



**DEPARTMENT OF ECONOMICS AND STATISTICS  
GOVERNMENT OF KERALA**

**Statistical Assistant / Statistical Investigator - Gr II**

# **TRAINING REPORT'23**

**June 19 - July 26**



**INSTITUTE OF MANAGEMENT  
IN GOVERNMENT**



# Introduction

The purpose of this training report is to provide a comprehensive overview and analysis of the training program conducted at IMG, Kakkanad in coordination with Department of Economics and Statistics. This report aims to highlight the key objectives, methodologies, outcomes, and observations from the training sessions.

The training program was designed to address specific skill gaps, enhance knowledge, and promote professional development among the participants. It was carefully tailored to meet the unique requirements of the participants and align with the goals and values of the department. The report will outline the training content, delivery methods, and the overall effectiveness of the program in meeting the intended objectives.

Additionally, this report will delve into the training evaluation process, including feedback mechanisms, assessment criteria, and the overall satisfaction of the participants. It will provide insights into the strengths and areas for improvement of the training program, facilitating future enhancements and modifications to optimize the learning experience.

The report will also shed light on any challenges or obstacles encountered during the training program, along with the strategies implemented to overcome them. This analysis will provide valuable insights into potential areas of improvement and guide future training initiatives within the organization.

Furthermore, this report will highlight the impact of the training program on the participants and the organization as a whole. It will examine the extent to which the acquired knowledge and skills have been transferred to the workplace and assess the tangible benefits realized as a result of the training.

Ultimately, the findings and recommendations presented in this report aim to support informed decision-making and continuous improvement in the design and delivery of future training initiatives. It is intended for the relevant stakeholders, including management, training coordinators, and individuals involved in the planning and execution of the training program.

By thoroughly examining the training program, this report aims to provide a comprehensive understanding of its effectiveness, impact, and areas for improvement. It serves as a valuable resource for ongoing learning and development efforts within the organization.



# Acknowledgement

We, the trainees of the Induction Training Program, would like to express our deepest gratitude and appreciation to everyone who has contributed to making this program a remarkable and valuable learning experience. We acknowledge and thank each individual and organization involved for their unwavering support, guidance, and dedication throughout this journey.

First and foremost, we would like to extend our heartfelt thanks to our esteemed trainers and mentors. Your expertise, passion, and commitment to our development have been instrumental in shaping our knowledge and skills. Your patience and willingness to go the extra mile to ensure our understanding are truly commendable. We are grateful for your invaluable insights, constructive feedback, and the countless hours you have dedicated to our growth.

We would also like to express our gratitude to the organizing committee and all the administrative staff who worked diligently behind the scenes to ensure the smooth execution of the training program. Your meticulous planning, attention to detail, and relentless efforts have made this program an organized and seamless experience for us.

Furthermore, we would like to thank our fellow trainees. Your collaboration, camaraderie, and shared enthusiasm have created a supportive and inspiring learning environment. We appreciate the diverse perspectives and experiences each one of you brought to the table, enriching our discussions and fostering a sense of unity among us.

Additionally, we extend our gratitude to the management and leadership of our organization for recognizing the importance of this induction training program. Your investment in our professional development demonstrates your commitment to nurturing talent and ensuring our success in our respective roles. We are honored to be part of an organization that values continuous learning and growth.

Last but not least, we would like to express our heartfelt appreciation to our families and loved ones. Your unwavering support, understanding, and encouragement throughout this training program have been crucial in our ability to focus and make the most of this opportunity. Your belief in us has been a constant source of motivation and strength.

In conclusion, this Induction Training Program has been a transformative and empowering experience, and we are sincerely grateful to all who have contributed to its success. We will carry the knowledge, skills, and connections we have gained here throughout our careers, and we commit to applying them effectively in our roles.

Thank you once again for this incredible opportunity and for shaping us into better professionals.

**Batch I**  
**Statistical Assistant/ Statistical Investigator Gr II**

*Our Sincere thanks to .....*

**Sri. D S Shibukumar, Deputy Director and Training Manager, DES, TVM**

**Sri. Mubashir E, Asst. Professor, IMG, TVM**

**Smt. Thahira K. M, Research Officer, DES, Ernakulam**

**Sri. Saneesh E. M., Statistical Investigator, Grade II, Thrissur**



# INDEX

Sl. No.	Date	Name	Topic	Page. No.
1	19/06/2023	Mohammed Ihlas Ali P M	NATIONAL STATISTICAL SYSTEM AND STATE STATISTICAL SYSTEM, IPR AND TEAM BUILDING	
2	20/06/2023	Mable Davies M	KSR Part I, Malayalam computing	
3	21/06/2023	Neenu Elizabeth P S	KS&SSR, KSR Part II	
4	22/06/2023	Deepa N N	Kerala treasury transactions and Motivation and leadership	
5	23/06/2023	Manesh P R	Economics and Budget Manual, Spark orientation and practice session	
6	24/06/2023	Anju T	How to make communication effective and Change management	
7	26/06/2023	Seetha Mol P G	Imotional intelligence, Manual of office procedure(MOP)	
8	27/06/2023	Chinju George	Official language, Time management	
9	30/06/2023	Thahirabeevi A	Stress Management, Income tax rules and Calculation	
10	01/07/2023	Aswathy Chandrasekaran	Government servents conduct rules and disiplinary procedures, Citizen centric service delivery	
11	03/07/2023	Ramya M	Local level statistics(BSLLD, Mission Antyodaya etc), ASI	
12	04/07/2023	Swaliha C A	Art of Amassing Data, Framing questionnaires & Descriptive statistics, inferential Statistics, decision theory	
13	05/07/2023	Anita Biju	RTI Act 2005, Good Governance, E-Office -orientation and practice session	



14	06/07/2023	Priya A S	Introduction to price collection mechanism, Prices-Farm prices and wholesale market prices	
15	07/07/2023	Viji Raju	Prices-Retail prices, Prices-Introduction to price index numbers	
16	10/07/2023	Athulya Prasad	IIP, NSS - Household Surveys	
17	11/07/2023	Rabiya P Sulaiman	EARAS Overview, Methodology, key plot selection, cluster formation	
18	12/07/2023	Jophy Joseph	EARAS Area enumeration, EARAD-CCE Schedules, CCE Preparation	
19	13/07/2023	Rose Mary Sabu	EARAS-Area production and estimation	
20	14/07/2023	Biji Thomas	EARAS FIELD VISIT ERNAKULAM DISTRICT	
21	15/07/2023	Shameer K K	Agriculture census, Collection of statistics Act	
22	19/07/2023	Nishamol M M	Cost of cultivation, Evaluation of Soil Conservation	
23	20/07/2023	Anu T R	Vital Statistics-CRS,SRS,Spot check,MCCD,Gender Statistics	
24	21/07/2023	Lima K K	Labour & Housing & Economic census, Environment Statistics	
25	22/07/2023	Aardhra K Venu	State Income overview , Gender laws	
26	24/07/2023 Morning	Jishad K H	Price-Field visit	
	24/07/2023 Afternoon	Sudeesh S	Field -House Hold Survey	



# Induction Training to Statistical Assistants (Economics & Statistics)



IMG Kochi

19.06.23 to 26.07.2023







# **Induction Training Report Day 1**

**19/06/23**

*Day 1: Forenoon Session*

*Conducted by **Shibukumar Sir***

*Deputy Director, Department of Economics and Statistics*

***Session Topic: National Statistical System and State Statistical System***

*The class provided a comprehensive overview of the National Statistical System and State Statistical System. He highlighted key initiatives such as the EARAS scheme, agricultural census, and their significance in shaping policies. Furthermore, he emphasized the Department of Economics and Statistics' support to line departments and the crucial role of statistics in decision-making processes.*

***Afternoon Session: Interpersonal Relationships and Team Building***

*Conducted by **Dr. Jacob Varghese**, Faculty, IMG Kochi*

*Dr. Jacob Varghese led an engaging afternoon session on interpersonal relationships and team building. Participants formed groups and introduced each other, Dr. Varghese emphasized the impact of personal connections on professional lives. He highlighted the importance of investing in strong bonds, exploring themes like instant gratification versus delayed gratification.*

*Reported by*

***Mohammed Ihlas Ali P M***

***Statistical Investigator Gr II***

***Taluk Statistical Office, Vaikom***



## IMG TRAINING DAY 2

**Session I & II: M. K Surendran Unni**  
District treasury officer(rtd),  
Kottayam

**Session III & IV: Smt. Reshmi K,**  
Guest instructor, IMG

**Sri. Sandhu G Nath**  
Programmer

### **Session I & II : KSR Part I**

The session started with the different topics included in KSR. Among those topics, Sir dealt with different types of leave that we can avail in our service. Sir discussed about casual leave special leave, ordinary leave etc. He also added that we can avail leave for IUCD insertion, cancer, replantation of organ, surgery of organs, angioplasty, blood donation, medical termination of pregnancy etc.



**Session III & IV: Malayalam computing-  
Practice session**



The session started by telling the importance of standardisation in typing and that any language can be typed without downloading any application in computer. After conveying the malayalam keyboard typing methods, we typed two paragraphs in malayalam.



Mable Davies M  
Statistical Investigator grade II  
Taluk Statistical Office,  
Mukundapuram

## **IMG Training Day-3**

**21/06/2023**

**Session I,II,III & IV : Shri. Ajimon P P**  
**Audit officer, KSAD, EKM.**

**SESSION I & II : KS & SSR**

The session start with history of service rules and differentiate between Acts and Rules. In this session sir went through, Recruitment, Appointment, Membership of services, Qualifications, Reservation in appointments, Probation, Seniority, Promotion and Relinquishment of right. Sir clarify each topic with relevant examples.



**Session III & IV**

**KSR Part II**

In this session, he differentiate between various types of travelling allowance like, Permanent travelling allowance, Permanent conveyance allowance, Mileage allowance, Daily Allowance and Actual travelling allowance and How to calculate different grade employees for their travelling allowance in various situations.

Neenu Elizabeth P.S  
Statistical investigate GR.II  
Taluk Statistical office Chavakkad.



Shri. Jayarajan R  
Sr. Accountant  
District Treasury, EKM

Session I & II: Kerala Treasury Transactions.

The session starts with the explanation of the meaning, importance and functions of different sections of the treasury. He mentioned receipts and also explained how to prepare establishment bills and BIMS operations.



### Session III & IV

Afternoon session was held by Fabil Varghese sir. During this session he dealt with soft skills, communication skills, the importance of family relationship and also engaged us with various interpersonal activities.

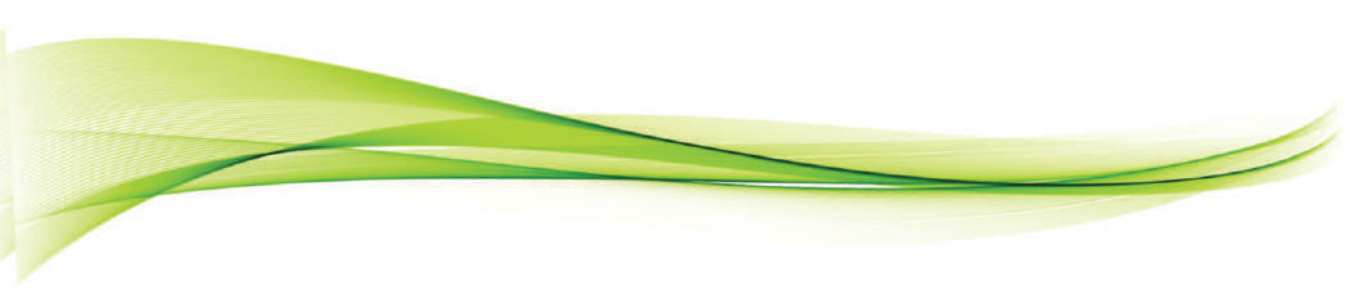


Deepa N N

Statistical Investigator GR2

Taluk Statistical Office Irinjalakkuda





23/06/2023

**IMG TRAINING DAY 5**

**Session I & II: Shri Rashid C M  
Asst.Audit Officer,  
Kerala State Audit  
Department,Ekm**


**Session III & IV: Shri Aneesh K  
Master Trainer,SPARK  
Govt. Hospital Ekm.**

**Session I & II : Economics and Budget Manual**

The session started with important terms of Budget and brief description of each terms. He explained Budget, Budget estimate, Revised estimate , supplementary budget, performance budget, Voted expenditure, Charged expenditure, Appropriation Act, Vote on account, Vote of credit etc. He also provide an overview of Audit system such as C & AG, Statutory body, Internal audit, Finance audit and social audit. Furthermore he explained three parts of The Budgets

- 1.The Consolidated fund
- 2.The Contingency fund and
3. The Public account.

Finally he give a brief description of five tier classification of transactions such as Sector, Major heads, Minor heads, Sub heads and Detailed heads.

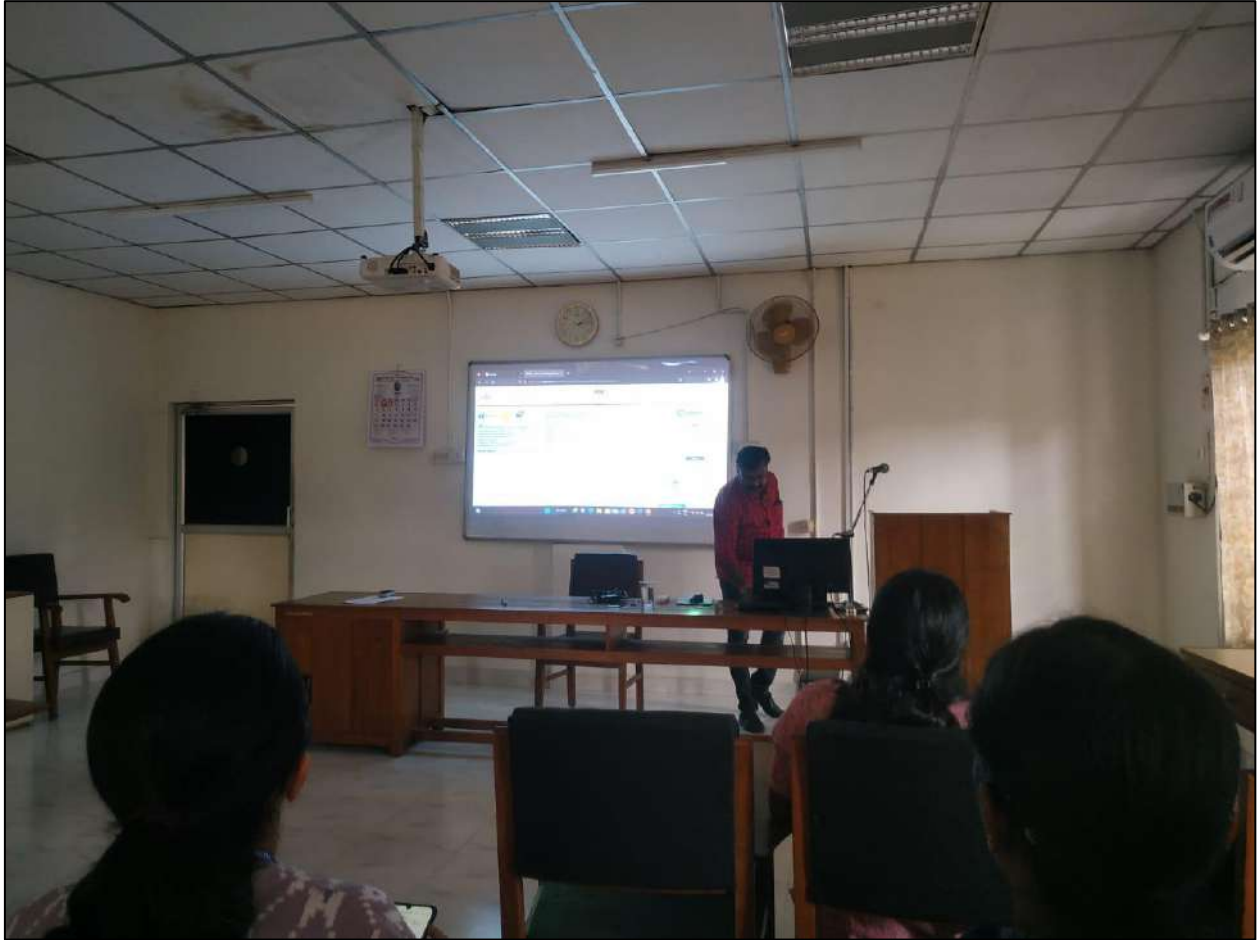




### **Session III & IV: SPARK - Orientation and practice session**

The session started by emphasizing the significance of Service and Payroll Administrative Repository of Kerala (SPARK). He explained in detailed various menus in SPARK website. He also explained registration process of new user and how to process Increment, Transfer, Promotion, Leave and Salary matters.





Prepared by  
Manesh P R  
Statistical investigator grade 2  
Taluk Statistical office, Kodungallur.

## IMG Training Day 6

24/06/2023

Morning Session: Dr.Jacob Varghese  
Faculty IMG  
Kochi.

### TOPIC :: How to make communication effective.

This Session starts with communication that is effective in our personal life or Official Life. Sir discussed how to communicate with crowded people and the same situation in our office.

Some tips like smile, story, experience listening, questionnaire etc. Then he told that these communication techniques can apply to official life also.





**Afternoon Session:** Dr.P.V.Joseph  
HR Trainer  
Maharaja's College

**TOPIC** :: Change management

This Session Started how to change some mannerism in our family or Office. Some important techniques he discussed in class are Knowledge, Skill, Attitude etc. These techniques will apply to our Office and any other Situations.



**Prepared by  
ANJU.T**

**Satistical Investigator Gr II  
Ambalapuzha Taluk  
Statistical Office  
Alappuzha**

**Morning Session: Shri P.R. Chandramohan**

**HR Trainer, Kakkanad**

**TOPIC: EMOTIONAL INTELLIGENCE**

The session started with practical section regarding confidential management. In this session he discussed how to manage confidential matters with example of a 3 bucket theory, and his own life experience. And also how career is related to technical skill, and life skill, and also he told how to manage our emotions through communication and meditation and the session ended with discussion of meaning of the success and what are the “Laws relating to Success”



**Afternoon Session: Adv. Chandrabos. P. V.**

**Former member of Faculty,**

**IMG Kochi**

**TOPIC: Manual of Office Procedure (MoP)**

The session starts with meaning of MOP, what are the differences between “Rule” and “Act”, what are the important registers to be maintained in Government office etc. and also he explained when a tapal become current and how to enter tapal in “Personal Register”, and dispersal time of various files and also explains meaning of noting, object of noting, forms of correspondence, Records, what are the duties of Record keepers etc.

**Seethamol P.G.**

**Statistical Investigator Gr. II**

**Taluk Statistical Office, Kanjirapally**



## IMG TRAINING DAY 8

(27/06/23)

Morning session :Adv chandrabos p v

Former member of faculty

IMG Kochi

**Topic: Official language**

The session started with importance of official language in our daily life. He explained the article from 343 to 351. He also discussed about state official language, language of legislation, language of high court and supreme court, protection of minority language act,



official language act and translation of language. He explained the importance of Malayalam language with many examples and videos.

Afternoon session :Dr Mary Matilda


Former principal

Maharajas college EKM

Topic :Time management.







The session started with comfort zones of our life. She discussed about meaning of time management, tips for mastering time management at work, time management strategies. She explained time cheaters and time beaters in our life, urgent and important tasks and make real progress in our life.

Chinju George

Statistical investigator Gr. II

Taluk statistical office

Chavakkad.



## **IMG Training Day: - 9.**

Date : 30.06.2023.

**Morning Session : Dr. Marykkutty John.**

Consultant Psychologist & Motivational Speaker.

Ernakulum – Kerala.

**Topic : - Stress Management.**

In this session Madam discussed what is stress, reason for stress, types of stress and how it affects in our daily life and also discussed how to manage stress. Stress is a personal reaction to change. The main reason for stress are anxiety, over thinking, fear etc. Then she explained four types of stress they are Eu –stress, Di –Stress, hyper stress and hypo stress. In addition to this, she discussed different type of personality such as A type, B type, extrovert, introvert etc. Finally, she concluded the session by four important factor to manage stress such as time, Finance, relationship, and health management and also various technique to reduce stress like music therapy, yoga and motivation etc.





**After Noon Session : Shri Anson Francis.**

Senior Accountant.

Dept. of Treasury Thrissur, Kerala.

**Topic :- Income Tax Rules and Calculation.**

The session started with the Explanation of Income tax and Calculation. He discussed the first implementation of Income Tax Act in 1922 and then in 1961. According to this act, income tax is calculated as four way ie, advance tax, self-assessment tax, tax deducted at source (TDS) and tax collected at source (TCS). Furthermore, he analyzed the structure of income and based on the income tax heads, how to calculate income tax for an individual. Finally, he explained income tax calculation on the basis of new regime and old regime.

**Prepared by: Mrs. Thahirabeevi. A**

Statistical Investigator Grade II.

Ambalappuzha Taluk Statistical Office

Alappuzha, Kerala.

**Signature :-**

*Thahirabeevi*

IMG Training Day 10

Fore Noon Session : Shri Sudarsana Babu  
Collegiate  
Education Vaikom

Session I&II Govt. Servants Conduct Rules & Disciplinary Procedures

The Session starts with disciplinary procedures .Then he explained how should government employees behave, What government employees not do and what should be observed by government employees. After that he explained the Rule 1 - Rule 96 in conduct rules and also explained what to look out for when salary certificate buying and giving.



After Noon Session : Dr. MV Natesan , Director

Rail Vikas Nigam Ltd.  
{Former Professor, SSU, Kalady}

Session III&IV Citizen Centric service Delivery

In this session sir discussed with good governance. After that he explained how to provide good service without corruption and also discussed how to be a civil servant who is committed to the nation.





Prepared by : Mrs. Aswathy Chandrasekaran

Statistical Investigator Grade II

Mukundapuram Taluk Ststistical Office

Thrissur , Kerala

IMG Training Day 11

03/07/2023

Fore Noon Session : Local Level Statistics (BSLLD, Mission Antyodaya etc)

Session I & II Smt. R. Sudharsa,  
Joint Director, PPC, Tvp

In the class two important initiatives in India: BSLLD and Mission Antyodaya. The main objective of BSLLD is to improve the livelihoods of people in backward regions by enhancing their income-generating capacities through skill development, employment generation, and entrepreneurship promotion.

Also explained objectives, strategy and showed BSLLD site. After that explained sectors included for data collection and explicated details of schedule.



Mission Antyodaya: Mission Antyodaya is a comprehensive rural development initiative launched in 2017, aimed at poverty alleviation and improving the quality of life in the most deprived rural areas. Also defined What is mission antyodaya survey and described the manual of data collection.



Session III & IV: K.V Laisingh,  
SSO,NSO(FOD),Kochi

The class focus on the Annual Survey of Industry (ASI), a significant statistical exercise conducted in India. ASI provides valuable insights into the performance, structure, and growth of the industrial sector in the country. This report will discuss the objectives, methodology, and key findings of the Annual Survey of Industry.

The key aspects of the survey methodology:

- a. Sampling Technique:
- b. Data Collection:
- c. Data Validation and Compilation:
- d. Reporting:

Key Findings of the Annual Survey of Industry: The Annual Survey of Industry generates significant findings that shed light on the industrial sector's performance and trends.



The Annual Survey of Industry is a vital statistical exercise that provides comprehensive data on the performance, structure, and trends of the industrial sector in India. It serves as a valuable tool for policymakers, researchers, and analysts in formulating and evaluating industrial policies, monitoring progress, and identifying areas for intervention.

Prepared by : Mrs. Ramya. M  
Statistical Investigator Grade II  
Talappilly Taluk Statistical Office  
Thrissur, Kerala

IMG Training Day 12

04/07/2023

Fore Noon Session : Art of Amassing Data, Framing Questionnaire

Session I & II Sri M Somesekhara Pillai,  
Professor (Rtd)

The session started with different types of data in statistics, they are experimental data and survival data. He explained that how data can be transferred into wisdom. He discussed about the characteristics of variables, they are qualitative and quantitative.

In the framing questionnaire session , he discussed how the questionnaire should be accurate, valid and reliable.



After Noon Session : Descriptive statistics, inferential statistics, decision theory

Session III & IV Sri M Somesekhara Pillai,  
Professor (Rtd)

The session started with sampling and different types of sampling , they are Probability samples and non- probability samples , and different types of probability sample and non-probability samples . he discussed about the data representation in statistics and statistical measures of data representation. Later he discussed about inferential statistics and how can be made decision framing in statistics.

Prepared by :

Ms.Swaliha C A

Statistical Investigator Grade II

Talappilly Taluk Statistical Office

Thrissur, Kerala



**Morning Session I:** Smt. Liny Jose K, Assistant Professor in Law, IMG Kochi

**TOPIC: RTI Act 2005**

Smt. Lini Jose Mam conducted an insightful class on the RTI Act of 2005, highlighting its distinctiveness in ensuring equality before the law. Through practical examples, she illustrated how RTIs submitted by citizens can bring about transparency and accountability. Additionally, she emphasized the legal validity of RTI documents, underlining the significance of maintaining proper record-keeping practices. To enhance understanding and implementation of the RTI Act, booklets containing its provisions were distributed to statistical investigators.



**Morning Session II:** Dr. Sabu Varghese, District Planning Officer, Idukki

**TOPIC: Good Governance**

Dr. Sabu Varghese sir delivered an enlightening class centered around the concept of good governance. He delved into the principles and practices that are instrumental in achieving effective and responsive institutional management. Topics such as service culture, employee engagement, service quality, and customer experience were explored in detail. He shared incidents from his life to illustrate his approach to handling different situations. The class was informative and provided valuable insights into the subject matter.



**Afternoon Session:** Shri Arun A, E-office supporting Engineer, IT Mission, Ernakulam

**TOPIC: e-office- orientation and practice session**

Shri Arun Sir conducted a practical session on conducting office procedures online using e-office. He provided step-by-step guidance on various tasks, including creating new files and referencing preview files and notes within them. Participants were encouraged to practice using the demo e-office version to gain proficiency in these procedures. The session was informative and equipped us with the necessary skills to effectively navigate and utilize e-office for office procedures.



Prepared by,  
Anita Biju  
Statistical Investigator Grade II  
Changanacherry Taluk Statistical  
Office

## IMG KOCHI TRAINING DAY 14

**Morning session:** Smt. Shamju B K  
Research officer,  
Prices, Tvm

**TOPIC :** Introduction to price collection  
mechanism

The session starts with introduction of prices. Then she explained different types of prices such as Farm prices, wholesale prices and Retail prices. She also gave a comprehensive overview of price collection mechanism addressing various industries and sectors. Then she introduced major key terms related to price collection mechanism.



**Afternoon session:** Smt. Naseera M  
Research officer,  
Prices, Tvm



**TOPIC: Prices- Farm prices and  
Wholesale market prices**

In this session she emphasized that Farm prices represent the value at which agricultural products are sold directly from farmers to buyers. She also explained that Wholesale market prices represent the cost of agricultural products at intermediary stages of this supply chain.



**Prepared by: Mrs Priya A S  
Statistical assistant grade 2  
SC development office  
Idukki, Kerala**

## IMG KOCHI TRAINING DAY 15

**Morning session: Smt. Shamju B K**  
Research officer,  
Prices, Tvm

### **TOPIC: Prices - Retail Prices**

The session starts with introduction of Retail Prices. Then she explained different types of Retail Prices such as Retail prices of essential commodities, Ayurveda raw materials etc... She emphasized the factors to be remembered for the price collection and then displayed schedules for the mentioned prices. Additionally, she introduced the DESCAS software, where the retail prices are to be entered.



Afternoon session: Smt. Naseera M  
Research officer,  
Prices, Tvm

**TOPIC : Prices- Introduction to Price Index numbers**

In this session she introduced the concept of index numbers and explained different types of index numbers such as Consumer Price Index, Wholesale Price Index, Parity Index etc.. She also gave us informations about Family Budget Survey and the points to be remembered during the price collection.



Prepared by: Ms. Viji Raju  
Statistical assistant grade 2  
LSGD Town Planning Office  
Idukki, Kerala



## **IMG KOCHI TRAINING DAY 16**

**Morning session : Smt. R. Sudharsa,  
Joint Director,  
PPC**

### **TOPIC : IIP**

She started the session by defining Index number and IIP. Then explained the methodology for selection of item basket, National Product Classification for Manufacturing Sector(NPCMS), its evolution and characteristics. Later emphasized the points to be remembered while assigning codes, the role of weights in index number calculation. She also explained how the factories are selected and the data is collected. Then told us about the agencies responsible for compilation and dissemination of IIP and the institutions to which the report is forwarded. She ended the session by sharing her personal experience relating to the topic.



**Afternoon session : Shri Francis Thomas  
Assistant Director,  
NSS, TVPM**

### **TOPIC : NSS- Household Surveys**

The session started with the introduction of National Sample Surveys and its history. He explained the functions of NSSO. There are 4 types of NSS surveys. He explained the organisational structure of NSO and their responsibilities. He then introduced the schedule of CAMS and explained that in detail.



Prepared by,  
Miss. Athulya Prasad  
Statistical Investigator Gr 2  
TSO, Devikulam,  
Idukki.

## **IMG Training - Day 17**

**11/07/2023**

### **Morning Session::**

**Sri. Abbas P.K  
(Rtd) District Officer**

### **TOPIC:: EARAS Overview, Methodology**

Today's session mainly focused on EARAS - Establishment of an Agency for Reporting Agricultural Statistics. He began the session by saying the importance of statistics in our day to day life. He then briefly explained the origin and development of the Economics and Statistics Department in Kerala and also discussed the usage of EARAS data in various fields:- for calculating GDP, for implementing different projects in connection with agriculture, food safety etc, to find out the land utilization of the state. EARAS scheme deals with area enumeration, yield estimation, cost of cultivation and farm price.



### **Afternoon Session::**

**Sri. Jamal K.M  
Additional District Officer  
(TRS), Ernakulam**

### **TOPIC:: Key plot Selection, Cluster Formation**

In this session sir described how to collect agricultural statistics using Multi Stage stratified random sampling method and also explained to us in detail about the selection procedure of 100 clusters for area enumeration with the help of litho map ,BTR & FMB. Sir explained how to fix class interval, key plot selection for wet and dry cluster. He introduced different models of clusters and also discussed various special cases in cluster formation. He concluded the session by sharing some of his personal experiences.





**Prepared By**  
**Rabiya P.Sulaiman**  
**Statistical Investigator Gr II**  
**TSO Udumbanchola, Idukki**

## **IMG KOCHI TRAINING DAY 18**

**Morning session: Shri Viswanath K S**  
Taluk Statistical Officer,  
Ekm

**TOPIC : EARAS - Area Enumeration**

He started the session by defining Form 1 Diary. It has five blocks namely 13 way classification, Seasonal crops, Annual crops, Perennial crops and type of irrigation. He gave a detailed explanation of Area enumeration in wet and dry clusters. Also provided examples of crops enumerated in cents and in numbers. He concluded the section by explaining Gross area and Net area.



Afternoon session: Shri C.N.Radhakrishnan  
District Officer, Ekm

**TOPIC : EARAS - CCE Schedules, CCE preparation**

The second session started with the explanation of crop cutting experiment. He gave a clear cut idea about crop cutting of Paddy, Tapioca and Coconut. He showed us the CCE schedule and explained how to enter the data in it. Also gave the details of Major and Minor crops. He ended the session by sharing his own personal experience.



Prepared by,  
Miss Jophy Joseph  
Statistical Assistant Gd 2  
District office,Idukki



## IMG KOCHI TRAINING DAY 19

Morning session: Shri Radhakrishna pillai  
Assistant Director  
EARAS, Trivandrum

Topic : EARAS - Area and production  
Estimation

He handled both morning and after noon session. In the morning session he discussed in detail about area enumeration, and its 3 classifications, forecast estimation, advance estimate, estimation of production etc...






**Assistant Director  
EARAS, Trivandrum**

**Topic: EARAS - Sample Check**

**In this session he explained in detail about sample check, its objectives, sample selection, supervision, schedules etc.**

Prepared by,

Rose Mary Sabu  
Statistical Investigator Gd 2  
Taluk Statistical Office, Devikulam



## **IMG KOCHI TRAINING DAY 20**

**TOPIC:** EARAS – FIELD VISIT-ERNAKULAM DISTRICT

**Guided By:** Sri. JAMAL K.M, Additional District Officer (TRS), Ernakulum

**Sri. Viswanath K.S,** Taluk Statistical Officer, Kanayanur Taluk Statistical Office, Ernakulum

**Sri. Sabu,** Statistical Inspector, Kanayanur Taluk Statistical Office, Ernakulum

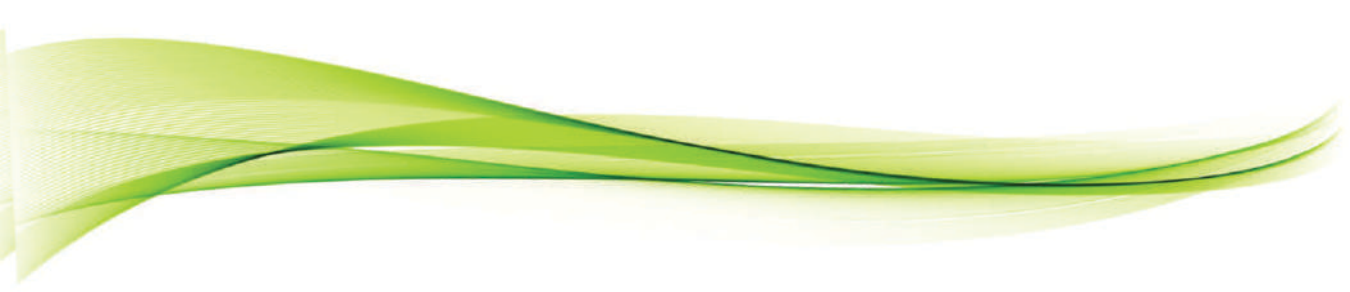
**Statistical Investigators:** Ann Mary Jose, Shaiby John

**EARAS Field visit typically involve advancing our knowledge and skill sets as statistical investigators and really motivated us to enhance our job performance. The first session of Field visit was started by 10.30. We were divided into two groups and reached the destination and then started wet cluster enumeration.**



**Our guides helped us to identify the Key plot and appropriate side plots by using steps calculation. Then they described us about three wet cluster visits, area enumeration, classification of NUC, FFS, other**






trees, crops for other season etc deeply. After describing these steps, we are requested to do the area enumeration of a particular plot and then examine it thoroughly. The random number selection for the crop cutting experiments was also described in detail.

Then, they provided us with a brief description of the crop cutting experiments. Firstly, we needed to select the clusters using random number selection based on the specific requirements for each crop. They demonstrated the procedure for the crop cutting experiment using coconuts as an example.

For coconut selection, a cluster should have a minimum of 5 bearing coconut trees. If the selected cluster is larger than required, we can make it smaller as our requirement using cultivator list random selection and patch wise random selection. After the selection of a cultivator plot using random number table, it can be divided into patches based on natural boundaries to meet our requirements. Next, we proceeded with patch selection using a random number table and can number the coconut trees starting from the southwest corner of the selected patch in an anti-clockwise direction. With the crop cutting plot now prepared for the experiment, we were ready to proceed. They reminded that we should draw the random numbered and selected crops in our rough book neatly.

They informed us that in this new agricultural year the required random cluster for each crop is the 2<sup>nd</sup> cluster for wet and 57<sup>th</sup> and 66<sup>th</sup> for dry cluster respectively. The morning session of Wet cluster visit was ended by around 1 pm.







**The Second Session was meant for Dry Cluster visit .The same energetic team guided us in this session too. During this visit, we are divided into 3 groups and requested to find out the key plot ourselves with the help of Field measurement map and step calculation. Our Guides helps us with some useful tips, identification marks and their continuous support. All three groups found the Key plot and appropriate side plots with great interest.**





**They gave a description about the two visits of dry clusters. The first visit will be completed by December 31<sup>st</sup> and all seasonal crops should be noted during this visit and in the second visit the detailed crop enumeration should be done. Autumn and winter seasonal crops enumeration will be covered during this visit. From January onwards the detailed crop enumeration should be done. In accordance with the collection of annual and perennial crops we should notify the land utilization and irrigation. The session was ended with great field experience.**



**Prepared by**

**BIJI THOMAS**

**STATISTICAL INVESTIGATOR GRADE 2**

**THRISSUR TALUK STATISTICAL OFFICE.**



## IMG TRAINING DAY 21

**Session I, II,III & IV: S. Gopakumar  
Deputy Director  
AGC,  
Trivandrum**

### **Session I & II : Agriculture census**

The session started with the description of the connection of EARAS and AGC. Agriculture statistics is used in state, national and international level. He described about the size class wise data of operational holders, Phase 1, Phase 2 of agriculture survey. Then he discussed about objectives of agriculture census, organisation structure in state for AGC and AGC methodology.



### **Session III & IV: Collection of statistics Act**

In this section he discussed about the collection of statistics Act, limitation of statistics Act and revised Act 2008. He emphasized the need of statistics, need of new Act, duplication, power and duties of Nodal Officer and the collection of statistics bill 2017.

Prepared by  
Shameer K K  
Statistical Investigator grade II  
Taluk statistical office  
Thrissur

IMG Training Day 22

19/07/2023

Fore Noon Session : Cost of Cultivation

Session I & II: Smt. K Shailamma,

Deputy Director

Eco & Stat Dept.

Thiruvananthapuram



The session started with topic of cost of cultivation and value of products of important crops of the state is necessary for formulation and implementation of schemes in agricultural sector. This survey includes factor costs upto the stage of gathering the harvest and 23 agricultural crops in 38 taluks in annually. The main objective of this survey is to estimate the cost of cultivation per hectare. The period of survey was agricultural year. Data entry and tabulation sheet preparation is done at Taluk level and report preparation, writing and analysis is done at directorate. Cost incurred for growing the selected crops are classified under, Cost 'A', Cost 'B1', Cost 'B' and Cost 'C'.

## After Noon Session : Soil Conservation

Session I & II: Smt. K Shailamma,  
Deputy Director  
Eco & Stat Dept.  
Thiruvananthapuram



This session started with Soil conservation assumes importance in the planning process. Heavy soil erosion can cause a decline in soil fertility, water supply and crop yields. It affects the productivity of land and decreases the production of food, feed, fiber and fuel. The Evaluation study of soil conservation schemes has been done by the Directorate of Economics and Statistics for all districts except Wayanad. The schemes implemented and completed before three years are taken up for study so that full benefit of the scheme could be evaluated and assessed and discussed the schedule of soil conservation.

Prepared by

Nishamol M M

Statistical Investigator Gr. II

Taluk Statistical Office, Vaikom



IMG Training Day 23

20/07/2023

Fore Noon Session: Vital Statistics

Session I & II : Shri Preeth V S

Deputy Director, MCCD

Thiruvananthapuram



This Session started with the topic of vital statistics, he explained the vital statistics is compiling, processing, analysing, evaluating, presenting, disseminating these data in statistical form, he explained important sources of vital statistics and vital statistics division in DES, they are Civil Registration System, Sample Registration System & Spot Check Survey

Img training Day 24

21/7/23

Fore Noon Session: Labour and Housing

Session I & II: Shri Sijith K S

Research Officer, L &H

Thiruvananthapuram



This session start with topic Labour & Housing, he explained the various works under the department of Labour & Housing and he explained the various works in details.

- Building statistics, its methodology and uses.

- Building Material Price and Labour wages collection, its methodology and its uses
- BCCI, and its methodology
- USHA Scheme, its objective and software for data entry
- Industrial Disputes & Other than Industrial Disputes, he explained the types of work stoppage, Data collection
- Wage Structure Survey, he explained the wage structure survey in urban and rural areas. In rural area, there is 3 stratum and urban area, there is 4 stratum
- Maternity Benefit Act – 1961

After Noon Session: Economic Census & Environment Census

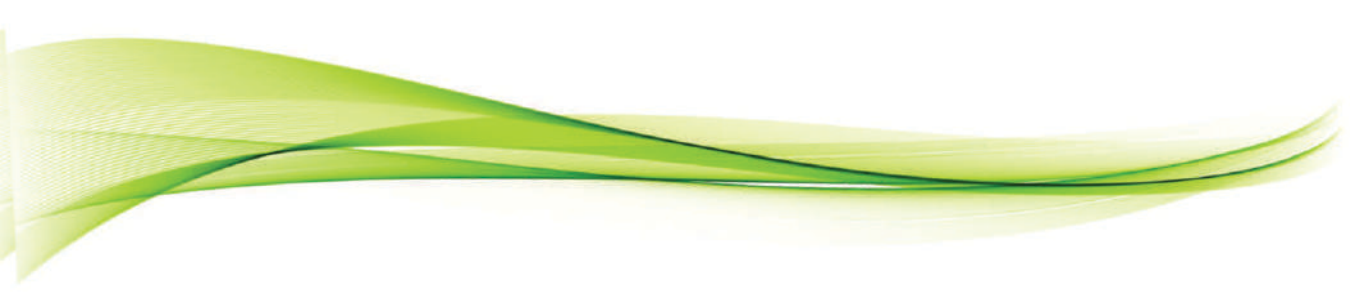
Session III & IV: Shri Vijay R,

Research Officer, S & D

Thiruvananthapuram








The session started with the topic of Economic Census, he explained the important concept and definitions and its nature of economic activity.

After the tea break session, he explained the topic Environment Statistics. He explained the factors affecting environment degradation, impact of environment degradation. He explained 5 - R's of Zero Waste Management.

Prepared by  
Lina K K  
Statistical Investigator Gr. II  
District Office, Kottayam



## IMG Training day 25

22/7/23

Fore noon session : Smt. Sumi A D  
Assistant Director  
State Income  
Tvpm

Topic:

### **STATE INCOME OVERVIEW & ESTIMATION**

This session started with a very simple explanation of input, output and how those are related with Gross Value Added. Then gave a basic idea of per capita income. Then moved on to the comparison of Gross State Domestic Product in the current year and base year. Besides she explained annual financial statement, it is calculated by income generated from each sectors namely primary, secondary and tertiary. Also gave tables of Gross State Value Added at current price and constant price.



the methods to measure GSDP. Also explained how GVA calculated from each activities and supra regional sectors such as Railway, Banking and Insurance etc. This session ended with tables of inflation and deflation and a brief explanation of extrapolation.


Afternoon session:Smt.Lini Jose K  
Assistant Professor in Law  
IMG Kochi

Topic:**GENDER LAWS**

First session started as a continuation of the previous Right To Information Act class.







She explained how to draft an RTI application and what are important points should be included in it. Then she gave a clear cut idea of conditions to reject an RTI application.

In the last session she explained Gender laws. Topic started with the idea of POSH Act(Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)) Act and Domestic Violence Act. Then she said about ICC(Internal Complaints Committee) with minimum 4 members to protect women from harassment at workplace. This session ended with explanation of TFSH(Technology facilitated Sexual Harassment ).

Prepared by  
Aardhra K Venu  
Statistical Investigator grade II  
Taluk statistical office  
Vaikom



## IMG Training day 26

24.07.2023

Fore noon session:

Prices: Field visit in a market

The 26th day of induction training started with field survey with Tahira madam. As part of the field visit we went to Ernakulam market. Taluk statistical officer Vishwanath sir and statistical Inspector Sabu sir were there when we went. In two groups we collected the price of stationery items from Ashis supermarket and the price of groceries, vegetables from Ernakulam market. We collect prices of goods from six shops.



**Prepared By:**  
**Jishad K H**  
**Statistical Investigator Grade II**  
**Taluk Statistical Office**  
**Changanacherry**

## IMG Training day 26

24.07.2023

Afternoon session:

Topic: Field visit- House Hold survey

On the afternoon of the 26th day of the training, the field survey related to the National Sample Survey was conducted at Mavelipuram in the 14th division of Thrikkakara Municipality. Research Officer, Research Assistant and Grade 1 officers of Ernakulam District Office were also present with us. We are divided into four groups and under the supervision of officers we interviewed 8 households.



**Prepared By:**  
**Sudeesh S**  
**Statistical Investigator Grade II**  
**Taluk Statistical Office**  
**Karthikapally**



Sl. No.	PEN No.	Name	Office	Designation	Topic
1	951363	Neenu Elizabeth P S	Taluk Statistical Office, Chavakkad	Statistical Investigator grade 2	Annual Vital Statistics 2019
2	952742	Jishad K H	Taluk Statistical Office, Changanacherry	Statistical Investigator grade 2	Report on Qualitative & Quantitative Condition in Housing in Rural Kerala 2016-17
3	951667	Shameer K K	Taluk statistical Office, Thrissur	Statistical Investigator grade 2	Report on Home Nursing institutions in Kerala 2015-16
4	950443	Sudeesh S	Taluk Statistical Office, Karthikapally	Statistical Investigator grade 2	Building Statistics
5	939613	Mohammed Ihlas Ali	Taluk statistical Office, Vaikom	Statistical Investigator grade 2	മലയിൽ സർവ്വീസുകൾക്ക് ഓഫ് ക്ലിസ് ഓഫ് മഡ് 2019
6	951354	Chinju George	Taluk Statistical Office, Chavakkad	Statistical Investigator grade 2	Impact of Covid-19 on unincorporated non- agricultural enterprises in Kerala 2021 april to july
7	951791	Mable Davies M	Taluk Statistical Office, Mukunda puram	Statistical Investigator grade 2	gender statistics 2017-18
8	953165	Rugma M S	District Forest Office, Munnar	Statistical Assistant grade 2	Forest Statistics
9	953344	Jophy Joseph	District Office, Idukki	Statistical Assistant grade 2	Report of Survey on Farmers Suicides in Kerala
10	952763	Anita Biju	Taluk statistical office, Changanacherry	Statistical Investigator grade 2	Gross Domestic Product of Kerala and India (2011-12 to 2020-21)
11	950874	Thahirabeevi A	Taluk Statistical Office, Ambalappuzha	Statistical Investigator grade 2	An Analytical Study on Agriculture in Kerala January 2016
12	950896	Anju T	Taluk Statistical Office, Ambalappuzha	Statistical Investigator grade 2	Annual Review Of Crop Statistics System in Kerala 2020-21
13	774933	Deepika M	Taluk Statistical Office, Kuttanad	Statistical Investigator grade 2	Drinking Water, Sanitation, Hygiene and Housing Condition in Kerala
14	765887	Seethamol PG	Taluk Statistical Office, Kanjirapally	Statistical Investigator grade 2	Tourism statistics 2019
15	951864	Aswathy Chandrasekaran	Taluk Statistical Office, Mukunda puram	Statistical Investigator grade 2	Report On Waste Management And Disposal Survey 2014-2015 Kasaragod, Kottayam
16	951863	Deepa N N	Taluk Statistical Office, Mukunda puram	Statistical Investigator grade 2	കരളിമെ മറുഗിട ജകൈസരനെ പതിമളുറു സർഭെ report

17	926184	Lima K K	E & S District Office, Kottayam	Statistical Investigator grade 2	Report on Cement Bricks Manufacturing Units in Kerala 2016-17
18	953603	Priya A S	SC Development Office, Idukki	Statistical Assistant grade 2	Report on Survey on Private Medical Institutions in Kerala
19	951736	Manesh P R	Taluk Statistical Office, Kodungallur	Statistical Investigator grade 2	Report of Survey on Slaughter houses and Poultry Stalls in kerala
20	951195	Swaliha C A	Taluk Statistical Office, Thalappilly	Statistical Investigator grade 2	Agriculture statistics 2005-2020
21	951421	Biji Thomas	Taluk Statistical Office, Thrissur	Statistical Investigator grade 2	Domestic Tourism in Kerala 2014-2015 NSS 72nd Round
22	952739	Aardhra K Venu	Taluk Statistical office, Vaikom	Statistical Investigator grade 2	Report on input survey
23	953328	Athulya Prasad	Taluk Statistical Office, Devikulam	Statistical Investigator grade 2	Evaluation Study on Soil Conservation in Kerala 2019-20
24	952910	Viji Raju	LSGD Town Planning Office, Idukki	Statistical Assistant grade 2	Report on Different aspects of Migrants and Return Migrants
25	926481	Anu T R	Taluk Statistical Office, Kottayam	Statistical Investigator grade 2	Agriculture Statistics 2020-21
26	676096	Nishamol M M	Taluk Statistical Office, Vaikom	Statistical investigator grade 2	Cost of cultivation 20-21
27	910898	Rabiya P Sulaiman	Taluk Statistical Office, Udumbanchola	Statistical Investigator grade 2	Pilot study Report on Non- Availability of labourers in Agriculture Sector 2015-16
28	953394	Rose Mary Sabu	Taluk Statistical Office, Devikulam	Statistical Investigator grade 2	Infrastructure Statistics 2015-16
29	951209	Ramy M	Taluk Statistical Office, Thalappilly	Statistical Investigator grade 2	Index of Industrial Production Annual Report 20-21
30	936666	Saneesh E M	Taluk Statistical Office, Thalappilly	Statistical Investigator grade 2	റസിഡൻഷ്യൽ വഹെ ൽ കറസ് 2017