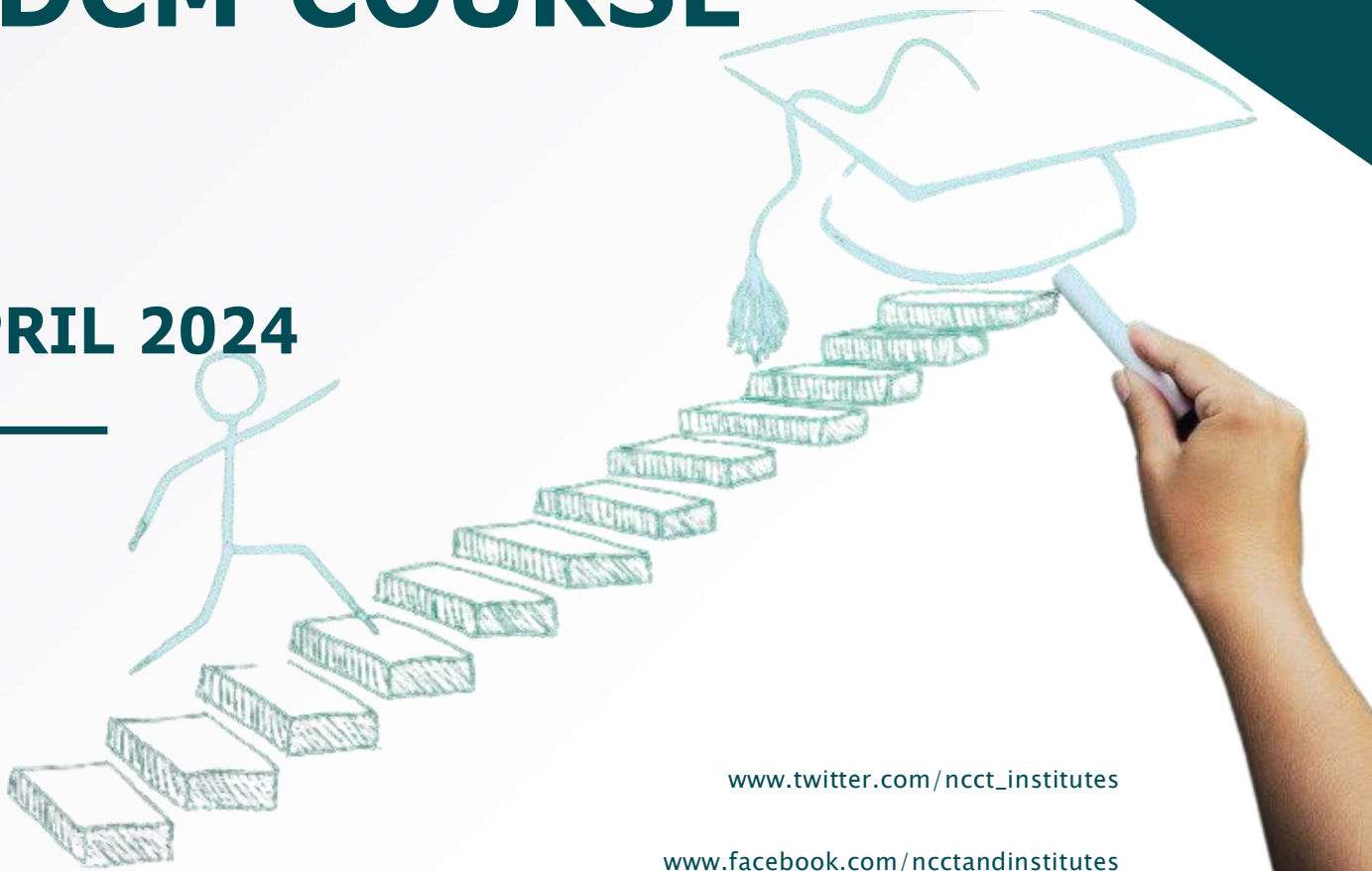




**NATIONAL COUNCIL FOR COOPERATIVE TRAINING**  
(An Autonomous Society promoted by Ministry of Cooperation, Government of India)

# HANDBOOK ON HDCM COURSE

**APRIL 2024**



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# **HANDBOOK ON 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 52 weeks duration to align with requirement of Kerala State Cooperative Societies Act.

## **4. INTAKE CAPACITY**

<b>Regular</b>	Capacity – 30 participants (relaxation upto 50 participants in case of request received from user organisation)
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## **5. COURSE FEES**

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

## 6. COURSE SCHEDULE

1 <sup>st</sup> Semester		<b>Regular</b>
	Class room Training	22 weeks
	Examination	1 week
	Observation cum Study visit	1 week
2 <sup>nd</sup> Semester	Class room Training	22 weeks
	Examination & Viva Voce	2 weeks
	Data Collection and Project Work	4 weeks
<b>Total</b>		<b>52 weeks</b>

## 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 Legislation	45	1.5

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
<b>Total</b>		<b>225</b>	<b>7.5</b>

## 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
<b>Total</b>		<b>225</b>	<b>8.5</b>
<b>Grand Total (Semester-I + Semester-II)</b>		<b>450</b>	<b>16</b>

**\*1 credit = 30 sessions**

## 8. ADMISSION

	<b>Regular</b>
Education Qualification	Any graduate from recognized University
Age	Maximum 45 Years

## 9. ASSESSMENT AND EVALUATION

Exams	Classifications	Marks	Total Marks
Internal	Case presentation	10	
	Group discussion	10	

	In basket exercise	10	50
	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	
	<b>Total</b>	<b>1500</b>	<b>45% i.e. 675 marks</b>	

**Attendance:** 80% of the total working days of classroom sessions.

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.

## **10. EXAMINATION RULES FOR HDCM COURSE (2024)**

### **10.1 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.

### **10.2 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.

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

### **10.3 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 class
- 55% but below 65% -Second class
- 45% but below 55% -Pass class
- Less than 45% - Failed