



**THE INSTITUTE OF CO-OPERATIVE MANAGEMENT
FOR AGRICULTURE & RURAL DEVELOPMENT**
Training Institute of The WBSCARD Bank Ltd.



Annual Training Calendar for FY 2023-2024

Sl No.	Programme Topic	Duration (Days)	Target Participants	Number of Programmes	Location of Programmes	Sponsoring Agency
Target Group- Employees of PCARDB & The WBSCARD Bank Ltd.						
1	Workshop on One Time Settlement Policy of PCARDBs	1	Management of PCARDBs & The WBSCARD Bank Ltd.	1	ICMARD	Coop. Deptt.
2	Pre & Post Loan Documentation including profiling of customers (Farm, Non Farm, Housing)	3	Manager and Supervisors	3	Malda, Purulia and ICMARD	NABARD (NEW)/ COOP. DEPTT.
3	Appraisal of Horticulture Projects	3	Manager and Supervisors	1	ICMARD	Coop. Deptt.
4	Appraisal of Animal Husbandry Projects	3	Manager and Supervisors	1	ICMARD	Coop. Deptt.
5	Business Diversification in Cooperative Banks for LTCCS	4	Senior Managers	1	ICMARD	NABARD
6	Business Development Plan for achieving Viability, Implementation and Action Planning	3	CEO/ Senior Manager/ Accounts Officer	1	ICMARD	Coop. Deptt.
7	Preparation and Analysis of Projects under Farm Sector	3	Officers, Supervisors	1	ICMARD	NABARD
8	Deposit Mobilisation	3	Branch Officials	1	ICMARD	NABARD
9	Basic Accounting Procedure	4	Manager and Accountants	1	ICMARD	NABARD (NEW)/ COOP. DEPTT.
10	Workshop on Cost Benefit Analysis of Projects	2	Managers	1	ICMARD	Coop. Deptt.
11	Customised Workshop on Modern Recovery Measures in PCARDBs with emphasis on Sale Case, Auction & Dispute Case	2	Supervisors and Branch Managers	5	On Location	Coop. Deptt.
12	Customised Workshop on Formation and Monitoring of SHG under NABARD Refinance	2	PCARDB and WBSCARDB Officials	5	On Location	NABARD
Sub Total				22		



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Target Group- Programmes on HRD & OB for All Cooperatives						
1	Problem Solving & Decision Making	3	CEO & Senior Managers	1	ICMARD	NABARD
2	Efficient Management Practices	3	CEO & Senior Managers	1	ICMARD	NABARD
3	Roles and Responsibilities of the Management of Cooperatives	3	BoD Members, Special Officers	1	ICMARD	Coop. Deptt.
4	Business English Writing	5+5+5	All employees	1	Hybrid Mode	Coop. Deptt.
Sub Total				4		



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Target Group- Govt. Officials						
1	Arbitration of Disputes	2	ARCS, C.D.O. & C.I.	1	ICMARD	Coop. Deptt.
2	Formation, amalgamation and liquidation of Cooperatives	2	ARCS, C.D.O. & C.I.	1	ICMARD	Coop. Deptt.
3	Accounting Parameters for Enquiry of Cooperatives	3	C.D.O. & C.I.	1	ICMARD	Coop. Deptt.
4	Legal provisions for recovery of loans of credit cooperatives	3	ARCS, C.D.O. & C.I.	1	ICMARD/ On Location	Coop. Deptt.
5	Pre & Post Loan Documentation	3	C.D.O. & C.I.	2	ICMARD & Bhatibari	Coop. Deptt.
6	Customised programme on Accounting Software ****	3	C.D.O. & C.I.	1	ICMARD	Coop. Deptt.
Sub Total				7		
Target Group- Wholesale Consumer Cooperatives						
1	Income Tax Formalities	3	Manager/ Accountants	1	ICMARD	Coop. Deptt.
2	Workshop on e-Tender Process including GeM (Buyer & Seller)	2	All Employees	1	ICMARD	Coop. Deptt.
3	Digital Marketing & E- Commerce Solution	3	All Employees	1	ICMARD	Coop. Deptt.
4	Workshop on Customer Relationship Management	2	Salesman/ Front Desk Staff	1	ICMARD	Coop. Deptt.
Sub Total				4		



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Target Group- PACS & Other Credit Cooperatives						
1	Basic Accounting Procedure	4	Women Cooperatives	1	ICMARD	Coop. Deptt.
2	Business Development Plan	3	Women Cooperatives	1	ICMARD	Coop. Deptt.
3	Documentation of Loans and Appraisal of Loans	3	Women Cooperatives	1	ICMARD	Coop. Deptt.
4	Programme on Developing PACS as MSC	3	PACS	1	Western Zone	NABARD
5	Capacity Building Programme for Formation of FPC & PC	3	PACS Personnel	2	Bhatibari, Purulia/ Burdwan	NABARD (NEW)/ COOP. DEPTT.
6	Workshop on e-Tender Process including GeM (Buyer & Seller)	2	All Employees of Credit Cooperatives	1	ICMARD	Coop. Deptt.
7	Workshop on Provisions of Transfer of Property Act and related issues	2	Housing Cooperatives	1	ICMARD	Coop. Deptt.
8	Workshop on Monitoring and Recovery of Maintenance Charge	1	Housing Cooperatives	1	ICMARD	Coop. Deptt.
9	Documentation and Appraisal of Housing Loans	3	Employees of HOUSEFED	1	ICMARD	Coop. Deptt.
10	Programme on KCC and PACS Computerisation	3	PACS Personnel	3	ICMARD, Cooch Behar, Malda	NABARD (NEW)/ COOP. DEPTT.
11	Basic Computer Application	20	All Co-operators	3	3 Programmes for 3 zones	Coop. Deptt.
Sub Total				16		



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Target Group- Common Programmes fro all Cooperatives						
1	Training Programme on Allied Laws applicable to Cooperatives and their interrelation with WBCS Act	3	All Co-operators	2	ICMARD, Northern Zone	Coop. Deptt.
2	Basics of Concurrent Audit and Compliances	3	Accountants/ Accounts Managers	1	ICMARD	Coop. Deptt.
3	Methods of Internal Audit	3	Accountants/ Accounts Managers	1	ICMARD	Coop. Deptt.
4	Workshop on Fair Business Practices of RBI	1	All Co-operators	1	ICMARD	Coop. Deptt.
5	Management of Cooperatives	3	BoD Members, Special Officers	1	On Location	Coop. Deptt.
Sub Total				6		
GRAND TOTAL				59		
*** Subject to concurrence of the Software Developer and sponsoring bank			Programmes Sponsored by NABARD (Tentative)			11 to 20
			Programmes Sponsored by Coop. Deptt. (Tentative)			38 to 48
SHG Skill Development Programmes						30

****SPONSORED PROGRAMMES ARE SUBJECT TO AVAILABILITY OF FUNDS****