Institute of Management in Government

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From the Desk of Director

October was a remarkable month. It witnessed the conduct of a record number of programmes under the State Training Policy (STP). Despite the exceptionally high volume of STP programmes, the Government of India–sponsored and other externally funded programmes were also conducted by making optimum use of the Institute's training infrastructure.

In view of the heavy pressure on training facilities and the related logistical challenges, it has been decided to rationalise and prioritise the scheduling of programmes to ensure the quality of participants training experience.

The promotion of the Official Language in administrative processes and capacity building among public servants to facilitate this remains one of the top priorities of the Institute. To advance this objective, the Institute proposes to organise a series of programmes commencing on 1st November 2025, coinciding with the State Formation Day. These initiatives will include addresses by eminent language experts, and special sessions on Malayalam language and Malayalam computing, among others.

The coming months are expected to be academically vibrant and training-intensive, notwithstanding the pressure of the forthcoming Local Body elections.

K Jayakumar

Navakeralam - Citizen Response Programme- Development and Welfare Study for District level Officers

The Navakeralam Programme, an initiative of the Government of Kerala, has reached another milestone through its Citizen Response Programme. The Institute of Management in Government serves as the venue for the Development and Welfare Study Training for District Level Officers. The programme was inaugurated by the Hon'ble Chief Minister Shri. Pinarayi Vijayan in the presence of Shri. K Rajan, Revenue Minister, Dr. A Jayathilak IAS, Chief Secretary, K Jayakumar, Director, IMG and Dr. Karthikeyan IAS Secretary I & PRD.

This training aims to enhance officers' understanding of the Navakeralam Karma Sena structure and to build their capacity in preparing reports on welfare and development experiences of citizens across various levels of governance. The programme also focuses on effective methods for data collection from households and community meetings, as well as on the preparation of state-level reports that reflect the developmental activities and welfare initiatives implemented by the government.

Training on AI & New Techniques in Office Automation

A Govt. of India sponsored Training on AI & New Techniques in Office Automation (GOI 46) was conducted at IMG, Regional Centre, Kochi from 08th to 10th October 2025. Thirty (30) participants were attended the programme.

The sessions were handled by the resource persons including Smt. Suja B, Sri. Ullas Ponnadi, Smt. Vidya Vijayan, Shri. Anson Francis and Sri. Naseer A.

The programme was concluded by a valedictory function chaired by Smt. B Suja, Associate Professor, IMG, Kochi who was the Course Director of the programme. The programme was well received by the participants.

Sevottam Training

The Institute conducted three district-level training programmes on SEVOTTAM during October 2025, held respectively at Palakkad, Thrissur, and Wayanad. With these programmes, the Institute has successfully covered all districts in the State in the delivery of SEVOTTAM training. The participation and active involvement of trainees across all three districts were highly encouraging.

The Department of Administrative Reforms and Public Grievances (DARPG) organised a Training of Trainers (ToT) Programme for nodal officers and resource persons of the SEVOTTAM Project from various Administrative Training Institutes (ATIs) to familiarise them with the new training module developed by the Administrative Staff College of India (ASCI). The ToT was held at ASCI, Hyderabad, on 30–31 October 2025, and Dr. S. Sajeev and Ms. Ninumol represented the Institute in this programme.

Training on Up-Skilling of Excellence in Administration

A Govt. of India Sponsored Training Programme on Up-Skilling Excellence in Administration was conducted from 16th to 18th October 2025 at IMG Thiruvananthapuram. 25 participants were attended the programme. Experts from various fields were taken classes for the three day programme. The session provided a good experience and opportunity for the participants to enlighten their experience and skill for good administration.

Time Management for Senior Women Executives

The Government of India Sponsored Training Programme on Time Management for Senior Women Executives was conducted at IMG from 7th to 9th of October 2025. 30 Officers belonging to very senior post in government participated in the training programme ranging from the Planning Board, PSUs and various other departments.

The training discussed the time management issues faced by the officers and sessions on time management techniques and tools, the importance of teaming, importance of using digital tools for effective time management was covered in the training programme. They were also given a session on how to manage stress effectively.

Conducted Programmes of October 2025

Sl.No	Code	Name of Training Programme	Department	From	To	Faculty
1	STP 294	Induction Training in Office procedure and administration including E-office, all IT services drafting skill and stress management for newly posted clerks(within two years)	Forest	03-Oct-25	10-Oct-25	NPM

2	STP 293	Training on Artificial Intelligence Tools	Fire & Rescue Services	03-Oct-25	04-Oct-25	DC/SJR
3	STP 302	E office and Office management	GST	06-Oct-25	06-Oct-25	DC/RJ
4	OSP 66/25	Training for MOs of APHCs	NAM	06-Oct-25	07-Oct-25	MBN
5	STP 423	Training on Ministerial Staff - Malayalam Computing, BIMS /BAMS, E Office, Spart, Gem (TVM Only)	ISM	06-Oct-25	07-Oct-25	DC/MBN
6	STP 307	Effective service Delivery and positive attitude for OA's	STDD	06-Oct-25	07-Oct-25	DC/MVG
7	STP 418	AI based Data Management and Analysis	Survey & Land Records	06-Oct-25	08-Oct-25	DC/MVG
8	STP 308	Training on Store Purchase, GeM, e-procurement, e-tender and GST for ministerial staff and nodal officers	Technical education	06-Oct-25	08-Oct-25	DC/ME
9	STP 297	Induction and Orientation Programme for newly recruited Clerks	Animal Husbandry	06-Oct-25	18-Oct-25	RM
10	STP 310	E office and Office management	GST	07-Oct-25	07-Oct-25	RJ
11	STP 312	e-Governance strengthening initiatives_Training on e-Office for Assistant Engineers of PWD	PWD	07-Oct-25	08-Oct-25	DC/AJ/JV
12	GOI SCTP 77/25	Time Management for Senior Women Executives	Various	07-Oct-25	09-Oct-25	MBN
13	GOI SCTP 55/25	Disaster resilience and Gender sensitisation	Various	07-Oct-25	09-Oct-25	RN
14	STP 320	e-Governance strengthening initiatives_Training on PRICE/CP software for Assistant Engineers	PWD	09-Oct-25	10-Oct-25	DC/AJ/JV

15	STP 309	Capacity Building for Ministerial Staff	Women & Child	06-Oct-25	08-Oct-25	AJ/DC
16	STP 224	Training on TDS & GST	Ground Water	06-Oct-25	07-Oct-25	JV/DC
17	STP 315	Training on Good Governance	Economics & Statistics	08-Oct-25	10-Oct-25	ME/DC
18	STP 316	Training Programme on Disciplinary Procedure	Industrial Training	08-Oct-25	10-Oct-25	RM/DC
19	GOI 46	AI and New Techniques on Office Automation	Various	08-Oct-25	10-Oct-25	SB
20	STP-298	Management Development Programme for Officers of Civil Supplies and Consumer Affairs Department	Civil Supplies	06-Oct-25	08-Oct-25	DC
21	SCTP - 28	Training on Gender Sensitivity	GOI	06-Oct-25	06-Oct-25	RD
22	STP-303	Retirement Planning	Industrial Training	06-Oct-25	08-Oct-25	DC
23	STP-426	supervisory development programme	Collegiate Education	06-Oct-25	10-Oct-25	DC
24	STP-417	e-Governance strengthening initiatives Awareness on Cyber Security for PWS Staffs	PWD	09-Oct-25	10-Oct-25	DC
25	OSP-67	Training for Medical Officers of AYUSH Primary Health Centres	ISM	09-Oct-25	10-Oct-25	RD
26	STP 429	Workshop - SSB Officers & Police Personnel	Police	13-Oct-25	13-Oct-25	SS
27	STP 338	Basic Level Training on e-Office	Technical Education	13-Oct-25	14-Oct-25	DC/ME
28	STP 339	Capacity Building PRogramme for Treasurers	Treasury	13-Oct-25	14-Oct-25	DC/RJ
29	GOI (SCTP) 78	Data analytics	Various	13-Oct-25	15 Oct. 25	ME
30	STP 326	Training for RFOs/Deputy RFOs in Bharatiya Nyaya Samhita, 2023 (BNS) & Bharatiya Nagrik Suraksha Samhita, 2023 (BNSS)	Forest	13-Oct-25	15-Oct-25	DC/NPM

31	STP 331	Offences against Women & Childredn Investigationof Sexual Offences and relevant legal	Police (CB)	13-Oct-25	15-Oct-25	DC/SS
32	GoI (SCTP) 67	Gender Inclusivity in Workplace	Various	13-Oct-25	15-Oct-25	AJ
33	STP 324	Induction Training for new Recruitees	Employment	13-Oct-25	15-Oct-25	DC/SA/JV
34	STP 336	Training on PEARL Application for Clerks & Senior Clerks	Registration	13-Oct-25	15-Oct-25	DC/RM/SB
35	STP 430	Induction Programme for newly appointed Doctors	DAME	13-Oct-25	17-Oct-25	SA
36	STP 330	Induction Training for Draftsman	Irrigation	13-Oct-25	18-Oct-25	RJ
37	STP 329	Induction Training for LD Cleks	Industries & Commerce	13-Oct-25	18-Oct-25	DC/SB/ME
38	STP 436	Induction Training for Medical Officers	ISM	13-Oct-25	01-Nov-25	DC/MBN
39	OSP 68/25	Training for MOs of APHCs	NAM	14-Oct-25	15-Oct-25	MBN
40	STP 340	Induction training for newly recruited Agriculture	Agriculture	14-Oct-25	15-Oct-25	DC/NPM
41	GOI (SCTP) 59	Gender Sensitisation	Various	14-Oct-25	16-Oct-25	RN
42	STP 347	Capacity Building PRogramme for Treasurers	Treasury	15-Oct-25	16-Oct-25	DC/ RJ
43	STP 346	Training on Intelligence Collection & Analaysis	Police (SSB)	15-Oct-25	18-Oct-25	DC/SS
44	STP 345	Training on General Insurance Schemes	Insurance	15-Oct-25	17-Oct-25	DC/SS/LJ
45	STP 328	Training on ICT	General Education HSE	16-Oct-25	17-Oct-25	Dc/ME
46	GOI (SCTP) 82	Upskilling of Excellence in Administration	various	16-Oct-25	18-Oct-25	SA
47	STP 435	Training on Vahan, Sarathi and e-office	Motor Vehicle	16-Oct-25	18-Oct-25	SV

48	OSP 70/25	Training for the Assistants of PSC	PSC	17-Oct-25	18-Oct-25	AJ/NPM
49		Exam and Interview for CA	IMG	17-Oct-25	18-Oct-25	
50	STP 337	Good Governance and Corruption Contrl for Head	Survey & Land Records	13-Oct-25	15-Oct-25	MVG/DC
51	STP 322	Refresher training for Sr. Clerks	Animal Husbandry	13-Oct-25	15-Oct-25	RM/DC
52	STP 349	Training for RFOs/Deputy RFOs in Bharatiya Nyaya Samhita, 2023 (BNS) & Bharatiya Nagrik Suraksha Samhita, 2023 (BNSS)	Forest	16-Oct-25	18-Oct-25	NPM/DC
53	STP 351	Training on Vahan, Sarathi and e-office	Motor Vehicle	16-Oct-25	18-Oct-25	SV/DC
54	STP 356	Training on New Criminal Laws	Prosecution	17-Oct-25	18-Oct-25	LJ/DC
55	STP - 327	Introduction Training to newly recruited Clerks (inluding E-office, Malayalam computing)	General Education (VHSC)	13-Oct-25	17-Oct-25	DC
56	STP - 434	Training for Sr. Clerk/HA/JS in e-Tender	Forest	13-Oct-25	15-Oct-25	DC
57	STP - 342	Training on Malayalam Computing (Typist & Newly recriuted Clerks	General Education	14-Oct-25	15-Oct-25	DC
58	STP - 348	Data Management in MS Excel and Spreadsheet	Economics & Statistics	16-Oct-25	18-Oct-25	DC
59	STP - 355	Stress and time management ,Positive Mindset towards work	Printing	17-Oct-25	18-Oct-25	DC
60	OSP-	Training for Medical Officers of AYUSH Primary Health Centres	NAM (Homoeo)	17-Oct-25	18-Oct-25	RD
61		Navakeralam - Citizen Response Programme- Development and Welfare Study for District level officers	PRD	21-Oct-25	21-Oct-25	

62	STP 372	Investigation of Disproportionate asset cases: Preparation of ABCD Statement,	VACB	21-Oct-25	22-Oct-25	DC/SS
63	STP 365	Performance Enhancement Training for Therapist	ISM	21-Oct-25	22-Oct-25	DC/MBN
64	GOI 80	Data Analytics	Various	21-Oct-25	23-Oct-25	ME
65	STP 371	Effective File Management for Typist /CA's	STDD	21-Oct-25	23-Oct-25	DC/MVG
66	STP 364	Improving Administrative Effectiveness for JS/HC	Irrigation	21-Oct-25	25-Oct-25	DC/RJ
67	STP 373	Training Programme for the staff of Nirbhaya Homes	W&CDD	21-Oct-25	23-Oct-25	DC/AJ
68		Navakeralam - Citizen Response Programme- Development and Welfare Study for District level officers	PRD	22-Oct-25	22-Oct-25	
69	STP 379	Orientation Programme for Clerks	Technical Education	22-Oct-25	24-Oct-25	DC/ME
70	STP 431	Training Programme for SS,SCDO Grade !, JS Grade II	SCDD	22-Oct-25	24-Oct-25	DC/SA
71		Bharana Bhasha Puraskaram - Unicode Malayalam - Test	P&ARD	23-Oct-25	23-Oct-25	
72	STP 383	Skills development and hands on training	Forest	23-Oct-25	24-Oct-25	DC/NPM
73	STP 381	Training Programme for Sr Clerks	Animal Husbandry	23-Oct-25	25-Oct-25	DC/RM
74	STP 419	AI Based Management & Analysis	Survey	23-Oct-25	25-Oct-25	DC/MVG
75	OSP 74	Training on Data Anaysis and Visualisation in Urban Mobility	GiZ	23 Oct. 25	25 Oct. 25	SS
76	GOI SCTP 74/25	Agile Leadership and Communication	Various	23-Oct-25	25-Oct-25	MVG

77	STP 442	Training of staff of Child Care institution under Nirbhaya Cell	W&CDD	24-Oct-25	25-Oct-25	DC/MVG
78	STP 388	E-Service Book, SPARK, BIMS, BAMS, PRISM, Income Tax & TDS E-Filing	Factories & Boilers	24-Oct-25	25-Oct-25	DC/NPM
79	STP 440	Training on Malayalam Computing	Treasury	25-Oct-25	25-Oct-25	DC/RJ
80	OSP 73	Training for Medical Officers of AYUSH Primary Health Centers	National Ayush Mission	21-Oct-25	22-Oct-25	LJ
81	STP 444	Induction training for newly posted Clerks	Forest	21-Oct-25	25-Oct-25	DC/NPM
82	STP 445	Training on E Office	Printing	21-Oct-25	22-Oct-25	DC/JV
83	STP 443	Training Programme for S.S SCDO Grade	SCDD	22-Oct-25	24-Oct-25	DC/SA
84	STP 396	Advanced Clinical Skills and Emergency Management	ISM	23-Oct-25	25-Oct-25	DC/MBN
85	STP 448	Training on Malayalam Computing	Treasury	25-Oct-25	25-Oct-25	RJ/JV
86	STP - 369	Preparation of statement of facts,Disciplinary Action of handling Court Cases,Training on Court Procedure	Printing	21-Oct-25	23-Oct-25	DC
87	STP - 380	Malayalam Computing for Ministerial Staff	Agriculture	23-Oct-25	24-Oct-25	DC
88	STP - 382	Refresher Training to All Ministerial Staff on Relevant Provisions of FSS Act, Rules and Regulations, Maintenance of Accounts Register as Per MoU and Dept.Programmes	Food & Safety	23-Oct-25	25-Oct-25	DC
89	STP - 389	Training on Electronic and Digital Evidence	Prosecution	24-Oct-25	25-Oct-25	DC
90	Addl STP 23	Training on English & Malayalam Computing and Word Processing	Various	27-Oct-25	31-Oct-25	ME

91	STP 391	Refresher training on Administrative matters	Economics & Statistics	27-Oct-25	29-Oct-25	ME
92	OSP 75/25	Training for MOs of APHCs	NAM	27-Oct-25	28-Oct-25	MBN
93	STP 395	Induction Training for Assistant Engineers	Irrigation	27-Oct-25	01-Nov-25	RJ
94	STP 432	Training for Accountants	Collegiate Education	28-Oct-25	30-Oct-25	SA
95	STP 399	Executive Training Programme for District Social Justice Officers, Probation Officers, Welfare Institution Grade I and Senior Superintendents	Social Justice	27-Oct-25	29-Oct-25	DC/AJ
96	STP 401	Effective File Management for Clerks	STDD	27-Oct-25	29-Oct-25	DC/MVG
97	STP 335	Training on e-Office	Printing	28-Oct-25	29-Oct-25	JV/SS
98	STP 270	Managerial Excellence and Administrative Competency Development Programme	SCDD	30-Oct-25	01-Nov-25	DC/SA
99	OSP 77/25	Training for MOs of APHCs	NAM	30-Oct-25	31-Oct-25	MBN
100	STP 408	Training on Enhancing Administrative Efficiency at Supervisory Level (JS and above)	Technical Education	27-Oct-25	29-Oct-25	ME/DC
101	STP 394	Induction training to newly recruited clerks (E File, KSR&SSR, Audit, Disciplinary procedures	General Education	27-Oct-25	30-Oct-25	
102	STP 112	Hospital Administration for Medical Officers	ISM	27-Oct-25	29-Oct-25	MN/DC
103	Addl STP 24	Training on Malayalam Computing	Various	29-Oct-25	29-Oct-25	JV
104	STP 413	Training on Chit Act & Rules, E office for Sub Registrar, Chit Auditor &Inspector	Registration	30-Oct-25	31-Oct-25	SB/DC

105	STP	Training for Clerks,Head Accountants,Junior Superintendents	Forest	30-Oct-25	01-Nov-25	NPM/DC
106	STP 416	Training in DIGIPAY for Sr. Clerks/HA	Technical Education	31-Oct-25	31-Oct-25	ME/DC
107	STP - 400	GST(Advance ruling - related to stationery department)	Stationery	27-Oct-25	29-Oct-25	DC
108	STP - 402	Orientation Programme for Clerks	Technical education	27-Oct-25	29-Oct-25	DC
109	STP - 403	Training on Income Tax	Fire & Rescue	28-Oct-25	29-Oct-25	DC
110	STP - 409	Training Programme on Roles and Responsibilities for Drivers & OA	Civil Supplies	30-Oct-25	31-Oct-25	DC
111	SCTP	e-Office	Various	30-Oct-25	31-Oct-25	RD
112	STP - 414	Refresher Training to all Enforcement Officers on Updates on Legal Drafting and Court Procedures.	Food Safety	31-Oct-25	01-Nov-25	DC