

HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT (HDCM)

1. ABOUT THE COURSE

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 career in cooperative sector.

2. OBJECTIVES OF THE COURSE

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.

3. DURATION

The duration of the Course is 36 weeks for Regular and Correspondence course, except for state of Kerala, where 52 weeks duration is to be continued to align with requirement of Kerala State Cooperative Societies Act. The HDCM Course offered by both the units in Kerala state will have additional 16 weeks which will be utilized as given below:

Sl. No.	Particulars	No. of weeks
1.	Observation cum Study visit (within the State)	1
2.	Visit to successful Cooperatives of Cooperatively developed States	2
3.	Data Collection and Project Work	4
4.	Additional Classroom Sessions – Special Sessions, Seminar, Workshop and Symposium	12

4. INTAKE CAPACITY

Regular	Capacity – 30 participants (relaxation up to 50 participants in case of request received from user organization)
Correspondence	Capacity – 30 participants (relaxation up to 50 participants in case of request received from user organization)

5. COURSE FEES

Regular : Rs.25, 000/- + GST (Non Refundable)
Correspondence: Rs.20, 000/- + GST (Non Refundable)

6. COURSE SCHEDULE

1 st Semester		Regular	Correspondence
	Class room Training	15 weeks	Self-Learning -12 weeks Contact Classes – 3 weeks
	Examination	1 week	1 week
	Observation cum Study visit	1 week	1 week
2 nd Semester	Class room Training	15 weeks	Self-Learning -12 weeks Contact Classes – 3 weeks
	Examination & Viva Voce	1 week	1 week
	Data Collection and Project Work	3 weeks	3 weeks
Total		36 weeks	36 weeks

7. SESSION PLAN

7.1 SEMESTER – I

Subject No.	Subject	No. of Sessions	No. of Credit
1	Environment for Cooperative in India	45	1.5
2	Cooperative	45	1.5

	Legislation		
3	Cooperative Credit and Banking	30	1.0
4	Non Credit Cooperatives	30	1.0
5	Accounts and Audit	45	1.5
6	Information Technology for Management - I	30	1.0
Total		225	7.5

7.2 SEMESTER – II

Subject No.	Subject	No. of Sessions	No. of Credit
7	Cost Accounting & Financial Management	45	1.5
8	Marketing Management	30	1.0
9	Allied Laws	30	1.0
10	Organizational Behaviour and Communication	30	1.0
11	Human Resources Management and Industrial Relations	30	1.0
12	Project Management & Business Development Plan for Cooperatives	30	1.0
13	Information Technology for Management – II	30	1.0
14	Data collection and Project Report	NA	1.0
Total		225	8.5
Grand Total (Semester-I + Semester-II)		450	16

***1 credit = 30 sessions**

8. ADMISSION

	Regular	Correspondence
Education Qualification	Any graduate from recognized University	Any graduate from recognized University
Age	Maximum 45 Years	Maximum 55 Years

9. ASSESSMENT AND EVALUATION

Exams	Classifications	Marks	Total Marks
Internal	Case presentation	10	50
	Group discussion	10	
	In basket exercise	10	
	Quiz & written Test	20	
External	Part – A: Objective type Questions (10 x 1 Marks)	10	50
	Part – B: 1000 words – Descriptive Type Questions (4 x 5 Marks)	20	
	Part – C: 2000 words – Descriptive Questions (2 x 10 Marks)	20	
	Total Marks for Each Subject		100

Observation Study Report & Presentation	50 Marks (Study Report – 30 marks and Presentation – 20 marks)
Project Report & Viva	Project Report – 100 marks and Project Viva – 50 Marks)

S. No	Details	Marks	Minimum Mark for Pass	
			Internal	External
1.	13 Subjects (13 X100 Marks)	1300	40% i.e. 20 marks for every subject	40% i.e. 20 marks for every subject
2.	Observation Study Report & Presentation	50	40% i.e. 20 marks	
3.	Project Report & Viva	150	40% i.e. 60 marks	
	Total	1500	45% i.e. 675 marks	

Attendance: 80% of the total working days of classroom sessions. Each unit has to maintain Biometric attendance system and report attendance on monthly basis to the sponsoring organization.

In case a candidate fails to appear any of the internal assessment component, unit may arrange internal assessment of the relevant component in which candidate has failed to remain present. The said procedure has to be ensured before declaration of the result of semester.

10. EXAMINATION RULES FOR HDCM COURSE

INSTRUCTIONS TO THE CANDIDATES

- No candidates shall be admitted to the examination hall after half an hour of the commencement of the examination.
- No candidate is permitted to leave the examination hall until the expiry of half an hour after the distribution of the question paper.
- No candidate, without the permission of the invigilator is expected to leave his seat/examination hall until he hands over the answer paper.
- No extension of time shall granted to candidate on the ground of his late arrival etc. to the examination.
- The candidate should legibly write on the answer books his roll number, name of the subject of the examination and date of the examination. The roll number may be written both in word and figures. Nowhere in the answer book, should the candidate write his name.
- No candidate shall bring with him into the examination hall paper, books, written notes or any other material like smart phone, smart watch, Bluetooth or any other electronic device. The candidate shall not communicate to or receive from another candidate any information in the examination hall. Complete silence on the part of the examinee is expected.
- Candidate guilty of communicating or attempting to communicate with the examiners with the objective of influencing them in the award of marks will be deemed to have used unfair means to pass the examination and this will render the offender liable to disqualify.
- Candidate is forbidden to write anything on the question paper or on blotting paper, or to remove any paper from the answer book.

USE OF UNFAIR MEANS BY THE EXAMINEES

Whenever any case pertaining to unfair means is detected by the invigilator the matter will be brought to the notice of the Superintendent without delay on the day of the occurrence with full details. The invigilator should record the statement of

the candidate. In case the candidate refuses to give a statement, he/she is not be forced to do so. Only the facts of his/her refusal shall be recorded by the Superintendent on the basis of the report received from the invigilator concerned on duty at the time of the occurrence of the incident.

- a) If the Director is satisfied that the candidate has resorted to unfair means, it may disqualify the trainee from passing the examination and may bring the fact to the notice of his employer to that effect.
- b) If any candidate is found to be guilty of misbehaving causing dislocation in the examination hall he/she may be expelled by the Director from the paper.

RECHECKING & REVALUATION OF ANSWER BOOKS

The candidate on payment of Rs. 250/- per subject for rechecking and Rs.500/- for revaluation shall request for rechecking/revaluation of the answer book. The Director is the competent authority to re-check the totaling of the marks and also to verify if all the answers have been duly valued by the examiners.

The request of re-checking/revaluation should be made by the candidate within one month from the date of declaration of the result.

SUPPLEMENTARY EXAMS FOR THE FAILED CANDIDATES

The failed/absent candidates will be allowed a maximum of three attempts to clear the examination subject to the condition that he must clear it within a maximum of 2 years from the completion of the course.

As far as possible the supplementary examination for the failed/absent candidates must be conducted for the first and second semester examination before the completion of the course.

The paper setting and evaluation of answer books in respect of supplementary examination may be assigned to the internal/external faculty by the Director.

The Unit may conduct the supplementary examination for the candidates on the mutually convenient date approved by Director.

The candidate has to pay Rs.500/- per subject.

GRADATION

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

75% and above	-	Distinction
65% but below 75%	-	First
55% but below 65%	-	Second
45% but below 55%	-	Pass
Less than 45%	-	Failed
