

# STATE CO-OPERATIVE UNION, KERALA

THIRUVANANTHAPURAM



## HDC & BM COURSE-2026-27 PROSPECTUS

STATE CO-OPERATIVE UNION, KERALA

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

Samsthana Sahakarana Bhavan

Ottukuzhy, Thiruvananthapuram – 695001

Phone – 0471 2320420, 2331072

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# STATE CO-OPERATIVE UNION, KERALA THIRUVANANTHAPURAM

HIGHER DIPLOMA IN CO-OPERATION AND BUSINESS MANAGEMENT  
(HDC & BM) 2026-2027

## 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, Oottukuzhi, 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 recognized 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 01.06.2026. 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 be 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 01.06.2026 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 10.06.2026 along with the following fees

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

Last date and time for submission of online application will be 15.07.2026 -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 P.G Certificate, If any, for grace mark
- E. Copy of SSLC Certificate 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-service man, 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 Employees, 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 the 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 copied of required certificated 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 Students 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. 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,Diary, Fisheries and Industries etc
- vi. 10% of the total seats to Economically weaker Sections as per GOMS 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 NSS Co-operative Training College, Kottayam 50% seats shall be on merit basis and 50% seats are marked 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 Fees	3,990.00	0.00
	Total	13,990.00	10,000.00
	Grand Total	23,990.00	

Examination Fees @ Rs.300/- per paper and Registration Fees Rs.300 per Semester.

### FEES PAYABLE AT THE TIME OF ADMISSION

SL NO.	PARTICULARS	Amount
1	Tuition Fees	10,000.00
2	Admission Fees	3,990.00
3	Text Books	1,350.00 (Subject to revision)
	Total	15,340.00

The remaining tuition fees amount (Rs.10,000/- ) shall be payable during the first month of Second Semester

## ADMISSION FEES SPLIT UP

<b>Registration Fees</b>	<b>200.00</b>
<b>Library Fees</b>	<b>300.00</b>
<b>Stationery Fee</b>	<b>200.00</b>
<b>Calender</b>	<b>50.00</b>
<b>Co-operative Day Stamp</b>	<b>30.00</b>
<b>Caution Deposit (Refundable)</b>	<b>500.00</b>
<b>Co-operative Journal subscription</b>	<b>360.00</b>
<b>Special Fees</b>	<b>150.00</b>
<b>Building Fund</b>	<b>300.00</b>
<b>Kalolsavam Fees</b>	<b>200.00</b>
<b>College Development Fund</b>	<b>1500.00</b>
<b>PTA Fund</b>	<b>200.00</b>
<b>Total</b>	<b>3990.00</b>

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

If any student submit application for discontinuation of the course

<b>SL NO.</b>	<b>PARTICULARS</b>	<b>Amount</b>
1	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)
2	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 the 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

**Additional Registrar – Secretary**

## ADDRESS OF CO-OPERATIVE TRAINING COLLEGES

<b>1</b>	Principal, Co-operative Training College, Kuravankonam,Kowdiar.P.O., Thiruvananthapuram – 695 003	<b>8547506990</b>	<b>9961445003</b>
<b>2</b>	Principal, Co-operative Training College Avannoor.P.O.,Kottarakkara, Kollam	<b>9446154048</b>	<b>9446704906</b>
<b>3</b>	Principal, Co-operative Training College Aranmula Panchayat Samskarika Nilayam, Aranmula, Pathanamthitta – 689 533	<b>9946385533</b>	<b>9846458571</b>
<b>4</b>	Principal, Co-operative Training College Deepika Junction, Cherthala.P.O., Alappuzha	<b>8281218029</b>	<b>9496737810</b>
<b>5</b>	Principal, NSS Co-operative Training College, Thirunakkara, Kottayam – 686 001	<b>8848013784</b>	<b>8547842852</b>
<b>6</b>	Principal, Co-operative Training College, Pala Marketing Co-operative Society Building, Pala-Erattupetta Road, Pala – 686 575	<b>9446949154</b>	<b>9633083156</b>
<b>7</b>	Principal, Co-operative Training College, Sahakarai Bhavan,North Pravor, Ernakulam – 683 513	<b>9447077511</b>	<b>9446461386</b>
<b>8</b>	Principal, Co-operative Training College, Civil Line Road, Ayyanthole.P.O., Thrissur- 680 004	<b>9847747188</b>	<b>9744178455</b>
<b>9</b>	Principal,Co-operative Training College, Victoria College Road, Opp.PMG School,Palakkad – 678 001	<b>9745287895</b>	<b>9526740036</b>
<b>10</b>	Principal, Co-operative Training College, Sahakarana Bhavan, Mavumkunnu, Thirur, Malappuram – 676 101	<b>9539942842</b>	<b>8281511962</b>
<b>11</b>	Principal,EMS Memorial Co-operative Training College Thali, Kozhikode – 673 002.	<b>8921136974</b>	<b>9496388404</b>
<b>12</b>	Principal,Co-operative Training College, Mannayad, Nettoor.P.O., Thalassery, Kannur Dist – 670 105	<b>8590646379</b>	<b>9947691559</b>
<b>13</b>	Principal,Co-operative Training College, Nileshwaram,Palathadam, Puthariyadukkam.P.O.,Kasargod	<b>9495102455</b>	<b>9539179677</b>

