



# Institute of Management in Government

**Monthly Bulletin-August 2025**



**Published by,**

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## ***From the Desk of the Director***

As we cross the halfway mark of the current academic year, it is time to reflect where we fell short. I sincerely appreciate the faculty and non-faculty teams for rising to the occasion and successfully conducting a significant number of State Training Policy programmes, soon after the receipt of plan funds. At the same time, we continue to focus on other training programmes and projects as well. After the lull of the Onam holidays we are back with a renewed pace.

The onboarding of online courses has not progressed as expected, and we need to pursue this more rigorously to establish our presence on the national portal for online courses at the earliest. This is also a mandatory requirement for improving our score in the revised National Accreditation Framework, as notified by the Capacity Building Commission. Parallely, we have initiated the process of obtaining ISO certification for the Institute, which will further complement our efforts to enhance institutional accreditation scores.

The setting up of the Digital Lab is moving forward as planned. We have also been able to nominate faculty members for Faculty Development Programmes in prestigious national institutions. I am confident that, with concerted efforts, we will achieve all our planned targets in the coming months. I look forward to your continued commitment and teamwork in this endeavour.

***K Jayakumar***

## ***Document Design Workshop for Kerala State Planning Board***

The Institute of Management in Government (IMG), Thiruvananthapuram, organized a three-day Document Design Workshop for officers of the Kerala State Planning Board from 18th to 20th August 2025 at the IMG campus. The programme was directed by Shri. Mubashir E, Assistant Professor, IMG, with training sessions led by Shri. Sachin Das S and Shri. Murukan R, Programmer-cum-Trainers at IMG.



The workshop aimed to enhance participants' skills in professional document creation and formatting using MS Word and related tools. Sessions covered a wide range of topics including document structuring, formatting techniques, headers and footers, tables and data presentation, templates and branding, automation features like Table of Contents and Indexing, mail merge, and collaboration tools such as Track Changes and Comments Workflow. Participants also learned chart integration, accessibility checks, and methods for exporting high-quality PDFs.

Hands-on exercises, including a mini project on redesigning a sample budget document, ensured practical exposure to all discussed topics. The programme concluded with an evaluation and valedictory session, with participants appreciating the relevance of the skills gained for professional documentation and report preparation in their departments. Overall, the workshop effectively combined technical training with practical application, equipping



officers with tools for creating professional, standardised, and visually appealing documents for official use.

### ***Resettlement Course for the Defence Civilian Personnel of Various Units Under HQ SAC AoR***

The Institute of Management in Government (IMG), Thiruvananthapuram, conducted a one-day Resettlement Course for Defence Civilian Personnel of various units under HQ SAC AoR on 25th August 2025 at IMG. The programme was directed by Dr. Jayasree R., Professor, IMG and Shri. Mubashir E, Assistant Professor, IMG, with the objective of equipping the participants with essential knowledge and skills for a smooth transition to post-retirement life.

The course commenced with Registration and Welcome by the Course Directors, followed by a session on Healthy Retirement Life by Dr. Vinod N., Senior Medical Officer, District Ayurveda Hospital, Pathanamthitta, who highlighted physical and mental well-being practices for retired life. This was followed by a session on Financial Management by George Jacob, Financial Coach, providing valuable insights into financial planning, investments, and savings



management for the future. The afternoon session focused on Life Style Management led by Dr. Prakash, Professor (Rtd.) & Soft Skill Trainer, covering stress management, healthy routines, and the importance of maintaining social and emotional balance post-retirement. The programme concluded with a Valedictory Session led by the Course Directors, where participants expressed their appreciation for the relevance and practicality of the sessions.

Overall, the course successfully addressed the key aspects of health, finance, and lifestyle, enabling the defence civilian personnel to approach retirement with confidence and preparedness.

## ***Training Programme on Dynamics of Governance for the Board of Directors of Malabar Milma***

The Institute of Management in Government (IMG), Thiruvananthapuram, organized a one-day training programme on “Dynamics of Governance” for the Board of Directors of Malabar Milma on 30th August 2025 at the IMG campus. The programme was directed by Dr. Jayasree R., Professor, and Shri. Mubashir E, Assistant Professor, with the objective of providing Board Members with a comprehensive understanding of governance principles, administrative systems, and legal frameworks relevant to their functioning.

The programme commenced with Registration and Welcome by the Course Directors, followed by a session on the Regulatory Framework of Administration handled by Dr. N. Krishnakumar, Secretary, Kerala Legislative Assembly, who explained the statutory and



procedural dimensions of administration. This was followed by a session on Governance and Administrative Systems led by Harsha V. S., KAS, Deputy Commissioner, GST Department, providing insights into the functioning of the

Government Secretariat, file processing systems, and coordination among departments. Post-lunch, Dr. N. Krishnakumar handled a session on Legal Aspects Applicable to Milma, focusing on relevant laws, compliance requirements, and regulatory obligations for cooperative institutions. The programme concluded with a Valedictory Session led by the Course Directors, during which participants shared positive feedback on the relevance and practical applicability of the training sessions.

Overall, the programme enhanced the Board Members’ understanding of governance mechanisms, administrative procedures, and legal responsibilities, equipping them with essential knowledge for effective decision-making and organizational management.



## ***National Level Trainer Development Programme- Direct Trainer Skills***

National Level Trainer development Programme was conducted from 19<sup>th</sup> -23<sup>rd</sup> August at IMG Thiruvananthapuram. 24 participants spread from Government Departments and Training Institutes in Kerala and also trainees from national level.

The Recognized Trainers deployed by Government of India were Dr. Mini B Nair, Professor, IMG and Shri. Pradeep George, Recognized Trainer, Govt. of India.



### ***Govt. of India sponsored Training on Gender Sensitization and Empowerment of Women***

A Govt. of India sponsored Training on Gender Sensitization and Empowerment of Women was conducted at IMG, Regional Centre, Kochi from 6th to 8th August, 2025. Thirty (30) participants were attended the programme.

The sessions were handled by Dr. P.V. Joseph, Associate Professor (Rtd.) Maharaja's, College, Ernakulam, Dr. Kochurani, HoD, Economics Dept. (Rtd.) Bharata Mata College, Thrikkakara, Dr. Marykutty John, Consultant Psychologist & Motivational Speaker, Smt. Shahina K., Sub Inspector of Police, Kadavanthra, Dr. Liny Jose K., Associate Professor, IMG, Kochi, and Dr. Manju Malathy, HoD, BBA Department, Bharata Mata College Thrikakkara.

The programme was concluded by a valedictory function at 5 pm chaired by Dr. Liny Jose K. Associate Professor, IMG,

Kochi who was the Course Director of the programme. The programme was well received by the participants.

### ***Govt. of India sponsored Training on Excellence in Public Service Delivery***

A Govt. of India sponsored Training on Excellence in Public Service Delivery (GOI-47) was conducted at IMG, Regional Centre, Kochi from 18th to 20th August, 2025. Twenty five (25) participants were attended the programme.

The sessions were handled by by Dr. Jacob Varghese, Faculty, IMG, Kochi, Sri. Ajith Menon HR Trainer, Thanoor, Malappuram, Sri. Rajesh T. Varghese, Domain Expert, Information Kerala Mission, Shri Ajmal J, Domain Expert, Information Kerala Mission, Thiruvananthapuram, Dr. P.V. Joseph, Associate Professor (Rtd.) Maharaja's, College, Ernakulam and Dr. Liny Jose K, Associate Professor, IMG, Kochi

### ***Govt. of India sponsored Training on Legal Literacy for Government Servants***

A Govt. of India sponsored Training on Legal Literacy for Government Servants (GOI 48) was conducted at IMG, Regional Centre, Kochi from 25th to 27th August, 2025. Twenty seven (27) participants were attended the programme. The sessions were handled by Dr. Jacob Varghese, Faculty, IMG, Kochi, Shri Ajimon P.P. Audit Officer, KSAD, Adv. Sadique M.K. High Court of Kerala & Former Special Secretary (Law), Shri Lalith Babu, Dy. Tahsildar (Retd), Palakkad, Adv. Aditya Thejus Krishnan, High Court of Kerala and Dr. Liny Jose K. Associate Professor, IMG, Kochi.

The programme was concluded by a valedictory function at 5 pm chaired by Dr. Liny Jose K. Associate Professor, IMG, Kochi who was the Course Director of the programme. The programme was well received by the participants.



### ***Training on Devotee-Centric Administration for Deputy Commissioners of TDB***

The Institute of Management in Government, in collaboration with the Travancore Devaswom Board, conducted a training programme for the Deputy Commissioners of the Board from 4th to 6th August 2025. All 14 Deputy Commissioners working at the Board Office in Thiruvananthapuram and its sub-offices participated in the programme.

The programme was inaugurated by Shri K. Jayakumar, Director, IMG. Shri B. Sunil Kumar, Commissioner, Travancore Devaswom Board, addressed the gathering during the inaugural session and outlined the expectations of the Board from the training.

Key sessions included Devotee-Centred Administration, Professional Excellence, Service Rules, Financial Administration, and Disciplinary Procedures.

The programme concluded on 6<sup>th</sup> August 2025. Participants shared that the training was highly enriching and emphasized the need for refresher programmes at regular intervals.



### ***Trainer Development Programme on Mentoring Skills***

The Government of India-sponsored National Level Trainer Development Programme on Mentoring Skills was organized at the Institute of Management in Government (IMG), Thiruvananthapuram, from 5<sup>th</sup> to 7<sup>th</sup> August 2025.

The programme aimed to develop conceptual clarity on mentoring, build key mentoring skills, strengthen mentor-mentee relationships, apply mentoring for organizational development, address challenges in practice, and promote reflective learning.

A total of nine trainers from various training institutes/senior officers from key organizations participated in the programme.

The sessions were led by Dr. Jacob Varghese and Shri Mohana Chandran, Recognised Trainers, deployed by the Department of Personnel and Training (DoPT) Government of India.

### ***Level D Training Programme for Section Officers of the Central Secretariat***

Another batch of Level D trainees attended training at the Institute of Management in Government (IMG) from 18th to 29th August 2025. A total of 20 officers from various Ministries of the Central Secretariat participated in the programme.

In this batch, participants were required to select one Central Scheme and one State Scheme individually, unlike the earlier practice of group selection. This approach enabled them to engage more deeply with each scheme and gain a comprehensive understanding.

As part of the field study component, the officer trainees visited various local self-government institutions in Thiruvananthapuram and Kollam districts. Following the visits, each participant made individual presentations on the schemes studied, which were moderated by IMG faculty members.



### ***SEVOTTAM Training***

The first batch of SEVOTTAM training, in the year 2025-26 was conducted at the Institute of Management in Government (IMG), Thiruvananthapuram, on 30th August 2025. A total of 60 officers handling public grievances in their respective offices participated in the programme.



The objective of the training was to sensitize participants on the importance of citizen-centric governance and effective handling of public complaints.

Key sessions covered the SEVOTTAM Framework, CMO Portal, Citizen's Charter & Right to Service Act, and the behavioural dimensions of administration.

The programme concluded with the formulation of action plans by the trainees, outlining steps they committed to implement in their respective offices.

### ***Citizen Service Excellence in Administration***

A Government of India-sponsored programme on Citizen Service Excellence in Administration was conducted at this Institute from 11-13 August 2025. The programme was attended by middle- to senior-level officers from various Government departments.

The objective of the programme was to sensitize civil servants to the importance of citizen-centric service delivery and to promote service excellence in administration. In addition to sessions on good governance and service excellence, the training module also included a session on Public Grievance Redressal. The functioning of the CMO portal was demonstrated and discussed as part of the deliberations.



### Conducted Programmes for the Month of August

Sl. No	Code	Programme	Department	From	To	Facilitator
1	STP 4	Orientation programme for the faculty members	IMG	04-Aug-25	05-Aug-25	Director IMG
2	OSP-53/25	Training Programme for Deputy Commissioners	Travancore Devaswom Board	04-Aug-25	06-Aug-25	SS/RJ/AB
3	RTI-11	Training Programme on Right to Information Act 2005	Revenue	05-Aug-25	05-Aug-25	RM
4	STP 6	Disciplinary proceeding in KS&KSSR, KCS&CCA,KSR	Stationery	05-Aug-25	07-Aug-25	NPM
5	GOI TDP -3	Training on Mentoring	Various	05-Aug-25	07-Aug-25	SS
6	STP 8	Leadership Development Programme	KSAD	06-Aug-25	07-Aug-25	DC/RJ/SB
7	Addl STP -1	Training on disability	Various	07-Aug-25	07-Aug-25	DC/AJ



8	OSP-45/25	Orientation Training for Administrative Staff	Pollution Control Board	07-Aug-25	07-Aug-25	ME
9	STP-10	Course Design workshop for Training Managers, Co-ordinators and Department Faculties	DAME	07-Aug-25	08-Aug-25	SAS
10	GOI-43/2025	Gender Sensitization and Women Empowerment	Various	06-Aug-25	08-Aug-25	LJ
11	STP 11	Leadership Development Programme	Kerala State Audit	07-Aug-25	08-Aug-25	DC/SB
12	SCTP 22	Training on Gender Sensivity	Various	04-Aug-25	04-Aug-25	RD
13	SCTP 35	Training on Malayalam Computing	Various	04-Aug-25	05-Aug-25	RD
14	SCTP 23	Training on eOffice	Various	06-Aug-25	07-Aug-25	RD
15	STP 13	Induction and Orientation Programme for Veterinary Surgeons	Animal Husbandary	11-Aug-25	02-Sep-25	RM
16	STP 14	Standardized Pharmacy Operations and Training on Hospital Management	ISM	11-Aug-25	13-Aug-25	MBN
17	STP 15	Training Programme for Workshop Attenders	Industrial Training	11-Aug-25	13-Aug-25	RM
18	GOI SCTP 68/25	Training on Citizen Centric Administration	Various	11-Aug-25	13-Aug-25	SS
19	GOI OSP 18	Consultative Meeting inConnection with DARPGE-PACE Project	Revenue	11-Aug-25	14-Aug-25	RM
20	GOI SCTP 58/25	Disability Sensitisation and Aecessibility	Various	12-Aug-25	14-Aug-25	AB
21	STP 17	Training on Electronic and Digital Evidence	Prosecution	13-Aug-25	14-Aug-25	LJ/AB
22	STP 71	Training Programme for KYLA	KYLA	16-Aug-25	16-Aug-25	AB
23	STP 18	Training on Service Rules to the staff of Directorate of Prosecution	Prosecution	13-Aug-25	14-Aug-25	LJ
24	STP-12	Induction and Orientation for Veterinary Surgeon	Animal Husbandry	11-Aug-25	02-Sep-25	DC

25	GOI SCTP- 36	Training on Malayalam Computing	Various	12- Aug-25	13- Aug-25	RD
26	STP 35	Training on AI Tools	Fire & Rescue	18- Aug-25	19- Aug-25	SJR
27	STP 68	Training Need Analysis	Motor Vehicles	18- Aug-25	19- Aug-25	VS
28	OSP 55/25	Document Design Workshop	Planning Board	18- Aug-25	20- Aug-25	ME
29	GOI SCTP 63/25- 26	Stress Management for Women	Various	18- Aug-25	20- Aug-25	RJ
30	STP 36	Advanced Clinical Skill and Emergency Management	ISM	18- Aug-25	20- Aug-25	MBN
31	STP 38	Induction Training for Clerks	Industrial Training	18- Aug-25	23- Aug-25	RM
32	STP 34	Induction Training for Newly Recruited Employees	Factories & Boilers	18- Aug-25	27- Aug-25	NPM
33	OSP 54/25	144 <sup>th</sup> Level D Training Programme	DoPT	18- Aug-25	29- Aug-25	SS/RN
34	GOI SCTP 13/25	Training on Media Literacy & Fact Checking	Various	19- Aug-25	20- Aug-25	AB
35	GOI TDP 4/25	Direct Training Skills	Various	19- Aug-25	23- Aug-25	MBN
36	STP 78	Course Design Workshop	Survey & Land records	20- Aug-25	21- Aug-25	MVG
37	STP 79	Course Design Workshop	Technical Education	21- Aug-25	22- Aug-25	ME
38	STP 51	e-Governance Strengthening initiatives Awareness on Cyber Security for PWD Staffs	PWD	22- Aug-25	22- Aug-25	JV
39	STP 80	Training on Conduct Rules and Vigilance Disciplinary Proceedings	Technical Education	22- Aug-25	22- Aug-25	ME
40	STP 47	Official Language/ Noting for all Category Officers	Irrigation	22- Aug-25	23- Aug-25	RJ

41	STP 46	Induction Training Programme for Newly Appointed Therapist, Pharmacist, Lab Technician, LGS	DAME	22-Aug-25	23-Aug-25	SAS
42	STP-12	Induction and Orientation for Veterinary Surgeon	Animal Husbandry	11-Aug-25	02-Sep-25	DC
43	SCTP-24	Training on Administrative Vigilance Conduct Rules Disciplinary Procedures Court Procedure	GOI	18-Aug-25	19-Aug-25	RD
44	STP-41	Disciplinary proceeding in KS&KSSR, KCS&CCA,KSR	Stationery	19-Aug-25	21-Aug-25	DC
45	SCTP-37	Training on Malayalam Computing	GOI	20-Aug-25	21-Aug-25	RD
46	STP-44	Standardized Pharmacy Operations and Training on Hospital Management	ISM	21-Aug-25	23-Aug-25	DC
47	STP-48	Official language /Noting for all category Officers	Irrigation	22-Aug-25	23-Aug-25	DC
48	STP-82	Training on "Conduct Rules and Vigilance Disciplinary Proceedings	Technical Education Department	23-Aug-25	23-Aug-25	DC
49	OSP 56/25	Resettlement Course for the Defence Civilian Personnel of Various Units Under HQ SAC AoR	Southern Air Command	25-Aug-25	25-Aug-25	RJ/ME
50	STP 101	Training Needs Analysis and Course Design Workshop	Collegiate Education	25-Aug-25	26-Aug-25	AB
51	STP 64	Training on KMBR and KPBR, NBC	Fire & Rescue	25-Aug-25	26-Aug-25	SJR
52	STP 56	e-Governance strengthening initiatives-Training on e-Office for Ministerial staffs	PWD	25-Aug-25	26-Aug-25	JV/ME
53	OSP-58/25	Induction Trg. for RAs & ROs (Batch 2)	Planning Board	25-Aug-25	27-Aug-25	SS/RJ/AB
54	STP 70	Basic Induction cum Intelligence awareness for Railway Police	Police	25-Aug-25	27-Aug-25	SS
55	STP Addl 3	Training on Malayalam Computing	Various	25-Aug-25	27-Aug-25	ME
56	GOI 66/25	Developing work Life Balance through sustainable lifestyle changes for Women Executives	Various	25-Aug-25	27-Aug-25	NPM



57	STP 57	Orientation Training for newly appointed nurses	DAME	26-Aug-25	27-Aug-25	SAS
58	STP 60	e-Governance strengthening initiatives-Training on PRICE/CP software for Ministerial staffs	PWD	27-Aug-25	27-Aug-25	JV/ME
59	STP-62	Course Design workshop	Irrigation	29-Aug-25	30-Aug-25	RJ
60	STP 71	Internal Security training for the Officers working in spl. purpose cell	Police (SSB)	29-Aug-25	30-Aug-25	DC/SS
61	STP 103	Course Design Workshop	Medical Education	29-Aug-25	30-Aug-25	AB
62	OSP-59/25	Training for the Medical Officers of Prasoodhi	NAM	29-Aug-25	30-Aug-25	MBN/AB
63	OSP 60/25	Training Programme on Objective goals and functions of Govt. Dept.	Milma	30-Aug-25	30-Aug-25	ME
64	OSP-57/25	Training Programme on Sevottam	Various	30-Aug-25	30-Aug-25	SS/NPM
65	STP-54	Advanced Clinical Skills and Emergency Management	ISM	25-Aug-25	27-Aug-25	DC
66	ADD.S TP-2	Malayalam Computing & Word Processing	Various	25-Aug-25	27-Aug-25	DC
67	STP - 7	Training on budgeting, stock purchase manual ,spark & BIMS	Fire & Rescue	29-Aug-25	30-Aug-25	DC