

# **STATE CO-OPERATIVE UNION, KERALA**

## THIRUVANANTHAPURAM



## **HDC AND BM COURSE 2022 - 2023**

### **PROSPECTUS**

### **STATE CO-OPERATIVE UNION, KERALA**

(Established by Government of Kerala as per Section 89 of KCS Act 1969)

Samsthana Sahakarana Bhavan

Oottukuzhy, Thiruvananthapuram – 695001

Phone – 0471 2320420,2331072

Website : [scu.kerala.gov.in](http://scu.kerala.gov.in)

Email: [scukerala@gmail.com](mailto:scukerala@gmail.com)

# **STATE CO-OPERATIVE UNION, KERALA**

THIRUVANANTHAPURAM

HIGHER DIPLOMA IN CO-OPERATION & BUSINESS MANAGEMENT

(HDC & BM) 2022 -2023

## **PROSPECTUS**

State Co-operative Union, Kerala is established by Government of Kerala, as per section 89 of the Kerala Co-operative societies Act 1969. It is a statutory body entrusted with Co-operative education, training, publicity and propoganda. The head office of Kerala State Co-operative Union is situated at Samsthana Sahakarana Bhavan, Oottukuzhy Thiruvananthapuram. There are fourteen member Education units in 14 districts in Kerala for conducting training programmes for the employees and managing committee members of various co-operative establishments.

State Co-operative Union Kerala is conducting HDC & BM course through 13 co-operative Training colleges including one under the management of N.S.S. located at Kottayam.

The details are as follows.

### **1. RECOGNITION**

The HDC & BM course is recognised by the Government of Kerala, Kerala PSC and Co-operative Service Examination Board. The Government of Kerala has constituted Central Board of Examination under the chairmanship of the Registrar of Co-operative Societies for conducting the HDC & BM examinations and issue of respective diploma certificates.

### **2. DURATION OF THE COURSE**

12 months course comprising of 2 Semesters

### **3. AGE LIMIT**

General candidates upto 40 years, OBC upto 43 years and SC/ST upto 45 years employees has no age limit as on 31.07.2022.

### **4. ELIGIBILITY FOR ADMISSION**

The minimum educational qualification for admission to the course is any Bachelors degree of a University or its equivalent approved by Government of Kerala. In the case of employees of co-operative society a minimum service period of one year as on 31.07.2022 is also required.

### **5. SUBMISSION OF APPLICATION**

Application forms shall be submitted online through the website of State co-operative Union ([www.scu.kerala.gov.in](http://www.scu.kerala.gov.in)) from 01.08.2022 along with the following fees

- |  |        |
|--|--------|
| 1. General Students                    | Rs 250 |
| 2. Employees of Co-operative societies | Rs 300 |
| 3. SC/ST Students                      | Rs 75  |

The Last date and time for online submission of application form will be **05.09.2022. 5 PM**

## 6. DOCUMENTS TO BE UPLOADED WITH THE APPLICATION

- A. Mark list (both subjects and Languages for each year / semester)
- B. Mark list page contains the conversion formula for grade point / Grade Marks / Grade Percentage to total Marks (If required)
- C. Equivalency Certificate in case of universities outside Kerala.
- D. Copy of PG certificate (If required)
- E. Copy of SSLC – to prove date of Birth
- F. In the case of physically handicapped candidates attested copy of the Certificate to prove the percentage of disability (which should not be less than 40%) issued by the competent authority.
- G. In the case of candidates under the category of Ex-servicemen, son / daughter / wife of Ex-servicemen, attested copies of the Certificates to prove the same issued by the Director of Sainik Welfare / Jilla Sainik Welfare Officer.
- H. In the case of Co-operative employee "No objection certificate" from the employer and a certificate showing the length of service and approval of appointment should be obtained from the Assistant Registrar of Co-operative Societies (General) (in the format given in the prospectus separately ) of the concerned Taluk or other Taluk level officers in Industries, Fisheries, Diary etc. In this case the societies shall affiliate to the circle co-operative union and get it renewed
- I. In case of candidates belonging to Economically Weaker Sections as per G O M S No 2/2020/P&ARD dated 12.02.2020 the certificates provided in the notification.

Applications submitted **WITHOUT THE COPIES OF REQUIRED CERTIFICATES** as mentioned above will be **REJECTED WITHOUT ANY NOTICE.** All applicants are required to produce the ORIGINAL CERTIFICATES of all of the above uploaded copies at the time of admission. Otherwise the application shall be rejected. Defects, if any in the applications will not be permitted to rectify after its submission.

## 7. PROCEDURE FOR SELECTION OF CANDIDATES

- (A) The Selection of candidates will be made on the basis of aggregate marks in Subjects and Languages obtained by them in the qualifying examination. The ratio of admission between Science and Arts / Commerce Graduates will 1:1
- (B) The Selection criteria for admission will be based on the percentage of marks obtained in the degree examination for General Students and SC / ST students. Grace marks will be provided for students who possess Post graduation. For employees category the selection will be based on the total regular service period of employment.
- (C) Applicants are requested to provide the **TOTAL MARKS** obtained as per **CONSOLIDATED MARK LIST** (Marks obtained for **BOTH SUBJECTS AND LANGUAGES IN ALL SEMESTERS / YEARS**) and **DO NOT ENTER** the **GRADE POINTS / GRADE MARKS / GRADE PERCENTAGE** in the column provided for **Total marks** in the Application form. The **FINAL SELECTION LIST** for admission will be prepared on the **basis of total Marks obtained in the Degree examination** and **grace marks** will be allowed to the candidates who possess **Post graduation**.
- (D) In the case of employees, he/she shall be a full time permanent employee. Persons who are working on daily wages, honorary service, commission agent, and Apprentice are not eligible to get admission. The selection of employees will be on the basis of length of service.  
The selection of student to general seats will be on college wise merit and the same shall be applicable to the reservation seats. In case, if the required number of applications are not obtained in any college, students shall be admitted to that vacant seats on state level merit list

## 8. RESERVATION OF SEATS

The reservation of seats will be as follows:-

- i. 10% of the total seats for SC/ST candidates
- ii. 5% of the total seats for Other Backward Communities
- iii. 5% of the total seats for Ex-Servicemen, son / daughter / wife of Ex-servicemen
- iv. 1% of the total seats for physically handicapped.
- v. 10% of the total seats for the employees of Co-operative Societies and Employees of Department of Co-operation, Dairy, Fisheries, Industries etc.
- vi. 10% of the total seats to Economically weaker Sections as per G O M S No 2/2020/ P&ARD dated 12.02.2020 (Attached separately)
- vii. In the case of selection of candidates to the N.S.S. Co-operative Training College, Kottayam 50% seats shall be on merit basis and 50% seats earmarked for the Management Quota.

## 9. FEES STRUCTURE

SL NO	PARTICULARS	SEMESTER 1	SEMESTER 2
1	TUITION FEES	<b>9,500.00</b>	<b>9,500.00</b>
2	ADMISSION FEE	<b>3,230.00</b>	<b>0.00</b>
<b>TOTAL</b>		<b>12,730.00</b>	<b>9,500.00</b>
<b>GRAND TOTAL</b>		<b>22,230.00</b>	

Examination fees @ **Rs 250** / per **paper** and Mark list fee and other fees **Rs 200** per **Semester**.

### Fees payable at the time of Admission

SL NO	PARTICULARS	AMOUNT
1	TUITION FEES	<b>9,500.00</b>
2	ADMISSION FEE	<b>3,230.00</b>
TOTAL		<b>12,730.00</b>

The remaining tuition fees amount (**RS 9,500**) shall be payable during the first month of Second Semester

## 10. CONDITIONS REGARDING DISCONTINUATION OF COURSE

1. Fees once paid will not be refunded except caution deposit
2. If the student discontinues the course before 30 days after commencing the course, the TC and other certificates shall be handed over to him / her without paying the remaining fees.
3. If the student discontinues the course after 30 days after the commencement of course, the TC and other certificates shall be handed over to him / her only after paying the remaining tuition fees.

## 11. DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW

Candidates provisionally selected will be asked to appear for an interview before the Principal of the concerned colleges. At the time of interview the following documents in original should be produced by the candidates.

- (a) Transfer Certificate from the institution last studied.
- (b) Conduct Certificate from the Head of institution in which the applicant studied or from a Gazetted officer.
- (c) The Degree certificate of the qualifying examination and Post Graduate Degree certificate if any.
- (d) Mark list of subjects and Languages of Degree Examination.
- (e) In case of employees, relieving order from the Institution.
- (f) SSLC Book
- (g) Two Passport Size Photographs

**Addl. Registrar-Secretary**

# SEMESTER DETAILS

The course of study is for 12 months comprising of two semesters

## Subjects

### First Semester - 6 subjects

1. Co-operatives and Co-operative Administration
2. Principles of Management
3. Financial and Management Accounting
4. Principles and Practices of Banking
5. Co-operative Law and Allied Laws - Paper I
6. Computer Applications - Paper I

### Second Semester - 6 Subjects

1. Functional Societies
2. Management Economics
3. Co-operative Accounting and Auditing
4. Retail and Electronic Banking
5. Co-operative Law and Allied Laws - Paper II
6. Computer Applications - Paper II

During the Second Semester the students have to attend 10 days Internship in any cooperative institution. Out of the total 1300 marks 850 marks are allocated for external examination and the balance for Internal evaluation, Project work, Project work Viva-voce, Assessment on Practical Training with the department of co-operation and general viva-voce. Condonation of absence from practical training, Project work placement etc. are not permitted on any ground. The students are permitted to avail leave only to the maximum of 5% of the total number of working days of their class room study. Those who have the eligible percentage of attendance and remitted the examination fee shall be promoted to the second semester. During the second Semester he / she should complete the project work, the Practical Training and submit the record and present the project for the evaluation. At the end of the first and second Semester, Final Examinations will be conducted by the Central Board of Examinations and the successful candidates will be awarded with the Diploma issued by the Chairman (Registrar of co-operative societies )

## ADDRESS OF VARIOUS CO-OPERATIVE TRAINING COLLEGES

- 1. The Principal** Co-operative Training College,  
Kowdiar P.O., **Kuravankonam, Thiruvananthapuram** - 695003  
Phone No. **0471-2436689**
- 2. The Principal** Co-operative Training College,  
Avannoor, **Kottarakkara P.O., Kollam** : 691 506  
Phone No. **0474-2454787**
- 3. The Principal** Co-operative Training College,  
Aranmula Panchayath Cultural Centre, Near Govt. Homeo  
Hospital, **Aranmula. Pathanamthitta** Pin : 689533  
Phone : **0468 -2278140**
- 4. The Principal** Co-operative Training College, Deepika Junction,  
**Cherthala P.O. Alappuzha** Pin- 688524  
Phone No. **0478-2813070**
- 5. The Principal**  
N.S.S. Co-operative Training College,  
**Thirunakkara, Kottayam** 686 001  
Phone No. **0481-2582852**
- 6. The Principal**  
TATM Co-operative Training College,  
Meenachil Complex, **Pala**, 686 575  
Phone No. **0482-2213107**
- 7. The Principal**  
Co-operative Training College,  
Sahakari Bhavan,  
**North Paravoor, Ernakulam** 683513  
Phone No. **0484-2447866**
- 8. The Principal**  
Co-operative Training College,  
Civil Lines Road, **Ayyanthole P.O., Thrissur**,  
Pin-680 004 Phone No. **0487-2389402 / 2380462**
- 9. The Principal**  
Co-operative Training College,  
Victoria College Road, Opp. PMG School  
**Palakkad**, Pin-678 001,  
Phone No. **0491-2522946**
- 10. The Principal**  
Co-operative Training College, Sahakarana  
Bhavan Mavumkunnu, Tirur P.O.  
**Malappuram** District, Pin : 676101  
Phone : **0494-2423929**
- 11. The Principal**  
Co-operative Training College,  
Tali, **Kozhikode**,  
Pin-673 002 Phone No. **0495-2306460 / 2702095**
- 12. The Principal** Co-operative Training College, Mannayad, Nettoor P.O.,  
**Thalassery**, Pin-670 105,  
Phone No. **0490-2354065**
- 13. The Principal**  
Co-operative Training College,  
Kottacherry Co-op Bank Buildings  
**Kanhangad, Kasargode**, Phone No. **0467-221733**

