

CALENDAR OF COURSES

APRIL 2024 TO MARCH 2025



hpscb
(Scheduled Bank)

Agriculture Co-operative Staff Training Institute

Sangti, Summer Hill, Shimla-171 005

Telephone : Office 0177-2830561, 2831780 Fax : 0177-2830561

email: acstishimla@yahoo.in



Training Programme of
PACS Personnel
at ACSTI, Jalandhar

Group activity in class



Training Programme of
PACS Personnel
in Kinnaur District

STANDING COMMITTEE OF ACSTI

Sh. Davender Singh Shyam

Chairman

Chairman

The H.P. State Co-op. Bank Ltd., Shimla

Sh. Sharwan Manta, HAS

Member

Managing Director

The H.P. State Co-op. Bank Ltd., Shimla

Dr. Vivek Pathania

Member

OIC, NABARD

Regional Office: Kasumpti, Shimla-9

Sh. Sita Ram Thakur

Principal, ACSTI, Shimla

Member Secretary

SPECIAL INVITEES

Managing Director

The Kangra Central Co-operative Bank Ltd., Dharamshala

Distt. Kangra (H.P.)

Managing Director

The Jogindra Central Co-operative Bank Ltd.

Rajgarh Road, Distt. Solan (H.P.)

Managing Director

The HP State Co-op. Agri. & Rural Dev. Bank Ltd., Kasumpti

Shimla-171 009 (H.P.)

Managing Director

The H.P. State Mkt. & Consumer Federation Ltd.

Near Victory Tunnel, Shimla (H.P.)

General Manager

Integrated Cooperative Development Projects

Vision and Mission of Institute

Vision

To become a centre of excellence and innovation for good governance and develop cooperatives and other organisations as catalyst of socio-economic development of the state and country.

Mission

- * To create a learning environment that fosters individual growth and highest ethical and professional standards in our staff.
- * To develop and mould through our well structured and holistic training courses, a cadre of competent staff, well versed with contemporary best practices in the fields of cooperation, cooperative banking and good governance.
- * To enhance the values of cooperatives and strengthen the cooperative movement of the state as well as neighbouring states.
- * To impart managerial skills and leadership qualities to the staff of cooperative banks / cooperative institutions, so that they are well equipped to carry out the critical responsibilities and duties in banking operations.
- * To inculcate a deep sense of pride in the service and appreciation of the vital role played by NABARD and Department of Cooperation.
- * To promote and carry out the Research in the field of cooperation, banking and good governance with the view to facilitate better policy formulation and more efficient banking procedures.

Agriculture Co-operative Staff Training Institute (ACSTI)

Sangti, Summer Hill, Shimla-171 005

The Agriculture Co-operative Staff Training Institute, popularly known as ACSTI was set up in September 1987. The Institute has spacious complex situated at Sangti, Summer Hill, Shimla. The site of institute has scenic beauty surrounded by protected forests.

ACSTI is one of the leading Apex Training Institution of Himachal Pradesh with a long term commitment to develop professional competencies in the field of banking, cooperation, management and administration.

Owing to profound interest of The H.P. State Co-operative Bank, The Kangra Central C-operative Bank, The Jogindra Central Co-operative Bank Ltd. and other Co-operative Institution (s) in developing Human Resources and assessing training needs, this Institute, which virtually began from a scratch has bloomed into a full-fledged Training Centre, is capable of catering to the training requirements of the employees of co-operative institutions of the state and country.

Endeavours of Institute

The Institute endeavours to promote and improve the working of co-operative institutions with a purpose, greater dedication and skills among the officers and employees, in discharging their duties as well as responsibilities in an effective manner.

The Aims and Objectives

1. To conduct and assist the organizations in training programmes, conferences, seminars and workshops.
2. To analyse and suggest solutions to problems encountered in planning and implementation of developmental programmes of co-operatives.
3. To undertake, promote and co-ordinate studies and research assignments.
4. Disseminate information through periodicals, papers and look in furtherance of the objectives of the institute.

This institute has been recognized as Nodal Agency for imparting training to all kinds of emerging banking and management problems of Co-operative Banks, Co-operative Department, other co-operative institutions, commercial banks and government department of state and country.

The Institute has profound privilege to have Certified Institute of the country by the "Centre for Professional Excellence in Co-operatives" by the Bankers Institute of Rural Development (BIRD), Lucknow.

Hostel Accommodation

The Institute has modern and spacious hostel accommodation for the comfortable stay of participants consisting of furnished rooms with attached bathrooms.

Mess and Dining Hall

The Institute has its own mess. The bed tea is served in the hostel rooms but breakfast, lunch, evening tea and dinner is provided at nominal charges in the well furnished Dining Hall. The mess facility is available round the clock.

Library

A highly specialized well stocked and furnished library having about 2500 plus volumes of latest books on Co-operation, Banking, Economics, Rural Development, Law, Finance, Accounts, Management, Computers and other related areas catering to the needs of the participants, members of the faculty and research scholars from different colleges and universities. Besides this all leading journals, newspapers, magazines etc. are available in the library.

Conference Hall and Lounge

The institute is having the facility of a spacious, well decorated & tastefully furnished Conference Hall equipped with latest Audio-Visual devices and Lounge with the accommodating capacity of 80.

Recreation

Colour TVs and other latest audio-visual equipments are placed in the Recreation Hall of the Institute, besides, Chess and other indoor games.

Glass House and State of the art Auditorium

A spacious beautifully decorated and nicely furnished Glass House for the purpose of having VIP meetings / get-together is also available and State of the art Auditorium has been developed in the institute.

Guest House

A modern beautifully decorated and nicely furnished Guest House is available in the Institute having VIP rooms, which is under the control in the H.P. State Co-operative Bank Ltd., H.O. The Mall, Shimla.

How to reach ACSTI

On arrival at Shimla at Railway Station, Inter-state Bus Stand, Airport or Taxi Stand one may choose to reach ACSTI either by Taxi or by private local buses frequently plying upto H.P. University, Summer Hill, Shimla, and thereafter hardly 15 minutes walking distance to the Institute from Summer Hill. Limited number of buses are available upto institute. If one is travelling by taxi, the driver may be asked to drive to ACSTI, Sangti, Summer Hill, located hardly 1 km. from Summer Hill Railway Station. It takes about 15 minutes walk to reach ACSTI from Summer Hill bus stop.

By Air: Nearest Airport to Shimla is Chandigarh, which is 120 km. away from the Institute. If one travels through a smaller plane from Delhi or Chandigarh, it will land at Jubber Hatti which is around 20 km. from Institute. From Jubber Hatti one can hire a taxi to ACSTI, Sangti, Summer Hill.

By Rail: Shimla is connected by a narrow gauge railway line from Kalka to Shimla having 90 km. distance. The rail journey from Kalka to Shimla takes about 6 hours against 3 and half hours by bus, but it is quite comfortable and delightful experience as the train winds its way through 103 tunnels and unforgettable pictures of scenic beauty.

By Road: Shimla is connected by road to Delhi, Chandigarh, Kalka, Ambala and other places of Punjab, Haryana, Rajasthan, Uttrakhand and U.P. There are luxury coaches, semi delux and ordinary buses of state transport and H.P. Tourism. Booking for your journey to Shimla in Tourism coaches can be made from Delhi in their office, situated at ISBT New Delhi and Himachal Bhawan situated at Mandi House, Delhi.

Awards and Accolades

The Centre for Professional Excellence in Cooperatives (C-PEC) Lucknow has recently accredited the Institute and has awarded 'A' category in view of quality standards in training, R&D activities, infrastructural development, etc.

The National Level Cooperative Development Organisations have adjudged the outstanding performance of ACSTI and considered for the following awards:

1. Best Performance Award instituted by NAFSCOB, Mumbai in 2012-13.
2. Best Performance Award presented by NCCT, New Delhi in 2013-14.
3. Best Performance Award instituted by NAFSCOB, Mumbai in 2014-15.
4. Best Performance Award instituted by NAFSCOB, Mumbai in 2015-16.
5. Best Performance Award instituted by NAFSCOB, Mumbai in 2016-17.
6. Best Performance Award instituted by NAFSCOB, Mumbai in 2017-18.
7. Best Performance Award instituted by NAFSCOB, Mumbai in 2018-19.
8. Best Performance Award instituted by NAFSCOB, Mumbai in 2019-20.
9. Best Performance Award instituted by NAFSCOB, Mumbai in 2020-21.

Faculty

ACSTI has a nucleus of specialized and certified inter-disciplinary Faculty which remains in constant touch with various developments in the field of banking, cooperation, management, administration and research & development. The institute also invites eminent Resource Persons from various reputed institutions of the country.

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|-------------------------|--|
| 1. Sh. S.R.Thakur | Principal |
| 2. Sh. Dola Singh | Faculty Member (Accounts and Book Keeping) |
| 3. Mrs. Shivani Sharma | Faculty Member (Cooperative Law) |
| 4. Dr. Vishal Thakur | Faculty Member |
| 5. Sh. Abhimanyu Thakur | Faculty Member |

Agriculture Co-operative Staff Training Institute



Sangti, Summer Hill, Shimla-171 005

of

The H.P. State Co-operative Bank Ltd.

CALENDAR OF COURSES FOR THE YEAR 2024-25

S. No.	Name of the Programme	Target Group	Duration	Date	Date	Venue	Course Coordinator
APRIL 2024							
1	Programme on "CAS-MIS"	Secretaries of PACS under ARCS, Mandi	3 Days	8	10	ACSTI, Shimla	Sh. S.R. Thakur
2	Workshop on Insurance Products and Services	Branch Managers of all Cooperative Banks	1 Day	11	11	ACSTI, Shimla	Sh. Dola Singh
3	Programme on Developing PACS as MSC	Functionaries of PACS under ARCS, Solan	3 Days	24	26	ACSTI, Shimla	Ms.Shivani Sharma
4	Programme on Internal checks and Control	Sr. Managers/Managers of all Cooperative Banks	3 Days	24	26	ACSTI Shimla	Dr. Vishal Thakur
MAY 2024							
5	Programme on Cybercrime and Digital Banking	EA/JC of all Cooperative Banks	3 Days	2	4	ACSTI, Shimla	Sh. Abhimanyu Thakur
6	Workshop on Investment Audit	Internal Auditors of all Cooperative Banks	1 Day	4	4	ACSTI, Shimla	Sh. Dola Singh
7	Self-sustenance through improved Governance and Management of Resources	PACS Board Members, ARCS Una (Block Level)	2 Days	7	8	ACSTI, Shimla	Ms.Shivani Sharma
8	Programme on NPA and Recovery Management	Branch Managers of all Cooperative Banks	3 Days	13	15	ACSTI, Shimla	Dr. Vishal Thakur
9	Mtc. of office record, Diary & Dispatch/ Receipt, Examination of PUCs, Preparation of Noting and Drafting and Office Dealing, Service Rules, P& A Rules, etc.	EA/JC of all Cooperative Banks	3 Days	16	18	ACSTI, Shimla	Sh. Abhimanyu Thakur
10	Programme on Developing PACS as MSC	Functionaries of PACS under ARCS, Bilaspur	3 Days	20	22	ACSTI, Shimla / Bilaspur	Sh. Dola Singh & Sh. Abhimanyu Thakur
11	Online workshop on PACS as DMA	Secretaries of PACS	1 Day	28	28	ACSTI, Shimla	Ms.Shivani Sharma
JUNE 2024							
12	Programme on Developing PACS as MSC	Functionaries of PACS under ARCS, Chamba	3 Days	5	7	Chamba	Ms.Shivani Sharma & Sh. Dola Singh
13	Online Workshop on Computerization of PACS	Secretaries of PACS	1 Day	11	11	ACSTI, Shimla	Sh. Abhimanyu Thakur
14	Programme on Developing PACS as MSC	Functionaries of PACS under ARCS, Shimla	3 Days	19	21	ACSTI, Shimla	Dr. Vishal Thakur

S. No.	Name of the Programme	Target Group	Duration	Date		Venue	Course Coordinator
JUNE 2024							
15	Workshop on Revenue Laws in Banking	EA/JC of all Cooperative Bank	1 Day	24	24	ACSTI, Shimla	Ms.Shivani Sharma
16	Programme on Fraud and Embezzlement	Managers of all Cooperative Banks	3 Days	27	29	ACSTI, Shimla	Ms.Shivani Sharma
JULY 2024							
17	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Sirmour	3 Days	4	6	ACSTI, Shimla	Sh. Abhimanyu Thakur
18	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS Hamirpur	3 Days	10	12	Hamirpur	Dr. Vishal & Sh. Abhimanyu Thakur
19	Workshop on Reporting and compliance	EA/JC of all Cooperative Banks	1 Day	20	20	ACSTI, Shimla	Sh. Dola Singh
20	Programme on Banking Law and Practice and legal aspects to Loan proposals	Managers/AM of all Cooperative Banks	3 Days	22	24	ACSTI, Shimla	Ms.Shivani Sharma
21	Programme on Banking Operations and Procedure	EA/JC of all Cooperative Banks	3 Days	24	26	ACSTI, Shimla	Ms.Shivani Sharma
AUGUST 2024							
22	Self-sustenance through improved Governance and Management of Resources	PACS Board Members, ARCS Kangra	2 Days	1	2	Dharamshala	Dr. Vishal & Sh. Abhimanyu Thakur
23	Programme on Revenue Laws in Banking	Branch Managers of all Cooperative Banks	3 Days	6	8	HPRTI, Jogindernagar	Ms.Shivani Sharma & Sh. Dola Singh
24	Online Workshop on Computerization of PACS	Secretaries of PACS	1 Day	13	13	ACSTI, Shimla	Sh. Abhimanyu Thakur
25	Programme on Income Tax, TDS and GST	EA/JC of all Cooperative Banks	3 Days	21	23	ACSTI, Shimla	Ms.Shivani Sharma
26	Training Programme for Fisheries Cooperative Societies	Official and Non-Official of Fisheries Cooperative Societies	2 Days	28	29	Bilaspur	Sh. Dola Singh & Sh. Abhimanyu Thakur
SEPTEMBER 2024							
27	Programme on Loan Documentation, NPA and Recovery Process	Identified Person/EA/JC of all Cooperative Bank	3 Days	5	7	ACSTI, Shimla	Sh. Abhimanyu Thakur
28	Business Development, Profit Planning and Diversification	Br. Managers/Asstt. Managers of all Cooperative Banks	3 Days	11	13	ACSTI, Shimla	Dr. Vishal Thakur
29	Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Keylong	3 Days	17	19	Keylong	Sh. Dola Singh & Sh. Abhimanyu Thakur
30	Programme on Customer Behaviour and Communication Skills	Junior Clerks of all Cooperative Banks	3 Days	23	25	ACSTI, Shimla	Ms.Shivani Sharma
31	Orientation Programme	Employees of Mandi UCB	1 Day	26	26	ACSTI Shimla/Mandi	Dr. Vishal Thakur
OCTOBER 2024							
32	Management Development Programme	Senior Managers/Managers of all Cooperative Banks	3 Days	3	5	ACSTI, Shimla	Ms.Shivani Sharma
33	Programme on Business Development Planning and Diversification	Secretaries of PACS under ARCS, Kangra	3 Days	8	10	Kangra	Ms.Shivani Sharma & Sh. Dola Singh
34	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Sirmour	3 Days	14	16	ACSTI, Shimla	Dr. Vishal Thakur

S. No.	Name of the Programme	Target Group	Duration	Date		Venue	Course Coordinator
OCTOBER 2024							
35	Self-sustenance through improved Governance and Management of Resources	PACS Board Members, ARCS Hamirpur (Block Level)	2 Days	22	23	ACSTI, Shimla	Sh. Abhimanyu Thakur
NOVEMBER 2024							
36	Self-sustenance through improved Governance and Management of Resources	PACS Board Members, ARCS Kinnaur	2 Days	4	5	ACSTI, Shimla	Dr. Vishal Thakur
37	Know Your Customer, PMLA and Customer Protection	EA/Junior Clerks of all Cooperative Bank	3 Days	6	8	ACSTI, Shimla	Ms.Shivani Sharma
38	Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS Circle Kullu	3 Days	12	14	ACSTI, Shimla	Sh. Dola Singh
39	Programme on Banking Operations and Procedure	EA/JC of all Cooperative Banks	3 Days	18	20	ACSTI, Shimla	Ms.Shivani Sharma
40	Self-sustenance through improved Governance and Management of Resources	PACS Board Members, ARCS Sirmaur (Block Level)	2 Days	27	28	ACSTI, Shimla	Sh. Abhimanyu Thakur
DECEMBER 2024							
41	Programme on Leadership, Customer Relationship and Team Building	Br. Managers/Asstt. Managers of all Cooperative Banks	3 Days	5	7	ACSTI, Shimla	Ms.Shivani Sharma
42	Workshop on Cash Management, Fake Notes and Deposit mobilization	JCs/Cashier of all Cooperative Banks	1 Day	12	12	ACSTI, Shimla	Sh. Dola Singh
43	Programme on Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS, Hamirpur	3 Days	17	19	RICM, Chandigarh	Ms.Shivani Sharma & Dr. Vishal Thakur
44	Developing PACS into Multipurpose Societies	Functionaries of PACS under ARCS Circle Una	3 Days	17	19	Una	Sh. Dola Singh & Sh. Abhimanyu Thakur
JANUARY 2025							
45	Programme on Customer Behaviour and Communication Skills	EA/JC of all Cooperative Banks	3 Days	2	4	ACSTI, Shimla	Ms.Shivani Sharma
46	Programme on Business Development Planning and Diversification	Secretaries PACS under of ARCS, Bilaspur	3 Days	7	9	ACSTI, Jalandhar	Ms.Shivani Sharma & Sh. Dola Singh
47	Personality Development Programme	Subordinate Staff of all Cooperative Banks	3 Days	13	15	ACSTI, Shimla	Sh. Dola Singh
48	Online Workshop on Computerization of PACS	Secretaries of PACS	1 Day	28	28	ACSTI, Shimla	Sh. Dola Singh
FEBRUARY 2025							
49	Capacity Building cum Exposure visit	Delegates/DCB members of HPSCB	7 Days				
50	Training Programme for Fisheries Cooperative Societies	Official and Non-Official of Fisheries Cooperative Societies	2 Days	6	7	Bilaspur	Ms.Shivani Sharma & Sh. Abhimanyu Thakur
51	Personality Development Programme	Subordinate Staff of all Cooperative Banks	3 Days	24	26	ACSTI, Shimla	Ms.Shivani Sharma
52	Developing PACS into Multipurpose Societies	Functionaries of PACS under of ARCS, Bilaspur	3 Days	26	28	ACSTI, Jalandhar	Dr. Vishal & Sh. Abhimanyu Thakur
MARCH 2025							
53	Personality Development Programme	Subordinate Staff of all Cooperative Banks	3 Days	3	5	ACSTI, Shimla	Sh. Abhimanyu Thakur

INFRASTRUCTURE OF ACSTI, SHIMLA



Conference Room



Hostel Room



Art of the State - Auditorium



Glass House



Library



Dining Hall



hpscb
(Scheduled Bank)

The Himachal Pradesh State Co-operative Bank Ltd. (Scheduled Bank)

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