

8th Foundation Course for MES Officers

2025-26

Field Immersion and ULB Visit Briefing



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8th FC-MES -2025-26

Objectives of FI&ULB Visit

- ▶ Exposes officer trainees to the grassroots realities of India through structured study
- ▶ Opportunity to engage extensively with the citizens, gaining insights into their concerns and priorities



Objectives

- ▶ To understand the dynamics of socio-economic and political situation that exists in a village.
- ▶ To describe the problems and difficulties experienced by the rural people, especially BPL families and landless labourers
- ▶ To describe the level of participation of women in socio-economic and political activities.
- ▶ To analyse changes that occurred in the village in terms of quality of life and impact of development & welfare programs.

Participatory Rural Appraisal (PRA) Tools

S.No.	Dimension	PRA Tool	Output
1	Geospatial (Map/Model)	Transect Walk	Resource Map Social Map
2	Time	Timeline	Trends
		Seasonality	Seasonal Variations
3	Relational	Paired ranking	Priority
		Wealth ranking	Relative Poverty
		Venn diagram	Identity with institutions

Geospatial: Transect Walk

What	A random walk in the village surroundings
Why	To understand status of resources, institutions
When	Early Morning
Where	Village surroundings including habitation
By whom	Villagers and facilitators
How	Inform in advance, gather at one place, go in path generally used by villagers, observe, seek & note information on status of resources, people, institutions,
Keep in mind	Ask open questions, don't hurry up, one at a time, let questions flow one to the other, distribute roles

Transect Walk



Geospatial: Resource Map

What	Mapping data collected in transect walk outside habitation
Why	To display resources and their status
When	Preferably evenings
Where	Village common point or School
By whom	Villagers and facilitators
How	Inform in advance, gather, facilitator explains the purpose, lead if required, hand over,
Keep in mind	Ensure those who came for transect walk are present, lead to overcome initial hesitation, Cross check with noting from transect walk, if required

Resource Map



Geospatial: Social Map

What	Mapping data collected within the habitation
Why	To understand status of human resources
When	Preferably in the evening
Where	Common place, school, EWS Colony
By whom	Villagers and facilitators
How	Explain, lead if required, map houses, DW facility, institutions, etc; identify households with welfare/development needs
Keep in mind	Ensure those who came for transect walk are present, lead to overcome initial hesitation, Cross check with noting from transect walk, discuss reasons for status

Social Map



Time: Trend Analysis/Timeline

What	Tool to capture significant events in the village
Why	To find out development trend in the village
When	Preferably in the evening
Where	Common place, racha banda
By whom	Villagers and facilitators
How	Explain, involve as many elders as possible, ask open questions, don't rush, allow for random recollection, let discussion happen
Keep in mind	Give enough time to respond, and confirm, don't insist on exact day/year, at the end ask if devt speed is ok?

Time line : Seasonality

What	Tool to capture seasonal changes
Why	To find out time for interventions
When	Any time,
Where	preferably in field
By whom	Villagers and facilitators
How	Explain, ask open questions, don't rush, allow for Indian calendar months, Ensure comparison over months as large/small, long/short etc
Keep in mind	Choose an activity for seasonality- employment, health issues, crops, etc

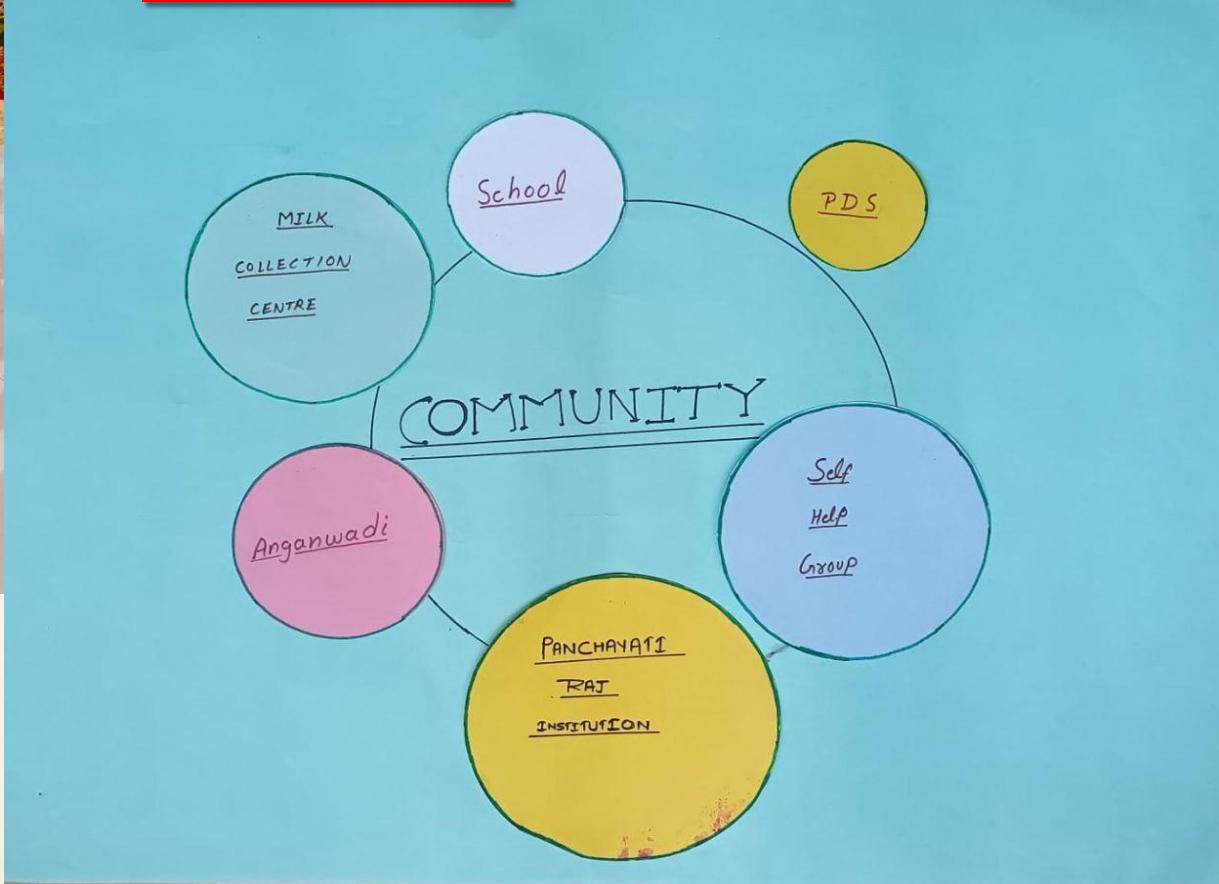
Relational: Wealth ranking

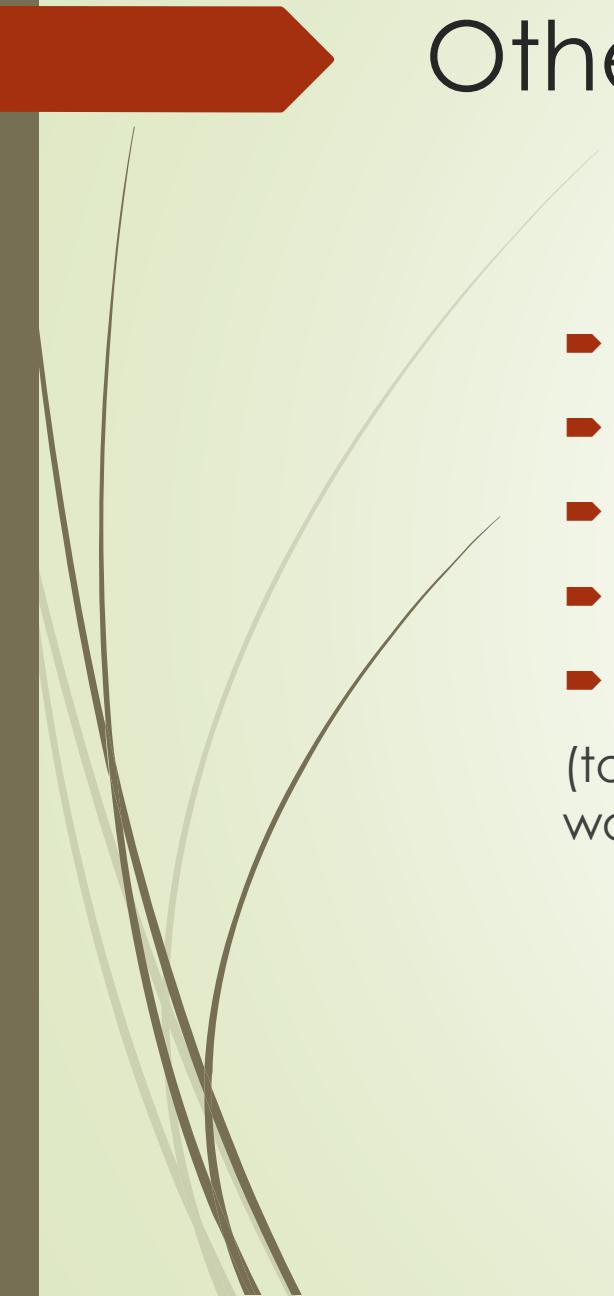
What	Tool to capture relative well being
Why	To assess families requiring Govt assistance
When	Any time,
Where	Any common place
By whom	Villagers and facilitators
How	Explain, use social map to identify families, use SEEDS to identify HHs, explain criteria if required
Keep in mind	Take one aspect-poverty, old age persons, widows, PWD; Note discussion on relative ranking of HHs and seek information on how schemes are reaching

Relational: Venn Diagram

What	Tool to capture relative service levels of institutions
Why	To assess functioning of institutions
When	Any time,
Where	Any common place, institution
By whom	Villagers and facilitators
How	Explain, use chart circles, explain what size means and closeness/distance means, ask for list of institutions, ask them to symbolically depict institution on circle, put people circle in the center,
Keep in mind	observe, note reasons being discussed for closeness/distance of an institution, ask for

VENN DIAGRAM / CHAPPATI MAKING ACTIVITIES





Other Participatory tools/Approaches

- ▶ Key informant interviews
- ▶ Focus group Discussion
- ▶ Community Consultations
- ▶ Reflective Practices
- ▶ Appreciative Inquiry

(to build on the strength of community, to expand the successes of particular work, to engage the community for the positive future)

DAY WISE SCHEDULE DAY -1 & 2

** DAY WISE DETAILED ACTIVITY CHART

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S.No	Activities	Description	Stakeholders	Place of Activity	Deliverables expected	
Day-1- Arrival District Head Quarter & Village						
	Early Morning Departure	Reaching to District Head Quarter and proceed to Villages				
1	Team Introduction	Interaction with District Magistrate (DM)/Other Officials	DM Office/Other line department	DM Office	DM Briefing about the District	
Stay and Night Halt in the Village						
Day-2- Exploration and Assessment – Village Visit						
2	Walk-Through/trans act walk	Walk Through Exercise by involving villagers representing all social categories. Further, the Officer Trainees will visit the local institutions such as school, Anganwadi, PHC, Panchayat Office and other institutions in the village to understand the institutional activities	Local people and key informants and line department officials of the village	Entire village and village level institutions	Interaction with local people to understand the culture, geography, socio-economic conditions and livelihood., water conservation / harvesting practices, Demographic characteristics of the village, Interaction with Health, Education and Sanitation related officials during transact walk	
3	Participatory Mapping	Meet with the villagers to take up this exercise. Provide the required materials such as coloured powder, chalk or locally available materials for drawing maps and facilitate villagers in drawing the socio-economic and resource maps. After making social map discuss and analyse each point thoroughly and document correctly.	Community and ICDS worker, ASHA, Mid-day meal cook, PRI members, etc.	Common Place in the Village or the respective Institution in groups where all the key stakeholders could assemble.	Based on Map socio-economic profile narrative of the village	

DAY WISE SCHEDULE

DAY -3

** DAY WISE DETAILED ACTIVITY CHART

Day-3 – Stakeholders engagement & Planning					
4	KIIS & Community Consultation	Key informant open ended interview/Meeting of Key stakeholders: Local leaders, entrepreneurs, SHG, FPO, Artisans, VLW, Patwari, ASHA, ANW, Teacher, etc. regarding concerns and opportunities of the village (May be 3-4 meetings/discussions/brain storming)	Local people and key resource persons within the village	Respective institutions and common places	Identifications of problems, challenges and opportunities of the village with respect to Atmanirbhar bharat , alternative livelihood, migration, Health, Education, Agriculture, Natural Resource Management, citizen centric services - JAM (Jandhan- Aadhaar- Mobile) -Financial inclusion, Mobile penetration, Use of UPI, e-services – KIOS.
5	Venn/ Chapati Diagram	Organisations/institutions/groups are working in or with the community? Institutions/groups do the villagers regard as most important, and why? Which organisations work together? Size of Circle represents important of organisation/institutions/ Groups etc. (Health centre, School, ICDS, PRI, Bank, SHGs, FPOs, etc.) and overlapping of circles – relates extent of relationship with the community)	Important institutions/groups/organisations	Common Place in the village	Narrative description of important grassroots level organizations/institutions and their roles/functions and how the community perceives their role in their lives and standard of leaving
6	Focus Group Discussion (FGD)	2-3 FGDs on Skills and entrepreneurship, livelihoods/Agriculture/Natural resource management.	Village Youth, PRI Member, representative SHGs, FPOs and other stakeholders- farmers/key resource persons (max- 10-15 participants per FGD)	Respective institutions/common place	Narrative description of two-three sectors- in-depth issues/challenges and suggestions to improve upon

DAY WISE SCHEDULE

DAY -4

** DAY WISE DETAILED ACTIVITY CHART

Day-4 – Strategy Development & Action Plan					
7	Visioning Exercise- 4 D's Discovery, Dream, Design and Deliver	Summarise different participatory exercises done in previous days and use Appreciative inquiry approach. 05 year vision plan for that village that covers the previous days informed by the understanding, discussions and analysis that have already been done through the participatory exercises. The community is asked to imagine how they see themselves and their village in the next 5 years to prepare their vision statement.	Key community representatives, functionaries of grassroots level institutions, etc.	Common Place for the Stakeholders	Narrative descriptions of strength of the village and interventions to improve upon, best practices, climate resilient measures, wind and solar power, etc.
8	Assessment of Flagship schemes	Assessment of Flagship schemes & Saturation of Flagship scheme- Good, not good, suggestions to make it good, saturation status of the scheme- coverage and quality	Beneficiaries of the Schemes	Households	Narrative description on schemes in operational and performances of the schemes-sector wise and suggestions to improve
9	Village Action Plan	Village Development plan- <u>Atmanirbhar Bharat</u> , Skill Development and entrepreneurship, Citizen Centric services	Key community representatives, functionaries of grassroots level institutions, etc.	As per requirements	Observation and discussion based narrative action plan on key areas..

DAY WISE SCHEDULE

DAY -5 & 6

** DAY WISE DETAILED ACTIVITY CHART

Day-5- Departure to Major Village - Exploration and Assessment					
10	Walk-Through	Walk Through Exercise by involving villagers representing all social categories. Further, the Officer Trainees will visit the local institutions such as school, Anganwadi, PHC, Panchayat Office and other institutions in the village to understand the institutional activities	Local people and key informants and line department officials of the village	Entire village and village level institutions	Interaction with local people to understand the culture, geography, socio-economic conditions and livelihood, water conservation / harvesting practices, Demographic characteristics of the village., Interaction with Health, Education and Sanitation related officials during walk through
Stay and Night Halt at the ULBs					
Day-6- ULB Exposure					
11	Team Introduction	Interaction with MC office/Other Officials	MC Office/Other line department	Municipality Office	MC Briefing about the about ULBs
12	FGD/KIIs/Brainstorming	Overall City Development	MC & ULB-functionaries/Officials	Municipality Office	Basic facilities & infrastructure SBA- Waste management- ODF+ & Water+, Citizen centric –services – Municipality, Waste Management, Process of Citizen Grievances readdressed- narrative description
13	FGD/KIIs with health	Interaction and discussions with Doctors/Hospital Staff and Citizens regarding health and sanitation issues	Hospital functionaries including Chief District Medical Officer, Doctors, Nurses and citizens	Hospital	Narrative report on urban medical facilities and health conditions, sanitation, etc.
14	KIIs and Meetings/Discussions (School)	Visit to Municipality school and meetings with	Principal, teachers and students	Municipality school	Narrative description on overall education status of the urban area, school infra, facilities, student admission, vocational studies, quality of education, etc.

DAY WISE SCHEDULE

DAY -7

** DAY WISE DETAILED ACTIVITY CHART

Day-7 - Slum and Waste Management at ULB

15	Slum area Visit-community consultation FGD/Meetings	Visiting Wards having slums and Interaction with ward level functionaries and citizens- citizen centric services, slum development schemes, poverty and livelihood, etc.	Slum dwellers, ward level officials and functionaries	Slum area	Narrative description of slum area, basic facilities, Citizen services, institutions, livelihood, poverty, SBM and waste management
16	Visiting Solid /Liquid Waste Management Plants/Dumping Site in the City	Observations and discussions with sanitation workers, local citizens at the waste management/dumping sites. Community consultation on Eco-environmental related issues.	Sanitation workers and community	Dumping site/ Waste management Plant and other Waste disposal system	Narrative write up on SBM and Waste management in the city Suggestions for green city-sustainable plan, etc.

Day-8 - Departure to District Head Quarter and De- Briefing

17	De- Briefing	De-Briefing with DM/MC and Other Officials. Submission of reports to collector	DM Office/MC Office and Other line department	DM Office	De-Briefing about the District/ ULBs. To request the DM to act on various issues observed during the FI & ULB Visits
Arrival at Dr MCRHRDIT, Hyderabad					



Reflective Journal/Learning Journal

- ▶ Reflective Journal will help for the documentation of ideas, observations, and visions
- ▶ Organising your thinking through exploring and mapping complex issues
- ▶ Reflect upon and make sense of experiences and processes behind the activities
- ▶ Develop a conversation with others

General Instructions

- ▶ Wear formal dress
- ▶ Interactions to be learning oriented
- ▶ No fault finding or audit
- ▶ Carry amount for living expenses
- ▶ Maintain discipline and decorum
- ▶ Consumption of -----



Suggested items to be carried

- ▶ Note book/pen
- ▶ Lock & key
- ▶ Torch/mobile with charger
- ▶ Small side bag
- ▶ Medicines
- ▶ Cap/rain coat/umbrella
- ▶ Comfortable footwear
- ▶ One or two pairs of formal dress



Thank
You

