

# HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT (HDCM)

INFORMATION  
BULLETIN

Full Time – English Medium  
04.09.2023 To 01.03.2024



INSTITUTE OF COOPERATIVE MANAGEMENT  
MADURAI

## ADDRESS:

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(AN INSTITUTION OF NATIONAL  
COUNCIL FOR COOPERATIVE  
TRAINING (NCCT) - NEW DELHI  
Ministry of Cooperation,  
Government of India)

## About Us

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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 an Autonomous Society Promoted by The Ministry of Cooperation, Government of India. Since its inception, the vision of the institute has been to be an institution of excellence in cooperative training and the synergy between training, research and consultancy has enabled in professionalizing the 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)

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HDCM is the core programme of the institute which aims to disseminate and inculcate the aspirants of cooperative sector on the various facets of management in cooperative enterprises. It contains a rich and updated curriculum on cooperative management. Obtaining this diploma is a prerequisite for appointment in cooperatives in Tamilnadu and it enables the candidates for seeking jobs in cooperatives all over the country. Keeping in view of the prevailing changes and challenges in the contemporary business environment, the National Council for Cooperative Training, New Delhi has redesigned the Higher Diploma in Cooperative Management (HDCM) course with a view to sharpen the analytical and decision making competencies of the managers and potential managers of the cooperative sector.

## Objectives of the Programme

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The programme enables the participants:

- To Understand the Conceptual and Theoretical Background and Problems of Cooperative Business Management.
- To equip themselves by sharpening their Managerial Skills.
- To be Proactive to Find Solutions for the Varied Business Issues.

## Methodology

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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:

- Lecture-cum Discussion
- Management Cases/Case Study Analysis
- Group Work/Exercise and Discussions
- Assignments and Presentations
- Field Study

## Faculty

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### **DIRECTOR i/c**

**Dr. S. DHARMARAJ Ph.D.,**  
M.Com., M.Phil., FDP (IIMA)., PGDRD., CTFC.

### **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**

**Ms. ZITA. V. BOSCO,**  
B.Sc (Hons) C & B, and M. Sc. C & B).

**Mr. G. KATHIRAVAN**  
M.B.A (Finance), M.E.

### **VISITING FACULTY**

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

## Important Information and Regulations

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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.

**Duration of the Programme** - 26 Weeks – 04.09.2023 TO 01.03.2024

**Course Mode: Full- Time** - Regular Classes

**Medium of Instruction / Course** - English.

**Eligibility:**

- Graduation in any Discipline (Pass in any Degree) from Recognized University.
- **Age not more than 40 years as on the commencement of the programme.**

**Course Content** - The Course Consists of Two Semesters.

**Annexure - I**

First Semester	Second Semester
<p>1.Cooperative Movement and Role of Cooperatives in Agricultural and Rural Development.</p> <p>2. Cooperative Law and Administration</p> <p>3. Cooperative Credit &amp; Banking</p> <p>4. Non-Credit Cooperatives</p> <p>5. Accounts and Audit</p> <p>6. MIS &amp; Computer Application – I</p>	<p>7. Cost accounting and Financial Management</p> <p>8. Marketing Management</p> <p>9. Allied Laws</p> <p>10. Organizational Behavior &amp; Communication</p> <p>11.Human Resource Management and Industrial Relations</p> <p>12. Project Management</p> <p>13. MIS &amp; Computer Application - II</p>

**Regular Classes** - The regular classes will be conducted on working days.

**Class Timings** - 10.00 A.M to 5.00 P.M

**Holidays** - Saturday, Sunday, and Government Notified holidays.

**Compulsory Attendance** – 80% attendance in classes for each subject is compulsory for appearing in the semester examinations.

Any continuous or long absence in regular classes, if any, no separate classes will be conducted. In such cases, any candidate who have failed to attend the minimum classes, they are not eligible for appearing in the examinations, and they have to attend the classes in the forthcoming batches, if any.

## Examination and Assessment

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- a) **Internal Assessment** (40 Marks) is based on Attendance, Class Participation, Assignments, Group work and Internal Class Test.
- b) **End Semester Examinations** (60 Marks) in Each Paper.
- c) The candidates should secure at least 40% for pass in respect of each subject, including the internal assessment. 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.

## Field/Observation Study

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As an integral part of the course, the candidates have to undertake compulsorily two weeks field work in any ten cooperative institutions and should submit a report for the Marks of 50.

## Project/Study Report/Viva-Voce

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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

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

70% and above	- Distinction
60% but below 70%	- First Class
50% but below 60%	- Second Class
45% but below 50%	- Third Class
Less than 45%	- Failed

## Exams for the Failed Candidates

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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**. The failed candidates can appear or continue the course in the forthcoming batches only, and no separate supplementary examinations will be conducted.

## Course Fee

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Rs. 20,000/- + 18% GST (Total Rs.23, 600) - payable at the time of admission.

## Selection Procedure

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Selection for admission to the course will be done through screening of applications received followed by an Entrance Test (Detailed scheme of this Entrance Test is given in Annexure – II) . Admission to this course is subjected to the Rule of Reservation of Tamilnadu Government.

## Capacity of the Programme

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Currently the approved strength is 60 participants to this announced programme and the further batches may be extended with the listed candidates from entrance test subject to approval of the NCCT.

## Other Information

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- ❖ **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.  
**Candidates are advised to apply for the course only through the online mode.**  
No applications will be issued from the office and No other forms of submission of applications will not be accepted.
- ❖ Candidates awaiting 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 the Programme Coordinator.**

**Smt. G. JEYANTHI, Faculty - 0452-2690056.**

## Instructions for Filling Online Application Form

1. Before filling the application details, make payment for application fee and keep the details ready.

### Instructions for Payment of Application Fee:

The application fee of **Rs.300/-** has to be paid only to the following Account. **(Transaction ID for Online Payments / UTR Number for NEFT / Other Bank Details (in case of direct payment made at bank counter) should be kept ready for filling the application through online).**

Account Number : **37061396576**

Bank : **State Bank of India – Avaniyapuram (Madurai) Branch**

Recipient Name : **The Director, Institute of Cooperative Management, Madurai.**

IFSC Code : **SBIN0012743**

Account Type : **CURRENT ACCOUNT**

2. **Keep the soft copies of the following ready**
  - Soft copy of the legible recent passport size photograph (Max. 250 KB)
  - Scanned signature - Cropped (Max 250 KB)
  - The uploads will accept only JPG/JPEG images
3. Visit our website **www.icmmadurai.in** and click the Application Form link and Download the Application Form.
4. Carefully fill the Application Form manually and Submit the application through email ( [icmhdc@gmail.com](mailto:icmhdc@gmail.com) ) need not submit the Hard Copy.
5. Acknowledgement will be sent your Email ID given in your application.
6. The Hall Ticket will be sent to the eligible candidates.
7. Download the Hall Ticket and affix your recent passport size photograph duly self-attested.
8. Attend the Entrance Test as per the instructions given in the Hall Ticket.
9. **Last Date for Submission of Application (14.08.2023 - 5.00 PM)**



Following is an Overview of the Key Features of Entrance Test:

Annexure – II

<b>Mode</b>	Offline – Venue will be intimated through Hall Ticket
<b>Areas of Testing</b>	General Knowledge, General English, Quantitative Aptitude and Test of Reasoning
<b>Date</b>	20.08.2023- Sunday
<b>Duration</b>	2 Hrs (120 min) – 10.30 AM to 12.30 PM
<b>Number of Questions</b>	100
<b>Question Type</b>	Objective Questions with 4 or 5 options

1. The applicants should present in the examination hall 30min 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 (based on the Entrance Test score) will be displayed in the website along with the details of admission.

### Important Dates

Last Date for Submission of Application : 14.08.2023 - 05.00 PM

Entrance Test : 20.08.2023 : 10.30 AM – 12.30 PM

Admission to the Programme : 23.08.2023 to 31.08.2023

Commencement of the Program : 04.09.2023

Programme Coordinator : **Smt. G. JEYANTHI, Faculty**  
**0452-2690056**

## Contact Us

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### **INSTITUTE OF COOPERATIVE MANAGEMENT**

**CHINNA UDAIPPU, P.T.C. POST**

**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 09.00 A.M. from Periyar Bus Stand to the Institute Campus. Bus nos - 10F, 37, 39,56,72 and 76 are also available up to Chinna Udaippu Bus Stop which is 1 KM near to the Institute.