Rs. 2000/-. *They may also be assisted to access the Parliament Library, as per requirements of the Programmes.*

11) Study Material

The Resource Persons are requested to indicate the sources of study relating to the respective theme delivered by them. Also, any study material provided by the Resource Persons is circulated/ forwarded to the candidates.

12) Procedure for Admission

Admissions to the Programmes will be on 'FIRST COME FIRST SERVE' basis as the Programmes aim to enrich the knowledge base.

13) Pursuing Both the Programmes Simultaneously

Candidates may register for and pursue both the Programmes simultaneously. However, in the first instance their candidature shall be considered for the Programme of their "First Choice". They will be considered for the Programme of their "Second Choice" subject to the availability of seats in that Programme.

14) How to Apply

- Application Form can be downloaded from the Institute's Website <http://icpsindia.org> or may be obtained from the Institute.
- Filled-in Application Form may be deposited in the Institute personally or may be sent by post.
- Properly scanned copy (NOT PHOTO-CLICKED COPY) of the filled-in Application Form may also be sent through mail at icps.newdelhi@gmail.com.



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- Application Form should accompany only (i) 1 recent passport size photograph, (ii) Self-attested copy of Matriculation Certificate, (iii) Certificate indicating marks obtained in the qualifying examination on the basis of which admission is sought.

NOTE:

- 1) Incomplete/ un-signed Application Forms and those not accompanying documents as above will not be entertained.
- 2) Applicants are advised to not send multiple copies of Application Forms.

15) Course Curriculum for Certificate Programme in Parliamentary Institutions and Procedures (CP-PIP)

1. Research Methods and Methodology
 - Research: Meaning & Relevance/ Utility
 - Methods and Methodology
 - Theory and Ideology
 - Nature & Sources of Data
 - Generation & Processing of Data
 - References & Citations
 - Problem of Subjectivity
 - Report Writing
2. Evolution of Parliament in India
 - The Charter Acts of 1833 & 1853
 - The Government of India Act, 1858
 - The Indian Councils Acts of 1861 & 1892
 - The Government of India Act, 1909 & 1919
 - The Government of India Act, 1935
 - The Government of India Act, 1947
 - The Constitution of India, 1950
3. Parliament in the Indian Polity-I
 - Democracy as a Form of Government
 - Institutions of Democracy
 - Unitary and Federal Governments
 - Indian Federation
4. Parliament in the Indian Polity-II
 - Composition and Constitution of Parliament of India
 - Parliament and the Executive
 - Parliament and the Judiciary
 - Parliament and the Media
5. Electoral Process-I
 - Democracy and the Elections
 - Election Commission of India
 - Peoples Representation Act, 1951: Salient Features



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6. Electoral Process-II
 - Systems of Election in India
 - First Past the Post System
 - Proportional Representation System
 - Free and Fair Elections in India
7. General Parliamentary Procedure and the Rules of Procedure & Conduct of Business
 - Parliamentary Procedures and the Constitution of India
 - The Rules of Procedure & Conduct of Business
 - Evolution
 - Structure & Salient Features
 - Process for Amendment
8. Parliamentary Questions including half-an-hour discussion arising out of Questions
 - Redressal of Citizens' Grievances in a Democracy
 - Parliament as a Mechanism for Redressal of Grievances
 - Tools for Redressal of Grievances Available to Indian Parliament:
 - Parliamentary Questions
 - Half-an-Hour Discussion
9. Private Member's Business & Opportunities for Raising Discussions in the House
 - Private Member and Private Members Business
 - Opportunities Available to Private Members for Raising Matters in the House:
 - Zero Hour
 - Adjournment Motion
 - Call Attention
 - Private Members' Bills and Their Rationality
 - Procedures for Private Members' Bills
 - Some Major Private Members' Bills in India
10. The Process of Legislation
 - Parliament as a Law Making Body
 - Amending (Constitution) Power of Parliament
 - The Basic Structure of Constitution
 - Process of Legislation
11. Financial Business in Parliament
 - Financial Powers of Parliament
 - Money Bill
 - Finance Bill
12. Parliamentary Control over Government-I
 - Theory of Separation of Powers
 - Principle of Checks and Balances
 - Separation of Powers in India
 - Parliament and the Executive in India



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13. Parliamentary Control over Government-II
 - Tools of Parliamentary Control
 - Censure Motion
 - No Confidence Motion
 - Discussion on President's Address
 - Passage of Budget/ Laws/Policies
 - Comptroller and Auditor General of India
 - Effectiveness of Parliamentary Control
14. Parliamentary Committees-I
 - Rationale of Parliamentary Committees
 - Parliamentary Committees:
 - Standing Committees including Financial Committees
 - *Ad hoc* Committees
15. Parliamentary Committees-II
 - Departmentally-Related Parliamentary Standing Committees
 - Evolution
 - Working
 - Evaluation
16. Officers of Parliament
 - Chairman, Rajya Sabha
 - Speaker, Lok Sabha
 - Deputy Chairman, Rajya Sabha
 - Deputy Speaker, Lok Sabha
17. Parliament and the Press
 - Media as Fourth Pillar of Democracy
 - Mechanism for Media Access to Parliamentary Proceedings
 - Parliamentary Privileges and Freedom of Press
18. Parliamentary Privileges
 - Parliamentary Privileges: Concept, Sources and Rationality
 - Parliamentary Privileges: Constitution and the Rules of Procedures
 - Breach of Parliamentary Privileges and Contempt of Houses
 - Committee on Parliamentary Privileges
19. Amenities and Facilities to Members of Parliament
 - Salaries and Allowances of Members of Parliament
 - Amenities and Facilities to Members of Parliament
 - Protocol Matters Relating to Members of Parliament
 - Pension Benefits, and Rights & Facilities to Ex- Members of Parliament
20. Leader of the House in Lok Sabha and Rajya Sabha
 - Evolution
 - Constitutional Position and the Rules of Procedure
 - Powers and Functions
 - Leader of the House vis-a-vis Presiding Officer of the House
 - Leader of the House vis-a-vis the Political Party
 - Leader of the House vis-a-vis the Opposition



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21. Role of Opposition in the Indian Parliament
 - Importance of Opposition in Democracy
 - Role of Opposition in the Houses
 - Role of Opposition outside the Houses
22. Delegated Legislation
 - Concept, Need and Rationality
 - Procedure to Deal with Subordinate Legislation
 - Committee on Subordinate Legislation
 - Criticism of Delegated Legislation
23. The Offices of Secretaries-General
 - Appointment and Privileges of Secretaries-General
 - Secretary-General and the Presiding Officer
 - Secretary-General and the Conduct of Proceedings in the House
 - Secretary-General as the Leader of Secretariat
24. Secretariats of Indian Parliament
 - Secretariats of Parliament and the Constitutional Position
 - Structure of the Secretariats
 - Functions of the Respective Branches and Sections
25. Role and functions of the Ministry of Parliamentary Affairs
 - Organisation and Structure of the Ministry
 - Advisory and Coordinating Functions of the Ministry
 - Executing/ Implementation Functions of the Ministry
 - Other Functions

16) Course Curriculum - Certificate Programme in Constitutional Law (CP-CL)

1. Research Methods and Methodology
 - Research: Meaning & Relevance/ Utility
 - Methods and Methodology
 - Theory and Ideology
 - Nature & Sources of Data
 - Generation & Processing of Data
 - References & Citations
 - Problem of Subjectivity
 - Report Writing
2. Constitutionalism and Constitutional Law-I
 - State - Evolution, Nature, Concept, Elements
 - Government - Elements and Forms
 - Democratic Form of Government
 - Separation of Powers
 - Transparency and Accountability
3. Constitutionalism and Constitutional Law-II
 - State, Government and Constitution
 - Constitution and Constitutionalism
 - Constitutional Law
 - Constitutional Law and Administrative Law



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4. Evolution of Indian Constitution
 - Constitutional Developments under East India Company Rule
 - Constitutional Developments under British Raj
 - Government of India Act, 1858
 - Indian Councils Acts of 1861 & 1892
 - Government of India Act, 1909
 - Government of India Act, 1919
 - Government of India Act, 1935
 - Government of India Act, 1947
 - Constitution of India, 1950
5. Philosophy of Indian Constitution
 - Source of Legitimacy - The people (sovereign)
 - Nature of State - Democratic Republic
 - Philosophy of State - Socialist, Secular
 - Objectives of State
 - Socio-economic and political justice
 - Fraternity and Brotherhood
 - Unity and Integrity
6. Constitutional Set up in India
 - Federal Polity
 - Parliamentary Form of Government
 - Independent Judiciary
7. Rule of Law and the Constitution of India
 - Democracy and Rule of Law
 - Concept of Rule of Law
 - Rule of Law in India
 - Rule of Law, Constitution and the Judiciary
8. Citizenship
 - Concept and Significance
 - Constitutional Provisions
 - The Citizenship Act, 1955 in India: Salient Features
9. Fundamental Rights-I
 - Background, Genesis, Concept and Significance
 - Fundamental Rights and Human Rights
 - Classification of Fundamental Rights
 - Right to Equality
 - Right to Liberty
10. Fundamental Rights-II
 - Right Against Exploitation
 - Right to Freedom of Religion
 - Cultural and Educational Rights
 - Right to Constitutional Remedies/ Writs



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11. Fundamental Rights-III
 - Fundamental Rights: Citizens and Foreign Nationals
 - Expanding Scope of Fundamental Rights
 - Amendability of Fundamental Rights
 - Challenges for Realisation of Fundamental Rights in India
12. Directive Principles of State Policy-I
 - Genesis and the Concept
 - Significance and Features
 - Classification of Directive Principles
 - Socialist and Economic Principles,
 - Gandhian Principles,
 - International Principles
13. Directive Principles of State Policy-II
 - Implementation of Directive Principles
 - Fundamental Rights vis-a-vis Directive Principles of State Policy
 - Supreme Court Pronouncements
14. Fundamental Duties
 - Background/ Genesis, Concept and Rationality
 - Fundamental Duties under Constitution of India
 - Judicial Pronouncements on Fundamental Duties
 - Justice J.S. Verma Committee on Teaching of Fundamental Duties (1998)
 - Making Fundamental Duties Compulsory: The Debate
15. President of India – Powers, Functions-I
 - Qualifications, Tenure, Salaries and Allowances, and Benefits
 - Election of the President
 - Powers of the President
 - Legislative Powers
 - Executive Powers
 - Judicial Powers
16. President of India – Powers, Functions-II
 - Emergency Powers of the President
 - Under Article 352
 - Under Article 356
 - Under Article 360
 - Position of the President
17. Office of the Prime Minister and the Council of Ministers
 - Parliamentary Form of Government
 - Prime Minister and the Constitutional Position
 - Powers and Functions of Prime Minister
 - Position of Prime Minister
 - Council of Ministers



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18. Judicial System in India-I (Supreme Court)
 - The Democracy and the Judiciary
 - Judiciary under Indian Constitution
 - Supreme Court: Evolution, Constitutional Provisions and Composition
 - Jurisdiction and Functions of Supreme Court
 - Executive, Legislature and Judiciary: The Conflict
19. Judicial System in India-II (High Courts and Lower Courts)
 - High Courts: Constitutional Provisions and Composition
 - Jurisdiction and Functions of High Courts
 - District and Lower Courts
 - Problem of Delays and Pendency
20. Alternative Means of Adjudication/ Forums for Redressal of Grievances
 - Means of Alternative Dispute Resolution
 - Lok Adalats
 - Tribunals
 - Regulatory Commissions
 - Ombudsman
 - Consumer Courts
21. Union State Relations in India – Legislative, Administrative and Financial-I
 - Union-State Relations and the Indian Constitution
 - Union-State Relations:
 - Legislative
 - Administrative
 - Financial
 - Finance Commission
22. Union State Relations in India – Legislative, Administrative and Financial-II
 - Conflicts and Tensions - Issue Areas
 - Commissions and Committees on Union State Relations
 - Cooperative Federalism and NITI Ayog
23. Amendments to the Constitution
 - Amendability of Constitution
 - Procedure for Amending Indian Constitution
 - Major Amendments in Indian Constitution
24. Office of the Governor
 - Constitutional Provisions
 - Functions and Role of Governor
 - Conflict Areas:
 - Governor as an Agent of Centre
 - Misuse of Article 356
 - Judicial Pronouncements
 - Suggestions



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25. Trade, Commerce and Inter-State Trading within the Territory of India
- Division of Economic Powers under the Indian Constitution
 - Need to Promote Inter-State and Commerce
 - Hindrances to Inter-State Trade and Commerce and Remedial Measures
 - Goods and Services Tax

17) Disclaimer

The Institute shall strive to adhere to the schedule and conditions indicated above under the normal circumstances. However, it reserves the right to make any amendments in the schedule and conditions indicated above in view of any unforeseen exigencies. The decision of the Director in that event shall be final and binding. All disputes shall be subjected to the jurisdiction of the courts of NCT of Delhi.



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DETAILS OF RECEIPT OF APPLICATION FORM

(To be filled-in by the Institute)

Mode of Receipt	By Hand								By e-mail											
Date of Receipt	d	d	m	m	y	y	y	y			d	d	m	m	y	y	y	y		
Time of Receipt			:			a	m	/	p	m			:			a	m	/	p	m
Diary No.																				
Ref. Number	C	P	-																	

APPLICATION FORM

Choose Programme

- "CP-PIP" for Certificate Programme in Parliamentary Institutions and Procedures' and
- "CP-CL" for 'Certificate Programme in Constitutional Law'

(Need not fill-in 'Second Choice' in case applying for only one Programme):

First Choice

Second Choice

Paste Recent
Passport Size
Photograph

1. Name (Mr./Miss/Mrs.)

2. Address (a) Permanent

.....

(b) Present

.....

(c) Contact No. (1) (2)

(d) E-mail

3. Name of Father/ Husband.....

4. Nationality.....

5. Date of Birth.....

(As per matriculation certificate)

6. Academic qualifications:

Examination Passed	College/ University	Year of Passing	Percentage of Marks Obtained	Whether studied Political Science/ Public Admin/ Law at UG/ PG Level (Yes/ No)
Graduation				
Post-Graduation				



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7. Whether Employed Yes No

If yes, Designation & office Address

Reporting to Whom Ph. No.....

8. Theme for Assignment Paper (Refer 'Programme Requirements' section of Information Brochure)

.....
.....

9. Declaration

Certified that all the information provided above is complete and true to the best of my knowledge and belief and if anything found contrary thereto at any stage, the Institute reserves the right to cancel my candidature.

10. Undertaking

I have carefully read the terms and conditions as contained in the Information Brochure for the Programme(s) and agree to abide by the same.

Place:

Date:

Signature of the Applicant

(FOR OFFICE USE ONLY)

Remarks of the Programme Coordinator, if any

.....
.....

Programme Coordinator

Fee received vide Receipt No./ Cheque No./ NEFT Transaction No.

..... Dated

Roll No. of the Candidate:

F&A Section

Director