



GOVERNMENT COLLEGE CHITTUR

STUDENTS ENTREPRENEURSHIP PROGRAMME

(A Joint Initiative of CCCS.Ltd.No.3899, ED Club & Women Cell)



AUGUST 2023



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I. INTRODUCTION

Chittur college Cooperative society CCCS.Ltd.No.3899, Entrepreneurship Development (ED) Club and Women Cell are associated to form an initiative titled ‘STUDENTS ENTREPRENEURSHIP PROGRAMME’

About the College

Government College, Chittur is the second Government college to be established on 11 August 1947. Initially college was affiliated to the University of Madras and later got affiliated to Travancore University in 1949. Presently the college is affiliated to the University of Calicut in 1968 and recognized as a special-grade college under the Department of Collegiate Education. Around 2000 students are undergoing studies in 15 disciplines where in girl students constitute 92 per cent and boy students constitute 8 per cent with 15 UG courses, 7 PG courses and 6 Research programmes. The strength of teaching faculty arrives at 104 teachers including 94 permanent teachers and more than 25 non-teaching staff. The college is blessed with serene beauty of nature and located near Sokanasini. The institution supports students in academic and non-academic endeavours and students and faculty has brought laurels to the age-old great institution. The temple of learning celebrated its platinum jubilee in 2022-23, a yearlong programme with more than 75 activities led by various departments. The institution continues its journey fulfilling great vision with the support of Alumni, staff and students contributing to society at large.



About Chittur College Co-operative Society

CCCS Ltd.No.3899

Chittur College Co-Operative Society Ltd. No. 3899 is registered on 01-02-1956 and commenced functioning on 13-02-1956. Its operation is confined to the students and staff of Government College Chittur and the institutions connected therewith. The main objects of the society are : encouragement of thrift and self-help, purchase of the requirements of the members , College and College Hostel, operate chit funds or other similar schemes for the benefit of members, dissemination of knowledge on cooperative principles, creation of student aid deposit fund for giving advances to students and doing all such other things incidental to attainment of above cited objects. The membership is of three types A class for staff, B class for Students and C class for Government contribution. The liability of the members of society shall be limited to the share capital subscribed by them.

The Chittur college cooperative society serves academic and non-academic requirements of students and staff at most reasonable charges. As of 31-07-2023, there are 57 A class staff members. In order to serve students better especially in application for examinations, remittance of fees, a desktop and printer systems have been installed in August 2022. The society takes care of requirements of Hostel students by supplying essentials of accommodation.

The Students Entrepreneurship Programme for upholding financial security of students community was inaugurated on 02-08-2023 by Dr Baby K (Principal) and Dr Reji T (Vice Principal) wherein CCCS joined as a partner along with ED Club and Women Cell of Govt College Chittur.



About ED Club

An Entrepreneurship Development Club is functioning to inculcate the culture of entrepreneurship among the students and to equip them with skills, techniques and confidence to act as forerunners of enterprise for the new generation. ED Club aims to provide an institutional friendly framework that supports students in meeting regularly to discuss, pursue and present their creative ideas in the form of saleable products. We hope to celebrate exceptional student ideas by potentially featuring them at the fairs, exhibitions and other events and in the future map them their ideas to the wellbeing of society

About Women Cell

Women cell aims making women aware of their rights and duties it provides a platform for women to share their experiences and views it makes students to enrich intellectually and empower themselves through women cell develop responsible and value-oriented leadership in women students it also enhances self- esteem and self-confidence among women students.



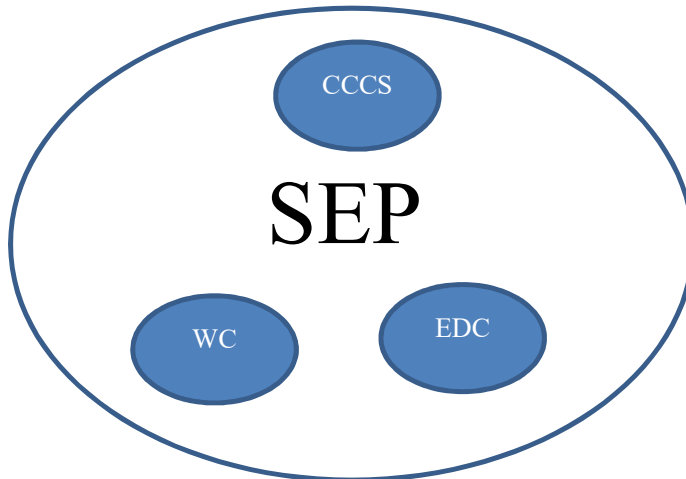
II. ABOUT THE PROGRAMME-SEP

ED Club of Government College Chittur, Women Cell and Chittur College Co-operative Society are jointly pioneering a project titled "Students Entrepreneurship Programme" to promote entrepreneurship culture among students **applying cooperative principles** and ensure financial security among students by facilitating to market home-made and saleable household products having worth quality to teachers, students and public with the help of Chittur College Co-operative Society.

An Executive Committee is the supreme authority managing the affairs of the programme & Core Committee looks after the effective functioning of venture consisting of staff and students representatives from each department. The General Body of the venture consists of all members including teaching, non-teaching staff and students. The teaching and non-teaching Staff in service at college and students undergoing any course for the current year at Government College Chittur is eligible to apply for membership and become part of general Body. Any products required in the daily life of students, teachers, non-teaching staff and public at large having quality and saleable are being sold. Surplus from the sale of products is shared among students and venture as envisaged in the programme.

III. STRUCTURE of Programme

The Programme is a joint initiative of CCCS Ltd No 3899, Women Cell and ED Club of Government College Chittur.



EXECUTIVE COMMITTEE

The Executive Committee consists of following members

- Principal : Dr. K Baby
- Vice Principal : Dr. Reji T
- SEP Staff Co-ordinator : Dr. Lakshmanan M P
- ED Club Co-ordinator : Mr. Pradeesh K
- Women Cell Co-ordinator : Mrs. Jayanthi C
- SEP Student Co-ordinators : Ms. R Varsha &

Ms. Sruthi A S



CORE COMMITTEE

The core committee consists of the following members:

- Principal : K Baby K
- Vice Principal : Dr. Reji T
- SEP Staff Co-ordinator : Dr. Lakshmanan M P
- ED Club Co-ordinator : Mr. Pradeesh K
- Women Cell Co-ordinator : Mrs. Jayanthi C
- SEP Student Co-ordinators : Ms. R Varsha and
Ms. Sruthi A S
- Department Teacher Representatives (15)
- Department Student Representatives (118)
- Office Staff Representative (1)

GENERAL BODY

All teaching and non-teaching staff and students applied for membership in the programme.

The major functions of each forum is envisaged as follows:

Body/Committee	Functions	No of Members
Executive committee	Approve plan of action and act as advisory body to Core committee	7
Core Committee	Plan, design and implement activities contributing to realizing vision, mission and objectives of the programme.	141
General Body	Support Core committee in planning, implementing programmes contributing to students community	All members



IV. VISION, MISSION & OBJECTIVE OF THE PROGRAMME

The vision of the programme to develop citizens having entrepreneurial culture enabling them to contribute to wellbeing of society.

The Mission of the programme is to appreciate the entrepreneurial skills among students and set platform to transform entrepreneurial skills to products and services and serve as a financial solution to students' community.

The objective of the programme is to inculcate and promote entrepreneurial spirit & culture among students leading to financial security by promoting Students Entrepreneurship applying cooperative Principles



V. FUNCTIONS / ACTIVITIES

- Conduct skill surveys among students for designing training programmes with the help of professionals
- Conduct Training programmes for nurturing entrepreneurial skills among students
- Collection of saleable good quality home made products from members (especially student members)
- Distribution of products / services among teaching staffs, non-teaching staffs and students and public at reasonable price
- Promote use of green, homemade hygienic products among all members in college
- Support students who are economically backward with satisfactory academic pursuits in the form of Scholarships / Financial aids
- Maintain proper books of accounts in relation to functioning, and financial transactions for audit and inspection.
- Design & develop tech aids for promotion & distribution of goods and services.
- Undertake other functions as decided by executive and core committee or as suggested by General Body in meetings.



VI. RULES & REGULATIONS

- Any stakeholder teaching or non-teaching staff , students can take membership the programme
- Observe duties and responsibilities envisaged by programme at its best.
- All members should adopt online transactions with respect to payments/settlements payments.
- The member supplying product shall have right to set reasonable selling price.
- Products intended to be sold should have good quality. It must be ensured by the members supplying goods.
- Homemade saleable commodities are only allowed for sale.
- Transaction will be settled within 2 days to 5 days from the date of sale of product or rendering service.
- Products can be handed over to staff of co-operative store from 09.30 am to 04.00 pm in every working day.
- The advance in the form of financial help must be used for approved entrepreneurial activity only and reimbursed in time as per scheme.
- The advance is not a right of member and shall be based on terms and conditions set by executive committee.
- Identity card is provided at free of cost to student members.
- Identity card is to be produced for participating in exhibitions, programmes conducted in relation to the programme.
- The identity card must be kept safe and If identity card is lost, an additional amount of ₹50/- will be charged for reissue and the identity card must be returned after the completion of course.

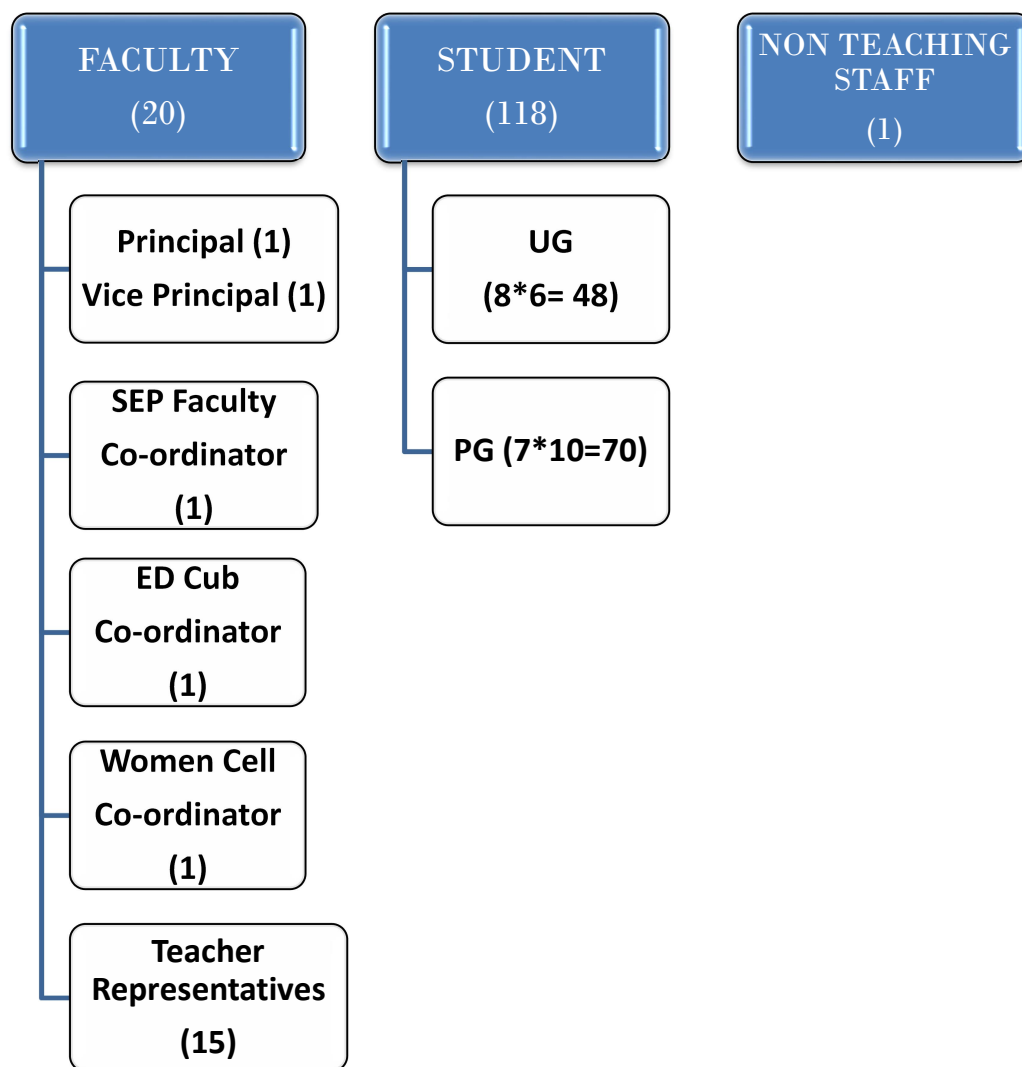


VII. DUTIES / RESPONSIBILITIES

- Every member should be responsible & committed to achieving vision, mission and objectives of the programme
- Members should follow cooperatives principles in activities undertaken in relation to the programme.
- Support Executive, Core committee in ensuring effective functioning of the programme.
- Undertake and perform the assignments at the best interest of members.
- Make use of skill and expertise of any member to the benefit of students' community at large.
- Participate in meetings and contribute effectively in the conduct of the programme.

VIII. MEMBERSHIP– STUDENTS & STAFF

An Executive Committee and Core Committee looks after the effective functioning of venture consisting of one teacher representative from each department , one non teaching staff from office and 2 students from all UG & PG classes. A Department level committee is formed and it is responsible for managing the department affairs



STUDENTS LIST

S. No	Department	Course	No of students	Total
1	Botany	UG	6 (2*3)	6
2	Chemistry	UG	6 (2*3)	6
3	Commerce	UG	6 (2*3)	10
		PG	4 (2*2)	
4	English	UG	6 (2*3)	6
5	Economics	UG	6 (2*3)	10
		PG	4 (2*2)	
6	Electronics	UG	6 (2*3)	6
7	Geography	UG	6 (2*3)	10
		PG	4 (2*2)	
8	History	UG	6 (2*3)	6
9	Malayalam	UG	6 (2*3)	6
10	Music	UG	6 (2*3)	10
		PG	4 (2*2)	
11	Mathematics	UG	6 (2*3)	10
		PG	4 (2*2)	
12	Physics	UG	6 (2*3)	6
13	Philosophy	UG	6 (2*3)	10
		PG	4 (2*2)	
14	Tamil	UG	6 (2*3)	10
		PG	6 (2*3)	
15	Zoology	UG	6 (2*3)	6
<i>Total number of student members</i>				<i>118</i>



How to become member of SEP programme?

Step1: Fill in and submit Membership form available free of cost

Step II. Avail Membership Card on submission of Application for membership

Step III. Renew membership on expiry of term. Membership is valid for a period of 3 years for UG students, 2 years for PG students. As far as Staff members, membership is valid for the period of service in the institution.

Membership form for Staff and students are available at CCCS

All communications as to membership are to be addressed to the coordinator of SEP, who is also the Secretary of Chittur College Cooperative Society.

The Executive Committee reserves right to terminate membership of Staff or students on such circumstances that activities of member serves detrimental to the functioning of programme.

Members should handover membership card on termination of course to secretary –CCCS/coordinator of the programme.



IX. DEPARTMENTS

PLANNING Department

Planning department has been formed to chalk out the future plans for the development and progress of the venture, and to evaluate the performance based on feedback. The department meets periodically to discuss about the strategic plans for the overall development and make an inventory of the suggestions given. This department is formed to identify homemade saleable items, conduct skill surveys and identification and organizing of training programmes in the areas wherein students need support.

Functions of the Planning Department

- To design strategic plans for the overall requirements and the development of the venture.
- To evaluate the performances through Feedback Mechanism.
- To monitor the progress in carrying out the decisions and to plan for future requirements

RELATIONSHIP Department

The programme is an integration of three independent units CCCS, ED Club and Women Cell. The Core Committee Comprise of Teaching, non-teaching staff and students from 15 departments. Department and College level meeting are conducted to ensure that spirit of the programme is reached at grass root level. The primary function of this department is to contribute to the efficient operation of venture ensuring timely communication of plans, activities among all stakeholders and members.



FINANCE Department

A finance department is formed to manage the financial affairs of the venture by maintaining appropriate books of accounts and distribution of surplus among students and venture in the ratio of 80:20. The financial plans for granting advances are to be implemented and evaluated by the department. Preparation of statement of surplus, account of benefit of the programme to students community and college are thrust areas of responsibility. The statement of income, expenses and surplus/deficit are to be published quarterly.

MARKETING Department

The department is entrusted in the matters related to the distribution of products and rendering of services and promotional activities. Management of Display Boards of products available, use of social media for promotion are prime responsibilities of department. The effectiveness of promotional tools, messages are to be evaluated and appropriate changes are to be incorporated to ensure maximum reach among stakeholders inside campus and out. Appropriate means of cost effective delivery of products to external customers are to be planned by delivery of products through students in their route to home.

Functions

- Creating a promotion schedule
- Creating social media “sales pitches” for promotion
- Delivery of product to customers in time



SALES Department


Sales department take care of the activities related to the purchase [maintaining inward register] , sale, maintaining the stock and fixing the selling price. Management of sales counter with the help of staff of cooperative store is the prime responsibility of the team. The account of stock at the end of every week are to be accounted and informed to marketing division for effective promotion to avoid stock for more than a week. The team has to maintain the individual account books for 15 department students' members and report weekly sales to finance wing.

AUDITING Department

Audit department is formed for the inspection of books of accounts at the end of every month. Audit department will inspect the books of accounts like Collection Register (Month wise), Account Books (Ledger account of each student), Receipts Book (on sale) and consolidated statement of income, expenses and payments for a particular year and report to executive committee at the end of financial year and the stock verification at the end of every month is also conducted by the department. The role of the audit department is to fulfilling governance and oversight responsibilities in relation to financial reporting.

HUMAN RESOURCE Department

Human Resource department assess, monitor, review the requirements of members to manage affairs of the programme and makes recommendations to the Executive & Core Committee on human resource requirements, strategies and policies. The team has to ensure that students from all departments are adequately represented in teams formed to



manage affairs. An assessment of free hours available to members and deployment of members to tasks without affecting academic and nonacademic activities of members are to be ensured.

EVENT MANAGEMENT Department

Event Management department plan, organize and manages the most important events and programmes in relation to the programme. The events may be exhibitions, training programmes, meetings, awareness campaigns etc. The team has to present report to IQAC of college on the event in prescribed form with photographs, attendance etc. in time.

SPONSORSHIP Department

Sponsorship department is dedicated with the task of finding strategic partners for sponsoring events as institutions or agencies. The technical and financial assistance from Government Departments or institutions or entrepreneurs are to be arranged for conducting programmes.

Duties

- Researching potential sponsors & Securing sponsorships
- Maintain relationship with authorities and heads of institutions, entrepreneurs to facilitate participation in programmes conducted by them free of cost useful to members especially DIC.



X. MEETINGS

Executive Committee meets once in 3 months and Core Committee meets third or fourth Friday of every month to take necessary decisions and conducts planning. General body meets once in every 6 months. Annual General Body Meeting will be held once in a year before 31st march. Every team / department has to submit working report to Coordinator of the programme and the executive committee shall consolidate , finalise and approve the report and publish. A copy of the report shall be handed over to IQAC of the college.



XI. LIST OF PRODUCT CATEGORIES / SERVICES

The categories of products identified for sale are as follows:

- ↔ Stationery
- ↔ Bakery/Confectionery/Sweets
- ↔ Milk/Milk Related products
- ↔ Food products
- ↔ Art works (Drawing, Painting etc.)
- ↔ Craft works (Dolls, Baskets etc.)
- ↔ Fashion design/Cloth works (Embroidery)
- ↔ Fruits
- ↔ Vegetables/Leaves
- ↔ Cool drinks
- ↔ Kitchen Powders
- ↔ Grocery items
- ↔ Ayurvedic plants/ Medical plants
- ↔ Fancy Products/Articles



XII. MANAGEMENT OF STOCK

Homemade quality products are intended to be sold by the students. The products shall be handed over to the co-operative store at any time from 09.30 am to 04.00 pm in all working days and it is recorded in the Stock Register/inward register with the help of the Co-operative society staff. The members shall support cooperative staff in promoting and sale of products during free time. The programme works on the basis of Zero Stock Policy and members shall take initiative to ensure zero stock either by intensive promotion or advance booking. The cooperative society shall not be responsible for unsold stock.



XIII. CAPITAL CONTRIBUTION & DISTRIBUTION OF SURPLUS

The programme is designed such that entire financial requirements can be met by member itself or may seek financial assistance (maximum Rs 5000) from Chittur College Cooperative Society in the form of advance repayable for maximum period of 30 days.

The surplus from the sale of products is shared among member students and programme are shared the ratio 80:20 (financing scheme) and 50:50 (Non financing scheme) and share of surplus to SEP-programme profit is used for meeting expenses and supporting activities related to student's welfare. The maximum advances is limited to Rs 20000 per month (for all members)

MODE OF SHARING SUPPLUS FROM SEP

Financing Scheme	Non-Financing Scheme
80 % - Member	50 % - Member
20 % - SEP	50 % - SEP



XIV. ACCOUNT SETTLEMENT

Transactions as to payments to student members will be settled within minimum of two to maximum of five days after the sale of products through the society. Maximum preference should be given for settlement via online mode either Account transfer/ Pay apps/ UPI.

The following steps are recorded with respect to sales transactions:

Step I : Enter receipt of products in Inward Register with details called for

Step II: Record entry in Cash Bill on sale of Product of members with Member Code

Step III: Prepare Individual member ledger accounts and see that settled at the end of every week

Step IV: Auditing team shall see that entries in CB match with entries in Individual ledger Accounts

Step V: The Closing stock details are to be verified at the end of every month with respect to every member and see no stock is blocked for more than a month since receipt as per Inward Register.



XV. FINANCIAL PLANS

The financial plans outline rules regarding terms and conditions of advance available to students.

ADVANCES*

Amount	Duration of advance		
	5 -10 days	11-20 days	21-30 days
Up to ₹500	Nil	5	10
₹501 - ₹1000	10	15	20
₹1001 - ₹2000	20	25	30
₹2001 - ₹4000	30	35	40
₹4001 - ₹5000	40	45	50

*. Figures represent interest (Rs) towards advance sanctioned for period specified in column

Terms and conditions:

1. No default on repayment of advance availed at any point of time either advance or interest component.
2. Advance must be used for entrepreneurial activities only and not for any other purposes.
3. Must have satisfactory transactions as to exchange of goods last 30 days prior to loan (except first advance)
4. Maximum advance towards the scheme shall be limited to Rs 20000 or availability of fund.
5. Final decision as to approval of advance will be taken by finance committee.



XVI. ASSISTANCE TO STUDENTS COMMUNITY & COLLEGE

The surplus of the society will be first utilized for meeting running and maintenance charges and the remaining portion is used for the welfare of the college and students.

Action plans:

- Installation of **water purifier**
- **Book Bank** facility for the students
- Scholarship or financial aid
- Providing **awards and endowments** to the students exhibiting excellence in academic and non-academic activities
- Organizing **interactive training sessions** with entrepreneurs/ professionals/ Government departments, agencies
- Organising **Entrepreneurship awareness programmes**
- Organize **workshops/debates** related to entrepreneurship and cooperation
- **Support NSS & NCC** units of Government College Chittur for undertaking socio-cultural activities



XVII. SUPPORT FROM DIC & CO-OPERATIVES

The programme is designed as integration of ED Club, Women Cell and Chittur College Cooperative Society. Plans and proposals for getting financial and technical assistance from District Industries Centre (DIC) and Co-operative department shall be ensured. Training programmes are conducted in collaboration with DIC, entrepreneurs to provide exposure to students in areas of concern. The sponsorship department has to look into possibilities



XVIII. TRAINING PROGRAMMES

Training programmes are prerequisites to enhance the skill base and competency of members. The training programmes will be arranged in association with Government Departments, professionals, entrepreneurs in the required segment especially with DIC, Industries Department and Cooperative Department, Government of Kerala.

Potential Areas of Training

- Embroidery
- Paper pen. Paper file
- Badge
- Binding
- Cooking (Bakery items)
- Soap making
- Painting
- Grow bag making
- Stitching
- Fancy items making
- Fashion designs
- Art/craft works
- Event management
- Managing agricultural activities
- Developing tech aids (Mobile Apps)
- Designing brochures



XIX. REGISTERS & BOOKS OF ACCOUNTS

- Inward/Collection Register (Month wise)
- Meeting Minutes Book
- Account Book (Ledger account of each student Member)
- Receipts Book (on sale)
- Membership Register & Identity card
- List of products / services & selling price
- Visitors Register
- Consolidated Statement of Income, Expenses and Settlement [CSIES]



XX. FUTURE PLANS

The team looks forward to have framework in achieving following plans in the days to come to enhance activity and service base of the programme.

- Mobile Application (App) for management of SEP
- Opening of outlet outside [main gate]
- Digital marketing of products
- Promotion schemes by effective use of social media platform