

## **The particulars of its organization, functions & duties**

**[ Section 4(1)(b) (i) ]**

<b><i>Name of the office</i></b>	- <i>Institute of Management in Government</i>
<b><i>Address</i></b>	- <i>Vikas Bhavan PO, Thiruvananthapuram-695 033</i>
<b><i>Head of the Office</i></b>	- <i>Shri. Teeka Ram Meena IAS, Director</i>
<b><i>Parent Govt. Dept.</i></b>	- <i>Personnel &amp; Administrative Reforms Dept., Govt. of Kerala</i>
<b><i>Reporting to which authority</i></b>	- <i>Personnel &amp; Administrative Reforms Dept., Govt. of Kerala</i>
<b><i>Jurisdiction</i></b>	- <i>Geographical – Kerala / Functional _ Kerala</i>

### **Mission**

Doing whatever it can to make every government agency, reliable, responsive, friendly, welfare oriented, value-based, customer- driven, cost-effective, progressive, deserving loyalty, and commanding respect.

### **Vision**

Being an agency for creating a civil service about which the people of Kerala can be proud of and to which every citizen will feel undenyng loyalty.

**Objectives of the Institute** – The objectives for which the society is established are:

- To create an awareness of the potentialities of modern management science as a major instrument for development of the economic and social activities of Government.
- To develop managerial skills, organizational capability, leadership and decision making ability, development planning and implementation efficiency.
- To carry on research – operational and policy, to evolve ideas and concepts appropriate to the nation and to formulate policy alternatives.
- To foster, assist and support individuals, organizations and institutions indirectly, for the use of management science.
- To create social awareness in the country and social goals and make it a genuine instrument for economic development and social change in the state as well as in the region.

## **Functions of the Institute / Details of service provided**

In order to achieve the above objectives, the institute may engage itself in such kinds, types of programmes, activities, and in such subjects, and for the benefit of such persons, areas, sectors of activity as are exemplified hereunder:-

*(a) Programmes and Activities:-*

- (i) Education programmes of long duration, Post-Graduate Courses at the Master's (M.B.A. and M.Phil) and Doctoral (Ph.D) levels.
- (ii) Training programmes of short duration as a means of continuing education for practicing managers, administrators, scientific and technical cadres.
- (iii) Research-Policy and Operations
- (iv) Consultancy and Extension Services
- (v) Publications

*(b) Subjects and Areas of activities:-*

- (i) The programmes shall cover all concepts, principles and techniques related to management in Government.
- (ii) The programmes shall cover functionaries of the Departments of the Government of Kerala as well as teachers and practitioners of management in Boards, Corporations and other Public Sector Undertakings in all sectors such as Business and industry; Commerce and trade; Financial and industrial development; Banking; Insurance; Cooperatives, Agriculture and Rural Development, Forestry, Fisheries and Animal Husbandry; irrigation and power; Energy, Transportation and communication; Education and Health Services; Entrepreneurial Development, Mass media; Tourism and Public Relations; Legal Systems, Police Administration, Taxation; urban Systems; Environment, Habitat, Public Works, Roads and Buildings; Appropriate Technology, Non-organised, decentralised sector etc. of economic, social and political activity; especially, persons from institutions, bodies and organisations concerned with the use of knowledge in management.

*(c) The conduct of programmes shall be for and by the application of concepts and principles of:*

- (i) Functional areas of management
- (ii) Management techniques
- (iii) Disciplines, and
- (iv) Concepts and problems,

*(d) The Institute may:-*

- (i) Plan, sponsor and undertake research- policy research for the evaluation and formulation of public policies and assessment of the impact of policies on implementation-Operations Research to improve efficiency and productivity at the unit levels;
  - (ii) Assist public and private organisations to improve their administration and management through consultancy and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc;
  - (iii) Public research papers, treatises, periodicals, books and other literature to disseminate up to-date information relating to Indian Management;
  - (iv) Select and prepare suitable young persons from within and outside Kerala for careers leading to management responsibility through post graduate education programmes;
  - (v) Evolve and prescribe standards of proficiency and award degrees, diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute as well as confer honorary degrees and distinctions on persons rendering outstanding contribution to the cause of management in Government;
  - (vi) Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;
  - (vii) Establish and maintain libraries of books, teaching aids, audio-visual equipments etc.;
  - (viii) Form affiliations, accept patron ship and other classes of professional or technical membership;
  - (ix) Establish collaborative linkages with educational and professional institutions in any part of the world, having similar objectives, by exchange of faculty and scholars, by the conduct of joint research and training programmes and generally in such a manner as may be conducive to the development of common professional objectives;
  - (x) Function generally as the apex institution of Kerala State to provide knowledge and services, to set standards of proficiency, and to regulate management inputs in all aspects of public administration and productivity by other organisations, agencies, institutions;
  - (xi) Establish, administer and maintain regional branches, institutions at suitable places in Kerala;
  - (xii) Do all such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.
- (e) The Institute shall consist of residential campus as well as non residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class, region, nationality, and no test or condition pertaining to religion or region shall be imposed in admitting students or in appointing members, teachers and staff of the Institute, provided, however, that the Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

**Physical Assets – (Statement of lands & buildings and other assets) –**

**IMG Headquarters, Thiruvananthapuram**

<b>IMG Main campus</b>	<b>– 217 cent</b>
<b>Old Building</b>	<b>- 36,800 sq.ft (2 floors)</b>
<b>New Building</b>	<b>- 16,000 sq.ft (3 floors)</b>
No. of Lecture Halls	- 8 Nos.
AC Auditorium	- 1 No.
AC Conference Hall	- 2 Nos.
Seminar Hall	- 1 No.

**Multi-storied Training Complex - 44,000 Sq. ft. (7 Floors)**

Lecture Hall	- 6 Nos. (30 capacity)
Seminar Hall	- 1 (200 capacity)
Computer lab	- 1 No.
Dining Hall	- Capacity 400 persons
Faculty accommodation	- 2,500 sq. ft
Cellar floor	- 40 car parking area

**IMG Barton Hill campus - 358 cent**

Seminar Hall	- 1 No.
Lecture Hall	- 2 Nos.

**IMG Hostel Building - 62 double rooms**

**IMG staff quarters - 6 quarters**

**IMG Regional Centre, Kochi**

<b>IMG Campus</b>	<b>- 200 cent</b>
<b>IMG building</b>	<b>- 20,000 sq.ft</b>
Seminar Hall	- 1 No. (80 capacity)
Lecture Hall	- 1 No. (30 capacity)
Computer lab	- 2 Nos. (30 capacity)

IMG Hostel - 20 double rooms

IMG staff quarters - 2 flats for 8 family accommodation

**IMG Regional Centre, Kozhikode**

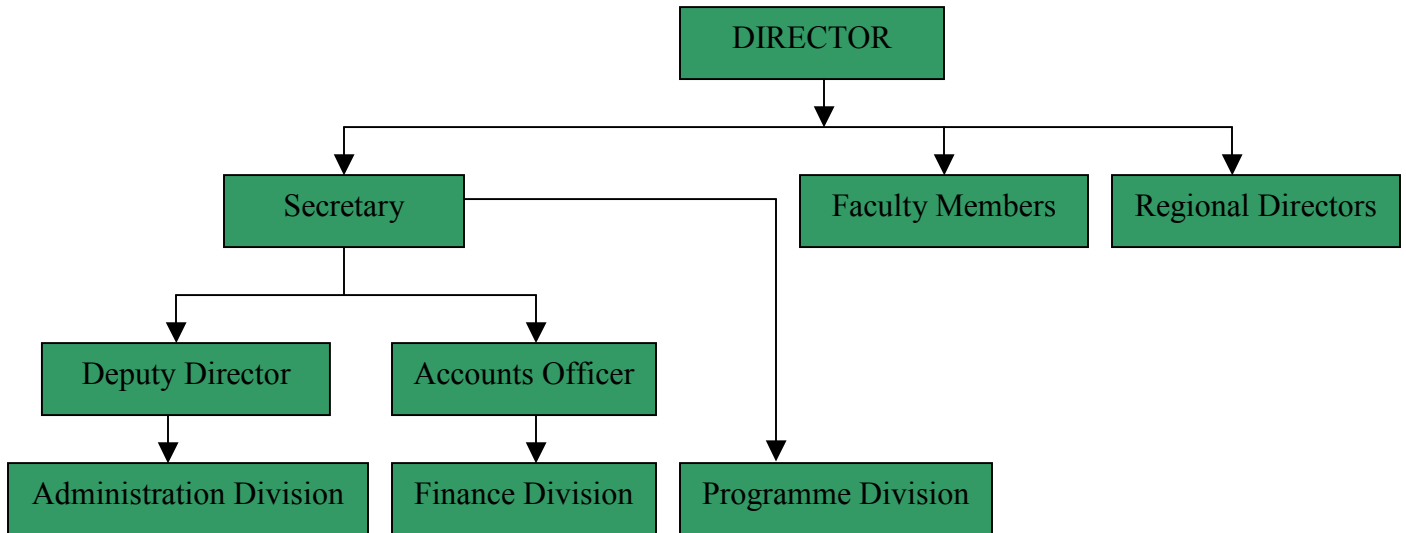
IMG campus	- 8 4/3 acre
Administrative block	- 10,000 sq.ft

Lecture Hall	- 4 Nos.
Computer lab	- 2 Nos.
Auditorium	- 1 No. - 3,500 sq.ft (200 capacity)
Hostel	- 26 double rooms
IMG staff quarters	- 5,000 sq.ft ( 9 quarters)

**Details of vehicles**

Mini Bus	- 2 Nos.
Car	- 6 Nos.
Motor bike	- 2 Nos.

## Organization's Chart



### Telephone Nos & Office timings

Telephone Nos. - 0471-2304229 / 304608

Office Timings - 10.00 am to 5.00 pm

### Weekly holidays & Specific service Timings

Weekly holidays - Sundays & 2<sup>nd</sup> Saturdays

### Specific service timings

Library services - 8.30 am to 6.00 pm

### Name of PIOs

Shri. PS Sreekumar, Secretary - IMG Headquarters, Thiruvananthapuram

Shri. Jose Issac IAS, Regional Director - IMG Regional Centre, Kochi

Shri. K Premarajan, Regional Director - IMG Regional Centre, Kozhikode

### Name of APIOs

Shri. C Krishnan Nair, Section Officer - IMG Headquarters, Thiruvananthapuram

Shri. Mohan Bose, Section Officer - IMG Regional Centre, Kochi

Shri. T Sukumaran, Section Officer - IMG Regional Centre, Kozhikode

### Appellate Authority

Dr. Dharam Veer IAS - Director, IMG