

For official use only

CO-OPERATIVE TRAINING

*Notes and Proceedings relating to the Fourth Meeting
of the Central Committee for Co-operative Training
held on 14th January 1957*

Vol. IV

**CENTRAL COMMITTEE
FOR
CO-OPERATIVE TRAINING
RESERVE BANK OF INDIA
BOMBAY**

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**CENTRAL COMMITTEE FOR
CO-OPERATIVE TRAINING**



*Notes and Proceedings relating to
Fourth Meeting*

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ANNEXURE 1

PROCEEDINGS OF THE COMMITTEE ON THE WORKING OF THE REGIONAL CO-OPERATIVE TRAINING CENTRES

Present:

1. Fr. Basenach, S. J.
2. Shri V. Govindan Nair
3. Shri P. M. Chengappa
4. Shri N. C. Sen Gupta
5. Shri Fateh Singh
6. Shri A. Anegundi
7. Shri M. S. Menon

The meeting was also attended by Prof. D. G. Karve, Shri N. P. Chatterjee, Shri A. Palaniappa Mudaliar, Shri J. C. Ryan and Shri Mathur for some time.

ITEM NO. 1 (*Item 7 of the Agenda for the Conference*)

ORGANISATION OF TRAINING ARRANGEMENTS AND METHODS OF TEACHING

(i) *Hours of work and time-table:* The Committee felt that there was no need for enforcing a uniform time-table of work in all the centres, since the working hours in each were dependent on local conditions, season, etc.

It was, however, decided that each working period should be for a minimum duration of 45 minutes and each working day should consist of six periods. There would thus be $4\frac{1}{2}$ effective working hours per day. An interval of five minutes between two periods should be provided. Saturdays also should be full working days except the last Saturday of the month.

In distributing the working hours between the different subjects, more periods may have to be allotted to certain subjects than to others.

The following tentative distribution of periods was suggested:

- | | | |
|---|---|---------|
| 1. Theory, History and Practice of Co-operation | 7 | periods |
| 2. Co-operative Law and other Laws | 6 | „ |
| 3. Special subjects | 6 | „ |
| 4. Banking | 5 | „ |
| 5. Book-keeping | 5 | „ |
| 6. Rural Economics | 4 | „ |

The remaining three periods (preferably on Saturday afternoon) could be devoted for such work as tutorial work, seminars, debating societies, library, etc.

(ii) *Distribution of work among teaching staff:* Assuming that in a week 51 periods would be necessary for handling five compulsory subjects and four special subjects, a rough distribution of the work load among the Principal and the staff would be:

Principal	9 periods
3 Lecturers	About 14 periods for lecturer.

(iii) *Method of teaching:* It was recommended that on all important subjects synopsis should be prepared in advance and distributed to the trainees.

(iv) *Tutorial work:* It was considered necessary that provision should be made for tutorial work. For this purpose it was suggested that part of the Saturday afternoon should be devoted.

(v) *Medium of instruction:* It was decided that English should continue to be the medium of instruction.

(vi) *Preparation of text books:* On certain subjects like Co-operative Theory, History and Practice, Rural Economics, Co-operative Banking, etc., lack of suitable text books was a serious handicap in teaching. It was suggested that the Central Committee might take suitable steps to get such books prepared and the possibility of utilising the services of the Departmental Officers and other co-operative experts and University teachers might be explored for this purpose.

(vii) *Use of library:* At present a reasonably well stocked library is still to be built up at most of the centres. With more books and periodicals it would be possible to organise regular library work and induce the students to make more systematic use of the library. The number of copies of books which are in constant demand and are more or less used as text books should be increased. The library should be kept open for some time, say for about two hours, after the classes are closed, so that those who want to read journals, periodicals, and books after class hours may do so. Library books issue register in which pages are opened for each candidate should be kept so that it will be possible to check whether the candidates are making use of the library. The lecturers should also ask the trainees to make special study of the books recommended for reference and later check up the work done during the library hour allotted on Saturdays.

ITEM NO. II (*Item 8 of the Agenda for the Conference*)

SYLLABUS FOR THE VARIOUS COURSES

Theoretical

The Committee suggested the following modifications in the syllabus:

(i) *Theory, History and Practice of Co-operation*: In the first para where different economic concepts are mentioned 'Syndicalism' may be omitted and 'Socialism' substituted in its place. Under the different types of co-operative institutions may be added 'Multipurpose Societies' and 'Processing Societies.'

(ii) *Co-operative Law*: Where model by-laws of institution functioning in the State are available, they may be studied; otherwise, the model by-laws prepared in any other State where the institution is reasonably well developed may be studied.

Practical

It was suggested that the programme of practical training should be interspersed with theoretical training in the following order:

- 4 months theoretical
- 2 months practical
- 1 month theoretical
- 2½ months practical
- 1½ months theoretical

The first two months of practical training should be devoted for visits to cover all typical institutions within the State in which the centre is located. These will include also visits to commercial banks. Of the next stretch of 2½ months, two months may be utilised for visiting important societies in States other than the State where the centre is located. These visits should not extend to more than two States and may, where facilities are available, be restricted to one State well advanced in co-operative development. All the candidates need not visit the same State, but may be divided into convenient batches and sent to different States, or the States to be visited may be chosen in rotation so that candidates from one centre will not be visiting the same State for two years in succession. The last half month should be utilised for active participation in the working of an institution selected according to the optional subject chosen by the candidate. For this purpose the candidates will have to be organised in groups of not more than four and attached to the institutions concerned for a period of about two weeks. A detailed programme of study concerning all aspects of the working of the institution will have to be drawn up in advance by the centre.

The Manager or Secretary of the Society or the Supervisor or Departmental Inspector, if available, may be persuaded to give necessary instructions to the candidates, supervise their work and testify to the satisfactory completion of their study.

ITEM NO. III—(*Item 9 of the Agenda for the Conference*)

ASSESSMENT OF THE TRAINEES' WORK

(i) and (ii) The Committee was of the view that three periodical tests and one final examination should be conducted for each course. For the final assessment of the candidate, the performance of the candidate in the periodical tests should also be taken into consideration. It was suggested that the weightage attached to the periodical and final tests may be in the proportion of 30 : 70. The papers may be valued and graded into three classes, I class, II class and Pass class. For securing a pass, a minimum of 40 per cent in each subject will have to be scored. Those securing aggregate marks between 50 per cent and below 60 per cent will be classified as II class, and those scoring 60 per cent and above will be declared as I class. Revaluation of papers will not be allowed under any circumstances.

(iii) The performance of the candidates during the practical training will also have to be taken into account in assessing their work and in declaring pass or failure. In the Committee's view this was necessary because of the importance attached to practical training and the opportunity given by the *viva-voce* test to assess the actual study made by the candidate during the 4½ months of his training.

(iv) For purpose of oral test a board of examiners should be formed, consisting of not less than three persons including the Principal of the centre and an officer not less than the rank next to the Registrar. If necessary, a panel of examiners may be formed for this purpose.

For the setting and valuation of papers on Co-operative Theory and Practice, Co-operative Law, Co-operative Audit, Co-operative Banking, and other papers on Co-operation, it would be desirable to select senior and experienced officers of the Co-operative Department, besides the Principals of the training centres.

It was also suggested that for oral test each examiner might be given a remuneration at the rate of Rs. 1-8-0 per candidate, with a minimum of Rs. 75. This will be over and above the T. A. that will have to be paid if the examiner comes from outside the headquarters. It may not be advisable to examine more than 15 candidates per day.

Regarding the failed candidates the Committee suggested that the following rules may be observed:

(1) They may be allowed to reappear after the first final examination for not more than two consecutive examinations. The candidates will have to appear for all the failed subjects each time.

(2) They should take the re-examination at the centre at which they underwent training.

(3) No examination will be held for the failed candidates separately.

(4) They should appear at their own costs for the final examination held annually.

(5) No fees will be charged from these candidates for the examinations.

(6) The Higher Diploma in Co-operation will be awarded to the candidates after they pass in the re-examination.

(7) Permission in writing to reappear for the examination should be obtained from the Principal within four months of the final announcement of the results.

Students who have failed in the examination held before November 1956 should be allowed two chances in the examinations to be held in 1957 and 1958.

ANNEXURE 2

PROCEEDINGS OF THE COMMITTEE ON THE WORKING
OF THE BLOCK LEVEL CO-OPERATIVE OFFICERS'
TRAINING CENTRES.

Present

1. Capt. H. S. Lather
2. Shri K. Keshav Kini
3. Shri V. Vedantachari
4. Shri G. L. Khullar
5. Shri P. N. Majumdar
6. Shri C. Vijayan Nair
7. Shri Satya Prakesh
8. Shri A. Venugopala Rao
9. Dr. S. B. Mahabal
10. Shri M. A. Chidambaram

Prof. D. G. Karve, Shri J. C. Ryan, Shri N. P. Chatterji
Shri A. Palaniappa Mudaliar, Prof. A. F. Laidlaw and Dr. S. C.
Roy attended the meeting for some time.

ITEM NO. 1—(*Item 7 of the Agenda for the Conference*)

ORGANISATION OF TRAINING ARRANGEMENTS AND
METHODS OF TEACHING

(i) *Hours of work and time-table*: It was agreed that the daily time-table may be six periods of 50 minutes' duration each on six days in a week. Out of this in each week six periods may be devoted for seminar, library, tutorial work and the remaining 30 for classroom lecturing.

The Committee was of the opinion that all the subjects may not require the same allotment of periods per week, e.g., subjects like Theory, History and Practice of Co-operation may require a higher allotment of periods compared to other subjects, the basis being roughly as follows:

(1) Theory, History and Practice of Co-operation	8	lectures
(2) Co-operative Law	6	..
(3) Accountancy and Auditing	8	..
(4) Banking	4	..
(5) Rural Economics	4	..

(ii) *Distribution of work among teaching staff*: It was agreed that the work-load in a training centre which runs two parallel classes may be about 18 periods in the case of lecturers and 12,

periods for the Principals. Where there is only one class the maximum load per lecturer may be about 12 periods per week.

(iii) *Methods of teaching*: The general opinion was that synopsis indicating brief outline of the subjects should be circulated to the trainees in advance as far as possible. Group-discussions should be encouraged.

(iv) *Provision of tutorial work*: The Committee felt that tutorial work is mainly required in regard to Accountancy, where the candidates admitted have no previous experience in the subject, and necessary arrangements should be made in this regard.

(v) and (vi) *Medium of instructions and preparation of suitable text books*: In the absence of suitable text books in the regional language it was considered a little premature to change the medium of instruction from English to Hindi. Therefore, for the present it was considered that the existing arrangements might continue.

However, in the light of the current developments some steps in the direction of introducing the regional languages as medium will have to be pursued and for this purpose efforts will have to be made to get suitable text books prepared on the various subjects. Members of the Committee were asked to make specific proposals in regard to the preparation of text books, both in the English language as well as in the regional language.

(vii) *Use of library*: While discussing the possibility of augmenting the supply of books in the library a suggestion was made that each of the training centres should be supplied with adequate number of certain text books including the Madras Co-operative Societies Manual. The question also came up regarding the need for keeping in the library standard literature such as Calvert's Principles and Law of Co-operation, Nicholson's Report, MacLagan Committee Report, etc., which have become now unavailable. In these cases the question of reprinting the same will have to be taken up with the appropriate authorities.

ITEM NO. II (*Item 8 of the Agenda for the Conference*)

SYLLABUS

- (a) *Theoretical Training*: The following suggestions were made :
- (i) Economic Planning with reference to the Second Five Year Plan may be included in Theory, History and Practice of Co-operation.
 - (ii) Reference may be made to the relevant portions of the Rural Credit Survey Report in the various subjects.
- (b) *Practical training*: It was felt that the present instructions regarding practical training and the present practice of dividing

the total period of three months into two parts, namely, the first part largely for observation and the second part for participation, should be followed. The objective should be that when the trainees are appointed after training they should be in a position to carry out effectively the developmental work in the National Extension Service Blocks such as organisation, increase in membership, increase in business, etc.

ITEM NO. III—(*Item 9 of the Agenda for the Conference*)

ASSESSMENT OF TRAINEES' WORK IN THE VARIOUS TRAINING CENTRES

The Committee while considering the method of assessment of trainees' work felt that the performance may be assessed monthly instead of fortnightly and decided that there may be at least four tests in each subject for the theoretical course and two reports in respect of the two parts of practical training.

ITEM NO. IV—(*Item 10 of the Agenda for the Conference*)

EXTRA-CURRICULAR ACTIVITIES

It was felt that the trainees may be encouraged to organise debates, seminars for which periods in each week are provided.

As regards the special lectures, it was left to each training centre to prepare and get approved by the Local Committee a programme of lectures to be delivered on particular parts of the syllabus and also on important topics pertaining to the course of study. The honorarium for these lectures may be decided by the Local Committee taking into consideration the local conditions.