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OUR MOTTO

Shrem eva Jayathe

Annual Administration Report 2008-09

1.1 Introduction

Institute of Management in Government (IMG), an autonomous body constituted under the auspices of the Government of Kerala, was established in 1981 to develop managerial skills, organisational ability, leadership qualities and decision making skills among different categories of employees of Government, Private and Public sector. Designated as the Apex Training Institute (ATI) for the State of Kerala, IMG is now overall entrusted with the responsibility of training Government officials. This responsibility necessitates developing detailed training plans for various Government Departments, networking of training institutions, pooling of faculty resources, up gradation of facilities available in these institutions, etc. The Institute located at the State Capital, Thiruvananthapuram has two regional centers, one at Kochi and other at Kakkanad to cater the regional training requirements.

1.2 Objectives of the Institute

The aims of the Institute are:

- i. to create an awareness of the potentialities of modern management science as a major instrument for the development of the economic and social activities of Government,
- ii. to develop managerial skills, organisational capability, leadership and decision making ability, development planning and implementation efficiency,

- iii. to carry on research, operational and policy, to evolve ideas and concepts appropriate to the nation and formulate policy alternatives,
- iv. to foster, assist and support individuals, organisations and institutions indirectly for the use of management science and
- v. to create social awareness in the country about the social goals and make it a genuine instrument for economic development and social change in the State as well as in the region.

1.3 Functioning of IMG

- Apex Training Institute for the State of Kerala
- Convener of the State Training Council with a mandate to coordinate, network and standardize training functions.
- Monitor and supervise the delivery of various training Institutes under the State Government
- Offers a variety of quality and need based training programmes for Civil Service Personnel at the State and National Level.
- Undertakes research and consultancy assignments with social orientation and commitment
- Have linkages with national and international organizations including World Health Organisation, United Nations Children's Fund, United States Agency for International Development, United Nations Development Programme, Asian Development Bank and major Universities in research, training and consultancy.
- Provides advisory functions for streamlining administration by undertaking policy research and studies.
- Offers quality management and functional programmes for middle level and senior level functionaries (including All India Services).

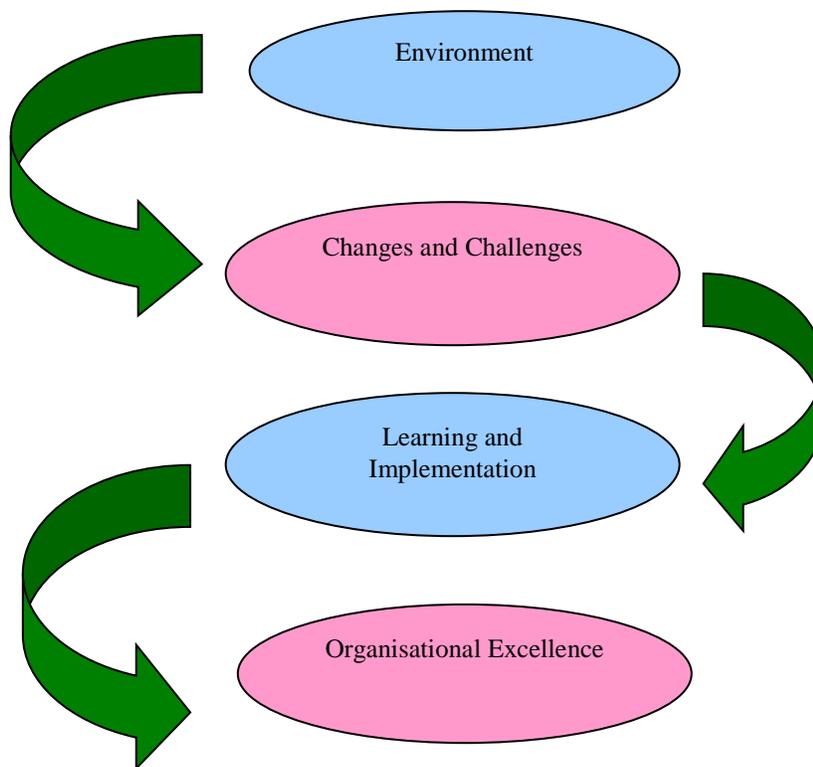
- Offers various training programmes targeted at different levels and for an array of Departments, Public Sector Undertakings and Local Self Governments on Information Technology enabled governance
- Has a reputed track record for client orientation in providing handholding support for Government Departments in post training and post consultancy scenario.
- Nodal agency in preparation of citizen charter for all departments except Local Self Government
- Nodal agency for capacity building in Right to Information Act, 2005

For over the last 27 years IMG has been engaging in activities for realisation of these objectives through training programmes, research, consultancy, publications, seminars, workshops and lectures by eminent persons from India and abroad.

2. Training in IMG

The Glossary of Training Terms defines Training as a planned process to modify attitude, knowledge or skill through learning experiences to achieve effective performance in an activity or range of activities...to satisfy... needs of organisation'

ROLE OF TRAINING-a schematic depiction



Training is an obligation of the employer towards its employees. The objective in fulfilling this obligation would be to develop and maintain their efficiency and effectiveness. This is not a one-time responsibility but a permanent and continuing one that extends through the career of the employee. For the employees of the Government, other Government agencies and organizations, training is equivalent to a natural right. This stems from the recognition that training is a pre-requisite for enabling them to demonstrate the required degree of efficiency, effectiveness and behavioural propriety expected of them both towards the public and to others in their own work organizations.

Prior to the realization of this concept, since its inception from 1981, IMG was offering training programmes in different areas for different levels of functionaries in Government. This was mostly based on the Training Needs perceived by IMG and its discussion with the Head of the Departments. The total number of programmes offered ranged from 200 to 400.

Conduct of training programmes before the implementation of State Training policy in table 1.

Table 1

Year	No. of Programmes	No. of Participants
1981-82	73	1861
1982-83	104	2272
1983-84	90	1939
1984-85	118	2805
1985-86	154	4000
1986-87	148	3500
1987-88	135	2750
1988-89	150	3462
1989-90	140	3317
1990-91	138	3869
1991-92	160	3829
1992-93	138	3372
1993-94	186	4390
1994-95	186	5413
1995-96	126	3474
1996-97	187	4992
1997-98	225	5763
1998-99	229	6489
1999-2000	338	16772
2000-01	371	23242
2001-02	205	5360
2002-03	364	10896
2003-04	416	11700

Table 2

**Details of trainings conducted under State training policy
from 2004 - 05 onwards**

Year	No. of Programmes	No. of Participants
2004-05	1037	27099
2005-06	1119	29146
2006-07	1353	38223
2007-08	576	17394
2008-09	1180	32965

In lines with the National Training Policy, Kerala Government declared its State Training Policy in the year 2004 with a motto “Training for All”.

Figure 1

Graphical Representation

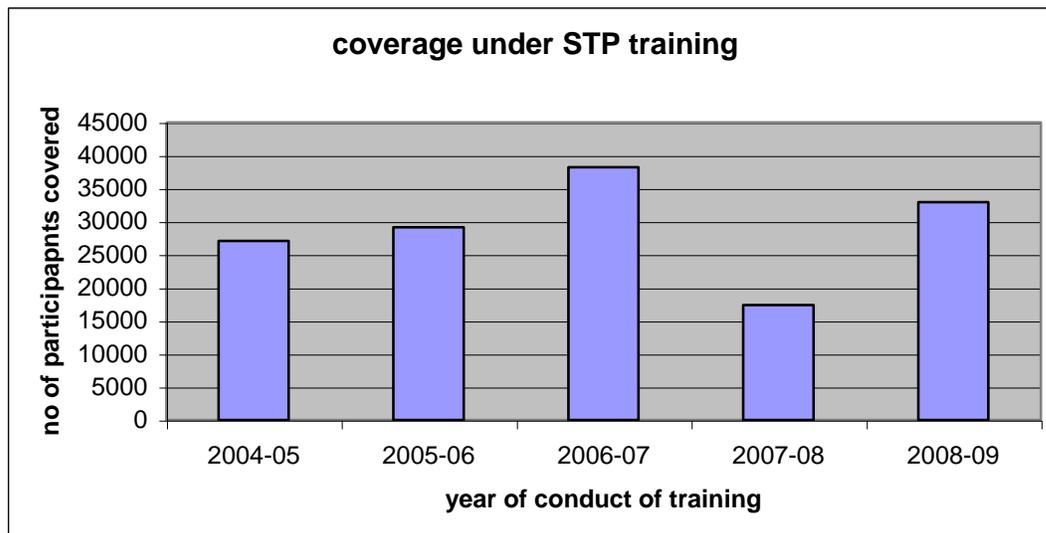
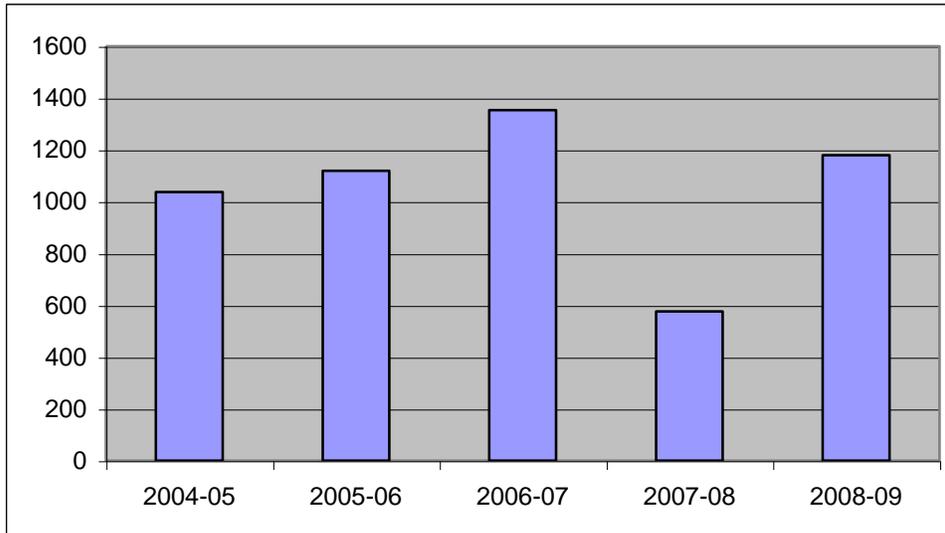


Figure 2
No of Training Programmes



A phenomenal increase is seen both in terms of number of programmes and coverage of participants between pre-State Training Policy and State Training Policy programmes, except for the year 2007-08 when there were problems in budget allocation.

It can be seen that once State Training Policy was implemented, the number of programmes conducted raised from 300-400 to 1400 and participants covered rose from ten thousand to twenty six thousand on an average.

During 2008-09, **1335** programmes were scheduled under 4 categories as detailed below:

Table 3

Sl. No.	Category of Programmes	Number of Programmes scheduled
1	State Training Policy Programmes (STP)	1200
2	Government of India sponsored Programmes (GOI)	49
3	Other Sponsored Programmes (OSP)	44
4	Other Training Programmes (OTH)	42
	Total	1335

Out of the 1335 scheduled programmes, 869 were conducted in addition to 311 additional programmes. 32965 participants were trained in 1180 training programmes in 5927 course days.

Categories of programmes conducted by IMG

2.1 State Training policy and programmes

The Mission of the training enterprise of the Kerala State Government is the transformation of each and every employee in Government Departments and Government agencies and organizations into fully developed, duty conscious, development oriented, well-behaved, competent and motivated member of work teams who are committed to the promotion of public welfare. The expected outcome is a Public Service System for the State, the edifice of which will be built on people (customer)-focused management that allows the greatest room for their participation in decision-making, and one that is geared towards

promoting continuous innovations towards the relentless pursuit of total quality in governance.

On the lines with the national Training Policy Government of India, and in tune with the Administrative Reforms Committee report, the Government of Kerala has enacted its state training policy in the year 2004 with the vision “Training for All”. This has become our Governments mandate and IMG, which is the Apex Training Institute for the State of Kerala has been designated as the nodal agency to impart training to its departments.

From 2004 onwards, IMG has conducted comprehensive Training Needs analysis for the Government departments and has been addressing the training needs, which emanated in the process.

2.1.1 Training Needs Analysis

In 2004, during the first phase of conduct of Training Needs Analysis those departments with direct citizen interface were selected. These departments were assigned to particular members of faculty of IMG designated as facilitators. They conducted systematic Training Needs Analysis, came up with training and non-training solutions that needs to be addressed for the improvement in service delivery and performance of respective departments. On the basis of training needs, training modules were designed for different categories of employees.

In order to ensure the departments ownership in the conduct of training programme a senior officer of the department was designated as Training manager and the Training Manager works as liaison

between department and the Facilitator concerned. He/she ensures the nomination of participants. A group of senior officers function as Core Group members and oversee the conduct of training for the Department.

Till March 2009, IMG has done the Training Needs Analysis of 49 departments, (List attached as Annexure II) designed course modules for different categories of employees, conducted Trainer Development Programmes for employees and are conducting programmes in a decentralized manner. Those who have undergone the Trainer Development Programmes are designated departmental coordinators to conduct the programme in IMG or in some other venue. The senior level programmes and induction programmes are directly conducted by the Facilitator in Head Quarters or one of the Regional centers of IMG.

The details of conduct of State Training Policy programmes during 2008-2009 are shown in the table 3. In the current year, 14 new departments were inducted to State Training Policy.

2.1.2 Evaluation and upkeep of quality of training

At the end of each training programme a summative evaluation of the course is done by the participants using a structured evaluation Pro forma prepared and provided by IMG. This is consolidated and major suggestions pertaining to conduct of programme, course design, and quality of training per say etc was incorporated in the conduct of next years programme.

For ensuring regular update of Training Needs Analysis Document, course module, design etc., the respective facilitator conducts a workshop with all the Departmental Coordinators who have conducted at least one training programme and the core group members and make necessary changes in this regard. This is on the basis of evaluation given by participants at the end of each training programme.

IMG has entrusted Centre for Management Development, an autonomous body under the Government of Kerala to conduct a detailed evaluation of the training programme conducted by IMG since the inception of State training policy.

Figure III

Extend of Training Coverage under STP

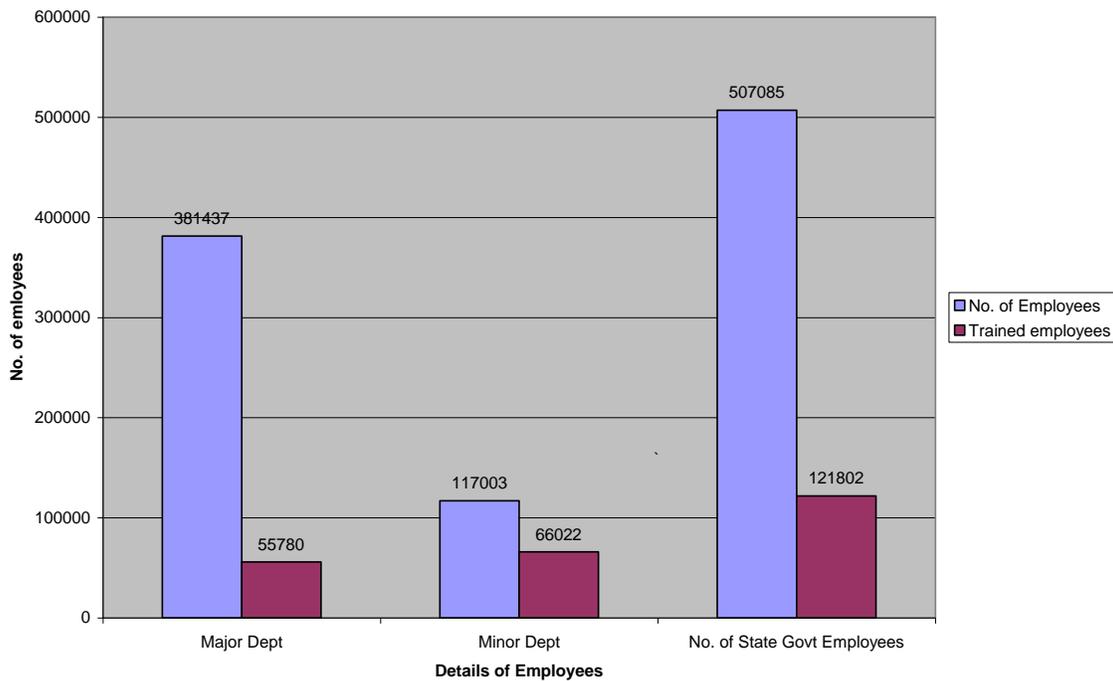


Figure 111 gives a comprehensive analysis of training coverage (major departments – more than 5000 employees)

Figure IV (a)

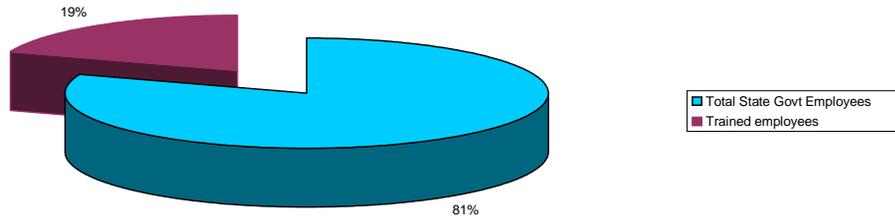
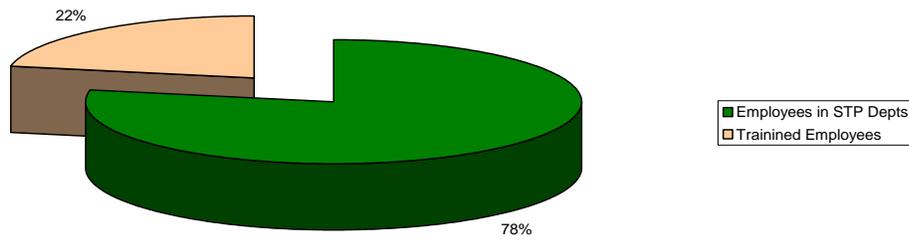


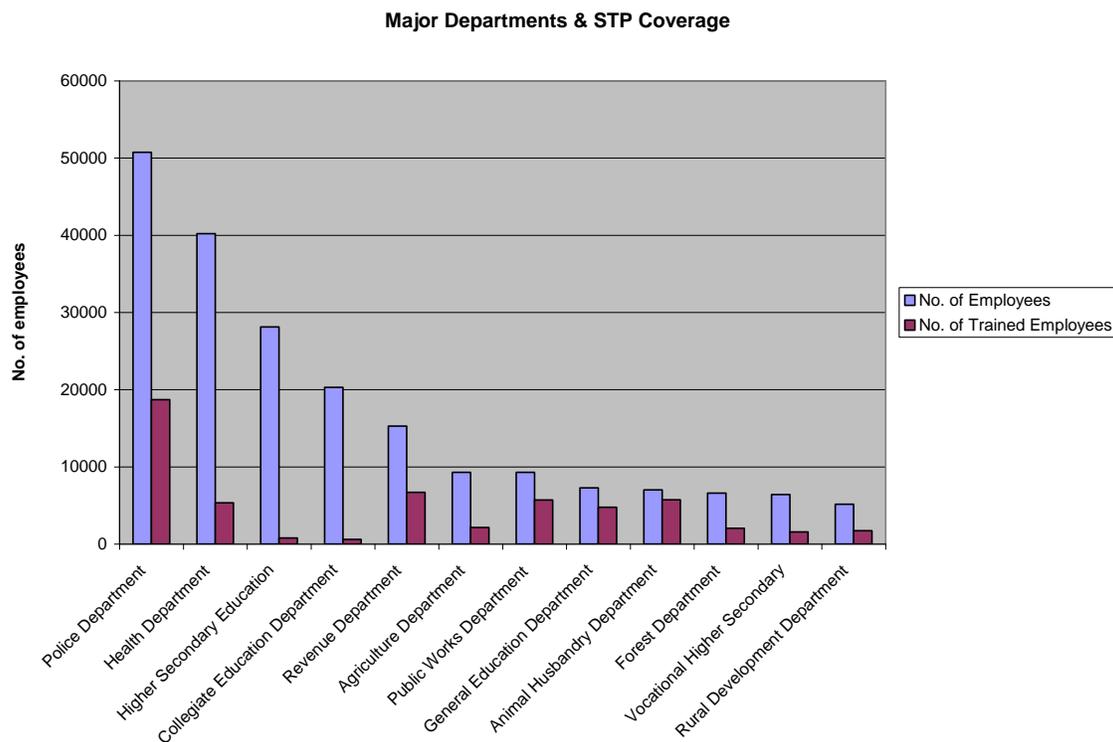
Figure IV (b)

Employees in STP Depts vz Trained employees



Out of 5,07,085 employees of State Government, nearly 4,32,418 employees come under the umbrella of State Training Policy (details of employees trained are available up to 2008) number of employees trained amounts to 19% of the total employees and 22% of those under the umbrella of State Training Policy.

Figure VIII

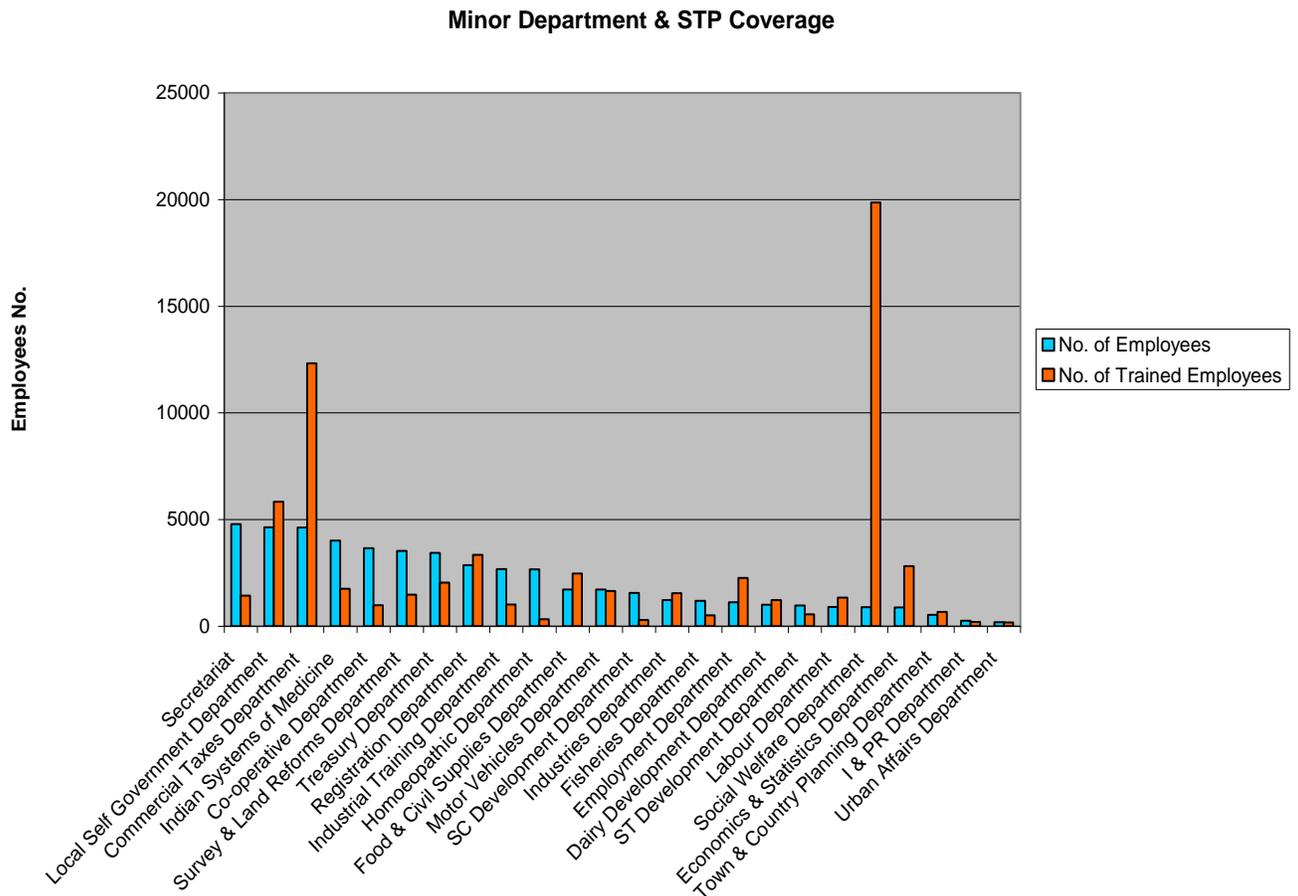


On the basis of number of employees in a department, they are categorised as major departments and minor departments.

The criteria for classification as Major Department is that it will contain employees numbering 5000 and above and remaining departments are

classified as minor. Regarding General Education Department, we address the training of ministerial/ non teaching staff which amounts to only 7261 employees (including teaching staff they number nearly one lakh eighty thousand employees). The teachers are trained by District Institute for Education and Training (not represented in the graph). Higher Secondary Education and Vocational Higher Secondary Education had their Training Needs Analysis and a few roll outs done by IMG. Their training is taken care of by State Institute of Educational Management and Training. Likewise we are not addressing the uniform staff under home department.

Figure IX



In the case of Commercial Taxes Department, Social Welfare Department, Economics and Statistics Department, etc., what is indicated in the figure is that the same trainees had undergone different training (eg: Induction Training, Management Development Programme, Orientation Training, Computer Training, etc.) there is every possibility of having untrained employees in those departments. To ensure proper coverage, IMG proposes to have a baseline data regarding the conduct of training to update training details with employees e-filing.

2.1.3 Way a head

Now that IMG has covered 49 departments, on the basis of their extent of direct service delivery, the rest of the departments will also be covered. IMG proposes to ascertain its role as Apex Training Institute and extent its effort in addressing the rest of the employees. Here support of sister training institutions towards materializing the vision of “training for all” will be ensured and a more focused resource utilization of all training institutions in the State has to be undertaken.

2.2. Government of India Sponsored programmes (GOI)

These programmes comes to each Apex Training Institute as *Support to State Training Activities category* Programmes and are designed to develop knowledge of different areas, management skills, sensitize officers of senior and middle level of State Governments, State Public Sector Undertakings and State Autonomous Bodies to improve their service delivery and enhance attitudinal excellence.

The Programmes cover a large variety of subjects under the broad thematic groups viz. Computer Awareness and Information Technology, Participatory Administration, Decentralized Planning and Governance, Change Management, Disaster Management, State Financial Management, Gender Issues, Citizen's Charter, Human Rights, Ethics and Human Values, etc..

Each year, on the basis of the expertise of the faculty member concerned, IMG gives proposal on the above areas to Department of personnel and training and get a funding for these programmes. Usually there are 5 day programmes and 3 day programmes. For 5 day programme we receive Rs. 63,000 per programme and for three day programme it is Rs 54,000/-. In the year 2008 -09, we received approval for 49 programmes under this category and conducted all the programmes.

The programmes were highly appreciated by the participants as evident from their oral evaluation as well as from the evaluation Performa's.

2.3. National Level Trainer Development programmes (National and state level participants)

The Training Division of the Department of Personnel & Training, Government of India, aims to develop a pool of quality trainers who can promote training in partnership with departments, ministries and organizations committed to best practice in human resource development. The thrust is to train trainers in training technology to help them deliver their subject-specific training in a systematic manner. With this view, every year through the state Apex Training Institutes Department of Personnel and Training conduct its trainer development programmes deploying the

Master trainers and recognized trainers developed and enlisted in their national resource portal.

The various Trainer Development Programmes are

- Direct Trainer Skills (DTS)
- Design of Training (DoT)
- Management of Training (MoT)
- Evaluation of Training (EoT)
- Direct Trainer Skills - II (DTS-II)
- Training Needs Analysis & Use of TNA Toolkit (TNA)
- Recognised Trainer/ Master Trainer (RT/MT) development workshops in all the above areas.
- Mentoring Skills & Facilitation Skills (M&F)

Out of these, in the year under discussion, IMG requested for and was sanctioned one Direct Trainer Skills course and 2 courses on Training Needs Analysis & Use of Training Needs Analysis toolkit. IMG has 4 Recognised Trainers in Training Needs Analysis. The recognized trainers conduct National Level Trainings and develop a training pool within the state. The recognized trainers are deployed by Department of Personnel and Training Government of India to other State to conduct courses. Direct Trainer Skill course was conducted in IMG, DoPT Deployed faculty from their resource pool for the conduct of programme.

In Training Needs Analysis, where there is project work for the final certification, reasonable numbers of candidates have submitted their reports. After evaluation they will be certified as Training Needs Analysis

consultants (certified Training Needs Analysts) who will be able to conduct Training Needs Analysis of institutions/departments. The courses were highly appreciated by the participants. From IMG, recognized trainers were deployed to Dr. Mari Channa Reddy Institute for Human Resource Development, the State Apex Training Institute for Andhra Pradesh during 2008-09 Andhra Pradesh, for conducting the National Level Training Needs Analysis Course.

2.4. Other Sponsored Programme (OSP)

IMG conducts certain programmes apart from State Training Policy training for Government Departments, Public Sector Undertakings and other agencies as per their immediate necessities and requests. These programmes are funded by the department / institution. IMG designs specific courses based on the demand and conducts the programmes accordingly. In the year referred to we received requests for **Other Sponsored Programmes** from Social Welfare Department and Food and Civil Supplies Department.

The major Other Sponsored Programmes were

2.4.1 *Flagship programme on prevention of Domestic violence* sponsored by Department of Social Welfare

As a part of sensitizing its stakeholders and beneficiaries on the Prevention of Women Domestic Violence Act 2005, social welfare department entrusted IMG to conduct training programmes on a regional basis.

Programmes were conducted at the IMG Headquarters and 2 Regional Centres. The details of training are shown in Annexure III a & b Protection officers of Social Welfare Department, Service providers, Police officers, Medical officers, Psychologists, Non Governmental Organizations, advocates, Judicial Magistrates, political Leaders etc were addressed through this training. *Train the Trainer* programme was also conducted.

For the trainers developed by IMG, training materials and Course materials containing suitable presentations were given. Case studies developed with the help of stakeholders and psychologists were also given to standardize the delivery of training.

The main thrust of the flagship programme were

- a. To inculcate in the stake holder a gender sensitive attitude when dealing with a domestic violence case.
- b. To provide better legal awareness.

2.4.2 Public Distribution System (PDS) Training Programme Sponsored by Civil Supplies Department.

The Civil Supplies Department discharges the important responsibilities of Public Distribution, enforcement of markets discipline and promotion of consumer awareness and protection of their interest. A series of training were given to the staff of Civil supplies Department to inculcate in them better public relation skills and for ensuring proper enforcement of various

acts and rules. The training programmes were rolled out in the 3 Centres of IMG.

2.4.3 Skill upgradation Training Programme for Sree Shankaracharya Sanskrit University

IMG conducted **Organization Based Programmes**, wherein tailor made programmes suiting the clientele are prepared. During this year IMG conducted organization based programme for the Sree Shankaracharya Sanskrit University Kalady. Dr R Prakasam, Professor IMG mentored the programme. Nine courses were designed and capacity development programmes were conducted for teaching staff, non-teaching staff, students and research scholars.

2.5. Faculty Development Programmes

Five faculty members from IMG underwent Training of Trainers programme on 'District Planning and Human Development.' The training programme was organized by the Reserve Bank of India, the United Nations Development Programme, India and the Planning Commission.

2.6. In-house Capacity Building Programmes

IMG organized Capacity Development Programme to the members of its staff during March 2008.

2.6.1. Orientation Programme for Class IV Employees, Drivers and Security Staff

As a continuation of the previous years training programme given to the Class IV employees, IMG organized one day training to its employees to boost their self esteem and duty consciousness. Group discussions were conducted regarding adding quality and promptness in their service. All the training (training for the Security Staff on fire extinguition) and non-training interventions (provision of good quality cleaning materials and equipments , etc.) identified were later addressed.

2.6.2. Advanced Training Programme on Computer Applications

Section Officers, Assistants, Librarians, Confidential Assistants and Typists were given advanced training programme on Computer Applications. The trainings stretched along 3 half days. The programme was conducted by the Computer Division of IMG and was highly appreciated.

2.7. Training for IAS Probationers of 2007 batch

Two IAS Probationers of Kerala Cadre underwent their training at IMG. from 25th September 2008 to 1st October 2008.

2.8 Miscellaneous - Training for IFS Officers

The Government of India sponsored programme viz. Training on various provisions under Right to Information Act, 2005 was conducted exclusively for Indian Forest Service Officers at the Regional Centre, Kochi. 18 Indian Forest Service Officers drawn from all over India were trained in this one-week programme.

3. Project & Research

3.1. *Govt of India – Department for International Development Project on Capacity Building for Poverty Reduction*

The Institute of Management in Government, as a part of strengthening its role as think tank to Government, entered into an agreement with the Department of Personnel and Training for undertaking the Capacity Building for Poverty Reduction Programme. The programme is funded by the Department for International Funding through Department of Personnel and Training. While poverty reduction is the larger objective, the programme explicitly aims at improving the capacity of selected Department to deliver quality services at its cutting edge level to its beneficiaries.

3.1.1 Aims and Objectives

1. To get conceptual clarity of the socio cultural scenario and demographic characteristics of the targeted beneficiary.
2. To develop appropriate mechanisms to identify the gaps of service delivery at cutting edge level.
3. To analyse the roles played by line departments in the service delivery and to address the issues with appropriate training interventions and to consider and priorities the appropriateness of non-training interventions for action.
4. To develop training kits, performance aids, guidelines, films, documentaries, etc.

IMG has selected the *Scheduled Tribes Development Department* which falls under the development oriented sector for its pilot launch of the project.

3.1.2 Constitution of Core Group

For the smooth conduct of the project, a Core Group was constituted with Dr. R Ram Mohan, Sr. Lecturer, IMG as Nodal Officer. Later Prof. R Prakasam took over the charge.

3.1.3 Key achievements

- a. Comprehensive Training Needs Analysis Report
- b. Course Design
- c. Training Module
- d. Training Material from baseline report
- e. Process sheet for different types of training
- f. Short films

3.2 UNDP Sponsored Capacity Building For Access to Information

IMG has been recognized by the Department of Personnel and Training, Government of India as the Nodal Agency for Capacity Building in Right to Information Act, 2005 for both officials and the general public. In the first phase (2006-2008), the Institute functioned as one of the partners of Government of India in the United Nations Development Programme

sponsored Project on Capacity Building for Access to Information. As part of the project, twenty state Resource Persons were developed. IMG functioned as the State Implementing Agency and the two districts were selected for the implementation of act were Idukki and Wayanad.

For the smooth conduct of training on Right to Information Act, 2005 and related research activities IMG has constituted a Right to Information Act, 2005 Cell with Dr Jaya S Anand , Professor, IMG as the Nodal officer and members of faculty across Regional Centers – Sri Premarajan, Regional Director, Kozhikode, Sri Chandrabose Associate fellow, Kochi and Smt. Mini B Nair, Lecturer, IMG Thiruvananthapuram as its members. Smt Sheela R Chandran is the representative from the State Information Commission.

IMG in the process of constituting a Knowledge centre for RTI which will act as a repository for information regarding the RTI Act.

3.2.1 Key achievements

- a. A pool of resource persons across the state
- b. Standardized training modules
- c. Standardized training materials
- d. IMG received funds towards conduct of training and related activities

3.3. IMG's role in ensuring good governance

Being the Nodal Agency for imparting Training for both Right to information and Preparation and implementation of citizens charter, IMG is upholding its position as the Apex Training Institute for the state of Kerela.

3.3.1 IMG's contribution in the preparation of Citizen's Charter

Citizen's Charter is a tool of the department to ensure good governance. Since Citizen's Charter has a pivotal role in ensuring accountability and Citizen friendliness in governance. P&ARD in its GO(MS) No.30/99/P&ARD dt. 21/12/99 entrusted all Government Departments/Agencies under Government to prepare and publish its own Citizen's Charter after getting approval of the Minister concerned. IMG was entrusted as the Nodal Institution for imparting training to Government Departments/Agencies. Personnel and Administrative Reforms Department gave direction to all District Collectors and Heads of Departments to prepare and publish Citizen's Charter at the earliest and as Nodal Institution, IMG was expected to impart training in this regard.

The nodal officer for Citizens charter drafting and IMG had prepared a Module on "How to prepare a Citizen's Charter" with sample format, and sent to all Heads of Departments to facilitate the process of preparation of charters. Simultaneously, IMG also conducted a series of 3 day workshops for departments for the same. We made use of in-house experts and retired faculty members who are highly dedicated towards the course of Good Governance through publishing of Citizens' Charter.

3.4 IMG Lecture Series:

IMG also provides a forum for senior policy makers, Government officials among others to interact with experts and leaders on a variety of subjects relating to social, economic and other development issues. As part of this initiative, leading scholars and experts in various fields interact with intellectuals, State Planning Board Members, Government Secretaries and other academicians. There by IMG reaffirms its role as think tank for the Government of Kerala.

3.4.1 Global Economic Crisis & Food Security Issues - An Indian Perspective:

Sri Devinder Sharma, Food, Agriculture & Trade Policy Analyst and Chair of the Forum for Bio-Technology & Food Security, New Delhi delivered the Keynote address on Global Economic Crisis & Food Security Issues - An Indian Perspective. The meeting was presided by Sri PJ Thomas IAS, Chief Secretary & President, IMG on 9/12/2008.

3.4.2 Kerala's Development Experience - Lessons and Strategies:

Sri Prabhat Patnaik, Vice Chairman, State Planning Board delivered the keynote address. It was followed by the presentation of Dr. V Santhakumar, Associate Professor, Centre for Development Studies, Tvpm on "Financial Crisis : Impact on Kerala Economy". Honorable Minister for Education graced the occasion and inaugurated the programme. These members of IMG faculty, college teachers, researchers, etc. actively took part in the subsequent discussions.

4. Consultancy

IMG acts as professional advisor to various government and public institutions in areas such as restructuring, recruitment, policy advice, performance gap identification, organizational development interventions etc with a view to enhance their organizational capacity. IMG undertakes research and consultancy assignments with social orientation and commitment.

- 4.1 During the period under report IMG has undertaken consultancy work for the conduct of the promotion test for Kerala State Financial Enterprises. The principal consultant was Smt Mollykutty Louise, Associate fellow.

- 4.2 A major Consultancy entrusted with IMG by Government of Kerala was for the recruitment of Assistant Engineers to the Pollution Control Board. This was conducted by Dr. R Prakasam as the Principal Consultant. On the basis of this test 32 Assistant Engineers were recruited.

5. Administration and Management

5.1 Management of the Institute

With the Chief Secretary as the President IMG is governed by a Body consisting of eminent persons drawn from State/Central Government, Academia and Public management system. Shri P J Thomas and Smt Neela Gangadharan were officiating as Presidents for the year 2008-09. An

Executive Committee supervises the functions of the Institute, of which the Director, IMG is the Chairperson.

Board of Governors and Executive Committee of IMG met on the following dates during the period under report:

5.1.1 Board of Governors:

55th meeting -21 August 2008

56th meeting -03 October 2008

57th meeting -12 March 2008

5.1.2 Executive Committee

106th Meeting - 23 April 2008

107th Meeting - 15 July 2008

108th Meeting - 16 December 2008

109th Meeting - 27 February 2009

110th Meeting - 27 March 2009

The Secretary of the Institute is the Ex-officio Secretary of the Board of Governors and the Executive Committee. During the year the following governors were in our board of Governors.

President

**The Chief Secretary,
Government of Kerala**

Members

1. The Secretary to Government
Personal & Administrative Reforms Department
Government Secretariat, Thiruvananthapuram

2. The Director,
Institute of Management in Government
Thiruvananthapuram

3. Shri Teeka Ram Meena I AS
Principal Secretary to Government
Planning & Economic Affairs Department, Thiruvananthapuram

4. Shri TK Manojkumar IAS
Secretary to Government
Finance Department (Expenditure), Thiruvananthapuram

5. Shri PG Muraleedharan IAS (Rtd)
(Former Secretary to Govt of India)
Lavanya, VH 52, Kuravankonam
Thiruvananthapuram 3

6. The Vice Chancellor
Kerala Agricultural University
Vellanikkara, Thrissur

7. Shri K Ramamoorthy IAS
Addl Chief Secretary & Principal Secretary
(Animal Husbandry Department)
Government Secretariat, Thiruvananthapuram

8. Shri Remakanthan N
Director, Kerala Institute for Local Administration
Mulamkunnathukavu, Thrissur

9. The Joint Secretary (Training)
Department of Personnel & Training
Ministry of Personnel and Public Grievances and Pension
New Delhi 110 067

10. The Secretary
Information Technology Department
Government of India
New Delhi

11. The Director
Indian Institute of Management
Kozhikode

12. Shri K Premarajan
Faculty Member
IMG Regional Centre,
Kozhikode

13. Dr. R Prakasam
Faculty Member,
IMG, Thiruvananthapuram
(Special invitee)

Executive Committee

1. The Director,
Institute of Management in Government
Thiruvananthapuram 33.

2. The Secretary to Government
Personnel and Administrative Reforms Department
Thiruvananthapuram.

3. Shri TK Manojkumar IAS
Secretary to Government
Finance Department (Expenditure), Thiruvananthapuram.

4. Shri K Premarajan
Faculty Member
IMG Regional Centre
Kozhikode

5.1.3. Director, IMG

During the period under report, Shri Upendra Verma IPS was the Director of the Institute till 31-10-08. Dr. Ajay Kumar IAS succeeded him.

5.1.3 a Contributions of Previous Director

Sri Upendra Verma IPS retired as Director, Institute of Management in Government on completion of his 37 years of service from the Indian Police Service. During his tenure he took active interest in the improvement of training programmes and development of campus infrastructure. He took initiatives to link evaluation of faculty with selection of resource persons. He also took active interest in speeding up the construction of Executive Training and Development Centre. He was very keen in perusing the objectives of IMG and making it more contextually relevant.

5.1.3.b Dr. Ajaykumar IAS on his taking charge as Director from November 2008, was actively involved in quality improvement in all levels. The backlogs of accounts were cleared and new initiatives on e-enabling of IMG, RTI Knowledge Centre, Citizen Call Centre, Starting of our long term programme in e-Governance, etc. were conceived by Dr. Ajaykumar.

5.2 Faculty & Staff

The Institute has a dedicated and competent faculty body, with strong inter-disciplinary skills, drawn from different streams and disciplines

relevant to Government. This team of proficient faculty undertakes training, research and consultancy activities of the Institute.

During the period under report there were 26 Academic Staff and 102 administrative and ministerial staff. Out of the members of faculty, 11 are on the permanent roll, 6 are deputation from Government Secretariat, the rest are on deputation from other Departments viz., Kerala general service, University of Kerala.(Annexure I).

5.3 Academic and Development Activities

There are two committees constituted for the smooth conduct of training programmes and development activities viz. Programme committee and Planning and Development committee.

The constitution of these committees are as follows :

- Chairman (Faculty member)
- Convener (Faculty member)
- One Faculty member (Member)
- A representative from administration division (Member)
- A representative from finance division (Member)

5.3.1. Programme committee

In the year 2008-2009 Dr Jaya S Anand functioned as the chairman and Dr R Jayasree was the convener. Sri C Suresh Kumar, Associate fellow was the member of the committee. The Programme Committee with delegated authority took decision on routine training activities. During the year

under report the committee initiated activities to stream line and standardize the training programmes by standardizing course designs and the review of Training needs Analysis documents. The committee had seven meetings.

The main activities of this committee are

- a) Standardizing course materials.
- b) Prescribing facilities to be available in Class rooms
- c) Monitoring of projects and programmes/ scheduled items.
- d) Finalization of training calendar, taking up of new programmes / recommend for deletion of scheduled programmes.

5.3.2. Planning and Development Committee

In the year 2008-2009 Dr R Prakasam professor, functioned as the chairman and Dr Anishia Jayadev was the convener. Dr R Jayasree, Assistant Professor was the member of the committee. During the year the Committee met twelve times to discuss and deliberate on the following activities.

- a) On going works of Executive Training and Development Centre
- b) Renovation work of Hostel and 2 Guest suits.
- c) Initiated activities for covering the Old Block with GI Sheet roofing to prevent leaking.
- d) Campus development activities of Regional Centres
- e) The civil and electrical works of the Regional Centre, Kochi and Kozhikode.

6. Infrastructure Development

6.1 Our Infrastructure

IMG, Thiruvananthapuram has an AC auditorium at its head quarters, which can house 70 persons. We conduct high-level workshops in this auditorium. Government of Kerala also makes use of this resource for the conduct of important meetings. We have 2 mini-conference halls one for the conduct of meetings chaired by our director and the other for workshops. Both has a seating capacity of 15 persons. For training, we have 8 lecture halls, one air-conditioned, and all with seating capacity of 30 trainees. We have four Air Conditioned computer labs with the same capacity.

6.1.1 Regional Centres

The Institute has two Regional Centres at Kozhikode and Kochi, which cater to the training requirements of the northern and central Districts of Kerala. The Regional Centres are equipped with two modern computer laboratories.

6.1.2 Library & Documentation

The IMG library has books across disciplines like Management, Public Administration, Governance, Economics, Rural Development, Decentralised planning , etc. Health, Gender etc. Its facilities can be utilized by Government employees, research students and public. Sizable number of periodicals are also subscribed to. We also have publication and research journals by national and international repute. Back volumes,

Compact Disks, Project Reports, Reference Books, Annual Reports, etc. are there. These act as a resource pool to meet the anticipatory demands of its users. Books are categorized search can be done using access points like title, author and accession number. Along with the library, there is a centre of public policy, which contains proceedings, orders, gazette, etc. of Government of Kerala. Digitized materials are also available. There is a Gender Resource centre which contained 500 books pertaining exclusively of gender studies. The total number of library books at IMG Headquarters and Regional Centres is around 26500. Library books worth Rs. 2,77,000/- were purchased during the year under report.

IMG has initiated steps to digitalize its library.

6.1.3 Hostel Facility

The Institute offers excellent hospitality and has hostel with 70 rooms at Thiruvananthapuram. Hostel facilities are available at both our regional centres. In Kochi there are 30 double rooms including one guest suite in the hostel and in Kozhikode there are 27 double rooms.

6.2 Office and Training Equipments

A List of office and training equipments available in the Institute is given as **Annexure V**

6.3. New Infrastructure

6.3.1 Inauguration of New Training Block at Regional Centre, Kochi

A New Training Block consisting of 3 classrooms and 4 faculty rooms was inaugurated on 5th January 2009 by the Minister for Fisheries and Registration Shri. S Sharma.

6.3.2 Construction of Seven storied Executive Training and Development Centre at IMG, Tvpm

The Seven Storied Executive Training and Development Centre IMG is nearing completion. This will equip us in conducting international level programmes from 2009 – 2010 onwards.

7. Administration and Accounts Division

7.1 Achievements

- Completed the Audit of Accounts for the years 2004-2005, 2005-2006, 2006-2007 and 2007-2008
- Dr Anishia Jayadev and Smt Mini B Nair were regularized by Government of Kerala to the permanent service of IMG.
- Rate revision of food and refreshment charges for STP programmes.
- Purchase of new bus for Kozhikode Regional Centre.
- Purchase of multi-utility vehicle (Bolero) for IMG, Tvpm

7.2 Retirements

The following family members retired from the service of IMG.

- Sri Upendra Verma IPS Director IMG
- Dr John Pulparampil, Professor
- Sri Mathew Jose K, Secretary IMG
- Smt Sarada V P, Confidential Assistant

- Sri Salgunan M , Room Boy
- Sri Krishnan Nair P , Messenger
- Sri Vijayan D, Gardner
- Sri Rajappan E, Roneo Operator
- Karunakaran N, Room Boy
- Sri Chandran Pillai, Peon
- Sri A Mohanan, Watch Man
- Sri Reghunathan Nair, Librarian

The Auditor's Report and Statement of Accounts for the year 2008-09 are attached as **Annexure VI**.

8. Future Plans

8.1 Right to Information Knowledge Centre

IMG recognized by Government of India as the Nodal Agency for Capacity Building in Right to Information Act, 2005 is in the process of developing a knowledge Centre which will act as single referral point for all relevant information relating to the Act in the State.

8.2 e-enabling IMG and re-vitalizing IMG's website

As a step to take forward the efforts of Government towards e-governance and to facilitate quick service delivery, IMG proposes to publish all its documents including training calendar, course module, etc., through the website. www.img.kerala.gov.in

IMG is taking initiatives in digitalizing the library.

8.3 Post Graduate Diploma in e-Governance

To spread the scope of Kerala Government's e-governance initiatives to all the department IMG proposes to conduct a Post Graduate Diploma in e-Governance course in collaboration with IITM-K, Technopark. Preliminary actions have been initiated by the Executive Committee and Governing Body in this regard.

8.4 Citizen - Employee Call Centre

Government of Kerala have set up an integrated Citizens' Call Centre at Thiruvananthapuram for answering general queries related to the services rendered by various Government Departments in the State through telephone call at local charge. IMG is in the process of exploring possibilities of institutionalizing such facility for its trainee population in collaboration with Citizens' Call Centre.