

AMENDMENTS IN HDCM SCHEME, 2024

**(AS APPROVED BY THE 13TH EXECUTIVE COUNCIL
MEETING OF NCCT, HELD ON 15.10.2024)**

AMENDED POINTS OF HDCM SCHEME

As approved in the 13th EC meeting of NCCT held on 15.10.2024, the following points are amended in the HDCM scheme.

1. 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.

2. INTAKE CAPACITY

| | |
|---------------------------------|--|
| Regular/Full Time | <p>For general public / Non Departmental Candidates : Capacity: 30 to 60 Participants per batch.</p> <p>Departmental Candidates: Capacity can be fixed As per the nomination/no.of Candidates deputed by the concerned organisation/Department/Institution.</p> |
| Correspondence/Part Time | <p>For Departmental Candidates (Fees paid by the Candidate) Capacity: 20 -60 Participants Per batch.</p> <p>For Departmental Candidates (Fees paid by concerned organisation/Department/Institution) Capacity can be fixed As per the nomination/number of Candidates deputed by the concerned organisation/Department/Institution.</p> |

Note: If the number of applications exceeds the 60 available seats, then the unit can split it into two batches with a minimum of 30 Participants in each batch.

3. COURSE FEES

| | | |
|---------------------------------|--|---|
| Regular/Full Time | For general public /Non Departmental Candidates : | Rs.25,000/- + GST (After the commencement of the course, the fees will not be refunded) |
| | Departmental Candidates: (Fees paid by organisation/Department/Institution) | Rs. 25000/- + GST or As approved by the Programme advisory committee/State Department/Federation. |
| Correspondence/Part Time | For General Public and Departmental Candidates (Fees paid by the Candidate) | Rs.20,000/- + GST (After the commencement of the course, the fees will not be refunded) |
| | For Departmental Candidates (Fees paid by concerned organisation/Department/Institution) | Rs.20,000/- + GST Or As approved by the Programme advisory committee/State Department/Federation. |

NOTE: The Director is responsible for ensuring that the course is conducted profitably, as per the income and expenditure norms of NCCT.

4. COURSE SCHEDULE

| | | Regular / Full Time | Correspondence/Part time |
|--------------------------|----------------------------------|----------------------------|--|
| 1 st Semester | 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 |

NOTE:

- Contact classes for the correspondence course can be conducted online, depending on the situation. However, one week in each semester must be held in offline. Students who do not attend this offline sessions will not be allowed to take the exam.
- For the Observation Study report, participants must visit at least five cooperative Institutions in a nearby districts or within the state and submit a report. If the report is not submitted, the participant will be considered as failed and must submit the report within two years as per the supplementary exam rules.
- If there are valid reasons or circumstances, classroom sessions for correspondence courses in remote areas can be held at a location outside the RICM/ICM campus with NCCT approval.

5.1 Course Schedule for the State of Kerala:

| | | Regular |
|--------------------------|---|-----------------|
| 1 st Semester | Class room Training | 21 weeks |
| | Examination | 1 week |
| | Observation cum Study visit within state | 2 week |
| 2 nd Semester | Class room Training | 21 weeks |
| | Exposure Visit to successful Cooperatives of Cooperatively developed States | 2 weeks |
| | Examination & Viva Voce | 1 week |
| | Data Collection and Project Work | 4 weeks |
| Total | | 52 weeks |

6. ELIGIBILITY FOR ADMISSION

| | | Education Qualification | Age |
|-----------------------------------|--|--------------------------------|------------|
| Regular/ Full Time | For general public /Non Departmental Candidates : | UG/PG Degree | 45 Years |
| | Departmental Candidates: (Fees paid /Sponsored by organisation/Department/Institution) | SSCL/HSC/UG/ PG or equivalent. | 55 Years |
| Correspon dence/ Part Time | For General Public and Departmental Candidates (Fees paid by the Candidate) | SSCL/HSC/UG/ PG or equivalent. | 55 Years |

7. 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) Each unit must use a biometric attendance system or a manual register for tracking attendance in regular and contact classes. The Course Coordinator and Course Assistant are responsible for this.
- c) Attendance reports must be carefully maintained for each candidate for future reference.
- d) If a candidate misses any internal assessment, the subject faculty may arrange a retest or assessment before the same semester exams.

8. EXAMINATION PAPER SETTING (Regular and Correspondence)

- a) The Director should create a panel of eight subject experts for each subject for setting of question papers.
- b) This panel should be sent to NCCT for approval. Once approved, the panel will be valid for 3 years and will be reviewed or updated in every three year.
- c) **Each panel should include eight members from the following groups:**
 1. Directors, Deputy Directors, or Faculty of RICM/ICM.
 2. Professors, Associate Professors, or Assistant Professors from VAMNICOM, Pune.
 3. Professors, Associate Professors, or Assistant Professors from universities.
 4. Faculty from management or training institutes.
 5. Retired Directors, Deputy Directors, or Faculty Members of RICM/ICM.
 6. Suitable Officers from the Cooperative Department or similar government departments, at least Deputy Director or Joint Director Level.
 7. Senior officers from cooperative organizations, at least General Manager or Secretary Level.
- d) For each HDCM Course, the Director should select paper setters only from the Approved panel. Ensure that the same paper setter is not used repeatedly unless absolutely necessary. Send the selected paper setters' names to NCCT for along with the Advance course plan.
- e) **When appointing paper setters, follow these guidelines:**
 1. Provide the syllabus and a model question paper to the paper setter.
 2. Clearly explain the structure of the question paper.
 3. Inform the paper setter about the language of the question paper and the exam duration.
 4. Request the question paper to be set 3 weeks before the exam starts.
 5. Include clear general instructions on the question paper.
 6. Ensure that each part of a multi-part question has separate marks.
 7. Make sure the question paper covers the entire syllabus, not just a few topics.
 8. The paper setter should submit the question paper in a sealed, confidential cover or via email, along with a covering letter to the Regional Director or Director.
 9. Inform the paper setter about the honorarium set by NCCT

9. EVALUATION OF ANSWER SHEETS

Generally, the paper setter should also be the one to evaluate the exam papers. However, if the paper setter can't do it for any reason, the Director or Deputy Director can appoint someone else from the approved panel to handle the evaluation. The evaluation should be completed within 20 days of the examination.

10. HONORARIUM FOR PAPER SETTING

The paper setters will be paid an honorarium of Rs.1, 000/- per subject. The honorarium is a fixed amount per subject, regardless of the number of questions or the complexity of the paper.

11. HONORARIUM FOR EVALUATION OF ANSWER SHEETS

The remuneration for evaluating exam papers is set at ₹25 per answer sheet. To ensure fair compensation, there is a minimum payment of ₹2,000 per subject. This minimum amount guarantees that even if there are fewer answer sheets to evaluate, the evaluator will still receive at least ₹2,000 for each subject.

12. RECHECKING & REVALUATION OF ANSWER BOOKS

Candidates can request rechecking or revaluation of their answer sheets by paying ₹250 per subject for rechecking and ₹500 for revaluation.

- For rechecking, a photocopy of the answer sheet will be provided to the candidate.
- For revaluation, the Director will assign a faculty member or subject expert to review the answer sheet. The payment to the examiner for revaluation is ₹100 per answer sheet.

Candidates must make their request for rechecking or revaluation within one month of the result being declared

13. 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 ₹500 per subject for the supplementary examination.

14. DECLARATION OF RESULTS & ISSUANCE OF CERTIFICATE

1st Semester: The evaluation of exam papers should be completed within 20 days of the 1st semester exams. The mark statement should then be sent to NCCT immediately for declaration of 1st semester results. The NCCT should convey their approval or observations (if any), within 20 days of receiving the mark statement. The 1st semester examination results should be declared well before the 2nd semester exams begins, allowing failed candidates to retake the exams alongside their second semester exams (Supplimentary exam Fees is Rs.500/- per subject).

2nd Semester: Evaluation of the 2nd semester papers should be completed within 20 days, after that the consolidated mark statement (1st & 2nd Semester) should be prepared and verified at the unit level and forwarded to NCCT immediately for approval for declaration of final result. The NCCT should convey their approval or observations (if any), within 20 days of receiving Consolidated mark statement. The RICM/ICM should declare the result within one week from the date of the receipt of approval of result from NCCT. Overall, the final results should be declared within 50 days from the closure date.

Issuance of Certificate: After declaring the results, the result data should be uploaded at the NCCT website. Then the copy of result declaration should be sent to NCCT for seeking approval for issue of E- Certificate. The NCCT will approve the e certificates after verification of the uploaded date within 15 days of receiving the request.

15. OFFERING HDCM COURSE IN ONLINE MODE

For departmental candidates in correspondence mode, contact classes can be conducted in online, with the condition that one week of each semester must be held in offline. Attendance for the offline classes is 100% compulsory, and the combined attendance for both online and offline classes should be 75% or above. The Director of the respective unit must ensure the use of a licensed version of an online platform, such as Cisco WebEx, MS Teams, Google Meet, or any other platform approved by the government.

16. ADVANCE COURSE APPROVAL:

It is mandatory to obtain approval from NCCT for any HDCM Course (Regular & Correspondence). The RICM/ICM must submit their advance course plan to NCCT for approval at least 30 days before the course is scheduled to begin. The course should only commence after receiving approval from NCCT. This process ensures that the course plan meets the required standards and receives necessary authorization before the start of the course.



MADHUSUDAN INSTITUTE OF CO-OPERATIVE MANAGEMENT

Unit-VIII, Bhubaneswar – 751 012

Website: www.micm.ac.in E-mail: micmbbs@gmail.com

Date of issue :.....

From No. :.....

APPLICATION FORM FOR ADMISSION

HIGHER DIPLOMA IN CO-OPERATIVE MANAGEMENT (HDCM)

(Under Correspondence Mode with physical Contact Classes)-9th Batch

(All entries should be filled Capital Letters)

| | | | | | |
|---|---|----------------------------------|------------------------------------|-------------------------------|---|
| 1. Course Applied for | : | | | | Affix the Passport Size Signed Photograph |
| 2. Name of the Applicant | : | | | | |
| 3. Father's Name & Occupation | : | | | | |
| 4. Date of Birth (As per HSC or equivalent Certificate) | : | | | | |
| 5. Sex | : | Male <input type="checkbox"/> | Female <input type="checkbox"/> | | |
| 6. Marital Status | : | Married <input type="checkbox"/> | Unmarried <input type="checkbox"/> | | |
| 7. Whether belongs to SC/ST/SEBC | : | SC <input type="checkbox"/> | ST <input type="checkbox"/> | SEBC <input type="checkbox"/> | |
| 8. Mailing Address (with Mobile No.) | : | _____ | | | |
| | | _____ | | | |
| | | _____ | | | |
| 9. Permanent Address | : | _____ | | | |
| | | _____ | | | |
| | | _____ | | | |
| 10. Educational Qualification (Commencing from HSC or equivalent onwards) | | | | | |

| Name of the Examination | Year of Passing | Board / University | Division | % of Marks/Grade | Subjects Taken |
|-------------------------|-----------------|--------------------|----------|------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

(Self attested Photocopies of Certificate, Mark Sheets and other testimonials are to be enclosed)

11. Name of the College / Institute with address where you studied last :

12. Whether Employed

(If yes, please Specify) : Yes No

Name of Organization

Designation

Years of Experience :

13. Whether Interested to stay in Hostel : Yes No

14. Languages Known :

16. Blood Group :

17. E-mail :

18. WhatsAPP No.

DECLARATION BY THE CANDIDATE

I Son/Daughter of.....

hereby declare that I have gone through the prospectus for seeking admission into HDCM (Distance Mode) and the information furnished above by me are true to the best of my knowledge and belief.

I am fully aware that, I will not be entitled for refund of the fee deposited to the institute under any circumstances.

FULL SIGNATURE OF THE APPLICATION

Place :

Date :

FOR OFFICE USE ONLY

Class Roll No. :

Remarks :

Instructions to the Candidates:

1. Read the Instructions carefully before filling up and submitting the Application Form.
2. All the photocopies of Certificates/Mark sheet and Photograph must be self attested.
3. Photocopy of evidence as an employee of any cooperative institutions / cooperative banks must be attached along with application form.
4. The Application Form downloaded must duly be filled by hand and send it only by Speed / Registered post /Courier / e-mail to The Director, Madhusudan Institute of Cooperative Management, Unit -8, Bhubaneswar- 751012 (Odisha).
5. The study materials will be sent by e-mail.
6. The Contact Classes will be held for 3 weeks during each semester out of which 2 weeks on online mode and 1 week on offline/physical mode. The exact date and time schedule etc. will be communicated in advance.

The details of mode of payment will be communicated to the selected candidates.

DIRECTOR