



KERALA LEGISLATIVE ASSEMBLY  
MEDIA & PARLIAMENTARY STUDY CENTRE  
(PARLIAMENTARY STUDIES)

# **KERALA LEGISLATIVE ASSEMBLY**

## **CERTIFICATE COURSE IN PARLIAMENTARY PRACTICE AND PROCEDURE**

### **PROSPECTUS-2023**

*Kerala Legislative Assembly  
Media and Parliamentary Study Centre (Parliamentary Studies) [K-LAMPS (PS)]*



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PARLIAMENTARY STUDY CENTRE (PARLIAMENTARY STUDIES)[ K-LAMPS (PS)]**

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## PART – I

### **KERALA LEGISLATIVE ASSEMBLY MEDIA AND PARLIAMENTARY STUDY CENTRE (PARLIAMENTARY STUDIES) [ K-LAMPS (PS) ]**

Any democratic Parliament for its part will seek to foster a vibrant civil society and to work closely with it in finding solutions to problems the country is facing and in improving the quality and relevance of legislation. Informing citizens about the work of Parliament should not just be a concern but also a responsibility of Parliaments themselves. Indian Parliamentary Democracy being one of the largest and strongest in the world, strives to impart democratic values to its people through the functioning of Parliament and State Legislatures. 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. The Centre for Parliamentary Studies and Training (CPST), an integral division of the Kerala Legislature Secretariat formed in 2011, was the premier institution providing opportunities for systematic study and training in various disciplines related to parliamentary institutions, processes and procedures. Sabha TV is the intrinsic division of the Secretariat of Kerala Legislature which aims at broadcasting live proceedings of the Kerala Legislative Assembly along with general information programmes with keen analyses of affairs related to the Legislative Assembly. Sabha T.V. which has been instrumental in telecasting the proceedings of Legislative Assembly with transparency and accountability has now started streaming its programmes online through various social media and OTT platforms. The Centre for Parliamentary Studies and Training and the Sabha TV of the Kerala Legislative Assembly was conjoined in March 2021 to form Kerala Legislative Assembly Media and Parliamentary Study Centre (K-LAMPS) with two divisions viz. 'Parliamentary Studies' and 'Media' functioning under the Centre to streamline and channelise the functioning of both for executing various programmes of the Kerala Legislative Assembly in a more efficient and multifarious manner. The K-LAMPS (Parliamentary Studies) intends to continue Certificate Course in Parliamentary Practice and Procedure in the distance education stream like its predecessor, CPST to propagate the idea, principle, philosophy and practice of parliamentary democracy. The Centre has embarked upon various programmes of study for imparting professionalism, expertise and orientation to those who work as part of the parliamentary system in addition to providing insight to all stakeholders of parliamentary democracy including students from schools and colleges, academicians and general public about the role played by elected representatives in law making and good governance in a parliamentary democracy.

## AIMS

- To promote exchange of ideas between Legislators and experts in various fields, including social, economic, scientific, developmental and technical fields , through interactive sessions, seminars, study tours etc leading to enhanced quality of governance and to promote the well being and quality of life of the citizens of the State.
- To provide all stakeholders in parliamentary democracy, the opportunity to understand the importance of the role each of them plays in ensuring the development of the nation.
- To enhance the quality of legislation and rule making by providing opportunities for study and research.
- To enhance public participation in law making by imparting the necessary orientation and knowledge about the working of various practices and procedure in Assembly.
- To give the youth and children a practical experience of the parliamentary procedures through organising Student Parliaments and Model Assemblies.
- To ensure proper understanding and implementation of rules by providing training in parliamentary procedures to Government officials of various departments.
- To ensure efficiency of the staff of the Legislature Secretariat through training programmes, discussions, seminars etc.



## **PART – II**

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

### **INTRODUCTION**

Indian parliamentary democracy has no match in the world in terms of electoral process, civil liberties, functioning of government, political participation, as the democratic values are part and parcel of the life of the common man in India. A democratic parliament 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 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 in many democratic innovations in India, the Kerala Legislative Assembly successfully conducts a Certificate Course in Parliamentary Practice and Procedure in the distance education stream to propagate the idea, principle, virtues, 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 practices and procedure.
- ◆ It shall be a basic level certificate course on parliamentary practice and procedure.
- ◆ It shall be conducted in distance education mode and shall include contact classes / online classes along with assignments and workshops.
- ◆ The Course shall be managed, regulated, conducted and controlled by the K-LAMPS(PS) which was established as an integral division of the Secretariat of the Kerala Legislature.
- ◆ Decision of the Centre shall be final in all matters related to the course, including academic, administrative, financial as well as matters not expressly dealt with in printed or online documents.

### **ELIGIBILITY FOR ADMISSION**

- ◆ Minimum qualification for applying for the Course will be a pass in Higher Secondary or equivalent qualification as approved by the Universities in Kerala (Pre-Degree / Plus two or equivalent)
- ◆ Those who are awaiting results of the qualifying examinations are also eligible to apply.
- ◆ Maximum number of seats shall ordinarily be 500 (Five hundred) 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.
- ◆ Admission will generally be open to all eligible candidates and there will be no upper age bar 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 learners.
4	Copy of Identity Card issued for students of Government Approved Colleges/Institutions for fee concession.
5	Copy of proof of age for student below the age of 35 years who wish to avail fee concession*
6	Four passport size photographs (Name of the candidate should be written at the back of the photographs.)
7	Copy of Identity Card issued to personal staff of Members of KLA/staff of Kerala Legislature Secretariat for fee concession.

\*Please see 'Table under Fees and Fines'

Note: DO NOT send original certificate to the K-LAMPS(PS) along with the application.

### REGISTRATION

A student shall be considered to have 'Registered' in the course only if he/she remits the Admission fee, Course fee and Examination fee and submits the Application for Examination on time. Such Registered candidates only shall be eligible to appear for exams in four consecutive chances. However, he / she will be required to pay exam fee every time he / she wishes to appear for exams within this period.

### DURATION OF THE COURSE

Duration of the course shall be six months.

### CONTACT CLASSES

- ◆ Personal Contact Programmes (PCPs) shall ordinarily be arranged by the K-LAMPS(PS) to facilitate interaction between the learners and subject experts, who give due academic counselling to the learners.
- ◆ Contact class centres shall ordinarily be at Thiruvananthapuram, Ernakulam and Kozhikode or as decided by the K-LAMPS(PS). Days (5 or 6 in total) of contact classes will be notified on the official website as well as via SMS to registered mobile numbers of learners.
- ◆ If situations arise which prevent holding of contact classes, online classes will be arranged.

### MEDIUM OF INSTRUCTION

Medium of instruction shall be English and Malayalam.



## STUDY MATERIALS

Study materials prepared by K-LAMPS(PS) will be printed and supplied to the learners. While these Self Learning Materials (SLMs) give the learners the required academic guidance, learners are advised to supplement with their reading by thoroughly going through the books suggested for reading.

## EXAMINATIONS

- ◆ Examinations will be conducted at the end of the course and the centres of examination shall ordinarily be at Thiruvananthapuram, Ernakulam and Kozhikode.
- ◆ Application for examination shall be made in the prescribed form along with the prescribed fees.
- ◆ Medium of examination shall be English or Malayalam.
- ◆ Learners have to submit an assignment for each paper within the stipulated time. Learners also have to appear for written examination for four papers and a combined viva voce for all four papers.

## CERTIFICATE

Certificate shall be issued by and under the name and seal of the K-LAMPS (Parliamentary Studies)

## FEES AND FINES

Item		Amount	Remarks
Fee for Application Form and Prospectus		₹ 100	
Fee for Admission		250	
Course Fee	General	₹ 2000	
	Unemployed students of Government approved Colleges / Institutions below the age of 35 years, Personal staff of Members of the Kerala Legislative Assembly/ staff of Kerala Legislature Secretariat	₹ 1500	
	Learners belonging to Scheduled Castes and Scheduled Tribes	NIL	
Late fine for course fee and admission fee		₹ 50	
Examination fee		₹ 100	For each paper
Examination fee for Learners belonging to Scheduled Castes and Scheduled Tribes		NIL	
Examination Fee - Late Fine		₹ 25	For each paper
Examination 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 will not be refunded.
2. Students belonging to Scheduled Caste and Scheduled Tribes are eligible for fee exemption as applicable to the students undergoing studies under the Institute of Distance Education of the University of Kerala. However all applicants are required to pay the fee for Application Form and Prospectus (₹100) and the fee for admission (₹250).
3. The status of an applicant (student / not a student) at the time of admission / remittance of the course fee will be deemed to be his / her status for the entire duration of the course. However in the case of re-registration following the lapse of four consecutive chances, the status shall be that as the case may be at the time of admission / remittance of the course fee.
4. Fees and fines are to be remitted via Online transfer to the account No 37005174195 at SBI, Vikas Bhavan Branch with IFS code SBIN0070415 or directly at Vikas Bhavan Branch of the State Bank of India, Thiruvananthapuram in the Account No. 37005174195 or by way of Demand Draft drawn in favour of "Executive Director, K-LAMPS" payable at Thiruvananthapuram.
5. Fee once remitted will not be refunded.

**VERIFICATION OF ORIGINAL DOCUMENTS FOR FINALISATION OF ADMISSION**

- ◆ A learner's enrolment shall remain purely provisional and may be cancelled subsequently on grounds of non-fulfilment of minimum eligibility criteria, dependent on the verification of his/her original documents to the satisfaction of the Centre. Learners are therefore required to produce the original documents (copies of which submitted with the application form during 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-fulfilment of basic eligibility criteria, admission of a learner may be cancelled by the K-LAMPS (PS) without refund of the fees and fines deposited on any of the grounds mentioned below:

- ◆ Suppression of information or submission of false information found at any stage after admission;
- ◆ Misconduct/indiscipline; and
- ◆ Adoption of unfair means at the examination hall and any other matter found objectionable by the K-LAMPS (PS).



## Part-III

### K-LAMPS(PS) – Other Initiatives

- ◆ Classes on Constitution of India for High School and Higher Secondary School students in over 1000 schools in the State of Kerala.
- ◆ 'Model Legislative Assembly' by School and College students in various districts of the State as part of the, Diamond Jubilee Celebrations of Kerala Legislative Assembly.
- ◆ 'Constitution Literacy Programme' jointly organized by Kerala Legislative Assembly and Kerala State Literacy Mission Authority
- ◆ Joint initiatives with UNICEF
- ◆ With the aim of contributing to the welfare of children, youth, women and the marginalized sections of the society, the Centre has been associating with the UNICEF Office for Tamil Nadu and Kerala since the launch of the CPST-UNICEF Joint Initiative on 5th August 2015. Honourable members of the House have actively participated in the seminars and discussions held on various topics including child rights, rights of women, progress towards sustainable development goals etc. UNICEF was a partner in the 'Festival on Democracy' organized by the Kerala Legislative Assembly and various other activities aimed at promoting democracy and sustainable development.
- ◆ Parliamentary Internship Programme  
The Parliamentary Internship Programme (PIP) aims to provide an opportunity to students of Law Colleges to acquaint themselves with the functioning of parliamentary democracy and democratic institutions in general, Indian parliamentary system and specifically about the legislative procedure and activities of Kerala Legislative Assembly. The Programme also aims at imparting requisite skills and knowledge to enable the interns to develop a proper perspective about the role of Legislature in the parliamentary system which, in turn, will help them while working in their judicial career. A number of college students, from all over India regularly do their internship from the K-LAMPS (Parliamentary Studies).
- ◆ A programme 'Festival on Democracy' consisting of several National Conferences on various topics of national interest was inaugurated on 06 August 2018 by the Honourable President, Shri Ram Nath Kovind.
- ◆ National Legislators Conference on "Challenges in the Empowerment of Scheduled Castes and Scheduled Tribes in Independent India" was held on August 6th and 7th, 2018. Elected representatives from all over India deliberated on various issues and brought out the "Thiruvananthapuram Declaration" on the topic.
- ◆ National Students' Parliament was held from 23rd to 25th February, 2019 with the participation of over 2000 young men and women from Universities all over India and interaction with over 50 eminent leaders from all walks of life. The youth of India voted and passed resolutions in the various sessions and pledged to work for the unity, integrity and prosperity of all citizens.
- ◆ The K-LAMPS conducted a two day national conference of women legislators from all over the nation 'Power of Democracy ' and named the 'National Women Legislator's Conference, Kerala-2022, ' through this venture Kerala Legislative Assembly tried to bring together all elected women representatives from both Houses of Parliament, State Legislators, State Councils as well as Union Territories to the Kerala Legislative Assembly, Thiruvananthapuram on May, 2022 for a two-day brainstorming session.

## Media Awards

Another innovative step taken by the Kerala Legislative Assembly to strengthen the efforts of the Legislature and media for social development is the institution of media awards in print and visual mode in three categories :

- (a) The 'R.Sankaranarayanan Thampi Niyamasabha Media Award' for excellence in strengthening Malayalam language and its culture.
- (b) The 'E.K.Nayanar Niyamasabha Media Award' given to the best entry for investigative reporting which is widely discussed and which influences society.
- (c) The 'G. Karthikeyan Niyamasabha Media Award' given for the best reporting on the procedures in the Legislative Assembly.

- ◆ Orientation programmes for newly elected Members of the Kerala Legislative Assembly.
- ◆ Discussions and Seminars on a variety of current issues for Members of the Legislative Assembly.
- ◆ Visit by Members of Parliament of various nations to the Kerala Legislature.
- ◆ Training for Officials of Government Departments.
- ◆ Seminars and discussions for Members of Kerala Legislative Assembly and Youth in co-operation with UNICEF.
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- ◆ Training Programmes for Officials of Legislature Secretariat of Kerala, as well as other State Legislatures.
- ◆ Attachment Training Programmes with Institute of Management in Government, Kerala.
- ◆ Attachment Training Programmes with PRIDE (Parliamentary Research and Training Institute for Democracies), New Delhi
- ◆ Attachment Training Programmes with the Institute of Secretariat Training and Management, New Delhi.
- ◆ Training Programmes for media personnel.
- ◆ Training Programmes for Watch and Ward personnel.
- ◆ Visit and study programmes for College Students.
- ◆ Visit and study programmes for School Students.
- ◆ Study Programmes on Constitution of India, its importance and its manifestation in the daily lives of Indian citizens.
- ◆ Essay writing, quiz and debate competitions for school and college students.

*The Centre aims to come up with a number of schemes to further contribute to the strengthening of our democracy*



## Website

Learners 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 contact classes, examination, result of examination etc. will be published in the Website



**Part - IV**  
**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

Kerala Legislative Assembly Media and Parliamentary Study Centre  
(Parliamentary Studies), K-LAMPS (PS)  
Room No. 739, Assembly Building, Vikas Bhavan P.O.,  
Thiruvananthapuram, PIN-695033  
Phone : 0471-2512662/2453/2670, 9496551719  
E-mail : [klamps@niyamasabha.nic.in](mailto:klamps@niyamasabha.nic.in)  
Web : [www.niyamasabha.org](http://www.niyamasabha.org)