



INSTITUTE OF MANAGEMENT IN GOVERNMENT

Monthly Bulletin – October 2024



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Published by,

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Odisha Administrative Service Officers visited IMG

A team of 24 officers from the Odisha Administrative Service participated in an exposure and study visit at IMG as part of their state attachment programme. Shri S.M. Vijayanand, former Chief Secretary to the Government of Kerala, inaugurated the programme on October 14, 2024. Ms. Tinku Biswal, Principal Secretary of Revenue and Disaster Management, Shri Seeram Sambasiva Rao, Principal Director of the Local Self Government Department, and Ms. Divya S. Iyer, Chief Executive Officer of Vizhinjam International Port, were among the resource persons who interacted with the team during their training at IMG.

The team visited the Watershed Development Institute at Chadayamangalam, engaging with faculty on various watershed-based development models. Additionally, they observed the functioning of revenue administration firsthand through visits to village, taluk, and district collectorates.

The programme concluded with an in-depth interaction with their counterparts from the Kerala Administrative Service, leaving on a high note. Participants expressed appreciation for the course content, visits, and facilities provided throughout the programme.



OAS Team at Watershed Development Institute, Chadayamangalam



Odisha Administrative Service Officers

Level D Training Programme for Section Officers of the Central Secretariat Service

In collaboration with the Institute of Secretariat Training and Management, New Delhi, the Institute successfully conducted the 135th Level D State Attachment Programme for Section Officers of the Central Secretariat Service. This program aimed to acquaint Section Officers with the practical aspects of implementing Central Sector Schemes at the state level.



Central Secretariat Service Officers at VSSC

A total of 27 participants from various ministries attended the programme, which included a blend of classroom sessions and field visits to locations where significant central and state schemes are actively implemented.

The programme ran from October 8 to October 18, 2024, and concluded with participants presenting study reports based on their field observations.

Dissemination Seminar of DARPG, Government of India supported project on 'Comprehensive Job Charts'

The DARPG supported project on Comprehensive Job Charts achieved its final milestone with the development of Comprehensive Job charts for frontline officials in three state government departments. Against the anticipated 52 categories, Comprehensive Job Charts have been developed for 112

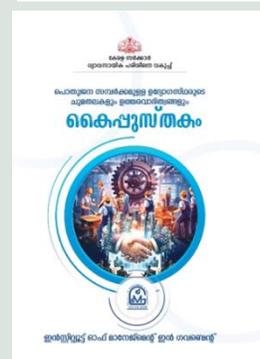
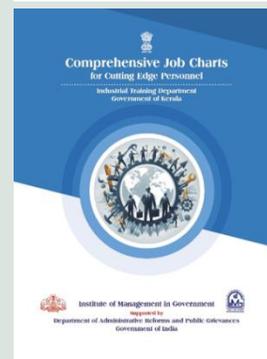
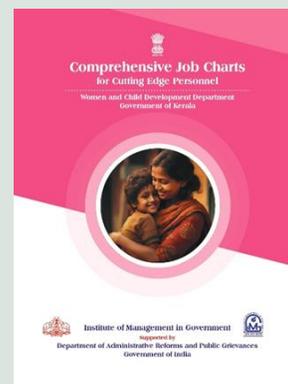
categories; 58 for Women and Child Department, 27 for Industrial Training Department and 27 for Social Justice Department.

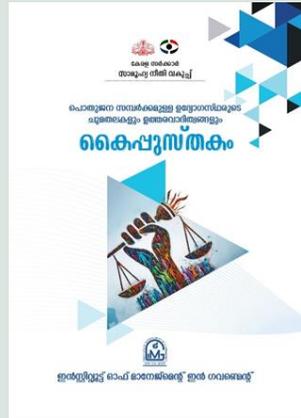
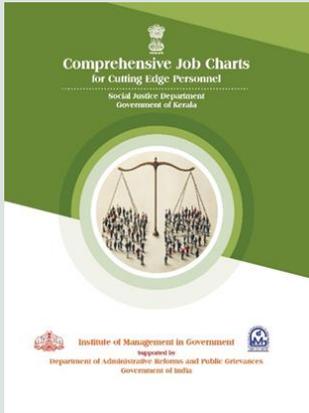
The Reports were disseminated in a seminar held on October 4th, 2024 at IMG,

Thiruvananthapuram. The meeting was attended by Heads of Departments, Departmental Nodal officers, senior functionaries and Task force members. The Director IMG released the books by handing over the copies to the Heads of the respective Departments. The Departments were also certified for having developed comprehensive Job Charts. Special Secretary P&ARD handed over the certificates to the Departments. Best

performing Nodal officers and Task force members were incentivized.

The Digital Cards enclosing the Comprehensive Job Charts in English and Handbook of Duties and Responsibilities in Malayalam were formally handed over to the Heads of the Departments. IMG handed over the printed volumes of the respective Hand books of Duties and Responsibilities for distribution among all officers serving in the 112 cadres across the three departments. It may be noted that 95 to 97 per cent of the officials in the Department, now have well evolved Job charts. IMG has also uploaded the reports in the institutional portal. IMG is at present providing the final handholding support for the departments to help them assimilate the project gains in their workspace. The copies of the reports have been sent to the DARPG, State ATIs, State Governments and national institutes like LBSNAA, CIPS & NCGG.





Government of India Sponsored Programmes

In October 2024, the Institute conducted two Government of India-sponsored national-level programmes focusing on Team Building and Leadership and Financial Management in Government. These programmes were designed for middle-level officers from various government departments, adopting a highly participatory approach. This interactive format provided ample opportunities for participants to share their experiences and seek expert advice on challenges encountered in their professional roles.



Participants of the course on Financial Management in Government



Participants of the course on Team Building and Leadership

DoPT – RTI Project: Proposal for FY 24-25 Approved

The Department of Personnel and Training, Government of India, has approved IMG's RTI project proposal for the financial year 2023-24, sanctioning an assistance amount of Rs. 7.90 Lakhs. Training sessions, handbooks and various related activities will be carried out by the RTI Knowledge Centre of the IMG with the objective of strengthening both demand and supply sides of the RTI Act.



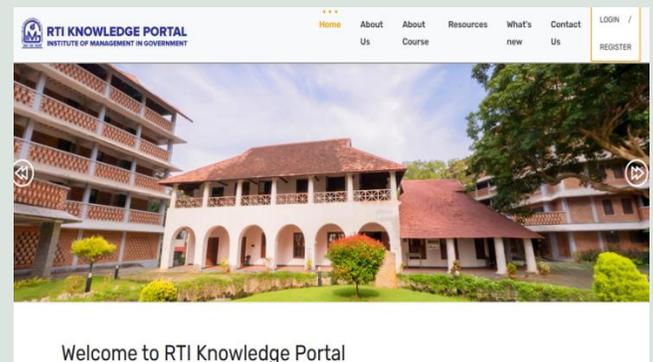
Activities of the RTI Knowledge Centre – October 2024

RTI Training for officers of Women and Child Development Department

RTI training program was conducted for Public Information Officers/ Assistant Public Information Officers/ First Appellate Authorities of the Women and Child Development Department on 5th October 2024. Around 175 officials attended the program.

Migration of RTI Knowledge Portal (rti.img.kerala.gov.in) to a dedicated server

The RTI Knowledge Portal of IMG has been successfully migrated to a dedicated server with the support of Digital University Kerala, which proposes to enhance the user experience for all visitors and participants of basic certificate course on RTI Act 2005.



Young Kerala Fellowship Programme - Phase V

Final phase of sessions for the 14 fellows of Young Kerala Fellowship Programme (conducted by Kerala Youth Leadership Academy) was held at IMG Thiruvananthapuram from 26th to 30th October, 2024. Shri. S. M. Vijayanand IAS (Former Chief Secretary), Shri. Vinay Goel IAS (State Mission Director, National Health Mission - Kerala), Dr. Joy Elamon (Former Director General, KILA), and other distinguished officers addressed the participants. A field visit to Vizhinjam International Seaport was also organised for the participants. All 14 fellows were awarded the Certificate in Public Policy, Governance, and

Management by Shri. K. Jayakumar (Director, IMG) in the presence of Shri. Karthik Gopal (Project Manager, KYLA) and KYLA team.



Fellows of Young Kerala Fellowship Programme

Conducted Programmes of the Month of October

| Sl. No. | Category | Programme Title | Department | From | To | Facilitator |
|---------|------------------|--|--------------------------------------|-----------|-----------|-------------|
| 1 | STP 136 | Training on Internal Audit for Audit Wing Officers of District and State Level | Dairy Development | 30-Sep-24 | 01-Oct-24 | DC/AMK |
| 2 | STP 23 | Advanced Training Programme for Middle Level Officers (Jr.Suptd/HC) | Animal Husbandry | 03-Oct-24 | 05-Oct-24 | DC/RM |
| 3 | STP 465 | Training on e-Governance to Senior Level Officers | Harbour Engineering | 03-Oct-24 | 05-Oct-24 | DC/AMK |
| 4 | STP 612 | ToT on ETABS under Software Skill Development Module | LSFD | 03-Oct-24 | 05-Oct-24 | DC/NR |
| 5 | OSP 87 | Dissemination seminar of DARPG-CJC Project | Industrial Training | 04-Oct-24 | 04-Oct-24 | RM |
| 6 | OSP 88 | Dissemination seminar of DARPG-CJC Project | Women & Child Development Department | 04-Oct-24 | 04-Oct-24 | RM |
| 7 | OSP 89 | Dissemination seminar of DARPG-CJC Project | Social Justice | 04-Oct-24 | 04-Oct-24 | RM |
| 8 | STP (Addl.) 4/24 | Orientation Training Programme for Sub Collectors 2021 Batch and RDO's | Revenue | 30-Sep-24 | 1-Oct-24 | LJ |
| 9 | STP 172 | Advanced Excel Training for the Officers | Economics & Statistics | 03-Oct-24 | 05-Oct-24 | LJ |
| 10 | STP 162 | Court Procedures and Legal Aspects for Drug Inspectors | Drugs Control | 04-Oct-24 | 05-Oct-24 | DC/RJ |
| 11 | STP 405 | Training Life Skills and Soft Skills for Clerks | General Education (VHSE) | 30-Sep-24 | 1-Oct-24 | DC |
| 12 | STP 399 | Training Life Skills for Clerks | General Education (VHSE) | 03-Oct-24 | 05-Oct-24 | DC |
| 13 | OSP 108 | Capacity Building Programme for CRCCs | SSK | 03-Oct-24 | 05-Oct-24 | RD |
| 14 | STP 54 | Training Programme on Duties & Responsibilities, Laboratory Procedures, for Laboratory Assistants & Supporting Staff | Chemical Examiners Laboratory | 07-Oct-24 | 09-Oct-24 | DC/GM |

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|----|----------|--|-----------------------------------|-----------|-----------|----------|
| 15 | STP 479 | Training Programme on Malayalam Computing for Senior Clerks and Clerks | Health Services | 07-Oct-24 | 09-Oct-24 | AJ |
| 16 | STP 50 | Re-Orientation Training on Teaching Methodology & Research Update for Teachers under DAME | Ayurveda Medical Education (DAME) | 07-Oct-24 | 10-Oct-24 | DC/JKS |
| 17 | OSP 115 | Orientation Training for Senior Assistants of KSFE | KSFE | 07-Oct-24 | 10-Oct-24 | SS/RJ/AB |
| 18 | STP 21 | Induction & Orientation Training for Newly Recruited Veterinary Surgeons | Animal Husbandry Department | 07-Oct-24 | 11-Oct-24 | DC/RM |
| 19 | STP 585 | Capacity Development Programme for Draftsman | Irrigation | 07-Oct-24 | 11-Oct-24 | DC/RJ |
| 20 | STP 535 | Induction Training for Newly Recruited Junior Instructors | Industrial Training | 07-Oct-24 | 11-Oct-24 | DC/RM |
| 21 | OSP 114 | Level D Training | ISTM | 07-Oct-24 | 19-Oct-24 | SS/NR |
| 22 | STP 22 | Advanced Training Programme for Newly Recruited Clerk/ Clerk Typist/Senior Clerk | Animal Husbandry Department | 08-Oct-24 | 10-Oct-24 | DC/RM |
| 23 | STP 1194 | Office Automation for Ministerial Staff | Technical Education | 08-Oct-24 | 10-Oct-24 | DC/ME |
| 24 | STP 941 | Training on Technical Intelligence and Method of Intelligence Collection | Police (SSB) | 09-Oct-24 | 11-Oct-24 | DC/SS |
| 25 | STP 278 | Training on Chemical Emergency (Part II) & Battery/ Electric Vehicle Fire | Fire & Rescue | 10-Oct-24 | 11-Oct-24 | DC/SJR |
| 26 | STP 254 | Training on Chemical Emergency Part II & Battery /Electrical Vehicle Fires | Fire & Rescue Services | 07-Oct-24 | 08-Oct-24 | DC/SJR |
| 27 | STP 1058 | Training Programme on Recent amendments in KSA 1959 and Discussions on Digital Endorsement | Registration | 08-Oct-24 | 10-Oct-24 | JV |
| 28 | STP 1042 | Right to Information Act | PWD | 08-Oct-24 | 09-Oct-24 | JV |
| 29 | GOI 11 | Court Procedure & Preparation of Statement of Facts | Various | 09-Oct-24 | 11-Oct-24 | LJ |
| 30 | STP 173 | Advanced Excel | Economics & Statistics | 07-Oct-24 | 09-Oct-24 | RD |

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| 31 | STP 408 | Role Effectiveness Training for LTA | General Education (VHSE) | 09-Oct-24 | 11-Oct-24 | RD |
| 32 | STP 536 | Supervisory Development Programme for Newly Promoted JS/HC | Industrial Training | 14-Oct-24 | 16-Oct-24 | DC/RM |
| 33 | OSP 116 | Training for the officers of Odisha Administrative Service | GAA (ATI Odisha) | 14-Oct-24 | 19-Oct-24 | SS/RJ/AB |
| 34 | STP 304 | Induction Training to Newly Recruited Food Safety Officers | Food Safety | 14-Oct-24 | 26-Oct-24 | DC/SJR |
| 35 | STP 8 | Orientation Programme for Clerks, HC | Agriculture | 15-Oct-24 | 16-Oct-24 | DC/ME |
| 36 | STP 19 | Advanced Training Programme for Middle Level Officers (SS/AA) | Animal Husbandry | 15-Oct-24 | 17-Oct-24 | DC/RM |
| 37 | STP 81 | Training Programme for Rationing Inspectors | Food & Civil Supplies | 15-Oct-24 | 17-Oct-24 | DC/SJR |
| 38 | STP 1184 | Orientation Programme for Trade Instructors/Tradesman | Technical Education | 15-Oct-24 | 17-Oct-24 | DC/ME |
| 39 | STP 1210 | Training for Sub-Treasury Officers | Treasury | 15-Oct-24 | 19-Oct-24 | DC/RJ |
| 40 | STP 1107 | Orientation Programme on Office Administration for Warden/ Stewarden of Prematric/Post matric Hostels | SCDD | 16-Oct-24 | 18-Oct-24 | DC/JKS |
| 41 | GOI 12/24 | Team Building and Leadership | GOI | 17-Oct-24 | 19-Oct-24 | SS |
| 42 | STP 171 | Advanced Excel Training for the Officers | Economics & Statistics | 17-Oct-24 | 19-Oct-24 | DC/ME |
| 43 | STP 502 | Management Development Programme for Medical Officers | Homoeopathy | 17-Oct-24 | 19-Oct-24 | DC/AB |
| 44 | STP 10 | e-Office Training for Ministerial Staff, Administrative Staff and Newly Recruited Agriculture Officers | Agriculture | 18-Oct-24 | 18-Oct-24 | DC/ME |
| 45 | STP 797 | Training on Department SoftwaresVaahan | Motor Vehicles | 14-Oct-24 | 16-Oct-24 | DC/VS |
| 46 | STP 1018 | Induction Training | Printing | 15-Oct-24 | 17-Oct-24 | LJ |

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| 47 | STP 9 | Induction Training For Newly Recruited Agricultural Officers | Agriculture | 15-Oct-24 | 16-Oct-24 | ME/SB |
| 48 | STP 1044 | Right to Information Act | PWD | 17-Oct-24 | 18-Oct-24 | DC/JV |
| 49 | GOI 13 | Disciplinary Proceedings | Various | 17-Oct-24 | 19-Oct-24 | LJ |
| 50 | STP 254 | Training on Chemical Emergency Part II & Battery/ Electrical Vehicle Fires | Fire & Rescue | 14-Oct-24 | 15-Oct-24 | RD |
| 51 | OSP | Training for Senior Assistants | KSFE | 16-Oct-24 | 19-Oct-24 | RD |
| 52 | STP 1101 | Orientation Programme on Office Administration for Warden/Stewards | SCDD | 16-Oct-24 | 18-Oct-24 | DC |
| 53 | STP | Capacity Development Programme for Pharmacists | Homoeopathy | 17-Oct-24 | 18-Oct-24 | DC |
| 54 | STP 241 | Training on Income Tax, TDS and SPARK | Factories and Boilers | 21-Oct-24 | 21-Oct-04 | DC/NPM |
| 55 | STP 11 | Malayalam Computing for Ministerial Staff | Agriculture | 21-Oct-24 | 22-Oct-24 | ME |
| 56 | STP 291 | Training on Leadership and Supervisory Skills for Officers | Fire & Rescue | 21-Oct-24 | 22-Oct-24 | DC/SJR |
| 57 | STP 586 | Performance Improvement for Clerks | Irrigation | 21-Oct-24 | 25-Oct-24 | DC/RJ |
| 58 | STP 212 | Induction Training for Newly Recruited Clerks | Labour | 21-Oct-24 | 30-Oct-24 | DC/AMK |
| 59 | STP 17 | Advanced Training for JD/DDS | Animal Husbandry | 22-Oct-24 | 24-Oct-24 | DC/RM |
| 60 | STP 561 | Training on Malayalam Computing | Industries and Commerce | 22-Oct-24 | 23-Oct-24 | GM |
| 61 | STP 1190 | Administrative and Personality Development Training | Technical Education | 22-Oct-24 | 24-Oct-24 | DC/ME |
| 62 | STP 56 | Training on Duties & Responsibilities, Laboratory Procedures for Laboratory Assistants & Supporting Staff | Chemical Examiners Laboratory | 23-Oct-24 | 25-Oct-24 | DC/GM |
| 63 | STP 361 | e-Office Training | General Education | 23-Oct-24 | 23-Oct-24 | DC/ME |
| 64 | GOI 15 | Financial Management in Government | Various | 24-Oct-24 | 26-Oct-24 | SS |
| 65 | STP 20 | Recent Laboratory Techniques for Lab Technicians | Animal Husbandry | 24-Oct-24 | 26-Oct-24 | DC/RM |

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| 66 | STP 164 | MDP for Analysts | Drugs Control | 24-Oct-24 | 26-Oct-24 | DC/RJ |
| 67 | STP 362 | e-Office Training | General Education | 24-Oct-24 | 24-Oct-24 | ME |
| 68 | STP 363 | e-Office Training | General Education | 25-Oct-24 | 25-Oct-24 | ME |
| 69 | STP 508 | Capacity Development Programme for Part Time Sweepers | Homoeopathy | 25-Oct-24 | 26-Oct-24 | DC/AB |
| 70 | STP 366 | e-Office Training | General Education | 26-Oct-24 | 26-Oct-24 | ME |
| 71 | OSP 119 | Certificate Programme in Public Policy, Governance and Management (YKFP) - Phase V | KYLA | 26-Oct-24 | 30-Oct-24 | AB/ME |
| 72 | STP 1187 | Administrative and Personality Development Programme for Technical Education Department | Technical Education | 21-Oct-24 | 23-Oct-24 | ME/SB |
| 73 | GOI 14 | Time Management | Various | 21-Oct-24 | 23-Oct-24 | JV |
| 74 | GOI 16 | Time Management | Various | 24-Oct-24 | 26-Oct-24 | JV |
| 75 | STP 13 | Training on SPARK for Clerks | Agriculture | 26-Oct-24 | 26-Oct-24 | ME/SB |
| 76 | STP 396 | Workshop for Capacity Enhancement of Principals | General Education (VHSE) | 21-Oct-24 | 23-Oct-24 | DC |
| 77 | STP 12 | Orientation Training Programme for Ministerial Staff, Agricultural Officers & Agricultural Assistants | Agriculture | 23-Oct-24 | 25-Oct-24 | DC |
| 78 | OSP | Orientation Training for Senior Assistants | KSFE | 23-Oct-24 | 26-Oct-24 | RD |
| 79 | STP 14 | Training on Effective Office Management and Personal Excellence for Newly Recruited Agricultural officers and Agricultural Assistants | Agriculture | 28-Oct-24 | 28-Oct-24 | DC/ME |
| 80 | STP 1164 | Softskill Training for Binders, Chainman, Drivers and Class IV Employees | Survey and Land Records | 28-Oct-24 | 29-Oct-24 | DC/MVG |
| 81 | STP 588 | Training on Malayalam Computing | Irrigation | 28-Oct-24 | 30-Oct-24 | RJ |
| 82 | STP 1182 | Orientation Programme for Drivers/Class IV Employees | Technical Education | 28-Oct-24 | 30-Oct-24 | DC/ME |

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| 83 | STP 1004 | Training Programme on New Criminal Laws | Police | 28-Oct-24 | 30-Oct-24 | DC/SS |
| 84 | STP 684 | Training Programme for Clean City Managers of Urban Local Bodies | LSGD | 28-Oct-24 | 30-Oct-24 | DC/NR |
| 85 | OSP 122 | Executive Training for Gazetted Officers | Higher Secondary Education | 28-Oct-24 | 30-Oct-24 | ME |
| 86 | OSP 123 | Level D Training | ISTM | 28-Oct-24 | 08-Nov-24 | SS/NR |
| 87 | GOI (SCTP) 17 | Training on Internal Audit, Inspection, Financial Management | Various | 28-Oct-24 | 30-Oct-24 | SJR |
| 88 | STP 1268 | Induction Training for Exe. Staff | VACB | 29-Oct-24 | 30-Oct-24 | DC/SS |
| 89 | STP 33 | E-Office and e-Governance for Ministerial staff | Animal Husbandry | 01-Nov-24 | 02-Nov-24 | DC/RM |
| 90 | STP 1103 | Training on Child Centered Training Practices for Nursery Teachers | SCDD | 28-Oct-24 | 30-Oct-24 | DC/JKS |
| 91 | GOI 18 | Presentation Skills | Various | 28-Oct-24 | 30-Oct-24 | JV |
| 92 | STP 15 | Training on Court Procedure and Litigation for Agricultural Officers | Agriculture | 29-Oct-24 | 29-Oct-24 | ME/SB |
| 93 | STP 394 | Workshop for Facilitating Transformation (Teachers) | General Education (VHSE) | 28-Oct-24 | 30-Oct-24 | RD |
| 94 | STP 16 | Training on Stress & Time Management | Agriculture | 30-Oct-24 | 30-Oct-24 | DC |
| 95 | STP 1181 | Training on eOffice | Technical Education | 02-Nov-24 | 02-Nov-24 | RD |

Programmes Scheduled for the Month of November 2024

| Sl. No. | Code | Name of Programme | Department | Facilitator | From | To |
|---------|----------|---|-------------------------|-------------|-----------|-----------|
| 1 | STP 33 | e-Office & e-Governance for Ministerial Staff | Animal Husbandry | RM | 1-Nov-24 | 2-Nov-24 |
| 2 | STP 34 | Advanced Training for Statistical Staff | Animal Husbandry | RM | 4-Nov-24 | 6-Nov-24 |
| 3 | STP 261 | Training on Income Tax | Fire & Rescue | SJR | 4-Nov-24 | 5-Nov-24 |
| 4 | STP 587 | Capacity Development Programme for Overseers | Irrigation | RJ | 4-Nov-24 | 8-Nov-24 |
| 5 | STP 539 | Induction Training for Newly Recruited Junior Instructors | IT | RM | 4-Nov-24 | 8-Nov-24 |
| 6 | STP | Malayalam Computing | Stationery | NPM | 4-Nov-24 | 6-Nov-24 |
| 7 | STP 1232 | Training Programme for Visually Disabled Staff | Various | AJ | 4-Nov-24 | 8-Nov-24 |
| 8 | STP 1200 | Orientation Programme for newly recruited Clerks | Technical Education | ME | 4-Nov-24 | 6-Nov-24 |
| 9 | STP 1045 | Malayalam Computing Training | Public Works | ME | 4-Nov-24 | 6-Nov-24 |
| 10 | STP 1202 | Statement of Facts preparation (for DTE staff exclusive) | Technical Education | ME | 5-Nov-24 | 5-Nov-24 |
| 11 | STP 1203 | Training in Accounting procedure for Sr. Clerks/HA/JS | Technical Education | ME | 5-Nov-24 | 7-Nov-24 |
| 12 | STP 939 | Training on Intelligence Collection & Cyber Security | Police (SSB) | SS | 6-Nov-24 | 8-Nov-24 |
| 13 | STP 264 | Training on MDP & KCS (CC & A) Rules | Fire & Rescue | SJR | 7-Nov-24 | 8-Nov-24 |
| 14 | STP 1195 | Training on e- Office | Technical Education | ME | 7-Nov-24 | 7-Nov-24 |
| 15 | 1162 | Leadership and Management Training Programme for Head Surveyor and Head Draftsmen | Survey and Land Records | MVG | 6-Nov-24 | 8-Nov-24 |
| 16 | STP 97 | Supervisory Development Programme for SS/JS & HCs | Collegiate Education | AB | 11-Nov-24 | 13-Nov-24 |
| 17 | STP 179 | Induction Training for Fresh Recruits | Employment | GM | 11-Nov-24 | 15-Nov-24 |
| 18 | | Induction Training for Newly Recruited Assistants of Government Secretariat | Government Secretariat | MBN/GM | 11-Nov-24 | 30-Nov-24 |
| 19 | STP 503 | Management Development Programme for Medical Officers of Homoeopathy Department | Homoeopathy | AB | 11-Nov-24 | 13-Nov-24 |

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| 20 | STP 537 | Refresher Training for Senior Instructor/ Senior Instructor (HG) | IT | RM | 11-Nov-24 | 13-Nov-24 |
| 21 | | Training Programme for Clean City Managers of Urban Local Bodies | Local Self Government | NR | 11-Nov-24 | 13-Nov-24 |
| 22 | STP | Induction Training for Newly Recruited Employees of Various Department | Various | SS/RJ/AB | 11-Nov-24 | 23-Nov-24 |
| 23 | STP 141 | Training on Lifeskills for Office Attendants | Dairy Development | AMK | 12-Nov-24 | 13-Nov-24 |
| 24 | STP 1046 | Malayalam Computing Training | Public Works | ME | 12-Nov-24 | 14-Nov-24 |
| 25 | STP 60 | Chemico Legal Rules- Varios Laboratory Procedures for Scientific Officers/Technical Assistants | Chemical Examiners Laboratory | GM | 13-Nov-24 | 15-Nov-24 |
| 26 | STP 98 | Capacity Development Programme for Principals | Collegiate Education | AB | 13-Nov-24 | 16-Nov-24 |
| 27 | STP 48 | Training on Modern Diagnostic Methods for Teachers Under DAME | Ayurveda Medical Education | JKS | 14-Nov-24 | 15-Nov-24 |
| 28 | STP 538 | Refresher Training for Clerk (HG), Senior Clerks & Senior Clerk (HG), Clerk cum Typist (HG) | IT | RM | 14-Nov-24 | 16-Nov-24 |
| 29 | | Training Programme for Clean City Managers of Urban Local Bodies | Local Self Government | NR | 14-Nov-24 | 16-Nov-24 |
| 30 | STP | Training on Malayalam Computing | Various | VS | 14-Nov-24 | 16-Nov-24 |
| 31 | STP 35 | e-Office & e-Governance to Livestock Inspectors | Animal Husbandry | RM | 15-Nov-24 | 16-Nov-24 |
| 32 | STP | Leadership Development Programme for SS/APO/ATDO | ST Development | MVG | 15-Nov-24 | 16-Nov-24 |
| 33 | STP 49 | Training on Court Procedure | Ayurveda Medical Education | JKS | 18-Nov-24 | 19-Nov-24 |
| 34 | STP 142 | Induction Training Programme for Newly Recruited Clerks | Dairy Development Department | AMK | 18-Nov-24 | 28-Nov-24 |
| 35 | STP 244/242 | Training Programme on IBR Inspection Procedures and Awareness on Boilers | Factories & Boilers | NPM | 18-Nov-24 | 19-Nov-24 |
| 36 | STP 76 | Training Programme for Assistant Taluk Supply Officers | Food & Civil Supplies | SJR | 18-Nov-24 | 20-Nov-24 |
| 37 | STP 309 | Training on Malayalam Computing (Unicode) | Food Safety | SJR | 18-Nov-24 | 20-Nov-24 |

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| 38 | STP Addl | Training Programme on Malayalam Computing for Senior Clerks & Clerks | Health Services | AJ | 18-Nov-24 | 20-Nov-24 |
| 39 | STP 589 | Training programme for Assistant Engineers | Irrigation | RJ | 18-Nov-24 | 22-Nov-24 |
| 40 | STP 504 | Workshop-Clinical Updation for Medical Officers of Seethalayam | Homoeopathy | AB | 18-Nov-24 | 20-Nov-24 |
| 41 | STP 1127 | Induction Training for Clerks/Clerk-Typist, Typist | Social Justice | AJ | 18-Nov-24 | 23-Nov-24 |
| 42 | | Training on Stress Management for Senior Level Officers | Survey and Land Records | MVG | 18-Nov-24 | 20-Nov-24 |
| 43 | STP 148 | Training on Administrative Aspects of Dairy Cooperatives | Dairy Development | AMK | 20-Nov-24 | 23-Nov-24 |
| 44 | STP 36 | Advanced Training Programme for Field Officers/AFOs | Animal Husbandry | RM | 21-Nov-24 | 23-Nov-24 |
| 45 | STP 99 | Training for IQAC Coordinators | Collegiate Education | AB | 21-Nov-24 | 23-Nov-24 |
| 46 | STP 505 | Workshop-Clinical Updation for Medical Officers of Janani | Homoeopathy | AB | 21-Nov-24 | 23-Nov-24 |
| 47 | STP 1113 | Induction Training for Ministerial Staff of SCDD | SC Development | JKS | 21-Nov-24 | 30-Nov-24 |
| 48 | STP 1304 | e-Office & Technical Skills-MS Office, Treasury Code, LSGD Implementation-Sankhya, Sulekha, Sakarma, Audit, Plan Space, Tax, GST | Women and Child Development | AJ | 21-Nov-24 | 23-Nov-24 |
| 49 | STP 26 | Recent Trends in Small Animal Practice for VS/SVS | Animal Husbandry | RM | 25-Nov-24 | 27-Nov-24 |
| 50 | STP Addl | Training Programme on Malayalam Computing for Senior Clerks & Clerks | Health Services | AJ | 25-Nov-24 | 27-Nov-24 |
| 51 | STP 593 | Capacity Development Programme for Draftsmen | Irrigation | RJ | 25-Nov-24 | 29-Nov-24 |
| 52 | STP 1128 | Induction Training for Clerks/Clerk-Typist, Typist | Social Justice | AJ | 25-Nov-24 | 30-Nov-24 |
| 53 | STP | Policy Formulation Workshop for JD/DD/PO/TDO/AD | ST Development | MVG | 25-Nov-24 | 26-Nov-24 |
| 54 | STP 1048 | Malayalam Computing Training | Public Works | ME | 25-Nov-24 | 27-Nov-24 |
| 55 | STP 606 | Training for Clerks-e-Office, Ubuntu, Malayalam Computing etc | Labour | AMK | 26-Nov-24 | 30-Nov-24 |
| 56 | STP 62 | Chemico Legal Rules- Varios Laboratory Procedures for Scientific Officers/Technical Assistants | Chemical Examiners Laboratory | GM | 27-Nov-24 | 29-Nov-24 |
| 57 | STP 28 | Recent Trends in Large Animal Practice for VS/SVS | Animal Husbandry | RM | 28-Nov-24 | 30-Nov-24 |

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| 58 | STP 314 | Training on Store Purchase, Gem, e-Procurement, e-Tender | Food Safety | SJR | 28-Nov-24 | 30-Nov-24 |
| 59 | STP 506 | Workshop-Clinical Updation for Medical Officers of Sadgamaya | Homoeopathy | AB | 28-Nov-24 | 30-Nov-24 |
| 60 | STP 1052 | Malayalam Computing Training | Public Works | ME | 28-Nov-24 | 30-Nov-24 |

GOI/OSP

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| 61 | OSP 125 | Training for Medical Officers of National Programme for Prevention and Management of Osteoarthritis and other Musculoskeletal Disorders | NAM | MBN/AB | 4-Nov-24 | 5-Nov-24 |
| 62 | GOI-SCTP 22 | Professional Excellence in Administration | Various | AMK | 6-Nov-24 | 8-Nov-24 |
| 63 | OSP | Training for Assistants | PSC | NPM | 8-Nov-24 | 9-Nov-24 |
| 64 | OSP | Training for Medical Officers of Ayur Vidya (Healthy Lifestyle through AYUSH for School Children) | NAM | MBN/AB | 11-Nov-24 | 12-Nov-24 |
| 65 | GOI-SCTP | Ethics in Public Governance and Administration | Various | NPM | 11-Nov-24 | 13-Nov-24 |
| 66 | GOI-SCTP 26 | Artificial Intelligence | Various | MVG | 11-Nov-24 | 13-Nov-24 |
| 67 | GOI-SCTP 29 | Gender Sensitisation and POSH Act | Various | AJ | 12-Nov-24 | 14-Nov-24 |
| 68 | OSP | Training for Assistants | PSC | NPM | 15-Nov-24 | 16-Nov-24 |
| 69 | | Training on POSH Act for Cinema Personnel | Cinema Field | AJ | 16-Nov-24 | 16-Nov-24 |
| 70 | OSP | Training for Medical Officers of AYUSH Mobile Medical Unit | NAM | MBN/AB | 18-Nov-24 | 19-Nov-24 |
| 71 | GOI-SCTP 36 | Training on Excellence in Public Service Delivery | Various | JKS | 20-Nov-24 | 22-Nov-24 |
| 72 | GOI-SCTP 37 | Agile Leadership and Communication | Various | MVG | 21-Nov-24 | 23-Nov-24 |
| 73 | GOI-SCTP | Citizen Centric Administration | Various | AMK | 26-Nov-24 | 28-Nov-24 |
| 74 | OSP | Training for the Secretaries of LSGIs | LSGD | SS/RJ/AB | 28-Nov-24 | 30-Nov-24 |
| 75 | OSP | Training for Assistants | PSC | NPM | 29-Nov-24 | 30-Nov-24 |
| 76 | OSP | Training for Medical Officers of Karunya (AYUSH Palliative Services) | NAM | MBN/AB | 29-Nov-24 | 30-Nov-24 |
| 77 | OSP | Bankable Urban Resilient Infrastructure Projects | GIZ | SS/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 |
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| DC | Department Coordinator | RD | Regional Director |