

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

## **THIRUVANANTHAPURAM**



## **HDC AND BM COURSE 2025 - 2026**

### **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) 2025 - 2026**

**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 Propaganda. The head office of State Co-operative Union, Kerala is situated at Samsthana Sahakarana Bhavan, Oottukuzhy Thiruvananthapuram. There are fourteen Member Education Units in 14 districts of Kerala for organizing educational programmes for the ordinary members, employees and managing committee members of various Co-operative institutions.

As part of the fulfillment of training objectives, State Co-operative Union, Kerala conducts HDC & BM Course through 13 Co-operative Training Colleges located across the State of Kerala including one under the management of N.S.S. located at Kottayam (see the list of Co-operative Training Colleges on the last page).

The details are as follows.

**1. RECOGNITION**

The HDC & BM course is recognised by the Government of Kerala, Kerala Public Service Commission and Co-operative Service Examination Board. The Government of Kerala has constituted Central Board of Examinations 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**

The duration of the course is 12 months in Two Semesters of Six Months each.

**3. AGE LIMIT**

General applicant upto 40 years, OBC upto 43 years and SC/ST upto 45 years as on 01.06.2025. There is no age limit in the case of applicant for employee category.

**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. Those applicants graduated from any other University outside Kerala, shall submit the equivalency certificate obtained from any University in the State of Kerala. In the case of employees of Co-operative Society, a minimum service period of one year as on 01.06.2025 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 05.06.2025 along with the following fees

- |  |       |
|--|-------|
| 1. General Students                    | ₹ 250 |
| 2. Employees of Co-operative societies | ₹ 350 |
| 3. SC/ST Students                      | ₹ 85  |

The Last date and time for the submission of online application will be **15.07.2025, 5 PM**

**6. DOCUMENTS TO BE UPLOADED ALONG 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 any)
- C. Equivalency Certificate in case of universities outside Kerala.
- D. Copy of PG certificate, If any, for grace marks
- 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, a "Copy of Board resolution" from the employer and a certificate showing the length of service and approval of appointment shall be obtained in the prescribed format (Certificate I, II and III as enclosed) from the Assistant Registrar of Co-operative Societies (General) of the concerned Taluk or other Taluk level officers in Industries, Fisheries, Diary etc. In this case the societies shall be affiliated to the State 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.
- J. Sports quota applications shall be submitted online as general category and certified copy of the uploaded application along with copies of required certificates proving eligibility for selection in sports quota shall be sent to the Secretary, Kerala Sports council Thiruvananthapuram.

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. Hence the application form should be filled up very carefully and aforementioned Certificates uploaded correctly.

## 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.
- (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. In the case of applicant 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 and Persons who are working on daily wages, honorary service, commission agent, and Apprentice are not eligible to get admission in the employee category. 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 fill 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. 5% 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. One seat in each college for sports quota. Admission to this seat shall be allowed as per the list prepared by Kerala Sports council.
- viii. 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	10,000.00	10,000.00
2	ADMISSION FEE	3,990.00	0.00
<b>TOTAL</b>		<b>13,990.00</b>	<b>10,000.00</b>
<b>GRAND TOTAL</b>		<b>23,990.00</b>	

Examination fees @ **Rs 300** / per **paper** and Registration fess Rs **300** per **Semester**.

### FEES PAYABLE AT THE TIME OF ADMISSION

SL NO	PARTICULARS	AMOUNT
1	TUITION FEES	10,000.00
2	ADMISSION FEE	3,990.00
3	TEXTBOOKS	1,350.00
		(SUBJECT TO REVISION)
<b>TOTAL</b>		<b>15,340.00</b>

The remaining tuition fees amount (**RS 10,000**) shall be payable during the first month of Second Semester

### ADMISSION FEES SPLIT UP

REGISTRATION FEES	200
LIBRARY FEES	300
STATIONERY FEE	200
CALENDER	50
CO-OPERATIVE DAY STAMP	30
CAUTION DEPOSIT (REFUNDABLE)	500
CO-OPERATIVE JOURNAL SUBSCRIPTION	360
SPECIAL FEES	150
BUILDING FUND	300
KALOLSAVAM FEES	200
COLLEGE DEVELOPMENT FUND	1,500
PTA FUND	200
<b>TOTAL</b>	<b>3,990</b>

## 10. CONDITIONS REGARDING THE REFUND OF FEES IN CASE OF DISCONTINUATION OF COURSE

***If any student submit application for discontinuation of the course-***

SL.NO.	PARTICULARS	REFUND AMOUNT
<b>1</b>	AFTER ATTENDING THE FIRST SEMESTER CLASS, BUT BEFORE THE COMMENCEMENT OF SECOND SEMESTER CLASS.	CAUTION DEPOSIT ONLY (PAYMENT OF FIRST SEMESTER FEE IS REQUIRED, BUT SECOND SEMESTER FEE IS EXEMPTED)
<b>2</b>	AFTER ATTENDING THE SECOND SEMESTER CLASS	CAUTION DEPOSIT ONLY (PAYMENT OF SECOND SEMESTER FEES IS

		REQUIRED)
--	--	-----------

#### **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 Co-operative Training college. The following documents in original shall be produced by the candidate at the time of interview:

- (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) Caste Certificate, if applicable.
- (g) SSLC Book
- (h) 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. Managerial 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 co-operative institution. Out of the total 1300 marks 850 marks are allocated for external examination and the balance for Internal evaluation, Internship, Viva-voce, Assessment on Internship with the department of co-operation and general viva-voce. Condonation of absence from Internship, 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 Internship, and submit the record and present the report 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 Mob:9961445003**
2. **The Principal** Co-operative Training College,  
Avannoor, **Kottarakkara P.O., Kollam** : 691 506  
Phone No. **0474- 2950456, 2454787,**  
**Mob:9946385533**
3. **The Principal** Co-operative Training College,  
Aranmula Panchayath Cultural Centre, Near Govt. Homeo  
Hospital, **Aranmula. Pathanamthitta** Pin : 689533  
Phone : **0468 -2278140, Mob:9447654471**
4. **The Principal** Co-operative Training College, Deepika Junction,  
**Cherthala P.O. Alappuzha** Pin- 688524  
Phone No. **0478-2813070,**  
**Mob: 8281218029**
5. **The Principal**  
N.S.S. Co-operative Training College,  
**Thirunakkara, Kottayam** 686 001  
Phone No. **0481-2582852,**  
**Mob: 8547842852**
6. **The Principal** TATM Co-operative Training College,  
Pala Marketing Co-operative society Building, Pala- Erattupetta Road  
**Pala**, 686 575 Phone No. **0482 2213107, Mob:7510899359**
7. **The Principal**  
Co-operative Training College,  
Sahakari Bhavan,  
**North Paravoor, Ernakulam** 683513  
Phone No. **0484-2447866,**  
**Mob:9447077511**
8. **The Principal**  
Co-operative Training College,  
Civil Lines Road, **Ayyanthole P.O., Thrissur,**  
Pin-680 004 Phone No. **0487-2389402 / 2380462, Mob:9495950404**
9. **The Principal**  
Co-operative Training College,  
Victoria College Road, Opp. PMG School  
**Palakkad**, Pin-678 001,  
Phone No. **0491-2522946, Mob: 9745287895**
10. **The Principal**  
Co-operative Training College, Sahakarana  
Bhavan Mavumkunnu, Tirur P.O.  
**Malappuram** District, Pin : 676101  
Phone : **0494-2423929,**  
**Mob: 9846079940**
11. **The Principal** Co-operative Training College,  
Tali, **Kozhikode**, Pin-673 002 Phone No.  
**0495-2306460 / 2702095,**  
**Mob:8921136974**
12. **The Principal** Co-operative Training College, Mannayad, Nettoor P.O.,  
**Thalassery**, Pin-670 105,  
Phone No. **0490-2354065, Mob:9495756653**
13. **The Principal** Co-operative Training College,  
Kottacherry Co-op Bank Buildings  
**Kanhangad, Kasargode**, Phone No. **0467-221733, Mob: 9495102455**





