Annual Report 2015-16



Kerala Institute of Local Administration

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From Director's Desk



KILA, established in the year 1990 as an autonomous institution functioning under the Local Self Government Department (LSGD), Government of Kerala has been committed to its vision of strengthening local governance through capacity building. In the pursuit of fulfilling its mandate to facilitate and accelerate the socio-economic development of the State through Local Self Government Institutions (LSGIs), KILA directs its effort towards various capacity building initiatives. Apart from organizing trainings for Elected Representatives, Officials, and Civil Society; KILA focuses on Action Research, Publications, Seminars/Workshops, Documentation, Dissemination of Best Practices, Handholding, and Policy Advice.

This Annual Report presents the overview of the activities undertaken by KILA during the financial year 2015-2016. In this year, thrust has been given to design and implement the Induction Training to the Newly Elected Representatives who assumed power in November 2015. The Induction Training has been envisaged by KILA in three phases – first phase, one day training on Fundamentals of Public Administration; second phase, two day training on Local Government Development Plan (LGDP); and third phase, Standing Committee-wise trainings. The first two phases have been successfully conducted and third phase is on. Deviating from the traditional systems, KILA experimented Video, instead of lecture method, in the one day training to the Newly Elected Representatives. This has been proved more effective. Another striking initiative undertaken during the year was the introduction of Diploma in Local Governance (DLG) through Blended Learning Method (BLM).

In the coming year too, KILA shall reaffirm its commitment for strengthening of local governance system in Kerala; focusing on continuation of induction training to the Elected Representatives, refresher trainings, trainings to the officials, and the civil society. National and international programmes will also be organized. Elected Representative and officials from all wide are visiting KILA to study and understand the Kerala Model of Decentralisation. The process of institutional strengthening of KILA is progressing, so as to make it as the centre of excellence.

Mulamgunnathukavu
31 March 2016

Dr.P.P.Balan
Director

KILA

Introduction

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 in different types of capacity building initiatives viz. training, consultancy, policy oriented research and action research, seminars/workshops, dissemination, documentation of best practices, handholding, and policy advice. 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 leading institution for learning and developing local governance and democratic decentralisation through a wide variety of programmes. 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 courses in decentralised governance and poverty alleviation. It is a pleasant news for the fraternity on decentralisation that 2015 was the Silver Jubilee year of KILA.



Objectives

KILA has the mandate of facilitating and accelerating the socio-economic development of the State by strengthening local governance through capacity building programmes. 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 partcipatory planning process
- Undertake action-oriented and policy-oriented research
- Document best practices on local governance and disseminate
- Organize seminars, workshops and discussions
- Formulate policy documents and provide policy advice.

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
- Right to Information

Collaboration with other Agencies

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

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), restructured as Rashtriya Gram Swaraj Abhiyan (RGSA), is a centrally sponsored scheme launched to strengthen and address the critical gaps in the Panchayati Raj system of the country. 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 RGSA scheme, matching the funds of State Plan.

KILA, functioning as the State level Panchayati Raj Resource Centre of Kerala, is the implementing agency of the 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.



Thadesha Mithram [KLGSDP (Kerala Local Government Service Delivery Project)], Government of Kerala

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





Child Resource Center

A Child Resource Centre (CRC) has been set up in KILA with the support of UNICEF. Functioning since 2011, its aim is to ensure child right governance through Local Government Institutions. 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 to address the issues of second generation learners.

Setting up child friendly local governance based on the four sets of child rights envisaged in UNCRC viz: Survival, Development, Protection and Participation, is the overall focus of CRC.

South Asia School of Local Governance (SAS)

South Asia School of Local Governance (SAS) is established in KILA with the objective of conducting regular programmes for the capacity building of local governments in South Asia. Programmes for countries in South Asia are conducted on the demand basis.

The short term programmes for national and international participants are conducted, by applying participatory methodology. The sessions are interactive in nature and field visits and group activities are integral part of every programme.

The facilities of the SAS include the Classrooms, Canteen, Guest House having 24 AC double occupancy rooms and four Suite rooms, WiFi connectivity and Library.

Research Centre Affiliated to Central University of Kerala (CUK)

KILA has collaboration with Central University of Kerala, (CUK) 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 the Director) have been provided guideship by CUK and Institute has been allotted 20 PhD seats.



Human Resource Support

The personnel strength of KILA is around 35, 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 are held frequently to discuss the 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 the 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 local governance and development. They are 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 the campus.



Infrastructural Facilities

KILA has excellent training infrastructural facilities.

- Training block is a three storied building,
- Ten spacious Lecture Halls [of this, seven are air-conditioned]
- 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
- Mahatma Hall (Under Construction)



- There are two guest houses, namely i) *Sahyadiri* Guest House, ii) *Aravalli* Guest House for providing boarding and lodging facilities to the participants. These guest houses have well-furnished double/single occupancy rooms with attached toilet and bath room. It can 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 the guest houses, a South Asia School (SAS) is set up in KILA. Conference hall, library, canteen, and guest house are available in SAS at international standards. It has 26 suits to accommodate 52 participants.

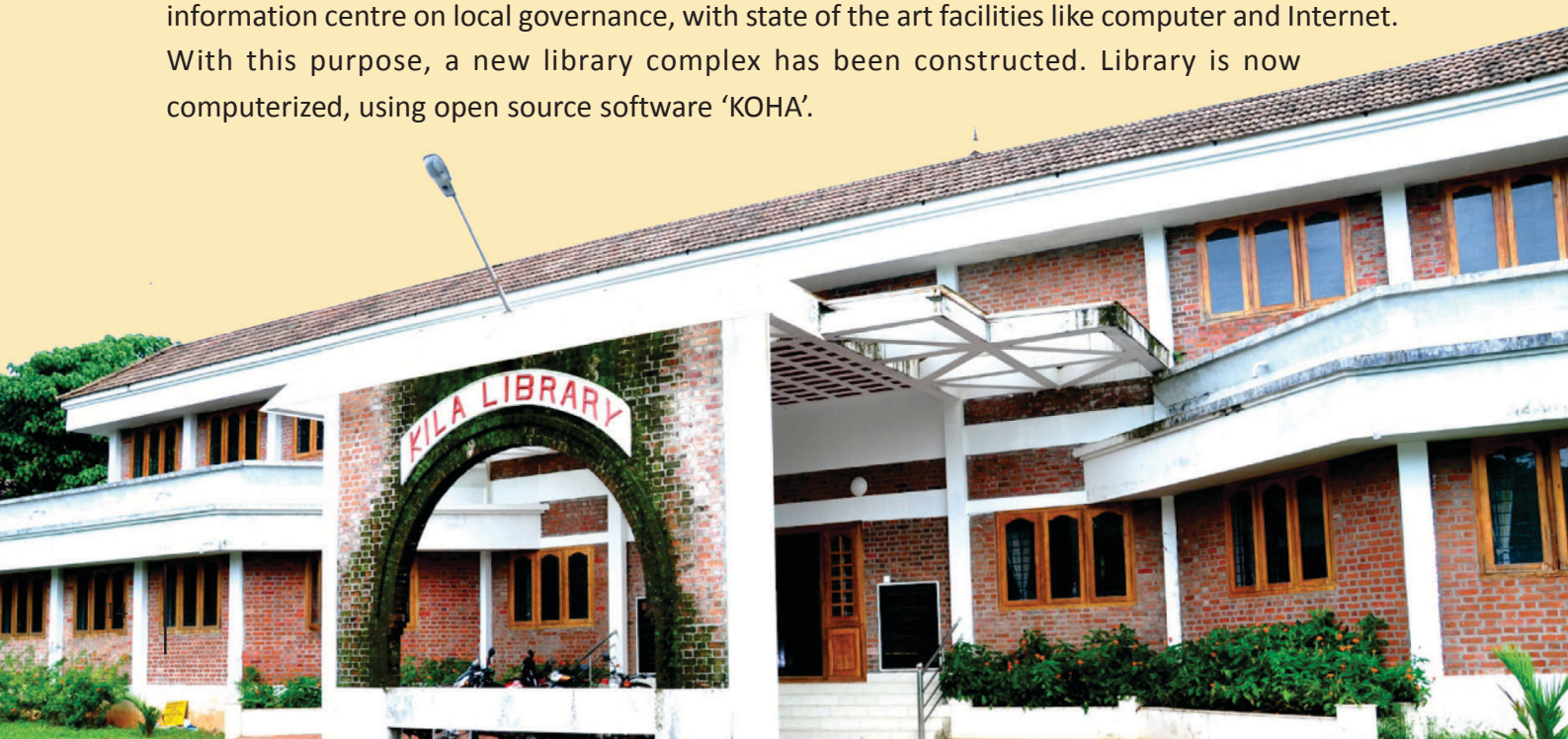
KILA has four vehicles for day-to-day use. More vehicles are hired on daily basis for the purpose of training and exposure visits.

KILA is equipped with modern training equipment's, viz. LCD projector, 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, and Computers are installed in the institute to facilitate easy access to any part of the country/world.

Office Automation

KILA has now launched office automation software entitled 'COKILA' (Complete Online KILA) with the technical support of NIC (National Informatic Centre).

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 narly 15,000 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 computerized, 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, Terracotta Garden, *Tharakoottam* (Open Air Auditorium), Water Fountain, etc. have a soul-lifting effect on the inmates. The atmosphere is ideal for morning and evening walks and jogging. The Art Gallery set up in KILA that focuses on Gandhi Gram Swaraj recently attracts people from far and wide. It is the first of its kind in India, spreading Gandhiji's messages on Grama Swaraj through splendid paintings.



Decentralised Training Mechanism through DII's

Continuously catering to the training needs of a large mass – 21905 Elected Representatives - is a major challenge for any institution. They need to be trained on a time bound manner. KILA has the training capacity of 200 persons at a time. In order to meet the training needs of the large group, KILA envisaged a system called DIIs (District Implementing Institutions). According to this system, district level institutions – government or non-government – that have training facilities are identified. MoU is signed with those DIIs for availing logistics support viz. stay, food, lecture halls, equipments, etc. as per the prevailing rates of KILA. KILA equips a team of Trainers for every centre through ToT, for spearheading the trainings in the DIIs. While the KILA's Trainers look at the academic aspects, DIIs provide logistics support for training. This will help KILA to cover a large mass of Trainees within a short span of time.

The main DII's are:

1. *Grameena padana Kendram, Karakulam, Thiruvannathapuram*
2. *Nirmithi Kendra, PTP Nagar, Thiruvannathapuram*
3. *Animation Center, Kottiyam, Kollam (2 Batches at a time)*
4. *Thiruvalla Social Service Society (Bodhana), Thiruvalla Pathanamthitta*
5. *Pazhakulam Social Service Society, Adoor*
6. *Socio Economic Foundation, Katoor, Alappuzha*
7. *Changansery Social Service Society, Changanassery, Kottayam*
8. *AMOS, Kottayam*
9. *Aiswarya Tourist Home, Thodupuzha*
10. *Aswathy Tourist Home, Adimali*
11. *YMCA Camp Center, Aluva*
12. *Ashir Bhavan, kacheryppady, Eranakulam*
13. *Integrated Rural Technology Center, Mundoor, Palakkad*
14. *Peoples Service Society, Pastrol Center, Dhoni, palakkad*
15. *Malappuram Institute of Entreprenuer Development, Malappuram*
16. *Teachers Bhavan, Kottakkal, Malappuram*
17. *Pastrol Missionary orientation Center, Vallimadukunnu, Kozhikkode(2 Batches at a time)*
18. *Sreyas Training & Research Center, Sulthan Bethery, Wayanad*
19. *Pavana Pastrol Center, Mananathavady, Wayanad*
20. *Indoorpark Thaliparamba, Kannur*
21. *Thalasery Social Service Society, Kannur*
22. *CPCRI, Kasaragod Pastroll Center Padannakadu, Kasaragod*

Policy and Decision Making

General Council

The General Council, supreme authority of KILA, deals with policy matters concerning the organization. The Honble 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 PanchayatParishad, 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.

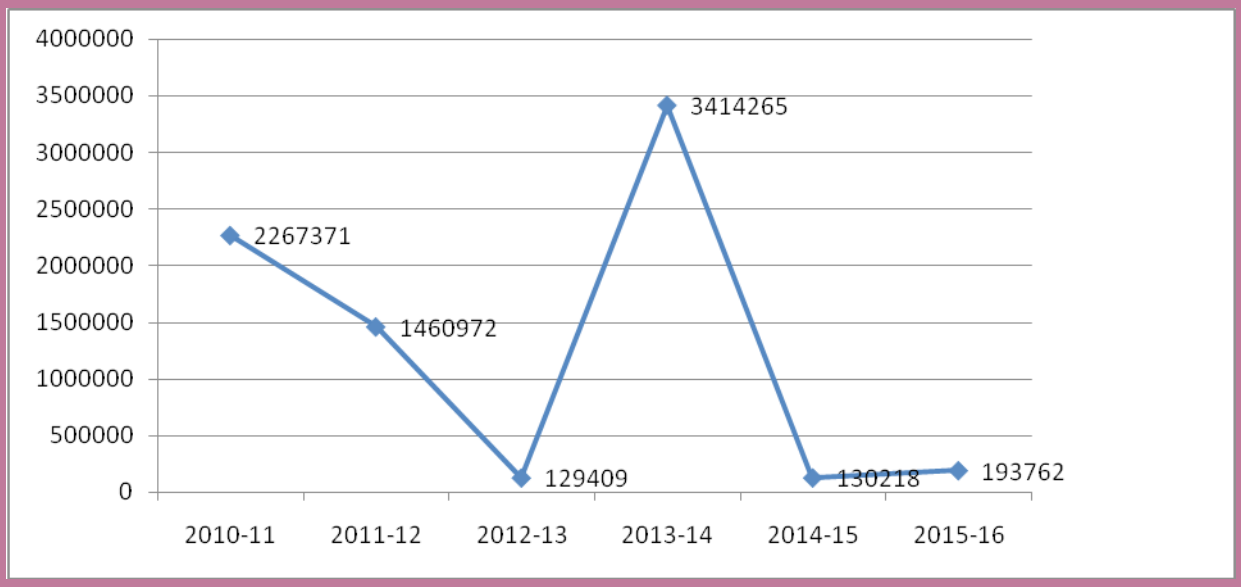


Academic Committee

The planning, implementation, and monitoring of academic activities of KILA are 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** Professor, KILA.
	: **Dr. Peter M. Raj** Associate Professor, CRC, KILA-UNICEF.

Person Days of Training of last five years



* The frequency of Person Days of Training during 2010-11, 2011-12 and 2013-14 is peak than rest of the years because of massive Awareness Trainings to Grama Sabha Members conducted during those three years.

I. Trainings during 2015-16

I. Training Programmes at a Glance

Sl. No.	Theme	No. of Programmes	No. of Batches	No. of Participants	Person Days
I	**State Trainings**				
1	Local Governance and Office Management	9	412	29,431	36,913
2	Local Planning and Development	4	312	16,783	32,175
3	e- Governance	3	22	2,742	4,406
4	Social Accountability and Governance	4	401	1,02,599	1,02,774
5	Marginalized Groups	3	12	569	1,099
6	Finance Management	1	48	2,259	4,518
7	Urban Governance	3	18	516	1,471
8	Child Governance	2	2	28	28
9	Extension Activities & Handholding Support	7	17	2,450	2,522
	Total	**36**	**1,244**	**1,57,377**	**1,85,906**
II	Training of Trainers	7	17	1,892	3,482
III	National trainings & Workshops	23	50	1,996	3,748
IV	International Trainings / Seminars & Conferences	3	4	254	626
	Grand Total (I+II+III+IV)	**69**	**1,315**	**1,61,519**	**1,93,762**

1. Local Governance and Office Management (LGO)

Induction Training to Newly Elected Representatives

Induction Trainings to the newly Elected Representatives have been one of the major training programmes of KILA during the year 2015-16. The main activities include training need assessment, design of Handbooks, design of Modules, conducting ToT, organizing and monitoring the training programmes. KILA schemed Induction Training of newly Elected Representatives into 3 phases: first phase, one day Training on Fundamentals of Public Administration [see 1.1]; second phase, two day residential Training on Local Government Development Plan (LGDP) Formulation [2.1]; third phase, Standing Committee-wise Training [see 6.1].

1.1. Training on *Thadesha Bharanam* (Local Governance)

The opening ceremony and Inauguration of the training programme for the newly Elected Representatives was conducted at Tagore Theatre, Vazhuthacadu, Thiruvananthapuram on 1st December 2015. **Dr.M.K.Muneer**, Minister for Panchayats & Social Justice inaugurated the training programme. The dignitaries such as **Sri. Sivakumar**, Minister for Health & Devaswom, Sri.E.P.Jayarajan MLA, Sri. C P John, Member Planning Board, Sri. V.K.Madhu, President District Panchayat, Trivandrum, Office Bearers of Block/Grama Panchayt Associations and Chamber of Municipality, Smt. Latha IAS, Director of Panchayats also attended the function. The Handbooks set, containing 6 volumes, and the CD on the same was released in the function. The Handbook covered six volumes viz.; [1] Public Administration, [2] Good Governance, [3] Total Quality Management, [4] Local Planning, [5] Citizens Governance, and [6] Institutions and Services.

The opening ceremony and inauguration was followed by the one day orientation training conducted for all Chairpersons of Grama/Block/District Panchayats at KILA, in 4 batches during 2015 December 3 to 6. **Sri. S.M.Vijayanand** IAS, then Honorable Secretary of Ministry of Panchayati Raj, Government of India, delivered a motivational talk, of about 4 hours in all 3 batches.

After the training of the Chairpersons, a one day Induction Training for Elected Representatives (ERs) on Fundamentals of Public Administration was conducted at block level (152 Blocks), with the logistics support of identified DIIs. The training was conducted with the aid of Video Documentary entitled '*Thadesha Bharanam*' covering 6 topics. The strategy of the training was 'Training without the Trainer', as the CD itself is self explanatory; whereas the Extension Faculty members functioned as the Facilitators. The training was completed in 5 days during 7 to 11 December 2015. The participation rate is worked out to be 81%, as the 17,635 Elected Representatives out of 21905 attended the training.

This training mainly focused on Fundamentals of Public Administration; focusing on 8 topics as below: Public Administration, Good Governance, Total Quality Management (TQM), Local Planning, Citizen Governance, Institutions and Services, Formation of *Ayal Sabha* [Neighbourhood Groups], and Meeting Management using *Sakarma* Software. These topics were introduced to the participants by screening a video titled '*Thadesha Bharanam*'. The Handbooks Set containing six volumes was also provided to the participants.

Induction Training to Newly Elected Representatives of Local Governments















Training for Presidents of District Panchayat















State level Inauguration of Training Programme



Training on Orientation for Chairpersons and Elected Representatives of LSGIs

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Elected Representatives	2015 December to Feb 2016	1	233	17635	17635
Outcome: Gained knowledge on fundamentals of Local Governance					

One day Induction Training for Newly Elected Representatives			
Local Body Type	**Designation**	**Total**	**Batches**
1. Block Panchayat	Member	1509	26
	President	135	1
Block Panchayat Total		**1644**	**27**
2. District Panchayat	Member	195	1
	President	8	1
District Panchayat Total		**203**	**2**
3. Grama Panchayat	President	900	4
	Member	12753	**197**
Grama Panchayat Total		**13653**	
4. Municipality	Chairman	60	
	Councilor	1837	
	Vice Chairman	39	
Municipality Total		**1936**	
5. Municipal Corporation	Mayor	2	4
	Councilor	197	
Municipality Corporation		**199**	**4**
Grand Total		***17635***	***233***

1.2. Documentation of 20 Years Decentralised Development of Local Governments of Kerala

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials and Elected Representatives	2015 June to July	1	37	4771	4771
Outcome Documentation of 20 years achievements.					

1. 3. MLA/MP - Local Government Interface for Local Developments

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials and Elected Representatives	2015 August to Dec 2015	1	5	617	617
Outcome Convergence of MLA/MP LAD with Local Government resource					

1. 4. People-Friendly Panchayat through TQM – ISO 9001:2008

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials from Institutions of Panchayats & District Panchayat Members	June 2015- March 2016	2	2	80	160
Outcome Orientation training given to the model Panchayats that received ISO certification viz., Kayoor-Cheemeni, Kasargod and Mudakkal, Thirunanathapuram in order to get ISO certification through TQM for other Institutions of Panchayats. Orientation training given to the Wayanad District Panchayat.					

1. 5. Service Delivery & Management - Training on Right to Service Act on Secretaries & Officials of Panchayats

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials	2015 May to Feb 2016	2	85	4351	8702
Outcome Enhanced knowledge of the officials on the newly enacted Right to Service Act.					

1.6. Training on Central and State Sponsored Schemes

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Elected Representatives and Officials	2015 April to JuneFeb 2016	3	14	707	1690
Outcome Enhanced knowledge on CSSs.					

1.7. Training on Public Administration for Clerks

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Clerks	2015 May to June	5	5	220	1100
Outcome Enhanced knowledge on local administration of LSGIs					

Training on ISO Certification through TQM





Training on Right to Service Act on Secretaries & Officials of Panchayats



Training on Public Administration for Clerks



Training on Central & State Sponsored Schemes



1.8. Training on Right to Service for Office Assistants

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Office Assistants	2015 April- 2016 March	2	31	1027	2054
Outcome Enhanced knowledge of the Office Assistants on the newly enacted Right to Service Act.					

1.9. Diploma in Local Governance (DLG)

In view of strengthening the knowledge and skills of young officials of Grama Panchayats, KILA commenced a Diploma in Local Governance (DLG) that targets to enhance the capacity on three core area 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. The DLG shall follow Blended Learning Method (BLM); a formal training programme in which the participants learn through **online (distant mode)**, combined with **classroom methods (direct contact mode)**. Duration of the Course is 6 Months and the first batch commenced on 5th December 2015. KILA is now in the process of announcing the second batch of DLG.

1.9. Training on Right to Service for Office Assistants

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Secretaries/Officials	2015 December to 2016 Feb	2	4	23	184
Outcome To enhance the knowledge and skills on three core area viz., (i) Kerala Panchayat Raj Act (KPRA) and Rules, (ii) Management Proficiency, and (iii) Soft Skills					

Training on Right to Service for Office Assistants



DLG - Inauguration of Ist Batch



DLG - Online Entrance Test



2. Local Planning and Development (LPD)

2.1. Training on LGDP (Local Governments Development Plan) Formulation

As the second phase Induction Training of Newly Elected Representatives, KILA provided Training on LGDP (Local Governments Development Plan) Formulation. Multiple participatory training methods such as [1] Case Study, [2] Management Game, [3] Guided Reading, [4] Group Activity, [5] Participatory Lecture, [6] Explanatory Quiz, and [7] Video Play have been blended with the lecture method to make the content delivery more effective. To ensure that the gained knowledge and skills from the training are applied at the job level, preparation of an Action Plan is also included in the Module.

2.1. Training on LGDP

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Newly Elected Representatives	2015 December to Feb 2016	2	299	15,248	30,496
Outcome The average Knowledge Growth of the participants worked out to be 210 %.					

Training on LGDP for Newly Elected Representatives

Total Participation

LSGIs	Total		Participation Rate (%)	Batches
	Elected Representatives	Participants		
Grama Panchayat	15,962	12,316	77.15	231
Block Panchayat	2,076	1,068	51.44	28
Municipality	3,122	1,814	58.10	39
Municipal Corporation	414	50	12.07	1
Grand Total	**21,905**	**15,248**	**69.61**	**299**

District-wise Participation

District	LSGIs	Total	
Thiruvananthapuram	BP	145	1,173
	GP	904	
	MUNICIPALITY	124	
Kollam	BP	110	1,200
	GP	972	
	MUNICIPALITY	118	
Pathanamthitta	BP	31	601
	GP	526	
	MUNICIPALITY	44	
Alappuzha	BP	73	1,083
	GP	910	
	MUNICIPALITY	100	
Kottayam	BP	26	982
	GP	820	
	MUNICIPALITY	136	
IDUKKI	BP	75	
	GP	607	
	MUNICIPALITY	53	
Eranakulam	BP	107	1,403
	GP	1,130	
	MUNICIPALITY	166	
Thrissur	BP	148	1,138
	GP	885	
	MUNICIPALITY	105	
Palakkad	BP	15	1,391
	GP	1,219	
	MUNICIPALITY	157	
Malappuram	BP	76	1,774
	GP	1,445	
	MUNICIPALITY	253	
Kozhikkode	BP	90	1,373
	Corporation	50	
	GP	1,045	
	MUNICIPALITY	188	
Wayanad	BP	44	472
	GP	341	
	MUNICIPALITY	87	
Kannur	BP	84	1,280
	GP	992	
	MUNICIPALITY	204	
Kasaragod	BP	44	643
	GP	520	
	MUNICIPALITY	79	
Grand Total		**15,248**	

Training on LGDP (Local Governments Development Plan) Formulation for Newly Elected Representatives













2.2. Effective Plan Implementation and Project Management

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials	2015 June to July	2	4	144	288
Outcome Enhanced knowledge and skills of Officials on Effective Plan Implementation and Project Management					

2.3. Training on Community Plan

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials and Elected Representatives	June 2015	1	3	150	150
Outcome: Evolving community plan by the Panchayat					

2.4. Concurrent Decentralized Training System

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Secretaries of GP	2015 April- 2016 March	1	6	1241	1241
Outcome Enhanced knowledge on different topics of Local Governance.					

Training on Effective Plan Implementation and Project Management



Training on Community Plan



Training on Double Entry Accounting
for Staff of LSGIs



Training on Fundamentals of Computer –
Officials and Elected Representatives



Training on Sakarma Software



Assembly & District level
Training on Seva Gram- Gram Kendra for Leaders of Political Parties





3. e- Governance

3.1. Double Entry Accounting for Staff of LSGIs

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials	2015 July to February 2016	4	11	500	2000
Outcome Enhanced the knowledge of Double entry accounting and improved skills on *Saankhya*software					

3.2. Fundamentals of Computer – Officials and Elected Representatives

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials and Elected Representatives	2014 May to 2015 January	3	4	82	246
Outcome: Developed skills among the officials and Elected Representatives to use Computer.					

3.3. *Sakarma* Software of IKM to GP Secretaries

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Secretaries	2015 November& Feb 2016	1	7	2160	2160
Outcome: Orientation training on Meeting Management System of LSGIs to Secretaries of Grama Panchayats					

4. Social Accountability and Governance

4.1. Media Workshop on *Sevagram* Grama Kendra

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Political Leaders	2015 May	2	2	94	188
Outcome: Developed knowledge on newly introduced *Sevagram*- Grama Kendra among the Elected Representatives.					

4.2. Assembly & District level Training on Seva Gram- Gram Kendra for Leaders of Political Parties

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Political Leaders	2015 May	1	128	7197	7197
Outcome: Developed knowledge on newly introduced Sevagram- Grama Kendra among the Elected Representatives.					

Training on Seva Gram- Gram Kendra and Ayal Sabha



Training on Dissemination Programme on Local Governance for Higher Secondary Students







Finalization Report of Panchayat & Training for ST Promoters- Attappady ST Survey





Pre-Election Training on Local Governance System for SC & ST Communities





4.3. Training on Seva Gram- Gram Kendra and Ayal Sabha

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Political Leaders	2016 March	2	2	81	162
Outcome: Developed knowledge on newly introduced Sevagram- Grama Kendra among the Elected Representatives.					

4.4. Dissemination Programme on Local Governance for Higher Secondary Students

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Higher Secondary Students	2015 July to 2015 September	1	268	95162	95162
Outcome: Gaining awareness about Local Governance, RTI, etc.					

5. Marginalized Groups

5.1. Finalization Report of Panchayat & Training for ST Promoters- Attappady ST Survey

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Experts	2015 February	6	2	130	260
Outcome: Data Correction on survey conducted during 2013-2014					

5.2. Training for *Ooru Moopans* and ST Promoters

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Ooru Moopans & ST promoters	2015 July to September	2	9	400	800
Outcome: Pre-election training on Local Governance System of Kerala for ST Communities					

5.3. Training for Scheduled Caste Communities

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Social Activists and SC Promoters	2015 July	1	1	39	39
Outcome: Pre-election training on Local Governance System of Kerala for SC Communities					

Training on Finance Management to the Finance Standing Committee





Training on City Sanitation Plan for Health Officials





6 Finance Management (FM)

6.1. Training on Finance Management to the Finance Standing Committee

The third phase of Induction Training is Standing Committee-wise viz. Finance, Development, Welfare, Health & Education, etc. The training for Finance Standing Committee was conducted during February-March 2016, while the preparations for other Standing Committees are in progress.

This training was also conducted in regional level with the support of DII's.

The regional centres were;

1. Grameena Padana Kendram, Karakulam, Thiruvannathapuram
2. Nirmithi Kendra, PTP Nagar, Thiruvannathapuram
3. Integrated Rural Technology Center, Mundoor, Palakkad
4. Thalasery Social Service Society, Kannur
5. EKSAT, Vadakara, Kozhikkode
6. KILA

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials and Elected Representatives	2016 January & 2016 Feb	2	48	2259	4518
Outcome: Gained knowledge on the pillars of finance management.					

7. Urban Governance

7.1. Training on City Sanitation Plan for Health Officials

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials	2015 July	2	5	145	290
Outcome: Equipped City Sanitation task force to prepare the city sanitation plan in the town					

7.2. Training for the officials of urban local bodies

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials	2015 December – 2016 Feb	3	12	303	909
Outcome: Capacity building enhancement					



Training of
Chairpersons
of Municipalities
and Corporations



State Consortium on
Child Development



Orientation
Programme
for
College Teachers

7.3. Training of Chairpersons of Municipalities and Corporations

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Chairpersons	2015 December	2	1	68	136
Outcome: Gained knowledge on fundamentals of public administration.					

8. Child Governance

8.1. Child friendly Local Governance: Pilot initiatives (Work Shop)

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Experts	2015 December	1	1	17	17
Outcome: Awareness about Child friendly Local Governance					

8.2. Documentation of Child Centric best practices of Local Governments (Work Shop)

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Experts	2015 December	1	1	11	11
Outcome: Awareness about best practices of Local Governments					

9. Extension Activities/Handholding

9.1. Training of Caretakers of Children's Home

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials and Elected Representatives	2015 May	5	1	18	90
Outcome: Children's Governance issues highlighted					

9.2. General Orientation Programme for College Teachers

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Teachers	2015 June	1	1	120	120
Outcome: Orientation to College Teachers on Local Governance					

Initiative on River Protection



Release of TSP Documents

Edavaka GramaPanchayat



Meenangadi GramaPanchayat



Training on Local Government for College Students





9.3. *Bharathapuzha Samrakshanam* (Protection of Bharatapuzha River)

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Elected Representatives of LSGIs	2015 May	1	2	207	207
Outcome: Preparation of Master Plan for protecting Bharathapuzha					

9.4. Workshop on *Kuppam* River Protection

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Elected Representatives and Officials of LSGIs	2015 September	1	1	247	247
Outcome: Preparation of Master Plan for protecting Kuppam River					

9.5. Dissemination Workshop on TSP Document of Edavaka & Meenangadi Grama Panchayat

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Elected Reperesentatives, Oorumoopans, ST Promoters and other stakeholders	2015 June to August	1	4	214	214
Outcome: Orientation training on Tribal Sub Plan					

9.6. Training on Local Government for College Students

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
College Students	2016 Jan – 2016 February	1	4	144	144
Outcome: Enhance Knowledge about Local Governance System					

9.7. Awareness Programme on NPS to Staff of Panchayat Department

Participants	Period	Duration (Day/s)	Total Batches	Training	
				Participants	Person Days
Officials	2016 Jan – 2016 February	1	4	1500	1500
Outcome: Enhance Knowledge about Local Governance System					

PREPARATION ON TRAINING FOR NEWLY ELECTED REPRESENTATIVES

KILA & SIRD Team



State Level Workshop



Handbook Vetting Workshop





Training of Trainers









10. Training of Trainers (ToT)

In connection with training for newly Elected Representatives, KILA has conducted ToT to equip the Trainers. The ToT was envisaged in different stages. At the initial stage, knowledge level ToT was conducted by KILA; administering a Questionnaire on decentralization and local governance. Of the total of 359 participants written the preliminary test, 274 participants qualified for the next level of TOT. This is followed by second level ToT on Skill Test, in which Trainers make presentations on the concerned sessions of the Module. The ToT on Training Skills, based on Video Recording and Replay, is intended to prove and enhance their presentation skills. Their presentations were assessed by a Panel of Judges (Master Trainers), based on pre-fixed criteria. Those Trainers who secure more than or equal to the cut off score is selected for the Training. Out 247 participants, 212 extension faculties were selected for the training programme. KILA provided Trainers' Handbook (Module), presentation CD, Video Documentary and Handbook Kit (6 Volumes) to each qualified Trainers as Tool Kit for the training programme.

Participants	Duration (Day/s)	Total Batches	Training	
			Participants	Person Days
First Level ToT (Knowledge Test)	2	3	359	718
Second Level ToT (Presentation Skill)	2	4	247	494
Total	**-**	**7**		**1212**

10.1 Training on Finance Management: Thematic ToT

From among 247 qualified Trainers, KILA collected their priority of specialisation to handle the subjects, from among various topics. Those who are opted Finance as their priority choice have been identified and conducted Thematic ToT on Finance Management. Based on the feedback from the ToT on LGDP, the present ToT was schemed in two stages – first level on ToT for imparting knowledge on the Module by a team of Master Trainers. This is followed by second level ToT, in which Trainers make presentations on the concerned sessions of the Module. Their presentations were assessed by a Panel of Judges (Master Trainers), based on pre-fixed criteria. Those Trainers who secure more than or equal to the cut off score is selected for the Training.

Participants	Duration (Day/s)	Total Batches	Training	
			Participants	Person Days
ToT on Finance Management	2	2	97	194
Total	**-**	**2**	**97**	**194**

10.2. Thematic ToT's

KILA conducted ToT on various subjects before implementing the trainings for enhancing the knowledge and skills of Trainers on the concerned Modules. The details of such ToT are given below.

National Trainings

Rajasthan Team



Telagana Team



IPS Trainees at KILA



Maharashtra Team



Himachal Pradesh Team



Andra Pradesh Team



Punjab Team



KILA to YASHADHA, PUNE





Participants	Duration (Day/s)	Total Batches	Training	
			Participants	Person Days
ToT on Effective Plan Implementation and Project Management	2	2	40	80
ToT on *Jagratha Samithi*	2	3	60	120
ToT on Training - Documentation of 20 Years Decentralised Development of Local Governments of Kerala	1	1	47	47
ToT On Right To Service Act on Secretaries & Officials of Grama Panchayat	1	1	63	63
Oneday ToT on Orientation for Elected Representatives of LSGIs (One day Block Level Training)	1	1	192	192
Total	**-**	**17**	**1189**	**2076**

11. National Trainings and Workshops

Sl. No.	Programme/ Participants	Time	Duration (Day/s)	No. of Batches	No. of Participants	Person Days
1	Panchayat to Panchayat – Interstate -Yashada-Pune	2015 May	5	1	18	90
2	Study tour of pm excellence awardee Grama Panchayat_ Eraviperoor (Kerala) from govt. of Madhya Pradesh	2015 July	2	1	4	8
3	Visit of Media Persons From Punjab	2015 October	1	1	14	14
4	Visit to Rgniyd- Panchayat Presidents from Wayanad District	2015 May	3	1	27	84
5	Writeshop on Participatory Planning for Gram Panchayat Development Plan	2015 July	6	1	154	924
6	Exposure Visit to Zila Parishad Chairpersons from Punjab	2015 September	4	1	88	352
7	Exposure Visit to Sikkim - Panchayat Association Members	2015 April	1	1	25	25
8	Exposure Visit – ZPTCS from Telagana	2016 February	3	1	73	219
9	Exposure Visit – MLAs from Odisha	2016 February	2	1	14	28
10	Exposure Visit-Officials from Bangladesh	2016 February	4	1	51	204
11	Exposure Visit-PRI functionaries from Rajastan	2016 January	7	1	13	91
12	Work shop on Finance Standing committee	2016 Jan - Feb	1	11	25	25
13	Study Visit from Andra Pradesh	2016 February	4	1	5	20
14	Thematic Workshop	2015 Dec–2016 Feb	2	5	10	20
15	Study visit of School students	2016 February	2	1	180	360
16	Study visit of College students	2016 February	1	1	35	35
17	Workshop on consolidation of ICODD	2015 Dec–2016 Feb	1	3	55	55
18	Workshop on Local Government Commission	2015 April – 2016 Feb	1	5	60	60
19	Workshop on intervention in Agricultural and allied sectors	2016 Feb	1	1	34	34
20	Workshop on Organic Farming	2016 Jan	1	1	9	9
21	Workshop on Plan Guideline	2015 Dec – 2016 Feb	1	5	1066	1066
22	Workshop on the Preparation of Module and hand book for Development Standing Committee training	2016 Feb	1	4	24	
23	Workshop for Training for Elected Representatives	2015 December	3	1	12	36
	TOTAL	-		**50**	**1996**	**3748**



Grama Panchayat level Preparation





National Resource Team

NATIONAL WRITESHOP ON GRAMAPANCHAYAT DEVELOPMENT PLAN (GPDP)
Organised by MoPR & KILA

Ministry of Panchayati Raj (MoPR) in collobration with KILA has conducted National Writeshop for evolving draft guideline on GPDP for each state. The Officials of Panchayat Raj, Rural Development and Faculty Members of SIRD's participated in the writeshop for drafting State specific action plan and Guideline for Grama panchayat level planning.















KILA's International Conference Series





Dr. M.K. Muneer, Minister for Panchayats, GoK and Mr. Mani Sankar Aiyer, Former Minister for Panchayati Raj GoI receiving honour from Mr. Carl Wright Secretary-General Commonwealth Local Government Forum







Thinkers Workshop on Decentralisation and Development



SPECIAL INITIATIVES

Mr. K.M. Chandrasekhar, Vice Chairman of Planning Board, GoK,
Inaugurating the Workshop on PESA Act in Kerala



Academic Support to Local Government Commission (LGC), Government of Kerala
Mr. Kutty Ahmad Kutty, Chairman of LGC, addressing the workshop





Preparation of SC and ST Development Perspective Plan of Palakkad District
Sri. T.N. Kandamuthan, then President of District Panchayat releasing Development Perspective plan of SC/ST



12. International Trainings/Seminars and Conferences

Sl. No.	Programme/ Participants	Time	Duration (Day/s)	No. of Batches	No. of Participants	Person Days
1	Exposure Visit of Delegation from Malaysia	2015 August	7	1	18	126
2	Exposure Visit of Officials from Bangladesh Supported by UNICEF	2015 August to September	4	2	88	352
3	International Conference of KILA-Thinkers Workshop	2016 January	2	1	148	148
	TOTAL	-		**4**	**254**	**626**

II. Publications

A Summary of Publications: Handbooks, Modules, Guidelines

Chief Editor: Dr. P P Balan, Director, KILA

#	Name of Publications	Editor	Year	E	M	T	K
1.	Local Developments Models: Alagappanagar Grama Panchayat	Dr. J B Rajan	2016 March	✓			
2.	Local Developments Models: Engandiyoor Grama Panchayat	Dr. J B Rajan	2016 March	✓			
3.	Innovative Sanitation Models: Chalakkudi Muncipality	Dr. J B Rajan	2016 March	✓			
4.	Local Developments Models: Mulamkunnathukavu	Dr. J B Rajan	2016 March	✓			
5.	Local Developments Models: Kodakara Grama Panchayat	Dr. J B Rajan	2016 March	✓			
6.	Local Developments Models: Panachery Grama Panchayat	Dr. J B Rajan	2016 March	✓			
7.	Local Developments Models: Mundathikkode Grama Panchayat	Dr. J B Rajan	2016 March	✓			
8.	Local Developments Models: Avanur Grama Panchayat	Dr. J B Rajan	2016 March	✓			
9.	Enhancing Own Source Revenue (OSR): Kumuly Model	Dr. J B Rajan	2016 March	✓			
10.	Institutionalisation of Local Governments in Kerala – Report 1	Dr. J B Rajan	2016 March	✓			
11.	PESA- Panchayat Extension to the Scheduled Area	Dr. J B Rajan	2016 Feb.		✓		
12.	Finance Management (Handbook for Newly Elected Finance Standing Committee)	Dr. J B Rajan	2016 January		✓		
13.	Thinkers Workshop: Decentralisation and Development- Anthology of Absract	Dr. Sunny George	2016 January	✓			
14.	Decentralizatiom in Kerala: An Assessment on Devolution of Functions, Functionarie, and Funds(Report Submitted to the Fifth Finance Commission)	Dr. J B Rajan	2015 December	✓			
15.	Thadesha Bharnam (Local Governance) Video Documentry	Dr. J B Rajan	2015 December		✓		
16.	Local Self Government Institutions Development Plan Formulation- Trainers Handbook	Dr. J B Rajan	2015 December		✓		
17.	Thadesha Bharanam (Local Governance) [KIT containing 6 Volumes)		2015 November		✓	✓	✓
	Pothu Bharanam (Public Administration)	Dr. J B Rajan			✓	✓	✓
	Sath Bharnam (Good Governance)	Dr. Peter M Raj			✓	✓	✓
	Total Quality Management	Dr. J B Rajan		✓	✓	✓	

	Pradeshika Asoothranam (Local Planning)	Dr. J B Rajan			✓	✓	✓
	Poura Bharanam (Citizen Governance)	Dr. Peter M Raj			✓	✓	✓
	Sthapanagaslaum Sevanagalum (Institutions and Services)	Dr. Sunny George			✓	✓	✓
18.	Thadesha Bharnam(Local Governance) Trainers Handbook	Dr. J B Rajan	2015 November		✓		
19.	Development Interface Between Local Governments and MLAs(Vision 2030)	Dr. Peter M Raj	2015 July	✓			
20.	People Friendly Panchayat: ISO 9001:2008 through TQM	Dr. J B Rajan	2015 June	✓			
21.	ICCOD: Local Governments and Right Based Developments	Dr. Sunny George	2015 May	✓			
22.	Gandhiji Grama Swaraj Decentralization- Context and Concept	Dr. Sunny George	2015 May	✓			
23.	KILA Journal of Local Governance Vol. 2-No.1	Dr. J B Rajan	2015 January - June	✓			
24.	KILA Journal of Local Governance Vol. 2-No.2	Dr. J B Rajan	2015 July-December	✓			
25.	Services, Conditions of Grama Panchayat	Dr. Peter M Raj	2015 June		✓		

E-English; M-Malayalam; T- Tami; K- Kannada.

III. Programmes Attended by Director and Faculty Members of KILA

1. Dr.P P Balan, Director

Sl. No.	Programme	Institution	Date
1	Capacity Building : Training Institutions Heads Meet of East Asia and South East Asia	**Manila**	**27–30 July 2015**
2	Cieperd Assemby LOGIN	**Cambodia**	**25–29 December 2015**

2. Dr.Sunny George, Professor

Sl. No.	Programme	Institution	Date
1	HUDCO Chair Meeting	HSMI, Delhi	23rd March 2016
2	Capacity Building of Urban Local Bodies	NIUA	22nd March 2016
3	Panchayat Day Seminar	Kerala Grama Panchayat Association	2016

3. Dr.Peter M Raj, Associate Professor

Programme	Institution	Date
RGPSA review meeting at Trivandrum	LSGD Secretary, Govt. of Kerala	30/06/15
Finalising the revised Palliative Care Policy for Local Governments	Minister, LSGD, Govt. of Kerala	23/07/15
Doctoral Research Committee meeting	Central University of Kerala, Kanhangad	26//7/15
Consultative workshop on "Guideline on Comprehensive Child Development Programme for Local Governments of Kerala"	LSGD Secretary, Govt. of Kerala and UNICEF	22/09/15
Discussion on training programmes to the new elected team	Principal Secretary, LSGD, Govt. of Kerala	29/09/15
Inter-departmental meeting to prepare Convergence Plan for Child Rights Realization	Child Rights Commission	28/10/15
Social Justice Day Celebration	Dept. of Social Justice, Govt.of Kerala	07/01/2016
Planning meeting for Child Resource Centre, KILA	UNICEF – Chennai	18/01/2016
State Consortium on Public Finance Priority for Children	KILA- UNICEF	27-28/01/2016

4. Dr.J.B.Rajan, Assistant Professor

Sl. No	Programme	Institution	Date
1	State Workshop on Institutionalisation of Decentralisation	Local Government Commission, Thiruvananthapuram (Tvm)	09 April 2015
2	Academic Committee on Local Development	Thunjathezhuthachan Malayalam University at Govt. Guest House, Tvm	17 April. 2015
3	Discussion on the Study of Fiscal Decentralisation	Fifth State Finance Commission, Tvm	30 April. 2015
4	State Workshop on Potential Research Areas on Labour	KILE, Tvm at Govt. Guest House, Tvm	7 May 2015
5	International Conference on Deepening Democracy (ICODD)	LSGD, Govt. of Kerala at Hotel Samudra, Kovalam, Tvm	16-17 May 2015
6	Academic Committee on Local Development	Thunjathezhuthachan Malayalam University at Inkel, Vellayambalam, Tvm	18 May 2015
7	Academic Committee on Diploma in Project Management	Thunjathezhuthachan Malayalam University at Inkel, Vellayambalam, Tvm	27 May 2015
8	State Workshop on Institutionalisation of Decentralisation	Local Government Commission, Tvm	9 May 2015
9	National Workshop on Own Source of Revenue (OSR)	MoPR at NIRD, Hyderabad	11-13 June 2015
10	KLGSDP Review Meeting	PMU-KLGSDP, Tvm	17 June 2015
11	Planning on Writeshop	MoPR, New Delhi	23 June 2015
12	Academic Committee on Diploma in Project Management	Thunjathezhuthachan Malayalam University at IMG, Tvm	26 June 2015
13	Video Conference on Writeshop-follow up	NIC, Thrissur	30 June 2015

14	Workshop on Community Plan	TSSS, Tvm	23 July 2015
15	Release of TSP by Meenangadi GP	Meenangadi GP, Wayanad	10 August 2015
16	National Workshop on Innovative Practices in e-Panchayat	Centre for Innovations in Public Systems (CIPS), Hyderabad	11-12 August 2015
17	Workshop on Local Government & Health	Local Government Commission (LGC) at IMG, Tvm	22 August 2015
18	Workshop on Bio-diversity	Collectorate, Wayanad	31 August 2015
19	Review Meeting by UNDP on Creation of Socio-economic Database & Social Change Among Tribes, Edamalakkudy	MoEF-CC , New Delhi	8 September 2015
20	Vetting of KLGSDP Manuals	MoPR, New Delhi	9 September 2015
21	Workshop on Local Government & Tribal Development	Local Government Commission (LGC) at AHADS, Palakkad	12 September 2015
22	Training on Participatory Planning	Kudumbashree at Mar Ivanious College, Tvm	13 September 2015
23	Vetting of KLGSDP Manuals	Kerala House, New Delhi	26 September 2015
24	Presentation on Training Calender for Newly Elected Representatives	LSGD Principal Secretary's Chamber, Tvm	29 September 2015
25	Discussion on Fiscal Decentralisation	Fifth State Finance Commission's (FSFC) Secretariat, Kerala University Campus, Tvm	13 October 2015
26	Presentation on Training Calender for Newly Elected Representatives	Local Self Government Department (LSGD) at IMG, Tvm	11 November 2015
27	Review of KLGSDP Manuals	PMU-KLGSDP, Tvm	1 December 2015
28	Discussion on Social Determinants of Health	Kerala University of Health Sciences (KUHS), Thrissur	2 December 2015
29	National Workshop on GP-SHG Convergence	MoPR at ICAR, New Delhi	11-13 December 2015
30	Training on Participatory Planning	IMG, Tvm	19 December 2015
31	Workshop on Comprehensive Health Plan	NHM, DHS, Tvm.	31 December 2015
32	Workshop on District Plan	IMG, Tvm	22 January 2016
33	Training on Local Governance	KAU, Vellanikkara	29 January 2016
34	*Namasthe* Wayanad: Brain Storming Workshop for District Development Perspective	District Panchayat, Wayanad	13 February 2016
35	Workshop on Next Phase of KLGSDP	Muscot Hotel, Tvm	26 March 2016

IV. Articles Written By KILA Faculty Members

1. Dr.Sunny George during 2015-2016

Sl. No	Name of the Article	Language	Published Journal/Book
1	Community Participation and Women's Empowerment: The Kerala Experiment of Participatory Planning and Budgeting	English	Gender Responsive and Participatory Budgeting Imperatives for Equitable Public Expenditure Edited by Cecilia NG

2. Dr.J.B.Rajan during 2015-2016

Sl. No	Name of the Article	Language	Published Journal/Book
1	Health Status of Fisher People in Thiruvananthapuram District	English	4th International Congress on Kerala Studies, Development Sector Seminar-8, Kerala Model of Health: Challenges & Possibilities, AKG Padana Kendram, Thiruvananthapuram [held at Women's College, Tvm on 23/05/2015]
2	Total Quality Management in Gram Panchayat of Kerala: Experiments to Institutionalization	English	4th International Congress on Kerala Studies International Kerala Study Conference – Decentralization, AKG Padana Kendram, Thiruvananthapuram [held at KILA on 04/07/2015]
3	Improving Civic Services: An Opportunity for the Local Governments in Kerala	English	Kerala Calling, Volume 36, No.2, December, 2015
4	Urban Poverty: The Case of Fisher People	English	Urban Development Challenges: Concerns and Considerations, 2016, Discovery Publishing House Pvt. Ltd, New Delhi
5	Thaddesha Svayam Bharana Sthaapanangalude Kaaryasheshivikasanam – KILA Maathruka.	Malayalam	Indian Nalikera Journal, Vol.6 December 2015, Published by Coconut Development Board, Kera Bhavan, Eranakulam.

V. Internship Programme

To know about the academic functioning of KILA, and to study the decentralisation and local governance in Kerala, 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, whereby it is also helpful for the activities of KILA, especially to undertake mini-research on Local Governance.

Sl. No.	Name of the Institution	Duration	Course undergone by the Students	Name of the Students	Guide
1	Vimala College, Thrissur, Dept of Social Work	21 days	MSW	Greeshma.T	Dr. Peter M Raj
2	Vimala College, Thrissur, Dept of Social Work	23 days	MSW	Reshma James	
3	Vimala College,Thrissur,Dept of Social Work	19 days	MSW	Athira Rajeev	
4	SSUS, RC, THURAVUR, Dept of Social Work	17 days	MSW	Shafeeq.P.A	
5	St.Josephs College, Irinjalakuda, Dept of Social Work	16 days	MSW	Sumy Sunny	
6	Vimala College, Thrissur, Dept of Social Work	19 days	MSW	Giji Francis	
7	Vimala College, Thrissur, Dept of Social Work	17 days	MSW	Aswathy.K.P	
8	DON Bosco Arts and Science College, Kannur, Dept of Social work	21 days	MSW	Snobin Joseph	
9	DON Bosco Arts and Science College, Kannur, Dept of Social work	24 days	MSW	Rose Marry Jhon	
10	Vimala College, Thrissur, Dept of Social Work	19 days	MSW	Remya.N	
11	Vimala College,Thrissur,Dept of Social Work	19 days	MSW	Sangeetha.N	
12	Department of Social Work, Pondicherry Central University	22 days	MSW	Sooraj G R	Dr. J B Rajan
13	Department of Politics and international Relations Pondicherry Central University	22 days	MA	Sarath Prasad	
14	Department of Social Work, BVM Holy Cross College, Cherpunkal, Kottayam.	23 days	MSW	Dincy Davis	
15	KLE Law College, Bangalore	14 days	LLB	Anu ThenishaE.M.	
16	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Haritha Krishnan	
17	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Swetha S	
18	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Lekshmi Krishnan T	
19	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Dhanya Mohan	
20	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Anju K Pillai	
21	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Sruthi M Davis	
22	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Athira Babu	
23	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Niranjana Chandran	
24	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Chaithanya C C	
25	Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	22 days	BSc (Hons) Cooperation Banking	Minsia A	
26	Bharata Mata School of Legal Studies, Aluva	14 days	LLB	Muhammad Usman	

Sl. No.	Name of the Institution	Duration	Course undergone by the Students	Name of the Students	Guide
27	Bharata Mata School of Legal Studies, Aluva	14 days	LLB	Sri. Abhijith P	
28	Bharata Mata School of Legal Studies, Aluva	14 days	LLB	Sri. P Prabhath	
29	Bharata Mata School of Legal Studies, Aluva	14 days	LLB	Hariramya	
30	Bharata Mata School of Legal Studies, Aluva	14 days	LLB	Seba Shajahan	
31	Center for PG Studies in Social Work, Sulthan Bethery, Wayanad	19 days	MSW	Mohammed Shaheer	
32	Center for PG Studies in Social Work, Sulthan Bethery, Wayanad	19 days	MSW	Shibin	Dr. J B Rajan
33	Center for PG Studies in Social Work, Sulthan Bethery, Wayanad	19 days	MSW	Akhila Thomas	
34	Center for PG Studies in Social Work, Sulthan Bethery, Wayanad	19 days	MSW	Rajitha K R	
35	Department of Social Work, Pondicherry Central University	26 Days	MSW	Jithin P K	
36	Department of Commerce & Management, Amrita Vishwa Vidhya Peedam, Kollam	65 Days	M.com	Preethy P Pillai	
37	Department of Commerce & Management, Amrita Vishwa Vidhya Peedam, Kollam	54 Days	M.com	Sree Sanker R S	
38	Department of Development Economics, College of Co-operation, Banking & Management, Kerala Agricultural University, Thrissur	34 days	MBA (Agri Busines)	Aksa G Johny	

VI. Academic Support to Other Agencies

As an emerging Institute of Excellence, KILA provides academic support to other agencies, viz.

i. MoPR identified KILA as Nodal Agency for conducting National Writeshop on Participatory Planning. The writeshop evolved draft Guideline on GPDP [Grama Panchayat Development Plan] of 27 States.

ii. Local Government Commission (LGC) is making use of the academic support of KILA for conducting consultation workshops for evolving suggestions for strengthening local governance. So far KILA has conducted 3 workshops on [i] Health and Local Governance, [ii] Tribal Development, and [iii] Local Economic Development. KILA has also played a lead role in crafting the LGC's report entitled 'Institutionalisation of Local Governments in Kerala – Report 1', which was submitted to the Government of Kerala in February 2016.

iii. Fifth State Finance Commission has entrusted KILA a study on 'Decentralisation in Kerala: An Assessment of Devolution of Functions, Functionaries and Funds.' The report on the same was submitted in 10th December 2015.

VII. Research & Studies

KILA conducted policy & action research to strengthen the Local Self Govt. Institutions of the State.

Sl. No.	Tittle of Research & Studies	Status	Principal Investigator
1	Analysis of ISO 9001:2008 Certification through Total Quality Management in Grama Panchayats in Kerala	In Progress	Dr. J B Rajan
2	Socio Economic Status of Tribes of Attappady	In Progress	
3	Social Change Among Tribes -Trajectory of Development: Focus on Munnar [funded by UNDP]	Completed	
4	Creation of Benchmark Socio - Economic Data base for Concurrent Evaluation [funded by UNDP]	Completed	
5	Decentralisation in Kerala: An Assessment On Devolutions of Functions, Functionaries and Funds [funded by SFC]	Published on 2015 December	

KILA has also conducted mini-studies by utilizing the services of Interns. Two of such studies are An Analysis of Four Pillars in Finance management based on Audit Report of Grama Panchayats in Kerala and Analysis of Training Programmes on Basics of Local Governance Conducted by KILA.

VIII. Enabling Systems of Local Government

(i) State Resource Group (SRG)

State Resource Group (SRG), the Secretariat of Coordination Committee on Decentralisation is facilitated by KILA.

(ii) Help Desk

KILA has launched Help Desk System at headquarters as well as at District level from the year 2008 onwards. The Help Desk at the headquarters is active, while the decentralized Help Desks at the districts are now declined due to various reasons. Help Desk at headquarters have been dealing with Frequently Asked Questions (FAQs) on subjects related to local governance in Kerala. At present there are 5 Experts engaged in KILA Help Desk under the supervision of KILA Faculty. They are:

1. Rtd. Joint Director of Panchayat -1
2. Rtd. Joint Director of State Planning Board - 1
3. Rtd. Secretary of Grama Panchayat - 3

Help Desk is dealing with FAQs over the phone and document the same. Then the FAQs are uploaded in KILA's website, published in KILA's News Letter, and also published as a Booklet periodically.

Sl. No	Item	Numbers
1	FAQs dealt by Help Desk Team	4251

(iii) Associations of Local Governments

KILA continues to play an important role to facilitate and support the activities of Gram Panchayat Association, Block Panchayat Association, District Panchayat Association and Municipal Chamber; the pressure groups in strengthening local governments.

IX. Preparation of Policy Documents

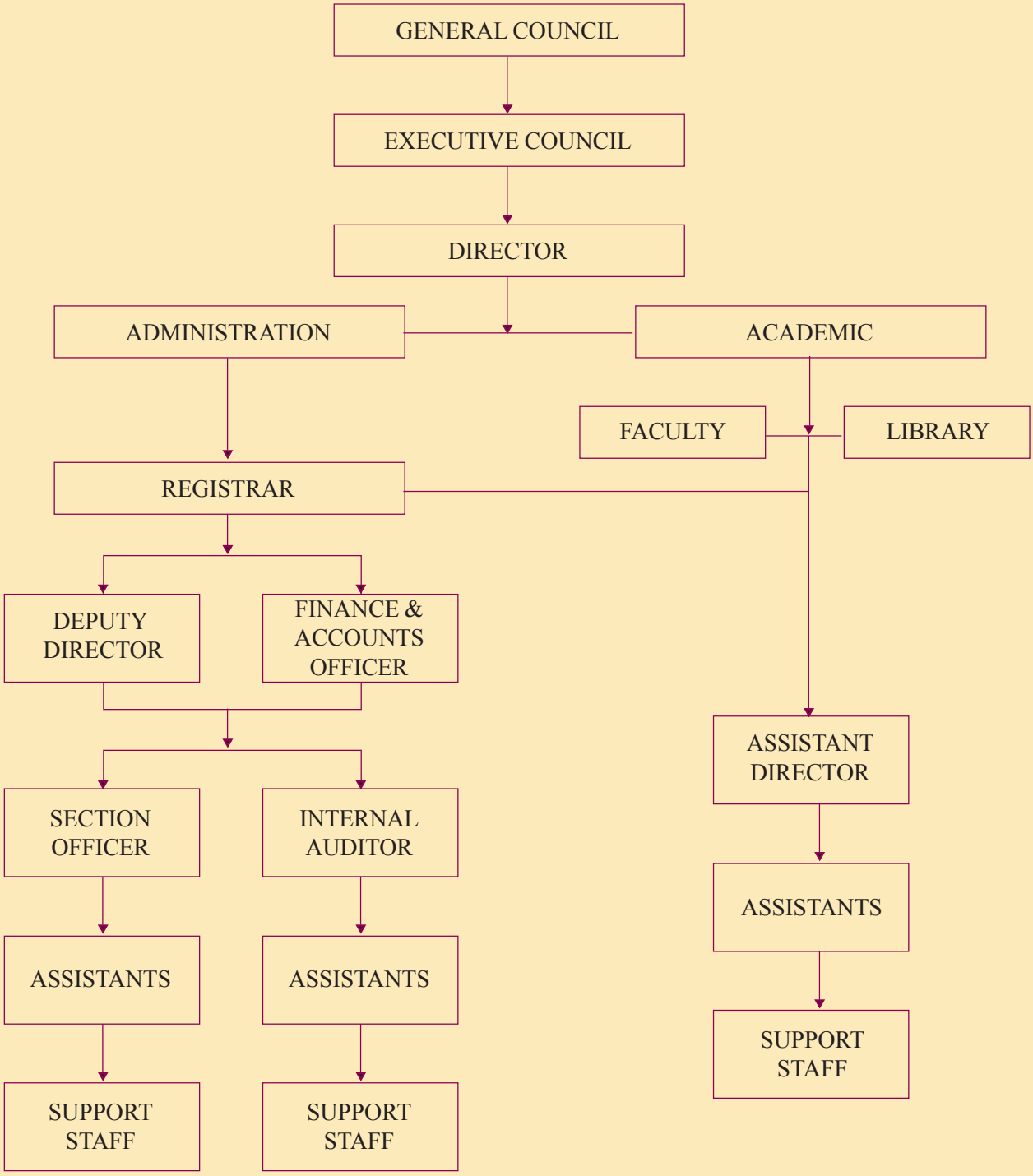
Preparation of policy documents viz. Guidelines, Manuals, toolkits, etc. on local governance are prepared by KILA for the State Govt. KILA prepared revised Guideline on Plan Formulation and Subsidy of Local Governemnts in Kerala, which was issued as Government Order.

1. Twelth Five Year Plan (2012-17 - 2016-17): Guideline for Annual Plan- Plan Formulation, Subsidy and Related Matters (G.O.(MS) No. 4/2016, LSGD, Thiruvanathapuram, dated 11.01.2016.
2. Revised Guideline on Palliative Care by Local Self Governments of Kerala; GO. 3217/2015, LSGD, Thiruvananthapuram, dated 29.102015.
3. Guideline on Comprehensive Child Development Programme; GO. No. 1413/2016/LSGD dated 05.04.2016

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




audit
report

Abraham & Jose
CHARTERED ACCOUNTANTS

Mission Quarters Road, Thrissur - 680 001
Tel : 0487-2423225, 2426225, 2424245

KERALA INSTITUTE OF LOCAL ADMINISTRATION (KILA),
Mulamkunnathukavu P.O,Thrissur -680581

Auditor's Report

We have audited the Balance Sheet as at 31st March 2016 and the Income and Expenditure account for the ended on that date, attached here with, of KERALA INSTITUTE OF LOCAL ADMINISTRATION (KILA), Mulamkunnathukavu P.O, Thrissur -680 581. These financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our audit.

We have conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

For ABRAHAM & JOSE
Chartered Accountants
FRN: 000010 S

JOSE POTTOKARAN
Partner (No:012056)

Thrissur/18.07.2016

ABRAHAM & JOSE CHARTERED ACCOUNTANTS MISSION QTRS ROAD THRISSUR-1

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Abraham & Jose
CHARTERED ACCOUNTANTS

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ACCOUNTING POLICIES AND NOTES TO AND FORMING PART OF ACCOUNTS OF KERALA INSTITUTE OF LOCAL ADMINISTRATION FOR THE YEAR ENDED31ST MARCH 2016

1. BASICS OF ACCOUNTING:

The financial statements are prepared on accrual basis as a going concern and in accordance with the generally accepted accounting principles. Revenue consists of income from various training programs conducted, interest on bank account, grant in aid (non-plan) from state Government and rental income from let out of rooms and training equipment. Revenue from training programs are recognized at the time of completion of the respective programs and when it can be reliably measured and it is reasonable to expect ultimate collection .Interest income from fixed deposits are recognized on a time proportion basis taking in to account the amount of deposit outstanding and the rate of interest. Interest income earned on the fixed term deposits received for conduct of a particular project is credited to that project account.

2. FIXED ASSETS

Fixed assets are stated at cost less depreciation. All cost directly related to the acquisition and installation of fixed assets are capitalized and added to the respective assets.

3. TRANSFER TO PENSION FUND

Transfer of Income to Pension Fund from Training Programmes is on payment basis.

4. DEPRECIATION

Depreciation is provided on all fixed assets on written down value method at the rates specified in Income Tax Act 1961.

5. GRANT FROM STATE GOVERNMENT

During the last financial year, KILA has received an amount of Rs. 15 Crore as grant from State Government. Whereas no Grant has received from Central Government.

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6. FINANCIAL PERFORMANCE

During the year under report, KILA has shown an excess of Expenditure over Income of Rs. 185 Lakhs (previous year excess of Expenditure over Income Rs. 30 Lakhs) after deducting a depreciation of Rs. 67.44 Lakhs (previous year Rs. 67.54 Lakhs).

Thrissur/18.07.2016

AUDIT 2016

SUBJECT TO THE ABOVE :

1. We certify that the Balance sheet and the Income & Expenditure account are in agreement with books of accounts maintained by KILA

2. We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purpose of audit

3. In our opinion, KILA has kept proper books of accounts, so far as appeared from our examination of the books test checked

4. In our opinion and to the best of our information and according to the explanation given to us, the said accounts , read together with the notes to the accounts attached, gives a true and fair view:

a) In the case of Balance sheet , of the ' state of affairs' of KILA as at 31st March 2016

b) In the case of Income & Expenditure account of the 'Excess of Expenditure over Income' for the year ended 31st March 2016.

Thrissur/18.07.2016

ABRAHAM & JOSE CHARTERED ACCOUNTANTS MISSION QTRS ROAD THRISSUR - 1

For ABRAHAM & JOSE
Chartered Accountants
FRN: 000010 S

JOSE POTTOKARAN
Partner (No:012056)

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Abraham & Jose
CHARTERED ACCOUNTANTS

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2016

INCOME	Annexure	Current year 2015-16	Previous Year 2014-15
By Income from Training Programmes	A	27,510,675.00	33,261,674.00
By Grant from Government -Non Plan Fund		3,121,000.00	2,890,000.00
By Interest from Bank		4,724,565.00	5,434,766.00
By Prior period income		-	1,166,152.00
By Other Income	B	1,731,183.66	1,269,778.00
By Excess of Expenditure over Income		18,586,153.84	3,007,854.66
TOTAL		55,673,577.50	47,030,224.66
EXPENDITURE			
To Administrative Expenses	C	41,988,621.00	33,509,179.00
To Office Expenses	D	3,101,716.50	2,805,348.00
To Training Expenses	E	1,230,294.00	1,580,679.00
To Other Expenses	F	2,608,084.00	2,380,331.00
To Depreciation	SCH 4	6,744,862.00	6,754,687.66
TOTAL		55,673,577.50	47,030,224.66

As per Report of even date

Thrissur /18.07.2016

For ABRAHAM & JOSE
Chartered Accountants
FRN: 000010 S

JOSE POTTOKARAN
Partner (No:012056)

DIRECTOR
KERALA INSTITUTE OF LOCAL ADMINISTRATION
THRISSUR - 680 581

ABRAHAM & JOSE CHARTERED ACCOUNTANTS MISSION QTRS ROAD THRISSUR-1

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
ANNEXURES FORMING PART OF INCOME AND EXPENDITURE ACCOUNT

	Current year 2015-16 Rs.	Previous Year 2014-15 Rs.
ANNEXURE A		
Income from Training Programmes		
Administrative charges collected	10,001,455.00	10,603,459.00
Faculty and staff time	445,000.00	1,219,246.00
Rent Received	17,054,540.00	21,392,822.00
Vehicle charges	9,680.00	46,147.00
TOTAL	27,510,675.00	33,261,674.00
ANNEXURE B		
Other Income		
Fee for right information	2,812.00	476.00
Subscription fee collected	3,500.00	3,600.00
Miscellaneous income	1,352,671.66	1,197,402.00
Cost of tender form	23,000.00	25,100.00
Consultancy Income	349,200.00	43,200.00
TOTAL	1,731,183.66	1,269,778.00
ANNEXURE C		
Administrative Expenses		
Pay and Allowances	39,523,662.00	29,687,932.00
Travelling allowances	557,063.00	674,584.00
Advertisement expenses	75,997.00	111,076.00
Audit fee	50,000.00	50,000.00
Security service charges	1,359,243.00	1,277,760.00
Legal charges & Proffessional Charges	45,157.00	1,341,227.00
Housekeeping of SAS	377,499.00	366,600.00
TOTAL	41,988,621.00	33,509,179.00
ANNEXURE D		
Office Expenses		
Maintenance - Vehicles	691,859.50	612,213.00
Electricity Charges	1,540,610.00	1,541,297.00
GC Meeting Expenses	19,918.00	-
Postage & Telephone	849,329.00	651,838.00
TOTAL	3,101,716.50	2,805,348.00
ANNEXURE E		
Training Expenses		
Honorarium and T.A	35,917.00	11,203.00
KILA Journal	100,776.00	55,270.00
Printing and Stationary	568,756.00	1,104,261.00
Bed Sheet, Pillow Cover, Etc.	221,525.00	-
Washing Charges	288,629.00	252,963.00
Workshop Expenses	-	154,116.00
Field Visit Expenses	14,691.00	2,866.00
TOTAL	1,230,294.00	1,580,679.00

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ANNEXURE F		
Other Expenses		
Bank Charges	4,170.00	18,379.00
Building Tax	49,513.00	59,459.00
Coolie Charges	676,163.00	640,670.00
KILA Day & Memento	-	99,849.00
Newspaper and Periodicals	152,063.00	131,579.00
Repairs & Maintenance	1,679,999.00	1,430,395.00
Membership Fee	46,176.00	-
TOTAL	2,608,084.00	2,380,331.00

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GROUPINGS (INCOME AND EXPENDITURE ACCOUNT)		
Rent Received		AMT.
Room rent		9718485
Rent-Training Equipment		7173841
Quarters Rent		88928
Rent EDII		73286
		17054540
Postage & Telephone		
Postage		402870
Telephone Charges		446459
		849329
Miscellaneous		
Miscellaneous Income		2400457.66
Less:Miscellaneous Exps		-1028725
Water Charges		-1865
Uniform		-17196
TOTAL		1352671.66
Inspection fee		37227
Accredited processing fee		-7070
Legal Charges		15000
TOTAL		45157
Printing & Stationary		
Stationary & printing		194756
Printing & Stationary		174450
Photo Charges		2440
KILA News Letter		197110
TOTAL		568756
Repairs & Maintanance		
Repairs & Maintenance		1667868
Garden Maintenance		12131
		1679999

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
BALANCE SHEET AS ON 31ST MARCH 2016

LIABILITY	SCHEDULE	Current year 2015-16	Previous Year 2014-15
Capital Contribution	1	281,103,916.00	266,947,366.00
Grant from state Govt.	2	306,378,303.50	221,865,712.50
Deemed University -Corpus Fund	3	173,416,619.00	158,219,501.00
Current Liabilities	4	71,420,225.38	81,486,437.00
Other Liabilities	5	972,479.00	902,677.00
TOTAL		833,291,542.88	729,421,693.50
ASSETS			
Fixed Assets	6	148,888,776.00	217,056,201.34
Capital Work in progress SAS Building		54,557,942.00	54,557,942.00
Capital Work in progress -Library Building		17,074,897.00	17,074,897.00
Capital Work in progress -Additional Floor		0.00	7,603,305.00
Capital Work in progress-Opening Forum		95,792.00	95,792.00
Current Assets	7	572,529,341.04	411,474,915.50
Excess of Expenditure overIncome Opening Balance		21,558,641.00	18,550,786.00
Add: Excess of Income over Expenditure		18,586,153.84	3,007,854.66
TOTAL		833,291,542.88	729,421,693.50

As per report of even date

Thrissur /18.07.2016

For ABRAHAM & JOSE
Chartered Accountants
FRN: 000010 S

JOSE POTTOKARAN
Partner (No:012056)

DIRECTOR
KERALA INSTITUTE OF LOCAL ADMINISTRATION
THRISSUR - 680 581

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
SCHEDULES FORMING PART OF BALANCE SHEET

	Sub Schedule	RS.	Current year 2015-16 RS.	RS.	Previous Year 2014-15 RS.
Schedule 1					
Capital Contribution					
Contribution from muncipality			810,000.00		810,000.00
Contribution from panchayat			18,836,500.00		18,836,500.00
Corpus Fund		52,879,486.00		52,066,183.00	
Additions		8,532,024.00	61,411,510.00	813,303.00	52,879,486.00
Corpus fund SDC		15,202,324.00		16,315,967.00	
Interest on corpus fund SDC		909,731.00		628,152.00	
Add: Additions		5,826,415.00			
Add:Interest accrued on SDC Corpus Fund		14,230.00		19,566.00	
Less: Utilisations		(216,119.00)	21,736,581.00	(851,630.00)	16,112,055.00
Grant from Central Govt.			178,309,325.00		178,309,325.00
TOTAL			281,103,916.00		266,947,366.00
Schedule 2					
Grant from state Govt.					
Opening balance b/d		221,865,712.50		263,826,879.50	
Add:Additions		150,000,000.00			
Less: amount Utilised for the year		(65,487,409.00)	306,378,303.50	(41,961,167.00)	221,865,712.50
TOTAL			306,378,303.50		221,865,712.50
Schedule 3					
Deemed University - Corpus Fund					
Opening balance b/d		158,219,501.00		140,826,859.00	
Add: Additions		23,851,669.00		17,392,642.00	
Less: Amount Utilised for the year		(8,654,551.00)	173,416,619.00	-	158,219,501.00
TOTAL			173,416,619.00		158,219,501.00
Schedule 4					
Current Liabilities					
Central Assistance-Empowerment and accountability			-		19,923,070.00
Central assistance-training-RGSY			-		19,720,196.00
Gratuity payable			7,900,742.00		7,352,742.00
Pension Fund Payable			13,933,531.00		5,261,275.00
GPF Payable			747,444.00		-
NPS Contribution Payable			9,739.00		-
Sundry Creditors	I		44,436,901.38		24,249,994.00
Outstanding expenses	II		4,332,793.00		4,409,750.00
Training materials payable			-		531,890.00
Tds Payable			59,075.00		37,520.00
TOTAL			71,420,225.38		81,486,437.00
Schedule 5					
Other Liabilities					
Earnest money deposit			200,716.00		141,906.00
Retension money			660,183.00		660,183.00
Security Deposit			108,230.00		95,938.00
Subscription fee received in advance			3,350.00		4,650.00
TOTAL			972,479.00		902,677.00



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Schedule 7					
Current Asset					
Sundry Debtors	III		16,707,077.00		20,356,098.00
Bank Accounts	IV		92,652,549.74		74,438,705.20
Fixed deposits	V		304,253,836.00		281,063,903.00
Cash in Hand			4,700.30		3,139.30
Stock -Training Materials			669,748.00		2,761,499.00
Advance for Land			128,400,000.00		-
Interest Accrued			19,416,316.00		23,266,217.00
Grant Receivable from State Government			0.00		2,890,000.00
LIC-Gratuity Fund			7,026,505.00		4,634,195.00
TDS Receivable			3,369,817.00		2,034,248.00
Other Advance			1,950.00		-
Telephone Deposit			3,700.00		3,700.00
Earnest Money Deposit -Gas Connection			14,400.00		14,400.00
Prepaid Expenses			8,742.00		8,811.00
TOTAL			572,529,341.04		411,474,915.50

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KERALA INSTITUTE OF LOCAL ADMINISTRATION

SCHEDULE 6: FIXED ASSETS STATEMENT AS ON 31.03.2016

ITEMS	RATE	OPENING	ADDITIONS			DELETIONS	TOTAL	DEP FOR 2015-16	NET BLOCK 2015-16
			1ST HALF	2ND HALF	TOTAL				
*Land at Cost		182398956.00 Dr				78,400,000.00	103,998,956.00	-	103,998,956.00
Art Gallery		832931.00 Dr					832,931.00	-	832,931.00
Construction of Store Room	10	4328952.00 Dr					4,328,952.00	432,895.00	3,896,057.00
Construction of Dining Hall	10	4123122.00 Dr					4,123,122.00	412,312.00	3,710,810.00
Building	10	2464441.00 Dr		8,498,713.00	8,498,713.00		10,963,154.00	671,380.00	10,291,774.00
Formation of Raod to Library	10	2247037.00 Dr					2,247,037.00	224,704.00	2,022,333.00
Compound Wall	10	1894194.00 Dr					1,894,194.00	189,419.00	1,704,775.00
Rain Water Harvesting Units	10	479055.00 Dr					479,055.00	47,906.00	431,149.00
Quarters	10	307030.00 Dr					307,030.00	30,703.00	276,327.00
Statue	10	162049.00 Dr					162,049.00	16,205.00	145,844.00
Acoustic Treatment of Auditorium	10	63363.00 Dr					63,363.00	6,336.00	57,027.00
Asset 1994-95	10	55278.00 Dr					55,278.00	5,528.00	49,750.00
Building-Generator Shed	10	33858.00 Dr					33,858.00	3,386.00	30,472.00
Building-Scootershed	10	22955.00 Dr					22,955.00	2,296.00	20,659.00
Furniture & Fittings	10	8820334.00 Dr		1,107,759.00	1,107,759.00		9,928,093.00	937,421.00	8,990,672.00
Name Board	10	18000.00 Dr					18,000.00	1,800.00	16,200.00
Thinkers Retreat Centre	10		32,000.00		32,000.00		32,000.00	3,200.00	28,800.00
Electrical Fittings	15	1876776.00 Dr	38,800.00	35,000.00	73,800.00		1,950,576.00	289,961.00	1,660,615.00
Television	15	1261237.00 Dr		250,800.00	250,800.00		1,512,037.00	207,996.00	1,304,041.00
Vehicle	15	632647.34 Dr					632,647.34	94,897.00	537,750.00
EPABX Cabling	15	562312.00 Dr					562,312.00	84,347.00	477,965.00
Photocopier	15	505266.00 Dr					505,266.00	75,790.00	429,476.00
LCD Projector	15	492172.00 Dr					492,172.00	73,826.00	418,346.00
Air Conditioner	15	340856.00 Dr		98,600.00	98,600.00		439,456.00	58,523.00	380,933.00
Water Fountain	15	307800.00 Dr					307,800.00	46,170.00	261,630.00
Kitchen Equipments	15	211148.00 Dr	17,500.00		17,500.00		228,648.00	34,297.00	194,351.00
Machinery	15	184263.00 Dr		920,409.00	920,409.00		1,104,672.00	96,670.00	1,008,002.00
Training Equipments	15	63056.00 Dr					63,056.00	9,458.00	53,598.00
Intercom	15	33148.00 Dr					33,148.00	4,972.00	28,176.00
Water Heater	15	17734.00 Dr					17,734.00	2,660.00	15,074.00
Fire Fighting Equipments	15	1599.00 Dr					1,599.00	240.00	1,359.00
Mobile Phone - Hand Set	15	653.00 Dr					653.00	98.00	555.00
Office Automation	15			2,494,000.00	2,494,000.00		2,494,000.00	187,050.00	2,306,950.00
Disposer Machine	15			69,300.00	69,300.00		69,300.00	5,198.00	64,102.00
Computers	60	454739.00 Dr	3,207,550.00	186,488.00	3,394,038.00		3,848,777.00	2,253,320.00	1,595,457.00
Bio-Gas Plant	80	35190.00 Dr					35,190.00	28,152.00	7,038.00
Library Books & Journals	100		20,518.00		20,518.00		20,518.00	20,518.00	-
II nd stage Development		-					-	-	-
Building	10	1,643,745.00					1,643,745.00	164,375.00	1,479,370.00
Furniture & Fittings	10	123,856.00					123,856.00	12,386.00	111,470.00
Electrical Fittings	15	29,668.00					29,668.00	4,450.00	25,218.00
Machinery	15	23,786.00					23,786.00	3,568.00	20,218.00
Lift	15	2,995.00					2,995.00	449.00	2,546.00
								-	-
TOTAL		217,056,201.34	3,316,368.00	13,661,069.00	16,977,437.00	-	234,033,638.34	6,744,862.00	148,888,776.00

* Deletions in Land is the transfer of Advance given last year to "Advance for Land."



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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR

SUBSCHEDULES TO SCHEDULES FORMING PART OF BALANCESHEET

SUB-SCHEDULES	Current year 2015-16 Rs.
SUBSCHEDULE I	
SUNDRY CREDITORS	
Asset Management	3,321,942.00
MGP-Replication Project	391,178.00
Project- Implementation of National Policy	29,281.00
Project Urban Poverty Allevation	30,167.00
Child Resource Centre-UNICEF	701,043.00
Project Jagratha Samithi	3,974,120.00
Town Planning Development Plan -Project Cell	1,447,883.00
Town Plg .Dept. (Specific Purpose)	877,557.00
Central Assiatance-Empowerment and Accountability	8,476,508.00
Central Assistance Training-RGSY	20,271,331.00
Project BRGF Vol II	614,716.00
NIRD-CIRDAP-KILA	100,281.00
Project-Consultancy-5th State Finance Commission	170,220.00
Project- Women and Child Development-SCPRI-UNDP	439,790.00
SIRD Rajasthan	889,284.00
UNDP-Consultancy Projects	525,003.00
Visit of Bangladesh Team	1,060,886.70
Visit of Sri Lanka	113,066.68
Co-Operative Printers, Gramala	413,250.00
National Panchayat Day Celebration	34,898.00
SIRD, Kottarakkara	21,308.00
Visit of Jharkhand Team	360,253.00
Yashada	88,514.00
Stale Cheque	84,421.00
TOTAL	**44,436,901.38**
SUBSCHEDULE II	
OUTSTANDING EXPENSES	
Sundry Expenses Payable	2,274,309.00
Outstanding Paybles	358,740.00
Audit Fee Payable	50,000.00
Salary Payable	1,630,744.00
Photo Charges Payable	19,000.00
TOTAL	**4,332,793.00**
SUBSCHEDULE III	
SUNDRY DEBTORS	
CPWD Thrissur	62,709.00
DDP KASARGODE	700.00
DDP PALAKKAD	1,302.00
DDP THRISSUR	32,169.00
DII-EKSAT-Kozhikkode	8,094.00
DII-People Service Society,Palakkad	211,420.00
Director State Social Audit Cell	75,975.00
Dist.Conv. Kasargod(K.Balakrishnan)	53,682.00
District Social Welfare Officer-Kozhikode	100,000.00
Kerala Gramapanchayat Association	587,647.00
Kerala State Nirmithi Kendra	777,476.00
KLGSDP Programmes	920,848.00

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KLGSDP(World Bank)	1,197,015.00
Ministry of Panchayatiraj	2,748,143.00
PEAIS Workshop	169,308.00
Pricipal,EKM Govt College, Elarithattu	75,000.00
Principal, Loyola College of Social Sciences	100,000.00
PWD Buildings Division,TSR	825,000.00
Project-Reforms & Performance Management Cell -RPMC	246,716.00
SIRD, Punjab	15,705.00
SRG Advance-II	86,716.00
The Kerala Historical Research Society	30,000.00
Ushakumari-Co-Ordinator-Gramasabha-WYD	1,000.00
Visit of Odisha Team	6,649.00
Visit of Telengana Team	179,480.00
Yashada,Pune	310,231.00
PWD Electrical Division,TSR	4,291,875.00
Department of Urban Affairs	256,020.00
HUDCO/HSMI	525,159.00
XI Th Plan Advances	135,891.00
ASCI, Hyderabad	222,331.00
Bar Council Of India	175,111.00
C-DIT	11,391.00
Consultation/Workshop on "Empowerment of Panchayats	76,852.00
Convenor, SLTG	26,283.00
DDP KOTTAYAM	500.00
DDP KOZHIKODE	47,430.00
DDP MALAPPURAM	112,727.00
DDP PATAHANAMTHITTA	1,254.00
DDP TRIVANDRUM	60,599.00
DDP WAYANAD	24,931.00
DII - BBF Kollam	10,224.00
DII-Kanhangad Block Panchayat, Kanhangad	13,012.00
Exposure Visit of Officials From Uttar Pradesh	5,621.00
GP-Elavanchery-PKD	41,702.00
GP-Erimayoor-PKD	280.00
GP-Karakurissi-PKD	50,560.00
GP-Karimba-PKD	46,120.00
GP-Karimbuzha-PKD	56,480.00
GP-Kumaramputhur-PKD	33,980.00
GP-Mananthavadi-WYD	71,280.00
GP-Meppadi-WYD	10,850.00
GP-Mullenkolli-WYD	6,435.00
GP-Muttil-WYD	14,070.00
GP-Nellaya-PKD	59,440.00
GP-Pookkottukavu-PKD	41,680.00
GP-Pulppalli-WYD	4,607.00
GP-Puthukode-PKD	990.00
GP-Puthur-PKD	41,680.00
GP-Thachanpara-PKD	43,600.00
GP-Vallappuzha-PKD	22,580.00



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GP-Vellinezhi-PKD	38,330.00
GP-Vengappalli-WYD	39,577.00
Kerala State Film Devp Corporation	500,000.00
Kerala Water Authority	63,000.00
Meeting of Task Force on Land Tenure for Urban Poor	125,838.00
Ministry of Rural Development	259,848.00
Municipality of Kannur	10,000.00
N I R D, Hyderabad	209,831.00
State Finance Commission	24,801.00
Visit of Sikkim Team	9,045.00
Visit of Karnataka GP Members	60,277.00
TOTAL	**16,707,077.00**
SUBSCHEDULE IV	
BANK ACCOUNTS	
Canara Bank.0720101035194	23663354.50 Dr
Canara Bank A/c No.36762	9676.00 Dr
District Treasury,Thrissur,Spl.TSB.73(GPF)	747544.00 Dr
District Treasury, Thrissur-TSB-10328(Pension Fund)	8795613.00 Dr
District Treasury - TPA 890	50001091.00 Dr
IB-6089779851-KILA Journal	11684.00 Dr
I B A/c13086 - 462111353	17514.74 Dr
IB A/c No. 6224279712-Jagratha Samithi	3974120.00 Dr
Indian Account No 861322417 -Project SC Survey	3305.50 Dr
Indian Bank 881050059 BRGF Vol II	654836.00 Dr
Indian Bank A/c 886427262 TPD	1447883.00 Dr
Indian Bank A/c No.19066-AMLSGI - 462153519	3321942.00 Dr
SBT-67221319393	3985.00 Dr
SBT-67340271294 for E Tender	1.00 Dr
TOTAL	**92,652,549.74**
SUBSCHEDULE V	
FIXED DEPOSITS	
Fixed Deposit-Corpus Fund(SDC)	21,028,739.00
Fixed Deposit - District Treasury	72,211,774.00
Term Deposit	211,013,323.00
TOTAL	**304,253,836.00**

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KERALA INSTITUTE OF LOCAL ADMINISTRATION

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR 2015-16

RECEIPTS			PAYMENTS		
PARTICULARS	CURRENT YEAR 2015-16	PREVIOUS YEAR 2014-15	PARTICULARS	CURRENT YEAR 2015-16	PREVIOUS YEAR 2014-15
OPENING BALANCE:-					
CASH	3139.30	5872.30			
BANK (INCLUDING DEPOSITS)	355506308.20	479314995.20			
GRANT FROM STATE GOVT	150000000.00	0.00	DEPOSIT FOR LAND ACQUISITION	50000000	
GRANT RECEIVABLE FROM STATE GOVT	2890000.00	0.00	CAPACITY BUILDING ACTIVITIES	65487409	41773000.00
GRANT FROM STATE GOVT (NON PLAN)	3121000.00	0.00	ADDITIONS TO FIXED ASSETS	8478724	19213030.00
CORPUS FUND DEEMED UNIVERSITY(including interest)	*14897831.00*	16733405.00	CAPITAL WIP-ADDITIONAL FLOOR	895408.00	4106048.00
CORPUS FUND(INTEREST ON DEPOSIT)	14358439.00		CAPITAL WIP-CONSTRUCTION OF OPEN FORUM	0.00	95792.00
KILA PENSION FUND	8672256.00	5261275.00	KLGSDP- GRAMAYATRA		60000.00
KILA GENERAL PROVIDENT FUND	747444.00	0.00			
RGSY PROJECT. (INTEREST ON BANK ACCOUNT)	551135.00	1161183.00			
CORPUS FUND-SDC-(INTEREST ON DEPOSIT)	1147439.00	1133209.00	EXPENDITURE ON INTEREST OF SDC CORPUS FUND	216119	851630.00
CENTRAL ASSISTANCE-EMPOWERMENT AND ACCOUNTABILITY(including interest)	195899.00	13436306.00	CENTRAL ASSISTANCE -EMPOWERMENT &ACCOUNTABILITY-INFRASTRUCTURE DEVELOPMENT OF KILA	11500000	53587430.00
DEPARTMENT OF URBAN AFFAIRS	0.00	1500000.00	DEPARTMENT OF URBAN AFFAIRS	1735786	1282824.00
PERFORMANCE AUDIT TRAINIG (including interest)	0.00	607276.00	PERFORMANCE AUDIT TRAINIG	0.00	874885.00
PROJECT -BRGF VOL II(interest on bank a/c)	61639.00	164285.00	PROJECT - BRGF VOLII	830346	2994350.00
CHILD RESOURCE CENTRE -UNICEF	5567841.00	3903806.00	CHILD RESOURCE CENTRE -UNICEF	4163931	4712248.00
HUDCO/HSMI(interest on bank a/c)	16728.00	48069.00	HUDCO/HSMI	137550	1411792.00
KLGSDP- WORLDBANK(including interest)	15000000.00	7558007.00	KLGSDP- WORLDBANK	11701832	11591737.00
PROJECT RGPSA(including interest)	12500000.00	1887504.00	PROJECT RGPSA	20331802	41570223.00
JAGRATHA SAMITHI	0.00	5000000.00	JAGRATHA SAMITHI	954542	71336.00
PROJECT- UNDP-GOI	596619.00	1908881.00	PROJECT- UNDP-GOI	0.00	2505500.00
UNDP-CONSULTANCY PROJECT	884111.00	1105138.00	UNDP-CONSULTANCY PROJECT	1431992	32254.00
TOWN PLANNING DEPT. FUND	56530.00	28389.00	TRAINIG TO TOWN PLANNING DEPT	639744	499168.00
LIC GRATUITY FUND	0.00	1505769.00	LIC GRATUITY FUND	2392310	3626068.00
INCOME TAX COLLECTED	5196080.00	1594081.00	INCOME TAX PAID	5174525	1629070.00
WORKERS WELFARE FUND COLLECTION	0.00	1534.00	WORKERS WELFAR FUND REMITTED	0.00	1534.00
PROFSSION TAX	157950.00	167200.00	PRIOFESSION TAX	157950	167200.00
SERVICE TAX COLLECTED	757068.00	2135464.00	SERVICE TAX PAID	757068	2135464.00
OTHER LIABILITIES COLLECTED	283293.00	313501.00	OTHER LIABILITIES REMITTED	193191	1635263.00
SUBSRIPTION FEE RECEIVED IN ADVANCE	1300.00	3000.00	KILA JOURNAL ON LOCAL GOVERNANCE	100776	55270.00
SUNDRY CREDITORS/ SUNDRY DEBTORS	4735982.38	0.00	SUNDRY CREDITORS/ SUNDRY DEBTORS		2045882.00
INCOME FROM TRAINING PROGRAMMES	27348461.00	33183168.00	ADMINISTRATION EXPENSES	39606506.00	26256008.00
OTHER INCOME	7323618.66	7727974.00	OTHER EXPENSES	1200689.00	1185452.00
CONSULTANCY FEE	349200.00	0.00	OFFICE EXPENSES	4470281.5	3839713.00
			REPAIRS & MAINTENANCE	1667824.00	1378626.00
			TRAINING EXPENSES	511738.00	597946.00
			TAX DEDUCTED AT SOURCE	1335569	73099.00
			CLOSING BALANCE:-		
			CASH	4700.3	3139.30
			BANK INCLUDING DEPOSITS	396849018.7	355506308.20
TOTAL	632927311.54	587369271.50	TOTAL	632927311.54	587369271.50

AS PER REPORT OF EVEN DATE

Thrissur/18.07.2016

DIRECTOR
KERALA INSTITUTE OF LOCAL ADMINISTRATION
THRISSUR - 680 581

KERALA INSTITUTE OF LOCAL ADMINISTRATION

For ABRAHAM & JOSE
Chartered Accountants
FRN: 000010 S

JOSE POTTOKARAN
Partner (No:012056)

ABRAHAM & JOSE
MISSION QTRS ROAD THRISSUR-1
CHARTERED ACCOUNTANTS

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