

HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT

(64th HDCM)

Full Time – English Medium

2025-2026

16.03.2026 to 20.11.2026



**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.,FDP (IIM-A)

Dr.V. ALAGUPANDIAN Ph.D.,

M.Com., M.Phil., SLET,CTFC, PGDCBM, HDCM, DUCBM, DCS, Tally.

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 (16.03.2026 to 20.11.2026)**
- 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. Attendance

A) Participants must attend at least 75% of their classroom sessions each semester. If they don't they won't be allowed to write the exams. If they meet the 75% attendance in the next semester, they can write the exams then. If they still don't meet the 75% attendance in the next semester, they will be disqualified from the course and will not be able to claim a refund of the course fee. The Director may grant exceptions for medical or other extraordinary reasons if valid proof is provided.

B) Biometric attendance is compulsory.

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. 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.

SUPPLEMENTARY EXAMS FOR THE FAILED CANDIDATES

Failed or absent candidates are allowed a maximum of three attempts to clear the examination, provided they must pass it within 2 years from the course completion date.

Supplementary examinations for failed or absent candidates in the first semester should be conducted alongside the second semester exams. For those who fail or absent in the second semester, the institute may organise the supplementary examinations for the failed candidates along with the subsequent course examinations. In case the subsequent course is not organised, a special / separate examination may be arranged for such candidates, so that they may get the chance to clear the examinations within the stipulated time as mentioned above.

It is the responsibility of the failed candidate to request the institute to conduct a supplementary examination. Such candidates should be given at least one month's notice before the supplementary examinations.

Candidates must pay Rs.500 per subject for the supplementary examination.

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

Course Fee

Rs. 25,000 + 18% GST = Total Rs.29, 500/- payable at the time of admission.

Note: After the commencement of the course, the fees will not be refunded)

Selection Procedure

The approved capacity of the programme is 60 per batch. If, the number of applicants is below 60, then admission will be based on first come, first serve basis.

If, the number of Applicants exceeds 60, an entrance exam will be conducted at ICM, Madurai campus to select the candidates on merit basis.

Capacity of the Programme

60 participants per batch.

Other Information

- ❖ **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.
- ❖ Hostel mess access is not permitted for day scholars. However, packed lunch will be provided at the lunch shed upon prior booking.
- ❖ 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 application form that is available 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.**

Telephone No - 0452-2690056.

ANNEXURE-II

Guidelines to be followed for sending the Application Form

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

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 must be provided while filling out the application through the Google Form).**

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. Visit our website www.icmmadurai.in and click the *Application Form* icon, you will be directed to a form, where you can furnish your information (Personal Details, Education Background etc..) and payment details by uploading the scanned copy of duly filled application along with the fees receipt to the Below Link: <https://forms.gle/fBeuob2pZBQkRh2k9> **(Need not to submit the Hard Copy of the Application)**
3. Applications without fees receipt will not be accepted for the admission.
4. **Last Date for Submission of Application 06.03.2026 - 06.00 PM**

ANNEXURE – III (Details of Entrance Examination)

*****Note:** The approved capacity of the programme is 60. 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	08.03.2026- Sunday
Duration	2 Hrs (120 min) – 10.30 AM to 12.30 PM
Number of Questions	100
Question Type	Objective Questions with 4 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 recent 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 : 06.03.2026 - 06.00 PM

Entrance Test : 08.03.2026 : 10.30 AM – 12.30 PM

Admission to the Programme : 09.03.2026 to 13.03.2026

Commencement of the Program : 16.03.2026

Contact Us

INSTITUTE OF COOPERATIVE MANAGEMENT

CHINNA UDAIPPU, P.T.C. POST

MADURAI – 625022

Ph. 0452-2690056 (or) 9003383591 / 8870984621 / 8870623184 / 8124222579

Email: icmmadurai@gmail.com

Website: www.icmmadurai.in

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.