LIST OF APPENDICES

Appendix I
Appendix II
Appendix III
Appendix IV
Appendix I

**SCHEDULE FOR HANDICRAFT PRIMARY CO-OPERATIVE SOCIETIES**

I. **General Information**

(i) Name of the society:

(ii) Year of formation:

(iii) Persons responsible for the organisation of co-operatives:
   a. Trade Union Leaders:
   b. Gandhians:
   c. Leaders of Church:

(iv) Amount of share capital:

(v) Capital contributed by:
   a. Members:
   b. Development Commissioner of Handicrafts:
   c. State Government:

(vi) No. of members:

(vii) Affiliation formalities with Apex Society:

(viii) Opinion about formalities:
   a. Simple:
   b. Cumbersome:

II. **Raw Materials**

(i) Raw materials used:

(ii) Cost / Kg:

(iii) Percentage of cost to cost of finished product:
(iv) Available:
a. Locally:
b. Distant places:

(v) Volume of purchases:
a. Monthly requirements:
b. Weekly requirements:
c. Daily requirements:

(vi) Purchase procedure:
a. Directly or
b. Supplied by the Apex Society:

(vii) Is there any role for middlemen in regard to purchases?

(viii) Prices of raw materials for last six years:
a. 1999-2000
b. 2004-2005

(ix) Is there any guidance regarding the purchase of materials from the Apex Society?

(x) Any shortage of materials experienced?

(xi) Is there any credit facility available for raw material purchase?

III. Production

(i) Place of production:
a. Workshed offered by the society:
b. At the cottages of artisans:

(ii) Products manufactured:

(iii) Tools used:
a. Modern
b. Traditional

(iv) Is there any modernisation in method of production?

(v) If the answer is ‘No’ what are the seasons?
IV. Labour

(i) Method of wage payment:
   a. Time basis:
   b. Piece rate basis:
   c. Any other like purchasing products and then paying the price:

(ii) What is the probable monthly remuneration to artisans?

(iii) How much is the wages per day if they work in
   a. Private Sector:
   b. Cottage Sector:

(iv) What is the probable number of days in a year that the society can give work to artisans?

(v) What are the social schemes availed by the artisans?

(vi) Number of artisans who availed the social schemes?

(vii) Do artisans get training?

(viii) Which agency offers training?

(ix) Duration of training?

(x) Who are the trainers?

(xi) Is there any incentive for workers to undergo training?

(xii) Place of training:
   a. At the production centre:
   b. Away from the production centre:

(xiii) What is the opinion of workers on training?

(xiv) Number of artisans at the time of formation:

(xv) Number of artisans as on 31.3.2005:
(xvi) Reasons for decline in membership:
    a. Increase in share value:
    b. Mistrust with management:
    c. Compulsory termination by management:
    d. Departure on flimsy grounds:

V. Finance

(i) Assistance from State Government:
(ii) Utilisation of share capital:
(iii) Source of working capital:
(iv) Conditions for availing loan:
(v) Security offered for loan:
(vi) Rate of interest for loan
(vii) Opinion about formalities for loan:
(viii) Adequacy of loan:
(ix) Do you face any difficulty in repayment of loan and if so what are the reasons:
(x) Details of Block capital:
(xi) Any financial help from Apex Society:

VI. Management:

(i) Details about managerial personnel:
    a. Secretary:
    b. President:

(ii) Constitution of Executive Committee:

(iii) Functions of Executive Committee:

(iv) Salary to secretary:

(v) Functions of Secretary:

(vi) Training to Secretary:
(vii) Experience of managerial personnel:

(viii) Qualification of managerial personnel:

(ix) Do you make budgets?

(x) Is there any follow up procedure for budgets:

(xi) Have the members of executive committees undergone entrepreneurial training?

(xii) State the steps taken for increasing production and keeping the artisans fully employed.

(xiii) Vision about the future.

(xiv) Any advice given regarding the working and management by the Apex Society.

VII. Marketing

(i) Channels:
   a. Direct:
   b. Private traders:
   c. Apex Society / Handicraft Development Corporation:

(ii) Number of showrooms:

(iii) Location of showrooms:

(iv) How is payment from the Apex Society received?

(v) Is there any delay in obtaining payment from the Apex Society?

(vi) Details of prices when sold to:
   a. Direct to customers
   b. Private traders
   c. Apex Society / HDCK

(vii) What is the probable margin on prices?
(viii) What is the trend in prices for the last six years?
   a. Stable
   b. Increasing
   c. Decreasing

(ix) Is the increase sufficient to compensate the rise in price of materials?

(x) In how many exhibitions you participate annually?

(xi) Is there any incentive for participation in exhibitions?

(xii) Do you collect feedback from customers about the quality of products?

(xiii) Do you make any advertisement?

(xiv) From where you get information regarding latest designs?

(xv) Give an account of sales promotion efforts that you make

(xvi) What is your trend in turnover during the last six years?

(xvii) What is your trend in profit or loss during the last six years?

(xviii) If not, how can this be improved?

VIII. Do you think co-operativisation has improved the standard of living of artisans.

IX. Do you believe that the working of Apex Society has enabled the smooth functioning of the primary societies?

X. In what way the Apex Society can function better?
Appendix II

Schedule for Handicraft Apex Society

I. Year of formation

II. Initiatives taken by whom

III. Objectives

IV. Number of Primary Societies affiliated

V. Number of working primary societies

VI. Membership formalities

VII. Share capital

VIII. Contributed by
   (i) Members
   (ii) State Government
   (iii) Development Commissioner of Handicrafts

IX. Board of Directors
   (i) Number
   (ii) Selection
   (iii) Qualification
   (iv) Number of directors having more than five years’ experience
   (v) Do they have membership in any political party
   (vi) Number of meetings in a year
   (vii) Attendance for meeting
(viii) Business transacted
(ix) Does the Board face any difficulty in implementing the decision taken from the administrative staff.

X. President
(i) Selection
(ii) Qualification
(iii) Experience
(iv) Training

XI. Vice-President
(i) Selection
(ii) Qualification
(iii) Experience
(iv) Training

XII. Secretary
(i) Appointment
(ii) Qualification
(iii) Experience
(iv) Powers of Duties of Secretary

XIII. Administrative Staff
(i) Number
(ii) Recruitment
(iii) Duties
(iv) Adequacy
(v) Working Hours
(vi) Accountability
(vii) Administrative training
(viii) Pay and remuneration
XIV. Finance
(i) Loan facility from which institution
(ii) Conditions for availing the loan
(iii) Sufficiency of loan
(iv) Promptness in repayment
(v) Trends in outstanding loan
(vi) Financial help from Government
(vii) Financial help from other institutions

XV. Marketing
(i) Number of retail outlets
(ii) Location
   a  Within the state
   b  Outside the state
(iii) Coverage
   a  Number of shops in district headquarters
   b  Number at tourist centres
(iv). How do the facilities of showroom compare with those in Handicraft Development Corporation and Private Sector?
(v) Working hours
(vi) Operation during festival days
(vii) Number of salesmen
(viii) Any training for salesman? If no why?
(ix) Is their salary linked with sales?
(x) Expenditure on advertisement - trends in past six years.
(xi) Collection of feedback
(xii) Customers’ opinion about the quality of products related to products related to products of private traders.
(xiii) Number of exhibitions conducted yearly.
(xiv) Trends in exhibitions (for the past six years)
(xv) Steps to ensure participation of primaries in exhibitions
(xvi) Success or failure - reasons
(xvii) Sales as percentage of total stock - past six years
(xviii) Details of unsold goods - past 6 years
(xix) Terms of sale
  a. Conditions for credit sale
  b. Delay in collection
  c. Trends in recoverables for the past 6 years
  d. Steps taken for collection of recoverables.
(xx) How are prices fixed?
(xxii) What is margin on price?
(xxiiii) Details about export for past six years.
(xxiv) Steps taken to improve export
(xxv) Steps taken to improve sales especially during tourist season
(xxvi) Trends in gross profit - last 6 years
(xxvii) Reason for loss
(xxviii) Trends in indirect expenses.

Assistance to Primaries

XVI. Raw material Supply
  (i) Past
  (ii). Present
  (iii). Reason for stoppage

XVII. Supply of Tools
  (i) Yes
  (ii) No, then why?
XVIII. Training

(i) In the past
   a Facilities offered
   b Details about squad
   c Duration
   d Details about classes
   e Participation of artisans
   f Effectiveness
   g Number of programmes per year
   h Funding agency

(ii) Present
   a Conducted where
   b Number of artisans admitted
   c Incentives
   d Details about classes
   e Details about squad
   f Duration
   g Opinion of artisans about effectiveness
   h Funding agency

XIX Financial Assistance

(i) Yes
(ii) If not, why?

XX. Procurement

(i) Complete or partial
(ii) If partial why
(iii) Determination of price for procurement
(iv) Comparison of price with private traders
(v) Conveyance charges paid by whom?
(vi) Margin to primaries
(vii) Delay in payment
   (a) Past
   (b) Present
(viii) Are primaries satisfied with payment schedule?
XXI Managerial Support

(i) Assistance at the time of affiliation
(ii) Guidance on day to day affairs
(iii) Inspection
(iv) Any insistence on modern methods like planning, motivation, controlling
(v) Arrangement of training for entrepreneurial development of the officials of primary societies.
(vi) If the above functions are not performed, why?

XXII. Any steps taken to overcome the financial crisis faced by the primary societies.

XXIII Any programme for the revival of dormant societies.
The Varkala Rattan Vyavasaya Co-operative Society Ltd.  
No. C, Ind (T) 4  
Varkala P.O. Trivandrum Dist.

The Travancore Ivory Carvers Co-operative Alliance Ltd.  
No. 2431, Pazhavangadi, M.G. Road  
Trivandrum 23

The Trivandrum District Conch Shell Pilot Industrial Co-operative Society Ltd., No. C Ind (T) 238, Vizhinjam P.O  
Trivandrum Dist.

The Perumkadavila Womens Indl. Co-operative Society Ltd.  
No. C Ind (T) 238,  
Perumkadavila P.O, Neyyattinkara  
Trivandrum Dist.

Fibre and Palm Leaf Indl. Workers’ Co-operative Society Ltd.  
No. T 111, Vizhinjam P.O  
Trivandrum Dist.

Priyadarshini Handicrafts Industrial Co-operative Society Ltd.  
No. C Ind (T) 598, Vizhinjam P.O  
Trivandrum Dist.

The Chavara Block Mahila Cottage Indl. Co. op. Society Ltd.  
No. C, Ind (Q) 208, Maveliward, Panmana P.O.  
Chavara, (Quilon District)
The Karunagappally Mahila Cottage Industrial Co-operative Society Ltd.
No. C Ind (Q) 212, Karunagapally (Quilon Dist.)

The Thazava Panchayath Mahila Khadi & Village Industrial Co-operative Society Ltd.,
No. K. Ind (Q) 13, Thazhava P.O.
Karunagapally (Quilon Dist.)

The Quilon Handicrafts Industrial Co-operative Society Ltd.
No.C Ind (Q) 333, Perinad P.O.
Quilon Dist.

The Palai Vanitha Handicrafts Industrial Co-operative Society Ltd.
No. C. Ind, (K) 82, Palai - 686 575
Kottayam Dist.

The Thalayolaparambu Vanitha Karakausala Vyavasaya Industrial Co-operative Socieity Ltd
No. 130, Thalayolaparambu
Kottayam Dist.

The Malanadu Karakousala Vyavasaya Sahaksrana Sangam Ltd.,
No. (K) 168, Kanjirappilly
Kottayam Dist.

The Shertallai Women Welfare Industrial Service Co-operative Society Ltd. No. S. Ind (A)
100, Shertallai (Alleppey Dist.)

Ambedkar Handicrafts Industrial Co-operative Society Ltd.
No.S Ind (A) 198
Thaneermukkom 688 527
Cherthalai, Alappuzha.

Muhamma Panchayat Handicrafts Industrial Co-operative Society Ltd.
No. C Ind (A) 130/83, Muhamma P.O
Pin 688 525, Alleppey Dist.
The Thodupuzha Vanitha Craft Industrial (Workshop) Co-operative Society Ltd. No. C. Ind (I) 7
P.O. Thodupuzha - 685504

Maradu Handicrafts Industrial Co-operative Society Ltd. No. C. Ind (E) 86, Maradu, Ernakulam District

The Edappally Vanitha Handicrafts Industrial Co-operative Society Ltd. No. S. Ind (E) 48, Edappally, Ernakulam District.

The Cherpu Carpenters Co-operative Society Ltd. No. 409, Cherpu P.O., (Trichur Dist.)

The Kunnathunad Chalakudy Sankethika Co-operative Society Ltd. No. S. Ind (R) 94, Crangannur, P.O. Eriyad (Trichur Dist)

The Killimangalam Koragrass Mat Weavers Industrial Co-operative Society Ltd., No. 3312, P.O. Killimangalam (Trichur Dist.)


The Nadavaramba Krishna Bell Metal Workers Industrial Co-operative Society Ltd. No. S. Ind. (R) 199, P.O. Nadavarambu, Irinjalakuda (Trichur Dist.)

Seraphic Handicrafts (Workshop) Co-operative Society Ltd. No. C. Ind (R) 275, Vellikulangara, Trichur Dist. 680 693

Deepthi Handicrafts Industrial Co-operative Society Ltd., No. Ind (R) 258, P.O. Irinjalakuda North Pin 680 125, Trichur Dist.

The Pookottumpadam Karakausala Vyavasaya Sahakarana Sangam Ltd., No. C. Ind (M) 29, P.O. Pookottumpadam 679 332 (Malappuram Dist.)
The Kozhikode Artisans Co-op. Society Ltd.
No. F 1026, Quilandy P.O.
Kozhikode Dist.

The Calicut Papier Mache Handicrafts Womens Model
Industrial Co-operative Society Ltd., No.C. Ind. (D) 141,
Industrial Development Plot, West Hill
Calicut 5

The Kasargode District Industrial Co-operative. Society Ltd.
No. C. Ind (C) 35, P.B. No. 32, Kasargode.
## Major Handicrafts in Kerala

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Craft</th>
<th>Centres</th>
<th>Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bell Metal Craft</td>
<td>Aranmula, Thrissur, Irinjalakuda, Kanimangalam, Mannar, Kozhikode, Chittoor</td>
<td>Traditional lamps, utensils, pooja sets, telephone stand and other fancy, utility and decorative items.</td>
</tr>
<tr>
<td>2</td>
<td>Wood Craft</td>
<td>Thiruvananthapuram, Thrissur</td>
<td>Wood carved gods, Goddesses, animals, birds, figures, wall panels and other fancy, utility and decorative items. Artistic wooden furniture, drift wood items, model vessels, para items, wooden toys, wood inlay items, laminated wood items, turned wood items, wooden kathakali, wooden masks, theyyam figures, wooden ornaments etc.</td>
</tr>
<tr>
<td>3</td>
<td>Coconut Shell Carving</td>
<td>Attingal, Neyyattinkara, Quilandy</td>
<td>Flower vase, pen stand, pin tray, brass brodered shell craft, brass brodered coconut shell hookah, fok, spoon, animals, birds and other fancy, utility and decorative items.</td>
</tr>
<tr>
<td>4</td>
<td>Coconut Stem Craft</td>
<td>Attingal, Neyyattinkara, Quilandy</td>
<td>Lamp stand, nilavikku, animals birds and other fancy, utility and decorative items.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Craft</td>
<td>Centres</td>
<td>Products</td>
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<tr>
<td>5</td>
<td>Coconut Husk Carving</td>
<td>Cherai, Quilandy</td>
<td>Monkey, Portraits etc.</td>
</tr>
<tr>
<td>6</td>
<td>Horn Carving</td>
<td>Thiruvananthapuram, Thrissur</td>
<td>Wild animals, pet animlas, birds, flowers, lamp stands, combs and other fancy, utility and decorative items</td>
</tr>
<tr>
<td>7</td>
<td>Screw Pine Craft</td>
<td>Chittoor, Palakkad, Thrissur, Thalassery, Kollam, Karunagapally, Mavelikkara, Karthikapally</td>
<td>Sleeping mats, vanity bags, shopping baskets, flowerpot hangings, tablemats, coasters, hats and other fancy, utility and decorative items</td>
</tr>
<tr>
<td>8</td>
<td>Fibre Craft</td>
<td>Ernakulam, Thiruvananthapuram</td>
<td>Vanity bags, shopping basket, wall hangings, flowerpot hangings, tablemats, coasters, hats and other fancy, utility and decorative items</td>
</tr>
<tr>
<td>9</td>
<td>Cane Craft</td>
<td>Varkala, Paravoor, Wyanad</td>
<td>Chair, tepoy, cradle, moda and other fancy, utility and decorative items</td>
</tr>
<tr>
<td>10</td>
<td>Bamboo Craft</td>
<td>Angamaly, Kallara</td>
<td>Baskets, flower vases, wall hangings, mats, lamp shades, pen stands, bamboo furniture, file trays, letter trays, fruit trays and other fancy, utility and decorative items</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Craft</td>
<td>Centres</td>
<td>Products</td>
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</tr>
<tr>
<td>11</td>
<td>Paintings</td>
<td>Thrissur, Kollam, Alappuzha, Kozhikode</td>
<td>Bamboo mat paintings, mural paintings, Tanjore picture paintings, pot paintings, glass paintings, fabric paintings and other kinds of paintings coming under handicrafts.</td>
</tr>
<tr>
<td>12</td>
<td>Koragrass Mat</td>
<td>Thrissur, Palakkad</td>
<td>Sleeping mats</td>
</tr>
<tr>
<td>13</td>
<td>Artistic Pottery</td>
<td>Thiruvananthapuram, Ernakulam, Thrissur, Palakkad, Kozhikode</td>
<td>Flowerpots, flower vases, wall hangings, cooking vessels and other fancy utility and decorative items in clay and terracotta.</td>
</tr>
<tr>
<td>14</td>
<td>Papier Machine</td>
<td>Kozhikode</td>
<td>Gods and Goddesses, statues, birds, animals, Kathakali masks and other fancy, utility, and decorative items.</td>
</tr>
<tr>
<td>15</td>
<td>Hand Embroidery</td>
<td>Thiruvananthapuram, Kottayam, Ernakulam, Thrissur, Kozhikode</td>
<td>Pillow covers, sofa covers, etc.</td>
</tr>
<tr>
<td>16</td>
<td>Ramacham Products</td>
<td>Malappuram, Palakkad</td>
<td>Window mats, beds, hand fans, chair cushions, car cushions and other fancy, utility and decorative items.</td>
</tr>
<tr>
<td>17</td>
<td>Fur Dolls</td>
<td>Thiruvananthapuram, Ernakulam, Thrissur, Kottayam, Kozhikode</td>
<td>Animals, birds, key chains, car hangers, wall hangers, purses and other fancy, utility and decorative items.</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Craft</td>
<td>Centres</td>
<td>Products</td>
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<tr>
<td>18</td>
<td>Sandalwood Carving</td>
<td>Thiruvananthapuram, Thrissur</td>
<td>Sandal wood carved Gods, Goddesses, animals, birds, figures, wall panels and other facility, utility and decorative items.</td>
</tr>
<tr>
<td>19</td>
<td>Rosewood Carving</td>
<td>Thiruvananthapuram, Thrissur</td>
<td>Rosewood carved Gods, Goddesses, animals, birds, figures, wall panels and other fancy, utility and decorative items.</td>
</tr>
<tr>
<td>20</td>
<td>Bronze Icon making</td>
<td>Thrissur, Irinjalakuda, Kanimangalam, Kozhikode, Chittoor</td>
<td>Bronz panels, Manichithirathazhu, fancy, utility and decorative items.</td>
</tr>
<tr>
<td>21</td>
<td>Nettoor &amp; Kathakali boxes</td>
<td>Ernakulam</td>
<td>Nettoor boxes, Kathakali boxes etc.</td>
</tr>
<tr>
<td>22</td>
<td>Artistic Wooden Snake Boats</td>
<td>Ernakulam, Allappuzha</td>
<td>Snake boats</td>
</tr>
<tr>
<td>23</td>
<td>Straw Picutre Craft</td>
<td>Kollam</td>
<td>Greeting cards, wedding cards, wall hangers</td>
</tr>
<tr>
<td>24</td>
<td>Stone Carving</td>
<td>Thiruvananthapuram, Thrissur</td>
<td>Stone carved Gods, Goddesses, animals, nadavilakku.</td>
</tr>
<tr>
<td>25</td>
<td>Aranmula Metal Mirror</td>
<td>Aranmula</td>
<td>Toys, Handfans, Mats</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Craft</td>
<td>Centres</td>
<td>Products</td>
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</tr>
<tr>
<td>26</td>
<td>Palm Leaves Craft</td>
<td>Neyyattinkara, Thiruvananthapuram</td>
<td></td>
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<tr>
<td>27</td>
<td>Terra Coata</td>
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</tr>
<tr>
<td>28</td>
<td>Lacquer Ware Craft</td>
<td></td>
<td>Lacquerware toys</td>
</tr>
<tr>
<td>29</td>
<td>Talipot fibre Craft</td>
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<tr>
<td>30</td>
<td>Woolen Pile Carpet</td>
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<tr>
<td>31</td>
<td>Pepal leaf Craft</td>
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<tr>
<td>32</td>
<td>Coconut Fibre making</td>
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</tbody>
</table>