

COURSES OFFERED FOR COOPERATIVE BANKERS

Sl. No.	Functional Area	Programme Code (New)	Course Name	Target Group	Duration
1	Banking Operations	CBBO- 1	Deposit Mobilisation	Officials of Cooperative Banks	3 Days
2		CBBO- 2	Banking Laws and Practice and Legal Aspects on Loan proposal	Officials of Cooperative Banks	3 Days
3		CBBO- 3	Legal Aspects of Banking	Officials of Cooperative Banks	3 Days
4		CBBO- 4	Know Your Customer, Prevention of Money Laundering and Customer Protection	Br. Managers / Asstt. Managers / Officers of Banks/ Bank Officials	3 Days
5		CBBO- 5	Non-Fund Business and Cross Selling	Br. Managers / Asstt. Managers / Officers of Banks	3 Days
6		CBBO- 6	Programme on Digital Banking	All Cooperators	
7	Loaning Operations	CBLO- 1	Project Appraisal & Loan Documentation- Farm Sector	Br. Managers / Asstt. Managers / Officers of Banks	4 Days
8		CBLO- 2	Project Appraisal & Loan Documentation- Non Farm Sector	Br. Managers / Asstt. Managers / Officers of Banks	4 Days
9		CBLO- 2A	Project Appraisal & Loan Documentation- Farm, Non Farm & Housing Sector	Br. Managers / Asstt. Managers / Officers of Banks	3 Days
10		CBLO- 2B	Project Appraisal & Loan Documentation and Recovery	Br. Managers / Asstt. Managers / Officers of Banks	3 Days
11		CBLO- 3	Documentation and Securitisation of Loans	Officials of Cooperative Banks	3 Days
12		CBLO- 4	Recovery and NPA Management	Officials of Cooperative Banks	3 Days
13		CBLO- 5	Business Diversification in Cooperative Banks	Officials of Cooperative Banks	4 Days
14		CBLO- 6A	Preparation and Analysis of Projects under Farm Sector	Officials of Cooperative Banks	3 Days
15		CBLO- 6B	Preparation and Analysis of Projects under Non- Farm Sector	Officials of Cooperative Banks	3 Days
16		CBLO- 6C	Preparation and Analysis of Projects under Farm, Non- Farm and Housing	Officials of Cooperative Banks	3 Days
17		CBLO- 7	Financing Under Govt. Subsidy Schemes (with inputs on Project Appraisal)	Br. Managers / Asstt. Managers / Officers of Banks	3 Days
18		CBLO-15	Hand on Programme on Documentation of Land and Land Reform Records	Employees of PCARDBs	2 Days
19		Loaning Operations - Farm Credit	CBLO- 8	Programme on Emerging Areas in Horticulture and Post -Harvest Management for Bank Credit	Officials of Cooperative Banks
20	CBLO- 9		Financing Farm Mechanisation and Irrigation Projects	Officials of Cooperative Banks	3 Days
21	CBLO- 10		Programme on Integrated Farming and Emerging Areas in Poultry Sector - Opportunities for Bank Credit	Officials of Cooperative Banks	4 Days
22	Loaning Operations- Non-Farm Credit	CBLO- 11	Financing Agro Processing Unit and Value Chain Development	Officials of Cooperative Banks	3 Days
23		CBLO- 12	Green Financing and Alternative Energy Resources	Officials of Cooperative Banks	4 Days
24		CBLO- 13	Financing Micro, Small and Medium Enterprises (MSME)	Officials of Cooperative Banks	4 Days
25		CBLO- 14	Financing Eco-Tourism	Officials of Cooperative Banks	4 Days
26	Loaning Operations- Microfinance	CBMF- 1	Sustainable Development under Group Mode of Finance	Officials of Cooperative Banks	4 Days
27		CBMF- 2	Programme on Financial Inclusion	Officials of Cooperative Banks	4 Days
28		CBMF- 3	Orientation Programme on Farmers Producers Organisations	Bank Officials/ PACS	4 Days
29		CBMF- 4	Sustainable Rural Livelihood	All Cooperators	4 Days
30		CBMF- 5	Programme on Micro Financing and Financial inclusion in Cooperative Banks	All Cooperators	3 Days

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31	Business Development/Marketing/ CRM	CBBD-1	Business Development, Profit Panning and Diversification	Officials of Cooperative Banks	3 Days
32		CBBD-2	Marketing of Banking Products and Services	Officials of Cooperative Banks	3 Days
33		CBBD-3	Capacity Building Programme on Customer Service	Fourth Class Staff (Gr- D)	3 Days
34		CBBD-4	Banker Customer Relationship	Bank Officials	4 Days
36		CBBD-5	Programme on Customer Service, Marketing, relationship management and Business development in Coop. Banks	Assistant/ Managers/ Accountants/ Officers of Bank	3 Days
37	Accounting Operations and Financial Investment Management	CBAF- 1	Preparation of Balance Sheet and P/L Accounts with accounting control tools	Officials of Cooperative Banks	3 Days
38		CBAF- 2	Programme on GST and other Statutory Tax Formalities	All Cooperators	3 Days
39		CBAF- 3	Analysis of Financial Statements of Cooperative Banks	Officials of Cooperative Banks	3 Days
40		CBAF- 4	Programme on Risk Management with Emphasis on Investment and Fund Management	Sr. Officers of PCARDBs	3 Days
41	Cooperative Law/ Audit/ Inspection	Coop-1A	Cooperative Acts and Rules and Audit Related Matters	Chairman, CEO and BoD members of of All Cooperatives	3 Days
42		Coop-1B	Cooperative Acts and Rules and Audit Related Matters	Employees of All Cooperatives	3 Days
43		Coop-2	Inspection of Cooperative Societies, Report Preparation and Submission with special emphasis of PACS	CDO, C.I. of Cooperation Directorate	5 Days
44		Coop-3	Implementation and Monitoring of Customer Service Point (CSP)	Officials of Cooperation Directorate	3 Days
45		Coop- 4	Legal Procedure of Loan Cases with emphasise on Sale Procedure	All Cooperators	3 Days
46		Coop-05	Basic Accounting and its Implications - Inspection Parameters	CDO, C.I. of Cooperation Directorate	3 Days
47		Coop-06	Legal Measures for Recovery (WBCS Act, PDR, N.I. Act etc.)	All Cooperators	3 Days
48	Planning and Bank Management	CBPM- 1	Corporate Governance for BoD Members	BoD members of Cooperative Banks	3 Days
49		CBPM- 2	Standardised Banking Programme with emphasis on Br Control/ Supervision/ Business Planning	Sr. Officers of Cooperative Banks	3 Days
50		CBPM- 3	Programme on Business Policy of the Banks and It's Effective Implementation (CEO/ CAO)	CEO/ CAO of Cooperative Banks	3 Days
51		CBPM- 4	Corporate Governance for CEOs and Senior Officers	CEO/ CAO of Cooperative Banks	3 Days
52		CBPM- 5	Managing Risks for Sustainability of Banks	CEO/ CAO/ Sr. Officer of Cooperative Banks	3 Days
53		CBPM- 6	Self sustenance through improved Governance and Management of Resources	BoD members/ CEO/ CAO	2 Days
54		CBPM- 7	Business Development Plan (with exercise on DAP)	Officers of Cooperative Banks	3 Days
55		CBPM- 8	Internal Checks & Control	Sr. Officers of Banks	3 Days
56		CBPM- 9	Domestic Enquiry and Disciplinary Action in Banks	Middle Level and Sr. Level Officers	3 Days
57		CBPM- 10	Developing PACS into Multipurpose Cooperatives	DCCB Officials	4 Days
58		CBPM- 11	CAS- MIS	PACS Secretaries	3 Days
59		CBPM- 12	Programme on Office Management		
60		CBPM-13	Online Programme on Business Development Planning and Diversification	Functioneries of PACS/ PCARDBs	3 Days

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61	Human Resource Development	CBHR- 1	Leadership and Team Building (Leadership Dev. Programme)	Top and Middle Level Management of PCARDBs/ DCCBs	3 Days
62		CBHR- 2	Programme on Human Values for Organisational Excellence	All Cooperators	3 Days
63		CBHR- 3	Efficient Management Practices for CEO/ CAO and Sr. Officers	CEO/ CAO/ Sr. Officer of Cooperative Banks	3 Days
64		CBHR- 4	Managing Stress for Increasing Productivity	All Cooperators	3 Days
65		CBHR- 5	Problem Solving and Decision Making	Department Head of Banks	3 Days
66		CBHR- 6	Management Development Programme	BoD Members and Sr. Officers of Banks	3 Days
67	IT/ Computer	CBIT- 1	Basic Computer Application with Technology Adoption in Banks	All Cooperators	5 Days
68		CBIT- 2	Basic Computer Application	All Cooperators	10 Days
69		CBIT- 3	Best Practices in IT adoption by Cooperative Banks	All Cooperators	3 Days
70		CBIT- 4	Programme on Common Accounting Software Package	PCARDBs	5 Days
71		CBIT- 5	Hands on Training Programme on GSTN Portal	All Cooperators	3 Days
72		CBIT- 6	Technology Enabled Application under Financial Inclusion Intervention	All Cooperators	3 Days
WORKSHOPS					
73	Business Development & Recovery	CBW- 1	Workshop on Development of LTCCS with PCARDBs	PCARDB Representatives	1 Day
74		CBW- 2	Training Need Assessment	All Cooperators	As required
75		CBW- 3	Workshop and Field Level Awareness Camp for Recovery of Overdue Loans	LTCCS of West Bengal	1 Day
76		CBW- 4	Workshop and Field Level Awareness Camp for Addressing Lending Potential - Area Based Approach	LTCCS of West Bengal	1 Day
77		CBW- 5	Workshop on Common Observations in WBSCARD Inspection	LTCCS of West Bengal	1 Day
78		CBW- 6	Workshop on "Goods and Service Tax- GST"	All Cooperators	1 Day
79		CBW- 7	Legal Procedure of Loan Cases with emphasise on Sale Procedure	LTCCS of West Bengal	1-2 Days
80		CBW- 8	Workshop on Preparation of Debenture Certificates	LTCCS of West Bengal	1 Day
81		CBW-9	Workshop on Documentation of Loans (Farm/ NF/ Housing/ Ors.)	LTCCS of West Bengal	2 Days
EXPOSURE VISIT					
82		EXPV-01	National Level Exposure Visit	BoD members, CEO, Sr. Officers	As required
83		EXPV-02	National Level Exposure Visit	Officials of LTCCS	As required