

HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT (HDCM)

Full Time – English Medium

2024-2025

23.09.2024 to 30.05.2025

INFORMATION
BULLETIN



INSTITUTE OF COOPERATIVE MANAGEMENT
MADURAI

ADDRESS:

CHINNA UDAIPPU,
P.T.C. POST,
MADURAI – 625 022.

Ph: 0452-2690056 (O), 2690055 (D)

Email: icmmadurai@gmail.com

Website: www.icmmadurai.in

(An Institution of National
Council for Cooperative Training
(NCCT) - New Delhi
Ministry of Cooperation,
Government of India)

About Us

The Institute of Cooperative Management – Madurai was established in 1983. It is one among the 20 Institutes functioning in the country under National Council for Cooperative Training (NCCT) – New Delhi, which is promoted by The Ministry of Cooperation, Government of India. Since its inception, the vision of the institute has been excellence in cooperative training and the synergy between training, research and consultancy that enabled professionalization in cooperatives. As a main stream activity, the institute is offering training to the employees and officers of various cooperative institutions. It also extends training to the officials of cooperative department and other departments of Government of Tamilnadu.

Higher Diploma in Cooperative Management (HDCM)

The Higher Diploma in Cooperative Management (HDCM), the flagship programme of NCCT, aims to educate and nurture individuals aspiring to excel their career in the cooperative sector with emphasis on providing comprehensive management skills. The curriculum is meticulously crafted and updated from time to time to align with requirements of the Cooperative Sector. In the context of evolving business dynamics and challenges in the cooperative ecosystem, new scheme and syllabus provides analytical skills and decision making abilities to the human resources in the cooperative sector. In the emerging competitive environment, the inputs of the course will be helpful for professional approach with the use of all marketing techniques and strategies in place. The course aims to equip candidate to pursue promising career in cooperative sector.

Objectives of the Programme

The course outlines to infuse professionalism with following objectives:

- To provide comprehensive cooperative education to the participants.
- To equip participants with set of management skills tailored for the cooperative sector.
- To enhance analytical abilities and managerial effectiveness in cooperatives.
- To identify opportunities, challenges and innovative practices in management of cooperatives.

Methodology

Since the programme intends to shape-up and sharpens the managerial and decision-making skills of the aspirants, the methodology of the programme includes the following:

- Management Cases/Case Study Analysis
- Case Presentation
- In basket exercise, Quiz & Written Test
- Group Work/Exercise and Discussions
- Field Visits & Observation Study

Faculty

DIRECTOR

Shri. K.SATHIA KUMAR SAM MICHAEL
MCA.,MBA (B&F),CTFC.,FDP (IIM-A).

FACULTY

Smt. G. JEYANTHI
M.Sc., M.Phil, CTFC., PGDCBM.,
Dr.V. ALAGUPANDIAN Ph.D.,
M.Com., M.Phil., SLET,CTFC, PGDCBM, HDCM, DUCBM, DCS, Tally.

CONTRACTUAL FACULTY

Shri. G. KATHIRAVAN
M.B.A (Finance)., M.E., PGDRD
Smt. V.DIVYA
M.C.A.,DCM

VISITING FACULTY

**EXPERT RESOURCE PERSONS FROM COOPERATIVE DEPARTMENT,
GOVERNMENT AGENCIES, COOPERATIVE INSTITUTIONS,
BANKING AND OTHER FIELDS.**

Important Information and Regulations

Important information and rules pertaining to admission for the session are as given below:

The candidate who applies for admission is advised to carefully read the same and it shall be presumed that he/she agrees to abide by the same.

- I. **Duration of the Programme** - **36 Weeks (23.09.2024 to 30.05.2025)**
- II. **Course Mode:** - **Full Time (Regular Classes)**
- III. **Medium of Instruction / Course** - **English.**
- IV. **Eligibility:**
 - Graduation in any Discipline (Pass in any Degree) from Recognized University.
 - **Age not more than 45 years** as on the commencement of the programme.
- V. **Course Content** - The Course Consists of **Two Semesters.**

ANNEXURE - I

First Semester	Second Semester
<ol style="list-style-type: none"> 1. Environment for Cooperative in India 2. Cooperative Legislation 3. Cooperative Credit and Banking 4. Non-Credit Cooperatives 5. Accounts and Audit 6. Information Technology for Management – I 	<ol style="list-style-type: none"> 7. Cost accounting and Financial Management 8. Marketing Management 9. Allied Laws 10. Organizational Behavior & Communication 11. Human Resource Management and Industrial Relations 12. Project Management & Business Development Plan for Cooperatives 13. Information Technology for Management - II 14. Data Collection and Project Report

- VI. Regular Classes** - The regular classes will be conducted on working days.
- VII. Class Timings** - 10.00 A.M to 5.00 P.M
- VIII. Holidays** - Saturdays, Sundays and Government Notified holidays.
- IX. Compulsory Attendance** – 80% of the total working days of classroom sessions. Biometric Attendance System will be maintained and Attendance of the candidates will be reviewed every month.
- X. Examination and Assessment**
 - a) **Internal Assessment** (50 Marks) is based on Case Presentation, Group Discussion, In-basket exercise, Quiz & Written Test.
 - b) **End Semester Examinations** (50 Marks) in Each Paper.
 - c) The candidates should secure at least 40% for pass in respect of each subject, including the internal assessment. However, the aggregate percentage of marks in each semester should be 45% for declaring a candidate successful /pass. If, under any circumstances, the candidate is unable to appear for the examination, he/ she should be treated as failed in that subject.

Observation Study Report and Presentation

As an integral part of the course, the candidates have to undertake compulsorily one week Observation Study Visit in any cooperative institutions and should submit a study report and presentation for the Marks of 50. Those who are absent in the study visit, will have to take up the study visit as per ICM rules.

Project and Viva-Voce

As an integral part of the course, the participants have to undertake project work in a cooperative institution and to submit a report for the assessment of 100 marks.

The external viva-voce will be conducted for the evaluation of 50 marks.

Gradation

The candidates will be placed under the following categories/grades based on the overall percentage of marks obtained in the examination.

75% and above	- Distinction
65% but below 75%	- First Class
55% but below 65%	- Second Class
45% but below 55%	- Third Class
Less than 45%	- Failed, Reappearance is required

Exams for the Failed Candidates

The failed candidates will be allowed a maximum of three attempts to clear the examination subject to the condition that he/she must clear it **within a maximum of 2 years from the close of the course**. Supplementary examination will be conducted with the consent to the Director within the duration of the programme. The candidate has to pay Rs.500 per subject.

Course Fee

Rs. 25,000 + 18% GST (Non Refundable), payable at the time of admission.

Selection Procedure

The approved capacity of the programme is 50 per batch. If, the number of applicants is below 50, then admission will be based on first come, first serve basis.

If, the number of Applicants exceeds 50, an entrance exam will be conducted at ICM, Madurai campus to select the candidates on merit basis.

Capacity of the Programme

50 participants per batch. Additional Batch will be started based on the demand.

Other Information

- ❖ **Limited Hostel Facilities are available only for Women candidates** – that will be considered with the extent (in kms) to which their hometown is located from Madurai. However there are many private homes/residence are available for affordable rent around areas.
- ❖ Read the instructions and guidelines carefully before applying to the programme. **Interested candidates who wish to pursue the course can register themselves by submitting the online application that is available as Google form link in the website.** No applications will be issued from the office and No other forms of submission of applications will not be accepted. **(Detailed Guidelines for sending the application are given in Annexure-II)**
- ❖ Candidates who are waiting for the result of qualifying examination may also apply for admission with the clear understanding that their admission will remain provisional until they fulfill all the eligibility requirements of the concerned programme on the commencement date.
- ❖ A candidate whose qualifying examination is not recognized by any university, as identified during the verification shall not be eligible for admission. All such admissions (if provided) shall stand cancelled and fees paid (if any) will also be forfeited. The original certificates as a mandatory requirement during the verification process of the Institute.
- ❖ No correspondence shall be made to a candidate not selected for admission.
- ❖ All students are expected to abide by the rules and regulations, code of conduct, policy and procedures etc. governing the students, which will be laid down by the Institute from time to time.
- ❖ Eligibility rules as specified for course shall be strictly followed and shall not be relaxed under any circumstance. Candidate should satisfy himself/herself that he/she fulfills the eligibility requirements prescribed for admission to the programme.
- ❖ Canvassing in any manner for securing admission shall render a candidate disqualified.

For further details regarding the programme, Contact Office: 0452-2690056

ANNEXURE-II

Guidelines to be followed for sending the Application Form

1. Visit our website www.icmmadurai.in (using Desktop / Laptop will be preferred) and click the **Application Form** icon, you will be directed to a Google form where you can furnish information such as Personal Details, Educational Qualifications etc.
2. Within the Google form itself, at the end of the form, before **submit** option, **Payment of Application Fees** option is there, in that section, a QR code is provided for making fees payment, candidates can pay the Application Fees there itself by scanning the QR code through your mobile phone.
3. After the successful completion of payment, provide the **Transaction Number** in the Next **option** provided.
4. After filling all the relevant details, click the submit option to **submit** your Application Form and you will be acknowledge with the message of receipt of your Application
5. In case of any issue facing during the Application submission, feel free to contact us.

Dr.V.Alagupandian Lecturer – 9488737465

Office – 0452-2690056

ANNEXURE – III (Details of Entrance Examination)

*****Note:** The approved capacity of the programme is 50. If, more number of applications received, an Entrance Test will be conducted as a part of selection.

Mode	Offline – Venue ICM, Madurai.
Areas of Testing	General Knowledge, General English, Quantitative Aptitude and Test of Reasoning
Date	15.09.2024- Sunday
Duration	2 Hrs (120 min) – 10.30 AM to 12.30 PM
Number of Questions	100
Question Type	Objective Questions with 4 or 5 options

1. The applicants should present in the examination hall 30 minutes before the commencement of the test along with the Hall Ticket.
2. The applicants should download the **hall ticket** and affix a passport size photograph duly self-attested and should submit the same at the time of entrance test.
3. Name of the shortlisted candidates only will be displayed in the website along with the details for admission.

Important Dates

Last Date for Submission of Application : 13.09.2024 - 06.00 PM

Entrance Test : 15.09.2024 : 10.30 AM – 12.30 PM

Admission to the Programme : 17.09.2024 to 20.09.2024

Commencement of the Program : 23.09.2024

Contact us

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MADURAI – 625022

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LOCATION

The Institute is located at Chinna Udaippu which is 13Kms from Periyar Bus Stand and Railway Station, Madurai. There is a bus service bearing the number - 10M at 08.50 A.M. from the 4th Platform of Periyar Bus Stand to the Institute Campus from Monday to Friday. Bus nos - 10F, 37, 39,56,72 and 76 are also available up to Chinna Udaippu Bus Stop which is 1 KM near the Institute.