

PROSPECTUS

HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT

06.07.2026 to 12.03.2027

HIGHER DIPLOMA PROGRAMME IN COOPERATIVE MANAGEMENT (CORRESPONDENCE)

The young aspirants fresh or private who desire to serve the cooperatives also have an opportunity to get professional / management education through this programme.

ELIGIBILITY

Graduate in any stream or employees of Group C and above of cooperative departments/ Organizations/ Institutions.

SUBJECTS TO BE COVERED UNDER THE PROGRAMME

FIRST SEMESTER			
S.No.	Course Title	No. of Credit	No.of Sessions
1.	Environment for Cooperatives in India	1.5	45
2.	Cooperative Legislation	1.5	45
3.	Cooperative Credit & Banking	1.0	30
4.	Non Credit Cooperatives	1.0	30
5.	Accounts & Audit	1.5	45
6.	Information Technology for Management-I	1.0	30
	Total	7.5	225

SECOND SEMESTER

S.No.	Course Title	No. of Credit	No. of Sessions
7.	Cost Accounting and Financial Management	1.5	45
8.	Marketing Management	1.0	30
9.	Allied Laws	1.0	30
10.	Organisational Behaviour & Communication	1.0	30
11.	Human Resource Management & Industrial Relations	1.0	30
12.	Project Management & Business Development Plan for Cooperatives	1.0	30
13.	Information Technology for Management-I	1.0	30
14.	Data Collection and Project Report	1.0	NA
	Total	8.5	225
	GRAND TOTAL (SEM.I+SEM.II)	16	450

ADMISSION

	Regular	Correspondence
Education	Any graduate from recognized University	Any graduate from recognized University
Age	Maximum 45 years	Maximum 55 years

ASSESSMENT AND EVALUATION

Exams	Classifications	Marks	Total Marks
Internal	Case Presentation	10	50
	Group discussion	10	
	In basket exercise	10	
	Quiz & written test	20	
External	Part- A: Observation type Questions (10X1 Marks)	10	50
	Part- B: 1000 words- Descriptive Type Questions (4X5 Marks)	20	
	Part- C: 2000 words- Descriptive Type Questions (2X10)	20	
	Total Marks		100

Observation Study Report & Presentation	50 Marks (Study Report -30 Marks and Presentation -20 Marks)
Project Report & Viva	Project Report – 100 Marks And Project Viva – 50 Marks

S.No.	Details	Marks	Minimum Marks for Passs	
1	13 Subjects (13X100 Marks)	1300	40% i.e 20 Marks for Every Subject	40% i.e 20 Marks for Every Subject
2	Observation Study Report & Presentation	50	40% i.e. 20 Marks	
3	Project Report & Viva	150	40% i.e. 60 Marks	
	TOTAL	1500	40% i.e. 675 Marks	

PROGRAMME FEES : Rs.20,000/- + 18% G.S.T. can be paid in two equal installments , first at the time of registration and second at the end of First Semester.