



वैकुंठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान

VAIKUNTH MEHTA NATIONAL INSTITUTE OF CO-OPERATIVE MANAGEMENT

(A National Institute under the aegis of National Council for Cooperative Training (NCCT),

Promoted by Ministry of Cooperation, Government of India)

Ref. No.Trg.Prog./GM/2023-2024

Dated:10-05-2023

To,

The Chairman / Managing Directors

- 1) District Central Cooperative Banks (All)
- 2) State Cooperatives Bank (All)
- 3) Urban Co-operative Banks (All)
- 4) Cooperative Sugar Factories (All)
- 5) Cooperative Milk Federations (All)
- 6) State Cooperative Consumer Federations (All)
- 7) Maharashtra State Cooperative Marketing Federation

Subject: Training Programme on “Conducting Board Meetings, Annual General Meeting, Writing of Proceedings, and Annual Reports & State Cooperative Societies Act” organized during 07th June to 09th June 2023 – forwarding of nominations Reg.

Sir,

There are number of Cooperative Societies working under credit and non-credit sector. These sectors are managed by elected board of Director. Being democratic organization decisions are taken in the board meeting, which are to be implemented by the executives of the organization. In the democratic organization, the board is accountable to its members. Various committees and sub committees are formed for the management of the society. Issues like financial, business and administrative are discussed in the meeting of the society and the decisions are taken for the betterment of social and economic benefits of its members. These meetings are to be conducted in the framework of byelaws of society in conformity of the respective cooperative societies act. Likewise, various reports are to be prepared, which may be placed before the board members and members of the society. Drafting of proceeding and reports has its own legal and administrative importance and utmost care to be taken while drafting the proceedings and reports.

Keeping this in view training programme on “Conducting Board Meetings, Annual General Meeting, Writing of Proceedings, Annual Repots & State Cooperative Societies Act” is planned to be to be conducted at VAMNICOM, Pune from 07th June to 09th June 2023.

Objectives of the programme:

1. To understand the importance of Board Meeting in Cooperatives.
2. To learn preparation of Agenda, Agenda Notes & Proceedings of the meetings.
3. To develop understanding about AGM & Annual Report of the Cooperatives.



(संस्थान हिंदी पत्राचार का स्वागत करता है।)

COOPERATIVE ENTERPRISES BUILD A BETTER WORLD

सावित्रीबाई फुले पुणे विद्यापीठ मार्ग, पुणे - 411 007 महाराष्ट्र, भारत Savitribai Phule Pune University Road, Pune – 411 007, Maharashtra, India

PHONE : +91-20-25701000 /25528974, Web-site : www.vamnicom.gov.in, E-mail : cmdp@vamnicom.gov.in

GSTIN No. : 27AAEAN3477B1ZO PAN : AAEAN3477B

Programme Contents

1. Management of cooperatives and state cooperative societies Act – Provisions
2. Preparation for convening the board meeting- Notice, preparation of Agenda, Agenda Notes, etc.
3. Writing of proceedings of various meeting and its legal importance
4. Annual General Meeting –its importance and various records to be prepared for AGM
5. Preparation of Annual Reports and its importance

Venue:-

Vaikunth Mehta National Institute of Cooperative Management, Savitribai Phule Pune University Road, Near Pune University Main Gate, Pune 411 007, Maharashtra

Duration: 07th - 09th June 2023 (3 days)

Boarding and Lodging: -

The participants will be provided boarding and lodging on double occupancy basis. The accommodation for the participants will be available in the campus of the Institute from the evening of 06th June, 2023 to 10th June, 2023 (Morning).

Programme Fee:-

The Programme fee is Rs.6000/- (Rs.6000/- only) + 18% GST (Total Rs.7080/-) per participant which covers training cost, boarding and stay in our campus.

Fees may be sent by

NEFT: - The Saraswat Cooperative Bank VAMNICOM Branch,

A/c No. :- ZSKUNT0000100033, **IFSC –** SRCB0000001

Nominations: Please send the nominations in the enclosed proforma to Dr. Girish Mangleek, Programme Director, Vaikunth Mehta National Institute of Cooperative Management, Pune Savitribai Phule Pune University Road, Ganesh kind, Pune – 411007 or mail to mdpvamni@gmail.com preferably before 30th May, 2023, so as to make necessary arrangements timely.

For any queries Please feel free to contact the undersigned.

Dr. Girish Mangleek, Programme Director, Mobile: +91-9868152425

Email: mdpvamni@gmail.com

Encl - Nomination Form

Yours faithfully

(Dr. Girish Mangleek)

Programme Director

वैकुंठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान पुणे -411 007

VAIKUNTH MEHTA NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT, PUNE 411 007

बोर्ड की बैठकें आयोजित करने, कार्यवाही का एजीएम का कार्यवाही लेखन, वार्षिक रिपोर्ट और राज्य सहकारी समिति अधिनियम पर प्रशिक्षण कार्यक्रम

Training programme on conducting Board meetings, AGM writing of proceedings, Annual Report and State Cooperative Societies Act
(07-09 June 2023)

नामांकन प्रपत्र
NOMINATION FORM

अधिकारी का नाम Name of the Officer					
पद Designation					
प्रायोजित करने वाली संस्था का नाम Name of the Sponsoring Organisations					
संस्था का जीएसटी संख्या GST No. of the Organisations					
पत्राचार का पता Mailing address					
शहर City		पिन कोड Pin Code		राज्य State	
दूरभाष Phone		फैक्स नं. Fax No			
ई-मेल E-Mail		वेबसाइट Website			
नामांकित व्यक्ति की व्यक्तिगत जानकारी <i>Nominated Persons personal Information</i>					
पत्राचार/आवासीय पता Mailing /Residential Address					
Category Gen/SC/ST/OBC/NT/Minority /					
आधार संख्या / Aadhar No.					
मोबाईल नं. Mobile No.		ई-मेल आई डी E-Mail id			
डिमांड ड्राफ्ट / शुल्क की जानकारी (संख्या, दिनांक, राशी इ.) Demand Draft or Mode of Payment Details (No, Date, Amount etc.)		DD No./UTR No. _____ Name of the Disbursing Bank :- _____ Date :- _____			

Programme fee of Rs @ 2000/- per day per participant + 18% GST for three days total = Rs.7080/- may be sent by NEFT/DD.

प्रायोजित करने वाले प्राधिकारी के मुहर व हस्ताक्षर
SIGNATURE AND SEAL OF THE SPONSORING AUTHORITY