



# **Annual Administrative Report** 2021 - 2022

**GOVERNMENT OF WEST BENGAL** 

**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT B.R AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT** KALYANI, NADIA, WEST BENGAL, INDIA, PIN 741235





LEADING IN CONTINUOUS NEW SKILLING TO ENABLE HUMAN RESOURCES TO SERVE THE STATE AND STRENGTHEN PANCHAYAT RAJ

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### **Preface**

It gives us immense pleasure to bring forth the Annual Administrative Report of West Bengal's apex training and research institute in field of Panchayat Raj and Development, The B.R. Ambedkar Institute of Panchayats & Rural Development, for the financial year 2021-22.

The apex institute at the state level in the field of training and research serving under the Department of Panchayats and Rural Development, of Government of West Bengal conducts training and capacity building of officials, office bearers, members of Panchayat Raj Institutions of all tiers, and also of Self Help Groups and all stakeholders associated with Panchayat Raj and Development of West Bengal.

Keeping in tune with modern Capacity Building and Training goals of the Government, we strive to reskill, skill upgrade and new skilling of all public servants and PRI stakeholders who work in the sphere of strengthening Panchayat Raj Institutions and rural development in West Bengal. And we also assist in capacity building of other organization and stakeholders of other states, keeping in tune with guidelines of our Department and the Ministry of Panchayats & Rural Development, Government of India.

BRAIPRD, popularly known by this acronym, is endowed with the responsibility of improving the most important facet of human life, i.e. his "capacity" in the domain of service delivery in rural sector. The rural workforce gifted naturally with the strength and stamina is the backbone of country's prospect. It is only the direction that is to be guided to.

At BRAIPRD it is endeavored to enhance the capacity of all the facilitators of rural development so as to ensure improved service delivery mechanism. In this continuous effort, we believe to become a center of excellence contained not only within the geographical boundary of the state but beyond that. In this process, the institute is also learning continuously and hence we are a "learning organization" where new experiments complement the established theories.

The year 2021-22 was the year effected by global pandemic of Covid and it's related restrictions and offered us various challenges to develop training methodology and styles to continue our capacity building efforts despite all odds. We duly stood up to the challenge and developed online training capacities and hybrid training capacities. And thus despite constraints and reduced trainings, we did successfully manage to uphold the standards of the Institute and conduct all essential and flagship trainings. And continued with our filed research works, action research and case studies and exposure visits.

With deep respect we acknowledge our indebtedness to the Hon'ble Chief Minister, our P&RD Department's Hon'ble Minster In Charge and our Government's Chief Secretary and our Additional Chief Secretary of the Department for continuously guiding, funding and helping us out. We express our heartfelt gratitude to all who have contributed to the learning exercise of BRAIPRD. We express our sincere thanks to the District, Subdivisional and Block level administration who have extended their needful support to successfully accomplish our target. Finally, we thank MoRD, GoI, NIRD&PR, P&RD Deptt, GoW.B. for providing us the financial support.

We look forward to an successful year in 2022-23 too, where we can keep up the momentum and meet the training aspirations of the people. Hope this document being of vital importance helps the Institute and the people we serve to know about the Institute and keep public transparency and accountability upheld by us.

Dated: Monday, The 4th of April, 2022, Kalyani

Director

B.R. Ambedkar Institute of Panchayats & Rural Development Gandhi Bhavan, Kalyani, Nadia

### Chapter 1 Background, Administrative Profile, Mission & Visions

#### **Background**

The B. R. Ambedkar Institute of Panchayats & Rural Development is the premier institute for imparting training and capacity building works on Panchayats and rural development in West Bengal. It is situated at Kalyani (about 51 kms north of Kolkata) – the first "Nirmal" municipal town of India, in Nadia district, having two campuses viz.- Gandhi Bhavan and Benoy Bhavan.

In the year 1961 it was started as "Orientation and Study Centre" by the Government of India at Kalyani for imparting training to the Block Development officers and other field level functionaries. After that it was handed over to the Government of West Bengal on 1st April 1967 as part of the national strategy for strengthening the State Training Infrastructure. In 1988, the Govt. of West Bengal, in the department of Panchayats & Rural Development restructured the institute into SIRD for catering to the training needs in the diversified areas of rural development. A parallel institute viz. the "SIP" (State Institute of Panchayats) for the purpose of imparting training to the EPRs was established two kilometers away from the campus of SIRD, at Kalyani in the year 1991. Consequent upon the merger of the erstwhile Department of Panchayats and Department of Rural Development, into a single Department, christened as the Department of Panchayats & Rural Development, the Government of West Bengal merged the two institutes i.e., the SIP and the SIRD into a single unit viz. the BRAIPRD on and from 14th April, 1996. Since then, the Institute BRAIPRD functions as the apex institute at the state level in the field of training and research pertaining to Panchayats and Rural Development, in the domain of West Bengal. There is a society in the name of BRAIPRD Unit of STARPARD with Director of the Institute as the Chairman. The unit of the society extends advices to the Institute from time to time on training and research activities. The new name of the institute is B.R. Ambedkar Institute of Panchayats & Rural Development, Kalyani, Nadia (BRAIPRD) w.e.f. 01.02.16

#### **Administrative Profile**

The B. R. Ambedkar Institute of Panchayats & Rural Development is the apex institute for imparting training and capacity building on Panchayats and Rural Development in West Bengal under the Department of Panchayats and Rural development.

The Institute is headed by the Director, who is a senior officer from the IAS or WBCS. The Director, BRAIPRD is assisted by one Additional Director, two Joint Directors, three Deputy Directors, one Senior Research Officer, one Research Officer and one Joint Director (Finance). These officers belonging to different services are posted on deputation basis. The Institute has the sanctioned strength of 7 (seven) Senior Faculty Members who are responsible for organizing training courses and field research and publications thereof. And there are other senior officers with skills and expertise in various fields placed from time to time as Officers on Special Duties and also some are placed on deputation.

To implement the provision of Article 40 of our Indian Constitution, it is required to enhance the competence of the PRI members, including women members. The focus of this institute is on enhancing competence, i.e., capacity building. Capacity building comprises formal training, handholding through regular visits, organizing workshops, streamlining the practices and procedures and exposure visits to Panchayat institutions.

The BRAIPRD is the apex institute for organizing formal training programmes on behalf of the Government of West Bengal in the Department of Panchayats & Rural Development. This process has been further supplemented by five Extension Training Centers (ETCs) located at Burdwan, Coochbehar, Raiganj, Rajarhat and Midnapore.

Apart from imparting training, the BRAIPRD acts as an institute for advanced studies and researches in rural governance and development. In this effort, BRAIPRD organizes and hosts programme based/ theme based/ issue based workshops and seminars. It participates in national colloquiums to enrich its knowledge bank. The Research studies, publications, periodicals contribute to the enhancement of knowledge in the field of local-self government, rural Development and the allied issues.

The key activities of BRAIPRD can be summarized as under:

- Training
- Workshop/ seminars
- Conduct of exposure visits
- Documentation
- **Research** studies
- Networking and partnerships
- Preparation of manuals/ guidelines
- Preparation of books and learning materials
- Publications
- Evaluation and feedback sharing
- Serving as a knowledge hub

### About Vision & Mission of BRAIPRD

#### I) VISION:

Facilitating all the actors in building Panchayats into people's institutions for human & rural development with capacity-building & research for fulfilling the dream of true democratic & participatory rural governance, sustainable and eco-friendly rural development.

#### II) **MISSION:**

To be a center of Excellence for capacity building of different stakeholders – PRI functionaries, rural development officials and social workers in ensuring good governance and sustainable rural development and for undertaking research in strengthening the Panchayati Raj system in West Bengal and building them into peoples' institutions.

#### III) OBJECTIVES:

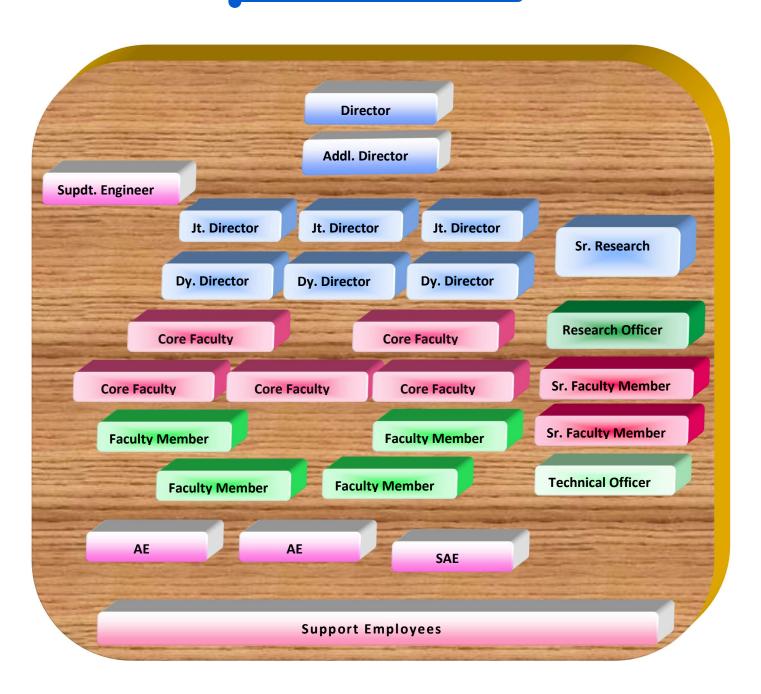
- 1) To provide quality training to build and augment the operational efficiency of the PRI and Government functionaries and others (NGOs, CBOs etc.) to implement rural development programmes in efficient ways.
- 2) To act as a knowledge and information bank in the fields of Panchayati Raj and rural development activities throughout the state by undertaking research and case studies on selfgovernance & administration of rural development programmes.
- 3) To work as think tank of the State with regard to plans and programmes of Panchayati Raj, Rural Development and various welfare programmes.
- 4) To develop necessary training curriculum for the participants along with training modules for various training programmes conducted.
- 5) To generate training materials and literature pertaining to the field of PRI and Rural development.
- 6) To provide forums for sharing and development of initiatives in the field of PRI and Rural development.
- 7) To empower community and other community organizations with the information of Panchayats and Rural Development.
- 8) To contribute in developing periodicals and books related with Panchayati Raj and rural development; to become a knowledge hub in those fields.

## **Strategy of Training:**

- The training programmes are conducted at BRAIPRD in its twin campuses of Gandhi Bhavan and Benoy Bhavan. And also in off-campus mode in the 5 ETCs and 26 DTCs.
- Both offline, online and hybrid mode of training was used in period under consideration.
- Resource Persons are chosen form experts in subject or field to act as trainers.
- Continuous handholding is also done by means of keeping in touch with trainees by Course Coordinators to follow up post training.
- Conventional interactive lecture method, group discussion, field visits, group study, presentation by trainees are methods used to train. All modern Audio visual training tools are available and used during
- The trainings are mostly residential if offline.

## **ORGANOGRAM AND HUMAN RESOURCES**

ORGANOGRAM OF BRAIPRD



## Abstract of Group-wise strength of employees

Group	Sanctioned Post	In Position	Vacant
A	22	13	9
В	9	7	2
С	24	19	5
D	44	30	14
Total	99	69	30

Detailed Strength Analysis of Sanctioned Posts and Man In Position

**Academic strength** Α.

Sl. No.	Name of the post	Sanctioned strength	Vacancy status as on 31.3.22
1.	Director	1	Nil (Incharge)
2.	Additional Director	1	1
3.	Joint Director	2	2
4.	Assistant Director (Finance)	1	0
5.	Senior Research Officer	1	1
6.	Deputy Director	3	3
7.	Research Officer	1	0
8	Sr Faculty Member (Core)	5	1

Sl. No.	Name of the post	Sanctioned strength	Vacancy status as on 31.3.22
9	Sr Faculty Member (State)	2	2
10	Faculty Member	4	2
11	Technical Officer (Agriculture)	1	0
12	Librarian	2	1

## Synopsis of Academic strength- Sanctioned strength=24 Present strength= 13

• Vacant posts =11

•	
•	
	A. Technical Manpower
•	7 1

Sl. No.	Name of the post	Sanctioned Strenghth	Man In Position
1.	Superintendent Engineer	1	0
2.	Asst. Engr. (civil)	1	0
3.	Asst. Engr. (Electrical)	1	0 (Contractual)
4.	Asst. Engr. (WBSRDA)	1	1
5.	Junior Engr. (RWP)	1	1
6.	Junior engineer (WBSRDA)	1	0
7	Junior engineer (WBSRDA)	1	0

## **B. Group-C : Non Technical Staff**

Sl. No.	Name of the Post	Sanctioned Strength	In position	Vacancy
1	Office Superintendent	1	1	1
2	Librarian	2	2	X
3	Personal Assistant	1	1	X
4	Accountant-cum-Head Clerk	1	X	1
5	Hostel Superintendent	2	1	1
6	Computer Operator	2	2	X
	Total	9	6	3

## C. Group-D: Non Technical Staff

Sl.No	Name of the Post	Sanctioned Strength	In position	Vacancy
1	Programme Supervisor (LDC)	1	1	X
2	Lower -Division Clerk	4	4	X
3	Accounts Clerk (LDC)	1	X	1
4	Cashier –cum-Store Keeper	1	X	1
5	Typist	3	3	X
6	Steno-Typist	3	1	2
7	Projectionist	1	X	1
8	Data Entry Operator	2	2	X
9	Library Assistant	2	2	X
10	Electrician-cum-operator (Pump and Generator)	1	1	Х
11	Driver	5	4	1
	Total	24	18	6

Sl.No	Name of the Post	Sanctioned Strength	In position	Vacancy
1	Duplicating Machine Operator	2	1	1
2	Head Mali	1	Х	1
3	Mali	3	1	2
4	Cook	2	X	2
5	Cook-cum-mate	1	X	1
6	Pump man	1	X	1
7	Sweeper	2	1	1
8	Peon/ Orderly Peon etc.	12	8	4
9	Darwan-cum-Night Guard	9	5	4
10	Peon-cum-Hostel Attendant	8	4	4
11	Peon-cum-Chowkidar	1	1	X
12	Library Attendant	2	1	1
	Total	44	22	22

#### TRAINING ACTIVITIES

Training and Capacity Building is the core function of the Institute . BRIAPRD focusses on the following key areas of capacity building and training development-

#### Various themes of TRAINING :

- 1. NIRD sponsored training programmes on themes of Rural Development, Panchayats & Research Methodology
- 2. Exposure visits of other countries & states on best practices of Panchayats & Rural Development
- 3. Strengthening of Panchayati Raj Institutions
- 4. Rural Development under PRI set up
- 5. Public Health
- 6. Education
- 7. Sanitation
- 8. Women Development
- 9. Employment Generation Programmes:
  - Wage Employment Programmes like MGNREGS i.
  - Self- Employment Programmes like NRLM, SGSY, SVSKP, etc.
- 10. Programme Management
- 11. Financial Management
- 12. Computer fundamentals and application software.
- 13. Disaster Risk Management
- 14. Natural Resource Management
- 15. Rural Engineering
- 16. Gender Sensitization
- 17. Methodologies of training
- 18. NGO organized programmes
- 19. ToTs on different themes
- 20. Regional level training programmes
- Areas on which training programmes are conducted for PRI members are:
- 1. Roles and responsibilities of PRIs
- 2. Administrative structure under PRI system.
- 3. Human development
- 4. Institutional service delivery mechanism: Health, Education, Women & Child Nutrition, PDS, etc.
- 5. Poverty scenario and its alleviation
- 6. Rural development: scope and its range
- 7. Rural Development Programmes implemented by PRIs in West Bengal
- 8. Wage-employment and Self-employment Programmes including micro-finance

- 9. Preparation of Plan and Budget, Financial Management
- 10. Natural Resource Management
- 11. Disaster Management
- 12. Transparency and Accountability including RTI Act
- 13. Good-governance
- 14. Computer literacy
- 15. Social Audit

The Institute runs various short term courses and longer courses too. It has Flagship programs of Inservice training of IAS, WBCS Executives, Jt BDOs, Panchayat Audit Officers at induction level, mind term level and refresher level. Also similarly for the PRI Office bearers and members. And Self Help Groups. Also need based and custom designed courses are designed and implemented.

During the Financial Year under consideration, the Institute rose up to the challenge by developing it's own Online Training Facility to supplement the offline regular classes.

To summarize the trainees fall into following broad categories-

#### TARGET GROUPS FOR THE TRAINING

Zilla Parishad Members	Zilla Parishad Office bearers
Zilla Parishad Secretaries	District Council Members
Panchayat Samiti Members	Panchayat Samiti Office bearers
Panchayat Samiti Secretaries	Govt. functionaries
Line deptt. Officials	Functionaries of Financial Institutions
Non-Govt. Organisations	Self Help Groups
Academicians	Other Stakeholders of RD

#### TRAINING MODULE & METHODOLOGY

The Institute conducts Training Needs Analysis systematically before designing courses. The findings, analysis and recommendations from the TNA exercise form the basis of preparation of the Training Modules for the different categories of Office bearers. The preparation of the Training module would be entrusted to the Faculty team to be developed in consultation with the respective departments.

Traditional one-way lecture method is done away with to the maximum possible extent and replaced with interactive lectures with use of audio visuals. More responsive methods like Audio-Video presentations, Guided reading, Group Discussions, Role-Plays, Hands-on sessions, Brain-storming sessions would predominate training sessions, besides, quiz and group exercises would form part of the training to maximize participation. The shift in the methodology is intended to maximize retention of training inputs as well.

## SUMMARY OF Recent Performance (2021-22)

Types of Training	No. of batches
Induction level Training for IAS Probationers	1 batch
Induction level Training for WBCS Probationers	2 batches
Refresher Training of WBCS(Executive)	1 batch
Induction Level Training on various Sthayee Samitis of both Zilla Parishad and Panchayat Samity	4 batches
Training on Propagation & Nursery Management	5 batches
Webinar on Menstrual Hygiene Management	14 batches
Induction Training for Jt. BDOs	2 batches
Webinar on Horizontal Learning Programme	6 batches
Webinar on Community Wisdom in mitigating post Yaas devastation of Crop Cultivation	4 batches
Webinar on Monsoon Care of livestock and Poultry	2 batches
Training of Enumerators for action research in Yaas affected blocks	2 batches
Webinar on winter care for livestock and poultry	2 batches
Webinar on crop management in Rabi season in yaas affected project villages	2 batches
Lessons from self-employed Womens Association (SEWA) - Voice, Visibility and Viability	1 batch
Webinar on innovation in function and management of Farmers Institutions SKUS	2 batches
Online Training on Propagation and Nursery Management	4 batches
Webinar on Salinity Management in Yaas affected areas of West Benga	2 batches
ToT for BRAIPRD, West Bengal on Training Management Portal-	1 batch
NIRD Online Training programme on Gender Budgeting for Rural Development	1 batch
NIRD Online Training programme on SDG & GPDP	1 batch
Sangha Samabay Samiti - legal framework and Members role in institutional Development. Webinar	4 batches
Special Care Programme for Elected Women Representatives	2 batches
Organizational Management of Sangha Samabay Samitis	2 batches
Workshop on Panchayat Act and Rules along with its Amendments and Role of Prescribed Authority	2 batches

Workshop on IT intervention and capacity building	2 batches
Training for Research Methodology on Rural Developments	2 batches
Role of Board of Director Members in Operationalisation of Sangha Samabay Samiti	2 batches
Refresher Training for Secretary of Siksha, Sanskriti, Tathya O Krida Sthayee Samiti of PS and ZP	4 batches
Online Refresher Training on Role of Secretaries of Krishi, Sech O Samabay Sthayee Samity of PS and ZP	2 batches
Refresher Training for Secretary of Khudra Shilpo Bidyut O Achirachorito Shakti Sthayee Samiti of both Zilla Parishads and Panchayat Samities	1 batch
Online Training programme on Citizen Rights and Citizen Charter	1 batch
Webinar on MGNREGS	4 batches
Role of BOD Members in Operationalisation of Sangha Samabay Samiti-Batch : 1	1 batch
scope of changing cropping pattern on salinity management in Yaas affected areas - meet with farmers of Contai-I-	1 batch
Orientation programme of Community participation and roles and responsibilities of VHSNCs	2 batches
Training on Handling of Court Cases and RTI Applications	2 batches
Training on Digital Literacy for Members of SHG	4 batches
Online Workshop on OSR Mobilisation of PRIs-	2 batches
Preparation of Annual Plan for Sangha Samabay Samiti	2 batches
Training on Bookkeeping	1 batch
Cyber Security and essential Cyber Hygiene practices-	11 batches
Review workshop with field investigators on Action Research of Moonson Care of livestock and poultry	1 batch
State level Storyshop	1 batch
National Storyshop	1 batch

For Details of Trainings conducted see Appendix 1- List Of Trainings

#### **INFRUSTRUCTURE**

The Institute has 2 main Campus at Kalyani-

#### Gandhi Bhawan :

- Institute started in 1961 as OSC, renamed as BRAIPRD in 1996.
- Campus area: 8.237 H.
- Administrative-cum-Faculty Building
- Office Building & Other Infrastructures:
  - Conference Hall (capacity-50 persons)
  - Composite Training Centre accommodating 36 persons with an exclusive training hall, auditorium (capacity -70 heads) and a dining hall.
  - A Computer lab to accommodate 20 trainees with Hands-on facility.
  - ♣ Hostel-- 3 nos having 75 rooms.
  - ♣ Guest House accommodates 12 guests in 7 rooms.
  - ♣ Faculty Quarters with 6 flats for faculty members.
  - ♣ Staff Quarter provides 10 flats.
  - ♣ Library five storied with seminar halls

#### Benoy Bhavan:

- Started as SIP in 1991.
- Campus Area: 4.21H
- Administrative-cum Faculty Building
  - One classroom accommodates 30 persons.
  - One conference hall with accommodation for 65 persons.
  - A Computer lab to accommodate 20 trainees with Hands-on facility.
  - ♣ Hostel-- 3 nos having 69 rooms.
  - ♣ Guest House accommodates 12 guests in 7 rooms.
  - ♣ Staff Quarter provides 4 flats
  - ♣ Hostel accommodates 102 persons.
  - A Book Depository Building storing published materials.
  - Library

#### TRAINING HALLS-

- Class room (conference type) constructed at BB with TVs instead of projection screen
- ❖ The Biggest classroom at GB Composite Building has been renovated, given a completely new look, and shape with a sitting capacity of 60.
- ❖ Conference type class room at GB Administrative building has been converted into a smart class room
- ❖ Hence at present altogether this institute has—

- a) 6 class rooms
- b) 2 comp. lab cum classroom

Conference/	Name	Seating capacity
Lecture hall		
1	Pragati	60
2	Rachana	30
3	Samiyana(GB)	60
4	Lakshya(GB)	30
5	Chetana(GB)	30
Total seating capacity		190

The Institute has modern Computer Labs for Training-

- At BB a new computer Lab has been constructed with a capacity of 32 computers (New)
- > Computer Lab at GB has been given a new shape and look and utility by Renovating it and placing 40 new computers on new computer tables and chairs
- ▶ Beyond Training Hours Computers with Net-connection both for surfing and preparing Presentation of Group Discussions and Field Visits are made available to trainees.
- ➤ At GB Hostel-1 a new common room with 4 computers with internet connections.
- This room has TV and carom Board there for recreation.
- At BB the same Computer Hub come common room in the process of making

#### Hostel Facilities & Dining Facilities-

- At BB 6 New Rooms have been constructed which were in a completely dilapidated condition
- The New Hostel at BB with 18 single bed room are now in use.
- All the Rooms have been provided with New Wrought Iron Cot, Table & Chair and wardrobe( separate for each one)
- ➤ All The Washrooms of GB Hostels have been renovated with all new fittings.

Ve	enue	Name			No.	0	f [	No.	of
					rooms		1	beds	
G	В	Aabas	Aabas-GB		27		,	70	
G	В	Ashra	Ashray-GB		29		,	29	
G	В	New I	New Hostel-C		18			18	
В	В	Prasanti, Chaya- 51 BB				102			
В	В	Projap	ati-BE	3	18			18	
To	otal								
	Venue Dir.		Dinin	ng hal	1	Ca	pac	city	
	GB		03		80				
	BB		02			20			1
	Total	sitting co	itting capacity			10	0		
/en	Venue Name N		No.	of rooms	S	No	o. of t	eds	
ЗB	Prakriti 8		8			15			
GB Nirala 2		2		Ĭ	4				
		2		ĺ	4				

12 Total Dining provided with New Table, Chair and AC Machines

rooms have been

- ➤ All the Hostels have been provided with New Water Filter and Cooler
- ➤ All The Hostel have been provided TV at common place with sitting arrangements apart from separate RECREATION ROOM for all the HOSTELS.

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Reception, all the common rooms, Comp Hub are provided with new Sofa and chair.

#### Power Back up & Security

Generator	No.	In Campus
20 KVA Eco green	4	GB
15 KVA Eco green	1	BB

Security Agency and Housekeeping agencies are engaged for security and upkeep of the premises.

- ➤ Wi-Fi facility provided at GB
- > CC TV installed in GB

Sports And Recreational Facilities-

- At BB a small playground (football) but beautiful is made.
- At GB the same play ground is facing some problems and its reshaping has already been taken care of
- ➤ Both at BB & GB Rooms and all sorts of Indoor Games arranged.
- > At GB Gymnasium is started with 6 machines and already Trainees both ERs and Govt Officials using it.

Even Yoga class has been arranged by a proper trainer and trainees joined and learned very enthusiastically

#### SUMMARY OF INFRUSTRUCTURE IN TABULAR FORM-

#### Computer Labs-

LOCATION	SEATING CAPACITY	FACILITIES
Gandhi Bhavan	40 Nos	
Benoy Bhavan	24 Nos.	

#### Training Halls & Auditoriums-

LOCATION	TYPE	SEATING	FACILITIES
		CAPACITY	
Gandhi Bhavan	Training Hall	30	A.C., Projector,
	Conference Hall	45	proper sound system
	Conference Hall	20	with internet
	Library		facilities
	Auditorium	72	
Benoy Bhavan	Conference Hall	45	
	Auditorium	60	

#### HOSTELS & GUEST ROOMS & Quarters-

TYPE	CAPACITY	FACILITIES
At Gandhi Bhavan :		
Hostel Shared Rooms (Hostel I)	27  x2 = 54	All rooms are with attached
		toilet
Hostel Dorms		
Hostel Single User Rooms (Hostel	28	All rooms are with attached
II)		toilet
Hostel Single User Rooms (Hostel	18	All rooms are with attached
III)		toilet
Guest House	8 (1 single bed),( 7	All rooms are with attached
	double bed)	toilet

STAFF QUARTERS	24 Quarters	
FACULTY QUARTERS	12 Quarters	
At Benoy Bhavan:		
Hostel Shared Rooms (Hostel )	55 x 2 =110	All rooms are with attached
		toilet
Hostel Single User Rooms	24	All rooms are with attached
(Composite Building)		toilet
Driver &Guard Houses	Driver room 1	
	Guard Houses	
	Gandhi Bhavan – 3	
	Benoy Bhavan - 2	

## DINING & CANTEEN FACILITIES-

Location	Type	Facilities
Gandhi Bhavan	3 nos dining hall (48 capacities	With A. C. and T.V
	each dining hall)	facilities
Benoy Bhavan	1 dining hall with 48 capacityes	With A. C. and T.V
		facilities

## OFFICE INFRUSTRUCTURE-

Location	Type	Numbers	Facilities	Remarks
Gandhi Bhavan	Office	15 + 3		
	Chambers			
	Staff Halls	2		
	Meeting Room	1		
	Machine Room	1		
	Generator Room	1		
	Xerox Room	1		
	Visitors	1		
	Room/Assembly			
	Rest	1		
	Room/Infirmary			

#### LIBRARY FACILITIES

#### **Library & Knowledge Management Activities**

<u>Library description with infrastructural facilities:</u> The Libraries of BRAIPRD, Kalyani are located in its two campuses. One is in its main campus namely 'GandhiBhavan Campus' at B-18/204, Kalyani (Near Bus Stop - Market No.2) and another is at Benoy Bhavan Campus' at B-4, Kalyani (Near Bus Stop No.14). Gandhi Bhavan library is in a five storied building with a conference room at the top floor with a lift facility. The library in Gandhi Bhavan has two big reading rooms and a journal section is in a reading room. It has three computers with internet facilities. Benoy Bhawan library is a one storey building and it has one computer with internet facility.

<u>Nature of books and journals kept:</u> Since this institute is an apex State Level Training and Research Institute on Panchayat and Rural Development, the main collection of books and journals is focused mainly on Panchayat and Rural Development. Apart from that, the library has got a huge collection of books on Sociology, Economics, Public Administration, Political Sciences and Social Research.

<u>Total stock:</u> At present, total collection of books of is more than 32000 and 8 Nos. of subscribed Journals.

<u>Service hours and type:</u> The time of opening of the Library: 10:00 a.m. – 5:30 p.m. (excluding Saturdays, Sundays and all Government Holidays)

## <u>Prominent books and Journals purchased in financial years (FY) with value and volume :</u> Prominent books procured:

Sl.No.	Name of books		Authors
01.	Banga	Sahity	Dinesh Chandra Sen
	Parichay,(Two		

	volumes)(Bengali book)	
02.	The Nutmeg's curse :parples for a planet in crisis	AmitavaGhosh
03.	Pale blue Dot: a vision of the human future in space	Carl Sagan

#### **Prominent Journals procured:**

Sl.No.	Name of books	Period
01.	Economic and	Annual subscription,
	Political Weekly	hardcopy
02.	Agriculture Today	- do-
03.	Journal of Rural	-do-
	Development	

Activities for online library undertaken: With the advancement of new technologies in Library information management system, the Institute has taken initiatives to adopt Web application for viewing the books in form of PDF and eG4 Software (eGranthalay of NIC) facility soon.

Activities for IT use in Library Service under taken: Both Libraries are using CDS/ISIS (WINISIS) software for computerised cataloguing and other documentation service. The Libraries provide facilities like (i) Browsing computerised catalogue (ii) Reference Services, (iii) Referral Service, (iv) Bibliography service and (v) Internet Service, (vi) Reading Room service and other documentation services on demand.

**Total user in financial year and profile:** The library facility had lower foorfall About fifty seven readers used the libraries. . The Libraries are being used mainly by the Trainee participants during various Training programmes, Faculty Members, Officers and members of the staff of this Institute. Academics, Research Scholars, students of various Universities and Institutions especially who are connected with researches on Panchayats & Rural Development may use only Library Reading Room facilities on demand.

#### **RESEARCH AND PUBLICATIONS**

R&D and Publications are an important function of the Institute.

BRAIPRD has played an august role in helping Government Policy decision making by doing field research on Panchayati Raj strengthening and Rural Development.

Action Research, Case Studies are important methodologies used in R&D.

Research activities of the BRAIPRD during the last few years covered a wide range of subjects and emerging issues related to rural development. Those include issues of local self governance, land reforms, rural credit and micro finance, self help groups etc. Fifteen studies have been conducted in the research mode during the last five years. Among them six research projects were completed during the year 2008. Those were assigned to the institute by the WBSRDA and funded by DFID assisted project.

The following Table gives an idea of the R&D function of history of the Institute-

<u>Particulars</u>	No. of studies undertaken during last five years		
	<u>COMPLETED</u>	<u>ONGOING</u>	
Research Studies	12	<u>04</u>	
Action Research	<u>02</u>	<u>18</u>	

#### SUMMARY OF some recent Publications

1. Impact of MGNREGA on Tribal Migration: Case Study in Jungle Mahal of West Bengal

- 2. Changing Livelihood Strategies among the Particularly Vulnerable Tribal Groups of West Bengal
- 3. A Cross-Sectional Study to Evaluate the Impact of Cooked Mid-Day Meal Programme on Nutritional & Educational Status of Primary School Children belonging to PVTGs of West Bengal.
- 4. Exploring the Relationship between Education and Women Empowerment and Gender Justice: a comparative analysis between West Bengal, Kerala & Mizoram .
- 5. Monograph on Gender and gender budgeting: concept, approach and methodology
- 6. Monograph on Addressing gender inequality through public policy in India and the Asia-Pacific
- 7. Monograph on Gender Budget, Child Budget, and Gram Panchayat Development Plan
- 8. Handbook for the Sabhapatis/ Saha-Sabhapatis of the P.S. 200 pages (approx.)
- 9. Handbook for the Karmadhyakshyas of different standing committees of the ZP and PS 9 (nine types) - 150 pages (approx.)
- 10. Handbook for the General members 200 pages (approx.)
- 11. Panchayat Samiti Sahayika
- 12. Prakalpo Parichayika
- 13. Winter care of livestock and Poultry
- 14. Case study book -- A Kaleidoscope of Rural Development (A Bouquet of Case Studies)

SEE APPENDIX 2 for Detailed List of R&D and Publications of P&RD.

#### **FINANCIAL OVERVIEW**

The sources of funds for the Institute are mainly from the State- multiple Departments like P&RD, Health, Environment WCD&SW etc and Union Government's Ministry of Rural Development, NIRD. The transactions are all IFMS based and Treasury based, Bank based.

Below are the snapshots of the financial overview in FY 2021-22 in tabular forms.

Table 1 FINANCIAL STATEMENT FOR THE YEAR 2021-2022 : : BANK

SL	NAME OF FUND	SOURCE	OPENING	RECEIPT Rs	EXPENDITURE	CLOSING
NO			BALANCE Rs		Rs	BALANCE Rs
1	STARPARD General	BRAIPRD Unit	2814.58	5873000	5811913	63901.58
	Fund	of STARPRD				
2	RGPSA Training	do	595693	1000800	1178340	418153
3	RGPSA Capacity	do	569796	4500000	4429916	639880
	Building					
4	RGPSA	do	2780842	0	233071	2547771
	Infrastructure					
5	RGPSA Case Study	do	551786	0	397913	153873
6	UNICEF	do	110918	400000	107954	402964
7	EX NIRD Trg	NIRD	2780842	0	662050	2118792
	&Research					
8	RGSA	BRAIPRD Unit	0	2000000	1838536	161464
		of STARPRD				
9	RBSK	Dept of Health	0	417409	169043	248366
10	Election	Sate Election	0	185600	92558	93042
		Commission		100000	32330	30042
11	Miyawaki Forest	Dept of	0	1740040	0	1740040
		Environment	•	17 100 10	Ů	17 100 10
12	CHCMI Public	Dept of Health	0	0	49801	450199
	Health			•	10001	100100
13	Directororate of	Dept of WCD				
	Child Rights &	&SW	500000	111939	4200	107739
	Trafficking					
14	Roof Top Rain	Dept of	0	400156	0	400156
	Water Harvesting	Environment	<u> </u>	100100		100100
15	Administrative	BRAIPRD Unit	0	0	193296	206051
	Costs	of STARPRD	-			
16	TOTAL		8,29,2038	16,62,8944	15,16,8591	9,75,2391.58

Table 2

FINANCIAL STATEMENT FOR THE YEAR 2021-2022 : : **STARPRD** 

SL	NAME OF FUND	OPENING	RECEIPT Rs	EXPENDITURE	CLOSING	REMARKS
NO		BALANCE Rs		Rs	BALANCE Rs	
1	GENERAL FUND	2,83,166.93	40,320.00	0	3,23,486.93	
2	UNDP PROGRAMME FUND	76,450.00	0	0	76,450.00	
3	TRAINING UNDER RGPSA	2,51,62,720.00	0	40,00,000.00	2,11,62,720.00	Rs. 2,00,00,000 in FD
4	GENDER BUDGETING	5,02,000.00	0	4,00,000.00	1,02,000.00	
5	PROCUREMENT OF FURNITURE	15,00,000.00	0	0	15,00,000.00	
6	TRAINING FUND OF BRAIPRD / V.V.D.C	32,87,000.00	0	32,87,000.00	0	
7	PUBLIC HEALTH DELIVERY SYSTEM	14,81,151.00	0	0	14,81,151.00	Rs. 15,00,000 in FD (Rs. 1481151.00 from PHDS + Rs. 18849.00 from Gen. Fund)
8	BOOK SALE OF JEEBIKA SAHAYIKA	0	37,800.00	0	37,800.00	
9	TRAINING UNDER RGSA	12,55,56,037.51	0	12,55,56,037.51	0	Transferred to P&RD RGSA A/C
10	RGSA	0	62,29,188.00	0	62,29,188.00	Transferred to P&RD RGSA A/C
11	TOTAL	15,78,48,525.44	63,07,308.00	13,32,43,037.51	3,09,12,795.93	Fund available Rs. 94,31,644.93

## **ROADMAP for Next Financial Year 2022-23**

The Institute shall continue it's activities on the following key areas –

#### **Activities**

Training	Capacity Building online/offline/ hybrid mode; Preparation of books, materials
Workshop/ seminars	Publications
Conduct of exposure visits	Evaluation and feedback sharing
Documentation	Serving as a knowledge hub
Research studies	Advocacy
Networking and partnerships	Facilitation

#### Strategy and Action Plan of training for the year 2022-23:

- In the coming year the institute plans to extend the networking with other departments of the state and like minded agencies.
- Explore the scopes of convergence in rural development
- Sharing of knowledge and experiences
- Focusing more on developing effective Hybrid Models for mixing Online and Offilne Training to make trining more effective, with more reach and cost effective too

#### **Initiatives in PRI training:**

- BDO and SAVAPATI interface for better co-ordination between ERs and Govt. Officials, for better collective & harmonious leadership.
- Interface programmes between Karmadhyakshyas (President of different standing committees) and Secretaries (RD officials) so as to minimize the gaps in service delivery.
- Exposure visits for peer learning

#### SOME NEW INNOVATIONS PROPOSED-

- 1. External Evaluation of Flagship Trainings by Third Party Evaluators
- 2. Creating a E-Library and opening up access of the Institutes resources
- 3. Modernizing the Website of the Institute.
- 4. Standardizing the services provided and getting Quality Assurance ISO 9001