
Post Graduate Diploma in WASH Management under GSGS

Prospectus

2020 - 2021

ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT, MUMBAI



About AILSG

AILSG - a premier, Government recognized Institute having glorious unmatched standing of more than '93 years' with "Pan-India Presence" is working in close association with States and Central Government, National and International Agencies. AILSG, with "decades of dedicated service" in the field of - Education, Training Research, Advocacy Events, Consultancy, Seminars and Training Workshops has been working with renewed emphasis to empower the Local Bodies to usher in Good Local Governance, across the country.

AILSG Profile

Established in 1926, the All India Institute of Local Self-Government (AILSG), has been the steadfast friend, philosopher and guide to Urban Local Bodies (ULBs) across the Country. For more than nine decades it has contributed to the principles and practice of urban governance, education, research and capacity building. It has designed and developed a vast array of training literature and courses. So far more than 1.5 million stakeholders are trained in diverse areas of urban governance and urban services delivery.

These activities of the AILSG are practiced through 30 regional centers spread across the Country. The Institute anchors the Regional Centre of Urban and Environmental Studies (RCUES) of the Ministry of Housing and Urban Affairs (MoHUA), Government of India (GoI) for Western India region. This Centre is actively involved in building capabilities of municipal officials, staff and elected members from the States of Goa, Gujarat, Maharashtra, Rajasthan and the Union Territories of Diu, Daman, and Dadra & Nagar Haveli by upgrading their knowledge and skills required for effective administration and implementation of various urban development programmes.

With a view to cater to the growing requirement of ULBs in regard to services, the AILSG runs specialized capacity building institutions such as the National Fire Academy, the Nrupur Institute of Nursing Science and Research and the Centre for Environment & Disaster Management at Vadodara, PRUDA at Ahmedabad, National Resource Centre for Urban Poverty, International Centre of EQUI-T, the Disaster Management Cell and the Centre of GIS at Pune. It runs the Solid Waste Management Cell of the Government of Maharashtra. In recent years, AILSG has ventured into rural and tribal capacity building and handholding of rural institutions of self-governance.

Over the years, AILSG has organized local, national, and international seminars and conferences to foster debate on issues of urban relevance with a view to dissemination of ideas, better understanding and policy advocacy. It has undertaken a wide gamut of projects to assist states and organizations in the delivery of specific outputs that they have sought. In all that AILSG has done, it has taken care to work with a full range of stakeholders-grassroots organizations, NGOs, ULBs, state and national governments, international organizations, organizations of the UN, research organizations and universities.

The Institute has organized several tailor-made capacity building programmes for various countries in South Asia, viz, Bangladesh, Nepal, Sri Lanka and in other regions, including South Africa, Ethiopia, Indonesia, Malaysia, China, etc. The Institute has linkages with renowned international organizations including UNCHS (Habitat), UNDP, UNICEF, UNFPA, WHO, DFID, CITYNET, CLGF, US-AEP and the Ford Foundation. It is the anchor institution for Urban Management Programme (UMP – UNCHS – Habitat) for South Asia.

AILLSG offers variegated academic and training programmes as mentioned below

- ⊙ Sanitary Inspector's Diploma Course (SI)
- ⊙ Local Government Service Diploma Course (LGS)
- ⊙ Local Self Government Diploma Course (LSGD)
- ⊙ Firemen's Training Course "Fire & Safety"
- ⊙ Sub-Fire Officer Course
- ⊙ Advance Diploma in Medical Laboratory Technology (ADMLT)
- ⊙ Bachelor of Science in Laboratory Techniques (B.Sc.LT)
- ⊙ Diploma in Medical Laboratory Techniques (DLT)
- ⊙ Diploma in Local Government Financial Management (DLGFM)
- ⊙ Diploma in General Nursing and Midwifery Course
- ⊙ Diploma in Estate Management Course (DEM)
- ⊙ Geographical information System (GIS)
- ⊙ Certificate Course in Computer Programming
- ⊙ Certificate Course in Computer Operation
- ⊙ Diploma in Computer Programming and Application
- ⊙ Diploma in Accounting System and Procedure
- ⊙ Induction Training for directly recruited chief officers of Municipal councils in Maharashtra
- ⊙ Multi-Purpose Health Worker Course (MPHW)
- ⊙ Post Graduate Diploma in Hospital and Healthcare Management (PGDHHM)

Recently the institute has been authorized to impart training for food safety supervisors in 18 states of India under Food Safety Certification Training (FUSTAC) of FSSAI under Food Safety and Standard Act 2006.

Recognition and Commendation by the Government of India

The Government of India (Ministry of Health) having been satisfied that the SI training courses have been useful to employees of the local bodies and commend these courses to the various local self-government institutions within their jurisdiction. As a result AILLSG started conducting these courses at various centres in India.

AILLSG certified students have good job opportunities in a wide Spectrum of organizations, such as: Central & State Govt. organizations, Railways ,Oil Corporations & Refineries, Universities & Educational institutions, Industries, Health Services of Centre and State, Food & Drugs organizations, Pert control /Rodenticide services, Municipal corporations, Councils & Zilla

Parishad, Swachh Bharat Abhiyan, Hotels & Hospitality industries and catering establishments, Sewage Disposal units & Solid Waste Department, Water Supply & Disinfection agencies, Agriculture, Irrigation sector & Sugar industries, Corporate sector, Non-Government organizations in Health, Education, Environment and Sanitation etc.

The current trend is promotion of liberalization, privatization and globalization which demands that formal education be equipped with skills oriented training. These courses empowers students to acquire these essential skills which will define them as a professional technical expert at the grass root level.

Board of studies and examination (Health & safety)

AILLSG has Board of Studies and Examination (Health & Safety) comprising of academicians, Public Health Professional, senior officials from universities, Municipal Corporations and experts from the field to advice about policy norms, frame guidelines for the implementation of the training programme, decide course curriculum, supervise conduct of examination and students appraisal system to ensure maintenance of standards of academic excellence and to advise the Director General of the institute.

Facilities:

Study Material/online publications/resources: Many of AILLSG's centers offer a well-stocked library having a large collection of books on Sanitation and Public Health, Sanitary Engineering, Environment, Panchayat-Raj and Local Bodies. Various research papers and publications done by the institute are available on the institute's website.

Interactive online classroom: Modern audio visual aids are used in the training programmes. The training programmes are conducted delivered by expert trainers on an online platform in an interactive interface enabling efficient learning, exchanging views and opinions, immediate problem solving etc.

Contextual Learning: To understand the aspects of the study in a more practical way, the online training also includes localized case studies through presentations, audio visuals etc. Various stakeholders working on the field are also invited to share their experiences and impart their valuable knowledge on the relevant subject.

Project Work / Assignments: To understand the concepts students are given project assignments wherever suitable and needed in the designed modules.

Global Sanitation Graduate School (GSGS)

The Global Sanitation Graduate School(GSGS) is a platform to facilitate the development and empower the dissemination of knowledge on sanitation through postgraduate (MSc) programs, online (self-study and instructor-led) courses, face-to-face (on-campus) courses and tailor-made training so that the sanitation challenges can be embraced with deeper insight, advanced knowledge, and greater confidence. It also provides an enabling environment with a vibrant community of professionals who have completed one or more educational or training courses offered. The GSGS provides access to high-quality graduate educational products on sanitation in

one place. It assembles programs, courses and training materials from internationally renowned top sanitation educators, such as the new MSc course on Sanitation, several Graduate Professional Diploma Programs, a large number of instructor-led and self-study online courses on its platform. AILLSG, Mumbai is one of the identified partners in India for the transfer of courses in Sanitation to South Asia and Sub-Saharan Africa by GSGS through faculty of Planning, CEPT University.

GSGS in partnership with AILLSG is offering:

1. Graduate Professional Diploma Program being launched by AILLSG as Post Graduate Diploma in WASH Management
2. Online courses on selected modules

01.

Graduate Professional Diploma Program (GPDP)

The Graduate Professional Diploma Program (GPDP) by GSGS was established in 2015 at IHE Delft with support from the Bill & Melinda Gates Foundation. The GPDP disseminates sanitation and sanitary engineering knowledge to students/professionals with a graduate degree who wish to specialize in WASH professionally. AILLSG, Mumbai is one of the identified partners in India for the transfer of the GPDP and will be disseminating the course as Post Graduate Diploma in WASH Management. (PGDWM)

02.

Online Courses (OLC)

The Online Courses will be short term courses on demand based selected independent modules from the Post Graduate Diploma in WASH Management under the GSGS. It shall be an instructor-led course specifically delivered virtually for professionals or students interested in learning particular subjects or modules but not the entire course. Each independently certified module course shall be any one selected subjects from the existing 7 modules.

Learning objectives

Upon completion of the programme participants will be qualified to:

- ⦿ Contribute to the development of innovative approaches to the provision of sustainable urban sanitation services, especially under challenging conditions usually prevailing in developing countries and countries in transition.
- ⦿ Perform as a competent professional in the field of sanitation

Subjects offered:

Interactive online classroom:

SN	Subject	Learnings
1	Sanitation Systems & services	Understanding concepts of sanitation systems, sanitation planning approaches and various diagnostic tools. Understanding the concepts based on case studies and research exercise.
2	Sanitation and Public health	Study and assessment of Human health hazards related to waste generated in communities.
3	Sanitation Technology	Understanding technological aspects of drainage, sewage, sludge treatment and study various innovative practices.
4	Sanitation Governance	Understanding approaches of sanitation governance, analyse structures based on case studies and study sanitation practices around the world.
5	Sanitation Financing	Understanding financial aspects in a sanitation project and development of a business model.
6	Behavior change and Advocacy	Understanding behavioral aspects, its determinants and developing analytical skills for understanding WASH.
7	Emergency Sanitation	Understanding history, key elements, and main actors of humanitarian aid, key environmental sanitation needs and technical options in emergency situations. Study and implement sanitation solutions in response to disaster situation.

All the above subjects are mandatory for PGDWM certification.

After successful completion of the subjects, participants will be able to:

- ⊙ Analyze, synthesize, integrate, interpret, and discuss scientific and practical information in the context of sanitation systems and services.
- ⊙ Develop rational approaches towards sustainable sanitation practices via human health hazard control measures, risk evaluation tools, appropriate treatment, re-use, recycling and resource recovery in centralized and decentralized setting;
- ⊙ Understand which systems and technologies are most appropriate in different (peri)-urban contexts, and critically assess reasons for service chain failure.
- ⊙ Create a complete and sustainable sanitation chain for a variety of situations and to make informed choices.
- ⊙ Analyse water and sanitation governance structures from specific study cases, including integration of policies and strategies into government planning and budgeting systems.
- ⊙ Develop analytical skills for engaging multiple understandings underpinning water, sanitation and hygiene (WASH) behaviours to inform program and policy development and describe theories of change underpinning behaviour change campaigns in sanitation delivery and health promotion, as well as implementation and evaluative methods.

- ⊙ Understand various frameworks/approaches and use logical framework approach to develop a sanitation project/proposal and Organize and develop project budget, implementation plan, monitoring, evaluation and learning plan.

OLC subjects:

The online courses will be conducted for selected 2-3 modules of the above modules offered for PGDWM.

Relevance

The courses have been launched to serve professionals through courses for their education, skill development and knowledge upgradation. In lieu of the given COVID-19 situation, the PGDWM for the batch 2020-2021 shall also be conducted only virtually through online classes. The students shall get an opportunity to study a course online and gain credit for certification purpose. It is a platform for direct interaction among students and teachers in respect of Online Admission, Discussion Forum, Blogs, Online Classes through Video Conferencing, Online Assessment etc.

The following are the advantages of the virtual schooling:

- ⊙ Online admission, online content, online assignments submission, online classes, and online examination.
- ⊙ Flexibility: Anywhere access.
- ⊙ Access to high quality education: Access to quality teachers and peers increases collaboration.
- ⊙ Powerful innovation: It expands educational opportunities.

At the global as well as national platform, there is an increased importance to knowledge dissemination in sanitation and interest of students in taking up various courses in this sector. In India, the focus of Government has been on access to sanitation for all through implementation of Swachh Bharat Mission (SBM) across the country. The ODF/ODF++ protocols have been launched to scale up and sustain the work under SBM and Water Plus protocol to sustain toilets by treatment and reuse of water.

Urban development missions like SMART City and AMRUT also have water supply, centralized and decentralized sanitation as thrust areas hence water supply and sanitation infrastructure is being created under these missions. Decentralized sanitation is also gaining acknowledgement nationally for providing economical and sustainable solutions for accessible and safe sanitation. With the growing focus in WASH sector, there is growing opportunity and investment in the sector to yield the social, environmental and economic benefits. For implementation and scale up of these initiatives, State and Local Government would require support of professionals with knowledge in Water Sanitation and Hygiene (WASH). This will lead to increased demand and good job opportunities in public as well as private sector, for the trained professionals in the WASH sector.

Rules and regulations

Qualifications:

Academic admission to the programme may be granted to applicants who provide evidence of having a University Bachelor's Degree in an appropriate field of study for the programme such as

Science, Engineering or any other graduation programme. Preference will be given to students from relevant Science, Engineering (Civil, Environmental), Environmental Sciences, Planning and such relevant backgrounds.

Admission:

- ⊙ Academic admission to the program will be granted on the basis of a decision taken by the academic registrar, upon advice of the programme coordinator.
- ⊙ Applicants will be registered as a student in the programme.

Enrollment procedure / registration details:

Admissions are 100% online through website aillsg.org > **academic courses > Post Graduate Diploma > PGD in WASH Management** in order to facilitate the learners to register for admission for both PGDWM and OLC.

The procedure for Online Admission is as follows:

Log on to

<https://docs.google.com/forms/d/e/1FAIpQLSd7pkpVbVeFV0wwLSmuZa0Vos2HqUA3kLGrfHsmBzEMb1Lt4Q/viewform> and read the instructions and procedures carefully and keep ready all the necessary information and scanned images (s) of Photograph, Signature and relevant Document as per Entry Requirements before you start filling the Online Application Form. The student shall also be ready with valid mobile number and / valid e-mail ID.

- ⊙ Go to online registration link.
- ⊙ Pay the registration fees via bank transfer as per the details in the form
- ⊙ Fill in details in the registration form, verify and confirm
- ⊙ Upload documents and submit the form
- ⊙ Receive acknowledgement mail from the institute after uploading the documents
- ⊙ All the valid forms shall be considered for shortlisting of the students and only the shortlisted candidates shall be informed via mail.

The student has to be ready with coloured scanned copies of the following documents which will be required to be uploaded while registering for the admission to the courses:

- ⊙ Recent passport size colour photograph.
- ⊙ Signature of learner (preferably in black ink).
- ⊙ Valid Identity Proof (like Aadhaar Number, Aadhaar Enrolment number, Passport number or any other valid government Identity Card etc.)
- ⊙ Valid proof of Date of Birth (Birth Certificate or Passport or Transfer Certificate / School Leaving Certificate or Aadhaar Card with date of birth printed on it in the dd/mm/yyyy format)
- ⊙ Valid proof of Residence.
- ⊙ SSC, HSC and Graduation marksheets and degree.

Attendance:

75% minimum required for completion of course.

Medium of instruction:

Medium of instruction is English and Hindi (Study material available in English)

PGDWM Details:

Student intake: 25 students (per batch)

Course duration: 1 Year

Course fees: Rs 30000/-

Tests or evaluation: During course of study, assessment of student progress will be done through Tutor Marked Assignments (TMAs) and online Unit tests/examinations. The internal assignments (presentations, group projects, research studies etc.) + Unit test will have 70% weightage and final examination will have 30% weightage.

Examination: Date of the final examination of the courses shall be declared online well in advance. The final examination shall be held after the completion of the course.

Marks presented for the course:

SN	Subject	Credits
1	Sanitation Systems & services	2.5
2	Sanitation and Public health	2.5
3	Sanitation Technology	7
4	Sanitation Governance	3
5	Sanitation Financing	1.5
6	Behavior Change and Advocacy	1.5
7	Emergency Sanitation	2
	Total	20

Marks required for passing in the Final Exam:

Overall aggregate of 40% mandatory for passing with individual marks also mandatory as below

Letter Grades and their equivalent Grade Point

Percentage of Marks obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70-79.99	9	A+	Excellent
60-69.99	8	A	Very Good
55-59.99	7	B+	Good
50-54.99	6	B	Above Average
45-49.99	5	C	Average
40-44.99	4	D	Pass
Less than 40	0	F	Fail

Completion / Clear the Examination:

Upon failing in any subjects, students will be eligible to appear and clear the examination within 1 month/ given time from the date and month of declaration of the result.

Examination Results:

- ☉ The results of the examination will be declared by Head Office at Mumbai normally within 30 days from the last day of the examination.

- ⊙ The result will be made available on the institutes' website and provisional marksheet may be obtained on the same day.

Marksheet: Marksheet will be issued to all the candidates, who enrolled for the examination. The students shall collect the Marksheet from the institute website.

Certificates: The student has to complete all the 7 subjects offered under PGDWM. The students shall collect the Diploma Certificates from the institute website.

Re-Totaling of Marks / Perusal of Answer Paper / Re-Assessment of Marks: In case a candidate is not satisfied with the marks awarded to him/her in the final result, he/she can apply for Re-Totaling of marks or perusal of answer papers or re-assessment of marks.

Procedure for Re-Totaling of Marks/Perusal of Answer Papers/Re-Assessment of Marks:

1. The application is to be made by the candidate to the Course Coordinator.
2. The candidate should deposit prescribed full fees along with application as per chart below.
3. The candidate is required to attach a photocopy of his/her final or provisional marksheet for verification of marks at the time of submission of application.
4. Candidate must apply within one month from date of declaration of the result.
5. No application from the student after one month shall be entertained.

S.N.	Method	Fees	Process
1	Re-totaling of marks	Rs.300 per paper	Marks are re-totaled by designated official.
2	Perusal of answer paper	Rs.750 per paper	Student can see, read and check his/her non editable answer papers online.
3	Re-assessment of marks	Rs.1000	Answer papers are reevaluated by designated faculty member.

On receipt of application for perusal the student will be intimated date and time on which the original answer book will be provided to the student. After perusal of the answer book by the student concern / in case of student's failure to give the necessary feedback within the designated time on the given date, the matter will be treated as closed.

Duplicate Marksheet & Diploma Certificate:

Duplicate Marksheet and Duplicate Certificate of the course shall be issued to the students against payment as per details below:

FROM THE DATE OF RESULT DECLARATION				
	Within 1 year	Above 1 to 5 years	Above 5 to 10 years	Above 10 years
Duplicate marksheet	500/-	1000/-	1500/-	2000/-
Duplicate diploma certificate	800/-	1500/-	2000/-	3000/-
Duplicate marksheet & Duplicate diploma certificate	1300/-	2500/-	3500/-	5000/-

OLC Details:

Student intake: Average 30 students every 6 months for the modules to be conducted

Course duration: The duration will vary between 3-4 weeks depending on the selected module content and the related study load hours.

Tests or evaluation: During course of study, assessment of student progress will be done through Tutor Marked Assignments (TMAs) and online Unit tests. The final assignments will be in the form of presentations, group projects, research studies etc.

Certificate: Certificates will be issued to all the successful candidates completing the course including all assignments and tasks given. The students shall collect the Certificates from the institute website.

Course Fees: Rs. 5000/-

Appeal: Appeal in respect of any one or more of the rules and regulations herein contained or decision of the Board of studies and Examination shall lie with the Director General and his decision in the matter shall be final irrevocable and binding.

Board of Studies and Examination: Appeal in respect of any one or more of the rules and regulations herein contained or decision of the Board of Studies and Examination shall lie with the Director General and his decision in the matter shall be final, irrevocable and binding.

Employment: Institute does not take responsibility for any employment on successful completion of the courses.

Director General: The authority to take final decision regarding all matters shall vest with the Director General, All India Institute of local Self - Government which will be binding on all concern.

Cancellation of Admission:

Admission will be cancelled in case:

- ⊙ Online admission form is incomplete
- ⊙ The fee paid is short
- ⊙ The supporting documents are incomplete
- ⊙ False documents have been submitted, if incorrect or wrong information is given
- ⊙ Required educational qualifications are not fulfilled
- ⊙ The secondary examination is not passed from a recognized board.

Note: (1) Admission once cancelled will not be re-considered. (2) Fee once paid will not be refunded on any account.

Important instructions

- ⊙ Student shall submit the online registration form on or before 12th February, 2021.
- ⊙ Minimum 12 online study hours per week
- ⊙ Student shall pay the registration fees of Rs 250/- as mentioned via bank transfer and upload the e-receipt with the other documents required.
- ⊙ Forms of students who have not filled the registration fees and not uploaded the bank receipt with the documents shall not be considered.

- ⦿ The name of the student shall be recorded exactly as per the name mentioned in the 10th / 12th Std. mark sheet, issued to the students by the States & Central Govt. Educational Board. Therefore, any request for change in the name shall not be accepted.
- ⦿ Please rename your documents to NAME OF THE DOCUMENT_YOUR NAME eg. AADHAR_RAJ
- ⦿ Once the document is uploaded and submitted by the student, it shall be treated as final & legitimate data of the student.
- ⦿ Students with any discrepancies in the documents shall not be considered for the course.
- ⦿ After submitting the registration form online, student will get an acknowledgement mail from the institute.
- ⦿ The date for the final list of shortlisted students to be announced later. Only shortlisted students shall be informed via mail and will have to pay the fees through bank transfer before the start of the course.

Contact details

All India Institute of Local Self Government (HEAD OFFICE)

✉ Plot No. 6, F – Block, M. N. Roy Human Development Campus, T.P.S. Road-12, Behind Teacher Colony, Bandra (East) Mumbai – 400 051.

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