



Master Lesson Plan

For

Rural Administration

Board	Standard	Subject	Chapter	Language	Reference Link	Creation Date
CBSE	STD VI	Social Science	Rural Administration	English	Rural Administration	2020-10

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Rural Administration

1. MS_Objectives_Rural Administration

Objectives

Students will be able to:

1. Connect to the rural areas in India and understand the village atmosphere.
2. Get an insight into the different rural officers and their functions in administration.
3. Relate to the events and comprehend the ways of overcoming village disputes.
4. Get introduced to the functions of the Station House Officer (SHO) in the village Police Station.
5. Comprehend and recall all learning and answer all questions.
6. Survey and summarize the understanding of a rural Police Station.
7. Visualize the role of a rural officer Patwari in the administrative machinery.
8. Realize what Land Records mean and how they are maintained.
9. Recognize the value of truth and justice among rural officers.
10. Comprehend the position of the Tehsildar and his functions as a Rural Administrative Officer.
11. Reason out the importance of the Right to Information of agriculturists.
12. Appreciate the concepts covered in the Hindu Succession Act 2005 and its support to women.
13. Consolidate all learning and recall points to answer questions completely.
14. Summarize the gist of the lesson to comprehend the chapter, as a whole.

Time to teach	Asset Type	Theme	SubTheme
3 Minutes	Main Script	Government	Three Levels of Panchayats Panchayats

2. IQ_Democracy at Grass Root

Democracy at Grass root

Note to the Teacher

- Teacher to ask leading questions to arrive at the concept of village administration.
- *To begin by asking students some basic differences between village and town before the topic is discussed*

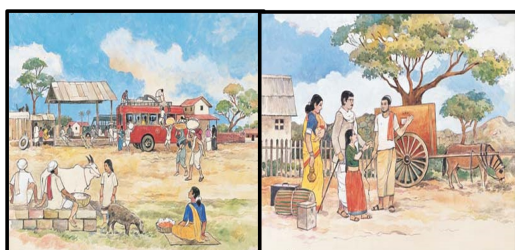
How many of you have visited a village? If so, please describe a few differences between villages and the town you live in.

Meera is a girl you see in the pictures. She is helping her parents, who are small time vendors. Observe the other things that you see in the pictures.

Do you think the pictures shows a village setting or a city atmosphere?

The pictures show

- crowded bus station
- some cattle on the road and a bullock cart
- peoples' traditional dresses
- simple buildings and narrow roads



All this makes it appear like a rural area.

2. What are some of the things found in a city that are missing in a village?

It could be

- big buildings
- multi-story houses
- huge shopping complexes
- malls and well-laid roads

- super special hospitals
- posh cinema houses, hotels and so on.



What is it that we find in a village that are not seen in the city?

We find that

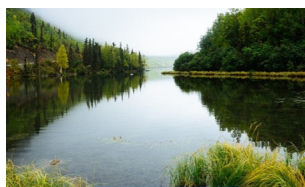
- villages have agricultural fields
- one or two pump sets or draw wells
- lots of cattle and livestock, smaller independent houses very often thatched or tiled
- village health centre
- a small school and a Police Station.



What are some of the basic needs of rural people?

Some of the basic needs of rural people are

- water
- electricity
- good roads
- health facilities
- schools.

**School****Water**

5. Who do you think is responsible for providing all basic amenities in towns and cities?

**Mumbai Municipal Corporation office**

The State Government and Municipal Corporations ensure basic amenities to its rural citizens.

6. Who is responsible for these functions in the villages?

It is the village/Gram Panchayat that takes care of most of these needs.



Besides, the rural Government also does work like:

- maintaining law and order
- resolving conflicts and issues among people
- maintaining records of land, birth, death and agricultural produce.

All these activities are carried out through different administrative offices appointed by the Government.

URLs

Village pictures - http://media.radiosai.org/journals/Vol_01/06NOV15/GlobalVillage/global_village.htm

Skyscrapers - <https://pixabay.com/illustrations/skyscraper-skyscrapers-building-1893201/>

Hospital - <https://pixabay.com/vectors/flat-medical-building-icon-5051455/>

Shopping mall - <https://pixabay.com/photos/shopping-mall-taipei-mall-asia-1416502/>

. Agricultural field – <https://pixabay.com/photos/the-village-agriculture-canyons-1822441/>

Cattle – <https://www.flickr.com/photos/70804987@N00/16410696430> (Attribution - **Mike Prince**)

Well – <https://pixabay.com/photos/well-stone-well-france-the-farms-1510884/>

School - <https://freesvg.org/old-school>

. Water - <https://pixabay.com/photos/water-trees-wilderness-river-1246643/>

. Clinic – <https://freesvg.org/hospital-building>

Municipal Office - <https://unsplash.com/photos/fUOMWdwuuvw>

. Panchayat - <https://youtu.be/772NYUBQwbY>

Time to teach	Asset Type	Theme	SubTheme
6 Minutes	Inquisitive Questions	Government	Administrative Staff, Admini:

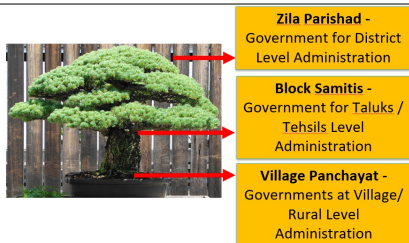
3. MS_Rural Administration

Rural Administration

NOTE TO TEACHER:

Teacher to explain the different strata of Rural Administration with emphasis on special officers.

Teacher to ask students, if they are aware of the different levels of Government in India. Teacher to explain the different levels of Governments as the Central, State and Local Governments. Teacher to use the image of a tree to explain the local self Government hierarchy.



The tree represents the three levels of local self Governments.

- All States are divided into Districts. These Districts are further divided into Blocks. The Blocks have several Panchayats coming under its jurisdiction.

A Panchayat is the rule of an assembly of five (panch) members of a village chosen by the villagers. They are normally respected and experienced elders of the village.

- The Village Panchayat is the lowest level of local administration and is at the grassroot of Democracy.
- The people of the village elect their leader who becomes the Headman or Sarpanch. The leader of the Panchayat samiti is called by different names such as Pradhan/ Mukhiya/ Sarpanch or headman. They also elect 4 other members to form the Panchayat Samiti.
- The Village Sabha consists of all the people in the village and is called the Gram Sabha.



- The Panchayat looks after all affairs of the Village. They have representative officers from the Zila and Block levels, who are appointed to serve in the villages.

Some features of Rural areas:

- Located outside the city boundaries, often not so developed
- Population is less than 15,000 people
- Natural vegetation found in plenty
- Agricultural is the Primary occupation
- Small scale and Cottage Industries



Administration:

The function of the Government exercising its duties in an area coming under its purview is known as **Administration**.

Some basic aspects of Rural Administration:

- To deal with construction of all Public structures like bridges, roads, bunds, water tanks and so on
- Settlement of various types of disputes
- Maintaining records and updating them
- Collection of land revenue and other taxes
- Implementing welfare schemes



Rural Administration is mainly the responsibility of the appointed Officers from the higher Governments. The Patwari and the SHO play a pivotal role in Rural Administration.



URLs

1. <Tree> - <https://www.flickr.com/photos/72008482@N00/1324756576> (Attribution - **CK, Carl, Carlo, Carlito**)
2. Gram sabha - <https://www.flickr.com/photos/69052650@N02/7513967372> (Attribution - **UN Women Asia and the Pacific**, Photo credit: UN Women/Gaganjit Singh)
3. Village - <https://pixabay.com/illustrations/watercolour-watercolor-painting-2493815/>
4. Bamboo making - <https://pixabay.com/photos/bamboo-mat-making-natural-table-2665361/>
5. Farming - <https://pixabay.com/photos/field-rice-farm-rice-fields-5416600/>
6. Natural Vegetation - <https://www.maxpixel.net/Nature-Hills-Indian-Village-Scene-Travel-Valley-2705100>
7. Construction - <https://pixabay.com/photos/construction-site-heavy-equipment-1646654/>
8. Tax - <https://pixabay.com/photos/taxes-levy-play-dough-tax-office-1015399/>
9. settlement of Dispute - <https://www.flickr.com/photos/unwomenasiapacific/7655145682/in/photolist-dYuVBL-e2Qe4n-cEsC7o-cEsBnf-cEsCWb-cEsBrb-cEsCSf-cEsCB1-cEsCgE-cEsDM3-kTF8XH-kTFsJF> (Attribution - **UN Women Asia and the Pacific**, by Photo credit: Women/Gaganjit Singh)
10. Rural administration – SSSVV Gallery (Revenue office)
11. Govt Officer – SSSVV Gallery (Human being)
12. Police - <https://www.pexels.com/photo/dress-india-indian-police-inspector-2030010/>

Time to teach	Asset Type	Theme	SubTheme
10 Minutes	Main Script	Government	Three Levels of Panchayats Panchayats

4. DD_Delivering Rural Justice

Delivering Rural Justice

Teacher to draw the attention of students to ways of resolving rural disputes with the help of examples.

Teacher to state:

- rural disputes are a major issue in villages.
- open and respectful communication is the best way to prevent or resolve disputes.
- all disputes have to be resolved by the Government officers like the Patwari and the SHO (Station House Officer). Most often the disputes and issues are connected with agricultural lands.



PATWARI



SHO (Station House Officer)

- In June 2017, a long drawn land dispute was settled in 6 days by the woman Sarpanch, Pushpanjali Singh, in Bihar.
- Pushpanjali is well known for solving several such local issues and is fondly called as the 'Fair Sarpanch'



Speedy and Fair Justice:

- Ramashish's inherited lands were taken away by his cousins during his long absence from his village.



- Ramashish has been approaching villagers, policemen and civil courts for the past 20 years without getting any positive result.
- finally the woman Sarpanch of Wari Panchayat, Pushpanjali Singh resolved the issue within a week's time.
- she summoned the three disputed parties, Ramashish, cousins and descendents to the Gram Katchahri (Village Court - a judiciary forum for resolving local disputes).



- she convinced them and made them withdraw all cases against each other and also allocated plots individually to each party with their mutual consent.

GRAM KATCHAHRI (NYAYA PANCHAYAT)

(Rural Dispute Resolving Forum)

↓
Sarpanch (Headman)

↓
Four Panchs (elected by villagers)

↓
Law graduates and volunteers

- The villagers want speedy, just and workable solutions for their disputes. They prefer the village disputes to be solved within the village itself.



URLS

1. Govt Officer – SSSVV Gallery (Human being)
2. Police - <https://www.pexels.com/photo/dress-india-indian-police-inspector-2030010/>
3. Village lady image – <https://pixabay.com/photos/woman-indian-trip-portrait-person-761642/> By Sandro50
4. Village man - SSSVV Gallery (Village man)
5. Woman Sarpanch in office - <https://www.flickr.com/photos/unwomenasiapacific/7655145682/in/photolist-dYuVBL-e2Qe4n-cEsC7o-cEsBnf-cEsCWb-cEsBrb-cEsCSf-cEsCB1-cEsCgE-cEsDM3-kTF8XH-kTFsJF>
(Attribution - [UN Women Asia and the Pacific](#) , by Photo credit: Women/Gaganjit Singh)
6. Paddy field - <https://pixabay.com/photos/paddy-fields-rice-crops-plants-265820/> By Vijaya Narasimha
7. Villager with sickle image – SSSVV Gallery
8. Villager sowing seeds image – SSSVV Gallery

Time to teach	Asset Type	Theme	SubTheme
6 Minutes	Day-to-day Relevance	Government	Settling disputes in a village disputes in a village

5. MS_Functions of the SHO

Functions of the SHO (Station House Officer)

Teacher to use images to transact the position and functions of the SHO in the rural Police Station.

Teacher to begin by asking a few questions leading to the importance of Police Stations in a community.

Area Police Station:

- a particular post or place chosen for the Police Station in the village, by the State Government.
- an ideal Police Station is normally located in a central place close to the main road and is easily accessible to the general public.



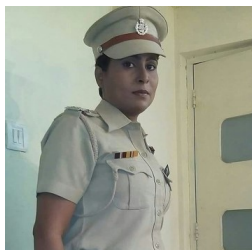
- It is meant to be a safe place for anyone to walk into without fear or inhibition, to seek redressal of their problems.



Though the Police structure varies from State to State, a general criteria is followed. To clear the examination conducted by the UPSC (Union Public Service Commission) is a must, for selection to the higher ranks of the police force.

Station House Officer (SHO):

- The area Commissioner of Police and his assistants, appoint officers of different ranks to the rural administrative sections.
- The Station House Officer is an officer appointed by the Deputy Superintendent of Police.



- S/he is in-charge of the rural Police Station and is equal to a Sub-Inspector in rank.
- The SHO has limited powers.
- S/he is the lowest rank of a Police force who can file a case.



- The SHO can charge sheet people of the area, after investigation.
- The SHO is responsible for maintaining public law and order and safety, enforcing the law, preventing defaulting and investigating small criminal activities.

Functions of the SHO:

- Is in charge of the area Police Station
- Finds solutions for issues in the village
- Builds a good rapport with the Gram Panchayat and elders of the village



- Registers complaints and First Information Reports



- Allots investigations to his/her subordinates (Constables)



- Takes certain cases to higher level courts, for resolution

The SHO is a very important Officer of the Rural Administrative mechanism. S/he is required to be efficient, friendly and honest in her/his duties, if rural administration has to be effective.

URLs

1. Police station – SSSVV Gallery (Police station)
2. Police 1 – <https://freesvg.org/polish-marshal>
3. Police 2 - <https://freesvg.org/vector-drawing-of-police-man>
4. Constables - <https://www.flickr.com/photos/ninara/47281467531> (Attribution - **Ninara**)
5. Lady police officer - https://commons.wikimedia.org/wiki/File:Anupama_Pathak_seen_as_police_officer.jpg
6. File complain - <https://www.maxpixel.net/Paper-On-Wood-Texture-Writing-Hand-Drawn-Drawing-4860334>
7. Investigation - <https://www.maxpixel.net/Magnifying-Man-Search-Searching-Detective-1424831>
8. Police - <https://freesvg.org/vector-drawing-of-police-man>
9. handcuff - <https://pixabay.com/vectors/comic-characters-crisis-disaster-2024758/>

10. Investigation - <https://pixabay.com/vectors/detective-investigation-man-police-311684/>
11. Whistle - <https://www.publicdomainpictures.net/en/view-image.php?image=184679&picture=a-laugh-every-day-105>
12. Arrest - <https://www.maxpixel.net/Kidnap-Arrest-Criminal-Crime-Kidnapper-Police-Cop-2091761>
13. Discuss - <https://freessvg.org/group-therapy>

Time to teach	Asset Type	Theme	SubTheme
10 Minutes	Main Script	Government	The Police Station, The Poli

6. QA_Resolving Disputes

Resolving Disputes

Note to teacher

Teacher to :

- Instruct students in advance about the assessment .
- To discuss the topic and the type of questions
- To prepare the testing material keeping all levels of questions in mind.

Answer the following :

Q1. What are the basic needs of the village people?

Ans. The village people need basic facilities such as water, electricity, all weather roads, hospitals, schools. They want a village that is safe for living.



Q2. Why did Mohan have an argument with Raghu?

Ans: Raghu had shifted the field bund, a few feet into Mohan's land and had thereby taken away an area of land from Mohan.



Q3. How did Mohan's neighbors' help him when he was hurt by Raghu?

Ans:

- Mohan's neighbors supported him and asked him to go to the Police Station and file a case.
- They gave him first aid, accompanied him to the Police Station and argued with the SHO to register his case.
- They forced the SHO to register the complaint and take action immediately.



Q4. Why was Mohan's complaint not being recorded by the Station House Officer?

Ans. Raghu's family was very influential and would have already contacted the police station to prevent registration of the case.



II. Match the following suitably and rewrite the sentences below:

A	B
There are more than	under a particular Police Station
Every village comes	officer in-charge of the village Police Station
The SHO is the	has responsibility to investigate and take action within its area
The area Police Station	6 lakh villages in India.

Answer:

1. There are more than 6 lakh villages in India.
2. Every village comes under a particular Police Station.
3. The SHO is the officer in-charge of the village Police Station.
4. The area Police Station has the power to investigate and take action within its area

III Choose the right answer and explain

- i) You belong to Khendrapada village. Your motorbike was stolen. Where would you register your complaint?
- a. At the local police station
 - b. At the city police station

Answer (a) Every police station has an area (few villages) that comes under its control and complaints are to be lodged in the local police station.

ii) It was harvest time in Ram's village. A group of men stole all the mangoes from Ram's orchard.

Ram decided to lodge a complaint at the local police station, but the SHO would not register the case until he got proper proof.

What would Ram do?

a) He would take a picture of the orchard and show it to the SHO.

b) He would take his uncle and a few workers, who saw the men before they escaped.

Answer: b). The SHO wanted to have eye witnesses and their statements, before he took action to solve the case.

IV. Complete the following:

i) A small boundary which separates the land is _____

ii) Raghu's uncle was the village _____

iii) The function of the Government exercising its duties in an area, coming under its jurisdiction is known as _____

Answer:

i) bund ii) sarpanch iii) administration

V Picture Quiz

Observe the pictures

Public meeting



Procession



Festivals



What are the duties of a policeman during the above occasions:

Answer:

- enforce law and order and follow orders of the superiors.
- guide public, especially women and children, to ensure safety and security
- be vigilant, careful and extra sensitive to any disturbances
- Work in a coordinate manner with more police staff

- help in solving public issues.

URLs

Hospital- <https://creazilla.com/nodes/29248-clinic-and-ambulance-clipart>

School- <https://publicdomainvectors.org/en/free-clipart/School-building/84933.html>

Road - <https://openclipart.org/detail/167242/country-road>

Police station – SSSVV Gallery

Land - <https://pixabay.com/photos/field-rice-farm-rice-fields-5416600/>

First Aid - <https://pixabay.com/photos/first-aid-box-tin-can-sheet-color-1732524/>

Police station – SSSVV Gallery (Police station)

Signing paper - <https://pixabay.com/photos/hands-writing-diary-journal-pen-1369316/>

Fight - <https://pixabay.com/illustrations/icon-human-rights-physical-abuse-2071966/>

Abuse of power - <https://pxhere.com/en/photo/1284329>

Public meeting – <https://www.flickr.com/photos/presidentrajapaksa/16096710281> (Attribution - [Mahinda Rajapaksa](#))

Festivals – <https://www.flickr.com/photos/67483434@N00/330129089> (Attribution - [Ashish Galande](#))

Procession - <https://www.needpix.com/photo/821901/pilgrims-worship-procession-virgin-dew-religion-andalusia>

Time to teach	Asset Type	Theme	SubTheme
15 Minutes	Assessments	Government	Conflict resolution, Conflict i

7. SA_Police Station

Police Station

NOTE TO THE TEACHER:

Prepare and plan for activity concerning the area Police Station.

AIM:

Students will learn a few details of their area Police Station and their activities.

RESOURCES OR MATERIALS REQUIRED:

Writing material, camera or mobile phone (belonging to parents).

**METHOD:**

Activity based.

PROCEDURE: Planned class visit to the **Area Police Station.**

Individual students to collect information and fill the questionnaire given by teacher.

NOTE TO TEACHER:

Teacher to arrange a visit to the Police Station. Teacher to coordinate with the school principal and the area police station head. Teacher to get permission and finalize a day to visit the Police station.

- *Teacher to prepare a questionnaire and take sufficient copies to distribute to all students in the class*
- *Teacher to distribute the questionnaire a week in advance and instruct students to fill it.*
- *Teacher to prepare the questionnaire providing enough space for details to be filled in*
- *Teacher to prepare the questionnaire using the following hints:*

MY AREA POLICE STATION:

1. Do you know how your area Police Station looks? Take a picture and paste it in the questionnaire.
2. What is the address of your area Police Station? Fill in the number and street.

3. Every Police Station has a name - fill in the name of your area Police Station.
4. Who is the head of your Police Station? Fill in his name and rank.
5. Did you interact with any Police Officer? If so, write a sentence about his main work.
6. Did you observe the colour of the Police Officer's uniform? Fill in the colour.
7. What colour was the cap that they wore? Fill in the colour.
8. How far is your Police Station from your home? Fill in the distance in Kms.
9. What type of transport mode do the Policemen use? List a few of them
10. How did you feel visiting the Police Station? Happy, scared, curious or excited - mention your reaction.

- Teacher to collect all questionnaires from students and study their responses.
- Teacher to select one or two students, to narrate about their experiences to the class.
- Teacher to read out some interesting information given by students, to the entire class.

CONCLUSION:

Teacher to draw inference that:

1. All Police Stations are generally located on the main roads for easy approach



2. Police Stations are painted in bright colours for easy identification
3. Police Stations are always kept open in order to serve public at any time



Teacher to summarize by stating:

The Police Station is a very important place for maintaining law and order, for resolving area issues and for sorting out problems during natural calamities. Most importantly, it assures peace, confidence and assistance to the public in its area.



URLs

Police Station – SSSVV Gallery

Pen paper: <https://creazilla.com/nodes/27657-lined-paper-and-yellow-pencil-clipart>

Mobile: <https://creazilla.com/nodes/32291-mobile-phone-clipart>

Discussion - <https://pixabay.com/illustrations/debate-discuss-meeting-discussion-4437128/>

Open logo – <https://pixabay.com/photos/neon-neon-sign-the-text-of-the-open-1191281/>

Law and order – <https://pixabay.com/photos/hammer-horizontal-court-justice-802296/>

Time to teach	Asset Type	Theme	SubTheme
15 Minutes	Suggested Activity	Government	The Police Station, The Poli

8. MS_Patwari and village administration.

Patwari and Village Administration

NOTE TO TEACHER:

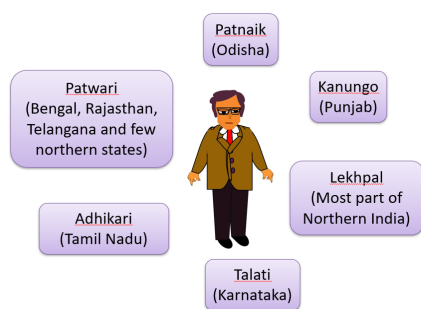
Teacher to elaborate on the role of the Patwari in Rural Administration.

Teacher to state -rural areas are mostly agriculture in nature.

- The main occupation of villagers is agriculture. Agriculture is managed and supported by the Rural Administration under the village accountant titled the Patwari.



- Patwari is a Government official who keeps records regarding ownership of land in Rural areas.
- The Patwari is the village officer known by different names in different parts of the country like:



- Patwari is the first level of appointed officer in the Rural Administrative system.
- He is supervised by the Tehsildar.

Appointment:

The Patwari is selected on the basis of the following qualifications:

- Candidate should have a Bachelors' Degree



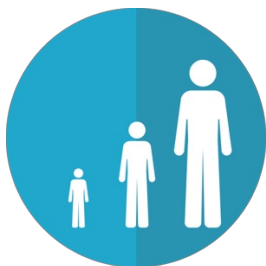
- Candidate should clear an examination and an interview



- Candidate should have basic computer proficiency



- Candidate should have a certificate in Hindi typing skills, in all states which are non Hindi speaking.
- Candidate should be between the age group of 18 - 40 years



Patwari is an appointed officer equal in rank of a Sub-Inspector.

Patwari is powerful within the village and can influence even big landlords and zamindars.

Functions of a Patwari:

- Maintains records of land and land revenue

This helps the state government in estimating their income and plan their development



- Maintains records of crop grown in every harvest

This acts as a valid information to the Government and helps calculate economic growth



- Keeps records of land rights, updated and current

A Jamabandi or **RECORD OF RIGHTS** is prepared every five years which helps farmers in several ways

- Maintains records of cultivation, ownership, crops and their values

These records help in aiding the farmers to avail loans and claim compensation in times of distress

- Helps in resolving land related issues like land grabbing, encroachment and leasing rights

This helps the villagers to lead a peaceful life and resolve a number of their day to day problems.



Additional Information:

The Government of India has developed a software system called **PATWARI INFORMATION SYSTEM (PATIS)**, which has been deployed in several states since 2005.



URLs

Patwari – SSSVV Gallery (Human being)

Appointment - <https://pixabay.com/illustrations/interview-job-career-business-3836861/>

Black cap - <https://pixabay.com/vectors/graduation-black-cap-education-303565/>

Paper roll - <https://pixabay.com/illustrations/graduation-scroll-education-2864356/>

Computer – <https://pixabay.com/vectors/laptop-knowledge-information-1723059/>

Age - <https://pixabay.com/illustrations/life-stage-icon-growth-icon-2889015/>

Document - <https://pixabay.com/vectors/documents-folder-office-text-file-158461/>

Revenue - <https://www.needpix.com/photo/747243/revenue-business-growth-profit-financial-graph-finance-analysis-income>

Cultivation - <https://pixabay.com/vectors/spade-tools-plant-garden-soil-24434/>

Money bag - <https://pixabay.com/illustrations/rupees-rupee-indian-money-currency-4698633/>

Dispute - <https://pixy.org/160568/>

Mobile – <https://pixabay.com/photos/mockup-screen-smartphone-website-5219534/>

Software - <https://pixabay.com/illustrations/development-icon-development-concept-3335977/>

Time to teach	Asset Type	Theme	SubTheme
8 Minutes	Main Script	Government	Administrative Staff, Admini:

9. IA_Land Records

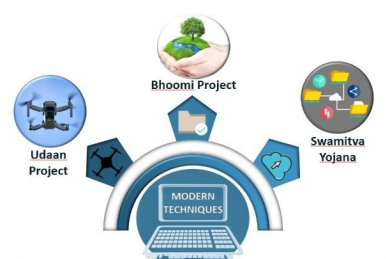
Land Records

NOTE TO THE TEACHER:

Teacher to :

- state maintaining Land Records accurately is a challenge in villages
- clearly explain how Land Records are maintained in the village.
- speak about modern techniques used by village administrative officers in maintaining records.

Governmental Steps



Drones for digital mapping in Haryana(Udaan project):

- Resulted in resolution of several land records covering over 2,800 acers compromising of 1,500 issues.
- The UDAAN project along with G-Triangulation was awarded the National e-governance award for the year 2016-17.

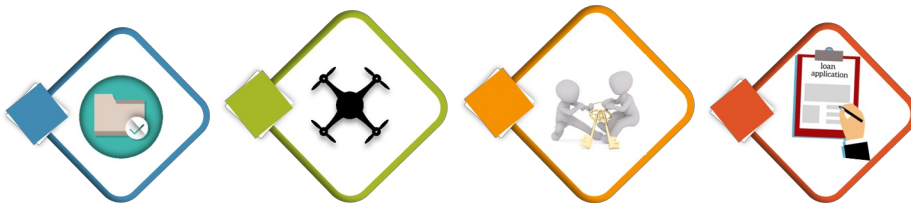


Bhoomi Project:

- Karnataka was the first state in India to computerize land records under the 'Bhoomi Project'
- Two other states that followed were Andhra Pradesh and Tamil Nadu
- There is transparency in the maintenance of land records
- Land records, digitized maps, upgraded surveys are computerized.

Swamitva Yojana:

- A project launched by our Prime Minister in April 2020
- Help create proper ownership records of land in our villages
- Drones are used to map the properties in villages
- It helps reduce disputes over property
- The E -portal will help villagers to avail bank loans in an easier manner.



Such a technology of accurate survey and issue of land titles to owners will go a long way to better developmental progress in rural areas.

Modern methods of land survey are;

- Use of Drone Technology
- Digital recording
- Satellite Mapping
- Computerization of data

Note to teacher:

Teacher can play the video file IA_LandRecords_SwamitvaYojana.mp4 on the subject Swamitva Yojna.

Link to Video

URLs

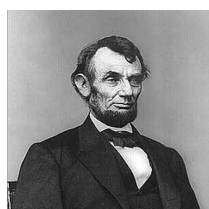
1. Drone - <https://pixabay.com/photos/drone-dji-mavic-mini-aircraft-5118889/>
2. Cloud Transfer - <https://pixabay.com/vectors/folder-network-file-computer-data-5000783/>
3. Drone Icon - <https://pixabay.com/vectors/copter-drone-float-hover-quad-2025680/>
4. File - <https://pixabay.com/illustrations/folder-icon-web-internet-web-icons-2389217/>
5. Cloud Upload - <https://pixabay.com/illustrations/download-icon-cloud-symbol-web-1873539/>
6. Laptop - <https://pixabay.com/illustrations/icon-pc-blue-computer-2071010/>
7. Green earth - <https://pixabay.com/photos/earth-day-earth-save-earth-5020145/>
8. Trophy - <https://pixabay.com/vectors/trophy-achievement-award-cup-merit-153395/>
9. Dispute - <https://pixabay.com/illustrations/white-male-3d-man-isolated-3d-1871403/>
- 10 Loan - <https://pixabay.com/illustrations/loan-agreement-signature-business-4273819/>

Time to teach	Asset Type	Theme	SubTheme
6 Minutes	Interesting Asides	Government	Maintenance Of Land Records Of Land Records

10. VC, Truth will Triumph at all Times

Truth will Triumph at all Times

Abraham Lincoln learnt to speak truth and conduct himself with self-respect and dignity, unafraid of his financial position, from the lap of his mother.



Abraham Lincoln

When little Abraham shared with his mother that he was disrespected and felt ashamed in the midst of his friends for wearing old and shabby clothes, she told him that he need not feel so.

She counselled him that poverty, though viewed in poor light by others, will eventually help him gain respect.



Lincoln later in his life declared, “You may disrespect me, but truth cannot be disrespected. It will emerge triumphant!”

He proceeded on the path of truth and self-confidence taught by his mother and became the President of the United States of America.



Divine Discourse by Sathya Sai Baba, 'My Dear Students', Vol 2, Ch 9, Feb 24, 2005.

URLs

Lincoln- http://media.radiosai.org/journals/Vol_05/01APR07/12-lincoln.htm

Mother and child - <https://pixabay.com/vectors/silhouette-mothers-day-woman-3299358/>

Lincoln- <https://pixabay.com/photos/lincoln-memorial-washington-dc-1809428/>

Time to teach	Value Type	Value Sub Type	Value Attribute
3 Minutes	Truth		Stories

11. MS_Tehsildar

Tehsildar

NOTE TO THE TEACHER:

Teacher to correlate the functions of the Tehsildar and the Patwari. To elaborate the powers and functions of the Tehsildar.

Teacher to revise how States are divided into Districts and further divided into Taluks or Tehsils for efficient administration.

Just as we pay taxes of different kinds like Income Tax, Commodity Tax and Property Tax, so also, the farmer needs to pay taxes for his land.

The taxes that are collected, become income/revenue for the Government.



Tehsildar: Taluk head.

The Tehsildar coordinates the income coming from the villages, in his Taluks.



- Tehsildars are appointed by the Commissioner of the Division and are supervised by Sub-Divisional Officers

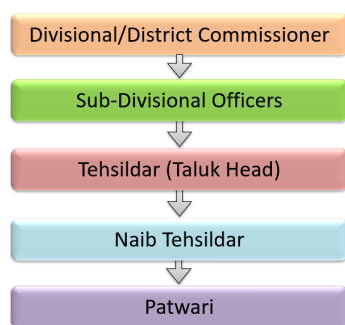


- The Tehsildar post requires a minimum Bachelor's degree and most often it is got through departmental promotion



- Tehsildars are well experienced in rural affairs and are constantly touring the Districts on inspection

Revenue Department Structure:



- the Tehsildar is an important link between the Panchayat and the State Government

Functions:

The Tehsildar performs several duties of different nature. Some of his important functions are:

- Supervises revenue collection in rural areas
- Collection of other dues payable to the Government
- Supervises the work of Patwaris
- Maintains and updates all statistics regarding land and crops
- Ensures that all information regarding land records, caste certificates, or student help is readily made available



- Hears and resolves rural disputes that are referred to him



- Keeps all records updated from time to time and also corrects errors in records

The Tehsildar is an important official in the Taluk who takes charge of situations during natural calamities.



URLs

1. 2 Officer - <https://creazilla.com/nodes/32969-business-men-meeting-clipart>
2. Black cap - <https://pixabay.com/vectors/graduation-black-cap-education-303565/>
3. Paper roll - <https://pixabay.com/illustrations/graduation-scroll-education-2864356/>
4. Village – <https://creazilla.com/nodes/31217-village-clipart>
5. Man - <https://openclipart.org/detail/395>
6. Records - <https://pixabay.com/photos/documents-files-records-file-3816835/>
7. Dispute - <https://pxhere.com/en/photo/1583761>
8. Natural Calamity - <https://pixabay.com/illustrations/calamity-catastrophe-5545298/>

Time to teach	Asset Type	Theme	SubTheme
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8 Minutes	Main Script	Government	Administrative Staff, Admini:
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12. DD_Farmer's Right to Information

Farmer's Right to Information

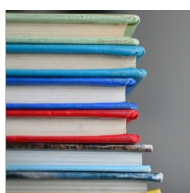
Teacher to use references and examples to explain the importance of farmer's Right to Information.

Teacher to draw the attention of students to the life and importance of farmers in India.

Teacher to ask leading questions such as:

- How many of you have farmers as relatives?
- Why is a farmer so important to all of us?
- How many of you have seen farmers? If so, describe in a few sentences, how a farmer looks.

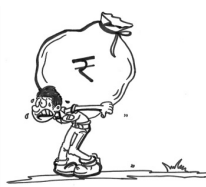
Most farmers are based in rural areas and are not exposed to much education.



They are often ignorant of their land rights and it is therefore necessary for the Government to protect farmers and their lands.



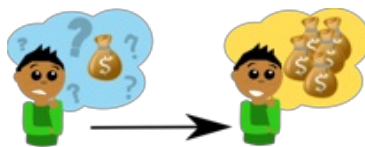
Farmers in India are often in the clutches of money lenders and zamindars. They are in constant debt.



This situation can be changed by providing farmers with correct and adequate information about their land rights.

Farmer Ramlal:

Ramlal, a young middle-class farmer, from Rajwada, MP, cultivated wheat on his 21 hectare land. In 2017, due to unseasonal rains and hailstorm, he lost all his crops and landed in a situation of crisis. Government Compensation was given. Even though Government compensation was given, it was not based on proper land survey records. Like most farmers, Ramlal did not have crop insurance. Lack of proper information regarding his rights, put him in a very bad situation.



Farmer Devjoe:

Dev, a 90 year old farmer, from the same locality, availed a bank loan of Rs. 9000/- from a rural bank. He could not pay back his dues to the bank, which had now increased to Rs. 18,000/-. His only solution was to work as a labourer on his own lands and pay back the loan to the bank.



Lack of proper information landed Dev in great trouble.

Land ----

L - Life

A - Ambition

N - Nativity

D - Determination

----- Land is the farmer's biggest strength

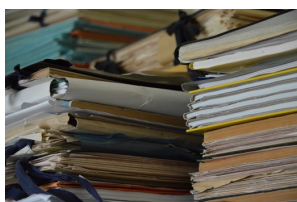


To Protect farmers and their lands

To provide Correct and adequate information



Why is maintaining Land Records important and how does it help farmers?



Proper Land Record maintenance and upgrading is very crucial to the life of a farmer.

The Government of India has included the **Right to Information** as one of the citizen's fundamental rights.



Land Records and its uses to the farmer:

- Farmer needs proper Land Records to purchase equipment, fertilizers, seeds or any farming necessities
- Farmer uses it for property division
- Farmer needs Land Records for availing loans or for mortgaging
- Farmer uses it to buy or sell land

- Farmer needs proper records to make improvements on his land like, digging a bore, or constructing a bund

The Right to Information is an important tool for the farmer to better his living standards.

1. Village - SSSVV Gallery (Village)
2. Books - <https://unsplash.com/photos/IUaaKCUANVI>
3. Farmer - SSSVV Gallery (Farmer)
4. Rich guy – SSSVV Gallery (Money)
5. <Wheat> - <https://pixabay.com/de/photos/landwirt-weizen-ernte-2260636/>
6. <Man> - <https://openclipart.org/detail/278282/guy-questioning-about-money>
7. <Crop> - <https://pixabay.com/photos/destroyed-crop-paddy-crop-winds-5093859/>
8. Field - <https://www.needpix.com/photo/1196031/agricultural-workers-are-working-in-the-field-field-agriculture-farmer-worker>
9. Parliament - <https://pixabay.com/de/vectors/parlament-indien-regierung-2028311/>
10. Farmer – SSSVV Gallery (Village-man)
11. Records - <https://pixabay.com/de/photos/dokumente-dateien-aufzeichnungen-3816835/>
12. <Farmer> - <https://pixabay.com/photos/paddy-harvest-rice-workers-207933/>

Time to teach	Asset Type	Theme	SubTheme
4 Minutes	Day-to-day Relevance	Government	Working of the government, government

13. IA_Right to Inheritance

Right to Inheritance

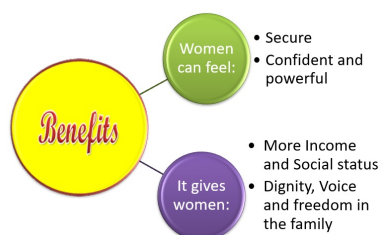
NOTE TO THE TEACHER:

Teacher to draw attention of students to the valuable Hindu Succession Act of 2005 and its importance to women.

- The Hindu Succession Act 2005 came into effect from 9th September 2005.

- It indicated that daughters and their mothers would also be eligible to claim rights to family property and lands.

Benefits of the Act:



Woman who asserted Land Rights:

- **Bhorva**, a remote village, is a good example wherein **Land Rights empowered** women and resulted in an increased crop yield.
- **Ratniben**, a fragile elderly woman, fought for her own land which was legally hers after her husband died.



- When she applied for a Varsai (Land Registration), she was threatened, harassed and even man-handled by brothers and nephews of her husband.
- She was brave, persistent and did not give up. Instead, she went a step forward and dialled '181' the Police Force.
- She justifies her bold step by saying that after getting Land Rights, she works comfortably on her own

- She also states that she is not answerable to anyone and dreads to think that she would have been thrown out of her home by her in-laws, but for the Land Rights.
- The steel, grit and fire of Ratniben is a story of awareness in rural women and the fight for Land Rights in India.



- Several Governmental Schemes and NGO projects work for empowering women farmers.

Janadhanya Project:

SEEDS

G - Genetic

R - Resource

E - Ecological

E - Energy

N - Nutrition

The Green Project is an example which aims at protecting agricultural biodiversity, links markets and promotes Organic Farming.



The project helps women farmers come together, take decisions, plan activities and collect information for their **Seed Banks**.



URLs

1. Lady farmer- <https://www.flickr.com/photos/rahul3/2245817600/> (Contribution - R Barraez D'Lucca)
2. Empowering women- <https://pixabay.com/vectors/female-woman-women-girl-power-3285623/>
3. Organic farming - <https://pixabay.com/photos/organic-farm-vegetables-78920/>
4. Seed bank - <https://commons.wikimedia.org/wiki/File:Seedbank.jpg> (Attribution - R. C. Johnson)
5. Women farmer – SSSVV Gallery (Harvest)

Time to teach	Asset Type	Theme	SubTheme
4 Minutes	Interesting Asides	Government	Maintenance Of Land Records Of Land Records

14. QA_Land and Property Rights

Land and Property Rights

NOTE TO THE TEACHER:

Teacher to prepare a tool to assess and evaluate the learning outcomes of students.

Teacher to:

- *Prepare a balanced question paper in advance to assess students' comprehension*
- *Inform students the date and topic of the assessment*

- *Make sure that all doubts are cleared before assessment is done*

Let's Solve

Q1. Word Search

Patwari is known by different names in different States. Find the names in the grid.

A	K	A	R	M	A	C	H	A	R	I	C	B	L
S	M	C	T	A	L	A	T	I	C	M	K	L	E
K	D	S	L	K	H	A	R	T	A	B	M	L	K
I	N	I	R	A	K	I	H	D	A	A	L	M	H
R	C	M	L	O	A	C	A	D	E	E	L	N	P
A	C	R	Y	L	N	B	J	L	T	V	K	U	A
W	B	F	H	I	U	S	P	A	L	T	E	L	L
T	A	K	D	A	N	S	P	U	P	A	T	E	R
A	P	A	T	L	G	A	T	I	E	A	R	I	E
P	T	T	L	T	O	G	A	I	E	J	D	G	A

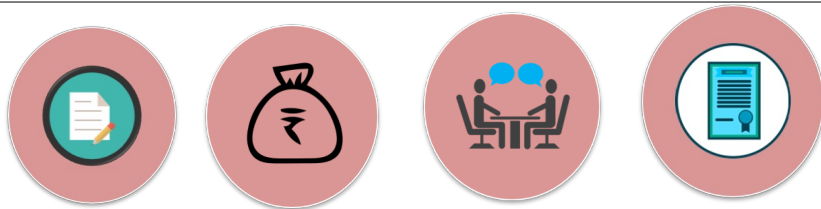
Hints: Talati, Adhikari, Patel, Lekhpal, Kanungo and Karmachari

A	K	A	R	M	A	C	H	A	R	I	C	B	L
S	M	C	T	A	L	A	T	I	C	M	K	L	E
K	D	S	L	K	H	A	R	T	A	B	M	L	K
I	N	I	R	A	K	I	H	D	A	A	L	M	H
R	C	M	L	O	A	C	A	D	E	E	L	N	P
A	C	R	Y	L	N	B	J	L	T	V	K	U	A
W	B	F	H	I	U	S	P	A	L	T	E	L	L
T	A	K	D	A	N	S	P	U	P	A	T	E	R
A	P	A	T	L	G	A	T	I	E	A	R	I	E
P	T	T	L	T	O	G	A	I	E	J	D	G	A

Q2. List out three main functions of the Patwari.

Hints:

- Patwari is in-charge of maintaining Land Records
- Patwari also measures and collects taxes on land
- Patwari hears disputes of the villagers and solves them
- Patwari helps in times of natural calamities and issues different types of certificates to the villagers



Q3. A Daughter's Wish



Father inherited our house
from his father,
And everyone says he'll
leave it to brother,
But what about me and my
mother?
To expect a share in my
father's home,
Is not very womanly, I am
told.
But I really want a place of
my own,
Not dowry of silk and gold.

Read the above poem carefully and pick out the exact lines to answer the questions. Write the lines below the question.

Eg: Besides herself, the girl wanted someone else to share the property. Who is that?

Hint: But what about me and my mother?

- a. How did father get the house?
- b. What makes the girl think that her brother would get the house?
- c. What was not a womanly act?
- d. What does the girl not want?
- e. What was the daughter's wish?

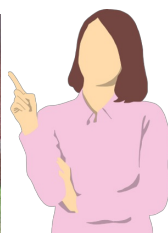
Hint: a. Father inherited our house from his father.



- b. And everyone says he'll leave it to brother.



- c. To expect a share in my father's home.



- d. Not dowry of silk and gold.



e. But I really want a place of my own.



Q4. Fill in the blanks:

1. Tehsildar supervises the work of a _____, the village accountant.
2. Tehsildar is in charge of _____ collection periodically.
3. He is the main Officer of a _____ in District administration.
4. He makes sure all _____ are properly kept and updated.
5. Tehsildars are appointed by the _____.

Hints:

1. Patwari
2. Revenue or Tax
3. Taluk
4. Records
5. District Commissioner

Q5. An amendment act aimed at achieving gender equality in the matter of property rights was passed by the Parliament? What act are we referring to. State its benefits?

Hints:

Hindu Succession Amendment Act, 2005

- Women acquire land rights independently
- Women can cultivate and take decisions on their own lands
- Women get security, confidence and peace of mind
- Women can better their income and improve their living standards
- Women can avail credit from Banks based on their land



Q6. Write if the statements are True or False:

- The Tehsildar's office is where land disputes are also heard.
- Subdivisions of a district are known by different names such as tehsil, taluka etc.
- In the new law sons, daughters and their mothers can get an equal share in the land.
- Patwari rarely updates the records.
- Measuring land and keeping land records is the main work of the Sarpanch.

Hint:

- i) True ii) True iii) True iv) False v) False

Q7. Do you think you would like to share your father's property with your brothers and sisters? Give three reasons to support your answer.

Hints:

Teacher to expect varied answers and responses from students.

URLs

Certificate - <https://pixabay.com/vectors/certificate-success-succeed-2247460/>

Document - <https://pixabay.com/illustrations/file-icon-web-document-sign-2389211/>

Money bag - <https://pixabay.com/vectors/rupee-sign-rupee-indian-currency-5247583/>

Conversation - <https://freesvg.org/conversation-symbol>

Girl reading to teddy in garden- <https://pixabay.com/photos/little-girl-reading-garden-child-912380/> By Jill Wellington

Document - <https://www.piqsels.com/en/public-domain-photo-zfzhs> By zfhs Public domain CC0

Father and sons image – SSSVV Gallery

People with speech bubble - <https://pixabay.com/illustrations/people-shapes-sizes-person-woman-3273195/> By Mote Oo Education

Silk - <https://pixabay.com/photos/silk-toucanet-fabric-gold-weaving-52003/> By LoggaWiggler

Gold - <https://pixabay.com/photos/gold-desktop-celebration-jewelry-3184582/> By Inactive account

Mom dad sis bro - <https://pixabay.com/vectors/family-parents-children-father-dad-5438346/> By Jernel Lao

House - <https://pixabay.com/photos/house-building-estate-architecture-674244/> By Bishnu Sarangi

Village cottage photo - <https://pixabay.com/photos/giethoorn-farm-house-cottage-2371699/> By Michel van der Vegt

Bust size vector of Indian woman - <https://pixabay.com/illustrations/indian-woman-woman-girl-indian-1084227/> By Murthy SN

Woman with visa card vector image - <https://pixabay.com/illustrations/credit-card-visa-card-bank-account-3646258/> By Mohamed Hassan

Women in rice field - <https://pixabay.com/photos/field-rice-farm-rice-fields-5416600/> By Nandalal Sarkar

Rural women smiling - <https://www.flickr.com/photos/31042566@N06/3693611933> by Find Your Feet

Woman pointing - <https://pixabay.com/vectors/woman-girl-pointing-idea-thinking-4451374/> by Yvette W

Village house – SSSVV Gallery

Time to teach	Asset Type	Theme	SubTheme
20 Minutes	Assessments	Government	Laws and the Government, I Government

15. MS_Summary_Rural Administration

Summary - Rural Administration

In this lesson the following were learnt by students.

- 1 Basic needs of villages have to be looked into **by the Government**
- 2 Lowest level of democratic Government is **Panchayat** and its functions
- 3 Role of rural administration in **resolving disputes**
- 4 **Police Station** and functions of the **Station House Officer**
- 5 Government official **Patwari** and his functions
- 6 **Maintenance of Land Records** and its update
- 7 Several **methods of maintaining** different records
- 8 **Tehsildar** and his supervisory functions
- 9 **Farmers and their Right to Information**
- 10 Modified **Hindu Succession Act of 2005** and its impact on female citizens
- 11 Main areas of **Rural Administration** are:
I. Maintain Law and Order
II. Maintain proper records

Time to teach	Asset Type	Theme	SubTheme
2 Minutes	Main Script	Government	Types of Government, Type