



PROSPECTUS 2025-2026

FOR HIGHER DIPLOMA IN COOPERATIVE MANAGEMENT



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Netaji Subhas Regional Institute of Cooperative Management

(An Institution of National Council for Co-operative Training, New Delhi)
Ministry of Cooperation, Govt. of India
Central park, Kalyani - 741235 (West Bengal)

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FOREWORD

The Institute was established in the year 1956 as an In-service training centre for middle level officers of Cooperative department and personnel of Cooperative organizations. Now the Institute is functioning under the aegis of Ministry of Cooperation, Govt. of India and also acts as a unit of National Council for Cooperative Training, New Delhi. The Institute is catering the training need of West Bengal, Tripura, Sikkim and Andaman Nicobar Islands in cooperative & allied sectors. Equipped with adequate infrastructure, manned by competent faculty, the Institute with a beautiful campus offers need-based training to the personnel of various cooperative organizations, allied government organizations, private enterprises and individual.

I am pleased to announce that our institution will be offering a Higher Diploma in Cooperative Management course commencing from the month of July 2024. This program has been carefully designed to address the current challenges and opportunities in the cooperative sector. In today's dynamic environment, cooperatives play a crucial role in fostering sustainable development, social inclusivity, and economic resilience. This diploma course will equip participants with the necessary knowledge and skills to navigate these complexities effectively. With the vision of creating an environment of accessibility to given opportunities of talented youths in Eastern and North Eastern-Region through specific designing of need based professional program, Higher Diploma in Cooperative Management (HDCM) is presented to Cooperative personnel & the ignited minds of Eastern and North Eastern-Region youths. I, suggest continuing these 36 weeks course in distance learning mode due to saving time while in job/engagement in other activities and well flexibility of our target group members. I hope, all of you will be enjoying the following course as participants which will be very helpful in building your professional career in cooperative sector in near future.

COURSE DETAILS

Sl No	Name of the Course	Duration	Eligibility	Affiliation
1	Higher Diploma in Cooperative Management (HDCM)	36 weeks	Graduate	Affiliation to NCCT, New Delhi, Govt of India

Director

NESRICOM, Kalyani

Estd. – 1956

VISION:

An esteemed Institute that shapes Management Practices in Cooperation Department and Cooperative Organizations by creating new frontiers of knowledge and developing ethical, dependable, entrepreneurial, and socially sensitive leader-managers committed to excellence.

MISSION:

NSRICM's mission is to guide the personnel of Cooperatives, allied Departments and Cooperative Organizations for the states of West Bengal, Tripura, Sikkim and A&N Islands in improving their managerial skills in the respective organizations and help to achieve the noble objective of cooperatives through adaptation of modern managerial techniques. It seeks to do this through development of Human Resources in Cooperatives by generating risk-bearing leader-managers who will pioneer new managerial practices and set new standards by inducting professional attitude who will generate new ideas of significance.

OBJECTIVES:

- To provide learning facilities to employees of Cooperation Department and Cooperative Organizations in enhancing professionalism to heighten the performance of their organization.
- To promote knowledge through research, applied and conceptual, relevant to management, and to disseminate knowledge through publications.
- To enhance the decision-making skills and the administrative competence of practicing managers and assist organizations to solve their managerial problems those with consultancy services based on actual requirements.
- To promote the development of Cooperative Movement through Human Resource Development in collaboration with other related cooperative institutions in these four States.

CLASSROOMS:

The classrooms of the Institute are well furnished with all modern teaching aids including LCD Projector, Computer, etc. The Institute had an Air-conditioned Conference Hall for 50 capacities inbuilt with LCD projector and Public Address System. To make the training programs useful and purposive for developing skills and attitudes, maximum opportunities are provided to the participants for effective participatory learning.

COMPUTER LAB:

The Institute has a well-furnished Computer Lab with adequate number of computers with LAN and Internet Connectivity. A high speed (100 Mbps) internet connectivity is available through National Knowledge Network (NKN) provided by the ministry of communication & IT, Govt of India. The Institute is fully equipped with video conferencing facility, Audio-Visual Computer aid and LCD projector etc.

LIBRARY:

The Institute's library has a comprehensive collection of literature predominantly related to cooperatives, management, computer and allied subjects to meet the present and future information needs of its users. NSRICM encourages the use of its library for professional purposes. Individuals and cooperative Organizations can use the library regularly for research purposes. The library has a total collection of about 14000 volumes of books, many Journal and magazines, different language-based newspaper etc.

HOSTEL:

An atmosphere of community living prevails on the campus. The campus has a wide range of hostel facilities. The hostel is having a provision for about 120 trainees which is spread over an area of 1.24 acres. Amongst the 60 rooms, one is Guest Room with AC, 3 nos. of Deluxe Rooms. It is equipped with high-speed internet connectivity a pantry and everything that students are likely to need for a comfortable stay.

The excellent sports and fitness facilities on the hostel campus ensure that students can remain fit and healthy to take on the strenuous academic challenges.

HOW TO REACH THE INSTITUTE:

The Institute is located at the central place of the Kalyani town under Nadia district of West Bengal. It is located adjacent to the Kalyani Main post office and is about 50kms away from Kolkata connected through local train services from Sealdah Terminus and express bus service from the metro city Kolkata. The nearest airport is located at Dum Dum just 50 kms away from the city.

ADDRESS FOR COMMUNICATION:

NETAJI SUBHAS REGIONAL INSTITUTE OF COOPERATIVE MANAGEMENT

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

Under Ministry of Cooperation, Govt. of India

B-9/272(20), Civic Centre, Central Park, P.O. Kalyani, District- Nadia- 741235, W.B.

Phone: 03325828202

Mail: nsricmkalyani@gmail.com

Website: <https://www.nsrcm.com>

ABOUT THE HDCM COURSE

The Higher Diploma in Cooperative Management (HDCM), (36 weeks spread over 2 semesters), the flagship programme of NCCT, aims to educate and nurture individuals aspiring to excel their career in the cooperative sector with emphasis on providing comprehensive management skills. The curriculum is meticulously crafted and updated from time to time to align with requirements of the Cooperative Sector. In the context of evolving business dynamics and challenges in the cooperative ecosystem, new scheme and syllabus provides analytical skills and decision-making abilities to the human resources in the cooperative sector. In the emerging competitive environment, the inputs of the course will be helpful for professional approach with the use of all marketing techniques and strategies in place. The course aims to equip candidate to pursue career in 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.

TARGET GROUP

- Government employees of Co-operative and allied Departments.
- Cooperative personnel of Cooperative Bank, Federation & other Organizations.
- Personnel of PACS and other primary Cooperative organizations
- Fresher's/Intended Individuals.

ELIGIBILITY

Graduate in any discipline.

IN TAKE CAPACITY

Type of the Course	Capacities
Distance Learning	30 participants

DURATION

36 weeks (2 semesters)

MODE OF SELECTION

Academic records, Experience and interviews.

FEE STRUCTURE

Sl No	Semester	Amounts (Rs)
1	HDCM–1stSemester & 2ndSemester	20,000.00
	Add: Prospectus charge	300.00
	Add: 18% GST	3624.00
Total		23954.00

N.B: - Candidates can pay course fees in a single payment mode or in semester wise two installments.

COURSE SCHEDULE

1st Semester		Distance learning mode
	Class room Training	Self-Learning -12 weeks Contact Classes - 3 weeks
	Examination	1 week
	Observation cum Study visit	1 week
2nd Semester	Class room Training	Self-Learning -12 weeks Contact Classes – 3 weeks
	Examination & Viva Voce	1 week
	Data Collection and Project Work	3 weeks
Total		36 weeks

SESSION PLAN

SEMESTER – I

Subject No.	Subject	Total Marks
1	Environment for Cooperative in India	100
2	Cooperative Legislation	100
3	Cooperative Credit and Banking	100
4	Non-Credit Cooperatives	100
5	Accounts and Audit	100
6	Information Technology for Management - I	100
Total		600

SEMESTER – II

Subject No.	Subject	No. of Sessions	Total Marks
7	Cost Accounting & Financial Management	45	100
8	Marketing Management	30	100
9	Allied Laws	30	100
10	Organizational Behavior and Communication	30	100
11	Human Resources Management and Industrial Relations	30	100
12	Project Management & Business Development Plan for Cooperatives	30	100
13	Information Technology for Management – II	30	100
14	Data collection and Project Report	NA	150
	Viva-Voce		50
Total		225	900
Grand Total (Semester-I + Semester-II)		450	1500

N.B: - Study material of HDCM subjects will be provided by the institute as a soft copy form to the participants.

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: Objective type Questions (10 x 1 Marks)	10	50
	Part – B: 1000 words – Descriptive Type Questions (4 x 5 Marks)	20	
	Part – C: 2000 words – Descriptive Questions (2 x 10 Marks)	20	
	Total Marks for Each Subject		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 Mark for Pass	
			Internal	External
1.	13 Subjects (13 X100 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	45% i.e. 675 marks	

ATTENDANCE

Attendance of the course is 80% of the total working days of classroom sessions either in contact/ On-line mode. A candidate must be appearing internal assessment programme to attend in the external assessment programme.

GRADATION

The candidates will be placed under following categories/grades based on the overall percentage of marks obtained in the examination.

Percentage of Marks	Results
75% and above	Distinction
65% but below 75%	First Class
55% but below 65%	Second Class
45% but below 55%	Pass Class
Less than 45%	Failed

APPLICATION DETAILS AND PROCEDURE

1. Application for admissions to be made in the prescribed form.
2. e Prospectus (included application form) may be downloaded from Institute website/Netaji Subhas Regional Institute of Cooperative Management, Kalyani. (Website: www.nsrcm.com)
3. Filled in application forms should be sent in email: nsricmkalyani@gmail.com or at the office of the Director of the Institute not later than the last date mentioned in the notification. Applications which are not duly filled in/or without the required attested certificates will be summarily rejected.
4. Applications should be enclosed with self-attested copies of the following documents:
 - a. Copy of Graduation Mark sheets
 - b. Copy of Aadhaar Card
 - c. Proof of Age
 - d. Copy of pass certificate of qualifying examination
 - e. Copy of certificates in respect of reservation.

GENERAL INSTRUCTION

1. Candidates should produce their original certificates and marks sheets at the time of interview/admission.
2. Candidate should appear for interview/ admission at their own cost.
3. If any candidate who is provisionally selected fails to report to the officer concerned on or before the specific date and time or if he/she fails to pay the fee indicated, his/her admission will stand cancelled.
4. The processing fee (nonrefundable) of Rs. 300/- will be payable to

DIRECTOR, NSRICM,

Account No.- 11151091675

STATE BANK OF INDIA

Branch: Kalyani

IFSC Code –SBIN0001082

5. After selection, the course fees will be paid in format of DIRECTOR, NSRICM, KALYANI.
Account No.11151091675, STATE BANK OF INDIA, KALYANI BRANCH, IFSC Code – SBIN0001082
and the payment documents will be sent to nsricmkalyani@gmail.com
6. Application form and documents should be sent to nsricmkalyani@gmail.com
7. Last date for submission of Application: **14-07-2025**

Year				
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9. Category (Tick Only one) SC ☐ ST ☐ OBC ☐ P/H ☐ Other ☐

10. Aadhaar No:

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11. State of domicile

12. Processing Fee

Name of the Bank									
Transaction ID									
					Amount	3	0	0	

13. Examination Passed

Board/University	Examination Passed	Year of Passing /Passed	Subjects	Percentage	Class /Div

I hereby declare that the above information is true to the best of my knowledge and belief. I also undertake that if I am selected, I shall abide by the rules and regulations of NSRICM, Kalyani as Conveyed from time to time which I may be expelled from the Institute.

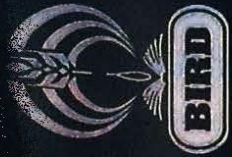
Place:

Signature of the Applicant

Date:

List of enclosures

1. Age Proof Certificate
2. Caste/Tribe/P.H Certificate (if applicable)
3. Qualifying certificates & mark sheets
4. Screen shot Copy of Processing fee payment



Bankers Institute of Rural Development

An ISO 9001:2015 Certified Autonomous Institute Promoted By NABARD

बैंकर ग्रामीण विकास संस्थान

नाबार्ड द्वारा प्रवर्तित एक आईएसओ ९००१:२०१५ स्वायत्त संस्थान

Certificate of Accreditation

This is to certify that

Netaji Subhash Regional Institute of Cooperative Management, Kalyani

Membership No. : A-35-09-0015

has been granted accreditation by

Centre for Professional Excellence in Cooperatives (C-PEC)

for the period 01 April 2023 to 31 March 2026

bearing marks 736.5 and

has been placed in Category 'B+'

Nikhil Kumar

Nikhil Kumar

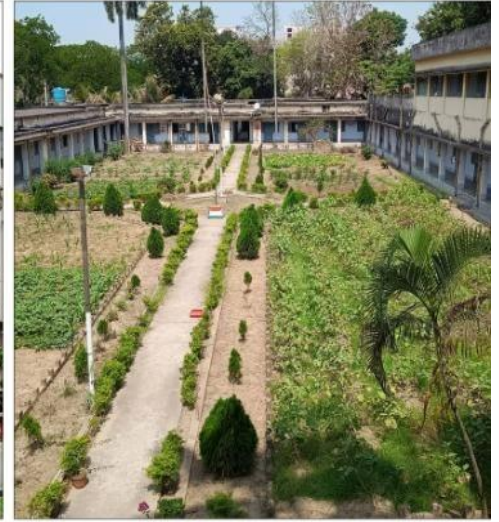
C-PEC In-charge

Dr. Nirupam Mehrotra

Dr. Nirupam Mehrotra

Director





Contact - 033-25828202

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