

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

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."

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.

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.

Procedure for Admission

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

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.



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Programme Schedule

Last Date for Submission of Filled-in Application Forms	21.05.2018
Display of List of Candidates Shortlisted for Admission	24.05.2018
Depositing Fees/ Admission	26.05.2018
Commencement of Classes	02.06.2018
Assigning of Themes to the Candidates for 'Assignment'	09.06.2018
Last Date for Submission of Exam Form & Exam Fee	25.08.2018
Last Date for Submission of Essay Paper	01.09.2018
Written Examination (MCQ Based Paper)	Last Week of Sept 2018
Declaration of Result	Last Week of Oct 2018

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

Programme Fee

- Rs. 6000/- for each Programme
- Rs. 11500/- for both Programmes, **if pursued concurrently**

Note: Programme Fee includes Examination Fee.

The fee once paid shall NOT be REFUNDED.

Fee can be paid (i) in cash at the Institute or (ii) through cheque drawn in favour of 'Institute of Constitutional and Parliamentary Studies' or (iii) through NEFT transfer.

Applicants are **NOT REQUIRED** to submit Programme Fee along with the Application Form. The fees will be realised at the time of admission.

How to Apply

- Application Form can be downloaded from the Institute's Website <http://icpsindia.org> or may be obtained from the Institute.
- Duly filled-in applications may be deposited in the Institute personally or may be sent by post. The applications may also be sent through mail at icps.newdelhi@gmail.com.



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Number of Seats

20 (Twenty) in each Programme

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 drawn from Central Universities and premier research institutes like IIPA, ILI, etc., state universities in NCT of Delhi, officers (in-service/ superannuated) from Lok Sabha/ Rajya Sabha Secretariats, officers (in-service/ superannuated) from Union Ministries of Law & Justice, Parliamentary Affairs, etc., Election Commission of India, etc., professionals/ experts of repute on Constitutional Law, etc.

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.*

Requirements of Programmes

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 disbursal 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/ Project Report*

The themes for Assignment/ Project Report shall be assigned to every candidate at the time of commencement of classes and the candidates shall be required to write and submit the Assignment/ Project Report by a stipulated date.



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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

The candidates shall have to secure *at least* 40% marks in aggregate as well as in each of the components separately.

Course Curriculum

Following shall be the course curriculum of the Programmes:

Certificate Programme in Parliamentary Institutions and Procedures

1. 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
2. Parliament in the Indian Polity-I
 - Democracy as a Form of Government
 - Institutions of Democracy
 - Unitary and Federal Governments
 - Indian Federation
3. 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
4. Electoral Process-I
 - Democracy and the Elections
 - Election Commission of India
 - Peoples Representation Act, 1951: Salient Features
5. Electoral Process-II
 - Systems of Election in India
 - First Past the Post System
 - Proportional Representation System
 - Free and Fair Elections in India



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6. 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
7. 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
8. 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 Motion
 - Private Members' Bills and Their Rationality
 - Procedures for Private Members' Bills
 - Some Major Private Members' Bills in India
9. The Process of Legislation
 - Parliament as a Law Making Body
 - Amending (Constitution) Power of Parliament
 - The Basic Structure of Constitution
 - Process of Legislation
10. Financial Business in Parliament
 - Financial Powers of Parliament
 - Money Bill
 - Finance Bill
11. 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
12. 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



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13. Parliamentary Committees-I
 - Rationale of Parliamentary Committees
 - Parliamentary Committees:
 - Standing Committees including Financial Committees
 - *Ad hoc* Committees
14. Parliamentary Committees-II
 - Departmentally-Related Parliamentary Standing Committees
 - Evolution
 - Working
 - Evaluation
15. Officers of Parliament
 - Chairman, Rajya Sabha
 - Speaker, Lok Sabha
 - Deputy Chairman, Rajya Sabha
 - Deputy Speaker, Lok Sabha
16. Parliament and the Press
 - Media as Fourth Pillar of Democracy
 - Mechanism for Media Access to Parliamentary Proceedings
 - Parliamentary Privileges and Freedom of Press
17. 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
18. 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
19. 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
20. Role of Opposition in the Indian Parliament
 - Importance of Opposition in Democracy
 - Role of Opposition in the Houses
 - Role of Opposition outside the Houses



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21. Delegated Legislation
 - Concept, Need and Rationality
 - Procedure to Deal with Subordinate Legislation
 - Committee on Subordinate Legislation
 - Criticism of Delegated Legislation
22. 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
23. Secretariats of Indian Parliament
 - Secretariats of Parliament and the Constitutional Position
 - Structure of the Secretariats
 - Functions of the Respective Branches and Sections
24. 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

Certificate Programme in Constitutional Law

1. Constitutionalism and Constitutional Law-I
 - State - Evolution, Nature, Concept, Elements
 - Government - Elements and Forms
 - Democratic Form of Government
 - Separation of Powers
 - Transparency and Accountability
2. Constitutionalism and Constitutional Law-II
 - State, Government and Constitution
 - Constitution and Constitutionalism
 - Constitutional Law
 - Constitutional Law and Administrative Law
3. 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



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4. 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
5. Constitutional Set up in India
 - Federal Polity
 - Parliamentary Form of Government
 - Independent Judiciary
6. 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
7. Citizenship
 - Concept and Significance
 - Constitutional Provisions
 - The Citizenship Act, 1955 in India: Salient Features
8. Fundamental Rights-I
 - Background, Genesis, Concept and Significance
 - Fundamental Rights and Human Rights
 - Classification of Fundamental Rights
 - Right to Equality
 - Right to Liberty
9. Fundamental Rights-II
 - Right Against Exploitation
 - Right to Freedom of Religion
 - Cultural and Educational Rights
 - Right to Constitutional Remedies/ Writs
10. 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
11. 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



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12. Directive Principles of State Policy-II
 - Implementation of Directive Principles
 - Fundamental Rights vis-a-vis Directive Principles of State Policy
 - Supreme Court Pronouncements
13. 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
14. 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
15. President of India – Powers, Functions-II
 - Emergency Powers of the President
 - Under Article 352
 - Under Article 356
 - Under Article 360
 - Position of the President
16. 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
17. 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
18. 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
19. Alternative Means of Adjudication/ Forums for Redressal of Grievances
 - Means of Alternative Dispute Resolution
 - Lok Adalats
 - Tribunals
 - Regulatory Commissions



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- Ombudsman
- Consumer Courts
- 20. 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
- 21. 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
- 22. Amendments to the Constitution
 - Amendability of Constitution
 - Procedure for Amending Indian Constitution
 - Major Amendments in Indian Constitution
- 23. 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
- 24. 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

Study Material

The Institute shall furnish study material, which will be illustrative in the nature. This will be supplemented by the lectures/ presentations by the Resource Persons as also the sources indicated by them.

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 decisions of the Director in that event shall be final and binding. All disputes will be subject to courts of NCT of Delhi jurisdiction.



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Application Form for (Tick appropriate box):

1. Certificate Programme in Parliamentary Institutions and Procedures

2. Certificate Programme in Constitutional Law

APPLICATION FORM FOR CERTIFICATE PROGRAMMES

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

2. Address (a) Permanent

(b) Present

(c) Ph. Nos. Off..... Res..... Mob.....

(d) E-mail

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

4. Nationality.....

5. Place & Date of Birth.....

6. Marital Status.....

7. Academic qualifications (Attach self-attested copies of certificates)

S. No.	Examination Passed	Subjects	College/ University	Year of Passing	% of Marks & Class/Division
1.	High School				
2.	Graduation				
3.					
4.					

8. Whether Employed Yes No

If yes, Designation & office Address

Reporting to Whom Ph. No.....

9. Professional/ Research Experience, if any

.....
.....

Paste Recent
Passport Size
Photograph



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10. Publications, if any

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11. How do you think you will be benefited by pursuing the Programme/s?

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.....

(Use extra sheets, if needed)

12. Are you/ have you ever been a Member of this Institute? Yes No

If yes, Membership No. Year

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