

Message from Chief Minister

To be obtained by Administration division with the help of Secretary, IMG

President's Message

To be obtained by Administration division with the help of Secretary, IMG

ANNUAL REPORT 2014-15



INSTITUTE OF MANAGEMENT IN GOVERNMENT

**ANNUAL ADMINISTRATION REPORT
(2014-15)**

CONTENTS

No.	Chapters	Page No.
01	Origin of the Institute	
1.1	Introduction	
1.2	Objectives of the Institute	
1.3	Functioning of IMG	
02	Training Infrastructure (Details of facilities and resources)	
03	Highlights of the year 2014-15	
04	Governance and Management Structure	
4.1	Board of Governors	
4.2	Executive Committee	
4.3	Director IMG	
4.4	Contribution of Previous Directors	
05	Faculty and Staff	
06	Academic and Development Activities	
5.1	Programme Committee	
5.2	Planning and Development Committee	
07	Training – Molding Civil Servants to Perform Better	
7.1	Details of training programmes conducted till 2014-15	
7.2	No of Participants till 2014-15	
7.3	Training during 2014-15	
7.4	Spread of STP Training	
7.5	Categories of programmes conducted by IMG	
7.6	State Training Policy Programmes	
7.7	Training Needs Analysis	
7.8	Evaluation and upkeep of quality of training	
7.9	Government of India Sponsored Programmes (GOI)	
7.10	National Level Trainer Development Programmes	
7.11	Other Sponsored Programmes (OSP)	
7.12	Regional Workshop on Right to Information	
08	Consultancy	
09	IMG Day Celebration	
10	Annexure I – Profile of Faculty Members	
11	Annexure II- Inventory of Training Equipments	
12	Statements of Accounts for the year 2014-15	

1. ORIGIN OF THE INSTITUTE

The erstwhile Kerala Institute of Public Administration KIPA established by Government of Kerala at Trivandrum with centres 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 become aware of the need to improve their behavioural pattern with public

I.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.

OUR VISION

"To facilitate pursuit of excellence in governance"

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".

1.2 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 34 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 Infrastructure (Details of facilities and resources)



The main training complex (situated near the Law College, Trivandrum) houses 9 classrooms, Air-conditioned auditorium

and one seminar hall. The Institute is equipped with modern teaching aids which are made use of in training courses.



An Executive Training and Development Centre (ETDC) with

state-of-the-art training facilities was constructed in the main campus during 2009. The centrally air conditioned ETDC houses 6 class rooms, one conference hall, an auditorium, a computer lab, library and mess halls.



The Institute has a well-established Computer Centre to take up computer based training programmes, data processing requirements and consultancy assignments on software development. At present, it has four modern computer

labs. A Desk Top Publishing (DTP) unit with Scanners, Laser Jet Printers and a Risograph (High Speed Scanner Printer) make an excellent support system for large volume publishing.



The Institute provides an ideal training locale with a well-equipped library and state-of-the-art training aids and facilities. The Institute Library has a collection of more than 25000 books and 125 periodicals, with a focus on Management and Training.

The Institute offers excellent hospitality and has an 80 roomed hostel, which



offers accommodation on twin sharing basis. Apart from this, the Institute has four Guest Suites. An eco-friendly Campus at Barton's Compound, which is based on a comprehensive

master plan comprising of Hostel for VIP as well as Executive Trainees, Open air auditorium, Swimming Pool, Gym, Indoor Badminton court and Jogging track, is nearing completion.



The Institute is equipped with two canteens, one at the Barton Hill Complex and other at the main complex, with excellent catering facilities. It has three well-furnished dining halls in the main campus and one at the Barton Hill Campus.

In line with the mandate of IMG to design and organize training programmes for different cadres of Government it has two Regional Centres, one at Kozhikode and the second at Kochi, which caters to the regional training requirements of the northern and central districts of Kerala. The Regional Centres are each equipped with two modern computer laboratories and hostel facilities apart from air conditioned lecture halls.



3. Highlights of the year 2014 – 15

- This year the Institute has conducted a total of 1192 programmes under various categories. These programmes covered as many as 33,014 participants in 4764 training days.
- This year IMG conducted 51 special programmes as per the request of the funding agencies like capacity building for State Planning Board, field training for senior officers of Central Govt. and for the Sri Lankan Administrative Service. Management Development Programme for Urban Affairs Dept. and Municipal Common Service, Basic Land Governance for KSEB.
- IMG for Government of Kerala acted as the Secretariat for scrutinising and awarding the Chief Minister's award on Innovations in Public Service and also for the e-Governance Award.
- The Govt. of India sponsored training programmes this year includes Legal and Administrative Mechanisms for Combating Violence against Women and Children, Sustainable Development and Natural Resource Conservation for various Department, Domestic Violence Issues and Effective Implementation of Domestic Violence Act 2005, and a few Trainer Development Programme – TNA, DTS, DOT and Experiential Learning Tool.
- Collaborative ventures this year includes Work Placement Programme for M.Sc. Students in IPSUM, UoR (Collaborative Venture with University of Reading), ToT on Environment & Sustainable Development (UNEP aided Project), Advanced Professional Programme on Public Administration - Kerala Village visit of Participants from IIPA, Kerala Village visit of participants from IIPA, Two day UNEP Workshop on Climate Change , Extreme Events and Environment Resilience, India Leadership Programme on Environment and Sustainable Development

4 Governance and Management Structure

4.1 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 2014-15

1. Shri E.K. Bharat Bhushan IAS, Chief Secretary, Government of Kerala and President, IMG
2. Dr. Nivedita P.Haran IAS, Additional Chief Secretary to Government, Personnel & Administrative Reforms (AR-14) Department, Government Secretariat, Thiruvananthapuram
3. Smt Tinku Viswal IAS, Director General, IMG
4. Shri Ajaya Kumar IAS, Secretary, Personnel & Administrative Reforms (AR-14) Department, Government Secretariat, Thiruvananthapuram
5. Smt. Rajasree M.S, Director, IIITMK, Technopark, Thiruvananthapuram
6. Dr. P. Rajendran, Vice-President, Agriculture University, Mannuthy, Thrissur
7. Dr. R.Ram Mohan, Associate Professor, IMG

4.2 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 2014-15.

The Principal Secretary to Government,
P & A RD, Govt Secretariat, Thiruvananthapuram.

The Additional Chief Secretary to Government
Finance Department, Government Secretariat,
Thiruvananthapuram.

The Secretary to Government
IT Department, Government Secretariat,
Thiruvananthapuram.

The Director
Kerala Institute of Local Administration,
Mulamkunnathukavu P O, Thrissur

The Director, IIITMK,
Technopark, Thiruvananthapuram

Dr. Ram Mohan,
Associate Professor,
IMG, Thiruvananthapuram

- | | | | |
|----|--|---|--------------------------------|
| 1. | Director General, 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 | - | Member |
| 6. | The Director, IIITMK, Technopark, Thiruvananthapuram | - | “ |

7. Dr. R. Ram Mohan, Associate Professor, IMG - “

The executive committee met thrice during 2014-15 as given below:

126 th meeting	-	09 th December 2014
127 th meeting	-	03 rd March 2015
128 th meeting	-	15 th May 2015
129 th meeting	-	10 th June 2015

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

4.3 Director, IMG

During the period under report, Smt Tinku Viswal IAS was the Director of the Institute till 21-03-2015. Shri. P.K. Mohanty IAS, Additional Chief Secretary succeeded her.

4.4 Contributions of Previous Directors

Shri. P.K. Mohanty IAS took charge as Director IMG in March 22nd, 2015FN. He 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. Smt Tinku Biswal IAS left the Institute on 21.03.2015.

Smt Tinku Biswal IAS, took charge as Director from March 12, 2014. She was instrumental to the launch of many innovative projects in IMG. She 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.

5. 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 93 Academic Staff and 108 administrative and ministerial staff. Out of the members of faculty, 6 are on the permanent roll, 9 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).

6. 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

6.1 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, Lecturer 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 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.

6.2 Planning and Development Committee

Dr R Jayasree, Associate Professor was Chairman of this committee in the year 2014-15. Smt Mini B Nair, Assistant Professor was the Convener of the Committee. Deputy Director, Accounts Officer, Dr. Ram Mohan, Associate Professor, Shri Shivaji, Asst. Engineer 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, Thiruvananthapuram
- c) Renovation of lecture halls III, IV,V,VI,VII & VIII
- d) Preparation of Master Plan for the development of Barton Hill Complex
- e) Preparation of Plan Proposals & Annual Reports

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.

7. 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.

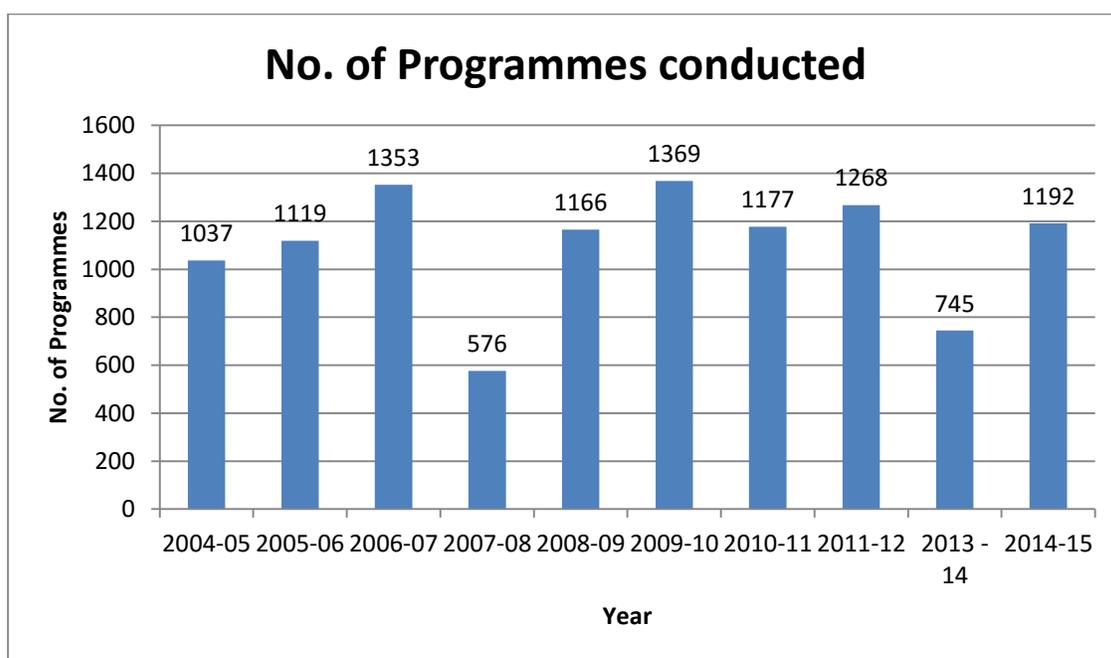
The IMG currently follows a horizontal approach in imparting training to the officers of various government departments. It is now felt that to achieve the synergy and to ensure maximum impact, vertical approach in training also need to be emphasized. During the current year, IMG could accommodate these 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.

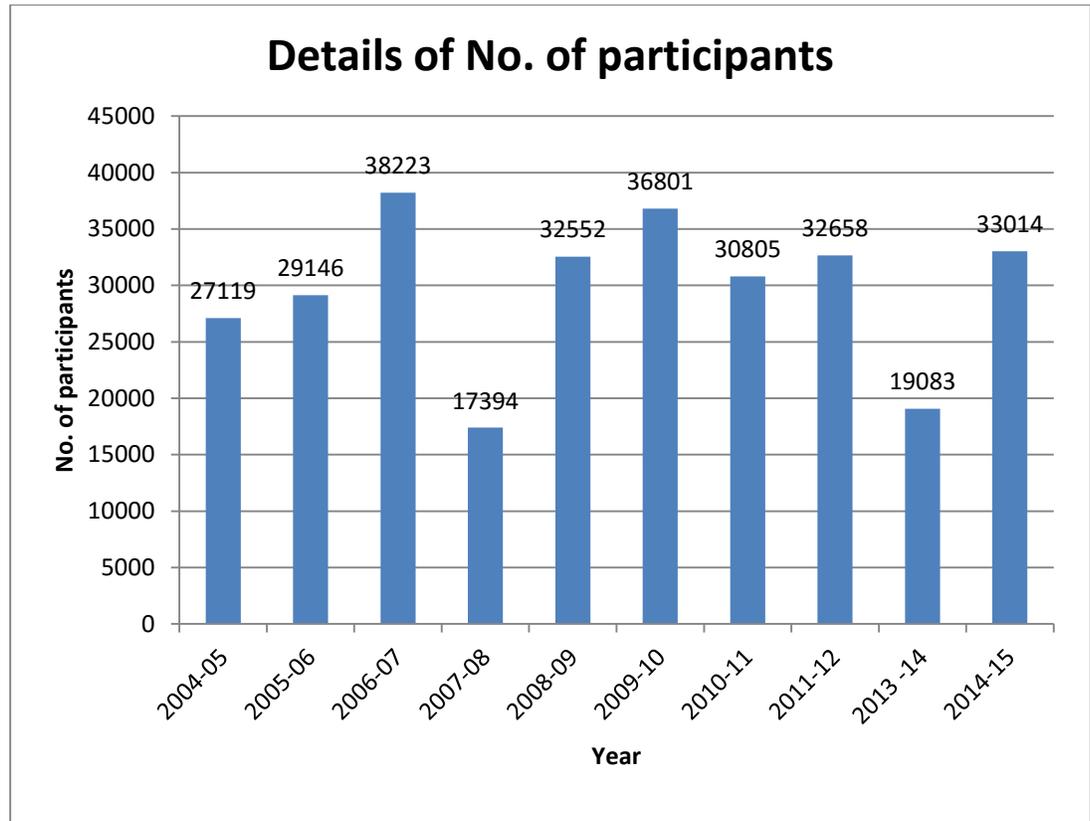
7.1 Details of training programmes conducted till 2014-15



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.

7.2 No of participants till 2014-15



7.3 Training during 2014-15

During 2014-15, 1281 programmes were scheduled under 7 major categories as detailed below:

Overview of programmes scheduled during 2014-15

Sl. No.	Category of Programmes	Number of Programmes scheduled
1	State Training Policy Programmes (STP)	838
2	Government of India sponsored Programmes (GOI)	32
3	Right to Information Act (RTI) training	15
4	Right to Service Act	38
5	Induction Training (IND)	19
6	Intensive Training Programme	172
7	Other sponsored Programmes (OSP)	51
8	Inter Departmental Programmes (IDP)	20
9	Collaborative Venture (CV)	6
10	Centre for Land Governance Programme (NCLG)	1
Total		1192

7.4 Spread of STP Training

Out of the total 1281 programmes calendared during the year, majority was under the STP category. The number of Government of India programmes increased to 29 and 38 trainings were scheduled under the RTI group. 19 Induction trainings of 204 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 and Schedule Tribe Development Dept.

7.5 Categories of programmes conducted by IMG

During the year, 1192 out of 1281 scheduled programmes were conducted. Apart from this, 210 additional programmes were also conducted which under GOI, RTI, STP and OSP. Through these trainings, IMG could train 33014 participants.

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

Status of Training Programmes conducted during 2014-15

Category	Scheduled	Conducted	Additionally conducted	Total Conducted	% of scheduled conducted	No of participants	Training Days
GOI	33	29	3	32	87.88	739	129
IND	20	19		19	95.00	525	204
OSP			51	51	0.00	1152	204
RTI	7	7	8	15	100.00	988	97
RTS	36	29	9	38	80.56	999	38
ITP	150	125	47	172	83.33	5991	678
STP	947	753	85	838	79.51	21841	3318
IDP	88	20		20	22.73	521	66
CV			6	6		239	29
NCLG			1	1		19	1
Total	1281	982	210	1192	76.66	33014	4764

The programmes conducted during the year fall in the following categories

7.6 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 2014-15 IMG has scheduled a total of 1281 training programmes under this category. Out of 1192 programmes scheduled, programmes were conducted including 210 additional programmes covering 33014 trainees in 4764 training days.

7.7 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 all major departments TNA was revisited based on competency framework as envisaged in the National Training Policy.

7.8 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.

7.9 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. Gender Budgeting, Grievance Redressal, Financial Management, Domestic Violence Issues and Effective Implementation of Domestic Violence, Team Building and Interpersonal Relations, Right to Information Act 2005, Manual of Office Procedure, Stress Management, Service Delivery, Citizen Centric Administration, Innovations in Governance, Sustainable Development and Natural Resource Conservation, Legal and Administrative Mechanisms for Combating Violence against Women and Children, Domestic Violence e(Act 2005), Gender Budgeting 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 2014-15, the DoPT has approved 33 programmes out of which we have conducted 29. The remaining programmes would be conducted as spill over trainings under this category. The thematic groupings 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	Gender Budgeting	2
2	Grievance Redressal	1
3	Financial Management	2
4	Domestic Violence Issues and Effective Implementation of Domestic Violence	5
5	Team Building and Interpersonal Relations	1
6	Right to Information Act 2005	2
7	Manual of Office Procedure	2
8	Stress Management	1
9	Service Delivery	2
10	Citizen Centric Administration	1
11	Kerala Service Rules	1
12	Innovations in Governance	1
13	Sustainable Development and Natural Resource Conservation	1
14	Legal and Administrative Mechanisms for Combating Violence against Women and Children	3
15	Trainer Development	7
	Total	32

Intensive Training Programme

About ITP

The Department of Personal and Training (DoPT), Government of India has been implementing Intensive Training Programme (ITP) under Plan Scheme during XI Plan Period. ITP has been designed for improving the quality of service rendered to the citizens especially to the weaker and marginalized sections of the society and the services rendered primarily dependent on the knowledge, skill and attitude of the frontline personnel and the performance of an organization is generally gauged by the citizens by the quality of the personnel at these delivery points.

ITP Highlights – 2014-15

ITP project has delivered a year of strong performance with 172 training programmes which covered the Police Department as well as the Scheduled Tribes Development Department. The trainings were imparted to more than 5991 personnel and the trainings remained focused on strengthening the core workforce of both the departments.

ITP Consolidated Financial Highlights 2014 - 2015

Of the total project outlay of Rs. 3, 31, 50,000/- the fund for conducting Phase – II an amount of Rs. 82,87,500/- has been received during the period reviewed.

Overview of Departments

The training programmes in the Police Department have remained focused on the development of knowledge, skill and at the same time a greater stress was given to the development of the right attitude. A total of 126 programmes were conducted in 2014 – 2015. The total Trainee days attained was 16,501 and the programmes were attended by more than 3950 participants from all over Kerala.

Scheduled Tribes Development Department saw an overall of 53 training programmes, of which 7 were documentation works. Trainings were imparted to more than 2500 employees of the department and the trainings focused on imparting knowledge like Forest Rights Act, PESA, familiarization of the various schemes etc., apart from these, there were topics to improve their skill for better performance of their tasks and there were sessions like interpersonal skill enhancement, motivation classes etc. which aimed at improving their attitude. The documentation programmes were conducted on varied topics like documentation on the Model Residential Schools, documentation of some of the cultural aspects, tribal medicines, farming practices etc.

7.10 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)	3	64
2	Training Needs Analysis (TNA)	4	60
	Total	7	124

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.

7.11 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 Ayurveda Medical Education, Planning Board, Tourism, Urban Affairs Department & Municipal Corporation, Legal Metrology Department, Social Justice Department, Air Command, Kerala State Beverages Corporation and Collegiate Education Department. These programme were suggested by organizations 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 Organization (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.

7.12 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.

8. 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.

9. IMG Day celebration.

IMG day was celebrated on 28th March, 2015 with pomp and grandeur at ETDC Padmam Auditorium. Various cultural activities of IMG family members were organized. The function was inaugurated by Shri P.K. Mohanty IAS, Director General, IMG, Mrs Mohanty and Smt. Tinku Biswal IAS was our special invitees.

10. Retirement

The following staff members were retired from the service of IMG in the year 2014-15.

Head Quarters Thiruvananthapuram

Dr. R . Prakasam, Professor

Regional Centre Kochi

Smt Geetha kumari, Associate Fellow

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 Leela Kumari P	Associate Fellow	
Dr Sureshkumar M	Associate Fellow	
Dr Sajith Babu D	Associate Fellow	
Smt Kumari Shylaja	Associate Fellow	
Shri Mohan Lal VA	Associate Fellow	
Shri M.S Abraham	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
Shri Ansho Kuriakose	Associate Fellow	
IMG KOZHIKODE		
Sri. Mohammed Sherief	Regional Director	Service Rules
Sri. MK Saddique	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 Kozhikode
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

Statement of Accounts for the year 2014-15 to be obtained from Finance division by Administration.

Relevant important photographs for the year 2014-15 to be obtained from Ravi Studio and to be attached in this page. Responsibility Administration division.