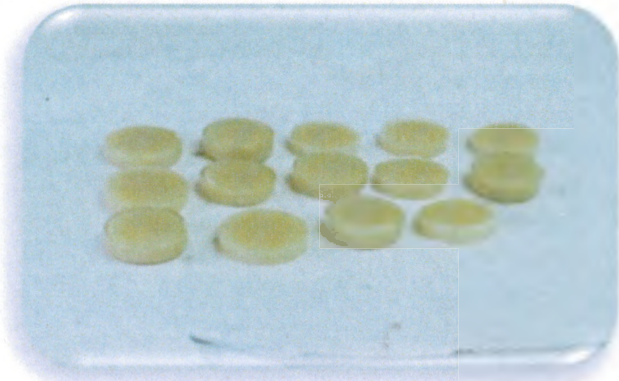


Annual Report

2013-14



Extension Training Centre

Nongsder, Meghalaya 793 103

Annual Report

2013-14



Extension Training Centre
Nongsder, Meghalaya - 793 103

ANNUAL REPORT
OF
EXTENSION TRAINING CENTRE
NONGSDER, MEGHALAYA
FOR THE YEAR
2013-14

Foreword

On the sixteenth day of January, 2014, the ETC completed two years of its existence as a registered society and as an autonomous institution under the administrative control of the Department of Community and Rural Development Department, Government of Meghalaya.

The ETC is a dedicated training centre aimed at nurturing the rural community members to become viable citizens. Germane to the vision and mission of ETC, our intention is to help the trainees to understand the processes and techniques in which they are engaged as agents of development. One may say, two years is too short a time for the ETC to credit itself as a catalyst of change. But there is no denying the fact that the ETC within this short span of time has already conducted 120 trainings and capacity building programmes ranging from Bookkeeping to computer literacy. In all these programmes we have been able to meet face to face 4206 participants and many of them never failed to inspire the ETC through their feedback often urging the ETC to organize more and more training and capacity building programmes for the benefit of the entire rural masses.

Although the ETC comprised a minuscule number of personnel, yet we believe that strength does not lie in numbers but in the dedication of the Faculty and Support Staff who willingly commit themselves to serve the ETC. However, it may also be emphasized that against the backdrop of rising cost of living, it is important that employee benefits and incentives would have to be leveraged not only for retaining key personnel but also for realizing the full potential of human resources available at ETC. Therefore, the ETC does deserve financial support from the Government, both central and state, the rationale being that the ETC has potentials to carry forward the policy designs and narratives of the Government for the cause of rural development.

In this edition of our Annual Report for FY 2013-14, the ETC would like to place on record a deep sense of gratitude to Shri K.N. Kumar, Principal Secretary, Community and Rural Development, Government of Meghalaya, Shri Akash Deep, Director, Community and Rural Development and ex- chairman Governing Body of ETC, Smt. Pooja Pandey, Deputy Commissioner Ri Bhoi cum Chairperson, Governing Body of ETC and Shri T. Lyngwa, Director, SIRD for their support in all the endeavours undertaken by ETC. We are ever thankful to Ministry of Rural Development, GOI, the NIRD and all those people who always reposed their confidence in our ability.

We continue to welcome your opinions, critiques and suggestions for our betterment.

Thank you,



G.S. Lyndem
Principal
ETC, Nongsder

Dr. Pooja Pandey, I.A.S.,
Deputy Commissioner
Ri Bhoi District, Nongpoh.



MESSAGE

I am happy that the ETC is bringing out the second edition of annual report highlighting the performance of FY 2013-14. The ETC is a sub-state level training institution with a mandate to impart trainings to the people at the grassroots level. Having associated with the ETC, I have noticed that the ETC has given its best to meet the objectives for which it was established. With support from the Government and Development Agencies, I have no doubt that the ETC can perform even better in the years to come.

I wish ETC good luck and success.

Dr. Pooja Pandey

Annual Report of ETC Nongsder, Meghalaya
2013-14

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CHAPTER -1

Introduction

Ministry of Rural Development gives emphasis on capacity building of rural development functionaries and other stakeholders to enhance the effectiveness of implementation of various rural development programmes across the country. Qualitative improvements in the delivery system at the grassroots level are possible only when the skills and knowledge of elected representatives and officials of the RD related departments are properly developed. Capacity development and training formed the most strategic aspect in effectively implementing rural development schemes, policies and plans of the government. Effective implementation of centrally sponsored rural development programmes like MGNREGA involves complex and multi-layered processes. Further, the recent amendments to MGNREGA 2005 has necessitated

enhancement of capacity building of all stakeholders to achieve expected outcomes. The stakeholders need to fully internalize the new implementation structures of the programme, the importance of social mobilisation and the procedural details involved as well as the relevant technical issues.

The Ministry of Rural Development, Government of India institutionalized a three-tier process of training and capacity building for rural development on pyramidal basis, the NIRD at the national level, the SIRDs at State level and the ETCs at the regional level. Presently, the ETC, Nongsder caters to the training needs of all block level extension officials, beneficiaries of RD programmes, NGOs, CBOs, AEC/VEC members, members of local institutions and all other block and village level organizations and workers.



Objectives of the ETC:

Drawn from the MOA, the basic objectives of ETC are the following:

- a) To provide a forum for training and other training related activities in the field of rural development and for exchange of views on training as a profession
- b) To provide and exchange information on training techniques, methodology and materials, to establish and maintain libraries and disseminate information and to actively promote inter-institutional cooperation and collaboration in training between its members and other training institutions
- c) To assist, promote and collaborate with individuals and organizations regarding development of training programmes as an integral part of continuing education for stakeholders in development process in various public systems
- d) To promote greater integration and cooperation among individuals and organizations realizing the inter-disciplinary nature for rural development and the imperative need of such cooperation in the wider public interest
- e) To do either alone or in conjunction with other organizations such other acts and undertake such other activities and to create such other structures, institutions and organizations as may be found incidental or conducive to the better realization of above listed objectives

Vision

The ETC would become the centre of excellence, which is resilient, progressive and creative.

Mission

That being the catalyst of training and capacity building activities at the sub-state level, the ETC would impart training, build the capacity of the stakeholders, and transfer the skills to the target groups in response with the changing situations

Meaning of Logo

The Logo represents our efforts to empower the Rural Masses, through improved knowledge, understanding Skills, attitude and behavior in order to create a ripple effect to the entire rural development process.

CHAPTER - 2

Activities of the ETC during the year 2013-14

Capacity Building Programme on Book Keeping under Organization of Training Courses (OTC) sponsored by MoRD

Proper maintenance of records is one of the critical factors to ensure success in the implementation of any schemes/programme in order to facilitate systematic collection of information and for complete transparency and accountability. During the year 2013-14, the ETC Nongsder conducted 4 numbers of programmes on maintenance of records for the village level institutions where a total of 147 participants participated.



Training Programme on Planning & Management of IAY sponsored by NIRD and MoRD

Indira Awaas Yojana (IAY) is an anti-poverty programme primarily meant to meet the housing needs of rural poor. Adequate housing is not just mere provision of four walls and a roof but implies, inter alia, access to basic services such as water, electricity,

sanitation, healthcare, education, livelihoods and security of tenure – all of which are essential for dignified living, personal growth and social well-being in a productive rural society. Making these services available can be ensured through the convergence of schemes and mutual efforts of the government, PRIs, CBOs and the people themselves. In this light the programme is designed with the following objectives:

- The process of planning and implementation of IAY
- Problems and prospects of convergence practices with appropriateness to household needs of the rural poor
- Disaster specific cost effective housing techniques and technologies

4 programmes were conducted by ETC during 2013-14 with 154 participants attended which comprised Block Officials, VECs Elected Representatives and few NGO representatives who are involved in mobilising the rural poor in making their houses.



Backward Regions Grant Fund (BRGF)

The BRGF envisages the strengthening of villages and municipal level institutions and their capacity building in terms of local level governance, planning, decision making, and programme implementation and monitoring. The ETC Nongsder has conducted 16 programmes and a total of 502 participants were trained during the year 2013-14.



Training of Trainers (ToT-III) on NRLM sponsored by NIRD and MoRD

NRLMs mandate is to reach out to all poor families, build their capacity to source and utilize the source to leverage institutional credit and link them to sustainable livelihoods opportunities and nurture them till they come out of poverty and enjoy a decent quality of life. Thus, the NRLM mission is "To reduce poverty by enabling the poor households to access gainful self employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institution of the poor." The ETC has conducted a series of ToTs on National Rural Livelihood Mission (NRLM) with

emphasizes on SHG formation and nurturing, formation of SHG federations and their role, micro-credit planning and about NRLM. During the year 2013-14, the ETC had conducted 12 numbers of ToTs on NRLM and a total of 352 participants were trained.

Capacity Building on Good Governance for Effective Implementation of MGNREGA

Nowadays, the terms 'Governance' and 'Good Governance' have become catchwords in the development discourse. Governance is defined as a process of decision making and the process by which decisions are implemented. It denotes both political and administrative functions to ensure moral behaviour and ethical conduct in the task of governing. Good Governance is, among other things, participatory, transparent and accountable, effective and equitable, and it promotes the rule of law. It ensures that political, social and economic priorities are based on broad consensus in society and that the voices of the poorest and the most vulnerable are heard in decision-making over the allocation of development resources. Absence of good governance acts as a formidable hurdle in the achievement of proper development. It is necessary to provide the best benefit to a large number of stakeholders at the grass root levels particularly, those who are responsible for planning, execution and implementation of MGNREGA. As a result of good governance there will be better management and functioning of government programmes including other works and activities that village institutions performed.

Block Level Workshop on NRLM

Two Block Level Workshops on NRLM were organized on 13-14 June 2013 at Mawkyrwat Block of South West Khasi Hills and on 19-20 June 2013 at Dalu Block of West Garo Hills District. A total of 63 participants participated in the workshop comprising SHG members, NGO representatives and Block officials. The workshop focussed on NRLM, the implementing structure in the Pilot Blocks and CRP strategies in Meghalaya, SHG Bank Linkages, Institution Building & Capacity Building. A field exposure visit to successful SHGs and Federations was carried out in the second day.



Mawkyrwat Block



Dalu Block

Awareness on SHGs and Co-operative Societies

Awareness on SHGs and Co-operative Societies was conducted during the 12th and 13th August 2013 at Larnai Village under Thadlaskein C&RD Block. A total of 45 participants attended the programme consisting of the villagers of Larnai Village. The objective of the programme was to make aware of the importance of SHGs, mobilization of savings, delivery of credit to the needy, management of group funds, repayment of loans, leadership and establishing linkage with banks.

Training Programme on Soap Making

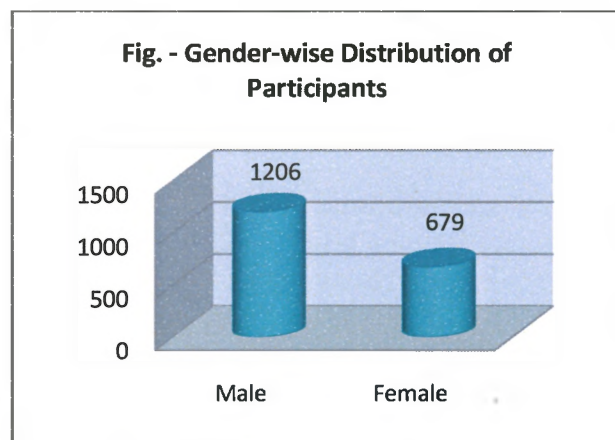
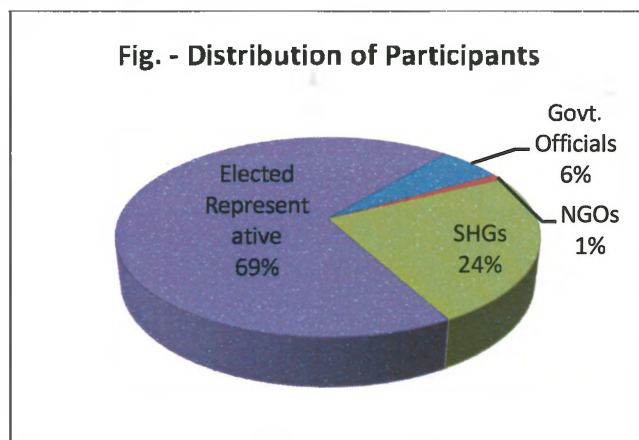
Training on soap making was organised from 17th to 21st February 2014 based on the demand and requirement of the SHGs as part of their income generating activity. The programme was conducted by two resource persons Kong Kristy and Dr. Loko who have vast knowledge and experience in this trade. Both the resource persons concentrated on the simplest and easiest steps and methods of making soap taking into consideration the participants' level of understanding and affordability. The programme was attended by 40 SHG members who promised to transfer their skills to other members.



CHAPTER - 3

Training Performance during April, 2013-March, 2014

During the year 2013-14, a total of 55 training programmes were conducted both in-campus and off-campus. A total of 1885 participants have been trained. The category-wise distribution of the participants included - Government officials 107, Elected Representatives 1303, SHGs 457 and NGOs 18.



Trainings conducted during April, 2013 to March, 2014

S.No.	Name of the programme	Venue	Target groups	No. of programmes conducted	Nos. attended/ trained
1.	Capacity Building on Book Keeping under OTC	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	4	147
2.	Planning & Management of IAY	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	4	154
3.	Capacity Building on BRGF	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	16	502
4.	Capacity Building on Book Keeping	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	3	137
5.	ToT-III on NRLM	In-campus & Off-campus	Block officials/ NGOs/SHGs/ Women's group	12	352
6.	Good Governance for Effective Implementation of MGNREGA	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	13	485
7.	Block Level Workshop on NRLM	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	2	33
8.	Awareness on SHG and Co-operative Society	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	1	45
Total				55	1885

Trainings to be conducted from April, 2014 – March, 2015

S.No.	Name of the programme	Venue	Target groups	No. of programmes	Expected no. of participants
1.	Capacity Building Programme on Book Keeping under OTC	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	40	1200
2.	Course on Flagship Programmes under OTC	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	10	300
3.	ToT-III on NRLM	In-campus & Off-campus	Block officials/ NGOs/SHGs	10	250
4.	Capacity Building Programme on BRGF	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	10	300
5.	Training on ICT Skills for Rural Development	In-Campus	Block officials/ PEC/VEC/NGOs	10	300
6.	Planning & Management of IAY	In-campus & Off-campus	Block officials/ PEC/VEC/NGOs	5	175
Total				85	2525

Training Performance at a glance: FY 2011-12, 2012-13 & 2013-14

2011-12		2012-13		2013-14	
Programmes Conducted	Participants Trained	Programmes Conducted	Participants Trained	Programmes Conducted	Participants Trained
54	1858	65	2321	55	1885

** Proposed trainings for 2014-15 shown in Training Calendar*

Ongoing Research Studies 2013-14

Joint study of SIRD and ETC on "Impact of MGNREGS on women Participation in the Development Process".

Training Techniques used in ETC

Lecture-cum-Discussion

Group Discussions

Exercises/Hands-on Sessions

Field /Exposure Visits

Simulation Games

Journals subscribed

- Economic and Political Weekly
- Kurukshetra
- Journal for Rural Development by NIRD Hyderabad

Programmes conducted in coordination with network-partners

1. Information Communication Technology with National Informatics Centre, Meghalaya State Centre, Shillong and Department of Cooperatives, Ri Bhoi
2. Training and Capacity Building for SHGs with Ri Bhoi Area Welfare Association
3. Water and Sanitation with Public Health Engineering Department, Ri Bhoi and RAWA
4. Backward Region Grant Fund with District Rural Development Agencies
5. Capacity Building Programme with Food & Nutrition Board, GOI
6. Soap making training programme with Unitarian Union, North Eastern India, Shillong
7. Indira Awas Yojana (IAY) Training with State Council of Science Technology and Environment, Planning Department, GOM

Third Governing Body Meeting

- ❖ The Third Governing Body meeting was held on 20th May, 2014 in the office chamber of the Deputy Commissioner Ri-Bhoi, Nongpoh under the chairmanship of Dr. Pooja Pandey.



Third Governing Body Meeting of ETC, Nongsder

CHAPTER - 4

Annual Accounts



Kiron Joshi & Associates

Chartered Accountants

Regn. No. 313048 E

D B Building : G S Road, Shillong - 793 001, Phone : 2223727, Fax : (0364) 2224847, Email : kjfca07@gmail.com

AUDITOR'S REPORT

We have verified the attached Balance Sheet as at 31.03.2014 and the annexed Income & Expenditure Account and Receipts & Payments Account for the year ended on that date of **EXTENSION TRAINING CENTRE : NONGSDER : RI BHOI DISTRICT : MEGHALAYA** with the books of accounts and supportings as made available to us for verification and certify that we have found the same in agreement therewith.

For KIRON JOSHI & ASSOCIATES
Chartered Accountants



KIRON JOSHI
(Membership No.051046)

Place : Shillong
Date : 09.06.2014

**EXTENSION TRAINING CENTRE
NONGSDER : RI BHOI DISTRICT : MEGHALAYA**

BALANCE SHEET AS AT 31.03.2014

LIABILITIES		ASSETS	
<u>CAPITAL FUND</u>		<u>FIXED ASSETS</u>	
Opening Balance	23246291.63	Buildings	
(-) Excess of Expenditure over income	<u>2704037.00</u>	Opening Balance	6048511.00
	20542254.63	(+) Addition during the year	<u>0.00</u>
			6048511.00
<u>CURRENT LIABILITIES :</u>		(-) Depreciation (10%)	<u>604851.10</u>
a) VAT Payable			5443660.00
Per last A/c	413419.00	Furniture & Fittings :	
(+) Recovered during the year	<u>62782.00</u>	Opening Balance	1172424.00
	476201.00	(+) Addition during the year	<u>283420.00</u>
(-) Paid during the year	<u>447646.00</u>		1455844.00
	28555.00	(-) Depreciation (10%)	<u>131413.00</u>
b) Security Deposit			1324431.00
Per last A/c	397702.00	Office Equipments :	
(-) Paid during the year	<u>397702.00</u>	Opening Balance	677104.00
		(+) Addition during the year	<u>0.00</u>
c) Forest Royalty			677104.00
Per last A/c	70025.00	(-) Depreciation (15%)	<u>101566.00</u>
(-) Paid during the year	<u>70025.00</u>		575538.00
		Computers :	
		Opening Balance	1328208.00
		(+) Addition during the year	<u>285552.00</u>
			1613760.00
		(-) Depreciation (60%)	<u>968260.00</u>
			645507.00
		Kitchen Equipments :	
		Opening Balance	7634.00
		(-) Depreciation (15%)	<u>1145.00</u>
			6489.00
		Generator :	
		Opening Balance	130779.00
		(-) Depreciation (10%)	<u>13078.00</u>
			117701.00
		Electronic Equipments :	
		Opening Balance	1148665.00
		(+) Addition during the year	<u>0.00</u>
			1148665.00
		(-) Depreciation (15%)	<u>172300.00</u>
			976365.00

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20570809.63

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9089691.00

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9089691.00

Books

Opening Balance	78391.00	
(+) Addition during the year	<u>3000.00</u>	
	81391.00	
(-) Depreciation (60%)	<u>48835.00</u>	32556.00

Mobile Training Unit

Opening Balance	773758.00	
(-) Depreciation (15%)	<u>116064.00</u>	657694.00

Electrical Equipments

Opening Balance	423810.00	
(+) Addition during the year	<u>174438.00</u>	
	598248.00	
(-) Depreciation (15%)	<u>76654.00</u>	521594.00

P.A. System

Opening Balance	298775.00	
(-) Depreciation (15%)	<u>44816.00</u>	253959.00

External Electrification

Opening Balance	698225.00	
(-) Depreciation (10%)	<u>69823.00</u>	628402.00

INVESTMENTS :

Fixed Deposits (M&I)

Per last A/c	1000000.00	
(+) Addition during the year	<u>1000000.00</u>	2000000.00

LOANS AND ADVANCES :

Advance for :

a) Construction of Staff Qtr.		
Per last A/c		1590000.00
b) Extension of Hostel Building		
Per last A/c	2040000.00	
(+) Addition during the year	<u>100000.00</u>	2140000.00

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20570809.63

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16913896.00

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B/o Page 2

20570809.63

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14913896.00

e) Extension of Office Building
 Per lost A/c

11,00,000.00

CURRENT ASSETS

a) Cash-in-hand

b) Cash at Bank, SB A/c with

SBI Bank (Rec.)

24498.00

UCO Bank (Non - Rec.)

47725.00

SBI (Rec.)

2171485.00

SBI (Non - Rec.)

49175.63

SBI (HSA) A/c

234030.00

2526913.63

20570809.63

20570809.63

In terms of our report of even date
 for KIRON JOSHI & ASSOCIATES
 Chartered Accountants



KIRON JOSHI

(Membership No. 051046)

Place : Shillong

Date : 09.06.2014

**EXTENSION TRAINING CENTRE
NONGSDER : RI BHOI DISTRICT : MEGHALAYA**

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2014

EXPENDITURE	INCOME	
Pay & Allowances	2230793.00	Grant-in-Aid
T.A.	83613.00	a) Ministry of Rural Development
POL and Vehicle Maintenance	122889.00	Govt. of India
Office Contingencies	136034.00	b) C&RD Deptt., Govt. of
Training Programme Expenses	1593630.00	Meghalaya
BRGF Capacity Building	1600000.00	c) NIRD for NRLM
Publication	200000.00	d) BRGF (Capacity Building)
Hostel Unkeep	351203.00	e) MoRD, GOI for OTC Training
Electricity & Water Charges	225930.00	
Training Aid not covered under NR	175260.00	Interest on SB A/c
IAY Training Expenses	502600.00	M & I Account
NRLM Programme Expenses	1280000.00	Miscellaneous Receipt
OTC Training Expenses		Interest on SB A/c
MGNREGA	208420.00	
Audit Fees	37078.00	
Bank Charges	1010.00	
Miscellaneous Expenses (M&I)	11645.00	
Computer Software	163038.00	
Depreciation	2348805.00	Excess of Expenditure over Income
	<u>11271948.00</u>	<u>11271948.00</u>

In terms of our report of even date
for KIRON JOSHI & ASSOCIATES
Chartered Accountants



[Signature]

KIRON JOSHI
(Membership No. 051046)

Place : Shillong
Date : 09.06.2014

**EXTENSION TRAINING CENTRE
NONGSDER : RI BHOI DISTRICT : MEGHALAYA**

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2014

RECEIPTS	RECURRING ACCOUNT	NON - RECURRING ACCOUNT	PAYMENTS	RECURRING ACCOUNT	NON RECURRING ACCOUNT
<u>Opening Balance:</u>			Pay & Allowances	2230793.00	
a) Cash in hand	-	-	T.A.	83613.00	-
b) Cash at Bank; SB A/c with			POL and Vehicle Maintenance	122889.00	-
UCO Bank (Rec.)	23547.00	-	Office Contingencies	136034.00	-
UCO Bank (Non - Rec.)	-	2072434.00	Training Programme Expenses	1593630.00	-
SBI (Rec.)	3229244.00	-	BRGF Capacity Building	1600000.00	-
SBI (Non - Rec.)		45802.63	Publication	200000.00	-
SBI (M&I A/c)	210126.00	-	Hostel Upkeep	351203.00	-
			Electricity & Water Charges	-	225930.00
<u>Grant - in - Aid:</u>			Training Aid not covered		
a) Ministry of Rural Development,			under NR	175260.00	-
Govt. of India	2000000.00	-	IAY Training Expenses	502600.00	-
b) C&RD Deptt., Govt. of			NRLM Programme Expenses	1280000.00	-
Meghalaya	2000000.00	-	OTC Training Expenses	-	-
c) NIRD for NRLM	600000.00	-	MGNREGA	208420.00	-
d) BRGF (Capacity Building)	2000000.00	-	Audit Fees	37078.00	-
e) MoRD, GOI for OTC Training	744638.00	-	Bank Charges	860.00	150.00
			Miscellaneous Expenses (M&I)	11645.00	-
Interest on SB A/c	111244.00	88125.00	Computer Software	-	163038.00
<u>Recovery:</u>			<u>Payment of:</u>		
a) VAT	42018.00	20764.00	a) Forest Royalty	-	70025.00
b) Security Deposit	-	-	b) VAT	17683.00	429963.00
c) Forest Royalty	-	-	c) Security Deposit	-	397702.00
<u>M & I Account:</u>			<u>Purchases of:</u>		
Miscellaneous Receipt	995100.00	-	Books	3000.00	-
Interest on SB A/c	28804.00	-	Furniture	-	283420.00
			Computers	-	285559.00
			Electrical Equipments	-	174438.00
			Advance for		
			Extension Hostel Building	-	100000.00

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11984721.00

2227125.63

C/o Page 2

8554708.00

2130225.00

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11984721.00 2227125.63

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8554708.00 2130225.00

Fixed Deposit (M&I A/c)

1000000.00

Closing balances

a) Cash in hand

b) Cash at Bank: SB A/c with

UCO Bank (Rec.)

24495.00

UCO Bank (Non - Rec.)

47725.00

SBI (Rec.)

2171485.00

SBI (Non - Rec.)

49175.63

SBI (M&I A/c)

234030.00

11984721.00 2227125.63

11984721.00 2227125.63

In terms of our report of even date

for KIRON JOSHI & ASSOCIATES

Chartered Accountants



KIRON JOSHI

(Membership No. 051046)

Place : Shillong

Date : 09.06.2014

EXTENSION TRAINING CENTRE
NONGSDER : RI BHOI DISTRICT : MEGHALAYA

BANK RECONCILIATION STATEMENT AS ON 31.03.2014

a) Non - Recurring Account

Balance as per cash Book		96900.63
Balance as per pass Book		
SB A/c with SBI	47725.00	
SB A/c with UCO Bank	<u>49175.63</u>	96900.63

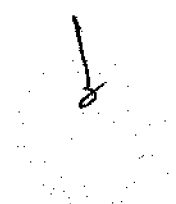
b) Recurring Account

Balance as per cash Book		2195983.00
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Add : Cheques issued but not yet presented at bank

<u>Date of Issue</u>	<u>Cheque No.</u>	<u>Amount</u>	
28.03.2014	142666	1155.00	
31.03.2014	142667	164752.00	
31.03.2014	142668	41151.00	
31.03.2014	142669	44700.00	
31.03.2014	142670	1480.00	
31.03.2014	142671	871.00	
31.03.2014	142672	5720.00	
31.03.2014	142673	12570.00	
31.03.2014	142674	30000.00	
31.03.2014	142675	150000.00	
31.03.2014	142676	<u>98328.00</u>	<u>550727.00</u>

Balance as per pass Book		2746710.00
SB A/c with SBI	2722212.00	
SB A/c with UCO Bank	<u>24498.00</u>	2746710.00



EXTENSION TRAINING CENTRE
NONGSDER : RI BHOI DISTRICT : MEGHALAYA

SIGNIFICANT ACCOUNTING POLICIES AND NOTES ON ACCOUNT
YEAR ENDING 31.03.2014

1 **ACCOUNTING CONVENTION:**

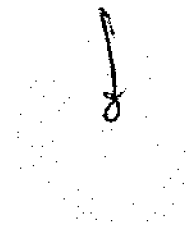
The financial statements have been prepared on the basis of historical cost convention and on the cash method of accounting.

2 **FIXED ASSETS:**

- a. Fixed assets have been stated at brought forward Written Down Value (WDV) and cost of additions as reduced by depreciation during the year.
- b. Depreciation have been provided on WDV method as per rates and manner prescribed under Income Tax Act 1961.

3 **RETIREMENT BENEFITS:**

Provision for retirement benefits to staff have not been made. The same is being charged off to revenue as and when paid.



CHAPTER - 5

Faculty Development Programme

Faculty members of the Institute are deputed to attend various seminars, conferences, workshops and training programmes as part of faculty development and enrichment process. The details of faculty participation in the various programmes are given below-

Date	Venue	Faculty Attended	Duration (Days)	Name of the Programme
29 April-3 May 2013	Kerela	P. Marbaniang E. Lyngdoh	5	Immersion/Exposure visit to SPEM, Kerela
6-10 May 2013	Andhra Pradesh	P. Marbaniang E. Lyngdoh	5	Immersion/Exposure visit to SPEM, Andhra Pradesh
1-3 July 2013	NIRD, Hyderabad	P. Marbaniang	3	ToT-III on NRLM
26- 30 August 2013	YASHADA, Pune	L. Dhar S.R. Marak	5	Design of Training (DoT)
26-30 August 2013	NIRD, Hyderabad	E. Lyngdoh	5	ToT on Planning & Management of IAY With Special Focused on Revised Guidelines
13-15 November 2013	Asian Confluence, Shillong	E. Lyngdoh L. Dhar S.R. Marak P. Marbaniang	3	Brain Dancing
18-23 November 2013	NIRD-NERC, Guwahati	P. Marbaniang S.R. Marak	5	ToT-III on NRLM
10-14 March 2014	NIRD-NERC, Guwahati	S.R. Marak	5	ToT on Training Methods and Skills

CHAPTER - 6

Training Action Plan

Training Calendar of Extension Training Centre, Nongsder for the year April, 2014 – March, 2015

S. No.	Name of the Programme	Course Code	Expected No. of Participants	Date	Duration (Days)	Venue	Course Director
1	BRGF - Capacity Building Courses	ETCNSBRGF1	30	21-25 April	5	In Campus	Shri P. Marbaniang
2	BRGF - Capacity Building Courses	ETCNSBRGF1	30	28 April-2 May	5	In Campus	Smti E. Lyngdoh
3	BRGF - Capacity Building Courses	ETCNSBRGF1	30	5-9 May	5	In Campus	Smti E. Lyngdoh
4	Training on ICT Skills for Rural Development	ETCNSICT6	30	6-8 May	3	In Campus	Shri L. Dhar
5	Training on ICT Skills for Rural Development	ETCNSICT6	30	13-15 May	3	In Campus	Shri L. Dhar
6	TOT – III on NRLM	ETCNSNRLM2	25	19-23 May	5	In Campus	Shri P. Marbaniang
7	Training on ICT Skills for Rural Development	ETCNSICT6	30	20-22 May	3	In Campus	Shri L. Dhar
8	Training on ICT Skills for Rural Development	ETCNSICT6	30	3-5 June	3	In Campus	Shri L. Dhar
9	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	9-13 June	5	Off Campus	Smti S.R.Marak
10	TOT – III on NRLM	ETCNSNRLM2	25	9-13 June	5	In Campus	Shri P. Marbaniang
11	BRGF - Capacity Building Courses	ETCNSBRGF1	30	16-20 June	5	In Campus	Smti E. Lyngdoh
12	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	16-20 June	5	Off Campus	Smti S.R.Marak
13	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	23-27 June	5	In Campus	Smti E. Lyngdoh

S. No.	Name of the Programme	Course Code	Expected No. of Participants	Date	Duration (Days)	Venue	Course Director
14	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	23-27 June	5	Off Campus	Smti S.R.Marak
15	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	30 June-3 July	4	In Campus	Shri L. Dhar
16	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	7-10 July	4	In Campus	Smti E. Lyngdoh
17	TOT – III on NRLM	ETCNSNRLM2	25	7-11 July	5	Off Campus	Shri P. Marbaniang
18	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	7-11 July	5	Off Campus	Smti S.R.Marak
19	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	7-10 July	4	Off Campus	Shri L. Dhar
20	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	21-25 July	5	Off Campus	Shri P. Marbaniang
21	BRGF - Capacity Building Courses	ETCNSBRGF1	30	21-25 July	5	In Campus	Smti E. Lyngdoh
22	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	21-25 July	5	Off Campus	Smti S.R.Marak
23	Training on ICT Skills for Rural Development	ETCNSICT6	30	30 July-1 August	3	In Campus	Shri L. Dhar
24	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	4-7 August	4	In Campus	Smti E. Lyngdoh
25	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	4-8 August	5	Off Campus	Shri P. Marbaniang
26	Training on ICT Skills for Rural Development	ETCNSICT6	30	11-13 August	3	In Campus	Shri L. Dhar
27	TOT – III on NRLM	ETCNSNRLM2	25	18-22 August	5	Off Campus	Shri P. Marbaniang
28	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	18-22 August	5	Off Campus	Smti S.R.Marak
29	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	25-29 August	5	Off Campus	Smti S.R.Marak

S. No.	Name of the Programme	Course Code	Expected No. of Participants	Date	Duration (Days)	Venue	Course Director
30	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	25-28 August	4	Off Campus	Shri L. Dhar
31	BRGF - Capacity Building Courses	ETCNSBRGF1	30	25-29 August	5	In Campus	Smti E. Lyngdoh
32	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	25-29 August	5	Off Campus	Shri P. Marbaniang
33	TOT – III on NRLM	ETCNSNRLM2	25	1-5 September	5	In Campus	Shri P. Marbaniang
34	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	8-11 September	4	Off Campus	Shri L. Dhar
35	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	8-12 September	5	Off Campus	Smti S.R.Marak
36	BRGF - Capacity Building Courses	ETCNSBRGF1	30	15-19 September	5	In Campus	Smti E. Lyngdoh
37	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	15-19 September	5	Off Campus	Smti S.R.Marak
38	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	15-19 September	5	Off Campus	Shri P. Marbaniang
39	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	22-26 September	5	Off Campus	Smti S.R.Marak
40	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	22-26 September	5	In Campus	Smti E. Lyngdoh
41	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	22-26 September	5	Off Campus	Shri P. Marbaniang
42	Training on ICT Skills for Rural Development	ETCNSICT6	30	29 Sept-1 Oct	3	In Campus	Shri L. Dhar
43	Training on ICT Skills for Rural Development	ETCNSICT6	30	8-10 October	3	In Campus	Shri L. Dhar
44	BRGF - Capacity Building Courses	ETCNSBRGF1	30	13-17 October	5	In Campus	Smti E. Lyngdoh
45	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	13-17 October	5	Off Campus	Smti S.R.Marak

S. No.	Name of the Programme	Course Code	Expected No. of Participants	Date	Duration (Days)	Venue	Course Director
46	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	20-24 October	5	Off Campus	Smti S.R.Marak
47	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	20-23 October	4	In Campus	Shri L. Dhar
48	TOT – III on NRLM	ETCNSNRLM2	25	20-24 October	5	Off Campus	Shri P. Marbaniang
49	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	27-31 October	5	In Campus	Smti E. Lyngdoh
50	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	27-31 October	5	Off Campus	Shri P. Marbaniang
51	Planning & Management of IAY	ETCNSIAY7	35	27 - 31 October	5	Off Campus	Shri L. Dhar
52	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	3-6 November	4	In Campus	Shri L. Dhar
53	TOT – III on NRLM	ETCNSNRLM2	25	3-7 November	5	Off Campus	Shri P. Marbaniang
54	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	10-14 November	5	Off Campus	Smti S.R.Marak
55	BRGF - Capacity Building Courses	ETCNSBRGF1	30	10-14 November	5	In Campus	Smti E. Lyngdoh
56	Planning & Management of IAY	ETCNSIAY7	35	17-21 November	5	Off Campus	Smti E. Lyngdoh
57	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	17-21 November	5	Off Campus	Smti S.R.Marak
58	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	17-21 November	5	Off Campus	Shri P. Marbaniang
59	Training on ICT Skills for Rural Development	ETCNSICT6	30	18-20 November	3	In Campus	Shri L. Dhar
60	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	24-28 November	5	Off Campus	Smti E. Lyngdoh
61	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	24-28 November	5	Off Campus	Smti S.R.Marak

S. No.	Name of the Programme	Course Code	Expected No. of Participants	Date	Duration (Days)	Venue	Course Director
62	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	24-28 November	5	Off Campus	Shri P. Marbaniang
63	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	1-4 December	4	Off Campus	Shri L. Dhar
64	TOT – III on NRLM	ETCNSNRLM2	25	1-5 December	5	Off Campus	Shri P. Marbaniang
65	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	1-5 December	5	Off Campus	Smti S.R.Marak
66	Planning & Management of IAY	ETCNSIAY7	35	1 st - 5 th December	5	In Campus	Smti E. Lyngdoh
67	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	8-13 December	5	Off Campus	Smti S.R.Marak
68	BRGF - Capacity Building Courses	ETCNSBRGF1	30	8-13 December	5	In Campus	Smti E. Lyngdoh
69	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	8-13 December	5	Off Campus	Shri P. Marbaniang
70	Training on ICT Skills for Rural Development	ETCNSICT6	30	15-17 December	3	In Campus	Shri L. Dhar
71	Course on Flagship Programme under OTC	ETCNSOTC-FG4	30	19-22 January	4	In Campus	Shri L. Dhar
72	TOT – III on NRLM	ETCNSNRLM2	25	27-31 January	5	Off Campus	Shri P. Marbaniang
73	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	27-31 January	5	Off Campus	Smti S.R.Marak
74	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	27-31 January	5	In Campus	Smti E. Lyngdoh
75	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	9-13 February	5	In Campus	Shri L. Dhar
76	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	16-20 February	5	In Campus	Smti E. Lyngdoh
77	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	16-20 February	5	Off Campus	Smti S.R.Marak

S. No.	Name of the Programme	Course Code	Expected No. of Participants	Date	Duration (Days)	Venue	Course Director
78	TOT – III on NRLM	ETCNSNRLM2	25	23-27 February	5	Off Campus	Shri P. Marbaniang
79	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	23-27 February	5	Off Campus	Shri L. Dhar
80	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	23-27 February	5	Off Campus	Smti S.R.Marak
81	Planning & Management of IAY	ETCNSIAY7	35	23-27 February	5	Off Campus	Smti E. Lyngdoh
82	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	9-13 March	5	In Campus	Shri L. Dhar
83	Planning & Management of IAY	ETCNSIAY7	35	9-13 March	5	Off Campus	Smti E. Lyngdoh
84	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	16-20 March	5	In Campus	Smti E. Lyngdoh
85	Capacity Building on Book Keeping under OTC	ETCNSOTC-BK3	30	23-27 February	5	In Campus	Shri P. Marbaniang



Front view of Hostel ETC, Nongsder



Extension Training Centre

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