

COURSE CALENDAR FOR FY 2024-25 (OFFLINE)

S.No	Topic	Target Group	NO OF DAYS	Type	Month
1	Health & Nutrition	Mixed Category SADB Staff	3	Offline	April 2024
2	Punjab Civil Service Rules And Action Under Co-op Society Act	Mixed Category SADB Staff	3	Offline	May 2024
3	Revenue Record & Effective Recovery techniques	Field Officers of Padbs	3	C-PEC (Approved)	July 2024
4	Punjab Civil Service Rules And Action Under Co-op Society Act	Mixed Category	3	Offline	July 2024
5	Procedure for conducting enquiry and Co-op Rules	AGMs, Managers	3	Offline	August 2024
6	Management Development Programme And Computerisation	Mixed Category	3	C-PEC (Approved)	August 2024
7	Motivation, Leadership Development & Stress Management	Mixed Category PADB	3	Offline	August 2024
8	Programme on Income Tax provisions, filing ITR, GST and related issues.	Mixed Group	3	Offline	Sept 2024
9	Motivation, Leadership Development, Stress Management Programmes	Mixed Category PADB	3	Offline	Sept 2024
10	Health & Nutrition	Mixed Category	3	Offline	Sept 2024
11	Wellness And Health Management	Mixed Category PADB	3	Offline	Feb 2025
12	Programme on Income Tax provisions, filing ITR, GST and related issues.	Mixed Category	3	Offline	Feb 2025
13	Management Development Programme	Mixed category	3	C-PEC (Approved)	Feb 2025
14	Procedure for conducting enquiry and Co-op Rules	Mixed category	3	Offline	March 2025
15	Wellness And Health Management	Mixed Category PADB	3	Offline	March 2025

COURSE CALENDAR FOR 2024-25 (ONLINE)

S.No	Topic	Target Group	NO OF DAYS	Type	Month
1	Programme on Office Management	Mixed Group PADB & SADB	3	C-PEC (Approved)	April 2024
2	Program on Customer Relationship and Grievance Redressal	Mixed Category	3	C-PEC (Approved)	April 2024
3	Programme on loan documentation	Mixed Category	1	Online	May 2024
4	Income Tax and Related Issues	Mixed Category PADB Staff	1	Online	May 2024
5	Recovery Techniques, How To Improve Recvoery	Mixed Category PADB	1	Online	May 2024
6	Workshop on Performance Appraisal of PADBs and Effective Strategies Thereof.	Mixed Category PADB	1	Online	June 2024
7	Program on Customer Relationship and Grievance Redressal	Mixed Category	3	C-PEC (Approved)	June 2024
8	Programme on Customer service, Marketing, Relationship Management and Business Development in Cooperative Banks	Managers of PADBs	3	Online	July 2024
9	Internal Checks and Controls	Mixed Group	3	C-PEC (Approved)	July 2024
10	Business Development, Profit Planning and Diversification	Mixed Category PADB	3	C-PEC (Approved)	Aug 2024
11	Banking Law and Practice and Legal Aspects in Loan Proposals	Mixed Category PADB	3	C-PEC (Approved)	Aug 2024
12	Inspection related issues and compliance	Mixed Category PADB	1	Online	Aug 2024
13	Income Tax related issues	Mixed Category PADB Staff	1	Online	Sept 2024
14	Health Management	Mixed Category PADB	1	Online	Sept 2024
15	Internal Checks and Controls	Mixed Group	3	C-PEC (Approved)	Sept 2024
16	Business Development, Profit Planning and Diversification	Mixed Category PADB	3	C-PEC (Approved)	Sept 2024
17	Inspection related issues and compliance	Mixed Category PADB	1	Online	Oct 2024
18	HRD Management, Time Management, Team Building	Mixed Group	3	Online	Oct 2024
19	Recovery Techniques, How To Improve Recvoery	Mixed Category PADB	1	Online	Nov 2024
20	Inspection related issues and compliance	Mixed Category PADB	1	Online	Nov 2024

EXPOSURE VISITS FOR 2024-25

S.No	Purpose	Target Group	TIME PERIOD
1	Exposure visit of BOD to other state for study of best practices	BOD	APRIL 24 TO JUNE 24
2	Exposure visit of Sr. officers to other state for study of best practices	Sr. officers	JULY 24 TO SEPT 24
3	Exposure visit of Mixed group to other state for study of best practices	Mixed Group	OCT 24 TO DEC 24
4	Exposure visit of Mixed group to other state for study of best practices	Mixed Group	JAN 25 TO MARCH 25