

2023-24

# Course Calendar

**STAFF TRAINING CENTRE, SADB**

(Accredited centre of BIRD, Lucknow, NABARD)



*(Our Vision : Centre of Excellence for Capacity Building)*

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# April, 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
1.	Programme on e-office implementation.	Mixed Category PADB	02 (3 days)	Customized Programme (Offline)
2.	Programme on Tax Planning, Online Filing of Income Tax Returns, TDS, exemptions and deductions available under the Income Tax Act, 1961 & Assessment Procedures	Mixed Category PADB	01 (3 days )	Customized Offline

# May, 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
3	Know Your Customers (KYC), Prevention of Money Laundering and customer protection	Mixed Category PADB Staff	01 (3 days)	Customized (Offline)
4	Workshop on Performance Appraisal of PADBs and Effective Strategies Thereof.	Mixed Group	01 (1 day online for 2 hours)	Customized (Online)

# June, 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
5	Workshop on Performance Appraisal of PADB and Effective Strategies Thereof.	Mixed Category PADB	1 day (2 hours through online mode )	Customized Programme (Online)
6	Banking Law and Practice and Legal Aspects in Loan Proposals	Mixed Category PADB	01 (3 days, for 2 hours each day)	C-PEC Approved (Online)
7	Business Development, Profit Planning and Diversification	Mixed Category PADB	01 (3 days, for 2 hours each day)	C-PEC Approved (Online)



# July, 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
8	Know your Customer, Prevention of Money Laundering and Customer Protection	SADB Staff	01 (3 days,)	Customized Programme
9	Workshop on Performance Appraisal of PADBs and Effective Strategies Thereof.	Mixed Category PADB Staff	02 ( 1 day prog for 2 hours each online)	Customized Programme
10	Health & Nutrition	SADB Staff	01 (3 days,)	Customized Programme

# August, 2023

<b>Sr No</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
11	Management Development Programme	Mixed Category	01 (3 days)	C-PEC approved (Offline)
12	Motivation, Leadership Development & Stress Management	Mixed Category PADB	01 (3 days)	Customized Programme (Offline)

# September , 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
13	Revenue Record & Effective Recovery techniques	Field Officers of Padbs	02 (3 days)	C-PEC Approved (Offline)
14	Workshop on performance Appraisal of PADBs and strategies thereof.	Mixed Category PADB Staff	01 (1-Day)	Customized (Online)

# October, 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
15	Programme on Fraud and Embezzlement	Mixed Group	01 (03 days)	<b>Customized (Offline)</b>
16	Programme on Office Management	Mixed Group PADB & SADB	02 (03 days each for 2 Hrs each )	C-PEC (Approved) Online



# November, 2023

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Venue</b>
17	Workshop on Performance Appraisal of PADBs and Effective Strategies Thereof.	Mixed Category PADB	02 (1 day for 2 hours)	Online
18	Programme on Customer service, Marketing, Relationship Management and Business Development in Cooperative Banks	Managers of PADBs	01 (3 days for 2 hours each day )	Online
19	Programme on IT policy and Prevention of Cyber Crime	Managers of PADBs	01 (3 days for 2 hours daily)	C-PEC (Online)

# December, 2023

Sr No.	Topic	Target Group	Courses	Type
20	Motivation, Leadership Development, Stress Management Programmes	Mixed Category PADB	01 (3 day 2 Hours each day online)	C-PEC approved
21	Programme on Office Management	Mixed Category PADB	01 (3 day 2 Hours each day online)	C-PEC approved

# January, 2024

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
22	Program on Customer Relationship and Grievance Redressal	Mixed Category	01 (3 days each for 2 hours daily)	C-PEC (Online)
23	Internal Checks and Controls	Mixed Group	01 (3 days, for 2 hours each day)	C-PEC Approved (Online)
24	Motivation, Leadership Development & Stress Management	Mixed Category PADB	01 (3 days)	Customized Programme (Offline)

# February , 2024

<b>Sr No.</b>	<b>Topic</b>	<b>Target Group</b>	<b>Courses</b>	<b>Type</b>
25	Workshop on Performance Appraisal of PADB and Effective Strategies Thereof.	Mixed Category PADB	02 (1 day for 2 hours each)	Customized (Online)
26	Core Banking Solutions (CBS) Auditing and related Issues .	Field Staff mixed catagory	01 (3 days )	Customized Offline



# March, 2024

<b>Sr No.</b>	<b>Topic</b>	<b>Target</b>	<b>Courses</b>	<b>Venue</b>
27	Management Development Programme	Mixed category	01 (3 days each)	C-PEC (Offline)
28	Internal Checks and Controls	Mixed Group	01 (3 days, for 2 hours each day)	C-PEC Approved (Online)
29	Motivation, Development Management	Leadership & Stress	Field Officers	01 (3 days ) Customized Offline

# Exposure Visits/ Workshops

S.No	Target Group
1	Exposure visit of BOD to other state for study of Best Practices
2	Exposure visit of Good Performing Managers to other state for study of good practices.