

Vision

ICMARD-The Centre of Excellence in Cooperative Management

To establish ICMARD as a premier learning centre to develop competent professionals in the cooperative sector through training and development

Mission

- Develop professional and competent human resource for the cooperative sector through a process of training, motivation and counselling.
- Promote academic excellence, study and research.
- Become an information bank of newest emergence in technologies, policies and innovations influencing the cooperative credit structure.
- Enable the client organisations in understanding the best of their business activities for their sustainable growth and development.
- Provide objective consultancy to the client organisations according to their requirement.
- Encourage coordination and harmony between the cooperative training institutes of the state and the country.
- Utilise the infrastructure of the institute for the benefit of cooperative system in coordination with all stakeholders.



INSTITUTE OF COOPERATIVE MANAGEMENT FOR AGRICULTURE & RURAL DEVELOPMENT (ICMARD)

Training Institute of The WBSCARD Bank Ltd.

BLOCK- 14/2, C.I.T. SCHEME, VIII(M), ULTADANGA, KOLKATA- 700 067
BESIDE BIDHANNAGAR RAILWAY STATION AND ULTADANGA POLICE STATION

A premium Cooperative Training Institute of West Bengal



In House and On Location Programmes are organised with boarding and lodging arrangements and Field Visits

Programmes offered

SHORT TERM COURSES (3-12 days)

For Cooperative Bankers

- Banking and Finance
- Cooperative Laws
- Business Development and Diversification
- Human Resource Development
- Bank Management
- Customer Relations
- Accounts

SKILL ICMARD

For Beneficiaries of Cooperatives and Unemployed Youth

- Agriculture & Allied Activities
- Manufacturing Trades
- Service Sector Activities
- Information Technology
- Alternative Energy Resources
- Bio Preservation Projects
- Entrepreneurship Development Programme

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Annual Training Calendar

for FY 2022-2023



INSTITUTE OF CO-OPERATIVE MANAGEMENT FOR AGRICULTURE AND RURAL DEVELOPMENT (ICMARD)

Training Institute of

**THE WEST BENGAL STATE COOPERATIVE
AGRICULTURE & RURAL DEVELOPMENT BANK LTD.**

BLOCK- 14/2, C.I.T. SCHEME - VIII (M), ULTADANGA, KOLKATA - 700067

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Sl. No.	Functional Area	Programme Name	Type of Programme	Duration (Days)	Target Organisations	Target Participants	Venue	Date	Sponsoring Agency
1	Banking Operation	Project Appraisal & Loan Documentation- Farm Sector	(IHT) [Residential]	5 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Branch Managers/ Assistant Managers/ Officers	ICMARD	April 25-29, 2022	SOFTCOB, NABARD
2	Information Technology	Workshop on CFS with Emphasis on DC Uploading and related issues	(IHW) [Residential]	1 Day	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Employees of PCARDBs engaged in Data Entry Work in CFS	ICMARD	May 12-13, 2022	Coop. Deptt., GoWB
3	Banking Operation	Standard Banking programme for Cooperatives-[Part- I] (NEW)	(IHT) [Residential]	5 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Induction Programme for New Recruitments	ICMARD	May 17-21, 2022	Coop. Deptt., GoWB
4	Banking Operation	Project Appraisal & Loan Documentation- Farm Sector	(OLT) [Residential]	5 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Branch Managers/ Assistant Managers/ Officers	CCM, Jalpaiguri	May 23-27, 2022	SOFTCOB, NABARD
5	Banking Operation	Modern Techniques of Risk Management in Changing Banking Scenario (New)	(IHT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Sr. Managers/ Officers/ Assistants/ Supervisors of Cooperative Banks (PCARDBs)	ICMARD	June 2-4, 2022	Coop. Deptt., GoWB
6	Accounting	Preparation of Balance Sheet & Profit & Loss Accounts	(IHT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Branch Managers/ Assistant Managers/ Officers/ Accounts Assistants	ICMARD	June 8-10, 2022	SOFTCOB, NABARD
7	Accounting	Basic Accounting Procedure	(IHT) [Residential]	3 Days	Wholesale & Consumer Cooperatives	Wholesale & Consumer Cooperatives	ICMARD	June 13-15, 2022	Coop. Deptt., GoWB
8	Workshop	Workshop on Viability Action Plan for PCARDBs	(IHW) [Residential]	3 Days	PCARDBs of West Bengal	Officers	ICMARD	June 16-18, 2022	Coop. Deptt., GoWB
9	Banking Operation	Project Appraisal & Loan Documentation-NonFarmSector	(IHT) [Residential]	5 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Branch Managers/ Assistant Managers/ Officers	ICMARD	June 20-24, 2022	SOFTCOB, NABARD
10	Cooperative Laws	Cooperative Acts and Rules and Audit Related Matters	(IHT) [Residential]	3 Days	PCARDB, PACS, Coop. Societies	All Employees	ICMARD	July 4-6, 2022	Coop. Deptt., GoWB
11	Workshop	Workshop on Common Observations in NABARD Inspection- Remedial Measures	ONLT	2 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Officers	Online	July 11-12, 2022	SOFTCOB, NABARD
12	Administrative Procedure	Misconduct & Disciplinary Action (NEW)	(IHT) [Residential]	3 Days	Zones & Ranges of Cooperation Directorate, GoWB	ARCS, C.D.O., C.I.	ICMARD	July 14-16, 2022	Coop. Deptt., GoWB
13	Planning & Bank Management	Roles & Responsibilities of the Management of Cooperative Banks in Changing Scenario (New)	(OLT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Chairman & BoD Members	To be announced later	July 18-20, 2022	Coop. Deptt., GoWB
14	Planning & Bank Management	Efficient Management Practices	(IHT) [Residential]	3 Days	PCARDB, PACS, Coop. Societies	Sr. Officers/Managers of Cooperatives	ICMARD	July 27-29, 2022	Coop. Deptt., GoWB
15	Banking Operation	Orientation Programme for Supervisors of PCARDBs	ONLT	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Supervisors	Online	August 1-3, 2022	SOFTCOB, NABARD
16	Business Development/ Marketing/ CRM	Business Development, Profit Planning & Diversification	(IHT) [Residential]	4 Days	Wholesale & Consumer Cooperatives	Wholesale & Consumer Cooperatives	ICMARD	August 10-12, 2022	Coop. Deptt., GoWB
17	Banking Operation	Programme on NPA Management & Legal Procedure of Loan Cases with emphasis on Sale Procedure	(OLT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	PCARDB Personnel	CCM, Jalpaiguri	August 17-19, 2022	Coop. Deptt., GoWB
18	Administrative Procedure	Inspection of Cooperative Societies, Report Preparation and Submission with special emphasis of PACS/ PCARDB	(IHT) [Residential]	3 Days	Zones & Ranges of Cooperation Directorate, GoWB	C.D.O., C.I.	ICMARD	August 22-24, 2022	Coop. Deptt., GoWB
19	Accounting	Programme on Income Tax, TDS & GST Norms	(IHT) [Residential]	3 Days	PCARDB, PACS, Coop. Societies	Officer/ Manager/ Accounts Assistants	ICMARD	August 29-31, 2022	Coop. Deptt., GoWB
20	Business Development/ Marketing/ CRM	Marketing of Banking Products & Services & Customer Relationship (NEW)	(IHT) [Residential]	3 Days	PCARDB, PACS, Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	ICMARD	September 5-7, 2022	Coop. Deptt., GoWB
21	Accounting	Programme on Basic Accounting-CAS & MIS	(IHT) [Residential]	4 Days	Zones & Ranges of Cooperation Directorate, GoWB	C.D.O., C.I.	ICMARD	September 14-16, 2022	Coop. Deptt., GoWB
22	Banking Operation	Programme on NPA Management & Legal Procedure of Loan Cases with emphasis on Sale Procedure	(IHT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	PCARDB Personnel	ICMARD	September 21-23, 2022	Coop. Deptt., GoWB
23	Planning & Bank Management	Corporate Governance	(IHT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	BoD Members	ICMARD	September 26-28, 2022	SOFTCOB, NABARD
24	Planning & Bank Management	Programme on Office Management	ONLT	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Officers/ Assistants/ Supervisors	Online	October 11-13, 2022	SOFTCOB, NABARD

Sl. No.	Functional Area	Programme Name	Type of Programme	Duration (Days)	Target Organisations	Target Participants	Venue	Date	Sponsoring Agency
25	Banking Operation	Effective Recovery Management	ONLT	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Manager/ Officers/ Assistant/ Supervisors	Online	October 18-20, 2022	SOFTCOB, NABARD
26	Banking Operation	Standard Banking programme for Cooperatives- Part-II (NEW)	(IHT) [Residential]	5 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Induction Programme for New Recruitments	ICMARD	October 26 to November 01, 2022	Coop. Deptt., GoWB
27	Planning & Bank Management	Management Development Programme	(IHT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Managers and Senior Officers	ICMARD	November 9-11, 2022	SOFTCOB, NABARD
28	Banking Operation	Preparation and Analysis of Projects under Farm Sector (New)	(IHT) [Residential]	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Officers/ Assistants/ Supervisors	ICMARD	November 14-16, 2022	Coop. Deptt., GoWB
29	Administrative Procedure	Misconduct & Disciplinary Action (NEW)	(OLT) [Residential]	3 Days	Zones & Ranges of Cooperation Directorate, GoWB	ARCS, C.D.O., C.I.	To be announced later	November 17-19, 2022	Coop. Deptt., GoWB
30	Business Development/ Marketing/ CRM	Business Diversification in Cooperative Banks for LTCCS (New)	(OLT) [Residential]	4 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Sr. Managers/ Officers/ Assistants/ Supervisors	To be announced later	November 29 to December 02, 2022	Coop. Deptt., GoWB
31	Banking Operation	Programme on Digital Banking	(OLT) [Residential]	3 Days	PACS & Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	CCM, Jalpaiguri	December 7-9, 2022	Coop. Deptt., GoWB
32	Planning & Bank Management	Programme on Branch Viability	ONLT	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Manager/ Officers/ Assistant/ Supervisors	Online	December 13-15, 2022	SOFTCOB, NABARD
33	Banking Operation	Legal Provisions of Loan Recovery in Cooperatives [New]	(IHT) [Residential]	3 Days	Zones & Ranges of Cooperation Directorate, GoWB	C.D.O., C.I.	ICMARD	December 21-23, 2022	Coop. Deptt., GoWB
34	Banking Operation	Programme on Digital Banking	(IHT) [Residential]	3 Days	PACS & Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	ICMARD	December 28-30, 2022	Coop. Deptt., GoWB
35	Planning & Bank Management	Self Sustenance through Improved Governance & Management of Resources	(IHT) [Residential]	2 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	BoD Members	ICMARD	January 4-5, 2023	SOFTCOB, NABARD
36	Business Development/ Marketing/ CRM	Capacity Building Programme on FPO/ FPC	(OLT) [Residential]	3 Days	PACS & Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	Malda	January 9-11, 2023	Coop. Deptt., GoWB
37	Business Development/ Marketing/ CRM	Sustainable Rural Livelihood Development	(OLT) [Residential]	4 Days	PACS & Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	Alipurduar/Cooch Behar	January 16-19, 2023	Coop. Deptt., GoWB
38	Workshop	Workshop on Training Need Assessment	(IHW) [Residential]	1 Day	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	All Cooperators	ICMARD	January 20, 2023	SOFTCOB, NABARD
39	Banking Operation	Effective Recovery Management	ONLT	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Manager/ Officers/ Assistant/ Supervisors	Online	February 1-3, 2023	SOFTCOB, NABARD
40	Business Development/ Marketing/ CRM	Sustainable Rural Livelihood Development	(OLT) [Residential]	4 Days	PACS & Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	Purulia/ Bardhaman	February 6-9, 2023	Coop. Deptt., GoWB
41	Business Development/ Marketing/ CRM	Capacity Building Programme on FPO/ FPC	(OLT) [Residential]	3 Days	PACS & Coop. Societies	Officer/ Manager/ Assistant/ Supervisor	Purulia/ Bardhaman	February 13-15, 2023	Coop. Deptt., GoWB
42	Cooperative Laws	Cooperative Acts and Rules and Audit Related Matters	(IHT) [Residential]	3 Days	PCARDB, PACS, Coop. Societies	Chairman & BoD Members	ICMARD	February 20-22, 2023	Coop. Deptt., GoWB
43	Human Resource Management	Motivation, Leadership Development & Stress Management	ONLT	3 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	PCARDB/ PACS Personnel	Online	March 6-8, 2023	SOFTCOB, NABARD
44-47	Workshop	Quarterly Workshop on Development of LTCCS	(IHT) [Residential]	1 Day	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Representatives of All PCARDBs	ICMARD	As decided by the WBSCARD Bank Ltd.	Coop. Deptt., GoWB
48-57	Workshop	Workshop on Formation, Follow Up and Monitoring of Self Help Groups (New)	(OLW) [Non Residential]	2 Days	PCARDBs of West Bengal & the WBSCARD Bank Ltd.	Employees engaged/ to be engaged in monitoring of SHGs	Various PCARDBs	As per requirement	Coop. Deptt., GoWB
58-62	Microfinance	Capacity Building Programme for Bank Sakhi/ Sajani of Cooperatives	(OLT) [Residential]	3 Days	DCCB, PCARDB, PACS, Coop. Societies	Bank Sakhi/ Sajani/ Employees engaged in SHG monitoring	Various Districts	As per requirement	Coop. Deptt., GoWB
63-65	Information Technology	Basic Computer Application with Technology Adoption in Banks	IHT & OLT (Non Residential)	Week-end Programme	PCARDB, PACS, Coop. Societies	PCARDB, PACS & Cooperative Societies of West Bengal	ICMARD & On Location	As decided by the Training Provider	Coop. Deptt., GoWB