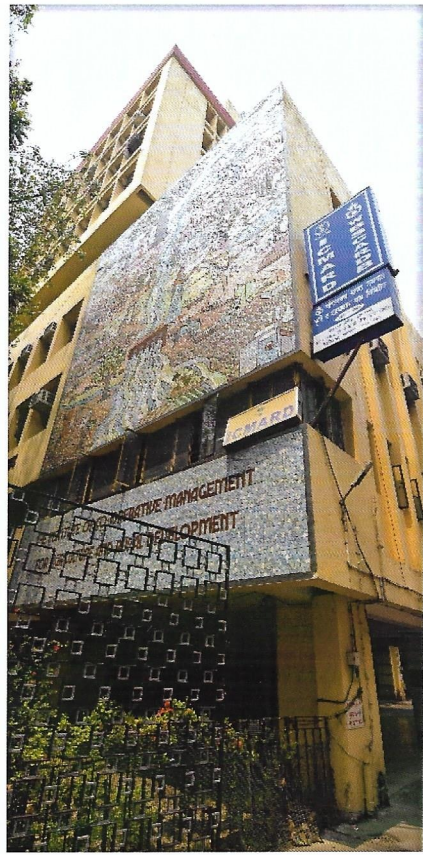




ICMARD

ANNUAL TRAINING CALENDAR

for FY 2024-2025



THE INSTITUTE OF CO-OPERATIVE MANAGEMENT FOR AGRICULTURE AND RURAL DEVELOPMENT

Website: www.icmard.org



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.	Programme Title	Duration (Days)	Target Participants	Venue	Dates	Sponsoring Agency	Programme Director
Target Group- Employees of PCARDB & The WBSCARD Bank Ltd.							
1	Workshop on One Time Settlement Policy of PCARDBs	2	Management of PCARDBs & The WBSCARD Bank Ltd. and Nodal Officers of the Ranges under Cooperation Directorate	ICMARD	To be announced letter	Coop. Deptt.	Debasish Dutta
2	Appraisal of Horticulture Projects ***	3	Manager and Supervisors of Central & Western Zone PCARDBs	ICMARD	April 22-24, 2024	NABARD	Md. Inasuddin
3	Customised Workshop on Modern Recovery Measures in PCARDBs with emphasis on Sale Case, Auction & Dispute Case	2	Supervisors and Branch Managers of Nadia CARDB	On Location- Krishnanagar	April 29-30, 2024	Coop. Deptt.	Md. Inasuddin
4	Appraisal of Livestock Development Projects	3	Manager and Supervisors of Central & Western Zone PCARDBs	ICMARD	May 2-4, 2024	NABARD	Md. Inasuddin
5	Workshop on Basic Trouble Shooting of Computers	1	Officials of PCARDBs	ICMARD	May 10, 2024	NABARD/ Coop. Deptt.	Sanchari Mitra
6	Customised Workshop on Modern Recovery Measures in PCARDBs with emphasis on Sale Case, Auction & Dispute Case	2	Supervisors and Branch Managers of Murshidabad and Kandi CARDB	On Location- Baharampur	May 17-18, 2024	Coop. Deptt.	Md. Inasuddin
7	Appraisal of Horticulture Projects ***	3	Manager and Supervisors of Northern Zone PCARDBs	KURSEONG	May 27-29, 2024	NABARD	Sanchari Mitra
8	Pre & Post Loan Documentation including profiling of customers (Farm, Non Farm, Housing) ***	3	Manager and Supervisors	ICMARD	June 10-12, 2024	NABARD	Debasish Dutta
9	Customised Workshop on Revitalisation of SHG	2	PCARDB and WBSCARDB Officials and SHG Group Leaders, Cashier and Associate Leaders	On Location- Hooghly	June 14-15, 2024	Coop. Deptt.	Md. Inasuddin
10	Appraisal of Livestock Development Projects	3	Manager and Supervisors of Northern Zone PCARDBs	RICMARD	June 19-21, 2024	NABARD	Sanchari Mitra
11	Customised Workshop on Revitalisation of SHG	2	PCARDB and WBSCARDB Officials and SHG Group Leaders, Cashier and Associate Leaders	On Location- Howrah	June 20-21, 2024	Coop. Deptt.	Md. Inasuddin
12	Customised Workshop on Modern Recovery Measures in PCARDBs with emphasis on Sale Case, Auction & Dispute Case	2	Supervisors and Branch Managers of Raiganj & Dakshin Dinajpur CARDB	On Location- Balurghat	June 24-25, 2024	Coop. Deptt.	Sanchari Mitra
13	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of Arambagh CARDB	On Location- Arambagh	June 24-25, 2024	Coop. Deptt.	Debasish Dutta
14	Workshop on Insurance of Banking Products and Assets	2	Officials of PCARDBs	ICMARD	July 2-3, 2024	Coop. Deptt.	Sanchari Mitra
15	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of Howrah CARDB	On Location- Howrah	July 4-5, 2024	NABARD/ Coop. Deptt.	Sanchari Mitra
16	Financing Micro and Small Entrepreneurs ***	3	Manager and Supervisors	ICMARD	July 8-10, 2024	NABARD/ Coop. Deptt.	Md. Inasuddin
17	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of South 24 Pargana CARDB	On Location- South 24 Pargana	July 11-12, 2024	NABARD/ Coop. Deptt.	Debasish Dutta
18	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of Midnapore CARDB	On Location- Midnapore	July 15-16, 2024	NABARD/ Coop. Deptt.	Sanchari Mitra
19	Basic Accounting Procedure	3	Officials of Jhargram CARD Bank Ltd.	On Location- Jhargram	July 18-20, 2024	Coop. Deptt.	Sanchari Mitra
20	Workshop on Cost Benefit Analysis of Projects- Farm Sector ***	2	PCARDB Officials	ICMARD	July 22-23, 2024	NABARD/ Coop. Deptt.	Debasish Dutta
21	Customised Workshop on Revitalisation of SHG	2	PCARDB and WBSCARDB Officials and SHG Group Leaders, Cashier and Associate Leaders	On Location- RICMARD	July 23-24, 2024	Coop. Deptt.	Md. Inasuddin
22	Customised Workshop on Modern Recovery Measures in PCARDBs with emphasis on Sale Case, Auction & Dispute Case	2	Supervisors and Branch Managers of Jalpaiguri & Alipurduar CARDB	On Location- RICMARD, Siliguri	July 25-26, 2024	Coop. Deptt.	Sanchari Mitra
23	Customised Workshop on Revitalisation of SHG	2	PCARDB and WBSCARDB Officials and SHG Group Leaders, Cashier and Associate Leaders	On Location- Katwa Kalna	August 2-3, 2024	Coop. Deptt.	Md. Inasuddin
24	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of Jalpaiguri CARDB	On Location- Jalpaiguri	August 5-6, 2024	NABARD/ Coop. Deptt.	Debasish Dutta
25	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of Cooch Behar CARDB	On Location- Cooch Behar	August 7-8, 2025	NABARD/ Coop. Deptt.	Debasish Dutta
26	Workshop on Cost Benefit Analysis of Projects- Non Farm Sector ***	2	PCARDB Officials	ICMARD	August 12-13, 2024	NABARD/ Coop. Deptt.	Sanchari Mitra
27	Customised Workshop on Bank Specific Measures of Recovery Management ***	2	All Officials of Raiganj CARDB	On Location- Raiganj	August 19-20, 2024	NABARD/ Coop. Deptt.	Sanchari Mitra
28	Customised Workshop on Revitalisation of SHG	2	PCARDB and WBSCARDB Officials and SHG Group Leaders, Cashier and Associate Leaders	On Location- Jalpaiguri	September 4-5, 2024	Coop. Deptt.	Md. Inasuddin
29	Customised Workshop on Revitalisation of SHG	2	PCARDB and WBSCARDB Officials and SHG Group Leaders, Cashier and Associate Leaders	On Location- Cooch Behar	September 6-7, 2024	Coop. Deptt.	Md. Inasuddin
30	Internal Checks & Control	3	Officers of PCARDBs	ICMARD	September 9-11, 2024	NABARD	Sanchari Mitra
31	Basic Accounting Procedure	3	Manager and Accountants of Northern Zone PCARDBs	RICMARD	September 19-21, 2024	NABARD	Sanchari Mitra

Sl No.	Programme Title	Duration (Days)	Target Participants	Venue	Dates	Sponsoring Agency	Programme Director
32	Workshop on Employees' Provident Fund related matters in Cooperatives	2	Officers and Accountants of Cooperatives	ICMARD	October 28-29, 2024	Coop. Deptt.	Md. Inasuddin
33	National Level Exposure Visit -	4	Chairman/ Special Officer/ CEO, BoD Members and Senior Officers of PCARDBs and WBSCARDB	To be announced letter	December 10-13, 2024	NABARD/ Coop. Deptt.	Sanchari Mitra & Md Inasuddin
Target Group- Govt. Officials							
1	Faculty Development Programme (ToT) *** - Phase-I	3	DRCS, ARCS, C.D.O. & C.I., Cooperative Auditors, Faculties and aspiring Faculties of Cooperatives and Training Institutes	ICMARD	July 29-31, 2024	Coop. Deptt.	Sanchari Mitra
2	Formation, amalgamation and liquidation of Cooperatives	2	DRCS, ARCS, C.D.O. & C.I.	ICMARD	August 5-7, 2024	Coop. Deptt.	Md. Inasuddin
3	Faculty Development Programme (ToT) ***- Phase-II	3+3	DRCS, ARCS, C.D.O. & C.I., Cooperative Auditors, Faculties and aspiring Faculties of Cooperatives and Training Institutes	ICMARD	August 27-29, 2024	Coop. Deptt.	Sanchari Mitra
4	Workshop on Election of Cooperatives	2	DRCS, ARCS, C.D.O. & C.I.	ICMARD	September 16-18, 2024	Coop. Deptt.	Md. Inasuddin
5	Arbitration of Disputes	2	DRCS, ARCS, C.D.O. & C.I.	ICMARD	December 18-20, 2024	Coop. Deptt.	Md. Inasuddin
Target Group- Wholesale Consumer Cooperatives							
1	Workshop on Income Tax and TDS Formalities	2	All Officials of WCCS	ICMARD	July 30-31, 2024	Coop. Deptt.	Md. Inasuddin
2	Digital Marketing & E- Commerce Solution	2	All Employees	ICMARD	November 4-5, 2024	Coop. Deptt.	Sanchari Mitra
3	Basic Accounting Procedure	3	All Employees	ICMARD	December 2-4, 2024	Coop. Deptt.	Sanchari Mitra
4	Workshop on Stock Management	2	All Employees	ICMARD	January 6-7, 2024	Coop. Deptt.	Md. Inasuddin
Target Group- PACS & Other Credit Cooperatives							
1	Innovative and Hi Tech Agriculture ***	3	PACS Personnel & Members	ICMARD	June 27-29, 2024	Coop. Deptt.	Sanchari Mitra
2	Capacity Building Programme for Formation of FPC & PC ***	2	PACS Personnel & Members	Murshidabad /Nadia	February 3-4, 2025	Coop. Deptt.	Md. Inasuddin
3	Capacity Building Programme for Formation of FPC & PC ***	2	PACS Personnel & Members	Bardhaman/ Purulia	March 11-12, 2025	Coop. Deptt.	Sanchari Mitra
4	Micro Enterprises and Marketing through E-commerce platform	2	Members of PACS, SHG, JLG, FPO	ICMARD	September 24-26, 2024	Coop. Deptt.	Sanchari Mitra
Target Group- Housing Cooperative Societies							
1	Recovery of Housing Loans	3	Employees of HOUSEFED	ICMARD	August 1-2, 2024	Coop. Deptt.	Sanchari Mitra
2	Managing Housing Cooperatives	3	Members of Housing Cooperative Societies and Employees of HOUSEFED	ICMARD	January 20-21, 2025	Coop. Deptt.	Sanchari Mitra
Target Group- Common Programmes for all Cooperatives							
1	Methods of Internal Audit & Process Audit	2	Sr. Managers of Cooperatives	ICMARD	August 22-23, 2024	Coop. Deptt.	Sanchari Mitra
2	Roles and Responsibilities of the Management of Cooperatives	3	BoD Members, Special Officers	ICMARD	August 28-30, 2024	Coop. Deptt.	Md. Inasuddin
3	Problem Solving & Decision Making	3	CEO & Senior Managers of PCARDB & DCCB	ICMARD	September 2-4, 2024	NABARD	Sanchari Mitra
4	Workshop on Transfer of Property Act and Land and Land Reforms Act and their applicability in Cooperatives	1	All Officials of Cooperatives	ICMARD	September 20, 2024	Coop. Deptt.	Md. Inasuddin
5	Workshop on Cyber Security	1	All Cooperators	ICMARD	September 23, 2024	Coop. Deptt.	Sanchari Mitra
6	Basics of Concurrent Audit and Compliances	2	Accountants/ Accounts Managers	ICMARD	October 22-24, 2024	Coop. Deptt.	Md. Inasuddin
7	Emotional Intelligence and Stress Management	3	All Officials of Cooperatives	Darjeeling	November 12-14, 2024	Coop. Deptt.	Sanchari Mitra
8	Basic Computer Application	20	All Cooperators	ICMARD	November 2024 to January 2025	Coop. Deptt.	Sanchari Mitra
9	Workshop on Indian Contract Act and Its' Applicability in Cooperatives	1	All Officials of Cooperatives	ICMARD	January 10, 2025	Coop. Deptt.	Md. Inasuddin
10	Workshop on Misconduct and Disciplinary Action	2	Senior Officials of Cooperatives	ICMARD	January 20-21, 2025	Coop. Deptt.	Md. Inasuddin
11	Workshop on Training Need Assessment	1	All Cooperators	ICMARD	February 14, 2025	NABARD	Sanchari Mitra
***Flagship Programmes							
Total Number of Programmes							58
Exposure Visit							1
Skill Development Programmes for SHG							20
Skill Development Programmes for Members of Cooperatives							10
SPONSORED PROGRAMMES ARE SUBJECT TO AVAILABILITY OF FUNDS							

PAID COURSES FOR ALL COOPERATIVES

Sl No.	Programme Title	Duration (Days)	Target Participants	Venue	Minimum Number of Participants	Course Fee (₹)	Course Includes
1	Performance Management and Performance Appraisal System	2	Senior Executives	ICMARD	20	3000/- Per Participant	Accommodation and Food, Study Material and Training Kit, Access to Library and Computer Lab
2	Business Communication	3	Officials and Members of Cooperatives	ICMARD	20	5000/- Per Participant	
4	Marketing of Products & Services & Customer Relationship Management for Cooperatives	4	Officials and Members of Cooperatives	ICMARD	20	6000/- Per Participant	

Note: The interested Cooperatives may send the nominations by 30th June, 2024. Dates of the Programme would be declared on receipt of sufficient nominations. Course Fee to be paid after declaration of the Programme Dates.

FLAGSHIP VOCATIONAL COURSES OFFERED FOR SELF HELP GROUPS AND MEMBERS OF THE COOPERATIVES AND MEMBERS OF COOPERATIVES IN FY 2024-2025

Sl No.	Programme Title	Venue	Sl No.	Programme Title	Venue
1	Entrepreneurship Development Programme	Zone Based	24	Yoga Consultant/ Physical Trainer	In specific locations
2	Accounting, Bookkeeping and Administrative System	On Location	25	Tribal Mask Making	On Location
3	Basic Tailoring & Garment Making	On Location	26	Brick Making from Clay	On Location
4	Advanced Tailoring & Garment Making	On Location	27	Machine-made Sanitary Napkin production	In specific locations
5	Making of Designer Saree, Kurta & Jacket	On Location	28	Ornamental Candle Making	On Location
6	Batik & Block Print	On Location	29	Homemade Bakery - Various Types of Cakes	On Location
7	Basic Beautician Training	On Location	30	Making Ginger, Garlic Paste	On Location
8	Advanced Beautician Training- Make Up- Level-I	On Location	31	Making Spice Powders	On Location
9	Advanced Beautician Training- Hair Cutting & Styling- Level-I	On Location	32	Making Phenyl & Handwash	On Location
10	Community Health Worker	In specific locations	33	Vermicomposting	On Location
11	Domestic Health Attendant	In specific locations	34	Food Processing and Preservation	On Location
12	Phlebotomy and General Health Check Up	In specific locations	35	Bee Keeping & Honey Making	On Location
13	Mobile Repairing	On Location	36	Ornamental Fishery	On Location
14	Home Appliances Repairing	On Location	37	Nursery Technique & Management	On Location
15	Sal Leaf Crockery Making	On Location	38	Mushroom Cultivation	On Location
16	Arica Leaf Crockery Making	On Location	39	Hydroponics	On Location
17	Hyacinth Crockery Making	On Location	40	Vertical Farming	On Location
18	Paper Bag Making	On Location	41	Integrated Farming	On Location
19	Making of Canvas and Cloth Bags	On Location	42	Cooking & Catering	On Location
20	Making of Jute Utility Products - Shoe, Table Mat, Doormat, Bowl and Planter	On Location	43	House Keeping Service	On Location
21	Driving	In specific locations	44	Retail Sale Management	On Location
22	Toto Repairing	In specific locations	45	Hospitality	On Location
23	Waste Management including Plastic Waste	In House			

VISION

ICMARD- The Centre of Excellence in Cooperative Management

Commitment to deliver excellence in Human Resource and Entrepreneurship Development through systematic training, research, and consultancy services, collaborative endeavours and peripheral activities, focusing on the Cooperative Sector.

MISSION

- ★ Promote Cooperative Values and Principles
- ★ Develop professional human resource for all types of cooperatives and allied agencies through systematic approach of training, motivation, exposure and counseling
- ★ Offer and execute best quality methodical study courses, programmes and vocational training rich in required knowledge, skill set, exposure tours and orientation for fostering self-sustenance through entrepreneurship and modern agripreneurship
- ★ Develop marketing network for the cooperatives
- ★ Nurture face lifting of the Cooperative Sector through promotion, up-gradation, publicity and showcasing
- ★ Deliver objective consultancy to the client organisations
- ★ Become an information bank for the cooperative sector
- ★ Adopt market search, analysis and survey projects for the client organisations
- ★ Encourage collaboration and harmony between the cooperative training institutes of the state and the country
- ★ Explore, initiate, develop and strengthen strategic partnerships between the Govt. and Non-Government Organisations
- ★ Promote academic excellence, study, research, publications, experience sharing and study tours

A premium Cooperative Training Institute of West Bengal

Standardised Training

Vocational Courses

Expert Consultancy

Customised Programme

Project Preparation

Awareness Camp/Workshop

Exposure Visits

Research & Study

Publication