



**TRAINING FOR ALL
INTENSIVE TRAINING PROGRAM
TRIBAL CULTURAL RESEARCH AND TRAINING INSTITUTE
TRIBAL WELFARE DEPARTMENT
GOVERNMENT OF TELANGANA**

TRAINER MATERIAL

**TRAINING COURSE ON
SCHEDULED TRIBES SPECIAL DEVELOPMENT FUND (STSDF)**

COMPILED BY

**TRIBAL CULTURAL RESEARCH AND TRAINING INSTITUTE
TRIBAL WELFARE DEPARTMENT
GOVERNMENT OF TELANGANA
MASABTANK, HYDERABAD**

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STSDF Training Material

Introduction

The Scheduled Castes and Scheduled Tribes Special Development Fund (Planning, Allocation and utilization of financial resources) Act 2017 was enacted to mandate the allocation of proportion of funds of State budget in tune with the population percentage of Scheduled Tribes in the State. The Act facilitates to bridge the gaps in Human development indicators and infrastructural gaps of tribal areas in the State. In this context the officers are proposed to be trained on basic provisions of the Act for planning and monitoring of the implementation of STSDF in the State.

The line departments for which the allocations are being made under STSDF are to be made aware of the importance of the Act and the mechanisms for the effective implementation of the Act in order to bridge the gap in development indicators between the Scheduled Tribes and General population.

There are concerns of equitability within the scheduled Tribe communities. The scheduled tribes living in scheduled areas and the plain areas are to be equally taken care of and the tribal communities inhabiting in remote and interior areas are to be concentrated besides the larger smaller communities like those of particularly vulnerable tribal groups. The needs and priorities of each of these communities is to be identified and incorporated in the planning process.

Further the rational allocations for those departments and schemes potential to bridge the gaps from time to time are to be identified and allocated the funds. The modes of convergence for effective implementation of STSDF for effective utilization of available financial resources is necessary.

The institutional mechanisms like Nodal agency, District Monitoring Committees and State council and the roles and responsibilities makes it contextual for effective implementation of STSDF.

This training course will provide an insight to the officers of the line departments implementing schemes under STSDF on provisions of the Act for effective planning and monitoring.

We hope that the trainer's module will help the trainers in their endeavors to bring out the best among the stakeholder participants.

Target Group

- 338 participants will be given training in single batch for two days each.
- The representatives of the line departments (30) of Commissionerates (Addl. Director/Joint Director cadre), Secretariat departments (Joint Secretary/Deputy Secretary cadre) and districts, the Project Officers and Asst. Project Officers of (4) ITDAs. In total 338 participants will given training on STSDF.

About the Training Module

This module mainly focuses on two objectives.

- i. Skill objectives and
 - ii. Cognitive objectives.
- i. Skill objectives include
 - To develop the skill of planning
 - To develop the skill of Monitoring
 - To develop the skill of calculating the under utilization
 - To develop the skill of proposing timely re-appropriations
 - To develop the skill of convening and participating in the District monitoring committees.
 - ii. Cognitive objectives include
 - To acquire skill on gap analysis.
 - To identify the skill of third party verification and social audit.
 - To classify the schemes as individual, group, household, community works etc.,
 - To understand the schemes of social sector, economic sector and general services sector

Aim

The aim of the training course is to enhance the understanding of the provisions of the Act and the statutory mechanisms overseeing and monitoring the implementation to ensure the expected outcomes envisaged as per the SDF Act.

Training Objectives

At the end of the training trainee-participants will be able to:

1. Explain the salient features of Scheduled Castes & Scheduled Tribe Special Development Fund (STSDf) (Planning, allocation and utilization of financial resources) Act, 2017.
2. Provide expertise knowledge on effective implementation of the Act in order to bridge the gap in developmental indicators between Scheduled Tribes and general population.
3. Describe the nature of allocations and expenditure that can be met under STSDf.
4. Elucidate the convergence activities for optimal utilization of financial resources.
5. Explain the Institutional mechanisms for assisting and monitoring during the implementation of STSDf
6. Explain the procedure of compensation in the succeeding year when the proportion of expenditure incurred is less than that of State Pragatipaddu.
7. Edify the transparency and accountability measures under the Act

Ground Rules

- Arrive on time
- Turn your cell phone off
- Listen actively and attentively
- Ask for clarification if you are confused
- Do not interrupt one another.
- Do not offer opinions without supporting evidence.
- Participate in all the activities.
- Take responsibility for the quality of the discussion.
- Work together towards greater understanding
- Respect the purpose you serve.
- Do not leave class early without Okaying it with the instructions in advance.

Assessment

Continuous assessment shall be done by providing Group Exercise and Questionnaire during the training. Assessment shall be done by random elicitation by the end of the day with appropriate remarks, if any.

This Manual Includes:

1. Course guide on Intensive Training Program
2. Schedule for the Training to Nodal Officers on STSDF.
3. A detailed guide to be discussed in each and every session.

Below material has been provided to organize training effectively.

1. Literature Review:

The summarized literature review of the studies made on implementation of Tribal Sub plan across the country. Trainers can use them accordingly.

2. SDF Act, Rules, Guidelines and Government Orders:

Primary SDF Act and Rules will be available at Concerned Course Director / Course Coordinator of the training center.

- 3. Activities:** Some activities are designed for practice and thorough understanding of the subject of SDF to improve Competencies of the participants.

Learning Event

Sl. No.	Learning unit	Contents Sequence	Method	Media	Time	Trainer	Assessment	Performance Aid
1	The Salient of Schedule Castes & Schedule Tribe Special Development Fund (STSDF)	1) State the importance of the identification of gaps in development among various sections	Lecture & interaction	PPT and Handouts	30 Min	Resource person from TCR & TI		SCSTSD F Act
	(Planning allocation and utilization of financial resources) Act, 2017.	2) State the provisions of Schedule Castes & Schedule Tribe Special Development Fund (STSDF)			30 Min			
2	Sequence of planning in STSDF	1) Expedite the Bottom up planning process at District Level	Lecture & interaction	PPT	30 Min	Resource person from TCR & TI		Rules of SCSTSD F
		2) Consolidation and prioritization of the district plans at HoDs			30 mins			

3	Nature of allocations and expenditure that can be met under STSDF	1) Enlighten the individual beneficiary schemes for ST Individuals, Households and Habitations	Lecture	PPT	15 Mins	Resource person from TCR & TI		1. List of schemes under SDF from 2013-14 to 2019-20
		2) Explain the Group oriented schemes	Group Discussion,		10 Mins			
		3) Explain the Works schemes	Lecture Group Discussion, Case study		10 Mins			
		4) Expedite the Schemes of indivisible nature			10 Mins			List of departments under indivisible components and percentages of deemed expenditure.

4	Convergence activities for optimal utilization of financial resources.	1) Identification of sectoral departments and rational allocations of funds to bridge the gaps from time to time	Lecture Group Discussion, Group activities	PPT	30 Mins	Resource person from TCR & TI & Rural Development; Health: Energy; WD& CW	<ul style="list-style-type: none"> List of Schemes under SDF from 2013-14 to 2019-20 List of departments falling under Economic sector, Social sector and General services sector
		2) Demonstration on the mode of convergence for effective implementation of STSDF			30 Mins		
5	The Institutional mechanisms for assisting and monitoring during the implementation of STSDF	1) Describe the composition role and responsibilities of District Level Scrutiny Committees	Lecture, Group Discussion, Group activities	PPT, Check list and Hand outs	20	Addl. Director, SCDD	Rules of SDF (GO)
		2) Describe composition role and responsibilities of Nodal Agency			20		

		3) Describe composition role and responsibilities of State Council			20			
6	Supporting Mechanisms involved in implementation of STSDF	1) Administrative and Technical Support Units. 2) Management information systems and Geographical information systems. 3) SDF Research Centre	Lecture method	Computer, projector for PPT Presentation	30 Mins	Director CESS and Resource Person from TRAC	Asking question and exercises	
7	The procedure of compensation in the succeeding year when the proportion of expenditure incurred is less than that of State Pragatipaddu.	1) Calculation of expenditure under STSDF 2) Calculation of compensation	Lesson, Lecture and Interactive	PPT, Check list and Handouts	30 Mins 30 Mins	Director, IT, Finance Department		Rules of SDF (GO)
8	Transparency and accountability measures under the	1) Expound The Annual Report of STSDF	Lecture, Interactive, Case and Group activity	PPT, and Handouts	15 Min	CESS ; SCST FMS-CGG;		• Copy of the Annual report made in

	Act.	2) Explicate the oral and MIS system under SCSTFM S Portal			15 Min			2013-14 • Copies of the SCSTFM MS portal
		3) Expedite the third party verification			15 Min			
		4) Briefing the incentives & disincentives			15 Min			

Time Table

Session wise guidelines in detail

DAY –I					
SESSION	TIME	LEARNING UNIT/CONTENT	METHOD	TRAINER	DURATION
1	10:00 to 11.00 am	<ul style="list-style-type: none"> Registration, Inauguration of ITP. Introduction of ITP 		Resource person from TCR&TI	40 Mins
					20 Mins
2	11:00 to 12:00 pm	<ul style="list-style-type: none"> Explanation of session plan, objectives of training. Pre-Test 		Resource person from TCR&TI	30 Mins
					30 Mins
	12.00 to 12.15pm	TEA BREAK			15 Min
3	12.15 to 01.45 PM	<ul style="list-style-type: none"> Overview on TWD Vision, mission Constitution of India and Scheduled Tribes. Demography of STs in TS & India including PVTGs 	Lecture, Group interaction	Resource person from TCR&TI	30 min
					30 Min
					30 Min
	01:45 to 2:30 pm	Lunch Break			45 Mins
4	2.30 to 3.30 pm	<ul style="list-style-type: none"> SC ST Sub-plan and SC ST special Development Fund Act Provisions of Scheduled Castes & 	Lecture, Group interaction	Resource person from TCR&TI	30 Min
					30 Min

		Scheduled Tribe Special Development Fund (STSDF)			
	3.30 to 3.45 pm	TEA BREAK			15 Min
5	3.45 to 4.45 pm	• Expedite the Bottom up planning process at District Level	• Lecture, Group interaction	• Resource person from TCR&TI	20 Mins
		• Consolidation and prioritization of the district plans at HoDs	• Lecture, Group interaction	• Resource person from TCR&TI	20 Mins
		• Explain the procedure of allocation of the STSDF by the Finance Department	• Lecture, Group interaction	• Resource person from TCR&TI	20 Mins
6	4:45 to 5.30 pm	• Enlighten the individual beneficiary schemes for ST Individuals, Households and Habitations	• Lecture,	Resource person from TCR&TI	15 Min
		• Explain the Group oriented schemes	• Group Discussion	Resource person from TCR&TI	10 Min
		• Explain the Works schemes	• Lecture, • Group Discussion • Case study	Resource person from TCR&TI	10 Min
		• Expedite the Schemes of indivisible nature	• Lecture, • Group Discussion • Case study	Resource person from TCR&TI	10 Min
DAY- II					
1	10:00 to 11.00 am	Recapitulation of Day 1 Activities		Resource person from TCR&TI	30 Mins
		Presentation on Assignment - I	Participatory method (Group and individual)	Resource person from TCR&TI	30 mins.
2	11:00am to 12:00 pm	• Identification of departments and rational allocations of funds to bridge the gaps from time to time	• Lecture, • Group Discussion • Group activities	Resource person from TCR&TI	30 Min.
		• Demonstration on the mode of convergence for effective implementation of	• Lecture, • Group Discussion • Group	Resource person from TCR&TI	30 Min

		STSDF	activities		
	12:00 to 12.15 pm	TEA BREAK			15 Mins
3	12.15 to 01:45 pm	<ul style="list-style-type: none"> Describe the composition, role and responsibilities of District Level Scrutiny Committees 	<ul style="list-style-type: none"> Lecture, Group Discussion Case studies. 	Resource person from TCR&TI	20 Min
		<ul style="list-style-type: none"> Describe composition, role and responsibilities of Nodal Agency 			20 Min
		<ul style="list-style-type: none"> Describe composition, role and responsibilities of State Council 			20 min
		<ul style="list-style-type: none"> Administrative and Technical Support Units. Management information systems and Geographical information systems 			30 Min
	1.45 PM to 2.30 PM	Lunch Break			45 Min
4	2.30 to 3:30 pm	<ul style="list-style-type: none"> Calculate the shortfall of expenditure 	Lesson, Lecture and Interactive	Resource person from TCR&TI	30 Mins
		<ul style="list-style-type: none"> Calculate the amount to be compensated 	Lesson, Lecture and Interactive	Resource person from TCR&TI	30 min
	3.30 to 3.45 pm	TEA BREAK			15 in
5	3.45 to 4.45 pm	Annual Report of STSDF	Lecture, Interactive, Case and Group activity	Resource person from TCR&TI	15 Min
		<ul style="list-style-type: none"> MIS system under SCSTFMS Portal 	Lecture, Interactive, Case and Group activity	Resource person from TCR&TI	15 Min
		<ul style="list-style-type: none"> Third party verification 		Resource person from TCR&TI	10 Min
		<ul style="list-style-type: none"> Constituting of Committee with official and non-official members 	<ul style="list-style-type: none"> Lecture, Case studies Group activity 	Resource person from TCR&TI	10 Min
		<ul style="list-style-type: none"> Incentives and disincentives 		Resource person from TCR&TI	10 min

6	4.45 PM to 5.30 PM	• End test			30 Min
		• Valediction			15 Min

Session wise guidelines to ERPs in detail :

DAY	SESSION	TIME	LEARNING UNIT / CONTENT	METHOD	GUIDELINES TOTRAINER	DURATION
I	1	10:00 to 10.30 am	Registration		Trainers will guide the participants to complete registration	30 Mins
		10:30 to 11:00 am	Inaugural session		Trainers will take active part in the Inaugural session	30 Mins
	2	11:00 am to 12:00 pm	• Explanation of session plan, objectives of training.		Trainer will guide the participants to attend pre-test in virtual mode.	40 min
			Pre test	Lecture, Group interaction	Trainer will introduce the overview of TWD	20 min
	3	12.15 to 01.45 PM	<ul style="list-style-type: none"> Overview on TWD Vision, mission Constitution of India and Scheduled Tribes. Demography of STs in TS & India including PVTGs 	Lecture, Group interaction	Trainer will explain the overview of the Tribal Welfare Department, acts, culture and its service delivery sectors.	90 Min
	4	2.30 to 3.30 pm	1. Importance of the identification of gaps in development among various sections	Lecture & Group interaction	Trainer will explain the Importance of the identification of gaps in development among various sections,	30 Min

DAY	SESSION	TIME	LEARNING UNIT / CONTENT	METHOD	GUIDELINES TOTRAINER	DURATION
			2. Provisions of Scheduled Castes & Scheduled Tribe Special Development Fund (STSDF)	Lecture & Group interaction	Trainer will explain the Importance of the identification of gaps in development among various sections	30 Min
	5	3.45 to 4.45 pm	3) Bottom up planning process at District Level	Lecture & interaction		20 Min
			4) Consolidation and prioritization of the district plans at HoDs	Lecture & interaction		20 Mins.
			5) Procedure of allocation of the STSDF by the Finance Department	Lecture & interaction		20 Min
	6	4.45 to 5.30 pm	5) Individual beneficiary schemes for ST Individuals, Households and Habitations	Lecture, Group Discussion		15 Mins
			6) Group oriented schemes			10Mins
			7) Works schemes			10 Mins
			8) Schemes of indivisible nature			10 Mins
II	1	10.00 to 10.30 am	Recapitulation of Day 1 Activities		Trainer will invite the participants to recap the previous day activities	30 Mins
		10.30 to 11.00am	Presentation on Assignment - I	Participatory method (Group and individual)	Trainer will invite the trainees to present their assignment.	30 mins.
	2	11:00 am to 12:00	1) Identification of sectoral departments and rational allocations of funds to bridge the gaps from time to time	Lecture, Group Discussion, Group activities		30 Mins

DAY	SESSION	TIME	LEARNING UNIT / CONTENT	METHOD	GUIDELINES TOTRAINER	DURATION
			2) Demonstration on the mode of convergence for effective implementation of STSDF	Lecture, Group Discussion, Group activities	Trainer will explain the mode of convergence for effective implementation of STSDF	30 Mins
		12:00 to 12.15 pm	TEA BREAK			15 Mins
	3	12.15 to 01:45 pm	4) Composition, role and responsibilities of District Level Scrutiny Committees	Lecture, Group Discussion Group activities	Trainer will explain Composition, role and responsibilities of District Level Scrutiny Committees, Nodal Agency and State Council	20 Min
5) Composition, role and responsibilities of Nodal Agency			20 Min			
6) Composition, role and responsibilities of State Council			20 Min			
4) Administrative and Technical Support Units. 5) Management information systems and Geographical information systems. 6) SDF Research Centre		Lecture method	Trainer will explain Administrative and Technical Support Units , MIS and GIS portals and SDF research centre	30 Mins		
		1.45 to 2.30 pm	Lunch Break			45 Min
	4	2.30 to 3:30 pm	3) Calculation of expenditure under STSDF	Lesson, Lecture and Interactive	Trainer will explain Calculation of expenditure and compensation under STSDF	30 Mins
			4) Calculation of compensation.			30 Min
		3.30 to 3.45 pm	TEA BREAK			15 Min
	5	3.45 to 4.45 pm	• Expound The Annual Report of STSDF	Lecture, Interactive, Case and Group activity	Trainer will explain the Annual Report of STSDF , third party	15 Min
			• Explicate the Portal and MIS system under			15 Min

DAY	SESSION	TIME	LEARNING UNIT / CONTENT	METHOD	GUIDELINES TOTRAINER	DURATION
			SCSTFMS Portal		verification, constituting of Committee , the incentives and disincentives	
			<ul style="list-style-type: none"> • Expedite the third party verification 			10 Min
			<ul style="list-style-type: none"> • Guiding in constituting of Committee with official and non-official members 			10 Min
			<ul style="list-style-type: none"> • Briefing the incentives and disincentives 			10 Min
	6	4.45 PM to 5.30 PM	<ul style="list-style-type: none"> • End test 			30 Min
			<ul style="list-style-type: none"> • Valediction 			15 Min

PRE- TEST

Name: _____

School: _____

District: _____

Mobile: _____

Mail ID: _____

- 1 Do you think, is it necessary to train the personnel on planning or it needs to be on the job and hands on experience?

- 2 What strategies do you follow in the planning process in your department and What methods do you suggest improve quality of planning with your experience?

- 3 Is the timing important in planning? What happens if we does not act in right time

- 4 How do you encourage the personnel to plan within their limits? Is participatory planning been followed in your department?

- 5 Five essential components for planning and five essential components of monitoring according to you?

- 6 What percentage of your departmental schemes fall in individual and group category?

- 7 Write down the convergence activities taken up by your department?
- 8 Does your department is supported by any other agency in designing the schemes or for any external feedback ? What mechanism does your office have to know the response of the stakeholders as a service organization?
- 9 What are the steps to be followed for transparency in your organization apart from RTI?
10. "Attending trainings help us to grow usually? Justify.

TRAINING FEEDBACK FORM

Training Title: Intensive Training Programme (ITP)

Date:

Subject:

Training venue:

Trainer (s): 01. _____

02. _____

Please rate your level of agreement with each of the following statements. Tick the right mark in appropriate box.

Sl. No.	Field Name	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I	Course					
1	Did the course content meet your expectations?					
2	How did you experience the speed or rate at which the training was presented?					
3	Can you practically apply the course material to your daily work situations?					
4	How will the course affect your ability to perform your job from now on?					
5	How would you rate the focus and structure of the course?					
II	Process of Training					
1	Training received was adequate for my position?					
2	Instructional methods used during mentoring were effective?					
3	Provided training materials were clearly and accurately written?					
4	I received a enough resources/materials?					

5	Mentoring was provided in a timely manner?					
III	Structure of Training					
1	The usefulness of the information received in training.					
2	The structure of the training session(s).					
3	The pace of the training session(s).					
4	The convenience of the training schedule.					
5	The time allotted for the training is sufficient					
6	The usefulness of the training materials.					
7	Was this training appropriate for your level of experience?					
IV	About Trainer					
1	The objectives of the training were clearly defined.					
2	Participation and interaction were encouraged					
3	How knowledgeable was the facilitator on the subject matter?					
4	Did the facilitator explain the concepts clearly and in an understandable way?					
5	How did the facilitator handle questions that were asked?					
6	How would you rate their facilitation skills overall?					
V	Food and Dining					
1	The food and dining staff was courteous.					
2	The food quality was good.					
3	Food service was timely and efficient.					
VI	Overall					
	How do you rate the training overall?					

VII. Which session do you like? Why?

VII. Which session do you like? Why?

IX. Your suggestions on the training program

Signature of the trainee

Name of the trainee:

Contact: