



सहकारी प्रबंध संस्थान, हैदराबाद
INSTITUTE OF COOPERATIVE MANAGEMENT, HYDERABAD
(An Institution of National Council for Cooperative Training, New Delhi)
An Autonomous Society Promoted by Ministry of Cooperation, Government of India.



Higher Diploma in Cooperative Management (HDCM)- Correspondence Prospectus-2025-26

”(Lucknow ,BIRD) PEC-C yb detiderccA“PEC (BIRD, Lucknow-C yb detiderccA“PEC (BIRD, Lucknow-C yb detiderccA“
राजेन्द्रनगर, हैदराबाद) 030 500 – तेलंगाना स्टेट(, Rajendranagar, Hyderabad – 500 030 (Telangana State), दूरभाष / Phone
: 040 24015325, 040 24015332 ई – मेल / E-Mail : icmhyderabad1955@gmail.com.
वेबसाइट / Website <http://www.icmhyderabad.in> GST NO: 36AAEAN3477B1ZP

HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT (HDCM)- CORRESPONDENCE PROSPECTUS (2025-26)

About The Institute

The Institute of Cooperative Management (ICM), Hyderabad, is one of the premier institution among the 19 institutes under the National Council for Cooperative Training (NCCT), New Delhi, under the aegis of Ministry of Cooperation, Government of India. Established in 1955 and located in Rajendranagar, Hyderabad, ICM has consistently been forefront in importing training to the personal serving in the cooperative departments and other allied Departments in Andhra Pradesh and Telangana.

ICM Hyderabad organizes a need-based training programs for user organizations. ICM Hyderabad has been conducting training programs and collaborating with state-level and national-level Cooperative organizations as per the direction of Ministry of Cooperation, Government of India and with the support of Government of Andhra Pradesh and Telangana.

ICM Hyderabad offers various short-term and long-term training programs with objective of enriching skills and knowledge of the person serving in the cooperative sector and allied sectors. The Institute broadly catering the training requirement in the areas of Credit and Banking, Marketing, Processing, Industrial, Consumer, Handlooms, Handicraft, Housing, Forestry, Co-operative Law, Dairy, SHGs Fisheries Co-operatives, computer and IT etc.

Facilities

Library: The Institute has specialized Library catering to the training, research and consultancy needs of the faculty members, trainees, students and research scholars. It has a total collection of about 12,000 books covering on different disciplines. It subscribes more than 25 Indian journals in the fields of Management, Co-operation, Agriculture, Economics, Banking, Marketing, Human Resource Development etc. The Library is also housed with other literature for enhancing the student access to a wide range of knowledge. The Library facilities have been extended to the outside Research scholars for their M. Phil and Ph.D. Programmes.

Computer Centre: State of art equipped Air Conditioned Computer Centre with 32 configured i5 Computers are established with National Knowledge Network.

Class Rooms: The Institute has A/C class rooms with well-equipped modern gadgets such as Digital projectors, Computers, Collar and Hand held Microphones etc.

Hostel facilities: A Hostel with 60 rooms on twin sharing basis and dining hall is available for the participants, Guests, visiting faculty and dignitaries. Separate hostel facilities are provided to the Male and Female participants in order to facilitate an intensive and effective learning experience through living in campus.

Faculty Team: ICM Hyderabad has an eminent team of Faculty from the academic and professional fields. The Faculty team comprises of internal and visiting faculty from many prestigious Management Institutes all over the country and Guest Speakers from various fields. The Faculty at the Institute is individually committed to developing the next generation of business leaders who regularly undergo Professional Development Programme for updating.

| S.No | Name of Faculty | Qualification | Designation |
|------|--------------------|--|-----------------------|
| 1 | Dr. R.Ganesan | MA, M. Phil, Ph. D, CTFC | Director |
| 2 | Dr. S. Shyam Kumar | MBA, Ph. D, CTFC | Dy. Director |
| 3 | Dr. B. Prasad | MA, M. Phil, Ph. D (Economics), UGC-NET | Faculty (Contractual) |
| 4 | Dr. P. Kannaiah | MBA (Fin), Ph. D | Faculty (Contractual) |

Programme Perspective

The dynamic scenario of present-day business makes a lot of demands on academia. To facilitate decision-making as well as planning in the dynamic business context, conceptual knowledge is becoming important. An admixture of theoretical knowledge with practical solutions has become essential in a context in which organizations are confronting the increasing challenges of competition, hikes in expectations, quality standards, etc. The Cooperative sector, which is considered to be a third force next to the 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 do business in tune with their co-operative identity. 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 sharpening the analytical and decision-making competence of the managers and potential managers of the cooperative sector.

Objectives of the Course

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.

Intake Capacity

| | |
|-----------------------|---|
| Correspondence | Capacity – 40 participants(relaxation up to 50 participants in case of request received from user organization) |
|-----------------------|---|

Subject of the course for Two Semesters

| No | I semester | No | II Semester |
|----|---|----|--|
| 1 | Environment for Cooperatives in India. | 1 | Cost Accounting & Financial Management. |
| 2 | Cooperative Legislation. | 2 | Marketing Management. |
| 3 | Cooperative Credit and Banking. | 3 | Allied Laws. |
| 4 | Non – Credit Cooperatives. | 4 | Organizational Behavior and Communication. |
| 5 | Accounts and Audit. | 5 | Human Resources Management and Industrial Relations. |
| 6 | Information Technology for Management - 1 | 6 | Project Management & Business Development Plan for Cooperatives. |
| | | 7 | Information Technology for Management – II |
| | | 8 | Data collection and Project Report. |

Duration of the Course – (9 Months -36 Weeks) – August 2025 to April 2026

Each semester have 3 Weeks Physical contact Classes and One week exams. Remaining weeks are for self-learning.

Salient Features of the Programme

- 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.
- Individual and group assignments will be given in order to understand and solve the business complexities.

- With a view to instilling leadership and communication skills, the participants will present seminar papers and participate in debates and group discussions on important topics.
- I. **Recognition:** HDCM is one of the essential qualifications for employment in Cooperatives in Telangana. Besides, this course is also an essential qualification for being appointed as Inspectors/Auditors in the Departments of Cooperation, Industries & Commerce of the Govt. of Telangana.
 - II. **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.
 - III. **Study Visit:** Participants will undertake a two-week study visit at their own expense in order to study and bring home the experiences of the working of Cooperative Institutions in outside Telangana.
 - IV. **Computer Training:** Recognizing the importance of I.T., training in MS Office forms an integral part of the Programme.
 - V. **Evaluation:** The participant will face examinations at the end of each semester. 60% of the marks are evaluated externally for each paper, and the remaining 40% of the marks are evaluated internally through class tests and assignments.
 - VI. **Eligibility:** A graduate in any discipline from a recognized university and below the age of 45 years working in Cooperative Department in Telangana can apply.
 - VII. **Programme Fee: Course Fees: Rs. 20,000/- + (18 % GST) 3600= 23,600 (Non Refundable)**
 - VIII. **Bank Details**
The Director , Institute of Cooperative Management(ICM) Hyderabad, payable at Central Bank of India, NAARAM Branch , Rajendra Nagar , Hyderabad-500 030, Account No: **5327419209, IFSC Code: CBIN0283252, Branch Code : 03252, Current Account.**

Important Dates

1. Last Date for submission of Application: 31st July 2025

2. Commencement of course: August 2025

Application forms shall be submitted to Mail (icmhyderabad1955@gmail.com) and submit the hand copy by post or personal.

Documents to be uploaded with the Application

| | | | |
|----|--------------------------|----|---|
| 01 | Application Form | 06 | Aadhaar Card |
| 02 | 10th Certificate | 07 | Two Photos |
| 03 | Intermediate Certificate | 08 | Course fee Payment details |
| 04 | Degree Certificate | 09 | Resolution copy of the Society and Acceptance letter from DCOs. |
| 05 | Community Certificate | 10 | Recent Passport Size Photos 2 |

The applicants are required to produce the **ORIGINAL CERTIFICATES** at the time of admission. Defects, if any, in the applications will not be permitted to be rectified after its Submission.

Applications submitted without the copies of the required certificates as mentioned above or any of the information furnished is found to be incorrect, the Institution has the right to reject your candidature at any time / stage without any notice. Read the instructions carefully before filling the application form.

For further details, please contact:

INSTITUTE OF COOPERATIVE MANAGEMENT (ICM): HYDERABAD

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

Ministry of Cooperation, Government of India.

ICT Complex, Rajendranagar, Hyderabad – 500 030 (Telangana State),

Phone: 040 24015325, 040 24015332 Mobile No: **94942 42628, 94929 45187**

E-Mail: icmhyderabad1955@gmail.com, **Website:** <http://www.icmhyderabad.in>

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Rajendranagar, Hyderabad – 500 030 (Telangana State)
Phone: 9492945187, 9494242628



Ministry of Cooperation | सहकारिता विभाग
Government of India | भारत सरकार

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E-Mail-ID: icmhyderabad1955@gmail.com

APPLICATION FORM (2025-26)

HIGHER DIPLOMA IN CO-OPERATIVE MANAGEMENT (HDCM) Correspondence - 36 WEEKS-(Cooperative Department /Institutions)

Paste Your
Passport Size
Photo Here

| | | | | | | | | | | | | |
|--|--|---|---|---|---|---|---|---|--|--|--|--|
| 1. Name of the applicant (In Block Letters) | | | | | | | | | | | | |
| 2. Father's Name | | | | | | | | | | | | |
| 3. Date of Birth & Age | M | M | D | D | Y | Y | Y | Y | | | | |
| 4. Gender | MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> | | | | | | | | | | | |
| 5. Marital Status | SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> | | | | | | | | | | | |
| 6. Nationality | | | | | | | | | | | | |
| 7. Religion | | | | | | | | | | | | |
| 8. Category | GEN/ BC / MBC / SC / ST | | | | | | | | | | | |
| 9. Working Details a. Name of organization b. Designation c. No of Years' Experience | | | | | | | | | | | | |
| 10. Office Address with Email ID | | | | | | | | | | | | |
| 11. Address for Communication | | | | | | | | | | | | |
| 12. Aadhaar Number * | | | | | | | | | | | | |
| 13. Email ID* | | | | | | | | | | | | |
| 14. Mobile Number* | | | | | | | | | | | | |

| 15. ACADEMIC QUALIFICATIONS | | | | | |
|-----------------------------|-------------------------|--|---------------|--------------------------|-----------------|
| | Month & Year of Passing | Name of the Institution / College / School | Grade / Marks | Regular / Correspondence | Medium of Study |
| SSC (10th) | | | | | |
| Intermediate (+2) | | | | | |
| UG | | | | | |
| PG | | | | | |
| Others | | | | | |

Note: * Mark indicates Mandatory

Emergency Contact Person's Name and Phone No & Relationship:

I hereby declare that all the particulars given above are correct and I agree to abide by all the Rules and Regulations of the ICM, Hyderabad that are in force from time to time.

Place :

Date :

SIGNATURE OF THE APPLICANT