

### **Programme Perspective**

The dynamic scenario of the present day business makes a lot of demands from the academia. To facilitate the decision making as well as planning in the dynamic business context, conceptual knowledge is becoming important.

An admixture of the theoretical knowledge with practical solutions has become essential in a context in which the organisations confront with increasing challenges of competition, hike in expectations, quality standards etc. The Cooperative sector, which is considered to be a Third force next to public and private sectors, takes note of the great transformations in the business environment. The need of the hour is to have a paradigm shift in the management style of cooperatives to withstand the forces of competition.

Keeping these in view, 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 competence of the managers and potential managers of the cooperative sector.

### **Objectives**

The programme enables the participants :

- a) to understand the conceptual and theoretical background and problems of Business Management.
- b) to equip themselves by sharpening their Managerial Skills.
- c) to be proactive to find solutions for the varied Business Issues.

### **Duration and Dates**

One year (52 weeks)

**1<sup>st</sup> August, 2017 to 31<sup>st</sup> July, 2018**

Class timings : (Monday to Friday 10.a.m. to 5 p.m.)

### **Contents of the programme**

#### **First Term :**

1. Environment for Cooperatives and Rural Development.
2. Cooperative and Allied Laws
3. Theory and Practice of Banking
4. Cooperative Accounts
5. Cooperative Audit
6. MIS & Computer Application – I
7. Organisational Behaviour
8. Managerial Economics
9. Statistics and Research Methodology

#### **Second Term :**

1. Project Planning & Implementation
2. Financial Management
3. Cost Accounting
4. Marketing Management
5. Human Resource Management & Communication
6. MIS & Computer Application – II
7. Business Policy
8. Operations Management in Cooperatives

### **Salient Features of the Programme**

#### **Training Methodology**

- In order to develop the analytical power and decision making skills, the classes will be managed by lecture method, case analysis, role playing and individual and group exercises.
- In order to understand and solve the business complexities, individual and group assignments will be given.
- With a view to instill the leadership and communication skills, the participants will present seminar papers and participate in debates and group discussions on important topics.

#### **Project Study / Field Placement**

- In order to experience the ground realities at the field level, the participants will be placed for one month training in one of the cooperative Institutions. The participants are expected to prepare a detailed project study on the Institution and present the same for viva-voce.

### **Study Visit**

With a view to study and bring home the experiences on the working of cooperative institutions, the participants will undertake a two weeks study visit (compulsory) at their own cost.

#### **Recognition**

HDCM is one of the essential qualifications for employment in Cooperatives in Kerala (R.186 of KCS Rules 1969). Besides, this course is also an essential qualification for being appointed as Inspectors / Auditors in the Departments of Cooperation, Industries & Commerce of Govt. of Kerala.

#### **Computer Training**

Recognising the importance of I.T, training in MS Office is made an integral part of the programme.

#### **Evaluation**

The participant will face examinations at the end of each semester. 80% marks evaluated externally for each paper, remaining 20% marks evaluated internally through class test and assignments.

#### **Programme Fee**

The programme fee is **Rs.12,000/-** (Rupees twelve thousand only) payable in two equal instalments at the beginning of each semester.

#### **Eligibility and Selection**

A graduate in any discipline from a recognised University and **below the age of 40 years as on 01<sup>st</sup> August, 2017** can apply. The cost of application form and prospectus is **Rs.100/-** payable by cash/ Money Order / Demand Draft drawn in favour of Director, Institute of Cooperative Management, Kannur.

The duly filled in application along with copies in proof of age, education and other details should reach the Director, Institute of Cooperative Management, Parassinikkadavu P.O, Kannur – 670563 **on or before 30/06/2017** . The candidates must produce their original certificates at the time of admission.

Admissions will strictly be made based on the merit list prepared by the Institute on the basis of the marks obtained by the candidate in the qualifying examination. The Institute, however, reserves the right to hold the Entrance Test if need be for selection of candidates.

### **About the Institute**

The Institute of Cooperative Management, popularly known as ICM, Kannur is one among the 19 such Institutes working all over India. The Institute was established on 2<sup>nd</sup> October, 1992. The primary objective of ICM is to professionalise the Cooperative Institutions by way of designing and conducting Management Development Programmes and thereby facilitate the promotion of Cooperative Movement in the State. For the last many years the Institute has been working as a Nodal Agency for Training, Consultancy and Research for the Cooperatives in the State. In addition, the Institute is serving as a Think Tank to sort out the specific problems of the Cooperatives.

### **Location**

Since August, 2003 the Institute is functioning in its own campus at Parassinikkadavu which is 21 Kms. from the Kannur city through NH-17 towards North via Dharmasala. Parassinikkadavu is 4 Kms. away from Dharmasala. Frequent bus services are available throughout the day from Kannur, Taliparamba, Mayyil & Payyanur. The Institute is nearby Parassinikkadavu Bus Stand and Lord Muthappan Temple. Parassinikkadavu is also directly connected to Kozhikode & Kasaragod by bus.

### **Facilities**

- A well equipped library with nearly 5000 volumes on subject like Cooperative Law, Banking, Management, Economics, Finance, Marketing and other functional areas of Management.
- The Library subscribes 73 journals both National and Regional on the areas mentioned above.
- A well equipped computer lab with nearly 40 systems connected on LAN with Internet facility including Pentium machines with multi-media facilities.
- Latest Teaching Aids Audio Visual with LCD panel.
- Hostel facilities for both male and female restricted to MDP participants
- Mess facilities providing wholesome food to all participants at quite reasonable rates.

### **Faculty**

The institute has full time experienced faculty members specialised in all functional areas of management. Besides, experts and practitioners from the field are also invited as guest speakers.

### **Faculty Team**

**Director - Mr. M.V.SASIKUMAR**

M.A., M.Phil(Eco), FDPM (IIMA), MBA, CTFC

⇒ Managerial Economics & OB

**Dy. Director - Dr. B.NIRANJAN RAJ URS**

M.A (Cooperation, Phd (Cooperation)

⇒ Cooperative Law

### **Faculty Members**

**Mr. V.N.BABU**

B.Sc (Cooperation & Banking), PGDBA, PGDHRM, FDP (IIMA), CTFC

⇒ Auditing, Economics

**Dr. A.K.ZAKIR HUSSAIN**

M.Com, M.Phil, Phd., I.C.W.A.I(Int);, DBIM, CTFC, MBA

⇒ Accounting, Auditing & Costing

**Mr. R.PANDIAN**

B.Sc, M.C.A, DHMS

⇒ Information Technology

**Ms. C.VINYA (Contract Faculty)**

MBA (HR), UGC NET

⇒ Human Resource Management

### **For Further Details, please contact:**

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# **HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT (HDCM) - 29<sup>th</sup> Session**

**01/08/2017 to 31/07/2018**

## **PROSPECTUS**



**INSTITUTE OF COOPERATIVE MANAGEMENT**  
Parassinikkadavu P.O, Kannur-670 563.

**M.V.SASIKUMAR**  
Director

**Dr.B.NIRANJAN RAJ URS**  
Prog. Coordinator

**Last date for receipt of filled in application :  
30<sup>th</sup> June, 2017**

**Prog. Commences on: 1<sup>st</sup> August,  
2017**