



# Co-Vitae

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*(A Monthly News Letter)*

**Institute of Co-operative Management, Guwahati –  
781036**

Website: [icmguwahati.gov.in](http://icmguwahati.gov.in) E-mail: [icmghy@sancharnet.in](mailto:icmghy@sancharnet.in)

Phone: 0361- 2334881, TeleFax: 0361- 2334880

## *PROACTIVE MANAGEMENT*

“Be pro- active” is the right quality of an effective people as remarked by Stephen R. Covey. To cope up with the changes in the environment; Pro- Active Management has become the mantra for the success of modern organizations, As it is rightly stated that the power of the consumer drives the engine of growth in the marketability of the organization. As such Pro- active Mechanism and implementing strategies have become the driving force to cope with the workforce expectations and demands. Ever changing business environment requires periodic and Pro- Active realignment of the organization to match the market realities. To facilitate the same Pro- Active Management Programmes may be floated to ensure that the organization is ‘Pro- Active’ in its response to critical incidents. A peer trained in emergency emotional first aid with the mandate to be proactive is to ensure that others have been Pro- Active a traumatic or emotionally grouping incident in the workplace.

*Let's cherish a Pro- Active Culture!*

**Editorial Board: Sri S.K. Singh & Sri B. Prasad**

**Dr. A. K. Roy**

**Principal**

**Joint Editors: Dr. I. A. Khan & Sri A. K. Mahato**

**SNIPPET ABOUT ICM GOAL ATTAINMENT**

**February'2007**

#### From Customer Satisfaction to Customer Delight:

*In order to promote Superior Customer Services in Co-operatives, the training module on Customer Delight was highly appreciated by the participants being sponsored by the RCS, Meghalaya as a campus programme at the Institute. This is a deviant trend to delight the participants and the feedback by the sponsoring organizations was much motivating.*

#### Accounts Management: The Fabric of Handloom

*To strengthen the system of Account Keeping with the Handloom Co-operative in Meghalaya the Institute conducted an outstation Programme at Phulbari (Meghalaya) being sponsored by Co-operative Department, Govt. of Meghalaya.*

#### Vocation as a Profession

*Vocational Programme on Horticulture was organized in Arunachal Pradesh for encouraging women to undertake as a profession for their better livelihood.*

#### AUTOMATION IN COOPERATIVES:

*One-week training programme on Computer Application and Information Technology tool organized at Arunachal Pradesh. The idea is commensurate with the demand of office automation and e-management through computerization. The trainees of cooperative institutions were enthused for developing a computer friendly culture to ensure efficiency and become effective in office management.*

#### SELF-MANAGING LEADERSHIP:

*To harness leadership within a Programme on Self Managing Leadership in collaboration with Prajapita Brahma Kumaris Ishwariya Vishwa Vidyalaya was successfully organized as flag programme of the month.*

#### COOPERATIVE LAW FOR ADMINISTRATORS:

*The Institute has collaborated with Administrative Training Institute, Naharlang for an exposure programme on Cooperative Law for the Administrators of Govt. of Arunachal Pradesh.*

## TRAINING PROGRAMMES CONDUCTED DURING

February'2007

| <i>SL. No.</i> | <i>Name of the Programme</i>   | <i>Duration</i>                 | <i>No. of Participants</i> |
|----------------|--|---------------------------------|----------------------------|
| 1.             | <i>MDP on Customer Delight.</i>  | <i>05-02-2007 to 08-02-2007</i> | 15                         |
| 2.             | <i>Training Programme on Accounts Keeping for Handloom Cooperatives- Phoolbari (Meghalaya).</i>        | <i>05-02-2007 to 08-02-2007</i> | 24                         |
| 3.             | <i>Short Term Programme on Processing and Marketing of Horticulture produces (Arunanchal Pradesh).</i> | <i>05-02-2007 to 10-02-2007</i> | 30                         |
| 4.             | <i>Short Term Programme on Computer Awareness for personnel of APSCU (Arunanchal Pradesh)</i>          | <i>06-02-2007 to 09-02-2007</i> | 11                         |
| 5.             | <i>Training of Trainers (TOT) Programme for JTC's of North East.</i>                                   | <i>19-02-2007 to 23-02-2007</i> | 16                         |
| 6.             | <i>One day Programme on Self Managing Leadershi.</i>   | <i>23-02-2007</i>               | 26                         |
| 7.             | <i>Programme on Cooperative Law for State Administrators of Arunanchal Pradesh.</i>                    | <i>26-02-2007 to 02-03-2007</i> | 16                         |

*Progress of Training Programmes  
(April 2006 to February'2007)*

*No. of Participants trained :*

*2109*

*No. of Training Weeks .*

**3**

**COOPERATIVE CONGRESS**

*The 15<sup>th</sup> Indian Cooperative Congress will be convened by NCUI, New Delhi on 26<sup>th</sup> & 27<sup>th</sup> March 2007. Hon'ble Vice-President of India Shri Bhairon Singh Shekhawat has kindly consented to inaugurate the Congress. The venue to the congress will be Siri Fort Auditorium, August Kranti Marg, New Delhi-11016. The Theme of the Congress will be "Reforms, initiative- Vision for Autonomous and Competitive Cooperatives". The nomination of delegates from Cooperative Institutions is solicited.*

*Event Management*

The Programme Advisory Committee meeting was held at the Institute on 13.02.2007 the chairmanship of Smt. J. Phukan, Addl. RCS, ASSAM and attended by other valuable member representatives.

Dr. A. K. Roy, Principal participated in the 40<sup>th</sup> Conference of Regional Directors / Principals of Regional / Institute of Cooperative Management at headquarter New Delhi from 20-21 February 2007.

Dr. A. K. Roy principal delivered a talk on 'Transactional Analysis' for the officers of United Bank of India on 28/02/2007 at IIBM, Guwahati.

Publication

Success Story - "Meghalaya Cooperative Apex Bank Ltd., Marching Ahead" by Dr. A. K. Roy published in The Cooperator Jan 2007 of NCUI New Delhi.

An Article "Dream Management for Cooperatives" by Dr. I. A. Khan published in ICA Asia Pacific Website-[icaroop.coop](http://icaroop.coop)

### ICM's Gallery:

ICM's WEB SITE has been developed and launched/upload with the help of National Informatics Center (N.I.C.), Guwahati as [www.icmguwahati.gov.in](http://www.icmguwahati.gov.in)

The electronic documentation in a Compact Disc (C.D.) about ICM is in process to furnish detail information electronically.

### Mantra for Success

*"Excellence is not a skill,  
It is an attitude" – Ralph Marston*

