

2022 - 2023
Annual Training Calendar



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

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

General Council Members of ACSTI

1. Shri. V.N. Vasavan, Hon'ble Minister for Co-operation & Registration, (Chairman)
2. Smt. Mini Antony, IAS, Secretary, Co-operation, Department, Government of Kerala, (Vice Chairman)
3. Shri. Koliyakode Krishnan Nair, Chairman, Kerala State Co-operative Union, (Member)
4. Shri. Gopi Kottamurikkal, Persident, Kerala State Co-operative Bank Ltd., (Kerala Bank), (Member)
5. Dr. Adeela Abdulla, IAS, Registrar of Co-operative Societies, (Member)
4. Smt. Sherin. M.S., IA & AS, Director, Co-operative Audit, Department of Co-operation, (Member)
6. Shri. Balachandran P, Chief General Manager, NABARD, (Member)
7. Shri. Rajan. P.S, Chief Executive Officer, Kerala State Co-operative Bank Ltd., (Kerala Bank), (Member)
8. Shri. K.C. Sahadevan, Chief General Manager, Kerala State Co-operative Bank Ltd. (Kerala Bank), (Member)
9. Shri. K. Jayakumar, Director, Institute of Management in Government, (Member)
10. Dr. K.S. Chandrasekhar, Director, IMK, University of Kerala, (Member)
11. Dr. R. Sasikumar, Director, Co-operative Academy for Professional Education (CAPE), (Member)
12. Shri. Radhakrishna Menon, Director, Institute of Co-operative Management, (Member)
13. Shri. Prasanthan. P, President, Chirakkal Service Co-operative Bank Ltd., (Member)
14. Adv. Prathapachandran, President, Balaramapuram Service Co-operative Bank Ltd., (Member)
15. Shri. M. Purushothaman, President, Mannarkkad Taluk Employees Co-op. Society Ltd., (Member)
16. Dr. M. Ramanunny, Director, ACSTI (Convener)

Executive Committee Members of ACSTI

1. Smt. Mini Antony, IAS, Secretary, Co-operation Department, Government of Kerala (Chairperson)
2. Shri. Gopi Kottamurikkal, Persident, Kerala State Co-operative Bank Ltd., (Kerala Bank), (Member)
3. Dr. Adeela Abdulla, IAS, Registrar of Co-operative Societies, (Member)
4. Shri. Balachandran P, Chief General Manager, NABARD, (Member)
5. Shri. Rajan. P.S, Chief Executive Officer, Kerala State Co-operative Bank Ltd., (Kerala Bank), (Member)
6. Shri. K.C. Sahadevan, Chief General Manager, Kerala State Co-operative Bank Ltd. (Kerala Bank), (Member)
7. Dr. R. Sasikumar, Director, Co-operative Academy for Professional Education (CAPE), (Member)
8. Adv. Prathapachandran, President, Balaramapuram Service Co-operative Bank Ltd., (Member)
9. Dr. M. Ramanunny, Director, ACSTI (Convener)

Academic Advisory Committee Members of ACSTI

1. Dr. Adeela Abdulla, IAS, Registrar of Co-operative Societies, (Chairperson)
2. Shri. Rajan. P.S, Chief Executive Officer, Kerala State Co-operative Bank Ltd., (Member)
3. Shri. Balachandran P, Chief General Manager, NABARD, (Member)
4. Dr. R. Sasikumar, Director, Co-operative Academy for Professional Education (CAPE), (Member)
5. Dr. K.S. Chandrasekhar, Director, IMK, University of Kerala, (Member)
6. Dr. Simon Thattil, Professor, University of Kerala, (Member)
7. Dr. Jaya S. Anand, Professor, Institute of Management in Governemnt, (Member)
8. Shri. T.N. Krishnan, Professor, IIM, Kozhikode, (Member)
9. Adv. Prathapachandran, President, Balaramapuram Service Co-operative Bank Ltd., (Member)
10. Dr. M. Ramanunny, Director, ACSTI (Convener)

Heads of the Governing Bodies



Shri V N Vasavan
Chairman - General Council
(Minister for Co-operation and Registration)



Ms Mini Antony IAS
Chairperson - Executive Committee
(Secretary - Co-operation, Govt. of Kerala)



Dr. Adeela Abdulla IAS
Chairperson - Academic Advisory Committee
(Registrar of Co-operative Societies)



Dr. M. Ramanunny
Director

*If your Goals don't scare you,
they aren't big enough ...*

The era that we live in is certainly stifling for the cooperative sector which encounters multifarious challenges. As we all know, the credit sector is the backbone of Kerala's cooperative sector. Unfortunately, this sector is facing numerous threats, which needs to be addressed and thereby transformed through consistent apprising. There is a mushrooming of organisations which comes under the purview of Multi state cooperative societies act in our state, which are always on their toes to appease customers and are ready to offer huge interest for deposits which has led to shifting of loyalty by few customers. Nidhi companies, non-Banking financial companies, and even Commercial banks are on a ceaseless competition with cooperative credit societies.

Multitude of factors like the amendments in the Banking Regulations Act , Sec 80 (P) , 194 (N) of the Income Tax Act and other recent amendments are directly and indirectly affecting the credit sector. The identity crisis that our Cooperative societies battle with is another major dilemma. We are yet to figure out whether to be addressed as Banks or Societies. Advancements in Technology , especially in information technology has affected all spheres of life. Those who do not adapt to new age technological advancements would undoubtedly perish. It is high time that the Co-operative sector seriously consider these challenges and strengthen themselves. Moreover, Cooperative sector, as an alternative for commercial banks, new generation banks and small financing banks and is alien to new age youth and efforts to attract them to the cooperative sector has been unsuccessful till date. Along with these, certain unhealthy trends even though not many, which surfaced recently, is eroding the credibility of the sector. To sum it up, the Cooperative sector in Kerala is at its crossroads . The decision on which way to go could only be determined by factually analysing the entire scenario. It is in such a setting that ACSTI is releasing its training calendar for the financial year 2022-23. The training have been designed in such a way, that it benefits the entire co-operative sector. The road map aims at the overall development of participants using state-of-art training devices and diverse activities like exposure visits, field visit, group discussion, case study, roleplays, panel discussion etc. We intent to conduct the training sessions centrally at our campus in Monvila, Thiruvananthapuram and also at various districts to reach out to all our stake holders. We request your wholehearted cooperation, support, and participation to make this initiative a success.

3	Internal Checks & Control	Branch Managers and sr. Officers	3	3					25-27			28-30			2-4	
4	Personality development Programme	Senior Officers and Managers	3	3	8-10					25-27			4-6			
5	Programme on NPA & Recovery Management	Br. Managers/Regional Managers/ Officers in the Recovery department	3	3	7-10			23-26					17-20			
6	Programme on Project Appraisal & Loan Documentation (Farm & Non Farm Sectors)	Managers/ General managers/ Officers working in Loan and Planning department.	3	3						17-22			19-24		20-25	
7	Programme on Cash Management, Fake Note & Deposit Mobilisation	Managers in Treasury Department	4	3						27-30			8-11		10-13	

III PROGRAMME FOR IMPROVING KNOWLEDGE AND SKILL OF NEWLY RECRUITED EMPLOYEES

1	Programme on Cash Management & Fake Note/ Spurious Gold Detection	Branch managers/ Accounts Officers	3	2	13-15									1-3		
2	Know Your Customer Prevention of Money Laundering & Customer Protection	ALL Categories of Staff	3	2				25-27					2-4			
3	Conduct of Induction Programme on General Banking for Newly Appointed Staff Members	All Newly recruited Staffs	12	2									1-30		1-30	

IV PROGRAMME FOR ENSURING STATUTORY COMPLIANCE

1	Programme on Common observations in NABARD/RBI Inspection-Remedial Measures	Accountants/ managers/ Officers working with planning division of Kerala bank	3	2						23-27				19-23		
---	---	---	---	---	--	--	--	--	--	-------	--	--	--	-------	--	--

PRIMARY AGRICULTURAL CREDIT SOCIETIES (PACS)

Sl. No.	Title of the Course	Target Group	Duration in days	No. of Programs	2022												2023		
					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 / Clerks/ Br. Managers/BODs/Presidents of PACS	5	8			6-10	11-15	1-5			10-14	1-5	5-9	9-13	6-10			
2	Programme on Financing Farm and Non-farm sectors	BODs/Secretaries/Br. Managers/ Presidents of PACS	5	5		23-27		18-22					12-16		16-20	13-17			

3	Programme on Financial Products & Services	Secretaries/ Br. Managers/ BODs/ Presidents of PACS.	5	5		16-20	11-15		26-30	14-18		3-7		
4	Capacity Building Programme for Sustainable development under group mode of financing	BODs, Secretaries/ Br. Managers/ Presidents of PACS	5	5	20-24			1-5		25-29			12-16	6-10
5	Project appraisal under Farm & Non Farm Sectors	Br. Managers/ Secretaries/ President	5	4	3-7					1-5		3-7		6-10
6	Workshop on Emerging Challenges before Co-operatives	Asst. Secretaries/Secretaries/ BODs/President	5	6	3-8	13-17		9-13		7-11		16-20	13-17	
7	Risk Management in PACS Particularly under Internet Banking & ATM	Secretaries/Br. Managers/ Asst. Secretaries	3	4			25-27			28-30		23-25		27-29
8	How to do existing Business better in post reform scenario	President/BODs/Secretaries/Asst. Secretaries	3	4		27-29		29-31		13-15				1-3
9	Management Development programme	Newly Elected BODs/ BODs	4	6	17-20		12-15			15-21				20-24
10	Self Sustenance through improved governance & Management of resources	Women secretaries and supervisory staff of Credit Societies.	3	4		1-3			1-3				1-3	
11	Programme on Self Development	Sub staff	3	4		22-24		29-31					27-29	27-30
12	Programme on greeting the Customer to Improve level of happiness of all stakeholders	sub staff	3	4	13-15		25-27			26-28				16-18
I	PROGRAMMES FOR IMPROVING SKILLS OF FUNCTIONARIES													
1	Know your Customer Prevention of Money Laundering & Customer Protection	Clerks/ Cashiers	3	6		23-27	13-17	22-26			1-5		5-9	20-24
2	Workshop on System Generated reports under CORE Banking Solutions	All Categories of Staff	3	3			27-29	25-27					19-21	
3	Programme on Cash Management and Fake Note/Spurious Gold Detection	All categories of staff	3	5		9-11		22-26		25-27				4-6
4	Programme on Leadership Team Building & Motivation	BODs of PACS	4	3			7-10	23-26						17-20
5	Programme on Understanding Financials of PACS	Asst.Secretaries/ Branch Managers/ Chief Accountants/ Internal Auditors	6	3	25-30			22-25					19-24	

Sl. No.	Title of the Course	Target Group	Duration in days	No. of Programs	2022								2023			
					April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
II	PROGRAMME FOR IMPROVING KNOWLEDGE AND SKILL OF NEWLY RECRUITED EMPLOYEES															
1	Programme on Office Management Procedures Noting & Drafting establishment matters	Supervisory staff	3	4			13-15			1-3		17-18	1-3			
2	Programme on Income Tax, TDS, and GST Norms	All Categories of Staff	3	4				25-27		22-24	19-21	2-4				
3	Programme on Induction	All Newly Recruited Staffs	30	2						1-30		1-30				
III	PROGRAMME FOR ENSURING STATUTORY COMPLIANCE															
1	Programme on Common observations in NABARD/Co-operative Department Inspection-Remedial Measures	Staff Officers of PACS	3	2						3-5	23-27					

CO-OPERATIVE DEPARTMENT, GOVERNMENT OF KERALA

Sl. No.	Title of the Course	Target Group	Duration in days	No. of Programs	2022								2023			
					April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
I	DEPARTMENT PROGRAMMES															
1	Programme Election Procedures	Inspectors	2	3						10-Dec			26-28			
2	Arbitration, Execution, court Procedures, Liquidation, preparation of statement of Fact, Special Reports and counter Affidavit	Inspectors & Assistant Registrars	3	3							27-29				1-3	2-4
3	Training Programme for introducing Auditors to each page of Audit Note and Information and submission of special Report.	Auditors	5	3			21-23			24-26	28-30					4-6 & 23-25

NOMINATION FORM

COURSE DETAILS		<input type="checkbox"/> General		<input type="checkbox"/> Promotion	
PROGRAMME NAME					
DURATION	From		To		No of Days
SOCIETY / BANK DETAILS					
Ltd No					
Society / Bank Name					
Phone No (with STD Code)					
Email ID					
Full postal address of Society / Bank					
District					
Taluk					
Panchayath / Municipality / Corporation					
Panchayath / Municipality / Corporation Name					
Area of Operation					
TRAINEE'S DETAILS					
NAME	AGE	QUALIFICATION	DESIGNATION	PHONE / MOBILE NO	
Total No of Participants					
Participation fee @ Rs...../- per participant					
DD/ Cheque for Rs...../- (Full amount)					
DD/ Cheque No		Dated		drawn on (Place)	
Or Deposit to our C/A No - 67327072229 with State Bank of India Branch: Engineering College, Thiruvananthapuram - IFSC: 32AAIAA3353K1ZW					
(Signature)Secretary / President					

APPLY ONLINE

You can directly go to our website <http://www.acstikerala.com>
 On clicking 'Online Registration' button the following screen would appear.

ONLINE REGISTRATION

Annual Training Programmes for

Please select an area

Fill up the specific inputs i.e,

- (1) Annual Training Programme (2) Please Select an Area & then click 'Go' button
 Select the Date in Schedule fields & then click 'Apply Now' button

ONLINE REGISTRATION

Annual Training Programmes for

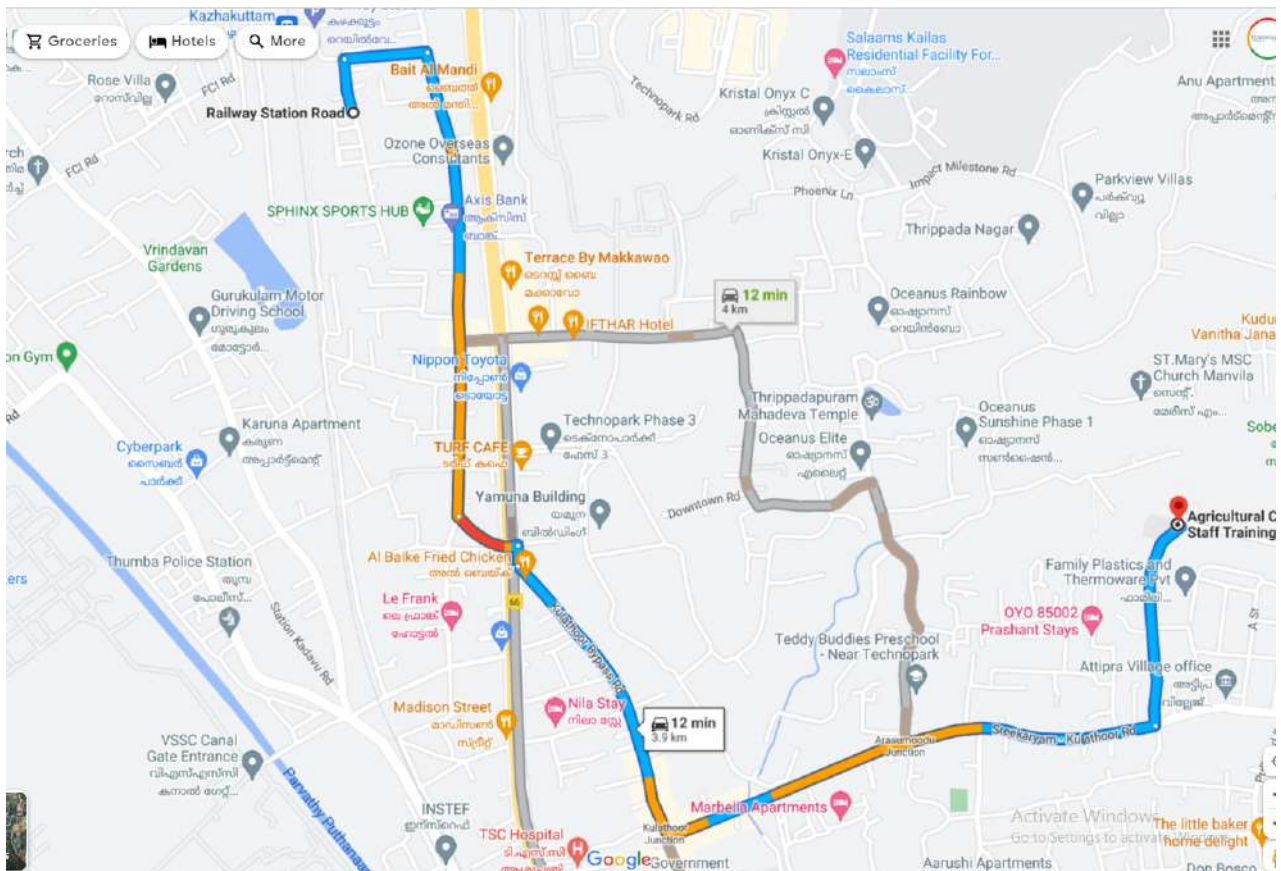
Please select an area

#	Title	Target Group	Duration (Days)	Schedule	Course Coordinators	Remarks	
1	Programme on General Banking	Assistants/Clerks	5	<input type="text" value="-Select-"/>	Nishanth S	Promotion/Increment Programme RCS/CPEC Approved	<input type="button" value="Apply Now"/>
2	Programme on General Banking and Business Development	Accountants	5		Asoka Kumar	Promotion/Increment Programme RCS/CPEC Approved	<input type="button" value="Apply Now"/>
3	Modem Banking	Middle Level Officers	2		Sunitha S	SC Approved	<input type="button" value="Apply Now"/>
4	General Banking Programme for Co-operatives (GBPS)	Branch Managers & above	14		Sunitha S	CPEC Approved	<input type="button" value="Apply Now"/>

Enter all required fields in Application Form & then click 'submit' button.
 A confirmation email will be sent to your given email address.

In case you do not receive a confirmation email, you may contact - 9188318031 during office hours.

Trivandrum Railway Station to ACSTI





Agricultural Co-operative Staff Training Institute

(An Autonomous Institution under Government of Kerala)
Thiruvananthapuram

Monvila, Kulathoor P.O., Thiruvananthapuram, Pin: 695583
Ph: +91 471 2598031, Mob: 9496598031, 9188318031, Email: acstikerala@yahoo.com
www.acstikerala.com