

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
OLD COURT BUILDING, PARLIAMENT STREET,
NEW DELHI -110001**

F.No. F.1/RCS/Coord./Misc./2023/4450

Dated: 28/08/23

To,

The All Housing Cooperative Societies ,
(through website of the RCS Department Delhi)

Subject:- Organization of Leadership Development Programme for the Chairpersons/ Directors of Housing Cooperatives of India from 11-13 September, 2023 at NCCE, New Delhi.

Reference No: letters dated-03/08/2023 & 05/08/2023.

Respected Sir/Madam,

I am directed to enclosed a copy of above referred letter along with all the enclosures received, where in the details of venue, method and registration form and details of programme as annexure.

As per letter program conducted by NCCE with an objective to enhance management skills of the cooperative leaders. For the Chairpersons/ Directors of Housing Cooperatives of India from 11-13 September, 2023 at NCCE, New Delhi.

It is requested for participation as per details provided in the letter well in time directly to The Deputy Chief Executive, National Cooperative Union of India, in the prescribed manner as per enclosed letter.

Enclosed as above

**Deputy Registrar
(RCS)**

F.No. F.1/RCS/Coord./Misc./2023/
Copy forwarded for information:

Dated:

1. Sh. N.S. Mehra, National Cooperative Housing Federation of India, 6A, 6 Siri Fort Institutional Area, August kranti Marg, New Delhi-110049.
2. The Deputy Chief Executive, National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016.
3. PS to RCS, Parliament Street, New Delhi 110001
4. PA to Spcl RCS, Parliament Street, New Delhi 110001
5. ✓ Programmer (IT Cell) with the request to upload on the website of the department.

**Deputy Registrar
(RCS)**



भारतीय राष्ट्रीय सहकारी आवास संघ National Cooperative Housing Federation of India



6ए/6, सीरी फोर्ट इन्स्टीटयुशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली-110049, दूरभाष: 011-26490535, 26491736, 46006349, 41046355
6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049. Tel.: 011-26490535, 26491736, 46006349, 41046355
फैक्स/Fax : 011-26495450 ईमेल/Email: nchf2001@yahoo.com, nchf2001@gmail.com वेबसाइट/Website: www.nchfindia.net

NCHF/2023-24/14(134)/302

5th August, 2023

- All Managing Directors, Apex Cooperative Housing Federations
- The President/Secretary, District Cooperative Housing Federations
- The President/Secretary, Primary Cooperative Housing Societies

Sub: **Organisation of Leadership Development Programme for the Chairmen/Directors of Housing Cooperatives of India - 11-13th September, 2023 at National Centre for Cooperative Education, New Delhi – Request for nominations reg.**

Dear Cooperator,

We wish to inform you that the National Centre for Cooperative Education (NCCE) is organizing a **Leadership Development Programme for the Chairmen/Directors of Housing Cooperatives of India** in collaboration with the National Cooperative Housing Federation of India (NCHF) from **11-13th September, 2023 at New Delhi**. The NCCE will provide the following facilities free of cost:

1. III tier AC rail/AC bus (to and from) fare to the participants for attending programme (subject to producing the copy of original tickets of both sides). TA will be paid through RTGS. Therefore, they are requested to bring copy of cancelled Cheque/Pass Book for their bank details.
2. Boarding and lodging facility in the Hostel of NCCE, New Delhi during training programme on twin-sharing basis for three days and one day before and one day after completion of the programme.
3. Training and Training material.
4. Study visit to cooperative organization.

The venue of the programme will be the **Conference Room** of the **National Centre for Cooperative Education (NCCE)**, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016.

You are, therefore, requested to kindly send the nominations of your Office-Bearers/Board of Directors in the Registration Form to take part in the above programme directly to **The Deputy Chief Executive, NCUI**, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 either by post or e-mail at **nccend@yahoo.co.in** under intimation to NCHF Secretariat latest by **31st August, 2023**. For further information you may please contact the Programme Coordinator Smt. Deepti Yadav, Assistant Director, NCCE at Mobile No.+91-7905185917; Tel:011-41811158, 26861472, 26861007, Tel/Fax: 011-41811158.

You are also requested that while sending nominations for the programme, priority may please be given to **Women/SC/ST/OBC participants**. The participants may also be advised to bring their **Aadhar Card** to be produced at the time of accommodation and registration at the venue. This is mandatory to attend this programme. A copy of letter Np.NCCE/LDP-Housing/2023-24/59 dated 3rd August, 2023 received from the Deputy Chief Executive, NCUI alongwith the Registration Form and Programme Brochure is enclosed herewith for facility of reference.

An early response will facilitate us in taking further necessary action for successful conduct of above programme.

With Cooperative Greetings,

Yours faithfully,

(N.S. Mehara)

Encl: As Above.

Copy to: **Ms. Savitri Singh, Deputy Chief Executive, NCUI** – for information.

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- **NCCE Letter dt.3.8.2023.pdf**
483 KB
 - **REGISTRATION FORM.pdf**
280 KB
 - **Brochure of LDP for Housing Cooperatives-11-13-08-23.pdf**
5 MB
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भारतीय राष्ट्रीय सहकारी संघ राष्ट्रीय सहकारी शिक्षा केन्द्र

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NATIONAL COOPERATIVE UNION OF INDIA NATIONAL CENTRE FOR COOPERATIVE EDUCATION

NCCE/LDP-Housing/2023-24/59

Date: 03-08-2023

The Managing Director

National Cooperative Housing Federation of India
6A/6, Siri Fort Institutional Area,
August Kranti Marg,
New Delhi-10049

✓ Subject: Organising of Leadership Development Programme for Chairpersons/Directors of Housing Cooperative Societies of India from 11-13 September, 2023 at NCCE, New Delhi-reg.

Dear Sir,

We are pleased to inform you that the National Centre for Cooperative Education (NCCE), under the aegis of National Cooperative Union of India (NCUI), New Delhi, has planned to organize a Leadership Development Programme for Chairpersons/Directors of Housing Cooperative Societies of India from 11-13 September, 2023. This is a regular program conducted by NCCE with an objective to enhance management skills of the cooperative leaders.

Human Resources are the strength of Cooperatives. Keeping in view the various challenges faced by Cooperatives in recent times, it is important to keep them abreast with new skills & knowledge to manage their business in a competitive way, face the challenges and sustain in the market.

The training programme will be conducted physically in our campus in Delhi as a residential programme. We are keeping up the COVID-19 protocol in our campus and observing proper sanitisation and social distancing.

The following facilities will be provided by NCCE during the programme:

5. III tier AC rail/AC bus (to and fro) fare to the participants for attending programme (subject to producing the copy of original tickets of both sides). TA will be paid through RTGS. Therefore, they are requested to bring copy of Cancelled Cheque/Pass Book for their bank details.
6. Boarding and lodging facility in the Hostel of NCCE, New Delhi during training programme on twin-sharing basis for three days and one day before and one day after completion of the programme.
7. Training and Training material.
8. Study Visit to a cooperative organization.

You are requested to circulate this letter among Housing Cooperative Organisations to participate in this programme. Priority may be given to Women, SC/ST/OBC participants. The nominations must reach by 31st August, 2023 for consideration.

Further, as per guidelines, you are requested to communicate to all participants to carry a photocopy of their Aadhar Card in the training programme for necessary record.

The participants may be advised to please proceed for Delhi only after getting confirmation from NCCE, New Delhi. The nominations may be sent in the enclosed Registration Form to u/s either by post or email at nccend@yahoo.co.in. For further information, you may contact to the Programme Coordinator, Smt. Deepthi Yadav, Assistant Director, NCCE at her Mobile no. 917905185917.

Thanking you

Yours sincerely,

(Savitri Singh)

Deputy Chief Executive

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National Cooperative Union of India
National Centre for Cooperative Education, New Delhi

Registration Form

1. Name of the Programme: _____
 2. Date : _____
 3. State : _____
 4. District : _____
 5. Block : _____
 6. Village : _____
 7. Name & Designation of: _____
The Participant
 8. Father/Mother/ Husband's Name: _____
 9. Aadhar No. : _____
 10. Mobile No. : _____
 11. Email Id : _____
 12. Resi. Add. : _____

 13. Pincode : _____
 14. Date of Birth : _____ Age _____
 15. Gender M ☐ F ☐
 16. Category SC/ST/OBC/Others/Gen _____
 17. Type of Farmer Farmer ☐ Non Farmer ☐
(i) Marginal (< 1 Hectares) ☐ (ii) Small(1-2 Hectares) ☐ (iii) Semi-Medium (4-10) Hectares ☐
(iv) Medium (4-10 Hec) ☐ (v) Large (> 10 Hectares) ☐
 18. Address of Society _____

- (Signature of the Participant) _____

भारतीय राष्ट्रीय सहकारी संघ
राष्ट्रीय सहकारी शिक्षा केन्द्र, नई दिल्ली
पंजीकरण प्रपत्र

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1. कार्यक्रम का नाम: _____
2. तिथि: _____
3. राज्य: _____
4. ब्लॉक: _____
5. जिला: _____
6. गांव: _____
7. प्रतिभागी का नाम: _____
8. पिता/माता/पति का नाम: _____
9. आधार संख्या: _____
10. मोबाईल नं०: _____
11. ई-मेल आईडी: _____
12. निवास पता: _____

13. पिन कोड: _____
14. जन्म तिथि: _____
15. लिंग पु०/स्त्री०: _____
16. वर्ग अनुसूचित जाति/जन-जाति/पिछड़ी जाति/अन्य / सामान्य _____
17. किसान वर्ग:-
किसान ☐
अन्य ☐
18. सीमान्त ☐ 2 लघु ☐ 3 मध्यम ☐ 4 बड़े ☐
19. नागिन करने वाली संस्था का पता: _____
20. (हस्ताक्षर) _____

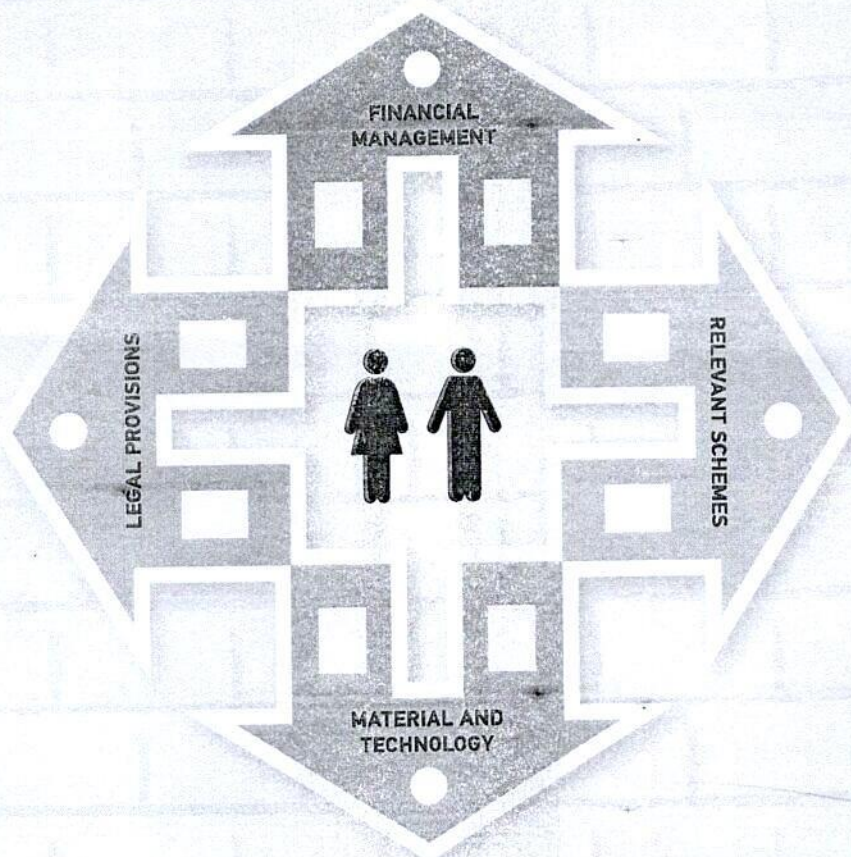


NATIONAL
COOPERATIVE
UNION OF
INDIA

NATIONAL ^{Centre}
CENTRE FOR
COOPERATIVE
EDUCATION

LEADERSHIP DEVELOPMENT PROGRAMME FOR HOUSING COOPERATIVES

3 Days



PROGRAMME OBJECTIVES: In 1909, the first co-operative housing society was established in Bengaluru which was called 'The Bangalore Building Co-operative Society'. Since then, India has seen growth in the housing cooperative sector, especially after independence. As a result, the National Co-operative Housing Federation was set up in 1969. The housing cooperative movement continues to make progress and establish accessible, affordable housing for all in India.

The three-day "Leadership Development Programme for Housing Cooperatives" is a programme conducted by the National Centre for Cooperative Education (NCCE) for

management-level leadership such as Board of Directors, Chairpersons, Secretaries, etc. at housing cooperatives.

The programme will attempt to provide the participants with a holistic overview of concepts that can strengthen their leadership skills. It would comprise sessions on components such as cooperative values and principles in the context of a housing cooperative, roles and responsibilities of cooperative leaders, financial management, legal provisions, relevant schemes by government and other organisations for housing cooperatives, challenges faced by housing cooperatives and strategies to manage them, etc.

Programme Details

Pedagogy	The three-day programme is conducted in-person and involves: <ul style="list-style-type: none"> • Lecture/Presentations • Group Discussions • Exercises/Games/Role plays • Study Visits
Duration	3 Days
Eligibility	Members of Board of Directors, Chairpersons, Secretaries and other individuals in leadership roles in primary state and district level cooperatives; with proficiency in English and Hindi languages
Language of instruction	English and Hindi
How to apply	Send nomination to: The Executive Director National Centre for Cooperative Education 3, Siri Institutional Area, August Kranti Marg Hauz Khas, New Delhi – 110016 Telefax – 41811158 Email: nccencui@gmail.com
When to apply	The announcement letter inviting participants for the course will be circulated.
Mode of teaching	Classes will be conducted physically at NCCE, New Delhi. In times of COVID-19 restrictions, the classes will be conducted online.
Fee	There is no fee to be paid for this programme.

Programme Curriculum

The programme will help strengthen the capacity of leaders on the following aspects through various sessions:

Concept: Cooperatives are based on the values and principles of self-help, self-responsibility, democracy, equality, equity and solidarity. The structure and working of cooperatives are centered on transparency and participation, and their work often centres on involving members to inform them of business operations to facilitate their active participation. The overarching objective of enabling betterment of communities, lend a unique primacy to these values and principles. This module will help a leader gain a deeper understanding of cooperative values and principles and their application in a housing cooperative to facilitate their implementation in their cooperative in a manner that supports the core objective of benefitting the home owners/buyers.

Housing cooperative management: This module will emphasise on the various concepts of cooperative management with a focus on housing cooperatives including the bye-laws, basics of membership,

membership fee, share capital, formation and registration of a housing cooperative, elections and procedures for meetings, etc.

Types of members, procedure for admission, termination and suspension of members in a housing cooperative: Once a housing cooperative is registered, it becomes open to members. In this context, members could refer to homeowners, builders, real estate personnel, etc. Hence, there are different types of membership and eligibility criterion for members to apply. There is also a pre-set procedure for admission and termination/suspension of members in special cases. This module will reinforce these fundamentals about a housing cooperative for the leaders.

Roles and responsibilities of the chairperson and board of directors:

The leader of an organisation has an important role to play in building and driving the organisation to success. Some roles and responsibilities of a housing cooperative leader including the chairperson and board of directors include defining the goals and objectives of the organisation, hiring the workforce, preparing budgets, setting the criteria and protocols of including members in the cooperative, directing and delegating responsibilities of the employees, etc. Hence, this module will revisit the roles and responsibilities of a housing cooperative leader and share some effective ways and means to implement them.

Legal provisions for a housing cooperative: The legal framework of a housing cooperative includes various policies, bye-laws and acts. Generally, these include the Cooperative Societies Act passed by the legislature, rules framed under the Cooperatives Act towards their implementation and the bye-laws set by the cooperatives for day-to-day functioning. In this module, the leaders will be re-oriented on the legal provisions for a housing cooperative and the impact of these provisions on the organisation's functioning.

Financial management and accounting in a housing cooperative: The financial management of an organisation includes aspects such as raising funds for business development, taxation, maintaining books and carrying out day-to-day financial activities. In this module, the learner will be oriented on the financial management aspect of a housing cooperative and focus on components such as raising funds for business, profit, reserve, dividend, etc.

Cost-effective building material and technology: Technology and processes used to build houses is evolving. There is increasing focus on building houses that are sustainable, environment-friendly, safe from hazards, and making them affordable for house owners, especially in the context of cooperative housing societies. Hence, it is important to know about the latest technology available with a lens for finding cost-effective yet high-quality solutions. This module will orient the leaders on the newest developments in this area so that they can be implemented in the housing projects of the future.

Role of National Housing Bank for promotion of affordable housing:

National Housing Bank is a statutory organisation set up on July 9, 1988 under the National Housing Bank Act, 1987. It grants loans to public with private developers under public-private partnership model for development of housing projects as per the schemes/guidelines. Overall, its role is to regulate the housing finance system of the country. It provides refinance to primary lenders and lends directly to public housing agencies to construct housing and related infrastructure. Hence, their role in cooperative housing societies is pertinent. The members of these bodies include different cooperatives at varying levels including the national, state and district level. This module will orient the leaders on the National Housing Bank and its provisions that are relevant for housing cooperatives.

General insurance of properties of housing cooperative societies:

With the recent amendment to the Cooperative Housing Societies Act, it has become mandatory to insure society building, as per the bye-laws of Cooperative Housing Society. Therefore, details about choosing the right insurance and policies are important for all the stakeholders, for instance understanding of how to arrive at the sum to be insured, the basis of valuation, risks to be covered, premium, duration of the insurance, etc. This module will orient the leader on the specifics of general insurance of properties and cooperative housing societies.

Role of National Cooperative Housing Federation in promotion & development of housing cooperative societies in India:

The National Cooperative Housing Federation of India (NCHF) is an apex body that plays an important role in all aspects of a cooperative housing society. Examples of their role include providing a common forum for dealing with technical, financial and practical problems, coordinating and guiding the working of housing cooperatives, organising cooperative education, training and information programmes, organising conferences, conventions, seminars, working groups, etc. This module will revisit the role of the NCHF in housing cooperatives in India so that leaders can optimally utilise this forum for components of their housing cooperative.

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Challenges of housing cooperatives & strategies to mitigate them: The challenges faced by a cooperative society can be two-fold: (1) challenges posed and faced by the builders and (2) challenges posed and faced by the residents. For example, a delay in construction, use of poor-quality material, etc. are some of the builder-related challenges. On the other

hand, issues related to parking space, safety issues, maintenance charges, etc. are examples of residents-related issues. Hence, it is important that leaders are aware of these common challenges and some successful strategies to mitigate them. This module will outline the challenges and solutions for the leaders to help them in smooth day-to-day functioning.



About National Cooperative Union of India

The National Cooperative Union of India (NCUI) was established in 1929 as All India Cooperative Institutes Association and transitioned to its current form in 1961. Since inception, the organisation has grown manifold in terms of its activities and programmes and now represents 280 member institutions across the nation. The goal of the NCUI is to promote and develop the cooperative movement in India, to educate, guide and assist the people in their efforts, to build up and expand the cooperative sector and to serve as an exponent of cooperative opinion in accordance with cooperative principles. One of the key objectives of the NCUI is to organise cooperative education and training programmes and popularise the principles and practices of cooperation. This objective of the NCUI is met through the National Centre for Cooperative Education.

About National Centre for Cooperative Education

The National Centre for Cooperative Education (NCCE) was set up in 1958 to address the need for systemic cooperative education for practitioners in the cooperative movement. The NCCE came into being as the "All India Cooperative Instructors Training Centre" in 1958. It has since expanded its mandate from building capacity of trainers to conduct member education programmes to an institution that is designing and implementing training interventions to support the gamut of needs of cooperative institutions. NCCE has successfully managed training interventions for cooperatives across levels for district, state, and national co-operatives in diversified geographies and for widely varying activities.



National Cooperative Union of India National Centre for Cooperative Education

3, Siri Institutional Area, August Kranti Marg,
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