



## State Institute of Urban Development

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# **FOUNDATION COURSE for**

## **First Division Assistants of ULBs**

**(One Month)**

- Course Directors** : **Dr. B.S. Shankar**  
Faculty, SIUD, Mysuru  
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&  
**Dr. Shashikala Sitaram**  
Faculty (Urban Poverty)  
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- Course Assistants** : **Smt. Suma**  
M. 9036378275  
&  
**Smt. Pooja**  
M. 8792429279
- Date** : 02.01.2017 to 31.01.2017
- Venue** : Nethravathi Hostel, Hall No- 04

### **Timings**

- Morning Activities : 06.30 am to 7.30 am  
Yoga & PT
- Fore Noon I : 09.30 am to 11.30 am
- Fore Noon II : 11.45 am to 01.45 pm
- After Noon I : 02.30 pm to 04.45 pm
- Break:
- Coffee / Tea : 11.30 pm to 11.45 pm  
03.30 pm to 03.45 pm
- Lunch : 01.45 pm to 02.25 pm

Sessions will continue until the activities of the day are completed  
(The sessions will be followed by quiz, discussion and group work whenever required)

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**Aim:**

- ❖ To equip the FDAs with knowledge and skills on various aspects of Urban Governance in order to perform effectively and efficiently at the ULBs.

**Objectives**

**At the end of course the participants will be able to;**

- Describe provisions of 73<sup>rd</sup> & 74<sup>th</sup> Constitutional Amendment
- Explain Office procedures and Record Management
- List Roles and Responsibilities of Municipal Functionaries
- Explain important Sections of KM Act -1964 & Corporation Act -1976
- Describe GIS and MIS technology methods
- List out Urban Programmes of Urban Local Bodies
- Analyze the important sections of KCSR, KFC, CCA
- Explain importance KTPP, RTI, SAKALA & Citizen Charter
- Identify procedures for Tax levying , collection
- Calculate SAS

**Methods**

- Lesson with power point presentation
- Brain Storming
- Group Discussion
- Short Film Screening & Discussion
- Field Visit
- Best Practice Presentation
- Question and Answer

## Foundation Course for First Division Assistants of ULBs

### Sessions

1<sup>st</sup> Week

Day 1

Day/ Date	Sessions	Topics	Resource persons
Monday 02-01-2017	09.30am to 01.30pm	Registration	Course Assistants
		Inauguration	Sri. G. Venkatesh Kadagadkai <sup>KMAS</sup> Director, SIUD, Mysuru & Course Directors
		Introduction about the institute	Course Directors
		Self introduction and ice breaking	Dr. B.S. Shankar Faculty, SIUD, Mysuru  &  Dr. Shashikala Sitaram Faculty (Urban Poverty) SIUD, Mysuru
	Course Overview		
	02.30pm to 05.30pm	Group formation <ul style="list-style-type: none"> <li>✦ Mess committee</li> <li>✦ Time management committee</li> <li>✦ Class room committee</li> <li>✦ Discipline and protocol committee</li> <li>✦ Sports and cultural committee</li> <li>✦ Reporting committee</li> </ul>	
	05.30pm to 06.30pm	Campus Visit	Course Directors



Day 02

Day/ Date	Sessions	Topics	Resource persons
<b>Tuesday</b> <b>03.01.2017</b>	09.30am to 11.30am	Introduction to Karnataka History, Geography, Administration	<b>Dr. Namitha Thimmaiah</b> Faculty, ATI, Mysuru. Mob. 9036180571
	11.45am to 01.45pm	73 <sup>rd</sup> & 74 <sup>th</sup> CAA, Decentralized Administration in Karnataka	<b>Prof. Naryana Sastry</b> Town Planning Expert, Mysuru, Mob: 9902362406
	02.30pm to 04.45pm	Indian Constitution	<b>Prof. M.P .Nagendra Murthy</b> Associate Professor & NSS Coordinator, JSS, Law College, Mysuru. Mob. 9448064773
	04.45 onwards	Activity	

Day 03

Day/ Date	Sessions	Topics	Resource persons
<b>Wednesday</b> <b>04-01-2017</b>	09.15am to 9.30am	Recap by Participants	<b>Course Directors</b>
	9.30am to 11.30pm	Organization and Office Procedure, job distributions	<b>Shri. P. Mallanna</b> Principal (Rtd), DTI, Mysuru. Mob. 9611990939
	11.45am to 01.45pm	Practical Session on Office notes, letter writing, noting and drafting	
	02.30pm to 04.45pm	Office establishment, letter movement and sorting, file management, five bundles system maintenance of circular registers	<b>Shri. Devendra Prabhu</b> Principal (Rtd), DTI, Chikkamanaglore. Mob: 9620726575
04.45 onwards	Activity		

