



**International Centre for Leadership Studies Kerala**

**Institute of Public Policy and Leadership**

**(under Kerala Institute of Local Administration (KILA))**

**Thaliparamba, Karimbam PO,**

**Kannur, Kerala**

**(Affiliated to KANNUR UNIVERSITY)**



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# PROSPECTUS

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2022-23



**Admission to Post Graduate Courses**

- 1. MA Decentralization and Local Governance**
- 2. MA Public Policy and Development**
- 3. MA Social Entrepreneurship and Development**

# PROSPECTUS

## 1. About KILA

As a nodal agency to Government of Kerala for capacity development of local governments, the Kerala Institute of Local Administration (KILA) has been working with the mandate of promoting local governance in the rural and urban areas since 1990. The institute endeavors to train, conduct research, and provide policy support and consultancy in local governance and decentralization.

KILA has played a lead role in the capacity building and training for democratic decentralization in Kerala and now it is engaged in institutionalizing the process of decentralization and to make the local government system sustainable. KILA is a link between people and the Government and is also a think tank for policy formulation.

Apart from the main campus in Thrissur, the KILA has three regional centres and three sub centres in Kerala. To ensure state of the art quality in capacity building, KILA have established thematic centres such as Centre of Urban Governance, Center for Sustainable Development Goals (SDGs) and Local Governments; Local Government Knowledge Centre on Environment, Climate Change and Biodiversity; Innovation and Incubation Hub for Local Governments, Gender School for Local Governance, Child Resource Centre, Centre for Geoinformatics and Legal Resource Centre for Local Governments.

KILA continue its collaboration with various national and international agencies and also work hard to develop as a supporting agency to other states and agencies at the national and international levels.

### Facilities

- Six campuses spread across the state with residential capacity for training upto 600 persons.
- Decentralized training system for massive training through District Implementing Institutions with 2500 resource persons (two resource persons per local body)
- Virtual Class Rooms (28 Centres)
- Online Platform for Trainings ([e-courses.kila.ac.in](http://e-courses.kila.ac.in))
- Library with Digital Repository

## **2. Institute of Public Policy and Leadership**

- KILA has launched the new Institute of Public Policy and Leadership (IPPL) in its new campus (Karimbam, Taliparamba, Kannur) under development known as the International Centre for Leadership Studies Kerala. The Hon. Chief Minister of Kerala Sri. Pinarayi Vijayan has formally inaugurated the centre and laid the stones for its upcoming facilities and infrastructure on 13<sup>th</sup> June 2022. It is declared to be developed as one of the Centres of Excellence by the Government of Kerala. The campus is being developed as an international centre based on a Master Plan which will include international hostels, academic blocks, library and various other facilities. An international stadium is also under development.
- Apart from the faculty members of the institute, the students will have regular classes, lectures and support from a large pool of academicians and practitioners from across the country as well as international experts. Seminars, conferences, exposure visits and field placements will be part of the courses.
- The institute will also offer placement support for successful candidates. KILA also offers paid internship for all successful candidates.

## **3. Outline of the Courses**

### **3.1. M.A. DECENTRALISATION AND LOCAL GOVERNANCE**

#### **About the Programme**

MA in Decentralisation and Local Governance, based on Credit Based Semester System (CBSS) is a four semester programme. The programme aims at enabling the students to understand decentralization and local governance at the international, national and state contexts.

#### **Programme Outcomes (PO)**

The programme is intended to cater to the following outcomes:

1. Critical Analytical & Integrative thinking
2. Subject Knowledge
3. Innovative and Leadership abilities
4. Mastery of the conceptual and practical arena of social enterprises
5. Multidisciplinary approach

## **3.2. M.A. Public Policy and Development**

### **About the Programme**

MA in Public Policy and Development, based on Credit Based Semester System (CBSS) is a four-semester programme. On completion of this course, the learner will get a good grounding in the background conditions in which policies are formulated, and the influences the society, economy, and polity have in shaping policy. This course will also be foundational, especially for those enrolling in the programme from a non-social science stream.

### **Programme outcome**

1. MA Public Policy and Development programme will enable the learner to use social science tools and engage in policy analysis on every day and long-term problems confronting government and communities within countries and the world at large.
2. The programme allows the learners to grasp the developmental issues confronting the world, India and Kerala and the ability to communicate effectively in academically acceptable written and oral forms.
3. The programme will also provide professional and ethical competence to do basic research involving human subjects, including citing sources, develop critical thinking about public policy issues and the ability to conduct professional analyses of social, political, and economic structures and bureaucratic processes.
4. The learners will acquire a strong ability to analyse complex problems, especially in crisis situations and recommend rationally informed decisions. Furthermore, they will develop a high degree of cognitive and interdisciplinary skills.

### **3.3. M.A. IN SOCIAL ENTREPRENEURSHIP & DEVELOPMENT**

#### **About the Programme**

MA in Social Entrepreneurship & Development, based on Credit Based Semester System (CBSS) is a four-semester programme. The programme aims at enabling the students to recognize the social problems and achieving social change by employing entrepreneurial principles, processes, and operations. They will learn how to design, launch and scale-up successful entrepreneurial ventures with social goals.

#### **Programme Outcomes (PO)**

The programme is intended to cater to the following outcomes:

1. Critical Analytical & Integrative thinking
2. Subject Knowledge
3. Innovative and Leadership abilities
4. Mastery of the conceptual and practical arena of social enterprises
5. Multidisciplinary approach

#### **4. Eligibility for Admission**

Eligibility for admission is as specified by the Kannur University for admission to each Programme.

**Nativity:** Candidate should be an Indian citizen. Candidates seeking admission to PG courses will be categorized as Keralite and Non-Keralite.

- a. **Keralite:** A candidate of Kerala origin will be categorized as a Keralite. Children of All India service Officers allotted to Kerala Cadre are deemed to be Keralites as per G.O. (Rt) No.822/08/H.Edn. Dated 9-5-2008. But they will not be eligible for communal/special reservation.
- b. **Non-Keralite:** A candidate who does not come under Keralite category will be categorized as Non- Keralite.

In order to prove that a candidate is an Indian citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce any one of the following certificates.

a. In the case of candidates who have undergone College studies in Kerala, a Course Certificate from the Head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12(twelve)years, immediately prior to the completion of the Bachelor's Degree or equivalent examination. OR

b. A certificate from the Village Officer/ Tahsildar to show that he/she or his/her mother/father was born in Kerala.

OR

c. Certificate from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years OR

d. The true copy of relevant page of Secondary School Leaving Certificate showing the Place of Birth in Kerala of the candidate. OR

e. The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR

f. The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate. Non-Keralites should furnish a copy of the Certificate of nativity from the revenue authority or local body concerned.

## **5. Academic Eligibility**

Being an inter disciplinary programme, any Degree with not less than 50% marks or equivalent GPA will be the eligibility criterion.

*Note: Relaxation of marks in qualifying examinations as per rules (for SC/ST – pass minimum, SEBC/OEC -5% relaxation in the qualifying examination from the prescribed minimum for admission.)*

## **6. Admission Procedure**

Candidates have to submit On-line application through <https://www.kila.ac.in/courses-offered/>. Rank list will be prepared on the basis of entrance test (online or direct) and selection will be made accordingly. Shortlisted candidates have to appear for a personal interview.

Notification Date: **25<sup>th</sup> October 2022**

Last date for application: **21<sup>st</sup> November 2022**

Date of Entrance Examination: **30<sup>th</sup> November 2022**

Date of interview: **10<sup>th</sup> December 2022**

Date of commencement of classes: **19<sup>th</sup> December 2022**

## **7. Reservation of Seats**

Reservation of seats will be as per Kannur University Norms.

- Apart from it, one seat each for each course will be earmarked for a former elected representative of local governments (both urban and rural, any tier).
- One seat each for each course will be earmarked for current regular employees of local governments (both urban and rural, any tier)

## **8. How To Apply**

### **On-line Registration of Application**

Registration for admission to various Post Graduate courses is to be completed online through the website of KILA <https://www.kila.ac.in/courses-offered/> The candidate will receive an acknowledgement mail once the submission is completed. Details of the remittance of required registration fee and the other documents are to be kept by the candidate and submitted at the time of admission or on demand from the authorities of the institute. Candidates are allowed to apply for more than one course. Separate application has to be submitted for each of the courses.

### **8.1 Registration Fee**

*The application Registration Fee will be ₹450/- (For SC/ST /PWBD candidates – ₹270 /-).*

Candidates can submit application through online portal by paying the above fee amount.

Application Registration fee shall be paid through online mode to the following account:

Account No: **67221319393**

IFSC: **SBIN0070786**

Name: Director KILA

Branch: SBI Minalur

Application Registration fee once remitted shall not be refunded under any circumstances. **The details of Application Registration fee (UTR No) remitted should be entered in the admission portal while submitting the online application.** Applications without Application Registration fee will be summarily rejected.

### **8.2 Submission of Application**

The print out or PDF copy taken after submitting online application along with supporting documents shall be kept by the candidate him/herself and produced at the time of admission or on demand from the institute for verification. KILA- Institute of Public Policy and Leadership will not be responsible for non-receipt / late receipt of applications under any circumstances. Late and incomplete applications / applications not in the prescribed form / applications without the documents of remittance of registration fee will be summarily rejected.

### **9. FEES**

Details of fees for each semester of all courses are given below:

<b>FEE PARTICULARS</b>	<b>MA Decentralization &amp; Local Governance</b>	<b>MA Public Policy &amp; Development</b>	<b>MA Social Entrepreneurship &amp; Development</b>
Tuition fee <sup>1</sup>	Rs. 5000 per semester	Rs. 5000 per semester	Rs. 5000 per semester
Admission fee <i>(Payable at the time of admission)</i>	Rs. 1000	Rs. 1000	Rs. 1000
Caution deposit <i>(refundable) (Payable at the time of admission)</i>	Rs. 1000	Rs. 1000	Rs. 1000

<sup>1</sup> Semester Fee is fixed as Rs. 15,000 per semester. However, for the initial two batches, this will be Rs. 5000 per semester.



## **10. Fee Remittance Schedule**

Admission fee and Caution deposit are to be remitted at the time of admission. Semester fee to be remitted within 30 days of the beginning of each semester.

*In addition, the student will have to remit the University affiliation/administration and other fees as required by the University from time to time, including examination and Camp Valuation fee.*

### **10.1 Fee concession/Caution Deposit details**

- (a) All students, irrespective of community are required to pay Caution Deposit
- (b) The SC/ST/OEC candidates are exempted from payment of the prescribed fee on condition that they will submit application for educational concession to the SC/ST Development Department in the prescribed form along with supporting documents within 15 days from the date of admission. If they fail to do so, they should pay the prescribed fee.
- (c) All students including those eligible for any type of Educational Concession from various Departments/Welfare Agencies, except the SC/ST/OEC Category or any other categories as directed by the Government should remit the entire fee as per the schedule. But the actual amount sanctioned towards the educational concession to the eligible students by the Department/ Welfare agencies will be reimbursed to them by the institute, as and when it is received in the institution.

## **11. Food and Accommodation**

The institute will provide hostel accommodation (shared rooms) with subsidized rates – the present rates being Rs. 1500 per month for accommodation and Rs. 2000 per month for food.

## **12. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION**

No document has to be uploaded while applying. The candidate shall produce the following documents at the time of interview for admission.

1. Originals of SSLC/ICSE/CBSE/NIOS, Degree/ Provisional Certificate and all the mark lists of the Qualifying exam, T.C, Conduct Certificate, Matriculation, Equivalency/Migration certificate wherever applicable.

2. Originals of Community and Other certificates to claim reservation/bonus/weightage if applicable.
3. Community/Income Certificates, if applicable for SC/ST/OEC candidates.
4. T.C. and Conduct Certificate from the institution last studied.

### **13. GENERAL INSTRUCTIONS**

1. Candidates should appear for Entrance test/Interview/Admission at their own cost.
2. If any candidate who is provisionally selected for admission fails to report on or before the specified date and time or if he/ she fails to pay the fees indicated in the admission memo, his/her selection will stand cancelled.
3. Late applications will not be considered under any circumstances.
4. Candidates from Universities other than Kannur University should produce migration Certificate and pass certificate at the time of interview/admission.
5. The applicant whose qualifying examinations other than a degree of the Kannur University should submit an eligibility certificate from the Kannur University at the time of admission.
6. Receipt of application will be acknowledged allotting a register number. The registration number as shown in the receipt should be mentioned in all future correspondence concerning admission.
7. Selection of Candidates will be made by the institute as detailed in Clause 6: Admission procedure.
8. The selection for admission will be provisional subject to verification of original documents and eligibility by the institute. On verification, if any information given in the application is found to be false, the candidate will forfeit his/her claim for admission.
9. The list of candidates called for interview will be published on the website of the institute. Selection memo will be sent by email only. Hence providing valid email-id and a contact telephone number is mandatory.
10. The candidates called for interview should bring the originals of all the Certificates on the date specified at their own expense. T.C. should be produced within a week from the date of provisional admission.

11. A candidate who does not turn up for the interview as per the schedule will forfeit his/her chance for admission and will not be considered for any future vacancies for admission irrespective of the rank secured.

12. The candidate seeking admission to the course will have to abide by the campus rules and regulations issued from time to time.

#### **14. ANTI RAGGING ACT**

The institution will take stern action against the offenders. The cardinal points contained in the act are furnished below for information of the concerned.

##### **(i) SHORT TITLE ANDEXTENT**

(a) The Act may be called the Kerala Prohibition of Ragging Act1998.

(b) It extends to the whole of the State of Kerala.

##### **(ii) DEFINITION**

"Ragging " means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any, educational institution and includes

(a) teasing, abusing of, playing practical jokes on or causing hurt to such student; or

(b) asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

##### **(iii) PROHIBITION OF RAGGING**

Ragging within or outside any educational institution is prohibited

##### **(iv) PENALTY FOR RAGGING**

Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside, any educational institution, shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extend to ten thousand rupees.

##### **(v) DISMISSAL OFSTUDENT**

Any student convicted of an offense under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.

##### **(vi) SUSPENSION OF STUDENT**

a. Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of

the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.

(b) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing to the complainant.

(vii) Copy of the prohibition of Ragging act 1998 will be available in the institution for reference. The applicant as well as his/her parent/guardian are required to furnish declaration on the awareness of the provisions of the Act in the application form.

15. Any other details not specifically covered by this prospectus will be decided by the undersigned and such decision will be final.

**Kannur**  
**25/10/2022**

**Sd/-**  
**Director (i/c)**  
**IPPL**

For Enquiry: +91 0487 2207107 / 0487 2207104

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