

INSTITUTE OF PUBLIC POLICY & LEADERSHIP (IPPL)

under Kerala Institute of Local Administration (KILA)
Thaliparamba, Karimbam P.O, Kannur, Kerala
(Affiliated to Kannur University)

PROSPECTUS 2023 - 2024

Admission to Post Graduate Programmes

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



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Kerala Institute of Local Administration -
KILA



Kerala Institute of Local Administration



Kerala Institute of Local Administration
(KILA)



www.kila.ac.in



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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)
- Library with Digital Repository



2. INSTITUTE OF PUBLIC POLICY & LEADERSHIP

- KILA has launched the new Institute of Public Policy and Leadership (IPPL) in its new campus (Karimbam, Taliparamba, Kannur) under 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 13th 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 PROGRAMMES

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 Outcomes (PO)

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. 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.

- **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.
- **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 interdisciplinary programme, any Degree with not less than 45% 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://admission.kannuruniversity.ac.in/>.

Notification Date	: 30/05/2023
Last date for application	: 03/07/2023
Date of commencement of classes	: 01/08/2023
Date of Closure of Admission	: 15/09/2023

7. RESERVATION OF SEATS

Reservation of seats will be as per Kannur University Norms.

Mandatory Reservation

Self-Financing Affiliated Colleges (including IHRD): In self financing colleges and Self- financing programmes conducted in Aided colleges, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions.

The remaining seats (50%) shall be distributed and filled as detailed below:

Distribution of 50% seats are marked under Merit category	% of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava/Thiyya/Billava	9
Muslims	8

Distribution of 50% seats are marked under Merit category	% of Reservation
Latin catholic and Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5
*EWS	10



The candidates who apply under management quota shall also register online before closure of Kannur University admission.

- 5% of the total seats, over and above the sanctioned strength will be set apart exclusively for persons with benchmark disabilities in each programme.
- Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEdn dated 03.07.2018)
- 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).

Mode of admission under Management Quota

- a. The candidates seeking admission to the management quota seats in Aided and Self Financing colleges should register online.
- b. There is no centralized allotment for Management Quota. Candidates should contact the colleges to take admission and submit the printout of the application form to the colleges concerned.
- c. After closure of registration for the centralized allotment process, registration exclusively for management quota seats will be open. The candidates seeking admission under Management Quota alone can apply till the closure of admission.
- d. It may be noted that the candidates who have submitted their online application through the Management Quota link will not be considered for the allotment process.
- e. If a candidate has already registered for centralized allotment process, it is sufficient for admission under management quota also. There is no need of separate registration under management quota.

8. HOW TO APPLY

Online Registration of Applications

Registration for admission to various Post Graduate courses is to be completed online through the website of Kannur University <https://admission.kannuruniversity.ac.in/>



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.

8.1 FEE TO BE PAID TO THE UNIVERSITY FOR REGISTRATION

The Registration Fee is ₹500/- (For SC/ST/PWBD candidates - ₹300/-)

Note: The fee has to be remitted by online (SBIPay) payment only.

8.2 FEE TO BE PAID TO THE UNIVERSITY ON ALLOTMENT

On securing admission, the under mentioned University fee has to be remitted by SBIPay only. The printout of the payment of transaction should be produced in the college at the time of admission

9. FEES

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

Fee Particulars	MA Decentralization & Local Governance	MA Public Policy & Development	MA Social Entrepreneurship & Development
Tuition fee *	Rs. 5000 per semester	Rs. 5000 per semester	Rs. 5000 per semester
Admission fee (Payable at the time of admission)	Rs. 1000	Rs. 1000	Rs. 1000
Caution Deposit (refundable) (Payable at the time of admission)	Rs. 1000	Rs. 1000	Rs. 1000

* - 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

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.

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. 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.
2. Candidates from Universities other than Kannur University should produce migration Certificate and pass certificate at the time of interview/admission.
3. 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.
4. 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.
5. Selection of Candidates will be made by the institute as detailed in Clause 6: Admission procedure.
6. 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.
7. 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 AND EXTENT

- (a) The Act may be called the Kerala Prohibition of Ragging Act 1998.
- (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 OF STUDENT

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
26/06/2023

Sd/-

Director

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KILA INSTITUTE OF PUBLIC POLICY
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