

NATESAN INSTITUTE OF COOPERATIVE MANAGEMENT

(An Institution of National Council for Cooperative Training, New Delhi

Ministry of Cooperation, Govt. of India)

(Accredited by C- PEC, BIRD – LUCKNOW)

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PROSPECTUS

HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT (HDCM)

MONTH & YEAR	: JUNE 2026
MODE OF STUDY	: REGULAR (Full Time)
MEDIUM OF INSTRUCTION	: ENGLISH

**NATESAN INSTITUTE OF COOPERATIVE MANAGEMENT (NICM)
,CHENNAI
HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT(HDCM)
PROSPECTUS**

1) Duration of the course :

36 weeks (09 Months), Full Time

2) Admission Process :

Any graduate from a recognized University and age upto 45 years is allowed. Candidates will be **admitted to the course** only after verification of Certificates, mark statements and qualifying entrance examination.

3) How to Apply ?

i) Application has to be filled through online only (www.nicmchennai.in) by paying Rs/- 500 as Application fee through UPI Which is Not Refundable

ii) Attach Soft copies of the following documents

1. 10th Standard Mark sheet
2. 12th Standard Mark sheet
3. Degree Certificate
4. Aadhaar Card
5. Photo (Passport Size)

4) After scrutinizing the applications received , eligible applicants wil be informed to appear for an entrance test , which is scheduled to be held at NICM Campus on 31.05.2026

5) HDCM Entrance Test Syllabus :

S.NO	SUBJECT	MARKS
1	Current Affairs	20
2	Cooperative	20
3	Aptitude	20
4	Reasoning	20
5	General English	20
	TOTAL	100

6) Course Fees:

Rs. 25, 000/- + 18 % GST (Rs 4500) = Rs. 29,500/- (Rupees Twenty Nine Thousand and Five Hundred only) Full Course fee amount should be paid in single payment. (No Installments) before commencement of the course, after receiving the selection result.

7) Application Fees & Course Fee will not be refunded to the candidate, at any cost.

8) Candidates who are selected after the Entrance Examination are required to bring the following original documents at the time of reporting for document verification, along with a hard copy of the

Application Form:

- 1. 10th Standard Mark Sheet**
- 2. 12th Standard Mark Sheet**
- 3. Degree Certificate**

4. Aadhaar Card

5. (10) passport-size photographs

All documents must be original and valid for verification purposes.

COURSE COMMENCEMENT : 15/06/2026

**SCHEME & SYLLABUS OF
HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT
(HDCM)
(36 WEEKS Duration) - Regular**

SEMESTER – 1

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
	Total	225	7.5

SEMESTER – 2

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**

1. 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	
