



CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING  
KERALA LEGISLATURE SECRETARIAT

# Kerala Legislative Assembly

## Certificate Course in Parliamentary Practice and Procedure

**Centre for Parliamentary Studies and Training (CPST)**

An integral Division of the Secretariat of the Kerala Legislature

(Established in 2011 vide G.O (Ms) No.1402/2011/Leg Dated 20.12.2011)

**Prospectus  
Syllabus  
Application Form**

**Sl. No.**









CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING  
KERALA LEGISLATURE SECRETARIAT

# Centre For Parliamentary Studies And Training Kerala Legislative Assembly

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# PROSPECTUS



## PART – I

### *Centre for Parliamentary Studies and Training (CPST)*

Established in 2011 as an integral division of the Kerala Legislature Secretariat, the Centre for Parliamentary Studies and Training (CPST) is the premier training centre providing opportunities for systematic study and training in various disciplines of parliamentary institutions, processes and procedures to the Legislators, officials and all stakeholders of parliamentary democracy. The CPST has embarked upon various programmes of training in Parliamentary and Legislative fields, thus imparting professionalism, expertise and orientation to those who actually work for the parliamentary system.

The CPST organises various programmes to help the legislators acquire a deeper and broader understanding of complex national and global issues and to impart the much needed exposure to the environment, culture and traditions of parliamentary institutions so as to enable them to appreciate better the nature of their role and place in the overall context of parliamentary system, leading to a more informed response to their work in relation to the Legislature. The CPST aims to encourage the Members and the general public to learn the principles and practice of democratic decision-making and promote collaboration and professional development among parliamentarians.

There are various stakeholders who make a parliamentary democracy work successfully. Besides Members and Legislature staff, these stakeholders include the media, the civil service, the academic community including students, civil society and the citizens at large. In the course of its evolution, parliamentary democracy has evolved several highly specialized procedures and processes, of which legislators, policy-makers, administrators and others should have a good knowledge.

In a parliamentary democratic set up, it is only the institution of Legislature, which can impart such knowledge to all stakeholders of democracy. Thus, the onerous task of conducting relevant studies and enabling the required orientation and training of the stakeholders falls on the Legislature itself.



## PART – II

### *Certificate Course in Parliamentary Practice and Procedure*

#### INTRODUCTION

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 conducts a Certificate Course in Parliamentary Practice and Procedure in the distance education stream to propagate the idea, principle, philosophy and practice of parliamentary democracy.

#### NATURE OF THE COURSE

- ▶ 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.
- ▶ The Course shall be a basic level certificate course on parliamentary practice and procedure.
- ▶ The Course shall be run in distance education mode and shall include contact classes along with assignments and workshops.
- ▶ 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.



## ELIGIBILITY FOR ADMISSION

- ▶ Admission will generally be open to all eligible candidates and there will be no age bar for admission to the course.
- ▶ 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 examinations are also eligible to apply.
- ▶ Maximum number of seats shall ordinarily be 250 (Two hundred and fifty) for an academic session or as decided by the Governing Body for the Course.
- ▶ Minimum number of students to commence a batch shall be 10 (Ten).
- ▶ There shall be Admission fee and course fee for admission to the Course.

## DOCUMENTS / MATERIALS TO BE PRODUCED WITH DULY FILLED UP APPLICATION FOR ADMISSION

1	Self attested copy of the certificate of higher secondary or equivalent examination to prove qualification.
2	Self attested copy of certificate to prove address.
3	Copy of Community Certificate (from the concerned revenue authority) attested by a gazetted officer for fee exemption for SC / ST students.
4	Copy of Identity Card issued by the Institution (for students of Government Approved Colleges / institutions) for fee concession.
5	Three copies of passport size photographs (Name of the candidate should be written at the back of the photograph).

*Note: Do not send original certificate to the CPST along with the application.*

## REGISTRATION

A student shall be considered to be 'Registered' in the Course only if he/she remits the Examination fee and submits the Application for Examination in time. The Registered Students can avail up to four consecutive chances for appearing for the Examination.

## DURATION OF THE COURSE

The Course shall ordinarily be of six months duration.



## CONTACT CLASSES

- ▶ Strictly need-based Personal Contact Programmes (PCPs) may be arranged by the CPST to principally facilitate face-to-face interaction between the students and our subject teachers who give due academic counselling to the students.
- ▶ Contact classes shall be arranged by the Centre for Parliamentary Studies and Training.

## MEDIUM OF INSTRUCTION

Medium of instruction shall be English or Malayalam.

## MODE OF INSTRUCTION

Unlike regular programmes this Distance Programme is self-paced and learner-centred. It will essentially be based on the supply of reading materials for home study by the learner.

## STUDY MATERIALS

Printed study materials are supplied to the candidates. While these Self Learning Materials (SLMs) give the students the required academic guidance, they are advised to supplement their reading at home by thoroughly going through the books suggested for reading. Study materials for the Course shall be prepared and circulated by the CPST.

## SYLLABUS

Syllabus and books suggested for reading are shown as **Annexure-1**.

## EXAMINATIONS

- ▶ Examinations will be conducted at the end of the course and the centre of examination shall ordinarily be at Thiruvananthapuram.
- ▶ Application for examination shall be made in the prescribed form along with the prescribed fees.
- ▶ Medium of examination shall be English or Malayalam.
- ▶ 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.
- ▶ A separate minimum of 50% marks is necessary for pass in internal assessment and viva voce.



## SCHEME OF EXAMINATIONS

Scheme of Examination is shown in **Annexure – 2**.

## REVALUATION

Application of Revaluation of answer sheets should be sent to the CPST within 30 days from the date of publication of result.

## CERTIFICATE

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

## FEES AND FINES

Item	Amount	Remarks
Fee for Application Form and Prospectus	₹ 100	
Fee for Admission	₹ 250	
Tuition fee	₹ 2000 ₹ 1500	Single instalment or in two instalments @ ₹ 1000 each For Students of Government Approved Colleges / institutions
Late fine for tuition fee	₹ 50	
Examination fee	₹ 100	For each paper
Examination Fee-Late Fine	₹ 25	For each paper
Revaluation fee	₹ 100	For each paper

### Note:-

1. Fees and fines once paid shall not be refunded.
2. Students belonging to Scheduled Castes and Scheduled Tribes are eligible for fee concession as applicable to the students undergoing studies under the Institute of Distance Education of the University of Kerala.
3. Fees and fines are to be remitted by way of Demand Draft drawn in favour of the "THE SECRETARY, KERALA LEGISLATIVE ASSEMBLY" payable at Thiruvananthapuram or directly at any Branch of the State Bank of Travancore in the Account No.67255031134.



## VERIFICATION OF ORIGINAL DOCUMENTS FOR FINALISATION OF ADMISSION

- ▶ Until the CPST is satisfied about a candidate's eligibility for admission on verification of his/her ORIGINAL documents, his/her enrolment remains purely provisional and may be cancelled on the ground of non-fulfillment of minimum eligibility criteria. Students are therefore required to produce the original documents (copies of which must have been submitted with the application form for admission) for verification on such dates as will be notified.
- ▶ Admit Cards for appearing at the Examination will in no case be issued until all the documents in original are submitted and verified and all fees and fines are remitted.

## CANCELLATION OF ADMISSION

Apart from the non-fulfillment of basic eligibility criteria, admission of a student may be cancelled by the CPST (without refund of the fees and fines deposited) on any of the grounds mentioned below:

- ▶ If there is any suppression of information or detection of false information found at any stage after admission;
- ▶ for gross misconduct/indiscipline; and
- ▶ for adoption of unfair means at the examination hall and any other ground found sufficient by the CPST.

## WEBSITE

Students may go through the official website of the Kerala Legislative Assembly ([www.niyamasabha.org](http://www.niyamasabha.org)). The notification for admission for course, schedule of examination, contact classes, result of examination, etc. will be published in the Website.



## PART – III Annexure – 1

### *Syllabus & Books Suggested For Reading*

#### Paper No & Name

#### Content

#### Paper - I

#### Parliamentary Democracy

- ▶ Parliamentary Democracy-An Introduction
- ▶ Evolution of Parliamentary Democracy
- ▶ Evolution of Indian Constitution
- ▶ History of Legislative bodies of Travancore, Cochin, Malabar, Travancore- Cochin & Kerala
- ▶ Kerala Legislature- Landmark Legislation

#### Books suggested for Reading/Reference

An Introduction to Political Theory - O.P. Gauba

Indian legal and Constitutional History -  
Dr. S.K. Puri (Allahabad Law Agency)

Constitutional History of India - M.V. Pylee

ഇന്ത്യൻ ഭരണഘടന - അഡ്വ. പി. സഞ്ജയൻ

Kerala Legislative Assembly -  
Golden Jubilee Souvenir (2008)

125 Years of Legislative bodies of Kerala -  
Souvenir (2014)

Our Legislative Assembly

Centenary Souvenir (1990)

കേരള ചരിത്രം - എ. ശ്രീധരമേനോൻ

Last Days of Monarchy in Kerala - M.J. Koshy

Constitutionalism in Travancore and Cochin -  
M.J. Koshy



## Syllabus & Books Suggested For Reading

### Paper No & Name

### Content

#### Paper - II

#### Legislature, Executive & Judiciary- Constitutional Provisions

- ▶ Indian Union- Parliament and Executive
- ▶ State-Executive and Legislature
- ▶ Indian Judicial System
- ▶ Parliamentary Privileges
- ▶ Election

### Books suggested for Reading/Reference

ഇന്ത്യൻ ഭരണഘടന - അഡ്വ. പി. സഞ്ജയൻ

An Introduction to Constitution of India - M.V. Pylee

Constitutional Law of India - J.M. Pandey

Our Parliament - Subhash. C. Kashyap

The Constitution of India - Centre for Legal Education and Development Studies

Our Legislative Assembly

Centenary Souvenir (1990)

Anti Defection Law and Parliamentary Privileges- Subhash. C. Kashyap

Parliament : Powers, functions & Privileges – Dr. K.S. Chauhan

Law Relating to Elections- Universal Law Series



## *Syllabus & Books Suggested For Reading*

### **Paper No & Name**

### **Content**

#### **Paper -III**

#### **Laws and Rules regulating Practice and Procedure of Parliament and State Legislature**

- ▶ Laws and Rules regulating Practice and Procedure of parliament and State Legislature in General.
- ▶ Committee System

#### **Books suggested for Reading/Reference**

ഇന്ത്യൻ ഭരണഘടന - അഡ്വ. പി. സഞ്ജയൻ

Practice and procedure of parliament -  
M.N Kaul & S.L. Shakhder

Rules of Procedure and Conduct of Business in the KLA.

Our Legislative Assembly

Centenary Souvenir (1990)

ബഡ്ജറ്റ് - കൈപ്പുസ്തകം

Internal Working Rules of Committee

Hand Book of Subject Committee



## Syllabus & Books Suggested For Reading

### Paper No & Name

### Content

#### Paper -IV

#### Legislative Procedure & Procedure in Financial Matters

- ▶ Distribution of Legislative Powers
- ▶ Bills-Classification, Content & Publication
- ▶ Enactment of Law
- ▶ Reconsideration of Bills returned by Governor / President
- ▶ Subordinate Legislation
- ▶ Procedure in Financial Matters

### Books suggested for Reading / Reference

People, Legislature, Law making - K.N. Baisya

ഇന്ത്യൻ ഭരണഘടന - അഡ്വ. പി. സഞ്ജയൻ

Legislative process: Ideals and Reality - P.M. Bakshi

Practice and Procedure of Parliament -  
M.N. Kaul & S.L. Shakdher

Legislative Control over Govt. Expenditure – B.P. Singh

Rules of Procedure and Conduct of Business in the KLA.

Our Legislative Assembly

Centenary Souvenir (1990)

ബഡ്ജറ്റ് - കൈപ്പുസ്തകം

Delegation of Legislative Powers - Monica Chawla

Administrative Law - S.P. Sathe

Administrative Law – Durga Das Basu



## Annexure -2

### Scheme Of Examinations

- ▶ Maximum Marks for Examination (Papers I to IV) -  $100 \times 4 = 400$  Marks.
- ▶ Out of the 100 marks each for Papers I to IV, 10 marks each shall be for Assignments and Viva Voce related to the paper and the subjects for Assignment shall be decided by the Centre for Parliamentary Studies and Training from time to time.
- ▶ A Separate Minimum of 5 marks each (50%) for Assignments is necessary for pass in Papers I to IV. A Separate Minimum of 20 marks out of 40 (50%) is necessary for pass in Viva Voce.
- ▶ Maximum marks for the Course shall be 400 including marks for Viva Voce.
- ▶ Duration of Exam for Papers I to IV shall be 150 minutes per paper.
- ▶ The Interview Board for the Viva-Voce shall be as decided by the Governing Body for the Course.

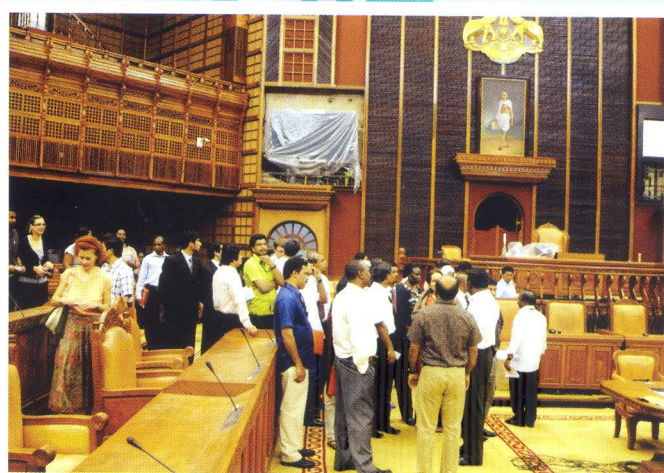
#### PATTERN OF QUESTIONS

One word answers	: $10 \times 1 = 10$ marks
Short answers (not less than 60 words) (multiple choice-out of 15 questions)	: $10 \times 4 = 40$ marks
Descriptive type (not less than 360 words) (Multiple choice-out of 3 questions)	: $2 \times 15 = 30$ marks
Assignment	: $1 \times 10 = 10$ marks
Viva Voce	: $1 \times 10 = 10$ marks
Total	: 100 marks per paper

#### SCHEME OF EXAMINATION AT A GLANCE

Total Papers	: 4
Total Marks	: 400
Marks for Written exam	: $320 (80 \times 4)$
Number of Assignments	: 4
Marks for Assignments	: $40 (10 \times 4)$
Marks for Viva Voce	: $40 (10 \times 4)$
Duration of written examination	: 150 minutes for each paper







# Kerala Legislative Assembly

Six Months Distance Education Programme



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