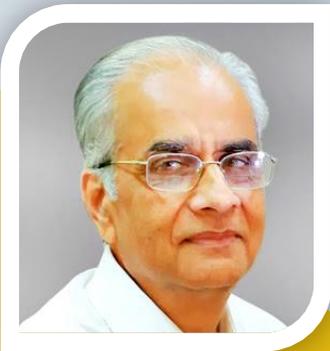




Institute of Management in Government

Monthly Bulletin – September 2024



K Jayakumar, Director, IMG

Published by,

Programme Committee

Dr. S Sajeev, Chairperson, Programme Committee

Dr. Anishia Jayadev, Convenor Programme Committee

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Dr. R Jayasree, Professor

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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



Equipping Temple Staff for Excellence: A Comprehensive Training on Records Management

The Institute of Management in Government (IMG) conducted a 4-day training program for the ministerial staff of Sree Padmanabhaswamy Temple on September 3-4 and 9-10, 2024. This comprehensive training program combined theoretical knowledge with hands-on exercises, empowering participants to implement effective record-keeping and management practices in their workplace.

The interactive sessions were met with overwhelmingly positive feedback, with participants praising the program for its relevance and effectiveness in improving their work processes.



Skill Enhancement Training Programme for Visually Impaired Government Staff

IMG conducted a five-day training program on technical skills in computer usage for visually impaired staff from the Government of Kerala.

A total of 29 participants from various departments attended the program.

The sessions were led by resource persons who are themselves visually impaired, offering unique insights and practical guidance tailored to the needs of the participants.

Disaster Management Training for Samoohika Sannadha Sena Volunteers: Empowering First Responders

A three-day training program on Disaster Management and Life-Saving Skills was conducted by IMG in coordination with Samoohya Sannadha Sena. The program aimed to empower volunteers from various parts of Kerala with the skills and practical knowledge needed to effectively coordinate relief and rescue efforts during disasters.



Empowering Caregivers: Specialized Training for Nirbhaya Home Counsellors and Managers

Nirbhaya homes, operated by non-governmental organizations with government support, provide educational and social rehabilitation for girls aged 10 to 18 who have faced sexual abuse. The Institute conducted a five-day training program, along with two additional three-day sessions, for counsellors, managers, and caregivers from these institutions.

The training covered a wide range of topics, including gender sensitization, psychosocial support, accounting practices, and legal provisions under the Care Act. Experts in the field led the sessions, and the program was inaugurated by Smt. Haritha V Kumar IAS, Director of the Women and Child Department.

Training on Integrated Urban Planning Using GIS Tools

The Institute, in collaboration with the German International Cooperation (GIZ) and the Local Self Government Department (LSGD), Government of Kerala, conducted a three-day training programme on Integrated Urban Planning Using GIS Tools from 23rd to 25th September 2024.

Officials involved in urban planning from various LSGD institutions participated in the training. This skill-based course equipped the participants with the knowledge and practical skills to effectively use GIS tools in urban planning processes

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 mandatory state attachment programme for Section Officers of the Central Secretariat Service. This programme aimed to familiarize the Section Officers with the on-ground realities of implementing Central Sector Schemes at the state level.

A total of 14 participants from various ministries attended the programme. The training was structured as a blend of classroom sessions and field visits to different locations where significant central and state schemes are being implemented.

The programme commenced on 26th August 2024 and concluded on 6th September 2024, culminating in the presentation of study reports by the participants based on their field visits.



National Workshop on "Strengthening Senior Citizen Care in India"

India is witnessing rapid population ageing, driven by demographic shifts and increased life expectancy. According to the 2023 India Ageing Report, the elderly population (aged 60 years and above) is projected to double, surpassing 20% of the total population by 2050. This significant rise in the ageing population will have profound health-related, social, and economic implications, placing considerable strain on the country's social welfare, healthcare, and budgetary resources.

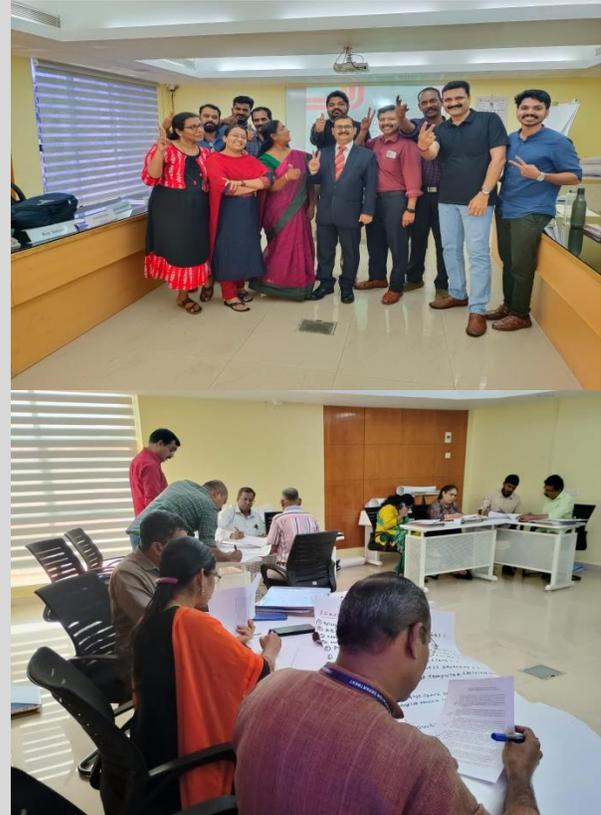
Preparing for the anticipated increase in the elderly population and formulating appropriate policies and programmes for the well-being of current and future generations is a key priority for the government and relevant stakeholders. To consult and gather input from States/UTs and other stakeholders on the theme "Strengthening Senior Citizen Care in India," NITI Aayog organized a national-level workshop under the State Support Mission initiative. The workshop took place on 27th September 2024 at the Institute of Management in Government (IMG) in Thiruvananthapuram, Kerala, from 9:30 AM to 5:10 PM. It was a joint effort by NITI Aayog, the Social Justice Department of the Government of Kerala, and the Institute of Management in Government.



Training of Trainers Programmes

Trainer development programmes aimed at shaping future trainers are a key function of the Training Division, Department of Personnel and Training (DoPT), Government of India. Each year, the DoPT sponsors several trainer development programmes, which are conducted at Central and State Training Institutions across the country.

In September 2024, the Institute successfully conducted four such programmes: two on Direct Trainer Skills (DTS), one on Management of Training (MoT), and one on Design of Training (DoT). These programmes were attended by officers involved in training functions from various government organizations, as well as trainers from other training institutions within and outside the state. Dr. S. Sajeev, Professor at IMG, served as the Course Director for the first DTS course, as well as the DoT and MoT courses, while Dr. Mini B. Nair, Associate Professor, was the Course Director for the second DTS course.



Capacity Building Programme on SEVOTTAM

Citizen Charter Efficiency, Grievance Redress Mechanism, and Service Delivery Preparedness are the three pillars of an effective public grievance redressal system. Sensitizing Grievance Redressal Officers from various departments is a key objective of the SEVOTTAM capacity-building program. This program is organized by IMG with sponsorship from the Department of Administrative Reforms and Public Grievances, Government of India.

The first SEVOTTAM program for 2024 was held in Palakkad, with 38 officers from various departments in attendance. The program was coordinated by Dr. S. Sajeev and Ms. Ninumol P M, who also led the training sessions.



ONAM @ IMG

This year, Onam was celebrated with great enthusiasm across all three IMG centers, bringing fun, joy, and happiness to everyone.

The celebrations at the Thiruvananthapuram center were inaugurated by Shri. K. Jayakumar, Director of IMG, while the Regional Directors led the festivities at the Kochi and Kozhikode centers.

Beautiful Athapookkalam designs adorned all three locations, adding a vibrant touch to the occasion. A lucky draw and a grand Onasadhya were organized as part of the festivities.

The Director extended heartfelt Onam wishes to all staff members and their families.



Training Programme on Mentoring Skills Course



A Govt. of India sponsored Training Programme on Mentoring Skills Course was conducted at IMG, Regional Centre, Kochi from 26 to 28 September, 2024 (GOI-05). Nine participants were selected from: CRPF, Fire and Rescue Services, Ayurveda College, Tripunithura, State Secretariat and Maharaja's College. The three day programme was designed on Role plays based on a case study. The participants were actively involved and on the final day discussed in groups how what they learnt, can be implemented in their various Institutions.

Dr. Jacob Varghese, (Recognized Trainer, DoPT) and Faculty, IMG, Kochi was deployed by DoPT to run the course. Smt. Suja B Pillai, Associate Professor, IMG, Kochi was the Course Director

Orientation Training Programme on Criminal Laws for the Sub Collectors IAS 2021 Batch & Revenue Divisional Officers

A two day 'Orientation Training Programme on Criminal Laws for the Sub Collectors of IAS 2021 Batch & Revenue Divisional Officers' was conducted at IMG, Regional Centre, Kochi from 30th Sept. & 1st Oct. 2024.



The programme aimed to enhance the participants understanding of relevant Criminal Laws, their application and procedures thereby enabling them to effectively discharge their duties in the context of Law and Order. It familiarized the participants with the fundamental principles of Public Law with specific provisions of Criminal Laws (Bharathiya Nyaya Sanhitha and Bharathiya Nagarik Nyaya Sanhitha) relevant to the Powers, duties and responsibilities of Sub Collectors and Revenue Divisional Officers.

Eighteen officers comprising Eight Sub Collectors and Ten Revenue Divisional Officers of various districts participated in the programme.

The programme was inaugurated by Justice Surendra Mohan K., Former Judge, High Court of Kerala & Former President, and Kerala State Consumer Dispute Redressal Commission. A special address was delivered by Shri T.A Shaji, Director General of Prosecutions.

The various sessions were handled by eminent dignitaries of Law including former Judges of High Court and Advocate General and State Attorney.

Training Programmes of the Month of September

Sl. No	Category	Programme Title	Department	From	To	Facilitator
1	OSP 94	Training Programme on Disaster Management for Samoohika Sannadha Sena Volunteers	LSGD	01-Sep-24	03-Sep-24	NR
2	STP 796	Training on Department Softwares- Vaahan, Sarathi	Motor Vehicles	02-Sep-24	04-Sep-24	DC/VS
3	OSP 96	Capacity Building Programme for CRCCs	SSK	02-Sep-24	04-Sep-24	MBN/GM
4	GOI (TDP) 8	Direct Trainer Skills (DTS)	Various	02-Sep-24	06-Sep-24	SS
5	OSP 95	Induction Training for Information Officers	IPRD	02-Sep-24	07-Sep-24	AJ/NPM
6	STP 1003	Training Programme on familiarisation of new Criminal Law for CB Officers	Police	03-Sep-24	05-Sep-24	DC/SS
7	OSP 99	Training on Record Keeping and Management for Ministerial Staff of Sree Padmanabha Swamy Temple	Sree Padmanabha Swamy Temple	03,04 Sep-24	09,10-Sep-24	SS/GM
8	OSP 97	Capacity Building Programme for CRCCs of SSK	SSK	05-Sep-24	07-Sep-24	MBN/GM
9	STP 384	Training Programme on Unicode Malayalam Computing for Typists	General Education	05-Sep-24	07-Sep-24	TJ
10	STP 391	Workshop for facilitating transformation (Teachers)	General Education (VHSE)	05-Sep-24	07-Sep-24	DC/TJ
11	OSP 86	132 nd Level D Training for Section Officers	Central Secretariat	26-Aug-24	06-Sep-24	SS
12	STP 383	Training in Malayalam Computing (Unicode) for Clerks	General Education (VHSE)	02-Sep-24	04-Sep-24	LJ
13	STP 1191	Training on Accounting Procedure for Sr.Clerks/HA/JS	Technical Education	02-Sep-24	04-Sep-24	DC
14	OSP 98	Training for Senior Assistants	KSFE	02-Sep-24	05-Sep-24	RD

15	STP 252	Leadership and Supervising Skills for Officers	Fire & Rescue	03-Sep-24	04-Sep-24	DC
16	OSP	Capacity Building Programme for CRCCs	SSK	05-Sep-24	07-Sep-24	RD
17	STP 1123	Effective Service Delivery & Positive Attitude for Last Grade Servants	STDD	09-Sep-24	10-Sep-24	DC/MVG
18	OSP 101	Capacity Building Programme for CRCCs	SSK	09-Sep-24	11-Sep-24	MBN/G M
19	STP 1274	Training for the Staff Members of Nirbhaya Homes	Women & Child Development	09-Sep-24	13-Sep-24	DC/AJ
20	GOI (TDP) 4/24	Design of Training (DoT)	Various	09-Sep-24	13-Sep-24	SS
21	GOI (TDP) 7/24	Management of Training (MoT)	Various	09-Sep-24	13-Sep-24	SS
22	STP 798	Training on Department Softwares- Vaahan Sarathi	Motor Vehicles	10-Sep-24	12-Sep-24	DC/VS
23	RTI OL 20	Online Training on Right to Information Act, 2005	Economics & Statistics	11-Sep-24	11-Sep-24	RM
24	STP 579	Training on Malayalam Computing for Clerks, Typists & Draftsmen	Irrigation	09-Sep-24	11-Sep-24	RJ/LJ
25	STP 797	Training on Department Softwares Vaahan, Sarathi	Motor Vehicles Department	10-Sep-24	12-Sep-24	VS/DC
26	STP 390	Enhancing Ministerial Functions (SPARK, RTI, MOP, KSR, Audit, TA/DA Calculations, File Management)	General Education (VHSE)	09-Sep-24	11-Sep-24	DC
27	OSP 100	Capacity Building Programme for CRCCs	SSK	09-Sep-24	11-Sep-24	RD
28	OSP	Training for Senior Assistants	KSFE	10-Sep-24	13-Sep-24	RD
29	STP 1018	Induction Training for Personnel	Printing	18-Sep-24	20-Sep-24	SS/LJ
30	STP 174	Malayalam Computing	Economics & Statistics	19-Sep-24	20-Sep-24	ME

31	STP 42	Internal Auditing and the reply making for the Audit paras of Accountant General	Ayurveda Medical Education	19-Sep-24	20-Sep-24	DC/JKS
32	STP 264	Training on Manual of Disciplinary Proceedings & KCS, CCA Rules	Fire & Rescue Services	23-Sep-24	24-Sep-24	DC/SJR
33	STP 476	Training Programme on Malayalam Computing for Administrative Assistants, Senior Supts. Junior Supts and Head Clerks	Health Services	23-Sep-24	25-Sep-24	AJ
34	OSP 110	Training on Integrated Urban Planning using GIS	LSGD	23-Sep-24	25-Sep-24	SS/AB
35	STP 1231	Skill Enhancement Training Programme	Various	23-Sep-24	27-Sep-24	AJ
36	STP 1275	Training Programme for Care Givers of Children with Special Needs	Women & Child Development	23-Sep-24	25-Sep-24	AJ
37	OSP 109	Orientation Training for Senior Assistants of KSFE	KSFE	23-Sep-24	26-Sep-24	SS/RJ/A B
38	GOI (TDP)-3	Direct Trainer Skills	Various	24-Sep-24	28-Sep-24	MBN
39	STP 1276	Training Programme for Care Givers of Children with Special Needs (Nirbhaya)	Women & Child Development	26-Sep-24	28-Sep-24	AJ
40	STP 1124	Administrative Efficiency Programme for Clerks/Warden (Batch II)	STDD	26-Sep-24	28-Sep-24	DC/MVG
41	OSP 107	Training Programme for CRCCs of SSK	SSK	26-Sep-24	28-Sep-24	MBN/G M
42	STP 358	e Office Training	General Education	26-Sep-24	26-Sep-24	TJ
43	STP 68	Training Programme for Officers of CDRC	Civil Supplies and Consumer Affairs	27-Sep-24	28-Sep-24	DC/SJR
44	STP 359	e Office Training	General Education	27-Sep-24	27-Sep-24	TJ
45	STP 360	e Office Training	General Education	28-Sep-24	28-Sep-24	TJ
46	OSP	Training Programme for CRCCs of SSK	SSK	23-Sep-24	25-Sep-24	MBN/JV
47	STP 1162	Training on Court Procedure, RTI&RTS	Survey & Land Records	25-Sep-24	26-Sep-24	MVG/DC

48	GOI 5	Mentoring Skills	Various	26-Sep-24	28-Sep-24	DC
49	STP	Training on e-office & Malayalam Computing	Survey & Land Records	25-Sep-24	28-Sep-24	RD
50	OSP	Programme for CRCCs	SSK	26-Sep-24	28-Sep-24	RD

Training Programmes Scheduled for the Month of October 2024

Sl.No	Name of Programme	Department	From	To	Facilitator
1	Advanced Training Programme for Middle Level Officers (Jr.Suptd/HC)	Animal Husbandry Department	03-Oct-24	05-Oct-24	RM
2	Induction and Orientation Training for Newly Recruited Veterinary Surgeons	Animal Husbandry Department	07-Oct-24	11-Oct-24	RM
3	Advanced Training Programme for Newly Recruited Clerk/Clerk Typist/Senior Clerk	Animal Husbandry Department	08-Oct-24	10-Oct-24	RM
4	Advanced Training Programme for Middle Level Officers (SS/AA)	Animal Husbandry Department	15-Oct-24	17-Oct-24	RM
5	Recent Laboratory Techniques for Lab Technicians	Animal Husbandry Department	24-Oct-24	26-Oct-24	RM
6	Advanced Training for JD/DDS	Animal Husbandry Department	22-Oct-24	24-Oct-24	RM
7	Orientation Programme for Clerks, HC	Agriculture	15-Oct-24	16-Oct-24	ME
8	e-Office Training for Ministerial Staff, Administrative Staff, and Newly Recruited Agriculture Officers	Agriculture	18-Oct-24	18-Oct-24	ME
9	Malayalam Computing for Ministerial Staff	Agriculture	21-Oct-24	22-Oct-24	ME

10	Training on Effective Office Management and Personal Excellence for Newly Recruited Agricultural officers and Agricultural Assistants	Agriculture	28-Oct-24	28-Oct-24	ME
11	Re Orientation Training on Teaching Methodology and Research Update for Teachers under DAME	Ayurveda Medical Education (DAME)	07-Oct-24	10-Oct-24	JKS
12	Duties & Responsibilities, Laboratory Procedures for Laboratory Assistants & Supporting Staff	Chemical Examiners Laboratory	07-Oct-24	09-Oct-24	GM
13	Training on Internal Audit for Audit Wing Officers of District and State Level	Dairy Development	30-Sep-24	01-Oct-24	AMK
14	MDP for Analystis	Drugs Control	24-Oct-24	26-Oct-24	RJ
15	Advanced Excel Training for the Officers	Economics & Statistics	17-Oct-24	19-Oct-24	ME
16	Training on Capacity Building Programme for Class IV Employees (Venue- NIFAM, Aluva)	Fisheries Department	24-Oct-24	26-Oct-24	JKS
17	Training on Leadership and Supervisory Skills for Officers	Fire & Rescue	21-Oct-24	22-Oct-24	SJR
18	Training on Chemical Emergency part II & Battery/ Electric Vehicles Fire	Fire & Rescue	10-Oct-24	11-Oct-24	SJR
19	Induction Training to Newly Recruited Food Safety Officers	Food Safety Department	14-Oct-24	26-Oct-24	SJR
20	Training Programme for Rationing Inspectors	Food & Civil Supplies Department	15-Oct-24	17-Oct-24	SJR
21	e-Office Training	General Education	23-Oct-24	23-Oct-24	TJ
22	e-Office Training	General Education	24-Oct-24	24-Oct-24	TJ
23	e-Office Training	General Education	25-Oct-24	25-Oct-24	TJ
24	e-Office Training	General Education	25-Oct-24	25-Oct-24	TJ
25	Training on e-Governance to Senior Level Officers	Harbour Engineering Department	03-Oct-24	05-Oct-24	AMK

26	Training Programme on malayalam Computing for Senior Clerks and Clerks	Health Services Department	07-Oct-24	09-Oct-24	AJ
27	Management Development Programme for Medical Officers	Homoeopathy	17-Oct-24	19-Oct-24	AB
28	Management Development Programme for Hospital Superintendents	Homoeopathy	21-Oct-24	23-Oct-24	AB
29	Capacity Development Programme for Ss, Js, HCs	Homoeopathy	14-Oct-24	16-Oct-24	AB
30	Capacity Development Programme for Nurses and Pharmacists	Homoeopathy	03-Oct-24	05-Oct-24	AB
31	Capacity Development Programme for Sr.Clerks and Typist	Homoeopathy	28-Oct-24	30-Oct-24	AB
32	Capacity Development Programme for PTS	Homoeopathy	18-Oct-24	19-Oct-24	AB
33	Capacity Development Programme for Attenders, Dispensers, Nursing Assistant	Homoeopathy	25-Oct-24	26-Oct-24	AB
34	Capacity Development Programme for Draftsman	Irrigation	07-Oct-24	11-Oct-24	RJ
35	Performance Improvement for Clerks	Irrigation	21-Oct-24	25-Oct-24	RJ
36	Training on Malayalam Computing	Irrigation	28-Oct-24	30-Oct-24	RJ
37	Induction Training for Newly Recruited Junior Instructors	IT Department	07-Oct-24	11-Oct-24	RM
38	Supervisory Development Programme for Newly Promoted JS/HC	IT Department	14-Oct-24	16-Oct-24	RM
39	Induction Training to Newly Recruited Clerks (Phase-I)	Labour Department	07-Oct-24	11-Oct-24	AMK
40	Trainig on technical Intelligene & Method of Intelligence Collection	Police (SSB)	09-Oct-24	11-Oct-24	SS
41	Orientation Programme on Office Administration for Warden/ Stewarden of Prematric/Post matric Hostels	SCDD	16-Oct-24	18-Oct-24	JKS
42	Policy Formulation Workshop for JD/DD/PO/TDO/AD	Survey & Land Records Dept	17-Oct-24	18-Oct-24	MVG

43	Office Automation for Ministerial Staff	Technical Education	08-Oct-24	10-Oct-24	ME
44	Training for Sub-Treasury Officers of Treasury Department	Treasury	16-Oct-24	19-Oct-24	RJ
45	Induction Training for Exe.Staff of VACB	VACB	29-Oct-24	30-Oct-24	SS
OSP/GOI					
46	KYLA-Phase V	KYLA	25-Oct-24	30-Oct-24	AB
47	Training on Internal Audit, Inspection, Financial Management	Various	28-Oct-24	30-Oct-24	SJR
48	Refresher Training for Administrative Section Employees	Kerala State Pollution Control Board	08-Oct-24	10-Oct-24	ME
49	Bankable Projects	GIZ	09-Oct-24	11-Oct-24	SS
50	Financial management in Govt.	Various	24-Oct-24	26-Oct-24	SS
51	Team Building and Leadership	Various	17-Oct-24	19-Oct-24	SS

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	NP M	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	AM K	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		