



प्रशिक्षण कार्यक्रम 2019-20

Calendar of Training Programmes 2019-20



सहकारी प्रबंध संस्थान, तिरुवनन्तपुरम्

Institute of Cooperative Management

Thiruvananthapuram

(An Institution of National Council for Cooperative Training (NCCT), New Delhi,
an Autonomous Society promoted by Ministry of Agriculture & Farmers' Welfare, New Delhi)

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LONG TERM PROGRAMMES

Sl. No	Name of the Programmes	Target Group/ Sector	Duration	From	To	Capacity	Coordinator
1	Higher Diploma In Cooperative Management (HDCM)	Private / Dept.	1 Year	05.08-2019	04.08.2020	30	AS
2	Diploma in Dairy Cooperative Management (DDCM)	Dairy Development Dept. Officers	3 Months	02-09-2019	01-12.2019	30	KR
3	Diploma in Management of Computer Operations (DMCO)	Inspectors/ auditors of Coop. Dept.	3 Months	06.05-2019	03.08.2019	30	RK
4	Master of Business Administration (MBA)	Private (Graduate)	2 Years	2017	2019	50	RJ
5	Master of Business Administration (MBA)	Private (Graduate)	2 Years	2018	2020	50	RJ

SHORT TERM PROGRAMMES

Month	Sl. No.	Name of the Programme	Target Group/ Sector	Programme Date			Capacity	Co-ordinator
				Days	From	To		
APRIL 2019	1	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	5	01.04.2019	05.04.2019	25	KR
	2	Refresher Training	Officers of Registrar of Cooperative Societies	5	08.04.2019	12.04.2019	25	RJ
	3	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	08.04.2019	12.04.2019	25	AS
MAY 2019	4	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	06.05.2019	10.05.2019	25	JM
	5	Banking Laws and Practice and Legal aspects in Loan proposals and important provisions of KCS Act.	Officers of Cooperative Banks	3	08.05.2019	10.05.2019	25	KR
	6	Refresher Training	Officers of Registrar of Cooperative Societies	5	13.05.2019	17.05.2019	25	RJ
	7	Professional Development Programme (Under Rule 185(1) of KCS Act –)	Supervisory Cadre Personnel from PACS/DCBs/UCBs and Other Societies	6	20.05.2019	25.05.2019	25	AS
	8	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	5	27.05.2019	31.05.2019	25	KR
	9	Prog. on Digital payment system	Officers of Coop. Bank	3	29.05.2019	31.05.2019	25	RK
JUNE 2019	10	Customer Relationship Management	Staff of Cooperative Banks	2	03.06.2019	04.06.2019	25	RJ
	11	Induction Training for Auditors/Inspectors	Auditors/Inspectors of Registrar of Cooperative Societies	6	10.06.2019	15.06.2019	25	JM
	12	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	10.06.2019	14.06.2019	25	AS
	13	Refresher Training	Officers of Registrar of Cooperative Societies	5	17.06.2019	21.06.2019	25	RJ
	14	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	19.06.2019	21.06.2019	25	KR
	15	Induction Training for Auditors/Inspectors	Auditors /Inspectors of Registrar of Cooperative Societies	6	24.06.2019	29.06.2019	25	JM
	16	Professional Development Programme (Under Rule 185(1) of KCS Act –)	Supervisory Cadre Personnel from PACS/DCBs/UCBs and Other Societies	6	24.06.2019	29.06.2019	25	AS
	17	Management Development Programme	Officers of Cooperative Banks	3	24.06.2019	26.06.2019	25	KR
	18	Programme on How to do the existing business better in post reform scenario	(Secretaries of PACS	3	27.06.2019	29.06.2019	25	KR
JULY 2019	19	Preparation of Balance sheet in Dairy coop. societies	Dairy Farm instructors	3	01.07.2019	03.07.2019	25	KR
	20	Good Governance of Dairy Cooperative	Dairy Extension Officers	2	04.07.2019	05.07.2019	25	KR
	21	Induction Training for Auditors/Inspectors	Auditors/Inspectors of Registrar of Cooperative Societies	6	06.07.2019	12.07.2019	25	RJ
	22	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	08.07.2019	12.07.2019	25	AS
	23	Refresher Training	Officers of Registrar of Cooperative Societies	5	15.07.2019	19.07.2019	25	JM
	24	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	17.07.2019	19.07.2019	25	KR
	25	Programme on BDP	Secretaries of PACS	3	22.07.2019	24.07.2019	25	KR
	26	Induction Training for Auditors/Inspectors	Auditors / Inspectors of Registrar of Cooperative Societies	6	24.07.2019	30.07.2019	25	JM
	27	Programme on developing PACS into Multipurpose Societies	PACS functionaries	3	25.07.2019	27.07.2019	25	KR
	28	Programme on GST and Income Tax	Officers of PACS and other societies	2	29.07.2019	30.07.2019	25	AS

AUGUST 2019	29	Cash Management and Gold appraisal	Clerks of PACS	3	01.08.2019	03.08.2019	25	KR
	30	Refresher Training	Officers of Registrar of Cooperative Societies	5	05.08.2019	09.08.2019	25	RJ
	31	Basic computer awareness, E-Governance, Core Banking, E-Payment system & Cyber Security	Officers of PACS	5	05.08.2019	09.08.2019	25	RK
	32	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	12.08.2019	14.08.2019	25	JM
	33	KYC, ALM, Prevention of Money laundering and Customer protection)	(Clerks of Cooperative Banks	3	12.08.2019	14.08.2019	25	KR
	34	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	5	26.08.2019	31.08.2019	25	KR
	35	Manual of Office Procedure other than Secretarial Manual	All Section heads of consumer federation	2	26.08.2019	27.08.2019	25	RJ
	36	Refresher Programme on KCS Act and Rule	Cooperative Inspectors- ARCS/ DRCS of Industrial Cooperatives	2	29.08.2019	30.08.2019	25	KR
SEPTEMBER 2019	37	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	02.09.2019	06.09.2019	25	AS
	38	Leadership Development Programme	Board of Directors of PACS	4	03.09.2019	06.09.2019	25	RJ
	39	Programme on Funds and Investment Management	Secretaries of PACS	3	16.09.2019	18.09.2019	25	KR
	40	Computer operations and data security	Employees of SC/ST Federation	3	19.09.2019	21.09.2019	25	RK
	41	Professional Development Programme (Under Rule 185(1) of KCS Act –)	Supervisory Cadre Personnel from PACS/DCBs/UCBs and Other Societies	6	23.09.2019	28.09.2019	25	AS
	42	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	5	23.09.2019	27.09.2019	25	KR
OCTOBER 2019	43	Prog. on Women Empowerment	Women Officers / Director of coop. Banks	3	03.10.2019	05.10.2019	25	RJ
	44	Programme on Project Preparation, Loan documentation and appraisal of Project	for the staff of PACS	3	09.10.2019	11.10.2019	25	KR
	45	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	09.10.2019	11.10.2019	25	JM
	46	Refresher Training	Officers of Registrar of Cooperative Societies	5	14.10.2019	18.10.2019	25	AS
	47	Leadership Development Programme	Board of Directors of PACS	4	21.10.2019	24.10.2019	25	RJ
	48	Prog. on GST and Income Tax	Officers of PACS and other societies	3	22.10.2019	24.10.2019	25	JM
	49	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	4	28.10.2019	31.10.2019	25	KR
NOVEMBER 2019	50	Prog. on Income Tax and GST	Officers of Coop. Societies	2	01.11.2019	02.11.2019	25	JM
	51	Method of conducting inspection , Enquiry, Arbitration and Execution	AR / FDO /SCI of Fisheries Dept.	3	04.11.2019	06.11.2019	25	KR
	52	Induction Training for Auditors/Inspectors	Auditors/ Inspectors of Registrar of Cooperative Societies	6	11.11.2019	15.11.2019	25	AS
	53	Leadership Development Programme	for the President and Board of Directors of PACS	3	13.11.2019	15.11.2019	25	KR
	54	Refresher Training	Officers of Registrar of Cooperative Societies	5	18.11.2019	22.11.2019	25	RJ
	55	Prog. on Stress & Time Management and Interpersonal Relationship	Officers of Coop. Bank	3	18.11.2019	20.11.2019	25	RJ
	56	Professional Development Programme (Under Rule 185(1) of KCS Act –)	Supervisory Cadre Personnel from PACS/DCBs/UCBs and Other Societies	6	25.11.2019	30.11.2019	25	KR
	57	Induction Training for Auditors/Inspectors	Auditors / Inspectors of Registrar of Cooperative Societies	6	25.11.2019	30.11.2019	25	AS
DECEMBER 2019	58	Refresher Training	Officers of Registrar of Cooperative Societies	5	02.12.2019	06.12.2019	25	RJ
	59	Programme on Corporate Governance	for the President and Board of Directors of PACS	3	04.12.2019	06.12.2019	25	KR
	60	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	09.12.2019	13.12.2019	25	RK
	61	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	5	16.12.2019	20.12.2019	25	KR
	62	Kerala Service Rules Part 1 &2 (TA and Leave Rules)	All Section heads of Consumer Federation	2	23.12.2019	24.12.2019	25	KR
	63	Revitalization of SC/ST Coop. Societies	Board of Directors / Sectarities of SC ST Coops.	3	26.12.2019	28.12.2019	25	KR
	64	Leadership Development Programme	President/ Board of Directors of PACS	3	30.12.2019	01.01.2020	25	RJ
JANUARY 2020	65	Refresher Training	Officers of Registrar of Cooperative Societies	5	06.01.2020	10.01.2020	25	JM
	66	Programme on Technology-enabled Models of Financial inclusion	Staff of PACS	3	08.01.2020	10.01.2020	25	RK
	67	Skill Development Programme for Handloom Dept	AR/DR /Managers and Sr. inspectors of Handloom Dept	3	13.01.2020	15.01.2020	25	KR
	68	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	20.01.2020	24.01.2020	25	KR
	69	Refresher Training	Officers of Registrar of Cooperative Societies	5	27.01.2020	31.01.2020	25	RJ
	70	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	29.01.2020	31.01.2020	25	JM

FEBRUARY 2020	71	Career Development Programme (Under 185(1)) of KCS Act-	Ministerial Staff of PACS/DCBs and Other Societies	5	03.02.2020	07.02.2020	25	AS
	72	Induction Training for Auditors/ Inspectors	Auditors / Inspectors of Registrar of Cooperative Societies	6	10.02.2020	15.02.2020	25	RJ
	73	Skill Development Programme for Handloom	AR/DR /Managers and Sr. inspectors of Handloom Dept	3	10.02.2020	12.02.2020.	25	KR
	74	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	17.02.2020	19.02.2020	25	AS
	75	Refresher Training	Officers of Registrar of Cooperative Societies	5	17.02.2020	21.02.2020	25	RJ
	76	Induction Training for Auditors/ Inspectors	Auditors/ Inspectors of Registrar of Cooperative Societies	6	24.02.2020	29.02.2020	25	RJ
MARCH 2020	77	Refresher Training	Officers of Registrar of Cooperative Societies	5	09.03.2020	13.03.2020	25	AS
	78	Professional Development Programme (Under Rule 185(1) of KCS Act –)	Supervisory Cadre Personnel from PACS/DCBs/UCBs and Other Societies	6	16.03.2020	21.03.2020	25	JM
	79	Project Formulation, Financial Scrutiny and Monitoring	Officers of Registrar of Cooperative Societies	5	23.03.2020	27.03.2020	25	KR
	80	Skill Development (Under Rule 185(1) of KCS Act)	Sub Staffs of PACs/DCBs/UCBs and Other Societies	3	23.03.2020	27.03.2020	25	RJ

RK : R.K.Menon , KR: Dr.K.Ravichandran , RJ :Dr.R.Jayalakshmi , AS :Dr.A.S.Subramanian JM : Dr..Jayamohan Nair

ICM, TVM: Institute of Cooperative Management is functioning as a unit of National Council for Cooperative Training (NCCT) New Delhi financed by the Ministry of Agriculture and Cooperation, Government of India. The Institute was established in 19th October 1976 and it is functioning with the objective of infusing professionalism in the Management of Cooperatives. The Institute caters to the training requirements of the Executives of Cooperative enterprises and the officers of Government Departments concerned with development of cooperatives.

Faculty: Eminent and well experienced faculty members, among most of them are trained by Indian Institute of Management, Ahmadabad

Library: The Institute has prestigious library with more than 15500 Books in the areas of Management in general and the functional areas of management in particular. It also subscribes regularly more than 100 National and International Journals and periodicals.

Hostel Facilities: Well-furnished hostel with mess facilities for both men & women. The total capacity of the Hostel accommodation is 120 participants.

Management Development Programme : The Institute conducts need based Training programme in different functional areas of Management on topics such as Customer Service, Funds Management, Cooperative Law, Banking, Detection of fake currency, Gold appraisal etc . As per the KCS Rule 185 (1) for getting promotion and earning annual grade increment the Institute conducts professional Development Programme (For Assistant Secretaries and Branch Manager, Chief Accountants, Internal Auditors), Career Development Programme (for Senior Clerks, Accountants and Junior Clerks) and Skill Development Programmes for sub staff of PACS, DCBs, UCBs and other societies .



Computer Lab: An excellent computer lab with more than 60 systems connected by LAN. High Speed Broadband Internet Facilities are also provided to the participants.



Audio-Visual Aids: The Institute has Audio- Visual Aids such as Multimedia Projectors, OHPs Projector etc.



Video Conferencing : The Institute has a well-equipped Video Conferencing room with a capacity to accommodate 12-15 participants at a time.

HDCM: Higher Diploma in Cooperative Management Programme (52 weeks) is the Core programme of the Institute, which is recognized by the Govt. of Kerala

as well as the Kerala PSC for employment in Cooperative organisations and Departments.

MBA : Since 2003 the Institute conducts MBA Programme and it is functioning as an extension centre of Institute of Management in Kerala (IMK). The Institute provides extensive infrastructure facilities and gives more emphasis on building total professionalism in our students.

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