



Kerala Legislative Assembly Centre for Parliamentary Studies and Training (CPST)

Certificate Course in Parliamentary Practice and Procedure

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 the 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 the 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, the Kerala Legislative Assembly, 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.
- It shall be a basic level certificate course on parliamentary practice and procedure.
- It 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.
- 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 address proof.
3	Copy of Community Certificate (from revenue authority concerned) 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 photograph (Name of the candidate should be written at the back of the photographs.)

*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.

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.

CERTIFICATE

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

FEES AND FINES

Item	Amount	Remarks
Fee for Application Form and Prospectus	₹ 100	
Fee for Admission	₹ 250	
Tuition Fee		
General	₹ 2000	Single instalment or in Two equal instalments
Students of Government approved Colleges / Institutions, Personal staff of representatives of the Kerala Legislative Assembly, Staff of Kerala Legislature Secretariat	₹ 1500	
Students belonging to Scheduled Castes and Scheduled Tribes are exempted from Tuition Fee and Examination fee		
Late fine for tuition fee and admission fee	₹ 50	
Examination fee	₹ 100	For each paper
Examination Fee-Late Fine	₹ 25	For each paper
Revaluation fee	₹ 100	For each paper

Note:-

1. **The bank charges for remitting the fee should be borne by the student. Fees and fines once paid shall not be refunded.**
2. Students belonging to Scheduled Caste 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 directly at Thiruvananthapuram Vikas Bhavan branch of the State Bank of India in the Account No.37005174195 or by way of Demand Draft drawn in favour of “THE SECRETARY, KERALA LEGISLATIVE ASSEMBLY” payable at Thiruvananthapuram.
4. Those who have internet banking facility can remit the fee via Online transfer to the account No 37005174195 at SBI, Vikas Bhavan Branch with IFS code SBIN0070415.

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.

SYLLABUS

Paper No	Name
<i>Paper-I</i>	Parliamentary Democracy
<i>Paper-II</i>	Legislature, Executive & Judiciary- Constitutional Provisions
<i>Paper -III</i>	Laws and Rules regulating Practice and Procedure of Parliament and State Legislature
<i>Paper IV</i>	Legislative Procedure & Procedure in Financial Matters

WEBSITE

Students may go to the link CPST in the official website of the Kerala Legislative Assembly www.niyamasabha.org for information regarding the Centre for Parliamentary Studies and Training and the Certificate Course. The notification for admission to the course, dates for payment of fees, dates of contact classes and centres, schedule of examination, examination centres, result of examination etc. will be published in the Website.

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