



OOMMEN CHANDY
CHIEF MINISTER
KERALA



No. 866/Pre-Sec/CM/2014

01/07/2014

Message

I am delighted to know that the Institute of Management in Government (IMG) will be bringing out its Annual Administration Report for the period 2011-12.

Government of Kerala, to meet the changing aspirations of the people, is in the process of implementing many development and welfare projects in the State. These projects can be executed as envisioned only if civil servants in the State rise to the occasion and commit themselves towards achieving this goal. It is thus critical that the capacity of civil servants is enhanced to meet the ends of effective service delivery. The Institute of Management in Government, by building the capacity of civil servants to meet effectively the challenges of governance, plays a crucial role in improving the quality of the State's governance.

I am happy to note that the activities of the Institute during the period have been focused on achieving this goal. The outputs of the international and national seminars and workshops conducted at IMG on emerging themes should inform and impact public policy.

My best wishes to all the training and academic initiatives of the institute.

OOMMEN CHANDY

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**Chief Secretary
Government of Kerala**

PRESIDENT'S MESSAGE

The Institute of Management in Government, as the apex training Institute of the State Government, has a major role to play in strengthening the system of governance in the State. The mandate of IMG is not only to function as a training institute but also to work as a think tank of the Government in the policy formulation and governance reforms.

A capacity building endeavour succeeds when the civil servants who undergo this process are able to deliver services at a level expected by the citizens. This requires continuous monitoring of effectiveness of training and adoption of corrective measures. We focus on these aspects.

Our objective is to become a centre of excellence for capacity building of Government employees which facilitate effective service delivery to the citizens. The Institutional collaboration with major training/academic institutions like NIFM, NIFT etc has helped in enhancing the quality of our capacity building initiatives.

I am sure the contributions of IMG will bring about a major impact on the management in Government.



E.K. Bharat Bhushan

ANNUAL REPORT 2012-13



INSTITUTE OF MANAGEMENT IN GOVERNMENT

ANNUAL ADMINISTRATION REPORT
(2012-13)

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1. ORIGIN OF THE INSTITUTE

The erstwhile Kerala Institute of Public Administration KIPA established by Government of Kerala at Trivandrum with centers at Kochi and Kozhikode was developed as a full-fledged management Institute for the state under the name Institute of Management in Government in the year 1981.

In the meeting of Secretaries to the Government which was convened on 19th of June 1978, it was proclaimed that KIPA should be an Apex Institution for the State in all aspect of management - inputs providing services, setting standards and regulating management inputs by other agencies etc. It was also viewed that the Institute shall provide expertise and facilities for management education, training programmes, policy and operations, research, consultancy and extension, seminars and conferences etc. for all aspects of state's economic and social life where management science can play an useful role.

It was also envisaged that the Institute should engage in policy and planning studies and can collaborate with other institutes on relevant subjects problems, etc.

It was further pointed out that there is specific need to impart attitudinal skills and values to technical personnel and general administration so that they will became aware of the need to improve their behavioural pattern with public.

OUR MISSION

"To become a Centre of Excellence for Capacity Building for providing an efficient, transparent, equitable and citizen centric public service delivery system in a knowledge society".

1.1 Introduction

Institute of Management in Government (IMG), an autonomous body constituted under the auspices of the Government of Kerala to develop managerial skills, organizational 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 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, upgradation of facilities available in these institutions, etc. The Institute, located at the State Capital, Thiruvananthapuram has two regional centres, one at Kochi and other at Kozhikode to cater to the regional training requirements.

1.2 Objectives of the Institute

- i. To create 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, organizational capability, leadership and decision making ability, development planning and in efficient implementation,
- 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, organizations and institutions indirectly for the use of management science and
- v. To create social awareness 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.
- Have linkages with national and International organizations including World Health Organization, 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
- 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
- Secretariat for conferring e-Governance award for the Government of Kerala

For over the last 30 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. Highlights of the year 2012 – 13

- Conducted a Combined Civil Military programme in January 2012. This was organized in collaboration with Government of India under the theme Cyber Security.
- Conducted special training programme for the personnel staff of Ministers
- Formulated a draft health bill for the Department of Health and Family Welfare, Government of Kerala
- Formulated draft guidelines for the Sabla Project of the Department of Social Welfare, Government of Kerala. The objective of this project is the empowerment of adolescent girls.
- The Institute, on behalf of Government of Kerala, solicited proposals for the award of e-Governance award 2012.
- Government of Kerala appointed IMG as the secretariat the institution of Chief Minister's award on innovations in public service.
- Government, in principle, has agreed on the setting up a Centre for Good Governance in IMG. This was highlighted by the Hon'ble Governor in his speech to the legislators in the year 2013.
- Government of Kerala appointed IMG as the secretariat for the drafting up of the Whistle Blowers Policy of the State.
- This year the Institute has conducted a total of 1229 programmes under various categories. These programmes covered as many as 32,866 participants in 5452 training days.

3. Governance and Management Structure

3.1 Board of Governors

The Institute is governed by an eminent Board of Governors. The Chief Minister is the Chief Patron of the Institute. The Chief Secretary to the Government of Kerala is the President of the Institute. The other members in the board comprise senior administrators of the Centre and State Government, eminent academicians and reputed persons from the Public Management system.

The board of Governors has not met this year

The following were members in the Board of Governors of the Institute in the year 2012-13

1. Dr. P. Prabhakaran IAS, Chief Secretary, Government of Kerala and President IMG
2. Shri TJ Mathew IAS, Secretary to Government, Personnel & Administrative Reforms (AR-13) Department, Government Secretariat, Thiruvananthapuram.
3. Shri SM Vijayanand IAS, Principal Secretary (LSG) (till 03/07/11)
4. Shri UKS Chauhan IAS, Secretary (GAD)
5. Shri Sanjeev Kaushik IAS, Secretary (Ports)
6. The Secretary, Planning & Eco. Affairs Department
7. The Principal Secretary, IT Department
8. The Secretary, Finance Expenditure Department
9. The Joint Secretary, Dept. of Personnel & Training, Govt. of India
10. Shri SR Rao, Additional Secretary (e-Gov.Group), Dept. of Information Technology, M/o Communication & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003
11. The Director, IIM, Kozhikode
12. The Director, IITMK, Thiruvananthapuram
13. Shri PG Muraleedharan IAS (Retd), (Former Secretary to Government of India), Lavanya, No.VH.52, Vikramapuram Hills, Kuravankonam, Thiruvananthapuram-695003
14. Nominee of Director LBSNAA, Musoorie –
15. Nominee of Director, IIPA, Indraprastha Estate, Ring Road, NewDelhi- 110002
16. Nominee of Director, ASCI, Bella Vista, Raj Bhavan Road, Hyderabad – 500 082, Andra Pradesh

17. Dr. R Prakasam, Professor, IMG (Faculty Representative) Dr. S Sajeew, Assistant Professor from June 2013 onwards.

18. Shri. S.M. Vijayanand IAS, Director, IMG

3.2 The Executive Committee

The functions of the Institute are supervised by an Executive Committee of which the Director, IMG is the Chairman. The executive committee consist representatives from the drawn from the State Government, Academia and Public.

The following were members in the Executive Committee of the Institute in the year 2012-13.

- | | | | |
|----|--|---|--------------------------------|
| 1. | Director, IMG | - | Chairman (Ex-officio) |
| 2. | Additional Chief Secretary, P&ARD | - | Ex-officio member of the Board |
| 3. | The principal Secretary, Finance Department | - | Member |
| 4. | The Secretary (GAD), Government Secretariat, Thiruvananthapuram. | - | “ |
| 5. | The Secretary to Government, Finance (Expenditure) Dept., Government Secretariat, Thiruvananthapuram | - | “ |
| 6. | The Director, IITMK, Technopark, Thiruvananthapuram | - | “ |
| 7. | Dr. S. Sajeew, Assistant Professor, IMG | - | “ |

The executive committee met thrice during 2012-13 as given below:

- | | | |
|---------------------------|---|--------------------------------|
| 120 th meeting | - | 29 th June 2012 |
| 121 st meeting | - | 27 th December 2012 |
| 122 nd meeting | - | 22 nd March 2013 |

The Secretary of the Institute is the Ex-officio Secretary of the Board of Governors and the Executive Committee.

3.3 Director, IMG

During the period under report, Dr Nivedita P Haran IAS was the Director of the Institute till 30-04-2012. Smt Tinku Viswal IAS succeeded her.

3.4 Contributions of Previous Directors

Dr Nivedita P Haran, IAS took charge as Director IMG in April 30, 2012. She has made considerable contributions in enhancing the quality of various initiatives and training activities of the Institute. As an eminent administrator, she has contributed a lot towards enhancing the quality of training programmes in IMG. Shri S M Vijayanand IAS left the Institute on 30.04.2012.

Shri S.M. Vijayanand IAS, Additional Chief Secretary to Government of Kerala, took charge as Director from July 04, 2011. He was instrumental to the launch of many innovative projects in IMG. He has made a proposal to the State Planning Board for a one time Additional Central Assistance of 14.5 crores which was dully sanctioned by the Government. This was for the construction of hostel complex in Barton's Bungalow, Conducting of State Training Policy Programmes and for other infrastructure development needs in IMG Trivandrum and in other regional centres at Kochi and Kozhikode. He has also facilitated the launch of Wayanad Nutrition Project, CM's award for innovations in public service and academic collaboration with University of Reading.

4. Faculty & Staff

The Institute has a dedicated and competent faculty body, with strong interdisciplinary 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 25 Academic Staff and 102 administrative and ministerial staff. Out of the members of faculty, 9 are on the permanent roll, 6 on deputation from Government Secretariat and the rest are on deputation from other Departments viz., Kerala general service, University of Kerala and Treasuries Department.(Annexure I).

5. Academic and Development Activities

There are two committees in IMG which were 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)
- Two Faculty members (Member)
- A representative from administration division (Member)
- A representative from finance division (Member)
- Regional Directors of Kochi and Kozhikode

5.1 Programme Committee

Dr S Sajeev, Assistant Professor, was the chairman of Programme Committee and Dr Anishia Jayadev, Assistant Professor was the Convener. Shri B R Prasanna Kumar and Dr. R Jayasree, Associate Professor were the member of the committee. Later when some of the members in the committee who were on deputation left the Institute, Deputy Director, Accounts Officer, Regional Director Kochi/Kozhikode were joined the committee. The Programme Committee with delegated authority took

decision on routine training activities. During the year under report the committee initiated activities to streamline the training programmes by standardizing course designs and the review of Training needs Analysis documents.

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.
- e) Allotment of programmes to various facilitators
- f) Convening of meeting of Training Managers and Training Coordinators.

5.2 Planning and Development Committee

Dr S Sajeev, Assistant Professor, Chairman of this committee in the year 2012-13. Smt Mini B Nair, Assistant Professor was the Convener of the Committee. Dr R Jayasree, Associate Professor took charge as Convener when Mr. Surendralal retired from service. Shri R Muraleedharan Pillai, , Deputy Director, Accounts Officer and Regional Directors of Kochi and Kozhikode were the members. During the year the Committee met several times to discuss and deliberate on the following activities.

- a) Campus development activities of the Head Quarters and Regional Centres.
- b) Setting up of new computer lab at IMG regional Centre, Kochi
- c) Renovation of lecture halls III & IV
- d) Preparation of Master Plan for the development of Barton Hill Complex
- e) Preparation of Plan Proposals

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.

- a. 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 Dr R. Prakasam, Professor, IMG.

6. Training – Moulding Civil Servants to perform better

The very basic endeavour of IMG is to build capacity among civil servants to deliver services to the public in a citizen friendly manner. The rapid changes that have been taking place in the society and economy give new impetus to the training processes. The civil servants and the governance structure need to be tuned to these changes. It is the endeavour of IMG to reflect these aspects in the training curriculum of the Institute.

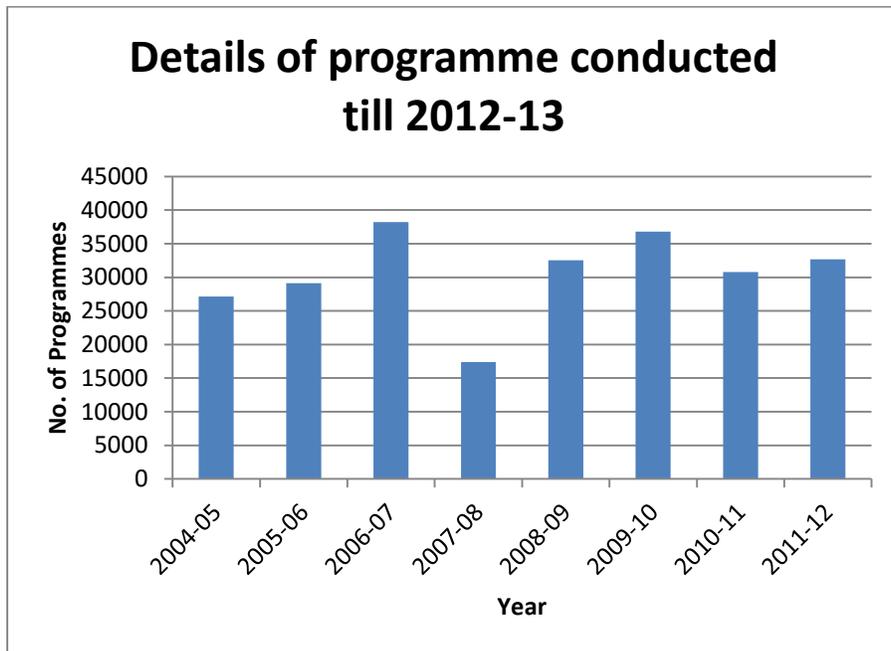
The IMG currently follows a horizontal approach in imparting training to the officers of various government departments. It is now felt that to achieve the synergy and to ensure maximum impact, vertical approach in training also need to be emphasized. During the current year, IMG could accommodate these requirements only to a limited extent. This will be adopted more extensively in the coming years.

Training is the process of improving knowledge and skills, changing the attitude of an individual for doing a specific job. It is the act of enhancing the knowledge and skill of an employee for accomplishing a specific job. Though training is thought of as a single event, in reality planned training is a continuous process which has different stages which includes

identification of training requirement, establishing learning objectives, designing and planning training, delivering training and evaluating training.

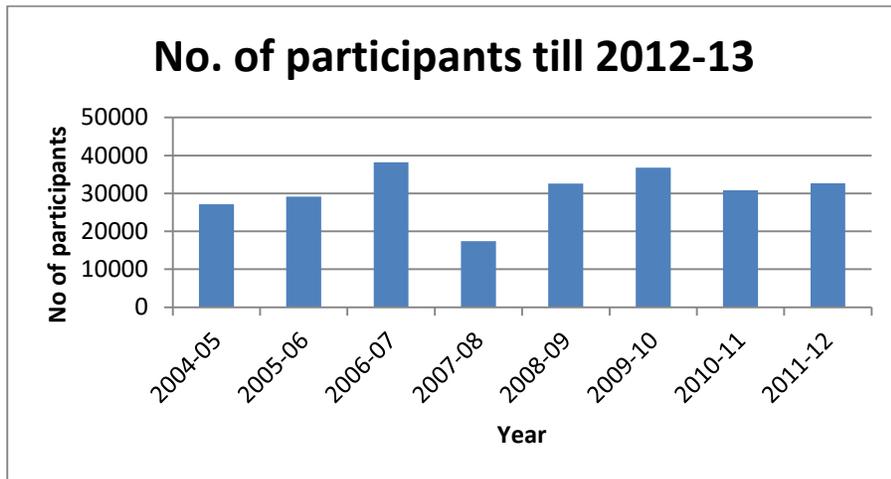
Following the mandate contained in the National Training Policy that each State should formulate a State Training Policy (STP), Kerala Government declared its State Training Policy in the year 2004 with a motto “Training for All”. Currently there are 43 departments under the STP umbrella.

6.1 Details of training programmes conducted till 2012-13



Once the State Training Policy (STP) was implemented, the number of programmes conducted per year increased from 300-400 to 1400 and participants covered rose from ten thousand to thirty thousand on an average. Thus, a phenomenal increase is seen both in number of programmes and coverage of participants after the implementation of STP. The STP programmes are conducted with the support of training coordination committee set up in each department.

6.2 No: of participants till 2012-13



6.3 Training during 2012-13

During 2012-13, 1521 programmes were scheduled under 7 major categories as detailed below:

Overview of programmes scheduled during 2012-13

Sl. No.	Category of Programmes	Number of Programmes scheduled
1	State Training Policy Programmes (STP)	1087
2	Government of India sponsored Programmes (GOI)	128
3	Right to Information Act (RTI) training	50
4	Induction Training (IND)	30
5	Intensive Training Programme	184
6	Other sponsored Programmes (OSP)	37
Total		1516

Out of the total 1516 programmes calendared during the year, majority was under the STP category. The number of Government of India programmes increased to 128 and 50 trainings were scheduled under the RTI group. 30 Induction trainings of 12 days duration were scheduled to be conducted in the headquarters and Regional Centres based on the standardized module prepared.

The Government of India, as part of the Plan Training Programme of DoPT, has sanctioned a new scheme – The Intensive Training Programme – to IMG. This year the Institute has scheduled as many as 100 training programmes under this category. The six departments selected under this scheme were Police, Trivandrum Corporation, Legal Metrology, Food and Civil Supplies, Schedule Tribe and Registration.

6.4 Categories of programmes conducted by IMG

During the year, 1190 out of 1509 scheduled programmes were conducted. Apart from this, 77 additional programmes were also conducted which under GOI, RTI, STP and OSP. Through these trainings, IMG could train 32835 participants.

The category wise status of conducted programme is given in the following Table

Status of Training Programmes conducted during 2012-13

Category	Scheduled	Conducted	Additionally conducted	Total Conducted	% of scheduled conducted	No of participants	Training Days
GOI	128	103	2	105	80.47	2181	434
IND	30	21		21	70.00	550	371
OSP	37	16	56	72	43.24	2145	266
RTI	50	39	1	40	78.00	1428	49
ITP	184	115	18	133	62.50	3700	460
STP	1087	796	58	854	73.23	22737	3866
OTH			4	4		125	6
Total	1516	1090	139	1229	71.90	32866	5452

The programmes conducted during the year fall in the following categories

6.5 State Training Policy 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.

In the lines of 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 (STP) 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.

During the year 2011-12 IMG has scheduled a total of 1200 training programmes under this category. Out of 1200 programmes scheduled, 934 programmes were conducted including 17 additional programmes covering 24790 trainees in 4590 training days.

6.6 Training Needs Analysis

In 2004, during the first phase of conduct of Training Needs Analysis, departments with direct citizen interface were selected. This was further increased in later years to cover 43 departments under the STP umbrella. These departments were assigned to particular members of faculty of IMG designated as facilitators. They guided the core group from departments comprising of senior officials to conduct a systematic Training Needs Analysis and came up with training and non-training interventions needed for performance enhancement of each category of employees in the department. The category

wise training interventions were converted into training modules which formed the blue print for the conduct of training.

In order to ensure the department's ownership in the conduct of training programme, a senior officer of the department was designated as Training manager who works as liaison between department and the Facilitator concerned. A group of senior officers function as Training Coordination Committee under the chairmanship of the Head of the Departments concerned and oversee the conduct of training for the Department.

The department's role in training was ensured by developing serving officials as trainers for handling department topics. Departmental coordinators were also developed for conducting the routine training under STP. This led to conduct of training in a decentralized manner where some departments conducted training in districts. However, the senior level programmes, workshops for periodic revision of training modules and course material preparation workshops were directly conducted by the Facilitator in IMG.

This year, as part of ITP, the TNA of 6 departments were conducted and course schedule and training plans prepared.

6.7 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 year's 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 (CMD), 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. CMD has submitted their report this year. The suggestions of the agency with regard to enhancement of quality of programmes are being reviewed for further actions.

6.8 Government of India Sponsored Programmes (GOI)

Each Apex Training Institute conducts these trainings 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.

These Programmes cover a large variety of subjects under the broad thematic groups viz. Computer Awareness and Information Technology, Gender Empowerment, Gender Budgeting, energy security, Total Quality Management, Participatory Administration, Environmental Management, Change Management, Disaster Management, State Financial Management, Gender Issues, Citizen's Charter, Human Rights, Ethics and Human Values, Organisational Behaviour etc.

Each year, on the basis of the expertise of the faculty member concerned, IMG submits proposal to Department of Personnel and Training (DoPT). In the year 2012-13, the DoPT has approved 128 programmes out of which we have conducted 105. The remaining programmes would be conducted as spill over trainings under this category. The thematic grouping of the GOI programmes are given in the following Table.

Thematic Grouping of Government of India (GOI) sponsored programmes

Sl.No	Thematic area	No of Programmes
1	Information Technology	10
2	Administrative Training	15
3	Financial Management	7
4	Soft Skills	17
5	Gender and Development	13
6	Service Delivery and Quality Improvement	24
7	Environment	1
8	Trainer Development	8
	Total	95

6.9 Intensive Training Programme

The Government of India sanctioned a new project – Intensive Training Programme - to IMG in the year 2012-13. The objective of the project is to provide saturation training to the officers of a selected department within a given period. Initially six departments – Police, Legal Metrology, Food and Civil Supplies, Trivandrum Corporation, Schedule Tribe and Registration – were selected under this project. A comprehensive training needs analysis and base line survey were conducted as a prelude to the preparation of training module for various categories of officer in these departments.

6.10 National Level Trainer Development Programmes

The Training Division of the Department of Personnel & Training, Government of India, (DoPT) 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 mould 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 scheduled in IMG during the year are furnished in the following Table

Sl.No	Name of TDP	No of Programmes	No of Participants
1	Direct Trainer Skills (DTS)	2	24
2	Design of Training (DoT)	1	10
3	Training Needs Analysis (TNA)	3	43
4	Mentoring	1	8
5	Facilitations Skills	1	8
	Total	8	93

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 States to conduct courses.

6.11 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 Vocational Higher Secondary Education Department, Urban Affairs Department,

Department of Administrative Reforms and Public Grievances, Government of India, Legal Metrology Department, Kerala Medical Services Corporation, Higher Secondary Education Department, Department of Employment and self Employment, Government of Maharashtra, Social welfare Department. These programme were suggested by organisations on the basis of IMGs expertise and their immediately felt needs.

The major OSPs conducted during the year are

- International Seminar on Comparative Study of Kerala's People's Plan Campaign and Porto Alergre's Participatory Budgeting in collaboration with Institute of Social Sciences (ISS)World Trade Organisaion (WTO) and Foreign Trade Agreements
- Training for IAS Probationers
- Management Development Programme for the officers of Employment and Self Employment, Government of Maharashtra.
- Domestic Training for the staff of Department of Administrative Reforms and Public Grievances, Government of India.

6.12 RTI Cell

The decentralization of RTI training was effectively done through the video conferencing facility this year also. E-Learning course on RTI was also formally started this year.

7. 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.

During the period under report IMG has undertaken consultancy work for Kerala State Financial Enterprises, Kattappana Service cooperative Bank limited, Books and Publication Society and Research project sponsored by IIPA.

8. IMG Day celebration.

IMG day was celebrated on 28th March, 2013 with pomp and grandeur at ETDC Padmam Auditorium. Various cultural activities of IMG family members were organized. The function was inaugurated by Honourable Chief Minister Sri. Oommen Chandy. Dr Nivedita P Haran IAS, Director, IMG was on the chair. The Guest of honour was Ms. Padma Ramachandran, the founder Director of the Institute.



(Honourable Chief Minister Sri. Oommen Chandy inaugurating IMG day celebrations on 28th march 2012)

9. Retirement

The following staff members were retired from the service of IMG in the year 2012-13.

Head Quarters Thiruvananthapuram

Regional Centre Kochi

Shri Parthan K

Shri. Vasudevan Nampoothiri P

Annexure I

Details of faculty members in the Institute

Name	Designation	Area Of Specialization
Dr Jaya S Anand PhD	Professor	Finance Management, Rural Development, Right to Information, Service Delivery
Dr R Ram Mohan B Tech, PhD	Associate Professor	Project Management, Human Resource Management
Dr R Jayasree PhD (Management)	Associate Professor	Organizational Behaviour, Human Resource Management,.
Dr S Sajeev PhD	Assistant professor	Project Management, Financial Management, Recognized Trainer, TNA
Dr Anishia Jayadev PhD	Assistant professor	Gender studies, Service Delivery Management, Right to Information, Recognized Trainer – TNA, Recognised Trainer – DTS
Smt Mini B Nair	Assistant professor	Organizational behaviour, Human Resource Management, Service Delivery management, Marketing. Recognized Trainer – TNA, Recognized Trainer – DTS
Dr. B.R. Prasanna Kumar	Lecturer	Financial management, Accounting, Procurement Law, Service rules
Dr Leela Kumari P	Associate Fellow	
Dr Sureshkumar M	Associate Fellow	
Dr Sajith Babu D	Associate Fellow	
Smt Kumari Shylaja	Associate Fellow	
Smt Sheela M	Associate Fellow	
Shri Babu T P	Associate Fellow	

IMG KOCHI		
Sri. K. V. Omana	Regional Director	Service Rules
Dr. Neena Joseph PhD	Professor	Human Resource Management, Gender Studies, Decentralized planning
Smt. L. Rema	Lecturer	General Administration, Financial management, Service Rules
Sri. Chandrabose.P.V	Associate Fellow	General Administration, Law, Service Rules
Smt. Geetha Kumari	Associate Fellow	Service Rules, General Administration
IMG KOZHIKODE		
Sri. Mohammed Sherief	Regional Director	Service Rules
Sri. MK Sadique	Associate Fellow	Law, Service Rules

Annexure II

LIST OF TRAINING EQUIPMENTS AS ON 2012-2013

Sl.No	Item	IMG-TVPM Total	Obsolete/Damaged which are not in use	Working condition	IMG RC Kochi	IMG RC Kozhikodu
1	Over Head Projector	19	15	4	5	8
2	16 mm Projector	4	4	Nil	Nil	Nil
3	16 mm Film	32	26	6	Nil	Nil
4	Public Address System	16	3	13	3	3
5	Slide Projector	5	4	1	1	1
6	LCD/DLP Projector	20	5	15	7	8
7	Video Cassette Recorder	4	4	Nil	Nil	1
8	Colour TV	7	5	2	2	3
9	Tape Recorder	4	4	Nil	Nil	Nil
10	Still Camera	1	Nil	Nil	Nil	Nil
11	Cordless Microphone	9	6	3	Nil	2
12	Pana Board	1	Nil	1	Nil	Nil
13	Laptop Computers	28	4	24	6	3
14	Video Camera	2	2	Nil	Nil	Nil
15	Video Projector	1	1	Nil	Nil	Nil
16	DVD Player	2	1	1	Nil	Nil
17	LCD TV	1	1	1	Nil	Nil
18	Desktop Computers	204	35	169	35	49
19	Servers	5	Nil	5	1	2
20	Printers	50	7	43	12	4
21	Scanners	3	1	2	1	2