

Training Calendar of ACSTI for the Financial year 2023-2024



Agricultural Co-operative Staff Training Institute
(An Autonomous Institution under Government of Kerala)

Accredited by Centre for Professional Excellence in
Co-operatives (C-PEC) An Initiative by BIRD, NABARD

AGRICULTURAL COOPERATIVE STAFF TRAINING INSTITUTE

ANNUAL TRAINING CALENDER (2023-24) PRIMARY AGRICULTURAL CREDIT SOCIETIES																
Sl.No	Title of the Course	Target Group	Duration in days	No. of Programs	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
I PROGRAMME FOR IMPROVING FUNCTIONAL EFFICIENCY																
1	Programme on Development of PACS into MSC	Accountants/ Sr. Clerks/ Br. Managers/BODs/Pr esidents of PACS	3	10		25-27	29-1	19-21	3-5	1-3	25-27	8-10	14-16	8-10	22-24	
2	Programme on Financial Products & Services	Asst.Secretaries/ Branch Managers/ Chief Accountants/ Internal Auditors	6	3				10-15				13-18				11-16
3	Wokshop on Emerging Challenges before Co-operatives	Clerk /Accountant / Head Clerk	5	4	24-28				7-11			20-24			5-10	
4	Risk Management in PACS Particularly under Internet Banking & ATM	Secretaries/Br. Managers/ Asst. Secretaries	3	4		22-24					26-28		19-21		26-28	
5	How to do existing Business better in post reform scenario	President/BODs/Se cretaries/Asst. Secretaries	3	5			1-3		21-23			1-3		29 -31		7-9
6	Management Development programme	Newly Elected BODS/ BODs	4	2			21-24					27-30				

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8	Self Sustenance through improved governance & Management of resources	Women secretaries and supervisory staff of Credit Societies.	3	2		29-31			1-3							
9	Programme on Self Development	Sub staff	3	3	10-12				16-18					3-5		
10	Programme on greeting the Customer to Improve level of happiness of all stakeholders	sub staff	3	2			12-14				16-18					
II	PROGRAMMES FOR IMPROVING SKILLS OF FUNCTIONARIES															
1	Know your Customer Prevention of Money Laundering & Customer Protection	Clerk /Accountant / Head Clerk	5	3			5-9				3-7		18-22			
2	Programme on Cash Management and Fake Note/Spurious Gold Detection	All categories of staff	3	5	17-19			03-05		28-30			4-6		12-14	
3	Programme on Leadership Team Building & Motivation	BODs of PACS	3	3		08-11				18-21					19-22	
4	Programme on Understanding Financials of PACS	Asst.Secretaries/ Branch Managers/ Chief Accountants/ Internal Auditors	6	3		15-20				11-16				15-20		

5	Programme on Preparation and analysis of Balancesheet	Secretaries/Br. Managers/ Asst. Secretaries	4	3				24-27						22-25		04-06
SL.N o	Title of the Course	Target Group	Duration n in days	No. of Progra ms	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
III	PROGRAMME FOR IMPROVING KNOWLEDGE AND SKILL OF NEWLY RECRUITED EMPLOYEES															
1	Programme on Office Management Procedures Noting & Drafting establishment matters	Supervisory staff	3	1							19-21					
2	Programme on Income Tax, TDS, and GST Norms	All Categories of Staff	3	3		10-12					09-11		11-13			
IV	PROGRAMME FOR ENSURING STATUTORY COMPLIANCE															
1	Programme on Common observations in NABARD/Co-operative Department Inspection-Remedial Measures	Staff Officers of PACS	3	5		3-5		5-7			30-1		6-8			18-20

- * Training for Co-operative Department Officials are to be included based on the requirement finalized by RCS**
- * ACSTI is Authorized to conduct specialized training programme to any Cooperative Society suiting to their specific requirements**