



Centre for Parliamentary Studies and Training Secretariat of the Kerala Legislature

Certificate Course in Parliamentary Practice and Procedure Scheme, 2013

(Approved by the Executive Committee of the Centre for Parliamentary Studies and Training of the Kerala Legislative Assembly in its meeting held on the 25th July 2013).

INTRODUCTION.

1. Indian parliamentary democracy has no match in the world and democratic values are part and parcel of the life of common man in India. Thus democracy, the life breath of one of the greatest nations of the world; has been, is and will be very significant for India. A democratic parliament for its part will seek to foster a vibrant civil society and to work closely with it in finding solutions to problems facing the country and in improving the quality and relevance of legislation. Informing citizens about the work of parliament is not just a concern for the fourth estate , but is a responsibility of parliaments themselves. The Open and Distance Learning System with its inherent flexibility and affordability has emerged as an important mode for providing education and awareness to various sections of the society in the present day educational scenario . Being the forerunner of many democratic innovations in India, Kerala Legislative Assembly, as part of its Quasiquicentennial initiatives plans to conduct a Certificate Course in Parliamentary Practice and Procedure in the distance education stream to propagate the idea, principle, philosophy and practice of parliamentary democracy.

2. NAME AND COMMENCEMENT.

(1) This Scheme may be called “the Scheme for Certificate Course in Parliamentary Practice and Procedure by the Centre for Parliamentary Studies and Training of the Kerala Legislative Assembly”.

(2) It shall come into force at once.

3. OBJECTIVES AND NATURE OF THE COURSE.

- (1). The Course shall be an awareness and learning programme designed for those who have no experience with parliamentary procedure and for those who are interested in learning parliamentary practice and procedure .
- (2). The Course shall be a basic level certificate course on parliamentary practice and procedure
- (3). The Course shall be run in distance education mode and shall include contact classes along with assignments and workshops.

4. INSTITUTIONAL SUPPORT.

The Course shall be managed, regulated, conducted and controlled by the CPST which was established as an integral division of the Secretariat of the Kerala Legislature.

5. ORGANISATIONAL STRUCTURE.

The organisational structure for the Scheme shall consist of the following bodies namely;

- (1) A Governing Body
- (2) A Board of Studies
- (3) A Curriculum Committee

6. GOVERNING BODY.

- (1) It shall consist of the following members;

- (i). The Secretary , Kerala Legislative Assembly or any person discharging the functions of the Secretary for the time being shall be the Ex Officio Chairman

- (ii). The Special Secretary of Kerala Legislative Assembly

- (iii). The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Table Section,

- (iv). The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Legislation Section ,

- (v). The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Centre for Parliamentary Studies and Training ,

- (vi). The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Information Technology Section ,

- (vii). The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Accounts ,

(viii). The senior most officer of the Secretariat of the Kerala Legislature who is in charge of Services ,

(2). The senior most officer in charge of the Centre for Parliamentary Studies and Training shall be the Member Secretary.

(3). It shall meet at least once in each calendar year and at such place and time as decided by the Chairman.

(4). The quorum to constitute a sitting shall be three including the Chairman.

(5). Every question considered at the meeting of the Governing Body shall be determined by a majority of votes of the members present and voting and the chairman shall have a second or casting vote in case of equality of votes.

(6). All administrative, financial and policy matters as regards the Course shall be decided by the Governing Body .

(7). The Members of the Board of Studies shall be nominated by the Governing Body.

7. BOARD OF STUDIES.

(1). As soon as may be, after the commencement of this Scheme ,the Governing Body with the concurrence of the Speaker of the Kerala Legislative Assembly or the person performing the duties of the Speaker from time to time shall constitute a seven member Board of Studies which shall consist of the following members namely:

(i). One officer of the rank of Additional Secretary of the Secretariat of the Kerala Legislature who shall be the Chairman.;

(ii). Three officers of the Secretariat of the Kerala Legislature of and above the rank of Deputy Secretary including the Chief Librarian, Kerala Legislature Library;

(iii). One teaching faculty from any of the social sciences disciplines of a university in Kerala.

(iv). Two persons who shall be experts in parliamentary law or business or eminent parliamentarians or eminent academicians or eminent journalists;

(2). The Board of Studies shall meet at least twice in each calendar year and at such place and time as decided by the Chairman.

(3). The quorum to constitute a sitting shall be three including the Chairman.

(4). Every question considered at the meeting of the Board of Studies shall be determined by a majority of votes of the members present and voting and the chairman shall have a second or casting vote in case of equality of votes.

(5). The term of office shall ordinarily be two years from the date of constitution unless otherwise decided by the Governing Body;

(6). It shall plan, prepare and regulate the academic matters as regards the conduct of the course including examination, valuation and announcement of results

(7). The recommendations of the Board of Studies shall be placed before the Governing Body for its consideration and approval.

8. CURRICULUM COMMITTEE.

(1). The Board of Studies, subject to the final approval of the Governing Body shall constitute a Curriculum Committee which shall consist of not more than seven members.

(2). The Curriculum Committee shall consist of the following members namely:-

(i). Four members from among the officers of the Secretariat of the Kerala Legislature not below the rank of Deputy Secretary of which the senior most shall be the Ex Officio Chairman.

(ii). One member who shall be a retired officer of the rank of Joint Secretary or above of the Secretariat of the Kerala Legislature .

(iii). Two members from any of the following categories ;

(a). Retired officer not below the rank of Deputy Secretary of Lok Sabha or Rajya Sabha Secretariat *or*

(b). Reputed officer or retired officer of State or Central Govt Service *or*

(c). Serving or retired professor in Law /History/Politics/ Sociology of an affiliated college / department of a university in India *or*

(d). Reputed journalist having an experience of not less than ten years in reporting proceedings of a state legislature or of the Parliament.

(3). The Curriculum Committee shall meet at least twice in each calendar year and at such place and time as decided by the Chairman.

(4). The quorum to constitute a sitting shall be three including the Chairman.

(5). Every question considered at the meeting of the Curriculum Committee shall be determined by a majority of votes of the members present and voting and the chairman shall have a second or casting vote in case of equality of votes.

(6). The term of office shall ordinarily be two years from the date of constitution unless otherwise decided by the Board of Studies

(7). It shall be the responsibility of the Curriculum Committee to prepare and modify the syllabus , course content and decide related matters of the Course from time to time.

(8). The suggestions and recommendations of the Curriculum Committee shall be placed before the Board of Studies for consideration

9. ELIGIBILITY FOR ADMISSION.

(1). Admission will generally be open to all eligible candidates and there will be no age bar for admission to the course.

(2). Minimum qualification for applying for the Course will be a pass in higher secondary or equivalent qualification as approved by the Universities in Kerala. Those who are awaiting results of the qualifying exam are also eligible to apply.

(3). The application shall be in such form and shall contain such details as may be prescribed by the Board of Studies.

(4). There shall be registration and course for admission to the Course.

(5). Maximum number of seats shall ordinarily be 250 (Two hundred and fifty) for an academic session or as decided by the Governing Body.

(6). Minimum number of students to commence a batch shall be 10 (Ten)

10. SYLLABUS.

(1)The syllabus of the Course may contain laws and rules regulating the practice and procedure of Parliament and State Legislature, relevant constitutional provisions, history of Legislative Bodies of Kerala and such other topics as may be suggested by the Curriculum Committee from time to time.

(2).It shall contain minimum three papers.

11. DURATION OF THE COURSE.

The Course shall ordinarily be of six months duration.

12. STUDY MATERIALS.

Study materials for the Course shall be prepared and circulated.

13. CONTACT CLASSES.

(1). Contact classes shall be arranged at the Legislature Complex for a period of six to ten days .

(2). Minimum attendance to be eligible to appear for examination shall be 70 %.(Seventy).

14. MEDIUM OF INSTRUCTION.

Medium of instruction shall be English or Malayalam

15. EXAMINATIONS.

(1). Application for examination shall be made in the prescribed form.

- (2). Medium of examination shall be English or Malayalam
- (3). Examinations will be conducted at the end of the course and the Centre of Examination shall ordinarily be at Thiruvananthapuram.
- (4). A candidate will be declared to have passed the examination only if he/ she obtains a minimum of 40 % of marks for each and every paper .

16. CERTIFICATE.

Certificate shall be issued by and in the name of Centre for Parliamentary Studies and Training.

17. ADMINISTRATIVE AND FINANCIAL MATTERS.

(1). All administrative matters regarding the Course shall be dealt with in the Training Section and or other sections under the Centre for Parliamentary Studies and Training and be managed only with the own human resource of the Secretariat of the Kerala Legislature.

(2). A savings bank account in the name of the "Secretary , Kerala Legislative Assembly" shall be opened with the Vikas Bhavan Branch of the State Bank of Travancore for the purpose of the financial transactions of the Centre for Parliamentary Studies and Training.

(3). The savings bank account shall be operated by the senior most officer in charge of the Centre for Parliamentary Studies and Training and the limits of withdrawals and expenditure shall be as decided by the Governing Body.

(4). Funds obtained for the conduct of the Course and other funds available for the functioning of the Centre for Parliamentary Studies and Training shall form the funds for the Course.

(5). Accounts and audit as regards the conduct of the Course shall be done as in the case of the accounts and audit of the Secretariat of the Kerala Legislature.

18. FACULTY.

Parliamentarians, jurists Competent officers of the Secretariat of the Kerala Legislature and other scholars in the respective fields shall serve as the faculty for conducting the Course.

19. INFRASTRUCTURE.

The infrastructure of the Secretariat of the Kerala Legislature shall form the infrastructure for conducting the Course .

20. DECISION OF THE SPEAKER IS FINAL.

The decision of the Speaker of the Kerala Legislative Assembly or the person discharging the functions of the Speaker shall be final on all matters covered by this Scheme.

P.D.SARANGADHARAN
SECRETARY
KERALA LEGISLATIVE ASSEMBLY
