

## Module on Works Sub committee

### **Session I**

Time : 10.45 to 11.15 AM

Trainees: Works Sub Committee Members

Topic : Introduction of the participants

Output: Creating friendly atmosphere and reduce the inhibitions among the Trainees.

Method: Introduction of participants each other with their background and details About family members and other details. And their expertise and special achievements crop production and water management.

### **Material:**

### **Note for Resource person:**

#### **Step 1**

Trainer should facilitate in formation of two members' teams, and ask them to discuss about each other name, village, family details, their land holding pattern and special achievements in tank/water management. Time 10 mts

#### **Step 2**

Trainer should ask the participants to present the details about their team member. Time: each team 1 mt (total time 15mts)

#### **Step 3**

During the presentation the trainers shall note down the farmers expertise and special achievements on the board by indicating the name against the achievements.  
(This activity has to be performed simultaneously)

#### **Step 4**

After completion of the exercise, the resource person has to discuss about the special achievements of the farmers and appreciate them with claps.  
(Time: 5mts)

## **Session II**

Time : 11.30 to 12.00 AM

Trainees: Works Sub Committee Members

Topic : Orientation on APFMIS Act 1997.

Output: Comprehending the participants about important features and legitimates Of APFMIS act 1997

Method: Interactive lecture method

Material Flip chats on Act, prepared by WALAMTARI.

### **Note for Resource person:**

#### **Sept 1**

Resource person should pose questions like; what is mean by institution?  
What are the institutions generally found in villages?

The resource person has to write down the all the answers on the board, and clarify the individual and institutions with relevant examples, like; Sarpanch and grampanchay, patwari and revenue dept, etc.

Explanation should be given on nature of function i.e temporary and perpetual of individual and institution respectively.

#### **Step 2**

With the help of flip chats resource person should explain about formation of act and its main components. During explanation the resource person should compare the SHGs, caste group institutions with the WUA and its legitimacy.

#### **Step 3**

After completion of explanation, the resource person should ask questions on important features of ACT and note down on board, and wind up the session with duly appreciating the persons, who gave good response on the session.

### **Session III.**

Time : 12.00 to 12.15

Trainees: Works Sub Committee Members

Topic : WUA structure

Output: At the end of the session Participants able to define the structure of WUA  
And Subcommittee and its composition

Method: Interactive lecture method

Material Flip charts.

#### **Note to resource person**

##### **Step 1**

Resource person shall raise questions like; what is WUA? Who are the members in WUA? What is executive committee? Is there any committee in WUA?

##### **Step 2**

RP should list down the responses on the board. Based on the responses, the resource person has to decide whether, it has to be elaborated the fundamentals about WUA or directly the WUA structure?

If responses are poor, RP should spend additional five mts time on fundamentals of WUA like; delineation, election of WUA, about act etc. Then, by using the flip charts explain the WUA and sub-committee structure and its members.

##### **Step 3**

Ask questions on the session or, ask two or three persons to explain about the WUA structure and conclude.

## **Session IV**

Time : 12.15 to 1.15

Trainees: Participatory plan preparation and prioritization of works.

Topic : Planning process

Output: Participants able to appreciate the planning processes and tools used for the planning process

Method: Story telling & lecture

Material Flip charts.

### **Note to Resource person**

#### **Step 1**

Session can be initiated with simple story like;

1. Dramatize the Traffic-gam with unruly behavior of the people and arriving solution with intervening of a volunteer, by diverting the traffic systematically.  
Or
2. Comparing dxcorganized event (meeting, function, marriage etc) with unorganized event.  
Or
3. Resource person can explain his/her own relevant experience.

#### **Step 2**

Ask the following questions

For case 1

What was the issue in story? How was peoples' behavior initially? How volunteer solved a problem?

For case 2

Compare the major differences between organized event and unorganized event

Then explain about few issues like tail-end, cropping patten, water logging etc. pose question, will it be possible to solve these issues, if properly planned.

### **Step 3**

Explain about importance of MICRO plan/TIMP and its process mention in the study material. Ask the participants to go through the formats mentioned in study material (supply the handout of the material) explain them how it can be filled up.

### **Step 4**

Sum up the session by clarifying their doubts.

### **Session V**

Time : 2.00 to 3.00

Trainees: Works Sub Committee Members

Topic : Role of works sub committee

Output: At the end of the session Participants able to define the structure of WUA and Subcommittee and its composition

Method: Lecture

Material Flip charts.

### **Note to Resource person**

#### **Step 1**

Recapitulate the previous session on WUA structure, and composition of sub committee and its types.

List down the name of four subcommittees on the board; ask some body to read the names of sub committees loudly.

#### **Step 2**

Explain the sub committee roles and responsibilities with the help of the flip chats

#### **Step 3**

Sum up the session by clarifying their doubts.

## **Session VI**

Time : 3.00 to 4.00

Trainees: Works Sub Committee Members

Topic : Book keeping

Output: At the end of the session Participants able to write relevant books

Method: Mock exercise

Material Model of relevant dummy books