# Diploma in Local Governance

## For Officials of Grama Panchayats

Kerala Panchayat Raj Act

Management Skills

Professional

Soft Skills

# Participant's Handbook

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# 1. Background

The Grama Panchayat Officials, especially Secretary, Assistant Secretary, and Junior Superintendent are expected to perform multi-faceted functions on local governance and development. The efficient functioning of Grama Panchayat Officials requires thorough knowledge on Kerala Panchayat Raj Act (KPRA) and allied Rules, proficiency in applying management tools to solve organisational problems, and soft skills for effectively dealing with stakeholders. The enhancement of these skills and knowledge of the officials help to create positive work environment and cordial relation with stakeholders of Grama Panchayat. In view of strengthening these knowledge and skills, KILA envisages a Diploma in Local Governance (DLG) that targets to enhance the capacity of young Officials of Grama Panchayats on three core areas viz. (i) Kerala Panchayat Raj Act (KPRA) and Rules, (ii) Management Proficiency, and (iii) Soft Skills. This DLG is featured with a slogan '3-in-1', as the participants will be able to gain knowledge and skills on three core areas through one course.

# 2. Purpose and Objectives

The purpose of DLG is to ensure effective service delivery by building professionalism among the participants through the development of knowledge, skills, and proficiency required in their capacity as Grama Panchayat Officials. With this purpose, participants will be able to:

i. explain and interpret the provisions of KPRA and allied Rules
ii. apply management tools
iii. demonstrate soft skills

# 3. Achievements through this Programme

The participants will have thorough knowledge, skills, and capability to perform efficiently and effectively as the Secretary/Assistant Secretary/Junior Superintendent of the Grama Panchayat and be able to:

i. apply professionalism in office management, record management, personnel management, finance management, time management, and project management
ii. perform the tasks by complying the Acts and Rules
iii. manage and positively interact with multiple-stake holders
iv. deliver the services efficiently and effectively
v. report timely to various stakeholders
vi. generate innovative ideas

# 4. Content

The programme covers following three core areas:

I. Kerala Panchayat Raj Act (KPRA) and allied Rules

    i.     26 chapters of KPRA

    ii.    About 60 allied Rules

II. Management Tools

    i.     Project Management

    ii.    Outcome Based Planning

    iii.   e-Governance

    iv.   TQM Principles

    v.    5 'S' Frame Work

    vi.   Participatory Planning Tools (RRA/PRA)

III. Soft Skills

    i.  Emotional Quotient

    ii.  Team Building

    iii.  Motivation

    iv.  Decision Making

    v.  Stress Management

    vi.  Time Management

    vii.  Anger Management

    viii.  Communication

    ix.  Change Management

    x.  Goal Setting

    xi.  Body Language

    xii.  Listening Skill

    xiii.  Public Relation

    xiv.  Conflict Management

    xv.  Problem Solving

    xvi.  Leadership

    xvii.  Facilitation Skills

## 5. Duration

The programme shall have six months (24 weeks) duration with Blended Learning Methodology (BLM). The duration is split into two Semesters of 3 months (12 weeks) each.

  i.    Five days a week [for 24 weeks]:
        Online course on KPRA
  ii.   Weekend [for 24 weeks]:
        Continuous Assessment on KPRA
  iii.  Two Days - Monthly [for 24 weeks]:
        Contact Classes on Management Proficiency and Soft Skills

## 6. Methodology

The approach of the programme will be action-oriented with continuous monitoring. The DLG shall follow Blended Learning Methodology (BLM); a formal training programme in which the participants learn through online (distant mode), combined with classroom methods (direct contact mode). The participants shall learn:

i.  The provisions of KPRA and allied Rules of content by self and guided reading, instruction with some element of learner control over time, and continuous assessment.
ii. The Management tools and Soft Skills through classroom mode with participatory methods viz. management games, case study, role play, buzz group discussion, explanatory quiz, individual and group assignments and interactive lecture.

### 6.1. Daily Assignment

The content of KPRA and allied Rules are schemed into daily assignment for self-reading and uploading notes. The participants shall perform the task of self-reading by allotting scheduled time.

### 6.2. Week-end Assessment

To monitor programme of learning and knowledge gain, week-end assessment will be made through online. The week-end continuous assessment shall cover multiple choice questions.

### 6.3. Monthly Contact Class

The management proficiency and soft skills will be imparted through monthly classroom sessions of two days residential programme at KILA. The FAQs on KPRA and allied Rules shall also be dealt with in the classroom sessions.

### 6.4. Monthly Assessment

There will be a monthly online exam during contact class, covering topics of KPRA that have completed. The monthly written exam will be objective type.

### 6.5. LoGNet (Local Government Net Work)

LoGNet is an interactive e-learning platform hoisted by KILA, which allows creating and administrating online course. It is a web-based learning management system. LoGNet was designed using MOODLE (Modular Object Oriented Dynamic Learning Environment). MOODLE is an OSS (Open Source Software) platform that comes under GPL (General Public License). Every deliberation in MOODLE starts with OSS. MOODLE is a highly secured learning management system. Using various advanced data encryption processes, MOODLE data are always well protected and any unauthorized accesses will be denied. (https://docs.moodle.org]. Any changes or updates can be easily incorporated to the system. MOODLE facilitates need-based customization, which is an attraction to many of the Moodlers and this is one of the main features, which sets MOODLE apart from other learning management systems.

As part of extending KILA's learning center services, LoGNet is the major milestone that can be used and accessed by every participant at their convenience. LoGNet provides facility to the participants for accessing course contents, attending various online tests at their premises and submitting assignments. The grades of every participant will be automatically generated after the successful completion of the course. The web site for LoGNet is **www.lognet.in/lms**

## 7. Scheme of Assessment

The DLG covers two assessments:
i. SEA: SEA covers written test at the end of Semester I and Semester II.
ii. CCA: CCA covers virtual and physical attendance, daily note submission, weekend online test, monthly online test, assignments, seminar, RRA and project.

## 7.1. Assessment and Marks

The Assessment for the award of DLG is for total marks of 2000, which include marks of 300 for SEA, marks of 1700 for CCA (Table 1).

## Table 1: Distribution of Mark

| # | Components | I Sem | II Sem | Total |
|---|---|---|---|---|
| I | **Semester End Examination (SEA)** | | | |
| | i.  Paper 1 – KPRA | 50 | 50 | 100 |
| | ii.  Paper 2 – Management Tools | 50 | 50 | 100 |
| | iii. Paper 3 – Soft Skills | 50 | 50 | 100 |
| | **Total (I)** | **150** | **150** | **300** |
| II | **Continuous & Comprehensive Evaluation (CCA)** | | | |
| | i.  Virtual Attendance and Daily Note Submission | 120 | 120 | 240 |
| | ii.  Online Test – Week end | 300 | 300 | 600 |
| | iii.  Online Test – Monthly | 150 | 150 | 300 |
| | iv.  Practical – [Assignments] | 100 | 100 | 200 |
| | v.  Physical Attendance-Monthly Contact Class | 30 | 30 | 60 |
| | **Sub-total (i)-(v)** | **700** | **700** | **1400** |
| | vi. Seminar | 50 | - | 50 |
| | vii. Rapid Rural Appraisal (RRA) | 50 | 50 | 100 |
| | viii. Project | 50 | 100 | 150 |
| | **Total (II)** | **850** | **850** | **1700** |
| | **Grant Total ([I]+[II])** | **1000** | **1000** | **2000** |

## 7.1.1.  Semester End Assessment (SEA)

At the end of each Semester (Semester I and II), there will be written examination covering three core areas viz. [i] KPRA, [ii] Management tools, and [iii] Soft Skills; respectively as Part 1, 2, and 3. There will be separate examination for each part.  The examination question shall include short answer type questions and case studies. The Minimum pass mark for each paper is 40% and overall aggregate pass mark for 3 papers will be 50%. (Table2).

## Table 2: Details of SEA and Minimum Mark

| Sem | Particulars | Maximum Mark | Minimum Mark | Overall Minimum marks | Total |
|---|---|---|---|---|---|
| **I** | i.  Paper 1 – KPRA | 50 | 20 | 75 | 150 |
| | ii.  Paper 2 – Management Tools | 50 | 20 | | |
| | iii. Paper 3 – Soft Skills | 50 | 20 | | |
| **II** | i.  Paper 1 – KPRA | 50 | 20 | 75 | 150 |
| | ii.  Paper 2 – Management Tools | 50 | 20 | | |
| | iii. Paper 3 – Soft | 50 | 20 | | |

### 7.1.2. Continuous & Comprehensive Assessment (CCA)

**(i) Virtual Attendance and Daily Note Submission**

The virtual attendance is special feature of the course for ensuring continuous reading and active participation of the Participants in the online mode of learning. Virtual attendance is marked for daily reading and note submission where one mark each for daily reading as virtual attendance and one mark each for content of note submission. The virtual attendance is ensured through daily note submission. That means virtual attendance is marked only if the daily notes is submitted on stipulated time. The stipulated time for daily note submission is on or before 23:55 (Midnight) on each day. The minimum mark required for each Semester is 75% for virtual attendance and daily note submission each. The person who score minimum in first Semester will only be eligible for entry into second Semester.

**(ii) Online Test – Week-End**

The participants will attend 24 online tests during the course, which include 25 questions each. Each question carries one mark. Thus the total mark is 600 (i.e. 24w x 25q x 1m). The time allotted for each test is 30 minutes. Every Saturday evening the participants shall appear for the examination between the time allotted i.e. 5 pm to 7 pm. Minimum mark for pass is 40% for each examination, whereas the overall minimum is 50% (Table 3).

**(iii) Online Test - Monthly**

Along with the monthly residential programme on management tools and soft skills at KILA, there will be monthly online examination. The monthly online examination covers same content of four weeks of that month. This includes 50 questions, each carries one mark. Minimum mark for pass is 40% for each examination and overall minimum is 50%. (Table 3).

**(iv) Practical – [Assignments]**

The assignments include creation of quality circle, conducting continuous training, implementing 5s frameworks in office and conducting Rapid Rural Appraisal (RRA) in Panchayat and submitting report. There are 4 Panchayat based practical assignments which carry marks of 25 each (Table 3) for each Semester. Minimum pass mark for each practical is 40% and overall minimum is 50%.

**(v) Physical Attendance - Monthly Contact Class**

There are total 6 contact classes, each contact class carry 5 marks. The minimum mark required for each Semester is 75% for physical attendance. The person who cannot mark minimum in first Semester will not be eligible for second Semester.

## Table 3: Details of CCA and Minimum Mark

| Sem | Particulars | No. of Questions | Maximum Mark | Minimum Mark | Total Tests | Overall Minimum Marks | Total |
|---|---|---|---|---|---|---|---|
| I | Virtual Attendance | - | 60 | 45 | - | - | 60 |
| | Daily Note Submission | - | 60 | 45 | - | - | 60 |
| | Week end | 25 | 1 | 10 | 12 | 150 | 300 |
| | Monthly | 50 | 1 | 20 | 3 | 75 | 150 |
| | Practical | 4 | 100 | 40 | - | 50 | 100 |
| | Physical Attendance | - | 30 | 22 | - | - | 30 |
| | Seminar | 1 | 50 | 20 | - | - | 50 |
| | RRA | - | 50 | 20 | - | - | 50 |
| | Project | - | 50 | 25 | - | - | 50 |
| II | Virtual Attendance | - | 60 | 45 | - | - | 60 |
| | Daily Note Submission | - | 60 | 45 | - | - | 60 |
| | Week end | 25 | 1 | 10 | 12 | 150 | 300 |
| | Monthly | 50 | 1 | 20 | 3 | 75 | 150 |
| | Practical | 4 | 100 | 40 | - | 50 | 100 |
| | Physical Attendance | - | 30 | 22 | - | - | 30 |
| | RRA | - | 50 | 20 | - | - | 50 |
| | Project | - | 100 | 50 | - | - | 100 |

**(iv) Overall Attendance**

As the course is a practical based and relying on self-learning methodology, the attendance for the course is considered to be one of the compulsory evaluation criteria. Any late arrival in the contact class will be treated as half day leave. The fraction of attendance will be rounded off to lowest digit during the allocation of marks. The participants having a minimum of 75% on virtual and physical attendance each, will only be eligible to continue the course. (Table 4).

### Table 4: Attendance and Mark

| # | % of Attendance | Mark |
|---|---|---|
| 1 | Above 95% | 25 |
| 2 | Between 90 – 94% | 20 |
| 3 | Between 85 – 89% | 15 |
| 4 | Between 80 – 84% | 10 |
| 5 | Between 75 – 79% | 5 |

**(v) Seminar**

The participants will present a paper in the seminar during first semester, which carries 50 marks. The minimum pass mark is 20 (See Table 3).

### (vi) Rapid Rural Appraisal (RRA)

The Participants have to conduct RRA at field. During the first Semester, the Participants will be trained on RRA; through theoretical inputs and field work. Based on the learning on RRA in the first Semester, the Participants have to conduct RRA at their own Panchayat in the second Semester. The assessment scheme will be as follows:

**First Semester:**

a. The Participant's involvement in RRA & Reporting using Charts  – 25 marks

b. Final Report on RRA  – 25 marks

**Second Semester:**

a. Report on RRA conducted at own Panchayat – 50 marks

The minimum pass mark is 40% for each Semester.

### (vii) Project

The participants should identify, plan and implement an innovative project in their Panchayat. This project is mainly based on the agreement signed by the Participant on disclaimer given during entrance test, regarding the proposed project they need to execute in the Panchayat. The project starts once the orientation class at KILA is completed. The innovation, feasibility, initiative and impacts of the project are assessed. Total marks for the project is 150 marks (50 marks during first Semester and 100 marks during second Semester). The preparatory work for the project has to be done during first Semester and the implementation to be completed during second Semester. The minimum pass mark for the project is 50% in each semester. The Project Report needs to be submitted on the sixth contact class at KILA.

## 8. Award of Certificate

The Diploma will be awarded to the course participant on successful completion of the course based on the Semester End Assessment (SEA) and Continuous and Comprehensive Assessment (CCA). The Diploma will be awarded to the course participants on fulfillment of following conditions:

i. Successful completion of the course based on the SEA and CCA.

ii. Securing minimum marks for each component.

iii. Securing minimum 50% in SEA and 60% in CCA.

iv. Securing at least 'E' grade. (Table 5)

**Table 5: Overall Mark - Grade Slab**

| # | % of Mark | Grade |
|---|---|---|
| 1 | Above 90% | A |
| 2 | Between 80 – 89% | B |
| 3 | Between 70 – 79% | C |
| 4 | Between 60 – 69% | D |
| 5 | Between 55 - 59% | E |

## 9. Other Conditions

i. Supplements of all exams, if required, shall be conducted along with the subsequent batch only. No separate re-exam will be conducted for the Participants, who score less than minimum mark.

ii. The Participants will be automatically forfeited, if the shortage of attendance exceeds the permissible limit.

iii. The Course Director may change the scheduled date and time of any activities in this course during contingency with prior intimation.

iv. All intimations regarding the course will be through email only. Therefore, the participants are required to daily read their e-mails during the course.

## 10. Course Components at a Glance

### 10.1. Six Months Course

| Month | Distant Mode | Contact Class |
|---|---|---|
| 1 | 4 weeks (5 days self learning + one day online test) | 2 days |
| 2 | 4 weeks (5 days self learning + one day online test) | 2 days |
| 3 | 4 weeks (5 days self learning + one day online test) | 2 days |
| | Semester End Examination (SEA) | |
| 4 | 4 weeks (5 days self learning + one day online test) | 2 days |
| 5 | 4 weeks (5 days self learning + one day online test) | 2 days |
| 6 | 4 weeks (5 days self learning + one day online test) | 2 days |
| | **Semester End Examination (SEA)** | |

## 10.2. Monthly Online Course

| Week | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|------|-------|-------|-------|-------|-------|-------|
| **Distant Learning** (Four Weeks of Every Month) | | | | | | |
| 1st | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Online Test |
| 2nd | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Online Test |
| 3rd | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Online Test |
| 4th | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Self Study: Acts & Rules & Note Submission | Online Test |

## 10.3. Contact Class

| Day One | | Day Two | |
|---------|---|---------|---|
| **Monthly Contact Class at KILA** (At the end of every 4 weeks of the course) | | | |
| **FN** | **AN** | **FN** | **AN** |
| Online Test | Contact Class (Project Management & Soft Skills)/Seminar | Contact Class (Project Management & Soft Skills) /Seminar | Contact Class (Project Management & Soft Skills)/Seminar |

## 10.4 Week-wise Coverage of KPRA & Allied Rules, Related Subject and Manuals

| Month | Week | Subject |
|---|---|---|
| 1 | 1 | Grama Sabha & Constitution of Panchayat at different level |
| | 2 | Provisions Relating to Members & President of Panchayats |
| | 3 | Committee System & Meeting Management |
| | 4 | Officers and employees of Panchayats and function of the Government provision regarding |
| 2 | 5 | Good Governance - Supplementary Provisions and Citizen Charter |
| | 6 | Ombudsman, Tribunal |
| | 7 | Good Governance, RTI |
| | 8 | Regulatory functions - KPBR |
| 3 | 9 | General Provision regarding Licenses & Permission |
| | 10 | Provision Regarding Serving Notice, Encroachments and Registration of Private Hospitals |
| | 11 | Infrastructure Development |
| | 12 | Finance and Taxation |
| 4 | 13 | Public safety and Health |
| | 14 | Election and Qualification of candidates |
| | 15 | Election: Conduct of Election |
| | 16 | Delimitation of constituencies and preparation of electoral |
| 5 | 17 | Manner of Inspection and Audit & Performance Audit Manual |
| | 18 | MGNREGS |
| | 19 | Plan Guidelines |
| | 20 | Procurement Manual |
| 6 | 21 | Office Management Manual |
| | 22 | Public Reporting Manual & Grievance Redressed Manual |
| | 23 | Asset Management Manual |
| | 24 | Budget Manual |

## 10.5 Daily Coverage of KPRA & Allied Rules, Related Subject and Manuals

| Ist Month, Week 1 | | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 1: Preliminary Sections 1 and 2 | |
| 2 | Chapter 2: Grama Sabha Section 3 | |
| 3 | KPR (Procedure For Convening And Conducting Grama Sabha) Rules, 1995 | |
| 4 | Chapter 3: Constitution of Panchayat at Different Level | |
| 5 | Revision | |
| 6 | Online Test | |

| Ist Month, Week 2 | | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 14: Provisions relating to members and President of Panchayats | |
| 2 | KPR (Conduct of Election) Rules, 1995 | |
| 3 | KPR (Conduct of Election) Rules, 1995 | |
| 4 | KPR (Resignation of President, Vice President or Members) Rules, 2000 | |
| 5 | Revision | |
| 6 | Online Test | |

| Ist Month, Week 3 | | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 15: Meetings, Powers, Functions, Duties of Panchayats | |
| 2 | KPR (Procedure for Panchayat Meetings) Rules, 1995 | |
| 3 | KPR (Constitution of Working and Joint Committees) Rules, 1995; KPR (Burial of Unclaimed Corpses) Rules, 1996. | |
| 4 | KPR (Standing Committee) Rules, 2000; KPR (Constitution and Utilisation of Distress Relief Fund) Rules, 2003; KPR (Procedure to be adopted on illegal Resolution) Rules, 2003 | |
| 5 | KPR (Managing Committees for Public Health Institution) Rules, 2010 | |
| 6 | Online Test | |

| Ist Month, Week 4 | | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 16: Officers and Employees of Panchayats | |
| 2 | Chapter 18: Functions of the Government | |
| 3 | KPR (Control over Officers) Rules, 1997 | |
| 4 | KPR (Procedure to be adopted on illegal resolutions) Rules, 2003(2); KPR (Professional relationship and conduct between elected authorities and officers) Rules, 2007. | |
| 5 | Revision | |
| 6 | Online Test | |

# Daily Coverage of KPRA & Allied Rules, Related Subject and Manuals

| | 2nd Month, Week 5 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 26: Section 272 to 285-Suplimental Provisions | |
| 2 | KPR (Preparation of Citizens Charter) Rules, 2004 | |
| 3 | Schedules of the Act | |
| 4 | Schedules of the Act | |
| 5 | Revision | |
| 6 | Online Test | |

| | 2nd Month, Week 6 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 25B:  Ombudsman. | |
| 2 | Ombudsman for Local Self Government Institutions (Inquiry of complaints and service conditions) Rules, 1999 | |
| 3 | Chapter 25 C: Tribunal. | |
| 4 | The Tribunal for the Kerala Local Self Government Institutions Rules, 1999 | |
| 5 | Revision | |
| 6 | Online Test | |

| | 2nd Month, Week 7 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 25 A | |
| 2 | KPR (Custody of records and issue of copy) Rules, 1998 | |
| 3 | RTI Act 2005 | |
| 4 | Possibilities of reducing RTI Litigation | |
| 5 | Revision | |
| 6 | Online Test | |

| | 2nd Month, Week 8 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 21: Building | |
| 2 | KPBR, 2011 | |
| 3 | KPBR, 2011 | |
| 4 | KPBR, 2011 | |
| 5 | KPR (Restrictions & Conditions on the Powers, Entry & Inspection) Rules, 1998 and KPR (Writing off irrecoverable amounts) Rules, 1998. | |
| 6 | Online Test | |

# Daily Coverage of KPRA & Allied Rules, Related Subjects and Manuals

| | 3rd Month, Week 9 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 21A: General provisions regarding licenses and permissions | |
| 2 | KPR (Property Tax) Rules | |
| 3 | KPR (Property Tax) Rules | |
| 4 | KPR (Duties to be exercised by the Village Officers) Rules, 1996; KPR (Authorization of trail of offences) Rules, 1997. | |
| 5 | Revision | |
| 6 | Online Test | |

| | 3rd Month, Week 10 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 22: Rules, Bye laws and penalties for their Breach, KPR (Manner of service of Notice) Rules, 1996 | |
| 2 | Chapter 23: Penalties, KPR (Removal of Encroachment and imposition and recovery of penalty for unauthorized occupation) Rules, 1996 | |
| 3 | Chapter 24: Registration of Tutorial Institutions, KPR (Registration of Tutorial Institutions) Rules, 1999; KPR (Using of Facsimile stamp of signature of President and secretary) Rules, 1996; KPR (Procedure for making bye-laws) Rules, 1995 | |
| 4 | Chapter 25: KPR (Registration of Private Hospitals and Paramedical Institutions) Rules, 1997 | |
| 5 | KPR (Compounding of Offence)Rules, 1996; KPR Contract Act 1996 | |
| 6 | Online Test | |

| | 3rd Month, Week 11 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | KPR ( Execution of Public works) Rules, 1997 | |
| 2 | KPR (Manner of Publication of Notification or Notice) Rules, 1996 | |
| 3 | KPR (Regulation and Prohibition of use of Public or Private springs, tanks, wells and other water, courses) Rules, 1996. | |
| 4 | KPR (Granting of Remission to Contractors and Lessees) Rules, 1998 | |
| 5 | Revision | |
| 6 | Online Test9 | |

| | 3rd Month, Week 12 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 19: finance and taxation | |
| 2 | KPR (Levy and collection of Show tax) Rules,1995; KPR (Duty on Transfer of Property) Rules, 1995; KPR (Profession tax) Rules, 1996; KPR (Taxation levy and appeal) Rules, 1996, KPR (Base tax grand) Rules, 2001 | |
| 3 | Chapter 17: Finance Commission and Its Powers | |
| 4 | Recommendations of First and Second finance commission | |
| 5 | Recommendations of third finance commission | |
| 6 | Online Test | |

# Daily Coverage of KPRA & Allied Rules, Related Subjects and Manuals

| | 4th Month, Week 13 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 20: Public safety, Convenience and Health | |
| 2 | Chapter 20: Public safety, Convenience and Health | |
| 3 | KPR (Issue of Licenses to Dangerous and Offensive Trades and Factories) Rules, 1996 | |
| 4 | KPR (Landing Places, Halting Places, Cart stands and other vehicle stands) Rules, 1995; KPR (Construction and maintenance of public latrines, urinals, bathing places and sanitation of private premises) Rules,1996. | |
| 5 | Revision | |
| 6 | Online Test | |

| | 4th Month, Week 14 | |
|---|---|---|
| **Day** | **Subject** | **Dat** |
| 1 | Chapter 7: Qualification and Disqualification | |
| 2 | Chapter 8: Notification | |
| 3 | KPR (Removal of disqualification of candidates and members in certain cases) Rules, 1995 | |
| 4 | KPR (Removal of disqualification of candidates and members in certain cases) Rules, 1995 | |
| 5 | Revision | |
| 6 | Online Test | |

| | 4th  Month, Week 15 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 9: Conduct of election | |
| 2 | Chapter 9: Conduct of election | |
| 3 | KPR (Conduct of Election) Rules, 1995 | |
| 4 | Disputes regarding election | |
| 5 | Revision | |
| 6 | Online Test | |

| | 4th  Month, Week 16 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Chapter 4 Delimitation of Constituencies | |
| 2 | Chapter 5 Officers and Staff of State Election Commission | |
| 3 | Chapter 6 Preparation of Electoral Roll | |
| 4 | KPR (Registration of Electors) Rules 1994 | |
| 5 | Revision | |
| 6 | Online Test | |

# Daily Coverage of KPRA & Allied Rules, Related Subjects and Manuals

| | 5th Month, Week 17 | |
|---|---|---|
| Day | Subject | Date |
| 1 | Manner of Inspection and Audit rule 1997 | |
| 2 | Performance Audit Manual | |
| 3 | Performance Audit Manual | |
| 4 | Performance Audit Manual | |
| 5 | Revision | |
| 6 | Online Test | |

| | 5th Month, Week 18 | |
|---|---|---|
| Day | Subject | Date |
| 1 | MGNREGS: guideline | |
| 2 | MGNREGS : Labour Budget Preparation | |
| 3 | MGNREGS: 14th  Finance Commission Fund – Linking possibilities | |
| 4 | MGNREGS: status in Kerala and own GP | |
| 5 | Revision | |
| 6 | Online Test | |

| | 5th Month, Week 19 | |
|---|---|---|
| Day | Subject | Date |
| 1 | Participatory Planning process: Guideline | |
| 2 | Participatory Planning process: Guideline | |
| 3 | Participatory Planning process: Guideline | |
| 4 | Participatory Planning process: Guideline | |
| 5 | Revision | |
| 6 | Online test | |

| | 5th  Month, Week 20 | |
|---|---|---|
| Day | Subject | Date |
| 1 | Procurement Manual : Definition of terms and procurement process | |
| 2 | Mode of Procurement | |
| 3 | Roles and responsibilities | |
| 4 | Social Audit in connection with procurement | |
| 5 | Proactive Disclosure possibilities | |
| 6 | Online test | |

## Daily Coverage of KPRA & Allied Rules, Related Subjects and Manuals

| | 6th Month, Week 21 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Introduction and file management | |
| 2 | Committee system | |
| 3 | Meeting management and office procedure related to Grama Mabha | |
| 4 | Duties and responsibilities of Officials in Office Management | |
| 5 | TQM | |
| 6 | Online test | |

| | 6th Month, Week 22 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Annual Administrative Report: Public Reporting Manual | |
| 2 | Public Reporting Manual | |
| 3 | Grievance Redressal Manual | |
| 4 | Grievance Redressal Manual | |
| 5 | Revision | |
| 6 | Online test | |

| | 6th Month, Week 23 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Asset Management Manual | |
| 2 | Asset Management Manual | |
| 3 | Asset Management Manual | |
| 4 | Asset Management Manual | |
| 5 | Revision | |
| 6 | Online test | |

| | 6th Month, Week 24 | |
|---|---|---|
| **Day** | **Subject** | **Date** |
| 1 | Introduction: Concepts of Budget | |
| 2 | Budget formats: Plan proposal and non plan proposal formats | |
| 3 | Presentation of Budget | |
| 4 | Budget Speech | |
| 5 | Revision | |
| 6 | Online test | |

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