

**PROSPECTUS**  
**CUM**  
**APPLICATION FROM**  
**2020 – 21**

**HIGHER DIPLOMA**  
**IN**  
**CO-OPERATIVE MANAGEMENT**  
(Under Correspondence Mode)



**MADHUSUDAN INSTITUTE OF CO-OPERATIVE MANAGEMENT**  
(An Institution of National Council for Cooperative Training, New Delhi)

**Ministry of Agriculture & Farmers Welfare, Govt. of India**

**Accredited to C-PEC (BIRD)**

**Unit-VIII, Bhubaneswar – 751 012**

**Phone: 0674-2562825/2562826(O),**

**Website: [www.micm.ac.in](http://www.micm.ac.in)**

**E-mail: [micmbbs@gmail.com](mailto:micmbbs@gmail.com)**

## **Vision**

A Centre of Excellence vibrant with Academic, Capacity Development Activities with Creative Energy, Making Significant Contribution to the World of Knowledge and to the Development of State, the Region and the Nation.

## **Mission**

1. To Impart Quality Education in the Fields of Management at Postgraduate Levels, Capacity Development For In-Service Personnel of Cooperative and other Allied Departments in its Area of Operation with Special Attention to Encourage Innovation. Creativity and Skill Development in these Fields.
2. To engage in Creation of Knowledge and Development of Technologies through Effective Research Programmes.

## **Institute's Profile**

The Madhusudan Institute of Co-operative Management, Bhubaneswar (popularly known as MICM) is one of the premier Management Institute of Odisha established in the year 1955-56. The MICM is one of the 19 Institutes functioning in our country under the overall administrative control on National Council for Co-operative Training (NCCT), New Delhi, which is promoted by the Ministry of Agriculture and Farmers' Welfare, Government of India. The basic objective of the Institute is to inculcate professional management in the cooperative sector through training, education, research and consultancy. To achieve its mandate, the Institute conducts 2 years full time MBA programme (affiliated to BPUT and recognized by AICTE), Six months Higher Diploma in Co-operative Management. This apart, this Institute organizes an umpteen number of tailor made short term Management Development Programmes for the Cooperative and Allied Departments of Govt. of Odisha as well as other Cooperative organizations. This Institute is also accredited to C-PEC of Bankers Institute of Rural Development, (NABARD), Lucknow for undertaking capacity building programmes for Cooperative Credit and Banking Institutions.

MICM is located in the heart of Bhubaneswar (near CRP Square), having its own sprawling campus of 3.4 acres which includes administrative block, class rooms, staff quarters and hostel.

## **Library**

MICM Library has an excellent collection of more than 17,000 books on subjects like cooperation, management, agriculture and other related areas. It also subscribes about 86 numbers of reputed periodicals and journals – both national and international.

## **IT infrastructure**

A state-of-the-art network with almost 72 nodes connects every corner of the Institute. Every employee and faculty member has a networked personal computer at his or her disposal. The Institute's network is linked to the Internet via BSNL broadband connection enabling Internet connectivity. All the trainees and the students of the Institute are free to use the Information Technology facilities available at the Institute. To add more, all the classrooms are equipped with modern teaching gadgets like LCD and Smart Board.

## **Hostel**

In order to imbibe an atmosphere of community living amongst the trainees and students, the Institute possesses a 150 seat capacity hostel in its campus. The hostel is equipped with a pantry/mess and other facility for a comfortable stay.

## **Research and consultancy**

The Institute undertakes several research activities in different areas by using the wide experience of the faculty. It provides consultancy to user organizations on specific request.

## **Extra-curricular activities**

The Institute provides ample opportunity for all-round development of the students. The students are expected to build their career and develop their personality in a conducive environment. They actively participate in various tournaments, business school meets, literary competitions organized at university/State/National levels. The Institute is having facilities for indoor games.

## **Faculty**

The institute posses multi disciplinary core faculty members having rich experience in academics, research and consultancy. Besides, the institute invites guest faculties from leading institutes and industry.

## **Higher Diploma in Co-operative Management (HDCM) (Under Correspondence Mode with On-line Contact Classes)**

The 26 weeks Higher Diploma in Cooperative Management (HDCM) is a flagship programme of the Institute and is duly approved by the National Council for Cooperative Training (NCCT), New Delhi.

### **Scope**

With a view to build competent managers for cooperative sector, the HDCM Programme offers advanced level of training on theory, methods and applications of cooperative business management along with specialized training in some selected functional areas. The course curriculum helps the students in acquiring conceptual and analytical abilities required for making and implementing managerial decisions efficiently and effectively. Besides the understanding of the various management functions, they are required to make their eyes wide open on the development of national as well as international economic and business conditions to cope with the challenges in their job situations. This is a widely accepted and demanded programme which is well recognized in the cooperative sector all over India.

### **Curriculum**

Sl.No.	Course Title	Unit	Sessions	Marks
1.	Environment for Cooperatives & Rural Development	1.5	45	100
<b>FIRST SEMESTER</b>				
2.	Cooperative Law and Administration	2.0	60	100
3.	Cooperative Credit & Banking	1.0	30	100
4.	Non-Credit Cooperatives	1.0	30	100
5.	Accounts and Audit	1.5	45	100
6.	MIS & Computer Application - I	1.0	30	100
<b>Total</b>		8.0	240	600
<b>SECOND SEMESTER</b>				
7.	Cost Accounting and Financial Management	1.5	45	100
8.	Marketing Management	1.0	30	100
9.	Allied Laws	1.0	30	100
10.	Organizational Behaviour & Communication	1.0	30	100
11.	Human Resource Management and Industrial Relations	1.0	30	100
12.	Project Management	1.0	30	100
13.	MIS & Computer Application - II	1.0	30	100
14.	Evaluation of observation study tour	0.5	-	50

15.	Project Report and Viva-voce	1.5	-	150
<b>Total</b>		9.5	225	900

## Training Methodology

The focus of the sessions will be on developing skill and attitude through active student participation during contact classes. The participants are expected to study the recommended literature, cases and exercise materials on their own and discuss during contact classes.

Contact Class Timing : 10 working days (40 hours) per semester

No. of Seats : 30 (Thirty)

Eligibility : Graduate in any discipline

Age : Not more than 40 years

Course Fees : Rs. 10,000/- plus GST@ 18%

Study Materials : to be Sent by Post/e-mail

Examination : At the end of each semester

Examination Pattern: Assinment-20 marks  
Internal Test-20 Marks  
End-Term Exam.- 60 marks

## Important Dates

1. Last Date for submission of Application : 20.07.2020
2. Date of Admission : 12 & 13.08.2020
3. Commencement of course : 17.08.2020

**Course Duration : 17.08.2020 to 13.02.2021  
(26 weeks)**

*Read the instructions carefully before filling the application form  
For further details, please contact:*

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Date of issue :.....

From No. :.....

### APPLICATION FORM FOR ADMISSION

### HIGHER DIPLOMA IN CO-OPERATIVE MANAGEMENT (HDCM)

(Under Correspondence Mode with On-line Contact Classes)  
(All entries should be filled Capital Letters)

Affix the  
Passport  
Size  
Signed  
Photograph

1. Course Applied for	:		
2. Name of the Applicant			
3. Father's Name & Occupation			
4. Date of Birth (dd/mm/YYYY) (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. E-mail		
11. WhatsApp No.		
12. Languages Known		
13. Blood Group		
14. Aadhaar No.		

**15. 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)

16. Name of the College / Institute with address attended last		
17. Whether Employed	18	19. Yes <input type="checkbox"/> No <input type="checkbox"/>
(If yes, please Specify) Name of Organization		
Designation		
Years of Experience		
18. Whether Interested to stay in Hostel	Yes <input type="checkbox"/>	No <input type="checkbox"/>



**DECLARATION**

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 are true to the best of my knowledge and belief.

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

**FULL SIGNATURE OF THE APPLICANT**

Place : .....

Date : .....

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**FOR OFFICE USE ONLY**

Class Roll No. :

Remarks :

### **INSTRUCTIONS TO THE CANDIDATE**

1. Read the Instructions carefully before filling up and submitting the Application Form.
2. The photocopies of all Certificates/Marksheets and Photograph (two copies) must be self attested.
3. The Application Form downloaded must duly be filled in using Black Ball Point pen and submit by Speed/Registered Post/Courier only to The Director, Madhusudan Institute of Cooperative Management, Unit -8, Bhubaneswar- 751012 (Odisha) along with a **Demand Draft amounting to Rs. 300/- (Three hundred) drawn on any Nationalized Bank in favour of Director, Madhusudan Institute of Cooperative Management, payable at Bhubaneswar towards application fee.**
4. The study materials will be sent by post/ email.
5. The **Contact Classes** will be held for 10 working days during each semester. The exact date and schedule etc. will be communicated in advance.
6. Total Course Fees = to **Rs. 11,800/- (Rs. 10,000+GST @18%).**

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

**DIRECTOR**