

REPORT ON TRAINING IN ACCOUNTS AND RECORD KEEPING

FROM
30TH SEPTEMBER TO 18TH NOVEMBER 2007
UNDER
“Minority Artisan Composite Credit Scheme”



ORGANIZED BY:
INSTITUTE OF INTERNATIONAL SOCIAL DEVELOPMENT
(NGO IN SPECIAL CONSULTATIVE STATUS WITH THE ECOSOC OF THE UN)
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Preface

The Institute identified 25 functionally literate artisans from its 220 artisans in Nanoor cluster within the Self Help Groups under it. As the next phase would have a lot to do with accounts it was essential to ensure approximately an average of 2 persons per SHG to receive this vital training for ensuring future transactions and fiscal record maintenance to run a business successfully. It was also essential to keep record of all proceedings going on in team- decisions on activities of the micro units of SHGs. One local head would top them all to ensure corrective documentation.

Trainers were selected on the basis of their penetrating skills to members of the grass root with adequate knowledge and experience in Accounts.

While Mr. Tapan Chatterjee had an enriching experience in accounts maintenance with various governmental departments, Mrs. Rita Sen came with an expertise in Micro-finance and banking operations.

Both ensured covering of a course in accounts maintenance of SHGs or any other micro-economic-unit and record keeping of minutes of meetings and also maintaining inter-lending accounts. The syllabus also covered knowledge of banking operations and how to apply for loans in a bank/financial institutions with a positive impact.

The Accounts and Record keeping has become the first major step by the Institute to prepare artisans for taking loan from the NMDFC for furthering business and better standard of living. The Inauguration was on the 30th of September, 2007 and the closing was on the 18th of November, 2007 after covering 25 days of Training including proficiency Tests and innumerable mock activities to keep in practice what the students are made to know.

OBJECTIVE OF THE TRAINING

&

DELIVERABLES

OBJECTIVES:

- 1) Make the Self Help Groups more efficient in Accounts and Minute book maintenance.
- 2) Become less dependent on the Institute in handling of group proceedings and group Business activities/loans.
- 3) Become less vulnerable to wrong financial transactions from exploitative traders /lenders/borrowers/business partners. Correct accounts would make the artisans prevent getting cheated in business or any day to day expenses.
- 4) Would develop patience in treading the corrective measures to upgrade their living standard through judicious and right investment of money and not remain credulous to wrong investments due to ignorance of basic financial activities.
- 5) Prevent disputes over decisions in the group through meticulous record keeping.
- 6) Keep right accounts of thrift and credit accounts for efficient running of the micro-credit and micro-finance scheme of the MACCS, NMDFC.
- 7) Can apply to Banking institutions for financial loan/support for furthering business in case such an opportunity.
- 8) Financial Institutions would gain confidence to give loans to persons with well-kept and updated accounts and all other decision-making documents.
- 9) The spinal cord (accounting System) of the micro Units /Self Help groups becoming stronger would ensure an all round well being for the cluster, ensuring multi-level socio-economic development in the long run.
- 10) The artisans would do business with confidence and would make their transactions transparent through efficient account system ,attracting international players to join hands with them for their transparency.

Deliverables cum Achievement Report:

- 1) Knowledge of basic receipt –payment, income –expenditure has been taught.
- 2) This knowledge ensures efficient handling of accounts and record keeping for creating a positive impact with financial institutions and clients for enhancing business.
- 3) Transparency is ensured attracting more people to work with the SHGs.
- 4) The artisans are now controlling their own accounts and are little dependent of \n the institute.
- 5) We hope that they would be able to efficiently handle their own accounts, SHG accounts and that of their illiterate and less fortunate neighbours in the business line.
- 6) They can also become accounts consultants in their locality of other SHGs who are all struggling to maintain their accounts and earn extra consultancy fees.
- 7) Micro –credit accounts would be well maintained by the groups much to the relief of the institute.
- 8) Chances of inappropriation of money would be less
- 9) A well maintained accounting system for loans or general activity would encourage the Self Help Groups to function better and open avenues of diverse activities of welfare for their own selves, making the Institute’s responsibility much less by taking the trouble to improve their life style on their own.
- 10) Understanding of cost pricing and sale pricing would become comprehensive for these artisans. Thus product selling would no more be dependent on Local Business experts, who often mislead the artisans, but on them.
- 11) Above all Artisans have become very eager to start taking loan and do business. This has become our unique achievement to have aroused the willingness in these talented artisans to leave their sluggish life style and enter into the competitive market for doing business.
- 12) They have already developing outside contacts for future business opportunities on their own without our intervention.

ACTIVITIES UNDERTAKEN

1) Receipt –Payment /income expenditure recording

Taught by Mr.Tapan Chatterjee this session was an elaborated account of record of inflow and outflow of money in the groups. The class was taken with due care and patience as the topic was quite a sudden entrant in the minds of the artisans who are more used to petty money transactions and creative instructions in art and craft.

2) Minute book maintenance of SHGs and resolution passing

The lesson was taken by Mr.Tapan Chatterjee.The students were made to conduct mock meetings and maintain minute books. This ensured good understanding of the entire system of minute book writing and resolving with parity with activities undertaken by the SHGs.

3) Banking operations

Mrs. Rita Sen took these lessons. As expertise in banking lines she ensured knowledge of deposit and withdrawal formalities of money from banks to her students.

4) Inter loaning & Micro credit loan and interest disbursement and recovery maintenance in the books of Accounts.

Mrs. Rita Sen took this class and lucidly infused the system in the minds of her students.

5) Financial importance of Self Help groups in fiduciary operations of artisans as groups of individuals.

Mrs. Rita Sen emphasized the positive aspects in terms of financial support that a well-managed Self Help Group would receive as averse to individuals and a fragile SHG.She drew case studies where several bankers had success stories with SHGs in loan recovery and there has been recorded up gradation of living standard in those areas.

Daily class duration: 11AM to 4PM

Days of this training: October,2007:

1,3,4,5,6,7,8,9,10,12,13,14,15,16,17,23,24,25,26,27,28,29,

November, 2007: 15, 16, 17

GLIMPSES FROM THE DIFFERENT ACTIVITIES



Dr.Somnath Saha, Monitor, NMDFC, at the inauguration of Accounts and Record Keeping Training on 30th September,2007 at Nanoor with enrolled artisans.



Mr.Tapan Chatterjee, Trainer, taking lessons



Students all attention!!!!



Mr.Tapan Chatterjee ,Trainer ,taking lessons on Receipt – Payment and Minute Book Maintenance



Mrs.Rita Sen,trainer,Taking her lessons on Micro- Credit accounts maintenance, Banking operations



Mrs. Rita Sen, taking classes



The enlightened Ones!!!!!!!!!!!!!!!!!!!!!!

FOLLOW-UP ACTION

- 1) Short listing artisans to prepare for Micro-Credit from NMDFC
- 2) Short listing artisans to open individual Bank Accounts for accessing fiscal transactions to do business
- 3) Short listing artisans for training in packaging for making their items accessible and acceptable to international market.

- 4) The students are encouraged to convey what they have learnt to their peer group through informal orientation. A stipend of Rs400 each has been given to all artisans taking this training to ensure that they did not lose out financially to avail this training through transport or any other cost.
- 5) Exhibitions planned for April, 2008 onwards for those who know accounts and those who have upgraded their skills in workmanship through trainings.



Artisans looking ahead for a better future!!!!!!!!!!!!!!

LIST OF ARTISANS IN THE TRAINING FOR ACCOUNTS AND RECORD KEEPING		
SLNO	NAME	SELF HELP GROUP
1	Rehana Khatun	SONARTARI SWANIRBHAR GOSTHI
2	Anju Khatun	SONARTARI SWANIRBHAR GOSTHI
3	Maslima Khatun	CHOKHER BALI SWANIRBHAR GOSTHI
4	Kebira Khatun	UJJWANI SWANIRBHAR GOSTHI
5	Seuli Bibi	RANGAMATI SWANIRBHAR GOSTHI
6	Phulkali Bibi	SONARTARI SWANIRBHAR GOSTHI
7	Shikha Khatun	BALAKA SWANIRBHAR GOSTHI
8	Momotaj Khatun	MEGHDOOT SWANIRBHAR GOSTHI
9	Badrunnesa Begum	CHOKHER BALI SWANIRBHAR GOSTHI
10	Sahanara Khatun	SRISTI SWANIRBHAR GOSTHI
11	Jharna Bibi	CHOKHERBALI SWANIRBHAR GOSTHI
12	Nurjahan Bibi	RANGAMATI SWANIRBHAR GOSTHI
13	Anjila Khatun	SONARTARI SWANIRBHAR GOSTHI
14	Runa Liala	GITANJALI SWANIRBHAR GOSTHI
15	Anwar Hossain	GANDHARBI SWANIRBHAR GOSTHI
16	Chhobi Bibi	SRISTI SWANIRBHAR GOSTHI
17	Samina Bibi	SRISTI SWANIRBHAR GOSTHI
18	Nargis Khatun	GITANJALI SWANIRBHAR GOSTHI
19	Rumpa Chowdhury	SONARTARI SWANIRBHAR GOSTHI
20	Hamida Bibi	RANGAMATI SWANIRBHAR GOSTHI
21	Anarkali Bibi	UJJWANNI SWANIRBHAR GOSTHI
22	Meherunnesa Khatun	RANGAMATI SWANIRBHAR GOSTHI
23	Sabina Yasmin	DAN PRATIDAN SWANIRBHAR GOSTHI
24	Ismatara Begum	SONARTARI SWANIRBHAR GOSTHI
25	Hamida Bibi	SONARTARI SWANIRBHAR GOSTHI