

*Online Certificate Course
in Procurement of Local Governments*

[Self Learning in Two Weeks]



Kerala Institute of Local Administration (KILA)

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At the Helm

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1. Background

Local Self Government Institutions (LSGIs) in Kerala, in the course of carrying out their administrative and developmental responsibilities, have to procure Goods, Assets, and Services. The Officials of LSGIs are expected to perform multi-faceted functions on procurement. The 'Manual on Finance Management 3: Procurement of Goods and Services in Local Self Government Institutions of Kerala (G.O.(Rt) No. 2487/2016 LSGD dt. 20-08-2016) provides the principles, procedures, and mechanism required for the procurements of LSGIs. In view of strengthening the functionaries on procurement of LSGIs, KILA conducts an online certificate course.

2. Aim and Objectives

The online certificate course aims to equip the Officials of LSGIs in the process of procurement of Goods, Assets, and Services. On completion of the course, the participants will be able to:

- i. Explain the principles of procurement,
- ii. Explain the procedures of procurement,
- iii. List out the responsible Officials and Committees on procurement,
- iv. Explain the duties and responsibilities of functionaries on procurement.

3. Expected Outcomes

The participants will be able to perform the procurement functions efficiently by complying the provisions in the Manual.

4. Duration

The Course duration is 10 days.

5. Course Methodology

5.1. Approach

The approach of the course is self learning through self reading. KILA will only mentor the learning process through virtual class room.

5.2. Mode of Delivery

There will be a one day contact class on the first day of the course for introducing the technology and mode of training to the participants. The Assessment Test for the first day will be at KILA Computer LAB. All other days, the course shall follow distant mode, through online.

5.3. Virtual Class Room

The participants shall learn, by self-reading, the chapters of Procurement Manual through online delivery of content. Each day's reading assignment will be provided through online.

5.4. Scheme of Assessment

- i. Assessment of knowledge gain, on daily basis, will be conducted through online.
- ii. The Participants have to attend 10 - 20 multiple-choice questions per day, depending on the volume of reading assignment.
- iii. The maximum time allotted for attending the Assessment Test will be 10 minutes. This time will be counted from the commencement of Assessment Test, within the specific duration, using <http://pmtrg.kila.ac.in> link in each day.
- iv. The minimum marks required for daily Assessment Test shall be 40%. Those who failed to attain the minimum percentage in daily assessment will be discontinued, from the course without any prior intimation. And the minimum marks for overall (i.e. aggregate Marks obtained for all Daily Assessment Tests and Final Assessment Test) shall be 50%.

6. Course Content

This course covers the following, based on the Manual mentioned above:

- i. Principles of Procurement
- ii. Procurement Plan
- iii. Execution of Procurement
- iv. Execution of Procurement: Conditions for Contract
- v. Procurements Requiring Special Attention
- vi. Duties, Responsibilities and Liabilities in Procurement
- vii. Social Audit
- viii. Proactive Disclosure

Schedule of Course Coverage & Assessment

Day	Chapter to Read	Time & Duration of Assessment Test	Total Number of Questions for Test
Day 1	Chapter 1 (Page no 1-11)	Between 2:00 pm to 3:00 pm (15 Minute)	25
Day 2	Chapter 2 (Page no 13-20)	Between 05:00 pm to 07:00 pm (15 Minute)	25
Day 3	Chapter 3 (Page no 21-29)	No Test. Revision Only	
Day 4	Chapter 3 (Page no 30-35)	Between 05:00 pm to 07:00 pm (15 Minute)	25
Day 5	Chapter 4 (Page no 37-43)	Between 05:00 pm to 07:00 pm (10 Minute)	20
Day 6	Chapter 5 (Page no 45-49)	Between 05:00 pm to 07:00 pm (10 Minute)	15
Day 7	Chapter 6 (Page no 51-58)	Between 05:00 pm to 07:00 pm (10 Minute)	15
Day 8	Chapter 7 (Page no 59-62)	Between 05:00 pm to 07:00 pm (5 Minute)	10
Day 9	Chapter 8 (Page no 63-66)	Between 05:00 pm to 07:00 pm (10 Minute)	15
Day 10	Final Test	Between 05:00 pm to 07:00 pm (15 Minute)	25

7. Participants

Any official in the cadre of Clerk and above from LSGIs is eligible to join for the course if, she/he fulfills the admission requirements. The average batch size would be 40, but subject to the discretion of Course Director.

8. Admission Requirements

Those who fulfills the following are eligible for admission to the course:

- i. Computer knowledge
- ii. Internet access and knowledge
- iii. English language literacy.

9. Admission Criteria

Those who fulfill the admission requirements are selected on 'First Come, First Admitted' basis.

10. Course Requirements

The participants shall:

- a. Commit to devote time for Reading Assignment every day during the course.
- b. Commit to devote time for attending daily online Assessment Test; and
- c. Have Computer access with internet connection.

11. Certificate of Merit

- i. Participants will be granted a Certificate of Merit on successful completion of the course.
- ii. Those who score minimum marks of 50% in Assessment Tests (aggregate) shall be declared successful.
- iii. Participant who fails to obtain minimum marks will not be qualified for completion of the course as well as for certificate.

12. Application

The interested candidates, who fulfill all the requirements of the course, can apply through 'google form' which is send to respective LSGIs by email. The deadline for application is 07 January 2017. Any communication regarding the course may forward to pmtrgkila@gmail.com. No communication through telephone is entertained.

Course Director

Director