

॥ अंतरी पेटवू ज्ञानज्योत ॥



North Maharashtra University,
Jalgaon

Syllabus for

Diploma in Co-operative Management

(One Year Course)

w.e.f. July, 2002

NORTH MAHARASHTRA UNIVERSITY, JALGAON

DIPLOMA IN CO-OPERATIVE MANAGEMENT

From Academic Year 2002-2003

(W.E.F. JULY, *) 2002

(I) Introduction

1. The name of the programme shall be Diploma in Co-operative Management
2. The Diploma in Co-operative Management programme will be a Part-time one year Course; it will consist of 6 papers of 100 marks each and Project Report & Viva-Voce of 100 Marks as mentioned below :

- * Introduction to Co-operation
- * Management & Administration of Co-operatives
- * Financial Mgt. & Audit of Co-operatives
- * Business Development Strategies for Co-operatives
- * Co-operative Law and Other Law
- * Project Report & Viva Voce

3. Ordinarily, in each class, not more than 60 students be admitted.

(II) ELIGIBILITY FOR ADMISSION:

H.S.C. OR Diploma awarded by Recognised Board of Technical Education of State or Central Govt.

(III) Assessment:

The final total assessment of the candidate is made in terms of an internal assessment and an external assessment for each course.

- (a) For each paper, 40% marks will be based on internal assessment and 60% marks for year end examination (external assessment), unless otherwise stated.
- (b) The division of the 40% marks allotted to internal assessment of theory papers is on the basis Written test and tutorials
- (c) The internal marks will be communicated to the University at the end of each year, but before the year end examinations. These marks will be considered for the declaration of the results.

(IV) Project Work and Practicals;

As a part of the course students will have to complete their project work under the guidance of internal guide and prepare a project report in 2 copies to be submitted to the Principal/Director.

Project Work may be done individually or in a group of two students. However if project is done in group, each student must be given a responsibility for a distinct module and care should be taken to see that progress of individual modules is independent of others.

The Project Work should be of such a nature that it could prove useful or be relevant from the commercial/management angle.

Cont...

The project report will be duly assessed by the internal guide of the subject. It is expected that work on the project should commence from November and should be over by February of that Academic Year. Mark will be communicated by the Director to the University after receiving the Seat numbers form the University along with the marks of the internal credit for theory and practicals to be communicated for all other courses.

The project work will be carry 40 marks for internal assessment and 60 marks for external viva. The external viva shall be conducted by a minimum of two external examiners.

Project Work can be carried out in the Institute or outside with prior permission of the Institute.

The external viva-voce examination for Project Work would be held in March/April.

(V) Examination:

Examination shall be conducted at the end of the year i.e. during April/May.

(VI) Standard of Passing Class Awarded

Every candidate must secure 50% Marks in aggregate and for external examination 24 out of 60 marks and for internal examination 16 out of 40 marks. For Passing in the semester examination a candidate must secured minimum 40% marks in each individual paper & internal marks separately perscribed for the semester.

1. Aggregate 70% and above .. First Class with Distinction
2. Aggregate 60 % and above .. First Class
3. Aggregate 50% and above .. Second Class
4. Below 50 % .. Fail

(VII) Medium of Instruction :

The medium of Instruction will be English.

DIPLOMA IN CO-OPERATIVE MANAGEMENT
PAPER - I

Introduction to Co-Operation (Marks 100)

(W.e.f. July, 2002)

1. Co-operation :
Definition
Principles of Co-operation,
Origin and Growth of Co-operative Movement in India,
Comparative Study of co-operative and other business Organizations,
Concepts of State Partnership,
Classification and Types of Co-operative Societies,
2. Co-operative Movement in Maharashtra State
Regulation and Control of Co-operatives in Maharashtra
3. Maharashtra State Apex Co-operative Bodies :
Three Tier Structure of Co-operative Sector,
Functions of Apex Bodies,
Maharashtra State Co-operative Bank,
District Central Co-operative Banks,
Cotton Federation,
Sugar Co-operative Mills Federation,
Marketing Societies Federation,
Housing Societies Federation,
Maharashtra State co-operative Housing Finance Society
Maharashtra State Land and Rural Development Co-operative Bank Ltd.
Co-operative Milk dairy
4. National Apex co-operative Bodies :
National Co-operative Development- Corporation,
National Co-operative Union of India,
Vaikunth Mehta National Institute of Co-operative Management,
National Heavy engineering co-operative Ltd.

Reference Books :

1. Co-operation in India - Dr. B. S. Mathur
2. Theory, History and Practice of Co-operation - R.D. Bedi
3. Practice of Co-operation - T. N. Hazela
4. Principles and Philosophy of Co-operation -- P. R. Dubhashi

Paper II – Management and Administration of Co-operatives

1. **Management :**
Defination,
Principles of Management
Process of Management
2. **Organization of a Co-operative Society:**
Member – Eligibility, Admission, Rights and Duties, Types, Cessassion of Membership
General Body
Board of Directors – Rights – Duties and Liabilities,
Eligibility, Rights, Duties of
Office Bearers – Chairman, Vice-Chairman, Secretary, Managing Director and Treasurer.
Cessassion of Directorship
3. **Role of co-operative Department :**
Amendment of Bylaws,
Audit,
Inspection
Inquiries,
Permissions - Investment, Opening of Bank A/c.,
Recruitment of Staff,
Acquisition of Properties,
Area of Operations
Settlement of Disputes
4. **Administrative Structure of Co-operative Department:**
Role, Powers and Functions of commissioner of Co-operation and Registrar of Co-operative Societies, Divisional Joint-Registrar, District Deputy Registrar, Assistant Registrar, District Special Auditor, Co-operative Officer

Reference Books :

1. **Business Administration and Management - Dr. S. G. Saxena**
2. **Co-operative Management - Dr. G. S. Kamat**

Paper – III Financial Management and Audit of Co-operatives (Marks

1. Financial Management :
Meaning – Importance
2. Resources of Co-operative Societies :
Share Capital
Reserves,
Deposits,
Borrowings,
Bonds – Secured and Unsecured
Subsidies and Grants
3. Deployment of Funds
Three Tier Structure of Investments
Cash and Bank Balances
Current Assets – Types
Fixed Assets – Types
Contingent/ Contra Items
4. Accounting Procedure
Double Entry Book-keeping
Maintenance of Journal, Ledger, Cash Book,
Preparation of Final Accounts –
Trial Balance,
Trading / Manufacturing Account,
Profit and Loss Account,
Balance Sheet
Reconciliation
Provisions and Appropriations – Statutory and others,
Internal Checks and Control Mechanism
5. Audit of Co-operatives :
Necessity of Audit,
Types of Audit – Internal, Statutory, Concurrent, Revenue, Management
Appointment and Qualification of Auditors,
Submission of Audit Report,
Compliance of Audit Report,
Audit Classification.

Reference:

1. Financial Management – Dr. P. V. Kulkarni
2. Book – Keeping and Accountancy - P. M. Bhagwat
3. Book Keeping and Accountancy – M. G. Patkar
4. Co-Operative Audit- O.R. Krishnaswami
5. Financial Management and Policy - Dr. V. K. Bhalla
6. Fundamentals of Audit – S. M. Shukla
7. Co-operation in India – Dr. B. S. Mathur

Paper -IV - Business Development Strategies for Co-operatives

1. Business - Meaning - Importance - Scope
2. Strategy - Meaning - Importance-Scope-Conditions for Strategies success - Formulation of Strategies-Strategy implementation - Limitations of Strategy.
3. Co-operatives - Meaning - Importance- Significance as a Strategical Section in Economy
4. Business Objectives - Meaning- importance- Types(Economic-Social)-Strategic Approach to Balance and co-ordinate Business Objectives.
5. Business Environment - Meaning-Factors (Social-Economic-Political-Legislative) Influencing Co-operative Business Environment
Business Environment Scanning - Importance-Swot analysis for promotion and Development of Business.
6. Production Strategy - Meaning-Factors for Location of production Unit-Scale of Production/operation-Modernisation (Automation - Computerisation) Productivity (Meaning - Importance- Strategy for Improving Productivity)
7. Marketing Strategy - Product Development-Unique Selling Proposition-Pricing Techniques-Promotional Strategy (Advertisement - Publicity - Salesmanship)- Logistics (Distribution channels- Warehousing- Transport) - Value Addition to Customers- Market Mix Decision-Implementation-Evaluation-Follow Up-Market Share Strategy (Expansion-Penetration of Market).
8. Revival Strategy-Sick Units-Causes- Turnaround Strategy (Remedial Steps for Revival).
9. Conflict Resolution - Cross-Cultural Understanding-Counselling-Collective Bargaining-Employers Participation in Management -Effective Communication (Formal - Informal Organisational Harmony)
10. Business Ethics - Meaning-Importance-Role in Strategy Formuation and Implementation
11. Challenges of Globalization before Co-operative

Reference Books :

1. Business Policy and Strategic Management - Lawrence R. Jochy, William J. Gluck- McGraw-Hill International Editions (Management Services)
2. Strategic Management (Planning and Implementation) Lloyd L. Byars., Harper and Row Publishers, New York.
3. Strategic Planning and Business Policy- R Nanjundiah- Himalaya Publishing House.
4. Business Policy- Azhar Kazmi-Tat McGraw-Hill Publishing Company Ltd.,
5. Business Policy and Administration - B.K.Acharya and P.B.Govekar-Vipul Prkashan
6. Marketing Management - Philips Kotlar
7. Human Resource Management (A Strategic Introduction)-Christopher Mabey and Graeme Salaman-Blockwell Publishers Limited
8. Business Enviroment - Francis Cherunilam-Himalaya Publishing House.

Paper V : Co-operative Law and Other Laws

1. a) History of Co-operative Legislation in India
b) Maharashtra Co-operative Societies Act, 1960 and the Rules there Under,
2. Indian contract Act, 1872 (Section 1 to 75)
 - i) Nature and Kind of Contract
 - ii) Offer and Acceptance and Consideration
 - iii) Capacity of Parties
 - iv) Free Consent of Parties.
 - v) Contingent Contract.
 - vi) Performance and Discharge of Contract Remedies for breach of contract
 - vii) Quasi Contract
3. Sale of Goods Act, 1930:
 - i) Contract of Sale of Goods
 - ii) Condition and Warranties
 - iii) Transfer of property (ownership)
 - iv) Performance of Contract of Sale
 - v) Rights of unpaid seller.
4. Banking Regulation Act. (Applicable to Urban-Co-operative Banks- Introduction, Scope & Importance)
5. Consumer Protection Act 1986
 - i) Objectives Scope of the Act
 - ii) Consumer - Definition, Coverage and Relationship
 - iii) Rights of Consumers
 - iv) Procedure of Filling Complaints.
 - v) Machinery for redraisal of grievances.
6. Negotiable Instruments Act 1881
 - i) Negotiable Instrument - Kinds and Nature
 - ii) Parties to Negotiable Instruments
 - iii) Holder and Holder in due corse.
 - iv) Negotiable- Types of Endorsement
 - v) Dishonor of Negotiable Instrument- Bill of Exchange, Cheques
 - vi) Consequences and Remedies for Dishonor of Bill of Exchange - Cheques.

Reference Books :

1. Maharashtra Co-Operative Societies Act 1960 and Rules 1961
2. Maharashtra Co-operative Societies Act 1960 Volume I & II - G.M. Divekar
3. Business Laws - N. D. Kapoor
4. Banking Regulation Act - By Tannon