

PROCEEDINGS OF THE 51ST CONFERENCE OF DIRECTORS OF VAMNCOM/RICMS/ ICMS



**NATIONAL COUNCIL FOR
COOPERATIVE TRAINING**

(An Autonomous Society promoted by
Ministry of Cooperation,
Government of India)



**ORGANISED BY
NCCT ON 17TH
APRIL, 2024 AT
RICM BENGALURU**



www.twitter.com/ncct_institutes



www.facebook.com/ncctandinstitutes



www.youtube.com/ncct_institutes

***51st Directors' Conference of VAMNICOM/RICMs/ICMs
to be held on 17th April, 2024 & 18th April, 2024 at Regional
Institute of Cooperative Management, Bengaluru***

Programme Schedule

| Time | Session |
|---------------------------------|--|
| 17.04.2024 | |
| 09.30 A.M. -10.00 A.M. | Registration |
| <i>INAUGURAL SESSION</i> | |
| 10.00 A.M. -10.15 A.M. | Lighting of the Lamp |
| | Felicitation of Dr. Ashish Kumar Bhutani, Chief Guest and Other Dignitaries |
| 10.15 A.M. -10.30 A.M. | Welcome Address and opening remarks by Shri Mohan Kumar Mishra, Secretary, NCCT |
| 10.30 A.M.-10.35 A.M. | PPT Presentation by Dr. Hema Yadav, Director, VAMNICOM |
| 10.35 A.M.-10.50 A.M. | Combined PPT Presentation by Dr. B. Kishor, Faculty, NCCT |
| 10.50 A.M.-10.55 A.M. | <i>Address by Registrar of Cooperative Societies, Karnataka</i> |
| 10:55 A.M.-11 A.M. | <i>Address by CMA Ashwin G. Dalwadi, President, Institute of Cost Accountants of India</i> |
| 11.00. A.M. -11.15 A.M | <ul style="list-style-type: none"> i. Launch of New Website of NCCT ii. Signing of MoU between NCCT & ICAI iii. Release of modified Study Material of Higher Diploma in Cooperative Management (HDCM) iv. Release of Training Modules for PACS as per Model Bye-laws v. Release of Training Modules on Agri Infra Fund for PACS vi. Release of Cartoon Booklet Ministry of Cooperation initiatives on PACS |
| 11.15. A.M. -12.00 P.M. | Inaugural Address by Dr. Ashish Kumar Bhutani, Secretary, Ministry of Cooperation |
| 12.00 P.M. -12.05 P.M | Vote of Thanks by Dr. R. Elangovan, Director, RICM, Bengaluru |

| | |
|--------------------------------|---|
| | |
| 12:05 P.M. – 12.20 P.M. | Group Photo Session |
| 12.20 P.M. - 01.00 P.M. | Technical Session – Review of Training Programmes by Dr B. Kishor, Faculty, NCCT |
| 01.00 P.M. -1.30 P.M. | LUNCH BREAK |
| 1.30 P.M. – 3.00 P.M. | Review of Training Programmes by Programme Division, NCCT Review of Finance and Accounts related matters by Finance Division, NCCT |
| 3.00 P.M. – 3.15 P.M. | TEA BREAK |
| 3.15 P.M. – 4.00 P.M. | Review of Admn. & Pers. Division matters of NCCT Review of Official Language (Hindi) by Hindi Section, NCCT |
| 4.00 P.M. – 4.05 P.M | Valedictory Address by Shri Kapil Meena, IAS, Director, MOC |
| 4.05 P.M. – 4.30 P.M | Summing Up |
| 4.30 P.M. – 4.45 P.M | Open Discussions |
| 4.45 P.M. – 4.50 P.M | Vote of thanks – Dr. K. Ravichandran, Deputy Director, RCM, Bengaluru |
| 4.50 P.M – 5.00 P.M | Group Photo Session |
| 18.04.2024 | |
| 10.00 AM. – 1.00 P.M. | Local Study Visits to PACS/State Cooperative Banks/Apex Federations. |

Proceedings of the 51st Conference of Directors of VAMNICOM/RICMs/ICMs organised by NCCT on 17th April, 2024 at RICM Bengaluru

The National Council for Cooperative Training (NCCT) organised the 51st Conference of Directors of VAMNICOM/RICMs/ICMs on 17th April 2024, at the Regional Institute of Cooperative Management (RICM), Bengaluru. The conference aimed to review achievements, discuss challenges, and strategize for the growth of the NCCT and the cooperative movement in India.

Chief Guest and Dignitaries

- **Chief Guest:**
Dr. Ashish Kumar Bhutani, IAS, Secretary, Ministry of Cooperation, Government of India, and Vice President, Governing Council, NCCT
- **Guests of Honour:**
 - Shri Pankaj Kumar Bansal, IAS, Additional Secretary, Ministry of Cooperation and Chairman, Executive Council, NCCT
 - Captain Dr. K. Rajendra, IAS, Registrar of Cooperative Societies, Government of Karnataka and Chairman, Management Committee, RICM, Bengaluru
 - Shri Manjunatha Prasad IAS, Additional Chief Secretary, Department of Cooperation, Government of Karnataka
- **Other dignitaries:**
 - CMA Shri Ashwin Kumar G. Dalwadi, President, Institute of Cost and Management Accountants of India
 - Dr. Hema Yadav, Director, VAMNICOM, Pune
 - Senior Officials from Ministry of Cooperation
 - Ms. Tanisha Lal, Regional Director, NCDC, Bengaluru
 - Directors of Training Units of NCCT



Welcome Address by Shri Mohan Kumar Mishra, Secretary, NCCT



The Conference commenced with a warm welcome address delivered by Shri Mohan Kumar Mishra, Secretary, NCCT. He extended his greetings to the esteemed guests and participants who had gathered for the event.

Shri Mishra began by highlighting the significant achievements of the NCCT during the year 2023-24. He proudly shared the record-breaking number of training programs conducted, exceeding targets by 15%. This accomplishment reflects the NCCT's commitment to expanding its reach and impact.

Furthermore, he highlighted the increase in women's participation in these programs, reaching 31.68% of total participants. This demonstrates the NCCT's dedication to promoting inclusivity and empowering women within the cooperative sector.

The address also acknowledged the success of NCCT's media outreach efforts. Through workshops and social media engagement, NCCT through its Training Units published 142 articles, reaching a readership exceeding 15 crores. This initiative successfully promoted various government initiatives and fostered greater public awareness about cooperatives.

While highlighting achievements, Shri Mishra also acknowledged the challenges faced by the NCCT. He stressed on the need for qualified personnel, particularly highlighting the importance of a robust workforce to maintain and enhance the quality of training programs.

Additionally, he recognized the aging infrastructure of VAMNICOM, RICMs, and ICMs. He emphasized the need for upgrades, including construction, renovations, improved library resources, and a centralized MIS system. He also mentioned the ongoing challenges related to securing permanent locations for ICM Guwahati and ICM Madurai.

Finally, Shri Mishra acknowledged the need for the NCCT to embrace technology advancements more fully. Integrating advanced tools and resources can significantly enhance the training delivery methods and empower participants.

Despite the challenges, Shri Mishra concluded his address with a positive outlook. He assured the audience of the NCCT's commitment to a strategic transformation, ensuring long-term sustainability. Investment in infrastructure, attracting qualified personnel, embracing technology, and developing strategic partnerships will be key areas of focus. The ultimate goal, he declared, is for the NCCT to become a self-reliant organization and a globally recognized leader in cooperative training excellence.

With this inspiring welcome address, Shri Mohan Kumar Mishra effectively set the stage for the conference. By highlighting achievements, acknowledging challenges, and outlining a clear path for improvement, he created a space for productive discussions and collaborative efforts toward a brighter future for the NCCT and the cooperative movement in India.

Presentations



Dr. Hema Yadav, Director VAMNICOM Pune, presented an overview of VAMNICOM's training activities during 2023-24.



Dr. B. Kishor, Faculty, NCCT, presented the overall training and capacity building activities of RICMs/ICMs during 2023-24.

Speeches by Dignitaries



Captain Dr. K. Rajendra, IAS, Registrar of Cooperative Societies, Government of Karnataka and Chairman, Management Committee, RICM Bengaluru emphasized the need for cooperative training and capacity building for personnel working in cooperatives.



CMA Shri Ashwin G. Dalwadi assured full support to NCCT and highlighted the importance of cost management for strengthening cooperatives.



Shri Manjunatha, IAS, Additional Chief Secretary, Government of Karnataka, emphasized the pivotal role of cooperatives in Karnataka,

highlighting the state's impressive network of 46,000 cooperatives serving a membership of 2.76 crores. These cooperatives boast an annual turnover of approximately ₹2.24 lakh crore.

Shri Manjunatha further stressed the importance of capacity building for personnel working within these institutions. He underscored the need for cooperative staff to possess a thorough understanding of relevant rules, regulations, financial dealings, audit procedures, and business diversification strategies.

He informed that recognizing this crucial aspect, both cooperatives and the Government of Karnataka have prioritized training and education by allocating significant budgetary resources. These funds are specifically earmarked to enhance the skills and knowledge of cooperative personnel.

Launch of New NCCT Website and Training Modules



- The Chief Guest launched the newly designed website of NCCT.



- A MoU was signed between NCCT and ICMAI for collaboration on training programs, research, and consultancy activities.



- The Chief Guest and other dignitaries released training modules on various topics related to PACS (Primary Agricultural Credit Societies).

Chief Guest's Address



The Chief Guest, Dr. Ashish Kumar Bhutani, commenced his inaugural address by expressing his appreciation for the vital role played by the National Council for Cooperative Training (NCCT) and its training units. He acknowledged their dedication to training and capacity building of cooperative personnel, a crucial aspect for the sector's success. Dr. Bhutani acknowledged the Ministry of Cooperation's understanding of the challenges faced by NCCT and its training units. He assured the audience that the Ministry is committed to resolving these issues promptly.

The Chief Guest stressed the importance of modernizing training methods. He called for a redesigning of courses to incorporate the latest technologies, ensuring a more engaging and effective learning experience for participants. Dr. Bhutani outlined the Government of India's vision for cooperatives. He emphasized their potential to become major contributors to the nation's economic growth. To achieve this, the government is committed to supporting cooperatives through robust training and capacity building initiatives. He highlighted the crucial roles and responsibilities of members, Board of Directors (BoDs), and office bearers within cooperative societies. Their effective leadership and governance are essential for the success of these institutions.

The Chief Guest unveiled the Ministry of Cooperation's ambitious plan to reach every member of the estimated 8.5 lakh cooperative societies in India. NCCT and its training units will play a critical role in this initiative by designing and delivering targeted training programs. Dr. Bhutani announced the government's plan for the World's Largest Grain Storage Programme, aiming

to cover every Primary Agricultural Credit Society (PACS) in the country. NCCT was urged to develop training and capacity building programs in scientific storage methods, enabling PACS to construct state-of-the-art godowns to effectively manage grain storage. He emphasized the need for specialized training packages. He called for the development of programs specific to credit cooperatives and other sectors within the cooperative ecosystem. Additionally, separate training modules should be designed for members, office bearers, and BoDs to address their unique learning needs and responsibilities.

Dr. Bhutani concluded his address by reiterating the Ministry of Cooperation's unwavering support for NCCT. He assured them of proactive intervention to address existing challenges and pave the way for NCCT to focus on delivering robust capacity building and training programs, empowering cooperatives to thrive in the years to come.

Vote of Thanks



The Inaugural Session concluded with a heartfelt vote of thanks proposed by Dr. R. Elangovan, Director, RICM Bengaluru. Dr. Elangovan expressed his sincere gratitude to the authorities for their decision to select RICM Bengaluru as the venue for the prestigious 51st Conference of Directors. He said that hosting the event was a privilege for RICM Bengaluru, and they were honoured to contribute to its success. He extended his gratitude to the Chief Guest - Dr. Ashish Kumar Bhutani, and all the other esteemed dignitaries who graced the occasion with their presence. Their valuable insights and guidance were instrumental in enriching the conference.

Technical Sessions:

1. Review of Training Programmes conducted by Training Unit of NCCT during the year 2023-24

The Conference featured dedicated technical sessions focused on reviewing the training programs and activities undertaken by the NCCT. The sessions were chaired by Dr. Hema Yadav, Director, VAMNICOM, and Dr. S. A. Siddhanti, Former Director, RICM Bengaluru. Their experience and leadership ensured a productive and insightful discussion.



Dr. B. Kishor, Faculty, NCCT, presented a comprehensive overview of the achievements made by the NCCT's training units during the year 2023-24. His presentation highlighted the positive outcomes and areas of success across the training programs offered.

The Session acknowledged the outstanding performance of some training units. ICM Kannur and RICM Chandigarh and RICM Patna were recognized for exceeding their targets, demonstrating a strong commitment to expanding training reach and impact.

Directors from ICM Thiruvananthapuram, Bhubaneswar, and Madurai, along with a faculty member from RICM Chandigarh, were invited to share their experiences. They discussed the strategies they adopted to achieve their training targets and also shed light on the challenges they encountered during the process.



Dr. Hema Yadav, Director VAMNICOM and Chairperson of this session said that VAMNICOM emphasized preserving VAMNICOM's established reputation as a leader in cooperative training and education. She stressed the need to adapt training programs to the new "Outcome-Based Education" policy, focusing on youth and their specific needs.



Dr. S. A. Siddhanti, former Director of RICM Bengaluru, advocated for integrating policy and activities across all training units (VAMNICOM, RICMs,

and ICMs) to facilitate faculty sharing, best practice exchange, and unified training strategies. He emphasized incorporating technology into training programs. Dr. Siddhanti suggested regular training needs assessments conducted by faculty members through one-on-one discussions with stakeholders. This would create a valuable resource for designing effective training programmes. He reiterated that minimum 60% of the Training should be given by Institute's Regular Faculty and maximum 40% by outsourced/contractual faculty.

This session facilitated open discussions among participants, allowing them to exchange best practices, learn from each other's experiences, and explore collaborative solutions to address common challenges. The technical session provided a valuable platform for the NCCT and its training units to assess their performance, identify areas for improvement, and strategize for continued success in delivering impactful training programs for the cooperative sector.

2. Review of Finance and Accounts related matters during the year 2023-24



This session focused on the financial performance of VAMNICOM/ RICMs/ICMs during the financial year 2023-24 (April 2023 to March 2024). Dr. R. Gopalasamy delivered a presentation highlighting key trends and suggesting strategies for improved resource generation.

Key Findings:

- **Revenue Growth:** NCCT's overall earnings have shown a positive trend year-on-year.
- **Expenditure Increase:** However, statutory obligations like GST have also increased, impacting net income.
- **Resource Generation Challenges:** Several factors contributed to a decrease in resource generation, including:
 - Rising expenditure
 - Underutilized internal infrastructure
 - Increased reliance on guest faculty
 - Outstation program expenses
 - Lower investment yields
- **Recommendations for Increased Resource Generation:**

Dr. Gopalasamy proposed following strategies to enhance resource generation:

 - Leverage government initiatives like the "establishment of two lakhs new cooperatives" programme.
 - Develop new courses and programs catering to the cooperative sector.
 - Offer diploma and management programs to broaden the program portfolio.
 - Implement performance improvement initiatives to optimize efficiency.
 - Explore opportunities to scale up training programs and reach.

Overall, the session emphasized the need to balance expenditure with strategic income generation initiatives. By embracing new opportunities and optimizing internal resources, VAMNICOM/RICMs/ICMs can achieve sustainable financial growth.

3. Review of Administrative and Personnel Matters



Shri Manish Bhatia, Admn. Officer, NCCT presented this Session which was chaired by Dr. Y.S. Patil, Associate Professor, VAMNICOM and Director RICM Gandhinagar. The Technical Session on Administrative Matters addressed various procedures for efficient institute management. Key highlights included proper documentation for proposals submitted to NCCT headquarters, following General Financial Rules (GFR) 2017 for purchases, timely payment of statutory dues, and record management practices. The session also emphasized maintaining punctuality among staff, dealing with court cases effectively, and conducting regular physical verification of assets. Additionally, it covered proper upkeep of infrastructure and vehicles, ensuring their functionality and optimal usage.

The Technical Session on Personnel Matters focused on streamlining procedures to ensure efficient personnel management. Key areas addressed included standardized documentation for lecturer and subordinate staff contract renewals, with proper justifications and performance reviews. The session also emphasized the importance of accurate and up-to-date employee service books, including timely submissions for pension processing. Additionally, it highlighted the need for institutes to thoroughly examine employee service-related representations before forwarding them to NCCT headquarters, along with relevant comments or recommendations. Finally, the session stressed the importance of timely and accurate submission of quarterly returns to avoid delays in data updates and ensure informed decision-making.

Discussion on Marketing Strategy for Training Courses: VAMNICOM/RICMs/ICMs

The Conference explored a multi-faceted marketing strategy to expand the reach and impact of training programs offered by National Council for Cooperative Training (NCCT) institutes - VAMNICOM, RICMs, and ICMs.

The strategy emphasized targeted outreach based on audience segmentation. Existing cooperatives will benefit from capacity building programs tailored to their specific needs. Potential new cooperatives will be introduced to the advantages of forming a cooperative and the training available to ensure success. Students and professionals seeking careers in the cooperative sector will be informed about relevant diploma and certificate courses, along with career opportunities.

A robust marketing mix will be employed, leveraging digital and traditional channels. A user-friendly website with detailed course information, online registration, and alumni testimonials will be the digital hub. Social media platforms will be utilized for targeted advertising, sharing success stories, and promoting course benefits. E-learning modules and webinars are also being considered for wider reach. Traditional marketing will involve informative brochures, industry trade show participation, and partnerships with cooperative associations for member promotion. Industry publications will feature articles and leadership content from NCCT.

Additional strategies include free introductory workshops, leveraging the alumni network for referrals and testimonials, highlighting success stories of trained cooperatives, and offering scholarships. Collaborations with other training institutions and industry experts will be explored to develop specialized courses. To measure success, the program will track website traffic, social media engagement, inquiries generated, course enrolment numbers, completion rates, and participant/cooperative feedback. Tracking the career progress of graduates and the impact of training on cooperative performance will be crucial metrics for long-term evaluation.

By implementing this comprehensive marketing strategy, NCCT institutes aim to significantly enhance the visibility and value proposition of their training programs, attracting a wider audience and contributing to the cooperative sector's growth and development.

Shri Mohan Kumar Mishra, Secretary NCCT offered the following suggestions which will serve as strategic roadmap for VAMNICOM/RICMs/ICMs to strengthen their training programs, expand their reach, and establish themselves as leaders in cooperative education and training.

Marketing and Program Development:

- **Establish Marketing Channels:** VAMNICOM/RICMs/ICMs need a dedicated marketing strategy to attract participants.
- **Focus on Existing Strengths:** Leverage the established Higher Diploma in Cooperative Management (HDCM) program.
- **Develop New Specialized Modules:** Create targeted training modules, for example, a program on Cooperatives for Company Secretaries and Chartered Accountants.
- **Partner with Universities:** Collaborate with universities to offer add-on courses in cooperation with UGC's initiative.
- **Expand Reach through Digital Learning:** Develop a Learning Management System (LMS) to facilitate online training programs.
- **Explore International Opportunities:** Seek Ministry of External Affairs approval to conduct training programs for participants from other countries.

Enhancing Collaboration and Expertise:

- **Engage VAMNICOM Alumni:** Utilize the knowledge and experience of VAMNICOM alumni by incorporating their feedback and potentially involving them in training delivery.
- **Promoting Continuous Improvement:**
Regular Faculty Meetings: Institute monthly faculty meetings at each training unit to foster knowledge sharing and program improvement.

Valedictory Address



Shri Kapil Meena, IAS, Director (CET), Ministry of Cooperation, delivered the valedictory address, sharing his insights and experiences. He highlighted the Secretary, Ministry of Cooperation's prior role in the Ministry of

Agriculture & Farmers Welfare, emphasizing their understanding of the cooperative sector's challenges. Shri Meena addressed the long-pending Scheme on Cooperative Education and Training. He assured the audience that the Ministry's intervention has accelerated progress. The ambitious goal is to cover 50% of cooperative members (approximately 14.5 crore) within five years. He urged RICMs/ICMs and VAMNICOM directors to contribute valuable suggestions for the scheme's expansion. To effectively reach trainees, Shri Meena suggested sharing trainee databases (names and contact details) for Ministry outreach through social media platforms. He emphasized the importance of spreading awareness about Ministry initiatives through publications (articles, editorials) in local vernacular languages via social media platforms. This should be a measurable target for NCCT and training units.

NCCT was commended for its awareness initiatives on the Ministry's 54 programs. Further development of separate training modules on specific initiatives like Jan Aushadhi and CSC was recommended.

The Ministry's plans to promote cooperative involvement in Start-Up activities were highlighted. He invited suggestions from Directors on how to attract youth and women to the cooperative sector through this initiative. Shri Meena explored the possibility of trained Ex-Servicemen from NCCT programs further training PACS members. He emphasized aligning NCCT training programs with the Ministry's policies, targets (including 100-day and five-year plans). The creation of a WhatsApp group connecting VAMNICOM/RICMs/ICMs directors and Ministry officials was proposed to facilitate communication.

The Ministry's commitment to address NCCT's concerns and improve the cooperative education and training system was reiterated. Shri Meena encouraged the organization of similar review conferences/workshops on a quarterly basis. He concluded by expressing hope for fruitful recommendations and requesting NCCT to submit them to the Ministry for further action.

Overall, the Valedictory address presented a vision for a more collaborative and impactful approach to cooperative education and training in India.

Vote of Thanks



Dr. K. Ravichandran, Deputy Director, RICM Bengaluru, proposed a heartfelt vote of thanks. He expressed gratitude to the esteemed guests, including the Chief Guest, Guests of Honour, and dignitaries, for their presence and insights. He acknowledged the active participation of attendees from NCCT training units, recognizing their role in the conference's success. Finally, he thanked Dr. R. Elangovan, the RICM Bengaluru team, Dr. Kishor, and the NCCT team for their tireless efforts in making the conference a productive and enriching experience. Key Suggestions/Recommendations derived out of the deliberations of the Conference is enclosed at **Annexure-A**. Outcome of the Conference is enclosed at **Annexure-B**.

**KEY RECOMMENDATIONS OF THE 51ST CONFERENCE OF THE DIRECTORS
OF VAMNICOM/RICMs/ICMs**

Recommendations for NCCT and Training Units:

- **Strategic Transformation:** Invest in infrastructure, attract qualified personnel, embrace technology, and develop strategic partnerships.
- **Modernize Training Methods:** Redesign courses to incorporate latest technologies like LMS for a more engaging learning experience.
- **Develop Specialized Training Packages:** Create programs specific to credit cooperatives, PACS, and other sectors within the cooperative ecosystem.
- **Target Audience Training:** Design separate modules for members, office bearers, and Boards of Directors (BoDs) based on their needs.
- **Marketing Strategy:** Implement a multi-faceted strategy leveraging digital and traditional channels to reach a wider audience.
- **Focus on Existing Strengths:** Leverage established programs like Higher Diploma in Cooperative Management (HDCM).
- **Develop New Specialized Programs:** Create targeted training modules like "Cooperatives for Company Secretaries" or "Cooperatives for Chartered/Cost Accountants."
- **Collaborate with Universities:** Partner with universities to offer add-on courses in cooperation with UGC's initiative.
- **Expand Reach through Digital Learning:** Develop a Learning Management System (LMS) to facilitate online training programs.
- **Explore International Opportunities:** Seek Ministry of External Affairs approval to conduct training programs for participants from other countries.
- **Engage Alumni:** Utilize their knowledge and experience for feedback and potentially involve them in training delivery (both management and cooperative courses).
- **Regular Faculty Meetings:** Implement monthly meetings at each training unit to foster knowledge sharing and program improvement.

Ministry's Initiatives and Expectations:

- **Scheme on Cooperative Education and Training:** Aims to cover 50% of cooperative members (approximately 14.5 crore) within five years. NCCT and training units' suggestions are encouraged for scheme expansion.
- **Training on Ministry's Programs:** Develop separate training modules on specific initiatives like Jan Aushadhi and CSC.
- **Promote Cooperative Involvement in Start-Ups:** Encourage suggestions from Directors on attracting youth and women to the sector through this initiative.
- **Align Training Programs with Ministry's Policies:** Ensure training programs are aligned with the Ministry's policies and targets.

Branding and Human Resource Development:

- **Focus on Academic Excellence:** Prioritize academic quality at the unit level, while NCCT headquarters focuses on strengthening infrastructure and human resources.
- **Faculty Expertise:** Recruit faculty with expertise in both professional courses and specific short-term program topics, aligning their skills with dominant sectors in each state.
- **Train Contract Faculty:** Offer training programs in training methodology, cooperative principles, and cooperative banking specifically for contract faculty members.
- **Staff Training:** Provide training in client relations and housekeeping for non-teaching staff.

Modernization and Infrastructure Development:

- **Technology Integration:** Equip training units with modern facilities like smart classrooms, interactive boards, tablets, VR/AR technology for enhanced learning experiences.
- **Infrastructure Upgrade:** Invest in renovating hostels and classrooms to attract more collaborative programs with user organizations.
- **Vernacular Language Faculty:** Consider recruiting faculty with local language skills to conduct on-site/outstation programs.

Building Clientele and Competitiveness:

- **Client Relationship Management:** Maintain and develop strong relationships with various sub-sectors of the cooperative movement through online and offline outreach programs.

- **Developing Training Needs Assessment (TNA):** Utilize resources from NABARD regional offices for conducting TNA and leverage the CDF scheme for acquiring training-related assets.
- **Faculty Development & Exchange Programs:** Implement regular faculty exchange programs to broaden faculty knowledge and explore new training opportunities.
- **Marketing and Visibility:** Utilize modern communication channels (social media, website updates, video documentation) to promote training programs and increase institute visibility.
- **Focus on Need-Based Training:** Conduct training programs based on identified needs rather than generic programs.
- **Highlight Success Stories:** Integrate sessions that discuss success stories and best practices within cooperatives to provide strategic insights to participants.

Member Education and Outreach:

- **Continue Member Education Programs (MEP):** Advocate for the continuation of MEPs, offering working lunches to incentivize member participation.
- **State-Level Seminars:** Encourage each unit to organize at least one or two state-level seminars on relevant cooperative sector topics. NCCT may consider providing special funds or allowing units to spend a pre-approved amount for these events.
- **Annual Lectures:** Encourage collaboration with leading cooperative institutions for annual lectures, leveraging their infrastructure to minimize costs. NCCT can contribute towards these events.

Financial Sustainability:

- **Optimizing Faculty Resources:** Gradually reduce reliance on guest faculty and prioritize the development of contract faculty with specialized expertise.
- **Increase Internal Faculty Participation:** Encourage a higher internal faculty involvement in training programs, aiming for a 60:40 internal-to-external faculty ratio.
- **Lobby for Non-Credit Cooperative Training Funds:** Advocate with the Ministry of Cooperation to allocate dedicated funds for organizing training programs specifically for the large number of non-credit cooperatives.
- **Maximizing Interest Income:** Explore parking surplus funds in high-interest-yielding fixed deposits offered by select small finance banks or primary cooperative societies.

Collaboration and Knowledge Sharing:

- **Faculty Resource Sharing:** Facilitate the sharing of faculty expertise among units by inviting faculty from VAMNICOM and other units for training programs and management education.
- **ID Card Standardization:** Consider issuing centralized NCCT ID cards for improved recognition across various locations.
- **Regular Coordination Meetings:** Advocate for NCCT to arrange coordination meetings with state-level officials and Ministry of Cooperation representatives to foster collaboration and address state-specific issues.

Policy and Regulatory Changes:

- **Certified Trainers for Financial Cooperatives (CTFC) Training for Contract Faculty:** Advocate for allowing contract faculty members to participate in CTFC training programs offered by CPEC, BIRD, Lucknow, with travel cost coverage and paid leave for training periods.
- **Mandate Cooperative Training for Employees:** Pursue amendments to State Cooperative Societies Acts through the Ministry to make training mandatory for all cooperative employee appointments, promotions, and increments.
- **Restructure MoUs with State Governments:** Propose revising MoUs with states like Kerala, Madurai, and Nagpur to reduce the state's matching grant requirement (e.g., 75:25 ratio).
- **Appoint National Resource Persons (NRPs):** Expedite the appointment of NRPs for each subject based on the new syllabus. Organize workshops for NRPs to develop subject-specific training strategies.
- **Increase Frequency of Directors' Conferences:** Consider holding directors' conferences more than once a year to ensure strategies align with NCCT's overall objectives.
- **Rigorous follow up with the various State Governments and RCS to incorporate "HDCM" as mandatory course for induction/promotions from feeder cadre.**

Annexure B

Outcome of 51st Conference of Directors of VAMNICOM/ RICMs/ ICMs held on 17th April, 2024 at RCM Bengaluru

1. The strategic transformation of NCCT and its training units through investment in infrastructure, attracting of qualified personnel, technology adoption and partnerships will help in achievement of training target in number of programmes 3600 and number of participants 200000 to be trained for the academic year 2024-25.
2. Designing and redesigning of courses and programmes helps to meet to the needs of target audience of training and identifying of new courses and programmes for reaching to new target audiences.
3. Restructuring of HDCM Scheme and Syllabus, regarding duration, curriculum, examination and evaluation can bring in uniformity in conduct of the course among all training units.
4. The 60:40 ratio of Internal Faculty and External Faculty (Guest Faculty) involvement in training programmes/courses can reduce the cost of training units and optimization on Faculty Resources can be made.
5. Adopting to new marketing strategy by utilization of modern communication channels such as Social Media, Website updation can promote Institute's activities and build the image of NCCT and its training units and accordingly fulfill the mandated of Training units.
6. By organizing Member Education Programme, State Level Seminars and Annual Lectures, the training targets can be achieved and the new sector training needs can be fulfilled.
7. TNA could be developed unit wise, so as to enhance the quality and needs of training programmes PAN India as 1% of PACS may be covered in each state.
8. Many of the success stories in Cooperatives and Best Practices adopted and on topical issues/subjects can be highlighted by publishing books and studies on the same.
9. The faculty expertise among the units may be strengthened by the faculty exchange activities among the training units and also VAMNICOM and the training units on specific identified courses and subjects.
10. The coordination meetings between State Level officials, Ministry of Cooperation representatives (restructuring of MOUs with State Governments) may result into collaborations and address to State specific issues which impact the training activity of the units functioning.

All the recommendations from the Directors Conference can lead to further strengthening of training, education, research and consultancy activities of NCCT and its training units to fulfill the training targets for the year 2024-25.

Glimpses of the 51st Director's Conference











***Presentations made during the 51st Conference of
Directors of VAMNICOM/RICMs/ICMs***



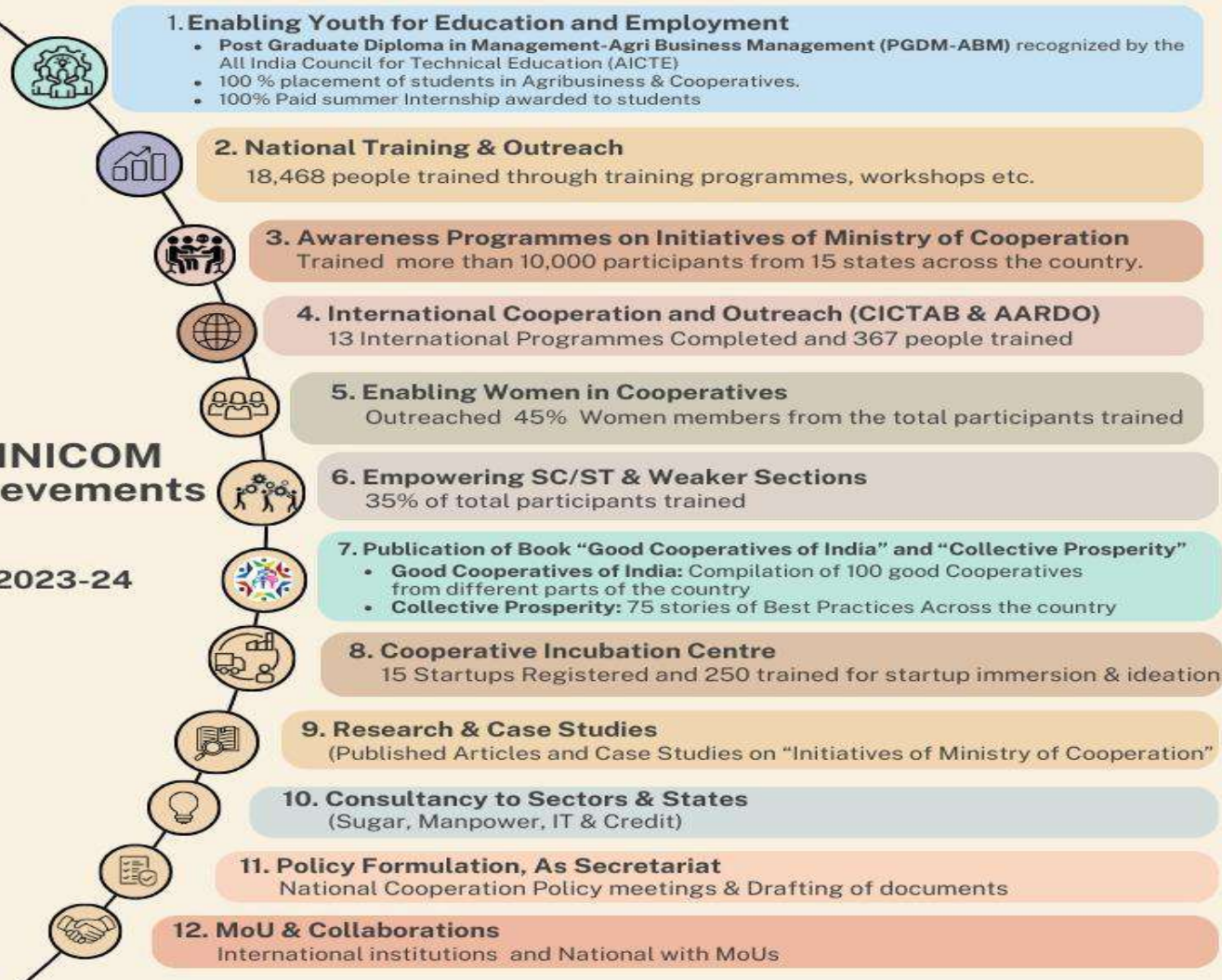
Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM) Pune

51st Director's Conference

Major Activities 2023-24

VAMNICOM Achievements

Year 2023-24



Achievements of VAMNICOM Research Centre

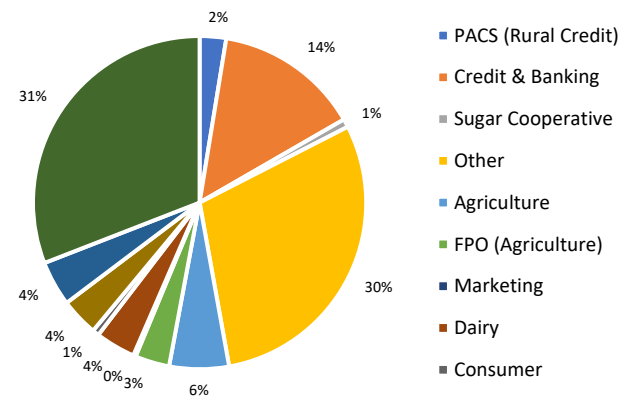
Savitribai Phule Pune University, Pune submitted thesis on "A Comparative Study on Implementation of Cyber Security Standards and Design of Dynamic Cyber Security Framework for Banking Sector" to VAMNICOM Research Centre by Mr. Sanjay Hindurao Shinde under the Guide of Dr. Y.S. Patil, Associate Professor, VAMNICOM, Pune.

Summary of Training Programmes Sector-wise for the Year 2023-2024

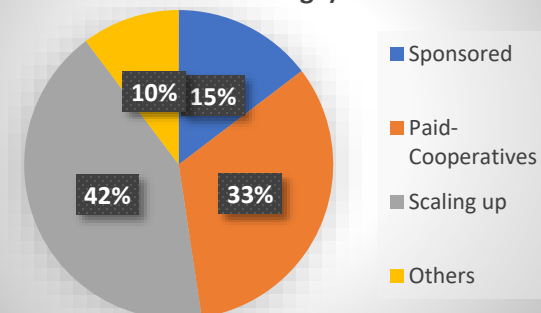
| Sector | No. of Programme | No. of Participants Trained |
|--|------------------|-----------------------------|
| PGDM-ABM (Agribusiness) | 1 | 99 |
| DCBM (Cooperation) | 1 | 17 |
| DGR (Others) | 1 | 36 |
| Certificate Course | 1 | 26 |
| PACS (Rural Credit) | 3 | 84 |
| Credit & Banking | 16 | 461 |
| SMART + POCRA | 10 | 414 |
| Sugar Cooperative | 2 | 26 |
| Other | 17 | 970 |
| BIRD | 3 | 82 |
| WDRA | 10 | 530 |
| Agriculture | 4 | 189 |
| Webinar for PACS (Credit) | 17 | 1788 |
| FPO (Agriculture) | 3 | 109 |
| Women empowerment | 3 | 289 |
| Scaling Up programme for Cooperatives (PACS, Dairy, FPO) | 115 | 10558 |

| Sector | No. of Programme | No. of Participants Trained |
|---------------------------------------|------------------|-----------------------------|
| Self Help Group (women participant) | 27 | 952 |
| Bihar Cooperative Dept. (Cooperation) | 4 | 125 |
| NCP Workshop (Cooperation) | 4 | 652 |
| Conference (IT) | 2 | 212 |
| Seminar (UCB) | 2 | 61 |
| International (Cooperation) | 13 | 367 |
| Marketing | 1 | 8 |
| Dairy | 6 | 127 |
| Consumer | 1 | 21 |
| Fishery | 2 | 120 |
| Export | 6 | 143 |
| Total | 274 | 18468 |

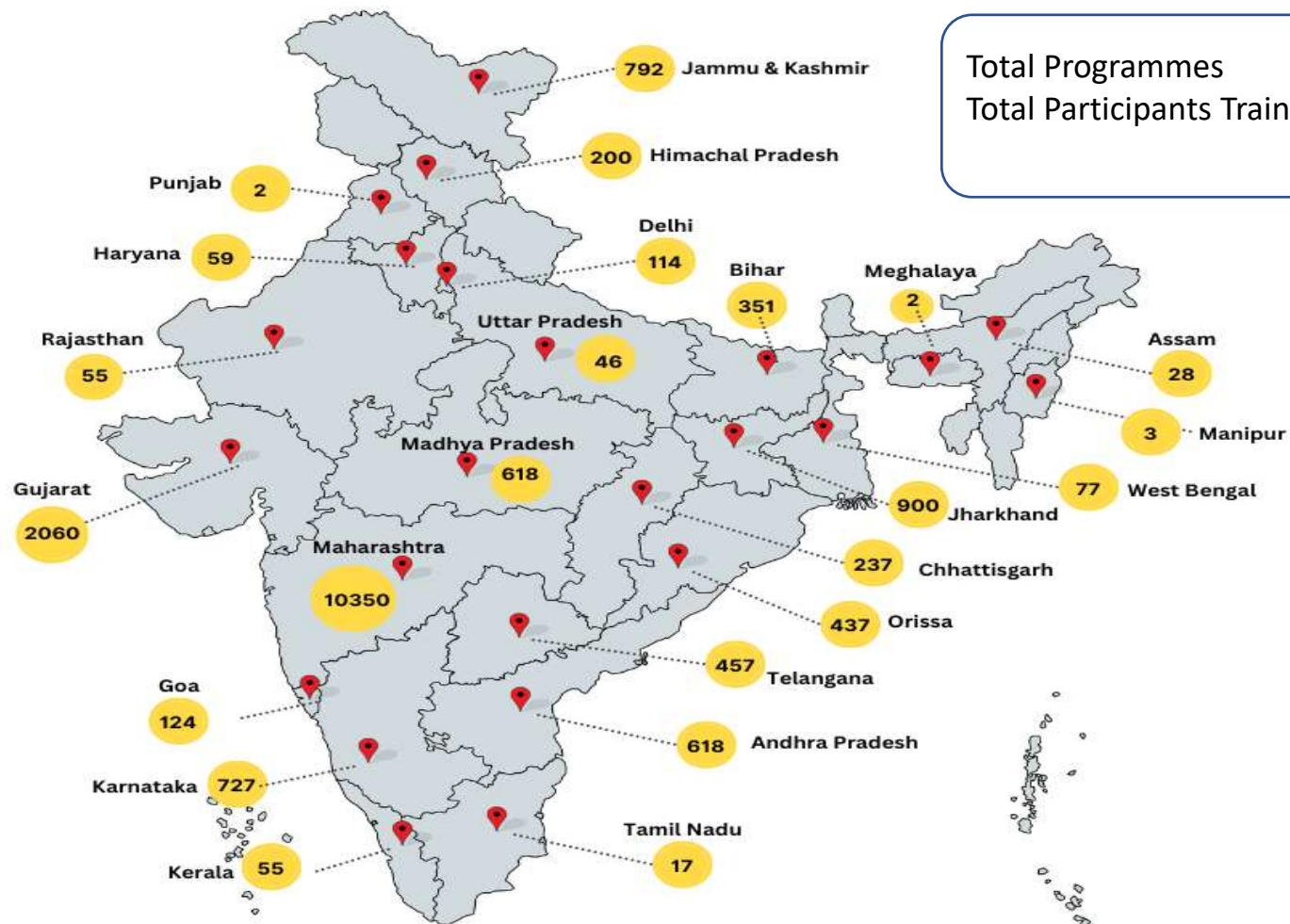
Sector-wise Training Programmes Conducted- 2023-24 (Percentage)



Types of Programmes conducted (Percentage)



State wise Participants for the year 2023-2024

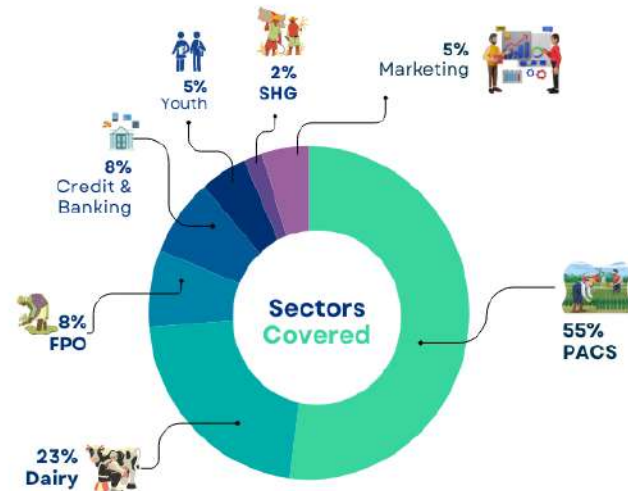
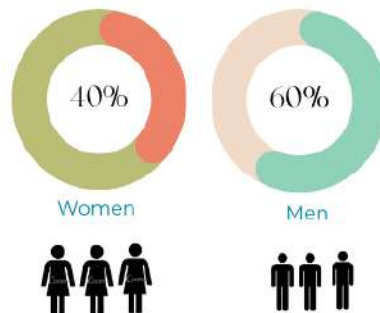


Awareness Programmes information April 2023 to March, 2024

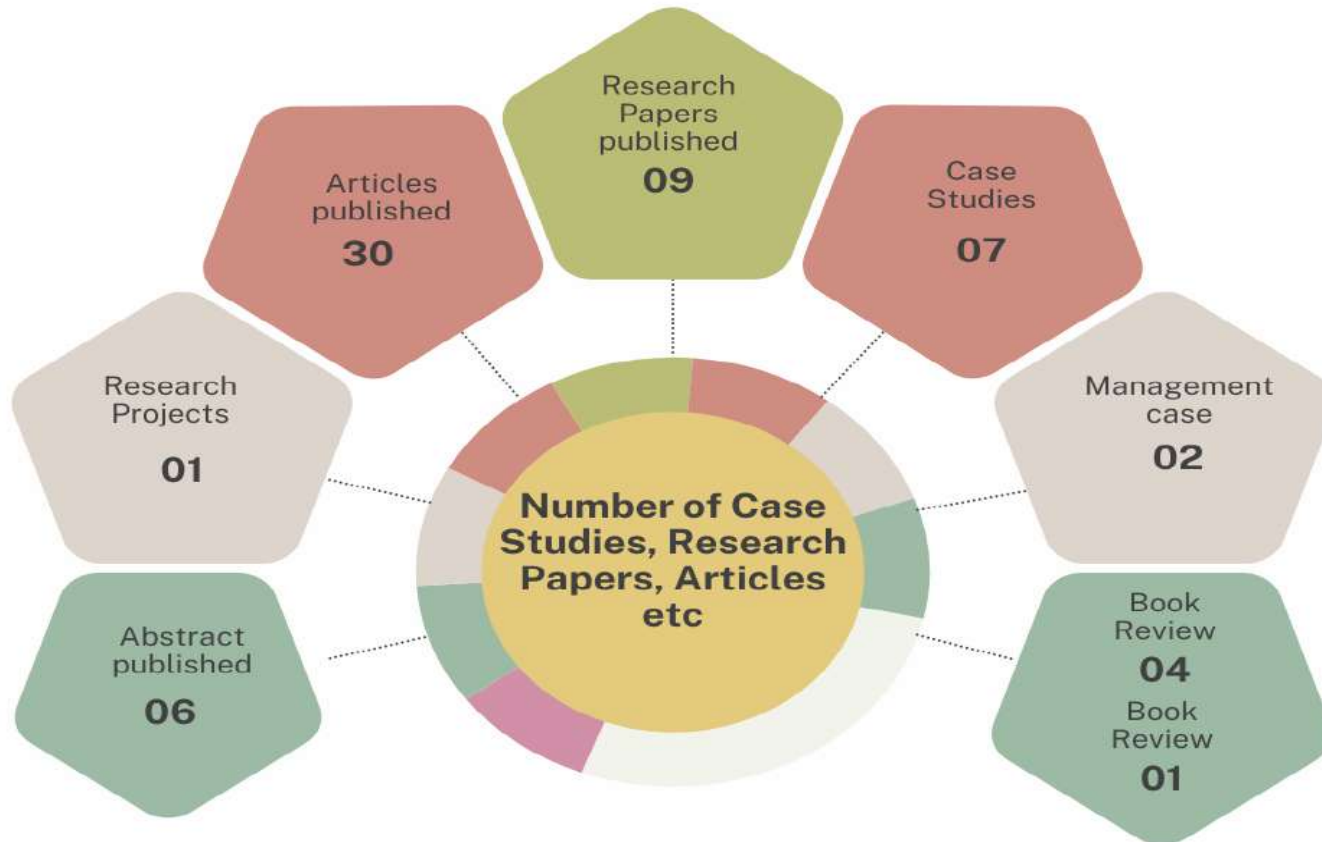
| Name of the State | No. of Participants |
|-------------------|---------------------|
| 1.J& K | 200 |
| 2.Kerala | 710 |
| 3.Maharashtra | 6182 |
| 4.Gujrat | 1552 |
| 5.Jharkhand | 729 |
| 6.Assam | 24 |
| 7.Bihar | 11 |
| 8.Chhattisgarh | 25 |
| 9.Haryana | 40 |
| 10.Jharkhand | 22 |
| 11.Karnataka | 525 |
| 12.Odisha | 14 |
| 13.Rajasthan | 14 |
| 14.Tamilnadu | 7 |
| 15.Telangana | 403 |
| 16.West Bengal | 75 |
| Total - | 10558 |

Total Programmes = 115
Total Participants Trained = 10558

10,558
Participants Trained



Number of Case Studies, Research Papers, Articles etc.



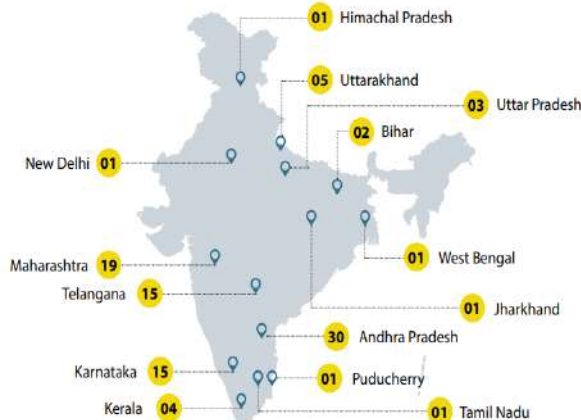
About PGDM ABM Programme

- ❑ The batch size of the students has been increased from 75 to 100.

DIVERSIFICATION OF PGDM-ABM (2023-25)

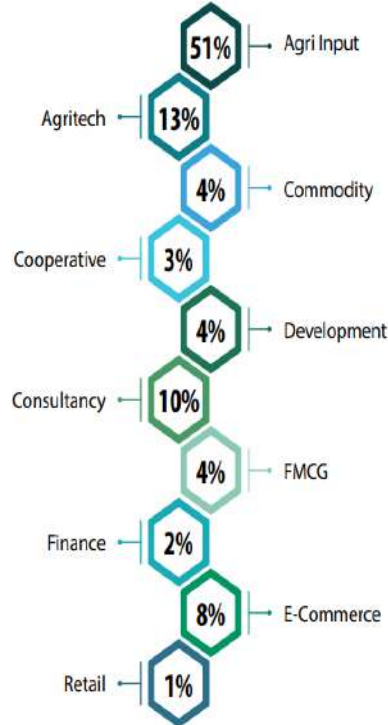


GEOGRAPHICAL DIVERSIFICATION

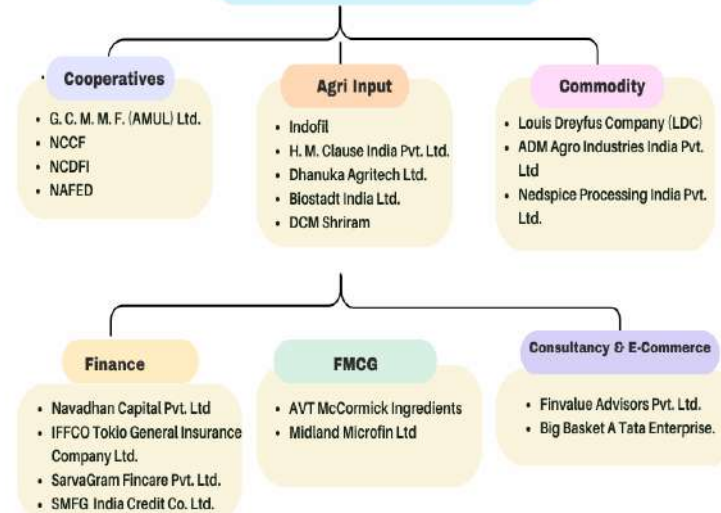


- ❑ 30th Year of 100% Placement Legacy

Percentage of students placed in various sectors



Sectors of Placement Companies



VAMNICOM Incubation Centre



Incubation Approach

Registered Startups and Entrepreneur's products and services as business model for cooperative eco-system

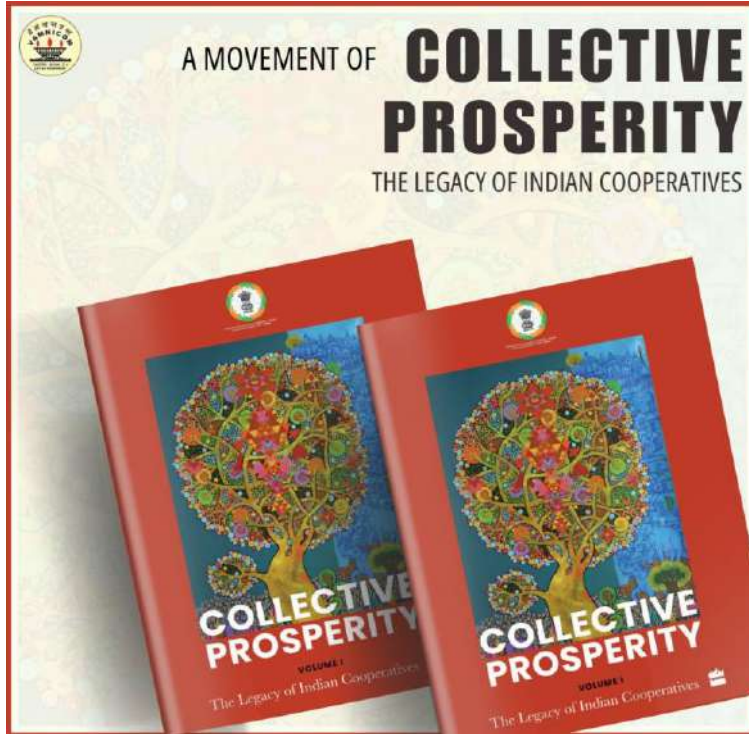
Sector wise Startups

- **Water Management**
 - (Water Lab Solution Pvt. Ltd)
- **Bio Mass Economy**
 - (Biofuel Circle)
- **Fish Production Marketing and Technology Management**
 - (SNRAAS SYSTEMS startup)
- **Technological Interventions**
 - (Krishiudan- Drone)
 - (Krishigati- Renewable Energy)
- **Agriculture Extension**
 - (Farm Educon Pvt. Ltd.)
- **Waste to Wealth**
 - (Kalapantry)

Entrepreneurs

- Vitthal Gannote - **Honey Processing** and Value Addition
- Akshay Massalkar - **Vermicompost** - Agribionics Pvt. Ltd.
- Bahusaheb Ladhane - **PGR** manufacturing
- Umesh Patil - **Agricultural Commodity Trading Platform**
- Abhijit Khade - Mughde **Dairy and Milk products**
- Subhash Kakde - **Agri-Equipments**
- Sushas Dagle - Vision Agro and **Food** products
- Farm Bizz - **Agri-Input** Supply Chain management
- SP Agro - **Farm equipment's**

Book on “Collective Prosperity: The Legacy of Indian Cooperatives”



In order to realise the vision "Sahakar se Samridhhi" envisaged by our Hon'ble Prime Minister, Shri Narendra Modi this book is amongst several initiatives taken by the newly formed Ministry of Cooperation.

The book shares inspiring stories of 75 Indian cooperative societies that have grown over the 75 years of India's independence. The best practices of successful cooperative societies from every state of the country have been documented and illustrated in story form.

The book's translation into Hindi language is currently underway. This book will prove to be a better medium to strengthen the cooperative movement and make it reach the common people, an initiative taken by the Ministry of Cooperation.

National Cooperation Policy Formulation

VAMNICOM rendered secretarial assistance alongwith academic and technical support to the Constituted National Level Committee for drafting the new National Cooperation Policy Document under the chairmanship of **Shri Suresh Prabhu, Ex-Union Minister of India.**

Step 1 Committee constitution

- Experts from the cooperative sector. Representatives of National / State/ District & Primary Cooperative Societies and their federations; Secretaries of Cooperation Department & Registrars of Cooperative Societies of States / UTs; from academia, and Officers from Central Ministries / Departments, as its members constituted the Committee

Step 2 Meetings & Convenings

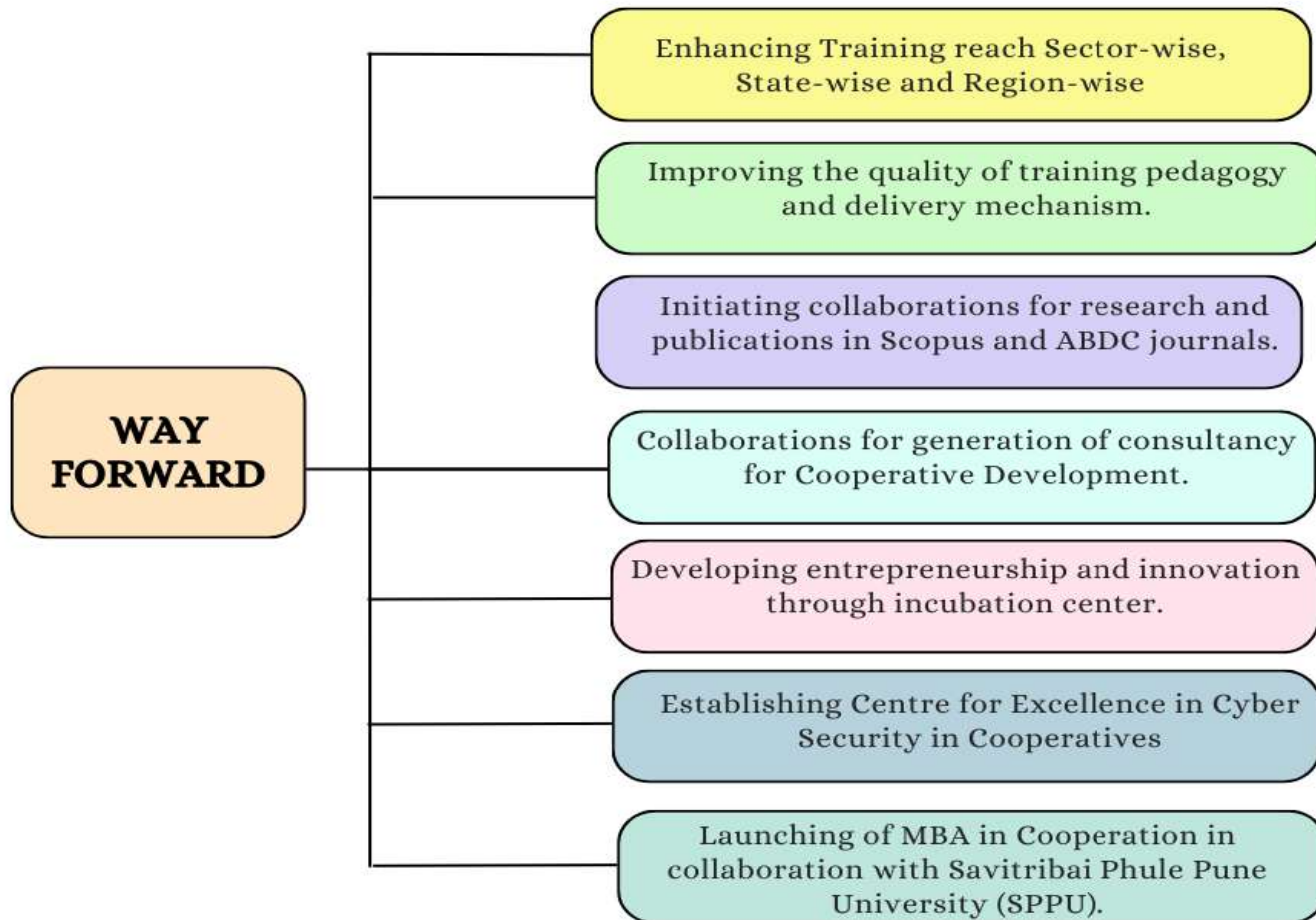
- 17 Committee meetings and 4 Regional Workshops accomplished, Committee comprises of 48 Members

Step 3 Stakeholder engagement

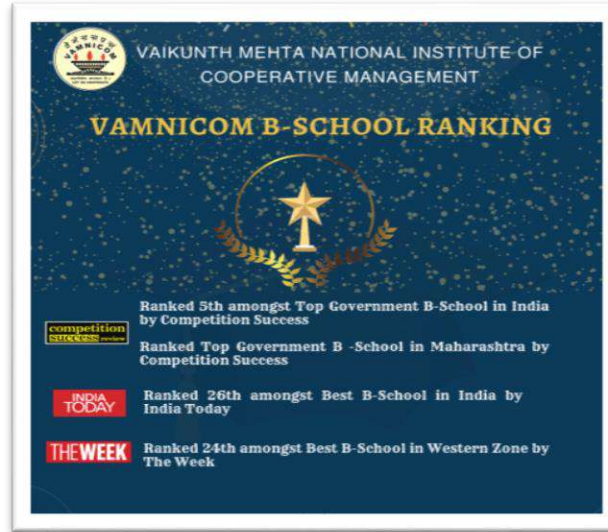
- Continuous and collaborative Stakeholder Engagement to seek variety of views and incorporate them suitably in guidance of the committee

| Sn. | Stakeholders engagements / meetings / convenings | No. of Inputs received |
|-----|--|------------------------|
| 1 | Central Ministries & Departments | 39 |
| 2 | State Governments & Union Territories | 24 |
| 3 | Federations | 12 |
| 4 | Others (Institutions / Organisations / Individuals) | 39 |
| 5 | Responses through GOI website (mygov.in) till 15.06.2022 | 482 |
| 6 | Website of Ministry of Cooperation (http://cooperation.gov.in/) | 68 |
| | Total | 664 |

Way Forward



Awards/ Recognition/Accreditation



B School Ranking

राष्ट्रीय प्रत्यायन बोर्ड
NATIONAL BOARD OF ACCREDITATION

4th Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003

| S. No. | Name of the Program (PG) | Basis of Evaluation | Accreditation Status | Period of validity | Remarks |
|--------|---|---------------------|----------------------|--|--|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Post Graduate Diploma in Management (Agribusiness Management) | July, 2017 Document | Accredited | Academic Years 2022-2023 to 2024-2025 i.e., up to 30-06-2025 | Accreditation status granted is valid for the period indicated in Col.5 or till the program has the approval of the competent authority, whichever is earlier. |

NBA Accreditation



C-PEC Accreditation



Dr. Hema Yadav
Director,
VAMNICOM



Training units

- Activities
- Achievements
- Issues & Challenges
- Way forward



Activities

- **Training – Long Term:**

- HDCM – Regular and Correspondence

- Diploma/Certificate courses : Urban Bank, Dairy, Computers, Accounts

- Diploma in Agriculture Extension Services for Input Dealers (DAESI)

- **Training – Short Term :**

- Management Development Programmes, Leadership Programmes

- Need based/ Customized/ Collaborative Programmes

- Seminar, Workshop, Awareness programmes,

- (On-line/ Off line mode, In-house/on spot, Sponsored/Free)

- SOFTCOB (NABARD)– SEBI – WDRA

- **Research & Consultancy:**

- Cooperative Research projects sponsored by Coop. Institution

- **Recruitment Agency**



Activities

- **Professional/Management Education:**
 - PGDBM – ABM
 - MBA programme
 - BBA

ACHIEVEMENT 2023-24

- "Exceeding targets, a total of 3,619 training programmes were conducted, reaching 221,478 participants. A 15.25% and 10.78% increase over the planned 3,140 training programmes and 200,000 participants, respectively."
- Out of total participants trained, 70169 (31.68%) number of Women attended to the training and awareness programmes.
- Summary of total participants 221478
 - [General - 97430 (44 %), SC - 27969 (13 %), ST - 19662 (9 %), OBC - 76417 (34 %)]
- Organised an Outreach and Dissemination Workshop on new initiatives and schemes of Ministry of Cooperation on 7th June, 2023.
 - Authors/Editors who attended the above Workshop
 - wrote and published the articles in vernacular languages totaling to
 - 142 in local newspapers having circulation of 3.81 crores and readership of 15.24 crores.



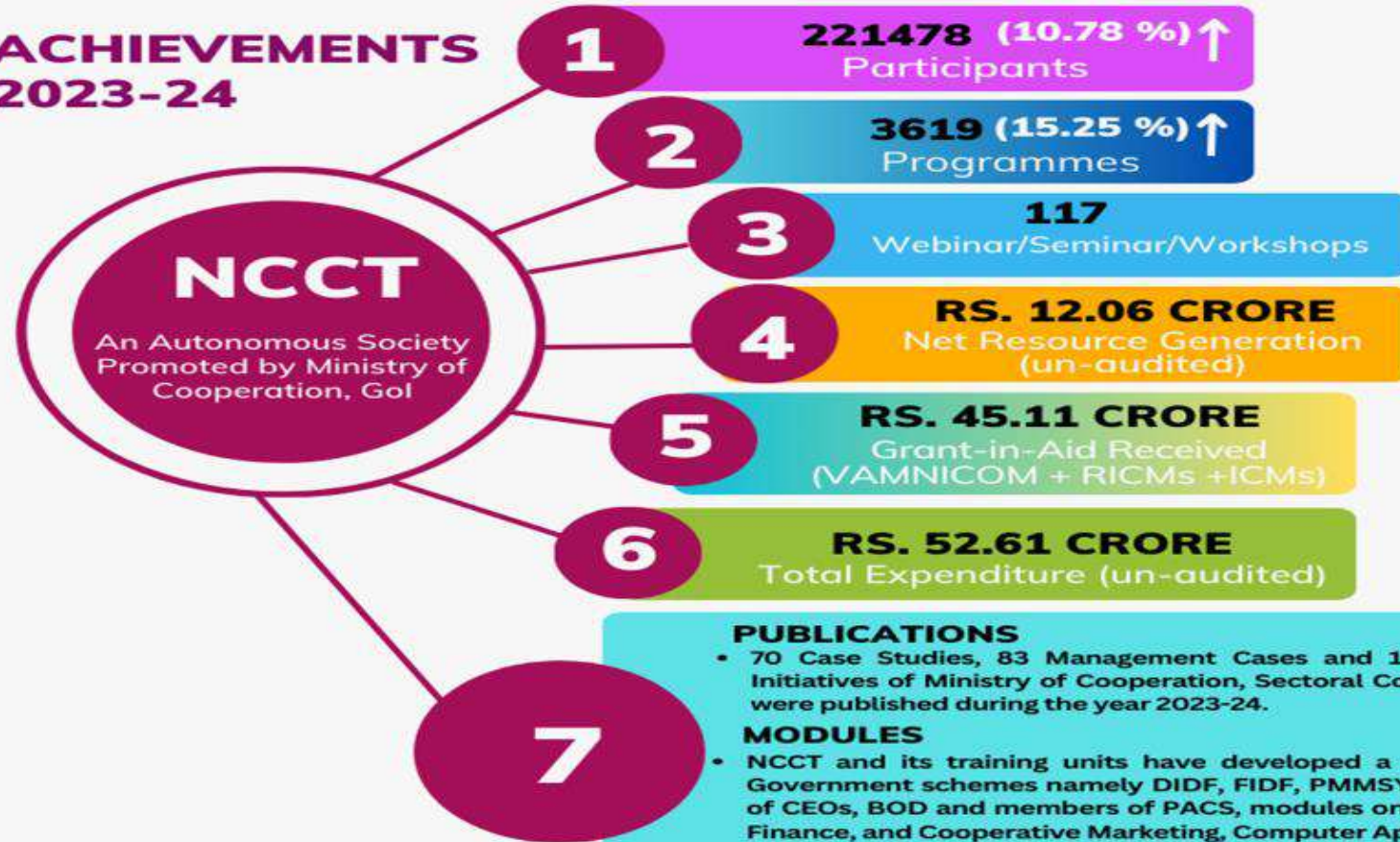
ACHIEVEMENT 2023-24

- NCCT has come out with a new initiative by bringing its Daily News Bulletin "***NCCT Co-op News Bulletin***" in **January, 2024**. This initiative of NCCT aims to highlight the Ministry of Cooperation's major initiatives towards strengthening and expanding the cooperative sector across the country. During the three months period of its launch, a total of **340 articles in vernacular languages** have been published in local newspapers having circulation of **1.19 crores and approximate readership of 4.76 crores**.
- Faculties of all the Training Units of NCCT carried out
 - **70** Case Studies
 - **83** Management Cases.
 - **103** Articles on different topics like Initiatives of Ministry of Cooperation, Sectoral Cooperatives and their Success Stories.
- Internal Resource Generation of **Rs. 12.06 crore** from paid and professional courses (pre-audited).

ACHIEVEMENT 2023-24



ACHIEVEMENTS 2023-24

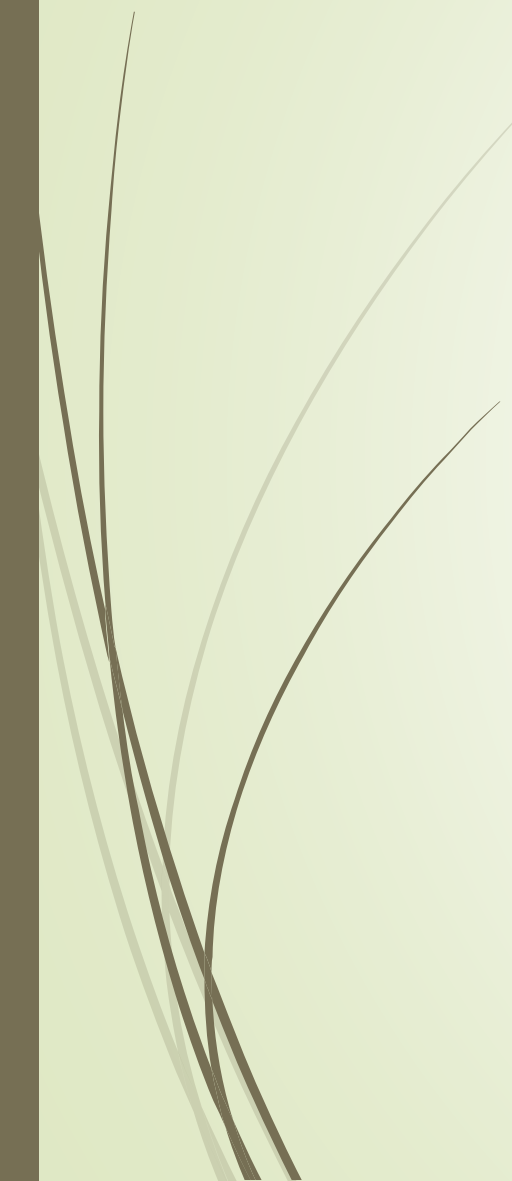


Issues and Challenges – internal

- Legal issues
- Challenges from emerging new cooperative training institutes
- Weak networking with User Organisations / stake holders
- Branding of the Institute.
- Inadequate generation of internal financial resources
- Shortage of Human Resource
 - Faculty / Trainers
 - Permanent Office Staff for having accountability.
- Strengthening Consultancy / Research / Projects
- **Infrastructure Issues:**
 - Dilapidated and poor infrastructure
 - Class Rooms / Administrative / Hostel / Staff Quarters / Campus maintenance
 - Requires capital grant for construction of new building
 - DG set for frequent power failures.
 - Official vehicle for conduct of training programmes
 - Non availability of fire safety system



Issues and Challenges – External

- Apathetic attitude towards Cooperative Training in the state.
 - Non allocation of budgetary funds for cooperative training by some states.
 - Inadequate sponsorship from the state government department
 - Property Tax – Service Charges
 - Non allocation of matching grant by state government.
 - Less-Placement of students of professional courses – leading to poor admissions in coming year.
- 

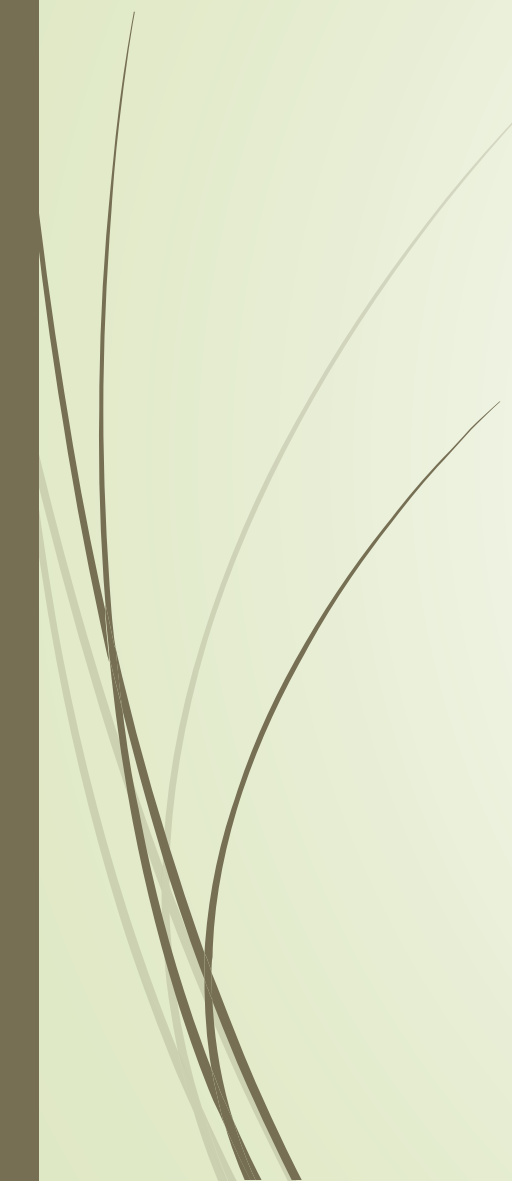


Way forward

- Connect with clientele
 - Handholding of weak PACS
- Become competitive – Marketing strategies to be framed
- Strengthening internal faculty team
- Focus on consultancy / Research Studies
- Cover the uncovered sectors and districts.
 - 2,00,000 new PACS formation
 - 63,000 PACS computerization
 - 13000 certified auditors empanelment
 - CSC & Janaushadhi programmes
 - Weaker sections / sectors



Way Forward

- Collaboration with NIAM / MANAGE
 - Leveraging and converging with different departments of GOI
 - More focus on Job Oriented and Skill based programmees
 - Efforts to be made to get declared all training institutes as nodal agencies by government for training interventions
- 



Thank You



NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)

51st Director Conference

Review of progress of Expenditure of VAMNICOM/ RICMs/ ICMs

- Focusing more on the Academic Side.
- DDOs are having more responsibility in managing the finance and maintenance of Accounts.
- Adhering the systematic procedure without any lapse.
- Cost reduction and cost control techniques.



Public Financial Management System (PFMS)

- Delay in uploading the expenditure on PFMS portal.
- Unable NCCT to submit the correct Financial Statement to Ministry of Cooperation.
- Leads to reduction in Grant-in-Aid from Ministry of Corporation.
- PFMS entries should be entered instantly.
- Training on PFMS arranged for the non-teaching staff.



Common Observations by Concurrent Auditor & Statutory Auditor

1. Issues related to GST.
 - Filing of GST Returns
 - Claiming ITC
 - Deductions GST TDS
 - Remittance of GST Collected
 - Others
2. Renewal of Contracts in time.
3. BRS not prepared on monthly basis.
4. Non maintenance of Fixed Asset Register.
5. IT TDS- delay in collection and payment to IT Department.
6. Non-realisation of Sundry Debtors for more than 03 years.
7. Difference between Fixed Assets and Capital Fund.
8. Non realization of IT-TDS (interest on FD) deducted by Banks with HQ (NCCT) for more than 03 years.
9. Mismatch of earmarked funds and Investment.



Common Observations by Internal Auditors

- Winding up of Internal Audit Report-discussion with Director by the Audit Team.
- Timely submission of Compliance Report.
- Excess/wrong payments may be noticed & reconcile accordingly.
- Avoid violation of GFR Provisions for procurement of Goods.
- Entries in the Service Books.



Reasons for Decrease in Resource Generation

- Increase in Expenditure
- Less utilization of in-house infrastructure.
- More dependence on Guest Faculty.
- Conduction of outstation programmes.
- Interest on Investment (low yield)



Resource Generation Statement

National Council For Co-opreative Training

Resource- Generation (Consolidated)

Financial Year- 2023-24 (Un-audited)

(Rs. in Lakhs)

| Sr.N | Name of Unit | Gross Fee | % | Expenditure | Net- Surplus | 25% of Budget | Net Generation |
|-------|-------------------|----------------|-------|----------------|----------------|---------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 (3-7) |
| 1 | ICM, Nagpur | 5,331,505.00 | 52.08 | 2,776,748.00 | 2,554,757.00 | 3,500,000.00 | 1,831,505.00 |
| 2 | ICM, Imphal | 2,981,064.00 | 40.01 | 1,192,820.00 | 1,788,244.00 | 4,000,000.00 | - 1,018,936.00 |
| 3 | ICM,Guwahati | 2,218,930.00 | 61.05 | 1,354,673.00 | 864,257.00 | 3,600,000.00 | - 1,381,070.00 |
| 4 | RICM,Kalyani | 6,595,540.00 | 53.40 | 3,521,864.00 | 3,073,676.00 | 3,900,000.00 | 2,695,540.00 |
| 5 | ICM,Madurai | 9,076,037.00 | 46.87 | 4,253,540.38 | 4,822,496.62 | 3,400,000.00 | 5,676,037.00 |
| 6 | RICM,Gandhi Nagar | 4,953,243.00 | 32.33 | 1,601,182.09 | 3,352,060.91 | 5,400,000.00 | - 446,757.00 |
| 7 | RICM,Banglore | 12,649,913.00 | 39.61 | 5,010,941.00 | 3,073,676.00 | 5,800,000.00 | 6,849,913.00 |
| 8 | Vamnicom, Pune | 101,254,107.98 | 42.57 | 43,104,354.43 | 58,149,753.55 | 24,600,000.00 | 76,654,107.98 |
| 9 | ICM,Hyderabad | 5,991,308.00 | 45.63 | 2,733,979.05 | 3,257,328.95 | 5,500,000.00 | 491,308.00 |
| 10 | ICM,Trivandrum | 10,405,920.48 | 67.96 | 7,071,599.03 | 3,334,321.45 | 4,300,000.00 | 6,105,920.48 |
| 11 | ICM,Dehradun | 14,046,633.00 | 35.77 | 5,024,886.00 | 9,021,747.00 | 5,400,000.00 | 8,646,633.00 |
| 12 | ICM,Kannur | 10,196,952.00 | 49.57 | 5,054,533.54 | 5,142,418.46 | 4,600,000.00 | 5,596,952.00 |
| 13 | ICM,Bhubneswar | 8,115,260.00 | 46.60 | 3,781,536.00 | 4,333,724.00 | 3,700,000.00 | 4,415,260.00 |
| 14 | ICM,Jaipur | 7,930,085.00 | 33.23 | 2,635,157.00 | 5,294,928.00 | 4,000,000.00 | 3,930,085.00 |
| 15 | ICM,Lucknow | 7,619,000.00 | 44.45 | 3,387,000.00 | 4,232,000.00 | 5,500,000.00 | 2,119,000.00 |
| 16 | ICM,Bhopal | 5,031,300.00 | 39.47 | 1,985,777.00 | 3,045,523.00 | 3,700,000.00 | 1,331,300.00 |
| 17 | ICM,Pune | 4,155,980.00 | 43.49 | 1,807,246.49 | 2,348,733.51 | 5,400,000.00 | - 1,244,020.00 |
| 18 | RICM,Patna | 64,528,627.80 | 54.90 | 35,428,594.00 | 29,100,033.80 | 4,300,000.00 | 60,228,627.80 |
| 19 | RICM,Chandigarh | 21,299,490.00 | 59.94 | 12,767,002.00 | 8,532,488.00 | 5,400,000.00 | 15,899,490.00 |
| 20 | ICM,Chennai | 18,578,747.49 | 50.12 | 9,311,605.73 | 9,267,141.76 | 5,700,000.00 | 12,878,747.49 |
| TOTAL | | 322,959,643.75 | | 153,805,038.74 | 164,589,309.01 | | |

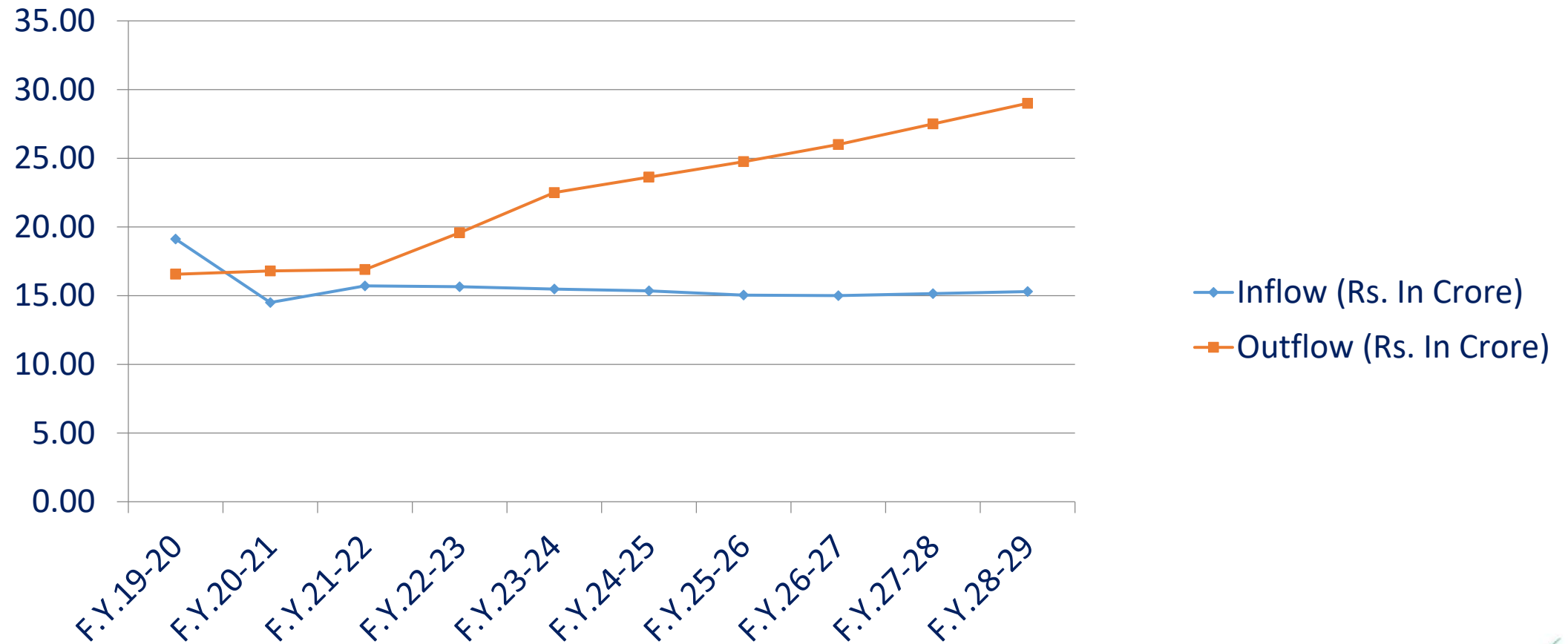


Steps to be taken to increase The Resource Generation

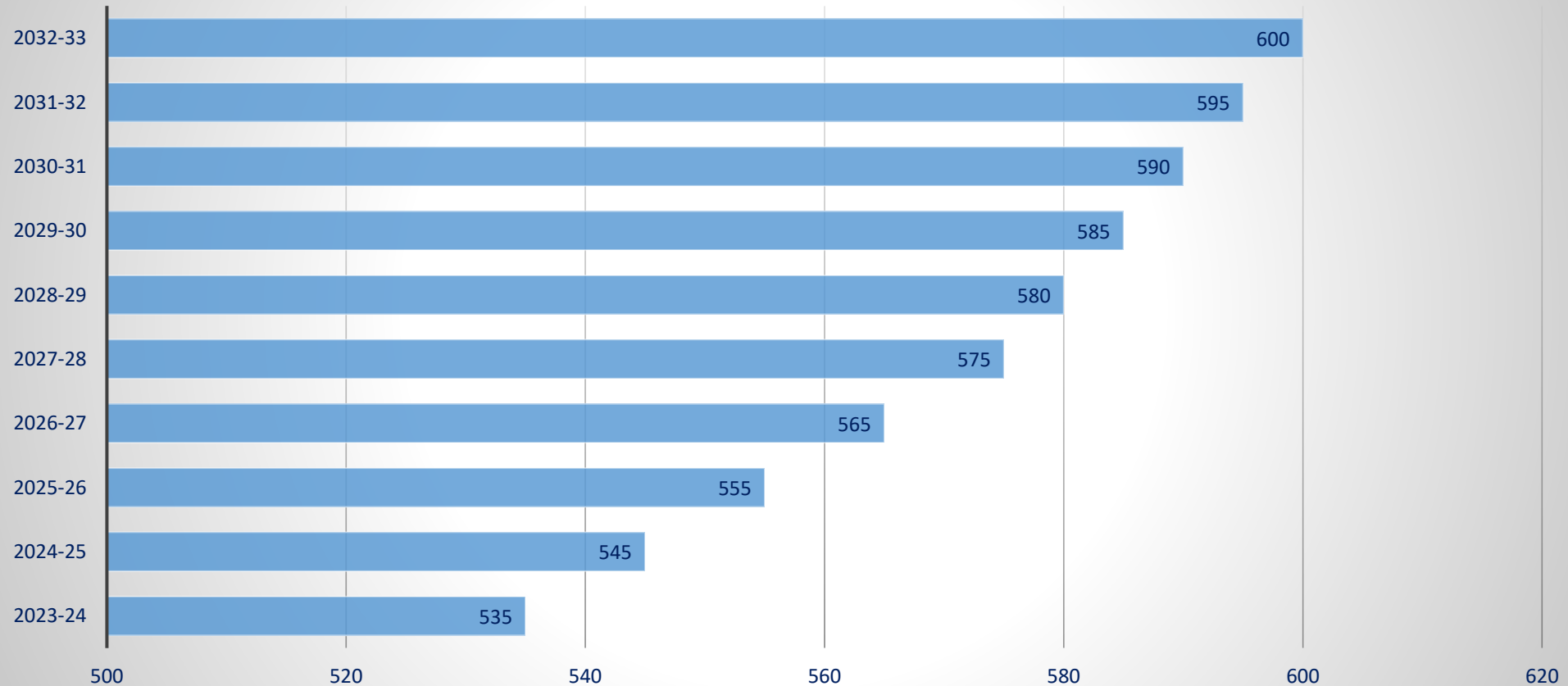
- i) Government's many Initiatives.
- ii) Two Lakhs Cooperatives.
- iii) New Courses for Cooperatives.
- iv) Diploma Programme.
- v) Management Programmes.
- vi) Performance Improvement Initiatives.
- vii) Scaling up of Training.
- viii) International Requirements.



Pension Liability Pattern for 10 years



No. of Pensioners- next 10 years





National Council for Cooperative Training (NCCT)

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)

*51st Conference of Directors' of VAMNICOM/RICMs/ICMs to be held During
17th & 18th April, 2024 at RICM, Bengaluru, Karnataka*



Website: www.ncct.ac.in



Facebook: www.facebook.com/ncctandinstitutes



Twitter: twitter.com/ncct_institutes

Submission of Proposals for purchases / works to NCCT (HQ).

1. Self contained note for the proposed Purchase / work through GeM after following due procedure under GFR-2017 and supported by :

- Recommendations of local Purchase Committee
- Estimate from GeM Vendor
- Budgetary provision under TDF / Building Fund and expenditure incurred during the Financial Year
- For replacing Assets, Purchase details and book value of the item to be replaced shall be specified.

Clearing statutory Payment like Property Tax, Water / Electricity charges, etc.

- Such claims are to be taken up for immediate release of Payments so as to avail rebate and avoid any dispute between departments.
- Requirement of additional fund, if any, for the purpose shall be sent to NCCT (HQ) well in advance.

Furnishing Details of Court Cases on quarterly basis within 7th day of following month.

- For necessary follow up and taking further course of action on pending cases.
- The case shall be attended by a senior officer of the Institute alongwith Advocate engaged for the purpose and submit status to NCCT (HQ) immediately after the hearing.

Weeding out old Records

- There is a Record Retention Schedule in respect of Records Common to all Ministries / Departments 2012 issued by Department of Administrative Reforms & Public Grievance which may be followed for weeding out old Records.
- Action shall be taken for dispose of unserviceable articles and records on yearly basis after following due procedure.

Auction of unserviceable articles after writing off its book value.

- Identify the unserviceable articles in terms of Rule 217 of GFR – 2017
- Work out depreciated value / Book value as per Form GFR – 10
- Mode of disposal shall be in terms of Rule 218 of GFR – 2017

Condemnation of Old Staff Car

- Vehicles which are more than 15 years old are required to be disposed off after following due procedure under various instructions contained under Rule 2021 of Motor Vehicles (Registration & Functions of Vehicle Scrapping Facility) issued by Ministry of Road Transport & Highways.

Submission of Medical Reimbursement Claims

- Claims submitted by employees shall be scrutinized at unit level in terms of prevailing Rules and reimburse the amount admissible to the claimant.
- Claim which needs specific clarifications from NCCT (HQ) shall only be forwarded to NCCT (HQ) duly verified at Institute level with recommendation of Director.

Maintaining TA / DA / Advance Registers / Bill Register

- Register for payment of TA/DA on tour and Advance on Imprest Cash and its adjustment shall be maintained in a prescribed format.
- Details of Bills received on daily basis shall be entered in the Bill Register and record release of payment.

Maintaining punctuality in attendance / leave records

- Punctuality in attendance of all staff members shall be monitored on daily basis.
- On completion of each month late attendance of individual employees shall be worked out and action as per Rule shall be taken against erring employees.
- Attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against Government servant.
- Half a day's casual leave should be debited to the casual leave account of a government servant for each late attendance but late attendance upto one hour, on not more than the two occasions in a month, may be condoned by the authority if he is satisfied that this is due to unavoidable reasons.

Dealing with Court Cases

- Court cases are to be dealt with utmost care by involving Director or Senior most Officer of the Institute / Office Superintendent along with Advocate engaged for the purpose.
- Efforts are to be made by all the Institutes to avoid entering into any legal dispute.
- Case wise Contact details of Advocate shall be shared with NCCT (HQ).

Physical Verification of Assets & Stores

- It must be ensured that on 31st March every year the stock position of Assets, Non-Consumables & Consumable items, etc. are to be physically verified under Rule 213 of GFR - 2017.
- Discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.
- A certificate of verification along with the findings shall be recorded in the stock register.
- Verification of Library Books & Magazines shall be done as per Rule 215 of GFR – 2017.

Maintaining Vehicle Log Book

- There shall be a proper Requisition Form for allowing use of vehicle duly signed by authorized officer.
- Officer travelling in the Vehicle shall sign in the prescribed column immediately after completion of journey.
- Details on Purchase of Fuel shall be entered in relevant pages
- Average of the Fuel consumption shall be worked out on monthly basis and entered in the Log Book.
- The Vehicle Log Book needs to be placed before Audit.

Maintaining Building and other Infrastructure in Tip-Top condition

- Infrastructure, Boundary wall, Campus etc. of every Institute shall be well maintained to avoid adverse remarks from the Participants/Trainees and other stake holders.
- Ensure the Apparatus, Equipment's and other Installations are in proper working condition
- In case, any maintenance work is required to be undertaken, it may be planned in consultation with CPWD/ State Agency and submit self-contained proposal to the Building Sub-Committee for its recommendations before placing same for approval of Competent Authority.



National Council for Cooperative Training (NCCT)

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)

*51st Conference of Directors' of VAMNICOM/RICMs/ICMs to be held During
17th & 18th April, 2024 at RICM, Bengaluru, Karnataka*



Website: www.ncct.ac.in



Facebook: www.facebook.com/ncctandinstitutes



Twitter: twitter.com/ncct_institutes

Renewal of Contract for Lecturers and Subordinate Staff

Issues :

- Standardization of procedures for submitting lecturer and subordinate staff contract renewals.

Current Practices:

- Institutes are forwarding renewal cases without consistent recommendations, justifications, or supporting documentation, leading to delays and incomplete information.

Observations:

- **Late Submission:** It is found that, Institutes are submitting the renewal of contract cases on last date of contract or even after expiry. The proposal for renewal of contract should be submitted at least 01 month before expiry of the Contract period.

Missing Performance Information:

- Renewal proposals submitting by the Institutes without submitting the previous year work performance report. Previous year work performance report should be included alongwith Proposal for renewal of contract.

cntd...

Insufficient Justification:

- The renewal of contract proposal should come with proper justifications and recommendations for renewal of contract.

Missing APARs :

- As APAR is mandatory for renewal of contract, it is found that Institutes are not attaching APAR for renewal of contract.

Action Required :

Institute must adhere to the following guidelines when submitting contract renewal requests for lecturers and subordinate staff.

- Submit renewals at least one month before the expiry of contract
- Include a comprehensive work performance report.
- Provide clear recommendations and justifications for extension.
- Attach the lecturer's most recent APAR.

Service Book of the employees working in the Institutes

Issue:

- Inconsistencies and inaccuracies in the maintenance of employee service books across training units.

Current Practices:

- Service books lack essential information and proper approvals, leading to potential delays in employee benefits and pension processing.

Observations:

Missing Records:

- Service books often lack crucial entries regarding pay fixation, annual increments, and leave balances.

Incomplete LTC and Leave Encashment Records:

- Entries for Leave Travel Concession (LTC) and leave encashment are missing or lack details like the specific block year utilized.

Delayed Service Verifications:

- Some Institutes fail to submit the Service Books for verification for employees who have completed 10 years of service or who have 05 years length service left, to NCCT headquarters, causing delays in pension settlements.

Unapproved Entries:

- Entries in service books are not consistently being attested by the authorized competent authority.

Action Required:

All training units must follow these guidelines for maintaining employee service books:

■ **Ensure all service books contain accurate and complete records of :**

- ✓ Pay fixation, orders of Pay Fixation to be pasted in Service Books.
- ✓ Annual increments
- ✓ Leave balances - correct casting of Earned Leave and Half Pay Leave should be done.
- ✓ LTC and leave encashment details, including block years utilized
- ✓ Submit service verifications for employees reaching 50 and 55 years old to NCCT headquarters well in advance to avoid pension processing delays.
- ✓ Require all service book entries to be attested by the designated competent authority.

■ **Recommendation:**

- Implementing a standardized service book format and training for maintaining service books would ensure consistency and accuracy across all training units.

Examination of Representations Regarding Service Matters.

Observation:

- It has been noticed that institutes are forwarding representations concerning various service matters of their employees without conducting a thorough examination at their end in accordance with relevant rules and positions and simply forward the same to NCCT (HQ).

Action Required:

- All Heads of the Institutes are advised to implement the following steps to address this issue:

Prior Examination:

- Before sending any representation pertaining to an official of their institute, it should undergo a comprehensive examination at the institute level. This examination should be conducted with reference to relevant rule positions.

Cntd...

Submission Process:

- Once the examination is completed and any necessary adjustments or clarifications have been made, the representation should be forwarded to NCCT (HQ). It should be accompanied by any pertinent comments or observations and recommendation from Institutes deemed necessary during the examination process.

Purpose:

- This refinement aims to establish a structured approach to handling representations regarding service matters. By ensuring that all representations are thoroughly examined and aligned with the relevant rules and positions before submission. This practice will enhance efficiency and accuracy in addressing employee concerns and quick disposal at the level of NCCT (HQ).

Non-Submission & Delayed Submission of Quarterly Returns

Observation:

- Several training units have failed to submit the prescribed quarterly returns, while many institutes submit them late. Thus the Personnel Section is unable to update the data regularly, resulting in adverse comments from higher authorities when updated data is required. This data is crucial for various purposes such as Departmental Promotion Committees (DPC), Staff Recruitment Committees (SRC), MACP and calculation of vacancy positions.

Action Required: To address this issue effectively, the following actions should be taken:

Timely Submission:

- All Heads of Departments (HoDs) must ensure that quarterly returns are submitted promptly in the prescribed format. This responsibility should be perfectly to a faculty who will ensure timely submission of quarterly report to NCCT (HQ).

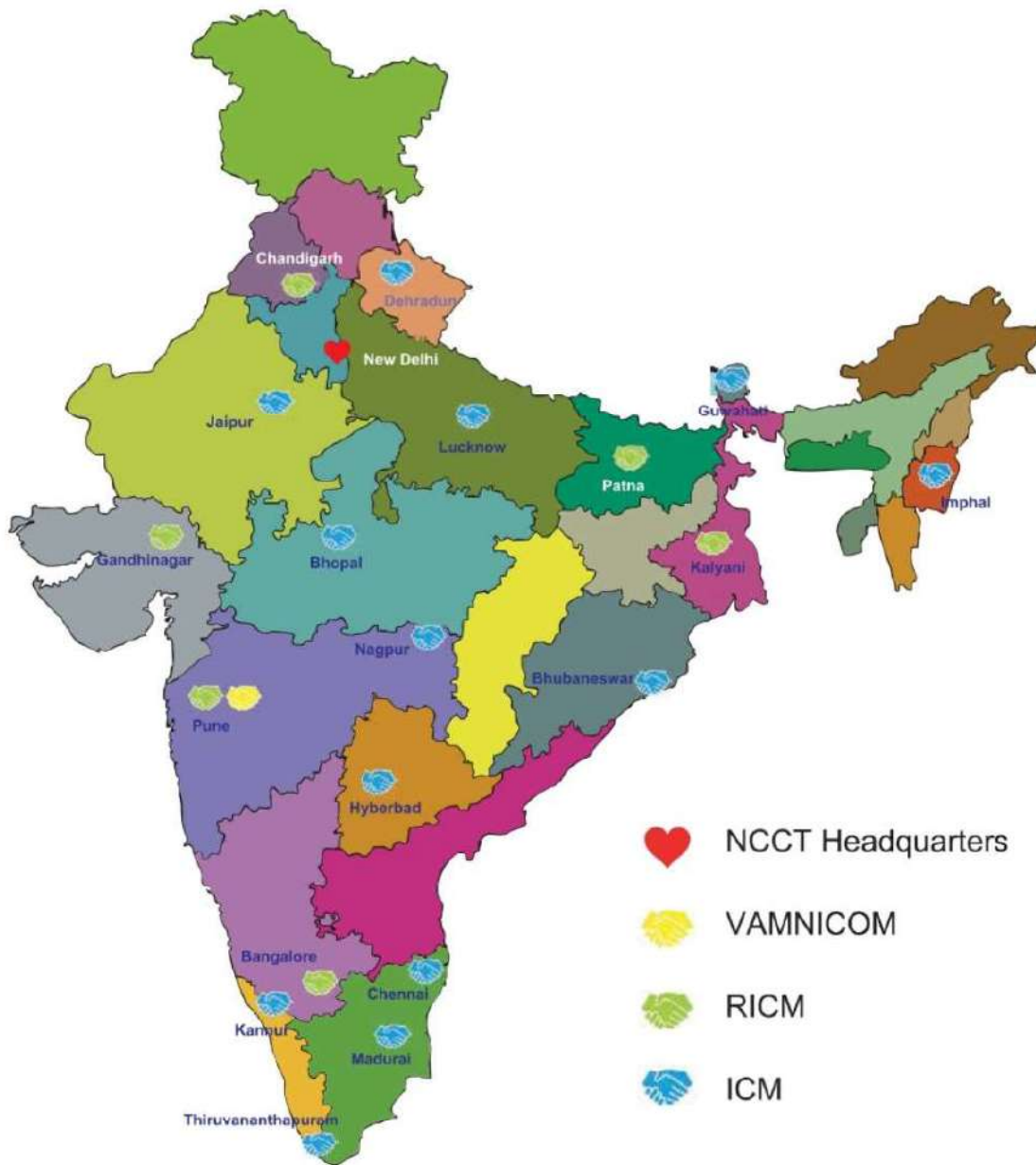
Complete and Accurate Submission:

- It is imperative that the quarterly returns are completed in all respects and accurately reflect the required data.

Purpose:

- This agenda aims to emphasize the importance of timely and accurate submission of quarterly returns. By assigning responsibility and ensuring adherence to prescribed procedures, we can avoid delays in data updating and mitigate adverse consequences such as negative comments from higher authorities.

LOCATIONS OF NCCT INSTITUTES



NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(AN AUTONOMOUS SOCIETY PROMOTED BY MINISTRY OF COOPERATION, GOVERNMENT OF INDIA)

3, Siri Institutional Area (3rd Floor), August Kranti Marg, New Delhi-110016



011-41096510



secy-ncct@gov.in



www.ncct.ac.in