

# PROGRAMME CALENDAR 2013-14



**Kerala Institute of Local Administration**



# **PROGRAMME CALENDAR**

## **2013 - 14**



**Kerala Institute of Local Administration**

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# FOREWORD

**B**orn out of the need for a strong three tier Panchayati Raj System in the country with capacitated Elected Members, Officials and other stake holders, KILA has now developed into an internationally acclaimed Institute in the field of Decentralized planning and Local Governance. From its inception in the year 1990 onwards KILA has been engaged with different types of capacity building initiatives like training, consultancy, action researches, workshops, conferences and discussions on various issues of local governance and participatory local development. As a registered autonomous body, registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Act of 1955, KILA is the only Institution in India that functions with the sole mandate of promoting decentralized governance in urban and rural areas.

In the last two decades KILA has developed a strong Institutional system with the core objective of strengthening the three tier Panchayati Raj System through a wide variety of programmes like capacity development trainings, technical consultancy services, consultation workshops, action researches, policy advocacy studies, and sharing of experiences in the field of democratic decentralization and local governance. For achieving its objectives KILA actively collaborates with many National and International agencies like UNICEF, UNDP, World Bank, HUDCO and UN HABITAT with the motive of deepening local governance. With its two decade long experience in the field of democratic decentralization and local Governance KILA will be enhanced to the level of an institute of national importance with a Deemed University status.

In 2012-13 the major focus of KILA was on strengthening the planning process, 2013-14 thrust shall be on capacitating the Officials of the LSGIs. The Programme calendar for the financial year 2013-14 is designed to give a brief outlook on the strategy and programmes for the period. I express my sincere appreciation for all the members and faculty team who have been involved in formulating and finalizing the strategies and programme plan for the year 2013-14. I hope that this calendar would be a valuable guide for all the stakeholders and well wishers of KILA.

Mulamgunnathukavu,  
31-03-2013

**Dr.P.P.Balan**  
Director,KILA





# **ABOUT KILA**



## ABOUT KILA

### Genesis

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

### Core Objectives

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

- To undertake various training activities for the elected representatives and officials of rural and urban local bodies of Kerala
- To facilitate and strengthen decentralized planning process
- To undertake action-oriented research activities
- To document best practices on local governance for wide dissemination and learning
- To organize seminars, workshops and discussions

These objectives are sought to be achieved through capacity building of the elected representatives and officials of LSGIs. The institute caters to the training needs of all functionaries of LSGIs- rural and urban.

### Areas of Expertise

KILA has established its expertise in the following core areas:

- Decentralised Participatory Planning
- Local Governance and Administration
- Urban Governance and Development
- Local Economic Development and Livelihood Promotion
- Participatory Poverty Management
- Gender and Development
- Development of Marginalised Social Groups
- Natural Resource Management and Watershed Development
- Food Security and Sustainable Agricultural Development
- Good Governance and Social Accountability
- Child Development
- Human Development
- Training Skills Development Programmes

### Collaboration with other Agencies

Other than Govt. of Kerala and Govt. of India, KILA collaborates with several international, national and state level organizations like UNICEF, Swiss Agency for Development and Co-operation,



## ABOUT KILA

Sri Lanka Institute of Local Governance, World Bank etc. KILA collaborates with the following Funding agencies:

### **Rajiv Gandhi Panchayat Swasakthikaran Abhiyan**

Rajiv Gandhi Panchayat Swasakthikaran Abhiyan (RGPSA) is a centrally sponsored scheme of the Ministry of Panchayati Raj introduced in 2012-13. The programme shall expand on the existing schemes for Panchayat capacity building. RGPSA includes a range of activities covered under the BRGF and RGSY Schemes. The major focus of RGPSA focuses on administrative and technical support for panchayats, panchayat infrastructures, enablement, capacity building and training of elected representatives and upgradation of CB&T infrastructures and panchayat bhavans.

### **World Bank**

In order to address issues related to the institutionalization phase of decentralised governance, Kerala State has entered into agreement with the World Bank for providing financial assistance to address the issues aggressively and to raise the level of service deliveries by LSGs using modern tools of planning, development, project implementation and transparency in administration to ensure to increase revenues and enhance utilization of finance resources, thereby improving the quality of lives of the people. The Kerala Local Government Service Delivery Project (KLGSDP) work with the basic objective of strengthening local government finances and service delivery.

### **HUDCO**

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

### **UNICEF**

A Child Resource Centre has been started in 8<sup>th</sup> October 2011 in KILA with the aim of ensuring child rights through local government institutions. The CRC aims to create a strategic framework in every LSGIs which provide overall guidance to the government in realizing and mainstreaming the rights of children (Survival, Development, Protection and Participation) into the local government system, structure, policies and process.

### **Faculty Team**

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



## ABOUT KILA

### Existing Human Resource Support

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

### Location

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

### Infrastructural Facilities

KILA has excellent training infrastructural facilities. The training block is a three storied building with seven spacious lecture halls and two air-conditioned conference halls. This enables KILA to run several training programmes at a time. There are two guest houses in the campus of the Institute for providing boarding and lodging facilities to the participants. These guest houses have well-furnished rooms for double/single occupancy with attached toilet and bath to

accommodate around 200 participants at a time. The participants of national and international programmes are provided with air-conditioned accommodation. KILA has a multi-purpose auditorium that can accommodate 600 persons. KILA has three vehicles for day-to-day use. More vehicles are hired on daily basis for the purpose of training and exposure visits.

KILA is equipped with modern training equipments, like LCD projector, overhead projector, film projector, slide projector, TV, VCR, etc. KILA has a computer centre which is networked with the computers of the Faculty and Administration. There is a computer lab for conducting training programmes on e-governance. Web-based online monitoring system enables anyone from anywhere in the world to access details of the training programmes organised by KILA. This is aimed primarily at monitoring training activities taking place in all 14 districts in Kerala for the functionaries of decentralized governance. Apart from monitoring the decentralised training activities, the site also provides details of evaluation done by the participants of the various training programmes. Modern communication media, including Internet, Fax, Computers are installed in the institute to facilitate easy access to any part of the country/world.

The collection of books and periodicals of the Library is focused on the themes of Panchayati Raj, decentralised planning, poverty alleviation, rural development, urban development and management. The library has a collection of over 10,000 books and over 200 journals, focused on



## ABOUT KILA

KILA's thrust areas. Efforts are on the anvil to develop the library into a full-fledged information centre on local governance, with state of the art facilities like computer and Internet.

Recreation facilities have been developed in the campus for indoor as well as outdoor games. There is a multipurpose 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* and *Vrindavan* garden have a soul-lifting effect on the inmates. The atmosphere is ideal for morning and evening walk and jogging.

### General Council

The General Council, supreme authority of KILA, deals with policy matters concerning the organisation. The Hon'ble Minister for Local Self Government, Government of Kerala is the President of the General Council and the Chief Secretary, Government of Kerala is the Vice-President. The other members of the General Council are:

- Principal Secretary to Govt., Local Self Government Department
- Secretary to Govt., Finance Department
- Secretary to Govt., Planning and Economic Affairs Department
- Director of Panchayats

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

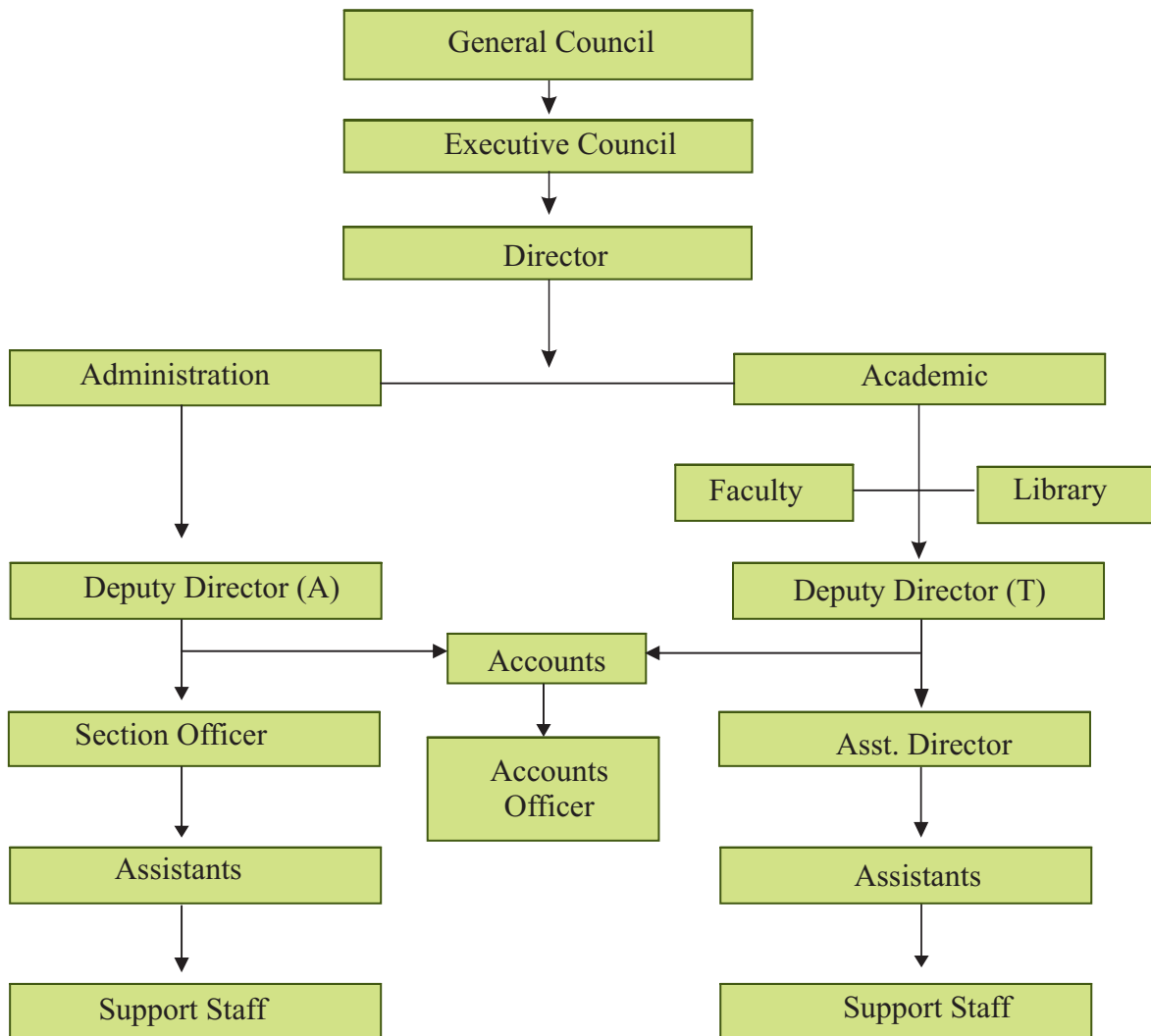
### Executive Council

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

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

The Secretary to Government (Local Self Government Department) is the Chairman of the Executive Council. The day-to-day management of KILA is steered by the Director.

### 3.2. KILA – Organogram



## List of Faculty Members and Officers

1.	Dr. P.P. Balan	Director
<b>Academic</b>		
2.	D. Sunny George	Associate Professor
3.	Dr. Peter .M. Raj	Associate Professor, CRC
4.	Dr. J.B. Rajan	Assistant Professor
6.	Sri. K. Rajasekharan	Librarian
<b>Administration</b>		
7.	Smt. Josnamol	Deputy Director (A)
8.	Smt. Prema Joyce Thomas	Deputy Director (T)
9.	Smt. Girijadevi .R.	Accounts Officer
10.	Sri. Salim.K.M.	Assistant Director
11.	Dr. K.N. Lalithabai	Research Assistant
12.	Sri. Mirash .O.S.	Computer Programmer
13.	Sri. K.K.Babu	L.D. Clerk
14.	Sri. K.P. Unnikrishnan	L.D. Clerk
15.	Smt. Nafla.K.M.	L.D. Clerk
16.	Sri. Gireesh.K.	L.D. Clerk
17.	Sri. Vinod .K.	L.D. Clerk
18.	Sri. N.T. Davis	Audio Visual Assistant
19.	Sri. K.P. Abdul Samad	Electrician
20.	Sri. Muhammed A.K.	Driver
21.	Sri. Ravindradas .K.V.	Driver
22.	Sri. Jayadevan .S.	Driver
23.	Sri. Ramanathan .H.	Plumber



## ABOUT KILA

Administration		
24.	Sri. Jayan .E.K.	Khalasi
25.	Sri. Rajan .T.	Khalasi
26.	Sri. Sajan Peter.T.	Khalasi
27.	Sri. Sivanandan .K.K.	Khalasi
28.	Sri. Santhosh .T.A.	Khalasi
29.	Sri. Santhosh .K.S.	Khalasi
30.	Sri. Abdul Rasheed.U.K.	Khalasi
31.	Sri. Balakrishnan.A.K.	Khalasi
32.	Smt. Lisy .K.V.	Sweeper
33.	Smt. Lilly .C.D.	Sweeper
34.	Smt. Mini.E.K.	Sweeper
35.	Smt. Vijayam .T.K.	Sweeper
36.	Smt. Remani.E.K.	Sweeper
37.	Smt. Indira .T.G.	Part time Sweeper
38.	Smt. Vilasini .K.I.	Part time Sweeper
39.	Smt. Rosakutty .V.O.	Part time Sweeper
40.	Smt. Mary Paulson	Part time Sweeper





# **TRAINING PROGRAMMES AT A GLANCE**

**TRAINING PROGRAMME AT A GLANCE**

In the year (2012-13), being the first year of 12<sup>th</sup> Five year plan, KILA's focus was on trainings relating to plan formation, project preparation, project vetting etc. During the year 2013-14 there will be new postings / promotions in the Local Self Government Institutions. For eg. creation of the new post of Assistant Secretaries, recruitment of Lower Division Clerks etc in the Grama Panchayat. Hence along with the programmes for the Elected Representatives, major focus will be given on imparting Capacity Development Training to the Officials of LSGIs. The key programmes designed for the year 2013-14 are:

Sl.No.	Prog. Code	Theme /Sector	No. of Program mes	No. of Batches	No. of Participants
1.	UGT	Urban Governance	11	130	5145
2.	LPDT	Panchayat Administration and Local Development	21	120	44643
3.	FMT	Financial Management	3	60	2356
4.	CP	Certificate Programme on Local Governance and Office Management	1	20	1000
5.	ToT	Development of Instructional Skills of Trainers	8	13	630
6.	NRMT	Natural Resource Management	3	8828	2203400
7.	MGT	Development of Marginalized Groups	6	50	2950
8.	GDT	Gender and Development	1	10	400
9.	SAT	Social Accountability and Local Governance	4	145	7259
10.	CDT	Child Development	130	130	4320
<b>Total</b>			<b>188</b>	<b>9506</b>	<b>2272103</b>



## A. STATE TRAININGS

### I. Urban Governance

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
1.	UGT 1	Training on General Administration of Urban Local Bodies	1200	3600	Dr. Sunny George	State Plan Fund
2.	UGT 2	Training on Management of Public works in ULBs	400	1200	Dr. Sunny George	State Plan Fund
3.	UGT 3	Training on Management of Education, Arts, Culture and Sports Activities for the Education Standing Committee Members of the ULBs	160	480	Dr. Sunny George	State Plan Fund
4.	UGT 4	Training on Management of Public works for Public Works Standing Committee Members of Urban Local Bodies	160	480	Dr. Sunny George	State Plan Fund
5.	UGT 5	Training Financial Management for Finance Standing Committee Members of Urban Local Bodies	160	480	Dr. Sunny George	State Plan Fund
6.	UGT 6	Training on Resource Mobilisation for the Tax and Appeal Standing Committee Members of Corporations	50	150	Dr. Sunny George	State Plan Fund
7.	UGT 7	Training on Town Planning for Town Planning Standing Committee Members of Corporations	50	150	Dr. Sunny George	State Plan Fund
8.	UGT 8	Training on Leadership and Management for the Women Elected Representatives of ULBs	400	1200	Dr. Sunny George	State Plan Fund
9.	UGT 9	Training on Good Governance for the Elected Representatives and Implementing Officers of ULBs	1000	3000	Dr. Sunny George	State Plan Fund



## A. STATE TRAININGS

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
10.	UGT 10	Training on Budgeting and Accounting for Accountants of ULBs	65	195	Dr. Sunny George	State Plan Fund
11.	UGT 11	Training on Local Governance to Municipal Officers and Standing Committee Members	1500	4500	Dr. Sunny George	State Plan Fund

## II. Local Planning and Development

12.	LPDT 1	Induction Training on Public Administration to Clerks	3000	21000	Dr. J.B. Rajan	State Plan Fund
13.	LPDT 2	Induction Training on Public Administration for UDCs	1000	480	Dr. J.B. Rajan	State Plan Fund
14.	LPDT 3	Induction Training on Public Administration for JS /HC	1000	480	Dr. J.B. Rajan	State Plan Fund
15.	LPDT 4	Management Development Programme for ADPs/DDPs	35	105	Dr. J.B. Rajan	State Plan Fund
16.	LPDT 5	Training on Kerala Panchayat Building Rules to Secretaries / JS/Clerks	3000	3000	Dr. J.B. Rajan	State Plan Fund/ RGPSA
17.	LPDT 6	Training on Participatory Planning and Health and Education Management for the Health and Education, Standing Committee	4604	9208	Dr. Peter M. Raj	State Plan Fund/ RGPSA
18.	LPDT 7	Participatory Planning and Social Welfare Management for the Welfare Standing Committee	4604	9208	Dr. Peter M. Raj	State Plan Fund/ RGPSA



## TRAINING PROGRAMME AT A GLANCE

### A. STATE TRAININGS

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
19.	LPDT 8	Training on Local Governance for the Standing Committee Chair persons of LSGIs	2000	6000	Dr. Sunny George	State Plan Fund
20.	LPDT 9	Training on ISO Certification through TQM	7000	14000	Dr. J.B. Rajan	State Plan Fund
21.	LPDT 10	Formation and Implementation of the Annual plan of 12th FYP for the Staff of LSGIs and Elected representatives	11000	11000	Dr. J.B. Rajan	State Plan Fund
22.	LPDT 11	Training on Fundamentals of Computer for the staff and Peoples Representatives.	2000	6000	Dr. J.B. Rajan	State Plan Fund
23.	LPDT 12	Training on Fundamentals of Computer 2 <sup>nd</sup> phase for the staff and Peoples Representatives.	1000	3000	Dr. J.B. Rajan	State Plan Fund
24.	LPDT 13	Training on Decentralisation for the Leaders of Political Parties	50	300	Dr. J.B. Rajan	State Plan Fund
25.	LPDT 14	Training on Rapid Appraisal of Plans for Officials and Elected representatives of Panchayats	1250	1250	Dr. J.B. Rajan	State Plan Fund
26.	LPDT 15	Best Practices - Panchayat to Panchayat for Elected Representatives and Officials	2000	4000	Dr. J.B. Rajan	State Plan Fund
27.	LPDT 16	Training on Right to Service	1000	1000	Dr. J.B. Rajan	State Plan Fund
28.	LPDT 17	Best Practice Visit on Women Empowerment and Local Governance.	15	45	Dr. Sunny George	State Plan Fund



**A. STATE TRAININGS**

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
29.	LPDT 18	Best Practice visit on Kudumbasree (The poverty eradication programme)	15	45	Dr. Sunny George	State Plan Fund
30.	LPDT 19	Best Practice visit on Service delivery and Local economic development	15	45	Dr. Sunny George	State Plan Fund
31.	LPDT 20	Short term course on Participatory Planning	15	45	Dr. Sunny George	State Plan Fund
32.	LPDT 21	Short term course on Local Governance and Employment Generation in Kerala.	15	45	Dr. Sunny George	State Plan Fund

**III. Financial Management**

33.	FMT 1	Training on Double Entry Accounting for the Accountants	978	3912	Dr. J.B. Rajan	State Plan Fund/ RGPSA
34.	FMT 2	Training on Double Entry Accounting- Peer Review for Accountants	978	1956	Dr. J.B. Rajan	State Plan Fund/RGPSA
35.	FMT 3	Training on Finance Management for the Finance Standing Committee	400	800	Dr. J.B. Rajan	State Plan Fund/ RGPSA

**IV. Certificate Programmes**

36.	CP 1	Certificate Programme on Local Governance and Office Management to Assistant Secretaries	1000	5000	Dr. J.B. Rajan	State Plan Fund
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**V. Development of Instructional Skills**

37.	ToT 1	Training of Trainers (ToT) for the Extension Faculty of KILA	280	840	Dr. J.B. Rajan	State Plan Fund
38.	ToT 2	Training of Trainers (ToT) on Planning Manual	50	150	Dr. J.B. Rajan	KLGS DP


**A. STATE TRAININGS**

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
39.	ToT 3	Training of Trainers (ToT) on Procurement Manual	50	150	Dr. J.B. Rajan	KLGS DP
40.	ToT 4	Training of Trainers (ToT) on Office Management Manual	50	150	Dr. J.B. Rajan	KLGS DP
41.	ToT 5	Training of Trainers (ToT) on Asset Management Manual	50	150	Dr. J.B. Rajan	KLGS DP
42.	ToT 6	Training of Trainers (ToT) on Budget Manual	50	150	Dr. J.B. Rajan	KLGS DP
43.	ToT 7	Training of Trainers (ToT) on Gender Budget Toolkit	50	150	Dr. J.B. Rajan	KLGS DP
44.	ToT 8	Training of Trainers (ToT) on Performance Audit Toolkit	50	150	Dr. J.B. Rajan	KLGS DP

**VI. Natural Resource Management**

45.	NRMT 1	Training on Centrally sponsored Schemes with Special Focus on Water conservation	2202000	2202000	Dr. Peter M. Raj	RGPSA
46.	NRMT 2	Training on Watershed Development and Natural Resource Management for the Agriculture Officers, Agriculture Assistants and Elected Representatives	400	1200	Dr. J.B. Rajan	RGPSA
47	NRMT 3	Training on River basin Management	1000	1000	Dr. J.B. Rajan	RGPSA



## A. STATE TRAININGS

### VII. Marginalised Group

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
48.	MGT 1	Training on Development of Fisher People for the Coastal Ward Members	200	400	Dr. J.B. Rajan	State Plan Fund
49.	MGT 2	Training on Scheduled Caste Sub Plan (SCP) for SC Promoters	1000	2000	Dr. J.B. Rajan	State Plan Fund
50.	MGT 3	Training on Tribal Sub Plan (TSP) for ST Promoters	1000	2000	Dr. J.B. Rajan	State Plan Fund
51.	MGT 4	Training on Development of Fisheries for the Fishermen Communities and Coastal Ward Members	250	500	Dr. J.B. Rajan	State Plan Fund
52.	MGT 5	Training on Development of Scheduled Caste Sub Plan (SCP) for the Scheduled Caste (SC) Communities	250	500	Dr. J.B. Rajan	State Plan Fund
53.	MGT 6	Training on Development of Tribal (TSP) Sub Plan for the Scheduled Tribe (ST) Communities	250	500	Dr. J.B. Rajan	State Plan Fund

### VIII. Gender and Development

54.	GDT 1	Training on Local government level gender budgeting for the Core Women Development functionaries of Grama Panchayat	400	1200	Dr. Peter M. Raj	State Plan Fund
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## A. STATE TRAININGS

### IX. Child Development

Sl.No.	Code	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
55.	CDT 1	Training on Children's Grama Sabha to Children in the age group of 8-18	250	500	Dr. Peter M. Raj	UNICEF
56.	CDT 2	Training on Child Friendly Panchayats for the President, Vice President, Standing Committee Chairpersons and Selected Working Group Chairpersons and Convenors	250	500	Dr. Peter M. Raj	UNICEF
57.	CDT 3	Training Course on Media and Child Rights Media students of Journalism Colleges of Kerala and Media	250	500	Dr. Peter M. Raj	UNICEF

### X. Social Accountability and Local Governance

58.	SAT 1	Induction Training on Local Governance to LSGD staff	50	50	Dr. J.B. Rajan	State Plan Fund
59.	SAT 2	Training on Right to Information (RTI)	1209	1209	Dr. J.B. Rajan	State Plan Fund
60.	SAT 3	Training on Local Governance and Students to HSS NSS Volunteers	5000	2500	Dr. J.B. Rajan	State Plan Fund
61.	SAT 4	Training on Public works and Local Governance to AEs	1000	4000	Dr. J.B. Rajan	State Plan Fund



## B. WORKSHOPS

Sl.No.	Name of the Training Programme	Expected No. of Participants	Training Days	Course Director	Source of Fund
1.	Workshop on District Planning	110	220	Dr. J.B. Rajan	State Plan Fund
2.	Workshop on River Basin Management	60	120	Dr. J.B. Rajan	State Plan Fund
3.	Workshop on Fiscal Decentralisation	50	100	Dr. J.B. Rajan	State Plan Fund
4.	Workshop on TQM -ISO	140	280	Dr. J.B. Rajan	State Plan Fund



# **TRAINING DESIGN BASE MODULE**



### UGT 1 Training on General Administration

Sl.No.	Components	Description
1.	Target Group	Ministerial Staff of Urban Local Bodies
2.	Aim	Improving the Efficiency in Management of Public Works.
3.	Duration	4 days
4.	Level	State Level
5.	No of Participants	1200
6.	Total No of batches	30

### UGT 2- Training on Management of Public Works in ULBs

Sl.No.	Components	Description
1.	Target Group	Staff of Urban Local Bodies
2.	Aim	Improving the Efficiency in Management of Public Works.
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	400
6.	Total No of batches	10



### UGT 3- Training on Management of Education ULBs

Sl.No.	Components	Description
1.	Target Group	Education Standing Committee Chairpersons and Members of Urban Local Bodies
2.	Aim	To understand standing committee functions, role of officials and elected representatives. To understand office management etc.
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	160
6.	Total No of batches	4

### UGT 4 - Training on Management of Public Works by ULBs

Sl.No.	Components	Description
1.	Target Group	Public Works Standing Committee Chairpersons and Members of Urban Local Bodies
2.	Aim	To improve the efficiency of Public Works Standing Committees of ULBs
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	160
6.	Total No of batches	4



### UGT 5 - Training on Financial Management of ULBs

Sl.No.	Components	Description
1.	Target Group	Finance Standing Committee Chairpersons and Members of Urban Local Bodies
2.	Aim	To improve the efficiency in Financial Management of ULBs
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	160
6.	Total No of batches	4

### UGT 6 Training on Resource Mobilisation of ULBs

Sl.No.	Components	Description
1.	Target Group	Tax and Appeal Standing Committee Members of Corporations
2.	Aim	To improve the efficiency of Resource Mobilisation in ULBs
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	50
6.	Total No of batches	2

**UGT 7 -Training on Town Planning of ULBs**

<b>Sl.No.</b>	<b>Components</b>	<b>Description</b>
1.	Target Group	Town Planning Standing Committee Members of Corporations
2.	Aim	To improve the efficiency in planning activities of ULBs
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	50
6.	Total No of batches	2

**UGT 8- Training on Leadership and Management**

<b>Sl.No.</b>	<b>Components</b>	<b>Description</b>
1.	Target Group	Women Elected Representatives of Urban Local Bodies
2.	Aim	To improve the leadership qualities of women elected representatives of ULBs
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	400
6.	Total No of batches	10



### UGT 9 Training on Good Governance.

Sl.No.	Components	Description
1.	Target Group	Elected representatives and implementing officers of ULBs
2.	Aim	To improve the team spirit of elected representatives and officials of ULBs
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	25

### UGT 10 Training on Budgeting and Accounting of ULBs

Sl.No.	Components	Description
1.	Target Group	Accountants of Urban Local Bodies
2.	Aim	To Improve the efficiency in Accounting of ULBs.
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	65
6.	Total No of batches	2



### UGT 11 - Training on Local Governance to Municipal Officers and Standing Committee Members

Sl.No.	Components	Description
1.	Target Group	Municipal Officers and Standing Committee Chairpersons of LSGIs.
2.	Aim	To improve the performance of various Standing Committees of the Panchayats
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	2000
6.	Total No of batches	40

### LPDT 1 - Induction Training on Public Administration

Sl.No.	Components	Description
1.	Target Group	Clerks
2.	Aim	To equip the participants with the basics of Public administration.
3.	Duration	7 days
4.	Level	Institutional at KILA
5.	No of Participants	3000
6.	Total No of batches	75



### LPDT 2 - Induction Training on Public Administration

Sl.No.	Components	Description
1.	Target Group	Senior Clerks
2.	Aim	To equip the participants with the basics of public administration.
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	25

### LPDT 3 - Induction Training on Public Administration

Sl.No.	Components	Description
1.	Target Group	Junior Superintendent/Head Clerk
2.	Aim	To equip the participants with the basics of public administration.
3.	Duration	3 days
4.	Level	Institutional at KILA
5.	No of Participants	1000
6.	Total No of batches	25



### LPDT 4 Management Development Programme

Sl.No.	Components	Description
1.	Target Group	Assistant Director of Panchayats/ Deputy Director of Panchayats
2.	Aim	To enhance the managerial skills of the participants.
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	35
6.	Total No of batches	1

### LPDT 5 - Kerala Panchayat Building Rules

Sl.No.	Components	Description
1.	Target Group	Secretaries/JS/Clerks
2.	Aim	To equip the participants with the knowledge in Kerala Panchayat Building Rules.
3.	Duration	1 days
4.	Level	State Level
5.	No of Participants	3000
6.	Total No of batches	75



### LPDT 6 Training on Health and Education Management

Sl.No.	Components	Description
1.	Target Group	Chairpersons, Members and Core officials of Health and Education, Standing Committee
2.	Aim	To equip the participants with the knowledge and skills of Participatory Planning and Health and Education Management
3.	Duration	2 days
4.	Level	State/Regional Level
5.	No of Participants	4604
6.	Total No of batches	100

### LPDT 7 Training on Social Welfare Management

Sl.No.	Components	Description
1.	Target Group	Chairpersons, Members and Core officials of Welfare Standing Committee
2.	Aim	To equip the participants with the knowledge and skills of Participatory planning and social welfare management
3.	Duration	2 days
4.	Level	State/Regional Level
5.	No of Participants	4604
6.	Total No of batches	100



### LPDT 8 Training on Local Governance

Sl.No.	Components	Description
1.	Target Group	Standing Committee Chair persons of LSGIs
2.	Aim	To equip the participants with the Knowledge of Local Governance
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	2000
6.	Total No of batches	40

### LPDT 9- Training on TQM & ISO Certification

Sl.No.	Components	Description
1.	Target Group	Elected Representatives and Staff of LSGIs
2.	Aim	To equip the trainees with sufficient knowledge and skills of improving the quality of service delivery mechanism of the LSGIs
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	7000
6.	Total No of batches	28



**LPDT 10 - Formation and Implementation of the Annual plan of 12<sup>th</sup> FYP**

Sl.No.	Components	Description
1.	Target Group	Staff and Elected Representatives of LSGIs
2.	Aim	To equip the learner with the knowledge of planning procedures for 12th Five Year Plan: Third Year's Plan
3.	Duration	1 day
4.	Level	State Level
5.	No of Participants	11000
6.	Total No of batches	220

**LPDT 11- Training on Fundamentals of Computer**

Sl.No.	Components	Description
1.	Target Group	Elected Representatives and Officials
2.	Aim	To equip the participants with the knowledge and skills of operating Computers with fundamental software's
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	2000
6.	Total No of batches	40



### LPDT 12 Training on Fundamentals of Computer 2<sup>nd</sup> Phase

Sl.No.	Components	Description
1.	Target Group	Elected Representatives and Officials
2.	Aim	To equip the participants with the knowledge and skills of operating Computers using ISM
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	20

### LPDT 13 Training on Decentralisation

Sl.No.	Components	Description
1.	Target Group	Leaders of Political Party
2.	Aim	To orient the participants on the Decentralisation process in LSGIs
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	150
6.	Total No of batches	3



### LPDT 14 Training on Rapid Appraisal of Plans

Sl.No.	Components	Description
1.	Target Group	Officials and Elected Representatives of Gps
2.	Aim	To equip the participants with the knowledge and skills of doing rapid appraisal of plans
3.	Duration	1 day
4.	Level	District Level
5.	No of Participants	1250
6.	Total No of batches	25

### LPDT 15 Replication of Best Practices; Panchayat to Panchayat

Sl.No.	Components	Description
1.	Target Group	Elected Representatives and Officials
2.	Aim	To equip the learners with the knowledge and skills of formulating novel projects
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	2000
6.	Total No of batches	40

### LPDT 16 Training on Right to Service (RTS)

Sl.No.	Components	Description
1.	Target Group	Staff of LSGIs
2.	Aim	To equip the participants with the knowledge on RTS
3.	Duration	1 day
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	20

### LPDT 17 Best Practice Visit on Women Empowerment and Local Governance

Sl.No.	Components	Description
1.	Target Group	Elected Representative and Officials of Local Governments, Resource Persons, Government Officials, Policy makers and Representatives of NGOs.
2.	Aim	To sensitize the participants on the role of Local Governments in women empowerment, activities of Kudumbasree, role of Local Governments in delivering services, Participatory planning process in Kerala and the importance of Local Governance in poverty eradication
3.	Duration	3 days
4.	Level	National Level
5.	No of Participants	15
6.	Total No of batches	3



### LPDT 18 Best Practice Visit on Kudumbasree

Sl.No.	Components	Description
1.	Target Group	Elected Representative and Officials of Local Governments, Resource Persons, Government Officials, Policy makers and Representatives of NGOs.
2.	Aim	To sensitise the participants on the role of Local Governments in women empowerment, activities of Kudumbasree, role of Local Governments in delivering services, Participatory planning process in Kerala and the importance of Local Governance in poverty eradication
3.	Duration	3 days
4.	Level	National Level
5.	No of Participants	15
6.	Total No of batches	3

### LPDT 19 Best Practice Visit on Service Delivery and Local Economic

Sl.No.	Components	Description
1.	Target Group	Elected Representative and Officials of Local Governments, Resource Persons, Government Officials, Policy makers and Representatives of NGOs.
2.	Aim	To sensitise the participants on the role of Local Governments in women empowerment, activities of Kudumbasree, role of Local Governments in delivering services, Participatory planning process in Kerala and the importance of Local Governance in poverty eradication
3.	Duration	3 days
4.	Level	National Level
5.	No of Participants	15
6.	Total No of batches	3



### LPDT 20 Best Practice Visit on Service Delivery and Local Economic Development

Sl.No.	Components	Description
1.	Target Group	Elected Representative and Officials of Local Governments, Resource Persons, Government Officials, policy Makers and Representatives of NGOs.
2.	Aim	To sensitise the participants on the role of Local Governments in women empowerment, activities of Kudumbasree, role of Local Governments in delivering services, Participatory planning process in Kerala and the importance of Local Governance in poverty eradication
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	15
6.	Total No of batches	3

### LPDT 21 Short term Course on Local Governance and Employment Generation in Kerala

Sl.No.	Components	Description
1.	Target Group	Elected Representative and Officials of Local Governments, Resource Persons, Government Officials, policy Makers and Representatives of NGOs.
2.	Aim	To sensitise the participants on the role of Local Governments in women empowerment, activities of Kudumbasree, role of Local Governments in delivering services, Participatory planning process in Kerala and the importance of Local Governance in poverty eradication
3.	Duration	3 days
4.	Level	State Level
5.	No of Participants	15
6.	Total No of batches	3



### FMT 1 Training on Double Entry Accounting

Sl.No.	Components	Description
1.	Target Group	Accountants
2.	Aim	To equip the learners with the knowledge of double entry accounting and improving their skills in maintaining it.
3.	Duration	4 days
4.	Level	District Level
5.	No of Participants	978
6.	Total No of batches	24

### FMT 2 Training on Double Entry Accounting : Peer Review

Sl.No.	Components	Description
1.	Target Group	Accountants
2.	Aim	To equip the learners with the knowledge of double entry accounting and improving their skills in maintaining it.
3.	Duration	4 days
4.	Level	District Level
5.	No of Participants	978
6.	Total No of batches	24



### FMT 3 Training on Finance Management

Sl.No.	Components	Description
1.	Target Group	Finance Standing Committee Members
2.	Aim	To equip the learners with the knowledge and skills of Finance Management in Gps
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	400
6.	Total No of batches	10

### CP 1 Certificate Programme on Local Governance and Office Management

Sl.No.	Components	Description
1.	Target Group	Assistant Secretaries
2.	Aim	To equip the participants with the knowledge and skills of effective local governance.
3.	Duration	5 days
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	25



### ToT 1 Training of Trainers (ToT)

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To equip the learners with the Skills in various trainings.
3.	Duration	3 days
4.	Level	Institutional level at KILA
5.	No of Participants	280
6.	Total No of batches	7

### ToT 2 - Training of Trainers (ToT) on Planning Manual

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Planning Manual
3.	Duration	3 days
4.	Level	Institutional Level at KILA
5.	No of Participants	50
6.	Total No of batches	2



### ToT 3 - Training of Trainers (ToT) on Procurement Manual

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Procurement Manual
3.	Duration	3 days
4.	Level	Institutional level at KILA
5.	No of Participants	50
6.	Total No of batches	2

### ToT 4 - Training of Trainers (ToT) on Office Management Manual

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Office Management Manual
3.	Duration	3 days
4.	Level	Institutional Level at KILA
5.	No of Participants	50
6.	Total No of batches	2



### ToT 5 - Training of Trainers (ToT) on Asset Management Manual

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Asset Management Manual
3.	Duration	3 days
4.	Level	Institutional level at KILA
5.	No of Participants	50
6.	Total No of batches	2

### ToT 6 - Training of Trainers (ToT) on Budget Manual

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Budget Manual
3.	Duration	3 days
4.	Level	Institutional Level at KILA
5.	No of Participants	50
6.	Total No of batches	2

### ToT 7 - Training of Trainers (ToT) on Gender Budget Toolkit

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Gender Budget Toolkit
3.	Duration	3 days
4.	Level	Institutional level at KILA
5.	No of Participants	50
6.	Total No of batches	2

### ToT 8 - Training of Trainers (ToT) on Performance Audit Toolkit

Sl.No.	Components	Description
1.	Target Group	Extension Faculty of KILA
2.	Aim	To Equip the Learners with the Knowledge on Performance Audit Toolkit
3.	Duration	3 days
4.	Level	Institutional Level at KILA
5.	No of Participants	50
6.	Total No of batches	2

**NRMT 1 Training on Centrally Sponsored Schemes with Special Focus on Water Conservation**

<b>Sl.No.</b>	<b>Components</b>	<b>Description</b>
1.	Target Group	Grama Sabha Conveners and Grama Sabha Members
2.	Aim	To equip the Grama Sabha Members with the knowledge on the centrally sponsored schemes
3.	Duration	1 day
4.	Level	Panchayat Level
5.	No of Participants	14680 x 150 participants = 2202000
6.	Total No of batches	14680 batches

**NRMT 2- Training on Watershed Development and Natural Resource Management**

<b>Sl.No.</b>	<b>Components</b>	<b>Description</b>
1.	Target Group	Agriculture Officers , Agriculture Assistants and Elected Representatives of Panchayats
2.	Aim	To equip the participants with the basics of Watershed Development and NRM and to develop Watershed Micro plans in every Panchayat
3.	Duration	3 days
4.	Level	District Level
5.	No of Participants	400
6.	Total No of batches	10



### NRMT 3 - Training on River Basin Management

Sl.No.	Components	Description
1.	Target Group	Agriculture Officers, Elected Representatives
2.	Aim	To equip the participants with the knowledge and skills of preparing River Basin Management Plan for the respective Panchayats
3.	Duration	1 day
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	10

### MGT 1 Training on Development of Fisher People

Sl.No.	Components	Description
1.	Target Group	Coastal Ward Members
2.	Aim	To equip the participants to develop plans for the Fisher people.
3.	Duration	2 days
4.	Level	Institutional level at KILA
5.	No of Participants	200
6.	Total No of batches	5



### MGT 2 Training on Scheduled Caste Sub Plan (SCP)

Sl.No.	Components	Description
1.	Target Group	Scheduled Caste Promoters
2.	Aim	To equip the learners with the knowledge and skills of SCP improving SCP
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	20

### MGT 3 Training on Tribal Sub Plan (TSP)

Sl.No.	Components	Description
1.	Target Group	Scheduled Tribe Promoters
2.	Aim	To equip the learners with the knowledge and skills of TSP improving TSP
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	1000
6.	Total No of batches	20



### MGT 4 Training on Development of Fisheries

Sl.No.	Components	Description
1.	Target Group	Fishermen and Elected Representatives from Coastal Wards
2.	Aim	To equip the trainees with the knowledge and skills of improving plans for the Fishermen Communities
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	750
6.	Total No of batches	15

### MGT 5 Training on Development of Scheduled Caste Sub Plan (SCP)

Sl.No.	Components	Description
1.	Target Group	Members of Scheduled Caste Communities
2.	Aim	To equip the trainees with the knowledge and skills of improving plans in for the Scheduled Castes.
3.	Duration	2 days
4.	Level	Institutional level at KILA
5.	No of Participants	750
6.	Total No of batches	15



### MGT 6 Training on Development of Tribal Sub Plan(TSP).

Sl.No.	Components	Description
1.	Target Group	Members of Scheduled Tribe Communities
2.	Aim	To equip the trainees with the knowledge and skills of improving plans for the Scheduled Tribes
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	750
6.	Total No of batches	15

### GDT 1- Training on Gender Budgeting

Sl.No.	Components	Description
1.	Target Group	Core Women Development functionaries of Grama Panchayat
2.	Aim	To equip the participants with the knowledge and skills of local government level gender budgeting
3.	Duration	2 days
4.	Level	State Level
5.	No of Participants	400
6.	Total No of batches	10 batches ( 80 Grama Panchayats)



### SAT 1 - Induction Training on Local Governance

Sl.No.	Components	Description
1.	Target Group	Local Self Government Department Staff
2.	Aim	To equip the learners with the basics of Local Governance.
3.	Duration	1 day
4.	Level	State Level
5.	No of Participants	50
6.	Total No of batches	1

### SAT 2 - Training on Right to Information (RTI)

Sl.No.	Components	Description
1.	Target Group	PIOs
2.	Aim	To equip the participants with knowledge on RTI.
3.	Duration	1 day
4.	Level	State level
5.	No of Participants	1209
6.	Total No of batches	30



### SAT 3 - Training on Local Governance and Students

Sl.No.	Components	Description
1.	Target Group	Higher Secondary School Students
2.	Aim	To create an awareness among the participants regarding effective Local Governance.
3.	Duration	½ day
4.	Level	Panchayat Level
5.	No of Participants	5000
6.	Total No of batches	125

### SAT 4 - Training on Public Works and Local Governance

Sl.No.	Components	Description
1.	Target Group	Engineering Officials
2.	Aim	To orient the participants on Public works and Local Governance.
3.	Duration	4 days
4.	Level	State level
5.	No of Participants	1000
6.	Total No of batches	25



### CDT 1 Training on Children's Grama Sabha

Sl.No.	Components	Description
1.	Target Group	Children in the age group of 8-18
2.	Aim	To equip the children with the working of Grama Sabha and Panchayati Raj system.
3.	Duration	1 day
4.	Level	Panchayat Level
5.	No of Participants	978 Grama panchayats x100 participants = 97800
6.	Total No of batches	978 batches

### CDT 2 Training on Child Friendly Panchayats

Sl.No.	Components	Description
1.	Target Group	President, Vice President, Standing Committee Chairpersons and Selected Working Group Chairpersons and Conveners
2.	Aim	To develop child friendly Panchayats
3.	Duration	3 days
4.	Level	Grama Panchayat, Block Panchayats and Zilla Panchayats of Thrissur, Palakkad, Malappuram, Wayanad and Kasargode districts
5.	No of Participants	4010
6.	Total No of batches	105



### CDT 3 Training Course on Media and Child Rights

Sl.No.	Components	Description
1.	Target Group	Media Students, Journalism Colleges of Kerala Media
2.	Aim	To orient the media students about the importance of Child Rights in Media practice
3.	Duration	3 days
4.	Level	Journalism Colleges of Kerala
5.	No of Participants	310
6.	Total No of batches	14

### WORKSHOPS

Sl.No.	Components	Description
1.	Title	Workshop on Local Governance
2.	Target Group	State Resource Group and Help Desk staff
3.	Aim	To Develop the Participants with the knowledge and skills of improving the services of State Resource Group and Help Desk in LSGIs.
4.	Duration	3 days
5.	Level	State Level
6.	No of Participants	70
7.	Total No of batches	1

## WORKSHOPS

Sl.No.	Components	Description
1.	Title	Workshop on District Planning and DPC
2.	Target Group	District Planning Committee members
3.	Aim	To develop the learners with the knowledge and skills of improving district plan and enhancing the capacity of DPC
4.	Duration	3 days
5.	Level	State Level
6.	No of Participants	210
7.	Total No of batches	4

## WORKSHOPS

Sl.No.	Components	Description
1.	Title	Workshop on Local Governance
2.	Target Group	State Resource Group and Help Desk staff
3.	Aim	To Develop the Participants with the knowledge and skills of improving the services of State Resource Group and Help Desk in LSGIs.
4.	Duration	3 days
5.	Level	State Level
6.	No of Participants	70
7.	Total No of batches	1



## WORKSHOPS

Sl.No.	Components	Description
1.	Title	Workshop on River Basin Management
2.	Target Group	Agricultural Officers, Experts, and Elected Representatives
3.	Aim	To disseminate the information
4.	Duration	2 days
5.	Level	State Level
6.	No of Participants	60
7.	Total No of batches	1

## WORKSHOPS

Sl.No.	Components	Description
1.	Title	Workshop on TQM -ISO
2.	Target Group	Elected Representatives, Officials, and Experts
3.	Aim	Knowledge sharing
4.	Duration	2 days
5.	Level	State Level
6.	No of Participants	120
7.	Total No of batches	2



# **MONTHWISE TRAINING CALENDAR**

## MONTHWISE TRAINING CALENDAR

### 1. Training Programmes-Time Line

Course Code	Course Title	Month											
		April	May	June	July	August	September	October	November	December	January	February	March
LPDT 5	Training on Local Governance to Municipal Officers and Standing Committee members												
FMT 1	Training on Double Entry Accounting for the Accountants												
ToT 1	ToT for the Extension Faculty of KILA												
UGT 1	Training General Administration for Ministerial Staff of ULBs												
LPDT 1	Induction Training on Public Administration to Clerks												
SAT 4	Public Works and Local Governance												
LPDT 4	Management Development Programme for ADPs/DDPs												
LPDT 7	Participatory Planning and Social Welfare Management for the Welfare Standing Committee												
LPDT 11	Training on Fundamentals of Computer for the staff and Elected Representatives.												
CP 1	Certificate Programme on Local Governance and Office Management to Assistant Secretaries												
NRMT 1	Induction Training on Local Governance to LSGD staff												
SAT 1	Training on Centrally sponsored Schemes with Special Focus on Water conservation												
UGT 2	Training on Management of Public Works in ULBs												

## MONTHWISE TRAINING CALENDAR

### 1. Training Programmes-Time Line

Course Code	Course Title	Month											
		April	May	June	July	August	September	October	November	December	January	February	March
UGT 11	Training on Kerala Panchayat Building Rules to Secretaries/JS /Clerks												
LPDT 2	Induction Training on Public Administration for UDCs												
LPDT 8	Training on Local Governance for the Standing Committee Chairpersons of LSGIs												
LPDT 9	Training on TQM ISO Certification												
FMT 3	Training on Finance Management for the Finance Standing Committee Members												
NRMT 3	Training on River basin Management												
MGT 1	Training on Development of Fisher People for the Coastal Ward Members												
GDT 1	Training on local government level gender budgeting for the Core Women Development functionaries of Grama Panchayat												
SAT 2	Training on RTI												
SAT 3	Training on Local Governance and students to HSS NSS Volunteers												
SAT 3	Induction Training on Public Administration for JS /HC												
LPDT 10	Formation and Implementation of the Annual plan of 12th FYP for the Staff of LSGIs and Elected representatives												
LPDT 13	Training on Decentralisation for the Leaders of Political Parties												



## MONTHWISE TRAINING CALENDAR

### 1. Training Programmes-Time Line

Course Code	Course Title	Month															
		April	May	June	July	August	September	October	November	December	January	February	March				
FMT 2	Training on Double Entry Accounting - Peer Review for Accountants																
UGT 3	Training on Management of education, arts, culture and sports activities for Education Standing Committee Members of Urban Local Bodies																
UGT 4	Training on Management of Public Works by ULBs																
UGT 9	Training on Good Governance																
ToT 2	Training of Trainers (ToT) on Planning Manual																
ToT 3	Training of Trainers (ToT) on Procurement Manual																
ToT 4	Training of Trainers (ToT) on Office Management Manual																
NRMT 2	Training on Watershed Development and Natural Resource Management for the Agriculture Officers, Agriculture Assistants and Elected Representatives																
CDT 1	Training on Children's Grama Sabha to Children in the age group of 8-18																
CDT 2	Training on Child Friendly Panchayats for the President, Vice President, Standing Committee Chairpersons and Selected Working Group Chairpersons and Conveners																



## MONTHWISE TRAINING CALENDAR

### 1. Training Programmes-Time Line

Course Code	Course Title	Month														
		April	May	June	July	August	September	October	November	December	January	February	March			
UGT 5	Training on Financial Management of Urban Local Bodies															
LPDT 12	Training on Fundamentals of Computer 2 <sup>nd</sup> phase for the staff and Peoples Representatives.															
LPDT 15	Promotion of Replicable Models through Exposure/ Exchange visits															
MGT 4	Training on Development of Fisheries for the Fishermen Communities and Coastal Ward Members															
MGT 5	Training on Development of SCP for the SC Communities															
MGT 6	Training on Development of TSP for the ST Communities															
UGT 6	Training on Resource Mobilisation of ULBs															
UGT 7	Training for Town Planning Standing Committee Members of Corporations															
UGT 8	Training on Leadership and Management															
UGT 10	Training on Budgeting and Accounting of ULBs															
LPDT 6	Training on Participatory Planning and Health and Education Management for the Chairpersons, members and core officials of Health and Education, Standing Committee															
LPDT 14	Training on RRA for Officials and Elected representatives of Gps															



## MONTHWISE TRAINING CALENDAR

### 1. Training Programmes-Time Line

Course Code	Course Title	Month												
		April	May	June	July	August	September	October	November	December	January	February	March	
MGT 2	Training on SCP/ TSP for SC/ST promoters													
CDT 3	Training Course on Media and Child Rights Media students of Journalism Colleges of Kerala and Media													
LPDT 16	Training on RTS													
TOT 5	Training of Trainers (ToT) on Asset Management Manual													
TOT 6	Training of Trainers (ToT) on Budget Manual													
TOT 7	Training of Trainers (ToT) on Gender Budget Toolkit													
TOT 8	Training of Trainers (ToT) on Performance Audit Toolkit													
MGT 3	Training on Development of Fisheries /SCP/ TSP for the Marginalised Communities (Fishermen, SC, ST)													

### 2. Workshops-Time Line

Sl.No	Workshop Title	Month												
		April	May	June	July	August	September	October	November	December	January	February	March	
1.	Workshop on District Planning and DPC for the District Planning Committee members													
2.	Workshop on River Basin Management													
3.	Workshop on Fiscal Decentralisation													
4.	Workshop on TQM & ISO													



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