

ISSUE II VOLUME I



INSTITUTE OF MANAGEMENT IN GOVERNMENT

Monthly Bulletin- January 2025



Published by,

K Jayakumar, Director, IMG

Programme Committee

Dr. S Sajeev, Chairperson, Programme Committee

Dr. Anishia Jayadev, Convenor Programme Committee

Members

Dr. R Jayasree, Professor

Amala Bonnie, Assistant Professor

Ninumol PM, Assistant Professor

Nabeesath, Section Officer

Ajikumar K J, Regional Director, IMG
Kochikode

Ajith K Joseph, Regional Director, IMG Kochi

Editorial cum Research Assistant: Anusree R

From the Desk of Director



The achievements of 2024, despite various constraints, have energized us and set a positive tone for 2025. One of our major milestones for the year ahead is to strengthen the Regional Centre in Kozhikode. Additionally, we aim to establish a digital learning centre with the potential to develop e-content, which will further enhance our capacity building capabilities.

We are currently finalizing the program calendar for 2025-26. I encourage all faculty members to closely collaborate with their respective departments to gather a realistic training calendar that addresses the specific needs of personnel across different categories. It is crucial to revisit the training needs analysis document that was prepared earlier, ensuring it aligns with the current requirements. Furthermore, training designs must be updated to reflect both technical and non-technical changes in service delivery methods.

The rise of Artificial Intelligence tools will undoubtedly have a profound impact on everyone's life, including the work patterns of government employees. This presents both a challenge and an opportunity for our training ecosystem. The challenge lies in the rapidly changing demand for technical capacity building, while the opportunity lies in the increased demand for large-scale training programs driven by technological advancements.

As a strong and resilient institution, it is our responsibility to prepare ourselves to meet these new challenges and seize the opportunities ahead. I am confident that, with your continued support, we will successfully navigate this journey.

Wishing you all a productive and fulfilling year ahead.

K Jayakumar

DARPG supported Project on Public Accountability Charters for Employees (PACE)

The Institute of Management in Government (IMG) has piloted the Public Accountability Charters for Employees (PACE) project for the Revenue and Registration Departments. This initiative is supported by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India, under the State Collaboration Initiative Scheme.

The project aims to develop public accountability charters for various frontline cadres for enhanced role clarity and improved public service delivery. Prof. (Dr.) Ram Mohan R. is the Nodal Officer for this project. The stakeholder consultations and preliminary meetings commenced in January 2025.



A Govt. of India sponsored Training Programme on Advanced Leadership and Management Skills for Public Sector Leaders

Training Programme on Advanced Leadership and Management Skills for Public Sector Leaders was conducted at IMG, Regional Centre, Kochi from 13th to 15th January 2025. Twenty eight (28) participants from various public Sector Undertakings were attended the programme.

The topics covered in the Training programme were viz., i) Leadership Theories, Styles and Levels ii) Organizational Culture and Change Management, iii) Emotional Intelligence and Effective Decision Making, iv) Managing Meetings and Presentations, v) Employee Engagement and Conflict Management, vi) Diversity, Equity and Inclusion for Synergy and these topics were handled by Dr. Jacob Varghese, Faculty, IMG, Kochi, Smt. Manju Malathy, HoD, BBA Department, BMC, Thrikakkara. Dr.(Prof) Mary Matilda, Former Principal, Maharaja's College, Ernakulam, Shri Ajith Menon, HR Trainer, Thanoor, Dr. Vipin Roldent, Psychologist and Performance Coach, Roldant Rejuvenation, Shri Sunil KP, HR Trainer, Ernakulam respectively.



The Institute of Management in Government (IMG), Kerala, supported by DARPG's SCI Scheme, has developed Comprehensive Job Charts for over 95% of personnel across Social Justice, Women & Child Welfare, and Industrial Training Departments. This HR tool captures job roles, core competencies, and responsibilities, optimizing efficiency and project management across the employee life cycle.

With Dissemination Seminars and Handholding Support, IMG is empowering departments to drive impactful outcomes.

#ComprehensiveJobCharts #Planning
#Dissemination #DigitalIndia
#GoodGovernance



Dr Jitendra Singh and 7 others
12:53 PM · 28 Jan 25 · 87 Views

DARPG Recognizes Comprehensive Job Charts Project as a Successful Initiative

The Department of Administrative Reforms and Public Grievances (DARPG), Government of India, has highlighted the Comprehensive Job Charts Project on its official social media platforms as a successful initiative. This recognition underscores the project's impact in enhancing role clarity and efficiency in public service delivery.

Training on Communication Skill & other Behavioural Aspects of Ministerial Staff

Training on Communication Skill & other behavioural aspects of Ministerial Staff was conducted at IMG, Kozhikode from 16th to 18th January 2025.

This three days programme includes sessions on Personal excellence for professional excellence & ethics in administration, Team Building, Effective Communication, Time Management, Interpersonal relationship & Building psychological Resilience etc. 29 participants including Senior Clerk, Typist, Superintendents from various departments attended the programme.



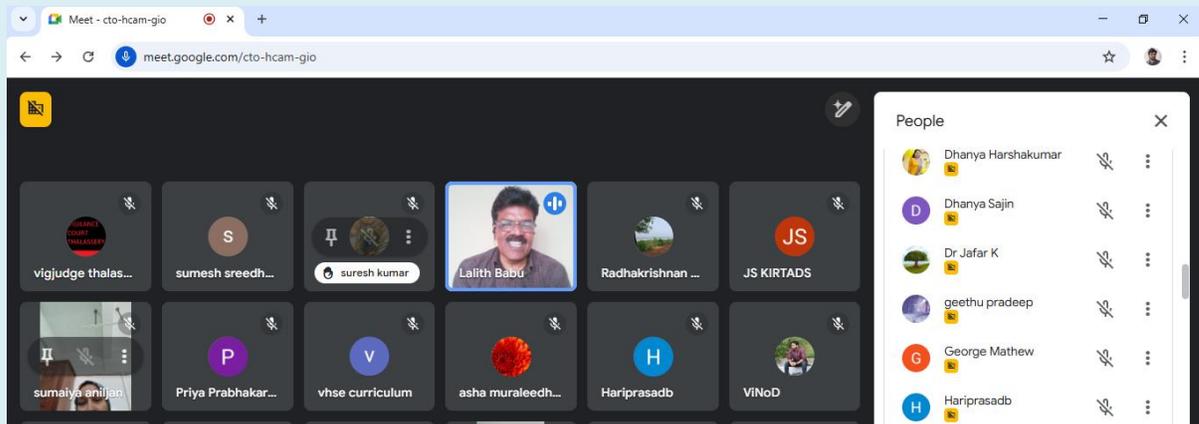
INSTITUTE OF MANAGEMENT IN GOVERNMENT, REGIONAL CENTRE, KOZHIKODE - 673 008

Training in communication skill other behavioural aspects of ministerial staff
16-18 January 2025 GOI-SCTP 76/24



Online Training Programme on the Right to Information Act, 2005 for Departments, PSUs and Universities

The RTI Knowledge Centre has conducted 49 training programmes in 2024–25 for officials from various state government departments, PSUs, boards, corporations and universities. Over 6,000 officials from 30 departments/organizations have been trained. The final set of programmes for this year was scheduled in the last week of January and will conclude by the first week of February.



Training on Administrative Vigilance, Conduct Rules, Disciplinary Procedures & Court Procedures

Training on Administrative Vigilance, Conduct Rules, Disciplinary Procedures & Court Procedures were conducted on 23rd & 25th January 2025. 29 Officers from various departments attended the 2 days programme. This training programme includes sessions on Vigilance & Preventive Vigilance, Conduct Rules, KCS (CC&A) Rules & MOP, Court Procedures, Preparation of Statements of Facts, DPC- Special Rules etc.



Programme for MSME Officials

The Institute of Management in Government, in collaboration with the Ministry of MSME, Government of India, successfully conducted a two-week orientation training program for Upper Division Clerks from various Development and Facilitation Offices of MSME across different states of India. A total of 28 officials from various parts of the country participated in the training.



The programme was inaugurated by Shri K. Jayakumar, Director of IMG. Mr. Samarendranath, Former Director at the Ministry of Power, Government of India, served as the key resource person for the training. As part of the programme, the participants visited the industrial estate at Velli to gain practical insights.

Mr. Sanjay Kumar, Deputy Director of the Ministry of MSME, attended the valedictory session. The programme concluded on 26th January 2025.

Digital Intelligence – Training for Top Intelligence Officials of SBCID

Recognizing the limitations of manual intelligence collection and analysis, the Intelligence wing of the Kerala Police has undertaken efforts to modernize its surveillance and analytical capabilities, aligning with current technological advancements. The strategic use of Artificial Intelligence tools, including facial recognition, holds the potential to significantly enhance the department's operations if applied correctly.

In this context, the department sought the assistance of the Institute of Management in Government (IMG) to organize a three-day training program for senior officials. The training brought together a diverse group of participants, ranging from Inspector General to Inspectors of Police. The program focused on exploring the opportunities and effectiveness of modern surveillance tools in enhancing intelligence gathering and analysis.

The training was inaugurated by Shri P. Vijayan IPS, ADGP SBCID while Shaikh Darvesh Saheb IPS, State Police Chief, delivered the valedictory address and distributed certificates to the participants.

Desktop Security and Troubleshooting

The Institute of Management in Government (IMG), Thiruvananthapuram, conducted a two-day training programme on Desktop Security and Troubleshooting from 3rd to 4th January 2025. The programme aimed to equip participants with essential skills in cybersecurity, system security, and troubleshooting techniques. The first day focused on desktop security, covering topics such as system hardening, responding to security incidents, securing applications and devices, and analysing malicious files. Participants also engaged in a practical lab session on security configurations, providing hands-on experience in strengthening system defenses.



The second day addressed troubleshooting techniques, including hardware and software troubleshooting, data recovery, and real-world troubleshooting scenarios. The dedicated practical lab sessions enabled participants to apply their learning in simulated environments, enhancing their problem-solving skills. The programme concluded with a valedictory session, where participants shared their feedback, highlighting the practical relevance and applicability of the training. The course successfully enhanced participants' understanding of cybersecurity risks and troubleshooting methodologies, equipping them with the necessary expertise to handle desktop security challenges effectively.

Cybersecurity Awareness

The Institute of Management in Government (IMG), Thiruvananthapuram, conducted a Cybersecurity Awareness training programme from 30th December 2024 to 1st January 2025. The programme aimed to enhance participants' understanding of cybersecurity threats, digital identity protection, and incident response strategies. The first day introduced cybersecurity fundamentals and the importance of securing digital identities, providing insights into common threats and best practices. The second day covered core cybersecurity concepts, data protection strategies, and proactive cyber defense, including detection and response mechanisms. The final day focused on incident detection, cybersecurity laws, and cyber resilience, equipping participants with practical knowledge to mitigate cyber threats. The training concluded with a valedictory session, where participants highlighted the programme's relevance in today's digital landscape. The structured approach combining theoretical sessions and real-world applications ensured that attendees gained critical cybersecurity awareness to strengthen their digital security practices.



Training for Administrators of SI-MET

A training was conducted for the Principals and Senior Superintendents of the 11 Nursing Colleges under SI-MET on administrative and management topics on 23rd to 25th January, 2025 . Director, SI-MET and officials from the State Office also attended the programme.



Conducted Programmes of the Month of January

Sl. No	Code	Name of Programme	Department	From	To	Facilitator
1	GOI 73	Desktop Security and Trouble Shooting	Various	03-Jan-25	04-Jan-25	ME
2	OSP-146	Training for Medical Officers of Ayush Mobile Medical Unit	NAM	03-Jan-25	04-Jan-25	MBN/AB
3	STP 41	E-Office and Administrative Training for Veterinary Surgeons	Animal Husbandry	03-Jan-25	04-Jan-25	DC/RM
4	STP 1285	Capacity Building Programme for Office Attenders	W&CDD	03-Jan-25	04-Jan-25	DC/AJ
5	STP 37	Induction Training Programme for newly recruited Veterinary Surgeons	Animal Husbandry	03-Jan-25	24-Jan-25	RM

6	STP 1281	OA - Capacity Building	WCD	03-Jan-25	04-Jan-25	DC
7	STP 154	Training on Life skills for Office Attendants	Dairy Development	03-Jan-25	04-Jan-25	DC
8	OSP-149/24	Training for Medical Officers of Allergy and Asthma Speciality Clinic	NAM	06-Jan-25	07-Jan-25	MBN/AB
9	STP 1047	Malayalam Computing Training	PWD	06-Jan-25	08-Jan-25	ME
10	STP 583	Training Programme on Malayalam Computing for Clerks, Typists & Draftsman	Irrigation	06-Jan-25	08-Jan-25	RJ
11	STP 52	Training on Teaching Methodology	Ayurveda Medical Education	06-Jan-25	08-Jan-25	DC/JKS
12	GoI-SCTP 65	Gender Sensitization	various	06-Jan-25	08-Jan-25	AJ
13	GoI-SCTP 37	Agile Leadership & Communications	Various	06-Jan-25	08-Jan-25	MVG
14	STP 1298	Capacity Building Programme for Ministerial Staff	W&CDD	06-Jan-25	08-Jan-25	DC/AJ
15	STP 805	Training on Parivahan and E-office	Motor Vehicles dept	06-Jan-25	08-Jan-25	DC/SV
16	RTI OL 41	Online Training Program on RTI Act	Pollution Control Board	07-Jan-25	07-Jan-25	RM
17	RTI OL 40	Online Training Program on RTI Act	Industries and Commerce	08-Jan-25	08-Jan-25	RM
18	STP 29	Court Procedure and Statement of Facts	Animal Husbandry	8 Jan.25	8 Jan.25	DC/RM
19	OSP-150/24	Training on GeM	NAM	08-Jan-25	08-Jan-25	MBN/AB
20	STP-88	Training for IQAC Coordinators	Collegiate Education	08-Jan-25	10-Jan-25	DC/AB
21	STP 1212	Training Programme for ADTOs	Treasury	08-Jan-25	10-Jan-25	DC/RJ
22	STP 1002	Training Programme on cash handling, register maintenance, treasury transactions and financial responsibilities of Station House Officers	Police	09-Jan-25	09-Jan-25	DC/SS

23	OSP-151/24	Training for Medical Officers of Thyroid Special Clinic	NAM	09-Jan-25	10-Jan-25	MBN/AB
24	RTI OL 38	Online Training Program on RTI Act	Dairy Devpt	09-Jan-25	09-Jan-25	RM
25	RTI OL 39	Online Training Program on RTI Act	Dairy Devpt	10-Jan-25	10-Jan-25	RM
26	STP 178	Induction Training to Statistical Assistant/Investigator Gr II	Economics & Statistics	06-Jan-25	15-Jan-25	ME/DC
27	OSP 148/24	Training on Ayushmanbava	National Ayush Mission	06-Jan-25	07-Jan-25	LJ
28	STP 1288	Capacity Building Programme for Ministerial Staff	Women & Child Development	08-Jan-25	10-Jan-25	DC/AJ
29	STP 365	Induction Training to newly recruited Clerks	General Education (HSE)	13-Jan-24	18-Jan-24	ME
30	STP 546	Planning for Retirement	Industrial Training	13-Jan-25	15-Jan-25	DC/RM
31	STP 1279	Training Programme on Malayalam Computing	W&CDD	13-Jan-25	15-Jan-25	AJ
32	STP13 07	Induction Training for ICDS Supervisors	W&CDD	13-Jan-25	17-Jan-25	AJ
33	STP 593	Performance Improvement Programme for JS/HCs	Irrigation	13-Jan-25	17-Jan-25	DC/RJ
34	OSP 147	Inservice Training Prog. for UDCs	MSME	14-Jan-25	25-Jan-25	SS/RJ/AB
35	STP 63	Workshop on Narcotics	Chemical examiners laboratory	15-Jan-25	17-Jan-25	DC/GM
36	GOI OSP 1	PACE Project - Preliminary Meeting with Taskforce Members	Revenue	15-Jan-25	15-Jan-25	RM
37	STP 1165	Training on Stress Management for Middle Level Officers	Survey & Land Records	16-Jan-25	18-Jan-25	DC/MVG
38	STP 206	Training Programme on Office Management	Excise	16-Jan-25	18-Jan-25	DC/RM
39	STP 1299	Capacity Building Programme for Ministerial Staff	W&CDD	16-Jan-25	18-Jan-25	DC/AJ
40	STP 165	Management Development Programme for Analysts	Drugs Control	16-Jan-25	18-Jan-25	DC/RJ

41	GOI OSP 2	PACE Project - Preliminary Meeting with Taskforce Members	Registration	17-Jan-25	17-Jan-25	RM
42	STP 65	Induction Training Programme for newly recruited clerks	Food & Civil supplies and Food Safety	16-Jan-25	29-Jan-25	SJR
43	STP 178	Induction Training to Statistical Assistant/Investigator Gr II	Economics & Statistics	06-Jan-25	15-Jan-25	DC/ME
44	STP 1192	Office Automation for Ministerial Staff	Technical Education	13-Jan-25	15-Jan-25	ME/SB
45	GOI-68	Advanced Leadership and Management Skills for Public Sector Leaders	PSUs	13-Jan-25	15-Jan-25	JV
46	STP 1289	Capacity Building Programme for Ministerial Staff	Women & Child Development	15-Jan-25	17-Jan-25	DC/AJ
47	STP 83	Training Programme for Rationing Inspectors	Civil Supplies & Consumer Affairs	16-Jan-25	18-Jan-25	DC/SJR
48	STP176	Induction Training	Economics & statistics	13-Jan-25	25-Jan-25	DC
49	GOI 71	Training on Gender Sensitivity	Various	13-Jan-25	13-Jan-25	RD
50	GOI 74	Training on E-Office	Various	14-Jan-25	15-Jan-25	RD
51	OSP	SSK	SSK	14-Jan-25	16-Jan-25	
52	GOI 76	Training on Communication Skill & Other behavioural aspects of Ministerial Staff	Various	16-Jan-25	18-Jan-25	NV
53	STP 370	Induction Training to newly recruited Clerks	General Education (HSE)	20-Jan-25	25-Jan-25	ME
54	STP 1283	Training Programme on Office Management for Ministerial Staff	W&CDD	20-Jan-25	22-Jan-25	DC/AJ
55	STP 1286	Capacity Building Programme for Ministerial Staff	W&CDD	20-Jan-25	22-Jan-25	DC/AJ
56	STP 550	Induction training for LD Clerks	Industries & Commerce	20-Jan-25	25-Jan-25	GM
57	GOI SCTP 69	Vigilance Procedure and Disciplinary Procedures	Various	20-Jan-25	22-Jan-25	SJR

58	STP 592	Training programme for Assistant Engineers	Irrigation	20-Jan-25	25-Jan-25	DC/RJ
59	OSP 155	Training for Administrators of SI-MET Colleges	SI-MET	22-Jan-25	25-Jan-25	AB
60	STP 281	Training on disciplinary procedure and KCS (CC & A) Rules	Fire and Rescue	23-Jan-25	24-Jan-25	DC/SJR
61	GOI (SCTP) 81	Constitutional Provisions - Conduct Rules and Disciplinary Rules	Various	23-Jan-25	25-Jan-25	AMK
62	STP 1173	Training on Stress Management for Senior Level Officers	Survey & Land Records	23-Jan-25	25-Jan-25	DC/MVJ
63	STP 1287	Capacity Building Programme for Ministerial Staff	W&CDD	23-Jan-25	25-Jan-25	DC/AJ
64	STP 808	Training on Parivahan and E-office	Motor Vehicles	23-Jan-25	25-Jan-25	DC/SV
65	STP 530	Training programme for Typists and Confidential Assistants	Industrial Training	23-Jan-25	25-Jan-25	DC/RM
66	STP 164	MDP for Analysts	Drugs control	23-Jan-25	25-Jan-25	DC/RJ
67	OSP 154	Capacity Building for CRCCs of SSK	Samagra Shiksha Kerala	20-Jan-25	22-Jan-25	LJ
68	STP 273	E Office and Ease of doing business	Fire & Rescue Services	23-Jan-25	24-Jan-25	DC/SJR
69	STP 11	Training for Workshop Attenders	ITD	23-Jan-25	25-Jan-25	DC/RM
70	STP 1310	Orientation Supervisors	WCD	20-Jan-25	24-Jan-25	
71	GOI 78	Training on Malayalam Computing	Various	21-Jan-25	22-Jan-25	RD
72	STP 177	Induction Training	Economics & Statistics	22-Jan-25	30-Jan-25	ME
73	GOI-80	Training on Administrative Vigilance, Conduct Rules, Disciplinary Proceedings, Court Procedure	Various	23-Jan-25	24-Jan-25	RD
74	STP 938	Training on Technical Intelligence/Intelligence Collection and analysis	Police (SSB)	27-Jan-25	29-Jan-25	DC/SS
75	STP 613	Technical Training for Newly recruited Overseers	LSGD Engineering	27-Jan-25	29-Jan-25	Dc/NR

76	STP 801	Training programme on Software in Parivahan (Internal Audit)	Motor Vehicles	27-Jan-25	29-Jan-25	DC/VS
77	STP 91	Leadership and Management Development Programme for Principals	Collegiate Education	27-Jan-25	30-Jan-25	DC/AB
78	GoI - SCTP 53/20 24	Compassion & Empathy in Governance	Various	28-Jan-25	30-Jan-25	MVG
79	STP 288	Training on Chemical emergency- Part II	Fire & Rescue	29-Jan-25	30-Jan-25	DC/SJR
80	STP 1308	Induction Training for ICDS Supervisors	W&CDD	27-Jan-25	31-Jan-25	AJ
81	STP 614	Technical Training for Newly recruited Overseers	LSGD Engineering	30-Jan-25	01-Feb-25	DC/NR
82	STP 807	Training programme on Software in Parivahan (Internal Audit)	Motor Vehicles	30-Jan-25	01-Feb-25	DC/VS
83	STP 350	Training on Educational Statistics and Data Collection Techniques for Statistical wing	General Education	28-Jan-25	31-Jan-25	LJ
84	STP 407	Role Effectiveness Training for LTA	General Education(V HSE)	29-Jan-25	31-Jan-25	DC/SS
85	STP 3	Training Programme for Govt.Law Officers	Advocate General	01-Feb-25	01-Feb-25	LJ
86	GOI-SCTP	Training on eOffice	Various	27-Jan-25	28-Jan-25	RD

Programmes Scheduled for the Month of February

Sl. No	Code	Name of Programme	Department	From	To	Facilitator
1	GOI SCTP 79	AI Tools and Techniques for Training and Development	Various	11-Feb-25	13-Feb-25	ME
2	GOI SCTP 82	GST Training for LSGD Accountants	LSGD	10-Feb-25	12-Feb-25	NR
3		Capacity Building Programme for CRCCs	SSK	12-02-25	14-02-25	MBN & GM
4	OSP	Palliative Care	NAM	13-02-25	15-02-25	MBN & AB
5	GOI OSP 03	Consultative Meeting with Taskforce Members of DARPG - PACE Project	Registration	13-01-25	13-01-25	RM
6	GOI OSP	Consultative Meeting with	Registration	14-01-	14-01-	RM

	04	Taskforce Members of DARPG - PACE Project		25	25	
7	GOI SCTP 35	Disaster Management for LSGD Secretaries and Assistant Secretaries	LSGD	18-02-25	20-02-25	NR
8		Capacity Building Programme for CRCCs	SSK	19-02-25	21-02-25	MBN & GM
9	GOI SCTP 75	Pre-Retirement Counselling	Various	20-02-25	22-02-25	MVG
10	OSP	Administrative training	State Helth Agency	20-02-25	21-02-25	MBN
11	OSP	Training Need Analyses(TNA)	NAM	18-02-25	18-02-25	MBN & AB
12	GOI OSP 05	Consultative Meeting with Taskforce Members of DARPG - PACE Project	Registration	20-01-25	20-01-25	RM
13	GOI SCTP 52	Research Methodology for Urban Policy in Kerala	various	27-02-25	01-03-25	NR
14	OSP	Administrative training	State Helth Agency	27-02-25	28-02-25	MBN
15	OSP	Palliative Care	NAM	27-02-25	01-03-25	MBN & AB

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, Associate Professor, IMG, TVM
AJ	Dr. Anishia Jayadev, Associate 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	SB	Smt. Suja B, Associate Fellow, IMG, KHI
DC	Department Coordinator	RD	Regional Director