

COOPERATIVE EDUCATION FUND

(Cooperative Education Fund Guidelines)

The Cooperative Education Fund has been created under the provisions of The Multi State Cooperative Societies Act 2002 with the objectives of providing education, training and information regarding cooperative philosophy, cooperative principles and role of cooperative movement in economic upliftment of the members of cooperative societies along with providing hands-on practical training for successfully running cooperative societies. For achievement of these objectives the fund is being used for development of cooperative leadership, capacity building, inclusion of women and youth in large numbers in cooperative movement through exclusive training and awareness programmes, strengthening of training centers across the country by financially supporting their infrastructural development and financially assisting the seminars, workshops and training programmes for cooperative awareness.

further the Act states that the cooperative education fund shall be administered by a committee constituted by the Central Government For this purpose consisting of the following members:

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| 1. The President ,NCUI | Chairperson |
| 2. The Central Registrar | Member |
| 3. The Financial Advisor to the Deptt. of Agri. & Coop. in MoA&FW | Member |
| 4. Two representatives of the Multi-State Cooperative Societies
to be nominated by the Central Govt. for every two years. | Member |
| 5. The Director General, NCCT, New Delhi | Member |
| 6. The Director, Vaikunth Mehta National Institute
of Cooperative Management, Pune | Member |

Utilization of the Cooperative Education Fund

Under the provisions of Multi State Cooperative Societies Act ,the cooperative societies registered under this Act shall contribute 1% of their profit to this fund. The

programmes funded through Cooperative Education Fund are organized through National Cooperative Union of India, NCCE, NCCT, National and State level cooperative Federations and other cooperative organizations.

Details of approved activities for utilization of CEF

(As approved by the CEF committee in its meeting held on 27th October, 1989)

Human Resource Development for Cooperative through Cooperative Education and Training

- ❖ Planning ,developing and monitoring cooperative education programs.
- ❖ Developing and evolving suitable modules of cooperative education.
- ❖ Running national center for cooperative education for the purpose of:
 - leadership development programs for cooperative leaders.
 - executive development programs for cooperative education personnel including trainers training programs.
 - other programs for improving efficiency of cooperative education system.

- ❖ To undertake pilot projects in the field of cooperative education particularly in those states which are cooperatively less developed with a view to removing regional imbalances and fill up the developmental gaps.

- ❖ Undertaking research and investigation into various aspects of cooperative education programs.

- ❖ Preparation and production of model education aids including audio-visual aids, films, film strips etc. and taking steps for their adaptation.

- ❖ Production and publication of literature and dissemination of cooperative knowledge and information for the use of cooperative education personnel.

- ❖ Modernization of training technology and teaching aids.

- ❖ Maintenance of information bureau and library.

- ❖ Provisions for infrastructural facilities and other support system for the development of cooperative training programs.

- ❖ To support international cooperative alliance (ICA) in furtherance of cooperative education and training programs in India.
- ❖ To organize conference, seminars ,workshops etc. in the sphere of cooperative education and training. these programs shall have a wider dispersal in various states and will not be concentrated in cities.
- ❖ To undertake any other activities/programmes approved by the governing council of NCUI in furtherance of cooperative education.

Activities for which financial assistance from CEF can be taken

- National/state/district-level seminars/conferences/workshops for the elected leaders, members and employees of cooperatives.
- Inter state study visits of elected leaders of cooperative organizations.
- Training programs exclusively for women and youth.
- Strengthening of state/districts unions, and their junior cooperative training centers by giving financial assistance for purchasing of library books, furniture, computers, and fixtures for computer labs and classrooms etc.
- Supporting the inclusion of cooperatives as a course/subject/paper/topic in educational institutions of the country.

Procedure for seeking financial assistance

- Download & Submit the form online.
- Send a hard copy of the proposal to NCUI
- Await sanctions.
- Utilize the fund as per the guidelines before the close of financial year.
- Submit all bills/ vouchers and relevant documents as mentioned in the sanction letter may be submitted by regd. post to NCUI for adjustment of the advance amount.

- In case, the financial assistance cannot be utilized before the end of financial year then written permission may be sought from NCUI with proper justification

The budget for the above activities is approved by CEF committee every year in its meeting conducted in the beginning of the financial year. For the financial year 2018-19 the budget approved for various activities is as follows:

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| a. National level seminar/conference/workshop: | Rs. 2 lakhs |
| b. State level seminar/conference/workshop: | Rs 1.50 lakhs |
| c. District level seminar/conference/workshop: | Rs. 60,000/- |
| d. Inter-State Study visits: | Rs. 2.50 Lakhs. |
| e. Member Education programmes: | Rs. 1.00 Lakh |
| f. Strengthening of State Cooperative Unions, Junior Cooperative Training Centre, District Cooperative Unions: | Rs. 1.00 Lakh |
| <i>(For purchasing of Computers, Audio Visual Aids, Library Book & furniture/ fixtures etc)</i> | |
| g. Training programmes exclusively for women and youth : | Rs. 1.00 Lakh |

All these above said activities are conducted through various National Level Cooperative Federation, Multi-State Cooperative Societies, State Cooperative Unions, other State Cooperative organizations, National Centre for Cooperative Training and National Centre for Cooperative Education (NCCE). These organizations can apply for financial assistance from CEF which is provided as per the CEF guidelines to them. The member societies can fill-up the requisite Performa or can send their proposal by simply writing to NCUI. The proposals are considered by the CEF division and sanctioned by the competent authority. After that a letter of approval along-with terms & conditions regarding spending of money released as financial assistance for a particular programme is issued to the concerned society. After conducting the programme the following documents are required to be submitted by the cooperative society seeking financial assistance from the CEF along-with the bills of the programme:

1. Statement of expenditure head-wise as indicated above.
2. All bills and vouchers and receipts in original.
3. A copy of the Invitation Card/Letter.
4. List of participants along-with Aadhar no./Voter ID is mandatory for bill adjustment.
5. One set of background papers.
6. A set of photographs of the said event.
7. Utilization Certificate for the sanctioned amount duly signed/stamped by the Competent Authority and auditor (s) along with the declaration that no other financial aid has been received for this event (S).
8. The format attached duly filled and signed for evaluation.

Following is the frame work of programmes/activities which are funded through Cooperative Education Fund as per the CEF guidelines and as decided time to time by the committee:

Sl. No	Implementation Institution	Programme Activity
1	National Level Cooperative Organizations	a) Seminar/Conference/Workshop/Zonal Conference b) Inter-State Study Visit c) Training Programmes for Skill-Development of weaker-section cooperatives
2	State Cooperative Unions / Other State Cooperative Organizations	a) Seminar/Conference/Workshop b) District/Primary-Level Seminars etc., c) Strengthening of SCUs/DCUs/JCTCs by providing computer, AV Aids, library furniture/ books
3	National Centre for Cooperative Education	a) Sector-specific Leadership Development Programs b) Diploma Programs for employees of Coop. Societies c) Trainers' Training Prog. for CEI s of JCTCs/SCUs/ Universities
4	NCCT	a) Strengthening of ICM Library b) Strengthening of Computer Lab c) Campus Cooperatives
5	VAMNICOM, Pune	a) Fellowship of PDGBM/DCBM Students b) CICTAB Training Programme c) SPARDHA Competition d) Books / Journals for Library e)
Programes for North-East		
1	State Cooperative Unions	a) Inter-State Study Visit b) State Seminar/Conference c) District Seminars d) Skill-Development Training programmes for women & youth
2	RICM/ICMs	a) Sector-specific LDPs

Activities by NCUI		
1		a) Support to Cooperative Education Programmes at International Level b) Preparation & publication of Training & other publicity material c) Publication of Books and Monographs d) Documentary/Short Films/A-V Spots e) Information Bureau-A Profile of Indian Cooperative Movement f) Teaching & training equipment and Computers/Software at NCCE/NCDB g) Minor repairs and maintenance of NCCE Classrooms, Hostel and Monitoring Cells h) Replication of Coop. Education in School & Training Programme for Youth Clubs i) Website/Hardware Maintenance j) Research Studies/Survey k) National /Zonal Seminars/Workshops l) APJ Abdul Kalam Scholarship for PhD Scholars in Cooperatives.

The assistance given for conducting any seminar/workshop/conference has to be utilized mainly under the following head:

Sl. No	Expenditure Head	Percent of total expenditure as per CEF Guidelines
1	Venue/sitting arrangements	10%
2	Printing/postage of invitation cards, photographs, banners etc.	10%
3	Background/Study materials for this seminar/workshop	30%
4	Working tea, lunch etc.	30%
5	Honorarium and conveyance/transportation to guest speakers (Technical sessions with professional inputs for discussions)	15%
6	Miscellaneous and other contingency expenses	5%