

[Section 4(2)]

Nil

1.12 Programmes to advance understanding of RTI [Section 26]

Three staff got training in RTI through iGot Portal

1. P.R. Anil Kumar
2. P. Baiju
3. Satish Kumar

1.12.1 Educational Programmes

All the staff have got training through iGot.

Status of Learning /Training through iGot Portal
as on 23-10-2024 (03.50 PM)

Total no. of regular staff: - 26

Total no. of regular staff registered on iGot:- 24

Sl No	Name & Designation	Module Completed	Total hours completed
1	Dr Homey Cheriyian, Director	<i>On Official Tour</i>	
2	Dr. Femina, Deputy Director	On Deputation to DCCD, Kochi	
3	Shri. Babulal Meena, Deputy Director	1 Code of Conduct of Government	4. 49 hrs.
		2 Prevention of Sexual Harassment of women at work place.	
		3 Cyber security basics.	
4	Smt. Divya C.V, Assistant Director	<i>Maternity Leave</i>	
5	Sri K. Manoj Kumar, Research Officer	Code of Conduct of Government employee.	0.35 hrs.
6	Shri C. Shunmuga Sundaram, Superintendent		
7	Dr. P.N. Jyothi, Junior Hindi Translator	<i>Unable to Register</i>	
8	Smt. Thejas Das, Sr. Technical Assistant	<i>On Official Tour</i>	
9	Shri. C. F. Gedam Artist Photographer	1 Code of Conduct of Government employee.	2.15 hrs.
		2 Jan Bhagidari Programme	
		3 Swachhata HI Sewa	
10	Smt. M.K. Suma, Technical Assistant	1 Noting and Drafting.	4.19 hrs.
		2 Prevention of Sexual Harassment of women at work place.	
		3 Yoga Break at Workplace	
11	Shri. P. Vinod Kumar, Technical Assistant	Leave rules.	0.55 hrs.
12	Smt Sruthi Sreekumar, Statistical Assistant	MS Excell Advance	2.00 hrs.
13	Smt. K. Ushakumari, Marketing Assistant	<i>Unable to Register</i>	
14	Smt. K.S. Kanchana, Marketing Assistant	Code of Conduct of Government employee.	1.30 hrs.
		Leave rules.	
15	Shri. P.R. Anil Kumar, Stenographer Gr.II	Stress Management	0.25 hrs.
16	Shri. M.P. Unnikrishnan, Stenographer Gr.II	Code of Conduct of Government employee.	0.35 hrs.
17	Shri. Sudhanshu Kumar, Stenographer Gr.II	1 <i>Government email yet to be approved</i>	
18	Shri. P. Baiju, Upper Division Clerk	1	
19	Shri Palash Kanti Mollick, Upper Division Clerk	1 Code of Conduct of Government employee.	5.21 hrs.
		2 Noting and Drafting.	
		3 Prevention of Sexual Harassment of women at work place.	
		4 Leave Rules	
20	Shri T. Srikumar, Upper Division Clerk	1 Leave rules.	1.35 hrs.
		2 Annual Performance appraisal.	
21	Shri Satish Kumar, Lower Division Clerk	1 RTI	3.00 hrs.
		2 Yoga Break at Workplace	
		3 Stress Management	
22	Shri M. Ranjith, Driver	<i>On Official Tour</i>	
23	Shri E. Ajith Kumar, Multi-Tasking Staff	1 Leave rules	2.51 hrs.
		2 Noting and Drafting.	
24	Shri K.S. Santhos, Multi-Tasking Staff	1 Leave rules	0.55 hrs.
25	Shri K.V.Chandran, Multi-Tasking Staff	1 Leave rules	0.55 hrs.
26	Shri. L. Sujeesh Multi-Tasking Staff	1 Leave rules	2.55 hrs.
		2 Noting and Drafting.	

DIRECTORATE OF ARECANUT AND SPICES DEVELOPMENT, CALICUT.

**Status of Learning /Training through iGot Portal
as on 24-10-2024 (03.40 PM)**

Total no. of regular staff: - 26

Total no. of regular staff registered on iGot:- 25

SI No	Name & Designation	Module Completed	Total hours completed
1	Dr Homey Cheriyan, Director	1 Prevention of Sexual Harassment of women at work place.	4.09 hrs.
		2 Carbon Trading	
		3 AI in Agriculture in Food System	
		4 Yoga Break at Workplace	
2	Dr. Femina, Deputy Director	On Deputation to DCCD, Kochi	
3	Shri. Babulal Meena, Deputy Director	1 Code of Conduct of Government employee.	4.49 hrs.
		2 Prevention of Sexual Harassment of women at work place.	
		3 Cyber security basics.	
4	Smt. Divya C.V, Assistant Director	1 Green Revolution Amritkal 1729	1.30 hrs.
		Maternity Leave	
5	Sri K. Manoj Kumar, Research Officer	1 Code of Conduct of Government employee.	4.40 hrs.
		2 Annual Performance appraisal.	
		3 Leave Rules.	
		4 Do and Don't of Social Media	
		5 Conducts Rules	
6	Shri C. Shunmuga Sundaram, Superintendent	1 Yoga Pranayama	4.43 hrs.
		2 Leaves Rules	
		3 Drive Smart	
		4 Tanab Mukta Hone ke Prabhi Takniki	
7	Dr. P.N. Jyothi, Junior Hindi Translator	1 Conducts Rules	4.28 hrs.
		2 Effective Techniques Manage Stress	
		3 Stress Management	
		4 Code of Conduct of Government employee.	
8	Smt. Thejas Das, Sr. Technical Assistant	1 Leave rules.	4.40 hrs.
		2 AI in Agriculture in Food System	
		3 Agriculture and Rural Development	
9	Shri. C. F. Gedam Artist Photographer	1 Code of Conduct of Government employee.	4.23 hrs.
		2 Jan Bhagidari Programme	
		3 Swachhata Hi Sewa	
		4 Rashanik Durghatana	
		5 Mess systerchar and table systerchar	
		6 Sap our Janaur Kat Lena	
10	Smt. M.K. Suma, Technical Assistant	1 Noting and Drafting.	4.19 hrs.
		2 Prevention of Sexual Harassment of women at work place.	
		3 Yoga Break at Workplace	
11	Shri. P. Vinod Kumar, Technical Assistant	1 Leave rules.	4.08 hrs.
		2 Drive Smart	
		3 Tanab Kukta Hone ke Prabhi Takniki	
12	Smt Sruthi Sreekumar, Statistical Assistant	1 MS Excell Advance	4.09 hrs.
		2 Adobe Acrobet	
13	Smt. K. Ushakumari, Marketing Assistant	1 Yoga Pranayam	4.37 hrs.
		2 Stress Management	
		3 Leave Rules	
		4 Code of Conduct of Government employee.	
		5 Effective Techniques Manage Stress	
14	Smt. K.S. Kanchana, Marketing Assistant	1 Code of Conduct of Government employee.	4.30 hrs.
		2 Leave rules.	
		3 Stress Management	
		4 Noting and Drafting.	
		5 Yoga Break at Workplace	

15	Shri. P.R. Anil Kumar, Stenographer Gr.II	1	Stress Management	4.26 hrs.
		2	Tanab Mukta Hone ke Prabhi Takniki	
		3	Yoga Pranayama	
		4	RTI	
		5	Code of Conduct of Government employee.	
16	Shri. M.P. Unnikrishnan, Stenographer Gr.II	1	Code of Conduct of Government employee.	2.35 hrs.
		2	Prevention of Sexual Harassment of women at work place.	
		3	Leaves Rules	
		4	Noting and Drafting.	
17	Shri. Sudhanshu Kumar, Stenographer Gr.II	<i>Government email yet to be approved</i>		
18	Shri. P. Baiju, Upper Division Clerk	1	Leave rules.	5.05 hrs.
		2	RTI	
		3	Purpose Driving Leadership	
19	Shri Palash Kanti Mollick, Upper Division Clerk	1	Code of Conduct of Government employee.	9.46 hrs.
		2	Noting and Drafting.	
		3	Prevention of Sexual Harassment of women at work place.	
		4	Leave Rules	
		5	MS Excell Advance	
		6	Yoga Pranayam	
20	Shri T. Srikumar, Upper Division Clerk	1	Leave rules.	4.24 hrs.
		2	Annual Performance appraisal.	
		3	Introduction of AI in Agriculture	
		4	Prevention of Sexual Harassment of women at work place.	
21	Shri Satish Kumar, Lower Division Clerk	1	RTI	4.02 hrs.
		2	Yoga Break at Workplace	
		3	Stress Management	
		4	Leave rules.	
		5		
22	Shri M. Ranjith, Driver	1	Driver Smart Guide to save driving	4.04 hrs.
		2	Electrical Vehicle Basic	
		3	Code of Conducts Rules	
		4	Disaster Management	
23	Shri E. Ajith Kumar, Multi-Tasking Staff	1	Leave rules	4.17 hrs.]
		2	Noting and Drafting.	
		3	Conducts Rules	
24	Shri K.S. Santhos, Multi-Tasking Staff	1	Leave rules	4.17 hrs.
		2	Noting and Drafting.	
		3	Conducts Rules	
25	Shri K.V.Chandran, Multi-Tasking Staff	1	Leave rules	4.23 hrs.
		2	Conducts Rules	
		3	Effective Techniques Manage Stress	
26	Shri. L. Sujeesh Multi-Tasking Staff	1	Leave rules	4.17 hrs.
		2	Noting and Drafting.	
		3	Conducts Rules	

DIRECTORATE OF ARECANUT AND SPICES DEVELOPMENT, CALICUT.

**Status of Learning /Training through iGot Portal
as on 25-10-2024 (11.10 AM)**

Total no. of regular staff: - 26

Total no. of regular staff registered on iGot:- 25

SI No	Name & Designation	Module Completed		Total hours completed
1	Dr Homey Cheriyan, Director	1	Prevention of Sexual Harassment of women at work place	4.09 hrs.
		2	Carbon Trading	
		3	AI in Agriculture in Food System	
		4	Yoga Break at Workplace	
2	Dr. Femina, Deputy Director	On Deputation to DCCD, Kochi		
3	Shri. Babulal Meena, Deputy Director	1	Code of Conduct of Government employee	5.59 hrs.
		2	Prevention of Sexual Harassment of women at work place	
		3	Do and Don't on Social Media	
		4	Cyber security basics	
4	Smt. Divya C.V, Assistant Director	1	Green Revolution Amritkal 1729	4.10 hrs.
		2	RTI	
		3	Certificate of Completion	
5	Sri K. Manoj Kumar, Research Officer	1	Code of Conduct of Government employee	4.40 hrs.
		2	Annual Performance appraisal	
		3	Leave Rules	
		4	Do and Don't on Social Media	
		5	Conducts Rules	
6	Shri C. Shunmuga Sundaram, Superintendent	1	Yoga Pranayama	4.43 hrs.
		2	Leaves Rules	
		3	Drive Smart	
		4	Tanab Mukta Hone ke Prabhi Takniki	
7	Dr. P.N. Jyothi, Junior Hindi Translator	1	Conducts Rules	4.28 hrs.
		2	Effective Techniques Manage Stress	
		3	Stress Management	
		4	Code of Conduct of Government employee	
8	Smt. Thejas Das, Sr. Technical Assistant	1	Leave rules	4.40 hrs.
		2	AI in Agriculture in Food System	
		3	Agriculture and Rural Development	
9	Shri. C. F. Gedam Artist Photographer	1	Code of Conduct of Government employee	4.23 hrs.
		2	Jan Bhagidari Programme	
		3	Swachhata Hi Sewa	
		4	Rashanik Durghatana	
		5	Mess systerchar and table systerchar	
		6	Sap our Janaur Kat Lena	
10	Smt. M.K. Suma, Technical Assistant	1	Noting and Drafting	4.19 hrs.
		2	Prevention of Sexual Harassment of women at work place	
		3	Yoga Break at Workplace	
11	Shri. P. Vinod Kumar, Technical Assistant	1	Leave rules	4.08 hrs.
		2	Drive Smart	
		3	Tanab Kukta Hone ke Prabhi Takniki	
12	Smt Sruthi Sreekumar, Statistical Assistant	1	MS Excell Advance	4.09 hrs.
		2	Adobe Acrobat	

13	Smt. K. Ushakumari, Marketing Assistant	1	Yoga Pranayam	4.37 hrs.
		2	Stress Management	
		3	Leave Rules	
		4	Code of Conduct of Government employee	
		5	Effective Techniques Manage Stress	
14	Smt. K.S. Kanchana, Marketing Assistant	1	Code of Conduct of Government employee	4.30 hrs.
		2	Leave rules	
		3	Stress Management	
		4	Noting and Drafting	
		5	Yoga Break at Workplace	
15	Shri. P.R. Anil Kumar, Stenographer Gr.II	1	Stress Management	4.26 hrs.
		2	Tanab Mukta Hone ke Prabhi Takniki	
		3	Yoga Pranayama	
		4	RTI	
		5	Code of Conduct of Government employee	
16	Shri. M.P. Unnikrishnan, Stenographer Gr.II	1	Code of Conduct of Government employee	5.21 hrs.
		2	Prevention of Sexual Harassment of women at work place	
		3	Leaves Rules	
		4	Noting and Drafting	
17	Shri. Sudhanshu Kumar, Stenographer Gr.II		<i>Government email yet to be approved</i>	
18	Shri. P. Baiju, Upper Division Clerk	1	Leave rules	5.05 hrs.
		2	RTI	
		3	Purpose Driving Leadership	
19	Shri Palash Kanti Mollick, Upper Division Clerk	1	Code of Conduct of Government employee.	9.46 hrs.
		2	Noting and Drafting	
		3	Prevention of Sexual Harassment of women at work place	
		4	Leave Rules	
		5	MS Excell Advance	
		6	Yoga Pranayam	
20	Shri T. Srikumar, Upper Division Clerk	1	Leave rules	4.24 hrs.
		2	Annual Performance appraisal.	
		3	Introduction of AI in Agriculture	
		4	Prevention of Sexual Harassment of women at work place	
21	Shri Satish Kumar, Lower Division Clerk	1	RTI	4.02 hrs.
		2	Yoga Break at Workplace	
		3	Stress Management	
		4	Leave rules	
22	Shri M. Ranjith, Driver	1	Driver Smart Guide to save driving	4.04 hrs.
		2	Electrical Vehicle Basic	
		3	Code of Conducts Rules	
		4	Disaster Management	
23	Shri E. Ajith Kumar, Multi-Tasking Staff	1	Leave rules	4.17 hrs.
		2	Noting and Drafting	
		3	Conducts Rules	
24	Shri K.S. Santhos, Multi-Tasking Staff	1	Leave rules	4.17 hrs.
		2	Noting and Drafting	
		3	Conducts Rules	
25	Shri K.V.Chandran, Multi-Tasking Staff	1	Leave rules	4.23 hrs.
		2	Conducts Rules	
		3	Effective Techniques Manage Stress	
26	Shri. L. Sujeesh Multi-Tasking Sta	1	Leave rules	4.17 hrs.
		2	Noting and Drafting	
		3	Conducts Rules	

DIRECTORATE OF ARECANUT AND SPICES DEVELOPMENT, CALICUT.

**Status of Learning /Training through iGot Portal
as on 28-02-2025**

Total no. of regular staff: - 24

Total no. of regular staff registered on iGot:- 24

SI No	Name & Designation	Module Completed		Total hours completed
1	Dr Homey Cheriyan, Director	1	Understanding Mission Karmayogi	4.09 hrs.
		2		
		3		
2	Dr. Femina, Deputy Director	<i>On Deputation to DCCD, Kochi</i>		
3	Shri. Babulal Meena, Deputy Director	1	Understanding Mission Karmayogi	5.59 hrs.
		2		
		3		
4	Smt. Divya C.V, Assistant Director	1	Understanding Mission Karmayogi	4.10 hrs.
		2		
		3		
5	Sri K. Manoj Kumar, Research Officer	1	Understanding Mission Karmayogi	4.40 hrs.
		2		
		3		
6	Shri C. Shunmuga Sundaram, Superintendent	1	Understanding Mission Karmayogi	4.43 hrs.
		2		
		3		
8	Smt. Thejas Das, Sr. Technical Assistant	1	Understanding Mission Karmayogi	4.40 hrs.
		2		
		3		
9	Shri. C. F. Gedam Artist Photographer	1	Understanding Mission Karmayogi	4.23 hrs.
		2		
		3		
10	Smt. M.K. Suma, Technical Assistant	1	Understanding Mission Karmayogi	4.19 hrs.
		2		
		3		
11	Shri. P. Vinod Kumar, Technical Assistant	1	Understanding Mission Karmayogi	4.08 hrs.
		2		
		3		
12	Smt Sruthi Sreekumar, Statistical Assistant	1	Understanding Mission Karmayogi	4.09 hrs.
		2		
		3		