

# PROGRAMME CALENDAR

2015-2016

Courses  
Trainings  
Workshops  
Conferences  
Extension Activities  
Research  
Publications  
Policy Documents



**Kerala Institute of Local Administration**

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**PROGRAMME CALENDAR  
2015-16**

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**31 March 2015**

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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, handling 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 is Silver Jubilee for KILA.

In the context of election in the Local Governments of Kerala in the forthcoming year, KILA has already commenced preparation for intensive capacity building programmes. The Programme Calendar of KILA for 2015-16 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 2015-16. I sincerely hope that the programme calendar would be a valuable tool for planning and implementing capacity building programmes for the coming year.





# **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 Literacy, 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 development 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 activities 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 wide dissemination and learning,
- 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 Panchayath Sashakthikaran Abhiyan (RGPSA) 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. The goals of the RGPSA are to:

- enhance capacities and effectiveness of Panchayats and the Gram Sabhas, enable democratic decision-making and accountability in Panchayats and promote people's participation,
- strengthen the institutional structure for knowledge creation and capacity building of Panchayats,
- promote devolution of powers and responsibilities to Panchayats according to the spirit of the Constitution and PESA Act,
- strengthen Gram Sabhas to function effectively as the basic forum of people's participation, transparency and accountability within the Panchayat system,
- create and strengthen democratic local self-government in areas where Panchayats do not exist, and
- strengthen the constitutionally mandated framework on which Panchayats are founded

State of Kerala has been supported under RGPSA scheme matching the State Plans of the scheme.



These are:

- up gradation of Panchayat Buildings,
- Capacity Building and Training of Elected Representatives & Functionaries; Institutional Structure for Training at State, District & Block level,
- e-enablement of Panchayats,
- support to Panchayat Processes and Procedures in Panchayats with Inadequate Revenue Base,
- Programme Management,
- IEC (Information, Education, Communication), strengthening of State Election Commission (SECs), and
- innovative Activities in States. In addition, RGPSA will provide support to innovative projects to strengthen Panchayati Raj and incentivize Panchayats for their performance.

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 has vested with this charge as it 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. For the effective implementation of the scheme, a Programme Management Unit



(PMU) has been setting up at KILA. The RGPSA will surely be a milestone in the history among the remarkable initiatives which paved the way to strengthen grassroots governance in the country, enhance accountability, and increase the space for people's participation.

KILA also collaborates with several international/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 deliveries by LSGs using modern tools of planning, development, project implementation, and transparency in administration. 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 with the aim of ensuring child right governance through Local Government Institutions. The Centre has been functional since August 2011. The centre functions with the following core objectives:

- Provide resource support for effective Child - centric governance
- Referral point for all governance issues around children

- Facilitate Local Governments for effective child centric planning
- 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 envisaged in UNCRC viz: Survival, Development, Protection and Participation, is the overall focus of Child Resource Center.

**UNDP - Munnar Landscape Study**

Munnar landscape in the Western Ghats of peninsular India is a globally significant biodiversity region. Its key attributes are: (a) high levels of endemism and biological diversity; (b) Important Bird Area; (c) presence of globally threatened species of fauna and flora; (d) part of one of the five viable breeding centers of tiger in India; (e) harbour the largest global population of Nilgiri tahr and a significant population of Grizzled Giant Squirrel (both threatened species);



(f) catchment of three major river systems of peninsular India; (g) strong eco-cultural affinities; and (h) support important economic sectors like cardamom, tea and tourism. At present, Munnar Landscape is a complex mosaic of land uses where conservation, economic production, and livelihood requirements assume equal primacy and profoundly influence each other. These contribute to competitive use of natural resources affecting vital ecological processes. The rapidly altering developmental context, demographic contours, resource use configurations place a challenge for Munnar Landscape's long term ecological sustainability and livelihood security. The existing planning and policy framework, as well as the institutional arrangements in Munnar Landscape are inadequate to address biodiversity conservation from a landscape perspective. UNDP, through different agencies, are undertaking myriads of studies in the Munnar landscape. The following two studies are undertaken by KILA with the aim of formulating a collaborative governance framework and know-how for management of multiple use in Munnar Landscape.

(i) Social Change Among Tribes-Trajectory of



Development: Focus on Edamalakkudy

(ii) Creation of Benchmark Socio-economic Data Base for Concurrent Evaluation

### **HUDCO**

The Institute has collaboration with HUDCO/HSMI. Centre for Urban Governance (CUG) is established at KILA 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 Center 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 officers' 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 decentralized 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
- seven spacious lecture halls
- two air-conditioned conference halls.
- one auditorium
- 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 a 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 home 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 equipments, viz LCD projector, film projector, LED TV, and Video Conferencing Equipments, 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.



■ The collection of books and periodicals of the Library is focused on the themes of Panchayati Raj, local governance decentralised 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.



■ 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 Gram Swaraj, the Art Gallery set up in KILA recently attract people from far and wide. It is fust







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 Rural Development, Govt. of India.
- Department of Rural Development, Govt. of India, New Delhi
- Director, Centre for Panchayati Raj, NIRD, Hyderabad
- General Secretary, All India Panchayat Parishad, Delhi
- Chairman, Chamber of Municipal Chairmen
- President, Kerala Grama Panchayat Association
- President, Block Panchayat Association
- President, District Panchayat Presidents' Chamber
- President, Mayors' Chamber
- Director, KILA

### 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
- Secretary to Government, Finance (Exp) Department
- Director of Panchayats
- Director of Urban Affairs
- Director, KILA

The principal Secretary to Government (Local Self Government Department) is the Chairman of the Executive Council. 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



## Members of Staff

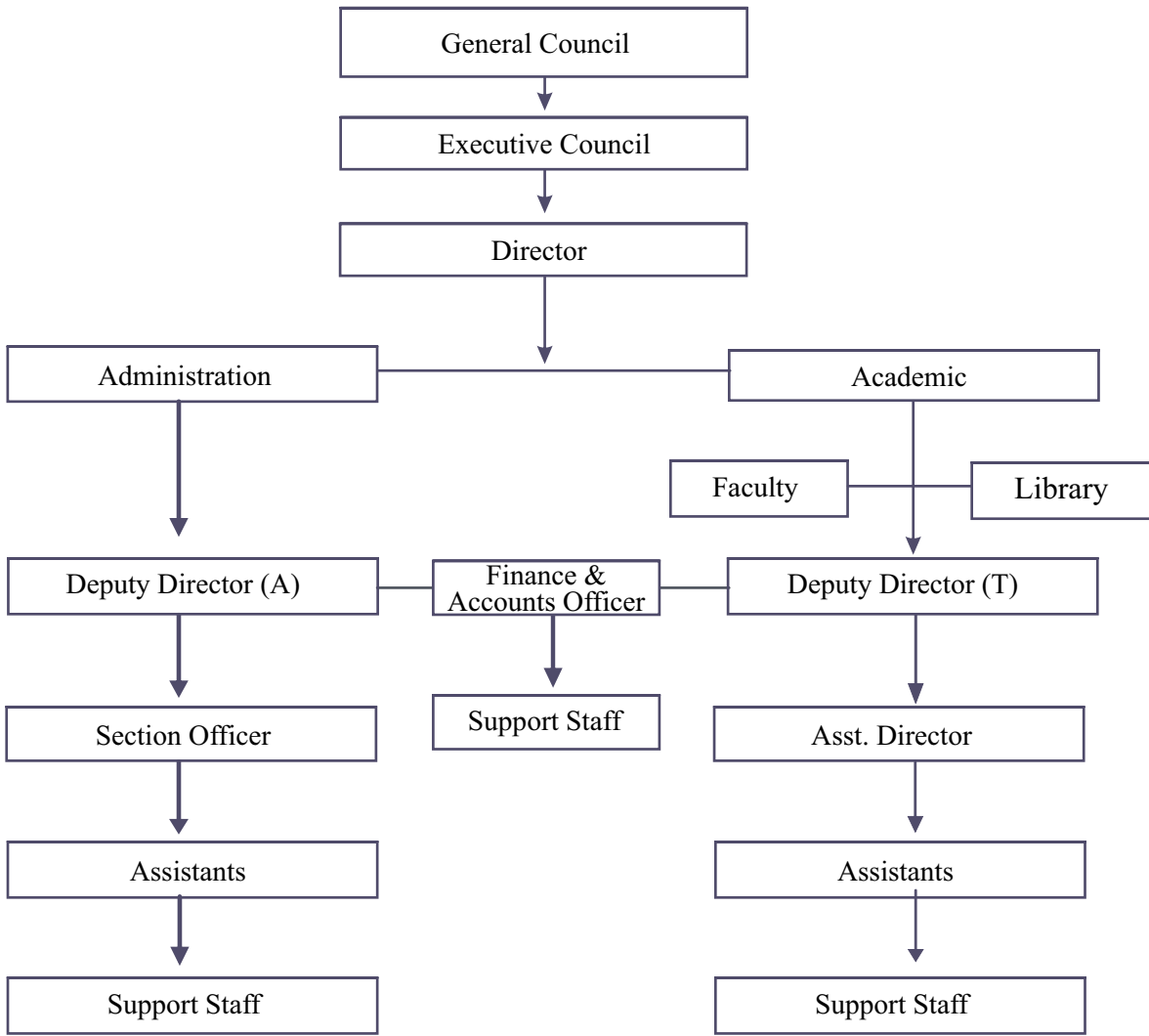
1.	Dr. P.P. Balan	Director
<b>Academic</b>		
2.	Dr. Sunny George	Professor
3.	Dr. Peter .M. Raj	Associate Professor, CRC-UNICEF
4.	Dr. J.B. Rajan	Assistant Professor
5.	Dr. K.N. Lalithabai	Research Assistant (Senior Grade)
<b>Administration</b>		
6.	Sri. V.T. Surendran	Deputy Director (A)
7.	Sri. M.F. Abdul Javad	Deputy Director (T)
8.	Smt. Girijadevi .R.	Finance & Accounts Officer
9.	Sri. K.K. Babu	Section Officer
10.	Sri. Salim.K.M.	Assistant Director
11.	Sri. K.P. Unnikrishnan	Personal Secretary to Director
12.	Sri. Mirash .O.S.	Computer Programmer
13.	Sri. Vinod .K.	Clerk
14.	Smt. Nafla.K.M.	Clerk
15.	Sri. Girish.K.	Clerk
16.	Sri. N.T. Davis	Overseer (Electrical)
17.	Sri. K.P. Abdul Samad	Overseer (Electrical)
18.	Sri. Muhammed A.K.	Driver (Selection Grade)
19.	Sri. Jayadevan .S.	Driver (Selection Grade)
20.	Sri. Ramanathan .H.	Plumber



<b>Administration</b>		
21.	Sri. Jayan .E.K.	Receptionist
22.	Sri. Sajan Peter.T.	Library Attendant
23.	Sri. Sivanandan .K.K.	Despatcher
24.	Sri. Santhosh .T.A.	Caretaker
25.	Sri. Santhosh .K.S.	Khalasi
26.	Sri. Abdul Rasheed.U.K.	Khalasi
27.	Sri. Balakrishnan.A.K.	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





# **TRAINING PROGRAMMES AT A GLANCE**





## Training Programme for 2015-16

In the light of forth coming election to the Local Self Government Institutions (LSGIs) in September/October 2015, KILA has planned intensive training programmes that are broadly categorised as (i) post-election, and (ii) pre-election, in addition to ongoing training programmes of official. The post-election training, targeting the newly Elected Representatives of LSGIs, includes one-day's induction programme on fundamentals and three days refresher programme on functional areas. The pre-election trainings, targeting the civil society, are intending to equip them as informed group in local governance so as to ensure its effectiveness.

The Induction Training would be inaugurated as a welcome treat of the Chairpersons of LSGIs at State Level, followed by District Level Training for Standing Committee Chairpersons, and Sub-District Level Training for Elected Representatives. The Refresher Training would focus on functional aspects, targeting the cadres' viz. Chairpersons and Standing Committees. Whereas the pre-election training for civil society will targets different categories viz. Political Leaders (Youth & Women), NGO/CBO, Media Personnel, Scheduled Castes, Scheduled Tribes, Fisher People, Aged and Disabled. The ongoing trainings such as TQM, Office Management, Public Administration, Management Development Programme, Soft Skills, Grama Sabha, Accounting, etc. will be continued.

### Programmes under State Plan

Sl.No.	Prog.Code	Theme	No. of Programmes	No. of Batches	No. of Participants
1.	LGOM	Local Governance & Office Management	15	830	33,197
2.	LPD	Local Planning & Development	10	450	17,991
3.	e-GOV	e- Governance	4	150	6,000
4.	SAG	Social Accountability and Governance	6	3,213	1,28,515
5.	MG	Marginalised Groups	5	25	1,000
6.	NRM	Natural Resource Management	1	45	1,800
7.	FM	Finance Management	2	148	5,912
8.	UG	Urban Governance	12	130	5,210
9.	GD	Gender and Development	2	38	600
10.	ToT	Training of Trainers	2	10	400
<b>Total</b>			<b>59</b>	<b>5,039</b>	<b>2,00,625</b>



## Local Governance and Office Management

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1.	LGM	01	Orientation for Chairpersons of LSGIs	1209	1209	Dr. J.B. Rajan Dr. Peter M. Raj Dr. Sunny George	State Plan
2.	LGM	02	Orientation for Chairpersons of Standing Committees & LSGIs	5480	5480	Dr. J.B. Rajan Dr. Peter M. Raj Dr. Sunny George	State Plan
3.	LGM	03	Orientation for Elected Representative of LSGIs	12418	12418	Dr. J.B. Rajan Dr. Peter M. Raj Dr. Sunny George	State Plan
4.	LGM	04	Diploma in Local Governance for Officials*	60	720	Dr. J.B. Rajan	State Plan
5.	LGM	05	Peoples Friendly Panchayat through TQM-ISO 9001:2008	1000	2000	Dr. J.B. Rajan	State Plan
6.	LGM	05	Management Development Programme for DDPs	16	32	Dr. J.B. Rajan	State Plan
7.	LGM	05	Management Development Programme for ADPs	14	28	Dr. J.B. Rajan	State Plan
8.	LGM	05	Training on Service Delivery and Management	6000	12000	Dr. Peter M. Raj	State Plan
9.	LGM	11	Training on Public Administration for Clerks	1000	5000	Dr. J.B. Rajan	State Plan
10.	LGM	11	Management Skills for Officials	900	1800	Dr. J.B. Rajan	State Plan
11.	LGM	11	Supervisory Skills for Officials	1800	3600	Dr. J.B. Rajan	State Plan
12.	LGM	23	Training on Legal Matters	2000	2000	Dr. Peter M. Raj	State Plan
13.	LGM	23	Training on Centrally and State Sponsored Schemes	200	400	Dr. Peter M. Raj	State Plan
14.	LGM	33	MLA/MP- Local Government Interface for Local Development	1000	100	Dr. Peter M. Raj	State Plan
15.	LGM	33	Documentation of Successful Local Level Leadership Practices	100	200	Dr. Peter M. Raj	State Plan

\* see page 24





**Local Planning and Development**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
16.	LPD	05	Concurrent Decentralised Training (Monthly)**	978	978	Dr. J.B. Rajan	State Plan
17.	LPD	06	Development Standing Committee	3912	11736	Dr. J.B. Rajan	State Plan
18.	LPD	06	Effective Plan Implementation and Project Management	3627	7254	Dr. J.B. Rajan	State Plan
19.	LPD	06	Panchayat to Panchayat - Model Projects of Local Governments	500	1500	Dr. J.B. Rajan	State Plan
20.	LPD	06	Panchayat to Panchayat - Interstate	100	300	Dr. J.B. Rajan	State Plan
21.	LPD	07	Welfare Standing Committee	3912	11736	Dr. Peter M. Raj	State Plan
22.	LPD	07	Child Friendly Assembly Constituencies	500	1500	Dr. Peter M. Raj	State Plan
23.	LPD	07	Child Friendly Intervention in SAGY	250	500	Dr. Peter M. Raj	State Plan
24.	LPD	07	Training on Child Rights to Political Party Leaders	300	300	Dr. Peter M. Raj	State Plan
25.	LPD	08	Health & Education Standing Committee	3912	11736	Dr. Sunny George	State Plan

\*\* see page 25

**e-Governance**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
26.	e-Gov	07.01	Fundamentals of Computer-Officials and Elected Representatives	3000	9000	Dr. J.B. Rajan	State Plan
27.	e-Gov	07.02	IKM Softwares-Officials and Elected Representatives	1000	2000	Dr. J.B. Rajan	State Plan
28.	e-Gov	11.01	Office Management and Sookhika Software-Officials and Elected Representatives	1000	2000	Dr. J.B. Rajan	State Plan
29.	e-Gov	11.01	Double Entry Accounting for Staff of LSGIs	1000	4000	Dr. J.B. Rajan	State Plan



### Social Accountability and Governance

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
30.	SAG	13	Political Party Leaders-Women	950	950	Dr. Sunny George	State Plan
31.	SAG	13	Political Party Leaders-Youth	500	500	Dr. Sunny George	State Plan
32.	SAG	14	Higher Secondary School Students	100000	100000	Dr. J.B. Rajan	State Plan
33.	SAG	25	NGO's/CBO's	500	1000	Dr. J.B. Rajan / Dr. Peter M. Raj	State Plan
34.	SAG	25	Media Persons	300	300	Dr. Peter M. Raj	State Plan
35.	SAG	25	Training on Seva Gram- Gram Kendra for Political Leaders	26265	26265	Dr. Peter M. Raj	State Plan

### Marginalised Groups

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
36.	MG	06	Fisher People	200	200	Dr. J.B. Rajan	State Plan
37.	MG	06	Differently Aabled	200	200	Dr. J.B. Rajan	State Plan
38.	MG	06	Aged	200	200	Dr. J.B. Rajan	State Plan
39.	MG	15	Oorumooppa and ST Promoters	200	200	Dr. J.B. Rajan	State Plan
40.	MG	16	Scheduled Caste Community	200	200	Dr. J.B. Rajan	State Plan

### Natural Resource Management

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
41.	NRM	06	Watershed Master Plan Preparation for PRIs	1800	3600	Dr. J.B. Rajan	State Plan



**Finance Management**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
42.	FM	17	Finance Standing Committee	3912	11736	Dr. J.B. Rajan	State Plan
43.	FM	18	Budget Preparation	2000	4000	Dr. J.B. Rajan	State Plan

**Urban Governance**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
44.	UG	19	Development Standing Committee	335	1005	Dr. Sunny George	State Plan
45.	UG	20	Finance Standing Committee	335	1005	Dr. Sunny George	State Plan
46.	UG	21	Welfare Standing Committee	335	1005	Dr. Sunny George	State Plan
47.	UG	22	Health & Education Standing Committee	335	1005	Dr. Sunny George	State Plan
48.	UG	23	Other Standing Committees	335	1005	Dr. Sunny George	State Plan
49.	UG	23	Chairpersons of Standing Committees	520	520	Dr. Sunny George	State Plan
50.	UG	23	Elected Representatives	2055	2055	Dr. Sunny George	State Plan
51.	UG	23	City Sanitation Plan for Health Officials	110	220	Dr. Sunny George	RPMC/J NNURM
52.	UG	23	City Sanitation Plan for Elected Representatives	110	220	Dr. Sunny George	RPMC/J NNURM
53.	UG	23	Training on City Sanitation Plan for Engineers	110	220	Dr. Sunny George	RPMC/J NNURM
54.	UG	23	Training of Trainers(ToT)- City Sanitation Plan	30	60	Dr. Sunny George	RPMC/J NNURM
55.	UG	23	Officials of Urban Local Bodies	600	1800	Dr. Sunny George	RPMC/J NNURM



### **Gender and Development**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
56.	GD	03	Experience sharing of women elected representatives	500	1500	Dr. Peter M. Raj	State Plan
57.	GD	03	Formulation of WCP (Women Component Plan) Guideline (Workshops)	100	100	Dr. Peter M. Raj	State Plan

### **Training of Trainers (ToT)**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
58.	ToT	24	Training of Trainers by KILA	325	975	Dr. J.B. Rajan	State Plan
59.	ToT	24	Trainer Development Programme (DoPT)	75	375	Dr. J.B. Rajan	State Plan

### **Seminars & Workshops**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme
1.	SW	27	Thematic Workshops/Seminars
2.	SW	28	National & International Seminars/Workshops
3.	SW	38	International Conference on Deepening Democracy (ICODD)
4.	SW	29	State Resource Group (SRG)
5.	SW	31	Documentation of Best Practices
6.	SW	32	Handbooks Preparation
7.	SW	33	Local Development Programme: MP/MLA-Local Government Interface



### **Action Research Programme**

Sl. No.	Theme Code	Budget Code	Name of the Programme
1.	ARP	27	EoT on Right to Service
2.	ARP	28	EoT on Central and State Sponsored Scheme Training
3.	ARP	38	EoT on Seva Gram-Gram Kendra
4.	ARP	29	EoT on TQM ISO
5.	ARP	31	Documentation of Best Practices
6.	ARP	32	EoT on Soochika Software
<b>Research Funded By UNDP</b>			
4.	R(UNDP)	29	Social Change Among Tribes-Trajectory of Development: Focus on Edamalakkudy
5.	R(UNDP)	31	Creation of Benchmark Socio-economic Data Base for Concurrent Evaluation

### **Extension Activities**

Sl. No.	Theme Code	Budget Code	Name of the Training Programme
1.	EA	27	Orientation on Heritage Conservation
2.	EA	27	Model Project on River Protection
3.	EA	27	Corruption - free Panchayats
4.	EA	27	Model Grama /Ward Kendra for Community Planing & Implementation
5.	EA	27	Litigation - free Pachayats
6.	EA	27	Plastic - free Panchayats
7.	EA	27	Child-Friendly Local Governance

### **Publications - Printing**

Sl. No.	Theme Code	Bud get Code	Name of the Publication
1.	PP	26	KILA Journal of Local Governance (Bi-Annual English)
2.	PP	26	KILA News Letter (Monthly Malayalam)
3.	PP	26	Policy Documents Guidelines & Manuals (Malayalam & English)
4.	PP	26	Preparation of Handbooks (For all trainings)



**Child Resource Centre (CRC)  
(Supported by UNICEF)**

Sl. No.	Theme Code	Budget Code	Name of the Programme	Expected No. of Participants	Person Days of Training	Course Director	Source of Fund
1.	CD	37	Finalisation of Operational Manual & Guidance Note on Child Friendly Local Governance (CFLG)	10	20	Dr. Peter M. Raj	UNICEF
2.	CD	37	Child Friendly Local Governance: Pilot Initiatives	30	30	Dr. Peter M. Raj	UNICEF
3.	CD	37	PRIs on Child Friendly Initiatives	40	40	Dr. Peter M. Raj	UNICEF
4.	CD	37	Documentation of Child Centric Best Practices of Local Governments	10	10	Dr. Peter M. Raj	UNICEF
5.	CD	37	Researchers Consortium	20	40	Dr. Peter M. Raj	UNICEF
6.	CD	37	Child Rights & Media	40	120	Dr. Peter M. Raj	UNICEF
7.	CD	37	State Level Consortium on Public Finance for Children	40	80	Dr. Peter M. Raj	UNICEF
8.	CD	37	Strengthening Adolescent Clubs in Attappady	180	180	Dr. Peter M. Raj	UNICEF
9.	CD	37	Certificate Course on Child Rights Governance	10	20	Dr. Peter M. Raj	UNICEF
10.	CD	35	Jagratha Samithi	10000	10000	Dr. Peter M. Raj	Dept. Of Social Justice, Govt. Of Kerala

**KILA-KLGSDP-Programmes**

Sl. No.	Bud get Code	Name of the Programme (Manuals, Workshops, ToTs)
1.	39	Budget
2.	39	Asset Management
3.	38	Office Management
4.	29	Procurement
5.	39	Gender Budget
6.	39	Performance Audit
7.	39	Finance Management
8.	39	Administration Manual for Institutions of Local Governments
9.	39	Public Works and Maintenance
10.	39	Grievance Redressel
11.	39	Public Reporting



## \*LGM 4: 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 stake holder groups,
- Deliver the services efficiently and effectively,
- Timely reporting to various stake holders, 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. Participants per batch are limited to 30.





## **\*\*LPD 1: 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





# **MONTH WISE TRAINING CALENDAR**





## MONTH WISE TRAINING CALENDAR

Sl.No.	Theme Code	Budget Code	Course Title	Month													
				April	May	June	July	August	September	October	November	December	January	February	March		
1.	LGM	01	Orientation for Chairpersons of LSGIs														
2.	LGM	02	Orientation for Chairpersons of Standing Committees of LSGIs														
3.	LGM	03	Orientation for Elected Representatives of LSGIs														
4.	LGM	04	Diploma in Local Governance for Officials														
5.	LGM	05	Peoples Friendly Panchayat through TQM ISO 9001:2008														
6.	LGM	05	Management Development Programme for DDPs														
7.	LGM	05	Management Development Programme for ADPs														
8.	LGM	05	Training on Service Delivery and Management														
9.	LGM	11	Training on Public Administration for Clerks														
10.	LGM	11	Management Skills for Officials														
11.	LGM	11	Supervisory Skills for Officials														
12.	LGM	23	Training on Legal Matters														
13.	LGM	23	Training on Central and State sponsored Schemes														
14.	LGM	23	MLA/MP- Local Government Interface for Local Development														
15.	LGM	25	Documentation of successful Local Level Leadership Practices														
16.	LPD	05	Concurrent Decentralised Training (Monthly)														
17.	LPD	06	Development Standing Committee														
18.	LPD	06	Effective Plan Implementation and Project Management														
19.	LPD	06	Panchayat to Panchayat - Model Projects of Local Governments														
20.	LPD	06	Panchayat to Panchayat - Interstate														



Sl.No.	Theme Code	Budget Code	Course Title	Month													
				April	May	June	July	August	September	October	November	December	January	February	March		
21.	LPD	07	Welfare Standing Committee														
22.	LPD	07	Child Friendly Assembly Constituencies														
23.	LPD	07	Child Friendly Intervention in SAGY														
24.	LPD	07	Training on Child Rights to Political Party Leaders														
25.	LPD	08	Health & Education Standing Committee														
26.	e-Gov	09	Fundamentals of Computer - Officials and Elected Representatives														
27.	e-Gov	10	IKM Softwares - Officials and Elected Representatives														
28.	e-Gov	11	Office Management and Sookhika Software - Officials and Elected Representatives														
29.	E-Gov	12	Double Entry Accounting for Staff of LSGIs														
30.	SAG	13	Political Party Leaders - Women														
31.	SAG	13	Political Party Leaders -Youth														
32.	SAG	14	Higher Secondary School Students														
33.	SAG	25	NGO's/CBO's														
34.	SAG	25	Media Persons														
35.	SAG	25	Training on Seva Gram- Gram Kendra for Political Leaders														
36.	MG	06	Fisher People														
37.	MG	06	Differently Abled														
38.	MG	06	Aged														
39.	MG	15	Oorumooppan and ST Promoters														
40.	MG	16	Scheduled Caste Community														



## MONTH WISE TRAINING CALENDAR

Sl.No.	Theme Code	Budget Code	Course Title	Month												
				April	May	June	July	August	September	October	November	December	January	February	March	
41.	NRM	06	Watershed Master Plan Preparation for PRIs													
42.	FM	17	Finance Standing Committee													
43.	FM	18	Budget Preparation													
44.	UG	19	Development Standing Committee													
45.	UG	20	Finance Standing Committee													
46.	UG	21	Welfare Standing Committee													
47.	UG	22	Health & Education Standing Committee													
48.	UG	23	Other Standing Committees													
49.	UG	23	Chairpersons of Standing Committees													
50.	UG	23	Elected Representatives													
51.	UG	23	Training on City sanitation Plan for Health officials													
52.	UG	23	Training on City sanitation Plan for Elected Representatives													
53.	UG	23	Training on City sanitation Plan for Engineers													
54.	UG	23	Training of Trainers(ToT)- City sanitation Plan													
55.	UG	23	Training for the Officials of urban Local bodies													
56.	GD	03	Experience sharing of women elected representatives													
57.	GD	03	Formulation of WCP (Women Component Plan) Guideline (Workshops)													
58.	ToT	24	Training of Trainers by KILA													
59.	ToT	24	Trainer Development Programme (DoPT)													



Budget (2015-16)		(Amount in Rs Crores)
1.	KILA - Annual Plan	10.00
2.	RGPSA, MoPR	0.50
3.	Department of Social Justice, Govt. of Kerala	0.50
4.	CRC, UNICEF	0.70
5.	KLGS DP (Upto December 2015)	03.00
6.	UNDP-Munnar Landscape	0.44
7.	RGSY (Previous Year Balance)	01.97
<b>Total</b>		<b>- 17.11</b>