PROGRAMME CALENDAR
2016-2017

- Courses
- Trainings
- Workshops
- Seminars

- Extension Activities
- Research
- Publications
- Policy Documents

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FOREWORD

KILA was established in the pattern of a national institute with the main objective of training, research, and consultancy in local governance and decentralisation. From its beginning in the year 1990 onwards, KILA has been engaged with different types of capacity building initiatives viz. training, consultancy, policy oriented and action research, activities along with seminars, workshops and discussions on various issues of local governance and local development. With a view to develop it as an institution of excellence, KILA was registered as an autonomous institution under the Travancore-Cochin Literary, Scientific and Charitable Societies Act 1955. KILA is the only Institution in India that functions with the sole mandate of promoting local governance both in urban and rural areas.

Over the years, KILA has emerged as a lead institution for learning and developing local governance and democratic decentralisation through wide variety of programmes like training, technical support through consultancy, consultation workshops, policy advocacy studies, formulation of policy documents, training supportive research, handholding and sharing of experience related to innovative practices on democratic governance at national/international level. KILA actively collaborates with many national and international agencies like SDC, WB, UNDP, UN-HABITAT, UNICEF and HUDCO with a motive of deepening local governance. KILA collaborates with the Sri Lanka Institute of Local Governance (SILG) and All India Institute of Local Self Governments (AIILSG), Mumbai to conduct international course in decentralised governance and poverty alleviation. KILA will be elevated to the status of University in the near future. It is a pleasant news for the fraternity on decentralisation that the year of 2015 was Silver Jubilee for KILA.

In the context of election in the Local Governments of Kerala in November 2015, KILA has already conducted capacity building programmes. The Programme Calendar of KILA for 2016-17 gives details of the capacity building programmes envisaged for the period. At this juncture, I would like to express my gratitude for all the faculty members and staff who have been involved in formulating and finalizing the capacity building strategy and programme plan for the year 2016-17. I sincerely hope that the programme calendar would be a valuable tool for planning and implementing capacity building programmes for the coming year.

Dr.P.P.Balan
Director

31 March 2016

About KILA

Genesis

Kerala Institute of Local Administration (KILA) is an autonomous institution functioning under the Ministry of Local Self Government, Government of Kerala. It was registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Act 1955. Ever since its inception in 1990, KILA has been engaged in myriad of capacity building interventions on local governance and decentralization; including training, action-research, publications, seminars and workshops, consultancy, documentation, handholding and information services.

Objectives

KILA has the mandate of facilitating and accelerating the socio-economic develop-ment of the State through strengthening the Local Self Government Institutions (LSGIs). As a Government of Kerala supported nodal agency for training, research and consultancy, KILA is committed to the following objectives:

- Undertake various training programmes for the Elected Representatives and Officials of Rural and Urban Local Governments of Kerala,

- Facilitate and strengthen decentralized planning process,

- Undertake action-oriented research activities,

- Document best practices on local governance for dissemination,

- Organize seminars, workshops and discussions, and

- Formulate policy documents.

Areas of Expertise

KILA has established its expertise in the following core areas:

- Participatory Planning
- Local Governance and Development
- Urban Governance and Development
- Local Economic Development and Livelihood Promotion
- Participatory Poverty Management
- Child Rights Governance
- Gender and Development
- Inclusive Governance and Development
- Natural Resource Management and Watershed Development
- Financial Management
- Food Security and Sustainable Agricultural Development
- Good Governance and Social Accountability
- Human Development
- Training Skills Development
- Total Quality Management

Collaboration with other Agencies

Other than plan fund of Governments of Kerala, KILA avails the funding support from MoPR, MoUD, MoHPA and MoRD through various schemes of Central Government and international agencies as well.

Ministry of Panchayat Raj (MoPR), Government of India

KILA undertakes capacity building programmes through various schemes of MoPR, Government of India.

Rajiv Gandhi Panchayat Sashakthikaran Abhiyan (RGPSA), restructured as Rashtriya Gram Swaraj Abhiyan (RGSA), is a centrally sponsored scheme launched to strengthen the Panchayati Raj system of the country and to address the critical gaps. This scheme is applicable to all States/ UTs including those, which presently are not covered by Part IX of the Constitution. State of Kerala has been supported under RGPSA scheme, matching the funds of State Plan.

KILA, functioning as the State level Panchayati Raj Resource Centre of Kerala, is the implementing agency of Capacity Building and Training (CB&T) of Elected Representatives and Functionaries, which is

a major component under the Scheme. KILA is the designated nodal agency of the Government of Kerala for carrying out training, research, and consultancy in the area of decentralization and local governance. It is the exclusive institute of the Govt. of Kerala for the capacity building of Local Government functionaries - both elected and officials, of rural and urban.

KILA also collaborates with several inter-national/national level organizations like UNDP, World Bank, UNICEF, Swiss Agency for Development and Co-operation (SDC), Sri Lanka Institute of Local Governance (SILG), etc.

KLGSDP (Kerala Local Government Service Delivery Project), Government of Kerala

In order to address issues related to the institutionalization phase of decentralised governance, Kerala State has entered into agreement with Kerala Local Government Service Delivery Project (KLGSDP) funded by the World Bank. KLGSDP is providing financial assistance to address the issues on institutions and to raise the level of service delivery by Local Governments. KLGSDP work with the basic objective of strengthening local government finances and service delivery. Under KLGSDP, KILA is shouldered with the responsibility of developing Manuals and also system building.

UNICEF - CRC

A Child Resource Centre (CRC) has been set up in KILA with the support of UNICEF. The

aim of CRC is to ensure child right governance through Local Government Institutions. The CRC has been functional since August 2011. The CRC functions with the following core objectives:

(i) Provide resource support for effective Child - centric governance,

(ii) Referral point for all governance issues around children,

(iii) Facilitate Local Governments for effective child centric planning, and

(iv) Facilitate policy intervention, keeping in view of second generation issues of children.

Setting up child friendly local governance based on the four set of child rights setting up child friendly local governance based on the four set of child rights envisaged in

UNCRC viz: Survival, Development, Protection and Participation, is the overall focus of RC.

HUDCO

The Institute has collaboration with HUDCO/HSMI. Centre for Urban Governance (CUG), established at KILA, is intended to support the capacity building activities for the urban local bodies in Kerala. The CUG conducts training, research, documentation, and consultancy for housing and urban development in Kerala.

Research Centre Affiliated to Central University of Kerala (CUK)

KILA has collaboration with Central University of Kerala, which was established in 2009. KILA has gained the status of Research Centre of the Department of International Relations and Politics, under the School of Global Studies in CUK. The five faculty members of KILA (including Director) has been provided guideship by CUK and allotted 20 PhD seats in KILA.

Internship Programme

To know about the academic functioning of KILA, and to study the decentralisation and

local governance, various academic institutions make use of KILA for internship. Interns would be trained under the guidance of Faculty members of KILA. This programme gives an opportunity for the Interns to learn about the local governance, where by it is also helpful for the activities of KILA, especially to undertake mini-research on Local Governance.

Human Resource Support

The personnel strength of KILA is around 50, spearheaded by the Director. The personnel are spread through broad inter-connected divisions of academic and administrative segments. The operational aspects are subject to peer review through constant monitoring. The staff and officer's meetings will be held frequently to discuss operational issues of the capacity building programmes

of KILA. The academic activities are planned and monitored by the Academic Committee.

Faculty Team

The present numeric strength of core faculty team in KILA is marginal at three. However, this institutional constraint is overcome by engaging Training Associates and consultants. KILA has been able to manage the massive training programmes by availing the services of Consultants and a pool of potential resource persons comprising of policy makers, academicians, administrators, researchers, and practitioners in the field of decentralised governance and development. They numbered around 850.

Location

KILA is situated at Mulamkunnthukavu, 11 km north of Thrissur city on the Thrissur-Shornur Road in a picturesque 25 acre campus. The serene and salubrious atmosphere of the campus amidst the scenic landscape of the surrounding hills provides a congenial atmosphere for learning. The nearest international airport, Cochin (Nedumbassery) is 65 kms from KILA. The participants arriving by train can alight at Thrissur railway station. Direct taxi/auto rickshaw and bus services are available to reach KILA campus.

Infrastructural Facilities

KILA has excellent training infrastructural facilities.

- the training block is a three storied building,
- six spacious lecture halls,
- three air-conditioned conference halls,
- one auditorium, and
- one computer lab.

This enables KILA to run several training programmes at a time. These halls are named as below:

- Grama Swaraj Hall
- Grama Sabha Hall
- Ward Sabha Hall
- Nagarodaya Hall
- Gramodaya Hall
- Ashok Mehta Hall
- Balwantrai Mehta Hall
- Oorukoottam Hall
- Nattukoottam Hall
- There are two guest houses, namely i) Sahyadiri Guest House, ii) Aravalli Guest House in the campus of KILA for providing boarding and lodging facilities to the

participants. These guest houses have well-furnished rooms for double/single occupancy with attached toilet and bath to accommodate about 200 participants at a time. The multi-purpose auditorium can accommodate 600 persons. The Computer Lab has strength of 50 systems. The participants of national and international programmes are provided with air-conditioned accommodation.

In addition to guest houses, South Asia School (SAS) is set up in KILA. Conference hall, library, canteen, and guest house are available in SAS at international standards. SAS has 26 suits to accommodate 52 participants.

KILA has three vehicles for day-to-day use. More vehicles are hired on daily basis for the purpose of training and exposure visits.

- KILA is equipped with modern training equipment's, viz. LCD Projector, Film projector, LED TV, Video Conferencing Equipment's, Display Boards. Now KILA has WiFi connectivity within the campus. KILA has a Computer Centre, which is networked with the computers of the Faculty and Administration. Modern communication media, including internet, fax, computers are installed in the

institute to facilitate easy access to any part of the country/world.

- KILA has now launched office automation software 'COKILA' with the support of NIC.

- The collection of books and periodicals of the Library is focused on the themes of Panchayati Raj, local governance, participatory planning, poverty alleviation, rural development, urban development and management. The library has a collection of over 10,000

books and over 200 journals, focused on KILA's thrust areas. Efforts are on to develop the library into a full-fledged information centre on local governance, with state of the art facilities like computer and internet. With this purpose, a new library complex has been constructed. Library is now computerised, using open source software 'KOHA'.

- Recreation facilities have been developed in the campus for indoor as well as outdoor games. There is a multi-purpose auditorium, where participants can play shuttle badminton, table tennis, chess, etc., and watch TV. The hall is also utilized for cultural programmes.

- The attractiveness of KILA, situated in idyllic settings, is enhanced manifold by the beautiful sprawling lawns, and a galaxy of ornamental and flowering plants. Visitors will be captivated by the serene and delightful ambience in the campus. The Buddha Park, Green Park, Eden Gardens, Shalimar Baag, Vrindavan Garden, Star Garden, Herbal Garden, Traditional Grama Sabha, Thinkers Retreat Hut, Terrocota Garden, Tharakoottam (Open Air Auditorium) Water fountain etc. have a soul-lifting effect on the inmates. The atmosphere is

ideal for morning and evening walk and jogging. Focusing on Gandhi Grama Swaraj, the Art Gallery set up in KILA recently attracts people from far and wide. It is first of its kind in India, spreading Gandhiji's messages on Grama Swaraj through splendid paintings.

General Council

- The General Council, supreme authority of KILA, deals with policy matters concerning the organisation. The Hon'ble Minister for Local Self Government, Government of Kerala is the President of the General Council and the Chief Secretary, Government of Kerala is the Vice-President. The other members of the General Council are:
- Principal Secretary to Govt., Local Self Government Department, Convener
- Secretary to Govt., Finance Department
- Secretary to Govt., Planning and Economic Affairs Department
- Director of Panchayats
- Director of Urban Affairs
- Joint Secretary (Training), Department of Panchayati Raj, Govt. of India, New Delhi
- Director, Centre for Panchayati Raj, NIRD, Hyderabad
- General Secretary, All India Panchayat Parishad, New Delhi
- Chairman, Chamber of Municipal Chairman
- President, Kerala Grama Panchayat Association
- President, Kerala Block Panchayat Association
- President, District Panchayat Presidents' Chamber
- President, Mayors' Council
- Director, KILA

- Director, Center for Development Studies, Thiruvananthapuram
- Director, Center for Management Development, Thiruvananthapuram
- Vice Chancellor, Kerala Agricultural University
- M.P. (Alathur Parliamentary Constituency)
- M.L.A. (Wadakanchery Assembly Constituency)

Executive Council

The management and administration of KILA is vested in the Executive Council, comprising of the following five members.

- Principal Secretary to Government, Local Self Government Department, Chairman
- Director, KILA, Convener
- Secretary to Government, Finance (Exp.) Department
- Director of Panchayats
- Director of Urban Affairs
- The day-to-day management responsibility of KILA is vested with the Director.

Academic Committee

The planning, implementation, and monitoring of academic activities of KILA is steered by the Academic Committee, comprising of:

Chairman : Dr. P.P. Balan
               Director, KILA.

Convener : Dr. J.B. Rajan
               Assistant Professor, KILA.

Members : Dr. Sunny George
               Associate Professor, KILA.

           : Dr. Peter M. Raj
               Associate Professor
               CRC-UNICEF

Staff Members		
1.	Dr. P.P. Balan	Director
Academic		
2.	Dr. Sunny George	Professor
3.	Dr. Peter M. Raj	Associate Professor CRC-UNICEF
4.	Dr. J.B. Rajan	Assistant Professor
5.	Smt. Priya T.K.	Librarian
Administration		
6.	Smt. Girijadevi .R.	Finance & Accounts Officer
7.	Sri. R. Raj Pradeep	Deputy Director i/c
8.	Sri. K.K. Babu	Section Officer
9.	Sri. K.P. Unnikrishnan	Personal Secretary to Director
10.	Sri. Mirash .O.S.	Computer Programmer (HG)
11.	Sri. N.T. Davis	Overseer (Electrical)
12.	Sri. K.P. Abdul Samad	Overseer (Electrical)
13.	Smt. Nafla K.M.	Clerk
14.	Sri. Girish .K.	Clerk
15.	Sri. Vinod .K.	Clerk
16.	Smt. Bhagya M.B.	Clerk
17.	Sri. Muhammed A.K.	Driver (S G)
18.	Sri. Jayadevan .S.	Driver (S G)
19.	Sri. Jayan .E.K.	Receptionist
20.	Sri. Sajan Peter .T.	Library Attendant

Administration		
21.	Sri. Sivanandan .K.K.	Despatcher
22.	Sri. Santhosh .T.A.	Caretaker
23.	Sri. Ramanathan .H.	Plumber (H G)
24.	Sri. Santhosh .K.S.	Khalasi
25.	Sri. Abdul Rasheed .U.K.	Khalasi
26.	Sri. Balakrishnan .A.K.	Khalasi
27.	Smt. Nini .P.P.	Khalasi
28.	Smt. Bindu V.R.	Khalasi
29.	Smt. Lisy .K.V.	Full Time Sweeper
30.	Smt. Lilly .C.D.	Full Time Sweeper
31.	Smt. Mini .E.K.	Full Time Sweeper
32.	Smt. Vijayam .T.K.	Full Time Sweeper
33.	Smt. Remani .E.K.	Full Time Sweeper
34.	Smt. Indira .T.G.	Part Time Sweeper
35.	Smt. Vilasini .K.I.	Part Time Sweeper
36.	Smt. Rosakutty .V.O.	Part Time Sweeper

KILA - ORGANOGRAM

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                    GENERAL COUNCIL
                           │
                    EXECUTIVE COUNCIL
                           │
                       DIRECTOR
                           │
        ┌──────────────────┴──────────────────┐
   ADMINISTRATION                          ACADEMIC
        │                                      │
        │                         FACULTY──────┴──────LIBRARY
     REGISTRAR ───────────────────────────────┘
        │
   ┌────┴────────────┐
DEPUTY          FINANCE &
DIRECTOR        ACCOUNTS
                OFFICER
   └────────┬───────┘
   ┌────────┴────────┐                   ASSISTANT
SECTION         INTERNAL                 DIRECTOR
OFFICER         AUDITOR                      │
   │                │                    ASSISTANTS
ASSISTANTS      ASSISTANTS                   │
   │                │                    SUPPORT
SUPPORT         SUPPORT                   STAFF
STAFF           STAFF
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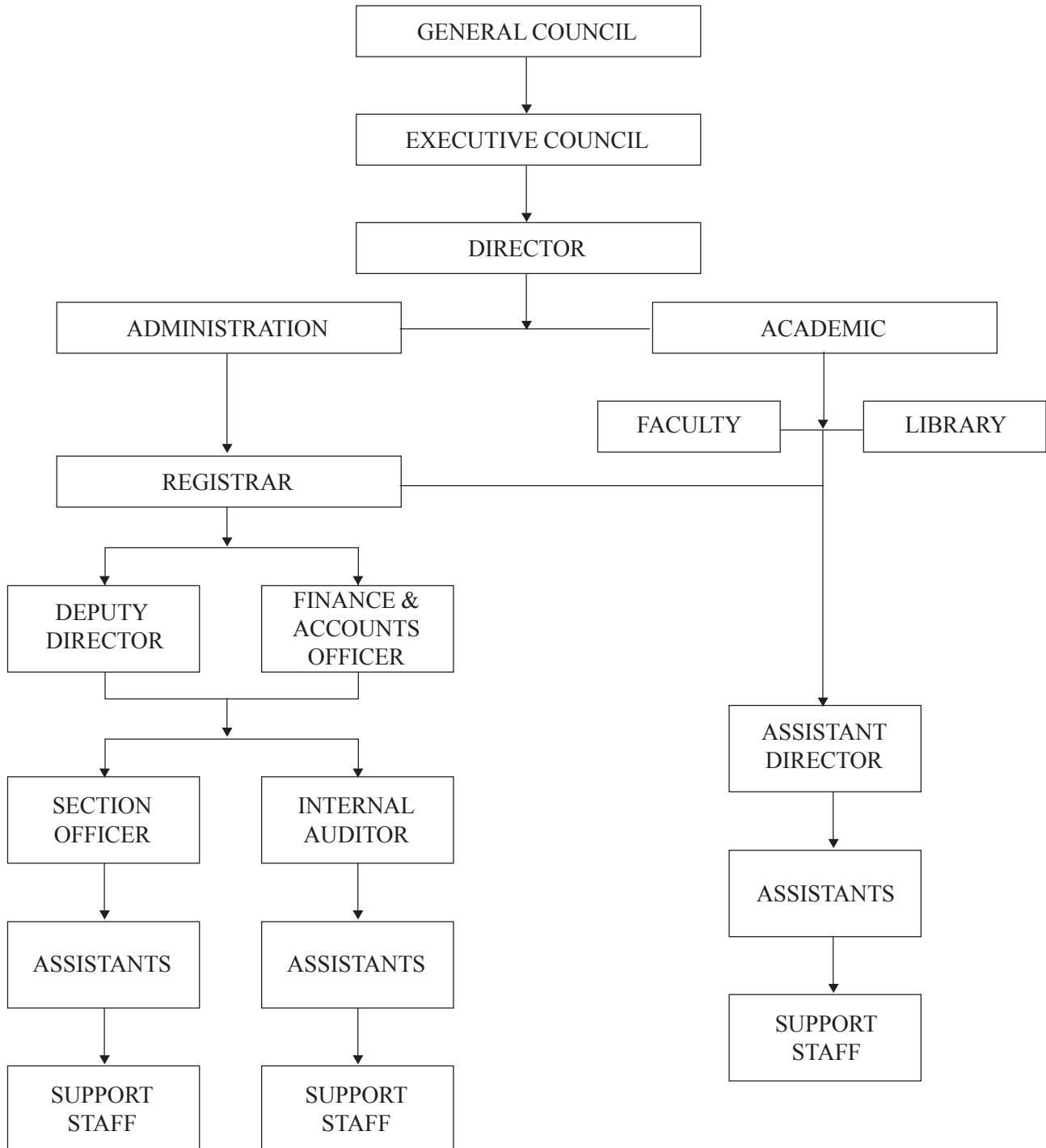
Training Programmes

Training Programme for 2016-17

In the light of election to the Local Self Government Institutions (LSGIs) in November 2015, KILA had envisaged the induction training in three phases. The first two phases of training to the newly elected representatives [first phase, one day training on public administration; second phase, two day training on local government plan formulation] have already been conducted.The third phase of training is for Standing Committees. Of this, Finance Standing Committee training has already been commenced. In the year 2016-17, attention would be given for providing training to the remaining Standing Committees. The ongoing trainings such as TQM, Office Management, Public Administration, Management Development Programme, Soft Skills, Grama Sabha, Accounting, etc. will also be continued.

Training Programmes under State Plan

Sl. No	Prog. Code	Theme	No. of Programmes	No. of Participants	Person days of Training
1	LGM	LOCAL GOVERNANCE & MANAGEMENT	10	6,871	15,111
2	LPD	LOCAL PLANNING & DEVELOPMENT	7	12,700	25,700
3	e-GOV	e-GOVERNANCE	8	9,000	24,000
4	SAG	SOCIAL ACCOUNTABILITY & CITIZENS GOVERNANCE	6	23,000	17,300
5	MG	MARGINALISED GROUPS	3	2,100	6,300
6	NRM	NATURAL RESOURCE MANAGEMENT	2	3,000	6,000
7	FM	FINANCE MANAGEMENT	2	3,000	5,000
8	WCD	WOMEN AND CHILD DEVELOPMENT	4	12,500	21,000
9	WM	WELFARE MANAGEMENT	7	10,950	20,400
10	ToT	TRAINING OF TRAINERS (ToT)	2	280	900
11	UG	URBAN GOVERNANCE	13	5,775	10,455
		Total	**64**	**89,176**	**1,52,166**

Course Directors		
1.	Dr. Sunny George	SGV
2.	Dr. Peter M. Raj	PMR
3.	Dr. J.B. Rajan	JBR

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
			A. LOCAL GOVERNANCE & MANAGEMENT					
1	LGM	LGM A1	TQM-ISO 9001:2015	2	900	1800	JBR	State Plan
2	LGM	LGM A2	Diploma in Local Governance (DLG)*	15	60	900	JBR	State Plan
3	LGM	LGM A3	Management Development Programmes (MDP)	2	30	60	JBR	State Plan
4	LGM	LGM A4	Supervisory Management Programme	2	900	1800	JBR	State Plan
5	LGM	LGM A4.1(a)	Soft Skills of Secretaries	2	900	1800	JBR	State Plan
6	LGM	LGM A4.2(b)	Leadership Training to Chairpersons	2	1000	2000	JBR	State Plan
7	LGM	LGM A5	Public Administration	5	1000	5000	JBR	State Plan
8	LGM	LGM A5.1	MP/MLA-LSGI Interface	1	1000	1000	PMR	State Plan
9	LGM	LGM A5.2	Legislators' Role on Local Governance	2	140	280	JBR	State Plan
10	LGM	LGM A6	Concurrent Decentralised Training**	0.5	941	471	JBR	State Plan
			Total		**6871**	**15111**		

**LPD A6: Concurrent Decentralised Training System (CDTS)

A new system of concurrent training, massively covering the entire staff of GPs on contemporary issues has been initiated by KILA; with the facilitative support of Help Desk. The CDTS makes use of existing institutional mechanism as below. Deputy Directors of Panchayats (DDPs) of all the districts [14 Nos.] conduct a monthly meeting for the Secretaries of GPs [978 GPs] in the first week every month. In concurrence with the Director of Panchayat, KILA avails a training slot of short session in the monthly review meeting. Accordingly, KILA conducts training on contemporary issue for 60 to 90 minutes duration. The extension faculty members of KILA are equipped through ToT to conduct these trainings in 14 districts at a time. The FAQs would also be dealt within the session. On completion of 14 events, 978 Secretaries are imparted training on the contemporary topic. The 978 Secretaries who got training on the monthly meeting will share the knowledge on the very next working day in their GPs concerned. So, the entire staff of 978 GPs (around 12000) will be covered through 978 events in one day.

*LGM A2: Diploma in Local Governance (DLG)

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 and allied Rules, proficiency in applying management tools to solve organisational problems. Also requires soft skills for effective communication, positive interpersonal relations, creativity, etc. These skills and knowledge of officials help to create positive work environment and cordial relation with stake holders of Grama Panchayat. In view of strengthening these knowledge and skills, KILA envisage a Diploma Programme 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 programme is featured with a slogan '3-in-1' as the participants will able to gain knowledge and skills on three core areas through one diploma course.

Achievements through this Programme

The participants will have through knowledge, skills, and capacity to perform efficiently and effectively and be able to:

- Apply professionalism in office management, record management, personnel management, finance management, time management, and project management,
- Perform the tasks by complying the Acts and Rules,
- Manage and positively interact with multiple stakeholder groups,
- Deliver the services efficiently and effectively,
- Timely reporting to various stakeholders, and
- Generate innovative ideas and projects.

Course Methodology

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).

Participants

Secretaries, Assistant Secretaries or Junior Superintendents of Grama Panchayats with an education of minimum Graduation of any discipline and computer literacy shall be selected for the programme.

B. LOCAL PLANNING & DEVELOPMENT								
Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	LPD	LPD B1	Project Management for Officials	2	800	1600	JBR	State Plan
2	LPD	LPD B1.1	Development Standing Committee	2	4000	8000	JBR	State Plan
3	LPD	LPD B2	Panchayat to Panchayat-State	2	1600	3200	JBR/ PMR	State Plan
4	LPD	LPD B3	Panchayat to Panchayat-Inter-State	3	300	900	JBR/ PMR	State Plan
5	LPD	LPD B4	Rapid Appraisal of Plans	2	2000	4000	JBR	State Plan
6	LPD	LPD B5	Health & Education Plan-Standing Committee	2	3000	6000	SGV	State Plan
7	LPD	LPD B6	Project Clinic for Innovations	2	1000	2000	JBR/ PMR	State Plan
Total					12700	25700		

C. e-GOVERNANCE								
Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	e-Gov	e-Gov C1	Fundamentals of Computer for Elected Representatives	3	700	2100	JBR	State Plan
2	e-Gov	e-Gov C1.1	Fundamentals of Computer for Officials	3	300	900	JBR	State Plan
3	e-Gov	e-Gov C2	Computer Malayalam Software for Elected Representatives	3	500	1500	JBR	State Plan
4	e-Gov	e-Gov C2.1	Computer Malayalam Software for Officials	3	500	1500	JBR	State Plan
5	e-Gov	e-Gov C3	Paperless Office-Soochika Software	2	2000	4000	JBR	State Plan
6	e-Gov	e-Gov C4	Double Entry Accounting-Saankya Software	4	2000	8000	JBR	State Plan
7	e-Gov	e-Gov C4.1	Double Entry Accounting-Saankya Software-Refresher Training	2	1000	2000	JBR	State Plan
8	e-Gov	e-Gov C5	IKM Softwares	2	2000	4000	JBR	State Plan
Total					9000	24000		

2016-17

D. SOCIAL ACCOUNTABILITY & CITIZENS GOVERNANCE

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	SAG	SAG D1	Accountable Governance	0.5	15800	7900	JBR	State Plan
2	SAG	SAG D2	RTI	1	1000	1000	JBR	State Plan
3	SAG	SAG D3	Strengthening Grama Sabha	2	2200	4400	PMR	State Plan
4	SAG	SAG D3.1	Training on Sevagram- Grama Kendra	1	2000	2000	PMR	State Plan
5	SAG	SAG D4	Orientation for Media & Political Leaders, Civil Society Organisation	1	1000	1000	PMR	State Plan
6	SAG	SAG D5	Local Governance Interface	1	1000	1000	PMR	State Plan
			Total		**23000**	**17300**		

E. MARGINALISED GROUPS

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	MG	MG E1	Tribal Sub-Plan (TSP)	3	900	2700	JBR	State Plan
2	MG	MG E2	Scheduled Caste Sub-Plan (SCSP)	3	900	2700	JBR	State Plan
3	MG	MG E3	Development of Traditional Fisher People	3	300	900	JBR	State Plan
			Total		**2100**	**6300**		

F. NATURAL RESOURCE MANAGEMENT

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	NRM	NRM F1	Bio-Diversity	2	1000	2000	JBR	State Plan
2	NRM	NRM F2	Watershed based Development	2	2000	4000	JBR	State Plan
			Total		**3000**	**6000**		

G. FINANCE MANAGEMENT

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Duration	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	FM	FM G1	Finance Management for Standing Committee	2	2000	4000	JBR	State Plan
2	FM	FM G2	Finance Management-Refresher Training	1	1000	1000	JBR	State Plan
			Total		**3000**	**5000**		

H. WOMEN AND CHILD DEVELOPMENT

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Duration	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	WCD	WCD H1	Leadership training for Women Elected Representatives	3	1000	3000	PMR	State Plan
2	WCD	WCD H2	Training for the Working Group Members of Women & Child Development	2	1500	3000	PMR	State Plan
3	WCD	WCD H3	Training on Child friendly Local Governance	2	5000	10000	PMR	State Plan
4	WCD	WCD H4	Training for Members of Jagrata Samiti	1	5000	5000	PMR	State Plan
			Total		**12500**	**21000**		

I. WELFARE MANAGEMENT

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Duration	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	WM	WM I1	Training for Members of Social Security Working Group	2	2000	4000	PMR	State Plan
2	WM	WM I2	Palliative Care Management	2	2000	4000	PMR	State Plan
3	WM	WM I3	Welfare Plan for Standing Committees	2	4000	8000	PMR	State Plan
4	WM	WM I4	Consortium of Welfare Standing Committee Chairpersons	1	1000	1000	PMR	State Plan
5	WM	WM I6	Local Government Policy formulation in the welfare sector		250	0	PMR	State Plan
6	WM	WM I7	Training for *Oorumitra*	2	700	1400	PMR	State Plan
7	WM	WM I8	Training on Central and State Sponsored Schemes	2	1000	2000	PMR	State Plan
			Total		**10950**	**20400**		

2016-17

J. TRAINING OF TRAINERS (ToT)

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	TOT	TOT 1	Training of Trainers by KILA	3	250	750	JBR	State Plan
2	TOT	TOT 2	Trainings by DoPT	5	30	150	JBR	State Plan
Total					**280**	**900**		

K. URBAN GOVERNANCE

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	UG	UG 1	Orientation Training for Standing Committee on Health	3	435	1305	SGV	State Plan
2	UG	UG 2	Orientation Training for Standing Committee on Works	3	435	1305	SGV	State Plan
3	UG	UG 3	Orientation Training for Standing Committee on Education, Arts, etc.	3	435	1305	SGV	State Plan
4	UG	UG 4	Training on Urban Infrastructure Finance	1	500	500	SGV	State Plan
5	UG	UG 5	Training on Urban infrastructure Development	1	500	500	SGV	State Plan
6	UG	UG 6	Training on Waste Management	1	500	500	SGV	State Plan
7	UG	UG 7	Training on Water Supply	1	500	500	SGV	State Plan
8	UG	UG 8	Training on Sanitation	1	500	500	SGV	State Plan
9	UG	UG 9	Training on Housing	1	500	500	SGV	State Plan
11	UG	UG 11	Training for Standing Committee on Urban Planning	2	435	870	SGV	State Plan
12	UG	UG 12	Training for Standing Committee on Tax Appeal	2	435	870	SGV	State Plan
13	UG	UG 13	Training for Officials	3	600	1800	SGV	State Plan
Total					**5775**	**10455**		

L. RESEARCH PROGRAMMES

Sl. No	Theme Code	Budget Code	Name of the Training Programme
1	RP	RP 1	Policy Research & Research Support
2	RP	RP 2	Action Research
3	RP	RP 3	Internship
4	RP	RP 4	CUK-RC
Research Funded By UNDP			
5	RP(UNDP)	RP 5	Social Change Among Tribes-Trajectory of Development: Focus on Munnar
6	RP(UNDP)	RP 6	Creation of Benchmark Socio-economic Data Base for Concurrent Evaluation

M. PUBLICATION & PRINTING

Sl. No	Theme Code	Budget Code	Name of the Training Programme
1	P&P	P&P 1	KILA Journal of Local Governance
2	P&P	P&P 2	KILA News letter
3	P&P	P&P 3	Policy Documents, Guidelines & Manuals
4	P&P	P&P 4	Books & Modules

N. WORKSHOPS & SEMINARS

Sl. No	Theme Code	Budget Code	Name of the Training Programme
1	W&S	W&S 1	National Conference on PESA
2	W&S	W&S 2	State Resource Group (SRG)
3	W&S	W&S 3	Help Desk
4	W&S	W&S 4	International Conference on Decentralisation and Participatory Planning
5	W&S	W&S 5	National Conference on Service Delivery by Local Governments
6	W&S	W&S 6	Thematic Workshops/Seminars/Conferences
7	W&S	W&S 7	Preparation of Hand book on Women Development (MoPR)

O. CAPACITY BUILDING OF KILA STAFF

KILA _KLGSDP - PROGRAMMES

Sl. No	Theme Code	Budget Code	Name of the Training Programme (Manuals, Workshops, ToTs)
1	KLGSDP	KLGSDP01	Budget Manual
2	KLGSDP	KLGSDP02	Asset Management Manual
3	KLGSDP	KLGSDP03	Procurement Manual
4	KLGSDP	KLGSDP04	Gender Budget Manual
5	KLGSDP	KLGSDP05	Performance Audit Manual
6	KLGSDP	KLGSDP06	Finance Management Manual
7	KLGSDP	KLGSDP07	Administration Manual for Institutions of Local Government
8	KLGSDP	KLGSDP08	Public Works and Maintenance Manual
9	KLGSDP	KLGSDP09	Grievance Redressel Manual
10	KLGSDP	KLGSDP10	Public Reporting Manual
11	KLGSDP	KLGSDP11	Office Management Manual
12	KLGSDP	KLGSDP12	Help Desk Automation
13	KLGSDP	KLGSDP13	Training Need Analysis

CHILD RESOURCE CENTRE (CRC) (SUPPORTED BY UNICEF)

Sl. No	Theme Code	Budget Code	Name of the Training Programme	Dura tion	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1	CRC	CRC 1	Consultative Workshops	2	200	400	PMR	UNICEF
2	CRC	CRC 2	Capacity Building on Child Friendly Local Governance	2	600	1200	PMR	UNICEF
3	CRC	CRC 3	Dissemination of Child Centric Practices of LSGIs	2	200	400	PMR	UNICEF
4	CRC	CRC 4	Preparation of Plan of Action for Children	4	200	800	PMR	UNICEF
5	CRC	CRC 5	Participatory Planning with Adolescents of Attappady Block	2	100	200	PMR	UNICEF
6	CRC	CRC 6	Certificate Course on Child Rights Governance	2	200	400	PMR	UNICEF
7	CRC	CRC 7	Child Budget Analysis of LSGIs	2	100	200	PMR	UNICEF
8	CRC	CRC 8	Preparation of Operational Manual *Bety Bachao, Bety Padao* Scheme	2	50	100	PMR	UNICEF
			Total		**1650**	**3700**		

Budget (2016-17)		(Amount in Rs Crores)
1.	KILA – Annual Plan Proposal	–	22.00
2.	RGSA, MoPR	–	6.00 (Expected)
3.	Department of Social Justice, Govt. of Kerala	–	0.50
4.	CRC, UNICEF	–	0.54 (for six months)
5.	KLGSDP (up to December 2016)	–	3.50
6.	UNDP – Munnar Landscape	–	0.05
7.	RGSY (P.Y. Balance)	–	2.02
8.	BRGF	–	0.07
	Total	-	**34.68**