

- (p) construction and maintenance of buildings for common use and of buildings necessary for development activities.
3. In the sphere of education and culture
- (a) visits to educational institution;
 - (b) check on attendance and other registers to enquire and report to concerned authorities on educational deficiencies and requirements in the village;
 - (c) submission of recommendations on the annual budget of schools, adult and non-formal centres, and pre-primary and early-childhood care and educational centres;
 - (d) construction and repair work of educational institutions entrusted to the Village Council;
 - (e) submission of reports on regularity of students, teachers attendance and school functioning;
 - (f) framing of the school calendar under the guidance of the District Council.
4. In the sphere of self defence and village defence;
- (a) watch and ward of the village and of crops therein and raising volunteer organisation or organizations of any other kind, encouraging and assisting such organizations;
 - (b) providing for training facilities to the youth of the village for the purpose of self defence and village defence and assisting such training that may be organized by the government;
 - (c) preventing of fires, rendering assistance in extinguishing fires and protecting life and property when fire occurs;
5. In the sphere of planning and administration
- (a) the preparation of plan for the development of the village;
 - (b) assisting the implementation of soil improvement projects of the State Government;
 - (c) economic survey of the gram accompanied by the provisions of employment to the unemployed or unemployed resident thereof;
 - (d) preparation of budget, collection and maintenance of accounts, custody and utilisation of funds, assessment and collection of taxes and maintenance of an Account Code;
 - (e) use of assistance given by the Central or State Government for any purpose of the village;