CERTIFICATE PROGRAMME IN COMMUNITY DEVELOPMENT
CCD

PROGRAMME GUIDE

State Resource Centre, Kerala

Commonwealth *of* Learning, Canada

CERTIFICATE PROGRAMME IN COMMUNITY DEVELOPMENT

Programme Guide

State Resource Centre, Kerala
Commonwealth of Learning

Credits and Copyright

CERTIFICATE IN COMMUNITY DEVELOPMENT

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We wish to express our sincere gratitude to Professor S. Y. Shah, Department of Adult Education, School of Social Sciences, Jawaharlal Nehru University, for his support and goodwill. We thank him for his sincere efforts in formally introducing the State Resource Centre, Kerala, as a pioneer institute in the country, providing resources and technical support to all agencies in the field of Adult and Non-formal Education, to The Commonwealth of Learning.

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Dr. N.B. Suresh Kumar
Director,
SRC, Kerala

Contents

1: About SRC, Kerala and COL, Canada

Thank you for choosing this open distance learning (ODL) programme to augment your skills and expertise in the field of community development. The Certificate in Community Development (CCD) is designed and developed after a series of discussions and workshops organized by the State Resource Centre, Kerala (SRC) in collaboration with Commonwealth of Learning, Canada. Before we move on to the details of the programme we would (should) have an understanding about SRCK and COL.

1.1 State Resource Centre, Kerala (SRC, Kerala)

The State Resource Centre, Kerala is an autonomous body instituted by the Ministry of Human Resource Development, Government of India under the management and supervision of General Education Department, Government of Kerala. SRC, Kerala started its functioning on 5 July 1978. As per the direction received from the Government of India, SRC was separately registered under the chairmanship of Secretary, General Education Department, Government of Kerala. Fifteen members were nominated by the Government of Kerala to act as the Board of Management and to govern the functioning of SRC. The ultimate aim of the centre is to provide academic and technical resource support for comprehensive and sustainable non-formal, adult and lifelong education.

The establishment of SRCs was a landmark in the history of independent India. They are agencies working in the field of non-formal education, dealing with a variety of groups and programmes. SRC, Kerala is unique in nature as it deals with a wide range of beneficiaries, such as the illiterate to highly educated, poor to rich, the marginalized and to the main stream. SRC has been effectively coordinating educational components, technical skills and manpower for a better and more sustainable human resource development. In a real sense, the centre has been bridging the gap between the less developed to the more developed, the less educated to the more educated, and the less informed to the well informed. SRC helps to prepare the society to avail the opportunity/situation with contemporary development; especially in the field of information technology.

1.2 Commonwealth of Learning

The Commonwealth of Learning (COL) is an intergovernmental organisation created by the Commonwealth Heads of Government to encourage the development and sharing of open learning/distance education knowledge, resources and technologies. The Commonwealth of Learning (COL) is the world's only inter-governmental organisation, solely

concerned with the promotion and development of distance education and open learning. COL is helping developing nations improve access to quality education and training.

2. Distance Education

This is probably the first time you have studied a distance learning programme. The main difference is that there are no regular classes and most of the work is done at a time and in a place that is convenient to you. We know that you have busy schedules and many things to attend to – so the choice of when and where to study is up to you. The content of the programme is presented to you through printed material, audio and video cassettes, and study sessions as media for instruction.

3. Introduction to the Programme

Certificate in Community Development is designed with an objective to assist you as a Community Development Worker (CDW) to acquire knowledge about various dimensions of Community Development; skills in programme management and development of life and vocation; and attitude towards volunteerism, quality life, sustainable community development, and active citizenship. You will be empowered to carry out developmental activities effectively in collaboration with local community and developmental agencies. Additionally, you will be able to effectively contribute towards resource mobilization, deployment, project planning and implementation.

On successful completion of the programme, you will be able to understand the roles and responsibilities of a CDW, to disseminate and communicate socio-environmental issues and to acquire civic consciousness. The programme provides an opportunity to widen your outlook on society through field level experiences as well. You will be exposed to various developmental programmes, which will equip you to implement the developmental programmes in a befitting manner.

Here is the programme concept map that would help you understand the broad concept of the Certificate in Community Development (CCD) programme.
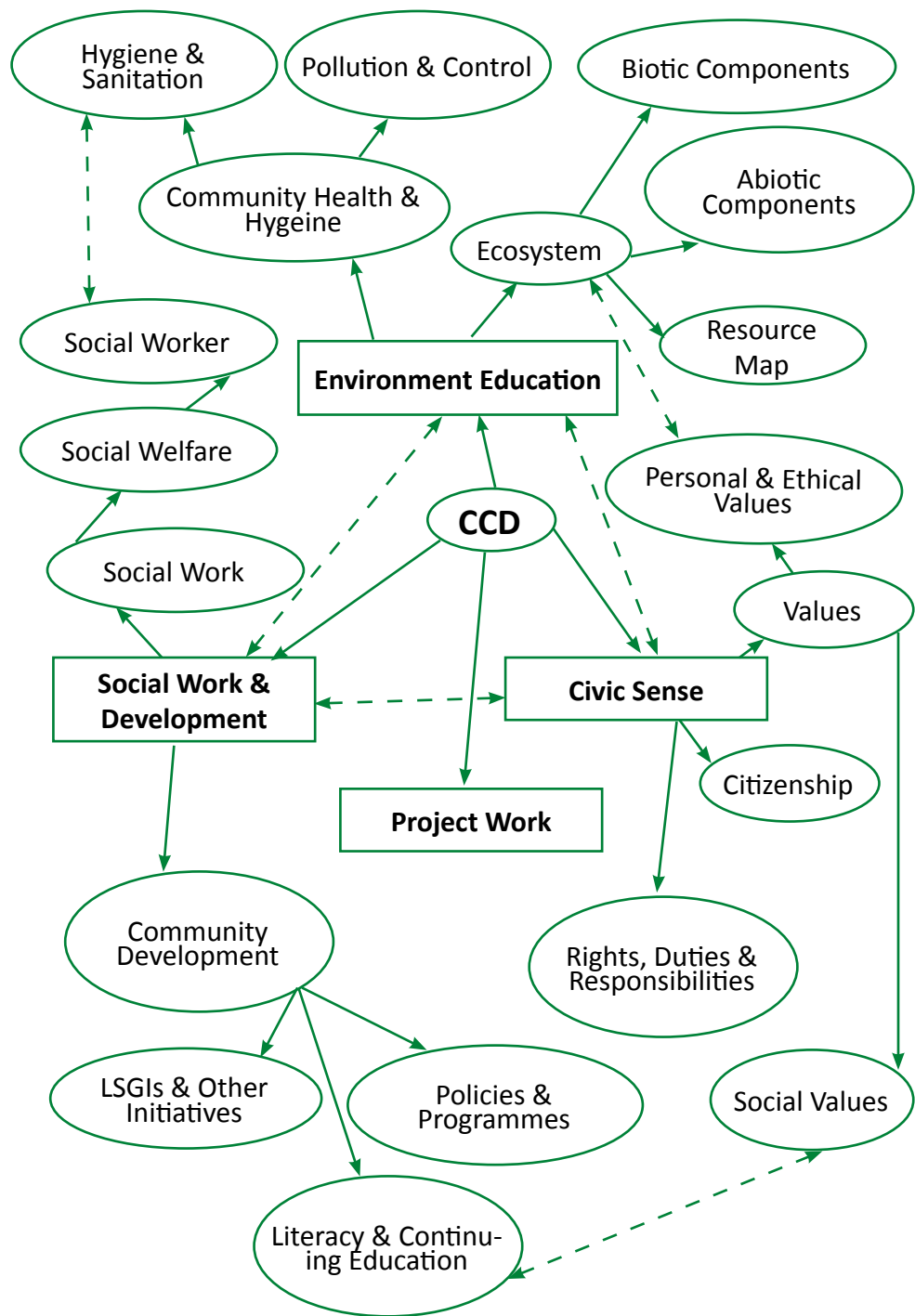
Figure 1: *Programme Concept Map*

The following table will help you understand the details of the CCD programme more specifically.

Table 1: *Detailed Programme Structure*

Course	Modules	Units	Assignments	Compulsory contact time	Credits
CD001: Social Work & Development,	2	8	1 assignment (12 hrs)	14 hrs	4 (120 hrs)
CD003: Environment Education	2	8	1 assignment (12 hrs)	18 hrs	5 (150 hrs)
CD004: Civic Sense	2	7	1 assignment (12 hrs)	12 hrs	4 (120 hrs)
CD005: Project Work	1. Institutional Visit 2. Field Study			06 hrs	3 (90 hrs)

Community and beneficiary participation is integral to the design of this certificate programme. Many government agencies like The State Literacy Mission Authority, National Rural Health Mission (NRHM), Kudumbasree (Government sponsored federation of Neighbourhood Groups), Rural Development Department (RDD), Health Department and NGOs need trained professionals to undertake field responsibilities. Therefore, the people engaged in community development activities need to be empowered to manage developmental programmes and activities more effectively so as to enhance the quality of life of people in general and those from disadvantaged sections of the society in particular.

3.1 Justification for the programme

This certificate course in community development aims at building and strengthening the capabilities of in-service Preraks (literacy workers), SHG members, ASHA Workers, NGO workers, Anganvadi (ICDS centres) workers as well as new aspirants so that they have the necessary knowledge and understanding, and skills to plan, manage, implement and document developmental activities to facilitate community development (i.e., integrated parametric enhancement in social, economic, cultural and ethical aspects of the community, with the objective of improving the quality of life at both the micro and macro levels).

The certificate has been developed simultaneously in both Malayalam and English so that the programme (after due adaptation) can be taken up throughout the country by the National Literacy Mission for

implementation by the other states of India, where there is also a high need for training in community development functionaries. It can also be taken up for implementation by other Commonwealth developing countries having similar community development interests.

3.2 Delivery Model and Strategy

This programme is planned to be offered in distance mode and by making learning accessible through part-time study, which can be done outside working hours. The delivery materials include the programme guide, printed self-learning materials, assignments, project guides, video CDs, F2F counselling at designated learning centres at SRCK and field visits for community project work. Further, there will also be occasional radio broadcasting through All India Radio, Gyanvani FM and Community Radios located at various places.

Agencies like GOs, NGOs, academic institutions, Panchayati Raj institutions and District Institutes of Education and Training (DIETs) will be utilised for organising field work activities and projects. There will be written course assignments, occasional face-to-face counselling programmes at learning centres (in week-ends and holidays), skills development workshops at designated centres, community-based work experiences, and mobile SMS service for information dissemination and communication.

3.3 Why we need a Course on Community Development

Over the past decades, there has been a considerable increase in resource deployment for different development programmes in India. The involvement and participation of the community and beneficiaries is critical to the success and sustainability of such development programmes. Hence, there is a growing need for trained 'development professionals' for effective facilitation and management of development activities in the community.

The introduction of a new Panchayathi Raj (local self-government) system has also created new requirements for trained professionals. Therefore, there is a need for professionally trained and skilled personnel certified by a competent authority, such as a university.

The purpose of the programme is:

- to strengthen your understanding of various issues relating to development
- to enhance your awareness of the dynamics of local self-government institutions like Panchayati Raj institutions

- to strengthen your understanding of key elements of financial and human resource management in development organisations
- to improve your efficiency to act as development promoters
- to improve and enhance your skills to organize and manage continuing education programmes more effectively
- to enable you to map the needs and resources of the local community so as to actively facilitate and engage in various policy and functional activities of community development.

3.4 Objectives of this Programme

On successful completion of the programme, you will be able to:

- explain the roles and responsibilities of a CDW,
- disseminate and communicate socio-environmental issues in a way that enables community members to learn and change their behaviour
- acquire civic consciousness.

The programme provides an opportunity to widen your outlook on society through field level experiences. You will be exposed to various developmental activities, which will help you to effectively strengthen and build the capacity of your community members.

More specifically, the candidates completing the CCD should be able to:

- develop a critical understanding of the wider/broader dimensions and dynamics of developmental issues in the community
- undertake a critical analysis of, and develop positive attitude towards, community development programmes and agencies involved in social work
- promote civic consciousness/rights and duties of a responsible citizen, and internalize human values for community harmony and sustainable development
- develop awareness of environmental preservation and bio-diversity, and take appropriate care of the natural resources for sustainable development
- enrich self-understanding of various Human Resource Development (HRD) initiatives undertaken by government and non-governmental agencies so as to enable mobilization of resources for promoting development initiatives/activities in the community
- identify socio-environmental issues, and formulate strategies

and plans for solutions leading to effective management towards sustainable development

- act as a development promoter for various social and developmental initiatives at the community level
- appreciate the role of guidance and counselling in bringing healthy gender relationship among citizens in order to ensure access to and equity in community development activities
- demonstrate skills in establishing a strong relationship with various elements of community development
- acquire/enhance professional skills in effective social work
- conscientise and communicate rights and duties for a responsible citizenship.

3.5 For whom is this Programme?

There is a growing belief among administrators, development practitioners and policy makers that the top-down approach to development has not delivered the desired results. To improve participation in development activities, there is a growing demand for trained workers to manage field-based development activities. These activities include social and economic development projects and programmes designed for the poor and marginalized sections of the society, which should lead to sustainable development. Therefore, this certificate course in community development aims at building and strengthening the capabilities of a number of people such as in-service Preraks (literacy workers), Self Help Group (SHG) members, Accredited Social Health Activists (ASHAs), Non-Governmental Organisation (NGO) workers, Anganvadi (ICDS centres) workers as well as people who wish to join these groups so that they have necessary knowledge and understanding, and skills to plan, manage, implement and document developmental activities to facilitate community development.

The different target groups who might benefit from this programme of study are:

- Preraks (existing grassroot level functionaries of the Non-Formal and Adult Education programmes)
- various existing Self Help Group (SHG) members
- existing Anganwadi workers and helpers (grassroots level workers of Integrated Child Development Scheme—a nation-wide scheme implemented in all the states and districts of India with a focus on integrated and holistic community development)
- existing Accredited Social Health Activists (ASHA)

- existing NGO workers undertaking developmental activities in the community
- existing SC/ST promoters (grassroots level functionaries of the Integrated Tribal Development Project)
- aspirant 'Social Workers'

4. Programme Structure

We have already explained the programme concept map which gives the broad programme structure. In this section, we will give a detailed programme structure including the various courses and modules which make up the CCD programme. There are four courses in the CCD programme.

4.1 Social Work and Development (CCD001)

4.1.1 Course Description

'Social Work' is organized work intended to advance social conditions of a community and especially the disadvantaged, by providing guidance and assistance. A social worker seeks to empower individuals and groups of people in remedying psycho-social problems and deficiencies which exist in the relationship between the individual and his/her environment. The social worker needs to deal with different kinds of people in the society, and for effectively dealing with people, they should have systematic knowledge and clear perception about the existing society and its dynamics. Moreover, they must have certain skills in dealing with people and their problems.

This course provides you with adequate knowledge and skills relating to social work, which shall further facilitate them to execute services in the community effectively.

4.1.2 Course Objectives

This course intends to:

- develop a critical understanding on the wider dimensions of social work and individual dynamics
- make him/her utilize different agencies and community resources for taking up development programmes in the community
- enrich understanding about social work and qualities of a good social worker
- appreciate the individual and community dynamics/psychological manners and assist them in their vulnerable conditions
- impart skills to use different methods, tools and techniques for

effective execution of development work in the community in a harmonious way
- provide better understanding about various governmental and non-governmental agencies in the society to engage with them to effectively channelize their services towards the community
- develop awareness about socio-economic resources to mobilize and utilize them for remedying the problems of the community and empowering individuals to enhance the quality of life.
- enhance leadership quality in the learner so as to experience the social reality/ hardship, and apply such knowledge and skills for general well-being.

4.1.3 Course Introduction

The course materials are designed in such a way as to acquire theoretical and practical knowledge in social work. The course is divided into 6 modules/blocks. All modules have equal importance. Each module is divided into units in a sequential order. As it is written in simple language, a learner can easily understand it.

4.1.4 Modules in this course

- Module 1 Social Work – An Overview
- Module 2 Community Development

4.1.5 Unit Break up and Credit Hours

Table 2: *Unit Break up of Social Work and Development*

Modules	Unit	Unit (hrs)	Reading (hrs)	Assignment (hrs)	F2F (hrs)	Total (hrs)
Social Work – An Overview (Module 1)	1	10	46	6	8	60
	2	12				
	3	12				
	4	12				
Community Development (Module 2)	5	10	48	6	6	60
	6	12				
	7	12				
	8	14				
Total hours						120

4.1.6 Course-Concept Map
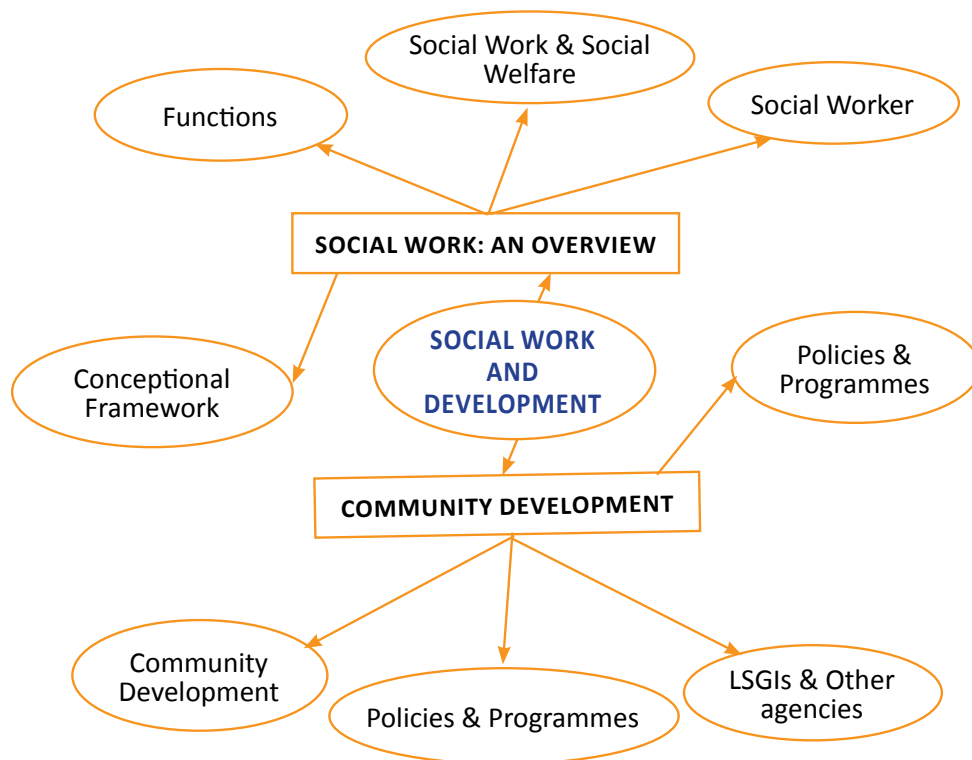
Figure 2: *Course Concept Map on Social Work and Development*

4.2 Environment Education (CD003)

4.2.1 Course Description

'Environment Education' deals with the study of the surroundings of human beings. It includes the biotic and abiotic components. The interactions between biotic and abiotic components constitute an ecosystem. The course will help you understand the need for the sustainable development of the environment and the issues involved in the use, development and conservation of natural resources.

The course will provide the necessary knowledge and skills in identifying the natural resources and its judicious use. It will explain the need for protection of natural resources for the ensuing generations.

4.2.2 Course Introduction

The contents of this course will equip you with knowledge on ecosystems, natural resources, the need for conservation, health and hygiene, environmental pollution, sanitation and disaster management. It will provide skills to educate the community on environmental protection and conservation.

4.2.3 Course Goals

The course aims to enable you to:

- develop an understanding of the environment
- create interest in harmonious relationship between nature and human beings
- foster an awareness of the need for sustainable use of our environmental resources
- develop practical skills in disaster management
- promote knowledge and understanding on health hazards due to pollution.

4.2.4 Course Objectives

On the successful completion of this course, it is hoped that you will be able to:

- define the concepts of natural resources, ecosystem, conservation of resources, health and hygiene, and sustainable development
- explain the causes and control of environmental pollution
- develop and use/apply appropriate skills in disaster management, pollution control and maintenance of community health
- demonstrate the appropriate means of conservation and protection of natural resources to prevent environmental degradation

4.2.5 Modules in this course

- Module 1 Ecosystem
- Module 2 Community Health & Hygiene

4.2.6 Unit Break up and Credit Hours

Table 3: *Unit Break up of Environment Education*

Modules	Unit	Unit (hrs)	Reading (hrs)	Assignment (hrs)	F2F (hrs)	Total (hrs)
Ecosystem (Module 1)	1	12	56	6	8	70
	2	14				
	3	18				
	4	12				
Community Health & Hygiene (Module 2)	5	18	64	6	10	80
	6	16				
	7	16				
	8	14				
Total hours						150

4.2.7 Course-Concept Map
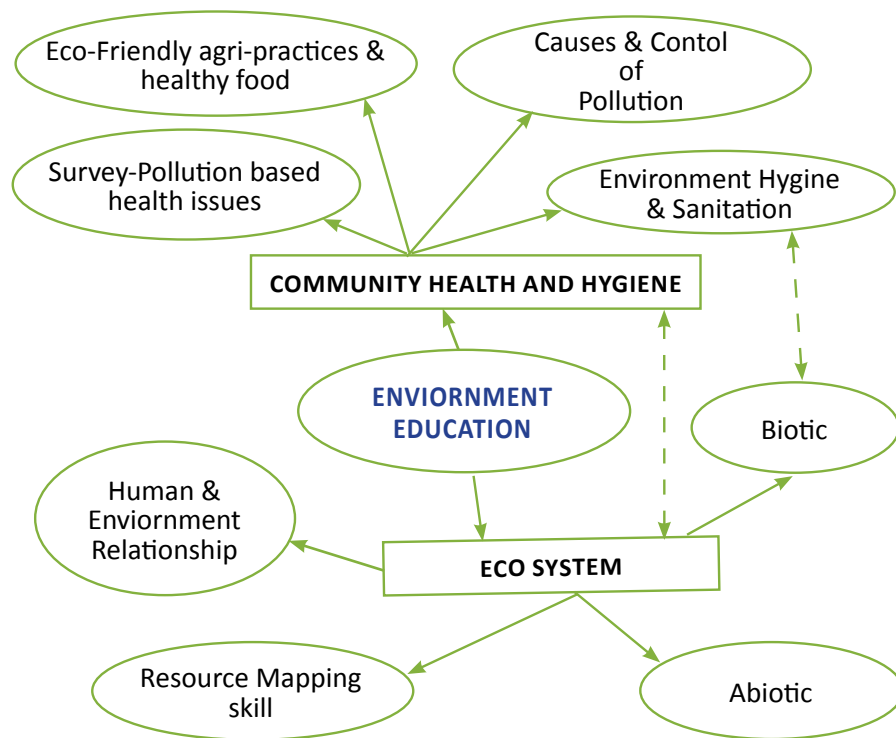
Figure 3: *Course Concept Map on Environment Education*

4.3 Civic Sense (CD004)

4.3.1 Course Description

Civic sense is the study of social values. It is concerned with the rights, duties and responsibilities of a citizen in the society to which he or she belongs. The course will help you understand the issues in civic life and help you be a better citizen.

The subject matter provides knowledge of duties, rights, responsibilities and values, which are essential for civic life. It provides skills to develop self actualization and helps you indulge in community problems. The contents of the course are adequate to help you acquire a thorough knowledge on civic life.

4.3.2 Course Introduction

The contents of this course will equip you with knowledge on values, rights, duties and responsibilities. It will provide skills to educate the community on personal values, social values, ethical/moral values, right to education, right to equality, duties and responsibilities and citizenship.

4.3.3 Course Goals

The materials are intended to achieve the following objectives:

- to develop understanding of social values, civil rights, duties and responsibilities of citizens
- to create awareness on rules, acts, regulations and procedures for the welfare of the society
- to promote values which are essential for being a community worker and help you share these ideas with the community
- to internalize ethical and social values to confront social issues
- to make aware of the qualities essential for a CDW and help him/ her to play the role of a development catalyst

4.3.4 Course Objectives

On completion of this course, you will be able to:

- define the concept of values, rights, duties and citizenship
- compare different rights and duties to get an idea about civil rights, duties and responsibilities, both written and unwritten
- identify social values so as to be able to monitor community programmes
- make use of rules and regulations when situation demands.

4.3.5 Course Modules

- Module 1 Values
- Module 2 Rights, Duties and Responsibilities

4.3.6 Unit Break up and Credit Hours

Modules	Unit	Unit (hrs)	Reading (hrs)	Assignment (hrs)	F2F (hrs)	Total (hrs)
Values (Module 1)	1	14	38	6	6	50
	2	14				
	3	10				
Rights, Duties and Responsibilities (Module 2)	5	16	58	6	6	70
	6	14				
	7	14				
	8	14				
Total hours						120

4.3.7 Course-Concept Map
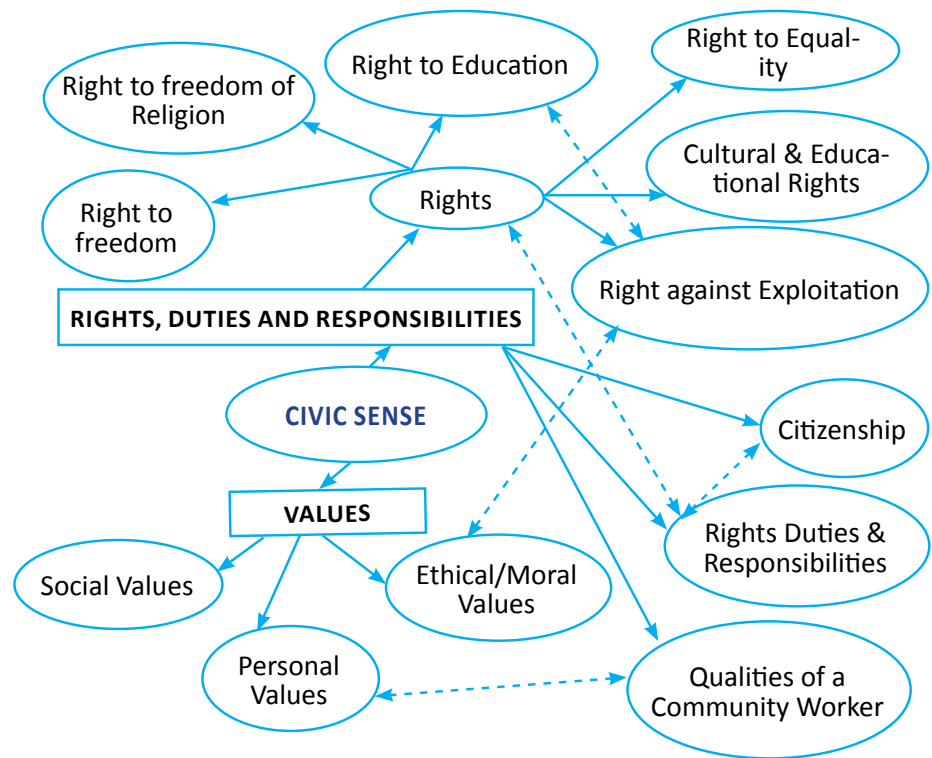
Figure 4: *Course Concept Map on Civic Sense*

4.4 Project Work (CD005)

The project/practical work component is being given as a separate course. It aimed at consolidating your knowledge, understanding, skills, abilities, attitudes and experiences so as to make you a successful CDW or a person trained to be an effective community development functionary. While the theory components have provided you necessary theoretical grounding in terms of concepts, theories and processes related to community development, the project/practical components will help you in improving your professional skills and competencies that promote participatory community development, documentation, information dissemination and networking. The practical work will enable you to effectively apply your knowledge to the field situations in professional life and to integrate it in different social contexts as well.

As you know, the project/practical work carries 90 hours of learning distributed under two types of project/practical components, with the following compulsory work to be done by each student.

Category of Practical Component	Hours
• Institutional Visit	45
• Project-Field Study	45

Since the project/practical component is 90 hours, on the whole, the student is expected to put approximately 3 credits of study and project/practical activities covering two types of practical components.

4.4.1 Institution Visit

The institutional visit shall be organized at the fag end of the certificate programme so as to enable the CDW to implement the knowledge and skills developed through the programme in practical situations.

It is imperative that you acquire necessary experiences, abilities and skills of working with a grass root level facilitation centre/institution involved in promoting educational, training, development and welfare programmes for the communities. It is like an internship for each unemployed (i.e. pre-service) student providing for first ever institutional experience. But for those students already employed (i.e. in-service students) in the field of adult education/community development and/or allied areas, it provides an opportunity of acting as the mentors/guides/facilitators for their pre-service student colleagues by taking them as interns in their centres/institutions. For those in-service students who are not working in the field of community development/adult education or allied areas, it provides for newer experiences that help them in visiting relevant centres/institutions in the field of community development/adult education and in establishing linkages, coordination and cooperation with them, thereby enhancing understanding of the field situation and for wider reach of education and other benefits to the community. Other relevant practical activities will also be performed by each student as provided for under this category of practical work. The student will submit the reports of the practical activities performed by him/her to the programme study centre/learner support centre concerned for evaluation.

The filed visit is expected to be completed in a period of 15 days, considering that 3 hours per day is set apart for the community development work and for the preparation of the report. The project shall be guided/supervised/facilitated by the concerned Learning Centre entrusted by the SRCK.

What is Institutional Visit about?

It is mainly for generating ideas about the functioning of offices or

institutions in your community for community development. It is also meant for generating strategies for bringing schemes to the community.

4.4.2 Project-Field Study for Environment Education

The practical activities under this category will be performed by each learner in the community where s/he lives and/or works. While being enrolled as a learner of CCD, you may be a unemployed (pre-service student) or an employee (in-service student) working in adult education, community development and allied areas or in altogether different areas. As a member of a particular community where you are living and/or working, you are required to undertake or perform the specified activities in the community. It is based on the premise that being a member of the community and the student of CCD, you will be able to perform certain activities in the community and for the community. However, you will perform these activities under the help and guidance of the mentor(s)/ guide(s)/facilitator(s), who will authenticate, with comments, the reports prepared by you of the relevant activities you have undertaken.

The project-field study suggested in the CCD programme under the course is CCD005. It has to be done along with the institutional visit.

Our effort is to include relevant activities under the above components making them useful in promoting the essential competencies, skills, abilities, attitudes, etc. needed by an effective CDW or field functionary. In addition, we also need to make clear the order of their performance. The project shall be an empirical in-depth study on any community development issue or activity. On completion of the project, the CDW shall achieve the objective to formulate programmes for the development of the community as well as to exhibit skills for implementing empowerment programmes.

The project shall be carried out at the fag end of the certificate programme. You have to complete the project work and submit the project report to the concerned study centre for successful completion of the course. The detailed process of how you can conduct the project work is explained in this Handbook.

What is the Project about?

By now you must have already gone through the different units of the modules in the course CCD003: Environment Education. It aims to provide an understanding on various aspects of ecosystem and health, hygiene and sanitation. The project-field study intends to experience a real life situation concerned to environment, health, hygiene and Sanitation.

Date for Submission of the Report

The learners who appear examination in the June session have to submit the report on June 9 and those who appear the examination in the December session has to submit the report on December 7.

4.5 Courses, Modules and Units

The course wise break-up of modules under the CCD is given below.

4.5.1 Course wise break-up of modules and units

Course CCD001: Social Work and Development

Module 1:   Social Work – An Overview
> Unit 1: Social work: Conceptual Framework
> Unit 2: Functions of Social Work
> Unit 3: Social Work and Social Welfare
> Unit 4: Social Worker: Knowledge, Skills and Values

Module 2: Community Development
> Unit 5: Development – A Community Perspective
> Unit 6: Development Policies and Programmes
> Unit 7: LSGIs and Other Developmental Agencies
> Unit 8: Non-formal and Adult Education Initiatives

Course CCD003: Environment Education

Module I: Ecosystem
> Unit 1: Biotic Components
> Unit 2: Abiotic Components
> Unit 3: Human and Environment relationship
> Unit 4: Resource Mapping skills (practice based)

Module 2: Community Health & Hygiene
> Unit 5: Causes of pollution and its control
> Unit 6: Eco-friendly agri-practices and healthy food
> Unit 7: Environmental hygiene and sanitation
> Unit 8: Survey of pollution based health issues of the locality
> (practice based)

Course CCD004: Civic Sense

Module 1: Values
> Unit 1: Social values
> Unit 2: Personal values
> Unit 3: Ethical Values

Module 2: Rights, Duties and Responsibilities
> Unit 4: Citizenship
> Unit 5: Rights – Meaning and Types
> Unit 6: Duties and Responsibilities
> Unit 7: Qualities of a Community Development Worker (CDW)

5. Programme Prerequisites

This programme is offered in the distance mode and by making learning accessible through part-time study and outside working hours. The main learning material is provided to you in print. The programme materials include programme guide, printed self-learning materials, audio and video material, assignments and project guides.

The audio and video materials are intended to improve your knowledge and understanding. It is advised to attend study sessions at designated learning centres of State Resource Centre, Kerala, institutional visit, field visits for community project work, etc. Apart from being available at the study centre, a further attempt shall be made to have occasional radio broadcasting through All India Radio and Other Community Radio across the state. The information is also provided through social media and national newspapers.

5.1 Entry Requirements

You might have noticed the target group of the CCD programme is the Community Development Worker (CDW) viz; Preraks, ASHA workers, Anganavadi workers, Tribal promoters, NGO workers, etc. The admission will be open for those who wish to make a career in the field of social work and community development. The entry requirements essential for the enrolment of CCD is the Secondary (10th Standard) pass/equivalent.

5.2 Duration

The Certificate is a 6-9 months programme with 16 credits. At a later stage, we will offer a Diploma Programme of 12-months duration with 32 credits. Those who cannot complete the entire programme (assignments, projects, term-end examination [TEE]) even within two years, shall be given another chance to continue in the next cohort/admission cycle to complete the certificate programme.

5.3 Medium of Instruction

We offer the CCD in both English and Malayalam. The print materials as well as the audio and video programmes are in both English and

Malayalam. You can therefore choose either of these languages to write your assignments, project proposals and term-end examination.

5.4 Programme Fee

You will have to pay Rs. 1000/- for this six-moth certificate programme for the pilot session. The students shall pay the fees directly to SRCK. When necessary, there will be arrangements for remitting fees through sponsored agencies including the designated learning centres of SRCK.

6. Programme Components

The program components are discussed below.

6.1 Printed Materials

Properly planned self-instructional print material is the core of this certificate. As a learner of the certificate programme, the printed material you receive is in the form of 6 printed booklets, each module is broken into 3 to 4 units. The units of each module present the content for the course and are arranged in a logical sequence. The printed materials will comprise:

- printed course modules
- printed project guides/handbooks
- student programme guide (including model question paper guidelines)
- printed assignments

Each Unit has a structure that indicates the Unit components. So you get an overview of what each unit has to offer. The 'Introduction' tells you what to expect in the unit and its objectives. This gives you an idea of what you should aim to achieve while studying the unit. There are some activities for you to work through as you go through the unit. Answers or hints to these exercises are given at the end of each unit. The 'summary' section towards the end summarizes the content of the unit, while the glossary given at the end of each Module provided a list of difficult words or terms and their meaning.

6.2 Audio and Video Programmes

The following existing video programmes of SRCK shall be used in this certificate programme.

- Adolescent Education (CD001)
- Tribal Health (CD001)

- Environment Education (CD003)
- AIDS Awareness (CD003)
- Care and Support for Older Persons (CD004)
- Tribal Life (CD004)

These video programmes in CD/DVD format shall be provided to you along with printed material by postal dispatch or by hand from the learning centres. Further, mobile technology shall be used to disseminate important information/guidelines to you through short messaging services (SMS).

Occasional teleconferencing sessions shall be presented at designated EduSat centres at DIETs/BRCs for you to interact with your tutors and programme coordinators from time to time (which shall be scheduled later).

There will be an experimental Online Discussion Forum for selected courses in lieu of compulsory contact classes (for those who have access to broadband and are willing to take part in this strategy).

6.3 Tutorial Support

Generally, the tutorial support sessions will be held at the Programme centres during weekends and holidays. The programme centre coordinators will also provide the tutorial/counseling schedule. The tutorial/counseling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

7. Programme Delivery and Learner Support

As you are aware, the CCD programme aims at building your capacity and capability on various aspects of community development. It will serve as a platform for your overall development as a CDW as you participate in community development initiatives in the years to come. The learning will be facilitated by a set of pre-determined mechanisms: counseling, tutorial support, guidance, field visit, projects, F2F sessions, self-study, etc.

7.1 Counseling

Since the programme is going to be offered through open and distance learning styles, the counseling session being organized at the beginning plays an important role. You may have apprehensions about the programme, but it will be cleared through counselling that will be arranged at designated learning centres at the district level. The tutor/counselor will be there to clarify your doubts regarding the programme. Study materials like self-learning print materials, audio-video materials, programme guides, project guides, student handbook, etc. will be distributed on the

occasion of counseling. The forthcoming F2F sessions, date of submission of assignments, method of conduct of projects/practicals, etc. are also explained at the counseling session.

7.2 Tutorial Support

Contact classes and practical (minimum hours of contact as compulsory) shall take place in week-ends/holidays at designated Learning Centres for this programme. Tutorial classes shall take place as per the number of sessions and hours noted above for each course. One tutor each will be allocated up to 30-40 students.

7.3 Study Centres

You will have access to a learning centre during the course of this programme. These may be at SRCK, District Literacy Missions, Jan Shikshan Sansthans, selected adult education centres, selected rural libraries and selected DIETs.

- Material storage room and facility at SRCK
- Meeting and class rooms at SRCK to be utilized for this programme
- Existing library of SRCK
- Some selected learning centres associated with SRCK and its DE and CE programmes have facility of class rooms, PCs

7.4 Guidance and Support

One of the important aspects in the Open Distance Learning Programme is that, you are responsible for carrying forward the learning process. The assignments, projects, practical works, field study, etc. will be there to ensure full understanding of the content. While doing this, you may have lot of doubts on various aspects. The guidance and support mechanisms provided at the designated learning centres will clarify your doubts regarding various aspects of learning.

8. Assessment and Evaluation

Assessment for this programme comprises examinations (70%), tutor-marked assignments (30%) and institutional visit and project-field study.

8.1. Term-end Examination

To be eligible to take the term-end examination, you are required to submit the Examination form. Copies of examination forms are available at study centres. The study centre conducts term-end examination twice a year. You will be permitted to appear in the examination subject to the

condition that registration for the course is valid, maximum time to pursue the programme is not elapsed and if you have also submitted the required number of assignments and institutional visit and project-filed study in this course by the due date. The Term-End Exam (TEE) conducted in designated exam centres shall comprise 70% marks

8.2. Evaluation and Grading System

8.2.1 Assessment strategy

> CCD 001: Assignment (30%); TEE: 70%
> CCD 003: Assignment (30%); TEE: 70%
> CCD 004: Assignment (30%); TEE: 70%
> CCD 005: Institutional Visit and Project Work 70% Viva 30%

8.2.2 Self-assessment

Opportunities for self-assessment will be given in each Unit with the help of self-assessment questions/activities. Also, at the end of each Module/ unit, there shall be 'Module-end Activities' and 'Reflective Questions' for you to work out and learn through these tasks.

These self-assessments/tasks do not carry any weightage in terms of exam grading.

8.2.3 Tutor marked assignments

The learner has to prepare three tutor marked assignments (TMAs) as part of the completion of the CCD programme. There shall be one TMA per theory course viz; Social Work and Development (CD001), Environment Education (CD003) and Civic Sense (CD004). Each TMA shall be taking twelve hours of student learning. The TMAs, as per course offer schedule, shall be deposited at designated Learning Centres by the students; which shall further be passed on to the tutor/evaluator to evaluate, write tutor comments and grade the assignments. The evaluated assignments shall be returned to the students after recording the grades awarded.

Assignments shall comprise 30% weightage in the scheme of assessment.

Institutional visit and project work, which form part of the programme, shall be evaluated by experts/tutors from the learning centres. Projects constitute a separate course and its assessment will be done separately.

9. Deadlines

Certificate in Community Development (CCD)

Deadlines

Important timelines:

Enrolment: December-January
Induction Programme: January 2017
Despatch of Materials: January 2017
Programme Period: January-June 2017
Term End Examination: June 2017

Course	Credit Hours	No. of Days	Study Time period		Days (1 Session=1.5 hrs)	F2F Counselling	Assignment Deadlines	
			From	Up to		Topics/F2F Sessions	Date of Submission	Return to Students
CD 001: Social Work and Development	120	40	January 1, 2017	February 09, 2017	2 Days + 2 hrs induction (14 hrs) 8 sessions.	1. Concept and scope of social work (social worker—skills and attitude, etc) 2. Approaches to social work 3. Social work and social welfare 4. Social worker as catalyst for the community (Videos: Tribal health issues; Adolescent education) 5. Understanding CD; Steps in sustainable community development 6. Various community development programmes (government, non-government) 7. Role of LSGI in CD 8. Non-formal and adult education initiatives/ activities/programmes in India/Kerala since Independence	February 1, 2017	February 09, 2017

Course						Content		
CD003: Environment Education	150	50	February 09, 2017	March 31, 2017	3 Days (15 hrs) 10 Sessions	1. Concept and components of eco-system; Video: Environmental education 2. Biotic and abiotic components of an eco-system 3. Food chain, food web, bio-geo chemical cycle 4. Community health—healthy life style; Video: Aids awareness 5. Eco-friendly agriculture practices (esp. organic farming) 6. Fast food and its harmful effects 7. Waste management (rain water harvesting, prevention of communicable diseases) 8. Pollution-based health issues of the community (discussion on the project)	March 20, 2017	March 31, 2017
CD004: Civic Sense	120	40	April 1, 2017	May 10, 2017	2 Days (12 hrs) 6 Sessions	1. Personal, social and ethical values essential for CDW 2. Rights, duties and responsibilities of a citizen; Video: Care and Support for Old Age Population & Tribal life 3. Orientation on examination 4. Project work	April 30, 2017	May 10, 2017
CD005: Project Work	90	30	May 11, 2017	June 9, 2017	1 Day (6 hrs) 4 Sessions	1. Institutional Visit 2. Field Study	June 9, 2017	June 30, 2017

10. List of Learning Centres

Name and address of the Learner Support Centre for CCD Programme at the district level is given below.

Sl. No.	District	Address of Learner Support Centre
1	Thiruvananthapuram	District Project Co-ordinator,District Literacy Mission, District Panchayath Office, Pattom P.O., Thiruvananthapuram, Pin: 695004, Tel: 0471-2556740, e-mail: tvpm.literacy@gmail.com
2	Kollam	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Thevally P.O., Kollam – 9, Tel: 0471-2798020
3	Pathanamthitta	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Civil Station, Collectorate, Pathanamthitta, Pin 689645, Tel: 0468-2220799, e-mail: pta.literacy@gmail.com
4	Alappuzha	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Collectorate P.O, Alappuzha, Pin 688010, Tel: 0477-2252095, e-mail: alp.literacy@gmail.com
5	Kottayam	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Vayaskarakkunnu, Kottayam, Pin 686001, Tel: 0481-2302055, e-mail: ktm.literacy@gmail.com
6	Idukki	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Painavu.P.O, Idukki, Tel: 0486-2232294, e-mail: idk.literacy@gmail.com
7	Ernakulam	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Civil Station, Kakkanadu, Kochi-30, Tel: 0484-2426596, e-mail: ekm.literacy@gmail.com

8	Thrissur	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Ayyanthol, Thrissur-3, Tel: 0487-2365024, e-mail: tsr.literacy@gmail.com
9	Palakkad	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Palakkad, Pin 978001 Tel: 0491-2505179, e-mail: pkd.literacy@gmail.com
10	Malappuram	District Project Co-ordinator, District Literacy Mission, SaaksharathaBhavan, Civil Station, Malappuram, Pin 676505, Tel: 0483-2734670, e-mail: mpm.literacy@gmail.com
11	Kozhikode	District Project Co-ordinator, District Literacy Mission, District PanchayathBhavan, Kozhikode, Pin 673020 Tel: 0495-2370053, e-mail:kkd.literacy@gmail.com
12	Wayanad	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Civil Station, Kalpatta, Wayanadu, Pin 673122, Tel: 04936-202091, e-mail: wyd.literacy@ gmail.com
13	Kannur	District Project Co-ordinator, District Literacy Mission, District PanchayathBhavan, Civil Station, Kannur, Pin 670002, Tel: 0497-2707699, e-mail:
14	Kasaragod	District Project Co-ordinator, District Literacy Mission, District Panchayath Office, Vidya Nagar, Kasaragod, Pin 671123, Tel: 04994-255507, e-mail: ksrd.literacy@gmail.com

11. Final Word

We are pleased that you have chosen to study with SRCK for the Certificate in Community Development Programme. We hope that you have found this Programme Guide useful. We wrote it to try to help you to be successful in your studies and to help you pass the examination. If you try to do at least some of the things you have learned here, you will have a much better chance of passing the exam.

If there is anything you do not understand about your work or you need more information about registering for examinations, please contact your learner support centre. The list of learner support centre is being provided at the end of the Programme Guide.

Everyone at State Resource Centre, Kerala wishes you good luck with your studies and we hope you reach your goal.

Annexures

Model Question Papers

STATE RESOURCE CENTRE, KERALA
Certificate Programme in Community Development
June 2017
CCD001: SOCIAL WORK AND DEVELOPMENT

Time: 2 hrs 30 minutes   Total Marks 70

Model Question Paper

I.   Distinguish the difference between the following terms. Answer any five questions. Each question carries equal marks.   2 x 5 = 10

   1. Social work and Social Welfare Activities
   2. Tools and Techniques in professional Social Work
   3. Total Literacy and Continuing Education
   4. Social Defence and Social Action
   5. Social Research and Social Work Research
   6. Empathy and Sympathy
   7. Social work and Professional social work

II. Write short notes on any five of the following. Each question carries equal marks.

                                                                  2 x 5 = 10

   8. Decentralized Planning
   9. Integrated Rural Development Programme
   10. Swarnajayanthi Sahari Rozgar Yojana (SJSRY)
   11. Indira Avas Yojana (IAY)
   12. Kerala Sustainable Urban Development Programme (KSUDP)
   13. Equivalency Programme
   14. Mass Programme for Functional Literacy

III. Answer any four of the following questions, in about 100 words. Each question carries equal marks.   5 x 4 = 20
   15. Summarize the six methods used in Social work.
   16. What are the techniques used by a social worker for effective development of a community
   17. How can a social worker act as a self motivator and thereby improve his personality?
   18. Write a note on the importance of Women empowerment and the existing   obstacle that prevent women.
   19. What are the objectives of Social work?
   20. The principles of social work help the social worker to move in the right direction. Explain.

IV. Write a short essay on any two of the following, not more than 350 words. Each question carries equal marks.   15 x 2 = 30
   21. Illustrate the social development programmes being implemented in Local Self Government Institutions?
   22. Explain the important rural and urban development programmes in India.
   23. What is sustainable development? Describe the steps and measures adopted for achieving sustainable development.

STATE RESOURCE CENTRE, KERALA
Certificate Programme in Community Development
June 2017
CCD001: ENVIRONMENT EDUCATION

Time: 2 hrs 30 minutes   Total Marks 70

Model Question Paper

I. Answer any four of the following questions. Each question carries equal marks.

4 x 4 = 16

1. What are the components of Biotic system? How are they classified?

2. How do Resource Maps help people involved in community development?

3. What are the abiotic components of an ecosystem?

4. Define Environmental Health. List any four environmental problems that should be discussed in our community.

5. Give a method by which one can study the health problems related to pollution in the community.

II. Answer any three of the following questions in about 150 words. Each question carries equal marks.   3 x 8 = 24

6. What is a food chain? Explain food chain with the help of an illustration? What is the importance of food chain?

7. Explain the importance of green plants in an ecosystem.

8. How does the modern food habit affect human health?

9. Explain the community health centres in a village and its functions.

10. How can you prepare a questionnaire to collect data on contagious diseases in a region?

III. Answer any two of the following questions in about 350 words. Each question carries equal marks.   2 x 15 = 30

11. Write an essay on Resource Mapping.

12. Explain how activities of human beings affect the environment.

13. What are the causes and consequences of air pollution? How can we prevent air pollution?

14. Explain the importance of water, conservation of water and the challenges faced by the community.

STATE RESOURCE CENTRE, KERALA
Certificate Programme in Community Development
June 2017
CCD004: CIVIC SENSE

Time: 2 hrs 30 minutes   Total Marks 70

Model Question Paper

I. Answer any four of the following questions. Each question carries equal marks.

                                                                                              4 x 4 = 16

1. What are the main features of the Constitution of India?

2. Suggest any four possible measures to inculcate social values among individuals.

3. Rights and laws are interrelated. Do you think so? Why?

4. What are universal values?

5. What are the fundamental rights of a citizen?

II. Answer any three of the following questions in about 150 words. Each question carries equal marks.   3 x 8 = 24

6. Family and school are considered to be the two major sources of values. Do you think so? Substantiate.

7. There are different types of values. Explain any two of them.

8. Write a note on criminal laws.

9. What are the duties and responsibilities of a Community Development Worker?

10. Distinguish between single and dual citizenship.

III. Answer any two of the following questions in 350 words. Each question carries equal marks.   2 x 15 = 30

11. Is there any relevance of value education for a community development worker? Explain.

12. Identify a leader of your choice. Explain why did you select him/her? Explain the values associated with him/her with illustrations.

13. Describe the qualities of a good community development worker.

14. Write the community development issues faced by your locality. Suggest measures to solve these issues.

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