



A STUDY ON TRAINING PROGRAMMES IN GOVERNMENT OF KERALA

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Abstract

The study aims to find out the training method adopted by the state government of Kerala and various strategies adopted by the training providing agency. The study also aims to analyse the policy and new innovative developments in the training methods adopted by the providing agency. It also envisages the core of areas of training subjects of the organization.

Keywords: Institute of Management In Government,(I.M.G),Induction Training Programme. STP Policy.

INTRODUCTION

The development of any organization depends on the skill, attitude, and capability of Human resource working in the organization. Similarly in government sector also, the efficiency and attitude of employees working, depends on its growth and development. Most of the departments in Kerala government sector are basically service oriented. These departments provide various services to the people of Kerala. If the bureaucrats working under a government are trained and able to perform their duties with positive attitude is an asset to the government.

As the technology is rapidly changing, and innovations are taking place in every field in the work place, have made it necessary for people to constantly update their knowledge and skill. People have to work in multi-dimensional areas and hence training is necessary to bridge the gap between skills requirements and skills availability.

Further training provides greater stability, flexibility and capacity for growth in an organization. Even dissatisfaction, complaints, absenteeism, can be reduced if employees are trained well.

The apex training Institute in Government of Kerala is Institute of Management in Government (I.M.G)

INSTITUTE OF MANAGEMENT IN GOVERNMENT

The sole training agency of Government of Kerala is I.M.G. which is the training service provider in Kerala government sector. It is situated in the capital of Kerala ie. At TRIVANDRUM and operates from two training centers. They are Barton Hill Training complex and the administrative training complex, both is strategically located in the heart of the city. The Institute was established as an autonomous body under the auspices of Government of Kerala in 1981 with the objective of developing managerial skills, organizational abilities, leadership qualities and decision making skills among categories of employees of Government , private and public sector.

VISION AND MISSION

To become a centre of excellence for capacity building, for providing an efficient, transparent, equitable and citizen centric, public service delivery system in a knowledge society.

STATE TRAINING POLICY (S.T.P.) PROGRAMME

In the light of National training policy envisaged by government of India in 1996, the S.T.P. was drafted and approved by Kerala government as per G.O. (P) No. 1/04/P&ARD , dt-01-01-2004. The calendar of training programmes for a calendar year is proposed based on the systematic review of training needs by a core group of officers of the department. It is evaluated that 70% of employees of state government service have been covered for training.

MANAGEMENT OF I.M.G.

I.M.G. is administered by an eminent board of governors with representatives from government, industry, and professional bodies. The president of Board of Governors is the chief secretary to government of Kerala. Functions of Institute are supervised by an executive committee of which the Director of I.M.G. is the chairman and has representatives from state government and academician.

FACILITIES AND INFRASTRUCTURE

In order to assess and organize training programmes for different cadets of government, it has 2 regional centers. One at Kozhikode and another at Kochi which cater to the regional training requirements of northern and central zones of Kerala. Regional centers are also well equipped with modern computer lab and hostel facility.



The class rooms of Barton Hill campus at Trivandrum are equipped with Air conditioner and one major seminar hall. Main training complex at Trivandrum centre has 9 modern class rooms with state of the art facilities. Institute offers excellent hospitality and has 80 roomed hostel which offers accommodation. They are available at nominal rent for those participants of the sister organization. The Institute has guest suites also. Institution is equipped with 2 canteens with excellent catering facility with different menu. Sports, games, and recreational facilities are also available for the use of participants.

It also has a well established computer center to take up computer based training programmes, data processing requirements and consultancy assignments and soft ware developments. At present, there are 4 modern computer labs of which 2 are multimedia lab. A D>T>P. unit with scanners, LaserJet printers and a Resograph (High speed scanner printer) make an excellent support for large volume publishing

There is a well equipped library and state of the art training facilities. The Institute provide ideal training locale. The Institution library has a collection of more than 20,000 books and 125 periodicals. Most of the books are from management and training.

INDUCTION TRAINING PROGRAMME

Induction programme is mainly aimed for new recruits. Induction training plays an important role in the overall shaping of an employee. It helps improving employees morale and productivity and trains them on skills which the employee would require in fulfilling their responsibilities in government. The new Induction programme spans 3 weeks with follows 6 areas of governance. They are,

1. Individual perspective.
2. Financial management.
3. Service delivery.
4. E-governance
5. Accountability.
6. Rules and procedures.

I.M.G. Digital Library

It envisages to host digital resources like e-book, e-journal, reports, course material etc. in thrust areas of I.M.G. like gender, e-governance, poverty alleviation, RTI, office management etc. Digitalization of the resources is in progress. E-journal and open J-gate are made available to digital library users.

FACULTY OF I.M.G

There are permanent as well as guest faculty at I.M.G. Apart from this there are distinguished guest faculties like Additional secretaries, Chief Secretary, and retired I.A.S. officers. I.M.G. has a panel of experts in the guest faculty section. Most of the permanent faculties are fellows with doctoral qualification and wide experience in the field of management.

TRAINING AREA FOCUSED BY I.M.G. Thrust areas include;

- Consumer protection.
- Domestic violence.
- Public administration.
- Time management.
- Legislative procedures.
- Court procedure.
- Project management.
- E- Governance.
- Group dynamics.
- Manual of office procedure.
- Store purchase Manual.
- Disciplinary proceedings.
- Kerala service rules.
- Work ethics.
- Decentralized planning.
- Material management.



- Noting and drafting.
- Disaster management.
- Emotional intelligence.
- Communication skills.
- Leadership and motivation.
- Record keeping.
- R.T.I. Act.
- Positive thinking.
- Citizen charter.
- Gender issues.
- Total quality management.
- Kerala Financial code.
- Kerala Account code.

MAJOR INNOVATIONS IN TRAINING PROGRAMMES AT I.M.G ELDIS

It provides more than 26,000 full text documents in development policy, practice and research. It maintains abstracted full text of online documents of more than 75,000 different publishers.

Open Index Initiative

This is an online and searchable bibliographic data base for most of the Indian social science literature and resources available in Indian libraries.

Open J-Gate

This is an electronic gateway to global journal literature in open access domain and providing seamless access to millions of journal articles available online. It is a database of journal literature indexed from more than 6200 open access journals.

I.M.G. Library Blog

It updates with latest happenings in the library, new arrival, events, photographs and useful resources etc. through its blog. Users can access the blog and submit their comments online.

Research

The Institution has a plan and sponsor to undertake research. It evaluates and formulates public policies and assesses impact of policies on implementation. Operative research to improve efficiency and productivity at the unit level are undertaken at the Institution. It has a collaborative linkage with educational Institutions in any part of the world having similar objective by exchange of faculty and scholars by the conduct of joint research and training programmes which are conducive to the development of common professional objective.

Research papers printed and published by I.M.G. faculty include “Network of Asia pacific school and Institutions of public administration and governance” and is presented by Dr. Jaya.s.Anand and Dr. Neena Joseph during Annual conference.

Other Sponsered Programmes (O.S.P.)

The programme designed as per requirements put forwarded by agencies like government, Public sector undertakings and autonomous bodies of state government as well as outside agencies. Training programmes under O.S.P are conducted with the final assistance from client organization. Every year the scheduled number of programmes under O.S,P category in the calendar kept open till the end of every final year accepting new proposals from required organization.

Government of India Sponsered Programme

These are being conducted since the inception of I.M.G. Based on notification on thrust areas mentioned by Department of personnel and training ministry, New Delhi., proposals for programme are prepared. The training programme under this category are catering the needs of present day requirements and modern subjects like environment and sustainable development, gender issues, I.T. related training programmes, Training on R.T.I. Act, e-governance are some of the area covered.



Training programmes organised by I.M.G over the years.

Year	Number of programmes	Number of participants.
1990-1991	145	3869
1991-1992	169	3829
1992-1993	138	3372
1993-1994	185	4390
1994- 1995	186	5413
1995-1996	126	3474
1996-1997	187	4992
1997-1998	225	5513
1998-1999	231	6519
1999-2000	338	16772
2000-2001	371	23242
2001-2002	205	5360
2002-2003	364	10896
2003-2004	416	11700
2004-2005	1036	26770
2005-2006	1119	29146
2006-2007	1344	38018
2007-2008	576	17394
2008-2009	1166	32552
2009-2010	1370	36801
2010-2011	1177	30805
2011-2012	1267	32835
2012-2013	1228	32866
2013-2014	1100	29226
2014-2015	1192	33014

CONCLUSION

Training is an obligation of state government towards its employees. The objective in fulfilling this obligation would be to develop and maintain their efficiency and effectiveness. This is not a onetime responsibility but a permanent and continuing one that extends through the career of the employee. Training is a pre requisite for enabling them to demonstrate he required degree of efficiency, effectiveness and behavioral propriety expected of them, both towards the public and to others in their own work organization.

The mission of training of Kerala government is the transformation of each and every employee in government department and government agencies into fully developed, duty conscious, development oriented, well behaved, competent and motivated members of work teams who are committed to the promotion of public welfare. The expected outcome is a public service system for he state which will be customer focused management that allows participation in decision making and promoting continuous innovations towards the relentless pursuit of total quality in governance.

The Institution is functioning as a think tank for state government in advising them on issues of administration and managerial importance. Institution has a mandate to disseminate the implications of the government policies, decision and legislation to government employees.

I.M.G. is the sole agency for training government employees in the state of Kerala and is having main centre at Trivandrum and two regional centers at Ernakulum and Calicut. The Institute has a library with a huge collection of books mainly from management topics and a very good computer lab. The number of training programmes organized by I.M.G. is increasing gradually and about 70% of employees in state government of Kerala have already undergone various training programmes.

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