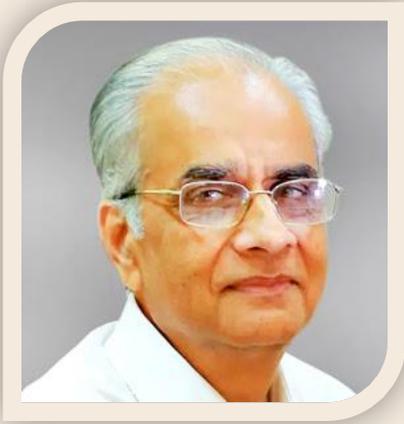




Institute of Management in Government

Monthly Bulletin-August 2024



K Jayakumar, Director, IMG

Published by,

Programme Committee

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Dr. Anishia Jayadev, Convenor Programme Committee

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Smt. Nabeesath, Section Officer

Shri. Ajikumar K J, Regional Director, IMG Kochikode

Shri. Ajith K Joseph, Regional Director, IMG Kochi

Visit of Himachal Pradesh Administrative Service Officers to the Institute

A team of 16 Himachal Pradesh Administrative Service officers visited the Institute on 22nd August 2024 as part of their Bharat Darshan program. During their visit, the officers interacted with IMG faculty on the uniqueness of the state's development experience, the Kerala Administrative Service (KAS) training model, decentralized planning, and the Panchayati Raj system. They also gained insights into the Kudumbashree initiative.

The team interacted with Dr. S. Sajeew, Chairman of the Programme Committee, and Dr. R. Jayasree, Chairman of the Planning and Development Committee. The officers toured the campus and observed that the visit was highly fruitful.

Skilling Campus Beautification Staff

The institute has launched a pioneering initiative, providing an opportunity for the campus beautification staff to share their experiences and engage with trainers from IMG on the significance and responsibilities of their roles. Housekeeping staff from all the centres of the Institute participated in this program. The initiative was led by Dr. Aishia Jayadev, Convener of the Programme Committee and the faculty in charge of this effort.

Trainer Development Programme on Facilitation Skills

The Institute of Management in Government (IMG) recently conducted a Trainer Development Programme focused on Facilitation Skills from August 29 to August 31, 2024. This programme, which is a key offering of IMG, saw the participation of nine officials from both within and outside the state. The sessions were led by Ms. Shreekala Paradeshi, a recognized trainer in Facilitation Skills from the Department of Personnel and Training (DoPT), Government of India.

Publication - Duties and Responsibilities of Officials at the Cutting Edge Level

The Handbooks on the Duties and Responsibilities of frontline functionaries for the Departments of Industrial Training, Social Justice and Women & Child Development, prepared by IMG, were unveiled by Hon. Chief Minister Shri Pinarayi Vijayan on August 23, 2024. These handbooks were developed with the support of the Department of Administrative Reforms & Public Grievances, Government of India. The first copy was presented to Shri. Puneet Kumar, IAS, Additional Chief Secretary of the Personnel & Administrative Reforms Department, Government of Kerala. IMG Director Shri. K. Jayakumar and Prof. (Dr.) Ram Mohan R., Nodal Officer of Comprehensive Job Charts project were also present.



Mid-Career Training Programme for Indian Foreign Service Officers (2012 Batch)

The Institute of Management in Government (IMG), Thiruvananthapuram, successfully organised and facilitated the State attachment programme for the Indian Foreign Service (IFS) Officers of the 2012 batch from 26th to 30th August 2024. This attachment was part of the Mid-Career Training Programme-I (MCTP-I) conducted by the Sushma Swaraj Institute of Foreign Service, Ministry of External Affairs, Government of India.

The delegation included the following officers:

- Shri. Bastian Nonginiyil Chacko, Deputy Secretary, MEA
- Shri. Stephen Mani, Deputy Secretary, MEA
- Ms. Asha Antony, First Secretary, Embassy of India in Lisbon
- Shri. Midhun T.R., Passport Officer, Regional Passport Office, Kochi

The purpose of this state attachment was to provide the IFS officers with a comprehensive understanding of governance and the functioning of various organs at the state and district administration levels, with a focus on key sectors like Industries, Trade, Tourism, and Diaspora.

Over the five-day programme, the officers engaged in a variety of activities and interactions designed to offer a holistic view of Kerala's governance and key sectors. The visit began with a local field trip on the first day, followed by interactions with senior state officials, including a meeting with the Honorable Chief Secretary and IT Secretary on the second day. The officers also visited the Vizhinjam International Seaport to gain a comprehensive understanding of its strategic significance and future potential in global trade. The visit was further enriched by the presence of senior officials from Vizhinjam International Seaport Limited (VISL), who provided valuable insights into the project's long-term vision and its pivotal role in enhancing India's maritime trade capabilities on the international stage. On the third day,

they explored the Kerala Arts & Crafts Village at Vellar and had an insightful discussion with its Managing Director. The fourth day featured a visit to NORKA Roots and interaction with the Secretary, NORKA and



CEO about the diaspora community and various schemes for them. The day was enriched by the meetings with the Honorable Chief Minister and the Honorable Governor of Kerala.



Attachment programme for the 2022 batch of Indian Forest Service (IFS) Officer Trainees

The Institute of Management in Government (IMG) successfully hosted a three-day attachment program for the 2022 batch of Indian Forest Service (IFS) Officer Trainees from the 29th to the 31st of August 2024. Two officers from the Kerala cadre attended

the program, which included a variety of critical topics such as the preparation of statements of facts, e-office and other departmental software packages, effective office administration, and an overview of Kerala Service Rules. The program also featured field visits to enhance the officers' practical understanding. This well-rounded program aimed to equip the trainees with the skills necessary for efficient administration and governance.



Pre-Dissemination Meeting with DARPG on Comprehensive Job Charts for Cutting-Edge Personnel held on August 30th, 2024

DARPG held a pre-dissemination meeting on the DARPG supported project on Comprehensive Job Charts on August 30th. The review meeting chaired by DARPG Additional Secretary Shri. Puneet Yadav, IAS, Dr. Tushaba Shinde IRPS Director, SCI and Smt. Vandana Nangia, Under Secretary to Government of India and Officials from Nitiyog attended.

Dr. Ram Mohan R., Professor and Nodal Officer made a detailed presentation on the significance, import, methodology and scope

of the Comprehensive Job Charts project. The various phases, milestones and derivatives were presented aided by photographs, videos and intermediary outcomes. The potential of the project for transforming governance landscape was showcased.

In response, the Chair acknowledged the importance and the potential it held for demystifying governance. The AS suggested that the project's outcome, impact and utilization by stakeholders may be documented and submitted to DARPG post-project closure. He added on that it would enable DARPG to explore, study and integrate the leveraged outcomes into national HRM practices

Conducted Programmes of the month of August 2024

Sl. No.	Category	Programme Title	Department	From	To	Facilitator
1	STP 66	Training Programme for TSOs/ATSOs	Civil Supplies & Consumer Affairs	05-Aug-24	06-Aug-24	DC/SJR
2	STP 1188	Training on Store Purchase, GeM, e-procurement, e-tender, Statement of Facts preparation	Technical Education	05-Aug-24	07-Aug-24	DC/ME
3	OSP-75	Orientation Training for Senior Assistants	KSFE	05-Aug-24	08-Aug-24	SS, RJ, AB
4	STP 533	Induction Training Programme for Clerks	Industrial Training	05-Aug-24	09-Aug-24	DC/RM
5	STP 464	Training programme on Unicode Malayalam Computing (Windows)	Harbour Engineering	07-Aug-24	09-Aug-24	AMK

6	STP 1033	e-Governance Training for District E-Governance Support Units (Batch I)	Public Works	08-Aug-24	09-Aug-24	DC/ME/JV
7	OSP-76	Training programme on Disaster Management for Samooohika Sannadha Sena Volunteers	LSGD	09-Aug-24	11-Aug-24	NR
8	STP 1017	Induction Training	Printing	05-Aug-24	07-Aug-24	LJ
9	STP 163	Advanced Excel	Economics & Statistics Department	07-Aug-24	09-Aug-24	DC
10	STP 162	Training Programme on Advanced Excel	Economics & Statistics	12-Aug-24	14-Aug-24	ME
11	STP 1122	Administrative Efficiency Programme for Clerks (Batch I)	Scheduled Tribe Development	12-Aug-24	14-Aug-24	DC/MVG
12	STP 531	Orientation Programme for LGS	Industrial Training	12-Aug-24	14-Aug-24	DC/RM
13	STP 1016	Induction Training programme	Printing	12-Aug-24	14-Aug-24	DC/SS/RD
14	STP 492	Capacity Building Programme for Clerks/Typists	Homoeopathy	12-Aug-24	14-Aug-24	DC/AB
15	STP 1264	Training Programme on Unicode Malayalam Computing (Windows)	VACB	13-Aug-24	14-Aug-24	SS
16	STP 381	Training on E-Office for Clerks	General Education (VHSE)	14 Aug. 24	17 Aug. 24	TJ
17	STP 68	Training Programme for Officers for CDRC	Civil Supplies & Consumer Affairs	16-Aug-24	17-Aug-24	DC/SJR
18	STP 1026	Refresher Training Programme for Deputy Director of Presocutions and Assistant Public Prosecutors	Prosecution	16-Aug-24	17-Aug-24	DC/AB
19	STP 392	Workshop for facilitating transformation (Teachers)	General Education (VHSE)	12-Aug-24	14-Aug-24	TJ
20	STP 1180	Office Automation and Malayalam Unicode Typing for Ministerial Staff	Technical Education	12-Aug-24	14-Aug-24	JV

21	STP 487	Capacity Development Programme for Attenders and Nursing Assistants	Homoeopathy	13-Aug-24	14-Aug-24	RD
22	STP-936	Advanced Training on Cyber Intelligence for SSB Officers	Police	21-Aug-24	23-Aug-24	DC/SS
23	STP-493	Management Development Programme for Medical Officers	Homoeopathy	21-Aug-24	23-Aug-24	DC/AB
24	STP 3/24	Training Programme for the House Keeping employees	IMG	22-Aug-24	22-Aug-24	AJ
25	STP 1161	Management Development Programme for Senior Level Officers (Batch II)	Survey & Land Records Dept.	22-Aug-24	24-Aug-24	DC/MVG
26	OSP-79	Capacity Building Programme for CRCCs of SSK(I batch)	SSK	22-Aug-24	24-Aug-24	MBN/GM
27	OSP-80	Capacity Building Programme for CRCCs of SSK(IIbatch)	SSK	22-Aug-24	24-Aug-24	MBN/GM
28	STP-580	Training Programme on Malayalam Computing for Clerks, Typists & Draftsmen	Irrigation	22-Aug-24	24-Aug-24	DC/RJ
29	STP -44	Training on Human Resources management for Gazetted officers	Ayurveda Medical Education (DAME)	22-Aug-24	24-Aug-24	DC/JK
30	OSP-81	Training programme for State Disaster Management Authority	LSGD	22-Aug-24	22-Aug-24	NR
31	OSP-82	Training programme for State Disaster Management Authority	LSGD	23-Aug-24	23-Aug-24	NR
32	OSP-83	Training Programme for the Section Officers (Batch V)	KPSC	23-Aug-24	24-Aug-24	AJ/NPM
33	OSP-84	Training programme for State Disaster Management Authority	LSGD	24-Aug-24	24-Aug-24	NR
34	OSP 78	Training Programme for CRCCs of SSK	SSK	21-Aug-24	23-Aug-24	MBN/JV
35	OSP	Capacity Building Programme for CRCCs	SSK	21-Aug-24	23-Aug-24	RD

36	OSP	Training for Senior Assitants	KSFE	21-Aug-24	24-Aug-24	RD
37	OSP 86	132 nd Level D Training for Section Officers	Central Secretariat	26-Aug-24	06-Sep-24	SS
38	STP 305	Training on effective office Mgt. and personal excellence for Food Safety Officers	Food Safety	29-Aug-24	30-Aug-24	DC/SJR
39	STP 1037	e-Governance Training for District E-Governance Support Units (Batch II)	Public Works	29-Aug-24	30-Aug-24	DC/ME
40	STP 494	Capacity Development Programme for Class IV Employees	Homoeopathy	29-Aug-24	30-Aug-24	DC/AB
41	GOI TDP-2/24	Training Programme on 'Facilitation'	Various	29 Aug.24	31 Aug. 24	SS
42	STP 1100	Orientation Programme on office administration for ministerial staff (Clerks, Sr.Clerks/HC)	Scheduled Caste Development	29-Aug-24	31-Aug-24	DC/JK
43	STP 138	Training on notable topics of KSR, MOP etc. for DDO's working at Block level Technical offices	Dairy Development	29-Aug-24	31-Aug-24	DC/AMK
44	STP 532	Capacity Development Programme for AAA, JAA (T&NT) & Clerks	Industrial Training	29-Aug-24	31-Aug-24	DC/RM
45	OSP 92	Training on Disaster Management for Samoohika Sannadha Sena	LSGD	29-Aug-24	31-Aug-24	NR
46	OSP 93	State Attachment programme for Indian Forest Service Officer Trainees 2023 Batch	Forest	29-Aug-24	31-Aug-24	TJ
47	STP 810	Capacity Building Programme for Last Grade Employees	Museum & Zoo	30-Aug-24	31-Aug-24	DC/VS
48	OSP	Training Programme for CRCCs of SSK	SSK	29-Aug-24	31-Aug-24	MBN/JV
49	OSP	KYLA Young Kerala Fellowship Programme	KYLA	30-Aug-24	31-Aug-24	AB
50	OSP	Capacity Building Programme for CRCCs	SSK	29-Aug-24	31-Aug-24	RD

51	STP 382	Training in Malayalam Computing (Unicode) for Clerks	VHSE	29-Aug-24	31-Aug-24	DC/TJ
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Training Programmes Scheduled for the Month of September

Sl. NO	Name of Programme	Department	From	To	Facilitator
1	Advanced Training for JD/DDS	Animal Husbandry	02-Sep-24	04-Sep-24	RM
2	Advanced Training Programme for Newly Recruited Clerk/Clerk Typist/Senior Clerk	Animal Husbandry	05-Sep-24	07-Sep-24	RM
3	Advanced Training Programme for Middle Level Officers (Jr.Suptd/HC)	Animal Husbandry	09-Sep-24	11-Sep-24	RM
4	Recent Laboratory Techniques for Lab Technicians	Animal Husbandry Department	11-Sep-24	13-Sep-24	RM
5	Internal Auditing and the reply making for the Audit Paras of AG	Ayurveda Medical Edu.	19-Sep-24	20-Sep-24	JKS
6	Training Programme for Officers of CDRC	Civil Supplies and Consumer Affairs	27-Sep-24	28-Sep-24	SJR
7	Training on Internal Audit and Inspection for Audit Wing Officers of District and Directorate Level	Dairy	30-Sep-24	01-Oct-24	AMK
8	Training on Manual of Disciplinary Proceedings & KCS, CCA Rules	Fire & Rescue Services	24-Sep-24	25-Sep-24	SJR
9	Induction Training for Personnel of Printing Department	Printing	18-Sep-24	20-Sep-24	SS
10	Training on Malayalam Computing (Unicode for Clerks/Typist)	General Education	03-Sep-24	05-Sep-24	TJ
11	Workshop for Facilitating Transformation (Teachers)	General Education	05-Sep-24	07-Sep-24	TJ
12	Training Programme on Malayalam Computing for Administrative Assistants, Senior Supts.Junior Supts and Head Clerks	Health Services	23-Sep-24	25-Sep-24	AJ
13	Induction Programme for LD Clerk	Industries & Commerce	02-Sep-24	07-Sep-24	GM
14	Training on Department Softwares Vaahan, Saarathi	Motor Vehicles	10-Sep-24	12-Sep-24	VS

15	Intelligence Sharing & Mobile Forensics (SSB)	SSB (Police)	25-Sep-24	27-Sep-24	SS
16	Effective Service Deliver & Positive Attitude for LGS	STDD	09-Sep-24	10-Sep-24	MVG
17	Administrative Efficiency Programme for Clerks/Warden (Batch II)	STDD	26-Sep-24	28-Sep-24	MVG
18	Capacity Building Programme for Employees with Visual Disability of more than 80%	Various	23-Sep-24	27-Sep-24	AJ
19	Training for the Staff Members of Nirbhaya Homes	Women & Child Development	09-Sep-24	13-Sep-24	AJ
20	Training for the Staff Members of Nirbhaya Homes	Women & Child Development	23-Sep-24	28-Sep-24	AJ
21	Training Programme for CB Officers	CB (Police)	03-Sep-24	05-Sep-24	SS
22	Induction Training for Information Officers	IPRD	02-Sep-24	07-Sep-24	AJ
23	Sannadha Sena	LSGD	01-Sep-24	03-Sep-24	NR
24	Direct Trainer Skills	Various (GOI)	02-Sep-24	06-Sep-24	SS
25	Direct Trainer Skills	Various (GOI)	24-Sep-24	28-Sep-24	MBN
26	Design of Training	Various (GOI)	09-Sep-24	13-Sep-24	SS
27	Management of Training	Various (GOI)	09-Sep-24	13-Sep-24	SS
28	GIS Training	GIZ	23-Sep-24	25-Sep-24	SS & AB
29	Orientation Training for Senior Assistants of KSFE	KSFE	23-Sep-24	26-Sep-24	SS, RJ, AB
30	Training Programme for CRCCs of SSK	SSK	02-Sep-24	04-Sep-24	MBN & GM
31	Training Programme for CRCCs of SSK	SSK	05-Sep-24	07-Sep-24	MBN & GM
32	Training Programme for CRCCs of SSK	SSK	09-Sep-24	11-Sep-24	MBN & GM
33	Training for Secretaries of LSGIs	LSGD	18-Sep-24	20-Sep-24	SS & AB
34	Training Programme for CRCCs of SSK	SSK	26-Sep-24	28-Sep-24	MBN & GM
35	Training Programme for CRCCs of SSK	SSK	26-Sep-24	28-Sep-24	MBN & GM

Faculty Legends			
SS	Dr. Sajeev S, Professor, IMG, TVM	RJ	Dr. R Jayasree, Professor, IMG, TVM
RM	Dr. R Ram Mohan, Professor, IMG, TVM	MBN	Dr. Mini B Nair, Assistant Professor, IMG, TVM
AJ	Dr. Anishia Jayadev, Assistant Professor, IMG, TVM	AB	Smt. Amala Bonnie, Assistant Professor, IMG, TVM
NR	Dr. N Rahul, Assistant Professor, IMG, TVM	TJ	Shri. Tony Jacob, Assistant Professor, IMG, TVM
GM	Smt. Gowri M, Assistant Professor, IMG, TVM	NPM	Smt. Ninumol P M, Assistant Professor, IMG, TVM
ME	Shri. Mubashir E, Assistant Professor, IMG, TVM	VS	Shri.V.Sreekumar, Sr.Programmer, IMG, TVM
SJR	Smt. Shuja R, Associate Fellow, IMG, TVM	JK	Shri. Jaffer Khan S, Associate Fellow, IMG, TVM
MVG	Smt. Minimol V G, Associate Fellow, IMG, TVM	AMK	Abdul Mujeed Kakkotil, Associate Fellow, IMG, TVM
LJ	Smt.Liny Jose K, Assistant Professor, IMG, KHI	JV	Dr. Jacob Varghese, Associate Fellow, IMG, KHI
NV	Shri. Nagendran V, Associate Fellow, IMG, KKD	RD	Regional Director
DC	Department Coordinator		