

# **INFORMATION BROCHURE**

**Advanced Certificate Courses  
(April - July 2025)**

**Organized by**



**Institute of Constitutional and Parliamentary Studies  
18-21, V.P. House, Rafi Marg, New Delhi-110001**



# Institute of Constitutional and Parliamentary Studies

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

## 1) About the Institute

Established in 1965, Institute of Constitutional and Parliamentary Studies (ICPS) is a premier research and training institute.

Headed by Hon'ble Speaker, Lok Sabha, who is ex-officio President of the Institute, ICPS is peer to similar centres of excellence existing in the Executive and the Judiciary, viz., Indian Institute of Public Administration and Indian Law Institute, respectively.

Towards furtherance of its objects, the Institute undertakes research on mandated areas, conducts capacity building courses on legislative drafting, parliamentary procedures and allied fields, publishes two research journals (refereed) and maintains a library. Institute also offers 'Advanced Certificate Courses' and 'Basic Certificate Courses'.

## 2) Advanced Certificate Courses

Currently, the Institute offers following Advanced Certificate Courses:

- Parliamentary Institutions and Procedures
- Constitutional Law
- India's Resilient Democracy

## 3) Duration of Courses

No.	Course Name	Duration
1	Advanced Certificate Course in Parliamentary Institutions and Procedures	30 hours
2	Advanced Certificate Course in Constitutional Law	30 hours
3	Advanced Certificate Course in India's Resilient Democracy	60 hours

## 4) Course Fee

No.	Course Name	Duration
1	Advanced Certificate Course in Parliamentary Institutions and Procedures	Rs. 2500/-
2	Advanced Certificate Course in Constitutional Law	Rs. 2500/-
3	Advanced Certificate Course in India's Resilient Democracy	Rs. 5000/-

## 5) Number of Seats

50 seats in each course

## 6) Eligibility Criteria

Candidates having scored a minimum of 50% marks in their 12th standard or intermediate examination may apply for the Courses.



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Those registered and pursuing academic programmes in regular mode in other educational institutions may also enroll for and pursue the courses.

## 7) How to Apply

Candidates may apply by filling out the Google Form available at the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSe1J1mR8YdgiQjxSAyWwGirfR8WRyKHa-2FQ5j31zc027a\\_eg/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSe1J1mR8YdgiQjxSAyWwGirfR8WRyKHa-2FQ5j31zc027a_eg/viewform?usp=header)

## 8) Pursuing Multiple Courses Simultaneously

Subject to the availability of seats, candidates may register for and pursue multiple courses simultaneously.

## 9) Procedure for Admission

First Stage	Receipt of applications and registration thereof in <u>chronological order of date of receipt</u> (till the last date of receipt of applications) and preparation of a list on the basis thereof.
Second Stage	Scrutiny of applications to ascertain eligibility of the candidates and preparation of a comprehensive list of eligible candidates.
Third Stage	Offering admission to the candidates as per the number of seats notified/ available.
Fourth Stage	Offering admission to the candidates against unfilled seats, if any.

**NOTE:** Admissions to the Course are offered on 'FIRST COME FIRST SERVE' basis as the Courses aim to enrich the knowledge base.

## 10) Course Schedule

On-line classes for the courses will be conducted on Saturdays as per following schedule:

No.	Course Name	Schedule of Classes
1	Advanced Certificate Course in Parliamentary Institutions and Procedures (ACC-PIP)	10:30 am to 12:30 pm
2	Advanced Certificate Course in Constitutional Law (ACC-CL)	1:00 pm to 3:00 pm
3	Advanced Certificate Course in India's Resilient Democracy (ACC-IRD)	11:00 am to 1:00 pm
		2:00 pm to 4:00 pm

## 11) Resource Persons

Besides the Course Coordinator, the course curriculum will be delivered by the Resource Persons from outside of the Institute (academicians and professionals possessing expertise in the domain area).

Resource Persons of following categories are usually invited to deliver lectures:



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- Senior faculty members usually not below the rank of Associate Professor from Universities, Institutes of National Importance, premier research/ training institutes like IIPA, ILL, ISTM, etc., and other renowned institutions of higher education and learning in India
- Officers (in-service/ superannuated) usually not below the rank of Director from Lok Sabha/ Rajya Sabha Secretariats
- Officers (in-service/ superannuated) usually not below the rank of Director from Union Ministries of Law & Justice, Parliamentary Affairs, etc.
- Officers (in-service/ superannuated) usually not below the rank of Director from Election Commission of India, Comptroller-General of India, etc.
- Eminent and outstanding professionals/ experts of repute in the domain area.

## 12) Study Material

Institute will provide brief/ indicative study material. The Resource Persons will also be requested to indicate the sources of study relating to the respective theme delivered by them. Further, any study material provided by the Resource Persons will be circulated/ forwarded to the candidates.

## 13) Course Requirements and Certification

Certificates will be issued to the students who will be attending *at least* 60 percent of the lectures arranged.

Candidates, who fail to attend 60 percent of the lectures during the batch they are registered, will be offered only one more opportunity to fulfill the requirement during the immediately succeeding batch. No further opportunity will be allowed thereafter.

### ***Show-round of Parliament House Premises***

Those students who will be attending *at least* 90 percent of the lectures arranged for their respective courses will be facilitated a show-round of 'Parliament House' premises, subject to fulfillment of criteria/ conditions for the purpose.

## 14) Library Facility

Institute's library has a collection of some of the good sources on the themes included in the course curriculum, which the candidates may refer as per extant library rules.

## 15) Disclaimer

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



## **ADVANCED CERTIFICATE COURSE IN PARLIAMENTARY INSTITUTIONS AND PROCEDURES (ACC-PIP)**

### ***Objective***

The Course offers an opportunity to the students to get acquainted with the parliamentary processes and procedures so that they might become enlightened citizens, contribute fruitfully and engage effectively in the process of nation-building and development of the country.

### ***Specific Learning Outcomes***

The Course will enable the participants to:

- Identify the role and position of Parliament in Indian polity
- Understand how Parliament evolved in India
- Comprehend the composition, powers and functions of two Houses of Parliament
- Acquaint with the concepts and terminology in parliamentary usage
- Have an insight about how the sessions of Parliament are convened and conducted
- Know about the tools available to Members of Parliament to control the executive and to raise their grievances
- Understand how laws are enacted and financial business is transacted in Parliament
- Know the role and functions of presiding officers of the two Houses of Parliament
- Comprehend the composition and working of Parliamentary Committees
- Have an insight into the privileges, amenities and facilities of Members of Parliament
- Get acquainted with the concept of subordinate legislation
- Acquaint with the MPLAD scheme and issues involved therein
- Functions and powers of the Secretaries-General and working of the secretariats of the two Houses
- Know about the systems of elections in India

### ***Course Contents***

1. Parliament of India 4 Hours
  - Democracy and the Institutions Thereof
  - Evolutionary Character of Indian Parliament
  - Structure and Composition
  - Duration or Tenure
  - Qualifications and Disqualifications for Members
  - Functions and Role
  - Special Powers of the two Houses
  
2. Some Key Concepts in Parliamentary Usage 3 Hours
  - *Rules* - Rules of Procedure and Conduct of Business in Lok Sabha and Rajya Sabha
  - *Precincts* - Chambers, Lobby, Bar, Gallery, Table, etc.
  - *Sessions* - Summoning, Adjournment, Prorogation, Dissolution, etc
  - *Sittings* - Duly constituted sittings, Oath, President's Address, Joint sittings
  - *Functionaries* - Presiding Officers, Leader of House/ Opposition, Whip, etc.



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- Point of Order
  - Private Members, Private Members' Business
  - Notices, Resolutions, Division and Motions
  - Bills and Acts
3. Process of Summoning of Sessions 1 Hour
- Role of Cabinet Committee on Parliamentary Affairs
  - Role and Functions of Ministry of Parliamentary Affairs
  - Role of the President
  - Notification
4. Conduct of Sessions 3 Hours
- Conduct and Schedule of Sittings
  - Presiding Officers: Role and Functions
  - Structure of Sittings
  - Business Advisory Committee
5. Tools Available to Members of Parliament 3 Hours
- Motion of Thanks on Address by the President
  - Parliamentary Questions (Question Hour)
  - Half-an-Hour Discussion
  - Zero Hour
  - Calling-Attention
  - Adjournment Motion
  - Motion of Confidence and No-Confidence
  - Censure Motion
  - General Discussion on Budget
  - Approval of Demands for Grants and Cut Motions
6. Parliamentary Committees 3 Hours
- Rationality and Significance
  - Provisions under Constitution of India
  - Types of Parliamentary Committees
    - Standing and Ad-hoc Committees
    - Joint and Single House Committees
    - Financial Committees
    - Department Related Standing Committees
    - Other Committees
  - Scope and Role
7. Legislative Powers of Parliament 3 Hours
- Process of Legislation
  - Financial Business in Parliament
  - Finance and Money Bills
  - Constitution Amending Powers of Parliament
  - Private Members' Business



8. Parliamentary Privileges and Amenities & Facilities to Members of Parliament 3 Hours
  - Parliamentary Privileges
    - Concept and Rationality
    - Provisions under Constitution of India and Rules of Procedures
    - Breach of Privileges and Contempt of Houses
  - Committee on Parliamentary Privileges
  - Amenities and Facilities to Members of Parliament
  - Codification: Issues and Challenges
9. Subordinate Legislation 2 Hours
  - Concept and Rationality
  - Subordinate Legislation and Rules of Procedure
  - Committee on Subordinate Legislation
  - Criticism of Subordinate Legislation
10. Member of Parliament Local Area Development (MPLAD) Scheme 1 Hour
  - Origin and Rationality
  - Features and Procedure
  - Issues and Challenges
11. Offices of Secretaries-General and Secretariats of Indian Parliament 2 Hours
  - Appointment, Tenure and Privileges
  - Powers and Functions
  - Evolution of the Secretariats
  - Secretariats of Parliament and the Constitutional Position
  - Structure of the Secretariats
12. Electoral System in India 2 Hours
  - Democracy and the Elections
  - Election Commission of India
  - Peoples Representation Act
  - Systems of Election in India
    - First Past the Post System
    - Proportional Representation System
  - Free and Fair Elections in India

## ADVANCED CERTIFICATE COURSE IN CONSTITUTIONAL LAW(ACC-CL)

### ***Objective***

The Course offers an opportunity to the students to get acquainted with the main provisions of the Constitution of India so that they might become enlightened citizens, contribute fruitfully and engage effectively in the process of nation-building and development of the country.

### ***Specific Learning Outcomes***

The Course will enable the participants to:



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- Appreciate the evolutionary character of the Constitution of India, know how the Constituent Assembly of India was constituted and how the Constitution of India was drafted
- Understand the Preamble and the Features of the Constitution of India
- Comprehend Rule of Law in the context of Constitution of India
- Know the constitutional and legal provisions for citizenship in India
- Identify the fundamental rights conferred upon the citizens of India and the fundamental duties assigned to them
- Comprehend the constitutional directives to the Indian State
- Comprehend the structure, functions assigned/ performed and procedures adopted by (i) Union legislature, (ii) Union executive, and (iii) judiciary in India
- Know the alternative means of adjudication/ dispute resolution available under the Constitution of India
- Understand the provisions governing the Union-State relations in India and the institutional mechanism provided/ created for the purpose
- Know various provision governing trade, commerce and inter-state trading within the territory of India including the Goods and Services Tax
- Know the constitutional provisions relating to the working of local bodies in India

## ***Course Contents***

1. Constitution of India 4 Hours
  - Democratic Form of Government and the Constitution
  - Evolutionary Character of Indian Constitution
  - Making of the Indian Constitution
    - Formation and Composition of Constituent Assembly
    - Constituent Assembly at Work
    - Constitution Adopted and Implemented
  - Preamble
  - Features
2. Rule of Law and the Constitution of India 2 Hours
  - Concept of Rule of Law
  - Democracy and Rule of Law
  - Rule of Law in India
  - Rule of Law, Constitution and the Judiciary
3. Citizens: Citizenship and Obligations 2 Hours
  - Citizenship
    - Concept
    - Constitutional Provisions
    - The Citizenship Act, 1955 in India: Salient Features
  - Fundamental Duties
    - Concept and Significance
    - Fundamental Duties under Indian Constitution
    - Justice J.S. Verma Committee on Teaching of Fundamental Duties (1998)
    - Making Fundamental Duties Compulsory: The Debate





4. Citizens: Entitlements 3 Hours
- Fundamental Rights
    - Background, Source and Significance
    - Fundamental Rights and Human Rights
    - Fundamental Rights under Constitution of India
    - Expanding Scope of Fundamental Rights
    - Amendability of Fundamental Rights
5. Directive Principles of State Policy 2 Hours
- Genesis, Source and Significance
  - Classification of Directive Principles
    - Socialist and Economic Principles
    - Gandhian Principles
    - International Principles
  - Fundamental Rights vis-à-vis Directive Principles of State Policy
6. Union Executive 3 Hours
- President of India – Powers, Functions
    - Qualifications, Tenure, Salaries and Allowances, and Benefits
    - Election of the President
    - Powers of the President - Legislative, Executive, Judicial, & Emergency
    - Position of the President
  - Prime Minister and the Council of Ministers
    - Constitutional Provisions and Precedents
    - Powers and Functions of Prime Minister
    - Position of Prime Minister
  - Council of Ministers
7. Union Legislature 3 Hours
- Structure and Composition
  - Qualifications of Members of Parliament
  - Sessions and Sittings
  - Presiding Officers
  - Functions and Role
  - Parliamentary Committees
  - Comptroller and Auditor General of India
8. Judicial System in India 3 Hours
- Judiciary under Indian Constitution
  - Supreme Court
    - Constitutional Provisions and Composition
    - Jurisdiction and Functions
  - High Courts
    - Constitutional Provisions and Composition
    - Jurisdiction and Functions of High Courts
  - District and Lower Courts
  - Contempt of Courts



9. Alternative Means of Adjudication/ Dispute Resolution 2 Hours
- Means of Alternative Dispute Resolution
  - LokAdalats
  - Tribunals
  - Regulatory Commissions
  - Ombudsman
  - Consumer Courts
10. Union-State Relations in India 3 Hours
- Distribution of Powers between Union and States
  - Finance Commission
  - Inter-State Councils
  - Cooperative Federalism and NITI Ayog
  - Office of the Governor
    - Constitutional Provisions
    - Functions and Role of Governor
11. Trade, Commerce and Inter-State Trading within the Territory of India 2 Hours
- Division of Economic Powers under the Indian Constitution
  - Need to Promote Inter-State and Commerce
  - Hindrances to Inter-State Trade and Commerce and Remedial Measures
  - Goods and Services Tax
12. Local Bodies 1 Hour
- Panchayati Raj Institutions
    - Structure & Composition
    - Powers and Functions
  - Urban Local Bodies
    - Structure & Composition
    - Powers and Functions

## **ADVANCED CERTIFICATE COURSE IN INDIA'S RESILIENT DEMOCRACY (ACC-IRD)**

### ***Objective***

The Course offers an opportunity to the participants to get acquainted with various aspects of India's pulsating democracy. It touches the gamut of polity, economy and society. Covering the contemporary issues facing Indian democracy, the Course aims to benefit participants from various sections including those preparing for competitive examinations (Civil Service). The course curriculum will be delivered in 60 hours – 4 hours every week (Saturday).

### ***Learning Outcomes***

The Course will enable the participants to:

- Understand how democracy has evolved in India
- Get acquainted with the robust and resilient character of democracy in India



- Understand how the institutions of democracy have evolved, adapted with the changing circumstances over the years.
- Comprehend the role played by these institutions towards deepening of democracy in the country.
- How Indian democracy has addressed the challenges evolved over the years.

## **Course Contents**

1. Democracy and Republicanism: Democracy in ancient India, Growth of Representative Government During British Rule
2. Constitution of India: Constituent Assembly, Preamble, Main Features, Amending Procedure, Basic Structure
3. Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
4. Parliament in Indian Polity: Structure and Composition, Functions and Role, Special Powers of two Houses, Representation of Women
5. Budget Making: Economic Survey, Budget in Parliament, Financial Committees, DRSCs
6. Union Executive: President and his Role, Prime Minister and his Powers, Council of Ministers
7. Some Constitutional Entities: C&AG, Election Commission, Finance Commission, UPSC
8. Judicial System in India: Supreme Court, High Courts, Role of Judiciary as adjudicator of Fundamental rights and Constitutional Rights, Public Interest Litigations (PIL), Pendency of Cases
9. Mechanism for Redressal of Citizens' Grievances: Alternative Dispute Resolution, Lok Adalats, Tribunals, Consumer Courts, Lokpal and Lokayukta
10. Union-State Relations: Constitutional Provisions, Finance Commission, Fiscal Federalism, GST
11. The Media and the Press: Print Media, Press Freedoms and Parliamentary Privileges, Electronic Media (Radio and TV), Social Media, the IT Act
12. Grassroots Democracy: Panchayati Raj Institutions and Urban Local Bodies
13. India and the Multilateral Bodies: The United Nations, G-20, Global South, ASEAN, BRICS, SCO, BIMSTEC, India's 'Neighbourhood First Policy' including connectivity projects such as Chabahar Project and Trilateral Highways
14. Major Challenges Facing Indian Democracy

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