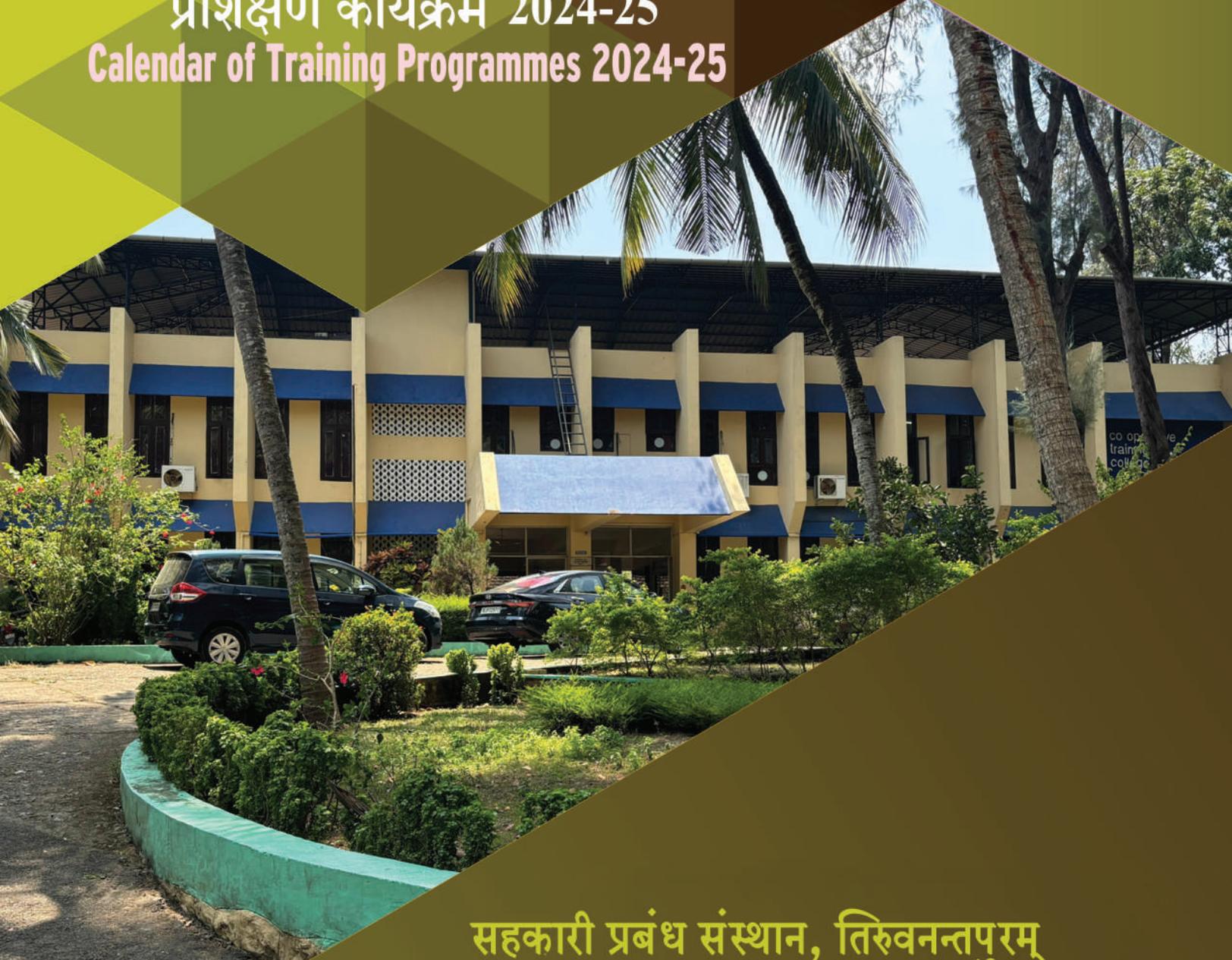




प्रशिक्षण कार्यक्रम 2024-25

Calendar of Training Programmes 2024-25



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 Cooperation, Govt. of India, New Delhi
Accredited with 'A Grade' by C-PEC, NABARD)

Poojappura, Thiruvananthapuram-695012 Ph.Off.0471-2341326, 2340384
Email:icm-tvm@hotmail.com Website:www.icmtvm.org

LONG TERM PROGRAMMES

Sl. No	Name of the Programme	Duration	Dates	Target Group	Coordinator
1	Higher Diploma in Cooperative Management – 31st Session	52 weeks	4.8.2023 to 31.7.2024	Employees of Coop. Dept., Coop. Institutions and Private Candidates	Smt. Laxmi Suresh Babu
2	Higher Diploma in Cooperative Management – 32nd Session	52 weeks	1.8.2024 to 31.7.2025	Employees of Coop. Dept., Coop. Institutions and Private Candidates	Smt. Laxmi Suresh Babu
3	Master of Business Administration 2022-24	2 years	2022 -2024	Private Candidates	Dr.V.Jayamohan Nair
4	Master of Business Administration 2023-25	2 years	2023 -2025	Private Candidates	Dr.V.Jayamohan Nair
5	Master of Business Administration 2024-26	2 years	2024 -2026	Private Candidates	Dr.V.Jayamohan Nair
6	Diploma in Management of Dairy Cooperatives	13 weeks	15.05.2024 to 14.8.2024	Dairy Development Department Officers	Ms. Zita V Bosco

SHORT TERM PROGRAMMES

	Sl.	Name of the Programme	Target Group	Duration	Dates	Co-ordinator
APRIL 2024	1	Career Development Programme*	Ministerial Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	5 days	01 - 05	Sri. Sajid M. Anakkuzhi
	2	Skill Development Programme*	Sub staff of PACS/UCBs/Urban Credit Societies/Employees Credit Societies	3 days	15 - 17	Ms. Zita V Bosco
	3	Programme on Professional Effectiveness	Joint Directors/Assistant Directors / Special grade Auditor of Directorate of Cooperative Department	3 days	17 - 19	Sri. M.V.Sasikumar
	4	Professional Development Programme*	Supervisory Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	6 days	22 - 27	Smt. Laxmi Suresh Babu
	5	Financial Literacy on understanding Financial Statements, Budget, Financial Planning, Investment and Risk Management	Board of Directors of PACS	2 days	29 - 30	Sri. Sajid M. Anakkuzhi
MAY 2024	6	Programme on Gold Appraisal and Fake Note Detection	Staff of Service Coop. Banks, UCBs and other Coops.	2 days	2 - 3	Sri. Sajid M. Anakkuzhi
	7	Programme on Project Formulation, Financial Scrutiny and Monitoring	Inspectors of Cooperative Department	4 days	6 - 9	Sri. Sajid M. Anakkuzhi
	8	Leadership Development Programme	Board of Directors of Hospital Cooperatives	3 days	8 - 10	Sri. M.V.Sasikumar
	9	Programme on Professional Effectiveness	Joint Registrars/Assistant Registrars / Special Grade Inspectors of Cooperative Department	3 days	13 - 15	Sri. M.V.Sasikumar
	10	KCS Act & Rules and Accounting	Project Officers and Society Staff of MATSYAFED	3 days	20 - 22	Ms. Zita V Bosco
	11	Leadership Development Programme (SOFTCOB assistance)	Board of Directors of PACS	3 days	27 - 29	Dr.Ram Krishnan S
JUNE 2024	12	Core Banking Solutions and Trouble Shooting	Employees of Cooperative Credit Institutions	2 days	3 - 4	Dr.Ram Krishnan S
	13	Programme on Women Empowerment and Customer Service	Employees of HANTEX	2 days	6 - 7	Ms. Zita V Bosco
	14	Programme on Business Development and Project Preparation	Secretaries and Presidents of Women Cooperatives	3 days	10 - 12	Smt. Laxmi Suresh Babu
	15	Programme on Gehan, Documentation and Mortgage Procedures	Staff of Cooperative Credit Institutions	3 days	12 - 14	Sri. Sajid M. Anakkuzhi
	16	Programme on Technology Integration in Cooperatives	Supervisory Staffs and Board of Directors of PACS	3 days	19 - 21	Dr.Ram Krishnan S
	17	Office Procedures and practices for Apex Federations and Relevance of Good Communication	Administration Staff Clerical and Supervisory, Middle and Senior Management of Consumer Fed	3 days	20 - 22	Ms. Zita V Bosco
	18	Programme on Enquiry, Inspection and Election Procedure	Inspectors of Directorate of Coir Development	3 days	24 - 26	Smt. Laxmi Suresh Babu
	19	Programme on Managerial Effectiveness	Officers of State Level Cooperative Federations including HANTEX	2 days	24 - 26	Sri. M.V.Sasikumar
	20	Programme on Customer Service	Staffs dealing with Trading Activities of Service Cooperative Banks	3 days	26-28	Ms. Zita V Bosco
	21	Programme on KYC and KCC, Prevention of money laundering and customer protection (SOFTCOB Assistance)	Officers of Kerala State Cooperative Bank	3 days	26 - 28	Sri. Sajid M. Anakkuzhi
	22	Know Your Customer, Prevention of Money Laundering and Customer Protection (SOFTCOB Assistance)	Officers of PACS	3 days	26 - 28	Dr.Ram Krishnan S
JULY 2024	23	Career Development Programme*	Ministerial Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	5 days	1 - 5	Smt. Laxmi Suresh Babu
	24	Skill Development Programme*	Sub staff of PACS/UCBs/Urban Credit Societies/Employees Credit Societies	3 days	8 - 10	Ms. Zita V Bosco
	25	Programme on Audit (KCMMF Auditors Training)	Auditors of KCMMF	5 days	8 - 12	Sri. Sajid M. Anakkuzhi
	26	Programme on Innovative Cooperative Marketing	Secretaries and Presidents of PACS/UCBs/Employees Cooperatives	2 days	18 - 19	Ms. Zita V Bosco
	27	Purchase Manual	Deputy General Managers, Managers, Deputy Managers, Assistant Managers, Unit Heads, Project Officers MATSYAFED	2 days	18 - 19	Smt. Laxmi Suresh Babu
	28	Programme on Technology Enabled Financial Inclusion (SOFTCOB assistance)	Secretaries and Senior Staff of PACS	3 days	22 - 24	Ms. Zita V Bosco
	29	Developing PACS into Multi-Purpose Societies (SOFTCOB)	Officers of PACS	3 days	25 - 27	Sri. Sajid M. Anakkuzhi
	30	Programme on Business Development Plans (SOFTCOB Assistance)	Officers of PACS	3 days	29 - 31	Dr.Ram Krishnan S

AUGUST 2024	31	Mindfulness and Wellness Programme	Staff retiring from service of PACS/UCBs/Employees Co-operatives	2 days	01 - 02	Dr.V.Jayamohan Nair
	32	Programme on Communication, Motivation, Stress and Time Management (SOFTCOB)	Secretaries and Board of Directors of PACS	3 days	05 - 07	Dr.Ram Krishnan S
	33	Induction Programme	Inspectors of Cooperative Department	3 days	12 - 14	Dr.Ram Krishnan S
	34	Programme on Efficient Management of Dairy Cooperatives and KCS Act & Rules	Officers of Dairy Department (DEO)	2 days	13 -14	Dr.V.Jayamohan Nair
	35	Programme on Cooperative Law with emphasis on Arbitration, Execution and Liquidation	Officers of Industries, Handloom and Coir Departments	3 days	21 - 23	Sri. Sajid M. Anakkuzhi
	36	Programme on Institution Building	Board of Directors of State Level Cooperative Federations	3 days	29 - 31	Sri. M.V.Sasikumar
SEPTEMBER 2024	37	Management Development Programme with emphasis on KSR, Accounting, Management, and IT	Staff of Kerala Cooperative SC/ST Federation	2 days	02 - 03	Dr.V.Jayamohan Nair
	38	Marketing and Operations Management for Retailers	Lower/Middle / Senior Managers of Consumerfed	3 days	02 - 04	Ms. Zita V Bosco
	39	Programme on Project Management – Identification, Formulation, Implementation and Monitoring	Presidents and Secretaries of SC/ST Cooperatives and Officers of SC/ST Federation	3 days	04 - 06	Sri. Sajid M. Anakkuzhi
	40	Self Sustenance through improved Governance and Management of Resources (SOFTCOB Assistance)	Board of Directors and Officers of PACS	3 days	09 - 11	Dr.Ram Krishnan S
	41	Programme on Effective Communication, Team Building and Collaboration	Ministerial and Sub staff of Cooperative Credit Institutions	2 days	12 - 13	Dr.Ram Krishnan S
	42	Programme on Office Management and Service Book Maintenance	Staff of Cooperative Credit Institutions	2 days	23 - 24	Sri. Sajid M. Anakkuzhi
	43	Programme on Customer service , Marketing, Relationship Management and Business Development in Cooperatives	Front Officers of Kerala State Cooperative Bank	3 days	25 - 27	Sri. M.V.Sasikumar
	44	Awareness Programme on Commodity Derivatives (sponsored by SEBI)	Farmers/Merchants/Students/Investors of selected districts of Kerala	1 day	27	Dr.V.Jayamohan Nair
	45	Managerial Excellence	Managers, Deputy Managers and Assistant Managers, Project Officers of MATSYAFED	2 days	Sep. 30- Oct. 01	Dr.Ram Krishnan S
OCTOBER 2024	46	Programme on Corporate Governance and Strategy Formulation	Board of Directors of Multi-State Cooperative Societies	3 days	03 - 05	Smt. Laxmi Suresh Babu
	47	Career Development Programme*	Ministerial Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	5 days	07 - 11	Ms. Zita V Bosco
	48	Induction Programme	Inspectors of Cooperative Department	3 days	08 - 10	Dr.Ram Krishnan S
	49	Awareness Programme on KCS Act and Rules	Employees of HANTEX	2 days	14 - 15	Smt. Laxmi Suresh Babu
	50	How to do the existing business better in the post reform scenario (SOFTCOB assistance)	Secretaries and Board of Directors of PACS	3 days	16 - 18	Ms. Zita V Bosco
	51	Auditing in IT Environment	Auditors of Directorate of Cooperative Audit	4 days	23 - 26	Dr.Ram Krishnan S
	52	Workshop on Startup Promotion in Collaboration with K-DISC and Startup Mission	Various Cooperatives	2 days	24 - 25	Sri. M.V.Sasikumar
	53	Programme on MS Office	Staff of Cooperative Credit Institutions	3 days	28 - 30	Dr.Ram Krishnan S
NOVEMBER 2024	54	Career Development Programme*	Ministerial Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	5 days	04 - 08	Smt. Laxmi Suresh Babu
	55	Profit on Business Development, Fund Management and Profit Planning	Presidents and Secretaries of Housing Societies and Officers of Kerala Coop. Housing Federation	3 days	11 - 13	Ms. Zita V Bosco
	56	Programme on Business Development	Board of Directors and Secretaries of Youth Cooperatives	3 days	13 - 15	Sri. Sajid M. Anakkuzhi
	57	KCS Act and Rules	Officers of Fisheries Department	3 days	18 - 20	Sri. Sajid M. Anakkuzhi
	58	Programme on Inquiry, Arbitration and Liquidation	Dairy Extension Officers and Dairy Farm Inspectors of Dairy Development Department	2 days	21 - 22	Smt. Laxmi Suresh Babu
	59	Programme on Branding	Secretaries and Presidents of Cooperative Credit Institutions	2 days	25 - 26	Sri. M.V.Sasikumar
	60	Application of Professional Management in Co-operatives	Board of Directors and Chief Executives of cooperative societies	3 days	25 - 27	Dr.V.Jayamohan Nair
	61	Programme on MDS and MDS Accounting System	Auditors of Directorate of Cooperative Audit	4 days	26 - 29	Dr.Ram Krishnan S
	62	Women Empowerment and Entrepreneurship Development Programme (Sponsored by MATSYAFED)	Members of SHGs	3 days	27 -29	Ms. Zita V Bosco
DECEMBER 2024	63	Programme on Arbitration, Execution and Liquidation	Officers of Industries Department	3 days	02 - 04	Dr.V.Jayamohan Nair
	64	Programme on Project Preparation, Loan Documentation and Appraisal of Projects (SOFTCOB Assistance)	Secretaries, Managers and Senior Staff of PACS	3 days	04 - 06	Dr.Ram Krishnan S
	65	Programme on framing Turnaround Strategies (SOFTCOB Assistance)	Secretaries and Board of Directors of PACS	3 days	09 - 11	Smt. Laxmi Suresh Babu
	66	Retail Marketing Strategies	Presidents and Secretaries of Cooperative Credit Institutions doing non- banking activity	2 days	12 - 13	Ms. Zita V Bosco
	67	Leadership Development Programme	Board of Directors of FPOs	3 days	16 - 18	Ms. Zita V Bosco
	68	Inquiry, Arbitration and Liquidation	DEO/DFI of Dairy Development Department	2 days	19 - 20	Dr.V.Jayamohan Nair
	69	Programme on Project Formulation, Financial Scrutiny and Monitoring	Auditors of Directorate of Cooperative Audit	4 days	18 - 21	Dr.Ram Krishnan S
	70	Duties and Responsibilities of office bearers	President and Chief executives of PACS	3 days	26 - 28	Smt. Laxmi Suresh Babu

JANUARY 2025	71	Career Development Programme*	Ministerial Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	5 days	6 - 10	Ms. Zita V Bosco
	72	Skill Development Programme*	Sub staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	3 days	13 - 15	Sri. Sajid M. Anakkuzhi
	73	Programme on Project Formulation, Financial Scrutiny and Monitoring	Inspectors of Cooperative Department	4 days	14 - 17	Ms. Zita V Bosco
	74	Cyber Security Audit	Auditors of Directorate of Cooperative Audit	4 days	21 - 24	Dr.Ram Krishnan S
	75	Induction Programme	Auditors of Directorate of Cooperative Audit	3 days	23 - 25	Smt. Laxmi Suresh Babu
	76	Effective Warehouse Management, Basics of Business Analytics and Adapting Latest Technologies	Lower/ Middle/ Senior/ Supervisor cadre and Officers in controlling offices of Consumer Fed	3 days	27 - 29	Dr.V.Jayamohan Nair
	77	Skill Development Programme	Senior Superintendent and Junior Superintendent Dairy Development Department	3 days	27 - 29	Sri. Sajid M. Anakkuzhi
	78	Cooperative Governance and Management	Cooperative Officials of Fisheries	3 days	29 - 31	Ms. Zita V Bosco
FEBRUARY 2025	79	Career Development Programme*	Ministerial Staff of PACS/UCBs/Urban Credit Societies/ Employees Credit Societies	5 days	03 - 07	Sri. Sajid M. Anakkuzhi
	80	Programme on NPA and Recovery Management (SOFTCOB)	Secretaries/Supervisory Staff of PACS	3 days	10 - 12	Dr.Ram Krishnan S
	81	Office Management, Communication and Information Technology	Administrative / Clerical staff of KSCCF	2 days	17 - 18	Smt. Laxmi Suresh Babu
	82	Leadership Development Programme in collaboration with VAMNICOM, Pune	Board of Directors of Service Coop. Banks	3 days	23 - 25	Sri. M.V.Sasikumar
MARCH 2025	83	Farmers Awareness Programme (sponsored by WDRA)	Farmers of selected taluk of Kerala	1 day	03	Dr.V.Jayamohan Nair
	84	Special Training Programme on closing loopholes in the preparation of reports under KCS Act (65,66,68), Preparation and Verification of Loan, Bond and Service Book	Inspectors of Cooperative Department	4 days	4 - 7	Sri. Sajid M. Anakkuzhi
	85	Special Training Programme on closing loopholes in the preparation of reports under KCS Act (65,66,68), Preparation and Verification of Loan, Bond and Service Book	Inspectors of Cooperative Department	4 days	12 - 15	Sri. Sajid M. Anakkuzhi
	86	Programme on New Products and Services to be introduced for making Co-operatives Member Centric Institutions (SOFTCOB)	Board of Directors of PACS	3 days	17 - 19	Ms. Zita V Bosco

* Promotion/Increment Programmes under Rule 185(1) of KCS Act/Rules

Additional Programme :

Programme on MS Excel for Employees of credit Cooperative Societies : 3 days

Institute of Cooperative Management, Thiruvananthapuram

Details of programmes conducted during April 2023- March 2024

Activity Summary from April 2023 - March 2024

Total Number of Programmes planned during 2023-24 up to March :

80

Total number of Programmes conducted up to March 2024 :

216

Total Number of Participants Trained up to March 2024 :

15597

Sl.No.	Month	No. of Programmes	No. of Participants
1	April	5	206
2	May	21	595
3	June	28	865
4	July	19	486
5	August	6	434
6	September	9	601
7	October	25	1576
8	November	42	5349
9	December	21	1004
10	January	21	3088
11	February	15	1290
12	March	4	103
Total		216	15597

INSTITUTE OF COOPERATIVE MANAGEMENT

POOJAPPURA,
THIRUVANANTHAPURAM

Institute of Cooperative Management has been functioning as a unit of National Council for Cooperative Training (NCCT) New Delhi, an autonomous society promoted by Ministry of Cooperation, Government of India. The Institute, established on 19th October 1976, has been 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 co-operatives.

The core activities of the Institute include : MDP, HDCM, Sectoral Diploma, MBA and Consultancy Service.

Management Development Programmes : The Institute conducts need based training programmes in different functional areas of management on topics such as Cooperative Law, Banking, Funds Management, Customer Service, Detection of fake currency, Gold Appraisal, Digital Banking, Taxation etc. As per the KCS Rule 185(1), for getting promotion and earning annual grade increment for employees in cooperatives, the Institute conducts Professional Development Programme (For Secretaries, Assistant Secretaries, Branch Managers, Chief Accountants, and Internal Auditors), Career Development Programme (for Accountants, Senior Clerks and Junior Clerks) and Skill Development Programme for sub staff of PACS, UCBs and other Societies. Every year Institute schedules 80 programmes with 2000 participants.

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 Organizations and Departments.

Sectoral Diploma : Institute conducts 3 months Diploma programme for the officers and Co-operative Institution under union

functional Registrars. Usually the programmes are Diploma in Management of Dairy Cooperatives (DMDC), Diploma in Management of Industrial Cooperatives (DICM), Diploma in Cooperative Audit, Diploma in Management of Computer Operations (DMCO) etc.

MBA : Since 2003 the Institute has been conducting MBA programme as an extension centre of University of Kerala. The Institute provides extensive infrastructural facilities and gives more emphasis on building professionalism among the students

Consultancy Services : The Institute acts as a centre for providing consulting services to the cooperatives and departments for finding solutions to the various managerial issues faced by them.

Faculty : Institute has eminent and well experienced faculty members, and most of them are trained by Indian Institute of Management, Ahmedabad.

Library : The Institute has a fully computerized library with more than 15500 Books in the areas of Cooperation, Management in general and the functional areas of management in particular. It also subscribes regularly more than 100 National and International Journals and Periodicals. Apart from this, institute is maintaining a Digital Library also.

Computer Lab : We have an excellent computer lab with more than 30 systems connected by LAN, with high speed Broadband Internet and Wi-Fi facilities.

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

Audio Visual Aids : The Institute has Audio-Visual Aids such as Multimedia Projectors, in all the Training/Lecture Halls.

Hostel Facilities : Well-furnished hostel with mess facilities for both men & women with a total capacity of 120.



DIRECTOR

Sri. M.V.Sasikumar

M.A, M.Phil., MBA, FDP (IIM, Ahmadabad), CTFC (BIRD, Lucknow)

FACULTY

Dr. V. Jayamohan Nair

MSW, MBA, DIT, HDCM, LLB, FDP (IIMA), Ph.D., CTFC.

CONTRACT FACULTY

Dr. Ramkrishnan.S

B.Tech. MBA, Ph.D.

Smt. Laxmi Suresh Babu

B.Tech. MBA, HDCM

Sri. Sajid M Anakkuzhi

B.com, MBA

Ms. Zita V Bosco

B.Sc. C&B, M.Sc. C&B

SECRETARIAL STAFF

Smt. Gigimol George (Librarian)

Smt. Sethurani P. (Accountant)

Sri. Sivakumar P. (MTS)

Sri. K.Gopi (MTS)

Smt. Sruthi L.S (MTS)

CONTRACT STAFF

Sri. Suresh K (O.S, i/c)

Smt. Francelet.G.D (LDC/Course Assistant)

Smt. Anila P Nair (LDC/Course Assistant)

PHOTO GALLERY

Three Month's Diploma in Management of Diary Co-operatives from 20-06-2023 to 19-09-2023



Participants (Assistant Directors and Diary Extension Officers) along with Director, Faculty and Staff



Programme on Cyber Security/Digital security for PACS at Trichur Dist. (25-26 May 2023)



Training Programme on General Management for Fisheries Enterprise from 1-3 June 2023



World Environment Day Celebration on June 5th



Farmer Awareness Programme on WDRA at Palliyakkal SCB on 12-06-2023



Inauguration of Diploma in Dairy Cooperative Management 20/06/2023



International Yoga day celebration on 21/06/2023. Shri. Subhash, Yoga Trainer, Kerala Police Training Academy handled a session on Yoga



Dr. A.S. Subramanian, Dy. Director superannuated on 31.07.2023 after 31 years of dedicated service.



International Cooperative Day flag hoisting followed by Seminar on "Sustainable Development and Cooperatives" at JawaharSahakaranaBhawan, Thiruvananthapuram on 1/08/2023. Shri.Subhash.T.V ,IAS, Registrar ofCoop.Societies,Kerala hoisted the flag. Seminar inaugurated by Shri.I.B.Satish, MLA.,Shri.R.K. Menon Director, ICM was the moderator



Farewell function of Shri R.K Menon, Director, who was transferred to Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune as Registrar.



Shri B. L Verma, Hon'ble Minister of State for Cooperation, GOI, visited ICM, Thiruvananthapuram on 22-07-2023. Had discussion with faculty and staff, Inaugurated Digital Library of the Institute and planted a tree at institute premises.



Joining of New Director Sri. M.V. Sasikumar on 14.08.2023



77th Independence Day celebrations at ICM. Director, Shri.M.V.Sasikumar hoisted the national flag.



Programme on Customer Relationship management for Grama Sahakarana Sangham on 21/8/2023



Onam Celebrations at ICM



Students of Higher Diploma in Co-operative Management (30th Batch 2022-23) with Director, Faculty and Staff



Hindi Fortnight Celebrations 2023



Member Awareness Programme Conducted at Ernakulam on 14/09/2023



Member Awareness Programme Conducted at Thiruvananthapuram Taluk on 17/09/23



Valedictory Function of Diploma in Dairy Cooperative Management on 18/09/23



SOFTCOB Programme at Neyyattinkara on 5/10/2023



"SWATCHATHA HI SEVA CAMPAIGN"



All India 70th Cooperative Week celebrations held from 14.11.2023-20.11.2023



Eye Detection Camp



Sri. SU Rajeev, Chairman, Coop Examination Board inaugurating the Programme on Closing of loopholes and SDP (4-6 March 2024)



Programme at Sargalaya Craft Village, Iringal, Vadakara (9-12-23)