



भारत 2023 INDIA  
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अमृत महोत्सव



# DGR Course Brochure



**Regional Institute Of Co-Operative Management**

Sector 32-C, Chandigarh - 160 030 (U.T.)

[www.riemchd.org](http://www.riemchd.org)

# Welcome to RICM Chandigarh

Regional Institute of Cooperative Management, popularly known as RICM, Chandigarh was set up in July, 1956 at Sangrur as a Block Development Training Centre. Later on, it was named as Cooperative Training College & shifted to Patiala (This institute was shifted to Chandigarh in the year 1973). The Cooperative Training Colleges were under the administrative control of Reserve Bank of India at that time. In early 60's, these institutions were transferred to National Council for Cooperative Training (NCCT) under National Cooperative Union of India, New Delhi. Looking at its wider area of operation, the institute was made Regional Institute of Cooperative Management in the year 1996. This institute has rendering services to the States of Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Delhi and the Union Territory of Chandigarh.



## Our Location

The institute is functioning from its own campus, situated in Sector 32-C, Chandigarh which is 8Kms (approximately) from ISBT, Sector 17, nearly equal distant from Chandigarh Railway Station and ISBT Sector 43. There is a hostel facility for boys and girls accommodating about 120 persons comfortably. It has air-conditioned class rooms, computer lab, one conference room and an air-conditioned auditorium with a seating capacity of about 150 persons for conducting training programmes, seminars, conferences and meetings etc.



# About Regional Institute of Co-Operative Management

**RICM:** It is where the voyage to the profound depths of knowledge begins. With its rich ambience and vibrant culture, it is the perfect place to nurture young minds for a better understanding of the cooperative world. Aspirations of the youth are given flight by the seasoned faculties who have set up benchmarks through their vital contributions to the industry. By imparting quality education, RICM is developing a future leader out of every individual who will be ushering management into a new era. RICM provides proactive education to its students through varied approaches of learning like, learning outside the class room, workshops, practical learning, case developments etc.

**RICM** is one of Chandigarh's leading training institutions with a long term commitment to develop leaders of the future, people who have an interest in and commitment to contributing to the economic , cultural and social future of the region and the country. With more than 50 years of educational experience, the RICM, combining tradition with a strong sense of innovation and exploration is regarded as one of the most research intensive institutions in the states of Punjab Haryana, Himachal Pradesh, Delhi, Jammu & Kashmir as well as the Union Territory of Chandigarh.

Developed in consultation with the industry and professionals, many of the RICM's programmes integrate work experience with learning to ensure that the participants are equipped with qualities which the employers look for, and become significant contributors in their chosen professions.

Administratively, RICM is functioning under the aegis of the National Council for Cooperative Training (NCCT), New Delhi funded by the Ministry of Agriculture and Cooperation as per Govt. of India norms. The RICM is situated in its own campus in sector 32-C, Chandigarh which is approximately 8 kms from both the ISBT Sector 17 and Chandigarh Railway Station. It is approximately 15km from the Chandigarh Airport

With the ever growing demand for the professional managers to manage the various business enterprises located in various business enterprises located in the region, especially Agribusiness managers, it is felt that the introduction of the proposed PGDBM at the institute would be able to bridge the gap between the demand and supply of professional managers to certain extent



## Future vision of the institute

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- Cooperative Education has been considered as a basic aspect and ingredient for sound and sustainable cooperative development. Right from the time of Rochdale Pioneers (1844) down to ICA Manchester Congress in 1955, Cooperative Education has been emphasized as a principle the implementation of which will engage the minds of members and the employees to comprehend fully the complexity and richness of cooperative thought and action, contributing effectively to the development of their respective cooperatives. All the five year plans and the various expert committees on cooperation, constituted from time to time, have been stressing the need and the importance of cooperative education and training. Systematic efforts were initiated in this direction during 1958-59 when a nationwide programme of cooperative member education was launched under the supervision and guidance of the National Cooperative Union of India
- The success of Cooperative enterprise depends on efficiency and the loyalty of their members and personnel. To meet the challenges in the present competitive environment, the cooperative have to be strong, efficient and vibrant organizations, which can be possible by constant upgrading their knowledge and skills.

## Why RICM ?

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RICM ensure welfare of the retiring & retired Armed Forces Personnel through implementation of Govt of India (GoI) sponsored welfare/ re-settlement schemes, organize skill development training and provide second career/employment opportunities by synergising its effort. RICM remains actively and progressively committed towards providing a gainful and essential second career opportunity for resettlement of the trainees who have selflessly served the Nation. RICM is working towards pay-back to the retiring soldiers for all they have done during their active service and to the Nation in providing a "Trained Man-force" which is highly skilled, highly motivated, highly disciplined and flexible to adapt into the new working conditions.



# DGR Courses at RICM Chandigarh for year 2024-25

- 1. Certificate course in web developer-** Web development is simply how websites are built, implemented, and displayed on the internet. It pertains to the work behind the scenes that creates a functional website that performs a set of particular, defined functions. This includes various aspects of network security, web content development, web designing, web publishing, database management, and more. And to make the website look better and work well, it needs the application of DOM or Document Object Mode; HTML, CSS, and Javascript.
- 2. Certificate course in business administration-** Administrative training is basically the type of training that administrative officers or assistants go through in order to strengthen your company's administrative function in an organized, efficient, and effective manner.
- 3. Certificate course for security supervisor-** This Security Supervisor Course is designed to enable people working in the Security Industry to progress to a supervisory level within the industry and take on roles such as Security Team Leader and Security Supervisor.
- 4. Certificate course in computer application and accounting management-** Management Accounting is concerned with the accounting to management. Management accounting aids managers in a company make decisions. Management accounting is the application of professional skills and knowledge in the preparation of financial and accounting information in a way in which it will help internal management in the formulation of policies, planning, and control of the operations of the firm.
- 5. Certificate course in financial accounting system-** Every aspect of your company revolves around finances. What if you can replace, or help you grow, one aspect of your company with accounting? If you have an accounting background, you can develop a better understanding of your business by using tools such as financial statements. The course that we developed covers all the basics of accounting: basic accounting principles, accounting basics, financial statement analysis, business operation, financial auditing, etc. It also includes an introduction to the public accounting standards that are used by accountants. In total, you can learn how to



effectively analyze financial statements and use them to improve your understanding of your business.

6. **Diploma in marketing management-** Today's industry demands professionals who have the critical analytical ability, the ability to understand the market conditions, and problem-solving skills. When addressing the rising competition and complexity of the marketing industry, the marketing program offers a balanced blend of marketing and communication skills. These skills are perfectly aligned with the explicit needs of the industry. With these skills, professionals can enhance their sales and marketing career.
7. **Certificate course in warehouse supervisor-** Increased knowledge and confidence to train existing or potential supervisors on best practices of warehouse management. Increased skill and knowledge to apply advanced tools and concepts as well as maximise automation to increase warehouse productivity and quality of operations.
8. **Certificate course in front office executive-** The front office is often the first point of interaction between customers and the organization. Customers at hotels, restaurants, hospitals, or customers looking for customer service, advisory services are greeted primarily by the front office staff. Employees engaged in integrating sales are also a part of the front office.
9. **Diploma in industrial co-operative management-** A successful cooperative business can provide employment, investment opportunities, collaborative growth and even distribution of wealth, among other things. Co-ops are exclusively controlled by members who shop at and use the business regularly, so it will always exist to better its community. Since members of the community own and operate a cooperative business, they will always have the incentive to benefit one another. The members will want the co-op to help the community because they are a part of it – and the community will always want to support the co-op because it invests in the betterment of the community.
10. **Certificate course in retail management-** A candidate learns how to apply and assess appropriate approaches for successful retailing. Basics of retailing, customer behavior, sale, and marketing management, supply chain network, and electronic retailing are all covered in the Syllabus. It mostly focuses on retail marketing and management.



11. **Certificate course facilities housekeeping supervisor-** On successful completion of the Certificate Course in Housekeeping Supervisor, you can gain expertise in cleaning and hygiene management. This will also allow you to work in other industries with the same job and responsibilities.
12. **Certificate course in bookkeeping and accounting Tally-** The benefits of technology are most strongly felt in accounting automation for businesses. As companies expand their markets beyond geographical boundaries, digital communication is essential. Business communication globally necessitates following accepted accounting standards as well as digital transmission of all business documents.



## **RICM's Commitment towards the trainees of Resettlement courses:**

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- 1- We help our trainees to get registered with the recruitment agencies, in order to support them with the various job opportunities.
- 2- For overall development of trainees we provide them with special classes of Personality Development and General Communication.
- 3- We also provide classes of Financial and Investment planning, so that we can enlighten them as to what they can do with their retirement funds.
- 4- We also provide one to one expert talk to polish business ideas of the trainees.
- 5- Special lecture on the various government schemes for Business Start-ups are also organized at RICM Chandigarh.
- 6- We help trainees in making their Resumes and how more they can enhance their Resumes.

# Courses Offered by the RICM at Chandigarh Centre

## (Certificate Course in Financial Accounting System)

<b>1</b>	Nomenclature of the Course	<b>Certificate Course in Financial Accounting System</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>290 hrs.</b> <b>50 hrs.</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirement	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>02</b>
<b>8</b>	Detailed syllabus of the Course	<b>1. Introduction to Financial Analysis</b> <b>2. Business Accounting</b> <b>3. General Communication, Personality Development</b> <b>4. Computerized Accounting (Tally) with Computer Basics</b> <b>5. Business Analysis</b> <b>6. Direct Taxes &amp; GST</b> <b>7. Banking Services and Auditing</b> <b>8. Viva Voce (Project)</b>
<b>9</b>	Utility/ Job Prospectus of the Course	<b>The syllabus is specially designed to meet out all the requirements of Accounts &amp; Financial Management. The person will be fit in Accounting &amp; Finance section of any organization.</b>



**(Diploma in Marketing & Sales Management)**

<b>1</b>	Nomenclature of the Course	<b>Diploma in Marketing &amp; Sales Management</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>290 hrs.</b> <b>50 hrs.</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>01</b>
<b>8</b>	Detailed syllabus of the Course	<b>1. Principles of Marketing</b> <b>2. Advertising Management,</b> <b>3. Sales and Distribution Management</b> <b>4. Consumer Behaviour</b> <b>5. Business Communication</b> <b>6. International Marketing analysis, consumer behavior,</b> <b>7. Computer Application</b> <b>8. Project Report (External)</b> <b>9. General Communication, Personality Development</b>
<b>9</b>	Utility/ Job Prospectus of the Course	<b>Job opportunities in retail sector are ample in India. Countless jobs in retail &amp; Sales sector are available such as books and publishing industries, music stores, multiplex, shopping malls, garment industry and processed food industry. With speedily expanding opportunities are opening all over India or abroad , Probable growth rate in retail sector in India has been concerning 30-40 % with establishment of more than 200 shopping malls.</b>

**(Certificate Course in Book Keeping, Accountancy & Tally)**

<b>1</b>	Nomenclature of the Course	<b>Certificate Course in Book Keeping, Accountancy &amp; Tally</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total):	<b>12 weeks</b> <b>340 hrs.</b> <b>170 hrs.</b> <b>170 hrs.</b> <b>* One week examinations</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>Regional Institute of Cooperative Management, Chandigarh</b> <b>National Council for Cooperative Training , Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 40</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>01</b>
<b>8</b>	Detailed syllabus of the Course	<b>1. Accounting- meaning objectives and basic terms.</b> <b>2. Theory base of accounting, origin and recording of transaction, trial balance and errors, financial statements.</b> <b>3. Trading account, profit and loss account and balance sheet.</b> <b>4. Depreciation, reserves and provisions, bills of exchange.</b> <b>5. Accounts of non-profit organizations.</b> <b>6. Accounts from incomplete records.</b> <b>7. MIS Computers, Tally.</b> <b>8. General Communication, Personality Development</b>
<b>9</b>	Utility/ Job Prospectus of the Course	<b>The syllabus is specially designed to meet out all the requirements of accounts. The person will be fit in accounting section of any organization.</b>

## PART - IV- PROPOSED COURSES

### (Certificate Course/Diploma in Industrial Cooperative Management)

1	Nomenclature of the Course	<b>Diploma in Industrial Cooperative Management</b>
2	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>300 hrs.</b> <b>* two weeks practically tours of cooperative organizations.</b> <b>* one week examinations</b>
3	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
4	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
5	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
6	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
7	Diploma in Industrial Cooperative Management	<b>01</b>
8	Detailed syllabus of the Course	<b>1. Organizational structure &amp; business,</b> <b>2. Financial &amp; Cost Accounting</b> <b>3. Communication &amp; Organizational behaviors,</b> <b>4. Marketing Management, Financial Analysis,</b> <b>5. Project, Production &amp; Inventory Management,</b> <b>6. Computer &amp; Information system</b> <b>7. General Communication, Personality Development</b>
9	Utility/ Job Prospectus of the Course	<b>Participants can step into Cooperative Sector for new business set ups. Apart from this there is a huge opportunity for jobs in the Industrial Cooperative sector.</b>

**(Certificate Course for Warehouse Supervisor)**

<b>1</b>	Nomenclature of the Course	<b>Certificate Course for Warehouse Supervisor</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical: © Syllabus	<b>12 weeks</b> <b>340 hrs.</b> <b>300 hrs.</b> <b>* two weeks practically tours of Corporate Warehouses</b> <b>* one week examinations</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure(Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>01</b>
<b>8</b>	Detailed syllabus of the Course	<p><b>1 Basics of warehouse and inventory management, orders receipts and transportation</b></p> <p><b>2. Vehicle check and verifying invoices for inbound / outbound activities, daily audit and reports</b></p> <p><b>3. Supervision activities during shifts</b></p> <p><b>4. Physical identification of material, team control, perpetual audit of shift</b></p> <p><b>5. Performing warehouse supervision activities.</b></p> <p><b>6. Tracking of warehouse materials and monitoring of inventories</b></p> <p><b>7. Carry out end of day operations</b></p> <p><b>8. Performance Criteria</b></p> <p><b>9. Reporting and Record</b></p>
<b>9</b>	Utility/ Job Prospectus of the Course	After Completing this programme, participant will be able to, Plan & schedule day to day activities , Monitoring loading / unloading activities, Supervising and managing complete warehouse, proper daily reports to management. Inventory control and logistics are the core topics of the course which are in high demand and in industrial sector.

**PART - IV- PROPOSED COURSES**  
**(Certificate Course for Security Supervisor)**

<b>1</b>	Nomenclature of the Course	<b>Certificate Course for Security Supervisor</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical: © Syllabus	<b>12 weeks</b> <b>340 hrs.</b> <b>240 hrs + 100 hrs. field training</b> <b>* one week examinations</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure(Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No of Course in Calendar Year	<b>02</b>
<b>8</b>	Detailed syllabus of the Course	<b>Module 1</b> Course Introduction Private Security Industry in India Duty & Responsibilities <b>Module 2</b> Risk, Threat, Emergency, Disaster Basic Legal Knowledge EPF and other Important Act <b>Module 3</b> Security Equipments & Systems Securing People & Property Documentation Patrolling & Briefing <b>Module 4</b> Search & Screening Parking Control Commercial Deployment Industrial Deployment <b>Module 5</b> First Aid Box General Communication & Personality Development
<b>9</b>	Utility/ Job Prospectus of the Course	<b>After Completing this programme, participant will be able to, Work as Security Superviso, Admin Officers in Security Agencies/Companies/Corporates and also be able to setup security agency.</b>

**(Certificate Course Front Office Executive)**

<b>1</b>	Nomenclature of the Course	<b>Certificate Course Front Office Executive</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>240 hrs.</b> <b>100 hrs. Including Study Visits for Industrial Exposure.</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>01</b>
<b>8</b>	Detailed syllabus of the Course	<b>1. Introduction to Service Sector</b> <b>2. Front Office Operations</b> <b>3. Basic Principles of Office Accounts</b> <b>4. Business Communication</b> <b>5. Public Relations</b> <b>6. General Communication &amp; Personality Development</b> <b>7. MIS Computers</b>
<b>9</b>	Utility/ Job Prospectus of the Course	After Completing this programme, participant will be able to work as Front Office Executive in all kind of Corporate/Tourism/Hopitality sectors

### (Diploma in Facilities Housekeeping)

1	Nomenclature of the Course	<b>Diploma in facilities Housekeeping</b>
2	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>24 weeks</b> <b>640 hrs.</b> <b>540 hrs.</b> <b>100 hrs.</b>
3	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
4	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
5	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
6	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
7	No. of Programmes in Calendar Year	<b>01</b>
8	Detailed syllabus of the Course	<b>1. Introduction to Service Sector</b> <b>2. Housekeeping Operations</b> <b>3. Occupational Safety, Health, Environment Education</b> <b>4. Productivity aspects of Housekeeping</b> <b>5. Book Keeping &amp; Accounting</b> <b>6. Business Communication</b> <b>7. Front Office Operations</b> <b>8. Computer Awareness and IT applications</b> <b>9. General Communication &amp; Personality Development</b> <b>10. Project Management</b>
9	Utility/ Job Prospectus of the Course	After Completing this programme, participant will be able to work as Manager/S upervisor in all kind of hospitality sectors. Participants can also setup their own venture/business in the same sector.

### Certificate Course in Business Administration (Capital Markets)

<b>1</b>	Nomenclature of the Course	<b>Certificate Course in Business Administration (Capital Markets)</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>290 hrs.</b> <b>50 hrs.</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>02</b>
<b>8</b>	Detailed syllabus of the Course	<p><b>1. Overview of Capital Market: Authorities Governing Capital Markets in India, Indian Capital Market</b></p> <p><b>Securities, Market Reforms and Regulatory Measures to Promote Investor Confidence, Profile of Securities Market, Features of Developed Capital Market: IOSCO</b></p> <p><b>Overview of Depository System in India, Capital Market Instruments, Equity, Debentures, Preference Shares, Sweat Equity, Non-Voting Shares , Share Warrants Pure, Hybrid and Derivatives ,</b></p> <p><b>Rating and Grading of Instruments: Concept, Scope and Significance, Regulatory Framework,</b></p> <p><b>Rating Agencies in India, Rating Methodologies</b></p> <p><b>2. Securities Market Intermediaries:</b></p> <p><b>Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Depositories, Depositories Participants, Custodians, Credit Rating Agencies, Venture Capitalists, Market Infrastructure Institutions –</b></p> <p><b>Stock Exchanges: Functions and Significance of Stock Exchanges, Operations and Trading Mechanism of Stock Exchanges , Settlement of Securities,</b></p> <p><b>Stock Market Indices, Risk Management, Surveillance Mechanism at Stock Exchanges, Straight through Processing , Demutualization of Stock Exchanges, SME Exchange</b></p>



		<p><b>3. Debt Market: Instruments, Listing, Primary and Secondary Segment, Money Market: Growth of Money Market in India – Structure and Institutional Mechanism,</b></p> <p><b>Money Market Instruments: Treasury Bills, Commercial Bills, Commercial Paper, Factoring Agreements &amp; Discounting of Bill</b></p> <p><b>4. Mutual Funds : Mutual Fund: Introduction, Definitions, Schemes, Risks Involved, Setting Up of Mutual Funds, Role in Financial Market, Advantage of Investment in Mutual Fund, Concept of Trustee and Asset Management Company, Legal &amp; Regulatory Framework, Venture Capital: Concept of Venture Capital ,</b></p> <p><b>Registration, Investment Conditions and Restrictions.</b></p> <p><b>5. Consumer Behavior</b></p> <p><b>6. Business Communication</b></p> <p><b>7. Personality Development</b></p> <p><b>8. MIS Computers</b></p>
9	Utility/ Job Prospectus of the Course	After Completing this programme, participants will be able to work as Manager in the field of retail , security , debt and mutual funds market.

### Certificate Course in Business Administration (Retailing)

<b>1</b>	Nomenclature of the Course	<b>Certificate Course in Business Administration (Retailing)</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>290 hrs.</b> <b>50 hrs.</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Programmes in Calendar Year	<b>02</b>
<b>8</b>	Detailed syllabus of the Course	<p><b>1. Introduction to Retailing: Definition &amp; Scope, Evolution of Retailing, Types of Retailing, Benefits of Retailing, Retailing Environment, Trends in Retailing Industry, Retail purchasing and Pricing: Purchase Management, Pricing Strategies, and Price skimming.</b></p> <p><b>2. Information System in Retailing: Technology in Retail, Information Resources, Retail information system. Ethical and legal in Retailing: Dealing with Ethical Issues, Social Responsibility, Environmental Orientation, Waste reduction at retail stores.</b></p> <p><b>3. Structure of Banking in India: Types of Banks, Organizational Structure of Commercial Banks, Functions &amp; Role of RBI, Credit Creation, Monetary Policy, Fiscal Policy.</b></p> <p><b>4. NPA: NPA guidelines, KYC norms, Retail banking, Banking services, Banking products.</b></p> <p><b>5. Consumer Behavior</b></p> <p><b>6. Business Communication</b></p> <p><b>7. Personality Development</b></p> <p><b>8. MIS Computers</b></p>
<b>9</b>	Utility/ Job Prospectus of the Course	After Completing this programme, participants will be able to work as Manager in the field of retail, security , debt and mutual funds market.

### Certificate Course in Business Administration (Financial Planning)

<b>1</b>	Nomenclature of the Course	<b>Certificate Course in Business Administration (Financial Planning)</b>
<b>2</b>	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>290 hrs.</b> <b>50 hrs.</b>
<b>3</b>	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Cooperation Govt. of India, New Delhi.</b>
<b>4</b>	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
<b>5</b>	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Minimum)</b>
<b>6</b>	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
<b>7</b>	No. of Course in Calendar Year	<b>02</b>
<b>8</b>	Detailed syllabus of the Course	<p><b>1. Overview of Financial Planning: Meaning of Financial planning, Meaning of Financial Management, Scope of Financial Planning, Objectives of Financial Planning, Financial Decisions .</b></p> <p><b>2. Capital Budgeting : Meaning of capital Budgeting, Techniques of capital budgeting: Pay- back period, Rate of return, Net present value, Internal rate of return, Benefit cost ratio.</b></p> <p><b>3. Financial Decision and Working Capital Management: Capital Structure decision, Approaches to capital structure, Optimum capital structure, Indifference Point, Cost of capital, Estimating the working capital requirements of a business</b></p> <p><b>4. Leverages and Dividend Policy: Types of Leverages, operating, financial and composite leverage, Approaches to dividend policy, Optimum dividend policy.</b></p> <p><b>5. Consumer Behavior</b></p> <p><b>6. Business Communication</b></p> <p><b>7. Personality Development</b></p> <p><b>8. MIS Computers</b></p>
<b>9</b>	Utility/ Job Prospectus of the Course	People having Knowledge of Capital Budgeting, Financial Planning and Capital Markets are in huge demand in the market. Participants can also work as freelancer in the same sector.

**(Certificate Course in Computer Application & Accounting Management)**

1	Nomenclature of the Course	<b>Certificate Course in Computer Application &amp; Accounting Management)</b>
2	Duration of the Course: Duration of the Hours (Total): (a) Theory Classes: (b) Practical	<b>12 weeks</b> <b>340 hrs.</b> <b>140 hrs.</b> <b>200 hrs.</b> <b>* One week examinations</b> <b>* All classes will be in computer lab.</b>
3	Certificate to be awarded by: Whether it is recognized or accredited	<b>National Council for Cooperative Training funded by Ministry of Agriculture Govt. of India, New Delhi.</b>
4	Fee Structure( Only Tuition Fee, per participant)	<b>As per DGR norms.</b>
5	Qualification Requirements	<b>10<sup>th</sup> &amp; 12<sup>th</sup> (Mimimum)</b>
6	Max. and Min. Strength of Students acceptable	<b>Maximum Students- 50</b> <b>Minimum Students- 50</b>
7	No. of Programmes in Calendar Year	<b>02</b>
6	Detailed syllabus of the Course	<b>1. Accounting- meaning objectives and basic terms, theory base of accounting, origin and recording of transaction, trial balance and errors, financial statements,</b> <b>2. Trading account, profit and loss account and balance sheet.</b> <b>3. Depreciation, reserves and provisions, bills of exchange,</b> <b>4. Accounts of non-profit organizations,</b> <b>5. Accounts from incomplete records, 6. Computer awareness, 7. Introduction to computers, meaning and features, 8. Fundamental of computer operating system</b> <b>09. Accounting package tally- use and practice.</b> <b>10. Personality Development</b>
7	Utility/ Job Prospectus of the Course	<b>The syllabus is specially designed to meet out all the requirements of accounts. The person will be fit in accounting section of any organization.</b>



# Regional Institute of Co-Operative Management

(An Institute of National Council for Co-operative Training, New Delhi)  
Ministry of Co-operation, Government of India



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