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**GOVERNMENT OF KERALA****Abstract**

Co-operation Department-Kerala Co-operative Professional Education Fund Scheme
2015 - Orders Issued

CO-OPERATION (B) DEPARTMENT

G.O(Ms) No.19/2016/Co-op Dated, Thiruvananthapuram, 03.03.2016

Read - Letter No. MT(3) 12416/2014 dated 08.01.2015 and letter No.
G(1) 6940/2012 dated 08.10.2015 from the Registrar of Co-operative
Societies, Thiruvananthapuram.

ORDER

As per the provisions conferred by clause (cc) of Sub-Section 2 of Section 56 of the Kerala Co-operative Societies Act, 1969 (inserted by the Kerala Co-operative Societies (Amendment) Act, 2010) read with Sub-Rule (3A) of Rule 53 of the Kerala Co-operative Societies Rules, 1969 (inserted by the Kerala Co-operative Societies (Third Amendment) Rules, 2010), Government hereby frame a scheme namely Kerala Co-operative Professional Education Fund Scheme, 2015.

The Scheme devised is appended to the order.

(By order of the Governor)

P. VENUGOPAL
SPECIAL SECRETARY TO GOVT.

To

The Registrar of Co-operative Societies, Thiruvananthapuram.

The Director, Co-operative Audit, Thiruvananthapuram

The Director, CAPE, Co-Bank Towers, Vikas Bhavan.P.O,
Thiruvananthapuram.

The Principal Accountant General (Audit/A&E) Kerala, Thiruvananthapuram.

✓ The Information Officer, Web & New Media, I&PRD

Stock File/Office Copy

Forwarded/By order

Section Officer

Copy to: PS to Minister (Co-operation)

Kerala Co-operative Professional Education Fund Scheme, 2015

1. **Short, title, commencement and application.**-(1) This Scheme may be called “the Kerala Co-operative Professional Education Fund Scheme, 2015”;
2. It shall come into force at once.
3. **Definitions.**-(1). In this Scheme, unless the context otherwise requires.-
 - (a). “Act” means the Kerala Co-operative Societies Act, 1969 (21 of 1969);
 - (b). “Rules” means the Kerala Co-operative Societies Rules, 1969;
 - (c). “Government” means the Government of Kerala.
 - (d). “Department” means the Department of Co-operation, Government of Kerala.
 - (e). “Registrar” means the Registrar of Co-operative Societies appointed under sub-Section (1) of Section 3 of the Kerala Co-operative Societies Act, 1969.
 - (f). “Fund” means the Co-operative Professional Education Fund referred to in Clause (cc) of Sub-Section 2 of Section 56 of the Kerala Co-operative Societies Act, 1969 (inserted by the Kerala Co-operative Societies (Amendment) Act, 2010) read with Sub-Rule (3A) of Rule 53 of the Kerala Co-operative Societies Rules, 1969 (inserted by the Kerala Co-operative Societies (Third Amendment) Rules, 2010).
 - (g). “Societies” means Co-operative Societies registered or deemed to be registered under the Act;
 - (h). “CAPE” means the Co-operative Academy of Professional Education, Kerala registered by the Department of Co-operation, Government of Kerala under the Travancore, Cochin, Literary, Scientific & Charitable Societies Act, 1955.
 - (i). “Professional Education” means the process by which men and women prepare for exacting, responsible service in the professional spirit and it includes courses in Medicine, Engineering, Nursing, Pharmacy, Business Administration, Computer Application and Dentistry and the courses approved are MBBS, BDS, M.D., Medical P.G. Diploma Courses, B.Tech,

B.Sc.Nursing, B.Pharm, M.B.A.,M.C.A. , Junior Diploma in Co-operation(JDC) Course conducted by the training centres under the State Co-operative Union and professional training programmes conducted by the Registrar of Co-operative Societies for its officers.

(j). "Institution" means Professional education institution run by societies or by CAPE or institutions promoted by charitable societies or Trust, formed by Co-operative Institutions and it includes Pharmacy college run by the Kerala State Co-operative Consumers Federation Ltd.

(2) The words and expressions used but not defined in this scheme and defined in the Act shall have the same meanings respectively assigned to them in the Act.

4. Constitution of the Fund

The Fund is constituted by transfer of funds set apart from the net profit of the Societies, in accordance with the provisions of Clause (cc) of Sub-Section 2 of Section 56 of the Kerala Co-operative Societies Act, 1969 and Sub-Rule (3A) of Rule 53 of the Kerala Co-operative Societies Rules, 1969.

5. Objects of constitution of Fund:-

The Fund is constituted with the object of providing assistance for the promotion of Professional Education in the Co-operative Sector of the State of Kerala.

6. Beneficiaries

Following are the beneficiaries of the Scheme.

- i. Co-operative Societies registered or deemed to be registered under the Kerala Co-operative Societies Act, 1969; which run Professional Education Institutions directly or under the management of any Charitable Society or Trust which is promoted/registered by such societies under the provisions of any Act prevailing in the State.
- ii. Professional Education institutions under Co-operative Academy of Professional Education (CAPE), Kerala.
- iii. Training centres under the State Co-operative Union, Kerala, which conduct the course of Junior Diploma in Co-operation (JDC).

- iv. Training Centre or Institute promoted by the Department of Co-operation for imparting professional training to the officers under the administrative control of Registrar of Co-operative Societies.
- v. Pharmacy College under the management of Kerala State Co-operative Consumers Federation Ltd.

7. Maintenance of Fund:-

- i. The Fund shall be maintained by the Registrar of Co-operative Societies and he shall open an interest bearing account with the Kerala State Co-operative Bank Ltd for the maintenance of the Fund.
- ii. The Registrar shall, with the approval of the Government constitute a Monitoring Cell for maintenance of the Fund.
- iii. The Monitoring Cell so constituted shall be entrusted with the overall administration of the fund and it shall keep all records, registers, accounts, statements etc. relating to the collection, remittance and maintenance of the Fund.

8. Contribution to the Fund

- i. The Societies shall remit the amount due to the Fund account maintained by the Registrar within a period of two months from the date of receipt of Audit Certificate. The Societies shall remit the amount only through the branches of Kerala State Co-operative Bank or District Co-operative Banks and the copy of the pay-in-slip shall be forwarded to the Registrar of Co-operative Societies under copy to the Assistant Registrar (General) of the Taluk.
- ii. The Assistant Registrar (General) of the Taluk concerned shall make necessary entries in the Demand Collection Balance Register and forward the details to the Joint Registrar (General) of the district concerned.
- iii. The Joint Registrar (General) of each district shall submit quarterly statement to the Registrar, showing the amount of Fund due and collected from societies of the district concerned, within 15 days from the end of every quarter.

9. Sanctioning Authority

Government shall be the sanctioning authority of the assistance under this Scheme. A High Level Committee consisting of the Minister for Co-operation, Government Secretary (Co-operation) and Registrar of Co-operative Societies will appraise the proposals submitted by the Registrar and recommend eligible proposals to Government for sanctioning assistance.

10. Purposes

The Fund shall be utilised only for the following purposes;

A. Assistance to institutions under Societies, CAPE and Societies/Trust formed under Charitable Societies Act promoted by Co-operative Societies.

- (i). assistance for creation, modernisation, expansion, repairs, renovation etc. of infrastructural facilities required for institutions established for imparting Professional Education. However, no assistance shall be given for acquiring land required for the institutions.
- (ii). assistance for meeting the deficiency in working Capital required for the day to day operations of institutions established for imparting Professional Education.
- (iii). assistance to wipe off or reduce the loss incurred to an institution by way of adopting fee structure fixed by the Government from time to time. Such loss shall be arrived at by comparing the amount of fees collected on Government quota with that fixed for self financing colleges by the committee appointed by Government in this regard.

B. Assistance to training centres under the State Co-operative Union, Kerala, which conduct the course of Junior Diploma in Co-operation (JDC)

- i. Providing assistance to training centres under the State Co-operative Union, Kerala, which conduct the course of Junior Diploma in Co-operation (JDC), for infrastructure facilities such as library, computer and accessories, study materials, equipments etc. but excluding construction or maintenance of building.

C. Assistance by way of scholarship to eligible students in the above mentioned institutions studying for professional courses.

Students in the above societies/institutions studying for professional courses, who possess good academic proficiency and belongs to lower income level group shall be eligible for scholarship assistance from the fund. The criteria and procedure for disbursing the scholarship shall be determined by the High Level Committee from time to time.

D. Assistance to Training Centre or Institute promoted by Department of Co-operation for imparting professional training to the officers under the administrative control of Registrar of Co-operative Societies.

- (i). Assistance for creation of infrastructure facilities for establishing Training Centre/institute.
- (ii). Assistance for infrastructure facilities for establishing a "Co-operative Museum" depicting the origin, history, growth etc. of co-operative movement in the State, National and International level.

E. Pharmacy College under the management of Kerala State Co-operative Consumer Federation Ltd.

- (i). Assistance for creation of infrastructure facilities for establishing Pharmacy College.

F. Fund Administration & Maintenance Costs

The Registrar shall be competent to utilize the fund for the following purposes subject to the approval of the High Level Committee.

- (i). to organize and conduct research in matters connected with Professional Education.
- (ii). to incur expenditure in connection with other activities relating to professional education as may be directed by the Government.
- (iii) to publish Journals, Books, Pamphlets and other publications relating to Professional Education.
- (iv). to incur expenditure in connection with Seminars and Conferences relating to Professional Education.

- (v). to incur expenditure in connection with collection, remittance and maintenance of the fund account.

11. Nature of assistance .

The assistance shall be provided as Grant in aid.

12. Available Fund for disposal

- (i) 90% of the total amount available in the fund account as at the end of every half year shall be earmarked for disposal during the succeeding half year for the purposes mentioned in clause 10 A, 10 B, 10 C, 10 D & 10E.
- (ii). 5% of the total amount available in the fund account as at the end of every half year shall be earmarked for disposal during the succeeding half year for the purposes mentioned in clause 10 F.

13. Fund allocation

The available fund in each year shall be distributed in the following proportion.

- | | | |
|---|---|------|
| i. Societies/Institutions as per clause 6(i) | - | 30 % |
| ii. CAPE as per clause 6(ii) | - | 40 % |
| iii. Training Centres as per clause 6(iii) | - | 5 % |
| iv. Training Centre/Institute as per clause 6(iv) | - | 15 % |
| v. Pharmacy College as per clause 6 (v) | - | 10 % |

However, in the absence of eligible application for assistance under any of the category mentioned above, the Government shall have the right to change the said proportions and redistribute the funds to other categories based on the recommendation of the High Level Committee.

14. Quantum of assistance

The Following shall be the maximum eligible amount of assistance in an year.

Sl. No.	Purpose	Societies/Institutions as per clause 6(i)	CAPE as per clause 6(ii)	Training centres as per clause 6(iii)	Training Centre/Institute under the Dept. of Co-operation as per clause 6(iv)	Pharmacy College as per clause 6(v)
1	Infrastructural Facilities	Rs. 15 lakh for each society/institution	Rs. 5 Crore	Rs. 2 lakh for each training centre.	Rs.5 Crore	Rs. 5 Crore
2	Working Capital	Rs.10 lakh for each society/institution	Rs. 2.50 Crore	Not applicable		
3	To wipe off or reduce the loss incurred on fee collection	Rs.10 lakh for each society/institution	Rs. 2.50 Crore	Not applicable		
4.	Scholarship to eligible students	Rs.10 lakh for each society/institution	Rs. 1.00 Crore	Not applicable		

In addition to the above, if the Government decides to start any new professional education institution under the management of CAPE, an amount of Rs. 10 Crore shall be sanctioned as Grant for its infrastructural facilities except for acquisition of land for the project.

The assistance shall be sanctioned in two stages. 50% of the assistance sanctioned shall be disbursed at the time of sanctioning of the project and the balance amount shall be disbursed only after ensuring the proper utilization of fund already sanctioned. The Joint Registrar (General) of the district concerned, shall ensure the proper utilization of fund sanctioned and the society/institution shall produce

utilization certificate duly verified and attested by the Joint Registrar, for sanctioning the balance amount.

A society/institution shall be eligible for further assistance from the fund for new projects/scheme only after 3 years from the date of completion of the previous project.

15. Eligibility Criteria

A. Co-operative Societies registered or deemed to be registered under the Kerala Co-operative Societies Act, 1969 which run Professional Education Institutions.

The Society should fulfil the following conditions

- (i). The Society should have been in operation for not less than 2 years.
- (ii). The Society shall be managed by an elected committee. However, in the case of societies which are managed by administrator/administrative committee, the Registrar shall have right to exempt such societies from this condition on valid grounds.
- (iii). The Society shall have a full time paid secretary/chief executive.
- (iv). The Society should be free from corrupt practices.
- (v). The byelaws of the society should have provisions for availing assistance from Government.
- (vi). The byelaws of the society should have provisions to invite the Assistant Registrar(General) of the taluk to the managing committee of the society, where the headquarters of the society is situated and he should be invited to attend the general body meeting of the society.
- (vii). The Society should not have any dues to Government. However, those societies having arrears to Government shall be allowed to avail the assistance under the Scheme, if they pay off at least 25% of the amount due and agree to pay off the balance within a period of 6 months at the time of submitting application for the assistance under this Scheme.
- (viii) The Society/institution should not have collected any amount in the form of capitation fee or donation for any of the courses conducted by it.

- (ix). The Society/Institution should not have engaged in any malpractices connected with the admission and conduct of courses.
- (x). The fee structure of the institution shall be the one and same as prescribed by Government.

B. Societies which run Professional Education Institutions under the management of any Charitable Society or Trust which are formed/registered by the Co-operative Society under the provisions of any Act prevailing in the State

In the case of Societies which run Professional Education Institutions under the management of any charitable society or Trust which is formed or registered by such societies the following conditions should also be fulfilled in addition to the conditions stipulated as per clause 15 A above.

- (i). The Charitable Society/Trust as the case may be, shall be formed or registered by the Co-operative Society which has applied for assistance under this scheme.
- (ii). Atleast 2/3 members of the managing committee/executive committee of the Charitable Society/Trust shall be members of the managing committee of the Co-operative Society which has applied for assistance under this Scheme.
- (iii). The overall administration of such Charitable Society/Trust shall be vested with the managing committee of the Co-operative Society which has formed or registered such Charitable Society or Trust, by virtue of provisions in the bye-laws of such Charitable Society or Trust.
- (iv). The byelaws of the society/Memorandum of Association /Articles of Association should have provisions to include /nominate the Departmental officer not below the rank of Assistant Registrar of Co-operative Societies to the board of management of the educational institution.

C. Professional Education institutions under Co-operative Academy of Professional Education (CAPE), Kerala.

- (i). The institution should have a full time chief executive/head of institution.
- (ii). The institution should be free from corrupt practices.

- (iii). The institution should not have collected any amount in the form of capitation fee or donation for any of the courses conducted by it.
- (iv). The Institution should not have engaged in any malpractices connected with the admission and conduct of courses.
- (v). The fee structure of the institution shall be one and the same as prescribed by Government.

D. Training centres under the State Co-operative Union

The training centre seeking assistance under the scheme shall be recommended by the State Co-operative Union.

E. Training Centre/Institute under Dept. of Co-operation

A project proposal for availing assistance under the scheme shall be prepared by the Registrar of Co-operative Societies and submitted to the High Level Committee for its consideration.

F. Pharmacy College under Consumerfed

- (i). The Pharmacy College shall be managed by the Consumerfed.
- (ii). The institution should be free from corrupt practices.
- (iii). The institution should not have collected any amount in the form of capitation fee or donation for any of the courses conducted by it.
- (iv). The Institution should not have engaged in any malpractices connected with the admission and conduct of courses.
- (v). The fee structure of the institution shall be one and the same as prescribed by the Government.

16. Procedure for Application for assistance under the scheme.

A. Co-operative Societies registered or deemed to be registered under the Kerala Co-operative Societies Act, 1969 which run Professional Education Institutions.

Application in prescribed format in quadruplicate should be furnished to the Joint Registrar of Co-operative Societies (General) of the District concerned, accompanied by the following:-

- a) Resolution of the Board of Directors requesting for financial assistance from Government, under the Scheme.
- b) Undertaking by the Board of Directors to abide by the conditions of these scheme and the instructions issued by the Registrar of Co-operative Societies

/Government from time to time and to execute the agreement in the prescribed form.

- c) A detailed project report on the proposed project/activity to be implemented for availing the assistance.
- d) Financial statement of the society for the past three years and copies of latest Audit Certificate and Tentative Balance Sheet for the periods, if any, in which the audit of accounts are not completed, verified and duly certified by the Assistant Registrar (General) of the Taluk.
- e) No dues certificate by the Joint Registrar (General) of the district concerned stating that there is no amount due to Government by the society, in any form.
- f) Certificate from the Joint Registrar (General) of the district concerned to the effect that the society is free from corrupt practices.
- g) A Certificate from Government of Kerala wherein the supervisory/academic/educational matters are vested with, showing that the Society or Institution, as the case may be has charged fees only at the rates prescribed by Government and has not engaged in any malpractices connected with the admission as well as conduct of courses.
- h) A Certificate signed by both the chief executive and the President/Chairman and countersigned by the Joint Registrar (General) of the district concerned to the effect that the society/institution has not collected any amount in the form of capitation fee or donation for the courses and an affidavit that it will not collect any such amount in future.

The Joint Registrar (General) of the district will appraise the project report and forward to the Registrar of Co-operative Societies with his specific recommendation. The eligibility of the society for assistance with full particulars of financial position shall be reported by the Joint Registrar while recommending the application. The Registrar of Co-operative Societies after an enquiry as deems fit and satisfying himself shall recommend the proposal to the Committee through Government.

B. Professional Education institutions under Co-operative Academy of Professional Education (CAPE), Kerala.

Application in prescribed format in quadruplicate should be furnished to the Registrar of Co-operative Societies accompanied by the following:-

- a) Resolution of the Executive Committee requesting for financial assistance from Government, under the Scheme.
- b) Undertaking by the Executive Committee to abide by the conditions of these Scheme and the instructions issued by the Registrar of Co-operative Societies /Government from time to time and to execute the agreement in the prescribed form.
- c) A detailed project report on the proposed project/activity to be implemented for availing the assistance.
- d) Financial statement of the institution and CAPE for the past three years and copies of latest Audited Accounts and Tentative Balance Sheet for the periods, if any, in which the audit of accounts are not completed, verified and duly certified.
- e) Certificates from the Director of CAPE and its Auditor to the effect that the society is free from corrupt practices.
- f) A Certificate from the concerned University to the effect that the institution has charged fees only at the rates prescribed by Government and has not engaged in any malpractice connected with the admission as well as conduct of courses.
- g) Certificates from the Director of CAPE and its Auditor to the effect that the society has not collected any capitation fee for the course.

D. Training centres under the State Co-operative Union

Application in prescribed format in quadruplicate should be furnished to the Registrar of Co-operative Societies, and the application shall be recommended by the State Co-operative Union, Kerala accompanied by the following:-

- a). Resolution of the Managing Committee of State Co-operative Union requesting for financial assistance from Government, under the Scheme.

- b). A detailed project report on the proposed project/activity to be implemented for availing the assistance duly certified by the competent authority.
- c). Undertaking of the Secretary of State Co-operative Union showing that assistance will be utilized for the purpose for which it is sanctioned.

E. Training Centre/Institute under Dept. of Co-operation

The Registrar of Co-operative Societies shall prepare a Detailed Project Report for availing assistance under the scheme and submit it along with sufficient documents and submit the proposal to Government for approval. The proposal so approved shall be submitted before the High Level Committee for its consideration.

F. Pharmacy College under Consumerfed

Application in prescribed format in quadruplicate should be furnished to the Registrar of Co-operative Societies, and the application shall be accompanied by the following:-

- a). Resolution of the Managing Committee of Consumerfed requesting for financial assistance from Government, under the Scheme.
- b). A detailed project report on the proposed project/activity to be implemented for availing the assistance duly certified by the competent authority.
- c). Undertaking of the Managing Director of Consumerfed showing that assistance will be utilized for the purpose for which it is sanctioned

17. **Drawal of Assistance.** The society/institution receiving the Government assistance under these rules shall execute an agreement in Form A. The assistance sanctioned by Government shall be disbursed by the Registrar of Co-operative Societies after obtaining agreement, receipt and after satisfying that the institution concerned has fulfilled all the conditions. The institution shall not withdraw the amount or part thereof, without prior permission of the Registrar of Co-operative Societies.

18. **Utilization:** The assistance provided under these schemes shall be utilised only for the purpose for which it was sanctioned, within a period of 6

months from the date of drawal of assistance and if the Institution fails to utilise the amount within the period, the entire assistance with interest as on date shall be refunded to Government in lump.

19. The Institution shall not sell, transfer or otherwise dispose off or create any encumbrance on the movable or immovable assets purchased from the financial assistance availed under the scheme without the consent of Government.

20. In the case of Societies the President, the Board of Directors and the Secretary/Chief executive of the Society shall be jointly and severally responsible for the proper utilization of the assistance received under the scheme.

21. In the case of institutions under CAPE, the Director/Chief executive of CAPE, the Executive Committee and Head of the institution which availed the assistance shall be jointly and severally responsible for the proper utilization of the assistance received under the scheme.

22. **Consequence on breach of terms and conditions:** In case of breach of all or any of the terms and conditions contained in this Scheme the entire amount of assistance sanctioned shall become repayable to Government in lump with interest at the rate as may be decided from time to time by Government. The Registrar of Co-operative Societies is competent to order for the recovery of the assistance under the scheme under the provisions of the Revenue Recovery Act or any other Act for the time being in force in the same manner as arrears of public revenue due on land and in such other manner the Registrar of Co-operative Societies deem fit.

23. **Inspection**

The Government/Registrar of Co-operative Societies or his sub-ordinates as authorised by him shall have the power to inspect the accounts of the institutions and the utilisation of funds.

24. **Accounts, Audit & Submission of Reports**

- i. The Monitoring Cell shall prepare annual report and accounts statements of the Fund within three months from the end of every financial year.
- ii. The Monitoring Cell shall prepare monthly reconciliation statement of the Fund account with the Bank account, monthly statements etc. and it

shall maintain separate accounts with regard to the contribution as well as disbursement of Fund and the same is to be produced before audit.

iii. Audit of accounts of the Fund shall be conducted annually by the Director of Co-operative Audit, free of cost and he shall submit report consisting of Receipts and Disbursement account and Balance Sheet duly certified, to the Registrar within five months from the end of every financial year.

iv. The Registrar shall prepare an annual report of the scheme and submit it along with annual Accounts Statements together with report thereon to the Government within six months from the end of every financial year.

25. Inclusion of new studies

Government shall be the authority to include new studies and courses of Professional Education as mentioned in clause 2(i).

26. Settlement of Disputes

Government shall be the authority to settle disputes if any, arising out of this Scheme.

27. Repeal and Savings

It shall be competent for the Government to make alteration, amendments or deletions to the provisions in this Scheme. The Government may by an order for reasons to be recorded in writing, exempt any beneficiary from any of the provisions of this Scheme.

**Application for financial assistance under
Co-operative Professional Education Fund Scheme**

(Common Application Form)

Form A

	Name & address of the Society	
(a)	Registration No.	
(b)	Telephone No., e-mail address, website	
(c)	Date of Registration	
(d)	Date of commencement of business	
	Board of management	
(a)	Elected/Nominated	
(b)	Date of election	
(c)	No. of Directors	
(d)	Date of last annual General Body Meeting held	
(e)	Whether managed by Administrator/Administrative Committee (attach a separate note stating reason for not conducting election, working results of the society under administrator/committee, members' participation etc.)	
	Membership & Share Capital	
	Number of members	
	Authorised Share Capital	
	Paid up Share Capital	
	Members' Contribution	
	Government Contribution	
	Others	
	Total	
	Financial position of the society as per last audited Balance Sheet as on -----	
	Capital & Liabilities	
	Paid up Share Capital	
	Deposits	

Reserves -		
Loans/Borrowings		
Others(Specify)		
Total		
Assets		
Fixed Assets		
Investment in shares, bonds, debentures etc.		
Machinery		
Vehicles		
Others(Specify)		
Total		
Net Profit/Accumulated Profit/loss		
Borrowings		
State Government		
Commercial Banks		
Co-operative Banks		
Others(Specify)		
Total		
Details of Educational Institution		
Name, address of the Educational Institution		
Name and address of Educational authority/department which have administrative control over the institution		
Name of courses conducting		
Year in which courses started		
Name of University/Educational Authority		
No. of students in each course		
Percentage of pass outs for the last three previous years(course wise) (above details can be furnished separately, if needed)		
Share Capital/Capital Fund of the institution		
Society's Contribution		
Government Contribution		
Others		
Number of Members		
Whether the institution was formed/registered by the Co-operative Society?		
Total number of members in the managing committee		
Whether not less than 2/3 of members of the managing committee/ executive committee are members of the managing committee of the co-operative society?		
Whether the overall administration of the charitable society/trust is vested with the		

co-operative society ?(mention the bye-law clauses)																					
Whether Articles of Association &Memorandum of Association or bye-law of the society/trust/institution is enclosed ?																					
Whether there is any provision in the above said document, to include/nominate the departmental officer in the board of management of the educational institution?																					
Whether the society has a full time paid secretary?																					
Whether a copy of the resolution of the Board of Directors for availing of the proposed assistance is enclosed?																					
Whether Project Report is enclosed?																					
Whether Non-corruption Certificate is enclosed?																					
Whether a copy of the bye-laws of the Society is enclosed? Whether there are necessary provisions in the bye-laws of the society for the following;																					
i). availing assistance from the government																					
ii). to invite the Assistant Registrar(General) of the taluk where the headquarters of the society is situated to attend the managing committee and general body																					
Whether the society/institution has collected any amount in the form of capitation fee or donation for the courses?																					
Whether the society/institution had engaged in any malpractice connected with the admission and conduct of courses and whether there is any enquiry/litigation against the institution/society regarding such malpractices?																					
Whether the society/institution has any dues to the Government? and if so, furnish details(as on the date of application)	<table border="1"> <thead> <tr> <th>Nature of Assistance</th> <th>Amount outstanding (Principal & Interest)</th> <th>Amount Overdue</th> </tr> </thead> <tbody> <tr> <td>Share -</td> <td></td> <td></td> </tr> <tr> <td>Loan -</td> <td></td> <td></td> </tr> <tr> <td>Subsidy -</td> <td></td> <td></td> </tr> <tr> <td>Others -</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total</td> <td></td> </tr> </tbody> </table>	Nature of Assistance	Amount outstanding (Principal & Interest)	Amount Overdue	Share -			Loan -			Subsidy -			Others -			Total				
Nature of Assistance	Amount outstanding (Principal & Interest)	Amount Overdue																			
Share -																					
Loan -																					
Subsidy -																					
Others -																					
Total																					

Whether the society has paid 25% of the arrears to Government and agreed to pay off the balance within 6 months? if so, furnish details.		
Assistance applied for :		
) Infrastructure facilities – Project details		
Total Project Cost(Rs.)		
Own Contribution (Rs.)		
Any other assistance(Rs.)		
Financial assistance required under the scheme(balance)(Rs.)		
) Working Capital assistance		
Total Working Capital required		
Deficiency in Working Capital(Rs.)		
) Wipe off loss on fee collection(Rs.)		
) Scholarship assistance required(Rs.)		
Number of students		
Total amount of assistance required(Rs.)		
Number & date of Board resolution		
Whether certificate of fees collected as per clause of the scheme..... enclosed?		
Whether certificate/affidavit as per clause of the scheme enclosed?		
Whether State Co-operative Union has recommended the assistance to training centres? Mention details of resolution taken.		

Date : (Name &signature)
Director

(Name &Signature)

President/Secretary/Chairman or
Authorised Signatory

Seal

Verified by:

Unit Inspector (Name & Signature)

Recommended for sanctioning Rs.....

Assistant Registrar (General).(Name, Signature &Seal))

Recommended for sanctioning Rs.....

Joint Registrar (General)...)(Name, Signature &Seal)

Recommended for sanctioning Rs.....

Registrar of Co-operative Societies (Signature &Seal)

Recommended for sanctioning Rs.....

Committee Members

1.(Minister for Co-operation)

2.Secretary to Government
(Co-operation)

3. Registrar
of Co-operative Societies

Sanctioned Rs.....

For

As per G.O.....

Office Section

Assistant Registrar (HV/MT)

Notes:

1.The society should submit Detailed Project Report (DPR) for assistance applied for and it should contain the following details as the case may be.

i). Profile : Brief description of history of the society/institution, its working, organizational structure& management, present scenario of courses, students, academic and financial results. etc.

ii). The Project : Need, importance and scope of project, location, land owned , total project cost and cost components, means of finance, phasing of execution, monitoring and implementation, manpower requirement, availability & cost, other running costs, viability, justification, conclusion etc.

iii). Annexures : Plan & Estimate, attested copy of title deed of land owned, location certificate, location sketch, necessary board resolutions, affidavits, certificates, projected profitability, cash flow and balance sheet for five years etc.

2. Plan and Estimate of building shall be approved either by an officer of PWD not below the rank of Assistant engineer, or by any society/agency approved by Co-operative Department for the purpose.

3. Calculation of and notes on total working capital required, available funds and deficiency should be enclosed for availing assistance for working capital.

4. Details of fee collection duly attested by educational authority concerned should be attached for availing assistance to wipe off or reduce loss incurred on lower fee collection.

5. For sanctioning assistance for scholarship to eligible students of the organization, necessary information and documents as required by the High Level Committee, from time to time shall be furnished.

5. Separate sheets may be used for providing required information, if needed.

FORM - B

THIS AGREEMENT is executed on this day of between Co-operative Society Ltd/CAPE/State Co-operative Union registered under the Act,..... (hereinafter referred to as the Society/CAPE/Union) of the one part and the Governor of Kerala (hereinafter referred to as the Government") of the other part.

WHEREAS the Co-operative Society/CAPE/State Co-operative Union has applied to Government for financial assistance of Rs...../- Rupees.....) by way of Grant under the Professional Education and Scheme as per G.O..... for, whereas the Government have agreed to sanction the assistance subject to the terms and conditions contained in the Scheme approved by Government in this behalf. Now there presents witness and it is hereby agreed as follows :-

1. The amount of Rs. (Rupees) sanctioned to the Society/CAPE/Union sanctioned to the society as Grant shall be utilized only for the implementation of projects approved by the Government.
2. The Society agree to and shall abide by the terms and conditions contained in the Scheme governing the assistance, a copy of which is herewith appended and the Scheme shall form part of the agreement.
3. The Society agrees to utilize the Grant within one year from the date of sanction or within the date of completion of the project as mentioned in the Project Report and any amount remaining unutilized after the period shall be refunded to Government.
4. Notwithstanding anything contained in the Rules or in the byelaws of the society, it shall be open to the Government to recover the entire sum therein, without stating any reason whatsoever, and the society/CAPE/Union shall be liable to refund the entire amount sanctioned under the Scheme with interest as on the date at the rate decided by Government from time to time. The Registrar of Co-operative Societies is competent to order for the Recovery of assistance under the scheme under the provision of the Revenue Recovery Act 1969 for the time being in force.
5. In case the Society/institution/trust commits breach of all or any of the terms and conditions herein contained or those contained in the Rules and in the said order, the entire amount sanctioned together with interest thereon at the rates prescribed by Government from time to time shall become repayable in lump at once by the society t
6. It is hereby declared that the executants of this agreement for and on behalf of the society/institution have the power and authority to do so by virtue of the Board of Directors (here enter authority)

7/ The President, Board of Directors and Secretary/Chief Executive of the Society shall be jointly and severally responsible for proper utilization of the assistance recommended under the Scheme.

In witness of where Sri..... (President/Director/Chairman) and Sri.....

(Secretary/Manager/Chief executive) and Sri. (Board Member) for and on behalf of the society and Sri. for and on behalf of the Governor of Kerala have here unto set their hands and the seal of the society has here into been affixed the day month and year first above written.

Signed by 1.
 2.
 3.

for and on behalf of the Co-operative Society in the presence of witness

1.
2.

Signed by Sri..... for and on behalf of the Governor of Kerala in the presence of witness

1.
2.